

May 15, 2013

HR
Susan Leonard
City of Burlington, VT

Dear Susan,

Thank you and Julie for your support in BCA's continuing work to align staffing with our strategic plan. I am requesting approval for an increase in the hours for Arts Sales and Leasing Coordinator (PTR) 30 hours to 40 hours. This continues the reorganization of BCA Center division within BCA. The title of this position would change to Art Sales and Exhibitions Coordinator.

The budget impact in FY 13 would be \$600 and in FY14 \$7900 assuming approvals and a start date of June 10th. These increases would be covered by raising revenue through art sales and increased corporate sponsorship and major gifts.

Again, thank you for your support.

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Sincerely,

Doreen Kraft
Executive Director

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