



June 04, 2018

Board of Finance - Monday, June 4, 2018 at 5:30 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 6 4 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 May 7, 2018

Type: Action

Recommended Action: Approve the minutes

 BURLbof5718.pdf

4. For Approval and Recommendation to City Council

4.01 Authorization to execute and award the Selected Media and Advertising Concession Program Vendor Contract to Vermont Small Business Accelerators, LLC - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the resolution as presented .

 ADV _ BoF_City Council_Checklist.fillable.pdf.pdf

 AIRPORT ADVERTISING CONCESSION AGREEMENT_Final.pdf

 Advertising Memo Airport 2018.pdf

 Airport Advertising Resolution - 2018.pdf



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4.02 Authorization of renewal of agreement with Group Insurance Service Center to administer the City Health Insurance Program - HR, C/T

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the resolution as presented .

 BOFCC Packet GISC Renewal 05 16 18.pdf

 Resolution - GISC Agreement 05 16 18.pdf

 Checklist Renewal GISC 05 16 18.pdf

4.03 Authorization of reclassification of the Payroll Manager position with reporting structure change - HR, C/T

Type: Action

Recommended Action: Motion to approve and recommend that the Council approve the reclassification of the Payroll Manager position in the Clerk/Treasurer's Office from a Regular, Full-time, Non-union, Exempt, Grade 20 position reporting to the Director of Financial Operations to a Regular, Full-Time, Non-union, Exempt, Grade 19 position reporting to the Comptroller.

 Full packet-Payroll Manager.pdf

4.04 Authorization to update staffing and reporting structure at BED - HR, BED

Type: Action

Recommended Action: To approve and recommend approval to the City Council for: the modification and reclassification of the Generation Generalist position; reclassification of the Director of Generations; reclassification of the Senior Generation Engineer; reclassification of the Chief Forester; retitle of Troubleshooter to Meter Technician and creation of tiered job descriptions for Meter Technician position; modification of the job description of Director of Engineering and Technical Services; modification of the Distribution Superintendent position; modification and retitle of SCADA Engineer to Director of Grid Services; the modification, reclassification and retitle of Crew Leader Inspector to Utility Inspector; modification and reclassification of Director of Energy Services; the modification, reclassification and retitle of Director of Marketing & Social Media to Director of Marketing & Workforce Vitality; the modification and retitle of Director of Safety, Environmental, and Workforce to Director of Safety and Environmental; and modification and reclassification of Director of Customer Care.

 BED_Full_Packet_June_2018_FINAL.pdf

 Resolution - BED Staffing Structure
05302018.pdf

 Checklist_052518.pdf

5. Communication



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5.01 Budget Discussion - C/T

Type: Communication, Discussion

FY19 DPW Traffic Budget Supplemental Presentation was presented at 6/4 meeting, document added to BoardDocs on 6/11

CAO Proposed Use of Surplus_FY19_060118.xlsx

CAO Reviewed Draft FY19 Budget by Department 053118.xlsx

FY19 DPW Traffic Budget Supplemental Presentation 6-4-18 Final.pdf

CAO Reviewed Draft FY19 GF Budget 053118.xlsx

FY19 New Fees 06012018.pdf

5.02 City of Burlington Full-Time Equivalent Listing Counts - C/T

Type: Communication

file added 6/1 at 7pm

FY 2019_FTE Summary_060118.xlsx

5.03 Unassigned Fund Balance - C/T

Type: Communication, Discussion

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting