



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**
12/20/2021

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

December 20, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Tony Berry

Brian Pine

Martha Keenan

Bill Ward

Meagan Tuttle

Chapin Spencer

Norm Baldwin

Justin St. James

Kim Sturtevant

Jeff Padgett



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:06 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by City Council President Tracy, SECOND by Councilor Hightower, to adopt the agenda as presented.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3. FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

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

Human Resources Manager Berry said that they have been recruiting for a lower-grade position but have not had success, so they have taken another look at the position. Chief Administration Office Schad added that when they were unsuccessful in the recruit, they approached some human resources partners to get advice on why they were unable to get a quality candidate, they advised creating a higher-level position with additional strategic responsibilities.

Councilor Paul said that it looks like several of the items on tonight's agenda are either a reclassification or a retitling, and asked whether the higher grading for some of these positions were intended to make the positions more attractive. Chief Administration Officer Schad replied that the City has been trying to have clear deputy director roles (in multiple departments), to have continuity between Mayoral appointments and that is true in this case.

MOTION by Councilor Paul, SECOND by City Council President Tracy, 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.





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VOTING: unanimous; motion carries (Councilor Dieng absent from vote).

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

Human Resources Manager Berry said that this position was envisioned as support for the sponsorship aspect of BCA on a temporary basis, but after a needs assessment, the City decided to add this as a regular role.

MOTION by Councilor Paul, SECOND by City Council President Tracy, 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.

VOTING: unanimous; motion carries.

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

Director Pine said that they are seeking a reclassification of this position because the scope of this position changed in 2020 and has an increased level of responsibility and oversight over a number of new initiatives at a managerial level.

MOTION by Councilor Dieng, SECOND by Councilor Paul, 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.

VOTING: unanimous; motion carries.

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

Chief Administration Officer Schad said that this would reclassify two C/T positions up and two other C/T positions down. She said that they have had several members of C/T retire, and that some members of the team are taking on expanded roles with some of these responsibilities, and that they are also seeking to create new entry-level positions.

City Council President Tracy asked about how conversations with AFCSME have gone around these positions. Human



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Resources Manager Berry replied that they invited comment prior to and after grading from AFSCME.

MOTION by Councilor Dieng, SECOND by Councilor Paul, 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.**

VOTING: unanimous; motion carries.

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

Capital & Special Projects Director Keenan said that over the time the asset management program has been implemented, this position has worked a lot with GIS and other software programs, and has taken on more of an IT role than a Public Works role. Chief Administration Officer Schad added that they would also like to take this position from a limited services position to a full-time position.

MOTION by Councilor Paul, SECOND by City Council President Tracy, 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.

DISCUSSION:

- Councilor Dieng asked why the pay grade is changing. Capital & Special Projects Director Keenan replied that the staff in the position is doing many more activities and has more responsibilities than was in the original job description, which led to a higher grading. Councilor Dieng asked if consultants will still be hired for asset management. Capital & Special Projects Director Keenan replied that once the consultant wraps up current implementation, those services will cease.

VOTING: unanimous; motion carries.





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3.06 Position Elimination and Creation - DPI/HR

Director Ward said that this change seeks to eliminate a customer services position and repurpose that as a second electrical inspector.

Councilor Paul welcomed the addition of another electrical inspector, as she has heard from constituents that wait times for electrical inspections are quite long.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 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.

VOTING: unanimous; motion carries.

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

Director Tuttle said that this position was originally anticipated to be a Senior Policy Advisory position, but that the department has reevaluated its needs and that it would serve the department better and increase capacity by adding a city planner.

MOTION by City Council President Tracy, SECOND by Councilor Hightower, to approve, and recommend that the City Council approve, the creation of the Planner, a Regular, Full-time, Exempt, Non-union, Grade 18, position.

VOTING: unanimous; motion carries.

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

MOTION by City Council President Tracy, SECOND by Councilor Dieng, 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 \$6,555.70; •



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**Eliminate the vacant Capital and Asset Program Manager, a Regular, Full-time, Exempt, Non-Union position; and
• Create a Public Works Transportation Engineer, Regular, Full-time, Exempt, Non-Union, Grade 19.**

VOTING: unanimous; motion carries.

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

City Attorney Richardson said that this would establish a Deputy City Attorney and a Director of Litigation. He said that this reclassification would also serve as a retention tool, as the positions would be filled by the two longest-serving assistant city attorneys currently in the department. He noted that the third position would be a retitling rather than a reclassification.

Council Paul noted that the responsibilities of these positions aren't the same, but that the salaries are in the same pay grade. City Attorney Richardson replied that they are comparable in terms of grade but are different in terms of which step the current staff are at.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 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.

VOTING: unanimous; motion carries.

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

Division Director Padgett said that they have held a five-year contract with ParkMobile and are looking to expand its scope in the beginning of next year for residential parking. He said that expanding that scope when the contract is about to expire would be disruptive, so they are requesting to extend the contract for three years.

City Council President Tracy asked about the adoption rate of the ParkMobile technology in the City. Division Director Padgett replied that over 60% of City parking is through ParkMobile and that feedback has been optimistic. He noted that if customers don't want to use the app they are able to pay with coins or credit cards at kiosks.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council





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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.

VOTING: unanimous; motion carries.

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

Chief Administration Officer Schad said that in September, the administration came to the Board of Finance to ask for \$250,000 to help alleviate the property tax lag to account for the reappraisal and understanding that the State's system has provided payments that are not sufficient. She said that they have done a lot of work to understand the exact population that the City needs to assist. She said that the current ask is for an additional \$750,000 of ARPA relief to allow the City to help 1,100 property tax-payers with their upcoming March bill. She said that City staff would reach out to the relevant tax-payers and assist them with the application process for these funds. She said that Councilors Barlow, Carpenter, and Hanson have helped put this proposal together.

Councilor Paul asked how the assessed value eligibility criteria was set. Councilor Carpenter replied that the value was set in order to have the most impact for the most homeowners.

Councilor Dieng asked about the outreach. Chief Administration Officer Schad replied that eligible homeowners will be sent a letter and are asked to reply through the included postage-pre-paid postcard.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

4.0 BOARD OF FINANCE APPROVAL ONLY

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

Councilor Paul said that this is a request to cover the charges that have been incurred by CEDO on behalf of the ad-hoc committee. She said that the City Council passed a resolution in June on redistricting that included the creation of an ad-hoc committee. She said that CEDO placed an ad in North Avenue News in November, and that the ad-hoc committee has met six times. She said that those meetings were covered by CCTV. She said that the costs would cover the ad posting, the payments to a consultant for meeting facilitation services, and coverage fees for CCTV.



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MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve the use of up to \$9,475 of Councilor initiative funds for the Ad Hoc Committee on Redistricting.

VOTING: unanimous; motion carries.

5.0 PRESENTATION REGARDING THE FISCAL CHALLENGES OF THE FISCAL YEAR 2021 CAPITAL BUDGET

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

Capital & Special Projects Director Keenan said that the Capital Committee has been examining its budget and any implications of budget challenges for the capital work that is being conducted or planned around the City. She said that they had been averaging \$18-\$30 million a year in the budget, but has around \$5 million in revenues, \$2 million in CIP, and capital taxes, which are restricted to sidewalks and local matches. She said that Parks also receives funding from Penny for Parks and impact fees. She noted that they have obligations for salaries, an MOU with Flynn Avenue, local matches for grants, and general fund operating budget obligations for work in the public right-of-way. She said that in the next year they will be able to do paving and sidewalk work at a reduced rate and continue the projects that are currently underway. She said that in the next year they will not be able to do preventive maintenance on streets or sidewalks, no new fleet purchases or fire trucks, no budget contributions for IT, transportation planning, or special projects. She said that the Capital Committee is putting together a new reduced bond proposal as well as looking at its other options. Director Spencer added that major projects like the railyard enterprise will need to have local match contributions next year, and that they will need to find solutions for that. He noted that the State is doing a significant amount of paving, which will offset some of the reduced City paving. Mayor Weinberger said that infrastructure bill funding will require a local match, which could be a challenge. He also noted that a major focus in the next month will be reengaging with the School Board about the status of the high school.

Councilor Dieng asked how much of the 2016 bond has been expended, and Mayor Weinberger replied that the totality of the \$27 million has been expended.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:32 PM.

RScty: AACoonrad

