



December 20, 2021

Board of Finance Meeting, Monday, December 20, 2021, 5:00 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM**

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum **See item for signup instructions**

2.01 Verbal Comments

Type: Action, Information, Procedural

To participate in Public Forum in person sign up at the meeting. To participate in Public Forum via ZOOM sign up here:
<https://www.burlingtonvt.gov/citycouncil/publicforum> Do not sign up in person and via Zoom - select one only

3. For Approval and Recommendation to City Council

3.01 Reclassification of One (1) role within the Human Resources Department - HR

Type: Action

Recommended Action: to recommend that the City Council approve the reclassification and retitling of Benefits Manager, a Regular, Full-time, Non-Exempt, Non-union, Grade 19, position to the role of the Assistant Director, Benefits and Risk Management a Regular, Full-time, Non-Exempt, Non-union, Grade 23, position

 Final Packet - Benefits and Risk Management
AD (1).pdf

3.02 Creation and Classification of One (1) BCA Position - BCA/HR

Type: Action

Recommended Action: To recommend that City Council approve the:Creation of the Marketing and Sponsorship Support Specialist, a Regular, Full-time, Non-Exempt,Non-union, Grade 15, position

 2021.12.13 BCA Memo Final.pdf

 2021.12.13 BCA BOF CC Checklist.pdf



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3.03 Reclassification of the CEDO Assistant Director of Administration and Finance Position - CEDO/HR

Type: Action

Recommended Action: to recommend that City Council approve the: ☐ Reclassification and retitling of the Assistant Director of Administration and Finance, a Regular, Full-time, Exempt, Non-Union, Grade 22, position to the Assistant Director of Grants and Finance, a Regular, Full-time, Exempt, Non-Union, Grade 24, position in the Community Economic Development Office. Please note this request also includes Retroactive pay of approximately \$2,647 due to being effective June 7, 2021

 2021.12.20 BOF CC CEDO Final Memo.pdf

 2021.12.20 CEDO Memo BOF CC Checklist.pdf

3.04 Reclassification of four (4) Clerk/Treasurer positions - CT/HR

Type: Action

Recommended Action: to recommend that City Council approve the: ☐ Reclassification and retitling of the Cash & Banking Accountant II, a Regular, Full-time, Non-exempt, AFSCME, Grade 17, position to Cash & Banking Accountant, Regular, Full-time Non-exempt, AFSCME, Grade 16, role in the Clerk/Treasurer Office. ☐ Reclassification of the Purchasing Coordinator & Financial Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 15, position to Purchasing Coordinator & Financial Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 16, role in the Clerk/Treasurer Office. Please note this request also includes Retroactive pay of approximately \$1,084.68 due to being effective August 1, 2021. ☐ Reclassification and retitling of the Accounts Receivable Team Coordinator, a Regular, Full-time, NonExempt, AFSCME, Grade 16, position to Accounts Receivable Team Lead, a Regular, Full-Time, NonExempt, AFSCME, Grade 18, position. ☐ Reclassification/Replacement of the Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, position with Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, position.

 2021.12.20 CT Reclassification Memo Final.pdf

 2021.12.20 CT Memo BOF CC Checklist.pdf

3.05 Re-classification of the Limited Service Asset Management Coordinator to Regular Full-time Asset Management & GIS Coordinator and move to I&T Department - I&T/HR

Type: Action

Recommended Action: 1. To approve the reclassification of the Asset Management Coordinator position from a Limited Service, Full-time, Exempt, Non-Union, Grade 19, position to Asset Management & GIS Coordinator, a Regular, Full-time, Exempt, Non-Union, Grade 20, position. 2. To approve the move from the Department of Public Works to I&T. 3. To approve the payment of retroactive pay from June 4th, 2021 to December 20th, 2021 in the amount of \$2,907.87.

 Reclassification of Asset Mgmt Coordinator 12-16-21_final_.pdf

 Asset Management GIS Coordinator 12-15-21 rev6.pdf

 BOF CC Checklist Reclass Asset Mgmt Coordinator 12-16-21.pdf



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3.06 Position Elimination and Creation - DPI/HR

Type: Action

Recommended Action: to approve and recommend that the City Council eliminate the Code Enforcement Administrative Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, position and create an Electrical Inspector, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position

 Final Packet - DPI Position Elimination and Creation.pdf

3.07 Creation of One (1) Regular Position in the Office of City Planning - Planning/HR

Type: Action

Recommended Action: To approve, and recommend that the City Council approve, the: ☐ Creation of the Planner, a Regular, Full-time, Exempt, Non-union, Grade 18, position

 2021.12.13 Planning Memo Final.pdf

 2021.12.13 Planning BOF CC Checklist.pdf

3.08 Department of Public Works - Retitling, Reclassifying, Eliminating and Adding Positions within the Technical Services Team - DPW/HR

Type: Action

Recommended Action: To approve and recommend that the City Council: ☐ Retitle the Public Works Engineer to Public Works Transportation Engineer, ☐ Reclassify and retitle the Associate Public Works Engineer, a Regular, Full-time, Exempt, Non-Union, Grade 17, position to Associate Public Works Transportation Engineer, a Regular, Full-time, Exempt, Non-Union, Grade 19, position and process retroactive pay to two Associate Public Works Engineers in the amount of \$4,019.33 and \$2,698.24 ☐ Reclassify the Excavation Inspector, a Regular, Full-time, Non-Exempt, Union, Grade 16, position to a Regular, Full-time, Non-Exempt, Union, Grade 19, position and process retroactive pay in the amount of \$6,557.70 ☐ Eliminate the vacant Capital and Asset Program Manager, a Regular, Full-time, Exempt, Non-Union position ☐ Create a Public Works Transportation Engineer, Regular, Full-time, Exempt, Non-Union, Grade 19

 BOF_CC-Civil Team 12.15.21 NB Revisions.docx

 Visio-Tech Services Org Chart 12.13.21.pdf

 BoF_CC_Checklist DPW Tech Services Reorg 12.20.21.pdf



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3.09 Re-classification of Positions within the City Attorney's Office - City Attorney's Office/HR

Type: Action

Recommended Action: to approve and recommend that the City Council reclassify and retitle one Assistant City Attorney, Regular, Full-time, Exempt, Non-Union, Grade 24 to Deputy City Attorney, Regular, Full-time, Exempt, Non-Union, Grade 26, reclassify and retitle one Assistant City Attorney Regular, Full-time, Exempt, Non-Union, Grade 24 to Assistant City Attorney □ Director of Litigation, Regular, Full-time, Exempt, Non-Union, Grade 26, and retitling of the Public Records & Information Coordinator, Regular, Full-time, Non-Exempt, Non-Union, Grade 15 to Public Records Officer, Regular, Full-time, Non-Exempt, Non-Union, Grade 15

CA Reorg-Retitle Final.pdf

City Attorney Sept 2021.pdf

Director of Litigation Job Description
10.11.21.pdf

City Attorney - proposed.pdf

Deputy City Attorney tracked October 2021.pdf

Public Records Officer 8_15_2019 .pdf

3.10 Authorization to Extend Contract Term ParkMobile Parking Payment System - DPW - Division of Parking and Traffic

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to amend the contract with ParkMobile for digital parking permit and payment services, extending the term through January 30, 2025, subject to review and approval by the City Attorney's Office

BOF CC Request Letter - PM Extension - 2021
1220.pdf

BoF CC Checklist - ParkMobile Extension -
2021 1220.pdf

3.11 Request For Additional \$750,000 Of ARPA Funds To Provide Relief For Property Tax Lag - CT

Type: Action

Recommended Action: to recommend that the City Council approve the attached resolution

notw revised memo per CAO Schad, posted on Monday, December 20, 2021, at 4:51 pm, LO

CAO - REQUEST FOR OF \$750K ARPA
FUNDS FOR PROP TAX CREDIT LAG - final.pdf

Property Tax Relief Lag Program - Dec 2021
FINAL.pdf

Property Tax Relief Lag Program - Dec 2021
FINAL REVISED clean.pdf

4. Board of Finance Approval Only



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4.01 Council Initiative funding request on behalf of the Ad Hoc Committee on Redistricting - Councilor Paul

Type: Action

Recommended Action: approve the use of up to \$9,475 of Councilor initiative funds for the Ad Hoc Committee on Redistricting

 Redistricting Committee funding memo to BoF.docx

5. Presentation Regarding Challenges of the Fiscal Year 2023 Capital Budget

5.01 Communication: Capital Committee, re: Challenges of the Fiscal Year 2023 Capital Budget

Type: Communication, Discussion, Information, Presentation

 FY2023 Capital Budget challenges 12-15-21_final.pdf

 BOF CC Checklist_FY23 Capital Budget Challenges 12-16-21.pdf

6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn