

SPECIAL REVENUE FUNDS

Program Summary

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. A summary of the Special Revenue Funds as presented in the budget document behind the “Special Revenue” tab are shown below.

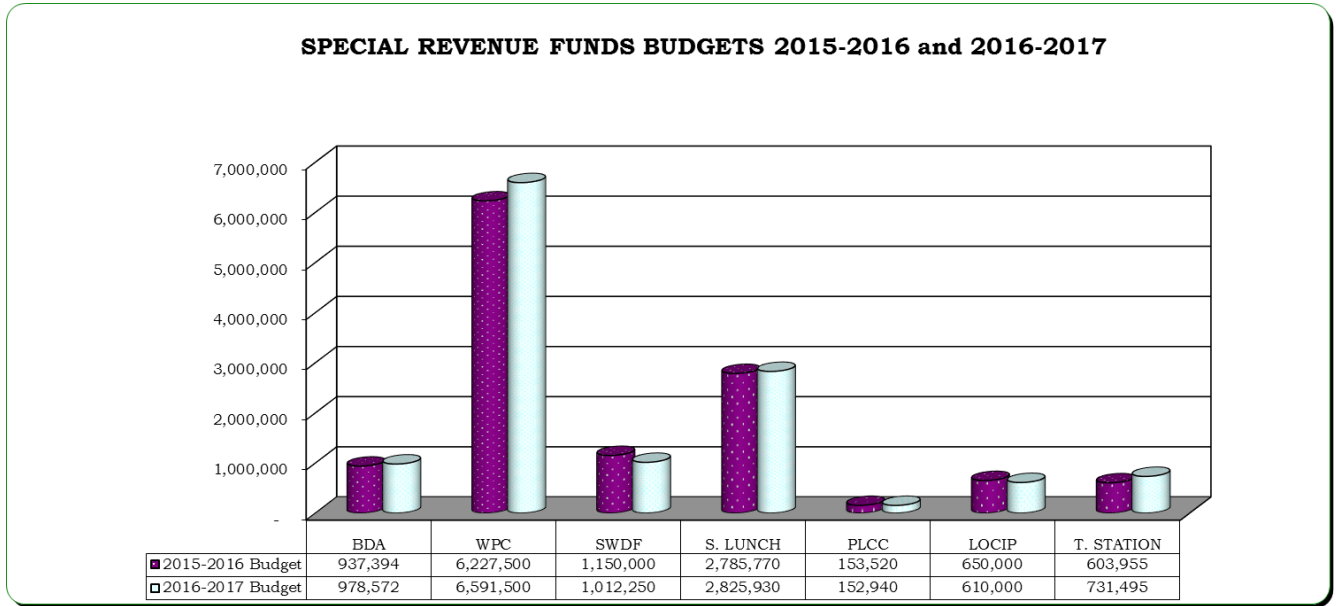
The Special Revenue Funds in the 2016-2017 budget consist of the following:

- COMMUNITY DEVELOPMENT BLOCK GRANT - BRISTOL DEVELOPMENT AUTHORITY
- SEWER (WPC) OPERATING AND ASSESSMENT
- SOLID WASTE DISPOSAL
- SCHOOL LUNCH PROGRAM
- PINE LAKE CHALLENGE COURSE
- LOCIP PROJECTS
- TRANSFER STATION

Below is a listing of the Special Revenue Funds' prior year expenditures (2014-2015) as well as budgets for fiscal year 2015-2016 and fiscal year 2016-2017.

Special Revenue Funds Budgets and Expenditures			
	2014-2015	2015-2016	2016-2017
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Community Development Block Grant (BDA)	530,736	937,394	978,572
Sewer (WPC) Operating and Assessment	5,396,450	6,227,500	6,591,500
Solid Waste Disposal	1,118,052	1,150,000	1,012,250
School Lunch Program	3,059,142	2,785,770	2,825,930
Pine Lake Challenge Course	153,914	153,520	152,940
LOCIP Projects	653,000	650,000	610,000
Transfer Station	523,354	603,955	731,495
Total Special Revenue Funds	<u>\$11,434,648</u>	<u>\$12,508,139</u>	<u>\$12,902,687</u>

Special Revenue Funds – (continued)



**COMMUNITY DEVELOPMENT BLOCK GRANT
BRISTOL DEVELOPMENT AUTHORITY**

Justin Malley, Executive Director
Office: (860) 584-6185
justinmalley@bristolct.gov

Service Narrative

The office of the Bristol Development Authority (BDA) is responsible for economic and community development in the City of Bristol, and is the successor agency to the Redevelopment Agency. The department is also responsible for writing and administering major grants. The department is governed by a nine-member, bi-partisan Board that is chaired by the Mayor. The Board has full responsibility for the Community Development Block Grant (CDBG) programs, reviews applications for the Neighborhood Assistance Act, and oversees redevelopment activities which include the industrial park programs and tax abatements.

The BDA office has six staff persons, each one of which administers or generates special revenue. The grants administrator and development/grants assistant positions are funded directly by the City, while four other positions – the Executive Director, the Community Development Coordinator, the Housing and Projects Specialist, and the department’s Administrative Assistant – are funded by both the City and the Federal government. The Federal government requires a specific accounting for each portion of the salaries. All activities herein have been and will be accomplished within the confines of available personnel and budgets.

For more than a decade, economic development efforts have concentrated upon attracting, retaining, and growing industrial, office, medical, and retail establishments in the City. This strategy helped to grow the commercial/industrial tax base. One major component of the BDA’s economic development effort is to attract new businesses to Bristol in order to increase the tax base, provide jobs, and stimulate economic development in other ways. Part of this process includes promoting the many qualities

Special Revenue Funds – (continued)

that make Bristol an ideal location to set up shop, from its educated and hard-working workforce to potential tax abatements and grant funding.

Downtown redevelopment, including the West End neighborhood, is a priority for the BDA. As much a fundamental quality of life issue as an economic development one, downtown redevelopment is part of a continuing effort to improve the physical environment, to attract new businesses, and to establish a new sense of purpose for the City center. The BDA has taken the lead on redeveloping approximately 15 acres, often referred to as the former Centre Mall site.

Fiscal Year 2016 Major Service Level Accomplishments

Economic Development

- Sold Lot #1 of the Southeast Bristol Business Park to Uniprop AM, LLC for a 127,000 square foot storage/distribution center for Connecticut Portable Storage, the Connecticut/Western Massachusetts PODS franchise. The project will bring approximately 40 new jobs to Bristol, lasting tax revenue, and countless economic benefits.
- Sold Lot #5 of the Southeast Bristol Business Park to AMKO LLC, an aerospace manufacturer relocating from Berlin, CT. AMKO will construct an approximately 12,640 square foot, state-of-the-art manufacturing facility on the site.
- Coordinated Urban Jobs tax abatements for Springfield Spring, GMN USA, and other manufacturers associated with their expansions/relocations to Bristol.
- Coordinated an economic development grant to RGD Technologies for the purchase of CNC equipment.
- Coordinated an economic development grant to Rowley Spring and Stamping for the purchase of manufacturing equipment.
- Coordinated an economic development grant to Benjamin International to relocate more than 20 employees to Bristol.
- Coordinated an economic development grant to SuperNatural to expand to a new facility on North Main Street.
- Coordinated an economic development grant to Bob’s Sports Chalet to build and relocate to a sprawling new facility on Pine Street.
- Completed 5 façade improvement projects totaling \$27,000 to improve commercial properties in the downtown and West End neighborhoods.
- Completed StartUP Bristol, an innovative business plan competition designed to bring startup companies to Bristol.
- Worked with FuelCell Energy of Danbury on a potential project to locate a fuel cell development on 894 Middle Street – a brownfield acquired by the City in 2016.
- Worked closely with Bristol Hospital on a dynamic plan to construct a 150,000 square foot medical office building downtown on the former Centre Mall site.
- Hired and coordinated the efforts of Milone & MacBroom to design a “master plan” for the 15-acre former Centre Mall site.
- Assisted the “All Heart” marketing effort with the Bristol Chamber of Commerce.

Grants

Funding Highlights

- A grant was awarded by DECD to update the Phase III environmental assessment at the former J.H. Sessions factory at 273 Riverside Avenue in anticipation of possible cleanup and disposition of the property.
- A Congestion Mitigation and Air Quality (CMAQ) Improvement Project grant was awarded to purchase route management software that will streamline the operations of the Department of Public Works fleet.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

- A DEEP Recycling Rewards grant was received for the purchase of replacement roll-off containers.
- Connecticut Department of Transportation: Funds were awarded for a Traffic Signalization Grant to upgrade traffic signals at 23 intersections. The project is ongoing.

Ongoing Grant/Project Administration

- The City completed a Phase III environmental assessment at 894 Middle Street with funding from CT DECD, a roughly 17-acre property with tremendous economic development potential once it is free of contaminants.
- Administered the Hazard Mitigation Grant Program home acquisition program funded by the Federal Emergency Management Agency in 2014. The final property was demolished under the terms of this grant in May 2016.

Pending Applications

The City submitted several applications that are pending notice of award at the time of this report:

- The City applied for a \$1.3 million CT DECD brownfields cleanup grant for 894 Middle Street, a 17 acre property with tremendous economic development potential once it is free of contaminants. The proposal is based on a partnership with FuelCell Energy, Inc. to build a Fuel Cell Park on the rear corner of the lot that will encapsulate a significant portion of the contaminated soils, thus freeing the front portion of the parcel for development and sale.
- Two grant applications were submitted to the Federal Emergency Management Agency for the Bristol Fire Department: A training grant application to the Assistance to Firefighters Grant (AFG) program, and a Fire Prevention & Safety Grant (FP&S) application for a Smoke and CO Detector Installation program to provide education and install detectors in eligible residences.

Community Development

The U.S. Department of Housing and Urban Development (HUD) funds the annual Community Development Block Grant (CDBG) to the City of Bristol. The BDA develops a Five-Year Consolidated Plan and subsequent Annual Plan updates to determine how best to utilize funds for the benefit of Bristol and its residents. In 2015, HUD approved the City's new Five-Year Consolidated Plan, covering years July 1, 2015 through June 30, 2020.

In the new Consolidated Plan, priorities to guide funding allocations were established and ranked as: 1) Housing Rehabilitation; 2) Public Services; 3) Target Areas: West End Neighborhood and Summer Street Area; 4) Public Facilities; and 5) Economic Development. These priorities are used to evaluate all proposals and to fund the activities that make the best use of decreasing federal funds.

For 2015-2016, CDBG funds covered expenses for the BDA Housing Rehabilitation program. The Public Services covered were Christian Fellowship Center for meals and groceries; St. Vincent DePaul Mission for transitional living services to women with children; the Bristol Boys and Girls Club for youth at Cambridge Park; Bristol Community Organization for case management; and Prudence Crandall Center for a utilities shortage. With program income and by re-programming funds, BDA was able to provide assistance for a roof replacement project at BARC on Lake Avenue and assistance with architectural

Special Revenue Funds – (continued)

and engineering plans for the outdoor roof at Shepard Meadows therapeutic Riding Center.

Fiscal Year 2017 Major Service Level Goals

The BDA will continue to take advantage of economic development opportunities to ensure a strong local tax base, to increase employment opportunities, and to offer Bristol residents a variety of quality retail options.

- Economic Development: The BDA will continue outreach initiatives to attract industrial, retail, office, and other commercial ventures to the City. This effort includes a new focus on the 15-acre former Centre Mall site in the heart of downtown, selling building lots in the Southeast Bristol Business Park, and investigating economic development opportunities for Brownfields. The BDA will promote local grant/tax incentives as well as provide guidance on State, Federal, and other assistance available to new/expanding businesses. The BDA will continue and expand the popular *BDA Buzz* newsletter and work to promote the City of Bristol.
- Downtown: The BDA is excited to be the lead City agency on downtown redevelopment. The department will work to encourage and support development on the former Centre Mall site as well as continue its positive relationship with downtown businesses to ensure the success of downtown redevelopment. This includes promoting local business incentives specific to the downtown area and working with City departments and local organizations on various events to promote the downtown area.
- Grants: Grants staff will serve as the point of contact for ongoing grant-funded projects and will aggressively seek grant funds for City projects and services, including regional opportunities.
- Community Development: The BDA will administer, monitor, and report on CDBG activities to the City of Bristol and the U.S. Department of Housing and Urban Development. Various City departments and community organizations have stepped up efforts to end homelessness in Bristol. The BDA is part of the strategy, as it works in collaboration with the community services available. The Annual Action Plan for 2016-17 includes CDBG allocations to:
 - Continue providing Housing Rehabilitation assistance
 - Support public service programs: Emergency Shelter and Rapid Re-housing at St. Vincent DePaul; outreach to youth at Cambridge Park; soup kitchen/pantry at Christian Fellowship Center Storehouse; case management at Bristol Community Organization to access CT Department of Social Services benefits; coordination of city-wide early childhood programming by the Bristol Early Childhood Alliance; and coordination of a senior supplemental food program by Zion Lutheran Church “Meals for the Needy” program.
 - Assist public facilities with improvements: Sidewalk replacement projects in the Target Areas; a kitchen upgrade at Komanetsky Estates; Flooring replacement at the Lake Avenue Bristol Adult Resource Center (BARC); and ADA compliant access to the Bristol Historical Society building.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Long Term Goals

- Economic Development: The BDA will sell the remaining acreage of the Southeast Bristol Business Park and assist in the relocation and expansion of companies of all types. While the BDA will continue to grow Bristol’s strong manufacturing base, the department will seek to attract a minimum of five companies each year working in other industries, such as bioscience, insurance, data management, retail, and others. The BDA will assist in the planning and redevelopment of downtown Bristol and will undertake several marketing initiatives, including further enhancing the website, exploring the use of social media for economic development, and assisting in the implementation of marketing and branding strategies for the City of Bristol.
- Grants: The BDA will continue to identify outside funding opportunities and coordinate funding needs that meet the requirements of the City of Bristol’s functional areas and departments.
- Community Development: The BDA will continue to provide Housing Rehabilitation grants to Bristol homeowners. Such assistance prevents blight conditions and preserves the housing stock throughout the City. These grants allow low-to-moderate-income homeowners to remain in their homes. With additional Federal and/or State funds, BDA could also target specific areas or neighborhoods for concentrated community development support. Funding will be sought to supplement Federal CDBG funds as opportunities are offered through the State of Connecticut Department of Economic and Community Development and the State of Connecticut Department of Housing. Long-standing HUD regulations require municipalities such as Bristol to Affirmatively Further Fair Housing (AFFH). In 2017 or 2018, the City of Bristol will submit an Assessment of Fair Housing (AFH) in accordance with changes in HUD regulations. BDA staff, the Fair Housing Officer, and the Bristol Housing Authority will be called upon to complete a new AFH tool that replaces the Analysis of Impediments to Fair Housing Choice. The purpose of the HUD changes is to make AFFH more informative and meaningful to the City and its residents. The new AFH will be part of the next 5-Year Consolidated Plan for 2020.

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budgeted
Salary Expenditures	\$309,495	\$368,297	\$383,315
Full time Positions	6	6	6

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Budget Highlights

104 BRISTOL DEVELOPMENT AUTHORITY REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
1044101 BDA- CITYSHARE							
490001		TRANSFER IN GENERAL FUND	\$267,992	\$353,870	\$353,870	\$367,450	\$367,450
TOTAL BDA- CITYSHARE			\$267,992	\$353,870	\$353,870	\$367,450	\$367,450
1044103 BDA- CDBG- ADMINISTRATION							
431025		CDBG ENTITLEMENT	\$420,647	\$551,304	\$551,304	\$576,672	\$576,672
431083		REPROGRAMMING FUNDS CDBG	0	18,779	18,779	26,950	26,950
431084		PROGRAM INCOME	55,130	13,441	13,441	7,500	7,500
TOTAL BDA- CDBG- ADMINISTRATION			\$475,777	\$583,524	\$583,524	\$611,122	\$611,122
TOTAL BRISTOL DEVELOPMENT AUTHORITY			\$743,769	\$937,394	\$937,394	\$978,572	\$978,572

1044101 BDA- CITYSHARE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
SALARIES							
514000	CDBG	REGULAR WAGES	\$180,404	\$229,125	\$229,160	\$243,850	\$243,850
515100	CDBG	OVERTIME	422	1,000	1,000	1,000	1,000
TOTAL SALARIES			\$180,826	\$230,125	\$230,160	\$244,850	\$244,850
CONTRACTUAL SERVICES							
531000	CDBG	PROFESSIONAL FEES AND SERVICES	\$1,920	\$1,500	\$1,500	\$1,500	\$1,500
543000	CDBG	REPAIRS AND MAINTENANCE	0	150	150	150	150
553000	CDBG	TELEPHONE	75	150	150	150	150
553100	CDBG	POSTAGE	403	1,000	1,000	1,000	1,000
554000	CDBG	TRAVEL REIMBURSEMENT	179	1,000	1,000	2,500	2,500
555000	CDBG	PRINTING AND BINDING	1,969	2,000	2,000	7,455	7,455
557700	CDBG	ADVERTISING	18,988	18,000	18,000	18,000	18,000
581120	CDBG	CONFERENCES AND MEMBERSHIPS	3,000	3,000	3,000	6,000	6,000
581260	CDBG	MISCELLANEOUS PROMOTIONS	622	1,000	1,000	1,000	1,000
581270	CDBG	TRADE SHOWS	1,140	1,200	1,200	3,200	3,200
587467	CDBG	DOWNTOWN REVITALIZATION ACTIVITIES	1,749	6,850	6,850	6,850	6,850
TOTAL CONTRACTUAL SERVICES			\$30,045	\$35,850	\$35,850	\$47,805	\$47,805
BENEFITS							
520100	CDBG	LIFE INSURANCE	\$225	\$300	\$300	\$300	\$300
520500	CDBG	DISABILITY INSURANCE	16	95	95	95	95
520700	CDBG	F.I.C.A	10,888	14,205	14,205	15,130	15,130
520750	CDBG	MEDICARE INSURANCE	2,546	3,325	3,325	3,545	3,545
520905	CDBG	GENERAL RETIREMENT	900	0	0	1,595	1,595
TOTAL BENEFITS			\$14,575	\$17,925	\$17,925	\$20,665	\$20,665
SUPPLIES AND MATERIALS							
561800	CDBG	PROGRAM SUPPLIES	\$451	\$1,500	\$1,500	\$1,500	\$1,500
569000	CDBG	OFFICE SUPPLIES	1,427	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$1,878	\$3,100	\$3,100	\$3,100	\$3,100
OPERATING TRANSFERS OUT							
591500	CDBG	TRANSFER TO INTERNAL SERVICE	\$40,669	\$66,870	\$66,870	\$51,030	\$51,030
TOTAL OPERATING TRANSFERS OUT			\$40,669	\$66,870	\$66,870	\$51,030	\$51,030
TOTAL BDA- CITYSHARE			\$267,993	\$353,870	\$353,905	\$367,450	\$367,450

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)



1044102 BDA- REHABILITATION PRESERVATION

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
SALARIES							
514000	CDBG	REGULAR WAGES	\$55,157	\$61,117	\$61,117	\$61,705	\$61,705
515100	CDBG	OVERTIME- BDA REHAB	402	400	400	400	400
517000	CDBG	OTHER WAGES	388	0	0	0	0
TOTAL SALARIES			\$55,947	\$61,517	\$61,517	\$62,105	\$62,105
CONTRACTUAL SERVICES							
554000	CDBG	TRAVEL REIMBURSEMENT	\$833	\$1,000	\$800	\$1,000	\$1,000
TOTAL CONTRACTUAL SERVICES			\$833	\$1,000	\$800	\$1,000	\$1,000
BENEFITS							
520100	CDBG	LIFE INSURANCE	\$50	\$50	\$50	\$50	\$50
520500	CDBG	DISABILITY INSURANCE	1	25	25	25	25
520700	CDBG	F.I.C.A.	3,351	3,790	3,790	3,830	3,830
520750	CDBG	MEDICARE INSURANCE	783	890	890	895	895
TOTAL BENEFITS			\$4,185	\$4,755	\$4,755	\$4,800	\$4,800
OTHER/MISCELLANEOUS							
587100	CDBG	RESIDENTIAL REHABILITATION	\$0	\$0	\$0	\$203,319	\$203,319
TOTAL OTHER/MISCELLANEOUS			\$0	\$0	\$0	\$203,319	\$203,319
SUPPLIES AND MATERIALS							
561800	CDBG	PROGRAM SUPPLIES	\$0	\$0	\$0	\$1,000	\$1,000
TOTAL SUPPLIES AND MATERIALS			\$0	\$0	\$0	\$1,000	\$1,000
OPERATING TRANSFERS OUT							
591500	CDBG	TRANSFER TO INTERNAL SERVICE	\$18,344	\$19,840	\$19,840	\$19,840	\$19,840
TOTAL OPERATING TRANSFERS OUT			\$18,344	\$19,840	\$19,840	\$19,840	\$19,840
TOTAL BDA- REHABILITATION			\$79,309	\$87,112	\$86,912	\$292,064	\$292,064

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)



1044103 BDA- CDBG- ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
SALARIES							
514000	CDBG	REGULAR WAGES	\$72,722	\$76,120	\$76,120	\$75,860	\$75,860
515100	CDBG	OVERTIME	0	500	500	500	500
TOTAL SALARIES			\$72,722	\$76,620	\$76,620	\$76,360	\$76,360
CONTRACTUAL SERVICES							
531000	CDBG	PROFESSIONAL FEES AND SERVICES	\$60	\$2,000	\$2,000	\$2,000	\$2,000
553000	CDBG	TELEPHONE	0	50	50	50	50
553100	CDBG	POSTAGE	258	400	400	400	400
554000	CDBG	TRAVEL REIMBURSEMENT	402	895	895	895	895
555000	CDBG	PRINTING AND BINDING	81	600	600	600	600
557700	CDBG	ADVERTISING	4,111	3,500	3,500	3,500	3,500
581120	CDBG	CONFERENCE AND MEMBERSHIPS	1,329	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES			\$6,241	\$8,445	\$8,445	\$8,445	\$8,445
BENEFITS							
520100	CDBG	LIFE INSURANCE	\$84	\$90	\$90	\$90	\$90
520500	CDBG	DISABILITY INSURANCE	1	30	30	30	30
520700	CDBG	F.I.C.A.	4,439	4,720	4,720	4,710	4,710
520750	CDBG	MEDICARE INSURANCE	1,038	1,105	1,105	1,105	1,105
TOTAL BENEFITS			\$5,562	\$5,945	\$5,945	\$5,935	\$5,935
SUPPLIES AND MATERIALS							
561800	CDBG	PROGRAM SUPPLIES	\$966	\$1,160	\$1,160	\$1,160	\$1,160
569000	CDBG	OFFICE SUPPLIES	675	1,410	1,410	1,410	1,410
TOTAL SUPPLIES AND MATERIALS			\$1,641	\$2,570	\$2,570	\$2,570	\$2,570
MISCELLANEOUS							
587902	CDBG	FAIR HOUSING	\$879	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL MISCELLANEOUS			\$879	\$3,000	\$3,000	\$3,000	\$3,000
OPERATING TRANSFERS OUT							
591500	CDBG	TRANSFER TO INTERNAL SERVICE	\$8,389	\$10,975	\$10,975	\$10,975	\$10,975
TOTAL OPERATING TRANSFERS OUT			\$8,389	\$10,975	\$10,975	\$10,975	\$10,975
TOTAL BDA- CDBG- ADMINISTRATION			\$95,434	\$107,555	\$107,555	\$107,285	\$107,285

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

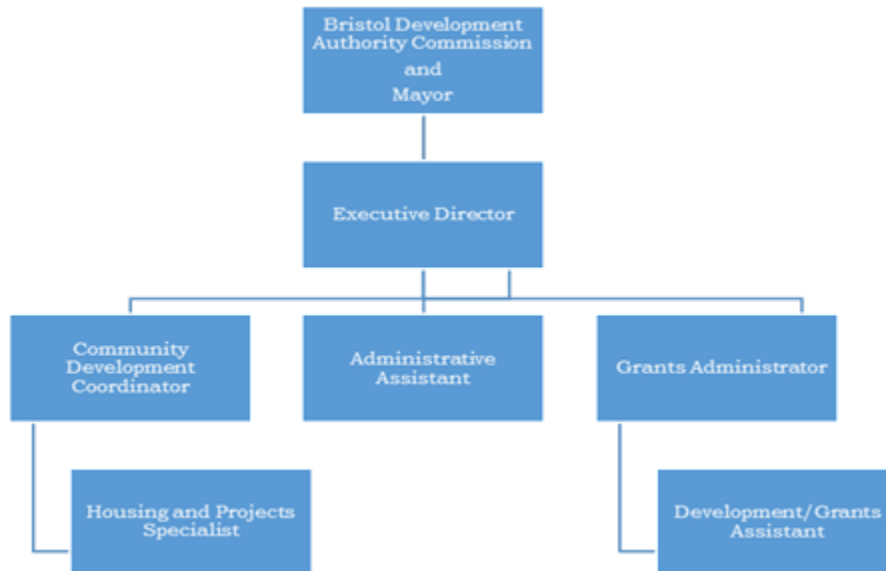
1044104 BDA- PUBLIC SERVICE GRANTS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
MISCELLANEOUS							
585011	CDBG	ST. VINCENT DEPAUL	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500
585013	CDBG	PRUDENCE CRANDALL	0	5,000	5,000	0	0
585105	CDBG	SOUP KITCHEN	11,000	9,000	9,000	9,000	9,000
585116	CDBG	BOYS AND GIRLS CLUB- OUTREACH PROGRAM	30,000	28,000	28,000	28,000	28,000
585156	CDBG	BCO CASE MANAGER	24,500	20,000	20,000	15,300	15,300
585157	CDBG	BCO WARMING CENTER	0	0	10,000	0	0
	CDBG	UNITED WAY/BECA COORDINATOR	0	0	0	8,800	8,800
	CDBG	ZION LUTHERN SENIOR SUPP FOOD COORD.	0	0	0	4,000	4,000
TOTAL MISCELLANEOUS			\$88,000	\$84,500	\$94,500	\$87,600	\$87,600
TOTAL BDA- PUBLIC SERVICE GRANTS			\$88,000	\$84,500	\$94,500	\$87,600	\$87,600

1044105 BDA- CDBG PROJECTS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
MISCELLANEOUS							
587328	CDBG	BRISTOL - ARC LAKE AVE ROOF	0	26,357	26,357	0	0
587329	CDBG	SHEPARD MEADOWS THERAPEUTIC RIDING CENTER	0	6,500	6,500	0	0
587330	CDBG	SUMMER STREET SIDEWALKS	0	0	68,000	0	0
	CDBG	SIDEWALK REPLACEMENTS	0	0	0	88,173	88,173
	CDBG	KOMANETSKY ESTATES KITCH UPGRADE	0	0	0	14,000	14,000
	CDBG	BARC - FLOORING REPLACEMENT LAKE AVE	0	0	0	15,000	15,000
	CDBG	BHS - ADA DOOR	0	0	0	7,000	7,000
TOTAL MISCELLANEOUS			\$0	\$32,857	\$100,857	\$124,173	\$124,173
TOTAL BDA- CDBG PROJECTS			\$0	\$32,857	\$100,857	\$124,173	\$124,173

Organizational Chart



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Bristol Development Authority Board

Term

Mayor Ken Cockayne, Chairman	
Howard T. Schmelder, Vice-Chairman	12/2016
David Preleski, City Council Member	11/2017
Thomas Hick	02/2019
Charles Cyr	12/2017
Marvin Goldwasser	12/2016
John Lafreniere	12/2019
Michael Rivers	12/2019
Robert Passamano	12/2017

SEWER OPERATING & ASSESSMENT FUND

Brian Fowkes, Manager
75 Battisto Road
Office: (860) 584-3821
brianfowkes@bristolct.gov

Service Narrative

The Water Pollution Control Division of the Public Works Department is accounted for in the Sewer Operating and Assessment Fund and is charged with the operation and maintenance of the City's Wastewater collection and treatment facilities. The Division provides sanitary sewer collection and treatment services to approximately 92% of the City's populated area. The Division operates and maintains an advanced wastewater reclamation plant with 10.75 MGD capacity, 16 pumping stations, 245 miles of sewer lines and 5,660 manholes. The Division also provides administrative services for the operation, oversees sewer usage billing performed by the City's Water Department and develops long term planning to assure the operation will meet the future needs of the Community. In accordance with State and Federal regulations the Division is required to maintain a Capital Reserve Fund adequately funded to meet the financial demands of all Facility upgrades, modifications and capital equipment replacement.

Fiscal Year 2016 Major Service Level Accomplishments

- Completed design, bid and award of a major overhaul of the solids dewatering process equipment at the treatment facility.
- In conjunction with our consultant, awarded a contract and began construction of a phosphorus reduction upgrade to the treatment facility to meet the coming DEP and EPA treatment standards. The new treatment process is scheduled to go online in 2018 with a construction cost of approximately \$11.3 million.

Fiscal Year 2017 Major Service Level Goals

- Oversee construction of a major treatment facility upgrade to reduce phosphorus concentration in the facility effluent. Phosphorus content is a contributing factor to excess algae growth in fresh water rivers and impoundments.
- Perform upgrades at the Division's remote pump stations to replace computerized control and telemetry systems, repair site infrastructure and improve dependability and resilience.
- Repair deteriorated sections of the collection underground sewer collection system piping.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Performance Measures

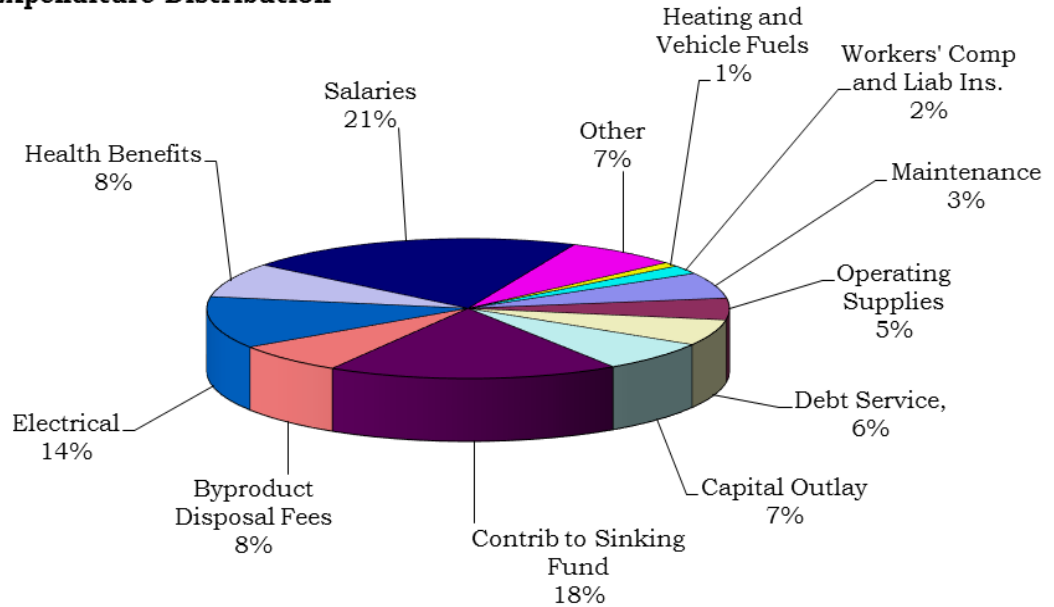
Quantitative:

ACTIVITY	2014-15 Actual	2015-16 Estimated	2016-17 Projected
Treatment Operations Activity:			
Wastewater treated	2.62 billion gals.	2.17 billion gals.	2.3 billion gals.
Solids processed	7,200 wet tons	7,300 wet tons	7,200 wet tons

Expenditure & Position Summary

	2014-15 Actual	2015-16 Estimated	2016-17 Budget
Salary and Health Benefits	\$1,560,000	\$1,895,000	\$1,940,000
Full Time Positions	22	23	23

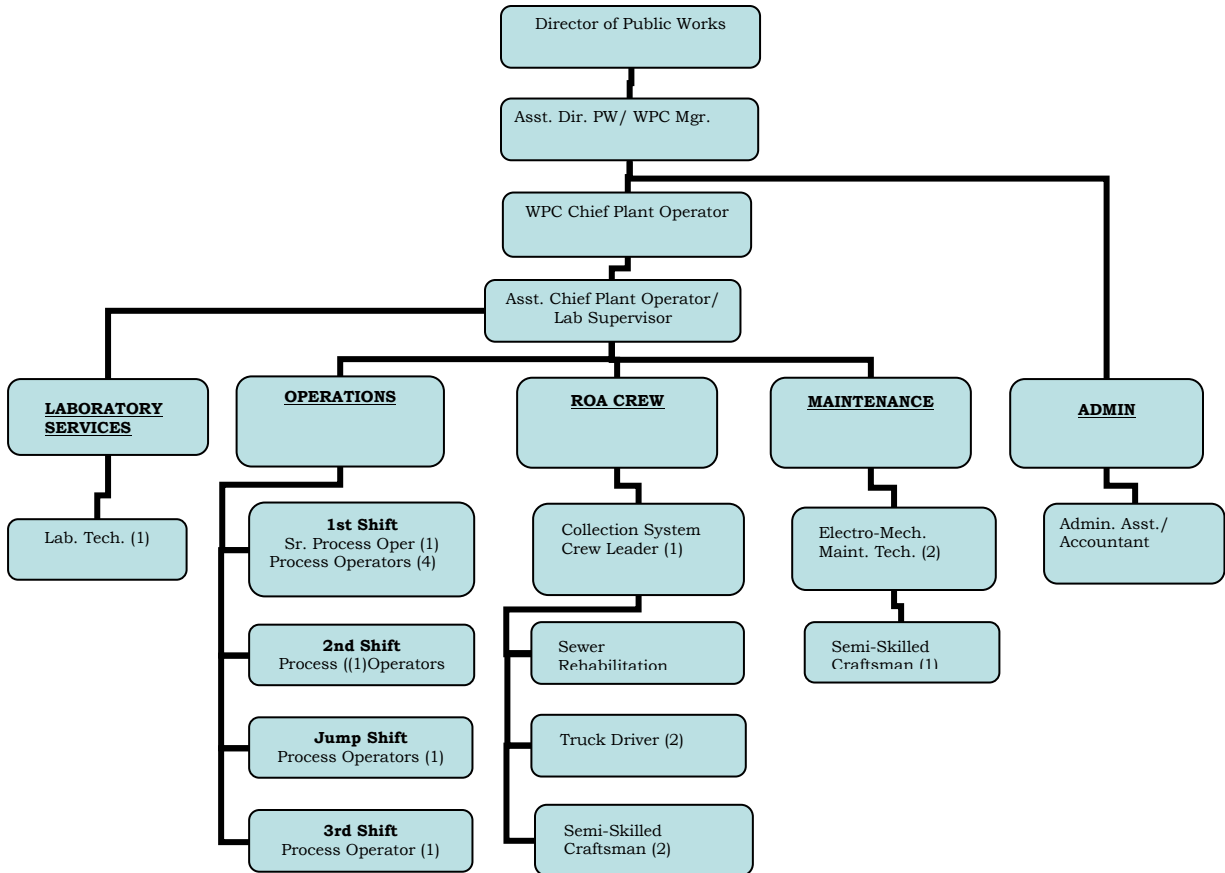
Expenditure Distribution



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Organizational Chart



Budget Highlights

Total Operating Budget for fiscal year 2016-2017 is \$ 6,591,500. Capital Outlay requests of \$485,000 include equipment replacements at the treatment plant and pump stations.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

The proposed budget includes funding to the Division’s capital equipment and infrastructure programs to provide adequate financial resources for Division’s commitment to Sanitary Sewer Overflow Prevention, Infiltration and Inflow Reduction and the State and Federal mandate for phosphorus treatment.

1183014 WATER POLLUTION CONTROL REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
TAXES & PRIOR LEVIES							
410003		ASSESSMENTS-INTEREST, LIENS & PENALTIES	\$3,625	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL TAXES & PRIOR LEVIES			\$3,625	\$3,000	\$3,000	\$3,000	\$3,000
FINES/FEES							
422005		CUSTOMER DUMPING FEES	\$79,198	\$60,000	\$60,000	\$60,000	\$60,000
422006		UNMETERED COMMERCIAL SEWER USER FEES	1,463,027	1,452,000	1,452,000	1,590,000	1,590,000
422007		UNMETERED DOMESTIC SEWER USER FEES	4,008,087	4,081,000	4,081,000	4,293,000	4,293,000
422008		UNMETERED FACTORY SEWER USER FEES	185,503	204,000	204,000	207,000	207,000
422009		UNMETERED PUBLIC SEWER USER FEES	249,205	275,000	275,000	291,000	291,000
TOTAL FINES/FEES			\$5,985,020	\$6,072,000	\$6,072,000	\$6,441,000	\$6,441,000
LICENSE, PERMITS, FEES							
442015		SEWER CONNECTION PERMITS	\$29,711	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL LICENSE, PERMITS, FEES			\$29,711	\$40,000	\$40,000	\$40,000	\$40,000
CHARGES FOR SERVICES							
402000		SEWER ASSESSMENTS & ADJUSTMENTS	\$0	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL CHARGES FOR SERVICES			\$0	\$20,000	\$20,000	\$20,000	\$20,000
INVESTMENT EARNINGS							
1181019	460000	INTEREST INCOME	\$6,827	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL INVESTMENT EARNINGS			\$6,827	\$10,000	\$10,000	\$10,000	\$10,000
OTHER/MISCELLANEOUS REVENUE							
454001		MISCELLANEOUS- OTHER	10,372	8,500	8,500	8,500	8,500
454008		MISCELLANEOUS-UTILITY REVENUE	2,583	7,000	7,000	4,000	4,000
461002		BUDGETARY FUND BALANCE UNRESTRICTED	0	0	20,000	0	0
480013		MISCELLANEOUS REVENUE LIENS	1,950	12,000	12,000	5,000	5,000
480014		MISCELLANEOUS PENALTIES SEWER USER	71,199	55,000	55,000	60,000	60,000
TOTAL OTHER/MISCELLANEOUS			\$86,104	\$82,500	\$102,500	\$77,500	\$77,500
TOTAL WATER POLLUTION CONTROL			\$6,111,287	\$6,227,500	\$6,247,500	\$6,591,500	\$6,591,500

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1183014		WATER POLLUTION CONTROL EXPENDITURES					
OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$988,033	\$1,268,150	\$1,271,229	\$1,283,755	\$1,283,755
515100		OVERTIME	61,458	65,300	65,300	60,800	60,800
517000		OTHER WAGES	35,416	34,110	34,110	34,590	34,590
TOTAL SALARIES			\$1,084,907	\$1,367,560	\$1,370,639	\$1,379,145	\$1,379,145
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$50,811	\$65,000	\$65,000	\$45,000	\$45,000
531150		ADMINISTRATIVE FEES	59,730	67,000	67,000	67,000	67,000
541000		PUBLIC UTILITIES	697,929	810,000	808,500	780,000	780,000
541100		WATER AND SEWER CHARGES	11,176	11,000	11,000	11,500	11,500
542120		TIPPING FEES	473,093	480,000	480,000	487,000	487,000
542140		REFUSE	233	500	500	500	500
543000		REPAIRS AND MAINTENANCE	68,993	60,000	80,000	80,000	80,000
543011		COL SYSTEM	33,521	35,000	35,000	70,000	70,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	8,871	5,000	5,000	10,000	10,000
543110		MAJOR REPAIRS	230,732	122,900	226,900	180,000	180,000
543100	15019	MAJOR REPAIRS	16,750	0	0	0	0
544400		RENTS AND LEASES	7,491	3,500	3,500	3,500	3,500
553000		TELEPHONE	2,860	1,500	3,000	3,000	3,000
553100		POSTAGE	88	400	400	400	400
554000		TRAVEL REIMBURSEMENT	0	120	120	100	100
555000		PRINTING AND BINDING	31	150	150	150	150
557700		ADVERTISING	476	800	800	800	800
581120		CONFERENCES AND MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING AND EDUCATION	1,381	1,800	1,800	1,800	1,800
581280		LIEN FEES	3,600	10,000	10,000	11,000	11,000
589100		MISCELLANEOUS	8,344	8,400	8,400	8,500	8,500
TOTAL CONTRACTURAL SERVICES			\$1,676,110	\$1,683,220	\$1,807,220	\$1,760,400	\$1,760,400
BENEFITS							
520100		LIFE INSURANCE	1,009	1,210	1,210	1,260	1,260
520400		WORKERS' COMPENSATION	80,000	151,000	151,000	90,000	90,000
520500		DISABILITY	(29)	1,020	1,020	1,070	1,070
520700		F.I.C.A.	65,061	84,135	84,135	84,225	84,225
520750		MEDICARE INSURANCE	15,216	19,675	19,675	19,700	19,700
520905		GENERAL CITY RETIREMENT	2,895	0	0	5,430	5,430
591517		TRANSFER W/C	(80,000)	0	(151,000)	0	0
TOTAL BENEFITS			\$84,152	\$257,040	\$106,040	\$201,685	\$201,685
SUPPLIES AND MATERIALS							
561150		LABORATORY SUPPLIES	\$9,076	\$11,000	\$11,000	\$10,500	\$10,500
561400		MAINTENANCE SUPPLIES AND MATERIALS	266,048	220,000	220,000	240,000	240,000
561800		PROGRAM SUPPLIES	45,393	52,000	52,000	55,000	55,000
562200		NATURAL GAS	29,999	36,000	36,000	35,000	35,000
562600		MOTOR FUELS	17,946	18,000	18,000	18,000	18,000
563000		MOTOR VEHICLE PARTS	6,755	3,000	3,000	3,500	3,500
563100		TIRES TUBES AND CHAINS	3,898	2,000	2,000	4,000	4,000
569000		OFFICE SUPPLIES	1,279	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$380,394	\$343,600	\$343,600	\$367,600	\$367,600

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1183014 WATER POLLUTION CONTROL EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
CAPITAL OUTLAY							
570200	15009	JULIA ROOF	(\$12,622)	\$0	\$0	\$0	\$0
570200	15011	ROOF REPLACEMENT	(111,920)	0	0	0	0
570300	16038	SEWER JUNCTION REPAIR	0	25,000	25,000	0	0
570300	16040	STAFFORD AVE AND BROOK ST REPAIRS	0	10,000	10,000	0	0
570300	16042	DENITRIFICATION PUMP	0	30,000	30,000	0	0
570300	16043	RECOAT 5 PUMP STATIONS	0	25,000	25,000	0	0
570400	14008	PUMP REPLACEMENTS- LAKE AVENUE	48,386	0	0	0	0
570400	14009	PUMP REPLACEMENTS- CROSS STREET	32,926	0	0	0	0
570400	14011	SUSPENDED SOLIDS ANALYZER	5,992	0	0	0	0
570400	15010	LAKE AVE	19,950	0	0	0	0
570400	15012	BLOW REPLACEMENT	11,757	0	0	0	0
570400	15015	VFD DRIVE	8,056	0	0	0	0
570400	16032	REFURBISH AERATION BLOWER #3	0	18,000	18,000	0	0
570400	16035	REFURBISH AIR BLOWER #2	0	28,000	28,000	0	0
570400	16041	REFURB SCREENING CONDITIONERS	0	50,000	48,505	0	0
570500	16033	SEWER RODDER TRAILER	0	45,000	45,000	0	0
570500	16034	PICK UP TRUCK REPLACES WP-19	0	38,000	39,495	0	0
570500	16036	TRUCK BED REPLACEMENT WP-7	0	4,000	4,000	0	0
570900	13026	SEWER INSPECTIONS	6,733	0	0	0	0
570900	13029	MANHOLE	20,000	0	0	0	0
570900	16039	SCADA CONTROL UPGRADE - ALLENTOWN	0	8,000	8,000	0	0
570200	17026	BUILDING INTERIOR RENOVATIONS	0	0	0	0	35,000
570300	17018	CONTROL SYSTEM UPGRADE LAKE/EAST	0	0	0	0	70,000
570300	17021	BYPASS PUMP CONNECTION	0	0	0	0	45,000
570300	17024	SANITARY SEWER EASEMENT	0	0	0	0	100,000
570400	17019	PUMP STATION REPAIRS	0	0	0	0	60,000
570400	17020	REPLACE PROCESS CONT PANES	0	0	0	0	65,000
570400	17023	ELEC CONTROLS BOWER #1	0	0	0	0	35,000
570400	17025	DIFFUSER REPLACEMENT	0	0	0	0	50,000
570900	17022	SCADA SERV & PROGRAMMING	0	0	0	0	25,000
579999		EQUIPMENT REQUEST	0	0	0	485,000	0
TOTAL CAPITAL OUTLAY			\$29,258	\$281,000	\$281,000	\$485,000	\$485,000
OTHER/MISCELLANEOUS							
552100		LIABILITY INSURANCE	\$58,520	\$63,500	\$63,500	\$60,000	\$60,000
589000		CONTINGENCY	0	129,690	0	200,000	200,000
589120		REFUNDS OF SEWER USER FEES	0	2,500	2,500	2,500	2,500
TOTAL OTHER/ MISCELLANEOUS			\$58,520	\$195,690	\$66,000	\$262,500	\$262,500
OPERATING TRANSFERS OUT							
591001		TRANSFERS TO GENERAL FUND	\$1,733	\$3,000	\$3,000	\$3,000	\$3,000
591126		TRANSFER OUT CLEAN WATER FUND	0	356,630	356,630	394,630	\$394,630
591201		TRANSFER OUT DEBT	0	115,275	115,275	115,275	\$115,275
591300		TRANSFERS TO CAPITAL PROJECTS	1,686,800	1,226,355	1,226,355	1,166,935	1,166,935
591500		TRANSFERS TO INTERNAL SERVICE	394,576	398,130	549,130	455,330	455,330
TOTAL OPERATING TRANSFERS OUT			\$2,083,109	\$2,099,390	\$2,250,390	\$2,135,170	\$2,135,170
TOTAL WATER POLLUTION CONTROL			\$5,396,450	\$6,227,500	\$6,224,889	\$6,591,500	\$6,591,500

SOLID WASTE DISPOSAL FUND

Service Narrative

The Solid Waste Disposal fund is used to account for the operations of the City's solid waste disposal program. Solid waste expenditures made from this fund are used to cover municipal solid waste (MSW) tip fees. This includes all costs for the disposal of City refuse collected curbside by the City's Public Works Solid Waste Division and for MSW deposited at the City of Bristol Solid Waste Transfer Station. This fund is funded, primarily, by a transfer from the General Fund for City refuse.

Budget Highlights

1213016 SOLID WASTE DISPOSAL FUND REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$1,352	\$0	\$0	\$1,000	\$1,000
TOTAL INVESTMENT EARNINGS			\$1,352	\$0	\$0	\$1,000	\$1,000
OTHER/MISCELLANEOUS REVENUE							
480000		CITY OF BRISTOL HOST FEE	\$68,061	\$250,000	\$250,000	\$297,645	\$297,645
TOTAL OTHER/MISCELLANEOUS			\$68,061	\$250,000	\$250,000	\$297,645	\$297,645
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$1,028,300	\$900,000	\$900,000	\$713,605	\$713,605
TOTAL OPERATING TRANSFERS IN			\$1,028,300	\$900,000	\$900,000	\$713,605	\$713,605
TOTAL SOLID WASTE DISPOSAL FUND			\$1,097,713	\$1,150,000	\$1,150,000	\$1,012,250	\$1,012,250

1213016 SOLID WASTE DISPOSAL FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
CONTRACTUAL SERVICES							
542140		CITY REFUSE	\$1,118,052	\$1,150,000	\$1,150,000	\$1,012,250	\$1,012,250
TOTAL CONTRACTUAL SERVICES			\$1,118,052	\$1,150,000	\$1,150,000	\$1,012,250	\$1,012,250
SOLID WASTE DISPOSAL FUND TOTAL			\$1,118,052	\$1,150,000	\$1,150,000	\$1,012,250	\$1,012,250

SCHOOL LUNCH PROGRAM

Greg Boulanger, Director
Office: (860) 584-7984
gregboulanger@bristolct.gov

Service Narrative

The Bristol School Food Services Department operates under the direction of the Bristol Board of Education, Child Nutrition Services and USDA Child Nutrition Programs. The district annually adopts the National School Breakfast, National School Lunch Programs and the CT Healthy Foods Plan. The School Food Service Department complies with all guidelines established by the State of Connecticut Department of Education, Child Nutrition Services.

The department's mission is to provide students with healthy, nutritious and appealing foods in a timely manner and in a pleasant environment every day. We have applied for and received grants to provide fresh fruits and vegetables in our meal choices.

The district enrollment for fiscal school year 2015-2016 in grades Kdg-12 was approximately 7,680 students. The Food Services Department served 843,107 total meals during the past school year in the breakfast and lunch programs. Forty-six percent of our students qualify for free or reduced price meals. The percentage of meals claimed as Free & Reduced Eligible meals in the National School Lunch Program was 71% of all meals served. In addition to the National School Lunch and National School Breakfast Programs, the department also operates a Special Milk Program for kindergarten and preschool children. This year, all of our schools became eligible for severe need funding. This increased reimbursements by nearly \$75,000.

The program receives funding through the Department of Education Child Nutrition Offices through both federal and state reimbursements and grants, as well as through cash sales revenues. The department receives USDA Federal Commodities as well as fresh produce through the Department of Defense Fresh Produce Cooperative. The department operates 12 food services sites throughout the district.

Number of Students	Number of Meals Served	Percentage of Students Qualifying for Free/Reduced Lunch	Percentage of Meals Served to Free/Reduced Lunch Qualified Students
7,680	843,107	46%	71%

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1275000 SCHOOL LUNCH PROGRAM REVENUES			PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
OBJECT	PROJECT	DESCRIPTION					
CHARGES FOR SERVICES							
450307		SCHOOL LUNCHES	\$915,724	\$991,474	\$991,474	\$892,000	\$892,000
450308		OTHER SALES	11,512	12,225	12,225	12,225	12,225
TOTAL CHARGES FOR SERVICES			\$927,236	\$1,003,699	\$1,003,699	\$904,225	\$904,225
FEDERAL GRANTS							
431007		FEDERAL REIMBURSEMENT	\$1,929,553	\$1,705,771	\$1,705,771	\$1,845,405	\$1,845,405
TOTAL FEDERAL GRANTS			\$1,929,553	\$1,705,771	\$1,705,771	\$1,845,405	\$1,845,405
STATE GRANTS							
432038		MISC. STATE REIMBURSEMENT	\$139,103	\$76,300	\$76,300	\$76,300	\$76,300
TOTAL STATE GRANTS			\$139,103	\$76,300	\$76,300	\$76,300	\$76,300
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$63,251	\$0	\$0	\$0	\$0
TOTAL OPERATING TRANSFERS IN			\$63,251	\$0	\$0	\$0	\$0
TOTAL SCHOOL LUNCH REVENUE			\$3,059,143	\$2,785,770	\$2,785,770	\$2,825,930	\$2,825,930

C4003100 SCHOOL LUNCH PROGRAM EXPENDITURES			PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
OBJECT	PROJECT	DESCRIPTION					
SALARIES							
512100		CAFETERIA SUPERVISORS	\$91,450	\$92,250	\$92,250	\$92,250	\$92,250
512110		CAFETERIA WORKERS	1,002,802	927,320	927,320	997,230	997,230
512120		CAFETERIA DRIVERS	20	0	0	0	0
512130		REPLACEMENTS	34,102	10,000	10,000	10,000	10,000
TOTAL SALARIES			\$1,128,374	\$1,029,570	\$1,029,570	\$1,099,480	\$1,099,480
BENEFITS							
520100		LIFE INSURANCE	\$1,719	\$0	\$0	\$1,630	\$1,630
520500		DISABILITY	3,705	0	0	3,795	3,795
520606		PENSION	0	0	0	54,165	54,165
520700		FICA	66,715	63,380	63,380	67,545	67,545
520750		MEDICARE	15,603	14,610	14,610	15,795	15,795
TOTAL BENEFITS			\$87,742	\$77,990	\$77,990	\$142,930	\$142,930
CONTRACTUAL SERVICES							
544400		RENTS AND LEASES	4,948	15,500	15,500	15,500	15,500
TOTAL SUPPLIES AND MATERIALS			\$4,948	\$15,500	\$15,500	\$15,500	\$15,500
SUPPLIES AND MATERIALS							
561600		FOOD SUPPLIES	\$1,350,602	\$1,124,900	\$1,124,900	\$1,129,150	\$1,129,150
561700		SCHOOL LUNCH SUPPLIES	109,072	102,830	102,830	115,000	115,000
TOTAL SUPPLIES AND MATERIALS			\$1,459,674	\$1,227,730	\$1,227,730	\$1,244,150	\$1,244,150
OTHER/MISCELLANEOUS							
581500		NON-LUNCH EXPENSE	\$23,529	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL OTHER/MISCELLANEOUS			\$23,529	\$15,000	\$15,000	\$15,000	\$15,000
OPERATING TRANSFERS OUT							
591500		TRANSFER OUT INTERNAL SERVICE	\$354,875	\$419,980	\$419,980	\$308,870	\$308,870
TOTAL OPERATING TRANSFERS OUT			\$354,875	\$419,980	\$419,980	\$308,870	\$308,870
TOTAL SCHOOL LUNCH EXPENDITURES			\$3,059,142	\$2,785,770	\$2,785,770	\$2,825,930	\$2,825,930

PINE LAKE CHALLENGE COURSE FUND

Eileen McNulty, Director
Don Gagliardi, Coordinator
Office: (860) 314-4690
eileenmcnulty@bristolct.gov

Service Narrative

Bristol Youth Services operates a state-of-the-art outdoor challenge course and experiential adventure-based programs. The Pine Lake Challenge Course (PLCC) is nestled in a grove of pine trees on public property within the urban community. The Course consists of more than 40 different elements or stations constructed with a series of ropes, cables, and obstacles in a grove of trees and an abutting playing field, and its facilities spans over seven acres.

The Challenge Course elements are designed to create certain challenges for a group or individuals with the support of a group. The elements and stations can be adapted for comparable adventure-based experiences for individuals with physical disabilities. The elements are designed to test teamwork, communication skills, creativity and the degree of cooperation within the group. Other challenges are intended to challenge an individual's sense of balance, agility, trust, perseverance, and leadership. In addition, adventure programs which involve games, initiatives, and portable elements may be delivered to a group at community locations. All activities are facilitated by professionally trained staff who utilize special skills and techniques to make the experience safe, meaningful, and exciting.

The Pine Lake Challenge Course (PLCC) and Adventure Program was created as a result of community development efforts of the Bristol Community Leadership Team involving schools, youth service bureaus, youth recreational organizations, and public and private non-profit agencies. Construction was made possible through funding received from the Connecticut State Department of Education and donations from businesses and citizens. The primary applications of PLCC programs are to enrich educational and youth service programs and to enhance community collaborations and professional growth. Programs are delivered at the Pine Lake Challenge Course or at school and community locations.

The Pine Lake Challenge Course and Adventure Program is self-sustaining through revenues generated by user fees.

Fiscal Year 2016 Major Service Level Accomplishments

- Delivered safe and affordable quality programming to children and community members with cultural sensitivity.
- Collaborated with CT Challenge Course Professionals and Managers to conduct trainings and skill refreshers for program facilitators in technical skills on a ropes course, and presentation with cultural sensitivity.
- Passed an annual independent inspection on equipment and grounds and met with reasonable assurance of its soundness and maintenance. Actions have been taken to repair five high elements and one low element. Additionally, all stainless steel pulleys and all helmets have been replaced.
- Developed educational lessons aligned with CT educational frameworks and content standards, and delivered successful Vacation Workshops and inter-district educational programs to support high academic achievement and appreciation of diversity.
- Registered many returning satisfied customers and received several letters of compliment from customers for the design of the program and the professionalism of the staff.
- Offered for the nineteenth year an open enrollment affordable summer program for area youth.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Fiscal Year 2017 Major Service Level Goals

- To offer safe and affordable quality programming to children and community members with cultural sensitivity.
- To maintain equipment and grounds to satisfy annual inspections.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To update policies and operating procedures.
- To recruit and retain a pool of highly skilled professional staff to meet the needs of our clients.
- To market services through producing and distributing publications, updating the website and creating user friendly links, and outreach to potential customer groups.
- To develop sponsors for educational, cultural, positive youth development and remedial programs.

Long Term Goals and Issues

- To continue to serve as a catalyst to foster positive relationships and personal growth for youth and community groups, educational agencies and organizations.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To maintain business being brought into Bristol through the delivery of adventure-based programs to clientele during all weather conditions as scheduled by gaining access to alternative indoor facilities and climbing gymnasium which are properly equipped.
- To participate in an independent review process of equipment condition and maintenance, policies, procedures, record keeping and skill of staff.

Performance Measures

Quantitative:

Fiscal Year	Service Days			Unduplicated Consumer Groups			Total Number of Participants		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
PINE LAKE CHALLENGE COURSE AND ADVENTURE PROGRAM	101	104	97	66	83	78	5,116	5,795	4,975



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budgeted
Salary/Hourly Wage Expenditures	\$138,782	\$127,500	\$127,500
Part-Time Positions	7-39 Seasonal	7-40 Seasonal	7-40 Seasonal

Budget Highlights

1321032 PINE LAKE CHALLENGE COURSE REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
LICENSE, PERMITS, FEES							
422004		CHALLENGE COURSE FEES	\$136,807	\$153,245	\$153,245	\$152,800	\$152,800
TOTAL LICENSE, PERMITS, FEES			\$136,807	\$153,245	\$153,245	\$152,800	\$152,800
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$115	\$275	\$275	\$140	\$140
TOTAL INVESTMENT EARNINGS			\$115	\$275	\$275	\$140	\$140
TOTAL PINE LAKE CHALLENGE COURSE			\$136,922	\$153,520	\$153,520	\$152,940	\$152,940

1321032 PINE LAKE CHALLENGE COURSE EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
515300		SEASONAL WAGES	138,782	127,500	127,500	\$127,500	\$127,500
TOTAL SALARIES			\$138,782	\$127,500	\$127,500	\$127,500	\$127,500
CONTRACTUAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$6,560	\$12,500	\$12,500	\$13,250	\$13,250
543200		EQUIPMENT MAINTENANCE CONTRACTS	2,480	4,030	4,030	4,340	4,340
553000		TELEPHONE	837	960	960	540	540
553100		POSTAGE	138	275	275	250	250
555000		PRINTING AND BINDING	0	500	500	500	500
581135		SCHOOLING AND EDUCATION	590	1,155	1,155	1,180	1,180
TOTAL CONTRACTUAL SERVICES			\$10,605	\$19,420	\$19,420	\$20,060	\$20,060
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$1,222	\$2,000	\$2,000	\$1,500	\$1,500
561800		PROGRAM SUPPLIES	3,305	4,250	4,250	3,530	3,530
569000		OFFICE SUPPLIES	0	350	350	350	350
TOTAL SUPPLIES AND MATERIALS			\$4,527	\$6,600	\$6,600	\$5,380	\$5,380
PINE LAKE CHALLENGE COURSE TOTAL			\$153,914	\$153,520	\$153,520	\$152,940	\$152,940

LOCIP PROJECTS FUND

Service Narrative

The LoCIP Projects Fund accounts for the activities of the Local Capital Improvement Projects approved by the State of Connecticut's Office of Policy and Management. This revenue source is budgeted when the Capital Budget is approved. The approved 2017 budget for LoCIP Projects totals \$610,000, which can be viewed at the "Capital Budget Summary" tab, in the Program Profiles section.

Budget Highlights

1341018 LOCIP PROJECTS FUND- REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
STATE GRANTS							
432033		STATE OF CONNECTICUT OPM	\$653,000	\$650,000	\$650,000	\$610,000	\$610,000
TOTAL STATE GRANTS			\$653,000	\$650,000	\$650,000	\$610,000	\$610,000
TOTAL LOCIP PROJECTS FUND			\$653,000	\$650,000	\$650,000	\$610,000	\$610,000

134 LOCIP PROJECTS FUND

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
CAPITAL OUTLAY							
570000		LOCIP EXPENDITURES	\$653,000	\$650,000	\$650,000	\$610,000	\$610,000
TOTAL CAPITAL OUTLAY			\$653,000	\$650,000	\$650,000	\$610,000	\$610,000
TOTAL LOCIP PROJECTS FUND			\$653,000	\$650,000	\$650,000	\$610,000	\$610,000

TRANSFER STATION FUND

Service Narrative

The Transfer Station of the Public Works Department functions for the purpose of depositing solid waste, rubbish and recyclables generated in the city by residential property owners, tenants, and commercial entities not meeting the requirements for disposal at the waste-to-energy facility located in Bristol. The Transfer Station will erect an enclosed recycle tip floor to accommodate collected curbside recyclables to maximize hauling efficiency and minimize site litter. The Transfer Station currently accepts recyclables from Wolcott's private hauler.

The Transfer Station is open Monday – Friday 7:15 a.m. – 2:45 p.m. and on Saturday, 7:30 a.m. – 1:00 p.m.

Residential Permit Holders

No charge for Antifreeze, Leaves, Oil, Fluorescent Bulbs, Electronics, Approved Single Stream Recyclable Materials, up to two Mattresses and Metal. If chargeable items are mixed with non-chargeable material, the load will be chargeable.

Payment / Account Process

Each resident will have funds in a Pay As You Throw (PAYT) account. Pre-payment is required on all accounts before access is allowed to the Transfer Station. Once a resident visits the Transfer Station, any cost for the load will be deducted from their account.

Minimum funding to open the account is \$25.00. Once the account balance is below \$10.00, residents will receive a reminder message (on the message boards at the Transfer Station) that funds need to be added to the account. Once funds fall below \$5.00, access to the Transfer Station will be denied until funds are added to the account.

Account in Deficit

If a load brought in to the Transfer Station exceeds the amount on a resident's account, the account will be deactivated and no further access to the Transfer Station will be allowed until the balance is paid in full and additional funds of at least \$10.00 are available on the account.

Payments

No payments will be accepted at the Transfer Station. Credit/debit card or electronic check (using your checking account number and bank routing number) payments for a minimum of \$25.00 can be made online or over the phone. To make a credit/debit card payment on line, visit www.bristolct.gov/payment or click on the Pay Online button on the left side of the City's web page (www.bristolct.gov).

Payments are also accepted at City Hall (Monday to Friday, 8:00 a.m. to 5:00 p.m. at Public Works – Ground Floor) to pay with cash, check or credit/debit card (minimum \$25.00 payment with credit cards) and funds will be available to use immediately.

Adding Funds to the Account

After the initial \$25.00 payment to begin the account, funds may be added to the PAYT on line or at City Hall. Credit Card payments are always a minimum of \$25.00. There is a \$10.00 minimum payment for cash or check brought to City Hall, and funds will be available to use immediately.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Fiscal Year 2016 Major Service Level Accomplishments

- Awarded DEEP grant to purchase 50 cubic yard recycling roll-off cans
- Composted 1,323 tons of leaves and 1,932 tons of yard waste
- Recycled 3,345 gallons of waste oil, 537 tons of iron, 152 tons of electronics, and 52.4 tons of corrugated cardboard
- Instituted mattress recycling at transfer station at no cost to the city
- Began construction of new recycling storage/loading building

Fiscal Year 2017 Major Service Level Goals

- Incorporate new recycling storage/loading building into operations
- Sell excess leaf compost to highest bidder
- Repair walls of residential drop-off areas

Long Term Goals and Issues

- Become self-funded through efficient operation
- Review and modify PAYT fees
- Maximize material revenue potential

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$306,278	\$322,145	\$320,675
Full time Positions	5.5	5.5	5.5

Budget Highlights

136 TRANSFER STATION REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
LICENSE, PERMITS, FEES							
422020		RESIDENTIAL PERMIT FEES	\$19,750	\$18,000	\$18,000	\$189,000	\$189,000
422021		COMMERICAL PERMIT FEES	2,700	1,500	1,500	2,400	2,400
450303		RECYCLING	43,053	40,000	40,000	36,750	36,750
450350		CLOTHING	325	300	300	300	300
450351		ALUMINUM	3,434	1,400	1,400	3,000	3,000
450352		IRON METAL	47,805	48,000	48,000	30,000	30,000
450353		BATTERIES	1,283	1,500	1,500	2,500	2,500
450354		COMPOST	191	0	0	20,000	20,000
450355		LOAM SALES	13,459	10,000	10,000	0	0
TOTAL LICENSE, PERMITS, FEES			\$132,000	\$120,700	\$120,700	\$283,950	\$283,950
CHARGES FOR SERVICES							
450356		PAY AS YOU THROW	\$203,141	\$170,000	\$170,000	\$200,000	\$200,000
TOTAL CHARGES FOR SERVICES			\$203,141	\$170,000	\$170,000	\$200,000	\$200,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$631	\$150	\$150	\$630	\$630
TOTAL INVESTMENT EARNINGS			\$631	\$150	\$150	\$630	\$630
OTHER FINANCING SOURCES							
470000		BRRFC CONTRIBUTION	\$33,990	\$0	\$0	\$0	\$0
490001		TRANSFER IN GENERAL FUND	272,125	313,105	324,065	246,915	246,915
TOTAL OTHER FINANCING SOURCES			\$306,115	\$313,105	\$324,065	\$246,915	\$246,915
TOTAL TRANSFER STATION FUND			\$641,887	\$603,955	\$614,915	\$731,495	\$731,495

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

136

TRANSFER STATION FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2014-2015	ORIGINAL BUDGET 2015-2016	REVISED BUDGET 2015-2016	BUDGET REQUEST 2016-2017	JOINT BOARD 2016-2017
SALARIES							
514000		REGULAR WAGES	\$248,480	\$273,505	\$273,505	\$271,945	\$271,945
515100		OVERTIME	46,326	46,315	46,315	46,315	46,315
517000		OTHER WAGES	11,472	2,325	2,325	2,415	2,415
TOTAL SALARIES			\$306,278	\$322,145	\$322,145	\$320,675	\$320,675
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES	\$1,635	\$1,375	\$1,650	\$1,650	\$1,650
534200		ENVIRONMENTAL	1,481	5,200	4,925	4,925	4,925
541000		UTILITIES	5,991	8,000	8,000	7,000	7,000
541100		WATER/SEWER	253	450	450	450	450
542101		DISPOSAL	0	6,000	6,000	3,000	3,000
542105		TIRE DISPOSAL	2,200	5,500	5,500	3,300	3,300
542110		FREON	1,270	2,500	2,500	2,500	2,500
542115		BULK WASTE	15,646	18,000	18,000	15,000	15,000
542120		TIP FEES	0	0	0	137,580	137,580
543000		REPAIRS & MAINTENANCE	2,173	12,000	22,960	12,000	12,000
544400		RENTS/LEASE	50,286	70,000	70,000	60,000	60,000
554000		TRAVEL REIMBURSEMENT	0	50	50	50	50
557700		ADVERTISING	62	0	0	0	0
581120		CONFERENCE & MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING	0	150	150	150	150
TOTAL CONTRACTURAL SERVICES			\$80,997	\$129,375	\$140,335	\$247,755	\$247,755
BENEFITS							
520100		LIFE INSURANCE	\$298	\$280	\$280	\$280	\$280
520500		DISABILITY	108	255	255	255	255
520700		F.I.C.A.	18,356	19,975	19,975	19,980	19,980
520750		MEDICARE INSURANCE	4,293	4,675	4,675	4,670	4,670
520905		GENERAL CITY RETIREMENT	720	0	0	1,365	1,365
TOTAL BENEFITS			\$23,775	\$25,185	\$25,185	\$26,550	\$26,550
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$500	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	5,449	6,110	6,110	6,110	6,110
TOTAL SUPPLIES AND MATERIALS			\$5,949	\$6,610	\$6,610	\$6,610	\$6,610
OTHER/MISCELLANEOUS							
589105		CCARD FEES	\$4,430	\$6,825	\$6,825	\$6,825	\$6,825
TOTAL OTHER/ MISCELLANEOUS			\$4,430	\$6,825	\$6,825	\$6,825	\$6,825
OPERATING TRANSFERS OUT							
591500		TRANSFERS TO INTERNAL SERVICE	\$101,925	\$113,815	\$113,815	\$123,080	123,080
TOTAL OPERATING TRANSFERS OUT			\$101,925	\$113,815	\$113,815	\$123,080	\$123,080
TOTAL TRANSFER STATION FUND			\$523,354	\$603,955	\$614,915	\$731,495	\$731,495

