

**Resolution Relating to**

**RESOLUTION** \_\_\_\_\_

Sponsor(s): Mayor Weinberger,  
Bd. of Finance

Introduced: \_\_\_\_\_

Referred to: \_\_\_\_\_

Action: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Mayor: \_\_\_\_\_

ANNUAL APPROPRIATION AND BUDGET FOR FISCAL  
YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30,  
2024

**CITY OF BURLINGTON**

In the year Two Thousand Twenty-Three.....

Resolved by the City Council of the City of Burlington, as follows:

- 1 That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each
- 2 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
- 3 department and branch of the City government for the next fiscal year to be known as the “budget;” and
- 4 WHEREAS, the Administration discussed summaries of proposed department budgets with the Board
- 5 of Finance and City Council at public sessions on May 8, May 10, May 15, May 17, and May 22, 2023 and
- 6 then publicly presented a CAO-reviewed FY23 general fund budget to the Board of Finance on May 30, June
- 7 5, and June 12, 2023; and
- 8 WHEREAS, on June 15, 2023, the Mayor provided to the Board of Finance and the City Council the
- 9 Mayor’s Recommended Budget for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024
- 10 (“FY24”), which is an estimate of the necessary appropriations to cover the expenditures of each fund,
- 11 department and branch of City government, an estimate of the revenues from sources other than property
- 12 taxation, including certain operating transfers, and an estimate of the amount to be raised by taxation upon real
- 13 and personal property within the City of Burlington (“the Mayor’s Budget”); and
- 14 WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and
- 15 make annual appropriations by June 30, 2023, for FY24; and
- 16 WHEREAS, it is now appropriate to make cost of living compensation adjustments for Fiscal Year
- 17 2024 for eligible City employees, including Burlington Electric Department employees, who are not covered
- 18 by a collective bargaining agreement; and
- 19 WHEREAS, the City has received federal funding through the American Rescue Plan Act and intends
- 20 to use some of those funds in FY24 to help the City recover from the COVID crisis; and
- 21 WHEREAS, the City of Burlington receives interdepartmental revenues and employee contributions to
- 22 fund Workers Compensation, Health, Dental, Life and Liability Insurances, and the City recognizes that these
- 23 revenues are for the sole purpose of funding these expenditures; and
- 24 WHEREAS, the City wishes to further advocate for its legislative priorities and to increase the amount
- 25 of money dedicated to legislative representation and will evaluate how it currently approaches this endeavor;

26 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the  
27 estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables  
28 of the Mayor's Budget are hereby adopted as the annual appropriation and budget of the City of Burlington for  
29 the Fiscal Year beginning July 1, 2023 (“the FY24 Budget”); and

30 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make  
31 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY24 Budget line  
32 item from which that expenditure is to be made; and

33 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund  
34 departments or programs noted in the previous paragraph (“non-General-Fund departments”), including but  
35 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not  
36 available for expenditure until a corresponding revenue amount is received or unless additional revenues are  
37 reasonably expected to be received within six months of the expenditure; and

38 BE IT FURTHER RESOLVED that the unexpended balances from prior years’ appropriations made  
39 for any non-General-Fund departments, as well as all reserve funds, debt service reserves, and insurance  
40 reserves, except as otherwise provided below, shall be carried over to the FY24 Budget upon determination by  
41 the Chief Administrative Officer of the availability of such unexpended balances; and

42 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 worker’s  
43 compensation and liability insurance reserve fund previously created is no longer needed, and the Chief  
44 Administrative Officer is hereby authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

45 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 health  
46 insurance reserve fund previously created is no longer needed, and the Chief Administrative Officer is hereby  
47 authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

48 BE IT FURTHER RESOLVED that since the BTV CARES operational budget is now included in the  
49 FY24 annual Police Department budget, including a projected \$365,000 of State of Vermont funding, it has  
50 been determined that the funds assigned for Expanded Mental Health efforts for FY23 will not be needed for  
51 this purpose, and the Chief Administrative Officer is hereby authorized to transfer up to \$400,000 to the  
52 Unassigned Fund Balance; and

53 BE IT FURTHER RESOLVED that it has been determined that whatever is left from the \$150,000  
54 assigned for possible COVID expenses is no longer needed as \$200,000 from ARPA is also being held in

55 reserve, and the Chief Administrative Officer is hereby authorized to transfer up to \$77,000 to the Unassigned  
56 Fund Balance; and

57 BE IT FURTHER RESOLVED that it has been determined that the entirety of the \$150,000 assigned  
58 for digitizing zoning files set aside many years ago has not yet been used for this purpose, and the Chief  
59 Administrative Officer is hereby authorized to transfer the \$150,000 to the Unassigned Fund Balance; and

60 BE IT FURTHER RESOLVED that it has been determined that \$50,000 of the \$500,000 assigned for  
61 moving City equipment from Memorial Auditorium is no longer needed, and the Chief Administrative Officer  
62 is hereby authorized to transfer the \$50,000 to the Unassigned Fund Balance; and

63 BE IT FURTHER RESOLVED that \$500,000 of ARPA funds, which have been assigned as the Police  
64 Rebuilding Fund, will be utilized to pay for police salaries in the FY24 budget; and

65 BE IT FURTHER RESOLVED that \$1,000,000 of \$2,000,000 of ARPA funds, which have been  
66 assigned as a Revenue Replacement Reserve for the FY23 budget are not needed for that purpose and will be  
67 used in the FY24 budget to pay for police and fire salaries, this is in addition to the FY24 ARPA Revenue  
68 Replacement Reserve; and

69 BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for FY24 shall  
70 be as set forth in the section of the FY24 Budget titled Personnel Listing, except that because the budgeted  
71 positions are based on attrition trends and anticipated staff efficiencies, any determination to reclassify any  
72 existing staff position is subject to appropriate approvals according to the City's Personnel Policies and any  
73 applicable union contract; and

74 BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible regular employees not covered  
75 by a collective bargaining agreement that provides otherwise, shall receive a cost of living adjustment equal to  
76 that which has been negotiated for FY24 with AFSCME, except for Burlington Electric and Burlington Fire  
77 Department employees not covered by a collective bargaining agreement, who shall receive a cost of living  
78 adjustment equal to that which has been negotiated for FY24 with IBEW and BFFA, respectively; and

79 BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible employees, except those  
80 employees who have legally opted out of the City's health insurance program, shall contribute 6.239% of their  
81 annual salary to the City's Health Insurance Fund (Fund 150) to achieve the target of having employees  
82 contribute 20% of the total cost of the City's providing health benefits; and

83 BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2023, all  
84 Class B employees not covered by a collective bargaining agreement that provides otherwise shall contribute

85 3.968% of their annual salary, and all Class A employees not covered by a collective bargaining agreement  
86 that provides otherwise shall contribute 14.0% of their annual salary, to the City’s Retirement Fund (Fund  
87 125) to achieve the target of having employees contribute 30% of the total retirement contributions required;  
88 and

89 BE IT FURTHER RESOLVED that \$50,000 of the budgeted funds for consultants for the City  
90 Attorney’s Office is to be dedicated to legislative representation and before it can be spent, a competitive  
91 bidding process will be conducted in Summer 2023; and

92 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as  
93 “Contingency,” with an amount of \$175,000, none of which shall be expended without prior approval of the  
94 City Council; and

95 BE IT THEREFORE RESOLVED to establish Internal Service Funds, Fund 150, for self- insured  
96 Health and Dental, and Fund 175, for self-insured Worker’s Compensation, and Liability and Life Insurance,  
97 and that any excess revenue or deficit be carried forward and utilized in future budgets within these funds; and

98 BE IT FURTHER RESOLVED that monthly COBRA premium for health and dental insurance shall  
99 be as follows:

	Health	Dental
101 Single	\$ 1,057.34	\$ 32.31
102 Single +1	\$ 1,967.85	\$ 59.85
103 Family	\$ 2,632.82	\$ 107.39; and

104 BE IT FURTHER RESOLVED that any unspent funds from the Planning Department’s FY23  
105 professional & consultant services, account number 101-06-000-6500\_118, up to \$490,000, will be rolled over  
106 and may be spent in FY24; and

107 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and  
108 Belonging Office’s FY23 empowerment fund, account number 101-09-000-7653, up to \$190,000, will be  
109 rolled over and may be spent in FY24; and

110 BE IT FURTHER RESOLVED that any unspent funds from the City Council’s FY23 initiative fund,  
111 account number 101-03-000-6520, up to \$30,000, will be rolled over and may be spent in FY24; and

112 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and  
113 Belonging Office’s FY23 Racism as a Public Health Emergency fund, account number 101-09-000-7654, up  
114 to \$50,000, will be rolled over and may be spent in FY24; and

115 BE IT FURTHER RESOLVED that any unspent funds from the Early Learning Initiative budget will  
116 be rolled over and may be spent in FY24; and

117 BE IT FURTHER RESOLVED that any unspent funds from the Fletcher Free Library’s FY23 repairs  
118 and maintenance budget, account number 101-21-060-6300\_170, up to \$9,000, will be rolled over and may be  
119 spent in FY24; and

120 BE IT FURTHER RESOLVED that any unspent funds from the Burlington City Arts FY23  
121 Community Arts Fund budget, account number 101-21-060-7650\_320, up to \$26,250, will be rolled over and  
122 may be spent in FY24; and

123 BE IT FURTHER RESOLVED that the FY24 budget includes a one-time appropriation of \$15,000 of  
124 additional funding for the Children of St. Joseph’s Orphanage Memorial, in addition to the \$10,000 previously  
125 committed from FY23 City Council Initiative Funds; and

126 BE IT FURTHER RESOLVED that the Racial Equity Inclusion and Belonging Office is hereby  
127 reorganized as follows: there shall be one Director; two REIB Managers at Grade 21, in place of the Health  
128 Equity Engagement Manager at Grade 21 and Public Health Equity Manager at Grade 21; five REIB Program  
129 Managers at Grade 18, in place of one Strategy & Innovation Manager at Grade 21, one Data Analyst at Grade  
130 16 and one Economic Equity Analyst at Grade 19; one Financial & Grant Coordinator at Grade 17, in place of  
131 REIB Event Planner Grade 17; and one Administrative Coordinator at Grade 15, in place of REIB Digital  
132 Designer, in accordance with the attached job descriptions and organizational chart; and

133 BE IT FURTHER RESOLVED that the Capital Programs Director will move from the Department of  
134 Public Works to the Clerk/Treasurer’s Office, with no change in salary or responsibilities; and

135 BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make  
136 expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation  
137 of certain capital improvements or other obligations. The City may intend that such expenditures, including  
138 but not limited to parking and terminal improvements at the Burlington International Airport, downtown  
139 parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other  
140 obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to  
141 reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer  
142 is hereby authorized and designated as a representative of the City to adopt an official intent, on behalf of the  
143 City, to determine, in each case, whether an approved expenditure for capital improvements will be  
144 reimbursed with the proceeds of bonds or other form of obligation; and

145 BE IT FURTHER RESOLVED that the fees charged by the Department of Permitting & Inspections  
146 shall be set as outlined in the attached FY24 Fee Schedule; and

147 BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for water and wastewater  
148 shall be set as provided on the three attached schedules entitled FY24 Private Fire Protection Fee Schedule,  
149 FY24 Water and Wastewater Fixed Charge by Meter Size Schedule, and FY24 Water and Wastewater  
150 Volumetric Rate Schedule; and

151 BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for stormwater shall be set  
152 at \$3.04 per ISU (1000 square feet of impervious surface), so that the flat rate for a single-family residence  
153 shall be \$8.12 a month, for a duplex \$8.07 a month, and for a triplex \$9.30; and

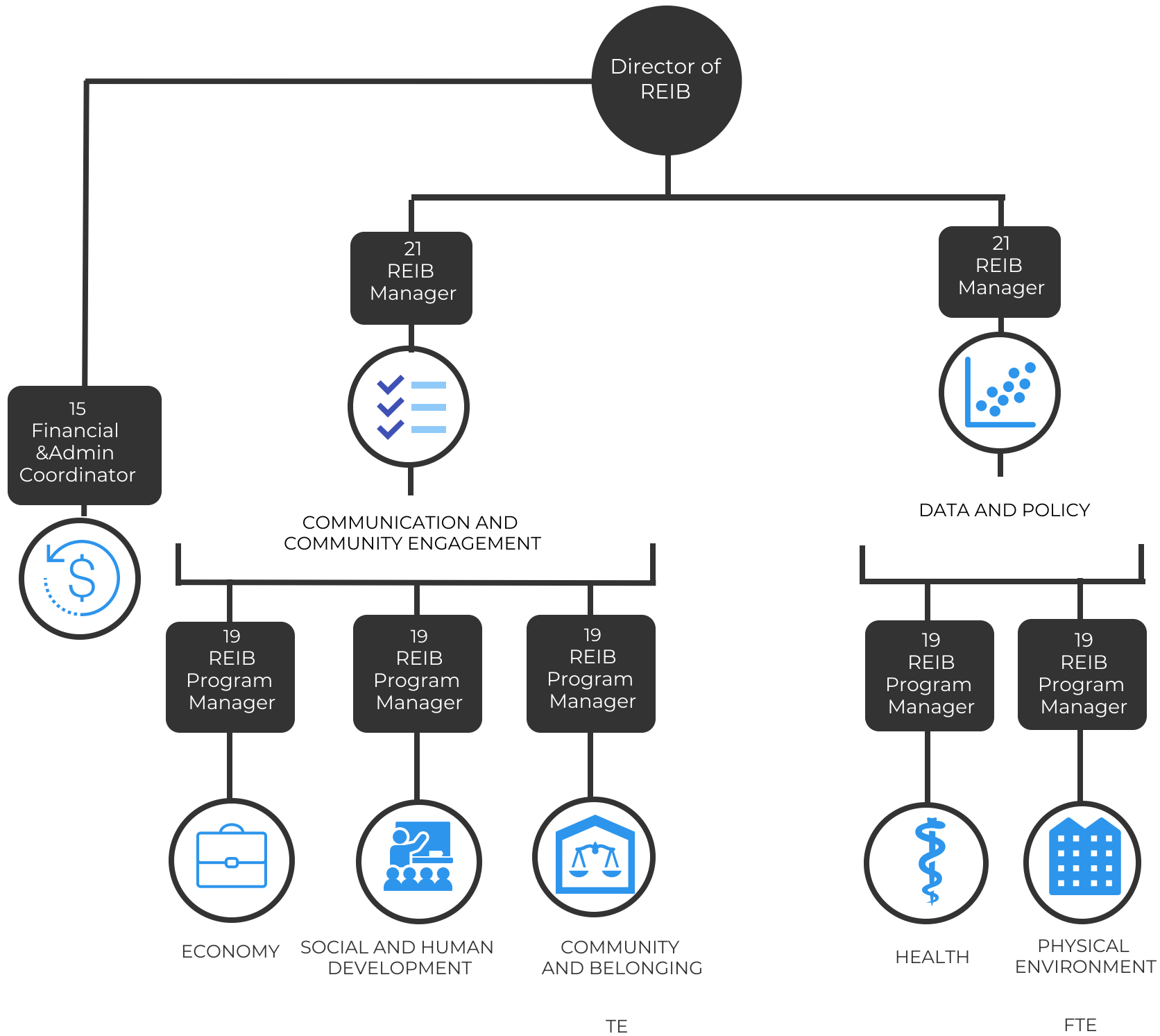
154 BE IT FURTHER RESOLVED that effective July 1, 2023, the Solid Waste Generation Tax shall  
155 increase from \$5.36 to \$5.66 per month per residential dwelling unit; and

156 BE IT FURTHER RESOLVED that a Department Head may authorize recurring purchases for routine  
157 operational costs that are included within the Department’s annual budget, such as treatment chemicals for  
158 water or wastewater operations, postage, filing or licensing fees, or replacement equipment, without the  
159 requirement of additional approval, if there is no contractual obligation to make the purchase; and

160 BE IT FURTHER RESOLVED that investment management fees and related administrative  
161 expenditures of the Burlington Employees Retirement System may be funded from the investment returns of  
162 the Retirement Fund and shall not exceed \$1,100,000 in the fiscal year ending June 30, 2024, but other  
163 operating expenses, including retirement employee wages, shall be paid by appropriation of the retirement tax  
164 revenue to the System.

# The Office of Racial Equity, Inclusion & Belonging

## Proposed Organizational Structure

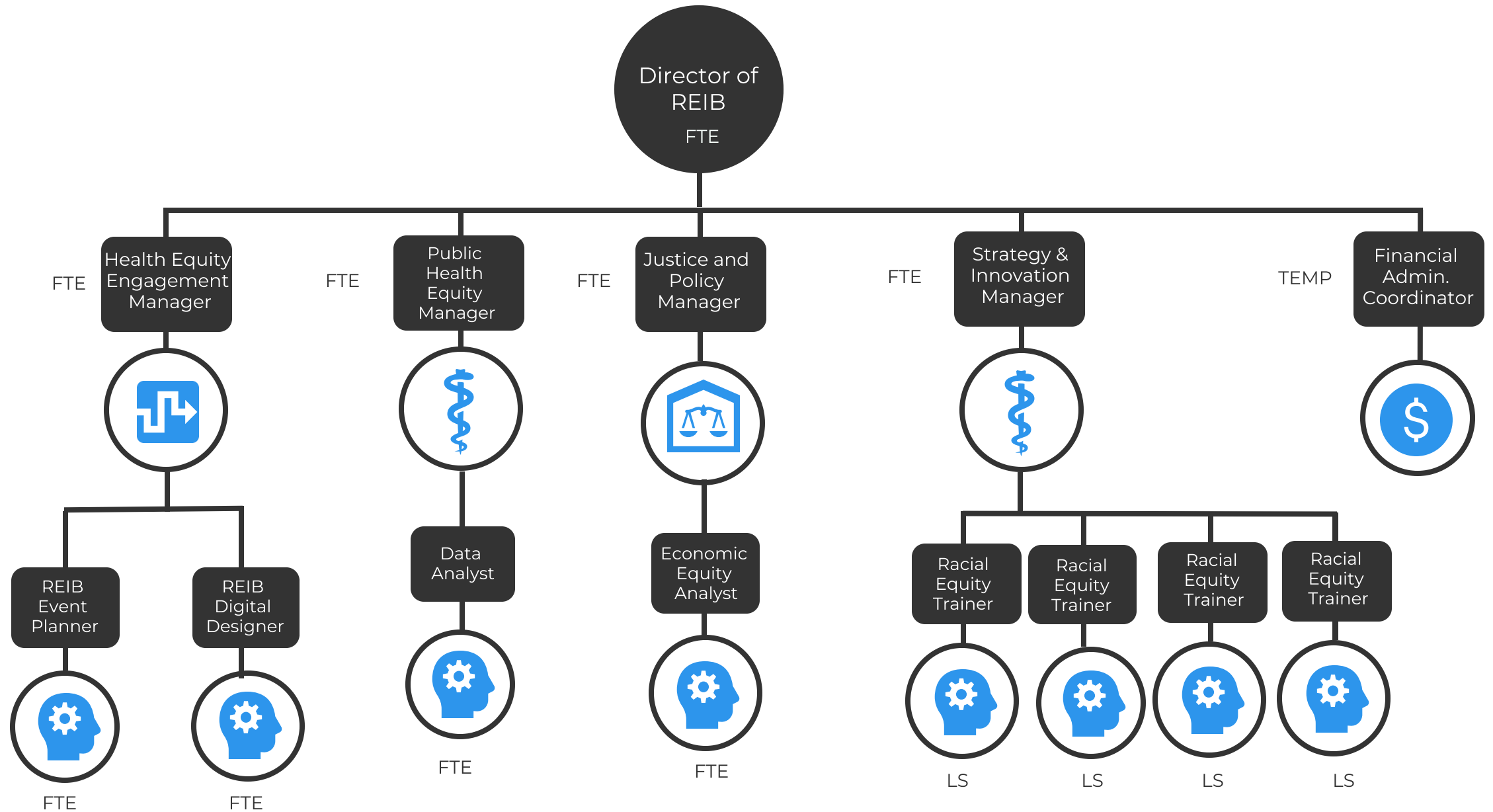


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# The Office of Racial Equity, Inclusion & Belonging

## Current Organizational Structure





## City of Burlington Job Description

**Position Title:** REIB Administrative Coordinator

**Department:** Office of Racial Equity, Inclusion, and Belonging

**Reports to:** Director of the REIB

**Pay Grade:** 15

**Job Code:** 1193

**Exempt/Non-Exempt:** Non-Exempt

**Union:** Non-Union

### **Office of Racial Equity, Inclusion, and Belonging Mission and Vision**

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

### **Our Mission**

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

### **General Statement**

Under the direct supervision of the Director of the REIB or designee, the REIB Administrative Coordinator is responsible for providing critical support to the Director and Office of the REIB with an emphasis on administrative functions. The administrative coordinator role will be the first contact for City employees and the public to provide customer service. This position has extensive interaction with the public and will support the entire REIB Team with various projects, data, and reporting. Under the direction of the Director, the position will help to develop strategies to improve office services by creating and implementing administrative systems, processes, and policies to ensure REIB's operational success. The administrative coordinator will support the REIB's various projects, committee meetings, and reporting needs. They will assist the (REIB) Manager in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

**Constituent Relations:**

- Greet the public in person and by telephone; answer calls, take messages, monitor email, and determine the appropriate course of action for walk-in traffic and schedule visitors.
- Respond to department and constituent requests for information; resolve or refer complaints or other situations using the utmost diplomacy and tact.
- Facilitate constituent events and follow up on issues and concerns.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties and outside sources as directed using diplomacy, tact, and solid judgment

**Schedules/Office Administration:**

- Maintain the Director of REIB’s calendar. Make appointments using discretion in committing time. Brief the Director on upcoming appointments to help keep office meetings within scheduled time frames. Regular review of schedules and prepare materials as needed.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Communication and Community Engagement Manager
- Open, review, and prioritize incoming mail. Prepare and post outgoing mail. Prepare documents for Director’s signature and return to requestor at the direction of Director.
- Draft a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders
- Maintain office files and filing system.
- Serve as liaison between supervisor and other staff or other offices

**Events:**

- Facilitate and/or support Mayor’s Office events and employee events
- Supports staffing of committees and task forces in support of the Department and City’s strategic efforts and takes minutes as requested.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Associates degree and at least two years’ experience of experience working in a computerized office environment required. Experience working in a Human Resources Office preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Strong written and verbal communication.
- Strong computer skills, including MS Office required to fulfill the essential functions of the job. Visio and database management is preferred.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Ability to communicate diplomatically and effectively with the general public, elected officials, employees and outside entities in a courteous, in a professional and confidential manner is required.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> seeing                  | <input checked="" type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify)                 |
| <input type="checkbox"/> color perception                   | <input type="checkbox"/> within and between                   | <input type="checkbox"/> pounds                            |
| <input type="checkbox"/> (red, green, amber)                | <input type="checkbox"/> warehouses/offices                   | <input type="checkbox"/> carrying (specify)                |
| <input checked="" type="checkbox"/> hearing/listening       | <input type="checkbox"/> climbing                             | <input type="checkbox"/> pounds                            |
| <input checked="" type="checkbox"/> clear speech            | <input checked="" type="checkbox"/> touching                  | <input checked="" type="checkbox"/> hand/finger            |
| <input type="checkbox"/> reading - basic                    | <input checked="" type="checkbox"/> math skills - basic       | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading – complex       | <input type="checkbox"/> math skills - complex                | <input checked="" type="checkbox"/> judgment/decision      |
| <input type="checkbox"/> writing - basic                    | <input checked="" type="checkbox"/> clerical                  | <input checked="" type="checkbox"/> writing - complex      |
| <input checked="" type="checkbox"/> works alone             | <input type="checkbox"/> extreme heat                         | <input type="checkbox"/> moving objects                    |
| <input checked="" type="checkbox"/> works with others       | <input type="checkbox"/> extreme cold                         | <input type="checkbox"/> high places                       |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise                                | <input type="checkbox"/> fumes/odors                       |
| <input checked="" type="checkbox"/> face-to-face contact    | <input type="checkbox"/> mechanical equipment                 | <input type="checkbox"/> hazardous materials               |
| <input checked="" type="checkbox"/> inside                  | <input type="checkbox"/> electrical equipment                 | <input type="checkbox"/> dirt/dust                         |

**Supervision:**

Directly Supervises: \_\_\_\_\_

Indirectly Supervises: \_\_\_\_\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Burlington Job Description

**Position Title:** Communications and Community Engagement Manager

**Department:** Racial Equity, Inclusion, and Belonging

**Reports to:** Director of REIB

**Pay Grade:** 21

**Job Code:**

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

### **Office of Racial Equity, Inclusion, and Belonging Mission and Vision**

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

### **Our Mission**

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

### **General Purpose**

Under the general direction of the Director of REIB, the (REIB) Communications and Community Engagement Manager is responsible for providing staff supervision, communication strategies, event management, public safety, community partnerships, economic development, and municipal staff development programming.

The REIB Communications and Community Engagement Manager will be critical in developing our community engagement initiatives through effective planning, programming, and continually refining our communication strategies. This role will be the point person for the Department for the City's Reparations Task Force and Language Access Plan and will lead the team that executes the City's directive for mandatory staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content, in partnership with Human Resources.

The Manager will lead City-wide efforts in community building and belonging, economic empowerment, and educational initiatives to reflect the City's position on racial equity through a public health model. Duties include but are not limited to the following.

### **Non-Essential Job Functions**

- Performs other duties as assigned

### **Qualifications / Basic Job Requirements**

- The educational requirements are as follows:
  - A Master's Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and four years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
  - Bachelor's Degree in one of the above fields and six years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
  - Associate's Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
  - High school diploma or equivalent and ten years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- The Communications and Community Engagement Manager will, in addition to providing direct supervision of REIB team members, provide interim support if the Director of the REIB has scheduled leave or if the position is vacant for any length of time.
- Collaborate with the REIB director to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Communication and Community Engagement strategies and initiatives by formulating policies, procedures, program opportunities, and department-wide equity goals.
- Collaborate with the Director of the REIB to lead the design and implementation of the department's digital footprint, department brand, and economic initiatives, including the BIPOC business registry, supplies diversity programs, and cannabis equity framework.
- Collaborate with the Director of the REIB, community leaders, and consultants to pilot and implement programs and events, such as the Youth Safety Committee and Reparations Task Force.
- Facilitates the data collection process regarding community engagement, economy, reparations, civic education, and departmental communication strategies.

- Leads the collection and analysis of data to measure and inform change processes related to the City's mandatory training and equity performance outcomes.
- Plan and execute all mandatory City-wide REIB staff training and other educational and professional development offerings in collaboration with Human Resources.
- Manages language access programming, department reports, and other City-wide communications.
- Lead department efforts in grant and budget management, and serve on relevant committees, taskforces, and other municipal work groups to support REIB and City efforts.
- Staff and liaise with REIB Employee Resource Group and REIB City Council Committee.
- Leads community and municipal staff engagement efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Leads the research and integration of public safety data into law enforcement and community-based organizations' policies, practices, and procedures.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Plan and execute community cultural events, such as Juneteenth and other related events.
- Partners with community organizations and institutions, such as AALV, VNAAC, CEDO-CJC, and USCRI, to support recreational and youth programming with immigrant and refugee communities.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks related to REIB Program Consultants' programmatic expectations, review workload and evaluates employee performance by providing timely feedback and recognition.

## **Special Requirements / Desirable Qualifications**

For the REIB Communications and Community Engagement Manager include, but are not limited to:

- Knowledge of best practice models and experience implementing DEI, Race Equity, and Social or Racial Justice principles in the workplace and community.
- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.



- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

## Physical & Mental/Reasoning Requirements; Work Environment

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

### Supervision:

Directly Supervises: \_\_TBD\_\_

Indirectly Supervises: \_\_TBD\_\_

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed

by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 10/2010). May 16, 2023.



## City of Burlington Job Description

**Position Title:** Data and Policy Manager

**Department:** Racial Equity, Inclusion, and Belonging

**Reports to:** Director of REIB

**Pay Grade:** 21

**Job Code:**

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

### **Office of Racial Equity, Inclusion, and Belonging Mission and Vision**

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

### **Our Mission**

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

### **General Purpose**

Under the general direction of the Director of REIB, the REIB Data and Policy Manager will lead municipal and REIB coordinated efforts to address "Racism as a Public Health Crisis". The manager will adopt a public health model that focuses on social determinants of health that drive health outcomes, particularly as they relate to historically marginalized and disenfranchised populations, as well as other relevant fields. The manager will also lead and design the implementation of a City-led Community STAT model.

The Data and Policy Manager will play a critical role in developing data and policy initiatives through effective planning, programming, and continued refinement of the Neighborhood Equity Index. This position leads the centralization of existing public health functions in the City to bring a sustained focus on eliminating disparities in racial health outcomes that particularly affect the physical and mental

health of historically marginalized and underrepresented communities including substance use, housing, and other environmental factors.

The Data and Policy Manager will research and coordinate data driven interventions and services to address public health disparities through policy and systems, by collaborating with the City Departments and Racism as a Public Health Emergency signatories to implement and evaluate changes. The Manager will establish partnership with the local research institutions and local community advocates to support data disaggregation, analysis, and equity policy research.

The Manager will lead City-wide equity data initiatives across all REIB domains, including but not limited to social and human development, economics, physical environment, health, and community and belonging. The goal is to accurately reflect the City's position on addressing racial equity through a public health model, data informed outcome driven. Duties include, but are not limited to, the following:

### **Non-Essential Job Functions:**

- Performs other duties as required

### **Qualification/ Basic Job Requirements:**

- Provide consultation and recommendations to all levels of municipal staff regarding REIB policies and procedures, practices, and programming related to health and data initiatives, and the organization's equity goals and outcomes.
- Collaborate with the Director of the REIB, to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Data and Policy strategies and initiatives by formulating policies, procedures, and program opportunities and alternatives.
- Lead the centralization of existing public health functions in the City to bring a sustained focus on racism through a public health model.
- Design and implement data collection instruments, devices and procedures including extracting information from core City systems.
- Collaborate with the Director of the REIB, to execute equity data initiatives, including transportation efforts, quality of care programming, rapid response planning, CommStat Model, and the Burlington Census.
- Lead innovation on new methodologies to advance small area data modeling down to the neighborhood/ward level.
- Research and coordinate data driven interventions and services to address public health disparities through policy and systems by working the City's Planning data team.
- Continue to lead the City's efforts to eliminate disparities in racial health outcomes that particularly affect the physical and mental health of historically marginalized and underrepresented communities, including substance use, housing, and other environmental factors.

- Develop and maintain a comprehensive database of relevant health equity data in collaboration with various departments, including demographic, economic, and environmental information, to inform City policies and programs.
- Secure funding opportunities and write policy proposals for evidence-based interventions and programming for the REIB Department.
- Research and analyze complex sets of data; identify and interpret, for example, City operational activity, patterns, trends and projected future resource needs and allocations.
- Employs an array of methods including rigorous quantitative and qualitative approaches involving large and small datasets, machine learning models, analysis of natural experiments, regression methods, and qualitative research methods to accomplish the research objectives.
- Leads community and municipal staff public health efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Design, standardize, and implement City-wide internal equity audit process and be the point person with any external partners.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Partners with other municipal departments and community organizations, such as Public Works, UVMHC, and Community Health Centers dedicated to physical environment and health.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants, and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks, as it relates to REIB Program Consultants' programmatic expectations, review workload and evaluate employee performance by providing timely feedback and recognition.

## **Special Requirements / Desirable Qualifications:**

For the REIB Data and Policy include, but are not limited to:

- Knowledge of best practice models, and experience implementing, the principles and concepts of DEI, Race Equity, and Social or Racial Justice in the workplace and community.

- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.
- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

### Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing		ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify _20_ pounds)
x	hearing/listening		carrying (specify ___ pounds)
x	clear speech		climbing
x	touching	x	driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment

x	face-to-face contact		
x	verbal contact w/others		

**Supervision:**

Directly Supervises: \_\_TBD\_\_

Indirectly Supervises: \_\_TBD\_\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 10/2010). May 16, 2023.



## City of Burlington Job Description

**Position Title:** REIB Financial and Grant Coordinator

**Department:** Racial Equity, Inclusion, and Belonging

**Reports to:** Director of REIB

**Pay Grade:** 17

**Job Code:**

**Exempt/Non-Exempt:** non-exempt

**Union:** AFSCME

### **Office of Racial Equity, Inclusion, and Belonging Mission and Vision**

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

### **Our Mission**

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

### **General Statement**

Under the supervision of the (REIB) direct supervision of the Director of the REIB or designee, the REIB Financial and Grant Coordinator will provide critical support in researching and developing recommendations for the Office of the REIB, with a focus on the identification and tracking of relevant opportunities resulting from various funding sources. This position will form relationships with relevant state, federal, and local officials to ensure a reliable flow of information and reporting required by granting and other financial departments and organizations.

The REIB Financial and Grant Coordinator will work with REIB leadership to examine the available opportunities and prioritize them according to City relevance and need. It may also help with recommendations for individual proposals, as directed. This position will assist the office with administrative components, including record keeping, director and department

scheduling, reporting, operations, and communications for internal/external meetings, committees, and task forces as needed.

They will assist in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

### **Non-Essential Job Functions**

- Performs other duties as assigned

### **Qualifications / Basic Job Requirements**

- The educational requirements are as follows:
  - Bachelor's Degree in one of the list fields and one year of experience; DEI, civil rights and social justice, public policy, housing, education, planning, public works, community development, public health, community-based advocacy and/or organizing, or other relevant fields of study. (beyond summer or short-term internships); OR
  - Associate's Degree and four years of experience in the fields listed above; (beyond summer or short-term internships); OR
  - High school diploma or equivalent and eight years of office experience (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- Work closely with the Director and the REIB Manager to implement a system to track grant opportunities relevant to the office based on programs and services offered by the city and areas of need.
- Work closely with the City's grants staff to provide information and reporting to support their work.
- Responsible for the grant processes, including grant proposal writing, data collection, reporting, management, and recommendations, under the direction of the Director or the (REIB) Manager.
- Actively communicate with the leadership team to better understand department needs and ensure grant applications capture the positive impact of grants.
- Supports the REIB department to ensure compliance with all financial and procurement practices, applicable contracts, agreements, invoicing, and all forms aligning with City and department standards and policies.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders.
- Performs financial processes, supports development of budget amendments, updates financial tracking spreadsheet, and reconciles REIB department ledges with Clerk/Treasurer's Office New World reports and credit card to meet timely deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.

- Perform and/or assist in monitoring & reconciliation of accounts payable & accounts receivable for REIB. This includes inputting payable, electronic & paper receipts, and payments made through credit cards.
- Prepare accounting reports, which includes accounts payable, credit card expenses, deposits, budget projections, and grant information request from REIB Director and others.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.
- Maintains REIB's public service values by greeting and assisting the public and visitors in person and over the phone.
- Participate in and/as REIB representative at meetings and events as requested by Director.
- Conducts REIB grant and administrative research to support policy recommendations.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Manager.
- Supports the preparation of communications, as requested by the leadership team.
- Manages the Director's schedule with direction from the (REIB) Manager.
- Maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington to ensure and promote a culture of racial equity, inclusion, and belonging as defined in the department's strategic goals.
- Supports staffing of committees and task forces in support of the Department's and City's strategic efforts and takes minutes as requested.
- Perform other duties as required by Director.

### **Special Requirements / Desirable Qualifications**

For the REIB Financial and Grant Coordinator include, but are not limited to:

- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Excellent organization and time management skills
- Ability to establish and maintain cooperative working relationships with outside organizations and community partners.
- Strong computer skills, including Microsoft Office, required fulfilling the job's essential functions.
- Must have a demonstrated ability to show attention to detail.
- Ability to maintain the utmost level of confidentiality, integrity, and trustworthiness.
- Ability to communicate diplomatically, courteous, and professionally with the general public, elected officials, and employees.
- Database and Excel management experience is preferred
- Experience with budgeting processes within systems is preferred
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work based on deadlines and urgencies.
- Regular attendance is necessary and essential to meeting job functions' expectations.
- Ability to understand and comply with City standards, safety rules, and personnel policies.
- Experience with grant writing, research, and supervision.

### **Physical & Mental/Reasoning Requirements; Work Environment**

These are the physical and mental/reasoning requirements of the position as it is typically performed.

Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
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	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

**Supervision:**

Directly Supervises: \_\_TBD\_\_

Indirectly Supervises: \_\_TBD\_\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 10/2010). May 16, 2023.

## City of Burlington Job Description

**Position Title:** REIB (Specific Domain) Program Manager

**Department:** Racial Equity, Inclusion, and Belonging

**Reports to:** REIB Manger

**Pay Grade:** 18

**Job Code:**

**Exempt/Non-Exempt:** Exempt

**Union:** Non-union

**The City of Burlington’s Office of Racial Equity, Inclusion, and Belonging (REIB)** is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City’s shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City’s programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington’s 2020 declaration of “Racism as a Public Health Crisis,” the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

### **Our Mission**

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont’s largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

### **REIB Domains of Focus**

**Economy:** in order to address systemic racial inequality in the economy, this domain will assess and design interventions and policies relating to workforce development, wealth disparities, business development, entrepreneurship, investment, and procurement.

**Social and Human Development:** This domain will address systemic inequities in recreation, family integration and development, and K-12, higher, and adult education.

**Health:** Recognizing racism as a public health crisis, this domain will evaluate and design interventions in access to healthcare, cultural competency in healthcare settings and quality of care, systemic inequities across morbidity, mortality, chronic disease, and other health outcomes.

Physical Environment: Work in this domain will address equity in housing, neighborhood development, public infrastructure, land use, and other related aspects of the built and natural environment.

Community and Belonging: This domain will address systemic inequities in policing, public safety, civic engagement, and representation in power structures.

### **General Statement**

Under the general direction of the (REIB) Manager, the (REIB) Program Manager is tasked with addressing systemic racial inequality as it relates to Racism as a Public Health Crisis within the identified domain category. This position will primarily focus on assessing, examining, and designing interventions and policies relating to one of the five domains for identified communities and city departments.

The Program Manager is the identified lead for programming as it relates to the specific domain and the associated specific categories. The position will be critical in executing REIB's racial equity objectives. This includes but is not limited to leading, consulting, and auditing programs and identifying future programmatic needs. The Program Manager will ensure that historically marginalized and disenfranchised impacted communities are provided equal access to the City's resources and services regardless of any protected demographic characteristics. This position will also document and correct discriminatory factors that may arise that directly impact historically marginalized and disenfranchised communities.

As an integral part of our team, this individual will support the program management, reporting, analysis, and relationship-building component of all current and future equity programs. The role requires a collaborative skillset, an understanding of strategic processes related associated domain and it best practices, and the ability to support the implementation and development of program principles within the City. The position will also lead the assessment of City departments' culture, policies, processes, and strategies related to race equity, inclusion, and belonging, utilizing a collaborative approach in designing and tailoring engagement and strategic planning aligning with their designated equity goals. The program manager will manage City-wide equity initiatives ranging from the Equity Tool Kit, Neighborhood Equity Index, and cultural events, such as Juneteenth, that accurately reflect the City's position on addressing racial equity through a public health model.

The Program Manager will plan, manage and execute the City's directive for racial equity staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content in partnership with Human Resources and other city departments.

## **Essential Job Functions –**

- Create and implement the City’s Equity Programs. Includes policies, procedures, objectives, processes, and communications to increase the opportunities in relevant areas of current processes and future identified area

### ***City Work –programming/policies/systems development***

- Directs the evaluation of policies and practices within the municipality utilizing REIB best practice framework to assess compliance, functionality, and effectiveness.
- Identifies innovation and change management opportunities that align with the department goals and convenes with relevant stakeholders to support these efforts when applicable.
- Work with relevant city departments. Identify and support to implement opportunities to lower systemic barriers and opportunities to apply/qualify/partner with the City.
- Act as the first point of contact and collaborator with Department Heads and other constituents to increase engagement to meet programmatic goals.
- Assist in developing annual and multi-year program plans to help meet equity goals and continuous improvement efforts for assigned city departments.
- Collaborate with REIB team members to plan strategic development and implementation of the Equity Index dashboard.
- Strategy Development: Create/Contribute to the development of opportunities strategy.
- Lead developing equitable development of policies focused on historically marginalized and disenfranchised communities.
- Coordinate projects or grants to meet internal needs and other departments’ needs regarding equity, including drafting grant memos, managing project timelines, and serving as a resource to partners and grantees
- Coordinates management of projects to ensure all applicable contracts, agreements, and form documents align with City and department standards.

### ***Community Work***

- Support efforts to build relationships with various local and regional councils and other organizations
- Attend and represent the City at various local and national conferences and meetings.
- Promote the City in the Racial Equity and DEIB communities.
- Perform other duties as requested that support the success of the City’s Race Equity Programs
- Leads in developing and managing community projects aligned with the City and department’s strategic efforts aligned with the specific domain.
- Lead liaison assigned to specific underrepresented communities to build rapport, align resources, and provide technical assistance and sustainable solutions to address disparities related to Racism as a Public Health Crisis and the Public Health Model.

- Provide advocacy and manage intergovernmental affairs for identified communities in the City of Burlington

### ***Research***

- Leads the research and the creation of policy recommendations, including helping to prepare reports, develop policy briefs, and quantitative/qualitative analysis for internal and external stakeholders aligned with the REIB domains.
- Lead research and data collection addressing barriers to accessibility for historically marginalized and disenfranchised communities within the City of Burlington
- Work closely with the City's Analytics and finance teams to measure and report activity, including assisting in analyzing data and developing presentation materials
- Conduct research and analysis to refine and vet potential strategic directions and identify potential partners and advisors
- Manages the monitoring, research, and reporting on actionable and measurable goals, strategies, and metrics in the REIB domains for internal and external partners.
- Heads the needs assessment processes, including data collection, reporting, and recommendations for specific departments and REIB domain indicators to measure barriers, inequities, and outcomes.
- Research tools, propose, design, and implement the City's mandatory staff training and other REIB-focused professional development.

### ***Training/auditing/ technical support***

- Leads in the collaborative process with assigned departments to support the implementation of relevant policies, practices, training, and employee resource groups for municipal employees.
- Creates and implements tools that assess the equitability of programs, processes, and policies for assigned City departments.
- Identify and coordinate with various stakeholders to collect REIB domains and demographic data.
- Supports identification for staffing of internal and external stakeholders for committees and task forces supporting the Department's and City's strategic efforts.
- Collecting and reporting on community programming data aligned with the City's and department's strategic efforts and providing quality assurance as necessary regarding the REIB Domains.
- Lead, support, and assist in conducting REIB Domains content-related training sessions for internal and external stakeholders
- Support and assist in the development of presentations and reports, both internal and external
- Manage limited services, seasonal and intern staff as required.

### **Qualifications / Basic Job Requirements**

- The educational requirements are as follows:



- A Master’s Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and two years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, education, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Bachelor’s Degree in one of the above fields and four years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Associate’s Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- High school diploma or equivalent and 12 years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.

**Non-Essential Job Functions**

- Performs other duties as assigned

**Physical & Mental/Reasoning Requirements; Work Environment**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work

	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

**Supervision:**

Directly Supervises: \_\_TBD\_\_

Indirectly Supervises: \_\_TBD\_\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised 10/2010). May 16, 2023.

**City of Burlington, Vermont**  
**Department of Permitting & Inspections**  
**FY2024 Fee Schedule**

Unless otherwise noted all fees are non-refundable

Development Applications and Permits	Applicable Fee
<b>Administrative Review</b>	
<b>Administrative pre-application conference</b>	No charge
<b>Administrative Time Extension</b>	No charge
<b>Administrative Determinations</b>	1. \$15 filing fee + 2. \$140
<b>Awning Permit</b> (no signage) <b>Basic Zoning Permit</b> (non-design control RL) <b>Fence Permit</b> <b>Certificate of Appropriateness Level I (COA I)</b> Change of use or projects with an estimated construction cost (ECC) of less than \$27,000 <sup>F</sup>	1. \$15 filing fee + 2. \$107
<b>Sign Permit</b>	1. \$15 filing fee + 2. \$118 for one sign 3. + \$80 for each additional sign 4. 1/2 price per sign if part of an approved Master Sign Plan.
<b>Certificate of Appropriateness (COA) Level II</b> For projects with an estimated construction cost (ECC) of greater than or equal to \$27,000. <sup>F</sup> Administrative review as allowed under Section 3.2.7 (b) of the Comprehensive Development Ordinance. A. Application Fee	1. \$15 filing fee + 2. \$140 + 2. \$2.20 per \$1,000 of ECC.
B. Development Review Fee (due prior to release of permit)	\$4.50 per \$1,000 of ECC.
<b>Certificate of Appropriateness (COA) Level III</b> Lot Line Adjustments and Lot Merger – no new lots created	1. \$15 filing fee + 2. \$140

<b>Development Review Board Review</b>	
<b>Sketch Plan Review</b> A. Initial Review B. Subsequent Review	\$300 per Board per visit \$250 per Board per visit
<b>Certificate of Appropriateness (COA) Level III</b> <b>Preliminary Plat</b> A. Application Fee	1. \$200 + 2. \$2 per \$1,000 of ECC; <b>or</b> \$300 per

<p>B. Development Review Fee Due prior to release of the DRB approval</p>	<p>lot if subdivision only. (see next page) \$3 per \$1,000 of ECC.</p>
<p><b>Certificate of Appropriateness (COA) Level III Final Plat</b></p>	
<p>A. Application Fee</p>	<p>1. \$15 filing fee + 2. \$250 + 3. \$2.20 per \$1,000 of ECC, <b>or</b> \$330 per lot if subdivision only.</p>
<p>B. Development Review Fee Due prior to release of the DRB approval</p>	<p>\$3.00 per \$1,000 of ECC.</p>
<p><b><u>Preliminary/Final Combination</u></b></p>	
<p>A. Application Fee</p>	<p>1. \$15 filing fee + 2. \$250 + 3. \$4.40 per \$1,000 of ECC, <b>or</b> \$330 per lot if subdivision only.</p>
<p>B. Development Review Fee Due prior to release of the permit</p>	<p>\$3.00 per \$1,000 of ECC.</p>
<p><b>Conditional Use, Variance, Major Impact, Public Hearings and Appeals</b></p>	
<p><b>Conditional Use or Variance</b> In addition to any applicable COA fees</p>	<p>\$195</p>
<p><b>Major Impact Review</b> In addition to any applicable COA fees</p>	<p>1. \$250 + 2. \$1.21 per \$1,000 of ECC.</p>
<p><b>Other Matters requiring an action by the DRB</b> Time extensions, Master Sign Plan, etc.</p>	<p>\$155</p>
<p><b>Appeals to the DRB</b> Appeals of Administrative and Enforcement decisions to the DRB.</p>	<p>\$250</p>

<p><b>Other Fees</b></p>	
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<b>Impact Fees</b>	<b>Visit:</b> <a href="https://www.burlingtonvt.gov/PZ/Impact-Fees">https://www.burlingtonvt.gov/PZ/Impact-Fees</a>
<b>Documents, Copies, etc.</b> <ul style="list-style-type: none"> <li>a. Audio Tapes</li> <li>b. File research</li> <li>c. Planning documents <ul style="list-style-type: none"> <li>i. Municipal Development Plan</li> <li>ii. Comprehensive Development Ordinance</li> </ul> </li> <li>d. Postage and Handling</li>   <li>e. Photocopies</li>    <li>f. Paper zoning map</li>   <li>g. Digital Maps</li> </ul>	\$3.50/tape  \$20.00/hour Actual cost of publication (hardcopy or CD)  \$4.00 in-state \$5.00 out-of-state  \$0.10 per page (black-and-white) \$1.00 per page (color)  \$15.00 per map (24 x 36, color)  No charge

<b>Other Related Fees</b>	
Zoning Compliance Report <ul style="list-style-type: none"> <li>A. Standard</li> <li>B. Expedited (within 2 weeks)</li> <li>C. Renewal (if within 2 years of prior compliance report)</li> </ul>	\$35 \$70 \$17
Zoning Certificate of Occupancy <ul style="list-style-type: none"> <li>A. Final Certificate of Occupancy</li>   <li>B. Temporary Certificate of Occupancy</li>   <li>C. "After the fact" Zoning Certificate of Occupancy</li> </ul>	Included in application fees above, the fee is \$30 + 10% of the total application fees and may be refunded if the permit is not enacted.  \$150 each  See attached schedule

<p style="text-align: center;"><b>Appeals of DRB Decision to the Vermont Superior Court Environmental Division</b></p>	<p style="text-align: center;">Visit: <a href="https://www.vermontjudiciary.org/fees">https://www.vermontjudiciary.org/fees</a></p>
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**Fee Schedule Notes**

- A. All fees are non-refundable and are due at the time of application unless otherwise noted.
- B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, is deposited into the City’s General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City’s General Fund, with the exception of the payment of Impact Fees, in order to eliminate the duplicative and unnecessary accounting for payments and deposits within the same City fund. For any application submitted by a municipal entity listed as a City Department by the City of Burlington that is not fully funded by the City’s General Fund, the application and development review fee shall together be capped at \$165,000. The payment of Impact Fees out of the City’s General Fund and/or other funds shall continue to apply.
- C. Permit fees include a \$15 filing fee assessed by the Burlington Clerk/Treasurer’s office as required by state statute unless otherwise noted.
- D. Checks should be made payable to the “City of Burlington.” Credit cards are accepted (Visa, MasterCard, and American Express) for a \$3 processing fee plus 2.65% for transactions over \$123.00.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double, triple or triple plus up to \$500 the application fee as specified under Section 2.7.9 of the *Burlington Comprehensive Development Ordinance*.
- F. “ECC” is the Estimated Construction Cost as specified under Section 3.2.4 (a) of the *Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. The Administrative Officer shall make the determination if an application shall be administered as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area affected by the proposed amendment.
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Section 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2023, this amount is \$27,000.

**Water Resources Rate Schedules FY24**

**FY24 Private Fire Protection Fee Schedule**

Fire Service Size/Type	Monthly Charge
1"	\$ 27.90
1.5"	\$ 27.90
2"	\$ 27.90
3"	\$ 27.90
4"	\$ 27.90
6"	\$ 81.00
8"	\$ 172.62
10"	\$ 310.44
Private Fire Hydrant	\$ 81.00

**FY24 Water and Wastewater Fixed Charge by Meter Size Schedule**

Meter Size	Water	Wastewater
	Monthly Charge	
5/8"	\$ 3.74	\$ 5.25
3/4"	\$ 5.61	\$ 7.87
1"	\$ 9.34	\$ 13.12
1.5"	\$ 18.65	\$ 26.24
2"	\$ 29.84	\$ 41.98
3"	\$ 55.95	\$ 78.71
4"	\$ 93.23	\$ 131.18
6"	\$ 186.46	\$ 262.35
8"	\$ 298.31	\$ 419.74
10"	\$ 428.84	\$ 660.84

**Water Resources Rate Schedules FY24**

**FY 24 Water and Wastewater Volumetric Rate Schedule**

	<b>Water</b>	<b>Wastewater</b>
Meter Type and Usage Tiers	Rate per 100 Cubic Feet (CF) per month	
<b>Single-Family Residential</b>		
Tier 1 (0-400 CF)	\$ 2.79	\$ 6.71
Tier 2 (401 CF and higher)	\$ 6.96	\$ 6.71
<b>Duplex</b>		
Tier 1 (0-600 CF)	\$ 2.79	\$ 6.71
Tier 2 (601 CF and higher)	\$ 6.96	\$ 6.71
<b>Triplex</b>		
Tier 1 (0-900 CF)	\$ 2.79	\$ 6.71
Tier 2 (901 CF and higher)	\$ 6.96	\$ 6.71
Multi-Family Residential	\$ 4.77	\$ 6.71
Mixed Residential & Commercial	\$ 4.77	\$ 6.71
Commercial	\$ 4.77	\$ 6.71
City	\$ 4.77	\$ 6.71
Heating/Cooling Make Up Water	\$ 5.39	-
Irrigation	\$ 8.34	-

**Stormwater Monthly Fee**

**\$3.04 per ISU per month**

1 ISU = 1000 sq. ft. of impervious

The Council sets the ISU fee which is then multiplied by the flat rate multipliers in the ordinance to establish the Flat Fees for SF, Duplex and Triplex customers

Single Family	\$ 8.12	per month
Duplex	\$ 8.07	per month
Triplex	\$ 9.30	per month