



OFFICE OF THE CLERK/TREASURER

City of Burlington

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TO: Members, City Council

FROM: Lori Olberg, Licensing, Voting and Records Coordinator

DATE: February 10, 2014

RE: Proposed amendments to tonight's agenda

A handwritten signature in pink ink, appearing to read "Lori Olberg", is written over the "RE:" line of the memo.

REGULAR MEETING, CITY COUNCIL:

Note **revised version** for consent agenda item 4.10. COMMUNICATION: Stephanie Reid, Interim Human Resources Generalist and Susan Leonard, Human Resources Director, re: Communication – Step Placement for Aster Turnbull, Senior Accountant Payroll with the consent action to “waive the reading, accept the communication, place it on file and approve the step placement for Aster Turnbull.” (per Danielle Cota, HR per Councilor Bushor)

Note **proposed amendments** for agenda item 5. RESOLUTION: Notice Information for March 4, 2014 Annual City Meeting – Re Pledging The Credit of The City to Secure Indebtedness for Public Improvements within The Waterfront TIF District (Councilors Shannon, Bushor, Aubin and Knodell). (per Councilor Bushor and Assistant City Attorney Haesler)

Add to the agenda item 9.5. DISCUSSION OF BURLINGTON TELECOM SETTLEMENT AGREEMENT. (per City Council President Shannon per Councilor Knodell)



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

TO: City Council

FROM: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

DATE: February 3, 2014

RE: Communication – Step placement for Aster Turnbull, Senior Accountant, Payroll

We respectfully bring forth a communication from Assistant Chief Administrative Officer, Rich Goodwin, that Aster Turnbull, Senior Accountant, Payroll be considered for step-placement. This request is pursuant to the City of Burlington Comprehensive Personnel Policy, Section 5.4 Compensation Plan, subsection a. Placement, which states: “To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experienced required in the position description) may be converted to additional steps at a 2:1 ration, up to a maximum of step seven (7)”.

The required minimum qualifications for the position are five (5) years of relevant experience in accounting and an Associates Degree in Accounting or Business Administration. As represented in her resume, Ms. Turnbull possesses an Associates Degree in Science - Biology and 15 years’ experience, as well as 14 months of City work as a temporary employee Senior Account –Payroll for the Clerk/Treasurer’s Office.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, Ms. Turnbull is eligible for placement at a step seven (7). This equates to a salary of \$56,529.73 per year. This annual amount is derived from the FY14 Non-Union Pay scale. This request does not represent a change to the organizational chart for the department. The Mayor and the Human Resource Director have the authority to make this step placement and will do so.

We want to let you know that at the time of the FY14 budget creation, Stephanie Hanker, permanently assigned to the Human Resources Department, held the position of Senior Accountant, Payroll on an Interim basis. Because of this, Stephanie’s grade eighteen (18), step seven (7) salary of \$57,649, which is inclusive of an assumed mid-year step, was the amount used for the position and approved as part of the FY14 payroll budget. However, the position itself had not been approved as a step 7. If the position had been budgeted for the actual approved step the allocation for the position would have been \$52,635, which is the salary for grade eighteen (18), step three (3) associated with the regular, full-time person holding the position prior to Ms. Hanker; Ms. Donna Flies. Given the above, there is currently sufficient budget allocated to the position to cover Ms. Turnbull’s step placement and this request does not require additional general fund resources. However, given that the higher budget allocation was approved, using the erroneous step level during the budget process, we felt it most appropriate to inform you of this situation. And, as there is sufficient revenue in the budget, no Budget Amendment is needed.

Based on the Assistant Chief Administrative Officer, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, which states: “Upon placement of an employee, a communication shall be sent to the City Council detailing the placement”, and with Mayoral and HR Director approval to place Ms. Turnbull at a step seven (7), grade eighteen (18) to take effect immediately following approval.

Lori Olberg

From: Richard Haesler
Sent: Monday, February 10, 2014 4:01 PM
To: Lori Olberg
Subject: PIAP Notice Information Resolution with Amended Page Two
Attachments: March 4, 2014 TIF Ballot Question - Notice Information with Amended Page Two.pdf

Lori;

If you can forward this to the list of individuals who need to receive the amended resolution in advance of tonight's meeting, I would very much appreciate.

One amendment is to the first resolve clause – adding the reference desk at the Fletcher Free Library to the locations where the materials are to be publically available.

The second amendment is a new second resolve clause which by request of the Vermont Economic Progress Council (VEPC) which oversees TIF Districts statewide, we have been asked to include a clause to make it clear that the Information Notice will be included with materials at the Public Information meeting to be held on February 24, 2014.

Then what was the second resolve clause before now becomes the third.

Thank you,

Richard

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NOTICE INFORMATION FOR MARCH 4, 2014 ANNUAL CITY
MEETING - Re PLEDGING THE CREDIT OF THE CITY TO SECURE
INDEBTEDNESS FOR PUBLIC IMPROVEMENTS WITHIN THE
WATERFRONT TIF DISTRICT

In the year Two Thousand Fourteen.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the City Council, at its January 27, 2014 meeting, resolved to request that the
Mayor’s proposed slate of Public Investment Action Plan (PIAP) public improvements and related costs
be advanced in the form of a ballot question for City-wide consideration and a public vote at the City’s
Annual Meeting on March 4, 2014 (see attached resolution); and

WHEREAS, recently passed legislation now requires that the municipal legislative body provide
certain information to the public prior to the public vote to authorize incurrence of debt by pledging the
credit of the municipality under 24 V.S.A. § 1894 (h); and

WHEREAS, the above referenced ballot question to authorize Waterfront TIF district debt
incurrence secured by pledging the credit of the City under 24 V.S.A. § 1894 (i) is therefore subject to the
requirements of 24 V.S.A. § 1894 (i); and

WHEREAS, in order to assure compliance with statutory requirements, the City Attorney’s Office
has prepared the attached Information Notice to the Public relating to the above referenced ballot question
for City-wide consideration and a public vote at the City’s Annual Meeting on March 4, 2014; and

WHEREAS, in an effort to provide full and complete information to a public deserving more than
simply that required by the law, the Community and Economic Development Office (CEDO) has also
prepared a packet of “Frequently Asked Questions” (FAQs) (see attached) with the intent of making said
packet available to the public;

36 NOTICE INFORMATION FOR MARCH 4, 2014
37 ANNUAL CITY MEETING - Re PLEDGING THE
38 CREDIT OF THE CITY TO SECURE INDEBTEDNESS
39 FOR PUBLIC IMPROVEMENTS WITHIN THE
40 WATERFRONT TIF DISTRICT
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42 NOW, THEREFORE, BE IT RESOLVED that the City Council hereby provides the information
43 required under 24 V.S.A. § 1894 (i) by adopting the attached Information Notice prepared by the City
44 Attorney’s Office and requests that it be made available to the public through March 4, 2014 during
45 normal business hours, at the front desk of the City Clerk’s Office, at the reference desk of the Fletcher
46 Free Library, and at the front desk of the City’s CEDO Office, as well as making it electronically
47 available to the public on the City’s website; and

48 BE IT FURTHER RESOLVED that the City Council also requests that the attached Information
49 Notice be included in support of the above-referenced ballot question and made publically available at the
50 public information meeting for the City’s March 4, 2014 Annual City Meeting Ballot Questions which is
51 scheduled to be held on Monday, February 24, 2014; and

52 BE IT FURTHER RESOLVED that the City Council also requests that the above referenced
53 FAQ’s prepared by the CEDO Office also be made available to the public through March 4, 2014 during
54 normal business hours, at the front desk of the City Clerk’s Office, at the reference desk of the Fletcher
55 Free Library, and at the front desk of the City’s CEDO Office, as well as making it electronically
56 available to the public on the City’s website.

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