John Smith, Chairperson
Mayor Ellen Zoppo-Sassu
Jake Carrier
Mike LaMothe

Orlando Calfe, Vice Chairman
Ron Burns
Nicolas Jones
Marie O'Brien
Cheryl Thibeault

City of Bristol
Board of Finance

February 21, 2019

Ladies and Gentlemen:

The Board of Finance will hold a **Budget Hearing** on **Tuesday, February 26, 2019** immediately following the Regular Board of Finance scheduled for 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. *No votes will be taken.*

Agenda

1. Call to order

2. Public Participation

3. Budget Reviews of the following Departments:

- City Council
- Mayor
- Probate
- Registrar of Voters
- Assessors
- Board of Assessment Appeals
- Tax Office
- Purchasing
- Comptroller's Office
- Treasurer
- Human Resources
- Corporation Counsel
- City Clerk
- Board of Finance
- Housing Board Code of Appeals
- Department of Aging
- City Memberships
- Community Promotions
- Boards and Commissions
- Emergency Management
- North Central Regional Mental Health
- St. Vincent DePaul
- C-MED
- Mayor's Task Force on AIDS
- Veteran's Strong
- Cemetery Upkeep
- School Readiness
- Pine Lake Challenge Course

4. Adjournment

PER ORDER OF THE CHAIRPERSON
John Smith

Diane M. Waldron
Board of Finance Clerk

CITY OF BRISTOL, CONNECTICUT
2019-2020 BUDGET
BUDGET HEARING #1

ORGCODE	DEPARTMENT/ACTIVITY	2019 ORIGINAL BUDGET	2020 BUDGET REQUEST	REQUEST $ INCREASE/ (DECREASE)	REQUEST % INCREASE/ (DECREASE)
0011010	CITY COUNCIL	$60,455	$61,300	$845	1.4%
0011011	MAYOR	194,335	206,130	$11,795	6.1%
0011012	PROBATE COURT	39,950	39,950	$0	0.0%
0011013	REGISTRARS OF VOTERS	231,665	275,525	$43,860	18.9%
0011014	ASSESSORS	428,560	465,045	$36,485	8.5%
0011015	BOARD OF ASSESSMENT APPEALS	14,625	7,660	($6,965)	-47.6%
0011016	TAX COLLECTOR	381,190	373,650	($7,540)	-2.0%
0011017	PURCHASING	203,190	212,905	$9,715	4.8%
0011018	COMPTROLLER	699,355	779,145	$79,790	11.4%
0011019	TREASURER	147,095	157,035	$9,940	6.8%
0011021	HUMAN RESOURCES	585,870	410,085	($175,785)	-30.0%
0011022	CORPORATION COUNSEL	795,500	813,730	$18,230	2.3%
0011023	CITY CLERK	434,285	464,715	$30,430	7.0%
0011024	BOARD OF FINANCE	84,460	85,150	$690	0.8%
0011026	HOUSING CODE BOARD OF APPEALS	440	440	$0	0.0%
0011027	DEPARTMENT OF AGING	659,710	688,805	$29,095	4.4%
0011030	CITY MEMBERSHIPS	68,715	75,925	$7,210	10.5%
0011034	COMMUNITY PROMOTIONS	75,000	75,000	$0	0.0%
0011041	BOARDS AND COMMISSIONS	5,550	5,550	$0	0.0%
0012413	EMERGENCY MANAGEMENT	17,575	27,000	$9,425	53.6%
0014500	OUTSIDE AGENCIES	102,880	135,455	$32,575	31.7%
0014550	CEMETERY UPKEEP	79,075	79,075	$0	0.0%
0014654	SCHOOL READINESS PROGRAM	8,220	25,000	$16,780	204.1%
1321032	PINE LAKE CHALLENGE COURSE	165,450	150,890	($14,560)	-8.8%

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011010 CITY COUNCIL							
0011010 515200 PARTTIME	55,536.45	60,455.00	60,455.00	36,891.60	60,455.00	61,300.00	1.4%
TOTAL CITY COUNCIL	55,536.45	60,455.00	60,455.00	36,891.60	60,455.00	61,300.00	1.4%
TOTAL GENERAL FUND	55,536.45	60,455.00	60,455.00	36,891.60	60,455.00	61,300.00	1.4%
GRAND TOTAL	55,536.45	60,455.00	60,455.00	36,891.60	60,455.00	61,300.00	1.4%

** END OF REPORT - Generated by Sharon Chaika **

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Mayor's Office **Org: 0011011**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Continued to be a partner with Bristol Hospital and Rendina for the new medical arts building that will open in May 2019.
- Sold Parcel 10 of Centre Square to developers who will break ground in July 2019, as well as created a process by which to vet additional interest in remaining parcels.
- Successfully integrated services between City Hall and the Board of Education in the areas of Building Maintenance, Information Technology and Health and Insurance Benefits; created various regional partnerships and shared services with surrounding towns.
- Successfully completed labor contract negotiations with BPSA and the Bristol-Burlington Health District and reached tentative agreements with Locals 233 and 1338, which included a pension multiplier reduction for new employees as well as a transition to a high deductible health care plan with an HSA component.
- Worked with the Bristol Development Authority to do weekly business visits and make available $300,000 in economic development grants.
- Engaged the community with a "Stock Our Shelters" outreach initiative on Election Day to raise money and collect food items.
- Coordinated a private-public partnership with the Environmental Learning Centers of CT and neighbors in the Shrub Road neighborhood to apply for a state open space grant to purchase 64 acres.

Fiscal Year 2020 Major Service Level Goals:

- Support the efforts of the Board of Education to provide a quality education for all students; as well as monitoring the various aspects of their budget that are volatile due to escalating Special Education costs and unfunded mandates.

- Continue to work with department heads to ensure a high quality of services to the public and use the Mayor's Office Staff to be the main point of contact to resolve issues and relay answers to citizens.
- Market the remaining parcels at the Southeast Industrial Park and Centre Square to add value to the Grand List.
- Continue to expand the Civic Engagement component of local government via the inclusion of local voices on panels such as the Opioid Task Force, Diversity Council, Youth Cabinet and Arts and Culture Commission, as well as on the traditional boards and commissions.
- Successfully integrate all available programs such as Opportunity Zones, abatements, Tax Increment Financing and grants to promote, recruit, retain and aid in the expansion of existing businesses.
- Identify developers for the active Brownfield projects at 894 Middle St. and the J. H. Sessions Building on Riverside Avenue.
- Aggressively utilize Code Enforcement to promote safe and sanitary living conditions for all, as well as ensure compliance at eyesores like Chic Miller and other locations.

Long Term Goals

- Provide Leadership to the Memorial Boulevard Intradistrict Arts Magnet School Building Committee to ensure the project moves forward in an efficient and cost-effective manner.
- Continue to analyze the opportunities to integrate services between the City and Board of Education as well as between Bristol and its surrounding towns.
- Add additional staff person to the Mayor's Office to improve service as well as expand the scope of services and policy opportunities.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011011	MAYOR'S OFFICE								
0011011	514000	REG WAGES	156,511.07	163,465.00	163,465.00	99,952.45	169,544.00	171,330.00	4.8%
0011011	515100	OVERTIME	.00	200.00	200.00	.00	.00	.00	-100.0%
0011011	515200	PARTTIME	6,720.38	.00	10,000.00	4,735.00	5,000.00	5,000.00	.0%
0011011	517000	OTHER WAGE	7,962.50	7,800.00	7,800.00	4,712.50	7,800.00	7,800.00	.0%
0011011	531000	PROF FEES	6,260.00	9,000.00	9,000.00	6,600.00	7,400.00	7,400.00	-17.8%
0011011	553000	TELEPHONE	392.02	100.00	100.00	11.16	100.00	100.00	.0%
0011011	553100	POSTAGE	147.03	250.00	250.00	249.29	400.00	400.00	60.0%
0011011	554000	TRAV REIMB	1.75	250.00	250.00	.00	.00	.00	-100.0%
0011011	555000	PRINT/BIND	4,202.69	2,100.00	2,100.00	.00	6,000.00	6,000.00	185.7%
0011011	561800	PROG SUPPL	22.28	600.00	600.00	65.34	600.00	600.00	.0%
0011011	569000	OFFIC SUPL	563.13	700.00	700.00	700.00	750.00	750.00	7.1%
0011011	581120	CONF MEMB	43,121.14	3,370.00	3,370.00	.00	250.00	250.00	-92.6%
0011011	583100	CITY PROMO	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
0011011	589100	MISC	722.19	1,500.00	1,500.00	897.68	1,500.00	1,500.00	.0%
TOTAL MAYOR'S OFFICE			226,626.18	194,335.00	204,335.00	117,923.42	204,344.00	206,130.00	6.1%
TOTAL GENERAL FUND			226,626.18	194,335.00	204,335.00	117,923.42	204,344.00	206,130.00	6.1%
		GRAND TOTAL	226,626.18	194,335.00	204,335.00	117,923.42	204,344.00	206,130.00	6.1%

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Mayor's Office- 0011011

Account	Object	Description	18-19 Budget	19-20 Request
REGULAR WAGES	514000	Employee Salaries- Mayor & Executive Assistant	$ 163,465	$ 171,330
OVERTIME WAGES & SALARIES	515100	Executive Assistant- as needed	$ 200	$ -
PART TIME WAGES	515200	Intern Stipends and/or Special Project Staff - as needed	$ -	$ 5,000
OTHER WAGES	517000	Mayors Stipend - Travel Reimburse & Miscellaneouss $650/month	$ 7,800	$ 7,800
PROFESSIONAL FEES & SERVICES	531000	Nutmeg TV for City Council & Other City Event Coverage	$ 9,000	$ 7,400
TELEPHONE	553000	Long Distance for Office	$ 100	$ 100
POSTAGE	553100	Office Postage	$ 250	$ 400
TRAVEL REIMBURSEMENT	554000	Miscellaneous Travel Expenses	$ 250	$ -
PRINTING & BINDING	555000	Office Envelopes, Business Cards, Stationary, Printing of Mayor's Tax Flyer in Tax Bills in color	$ 2,100	$ 6,000
PROGRAM SUPPLIES	561800	Supplies for City/Mayor's Office	$ 600	$ 600
OFFICE SUPPLIES	569000	Office Supplies	$ 700	$ 750
CONFERENCES & MEMBERSHIPS	581120	Miscellaneous Mayor's Conferences - Chamber Meetings, etc	$ 3,370	$ 250
CITY PROMOTIONAL ACTIVITIES	583100	City Promotional Activities	$ 5,000	$ 5,000
MISCELLANEOUS	589100	Miscellaneous Office Expenses	$ 1,500	$ 1,500
			$ 194,335.00	$ 206,130.00

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Mayor's Office

ORG CODE: 0011011

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NB-E			MAYOR	104,900	104,900	106,365
NB	4-7		EXECUTIVE ASSISTANT	58,565	64,644	64,965
			TOTALS	$ 163,465	$ 169,544	$ 171,330

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Other Wages-517000
FY 2019-2020

DEPARTMENT: Mayor's Office

ORG CODE: 0011011

Position	Description*	# of Hours of Other Wages	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
Mayor	Monthly Stipend		7,800	7,800	7,800
	$650/month				

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: Mayor's Office

ORG CODE: 0011011

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
			Intern Stipends and/or	n/a		5,000	5,000
			Special Project staff as needed				

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Region #19 Probate Court **Org: 0011012**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- The Region 19 Probate District was established in January of 2011 and provided the residents of Bristol, Plymouth and Plainville with a variety of services. Connecticut General Statute §45a-8 governs the requirements of each town that comprises a probate district. The Probate Court has jurisdiction over the following matters: Decedent's Estates; Trusts; Conservators; Guardians of Persons with Intellectual Disability; Guardians of the Person of minor children; Termination of Parental Rights; Adoptions, including Adult Adoptions; Paternity; Emancipation of Minors; Mental Health Commitments; Drug and Alcohol Commitments; and Name Changes.
- For residents wanting to learn more about the Region 19 Probate District, additional information including new probate forms, publications and general information is available online. The Probate Court website is directly accessible through www.ctprobate.gov.
- Region 19 Probate Court sadly said farewell to our Plainville citizens as the Town of Plainville joined another court, the Farmington Regional Probate Court located at One Monteith Drive, Farmington, CT 06032. The Judge and the staff at Region 19 Probate Court shall facilitate a smooth transition for our Plainville citizens. This budget year will be a transition year.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Our budget request remains the same. Again, this is a transition year and how the loss of the Plainville caseload will impact the Court budget remains to be seen. The majority of our caseload is generated from our Bristol citizens.

Fiscal Year 2020 Major Service Level Goals:

- Continue to provide a multitude of probate services to all residents of Bristol and Plymouth especially in the area of conservatorships both involuntary and voluntary as our population ages.
- Continue archiving historical records in digital format. Older records are accessible to view on a public computer in the Probate Court.

Long Term Goals

- We anticipate implementation and staff training for e-filing services, which is being developed by Probate Administration.
- Continue to provide the best possible services for all residents regarding Decedent, Family, and other matters.
- Continue using advances in technology to process files in a timelier manner and continue to scan records into the computer files to promote accessibility for the public.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011012	PROBATE COURT								
0011012	470038	PLYMOUTH	-5,140.00	-5,405.00	-5,405.00	-5,405.23	-5,406.00	-6,390.00	18.2%
0011012	470039	PLAINVILLE	-9,475.00	-4,465.00	-4,465.00	-4,464.41	-4,465.00	.00	-100.0%
TOTAL PROBATE COURT			-14,615.00	-9,870.00	-9,870.00	-9,869.64	-9,871.00	-6,390.00	-35.3%
TOTAL GENERAL FUND			-14,615.00	-9,870.00	-9,870.00	-9,869.64	-9,871.00	-6,390.00	-35.3%
		GRAND TOTAL	-14,615.00	-9,870.00	-9,870.00	-9,869.64	-9,871.00	-6,390.00	-35.3%

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Cost- Sharing	Region #19 Probate Budget FY 19-20		$ 39,950.00
84%	Bristol	$ 33,558.00	
16%	Plymouth	$ 6,392.00	
		$ 39,950.00	

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND

			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011012	PROBATE COURT								
0011012	531000	PROF FEES	16,606.49	14,000.00	15,653.12	14,333.40	14,335.00	14,000.00	.0%
0011012	543000	REP & MAIN	1,713.36	2,550.00	2,550.00	1,713.60	2,550.00	2,550.00	.0%
0011012	553000	TELEPHONE	62.81	500.00	500.00	83.18	500.00	500.00	.0%
0011012	553100	POSTAGE	15,083.30	16,400.00	18,661.00	15,008.93	16,400.00	16,400.00	.0%
0011012	555000	PRINT/BIND	1,441.64	1,500.00	1,500.00	1,446.24	1,500.00	1,500.00	.0%
0011012	569000	OFFIC SUPL	5,611.19	5,000.00	5,000.00	4,099.90	5,000.00	5,000.00	.0%
TOTAL PROBATE COURT			40,518.79	39,950.00	43,864.12	36,685.25	40,285.00	39,950.00	.0%
TOTAL GENERAL FUND			40,518.79	39,950.00	43,864.12	36,685.25	40,285.00	39,950.00	.0%
		GRAND TOTAL	40,518.79	39,950.00	43,864.12	36,685.25	40,285.00	39,950.00	.0%

** END OF REPORT - Generated by Sharon Chaika **

Probate Court- 0011012

Account	Object	Description	18-19 Budget	19-20 Request
Professional Fees	531000	Internet, Microfilm, Laser Fiche, Shredding Service, Security needs	$ 14,000	$ 14,000
Repairs & Maintenance	543000	Maintenance and repairs for office equipment including fax machines and scanners and lease of postage machine 149.00 per month	$ 2,550	$ 2,550
Telephone	553000	Telephone for 9 employees and the Judge	$ 500	$ 500
Postage	553100	Postage expenses mailing out legal documents	$ 16,400	$ 16,400
Printing & Binding	555000	Copier expenses	$ 1,500	$ 1,500
Office Supplies	569000	Office Supplies for 10 people, Toner Cartridges for 4 Computer Printers and Law Books	$ 5,000	$ 5,000
			$ 39,950	$ 39,950

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Registrars of Voters **Org: 0011013**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Replaced worn and broken privacy booths required at polling locations.
- Will coordinate with the St. Paul High School to hold a "Municipal Election" in the spring and have winners shadow department heads and elected officials.
- Purchased new network phones for dedicated lines of communication at school polling locations.
- Worked with Board of Education to ensure safe security protocols, efficient layouts of polling locations and appropriate installation of network phone lines.
- Cross trained a unique group of poll workers to be efficient in both electronic and paper check-in at polling locations.
- Election Day Registration program was utilized, garnering 236 new registrations during the 2018 State Election.
- Conducted mock elections at Bristol Eastern and Bristol Central High Schools.
- Completed a canvass of 1,631 voters to determine current voting residence.
- Processed 10,812 voter registration additions, removals, and address, name or party affiliation changes through December 31, 2018.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Increased voter registration numbers dictate that staffing at each polling location must increase.
- Preparation for a possible Municipal Primary in September, 2019 and the General Election in November, 2019.
- Preparation for April 2020 Presidential Preference Primary.

Fiscal Year 2020 Major Service Level Goals:

- To answer the call of our Electors to increase the available support at the polls to aid in their voting process.

Long Term Goals

- It is the goal of this office to support and assist in statewide efforts to employ the latest technology in all aspects of election administration which enables us to report accurate and immediate election results.
- It is imperative that we continue our sworn duties and responsibilities to the electorate in a non-partisan manner, independent of control and completely impartial.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011013	REGISTRARS OF VOTERS								
0011013	514000	REG WAGES	143,217.21	143,715.00	147,330.00	89,642.48	147,330.00	150,825.00	4.9%
0011013	515100	OVERTIME	6,176.94	4,500.00	6,500.00	5,909.45	6,100.00	6,000.00	33.3%
0011013	515200	PARTTIME	25,594.00	45,000.00	50,500.00	50,106.50	50,145.00	62,000.00	37.8%
0011013	531000	PROF FEES	3,046.64	4,000.00	4,800.00	4,800.00	4,800.00	7,200.00	80.0%
0011013	531140	TRAINING	1,320.00	1,200.00	.00	.00	1,200.00	1,800.00	50.0%
0011013	544400	RENT/LEASE	250.00	500.00	500.00	500.00	500.00	750.00	50.0%
0011013	553000	TELEPHONE	187.00	400.00	400.00	6.60	100.00	400.00	.0%
0011013	553100	POSTAGE	5,277.26	4,500.00	4,500.00	3,986.19	4,250.00	7,500.00	66.7%
0011013	554000	TRAV REIMB	392.13	750.00	250.00	360.19	600.00	750.00	.0%
0011013	555000	PRINT/BIND	6,522.73	10,000.00	13,701.00	13,700.99	13,701.00	18,000.00	80.0%
0011013	561400	MAINT SUPL	19,984.02	14,000.00	10,562.50	9,484.00	13,563.00	16,000.00	14.3%
0011013	561800	PROG SUPPL	274.64	500.00	2,800.00	2,684.92	2,685.00	800.00	60.0%
0011013	569000	OFFIC SUPL	1,796.26	1,500.00	1,500.00	1,291.35	1,500.00	2,000.00	33.3%
0011013	581120	CONF MEMB	1,300.00	1,100.00	1,100.00	820.00	1,100.00	1,500.00	36.4%
TOTAL REGISTRARS OF VOTERS			215,338.83	231,665.00	244,443.50	183,292.67	247,574.00	275,525.00	18.9%
TOTAL GENERAL FUND			215,338.83	231,665.00	244,443.50	183,292.67	247,574.00	275,525.00	18.9%
		GRAND TOTAL	215,338.83	231,665.00	244,443.50	183,292.67	247,574.00	275,525.00	18.9%

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REGISTRARS OF VOTERS - 1013

Account	Object	Description	18-19 Budget	19-20 Request
REGULAR WAGES	514000	This request remains the same for both Registrars. The increase reflects Registrars' Office Coordinator step upgrade to 7-3 as approved by the salary committee as well as the current 233 contract.	$ 143,715	$ 150,825
OVERTIME WAGES & SALARIES	515100	This request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Primary in April 2020.	$ 4,500	$ 6,000
PARTTIME WAGES & SALARIES	515200	This account covers all temporary Poll Workers and Deputy Registrars' wages. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Primary in April 2020.	$ 45,000	$ 62,000
PROFESSIONAL FEES & SERVICES	531000	This account covers the Election equipment moving company. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 4,000	$ 7,200
TRAINING	531140	This account covers statutory requirements to comply with certification mandates for polling place Moderators, Registrars and Registrars' Clerk. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 1,200	$ 1,800
RENTS & LEASES	544400	This account covers the rental cost of the Elks Lodge. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 500	$ 750
TELEPHONE	553000	This request remains the same.	$ 400	$ 400
POSTAGE	553100	This account covers our daily correspondence with voters, annual canvass mailing, permit fees, and mailing of absentee ballots by the town clerk. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020 as well as voter notification regarding redistricting due to the census.	$ 4,500	$ 7,500
TRAVEL REIMBURSEMENT	554000	This request reflects anticipated ride sharing cost savings and remains the same as last year.	$ 750	$ 750
PRINTING & BINDING	555000	This account covers printing and coding of ballots for all Election activity. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 10,000	$ 18,000
MAINT SUPPLIES & MATERIALS	561400	This account covers the licensing fees for poll books, required maintenance contract for tabulators & programming of memory cards for every Election event. This request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 14,000	$ 16,000
PROGRAM SUPPLIES	561800	This category reflects budgeting for anticipated supplies at the polls e.g. pens, batteries, signage; some of which are purchased every other year. This account also covers statutory obligations for voter canvass as well as a Municipal year sevice fee from IVS for ADA stations at polls. The request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 500	$ 800
OFFICE SUPPLIES	569000	This account covers the cost of supplies for the year, the request reflects an increase due to Municipal Election, a possible Municipal Primary and Presidential Preference Election in April 2020.	$ 1,500	$ 2,000
CONFERENCES & MEMBERSHIPS	581120	This account covers the cost of registration fees for two conferences per year. This request reflects an increase due to a likely upcharge from ROVAC.	$ 1,100	$ 1,500
			$ 231,665	$ 275,525

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Registrars of Voters

ORG CODE: 0011013

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	7-3	7/21/2008	Registrar Office Coordinator	45,600	45,600	48,595
NB		1/5/2009	Registrar of Voters Republican	50,865	50,865	51,115
NB		1/7/2015	Registrar of Voters Democratic	50,865	50,865	51,115
			TOTALS	**$ 147,330**	**$ 147,330**	**$ 150,825**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: Registrars of Voters

ORG CODE: 0011013

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	7-3	Registrar Office Coordinator		6,500	6,450	6,000

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: Registrar of Voters

ORG CODE: 0011013

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
N/A			Poll Workers & Deputies		50,500	50,145	62,000

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Assessor's Office **Org: 0011014**

Division: General City

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- The Enterprise Zone State reimbursement of $103,859 was a surprise as all State budget indications noted it would not be reimbursed.
- Establish Tyler Content Management as a primary record storage system reducing paper storage up to 50%.
- Fully integrate CAMA Cloud software with Vision software version 6.5 as a primary iPad paperless data collection tool when inspecting real property improvements.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Anticipation of the Enterprise Zone State reimbursement for $150,000 is based upon new application receipts and projected conservative State reimbursement.
- No revenue projection is provided for the State of Connecticut Elderly Homeowner and Totally Disabled Relief program. Assessment staff processed 584 applications in 2018 for an unfunded mandate, totaling $354,583. We will process a similar revenue loss as an unfunded mandate in the 2019 – 2020 fiscal cycle.
- Ordinance Committee is considering a municipal option additional Senior Tax relief program. Revenue loss estimates are unavailable at this time.
- Revaluation interim inspections funding request will benefit the City by updating residential property improvement records over a four year span rather than a onetime over burdensome charge.

Fiscal Year 2020 Major Service Level Goals:

- Complete the integration of CAMA Cloud iPad remote fieldwork software integration with Vision CAMA database.

Long Term Goals

- Continue to work with the IT Department and Tyler Content Management to promote a paperless work environment.
- Continue to develop website tools which help serve property owners in a virtual City Hall environment.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011014	ASSESSORS								
0011014	422003	LATEFILING	-2,970.00	-2,550.00	-2,550.00	.00	-1,000.00	-2,000.00	-21.6%
0011014	432012	STATE PROP	.00	.00	.00	-47,877.00	-47,877.00	-47,880.00	.0%
0011014	432015	ELD FREEZE	-2,000.00	.00	.00	.00	.00	.00	.0%
0011014	432025	HOSPITALS	-380,562.00	-371,495.00	-371,495.00	-380,562.00	-380,562.00	-380,505.00	2.4%
0011014	432027	DISABLED	-12,664.34	-12,900.00	-12,900.00	-12,982.88	-12,983.00	-12,500.00	-3.1%
0011014	432064	VETERANS	-26,923.08	-25,000.00	-25,000.00	-26,456.35	-26,457.00	-26,500.00	6.0%
0011014	432077	ENTPR ZONE	.00	.00	.00	-103,858.50	-103,859.00	-150,000.00	.0%
0011014	450102	COPIER CHG	-1,383.39	-1,500.00	-1,500.00	-1,373.80	-1,500.00	-1,500.00	.0%
TOTAL ASSESSORS			-426,502.81	-413,445.00	-413,445.00	-573,110.53	-574,238.00	-620,885.00	50.2%
TOTAL GENERAL FUND			-426,502.81	-413,445.00	-413,445.00	-573,110.53	-574,238.00	-620,885.00	50.2%
		GRAND TOTAL	-426,502.81	-413,445.00	-413,445.00	-573,110.53	-574,238.00	-620,885.00	50.2%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND

			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011014	ASSESSORS								
0011014	514000	REG WAGES	376,834.65	380,135.00	401,256.00	246,248.54	401,258.00	414,545.00	9.1%
0011014	515100	OVERTIME	122.25	5,000.00	5,000.00	2,051.31	2,450.00	5,000.00	.0%
0011014	517000	OTHER WAGE	4,320.58	4,300.00	3,300.00	.00	4,300.00	4,945.00	15.0%
0011014	531000	PROF FEES	38,700.00	20,000.00	20,000.00	2,200.00	20,000.00	20,000.00	.0%
0011014	553000	TELEPHONE	47.96	150.00	150.00	39.96	100.00	150.00	.0%
0011014	553100	POSTAGE	3,153.50	3,100.00	3,100.00	1,695.59	3,100.00	3,400.00	9.7%
0011014	554000	TRAV REIMB	2,251.18	3,700.00	3,700.00	1,891.95	3,700.00	4,000.00	8.1%
0011014	555000	PRINT/BIND	3,500.00	3,500.00	3,500.00	334.00	3,500.00	3,800.00	8.6%
0011014	557700	ADVERTIS	55.00	175.00	175.00	.00	175.00	175.00	.0%
0011014	561800	PROG SUPPL	1,615.55	1,750.00	1,750.00	30.00	1,750.00	1,770.00	1.1%
0011014	569000	OFFIC SUPL	647.57	650.00	650.00	639.42	650.00	660.00	1.5%
0011014	581100	DUES FEES	1,712.56	1,900.00	1,900.00	1,221.00	1,900.00	2,200.00	15.8%
0011014	581120	CONF MEMB	1,427.00	1,600.00	1,600.00	1,159.00	1,600.00	1,700.00	6.3%
0011014	581135	SCHOOLING	2,044.29	2,600.00	2,600.00	1,249.94	2,600.00	2,700.00	3.8%
TOTAL ASSESSORS			436,432.09	428,560.00	448,681.00	258,760.71	447,083.00	465,045.00	8.5%
TOTAL GENERAL FUND			436,432.09	428,560.00	448,681.00	258,760.71	447,083.00	465,045.00	8.5%
		GRAND TOTAL	436,432.09	428,560.00	448,681.00	258,760.71	447,083.00	465,045.00	8.5%

** END OF REPORT - Generated by Sharon Chaika **

Assessors- 0011014

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	6 personnel; BPSA new contract effective 7/1/2018.	$ 380,135	$ 414,545
Overtime	515100	Request for grand list processing and Board of Assessment Appeals associated with 2017 revaluation analysis.	$ 5,000	$ 5,000
Other Wages	517000	4 employee vacation week buy back contract provision.	$ 4,300	$ 4,945
Professional Fees	531000	Tax Management Associates and Charles B. Feldman and Associates, annual audit measures.	$ 20,000	$ 20,000
Telephone	553000	Department telephone minimum expected billing	$ 150	$ 150
Postage	553100	Postage for mailings economic forecast increases	$ 3,100	$ 3,400
Travel Reimbursement	554000	Assessment staff field work and conference attendance personal vehicle usage 6.4% rate reimbursement increase per federal report 0.545 to 0.58 per mile.	$ 3,700	$ 4,000
Printing & Binding	555000	Grand lists, personal property, income and expense notices and NADA price guides.	$ 3,500	$ 3,800
Advertising	557700	Observer or Bristol Press legal notice postings	$ 175	$ 175
Program Supplies	561800	Economic forecast adjustment.	$ 1,750	$ 1,770
Office Supplies	569000	Economic forecast adjustment.	$ 650	$ 660
Dues & Fees	581100	Appraisal Institute, C.A.A.O., Hartford Area Assessors, I.A.A.O., and CT Appraiser Certifications.	$ 1,900	$ 2,200
Conference & Membership	581120	CT MLS increased fee and annual association conferences and workshops	$ 1,600	$ 1,700
Schooling & Education	581135	Maintains continuing education requirements for associations and State of CT appraiser and CCMA designations.	$ 2,600	$ 2,700
			$ 428,560	$ 465,045

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Assessor

ORG CODE: 0011014-514000

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	6-3	6/11/2001	Sale Ratio Clerk	44,838	44,838	45,058
L233	6-3	7/16/2001	Senior Admin Assistant	44,838	44,838	45,058
L233	4a-3	8/21/2017	Principle Clerk Personal Property	40,635	40,635	40,833
BPSA	6-6	11/13/2007	Assessment Technician	68,044	75,075	77,145
BPSA	8-6	9/25/2006	Deputy Assessor	82,280	89,131	91,586
BPSA	10-6	7/14/2008	Assessor	99,502	106,741	114,865
			TOTALS	$ 380,137	$ 401,258	$ 414,545

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Assessor

ORG CODE: 0011014-514000

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	6-3	6/11/2001	Sale Ratio Clerk	44,838	44,838	45,058
L233	6-3	7/16/2001	Senior Admin Assistant	44,838	44,838	45,058
L233	4a-3	8/21/2017	Principle Clerk Personal Property	40,635	40,635	40,833
BPSA	6-6	11/13/2007	Assessment Technician	68,044	75,075	77,145
BPSA	8-6	9/25/2006	Deputy Assessor	82,280	89,131	91,586
BPSA	11-6	7/14/2008	Assessor	99,502	106,741	114,865
			TOTALS	**$ 380,137**	**$ 401,258**	**$ 414,545**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: Assessor

ORG CODE: 0011014-515100

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	6-3	Sale Ratio Clerk	30	1,400	200	1,000
L233	6-3	Senior Admin Assistant	30	1,400	350	1,000
L233	4a-3	Principle Clerk Personal Property	32	1,200	1,000	1,000
BPSA	6-6	Assessment Technician	25	3,000	250	1,000
BPSA	8-6	Deputy Assessor	20	3,000	650	1,000

City of Bristol
Salary Worksheet- Other Wages-517000
FY 2019-2020

DEPARTMENT: Assessor

ORG CODE: 0011014-517000

Position	Description*	# of Hours of Other Wages	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
Deputy Assessor	1 week vacation buy back	37.5	1,580	1,580	1,750
Senior Admin Assistant	1 week vacation buy back	37.5	860	860	860
Sales Ratio Clerk	1 week vacation buy back	37.5	860	860	860
Assessment Technician	1 week vacation buy back	37.5	0	0	1,475
	TOTALS		$ 3,300	$ 3,300	$ 4,945

***Description options include shift differential, vacation buy-back and different code pay adjustments that occur throughout the fiscal year.**

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011015	BOARD OF ASSESSMENT APPEALS								
0011015	515100	OVERTIME	2,419.48	5,000.00	5,000.00	.00	1,000.00	2,000.00	-60.0%
0011015	515200	PARTTIME	3,861.00	6,450.00	6,450.00	.00	3,861.00	3,960.00	-38.6%
0011015	553100	POSTAGE	54.96	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
0011015	557700	ADVERTIS	175.00	175.00	175.00	66.00	175.00	200.00	14.3%
0011015	569000	OFFIC SUPL	93.19	2,000.00	2,000.00	100.00	500.00	500.00	-75.0%
TOTAL BOARD OF ASSESSMENT AP			6,603.63	14,625.00	14,625.00	166.00	6,536.00	7,660.00	-47.6%
TOTAL GENERAL FUND			6,603.63	14,625.00	14,625.00	166.00	6,536.00	7,660.00	-47.6%
		GRAND TOTAL	6,603.63	14,625.00	14,625.00	166.00	6,536.00	7,660.00	-47.6%

** END OF REPORT - Generated by Sharon Chaika **

Board of Assessment Appeals- 0011015

Account	Object	Description	18-19 Budget	19-20 Request
Overtime	515100	Assessment staff processing appellant appeals.	$ 5,000	$ 2,000
Part time	515200	3 Elected officials.	$ 6,450	$ 3,960
Postage	553100	Econominc forcast postage.	$ 1,000	$ 1,000
Advertising	557700	Newspaper publishing notice billing.	$ 175	$ 200
Office Supplies	569000	Standard supplies.	$ 2,000	$ 500
			$ 14,625	**$ 7,660**

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Tax Collector **Org: 0011016**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Filed C-PACE documents on Bristol City land records for four properties.
- Worked with Corporation Counsel to streamline collection process and recognized a significant increase in prior and current collection rates as a result.
- Continued to work closely with Building Department and Public Works on code enforcement issues.
- Although we were short-handed from May to mid-January, we maintained a high level of customer service and continued to meet the budgeted tax collections.
- Incorporated Munis/Financial interface with Quality Data Services, Comptroller's and Treasurer's offices to streamline tax collection reporting.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Implementing DMV CIVLS access on five staff computers at no charge, for efficient customer service with taxpayers and the Assessor's office.

Fiscal Year 2020 Major Service Level Goals:

- To continuously improve departmental processes and procedures in accordance with state statutes and City ordinances.
- To maximize efficiency in the office.
- To continually increase the number of social media followers with reminders, useful municipal tax information, important deadlines and quick responses to questions.

Long Term Goals

- To research other avenues for taxpayers to conveniently pay taxes i.e.: pay at a participating bank branch.
- To coordinate with billing software vendor, credit card vendor and Information Technology department to allow for paperless tax billing and notifications.
- To continue to work with Department of Motor Vehicles on taxpayer issues regarding clearances and registrations in real time.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011016	TAX COLLECTOR								
0011016	401000	CURRENT	-138,750,718.38	-141,986,745.00	-141,986,745.00	-136,989,464.50	-143,867,718.00	.00	-100.0%
0011016	401001	PRIOR	-1,343,109.11	-1,300,000.00	-1,300,000.00	-1,035,335.63	-1,300,000.00	-1,300,000.00	.0%
0011016	401002	60DAY:GAAP	-4,713.95	.00	.00	.00	.00	.00	.0%
0011016	401005	MV SUPP	.00	-1,100,000.00	-1,100,000.00	.00	-1,300,000.00	-1,300,000.00	18.2%
0011016	410000	INT & LIEN	-897,504.41	-775,000.00	-775,000.00	-558,957.12	-770,000.00	-770,000.00	-.6%
0011016	442441	DELIN FEES	-1,362.64	-1,000.00	-1,000.00	-375.00	-1,000.00	-1,000.00	.0%
0011016	450104	COPY FEES	-443.00	-250.00	-250.00	-394.00	-400.00	-350.00	40.0%
TOTAL TAX COLLECTOR			-140,997,851.49	-145,162,995.00	-145,162,995.00	-138,584,526.25	-147,239,118.00	-3,371,350.00	-97.7%
TOTAL GENERAL FUND			-140,997,851.49	-145,162,995.00	-145,162,995.00	-138,584,526.25	-147,239,118.00	-3,371,350.00	-97.7%
		GRAND TOTAL	-140,997,851.49	-145,162,995.00	-145,162,995.00	-138,584,526.25	-147,239,118.00	-3,371,350.00	-97.7%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011016	TAX COLLECTOR								
0011016	514000	REG WAGES	275,017.05	288,560.00	288,560.00	131,687.01	244,864.00	281,700.00	-2.4%
0011016	515100	OVERTIME	.00	100.00	100.00	.00	100.00	100.00	.0%
0011016	515200	PARTTIME	21,971.94	23,555.00	23,555.00	15,600.62	23,555.00	23,655.00	.4%
0011016	517000	OTHER WAGE	10.11	50.00	50.00	.00	50.00	50.00	.0%
0011016	531000	PROF FEES	1,481.16	2,050.00	2,050.00	1,441.58	2,050.00	2,050.00	.0%
0011016	543000	REP & MAIN	.00	120.00	120.00	.00	120.00	140.00	16.7%
0011016	544400	RENT/LEASE	318.00	300.00	300.00	.00	340.00	340.00	13.3%
0011016	553000	TELEPHONE	32.28	125.00	125.00	33.52	125.00	125.00	.0%
0011016	553100	POSTAGE	26,129.62	38,650.00	38,650.00	11,696.13	38,650.00	38,650.00	.0%
0011016	554000	TRAV REIMB	.00	180.00	180.00	.00	180.00	180.00	.0%
0011016	555000	PRINT/BIND	17,455.91	22,000.00	22,000.00	7,907.81	22,000.00	22,000.00	.0%
0011016	557700	ADVERTIS	362.22	375.00	375.00	366.75	375.00	375.00	.0%
0011016	561800	PROG SUPPL	401.81	430.00	430.00	64.09	430.00	430.00	.0%
0011016	569000	OFFIC SUPL	186.46	300.00	300.00	300.00	300.00	300.00	.0%
0011016	581120	CONF MEMB	235.00	395.00	395.00	60.00	395.00	395.00	.0%
0011016	581135	SCHOOLING	960.00	1,000.00	1,000.00	990.00	1,000.00	1,100.00	10.0%
0011016	581150	ANNUAL BND	1,296.00	3,000.00	3,000.00	1,997.00	2,000.00	2,060.00	-31.3%
TOTAL TAX COLLECTOR			345,857.56	381,190.00	381,190.00	172,144.51	336,534.00	373,650.00	-2.0%
TOTAL GENERAL FUND			345,857.56	381,190.00	381,190.00	172,144.51	336,534.00	373,650.00	-2.0%
		GRAND TOTAL	345,857.56	381,190.00	381,190.00	172,144.51	336,534.00	373,650.00	-2.0%

** END OF REPORT - Generated by Sharon Chaika **

Tax Collector- 0011016

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Employee Salaries, Tax Collector, Deputy, Admin Asst., 2 Principal Clerks	$ 288,560	$ 281,700
Overtime	515100	No overtime used	$ 100	$ 100
Part Time	515200	Part time clerk started 1/20/15, FT hours in July and January	$ 23,555	$ 23,655
Other Wages	517000	Pay differential between Admin Asst. and Clerk in case of absence	$ 50	$ 50
Professional Fees	531000	2 months Dunbar service, Rossi Law Unrecovered Court Costs, DMV Direct Access	$ 2,050	$ 2,050
Repairs & Maint	543000	Maintenance (cleaning) performed on the only typewriter in the office	$ 120	$ 140
Rentals	544400	PO Box 1040 rental at Bristol Post Office	$ 300	$ 340
Telephone	553000	Phone service to/from office	$ 125	$ 125
Postage	553100	Postage necessary to mail original bills, delinquent bills, boot notices, etc.	$ 38,650	$ 38,650
Travel Reimbursement	554000	Travel expenses (mileage and parking costs) to and from New Britain courthouse	$ 180	$ 180
Printing & Binding	555000	Costs associated with bill printing and printing/binding of posted rate books, envelopes	$ 22,000	$ 22,000
Advertising	557700	Legal notices posted in Bristol Press per CT State Statute	$ 375	$ 375
Program Supplies	561800	Thermal paper rolls and ink for receipt printers, typewriter ribbons, storage boxes	$ 430	$ 430
Office Supplies	569000	Pens, pencils, rubber bands, staples, hi-liters, paper clips, post-its, desk calendars, etc.	$ 300	$ 300
Conf & Membership	581120	Htfd. County and CT State Membership dues for Tax Collector, Deputy Tax Collector	$ 395	$ 395
Schooling & Education	581135	CCMC class fees and Annual seminar fees for Tax Collector and Deputy Tax Collector	$ 1,000	$ 1,100
Annual Bond	581150	Annual bond for Tax Collector and Deputy Tax Collector	$ 3,000	$ 2,060
			$ 381,190	**$ 373,650**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: TAX OFFICE

ORG CODE: 0011016

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
BPSA	10-3/4	9/24/2007	Tax Collector	90,486	90,486	92,399
BPSA	7-2/3	1/18/2019	Deputy Tax Collector	74,826	31,130	65,446
L233	5/3		Administrative Assistant	41,982	41,982	42,189
L233	4A/3		Principal Clerk	40,633	40,633	40,833
L233	4A/3		Principal Clerk	40,633	40,633	40,833
			TOTALS	**$ 288,560**	**$ 244,864**	**$ 281,700**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: TAX OFFICE

ORG CODE: 0011016

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L233	4A/3	1/20/2019	Part Time Principal Clerk	Varies	23,555	23,555	23,655

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Purchasing **Org: 0011017**

Fiscal Year 2019 Goals and Accomplishments (on going, expected to be completed by June 30th):

- One of the more significant endeavors currently taken on by the City is the renovation of Memorial Boulevard School into an arts magnet school. To date, the architect, surveyor, environmental hygienist, and environmental land analyst (phase 1 assessment) have been engaged and are actively working on the project. Contracts for the construction manager and the commissioning agent are expected to be completed soon. Work on this project will continue through its completion, expected in the summer of 2022.
- The Page Park Pool is expected to undergo major improvements, and the contract for the architect has been finalized. Purchasing will be working with the architect to finalize construction documents, with construction anticipated to be completed prior to the 2020 summer season.
- Energy efficiency measures are being pursued by the Public Works Department for its buildings; the Purchasing Department will be providing assistance in securing contracts for the conversion of various buildings from heating fuel to natural gas. Other measures include replacement of aged equipment with higher efficiency equipment (e.g. chiller replacement for Police Department).

Summary of FY2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Generally, the budget for the Purchasing Department has no major adjustments in that there are no major staffing changes and no major project initiatives. Please note that adjustments to bargaining unit contracts have caused an increase within regular wages.
- The Purchasing Department is actively working with IT to implement direct digital transmission of purchase orders, reducing the need to print purchase orders, and subsequently reducing postage costs. Although it is

hoped that this measure will be implemented quickly, reductions in printing and postage will be reflected in the next budget cycle.

- Two adjustments to memberships are requested: (1) inclusion of membership to PPAC for the Purchasing Assistant position, and (2) addition of membership to the Public Risk Management Association (membership to this organization was previously maintained for the Risk Manager's position). Each adjustment adds $35 to the departmental budget.

Fiscal Year 2020 Major Service Level Goals:

- The City of Bristol has contracts for fire alarm and security alarm services; the systems necessary for these services have passed their useful life. Similarly, building access control systems within the Board of Education are experiencing end of life issues and warrant replacement. Both technologies are being sought for replacement by June 2020. With the integration of building maintenance and IT operations for the City and the BOE, a working group consisting of all interested parties is expected to collectively work toward the replacement of these systems via common platforms. The Purchasing Department will be an integral part of new systems deployments via new contracts.
- The integration of Water Pollution Control operations into the Water Department operations will require adjustments to the business operations for both the City and its Water Department. Such adjustments are in the early planning stage; impact to the reporting of fixed assets is expected to be significant.
- The existing City Hall facility is aged, and the City is currently exploring options for either renovations to the facility or relocation to another site. While the determination for action has not yet been determined, the Purchasing Department anticipates the application of resources toward the renovation or replacement of City Hall.

Long Term Goals

- Tyler Content Manager was deployed, with most of its use made within the Munis environment. The enterprise system has many capabilities that exceed current use; the Purchasing Department expects to be a key part in extension of its use into multi-disciplinary documents such as certificates of insurance and contracts.
- The Munis system accommodates the creation of approval processes for work flows; the Purchasing Department is exploring the ability to have departments review p-card processing via available work flow tools. This would provide for greater efficiency within the Purchasing Department,

and provide other departments the ability to more directly monitor their expenditures, without compromising controls necessary for a successful p-card program.

- Energy continues to be a significant factor in the City's budget; with electricity contracts set to expire in June 2021 and the market for natural gas to undergo changes within the next two years, the Purchasing Department will be working with the City's Energy Manager and other departments to ensure that energy costs are controlled.
- The Engineering Department expects to pursue major improvements to four bridge structures. The Purchasing Department will be providing resources toward engagement of professional design services, and toward completion of construction documents, resulting in construction contracts for said improvements.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011017	PURCHASING								
0011017	514000	REG WAGES	176,267.08	193,340.00	200,579.00	120,321.09	198,960.00	203,985.00	5.5%
0011017	517000	OTHER WAGE	1,049.79	1,000.00	.00	.00	.00	.00	-100.0%
0011017	531140	TRAINING	.00	300.00	300.00	254.00	300.00	300.00	.0%
0011017	543000	REP & MAIN	362.00	100.00	100.00	.00	100.00	100.00	.0%
0011017	553000	TELEPHONE	54.12	75.00	75.00	72.16	75.00	75.00	.0%
0011017	553100	POSTAGE	854.82	1,000.00	1,000.00	800.58	1,000.00	1,000.00	.0%
0011017	554000	TRAV REIMB	73.40	100.00	100.00	35.97	100.00	100.00	.0%
0011017	555000	PRINT/BIND	911.25	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
0011017	557700	ADVERTIS	5,094.28	5,000.00	5,000.00	3,851.96	5,000.00	5,000.00	.0%
0011017	569000	OFFIC SUPL	387.19	350.00	350.00	325.00	350.00	350.00	.0%
0011017	570400 18027	MACH EQUIP	675.00	.00	.00	.00	.00	.00	.0%
0011017	581120	CONF MEMB	960.00	850.00	850.00	840.00	850.00	920.00	8.2%
0011017	581150	ANNUAL BND	75.00	75.00	75.00	75.00	75.00	75.00	.0%
TOTAL PURCHASING			186,763.93	203,190.00	209,429.00	126,575.76	207,810.00	212,905.00	4.8%
TOTAL GENERAL FUND			186,763.93	203,190.00	209,429.00	126,575.76	207,810.00	212,905.00	4.8%
		GRAND TOTAL	186,763.93	203,190.00	209,429.00	126,575.76	207,810.00	212,905.00	4.8%

** END OF REPORT - Generated by Sharon Chaika **

City of Bristol, Connecticut
Purchasing Budget FY2020

Purchasing- 0011017

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Salaries for three positions as shown in BPSA and 233 union contracts	$193,340	$203,985
Other Wages	517000	BPSA payment per Section 17.2 of BPSA agreement	1,000	0
Professional Services	531000	Valuation of fixed assets - infrastructure associated with WPCF	0	0
Training	531140	Continuing education materials	300	300
Repairs & Maint	543000	Repairs to office equipment- date stamp and binding equipment	100	100
Telephone	553000	Telephone and fax line services	75	75
Postage	553100	Mailing of purchase orders and courier services for expedited correspondence	1,000	1,000
Travel Reimbursement	554000	Misc travel for purchasing-related activities	100	100
Printing & Binding	555000	Purchase order forms ($950) and envelopes ($50)	1,000	1,000
Advertising	557700	Legal notices for routine bidding requirements (project specific ads charged to project)	5,000	5,000
Program Supplies	561800	n/a	0	0
Office Supplies	569000	Routine office supplies	350	350
Conference & Membership	581120	Participation in Capitol Region Purchasing Council ($500), PPAC ($185), NIGP ($200), PRIMA ($35)	850	920
Misc. Bond Expense	581150	Bond expense for financial officers	75	75
		Total	**$203,190**	**$212,905**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: **Purchasing**

ORG CODE: **0011017**

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
233	5	5/19/2016	Admin Assistant	41,981	42,189	42,189
233	8	4/23/2018	Purchasing Assistant	51,856	50,028	52,112
BPSA	10	1/16/2002	Purchasing Agent	99,502	106,741	109,682
			TOTALS	$ 193,339	$ 198,957	$ 203,982

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Comptroller's Office **Org: 0011018**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Performed comprehensive review of open capital projects, related cash flow and determined need for financing. Closed a number of completed capital projects.
- Issued $22.5 million in tax exempt bonds and $7.9 million in taxable bonds. Issuances included reviews with Standard and Poor's and Fitch rating agencies, both re-affirming the City's AA+ and AAA bond ratings, respectively.
- Worked with Personnel and IT to implement the Kronos timeclock system in most city departments. Police and Youth Services are the only departments remaining that were anticipated to use the system.
- Continued to receive the three GFOA awards:
  - Certificate of Achievement for Excellence in Financial Reporting (CAFR)
  - Distinguished Budget Award
  - Popular Award for Outstanding Achievement in Popular Annual Financial Reporting
- Drafted funding policy for City's General Retirement Fund assuring a minimum funded ratio of 125%.
- Integration of Tax QDS System to MUNIS financial system eliminating the need for staff to manually enter tax receipt journal entries into the system.
- Perform review and update of key financial policies during budget process. (in process. To be completed by June 30th)
- Hire consultant to perform review of defined contribution plans to incorporate cost effective options for employees and educate them on retirement savings. (In process. To be completed by June 30th)
- Streamlined various processes throughout department to improve efficiencies. Examples include reporting of pension investments in MUNIS, improved procedures for paperwork flow (or elimination of paperwork) within department, and review of processes used to allocate expenditures to meet various GASB reporting requirements.
- Relocated Payroll to integrate with Insurance/Benefits office so there is one office employees for employees to go to for Payroll/Benefits questions.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- The most significant change is the increase in Wages. Primarily due to contractual issues the other driving factor is the re-allocation of the Benefits Specialist to the Comptroller's budget during the 2018/19 year. This is 70% of the increase in Regular Wages. There is a relative corresponding decrease in the Human Resources budget.
- No other significant budgetary changes.

Fiscal Year 2020 Major Service Level Goals:

- Evaluate e-payment options with vendors
- Continue to identify efficiency improvements throughout department and other City departments as it relates to processing financial information and reporting.
- Continue to implement Tyler Content Manager (TCM) for document retention and storage.

Long Term Goals

- Continue to work with 10 year CIP and Strategic Planning Committee to develop long term capital improvement plan that meets the long term strategic planning objectives. Continue to provide financial analysis and long term financing projections to determine feasibility of projects on the City's finances.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011018	COMPTROLLER'S OFFICE								
0011018	514000	REG WAGES	667,961.05	677,940.00	736,409.00	451,080.26	737,904.00	754,885.00	11.3%
0011018	515100	OVERTIME	4,042.27	3,500.00	3,500.00	777.40	4,250.00	4,250.00	21.4%
0011018	517000	OTHER WAGE	2,238.34	1,150.00	1,150.00	2,287.60	2,360.00	2,360.00	105.2%
0011018	543000	REP & MAIN	.00	200.00	200.00	.00	200.00	200.00	.0%
0011018	544400	RENT/LEASE	2,063.88	2,065.00	2,065.00	1,973.88	1,975.00	1,975.00	-4.4%
0011018	553000	TELEPHONE	26.62	50.00	50.00	35.00	50.00	50.00	.0%
0011018	553100	POSTAGE	1,239.64	2,000.00	2,000.00	668.21	2,000.00	2,000.00	.0%
0011018	554000	TRAV REIMB	226.21	400.00	400.00	108.90	400.00	400.00	.0%
0011018	555000	PRINT/BIND	2,003.08	2,200.00	2,234.00	500.00	2,200.00	2,200.00	.0%
0011018	557700	ADVERTISNG	1,224.19	1,800.00	1,800.00	.00	1,800.00	1,800.00	.0%
0011018	569000	OFFIC SUPL	1,168.97	1,400.00	1,400.00	1,037.59	1,400.00	1,400.00	.0%
0011018	570600 18030	OFFICE FUR	2,152.00	.00	632.00	.00	632.00	.00	.0%
0011018	579999	2020 EQUIP	.00	.00	.00	.00	.00	975.00	.0%
0011018	581120	CONF MEMB	5,677.99	6,430.00	6,430.00	4,630.30	6,430.00	6,430.00	.0%
0011018	581150	ANNUAL BND	220.00	220.00	220.00	220.00	220.00	220.00	.0%
TOTAL COMPTROLLER'S OFFICE			690,244.24	699,355.00	758,490.00	463,319.14	761,821.00	779,145.00	11.4%
TOTAL GENERAL FUND			690,244.24	699,355.00	758,490.00	463,319.14	761,821.00	779,145.00	11.4%
		GRAND TOTAL	690,244.24	699,355.00	758,490.00	463,319.14	761,821.00	779,145.00	11.4%

** END OF REPORT - Generated by Sharon Chaika **

Account	Description	18-19 Budget	19-20 Request
Regular Wages	Employee salaries Benefits Analyst was moved from Human Resources to Comptroller's during 18-19 Budget	$677,940	$754,885
Overtime	Pension Board (Min 12 meetings) for Payroll & Pension Supervisor Office OT, As Needed Budget Hearings & Workshops for Senior Accountant & Budget/Accounting Asst.	$3,500	$4,250
Other Wages	Code adjustments per contract Vacation Buybacks	$1,150	$2,360
Repairs & Maintenance	Repairs of office equipment, time/date stamp in A/P & typewriter	$200	$200
Rents/Lease	Lease of folder/inserter machine $493/quarter	$2,065	$1,975
Telephone	Long distance and fax charges	$50	$50
Postage	Various mailings and Fed Ex shipments	$2,000	$2,000
Travel Reimbursement	Mileage reimbursement for employees	$400	$400
Printing & Binding	Office envelopes, business cards Materials for printing of estimated budget, budget book, CAFR & PAFR	$2,200	$2,200
Advertising	Advertising of the budget	$1,800	$1,800
Office Supplies	Miscellaneous office supplies	$1,400	$1,400
Conference & Membership	National GFOA dues $595 GFOA Submissions (CAFR, PAFR, Budget) $1,500 GFOA- CT Annual Dues 3 @ $65 = $195 Quarterly GFOA-CT meetings 4 meetings - $200 @ 3 people = $600 CPFO - 2 Exams @ $145 each = $290 New England GFOA $750 National GFOA $2,000 Misc. $500	$6,430	$6,430
Annual Bond	Comptroller's & Assistant Comptroller's Bond	$220	$220
Capital Outlay	Chairs for 3 Employees		$975
	Total	**$699,355**	**$779,145**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Comptroller's Office

ORG CODE: 0011018

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request	Pension Fund
NB	12-7		Comptroller	134,822	140,099	140,791	24,845
NB	4-7		Assistant to the Comptroller	63,217	67,475	67,803	3,568
BPSA	10-6		Assistant Comptroller	99,502	106,741	109,682	
L233	10-3		Payroll & Pension Supervisor	61,281	61,281	61,584	
L233	6-3		Payroll Clerk	44,837	44,837	45,058	
L233	10-3		Accts Payable/Rcvble Supervisor	60,828	60,828	61,584	
L233	6-3		Accounting Clerk - A/P	44,837	44,837	45,058	
L233	6-3		Accounting Clerk - A/R	44,837	44,837	45,058	
L233	12-3		Senior Accountant	70,159	70,159	70,505	
L233	8A-3		Budget & Accounting Assistant	53,620	53,620	53,881	
L233	8A-3		Benefits Specialist		43,190	53,881	
			TOTALS	$ 677,940	$ 737,904	$ 754,885	$ 28,413

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

$ 783,298

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: Comptroller's Office

ORG CODE: 0011018

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
		For Pension Board Meetings				
		Payroll & Pension Supervisor	Varies	1,000	1,000	1,000
		For Budget Hearings & Audit				
		Senior Accountant &	Varies	1,500	2,250	2,250
		Budget & Accounting Assistant				
		Payroll	Varies	1,000	1,000	1,000
		TOTALS		**$ 3,500**	**$ 4,250**	**$ 4,250**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
1338	PW/Parks/Water Dept.

City of Bristol
Salary Worksheet- Other Wages-517000
FY 2019-2020

DEPARTMENT: Comptroller's Office

ORG CODE: 0011018

Position	Description*	# of Hours of Other Wages	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
	BPSA Bonus		1,000		
Various	Code Changes		150	150	150
Payroll Supervisor	Vacation Buyback			1,180	1,180
Benefits Specialist	Vacation Buyback			1,030	1,030
	TOTALS		$ 1,150	$ 2,360	$ 2,360

***Description options include shift differential, vacation buy-back and different code pay adjustments that occur throughout the fiscal year.**

2019-2020 BUDGET

PRELIMINARY CAPITAL OUTLAY DETAIL WORKSHEET

DEPARTMENT: Comptroller's Office

ORG: 0011018 579999

*** Note See Budget Instructions to evaluate each request. Include additional pages if necessary to justify each project. Remember Priorities are ranked A, B, C, or D.**

QUANTITY	DESCRIPTION	UNIT COST	REQUEST	PROJECT EVALUATION*
3	Office Chairs	325	975	A
	TOTAL CAPITAL OUTLAY REQUEST		$975	

Reminder to attach any sheets needed to provide justification for the above requests.

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Treasurer **Org: 0011019**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Secured higher rates on accounts as interest rates rose.
- Securely deposited City funds at the bank by enlisting Dunbar Armored, Inc. to guarantee deposits are transported with no risk to the City or its employees.
- Continued to limit the City's short term investment exposure to credit and custodial risk by utilizing a secured municipal account, AAA rated asset management investment pools and laddering CDs.
- Continued to provide various forms on the City's website for pensioners to change their state and federal tax withholding, as well as direct deposit and address changes.
- Continuously educating eligible pensioners on City provided health care options and changes.
- Continued to require direct deposit of pension payments.
- Implemented the State of Connecticut's new pension withholding requirements and assisted pensioners with the change.
- Assisted with the implementation of the merger of the City's three pension plans.
- Successfully managed the city's transition to People's United Bank due to its acquisition of Farmington Bank.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Manage city funds while ensuring the safety of principal, maintaining sufficient liquidity, and attaining a market rate of return in the current fiscal environment.
- Establish an Investment Policy Statement for the City's Other Post Employment Benefits (OPEB) fund.

Fiscal Year 2020 Major Service Level Goals:

- To continue to review the City's banking services relationships by developing new connections with local financial institutions and improving existing associations to minimize banking costs and improve operational efficiency to maximize returns.

- To continue to develop a liquidity fund to help manage payments of City pension to beneficiaries in a manner that is more efficient and reduces the current demand on the core assets of the City's pension system.
- To meet the City's operational investment policy objectives and to continue to limit the City's short term investment exposure to credit and custodial risk through on-going evaluation and utilization of bank programs, pre-qualifying financial institutions, diversification of the investment portfolio and the use of asset management investment pools and fixed income managers.
- To continue to manage the portfolio with the objective of exceeding the average of three-month U.S. Treasury Bill rates for the equivalent period. This index is considered a benchmark for near riskless investment transactions and, therefore, comprises a minimum standard for the portfolio's rate of return.
- To continuously improve departmental processes and procedures to achieve an efficient flow of documents and work towards a paperless environment by increasing the use of tools such as: remote depositing, web-site communication, credit card payments, direct deposit, ACH/wiring of transactions, Laserfiche and Tyler Content Manager to store information in accordance with State statute.
- Establish an Investment Policy Statement for the City's Other Post Employment Benefits (OPEB) fund.

Long Term Goals

- To continue to maximize the interest income on liquid funds.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011019	CITY TREASURER								
0011019	460001	INT GENFND	-914,816.33	-500,000.00	-500,000.00	-660,694.92	-1,000,000.00	-750,000.00	50.0%
0011019	460006	INT A/R	-23,819.26	-8,000.00	-8,000.00	-8,437.99	-8,500.00	-8,000.00	.0%
TOTAL CITY TREASURER			-938,635.59	-508,000.00	-508,000.00	-669,132.91	-1,008,500.00	-758,000.00	49.2%
TOTAL GENERAL FUND			-938,635.59	-508,000.00	-508,000.00	-669,132.91	-1,008,500.00	-758,000.00	49.2%
		GRAND TOTAL	-938,635.59	-508,000.00	-508,000.00	-669,132.91	-1,008,500.00	-758,000.00	49.2%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011019	CITY TREASURER								
0011019	514000	REG WAGES	84,229.71	95,170.00	96,805.00	61,595.89	96,805.00	104,535.00	9.8%
0011019	515200	PARTTIME	12,123.25	21,575.00	21,575.00	7,738.12	17,195.00	21,800.00	1.0%
0011019	517000	OTHER WAGE	1,757.14	.00	.00	.00	.00	.00	.0%
0011019	531000	PROF FEE	4,450.00	4,550.00	4,550.00	4,550.00	4,550.00	4,900.00	7.7%
0011019	553000	TELEPHONE	8.14	120.00	120.00	5.90	120.00	120.00	.0%
0011019	553100	POSTAGE	3,418.67	4,300.00	4,300.00	1,864.54	4,300.00	4,300.00	.0%
0011019	554000	TRAV REIMB	85.34	120.00	120.00	42.73	120.00	120.00	.0%
0011019	569000	OFFIC SUPL	459.86	550.00	550.00	550.00	550.00	550.00	.0%
0011019	581120	CONF MEMB	310.00	410.00	410.00	265.00	410.00	410.00	.0%
0011019	581150	ANNUAL BND	300.00	300.00	300.00	300.00	300.00	300.00	.0%
0011019	581400	BANK CHG	.00	20,000.00	20,000.00	.00	20,000.00	20,000.00	.0%
TOTAL CITY TREASURER			107,142.11	147,095.00	148,730.00	76,912.18	144,350.00	157,035.00	6.8%
TOTAL GENERAL FUND			107,142.11	147,095.00	148,730.00	76,912.18	144,350.00	157,035.00	6.8%
		GRAND TOTAL	107,142.11	147,095.00	148,730.00	76,912.18	144,350.00	157,035.00	6.8%

** END OF REPORT - Generated by Sharon Chaika **

Treasurer- 0011019

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Wages for Deputy Treasurer and Accounting Clerk	$ 95,170	$ 104,535
Part Time	515200	Treasurer & PT Bookkeeper	$ 21,575	$ 21,800
Professional Fees	531000	Dunbar Armored, Inc.	$ 4,550	$ 4,900
Telephone	553000	Office Calls	$ 120	$ 120
Postage	553100	Accounts Payable Checks	$ 4,300	$ 4,300
Travel Reimbursement	554000	Travel to Conferences and CPFO Exam	$ 120	$ 120
Office Supplies	569000	Supplies for Office	$ 550	$ 550
Conference & Membership	581120	GFOA, Conferences/Meetings and Membership CPFO Exam	$ 410	$ 410
Misc. Bond Expense	581150	For Treasurer and Deputy Treasurer	$ 300	$ 300
Bank Charges	581400	Banking Services Fee	$ 20,000	$ 20,000
			$ 147,095	**$ 157,035**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Treasurer's

ORG CODE: 0011019

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request	50% Pension
BPSA		11/19/2019	Deputy Treasurer	72,750	74,385.00	82,004.00	
	7/6	7/1/19-11/23/19	$31,506.77				
	7/7	11/24/19-6/30/19	$50,496.85				
233	6/3		Accounting Clerk	22,420	22,419.00	22,529.00	22,529.00
			TOTALS	$ 95,170	$ 96,804	$ 104,535	

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: Treasurer's

ORG CODE: 0011019

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request	20% Pension
NB		11/13/2019	Treasurer	12.00	5,500	5,500.00	5,573.00	
233		11/13/2019	Bookkeeper (PT)	19	16,075	11,695.00	16,226.00	4056
	4a-2	7/1/19-11/12/19	7,268.00					
	4a-3	11/13/19-6/30/20	13,014.00					
			20,282.00					

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Human Resources **Org: 0011021**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Established entry-level eligibility lists for Firefighter and Police Officer.
- A biometric screening event was held and another is anticipated.
- The goal to complete contract negotiations with Police and Fire is an unknown as are other goals that were established for this fiscal year.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Budgetary variances that are negative include the removal of the Risk Manager and Benefits Analyst positions from the department; and the retirement of the Personnel Director. Also, anticipated MUNIS training will likely not occur.

Fiscal Year 2020 Major Service Level Goals:

- Unknown at this time due to vacancy of Human Resources Director.

Long Term Goals

- Unknown at this time due to vacancy of Human Resources Director.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011021	HUMAN RESOURCES								
0011021	514000	REG WAGES	494,544.42	494,510.00	372,045.00	176,113.14	300,000.00	322,000.00	-34.9%
0011021	515100	OVERTIME	968.19	1,000.00	2,500.00	2,310.66	2,500.00	1,100.00	10.0%
0011021	517000	OTHER WAGE	5,581.76	1,335.00	2,535.00	2,463.76	2,535.00	4,865.00	264.4%
0011021	531000	PROF FEES	67,983.78	34,500.00	34,500.00	27,203.14	34,500.00	34,500.00	.0%
0011021	531140	TRAINING	.00	12,000.00	12,000.00	.00	5,000.00	5,000.00	-58.3%
0011021	531145	APPLITRAK	3,660.53	3,920.00	3,920.00	3,920.00	3,920.00	4,215.00	7.5%
0011021	531300	EMP. EXAM	9,964.00	7,000.00	7,000.00	4,408.00	7,000.00	7,000.00	.0%
0011021	543000	REP & MAIN	.00	150.00	150.00	.00	.00	150.00	.0%
0011021	543100	MV SERVICE	3.94	100.00	100.00	.00	.00	.00	-100.0%
0011021	553000	TELEPHONE	72.90	100.00	100.00	57.55	100.00	100.00	.0%
0011021	553100	POSTAGE	806.42	1,000.00	1,000.00	493.13	1,000.00	1,000.00	.0%
0011021	554000	TRAV REIMB	69.40	200.00	200.00	.00	200.00	200.00	.0%
0011021	555000	PRINT/BIND	560.25	600.00	600.00	.00	600.00	600.00	.0%
0011021	557700	ADVERTIS	14,443.06	13,000.00	13,000.00	13,332.28	13,385.00	13,000.00	.0%
0011021	561800	PROG SUPPL	3,657.40	3,855.00	3,855.00	647.62	3,855.00	3,855.00	.0%
0011021	562600	MOT FUELS	43.31	100.00	100.00	19.02	19.02	.00	-100.0%
0011021	569000	OFFIC SUPL	997.02	1,000.00	1,000.00	999.96	1,000.00	1,000.00	.0%
0011021	581120	CONF MEMB	962.00	1,000.00	1,000.00	527.00	1,000.00	1,000.00	.0%
0011021	581135	SCHOOLING	17,138.79	10,000.00	19,360.00	3,025.00	19,360.00	10,000.00	.0%
0011021	589100	EMPL MISC	476.37	500.00	500.00	.00	500.00	500.00	.0%
TOTAL HUMAN RESOURCES			621,933.54	585,870.00	475,465.00	235,520.26	396,474.02	410,085.00	-30.0%
TOTAL GENERAL FUND			621,933.54	585,870.00	475,465.00	235,520.26	396,474.02	410,085.00	-30.0%
		GRAND TOTAL	621,933.54	585,870.00	475,465.00	235,520.26	396,474.02	410,085.00	-30.0%

** END OF REPORT - Generated by Sharon Chaika **

Personnel- 0011021

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Employee Salaries - 4 employees	$ 494,510	$ 322,000
Overtime	515100	Personnel Analyst - as needed	$ 1,000	$ 1,100
Other Wages	517000	Vacation buyback and claims differential	$ 1,335	$ 4,865
Prof. Fees	531000	Legal fees, test vendor fees	$ 34,500	$ 34,500
Training	531140	City wide training: includes sexual harassment training for supervisors and other miscellaneous training	$ 12,000	$ 5,000
Applitrak	531145	Online employment application system	$ 3,920	$ 4,215
Pre-Employment Exams	531300	Medical and drug screens	$ 7,000	$ 7,000
Repairs & Maint	543000	Equipment repairs as needed	$ 150	$ 150
MV Service	543100	For Personnel vehicle as needed	$ 100	$ -
Telephone	553000	Work related long distance charges	$ 100	$ 100
Postage	553100	As necessary for department mailings	$ 1,000	$ 1,000
Travel Reimbursement	554000	Mileage	$ 200	$ 200
Printing & Binding	555000	Envelopes, business cards, PAF's, Fire performance appraisals	$ 600	$ 600
Advertising	557700	For recruitment purposes (print and on-line media)	$ 13,000	$ 13,000
Program Supplies	561800	Test materials, subscriptions, cdl program supplies	$ 3,855	$ 3,855
Motor Fuels	562600	For Personnel vehicle as needed	$ 100	$ -
Office Supplies	569000	Miscellaneous office supplies	$ 1,000	$ 1,000
Conf & Memberships	581120	ConnPelra membership $240	$ 1,000	$ 1,000
		IPMA membership $401		
		PRIMA membership $35		
		Topical seminars as approved $324		
Schooling & Education	581135	Employee tuition reimbursement program	$ 10,000	$ 10,000
Employee Misc Exp	589100	Employee safety training supplies	$ 500	$ 500
		Total	**$ 585,870**	**$ 410,085**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: HUMAN RESOURCES

ORG CODE: 0011021

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NB	12-1	Vacant	HR Director	134,822		110,757
NB	8-7	2/21/2007	Assistant HR Director	92,274	98,000	94,816
NB	5-7	6/24/1998	Human Resources Analyst	69,454	71,369	71,369
233	6-3	10/17/2016	Senior Admin. Assistant	44,841	45,058	45,058
233			Benefits Analyst	53,616		0
BPSA			Risk Manager	99,502	25,000	0
			TOTALS	**$ 494,510**		**$ 322,000**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: HUMAN RESOURCES

ORG CODE: 0011021

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NB	5-7	Personnel Analyst	20.00	1,000	2,500	1,100

City of Bristol
Salary Worksheet- Other Wages-517000
FY 2019-2020

DEPARTMENT: HUMAN RESOURCES

ORG CODE: 0011021

Position	Description*	# of Hours of Other Wages	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
Personnel Analyst	Vacation buy-back	37.5	1,335	2,535	1,365
Sr. Admin. Asst.	Claims-differential				3,500

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: CORPORATION COUNSEL **Org: 0011022**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th): The Department will conclude Fiscal Year 2018-2019 having accomplished several significant goals.

- Dramatically increased collection of monetary fines and penalties related to blight violations and building code enforcement.
- Negotiated an amendment to the municipal solid waste agreement with Covanta Energy.
- Sold several orphan parcels of City-owned real property.
- Completed an agreement with Doosan Energy for placement of a fuel cell at the Water Pollution Control facility.
- Provided guidance for the Charter Revision Commission resulting in several Charter amendments.
- Resolution of several tax appeals from Grand List 2017.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- As this Summary is being written, the Department has experienced a positive budgetary variance in its professional fees, which are expenditures for outside legal counsel and legal-related professional consultants (e.g., property appraisers and litigation consultants). This positive outcome results from strict oversight by the Corporation Counsel of the use of outside counsel for internal personnel and other matters, and a reduction in the number of professional conflicts of interest that otherwise would have required outside legal counsel.
- The Corporation Counsel also sought and achieved resolution of a significant legal issue involving a claim of illegal workplace harassment which, in past budget cycles, required substantial expenditures of resources for independent investigations and litigation preparation.
- Though the Department anticipates an uptick in outside counsel and professional fees for the remainder of the present budget year due to increasing levels of Mayor and City Council initiatives, the Department

anticipates ending the 2018-2019 Fiscal Year with an overall positive budgetary variance.

Fiscal Year 2020 Major Service Level Goals:

- The Department anticipates ongoing litigation involving Green Hills School and the manufacturers of school field turf to continue, and to require more intensive Department involvement.
- Several collection actions will ripen and likely conclude in 2020.
- Efforts to redevelop and convey City property at Centre Square will continue, requiring the Department to consult with Planning, Land Use, the Bristol Development Authority (BDA), and external entities wishing to acquire property.
- Plans to redevelop Memorial Boulevard School into a magnet arts school will likewise hasten and demand Department resources.
- The Charter Revision Commission organized in spring 2019 and will report its recommendations and require the Department's legal consultation to ensure its work is formalized and prepared for inclusion on the 2019 electoral ballot.
- Additional tax appeals involving commercial properties will be processed and be set for litigation.
- Review of the RFP for City Hall relocation will continue, resulting in final recommendations for the City Council.

Long Term Goals

- Our overarching long-term goal remains the same: To handle as much legal work "in-house" as our present staffing levels, staff expertise, and the Rules of Professional Conduct permit, and to make wise use of our resources when engaging outside legal firms and support professionals.
- In addition, the Department staff will continue to lend their considerable expertise to other departments needing legal advice and assistance.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011022	CORPORATION COUNSEL								
0011022	514000	REG WAGES	313,822.02	314,685.00	314,685.00	193,817.82	327,644.00	333,510.00	6.0%
0011022	515100	OVERTIME	1,780.44	2,000.00	2,000.00	1,364.44	1,365.00	.00	-100.0%
0011022	515200	PARTTIME	93,528.16	101,080.00	101,080.00	53,955.06	97,440.00	101,865.00	.8%
0011022	517000	OTHER WAGE	2,351.52	.00	.00	.00	.00	.00	.0%
0011022	531000	PROF FEES	120,384.78	255,000.00	393,000.00	79,479.82	80,080.00	255,000.00	.0%
0011022	531000 14021	PROF FEES	8,775.00	100,000.00	151,000.00	400.00	40,000.00	100,000.00	.0%
0011022	543000	REP & MAIN	.00	100.00	100.00	.00	.00	100.00	.0%
0011022	553000	TELEPHONE	34.45	150.00	150.00	29.58	100.00	150.00	.0%
0011022	553100	POSTAGE	299.64	1,000.00	1,000.00	152.57	400.00	900.00	-10.0%
0011022	554000	TRAV REIMB	579.20	900.00	900.00	878.50	900.00	1,500.00	66.7%
0011022	561800	PROG SUPPL	11,873.64	16,000.00	16,000.00	14,032.94	16,000.00	17,000.00	6.3%
0011022	569000	OFFIC SUPL	800.23	800.00	800.00	800.00	800.00	800.00	.0%
0011022	581120	CONF MEMB	889.11	785.00	785.00	660.00	785.00	900.00	14.6%
0011022	581135	SCHOOLING	648.00	3,000.00	3,000.00	585.00	1,500.00	2,000.00	-33.3%
TOTAL CORPORATION COUNSEL			555,766.19	795,500.00	984,500.00	346,155.73	567,014.00	813,725.00	2.3%
TOTAL GENERAL FUND			555,766.19	795,500.00	984,500.00	346,155.73	567,014.00	813,725.00	2.3%
		GRAND TOTAL	555,766.19	795,500.00	984,500.00	346,155.73	567,014.00	813,725.00	2.3%

** END OF REPORT - Generated by Sharon Chaika **

Corporation Counsel

Account	Object	Description	18-19 Budget	19-20 Request
REGULAR WAGES	514000	Richard Lacey, Thomas Conlin, Noelle Bates	$ 314,685	$ 333,510
OVERTIME WAGES & SALARIES	515100	Attendance at Real Estate Meetings (Reduced by half)	$ 2,000	$ -
PARTTIME WAGES & SALARIES	515200	Wyland Dale Clift, Jefferey Steeg, Gennesis Ojeda (including 200 hours of coverage for Legal Secretary's absences)	$ 101,080	$ 101,865
PROFESSIONAL FEES & SERVICES	531000	Outside Legal Counsel Fees	$ 255,000	$ 255,000
PROFESSIONAL FEES & SERVICES -14021	531000	Payment for legal fees and appraisals for tax appeals for re-evaluation	$ 100,000	$ 100,000
REPAIRS & MAINTENANCE	543000	Repairs for office equipment	$ 100	$ 100
TELEPHONE	553000	Long distance charges	$ 150	$ 150
POSTAGE	553100	Postage - Sending foreclosure demands via certified mail to reduce outside counsel fees	$ 1,000	$ 900
TRAVEL REIMBURSEMENT	554000	Attendance at Tax Appeal Hearings, Workers' Compensation matters and CLE credit seminars	$ 900	$ 1,500
PROGRAM SUPPLIES	561800	Westlaw contract, legal periodicals and office management software	$ 16,000	$ 17,000
OFFICE SUPPLIES	569000	Supplies for office	$ 800	$ 800
CONFERENCES & MEMBERSHIPS	581120	CT Bar Association (Richard and Tom) CAMA Membership (All lawyers)	$ 785	$ 900
SCHOOLING & EDUCATION	581135	Seminars involving municipal matters	$ 3,000	$ 2,000
			$ 795,500	**$ 813,725**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: CORPORATION COUNSEL

ORG CODE: 0011022-514000

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NB	11-7	9/15/2019	Asst. Corporation Counsel	122,615	128,158	128,791
NB	11-7	12/30/2019	Asst. Corporation Counsel	122,615	128,158	128,791
BPSA	7-5/6	2/6/2019	Legal Administrator	69,455	71,328	75,928
			TOTALS	$ 314,685	$ 327,644	$ 333,510

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: CORPORATION COUNSEL

ORG CODE: 0011022-515200

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NB		11/14/2019	PT Corporation Counsel	40.00	41,895	42,270	42,270
NB		11/14/2019	PT Ast. Corporation Counsel	40	34,565	34,875	34,875
NB		11/16/2019	PT Administrative Asst.	18	20,195	20,295	20,295
			Absences	200			4,425

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Town and City Clerk **Org: 0011023**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Completed and wrote a State grant for backfile conversion of land record documents to electronic format and linked to indexes from 1925 through 1946 consisting of approximately 61,473 records. This project nearly completes a multi-year, long term goal of backfile scanning of the OIB land record indexes from 1905 to 1974.
- E-recorded approximately 1,562 documents in the past year. The volume of e-recorded documents continues to steadily increase.
- Administered and managed the absentee ballot process and issuance of 1,090 ballots for the November, 2018 election. This was a record number of ballots issued in a gubernatorial election. The ballots were issued utilizing the State CVRS program which was a change in the process.
- Facilitated the scanning and incorporation of the 1882-1890 OIB land record indexes on-line.
- Streamlined the process which provided more efficient customer service regarding the approval of merchandise/vendor licenses by retaining the function in the Police Department.
- Completed, wrote and received a State disaster recovery grant for $20,000 concerning water damage to documents and books in the basement vault belonging to the Assessor, Human Resources Department, and the Treasurer.
- Completed the process for a 2018 revision to the Bristol Charter and initiated the process for a 2019 Charter Revision Commission.
- Facilitated a server upgrade and migration of data for the COTT land record system performed by the Bristol Chief Information Officer and his staff.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- Expenditure requests are relatively stable. There is a slight decrease for Postage and Printing and Binding as fewer numbers of land documents are returned by mail in e-recording and dog license renewal reminders are sent by e-mail.
- There is an $80 increase in Conferences and Memberships since a second staff member became certified requiring additional Town Clerk Association dues in addition to a slight increase in conference fees.
- There were five position upgrades and annual salary increases retroactive to July 1, 2018 resulting in an 8.7% increase in Regular Wages.
- Several fees were increased by the Connecticut legislature. The fee increases included marriage licenses, liquor permits, notary appointments, notary

certifications, burial and cremation permits, map filings, and trade name certificates. All the revenue from the fee increases, except for marriage licenses, is retained by the City of Bristol.

- The Town Clerk's office no longer collects the revenue for merchandising licenses. To improve efficiency and make it more convenient for the customers, the collection of fees for the vendor/merchandising licenses was transferred to the police department since they are responsible for approving and reviewing them.
- The Bristol Town Clerk's office is one of the more technologically advanced offices in Connecticut which creates more efficient service requiring fewer staff than towns of similar size and workflow.

Fiscal Year 2020 Major Service Level Goals

- Complete and write a State grant for backfile conversion of land record documents to electronic format and link them to indexes from 1907 through 1925. The next grant will complete the multi-year, long term goal of backfile scanning and linking to the OIB land record indexes from 1905 to 1974.
- Continue the planning process to expand the Town Clerk vault space as a capital improvement project.
- Facilitate and administer the State of Connecticut electronic death registry system planned for December, 2019.

Long-Terms Goals and Issues

- Institute, plan, and manage a records management program to handle disaster recovery, and current and future needs for the storage, retention, and management of all municipal records in the City.

Performance Measures

- The Office serves more than 100 customers per day. This number does not include mail-in requests, telephone inquiries, e-mail requests, and internal requests. The Office consistently receives numerous compliments from the public and strives to provide the highest quality customer service while embracing technology with cost effective options for service efficiency.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011023	CITY CLERK								
0011023	422000	RECORD FEE	-271,453.00	-280,000.00	-280,000.00	-167,654.00	-280,000.00	-280,000.00	.0%
0011023	422020	DOGPENALTY	-465.50	-800.00	-800.00	-697.00	-700.00	-700.00	-12.5%
0011023	441001	MERCH LIC	-3,247.50	-2,500.00	-2,500.00	.00	.00	.00	-100.0%
0011023	441002	DOGLICENSE	-7,291.50	-8,000.00	-8,000.00	-3,967.00	-7,700.00	-7,500.00	-6.3%
0011023	441005	MARIAG LIC	-2,110.00	-2,500.00	-2,500.00	-1,920.00	-3,200.00	-3,000.00	20.0%
0011023	442001	FEES	-13,493.50	-11,000.00	-11,000.00	-7,276.50	-13,000.00	-12,000.00	9.1%
0011023	442002	LIQUOR	-150.00	-150.00	-150.00	-860.00	-1,500.00	-1,500.00	900.0%
0011023	442003	NOTARY SER	-1,900.00	-2,000.00	-2,000.00	-1,370.00	-2,000.00	-2,000.00	.0%
0011023	442004	NOTARY APP	-1,660.00	-1,500.00	-1,500.00	-1,940.00	-3,000.00	-3,000.00	100.0%
0011023	442005	BURIAL PER	-2,469.00	-2,400.00	-2,400.00	-2,995.00	-4,100.00	-4,100.00	70.8%
0011023	442007	TRADE NAME	-570.00	-600.00	-600.00	-650.00	-1,100.00	-1,100.00	83.3%
0011023	442011	VITALS	-126,504.00	-118,000.00	-118,000.00	-82,217.00	-122,000.00	-118,000.00	.0%
0011023	450102	COPIER CHG	-47,734.50	-46,000.00	-46,000.00	-28,661.02	-46,000.00	-46,000.00	.0%
0011023	450115	CONVEYANCE	-932,874.71	-825,000.00	-825,000.00	-626,494.08	-850,000.00	-825,000.00	.0%
TOTAL CITY CLERK			-1,411,923.21	-1,300,450.00	-1,300,450.00	-926,701.60	-1,334,300.00	-1,303,900.00	.3%
TOTAL GENERAL FUND			-1,411,923.21	-1,300,450.00	-1,300,450.00	-926,701.60	-1,334,300.00	-1,303,900.00	.3%
		GRAND TOTAL	-1,411,923.21	-1,300,450.00	-1,300,450.00	-926,701.60	-1,334,300.00	-1,303,900.00	.3%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011023	CITY CLERK								
0011023	514000	REG WAGES	358,567.80	357,165.00	368,130.00	224,157.33	375,055.00	388,115.00	8.7%
0011023	515100	OVERTIME	1,633.05	2,200.00	2,200.00	105.73	2,000.00	2,200.00	.0%
0011023	531000	PROF FEES	47,410.52	55,000.00	55,000.00	37,779.27	55,000.00	55,000.00	.0%
0011023	543000	REP & MAIN	188.00	400.00	400.00	200.50	400.00	400.00	.0%
0011023	553000	TELEPHONE	13.08	50.00	50.00	19.24	50.00	50.00	.0%
0011023	553100	POSTAGE	4,321.11	6,000.00	6,000.00	2,087.80	4,900.00	5,500.00	-8.3%
0011023	554000	TRAV REIMB	200.35	250.00	250.00	109.00	250.00	250.00	.0%
0011023	555000	PRINT/BIND	3,419.84	5,600.00	5,600.00	4,147.00	5,500.00	5,500.00	-1.8%
0011023	557700	ADVERTIS	2,423.60	4,000.00	4,000.00	3,975.25	4,700.00	4,000.00	.0%
0011023	561800	PROG SUPPL	232.46	250.00	250.00	26.47	250.00	250.00	.0%
0011023	569000	OFFIC SUPL	1,263.17	1,900.00	1,900.00	1,218.50	1,900.00	1,900.00	.0%
0011023	581120	CONF MEMB	815.00	845.00	845.00	845.00	925.00	925.00	9.5%
0011023	581135	SCHOOLING	255.00	625.00	625.00	410.00	625.00	625.00	.0%
TOTAL CITY CLERK			420,742.98	434,285.00	445,250.00	275,081.09	451,555.00	464,715.00	7.0%
TOTAL GENERAL FUND			420,742.98	434,285.00	445,250.00	275,081.09	451,555.00	464,715.00	7.0%
		GRAND TOTAL	420,742.98	434,285.00	445,250.00	275,081.09	451,555.00	464,715.00	7.0%

** END OF REPORT - Generated by Sharon Chaika **

City Clerk - 1023

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Wages for employees in department	$ 357,165	$ 388,115
Overtime	515100	Overtime for Council and Joint Board meetings and election day work	$ 2,200	$ 2,200
Professional Fees	531000	Land record and ordinance vendor fees, printing, books, microfilm creation and storage, archival paper, etc.	$ 55,000	$ 55,000
Repairs & Maint	543000	Repairs and maintenance for equipment such as time and date stampers	$ 400	$ 400
Telephone	553000	Telephone calls to customers and other government agencies	$ 50	$ 50
Postage	553100	Mailing of land record documents, correspondence, vitals records, State related work and dog licenses, etc.	$ 6,000	$ 5,500
Travel Reimbursement	554000	Automobile reimbursement to attend town clerk classes and conferences	$ 250	$ 250
Printing & Binding	555000	Printing and binding of land records, vitals, military and historic documents	$ 5,600	$ 5,500
Advertisting	557700	Advertisting for elections, Charter Revision, ordinances, legal notices, audits, etc.	$ 4,000	$ 4,000
Conf. & Memberships	581120	Town Clerk Conferences and memberships for town clerk and asst. town clerk	$ 845	$ 925
Program Supplies	561800	Desiccant for vault, paper, archival supplies, glue, inkers, stamps, etc.	$ 250	$ 250
Office Supplies	569000	Pens, paper, tape, binders, envelopes, markers, staples, tape, thumb drives, folders, storage boxes, seals, etc.	$ 1,900	$ 1,900
Schooling & Education	581135	Town Clerk and training classes for the town clerk and staff	$ 625	$ 625
			$ 434,285	**$ 464,715**

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: City Clerk

ORG CODE: 0011023

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
233	5-3	7/1/2019	Administrative Assistant	41,649	41,650	42,190
233	7-3	7/1/2019	Senior Administrative Asst.	45,599	45,600	48,595
233	8-3	7/1/2019	Statutory & Legislative Coord.	51,523	51,525	52,115
233	8-3	7/1/2019	Statutory & Legislative Coord.	51,523	51,525	52,115
NB	6-7	1/1/2019	Asst. Town & City Clerk	76,396	78,505	78,505
NB	10-7	1/1/2019	Town & City Clerk	101,440	111,325	114,595
			TOTALS	$ 368,130	$ 380,130	$ 388,115

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: City Clerk

ORG CODE: 0011023

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
233	5-3	Administrative Assistant		50	50	100
233	7-3	Senior Administrative Asst.		50	350	350
233	8-3	Statutory & Legislative Coord.		100	500	450
233	8-3	Statutory & Legislative Coord.		100	300	300
NB	6-7	Asst. Town & City Clerk		1,900	1,000	1,000
			TOTALS	$ 2,200	$ 2,200	$ 2,200

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
1338	PW/Parks/Water Dept.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011024	BOARD OF FINANCE								
0011024	515100	OVERTIME	1,695.12	1,360.00	1,360.00	737.04	1,550.00	1,550.00	14.0%
0011024	531000	PROF FEES	65,570.00	83,000.00	83,000.00	82,490.00	82,490.00	83,500.00	.6%
0011024	531000 18022	OPER REV	24,118.50	.00	.00	.00	.00	.00	.0%
0011024	589100	MISC	90.00	100.00	100.00	.00	.00	100.00	.0%
TOTAL BOARD OF FINANCE			91,473.62	84,460.00	84,460.00	83,227.04	84,040.00	85,150.00	.8%
TOTAL GENERAL FUND			91,473.62	84,460.00	84,460.00	83,227.04	84,040.00	85,150.00	.8%
		GRAND TOTAL	91,473.62	84,460.00	84,460.00	83,227.04	84,040.00	85,150.00	.8%

** END OF REPORT - Generated by Sharon Chaika **

Board of Finance - 0011024

Account	Object	Description
Overtime	515100	Recording of 12 Regular Board of Finance Meetings & 2 Budget Workshops Special BOF & Subcommittees, as needed
Prof. Fees	531000	General City Audit - Year 2 & $20,000 for Special Projects Audit Total is split between City and BOE, Water and BBHD
Miscellaneous	589100	Books/Materials for the Board of Finance

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011026	HOUSING CODE BOARD OF APPEALS								
0011026	515100	OVERTIME	274.84	400.00	400.00	68.79	400.00	400.00	.0%
0011026	553100	POSTAGE	39.93	40.00	40.00	13.34	40.00	40.00	.0%
TOTAL HOUSING CODE BOARD OF			314.77	440.00	440.00	82.13	440.00	440.00	.0%
TOTAL GENERAL FUND			314.77	440.00	440.00	82.13	440.00	440.00	.0%
		GRAND TOTAL	314.77	440.00	440.00	82.13	440.00	440.00	.0%

** END OF REPORT - Generated by Sharon Chaika **

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Aging **Org: 0011027**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- The Department of Aging Services provides Bristol's senior citizens aged 55 and older (15% of the population) with a wide variety of programs and services aimed at promoting health, recreation, socialization, independence and aging with dignity. Seniors can take advantage of the many services offered at the Beals Senior-Community Center (Senior Center), which includes a daily lunch program, dental and foot care services and social service assistance. Additionally, the Senior Center offers many recreational activities, including a billiards parlor, woodworking shop, ceramics, art, fitness classes, weekly dances, trips, community gardens and several classes including computers courses. Other activities available at the Senior Center include: a coffee shop, a library, a boutique and a fitness room. There are many opportunities for seniors to volunteer throughout the year. The Executive Director also serves as the Municipal Agent for the Elderly.

- The Department's main focus is providing services to seniors. The director of the Department also has a responsibility to the tenants housed in the complex, which include the Bristol Burlington Health District, Bristol Board of Education Pre-School and the Region 19 Probate Court.

- Reach out to residents aged 55 and older and encourage membership. Based on our active membership participation, age 55-59 year olds was at 2.7% in 2018, and is currently at 3.8% since July 1, 2018. Participation of 60-64 year olds was at 10% in 2018, and is currently at 12.3% since July 1, 2018. While the majority of our membership is between the ages of 65–85, younger seniors, many of whom still work, are getting involved in Senior Center programs and services.

- Continue to offer intergenerational programs of interest. The Senior Center once again worked with the Board of Education to offer

intergenerational programming as well this past year. Members of the Bristol Central High School Interact Club volunteer at most of our special events serving the seniors and providing assistance as necessary. We worked with the students from the Bristol Preparatory Academy this year to offer classes in technical support. Seniors were taught by the students on a one on one basis to learn how to use their personal devices, whether it was a new cell phone, PC, MacBook, Kindle or iPad. Seniors and students worked together in six week sessions to learn about their devices. The Senior Center and the Bristol Pre-School collaborate on a Reading Buddies program. Seniors are matched up with the pre-school children and read books to them every Tuesday throughout the year. We worked with the United Way Youth Board to offer a Senior Prom. High school students from the area high schools helped in organizing and running this special event. 140 seniors enjoyed the night which included a tropical meal, live band and dancing, a photo booth, and, of course, a king and queen. Students from Bristol Eastern High School spend the day at our Senior Center volunteering at our Statewide Wii Bowling Tournament.

- Encourage the discussion on transportation issues and needs for the quickly growing senior population. The senior population continues to grow, with 15% of Bristol consisting of seniors. As these members age many lose their ability to drive. This can lead to isolation, depression, and safety issues. Many seniors do not have relatives in the area to bring them to their necessary appointments, etc. The Dial-A-Ride program has provided rides to many seniors and disabled residents within the City limits. However, they do not provide transportation to appointments outside of Bristol, and more recently are not able to handle the demand of requests for in town transportation. This past year, the Department of Aging secured a grant from Thomaston Savings Bank to purchase 50 ADA Paratransit ride booklets to provide seniors who qualify with a ride to and from doctor's appointments outside of Bristol. We have recently received the books and look forward to offering this service. In an effort to help seniors get around town when Dial-A-Ride is full, the Senior Center has purchased local bus passes as well. Seniors can come to the main office at the Senior Center and request a bus ticket as needed. We are also working closely with HRA to determine how many rides are being denied to determine what it would cost to adequately service their ongoing requests.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- This year's budget shows an increase mainly due to union contract/salary increases and economic forecasts.
- Carpeting is needed in the Billiards Room. This carpet did not get replaced during the most recent construction due to continued roof issues. This past year the roof issues have been resolved. Carpet replacement is necessary.
- We are working to replace broken lighting with new LED lighting in conjunction with the Building Maintenance Committee.
- Review facility rentals rates, and update to take effect July 1, 2019.

Fiscal Year 2020 Major Service Level Goals:

- Bring more community awareness to the Senior Center/Department of Aging and make residents aware of the opportunities and services available.
- Carpet Billiards Room.
- LED lighting in the Gym in conjunction with the Building Committee.
- Continue to replace outside lighting with LED as needed.

Long Term Goals

- Continue to address the transportation challenges for the senior population.
- Explore additional parking for the Beals Senior/Community Center.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011027	DEPARTMENT OF AGING SERVICES								
0011027	450004	SR NON RES	-4,315.00	-3,000.00	-3,000.00	-3,945.00	-4,000.00	-4,000.00	33.3%
0011027	450315	CTRRENTALS	-65,192.39	-66,300.00	-66,300.00	-58,756.85	-63,400.00	-63,400.00	-4.4%
TOTAL DEPARTMENT OF AGING SE			-69,507.39	-69,300.00	-69,300.00	-62,701.85	-67,400.00	-67,400.00	-2.7%
TOTAL GENERAL FUND			-69,507.39	-69,300.00	-69,300.00	-62,701.85	-67,400.00	-67,400.00	-2.7%
		GRAND TOTAL	-69,507.39	-69,300.00	-69,300.00	-62,701.85	-67,400.00	-67,400.00	-2.7%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011027	DEPARTMENT OF AGING SERVICES								
0011027	514000	REG WAGES	379,056.73	375,830.00	389,126.00	238,818.44	389,126.00	397,965.00	5.9%
0011027	515100	OVERTIME	15,761.08	18,995.00	18,995.00	5,303.84	20,197.00	20,200.00	6.3%
0011027	517000	OTHER WAGE	19,061.05	20,025.00	19,025.00	7,184.50	18,387.00	18,520.00	-7.5%
0011027	541000	UTILITIES	106,806.94	105,000.00	105,000.00	105,000.02	105,000.00	105,000.00	.0%
0011027	541100	WATER SEWR	3,960.48	4,100.00	4,100.00	4,100.00	4,300.00	4,300.00	4.9%
0011027	543000	REP & MAIN	7,002.72	7,000.00	8,428.37	6,374.07	7,000.00	7,000.00	.0%
0011027	553000	TELEPHONE	1,334.33	1,250.00	1,250.00	1,232.86	1,430.00	1,610.00	28.8%
0011027	553100	POSTAGE	1,190.72	1,300.00	1,300.00	1,088.49	1,300.00	1,540.00	18.5%
0011027	554000	TRAV REIMB	1,146.89	1,200.00	1,200.00	672.34	1,200.00	1,300.00	8.3%
0011027	561400	MAINT SUPL	10,869.64	12,000.00	12,000.00	11,000.00	12,000.00	12,000.00	.0%
0011027	561800	PROG SUPPL	6,071.42	6,000.00	6,000.00	5,601.88	6,000.00	6,000.00	.0%
0011027	562200	NATURALGAS	31,090.46	34,000.00	34,000.00	32,000.00	34,000.00	35,360.00	4.0%
0011027	562300	GENTR FUEL	.00	1,500.00	1,500.00	.00	1,500.00	1,500.00	.0%
0011027	569000	OFFIC SUPL	849.96	850.00	850.00	780.00	850.00	850.00	.0%
0011027	579999	2020 EQUIP	.00	.00	.00	.00	.00	5,000.00	.0%
0011027	581120	CONF MEMB	495.00	500.00	500.00	419.00	500.00	500.00	.0%
0011027	585028	BCO-DIAL A	70,160.00	70,160.00	70,160.00	70,160.00	70,160.00	70,160.00	.0%
TOTAL DEPARTMENT OF AGING SE			654,857.42	659,710.00	673,434.37	489,735.44	672,950.00	688,805.00	4.4%
TOTAL GENERAL FUND			654,857.42	659,710.00	673,434.37	489,735.44	672,950.00	688,805.00	4.4%
		GRAND TOTAL	654,857.42	659,710.00	673,434.37	489,735.44	672,950.00	688,805.00	4.4%

** END OF REPORT - Generated by Sharon Chaika **

Aging- 0011027

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Reflects a full staff, all at their highest salary step	$ 375,830	$ 397,965
Overtime Wages	515100	Rentals, snow removal, floors, call ins, holiday, OT, Special Event OT. Increase is due to a new yearly weekend rental. Rental fees will offset the cost. Increase is also to begin the project of painting the Bristol Burlington Health District offices.	$ 18,995	$ 20,200
Other Wages	517000	Night Differentials, Vacation buy back, Night differential on OT. Decrease to the elimination of BPSA Bonus.	$ 20,025	$ 18,520
Public Utilities	541000	Reflects electricity payments for the entire facility. Facility now has central air conditioning. Increase reflects bills treading upward.	$ 105,000	$ 105,000
Water & Sewer	541100	Amount was increased due to higher payments the first two quarters this year.	$ 4,100	$ 4,300
Repairs & Maint	543000	Covers needs including: waste removal, cleaning supplies, security, firehood inspection, generator inspection,uniforms, and general repairs as they arise	$ 7,000	$ 7,000
Telephone	553000	Increase to reinstate phone lines to maintain Fire Alarm Panel	$ 1,250	$ 1,610
Postage	553100	Increase to support rate increase	$ 1,300	$ 1,540
Travel Reimbursement	554000	Amount was increased to support travel to assist Burlington residents monthly with medicare needs.	$ 1,200	$ 1,300
Maint Supplies	561400	No increase needed.	$ 12,000	$ 12,000
Program Supplies	561800	Reflects yearly program costs to include: Comcast, Ready Refresh, software maintenance fees, Bristol Press, Hartford Courant, Motion Picure license and special event and program supplies	$ 6,000	$ 6,000
Natural Gas	562200	Reflects our current heating costs with projected 4% increase. With the building in full use now for over a year, the costs have remained consistant with what we projected last year.	$ 34,000	$ 35,360
Generator Fuels	562300	Fuel for Generator as needed. Generated is tested bi-weekly throughout the year. Fuel is available if needed when power goes out. If not needed, the tank generally gets filled every other year.	$ 1,500	$ 1,500
Office Supplies	569000	No increase needed	$ 850	$ 850
Conferences & Mbr	581120	Used to pay for membership for the Executive Director, Assistant Director, and Senior Coordinator to various associations, and to attend appropriate meetings and seminars	$ 500	$ 500
BCO- Dial-A-Ride	585028	City's contribution to rides provided to Dr's, Senior Center, and groceries. The number of seniors who do not drive is steadily growing. Increase is to privide rides to those that have been denied in the past due to lack of funding.	$ 70,160	$ 70,160
Capital Outlay	579999	Carpeting for Billiards Room		$ 5,000
			$ 659,710	$ 688,805

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2019-2020

DEPARTMENT: Department of Aging

ORG CODE: 0011027-541000

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
BPSA	9-7	12/7/1987	Executive Director	90,484	97,520	100,206
BPSA	7-5	1/15/1996	Assistant Director	61,884	68,144	73,197
L233	9-3	11/2/2003	Superv. Sr. Center maint.	55,376	55,376	55,649
L233	5-3	7/1/2013	Cust./Maint. Man	41,983	41,983	42,189
L233	6-3	8/30/2016	Senior Coordinator	44,837	44,837	45,058
L233	4A-3	12/18/2002	Staff Assistant	40,633	40,633	40,833
L233	4A-3	1/11/2016	Custodian	40,633	40,633	40,833
			TOTALS	**$ 375,830**	**$ 389,126**	**$ 397,965**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
L1338	PW/Parks/Water Dept.

All positions must be approved by the salary committee before inclusion in the budget process. If there is a new position, include proper documentation with approvals.

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: Department of Aging

ORG CODE: 0011027-515100

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
L-233	9-3	Maint. Supervisor @ 1.5	162.00	6,865		
L-233	9-3	Maint. Supervisor @ 2	28	1,589		
L-233	9-3	Maint. Supervisor @ ST	4	NA		
L-233	5-3	Evening Cust./Maint. @ 1.5	129	4,154		
L-233	5-3	Evening Cust./Maint. @ 2	28	1,589		
L-233	5-3	Evening Cust./Maint. ST	2	NA		
L-233	4A-3	Custodian @ 1.5	129	4,021		
L-233	4A-3	Custodian @ 2	28	1,164		
L-233	4A-3	Custodian @ ST	2	42		
L-233	9-3	Maint. Supervisor @ 1.5	166		7,052	7,052
L-233	9-3	Maint. Supervisor @ 2	32		1,813	1,813
L-233	9-3	Maint. Supervisor @ ST	4		114	114
L-233	5-3	Evening Cust./Maint. @ 1.5	133		4,283	4,283
L-233	5-3	Evening Cust./Maint. @ 2	32		1,374	1,374
L-233	5-3	Evening Cust./Maint. ST	2		43	43
L-233	4A-3	Custodian @ 1.5	133		4,146	4,146
L-233	4A-3	Custodian @ 2	32		1,330	1,330
L-233	4A-3	Custodian @ ST	2		42	42
		TOTALS		**$ 19,424**	**$ 20,197**	**$ 20,197**

Unions are as follows:

BPSA	Supervisors
L233	City Hall
L773	Fire
NB	Non-Bargaining
L754	Police
1338	PW/Parks/Water Dept.

City of Bristol
Salary Worksheet- Other Wages-517000
FY 2019-2020

DEPARTMENT: Department of Aging

ORG CODE: 0011027-517000

Position	Description*	# of Hours of Other Wages	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
Maint. Superv. @ Sraight Time	12% Differential	1,965.0	6,647	6,647	6,681
Maint. Superv. @ 1.5	ND on OT	162.0	825	847	847
Maint. Superv. @ 2	ND on DT	28.0	190	218	218
Maint. Superv. @ ST OT	ND on ST OT	4.0	0	14	14
Evening Cust/Maint. @ ST	6% Differential	1,965.0	2,522	2,522	2,535
Evening Cust/Maint. @ 1.5	ND on OT	129.0	250	258	258
Evening Cust/Maint. @ 2	ND on DT	28.0	72	83	83
Evening Cust/Maint. @ ST OT	ND on ST OT	2.0	0	3	3
Custodian @ Straight Time	6% Differential	1,965.0	2,444	2,444	2,456
Custodian @ 1.5	ND on OT	129.0	242	250	250
Custodian @ 2	ND on DT	28.0	70	80	80
Custodian @ ST OT	ND on ST OT	2.0	0	3	3
Executive Director	Vacation Buy Back	1.0	1,735	1,870	1,912
Assistant Director	Vacation Buy Back	1.0	1,187	1,306	1,336
Maintenance Supervisor	Vacation Buy Back	1.0	1,062	1,062	1,062
Staff Assistant	Vacation Buy Back	1.0	779	780	780
	TOTALS		**$ 18,025**	**$ 18,387**	**$ 18,518**

***Description options include shift differential, vacation buy-back and different code pay adjustments that occur throughout the fiscal year.**

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011030	CITY MEMBERSHIPS								
0011030	531000	NVCOG FRW	25,824.00	.00	.00	.00	.00	.00	.0%
0011030	531001	CCM	.00	42,230.00	42,230.00	41,894.00	41,894.00	41,895.00	-.8%
0011030	531002	NVCOG	.00	22,615.00	22,615.00	21,954.00	21,954.00	30,155.00	33.3%
0011030	531003	FARM RIV	.00	3,870.00	3,870.00	3,870.00	3,870.00	3,875.00	.1%
TOTAL CITY MEMBERSHIPS			25,824.00	68,715.00	68,715.00	67,718.00	67,718.00	75,925.00	10.5%
TOTAL GENERAL FUND			25,824.00	68,715.00	68,715.00	67,718.00	67,718.00	75,925.00	10.5%
		GRAND TOTAL	25,824.00	68,715.00	68,715.00	67,718.00	67,718.00	75,925.00	10.5%

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NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS
49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 · 203-757-0535 · 203-735-8688 · nvcogct.org

January 15, 2019

Mayor Ellen Zoppo-Sassu
City of Bristol
111 N. Main Street
Bristol, CT 06010

Dear Mayor Zoppo-Sassu:

At its January 11, 2019 meeting, NVCOG adopted a preliminary budget and dues estimate for the FYE 2020 pursuant to the bylaws adopted by the member municipalities. This Dues notice is for planning purposes and you are advised to reserve the increased amount in your appropriations. It is anticipated that the NVCOG staff will present and the NVCOG board will adopt a budget in either May or June 2019 after the state of Connecticut adopts a new biennial budget. This early notification is intended to maintain status quo funding of federal transportation planning programs in the event that reductions in cost share to your COG/MPO implemented following the last state budget adoption are continued into the new budget.

NVCOG incurred a planned deficit in this account during FYE 2019 to make up for the last minute reduction in matching funds from CTDOT caused by the $1 million legislative budget cut to the Planning & Research line item in their budget. NVCOG was able to absorb this extra cost last year on behalf of our members but cannot do so should the match reduction remain at current levels; thus the preliminary estimate for the increase in dues.

As the representative to the NVCOG each municipal CEO makes the dues request to his or her respective municipality. However, should you require further information, explanation or clarification please contact me and I would be pleased to meet or appear at any town budget meeting to explain the request. Of course we hope that we can convince the General Assembly to restore the reduction so that we may continue to provide access to funding for local roads, sidewalks, bridges and other qualifying highway infrastructure without leaving federal funds on the table.

For budgeting purposes, NVCOG's FYE 2020 approved preliminary dues request for Bristol is currently $30,151.
Thank you for your continued support of NVCOG. We hope that you find that we serve your community well.

Best regards,

Richard T. Dunne
Executive Director

D:b
Enc.
cc: Diane Waldron, Comptroller

Farmington River Watershed Association, Inc.
749 Hopmeadow Street, Simsbury, Connecticut 06070
(860) 658-4442 Fax (860) 651-7519 www.frwa.org

January 2, 2019

Diane Waldron
Office of the Comptroller
City of Bristol
111 North Main Street
Bristol, CT 06010

Re: Request for FY 19-20 Support

Dear Ms. Waldron,

On behalf of the Farmington River Watershed Association (FRWA), I am writing to ask the City of Bristol to continue supporting our efforts to protect the Pequabuck River for FY 19-20 at the rate of $3,871.

As you know, the Pequabuck River (a key tributary to the Farmington) has improved dramatically over the past 30 years, but it remains a challenge to improve and protect its water quality. We envision the Pequabuck as a "destination" for businesses, recreation, and a cause for civic pride.

Over the past year, FRWA has worked to protect the Farmington River and its tributaries with projects such as these:

- **Pequabuck River Watershed Based Plan** - FRWA has a Clean Water Act Section 319 grant from CT DEEP to develop an EPA-approved Watershed Based Plan for the Pequabuck River. We kicked off the project in Fall 2015, engaging Princeton Hydro Engineering to gather data, analyze it, and recommend action items. Ray Rogozinski, Jason Morrocco, and Carol Noble have already been a great help in moving the project forward, and we really appreciate their participation. Having an EPA-approved plan will (we hope) open the door for Clean Water Act federal funding to address stormwater runoff issues in Bristol. As the project concludes, we look forward to working together on WBP recommendations that apply to Bristol.
- **Stormwater Education and Outreach** - FRWA is referenced in Bristol's Storm Water Management Plan as potentially playing a large role in developing the city's public outreach on stormwater. In 2017, FRWA was awarded a grant from the National Fish and Wildlife Foundation to do stormwater education and outreach in urban communities. We began outreach programs for the Bristol Boys and Girls Club, and started discussions with Carol Noble about assisting with further outreach in 2019 that will help the town fulfill its MS4 outreach requirements. We have been working on a rain garden installation for Page Park's Ski Lodge building for spring 2019 which will be a great spot for public education while solving problems with runoff and icing around the building.
- **Dam Removal** - FRWA remains hopeful of removing Bristol Brass Dam and the contaminated sediments behind it. FYI, the dam removal designs are complete and approved by CT DOT, and all permits to do the dam removal remain current and are issued to FRWA. However, this "shovel-ready" civic improvement project was de-funded early in 2015. We continue to search for other sources of funding so that this highly desirable cleanup and river restoration project can go forward.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011034	COMMUNITY PROMOTIONS								
0011034	581730	MUM FEST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	.0%
0011034	581770	PROMOTIONS	17,148.70	25,000.00	34,600.00	5,787.98	25,000.00	25,000.00	.0%
0011034	583100	CITY PROMO	9,081.86	.00	.00	.00	.00	.00	.0%
TOTAL COMMUNITY PROMOTIONS			76,230.56	75,000.00	84,600.00	55,787.98	75,000.00	75,000.00	.0%
TOTAL GENERAL FUND			76,230.56	75,000.00	84,600.00	55,787.98	75,000.00	75,000.00	.0%
		GRAND TOTAL	76,230.56	75,000.00	84,600.00	55,787.98	75,000.00	75,000.00	.0%

** END OF REPORT - Generated by Sharon Chaika **

Bristol Mum Festival
Operating Budget - City Funds
2019 FY

Budget start date January 2019

Does Not Include Parade (Separate Budget)

CITY FUNDING REQUEST	**$35,000.00**
OPERATING RECEIPTS	
Bands/Entertainment	($10,000.00)
City Stage Rental (Labor & Sound Technicians Only)	($1,850.00)
Electrical Labor	($5,000.00)
Electrical Materials	($500.00)
Fire & Police Department (Fireworks)	($1,456.00)
Fireworks	($5,000.00)
General Decorations & Props	($860.00)
General Office Supplies	($1,500.00)
Generator Fuel Costs	($1,825.00)
Informational Boards, Site Plans & Field Signs	($570.00)
General Maintenance/Rubish - Labor	($936.00)
Maintenance Supplies	($274.00)
Marketing - Photo/Video Services	($500.00)
Marketing - Radio	($3,600.00)
Marketing Banners/Signs	($501.00)
Marketing Materials (Flyers, Programs, etc.)	($1,060.00)
Marketing - New Paper	($1,378.00)
Moving and Storage	($582.00)
Public Safety - Signage/Safety Materials/Cones	($1,283.00)
Security & Medical Service	($2,277.00)
Sound Technicians	($1,000.00)
State Permits	($100.00)
Volunteer Expenses (Shirts/Lanyards/Food)	($908.00)
TOTAL OPERATING RECEIPTS	**($42,960.00)**
Insurance, Fees & Permits	
City Permits	($50.00)
Electric	($50.00)
Insurance	($700.00)
Software Costs/Fees	($540.00)
Web Site	($125.00)
TOTAL	**($1,465.00)**
Equipment & Rental Fees	
Box Truck (Uhall)	($130.00)
Communication Equipment/Rental	($218.00)
General Equipment Rental	($58.00)
Generators & Generated Light Poles	($8,041.00)
Porta-Potties & Wash Stations	($4,855.00)
Table & Chair Rental	($2,470.00)
Tent Rental & Related Equipment	($6,000.00)
TOTAL EQUIPMENT & RENTAL FEES	**($21,772.00)**

1/14/2019

Bristol Mum Festival
Mum Festival Parade Budget
2019 FY

Budget start date January 2019

CITY FUNDING REQUEST	$15,000.00
Expenses	
Bristol Exchange Club Reimbursement	($1,000.00)
Cartoon Charecters	($275.00)
Entertainers (Stilt Walkers, Jugglers, etc,)	($800.00)
General Supplies (Command Center, Tents, Chairs, etc.)	($162.00)
Grand Stand Sound	($300.00)
Marching Bands (High School, Specialty Groups, Colleges, Fife & Drum)	($11,000.00)
Nutmeg TV	($250.00)
Office, Safety and Decoration Supples	($375.00)
Parade Awards	($1,471.00)
Parade Signage & Vehicle Magnets	($595.00)
Porta Potties	($430.00)
Printing, Postage and Marketing Materials	($425.00)
Profesional Judges	($300.00)
Radio Club	($250.00)
Travel & Related Expenses (Parade Marshal)	($400.00)
TOTAL SPONSOR RECEIPTS	**($18,033.00)**

PROGRAM EXPENSES	
Art Show	($655.00)
Car Show - Engraving/Certificates/Awards/Prizes	($1,034.00)
Characters	($818.00)
Family Programs	($4,396.00)
Miss Mum	($203.00)
Movie Night	($1,021.00)
Mumathon Road Race	($500.00)
One Voice Softball Game	($550.00)
Volunteer Thank You Picnic	($250.00)
TOTAL PROGRAM EXPENSES	**($9,427.00)**
OTHER EXPENSES	
Accountant Filing Fee	($750.00)
Bank Checks	($30.00)
Bristol Exchange Club Reimbursement	($1,000.00)
P.O Box Fee	($78.00)
Postage	($250.00)
Sponsorships (External)	($250.00)
Start-Up	($5,000.00)
TOTAL OTHER EXPENSES	**($7,358.00)**
TOTAL OPERATING DISBURSEMENTS	**($82,982.00)**

1/14/2019

Bristol Mum Festival
Gifts-In-Kind - Budget Off-Set
2019 FY

Budget start date January 2019

OPERATING ITEMS	
Bus Transportation	($2,000.00)
City Stage Rental	($800.00)
Electrical Labor	($500.00)
Entertainment	($1,500.00)
General Decorations & Props	($250.00)
General Office & Printer Supplies	($200.00)
Hall Rental	($500.00)
Marketing - Radio/Press	($6,000.00)
Marketing - Video Services	($1,000.00)
Marketing Banners/Signs	($500.00)
Marketing Materials (Flyers, Programs, etc.)	($150.00)
Moving and Storage	($2,000.00)
Other Supples	($150.00)
T-Shirts	($250.00)
Yale New Haven Health	($2,000.00)
TOTAL OPERATING ITEMS	**($17,800.00)**
Equipment & Rental Fees	
D'Amato Generators & Light Poles	($4,500.00)
Dumpsters	($1,000.00)
Electrical Materials (Pads from Carnival)	($3,700.00)
Golf Carts (Including Pick-Up & Delivery)	($4,200.00)
Plainville Generated Light Poles	($1,100.00)
PODS	($2,000.00)
Tilcon Generators & Light Poles	($3,800.00)
TOTAL EQUIPMENT GIFTS-IN-KIND	**($20,300.00)**
OTHER GIFTS-IN-KIND	
Family Events	($1,500.00)
Photographer	($500.00)
Festival Insurance	($6,000.00)
	$0.00
	$0.00
	$0.00
TOTAL OTHER GIFTS-IN-KIND	**($8,000.00)**
TOTAL GIFTS-IN-KIND	**($46,100.00)** *

These items are off-sets to the Mum Festival Budget. If we had to rent or aquire these items, our budget would be increased by that amount. These businesses receive sponsorships in return for service.	Gifts-In-Kind	*

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0011041	BOARDS AND COMMISSIONS								
0011041	515100	OVERTIME	5,523.19	5,000.00	5,000.00	2,477.26	5,000.00	5,000.00	.0%
0011041	553100	POSTAGE	52.26	50.00	50.00	16.45	50.00	50.00	.0%
0011041	557700	ADVERTISNG	.00	500.00	500.00	.00	500.00	500.00	.0%
TOTAL BOARDS AND COMMISSIONS			5,575.45	5,550.00	5,550.00	2,493.71	5,550.00	5,550.00	.0%
TOTAL GENERAL FUND			5,575.45	5,550.00	5,550.00	2,493.71	5,550.00	5,550.00	.0%
		GRAND TOTAL	5,575.45	5,550.00	5,550.00	2,493.71	5,550.00	5,550.00	.0%

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Boards and Commissions - 0011041

Account	Object	Description	
Overtime	515100	Overtime for recording secretaries for miscellaneous Boards & Commissions within the City but not limited to the following: Board of Ethics, Cemetery Commission, Charter Revision Commission, Commission for Persons with Disabilities, Diversity Council, Energy Commission, FOI Commission, Mayor's Arts & Culture Commission, Ordinance Commission, Real Estate Committee, Transportation Commission	$ 5,000
Postage	553100	Mailing of Notices for Various Boards/Commissions	$ 50
Advertising	557700	Advertising for Public Hearings	$ 500
		TOTAL	$ 5,550

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Emergency Management **Org: 0012413**

Division: General Government

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- The Emergency Management Department has moved into an office in City Hall. This puts the department in close proximity to other city departments and first responders.
- During this past year, we have upgraded the training room at Fire House 4 into an auxiliary Emergency Operations Center (EOC) with new white boards, cork boards, 2 flat screen televisions and other EOC amenities. The room is wired for WiFi and will be used if the main EOC is compromised. The new city radio system enhanced the Emergency Management VHF radio system for communication to the CT State EOC in Hartford.
- The department, along with Community Emergency Response Team (CERT) volunteers, again presented the Federal Emergency Management Agency (FEMA) Sheltering and Temporary Essential Power (STEP) program to over 600 5th graders in the Bristol schools.
- CERT members participated in the first Annual Region 3 CERT Field Day in South Windsor. They displayed and discussed with other regional CERT teams their mission and equipment. The Director represents Bristol at state, regional and local committee meetings.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

- The Emergency Management budget requested an increase this year due to increased funding from the state DEMHS EMPG grant which partially funds this department. The city took advantage of the grant formularization to increase their funding request. The increase will permit the addition of a part-time assistant who will help coordinate the STEP Program, the CERT Ambassador Program and other community activities. These additional funds will also permit the department to

purchase additional equipment for the needs of the city and equipment for the CERT team as part of their shelter operations and other missions. This funding will also allow additional travel to more conferences, state meetings and training events for both the director and the CERT members.

Fiscal Year 2020 Major Service Level Goals:

- The Emergency Management Department looks to continue the FEMA STEP Program in the coming year.
- The City will again participate in the Governor's Statewide EPPI exercise this coming year.
- The Director will attend CRCOG, NVCOG, CREPC, CCM and SCCC meetings as a member of those regional and state committees keeping the city apprised of the latest training available to first responders.
- We will also attend local civic meetings as the City representative.
- We will lead the Bristol Cares Functional Needs Working Group in conjunction with the Commission on Persons with Disabilities.
- This department, along with CERT members, will work closely with the Bristol Burlington Health District to provide the necessary assistance in the performance of their duties.

Long Term Goals

- The long term goal of the Emergency Management Department is to educate city residents in emergency preparedness. This can be accomplished by presenting informative talks to any local civic, church, service or interested group. This will enhance the city's sustainability in the future against weather emergencies and disasters. It is a goal to provide first responders and other city departments with training and equipment necessary to augment their roles in serving the city's needs.
- The CERT is looking to increase membership with new leadership and training and program initiatives. This will enhance the city's ability to care for and service the needs of our community.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0012413 EMERGENCY MANAGEMENT							
0012413 431003 CIVIL/PREP	2,844.55	-8,785.00	-13,500.00	8,235.00	-13,500.00	-13,500.00	53.7%
TOTAL EMERGENCY MANAGEMENT	2,844.55	-8,785.00	-13,500.00	8,235.00	-13,500.00	-13,500.00	53.7%
TOTAL GENERAL FUND	2,844.55	-8,785.00	-13,500.00	8,235.00	-13,500.00	-13,500.00	53.7%
GRAND TOTAL	2,844.55	-8,785.00	-13,500.00	8,235.00	-13,500.00	-13,500.00	53.7%

** END OF REPORT - Generated by Sharon Chaika **

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0012413	EMERGENCY MANAGEMENT								
0012413	515200	PARTTIME	7,200.66	7,475.00	14,500.00	6,191.00	14,500.00	14,500.00	94.0%
0012413	553000	TELEPHONE	1,287.88	2,000.00	2,000.00	1,224.00	2,000.00	1,600.00	-20.0%
0012413	553100	POSTAGE	100.00	100.00	100.00	.00	100.00	100.00	.0%
0012413	554000	TRAV REIMB	819.64	800.00	800.00	705.07	800.00	800.00	.0%
0012413	555000	PRINT/BIND	.00	.00	.00	.00	100.00	500.00	.0%
0012413	561800	PROG SUPPL	2,004.26	4,500.00	5,400.00	3,408.47	5,400.00	5,500.00	22.2%
0012413	561825	CERT EXP	2,356.96	2,000.00	3,000.00	625.86	3,000.00	2,500.00	25.0%
0012413	569000	OFFIC SUPL	319.40	400.00	400.00	300.00	400.00	700.00	75.0%
0012413	581120	CONF & MEM	149.00	300.00	800.00	.00	800.00	800.00	166.7%
TOTAL EMERGENCY MANAGEMENT			14,237.80	17,575.00	27,000.00	12,454.40	27,100.00	27,000.00	53.6%
TOTAL GENERAL FUND			14,237.80	17,575.00	27,000.00	12,454.40	27,100.00	27,000.00	53.6%
		GRAND TOTAL	14,237.80	17,575.00	27,000.00	12,454.40	27,100.00	27,000.00	53.6%

** END OF REPORT - Generated by Sharon Chaika **

Emergency Management

Account	Object	Description	18-19 Budget	19-20 Request
PART TIME-EMERG MANAGEMENT	515200	Part Time Emergency Management Salary	$ 7,475	$ 14,500
TELEPHONE	553000	Repeater telephone 860-582-0169 $55 x 12 = $660 EM Cell Phone 860-866-7262 $55 x 12 = $660	$ 2,000	$ 1,600
POSTAGE	553100	Stamps	$ 100	$ 100
TRAVEL REIMBURSEMENT	554000	Estimate 2 trips to Hartford/month plus additional travel at $0.58/mile (change in mileage reimbursement)	$ 800	$ 800
PROGRAM SUPPLIES	561800	EOC equipment/office equipment (inc. CHMS ham radio antenna	$ 4,500	$ 5,500
CERT EXPENDITURES	561825	Training, First Aid Equipment, ID Items, Misc	$ 2,000	$ 2,500
OFFICE SUPPLIES	569000	Pads, folders, misc office supplies	$ 400	$ 700
CONFERENCES & MEMBERSHIPS	581120	CEMA Membership (increased to $100) & Miscellaneous Conferences ($200)	$ 300	$ 800
PRINTING & BINDING	555000	Pay per print - City Printer Miscellaneous printing/paper/ink		$ 500
			$ 17,575	**$ 27,000**

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: EMERGENCY MANAGEMENT

ORG CODE: 0012413

Union	Grade/ Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
			PT DIRECTOR	7,475	12,000	12,000
			PT ASST DIRECTOR	0	0	2,500

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0014500	HEALTH/SS OUTSIDE AGENCIES								
0014500	585001	NCRMH	4,233.00	4,235.00	4,235.00	4,233.00	4,233.00	4,235.00	.0%
0014500	585004	STVINCENT	37,500.00	30,000.00	30,000.00	30,000.00	30,000.00	60,000.00	100.0%
0014500	585005	C-MED	52,019.55	53,840.00	53,840.00	53,838.78	53,840.00	53,910.00	.1%
0014500	585098	HIV/TSKFRC	2,338.12	1,500.00	1,500.00	.00	1,500.00	1,500.00	.0%
0014500	585204	VETERANS	13,560.00	13,305.00	13,305.00	13,304.57	13,305.00	15,810.00	18.8%
TOTAL HEALTH/SS OUTSIDE AGEN			109,650.67	102,880.00	102,880.00	101,376.35	102,878.00	135,455.00	31.7%
TOTAL GENERAL FUND			109,650.67	102,880.00	102,880.00	101,376.35	102,878.00	135,455.00	31.7%
		GRAND TOTAL	109,650.67	102,880.00	102,880.00	101,376.35	102,878.00	135,455.00	31.7%

** END OF REPORT - Generated by Sharon Chaika **

NORTH CENTRAL REGIONAL
MENTAL HEALTH BOARD, INC.
151 New Park Ave., Suite 14A, Hartford, CT 06106
info@ncrmhb.org WWW.NCRMHB.ORG (860) 667-6388

November 27, 2018

Diane Waldron
Comptroller
111 North Main Street
Bristol CT 06010

Dear Ms. Diane Waldron:

First, I want to thank the town of Bristol for their town contribution for FY 2018-2019. We are grateful for the consistent level of support our towns continued to award us for this current year. I am submitting the yearly request for North Central Regional Mental Health Board (NCRMHB). Since 1992 the per capita contribution of towns to NCRMHB has remained constant at $.07. The FY 2019-2020 contribution for Bristol is $4,233 based upon 2010 census figures. Town funds combine with funds from the Connecticut Department of Mental Health and Addiction Services (DMHAS) to enable us to perform our statutory functions.

Created by Connecticut General Statutes (17a-483) in 1975, NCRMHB is a non-profit agency with volunteer members from each of the 37 towns in Region IV. **This unique structure permits local town representatives to evaluate state services provided to their citizens and recommend how state and federal mental health funds are to be spent. We are your town's quality assurance unit for local DMHAS funded services.**

Effective March 2018, NCRMHB's responsibility has expanded to include community education and prevention activities that address behavioral health concerns for individuals across the lifespan (including children). Through our work, local citizens have a **direct impact on the services** that Bristol residents receive from DMHAS. Town representatives identify local needs and conduct service evaluations that lead to decisions to increase local funding, as well as to eliminate or change ineffective programs. They conduct special studies that lead to critical changes or new services. At the request of DMHAS, they submit a yearly regional service plan to address new trends, needs, and gaps in services seen at the local level. As the state reviews competing service requests, **the regional board is vital in articulating local needs in its region and where limited service dollars need to be directed.**

The enclosed Annual Report documents NCRMHB's **leadership and success in** (1) **stimulating new and enhanced and higher quality behavioral health services**; (2) **promoting wellness**; (3) **developing tools and resources for increasing the involvement of family members**; (4) **fostering consumer involvement in research and project development**; 5) **influencing policy and resource allocation**; and 6) **educating and collaborating with our communities to** resolve local and statewide issues.

We ask for your support for **the successful, cost effective results that NCRMHB has produced for over forty years.** Your contribution funds a small staff that supports **over a hundred volunteers.** We invite officials to attend our local Catchment Area Council meetings on the second Thursday of the month or call our Executive Director, Marcia DuFore, or the town's representative with requests or concerns. We also address concerns monthly with the DMHAS Commissioner.

Sincerely,

Marcia DuFore

Marcia DuFore
Executive Director, North Central Regional Mental Health Board

HELP US HELP OTHERS

St. Vincent DePaul
Mission of Bristol, Inc.
P.O. Box 1922
Bristol, CT 06011-1922
(860) 589-9098
Fax (860) 589-4970

January 4, 2019

Jodi A. McGrane
Assistant to the Comptroller
City of Bristol
Office of the Comptroller
111 North Main Street
Bristol, CT 06010
Re: 2018-2019 Budget Request

Dear Jodi A. McGrane:

Enclosed is our Audit of FYE 9/30/18.

Our budget request is for: $60,000 in General Operating expenses for 7/1/2019 to 6/30/2020 for the Homeless Shelter.

As you will see from a review of our projected budget, the St. Vincent DePaul Mission needs the continued support and funding from all of the listed grant sources (State Department of Housing (DOH), Federal Emergency Management Agency (FEMA), United Way (UW), City of Bristol (CITY), Archdiocese of Hartford (AOH), CDBG, our local fundraising, and Donated Food in order to continue to provide homeless shelter services in Bristol. We have done everything that we can to reduce expenses including the continuation of our pay freeze which was enacted on 10/1/09 for all employees. No one has received a pay increase since that time.

On January 22, 2019, from 7pm to 11pm, the Homeless Point - In - Time Count in Bristol will once again tabulate sheltered and unsheltered homeless individuals and families. Although there seems to be a slight uptick in street homeless people in Bristol, these individuals are for the most part known to the homeless system but are very resistant to help (substance abuse and mental illness). Bristol has not had a huge street unsheltered homeless population, as in other communities, because the SVDP Shelter is able to help these individuals and families and to keep the streets essentially free of unsheltered homeless people.

The St. Vincent DePaul Mission Homeless Shelter provided shelter to 28 single males, 25 single females, 7 one-parent family members and 3 two-parent family members for a total of 121 unduplicated people for the FYE 6/30/18. 52% of the

single individuals and 67% of the family members exited to permanent housing situations.

Additionally, SVDP has contracted with Community Health Resources (CHR) to provide a Rapid Re-Housing Program (RRH). The Bristol area will have around $200,000 of rental assistance funds for rapidly rehousing literally homeless people. It is important to note that CHR administers the Diversion Program of the Central Connecticut Coordinated Access Network (CCCAN) and directly refers individuals and families to the RRH Program. There are Bristol individuals and families that go directly to housing and do not even enter the shelter system.

This past year 38% of all shelter clients were from Bristol. City funding to the shelter for 2018 - 2019 would be 5% of the Shelter's total budget.

SVDP has 3 goals for 2019-2020: A) Continue to effectively operate the homeless shelter and continue to operate a winter overflow shelter, B) Develop funding for Homeless Outreach capability, and C) Work to improve the functioning of the CCCAN.

Bristol has a need to provide assistance to the poorest in its community. The City's continued support is crucial to help the homeless in Bristol. A dollar spent on the Homeless Continuum of Care system is a 10-fold saving in Hospital Emergency Room care, Police service, City Community Services care, and criminal justice system care. SVDP is in the midst of providing the needed services to end homelessness. Without the effective central shelter service however, the care system breaks down and services are hard to provide and tent cities expand. SVDP cannot run an 8-hour shift with a part-time person. Staff are our true assets. We must not lose the shelter for Bristol people and we need every cent to keep it open!

Please let me know if you require any further information.
Sincerely,

Phillip J. Lysiak
Executive Director

North Central Connecticut Emergency Medical Services Council, Inc.

January 4, 2019

Ellen Zoppa-Sassu
Mayor
City of Bristol
111 North Main Street
Bristol, Connecticut 06010

Dear Mayor Zoppa-Sassu:

Reference: CMED Fair Share Assessment

As you prepare your budget, we inform you that your Town Fair Share CMED Assessment for the Fiscal Year 2019-2020 is **$53,906.81**. The assessment is used for operating expenses. It is based on a per capita rate of **89.512 cents** for your Town with a population of **60,223**. ***We request that your community pay this Town Fair Share Assessment amount.***

The contract and invoice will be mailed to you in June 2019.

The population figures are taken from the Connecticut Department of Public Health Population Estimates as of July 1, 2017. We enclose the CMED Operations Budget for Fiscal Year 2019-2020 and North Central Connecticut EMS Council's 2018 Audited Financial Statements for your review.

In addition to the Town Fair Share Assessment, North Central receives a State of Connecticut subsidy of thirty cents per capita for each community that acknowledges North Central CMED as its service provider. This subsidy has remained the same since the inception of the CT 9-1-1 surcharge on each telephone bill. Together, your Town Fair Share Assessment and the State subsidy complete the total budget requirements.

As a regional asset, we continually seek opportunities to support interoperable communications initiatives that ultimately benefit 851,126 residents in the Capital Region. North Central CMED coordinates Emergency Medical Services when a mass casualty incident or a major disaster occurs.

Continued . . . . .

120 Holcomb Street . P.O. Box 1833 . Hartford, Connecticut 06144-1833
E.M.S. Office: (860) 769-6055 . CMED Center: (860) 769-6051 . Fax: (860) 769-5259

Mass gatherings, such as concerts, athletic events, local fairs, etc., can also involve North Central CMED for planning and coordination of EMS services. An outline of our organization's role and responsibilities is enclosed.

North Central CMED is the activation point for the Connecticut Long Term Care Mutual Aid Plan (LTCMAP). Many communities in the Capital Region have nursing homes and/or assisted living facilities. CT LTCMAP establishes a course of action and agreed commitment among participating hospitals, nursing homes and assisted living residences to assist each other when disaster strikes. CT LTCMAP, Active Shooter, and Hospital Emergency Preparedness Response Plans are exercised throughout the year.

Thank you for your community's continuing participation in the Coordinated Medical Emergency Directions (CMED), Communications System. During a 9-1-1 medical emergency each certified or licensed EMS Provider is in contact with North Central CMED. The communications system facilitates coordination between ambulances in 28 municipalities and 8 hospitals while the patient is en-route. Our fiscal year ended June 30, 2018, recording 144,152 EMS calls for service.

Please consider appointing a representative to attend the CMED Communications Committee meetings if your community does not already have one. The Committee meets every other month at the administrative office at Oak Hill, 120 Holcomb Street, Hartford.

If you need additional information, please contact Betty R. Morris, Executive Director, at 860-769-6055. Thank you for your attention to this matter.

Sincerely,

Douglas Knowlton

Douglas Knowlton
Chairman, NCCEMSC Communications Committee

Enclosures
cc: Letter Only
Diane Waldron, City Comptroller
Note: CMED Representative Position Currently Vacant

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AAA-EMS_SPARE\\2019-20 AssessmentLetters: January2019AssessmentLetterCMEDTowns-noEMD-12-20-18

Mayor's Task Force on HIV/AIDS 2019-2020 Budget
Total Budget **$1,500.00**

Category	Cost	Supplies From	In-Kind	Description
1)Events				
1) HIV Educationaal Forum				
a) supplies	$200.00			Folders, notepads, name tags, labels certificates
b) honorarium	$300.00			$100.00 each
c) food		Outside Caterer	$200.00	Food items covered by registration fee and Member donations
d) meeting space			free	Bristol Public Library
e) publicity		Members	$50.00	Press realease,Nutmeg TV, mass emails, flyers
f) educational materails/brochures		Clearing house		Brouchures from the Community Distribution Center in Hartford on HIV, Hepatitis B, Hepatitis C, TB, STI's, HIV & STI Testing
g) Promotional items				see under promotinal items
h) CEU's	$460.00		$10.00	Certification Board/ Socail Work
2) Youth Event				
a) Honorarium 1 speaker		Youth Staff		0
b) incentives/prizes	$300.00			$10.00 gift cards from Walmart for 20 youth.Participants will take a pre and post HIV knowledge test
c) meeting space			Free	At Bristol City Hall Building
d) Educational material/brouchers			Free	Broucheres for the Communtity Distribution Center in Hartford on HIV, Hepatitis B,Hepatitis C, TB. STI's, HIV& STI testing
e) food			0	Provided by BB&GC
h) Promotional items				See under promotional items
3) **Promotional Items**				
a) Brochures	$50.00			
b)pens	$90.00			
c)AIDS Awareness Pins	$50.00			
d) Bags	$50.00			
Total Expense	**$1,500.00**	**$0.00**	**$260.00**	

Invoice

Veterans Strong
Community Center, Inc.
Serving Veterans - Past, Present & Future

Veterans Strong Community Center, Inc.
c/o Bristol City Hall
111 North Main Street
Bristol, CT 06010

Phone: 860-584-6258
Fax: 860-584-6263
E-mail: vetstrongcenter@gmail.com

Invoice # 0301
Date: January 30, 2019

To:
Mayor Ellen Zappo-Sassu
City of Bristol
111 North Main Street
Bristol, CT 06010

For:
Veterans assistance services

DESCRIPTION	HOURS	RATE	AMOUNT
Provide Veterans assistance services for the fiscal year of 2019-2020, including but not limited to outreach and support of in-town events			15,808.50
*Amounts have been adjusted to reflect new estimated Veterans populations based on current US Consensus data information Bristol – 3,513 Veterans estimated			
		TOTAL	15,808.50

Make all checks payable to: Veterans Strong Community Center, Inc.

Veterans Strong Community Center, Inc.. is a 501(c)3 non-profit organization.

Thank you for your support!

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0014550	CEMETERY UPKEEP								
0014550	531400	SOLDIER'S	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	.0%
0014550	531405	LEWIS ST	25,020.00	25,075.00	25,075.00	25,020.00	25,075.00	25,075.00	.0%
0014550	531410	DOWNS ST	12,324.00	12,325.00	12,325.00	12,324.00	12,325.00	12,325.00	.0%
0014550	531415	LAKE AVE	40,375.00	40,375.00	40,375.00	40,375.00	40,375.00	40,375.00	.0%
TOTAL CEMETERY UPKEEP			79,019.00	79,075.00	79,075.00	79,019.00	79,075.00	79,075.00	.0%
TOTAL GENERAL FUND			79,019.00	79,075.00	79,075.00	79,019.00	79,075.00	79,075.00	.0%
		GRAND TOTAL	79,019.00	79,075.00	79,075.00	79,019.00	79,075.00	79,075.00	.0%

** END OF REPORT - Generated by Sharon Chaika **

CITY OF BRISTOL
FISCAL YEAR 2019-2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

Mary Alice Petrucelli-Timek, Coordinator
Office: (860) 584-7812 ext 451248
maryalicepetrucellitimek@bristolct.gov

DEPARTMENT: School Readiness **Org: 0014654**

Division: Health and Social Services

Service Narrative

PA 97-259, an Act concerning School Readiness and Child Day care, established a grant program to provide the State's contribution for financial support to Priority School Districts in the establishment of school readiness programs for young children (ages 3-4) in the community. This legislation also mandated the requirement for the community to establish a School Readiness Council.

Fiscal Year 2019 Goals and Accomplishments (ongoing, expected to be completed by June 30th):

- Ensure all School Readiness (SR) slots are filled and Bristol is at slot capacity. Bristol is currently @ 99% capacity.
- Presented an Early Childhood Conference for all ECE staff in community with quality workshops at a reasonable price. On August 27th and 28th 150 professionals attended. Presented were 13 workshops including Key Note Speaker Scarlett Lewis - Choose Love Movement.
- Transition to Kindergarten – had 86% of pre-K students registered for Kindergarten early. These children were placed in a Raffle for a Fire Truck Ride on the First Day of School-an Ivy Drive School kindergartner was the winner.
- To have more than 50% of in-coming Kindergarten parents read to their child daily. 47% of in-coming Kindergarten parents were reading to their children daily – the use of hand-held devices increased by 10%.
- Allow Pre-K Programs to show art work to families and community on May 2, 2019.
- Streamline Transition to Kindergarten Parent Orientation throughout the community, "One Night-One Purpose" on May 29, 2019.
- Roll out new Assessment form for all Pre-k Programs to be used by Kindergarten teachers, April 4, 2019.
- To increase the percentage of parents reading with their children on a daily basis. Focusing on prenatal Moms and Dads to instill the love of learning even before the child is born (Bristol Babies Born Learning). Implementation planned for April 3, 2019.

Summary of Fiscal Year 2019-2020 Request – highlight significant changes, any challenges, internal or external, new initiatives and efficiencies:

Challenges FY 2019-2020

- School Readiness Programs – Non-profits are being required by the Office of Early Childhood (OEC) to incur additional costs without increasing their reimbursement rates.

- New federal legislation for more extensive background checks. Must be done every 5 years. This cost is approximately a $1,500 increase per year.
- National Association Education of Young Children (NAEYC) has increased their fees for the accredited programs approximately $1.000 more per year.
- Income of Families – 64% of the SR families are less than 50% of the State Median income (SMI).
- Programs are only allowed to collect:
  - Family fee @ less than 50% of the SMI the range would be from $8.00- $32.00 for FD/FY and $4.00-$16.00 for PD/PY per week.
  - SR subsidy ($743, 66 monthly FD/FY and $450 per month PD/PY).
  - Care 4 Kids- (For Working families) only 13% of the students receive Care 4 Kids—which payment usually is running 3 months behind.
- Increase in educational level of staff-Currently, all Quality Staff Members (QSM) must have a BA/BS in Early Childhood Education (ECE) or in related field with 12 ECE credits. By 2023, all QSM must have a BA/BS in Early Childhood Education.
- Discussion at the State level to increase the minimum wage requirements – unless increase in subsidy, will be hard to find funds to increase wages for staff. School Readiness Programs must remain of highest quality-at this time with only Grant funding, there are restrictions on how they can spend and save their funds.

Fiscal Year 2020 Major Service Level Goals:

- Endowment-Early Learning-A PET Project. Endowment started by SR Grant Manager to benefit non-profit BPCCC and IN-MEL- in 2018- Goal is to raise $20,000 per year until $100,000 (or more) is raised. This would be secure funding for these programs annually.
- As a community to apply for additional grants or funding to keep the quality and services of the School Readiness Programs of the highest quality.

Long Term Goals

- To increase education in community regarding childhood trauma – by convening community representation and early childhood professional to come up with a plan to apply for community grant. (Caplan Foundation Grant due January 31, 2020).
- To further streamline Transition to Kindergarten - to ensure it is seamless for all children- whether they attend pre-K or not.
- To continue to increase the communities knowledge of the need to support quality early care and education. To view this as an investment for the future- not only of the children and families in our community- but for our community as a whole.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0014654	SCHOOL READINESS PROGRAM								
0014654	432079	SCHL READI	-2,863,720.00	.00	-2,867,411.00	-1,354,046.00	-2,867,411.00	.00	.0%
0014654	432080	QUAL ENHAN	-18,756.00	.00	-18,756.00	-14,067.00	-18,756.00	.00	.0%
TOTAL SCHOOL READINESS PROGR			-2,882,476.00	.00	-2,886,167.00	-1,368,113.00	-2,886,167.00	.00	.0%
TOTAL GENERAL FUND			-2,882,476.00	.00	-2,886,167.00	-1,368,113.00	-2,886,167.00	.00	.0%
		GRAND TOTAL	-2,882,476.00	.00	-2,886,167.00	-1,368,113.00	-2,886,167.00	.00	.0%

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PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
0014654	SCHOOL READINESS PROGRAM								
0014654	514000	REG WAGES	74,621.02	.00	84,132.00	51,666.89	84,132.00	.00	.0%
0014654	517000	OTHER WAGE	1,000.00	.00	.00	.00	.00	.00	.0%
0014654	531000	PROF FEES	29,174.00	5,070.00	20,938.00	14,350.00	19,938.00	21,750.00	329.0%
0014654	531140	TRAINING	1,084.41	1,100.00	1,100.00	.00	1,100.00	1,200.00	9.1%
0014654	531160	PROG CONTR	2,762,970.68	.00	2,767,411.00	2,767,411.00	2,767,411.00	.00	.0%
0014654	531170	Q/E PURCH	18,756.80	.00	18,756.00	10,811.62	18,756.00	.00	.0%
0014654	553100	POSTAGE	82.72	250.00	250.00	40.19	250.00	250.00	.0%
0014654	554000	TRAV REIMB	1,199.97	1,100.00	1,100.00	495.38	1,100.00	1,100.00	.0%
0014654	557700	ADVERTISNG	74.90	400.00	400.00	.00	400.00	400.00	.0%
0014654	569000	OFFIC SUPL	249.11	250.00	250.00	250.00	250.00	250.00	.0%
0014654	581120	CONF MEMB	.00	50.00	50.00	50.00	50.00	50.00	.0%
TOTAL SCHOOL READINESS PROGR			2,889,213.61	8,220.00	2,894,387.00	2,845,075.08	2,893,387.00	25,000.00	204.1%
TOTAL GENERAL FUND			2,889,213.61	8,220.00	2,894,387.00	2,845,075.08	2,893,387.00	25,000.00	204.1%
		GRAND TOTAL	2,889,213.61	8,220.00	2,894,387.00	2,845,075.08	2,893,387.00	25,000.00	204.1%

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School Readiness

Account	Object	Description	18-19 Budget	19-20 Request
REGULAR WAGES	514000	Salary - Union Contract Grade 8 Step7	$ -	
OTHER WAGES	517000	Per Union Contract		
PROFESSIONAL FEES & SERVICES	531000	Support for Bristol Early Childhood Alliance Coordinator ($5,000) Funds to pay for 5 Infant and Toddler Classrooms- Observations/Plans for Improvement ($1,750) Support to help off-set the Coaching for SR Providers @ $5,000 per Program for a total of $15,000	$ 5,070	$ 21,750
TRAINING	531140	Professional Development Training for Pre-K teachers & Collaborative Events Including Direector's Forums, Community 2-day conference	$ 1,100	$ 1,200
PROGRAM CONTR/GRANT PURCH SERV	531160	This amount is determined by the School Readiness Grant award from the State	$ -	
QUALITY ENHANCEMT PURCH SERVIC	531170	This amount is determined by the Quality Enhancement Grant award from the State	$ -	
POSTAGE	553100	Mailings to School Readiness Providers, Council Members, elected officials, Licensed Providers, Informal Caregivers, local businesses etc.	$ 250	$ 250
TRAVEL REIMBURSEMENT	554000	Reimbursement for Grant Manager- averages approx 150 miles per month@ .58 cents per mile. Plus parking fees for OEC meetings approximately $60.00 per year	$ 1,100	$ 1,100
ADVERTISING	557700	Placement of Legal ads for RFP's (SR Readiness Grant/ Quality Enhancement Grant/ ECE Consultant Grant)	$ 400	$ 400
OFFICE SUPPLIES	569000	Office supplies for School Readiness Program, envelopes, pens, paper, folders, etc.	$ 250	$ 250
CONFERENCES & MEMBERSHIPS	581120	Minimal amount requested for Grant Manager to attend 1 in-state Conference per year.	$ 50	$ 50
			$ 8,220	$ 25,000

CITY OF BRISTOL
FISCAL YEAR 2019 – 2020 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS

DEPARTMENT: Pine Lake Challenge Course **Fund: 132**

Division: Special Revenue

Fiscal Year 2019 Goals and Accomplishments

- Hired a new Challenge Course Coordinator in May 2018. Along with the day to day management of the challenge course, she takes on the additional responsibilities of budgeting, grant writing, and marketing course programs.
- Developed the position of Technical Specialist to provide technical support at the Challenge Course. The former Coordinator currently holds the position.
- Supervised an Intern from Manchester Community College. Shawn O'Sullivan was instrumental in supporting the effort to perform a large-scale clean-up of the Pine Lake Challenge Course.
- Updated Vision and Mission Statements as well as the website and marketing materials.
- The Pine Lake Challenge Course was featured on Bristol All Heart monthly community You Tube show in September 2018.
- Continued to deliver safe, 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 challenge course and understanding cultural sensitivity.
- Passed an annual independent inspection of equipment and grounds and met with reasonable assurance of its soundness and maintenance. Actions have been taken to repair elements to maintain the ACCT standard of safety.
- Delivered educational lessons aligned with CT educational frameworks and content standards and delivered a week-long vacation program that supported high academic achievement and appreciation of diversity.
- Delivered programs to many returning satisfied customers who have complimented the design of their program and the professionalism of the staff.
- Offered for the twenty-second year an open enrollment affordable summer program for area youth.

Summary of Fiscal Year 2019-2020 Request

- Continue the delivery of high quality academic and community support experiential programs. This year we are kicking off a new marketing initiative showcasing our services to local schools and universities, state and local corporations, as well as other community service groups that will benefit from using our unique programming. The goal is to increase our client base by 20% over last year through these marketing efforts. The website and marketing materials have been updated to support this effort.
- Continue to provide professional development of our facilitators as an ongoing part of the Pine Lake Challenge Course organization. This year we will be hosting our annual spring refresher for the region's challenge courses at Pine Lake. We will also be sponsoring a two-day training on facilitating group discussions and understanding diversity for our employees. In November of 2019, the Challenge Course Coordinator will be attending the Challenge Course Manager training and certification testing at Project Adventure in Beverly, MA. Obtaining this certification is a requirement of the Coordinator position.
- Rebuild low elements that are no longer viable. Two low elements, the Mohawk walks, have become overgrown and are no longer usable. Rebuilding provides more options to offer clients when designing programs and helps keep the course fresh and exciting.

Fiscal Year 2020 Major Service Level Goals

- Offer safe and affordable quality programming to children and community members with cultural sensitivity.
- Roll out marketing effort with the goal of increasing current client base by 20%.
- Maintain equipment and grounds to satisfy annual inspections.
- Improve access to water and facilities.
- Maintain high quality program delivery by regular training of staff, administrative review of best practice standards, and course and equipment maintenance.
- Design new program lessons closely aligned with Connecticut educational frameworks and content standards.
- Keep current, standard operating policies and procedures.
- Recruit and retain a pool of highly skilled professional staff to meet our programming needs.
- Diversify services and market through an array of venues including publications, social media, television, and outreach to potential customer groups.
- Develop sponsors for educational, cultural, positive youth development and remedial programs.

Long Term Goals and Issues

- Continue to serve as a catalyst to foster positive relationships and personal growth for youth and community groups, educational agencies and organizations.
- Maintain the high standard of quality program delivery by regular training of staff, administrative review of best practice standards, and course and equipment maintenance.
- Increase business being brought to the challenge course by offering an alternative indoor space and climbing gym for programs that would be cancelled due to inclement weather. This space could also be used to offer programming during the winter months.
- Continue participation of an independent review process of equipment condition and maintenance, policies, procedures, record keeping and skill of staff.

PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE FND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
1321032	PINE LAKE CHALLENGE COURSE								
1321032	422004	CHALLENGE	-89,049.06	-165,300.00	-165,300.00	-29,054.91	-145,585.00	-150,390.00	-9.0%
1321032	460000	INT INCOME	-241.01	-150.00	-150.00	-223.17	-500.00	-500.00	233.3%
	TOTAL PINE LAKE CHALLENGE CO		-89,290.07	-165,450.00	-165,450.00	-29,278.08	-146,085.00	-150,890.00	-8.8%
	TOTAL PINE LAKE CHALLENGE CO		-89,290.07	-165,450.00	-165,450.00	-29,278.08	-146,085.00	-150,890.00	-8.8%
		GRAND TOTAL	-89,290.07	-165,450.00	-165,450.00	-29,278.08	-146,085.00	-150,890.00	-8.8%

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PROJECTION: 22001 2019-2020 GENERAL CITY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE FND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 REQUEST	PCT CHANGE
1321032	PINE LAKE CHALLENGE COURSE								
1321032	515100	OVERTIME	.00	465.00	465.00	1,063.80	1,465.00	985.00	111.8%
1321032	515300	SEASONAL	72,583.85	132,950.00	132,950.00	50,419.91	110,000.00	115,000.00	-13.5%
1321032	531000	PROF FEES	8,212.90	20,000.00	18,500.00	4,779.00	20,000.00	20,000.00	.0%
1321032	543200	EQUIP MAIN	3,882.95	4,000.00	5,500.00	5,500.00	6,590.00	6,750.00	68.8%
1321032	553000	TELEPHONE	345.93	580.00	580.00	580.00	625.00	795.00	37.1%
1321032	553100	POSTAGE	115.76	250.00	250.00	37.78	200.00	250.00	.0%
1321032	555000	PRINT/BIND	.00	500.00	500.00	81.00	500.00	500.00	.0%
1321032	561400	MAINT SUPL	371.39	1,250.00	1,250.00	550.00	1,250.00	1,000.00	-20.0%
1321032	561800	PROG SUPPL	2,018.24	4,000.00	4,000.00	1,836.91	4,000.00	4,000.00	.0%
1321032	569000	OFFIC SUPL	92.52	300.00	300.00	300.00	300.00	300.00	.0%
1321032	581135	SCHOOLING	.00	1,155.00	1,155.00	.00	1,155.00	1,310.00	13.4%
TOTAL PINE LAKE CHALLENGE CO			87,623.54	165,450.00	165,450.00	65,148.40	146,085.00	150,890.00	-8.8%
TOTAL PINE LAKE CHALLENGE CO			87,623.54	165,450.00	165,450.00	65,148.40	146,085.00	150,890.00	-8.8%
		GRAND TOTAL	87,623.54	165,450.00	165,450.00	65,148.40	146,085.00	150,890.00	-8.8%

** END OF REPORT - Generated by Sharon Chaika **

Account	Object	Description	2018-2019 Budget	2019-2020 Request
OVERTIME WAGES	515100	During peak season when programs are fully operational, the work load requires the Program Coordinators and/or the Supervisor to exceed 40 hours of work in a given week estimated to be a total of 26 hours per year. The Director participates/supervises 2-3 events/trainings after contract hours (nights/weekends); budgeted 4 hrs./yr.	465	985
SEASONAL WAGES	515300	PLCC employs approximately 35 seasonal professionals and apprentices; total wages range year-to-year. PLCC hired 3/4 time seasonal coordinator estimated wage $37,950.	$132,950	$115,000
PROFESSIONAL FEES & SERVICES	531000	Inspection ($1,550); Equipment repair, upgrade and replacement of cables, attachment points, platforms, staples ($3,500); Program transportation contracted to deliver client services ($1,750); Adventure-based training in advanced skills and rescue training and/or counseling and multi-cultural facilitation ($2,200); Marketing/fund-raising/website ($4,500); Conference/vendor fees and membership fees ($750). Adventure In & Adventure Out ($5,750). Expenses are paid for by fees collected or other revenue such as grant funds.	$20,000	$20,000
EQUIPMENT MAINTENANCE CONTR	543200	(3) Port-o-lets serviced weekly 9 months per year. Monthly fee: $750 x 9 months =$6,750/year.	$4,000	$6,750
TELEPHONE	553000	Mobile Service: 12 months x $66.25	$580	$795
POSTAGE	553100	No increase in request at this time; current expenses are under budgeted amount.	$250	$250
PRINTING & BINDING	555000	Business cards, brochures, promotional items.	$500	$500
MAINT SUPPLIES & MATERIALS	561400	General maintenance supplies to clean, repair and preserve the outdoor facility and portable equipment. Examples of needed items include, but are not limited to: hardware and lumber for minor repairs and upkeep, signage, and trash clean up supplies.	$1,250	$1,000
PROGRAM SUPPLIES	561800	Ropes (1/$325), helmets (3@$50), harnesses (10@$35) carabineers and rapid links, belay devices ($100), heavy tarps (2@$50), mesh gear bags (3@$25) props, game items, arts & crafts, science materials, consumable supplies ($1,500). Customer luncheons/snacks paid for by client fees; most clients programs and workshops are scheduled for a full day and include lunch that is delivered to the program site ($1,200). Promotion supplies and staff uniform shirts ($450).	$4,000	$4,000
OFFICE SUPPLIES	569000	Paper, pens, envelopes, markers, easel paper, flash drives, etc.	$300	$300
SCHOOLING & EDUCATION	581135	Required certification training for coordinator ($435) and Senior facilitator/management team member training required to maintain minimum skill training and conferences for advanced state-of-the-art technical skills and risk management (5@$175).	$1,155	$1,310
			$165,450	$150,890

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2019-2020

DEPARTMENT: Pine Lake Challenge Course

ORG CODE: 132

Union	Grade/Step	Position	# of Hours of Overtime	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
BPSA	9/7	Director	4.00	0	150	205
NA	Seasonal	Coordinator(s)	26.00		850	780

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2019-2020

DEPARTMENT: Pine Lake Challenge Course

ORG CODE:

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2018-2019 Budget	2018-2019 Projection	2019-2020 Request
NA	NA	NA	1 Coordinator and 35 Seasonal Facilitators		132,950	110,000	115,000