



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: March 18, 2019
(Submission Date)

For the March 27, 2019 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

Additional Appropriation \$ _____

Transfer from Contingency \$ _____

Transfer(s) \$ 47,039

Grant \$ _____

Carry-over(s) \$ _____

Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on March 21, 2019.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Transfer request to cover an existing shortfall of \$341.59 and projected deficit in the 2018-19 PW Administration overtime account. Additional cost associated with administrative staff meeting recording functions.

Transfer(s) complete the following:

From: 0013010-514000 Admin Regular Wages	To: 0013010-515100 Admin Overtime	Amount: \$1,000
From: 0013010-514000 Admin Regular Wages	To: 0013010-581150 Admin Annual Bond	Amount: \$618

Reason for request:

Transfer request to cover a projected shortfall in DPW Engineering overtime account of \$5,000. Additional cost associated with emergency call before you dig mark outs and inspection of utility work within City roadways.

Transfer(s) complete the following:

From: 0013011-514000 Engr Regular Wages	To: 0013011-515100 Engr Overtime	Amount: \$5,000.00
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Reason for request:

Transfer request to cover an existing shortfall of \$3,720.25 to procure heating oil at the DPW Vincent P Kelly Road facility. Heating oil required to supplement use of vehicle waste oil.

Transfer(s) complete the following:

From: 0013017-562100	To: 0013017-562100 Fleet Maint Heating Oil	Amount: \$3,721
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Reason for request:

Transfer request to cover an existing shortfall of \$2,700 of associated with increased number of residents disposing of household hazardous waste.

Transfer(s) complete the following:

From: 0013021-562100 Other Buildings Heating Oil	To: 0013017-562100 Fleet Maint Heating Oil	Amount: \$2,700
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Reason for request:

Transfer request to cover an existing shortfall in the repair and maintenance account of other City buildings. Account transfer covers cost of mechanical repairs to HVAC equipment.

Transfer(s) complete the following:

From: 0013021-562100 Other Buildings Heating Oil	To: 0013021-543000 Other Buildings Repairs & Maintenance	Amount: \$7,000
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Reason for request:

Transfer request to cover an existing shortfall of \$841.91 and projected deficit in the 2018-19 PW Street Division overtime account. Additional cost associated with delays/equipment problems Covanta & holiday solid waste collections.

Transfer(s) complete the following:

From: 0013015-514000 Streets Regular Wages	To: 0013016-515100 Solid Waste Overtime	Amount: \$9,000
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Reason for request:

Transfer request to cover an existing shortfall of \$7,959.75 and projected deficit in the 2018-19 PW Street Division overtime account. Additional cost associated with emergency calls and required roadway repairs.

Transfer(s) complete the following:

From: 0013015-514000 Streets Regular Wages	To: 0013015-515100 Streets Overtime	Amount: \$18,000
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