



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: 08/11/2020
(Submission Date)

For the August 25, 2020 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) \$ 21,590.00

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 August 20, 2020.
(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: Year End Transfers for Transfer Station

Transfer(s) complete the following: **See attached Sheet**



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: 07/29/2020
(Submission Date)

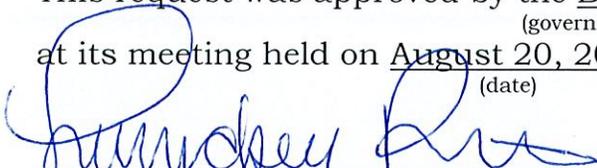
For the August 25, 2020 Board of Finance Meeting Agenda
(Date of Meeting)

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

- Additional Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ 64,190.00
- 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 August 20, 2020.
(date)


(Department Head's signature)

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Board of Finance Agenda Request Form

Reason for request: Year End Transfers

Transfer(s) complete the following: **See attached Sheet**

A handwritten signature in blue ink, appearing to read "D. J. [unclear]", is located in the bottom right corner of the page.

FISCAL YEAR END TRANSFERS

DEPT		ACCOUNT NUM.	ACCOUNT NAME	AMOUNT		ACCOUNT NUM.	ACCOUNT NAME	AMOUNT
	FROM:	0013010-514000	Reg Wages	\$1,320.00	TO:	0013010-515200	Parttime	\$1,320.00
	FROM:	0013010-514000	Reg Wages	\$260.00	TO:	0013010-553100	Postage	\$260.00
	FROM:	0013010-514000	Reg Wages	\$20.00	TO:	0013010-569000	Office Supplies	\$20.00
	FROM:	0013012-514000	Reg Wages	\$80.00	TO:	0013012-531000	Prof Fees	\$80.00
	FROM:	0013012-514000	Reg Wages	\$50.00	TO:	0013012-553100	Postage	\$50.00
	FROM:	0013013-562200	Natural Gas	\$4,555.00	TO:	0013013-514000	Reg Wages	\$4,555.00
	FROM:	0013013-562200	Natural Gas	\$3,745.00	TO:	0013013-515100	Overtime	\$3,745.00
	FROM:	0013013-562200	Natural Gas	\$770.00	TO:	0013013-531000	Prof Fees	\$770.00
	FROM:	0013021-541000	Utilities	\$565.00	TO:	0013021-543000	Rep & Maintenance	\$565.00
	FROM:	0013018-515100	Snow OT	\$1,015.00	TO:	0013018-543000	Rep & Maintenance	\$1,015.00
	FROM:	0013018-515100	Snow OT	\$1,015.00	TO:	0013018-563100	Chains	\$1,015.00
	FROM:	0013016-514000	Reg Wages	\$2,705.00	TO:	0013016-517000	Other Wages	\$2,705.00
	FROM:	0013016-514000	Reg Wages	\$2,400.00	TO:	0013016-561800	Program Supplies	\$2,400.00
	FROM:	0013017-514000	Reg Wages	\$5.00	TO:	0013017-517000	Other Wages	\$5.00
	FROM:	0013017-514000	Reg Wages	\$105.00	TO:	0013017-541100	Water/Sewer	\$105.00
	FROM:	0013017-514000	Reg Wages	\$800.00	TO:	0013017-543000	Rep & Maintenance	\$800.00
	FROM:	0013017-514000	Reg Wages	\$2,135.00	TO:	0013017-561400	Maintenance Supplies	\$2,135.00
	FROM:	0013017-514000	Reg Wages	\$445.00	TO:	0013017-561800	Program Supplies	\$445.00
	FROM:	0013019-543000	Repairs & Maintenance	\$4,650.00	TO:	0013019-515100	Overtime	\$4,650.00
	FROM:	0013027-531000	Prof Fees	\$875.00	TO:	0013027-561800	Program Supplies	\$875.00
	FROM:	0013015-514000	Reg Wages	\$26,825.00	TO:	0013010-531000	Covid Prof Fees	\$26,825.00
	FROM:	0013015-514000	Reg Wages	\$9,850.00	TO:	0013010-561800	Covid Program Supplies	\$9,850.00
	FROM:				TO:			\$0.00
	FROM:				TO:			\$0.00
	FROM:				TO:			\$0.00
	FROM:				TO:			\$0.00
	FROM:				TO:			\$0.00
	FROM:				TO:			\$0.00
				\$64,190.00				\$64,190.00



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: August 17, 2020
(Submission Date)

For the August 25, 2020 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) \$ 87,900

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 August 20, 2020.
(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:

1. Carry forward/transfer to cover FY2020-21 other wage expenses incurred to date associated with vacation buy backs of 1338 union members. The new 1338 contract currently allows for vacation buy backs. In addition, it appears that there is an increase in vacation buy back request due to Covid. Expenses to date are \$4,606. DPW request to cover current and projected FY2020-21 expenses is \$9,000 (St \$4,000, SW \$2,000 & Fleet \$3,000)
2. Carry forward/transfer to fund replacement of DPW Liquid Magnesium tanks used for De-icing. The current tanks are single wall tanks and do not conform to current environmental standards. DPW request \$40,000.
3. Carry forward/transfer to fund purchase of a new engineering plotter to replace DPW existing pen type plotter. Due to its age parts for the existing plotter are difficult to obtain and computer compatibility issues exist with the plotter's drivers. The new plotter will replace the existing plotter and provide back up to DPW Engineering KIP printer. DPW request \$9,000.
4. Carry forward/transfer to purchase lift gates for three DPW pickup trucks. Replacing standard tail gates with lift gates will eliminate the need for employees to lift heavy equipment into the trucks and reduce the risk of injury. DPW request \$18,000.
5. Carry forward/transfer to purchase one electric salt spreader for winter operations. The DPW is transitioning from gas powered spreader to electric spreaders to increase reduce equipment down time. DPW request \$9,000.
6. Carry forward/transfer to purchase a narrow trench excavation bucket for the Department's back hoe. The department currently only has one primary bucket. DPW recently rented a narrow bucket specifically for utility installation and the department found that it saved time and reduced disturbance. DPW request \$2,900.

	ACCOUNT		ACCOUNT	AMOUNT
FROM:	0013015 514000	TO:	0013015 517000	\$ 4,000
	Streets Regular Wages		Streets Other Wages	
FROM:	0013015 514000	TO:	0013016 517000	\$2,000
	Streets Regular Wages		Solid Waste Other Wages	
FROM:	0013015 514000	TO:	0013017 517000	\$3,000
	Streets Regular Wages		Fleet Maint Other Wages	
FROM:	0013018 515100	TO:		\$40,000
	Snow Overtime		Liquid Magnesium Tanks	
FROM:	0013011 514000	TO:		\$ 9,000
	Engineering Regular Wages		Plotter/Printer	
FROM:	0013015 514000	TO:		\$18,000
	Streets Regular Wages		(3) Lift Gates	
FROM:	0013018 544410	TO:		\$ 9,000
	Snowplowing Fees		Electric Salt Spreader	
FROM:	0013017 514000	TO:		\$2,900
	Fleet Maint Regular Wages		Trench Excavation Bucket	