



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: June 14, 2019 rev 6/17/19  
(Submission Date)

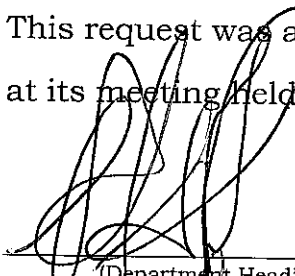
For the June 25, 2019 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 57,184.00
- 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 June 20, 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

1. Reason for request:

Transfer request of \$3,000 to cover a shortfall in part time wages & salaries account (DPW Admin). Funds transferred from DPW Admin Regular wages account (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b>	001 -14-30-3010- 0000-000-514000 Admin Reg Wages	<b>To:</b>	001 -14-30-3010- 0000-000-515200 Admin Part-time Wages	<b>Amount:</b>	\$3,000.00
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2. Reason for request:

Transfer request of \$2,500 to cover a shortfall in DPW Admin Other Wages account. Funds transferred from DPW Administration regular wages (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b>	001 -14-30-3010- 0000-000-514000 Admin Reg Wages	<b>To:</b>	001 -14-30-3010- 0000-000-517000 Admin Other Wages	<b>Amount:</b>	\$2,500.00
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3. Reason for request:

Transfer request to cover an existing shortfall of \$189.28 in DPW Employee Recognition account. Funds transferred from DPW Administration regular wages (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b>	001 -14-30-3010- 0000-000-514000 Admin Reg Wages	<b>To:</b>	001 -14-30-3010- 0000-000-581145 Emp Recognition	<b>Amount:</b>	\$189.28
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4. Reason for request:

Transfer request of \$1,000.00 to cover an existing shortfall in DPW Land Use advertising (legal notices) account. Funds transferred from DPW Administration regular wages (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b> 001 -14-30-3010- 0000-000-514000 Admin Reg Wages	<b>To:</b> 001 -14-30-3012- 0000-000-557700 DPW Land Use Advertising	<b>Amount:</b> \$1,000.00
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5. Reason for request:

Transfer request of \$3,500 to cover an existing shortfall in DPW Building Maintenance overtime account. Funds transferred from DPW Administration Division Regular wages (funds due to vacancies)

Transfer(s) complete the following:

<b>From:</b> 001 -14-30-3010- 0000-000-514000 Admin Reg Wages	<b>To:</b> 001 -14-30-3013- 0000-000-515100 Building Main OT	<b>Amount:</b> \$3,500.00
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6. Reason for request:

Transfer request of \$10.00 to cover an existing shortfall in DPW Street Division Professional Fee & Services Account. Funds transferred from DPW Street Division regular wages (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 001 -14-30-3015- 0000-000-531000 DPW Street Div Professional Fees & Services	<b>Amount:</b> \$10.00
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7. Reason for request:

Transfer request of \$946.52 to cover an existing shortfall of Street Division Repair & Maintenance account. Funds transferred from DPW Street Division regular wages (funds due to vacancies).

Transfer(s) complete the following:

<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 001 -14-30-3015- 0000-000-543000 Street Div Repair & Maintenance	<b>Amount:</b> \$946.52
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8. Reason for request:

Transfer request of \$6,000 to cover an existing shortfall in Street Div sign account (material for new sign machine). Funds transferred from DPW Street Division regular wages (funds due to vacancies).

<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 001 -14-30-3015- 0000-000-589200 Street Div Signs	<b>Amount:</b> \$6,000.00
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9. Reason for request:

Transfer request of \$6,400 to cover an existing shortfall in DPW Solid Waste Overtime Wages account. Funds transferred from DPW Administration regular wages (funds due to vacancies).

<b>From:</b> 0013010-514000 Admin Regular Wages	<b>To:</b> 001 -14-30-3016- 0000-000-515100 Solid Waste Overtime Wages	<b>Amount:</b> \$6,400.00
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10. Reason for request:

Transfer request of \$330.00 to cover shortfall in Fleet Division Repair & Maintenance account. Funds transferred from DPW Fleet Division regular wages (funds due to vacancies).

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-543000 Fleet Repair & Maintenance	<b>Amount:</b> \$330.00
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11. Reason for request:

Transfer request of \$12,000 to cover shortfall in DPW Fleet Vehicle Maintenance.  
Funds transferred from DPW Fleet Division regular wages (funds due to vacancies).

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-543100 Fleet Vehicle Repair	<b>Amount:</b> \$12,000.00
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12. Reason for request:

Transfer request of \$3,000 to cover existing shortfall in DPW Fleet Div Maintenance supplies & materials. Funds transferred from DPW Fleet regular wages (funds due to vacancies).

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-561400 Maint Supplies & Materials	<b>Amount:</b> \$3,000.00
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13. Reason for request:

Transfer request of \$658.70 to cover existing shortfall in Fleet Division Program Supplies. Funds transferred from DPW Fleet Division regular wages (funds due to vacancies).

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-561800 Fleet Program Supplies	<b>Amount:</b> \$658.70
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14. Reason for request:

Transfer request of \$1,761.66 to cover an existing shortfall in the DPW Snow operation repair & maintenance account. Funds transferred from DPW Snow Chain account.

<b>From:</b> 001 -14-30-3018- 0000-000-563100 DPW Snow chains	<b>To:</b> 001 -14-30-3018- 0000-000-543000 DPW Snow Repair & Maintenance	<b>Amount:</b> \$1,761.66
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15. Reason for request:

Transfer request of \$10,000 to cover projected shortfall in DPW Fleet Vehicle Parts. Funds transferred from DPW Fleet regular wages (funds due to vacancies).

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-563000 DPW Fleet vehicle Parts	<b>Amount:</b> \$10,000.00
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16. Reason for request:

Transfer request of 887.44 to cover a shortfall in snow operation motor vehicle parts. Funds transferred from DPW Snow Chain account.

<b>From:</b> 001 -14-30-3018- 0000-000-563100 DPW Snow chains	<b>To:</b> 001 -14-30-3018- 0000-000-563000 DPW Snow Motor Vehicle Parts	<b>Amount:</b> \$887.44
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20. Reason for request:

Transfer request of \$3,200 to cover existing and projected shortfall in DPW Other Building Repair & Maintenance. Transfer from DPW Other Building Heating Oil.

<b>From:</b> 001 -14-30-3021- 0000-000-562100 Other Building Heating Oil	<b>To:</b> 001 -14-30-3021- 0000-000-543000 Other Building Repair & Maintenance	<b>Amount:</b> \$3,200.00
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21. Reason for request:

Transfer request of \$37.50 to cover existing shortfall in DPW Fleet Division Conference & Membership account. Funds transferred from DPW Fleet regular wages (funds due to vacancies)

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-581120 Fleet Div Conf & Memberships	<b>Amount:</b> \$38.00
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22. Reason for request:

Transfer request of \$37.50 to cover existing shortfall in DPW Fleet Division Conference & Membership account. Funds transferred from DPW Fleet regular wages (funds due to vacancies)

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3018- 0000-000-543000 Snow Operations Vehicle Repair & Maintenance	<b>Amount:</b> \$1,762.00
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To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: June 14, 2019 rev 6/17/19  
(Submission Date)

For the June 25, 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) \$ 108,400
- 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 June 20, 2019  
(date)

(Department Head's signature)

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Board of Finance Agenda Request Form

1. Reason for request:

Transfer request of \$39,900 to cover proposed purchase Street Division Equipment (2 ton Asphalt Hot Box (\$34,000), Snow Blower (\$2,500) & Skid steer box plow (\$3,400). Funds transferred from DPW Street Division Regular wages (funds due to vacancies).

<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 001 -14-30-3015- 0000-000-570400 Equipment	<b>Amount:</b> \$39,900.00
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2. Reason for request:

Transfer request of \$13,000 to cover proposed purchase of one 50 yard roll off container. Funds transferred from PW Fleet Vehicles (5500 Dump Truck).

<b>From:</b> 0013026-570500- 19009 PW Fleet Vehicles 5500 Dump Truck	<b>To:</b> 001 -14-30-3016- 0000-000-570400- 05030 50 Cubic Yard Roll Off Cans	<b>Amount:</b> \$13,000.00
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3. Reason for request:

Transfer request of \$30,000 to cover proposed purchase of dedicated vehicle grease system for each DPW garage service bay (\$22,000) and install door in garage west service bay roll up doors (\$8,000). Funds transferred from DPW Fleet Division regular wages (funds due to vacancies). DPW request account transfer and will request carryover of funding (year-end closeout) to 2019-20 fiscal year for implementation.

<b>From:</b> 001 -14-30-3017- 0000-000-514000 Fleet Regular wages	<b>To:</b> 001 -14-30-3017- 0000-000-543000 Fleet Repair & Maint	<b>Amount:</b> \$30,000.00
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4. Reason for request:

Transfer request of \$9,000 to fund the proposed implementation of a Pilot Program to analyze/confirm solid waste route from Route Smart programing. Funds transferred from DPW Administration Div. regular wages (funds due to vacancies). DPW request account transfer and will request carryover of funding (year-end closeout) to 2019-20 fiscal year for implementation.

<b>From:</b> 0013010-514000 Admin Regular Wages	<b>To:</b> 001 -14-30-3016- 0000-000-531000 Solid Waste Div. Prof Fees & Services	<b>Amount:</b> \$9,000.00
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5. Reason for request:

Transfer request of \$1,500 to fund proposed purchase of Building Maintenance equipment (Commercial carpet cleaner (\$1,100), shop vac (\$400)). Funds transferred from DPW Administration Div. regular wages (funds due to vacancies).

<b>From:</b> 0013010-514000 Admin Regular Wages	<b>To:</b> 001 -14-30-3013- 0000-000-570400- 09064 Bldg Maint Equipment	<b>Amount:</b> \$1,500
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6. Reason for request:

Transfer request of \$15,000 to fund proposed increase in DPW Engineering div Professional Fees & Services. Funds transferred from DPW Administration Div. regular wages (funds due to vacancies). DPW request account transfer and will request carryover of funding (year-end closeout) to 2019-20 fiscal year for implementation.

<b>From:</b> 0013010-514000 Admin Regular Wages	<b>To:</b> 001 -14-30-3011- 0000-000-531000 DPW Eng Professional Fees & Services	<b>Amount:</b> \$15,000
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For the June 25, 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) \$ 195,244.58

Grant \$ \_\_\_\_\_

Carry-over(s) \$ \_\_\_\_\_

Other

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
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Board of Finance Agenda Request Form

1. Reason for request:

Transfer request of \$195,244.58 to cover Lead Abatement Project at City Hall (OT \$18,855.68, FICA \$1,137.72, Medicare \$266.05, Prof Fees & Services \$171,629.04 & Maint Supplies \$3,356.09). Project cost consisted on lead testing, decontamination (boiler room, mechanical room & office space. Funds transferred from DPW Regular wages in DPW Administration, Engineering and Street Divisions (funds due to vacancies). Work performed in 2016 (lead monitoring ongoing).

<b>From:</b> 0013010-514000 Admin Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-515100- 16048 Lead Abatement OT	<b>Amount:</b> \$5,000.00
<b>From:</b> 0013010-514000 Engineer Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-515100- 16048 Lead Abatement OT	<b>Amount:</b> \$13,855.68
<b>From:</b> 0013011-514000 Engineer Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-520700- 16048 Lead Abatement FICA	<b>Amount:</b> \$1,137.72
<b>From:</b> 0013011-514000 Engineer Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-520750- 16048 Lead Abatement Medicare Ins	<b>Amount:</b> \$266.05
<b>From:</b> 0013011-514000 Engineer Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-531000- 16048 Lead Abatement Prof Fees & Services	<b>Amount:</b> \$100,000.00
<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-531000- 16048 Lead Abatement Prof Fees & Services	<b>Amount:</b> \$71,629.04
<b>From:</b> 0013015-514000 Streets Regular Wages	<b>To:</b> 101 -14-30-8310- 0000-000-561400- 16048 Lead Abatement Maint Supplies & Materials	<b>Amount:</b> \$3,356.09



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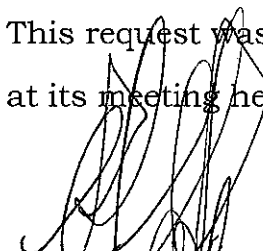
For the June 25, 2019 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 38,142
- 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 June 20, 2019  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

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Board of Finance Agenda Request Form

1. Reason for request:

Transfer request of \$38,142 to cover additional project cost for the Police/Court Chiller Replacement. Addition cost consisted of replacing exiting clogged/damaged piping, installation of valves and rebuilding two water pumps.

<b>From:</b> 3028106-589000 Capital Projects Contingency Account	<b>To:</b> 302-3010-570300- 18C12 Police/Court Replace	<b>Amount:</b> \$38,142
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