



Board of Finance Meeting, Monday, January 30, 2023, 5:00 pm
****Bushor Conference Room, 1st Floor, City Hall OR remotely via**
ZOOM
1/30/2023

BURLINGTON BOARD OF FINANCE

CITY HALL, CONTOIS AUDITORIUM *OR*

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

DRAFT

January 30, 2023

MEMBERS PRESENT: Karen Paul (via Zoom)

Ali Dieng (via Zoom)

Joe Magee (via Zoom)

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Rachel Jolly

Kerin Durfee

Lynn Reagan

Tim Clancy

Cindi Wight

Brian Pine

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:07 PM.



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MOTION by City Council President Paul, SECOND by Councilor Magee, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

3.0 CONSENT AGENDA

3.01 Authorization to Accept Grant Funds for our Urban Tree Program – BPRW - approve and authorize the acceptance of grant funds in the amount of \$10,000 from the Conservation Law Foundation and \$15,000 from the VUCF in furtherance of the City's Urban Tree Program; and, to authorize the Director of Parks Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.

3.02 Authorization to Accept Grant Funds for Oakledge Universally Accessible – BPRW - approve and authorize the acceptance of grant funds in the amount of \$25,000 from the Dana and Christopher Reeve Foundation and in the amount of \$25,000 from the State of Vermont Buildings and General Services Department for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.

3.03 Authorization to sell equipment – BPRW - approve and authorize the Director of Parks, Recreation and Waterfront to sell the City- owned concessionaire equipment currently located Gordon Paquette Arena at Leddy Park via an online auction or other sealed bidding process, subject to the final review and approval of the Chief Administrative Officer.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 CEDO, Community Justice Center - Reclassification of Limited Service Position, Youth and Family Restorative Liaison - CEDO – CJC

Assistant Director Jolly noted that this position has been in existence for about 1.5 years and is based on a grant from the State's Department of Children and Families (DCF) to the Burlington School District (BSD) and restores the Youth and Family Restorative Liaison. She said that they now have a better understanding of what the job entails and have revised the job description and are requesting reclassification to more accurately reflect the actual job duties and scope.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council approve the reclassification of the Youth and Family Restorative Liaison, a Limited Service, full-time, Non-Exempt, Non-Union, Grade 15 position to a Limited Service, full-time, Non-Exempt, Non-Union, Grade 16 position, retroactive to Oct. 1, 2022.



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VOTING: unanimous; motion carries.

4.02 Red Stone Cottage Restoration Contract Amendment – BPRW

Director Wight said that this is a request to increase the maximum amount for this construction contract, to add back in portions of the work that were value-engineered (removed) from the initial contract execution, as they did not fit within the original budget.

City Council President Paul noted the significant amount of private donations (\$300,000) and asked if that came from one major donor or a number of donors. Director Wight replied that this came from several donors, but the major donation within that was for \$250,000.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council authorize Cindi Wight, Director of Parks & Recreation, to amend the contract with Farrington Construction for restoration services to Redstone Cottage to increase the maximum limiting amount by an additional \$55,109, for a price not to exceed \$694,520 and an additional project contingency of \$5,511, for a total authorized expenditure not to exceed \$729,948, and to execute any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.03 Reclassification of Payroll Administrator I to Payroll Administrator II - CT/HR

Chief Administration Officer Schad noted that payroll is complex and they have had a significant amount of turnover within the department. She noted that a payroll administrator was hired but has been performing to a higher level than that of her current job description and they are requesting a reclassification to a payroll administrator II position. HR Director Durfee echoed this, reinforcing that the incumbent is performing at a higher level than the current position.

Councilor Dieng asked how often payroll is processed. HR Director Durfee replied that payroll is processed every week, since some employees are paid weekly and some are paid biweekly.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that City Council approve the reclassification and retitling of the Payroll Administrator I, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 15, role in the Payroll office to a Payroll Administrator II, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 17.



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VOTING: unanimous; motion carries.

4.04 Reorganization: Move of Payroll Services from CT Office to HR – CAO

Chief Administration Officer Schad noted that at one point, the Payroll Department was part of the Human Resources Department but was moved to the Clerk/Treasurer's Office. She noted that across industries Payroll is either considered part of Human Resources or part of Finance, since its duties are generally split between the two. She noted that the current trend is to move to Human Resources. She said that moving Payroll to Human Resources allows Finance to focus more on non-payroll activities (such as the TIF audit). HR Director Durfee noted that the unions are supportive of this change.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the reorganization of the City of Burlington Payroll Services from being an entity of the Clerk/Treasurer's Office with a direct report to the City's Director of Financial Operations, to being an entity of the City's Human Resources Department with a direct report to the Human Resources' Director, by amending the job descriptions of the following positions as necessary to reflect such change and at the discretion of the Human Resources' Director: • Payroll and Compliance Manager, Non-Union, Grade 21; • Senior Payroll & Retirement Administrator, AFSCME, Grade 18; • Payroll Administrator II, AFSCME, Grade 17; • Payroll Administrator I, AFSCME, Grade 15.

VOTING: unanimous; motion carries.

4.05 Reclassifications and Retitling Requests - Police/HR

Assistant HR Director Reagan said that this is for the elimination of one vacant Community Service Officer (CSO) position and creation of one Community Service manager position, the reclassification for the Criminal Identification Technician position, and the reclassification/retitling of the Executive Assistant to Officer in Charge position to the Uniform Bureau Support & Administrative Coordinator position.

City Council President Paul said that the Public Safety Committee discussed this and agreed that it would be important to have a civilian manager for this work.

Councilor Dieng said that the City should begin to look at the training and administration of public safety from the perspective of non-sworn, civilian officers. Mayor Weinberger replied that he agrees to some extent and that there should be a position created to oversee the portion of the department that is non-sworn officers. He said that he will be bringing proposals forward for the Council's consideration in the near future related to this.

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



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- The elimination of one vacant Community Service Officer, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position, and the creation of one Community Service Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position;
- The reclassification of the Criminal Identification Technician, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position to Criminal Identification Technician, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position;
- The reclassification and retitling of the Executive Assistant to the Officer in Charge, a Regular, Full-time, Exempt, Non-union, Grade 15 position to Uniform Bureau Support & Administrative Coordinator, a Regular, Full-time, Exempt, Non-Union, Grade 16, position.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Contracts for the Black Experience & Juneteenth 2023 – REIB

Financial and Administrative Coordinator VanTassel noted that this is for a request to execute a contract for \$64,750 with a vendor to produce and manage the Juneteenth 2023 “Embrace and Belonging” Event, as well as authorization to execute a MOU for \$75,000 as a fiscal sponsor for organizing the Black Experience through nuwave Equity Corporation.

Councilor Dieng asked whether sole-source purchasing was appropriate for the contract. Chief Administration Officer Schad replied that this is a vendor that the City has worked with before and that this is a local vendor. She said that they are trying to ensure that this event stays under budget or on budget. Mayor Weinberger noted that this would be for a one-time, one-year contract. Councilor Dieng added that it will be important to very clearly outline a MOU with nuwave. He also said that these resources should be spent in ways that are meaningful for BIPOC community members. City Council President Paul agreed with this, saying that it is also important that events should not bring forward speakers who don’t reflect the overall well-being of the community.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to 1. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a contract with OKAY!!OKAY!! Marketing and Creative for production and management services in connection with Juneteenth 2023 in an amount not to exceed \$64,750, subject to review by the City Attorney’s Office; and 2. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a financial sponsorship agreement with nuwave Equity Corporation in furtherance of the Black Experience event in the amount of \$75,000, subject to review by the City Attorney’s Office.

- **Councilor Dieng proposed a friendly amendment to table the nuwave contract request and only move forward with the OKAY!!OKAY!! part of the motion.**

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT





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6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:59 PM.

RScty: AACoonrad