



April 15, 2019

Board of Finance - Monday, April 15, 2019 at 6:00 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 4 15 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 February 11, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof21119.pdf

3.02 February 19, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof21919.pdf

4. Board of Finance Approval



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4.01 Authorization to purchase three commercial vehicles - DPW

Type: Action

Recommended Action: To approve and authorize the Director of Public Works to purchase one tractor from Essex Equipment, one wood chipper from Champlain Valley Equipment, and one turn mower from Harvest Equipment, and to utilize the City's existing lease purchase agreement with JP Morgan for a total of \$91,788.28, subject to legal review and approval by the City Attorney.

BoF memo FY19 3 commercial vehicles
added to lease purchase 4-15-19 final.pdf

BoF_CC_Checklist 3 parks vehicles pdf
4-9-19.pdf

5. For Approval and Recommendation to City Council

5.01 ****REMOVED**** Authorization to approve Proposed Position Reclassification and Reporting Structure Changes Related to Inspection Services Position - Code, DPW, IT, HR

Type: Action

Recommended Action: To recommend to the City Council, the reclassification of the Building Inspection position from a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position to a Regular, Full- Time, Exempt, Non-Union, Grade 20 position with retitling of the position to Inspection Services Manager.

****ITEM REMOVED ON 4/15 PER JUSTIN ST. JAMES**

ISD Manager Memo (Final).pdf

Inspection Services Division Manager April
2019 Reclassification (Final Draft for BoF).pdf

Draft Organizational Chart 3 MGR - no names
V2.pdf

BoF_CC_Checklist (ISD Inspector
Position).pdf



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5.02 Authorization to update staffing structure of Public Works Water Resources Division - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the attached resolution authorizing the Update to Staffing Structure of Public Works Water Resources Division, subject to the final review and approval by the CAO and City Attorney.

**RESPONSE SUMMARY ADDED 4/15 PER MEGAN MOIR



Memo_BOF_CC_PhaseIWRStaffingChangesFINAL.4.10.19FINAL.pdf



Attachment A - April 8 WorkSession Documents_Staffing.pdf



Attachment C - organizational charts.pdf



Attachment E - Job Descriptions (Clean).pdf



ResponseSummary_WaterResourcesStaffing_4-14-19_withAttachments.pdf



HR - DPW - Update to Staffing Structure of Public Works Water Resources Division.pdf



Attachment B - Burlington Compensation Memo_Final_4.1.19.pdf



Attachment D - Job Descriptions (track changes).pdf



BoF_City Council_Checklist.fillable_WR_Staffing_Changes 4.15.19.pdf

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting