

John Smith, Chairperson
Mayor Ellen Zoppo-Sassu
Jake Carrier
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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 **Thursday, February 28, 2019** at 6:00 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:
 - Information Technology
 - Building Department
 - Bristol Development Authority
 - Library

4. Adjournment

PER ORDER OF THE CHAIRPERSON
John Smith

A handwritten signature in cursive script, reading "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk

**CITY OF BRISTOL, CONNECTICUT
2019-2020 BUDGET
BUDGET HEARING #2**

ORGCODE	DEPARTMENT/ACTIVITY	2019 ORIGINAL BUDGET	2020 BUDGET REQUEST	REQUEST \$ INCREASE/ (DECREASE)	REQUEST % INCREASE/ (DECREASE)
0011020	INFORMATION TECHNOLOGY	1,045,845	1,203,650	157,805	15.1%
0012615	BUILDING INSPECTION	573,030	650,455	77,425	13.5%
BRISTOL DEVELOPMENT AUTHORITY					
1044101	CITY SHARE	\$477,635	\$415,020	(\$62,615)	(13.11%)
1044102	CDBG REHABILITATION	\$258,460	\$297,895	\$39,435	15.26%
1044103	CDBG PLANNING AND ADMINISTRATION	\$112,165	\$105,080	(\$7,085)	(6.32%)
TOTAL	BRISTOL DEVELOPMENT AUTHORITY	\$848,260	\$817,995	(\$30,265)	
LIBRARIES					
0016010	MAIN LIBRARY	\$1,775,745	\$1,826,085	\$50,340	2.8%
0016011	CHILDREN'S LIBRARY	58,000	59,000	1,000	1.7%
0016012	MANROSS LIBRARY	369,165	379,725	10,560	2.9%
0016014	LIBRARY BEQUEST	31,860	32,460	\$600	1.9%
TOTAL	LIBRARIES	\$2,234,770	\$2,297,270	\$62,500	

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

DEPARTMENT: Information Technology Department Org: 0011020

Division: General Government

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

- Developed and enhanced IT security policies.
- Implemented IP purchasing policy.
- Upgraded server software.
- Developed Security Awareness program.
- Implemented a shared services model with BOE.
- Performed a telephone audit of the City and BOE saving approximately \$2000 a month.
- Finish implementation of Tyler Content Manager. Anticipated June 30, 2019.

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

- With the retirements of two long term employees, the Regular Wages line item will see a slight decrease over this past fiscal year.
- Other Wages line item eliminated due to changes in the BPSA contract.
- Increase in Repairs and Maintenance line item due to increases in support contracts from year to year.
- The other increase over last year is the Memberships and Conferences line item. Conferences are a great way to interact with other colleagues in field. While there are local and free ones some of the most informative might require travel.
- As far as the capital items, the City really needs to enhance its security posture, especially with all the breaches going on all over the world. To do this, two products are proposed. One is to replace existing older firewalls with next generation firewalls which have a lot more intelligence built into them. These can help with securing the system perimeter. Replacing the existing older firewalls was one of the auditor's recommendations. The next piece is what they call a SIEM system, which monitors network equipment and servers and reports any anomalies and also has the ability to stop any possible threats depending upon the type. This is a critical piece to any security system.

Fiscal Year 2020 Major Service Level Goals:

- Enhance IT security policies.
- Further collaboration with BOE IT.
- Switch to Windows from Novell.
- Replace Groupwise with either Google or Microsoft.
- Start building out the City-wide fiber network.
- Implement SeamlessGov software to automate form processes.
- Switch BOE to Google for email and storage.
- Implement a City-wide printing program.
- Continue to look at business processes for efficiencies.

Long Term Goals

- Long term goal is to make the City more efficient and productive with the use of technology. Given the funding, the City would be able to build out its network to provide a basis where Bristol could thrive both in its educational system and economic development as well.

02/22/2019 09:21
SharonChaika

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

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
0011020 INFORMATION SYSTEMS							
0011020 514000 REG WAGES	507,094.97	541,420.00	564,420.00	367,912.52	561,420.00	516,475.00	-4.6%
0011020 515100 OVERTIME	.00	250.00	250.00	.00	250.00	250.00	.0%
0011020 517000 OTHER WAGE	4,766.55	4,740.00	1,740.00	.00	4,740.00	.00	-100.0%
0011020 531140 TRAINING	925.00	10,000.00	10,000.00	2,267.50	10,000.00	10,000.00	.0%
0011020 543000 REP & MAIN	342,010.37	418,025.00	432,973.00	401,179.09	432,973.00	450,075.00	7.7%
0011020 543010 FIBER LINE	9,872.80	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
0011020 543110 MAJREPAIRS	1,153.11	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
0011020 553000 TELEPHONE	10,027.01	48,660.00	48,660.00	44,291.61	48,660.00	49,100.00	.9%
0011020 553100 POSTAGE	.00	50.00	50.00	1.21	50.00	50.00	.0%
0011020 554000 TRAV REIMB	832.78	500.00	500.00	523.08	525.00	500.00	.0%
0011020 561800 PROG SUPPL	8,615.63	10,000.00	10,000.00	7,593.45	10,000.00	10,000.00	.0%
0011020 569000 OFFIC SUPL	126.65	250.00	250.00	.00	250.00	250.00	.0%
0011020 579999 2020 EQUIP	.00	.00	.00	.00	.00	152,000.00	.0%
0011020 581120 CONF MEMB	4,135.02	4,950.00	4,950.00	1,827.23	4,950.00	7,950.00	60.6%
TOTAL INFORMATION SYSTEMS	889,559.89	1,045,845.00	1,080,793.00	832,595.69	1,080,818.00	1,203,650.00	15.1%
TOTAL GENERAL FUND	889,559.89	1,045,845.00	1,080,793.00	832,595.69	1,080,818.00	1,203,650.00	15.1%
GRAND TOTAL	889,559.89	1,045,845.00	1,080,793.00	832,595.69	1,080,818.00	1,203,650.00	15.1%

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Information Technology 2019-2020 Proposed Budget

Object Code	Object Description	Qty		18-19 Budget	19-20 Request	% Change
514000	Regular Wages and Salaries			541,420.00	516,475.00	-4.61
	Chief Information Officer (BPSA Level:12A Step:6 No Step Increase)		150,849.00			
	Systems Application Specialist (BPSA Level:9 Step:3 Step Increase 9/10/19)		83,816.00			
	Network Manager (BPSA Level:11 Step:6 No Step Increase)		95,885.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		61,282.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		61,282.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		61,282.00			
515100	Overtime Wages and Salaries			250.00	250.00	0.00
	Overtime	1.00	250.00			
517000	Other Wages			4,740.00	0.00	-100.00
531140	Training			10,000.00	10,000.00	0.00
543000	Repairs and Maintenance			418,025.00	450,075.00	7.67
	MUNIS Software Support (including TCM EE)	1.00	160,300.00			
	GUI Support for MUNIS	1.00	6,200.00			
	MUNIS Disaster Recovery	1.00	27,100.00			
	MUNIS Employee Self Service	1.00	7,875.00			
	Email Anti-Spam Support	1.00	6,000.00			
	Email Archiving	1.00	17,600.00			
	QDS Tax and Assessor Software Maintenance	1.00	35,000.00			
	Vision Assessor Software Support	1.00	16,000.00			
	Google/Microsoft Annual Software Licensing	1.00	72,000.00			
	Cylance Endpoint Protection	1.00	12,000.00			
	KnowBe4 Security Software	1.00	15,000.00			
	Website Annual Maintenance	1.00	8,000.00			
	Cisco Smartnet Renewal	1.00	22,000.00			
	Backup Software Annual Maintenance	1.00	15,000.00			
	Web Filter Annual Maintenance	1.00	6,000.00			
	UPS Maintenance	1.00	3,000.00			
	Nitro Pro Annual Software Maintenance	1.00	5,000.00			
	Kronos	1.00	16,000.00			
	Kronos Clock Repair (remove)	1.00	0.00			

2019-2020 BUDGET

PRELIMINARY CAPITAL OUTLAY DETAIL WORKSHEET

DEPARTMENT: Information Technology

ORG: 001-1020

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*
2	Fortinet Firewalls		40,000	A
1	Security Information and Event Management software		80,000	A
1	Seamless Gov System for Forms		32,000	A
TOTAL CAPITAL OUTLAY REQUEST			\$152,000	

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: Building Inspection

Org: 0012615

Division: Public Safety

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

- This year has been an exciting year for the Bristol Building Department. We are about to launch our on-line permitting system.
- We have been helping our neighbors in Plainville by doing their field inspections and answering questions for their customers.
- One of our electrical inspectors retired and we are in the process of hiring a new one.
- We have numerous commercial and residential projects going on including on-going renovations at ESPN complex, renovations at the Old Bingham and O'Connell Schools being converted to residential. We are also inspecting many new buildings such as the Bristol Hospital and the subdivisions in the Allentown Road area. Also, we are expecting plans for the old Memorial Boulevard School to come in soon.
- Let's not forget that Zoning and Code Enforcement is in full swing with employees writing tickets and following up with enforcement issues.

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

- We added revenue from Plainville in the range of \$22,000.
- Permit fees are up over a million dollars over the last couple of years.
- Our department has been short-handed as we are down an inspector but we have maintained the same level of service for our residents and contractors.
- The last couple of months our overtime has increased because we are short-handed and permits and inspections have increased. Once we hire another inspector our work load should go back to a normal level.

Fiscal Year 2020 Major Service Level Goals:

- Our on-line permitting system should be up and running within the next fiscal year. Our department will be able to run more efficient with less paperwork and our permitting system will be automated.
- We will be hiring an electrical inspector soon and the overtime should decrease.

Long Term Goals

- Our long-term goals would be transitioning from the old permitting system to the new on-line permitting system with more department efficiency in mind.
- We hope to acquire new tablets for our inspectors to aid them with better record keeping and easier input of inspection photos.
- We hope to cut back on the time our inspectors spend at the counter because the public/contractors will be to do their permits on-line and alleviate counter congestion.

02/22/2019 11:00
SharonChaika

|CITY OF BRISTOL
|NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

|P 1
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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
0012615 BUILDING INSPECTION							
0012615 422015 ZON VIOLAT	.00	-1,500.00	-1,500.00	.00	-1,500.00	-1,500.00	.0%
0012615 422031 DROP FEE	-2,400.00	-2,400.00	-2,400.00	-450.00	-2,400.00	-2,400.00	.0%
0012615 442006 BLDG PERMT	-1,393,782.38	-900,000.00	-900,000.00	-818,035.25	-900,000.00	-900,000.00	.0%
0012615 450102 COPIER CHG	-190.00	-200.00	-200.00	.00	-200.00	-200.00	.0%
0012615 470039 PLAINVILLE	.00	.00	-20,670.00	-11,625.12	-20,670.00	-22,390.00	.0%
TOTAL BUILDING INSPECTION	-1,396,372.38	-904,100.00	-924,770.00	-830,110.37	-924,770.00	-926,490.00	2.5%
TOTAL GENERAL FUND	-1,396,372.38	-904,100.00	-924,770.00	-830,110.37	-924,770.00	-926,490.00	2.5%
GRAND TOTAL	-1,396,372.38	-904,100.00	-924,770.00	-830,110.37	-924,770.00	-926,490.00	2.5%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

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
0012615	BUILDING INSPECTION							
0012615	514000 REG WAGES	547,337.60	539,975.00	564,384.00	328,785.16	544,225.00	570,480.00	5.6%
0012615	515100 OVERTIME	5,837.05	7,500.00	11,000.00	27,525.89	27,530.00	21,200.00	182.7%
0012615	517000 OTHER WAGE	2,083.77	2,690.00	2,690.00	7,016.13	7,017.00	2,880.00	7.1%
0012615	543000 REP & MAIN	33.39	150.00	150.00	.00	150.00	23,875.00	.0%
0012615	543012 CLOTH/UNIF	.00	2,515.00	2,515.00	1,876.00	2,515.00	2,515.00	.0%
0012615	543100 MV SERVICE	1,732.56	2,500.00	2,500.00	-646.81	2,500.00	2,500.00	.0%
0012615	553000 TELEPHONE	4,130.39	4,500.00	4,500.00	4,119.76	4,500.00	4,500.00	.0%
0012615	553100 POSTAGE	1,361.77	1,100.00	1,100.00	871.62	1,100.00	1,100.00	.0%
0012615	555000 PRINT/BIND	345.19	500.00	500.00	462.37	500.00	500.00	.0%
0012615	557700 ADVERTIS	.00	100.00	.00	.00	100.00	100.00	.0%
0012615	561800 PROG SUPPL	421.95	3,200.00	4,300.00	4,000.67	4,001.00	1,500.00	-53.1%
0012615	562600 MOT FUELS	3,263.01	4,000.00	4,000.00	2,253.43	4,000.00	5,000.00	25.0%
0012615	563100 TIRES	.00	1,200.00	1,200.00	15.00	1,200.00	1,200.00	.0%
0012615	569000 OFFIC SUPL	581.85	600.00	600.00	600.00	800.00	800.00	33.3%
0012615	579999 2020 EQUIP	.00	.00	.00	.00	.00	9,805.00	.0%
0012615	581120 CONF MEMB	1,350.00	2,500.00	1,500.00	660.00	2,500.00	2,500.00	.0%
0012615	581223 STATE FEES	.00	.00	.00	6,278.11	7,896.22	.00	.0%
0012615	589105 CCARDFEES	.00	.00	.00	855.33	923.02	.00	.0%
	TOTAL BUILDING INSPECTION	568,478.53	573,030.00	600,939.00	384,672.66	611,457.24	650,455.00	13.5%
	TOTAL GENERAL FUND	568,478.53	573,030.00	600,939.00	384,672.66	611,457.24	650,455.00	13.5%
	GRAND TOTAL	568,478.53	573,030.00	600,939.00	384,672.66	611,457.24	650,455.00	13.5%

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Building Department - 0012615

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	Salaries of Employees	\$ 539,975	\$ 570,480
Overtime Wages	515100	Overtime for ZEO, Building Inspectors.	\$ 7,500	\$ 21,200
Other Wages	517000	Vacation Buybacks	\$ 2,690	\$ 2,880
Repairs & Maint.	543000	Miscellaneous Repairs - \$150 View Point Cloud Maintenance Fee - \$23,725	\$ 150	\$ 23,875
Clothing/Uniforms	543012	Work Clothing for Inspectors (21 Polo Shirts, 21 Work Pants, 7 Jackets, 7 Hats)	\$ 2,515	\$ 2,515
Motor Vehicle Service	543100	Car washes and repairs with existing vehicles	\$ 2,500	\$ 2,500
Telephone	553000	Cell Phone & Office Long Distance	\$ 4,500	\$ 4,500
Postage	553100	Building Department Postage	\$ 1,100	\$ 1,100
Printing & Binding	555000	Printing of Building Dept. Inspection Forms & Business Cards	\$ 500	\$ 500
Advertising	557700	Advertising	\$ 100	\$ 100
Program Supplies	561800	New code books required for change in code-August 2018	\$ 3,200	\$ 1,500
Motor Fuels	562600	Fuel for Vehicles	\$ 4,000	\$ 5,000
Tires, Tubes, Chains	563100	Tires required for two vehicles	\$ 1,200	\$ 1,200
Office Supplies	569000	Office Supplies	\$ 600	\$ 800
Capital Outlay	579999	View Point Cloud iPads (Inc. 3 year maintenance agreement)	\$ -	\$ 9,805
Conf. & Membership	581120	This amount is for 2 employees required licenses, required memberships and school.	\$ 2,500	\$ 2,500
		Total	\$ 573,030	\$ 650,455

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

DEPARTMENT: Bristol Development Authority

Fund: 104

Division: Special Revenue

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

- The BDA and City Council recently approved the use of Tax Increment Financing (TIF) as an economic development tool to incentivize private development and to provide a funding source for public infrastructure projects in downtown Bristol.
- The BDA successfully applied for Opportunity Zone designation for Census Tract 4061 – encompassing much of downtown Bristol. This designation adds one additional incentive for developing in the area.
- The BDA worked to reimagine StartUP Bristol as a sustained, year-long support system for local entrepreneurs and new small businesses.
- The BDA remains focused on promoting all that is good about Bristol (All Heart Marketing) to as many audiences and decision-makers as possible, using a variety of channels to do this.
- In August, Amazon opened a 60,000 square-foot "last mile" distribution facility ("Delivery Station") in Bristol that will employ up to 1,000 employees as the facility ramps up operations through 2019. Based on a successful collaboration thus far, the City anticipates further Amazon growth in Bristol in the coming years.
- Assisted several businesses with expansion/relocation/hiring projects including Axis Turning, Farmington Metal, Curtis Products, Max Pizza IV, DACRUZ Manufacturing, PTP, Enflo, Skytop Motors, and Winchester Industrial Controls.
- New Construction included Calamar 55+ Independent Living Community which is a \$14 million project that encompasses the construction of 128 one and two bedroom market-rate apartments for active adults. This is being constructed on vacant land, with a dramatic infusion of new tax revenue.
- Based on current applications for site plan approvals, the City anticipates the construction of approximately 125 new single-family spec homes in the next few years.

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

- The BDA has sustained a fairly level budget in recent years. The one negative budget variance was the loss of a full-time staff position designed to assist with economic development efforts. Nevertheless, this move equates to a significant cost savings to the City of Bristol.
- The submitted 2019/2020 BDA budget request reflects further staff adjustments by eliminating the position of Community Development Block Grant Coordinator. The BDA Grants Administrator will assume the duties of the Community Development Block Grant Coordinator while also handling existing duties. This move reduces the BDA budget – primarily the “Regular Wages and Salaries” line item within the “City Share – 4101” budget.
- The increase in the “Conferences and Memberships” line item within the “City Share – 4101” budget will help cover the cost of training for the BDA Executive Director to acquire the Certified Economic Developer (CEcD) designation through the International Economic Development Council. The CEcD is the industry’s leading designation and develops core competencies across the breadth of topics necessary to being a well-rounded and successful economic developer. This is, at minimum, a one-to two-year program of study delivered through the University of Oklahoma.

Fiscal Year 2020 Major Service Level Goals:

- **Brownfield Growth:** Two large Brownfield properties hold the potential for significant economic growth in the near future. The J.H. Sessions Building is an 80,000 square-foot mill building with an historic past and bright future. However, the property is nearly \$1 million in tax arrears and in need of a new owner and vision. After spending years acquiring grant funds to investigate the contamination issues on the property, the City is working with the Connecticut Brownfields Landbank to pursue redevelopment. The second Brownfield is 894 Middle Street - a 17-acre property that was once the home of a metal reclamation facility. When clean, the property may be the most valuable and attractive commercial property in Bristol.
- Continue focus on securing competitive grants and continuing Bristol’s long, successful track record of responsibly administering CDBG funds.
- Focus on selling industrial/warehouse property by continuing to market and promote building opportunities within the Southeast Bristol Business Park and 229 Technology Park for appropriate end users. Also, as always continue to assist in the sale of existing buildings to new owners.

- The BDA must continue to encourage the development of downtown, in particular the development of Centre Square. Utilizing various downtown development incentives, including TIF, we will encourage existing and new businesses to consider growing downtown. At the same time, the BDA must work with Public Works and other departments to ensure the City maintains and improves downtown infrastructure to ensure private development success. This includes streetscapes, parking options, and more.

Long Term Goals

- Bristol needs to get out in front of the changing retail landscape. Traditional “big box” spaces may need to be marketed to entertainment/experience end users. The medical space is growing and may be able to absorb retail vacancies as well. As a municipality, one of our responsibilities is to educate the public on this changing landscape to establish reasonable expectations for development.
- Thinking longer term, we should work to establish Bristol as a larger “city” option for our neighboring, smaller communities to visit for recreational, food and drink, employment, and more. The reason that Bristol cannot accurately be compared with a town like Torrington is that the communities around Torrington look at it as “the city” and as an option to visit for these types of activities. Bristol has not positioned itself in this way for our neighbors in Plymouth, Wolcott, Plainville, Burlington, etc. This is a long-term goal but one that is attainable, particularly when downtown Bristol takes off and as our employer base grows.

CITY OF BRISTOL 2019-2020 BUDGET PROPOSAL

Bristol Development Authority

1.10.19

BDA		City Share 1044101		2018	2019	2019	ACTUAL	2019	2020	AMT	PCT
				ACTUAL	ORIG BUD	REVISED BUD	YTD	PROJECTION	REQUEST	CHANGE	CHANGE
1044101	514000 G2020	REGULAR WAGES & SALARIES		346,098.30	297,070	297,070	172,969.06	287,166	272,255	(24,815)	-8.4%
1044101	515100 G2020	OVERTIME WAGES & SALARIES		1,380.21	1,000	1,000	837.00	1,000	1,000	0	0.0%
1044101	517000 G2020	OTHER WAGES		0.00	0	0.00	2,145.70	0	0	0	0.0%
1044101	520100 G2020	LIFE INSURANCE		386.40	390	390	172.20	390	430	40	10.3%
1044101	520500 G2020	DISABILITY INSURANCE		105.00	120	120	39.20	120	95	(25)	-20.8%
1044101	520700 G2020	F.I.C.A.		20,762.35	22,475	22,475	10,580.64	22,475	16,880	(5,595)	-24.9%
1044101	520750 G2020	MEDICARE INSURANCE		4,855.84	5,260	5,260	2,474.33	5,260	3,950	(1,310)	-24.9%
1044101	520905 G2020	GENERAL RETIREMENT-CITY		13,342.00	0	0	0.00	0	0	0	0.0%
1044101	531000 G2020	PROFESSIONAL FEES & SERVICES		5,886.50	1,500	4,000	2,500.00	4,000	10,000	8,500	566.7%
1044101	553000 G2020	TELEPHONE		47.02	150	150	37.04	150	150	0	0.0%
1044101	553100 G2020	POSTAGE		860.90	1,000	1,000	87.39	1,000	1,000	0	0.0%
1044101	554000 G2020	TRAVEL REIMBURSEMENT		1,775.24	3,000	3,000	563.68	3,000	3,000	0	0.0%
1044101	555000 G2020	PRINTING & BINDING		6,351.87	7,455	8,947	495.45	7,455	2,455	(5,000)	-67.1%
1044101	557700 G2020	ADVERTISING & MARKETING		30,174.37	30,000	30,524	18,284.02	30,000	32,250	2,250	7.5%
1044101	561800 G2020	PROGRAM SUPPLIES		589.99	1,500	1,500	969.36	1,500	1,500	0	0.0%
1044101	569000 G2020	OFFICE SUPPLIES		1,522.54	1,600	1,600	457.52	1,600	1,600	0	0.0%
1044101	581120 G2020	CONFERENCES & MEMBERSHIPS		5,935.12	6,000	6,000	5,297.53	6,000	12,000	6,000	100.0%
1044101	581260 G2020	MISCELLANEOUS PROMOTIONS		1,261.95	1,000	1,000	129.90	1,000	1,000	0	0.0%
1044101	581270 G2020	TRADE SHOWS		2,345.97	3,200	3,200	3,200.00	3,200	4,200	1,000	31.3%
1044101	587467 G2020	DOWNTOWN REVITAL. ACTIVITY		11,794.98	10,000	10,974	1,784.52	10,000	7,000	(3,000)	-30.0%
1044101	591500 G2020	CITY HEALTH INSURANCE		79,138.70	84,915	84,915	29,525.42	84,915	44,255	(40,660)	-47.9%
TOTAL				534,615.25	477,635	483,125	252,549.96	470,231	415,020	(62,615)	-13.1%

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Bristol Development Authority			
City Share		1044101	BACK-UP WORKSHEET
Account	Object	Description	Request
REGULAR WAGES & SALARIES	514000	Employee Salaries - Executive Director (98%), Administrative Assistant (75%), Grants Administrator (50%), Marketing & Public Relations Specialist (100%), Housing Rehabilitation and Project Specialist (1%)	272,255
OVERTIME WAGES & SALARIES	515100	Administrative Assistant and Housing Rehabilitation and Project Specialist, as needed. Grants Administrator, and Marketing & Public Relations Specialist receive overtime after 40 hours per week and/or after 75 hours of compensatory time	1,000
LIFE INSURANCE	520100	Life Insurance premiums	430
DISABILITY INSURANCE	520500	Disability Insurance premiums	95
FICA	520700	F.I.C.A. payroll deduction at .062	16,880
MEDICARE INSURANCE	520750	Medicare payroll deduction at .0145%	3,950
PROFESSIONAL FEES & SERVICES	531000	Includes consultants for specialized projects such as CEDS update, Notary Public costs	10,000
TELEPHONE	553000	Allocated by Comptroller's Office	150
POSTAGE	553100	BDA Board and sub-committee mailings, Enterprise Zone and various correspondence related to economic development, grant applications	1,000
TRAVEL REIMBURSEMENT	554000	Travel to various meetings and events, funding workshops	3,000
PRINTING & BINDING	555000	Economic development packet inserts and newsletters; BDA Buzz	2,455
ADVERTISING & MARKETING	557700	Traditional sources such as Chamber Ad, electronic media such as CERC, materials for mailings and meetings, costs associated with new marketing initiatives	32,250
PROGRAM SUPPLIES	561800	Subscriptions for grant availability and economic development; necessary materials to carry out programs	1,500
OFFICE SUPPLIES	569000	Miscellaneous Office Supplies	1,600
CONFERENCES & MEMBERSHIPS	581120	Necessary conferences and meetings; necessary memberships	12,000
MISCELLANEOUS PROMOTIONS	581260	Marketing materials and supplies for community events	1,000
TRADE SHOWS	581270	Cost of booth space, materials for events	4,200
DOWNTOWN REVITAL. ACTIVITY	587467	Banners and replacement parts, small streetscape improvements, way-finder signs	7,000
CITY HEALTH INSURANCE	591500	Per premium amounts provided by Comptroller's Office	44,255
			\$415,020

CITY OF BRISTOL 2019-2020 BUDGET PROPOSAL

Bristol Development Authority

1.10.19

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BDA	CDBG Rehabilitation Programs 1044102	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	ACTUAL 2019 YTD	2019 PROJECTION	2020 REQUEST	AMT CHANGE	PCT CHANGE
1044102 514000	G2020 REGULAR WAGES & SALARIES	73,528	76,175	76,175	44,462.80	77,249	65,270	(10,905)	-14.3%
1044102 515100	G2020 OVERTIME WAGES & SALARIES	1,136	1,000	1,000	246.63	1,000	1,000	-	0.0%
1044102 520100	G2020 LIFE INSURANCE	50	65	65	25.20	65	70	5	7.7%
1044102 520500	G2020 DISABILITY INSURANCE	21	30	30	10.70	30	30	-	0.0%
1044102 520700	G2020 F.I.C.A.	4,468	4,725	4,725	2,672.02	4,725	4,050	(675)	-14.3%
1044102 520750	G2020 MEDICARE INSURANCE	1,045	1,105	1,105	624.86	1,105	950	(155)	-14.0%
1044012 531000	G2020 PROFESSIONAL FEES	825	2,000	2,000	530.00	2,000	2,000	-	0.0%
1044102 554000	G2020 TRAVEL REIMBURSEMENT	546	1,000	1,000	421.90	1,000	1,000	-	0.0%
1044102 561800	G2020 PROGRAM SUPPLIES	-	1,000	1,000	-	1,000	1,000	-	0.0%
1044102 587100	G2020 RE REHAB	144,260	150,000	591,371	134,479.59	150,000	150,000	-	0.0%
1044102 587105	G2020 RH MULTI	24,306	-	46,717	31,893.95	50,000	50,000	50,000	0.0%
1044102 591500	G2020 CITY HEALTH INSURANCE	18,304	21,360	21,360	9,839.95	21,360	22,525	1,165	5.5%
TOTAL		\$ 268,488.63	\$ 258,460	\$ 746,548	\$ 225,207.60	\$ 309,534	\$ 297,895	39,435	15.3%

CITY OF BRISTOL, 2019-2020 BUDGET PROPOSAL
 Bristol Development Authority

Bristol Development Authority - CDBG Housing Rehabilitation program Support Staff		1044102 BACK-UP WORKSHEET	
Account	Object	Description	Request
REGULAR WAGES & SALARIES	514000	Employee Salaries - Housing Rehabilitation and Project Specialist (99%)	\$ 65,270
OVERTIME WAGES & SALARIES	515100	Housing Rehabilitation and Project Specialist, as needed.	\$ 1,000
LIFE INSURANCE	520100	Life Insurance premiums	\$ 70
DISABILITY INSURANCE	520500	Disability Insurance premiums	\$ 30
FICA	520700	F.I.C.A. payroll deduction at .062	\$ 4,050
MEDICARE INSURANCE	520750	Medicare payroll deduction at .0145%	\$ 950
PROFESSIONAL FEES & SERVICES	531000	City Clerk fees to file Grant Agreements and Releasees	\$ 2,000
TRAVEL REIMBURSEMENT	554000	Housing Rehabilitation and Project Specialist performs inspections and completes applications in homes throughout the City; attends HUD training and meetings	\$ 1,000
PROGRAM SUPPLIES	561800	Materials necessary to carry out Rehabilitation programs and other projects	\$ 1,000
RE REHAB	587100	CDBG Rehabilitation project grants for single-family structures	\$ 150,000
RH MULTI	587105	CDBG Rehabilitation project grants for multifamily structures	\$ 50,000
CITY HEALTH INSURANCE	591500	Per premium amounts provided by Comptroller's Office	\$ 22,525
			\$ 297,895

These costs are paid as City expenses, then reimbursed by HUD.

99% CDBG Costs are indicated in 4102; the remaining 1% is included in 4101

CITY OF BRISTOL 2019-2020 BUDGET PROPOSAL

Bristol Development Authority

BDA	CDBG Planning and Administration 1044103	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	ACTUAL 2019 YTD	2019 PROJECTION	2020 REQUEST	AMT CHANGE	PCT CHANGE	
1044103	514000 G2020	REGULAR WAGES & SALARIES	\$71,286.90	\$ 69,520	\$ 69,520	\$ 44,842.71	\$ 75,005	\$ 62,300	\$ (7,220)	-10.4%
1044103	515100 G2020	OVERTIME	\$ 78.73	500	500	0	500	500	\$ -	0.0%
1044103	520100 G2020	LIFE INSURANCE	\$ 84.00	85	85	56.00	85	115	\$ 30	35.3%
1044103	520500 G2020	DISABILITY INSURANCE	\$ 21.00	25	25	10.70	25	25	\$ -	0.0%
1044103	520700 G2020	F.I.C.A.	\$ 4,338.90	4,315	4,315	2,728.49	4,315	3,865	\$ (450)	-10.4%
1044103	520750 G2020	MEDICARE INSURANCE	\$ 1,014.60	1,010	1,010	638.10	1,010	905	\$ (105)	-10.4%
1044103	531000 G2020	PROFESSIONAL FEES & SERVICES	\$ 1,500.00	14,000	24,000	0	20,000	14,000	\$ -	0.0%
1044103	553100 G2020	POSTAGE	\$ 342.37	400	400	225.76	400	400	\$ -	0.0%
1044103	554000 G2020	TRAVEL REIMBURSEMENT	\$ 176.34	1000	1000	33.79	895	1000	\$ -	0.0%
1044103	555000 G2020	PRINTING & BINDING	\$ 388.00	600	600	0.00	600	600	\$ -	0.0%
1044103	557700 G2020	ADVERTISING	\$ 2,267.24	3,500	3,500	259.60	3,500	3,500	\$ -	0.0%
1044103	561800 G2020	PROGRAM SUPPLIES	\$ 792.35	1,160	1,160	0	1,160	1,160	\$ -	0.0%
1044103	569000 G2020	OFFICE SUPPLIES	\$ 402.11	1,410	1,410	287.84	1,410	1,410	\$ -	0.0%
1044103	581120 G2020	CONFERENCES & MEMBERSHIPS	\$ 355.74	2,000	2,000	267.96	1,000	2,000	\$ -	0.0%
1044103	587902 G2020	FAIR HOUSING/PLANNING	\$ 970.00	3,000	3,000	0.00	3,000	3,000	\$ -	0.0%
1044103	591500 G2020	CITY HEALTH INSURANCE	\$ 8,315.76	9,640	9,640	4,511.76	9,640	10,300	\$ 660	6.8%
TOTAL			\$92,334.04	\$ 112,165	\$ 122,165	\$ 53,862.71	\$ 122,545	\$ 105,080	\$ (7,085)	-6.3%

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NOTE Budgeted dollars unspent are re-programmed to other CDBG activities.

CITY OF BRISTOL, 2019-2020 BUDGET PROPOSAL
 Bristol Development Authority

1.10.19

Bristol Development Authority - CDBG Planning and Administration		1044103 BACK-UP WORKSHEET	
Account	Object	Description	Request
REGULAR WAGES & SALARIES	514000	Employee Salaries - Executive Director (2%), Administrative Assistant (25%), Grants Administrator (50%)	\$ 62,300
OVERTIME WAGES & SALARIES	515100	Hours as needed for Administrative Assistant to cover Public Hearings and evening meetings.	\$ 500
LIFE INSURANCE	520100	Life Insurance premiums	\$ 115
DISABILITY INSURANCE	520500	Disability Insurance premiums	\$ 25
FICA	520700	F.I.C.A. payroll deduction at .062	\$ 3,865
MEDICARE	520750	Medicare payroll deduction at .0145%	\$ 905
PROFESSIONAL FEES & SERVICES	531000	Includes consultants for mapping, Census data, federally mandated reports; training new Community Development Coordinator	\$ 14,000
POSTAGE	553100	Annual mailings of CDBG request for proposal packets, various HUD correspondance.	\$ 400
TRAVEL REIMBURSEMENT	554000	Travel for meetings in Bristol and other cities, HUD meetings and training, Fair Housing events	\$ 1,000
PRINTING & BINDING	555000	Costs for program brochures	\$ 600
ADVERTISING & MARKETING	557700	Federally mandated advertising requirements for Public Hearings, Citizen Participation, Environmental Review Record	\$ 3,500
PROGRAM SUPPLIES	561800	Subscriptions for federal and state updates in community development; materials necessary to carry out administration of CDBG programs	\$ 1,160
OFFICE SUPPLIES	569000	Miscellaneous Office Supplies	\$ 1,410
CONFERENCES & MEMBERSHIPS	581120	Attendance at necessary conferences and meetings; necessary memberships	\$ 2,000
FAIR HOUSING PLANNING	587902	Federally mandated activities related to Affirmatively Furthering Fair Housing such as training/workshops provided by the CT Fair Housing Center	\$ 3,000
CONTINGENCY	589000	Used for unallocated federal funds	\$ -
CITY HEALTH INSURANCE	591500	Per premium amounts provided by Comptroller's Office	\$ 10,300
			\$ 105,080
			...

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

DEPARTME Bristol Development Authority

ORG CODE 1044101 - City Share

Union	Grade/Step	Anniversary Date	Position	2018-2019 Budget	2018-2019 Projection	2019-2020 Request	
BPSA		12/26/2007	Executive Director	107,233	112,102	\$ 117,701	98%
	11-6	7/5/18-12/27/18	\$111,883x26=\$55,788.29				City
	11-7	1/3/19-6/30/19	\$116,8831x26.1428=\$58,601.44				
			\$114,390 @98%=112.101.93				
	11-7	7/4/19-6/25/20	\$2,292.03x52.4@98%				
BPSA		12/29/2016	Marketing & PR Spec.	74,826	57,689	71,467	100%
Mark	7-6	7/5/18-10/31/18	76,510 x17=\$24,944.38				City
Dawn	7-4	1/10/19-6/27/19	68,296x25 =32,744.75				
	7-4	7/4/19-1/25/20	\$1,339.26x30=40,178				
	7-5	1/26/20-6/30/20	\$1,396.82x22.4=31,289				
BPSA		10/7/2013	Grants Administrator	73,243	74,890	\$ 48,633	50%
	7-5	7/5/18-10/18/18	\$71,231x16 = \$21,857.12				City
	7-6	10/25/18-6/27/19	\$76,510x36.1428 = 53,032.69				
			\$74,890				
	9-6	7/1/19-1/25/20	\$1,814.29x30 = \$54,429				
	9-7	1/26/20-6/30/20	\$1,912.33x22.4 = \$42,837				
			\$97,266				
BPSA		5/22/2006	Community Dev. Coord.	7,483	8,201	\$ -	Position elim
	7-7	7/1/18-6/30/19	\$82,010				
	7-7	7/1/19-6/30/20	\$83,855				
233		11/7/2011	Administrative Assistant	31,912	33,628	33,794	75%
	6-3	7/1/18-6/30/19	22.93 (859.88x52.1428 = 44,837)				City
	6-3	7/1/19-6/30/20	22.93(859.88 x 52.4 = 45,058)				
233		5/12/2014	Housing Rehabilitation & Project Specialist	622	656	660	1%
							City
	11-3	7/1/18-6/30/19	33.55 (1,259.13x52.1428) 65,602				
	11-3	7/1/19-6/30/20	33.55 (1,259.13x52.1428) 65,926				
TOTALS				\$ 295,319	\$ 287,166	\$ 272,255	

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- FICA and Medicare
FY 2019-2020

DEPARTMENT Bristol Development Authority

ORG CODE: F.I.C.A. 520700 0.062

MEDICARE 520750 0.0145

City Share / HUD	Org Code	Total Rate	Position	Allocated Rate	FICA: .062	MED: .0145
.98	4101	\$119,513	Executive Director	\$ 117,701	7,297	1,707
.02	4103			\$ 2,402	149	35
1	4101	\$71,697	Marketing & PR Specialist	\$ 71,467	4,431	1,036
.50	4101	\$82,543	Grants Administrator	\$ 48,633	3,015	705
.50	4103			\$ 48,633	3,015	705
.75	4101	\$45,058	Administrative Assistant	\$ 33,794	2,095	490
.25	4103			\$ 11,265	698	163
1	4101	\$65,926	Housing Rehab & Projects	\$ 660	41	10
99	4102		Specialist	\$ 65,270	4,047	946
TOTALS				\$ 24,789	\$ 5,797	

	FICA	MEDI
4101	16,880	3,948
4102	4,047	946
4103	847	903
TOTALS	21,774	5,797

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

DEPARTMENT: Library

Org: 0016010-0016014

Division: General Government

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

- Completed the Strategic Plan for 2019-2022, to provide the staff and Library Board direction for the next 3 years.
- Brought in over \$27,000 in various grants to fund additional library activities.
- National recognition of the free lunch program participation with the Parks Dept. grant program.
- Sell-out Author Event with Martha Hall Kelly, reinforcing adult literacy in the community.
- Debuted "After Hours" Friday night programs for adults during the summer months, average attendance was over 100.
- Many staff members attended or participated in workshops, webinars, roundtable meetings, and conferences to bring back "best practices" to our library and community.
- Statistical Profile from the CT State Library summarizes library activity for the fiscal year.

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

- Biggest challenges will be funding salary increases due to settlement of Local 233 union contract. Salaries made up 76% of the Main Library's budget this past fiscal year and 69% at Manross.
- Public Utilities and Natural Gas will likely need to be increased based on the Economic Forecast.
- Programming contracts which fall under the Professional Fees line item shows an increase due to additional adult programs. Average fee for performers is \$600. The library holds 12-16 performances a year.
- Repairs and Maintenance is impacted with the addition of more technology requiring maintenance agreements.

- Printing line item is also showing an impact due to the local Staples closing. We have had an influx of patrons coming in to do large volumes of printing.

Fiscal Year 2020 Major Service Level Goals:

- Continue to seek grants to fund additional library activities.
- Reconfigure existing space within the libraries to encourage creativity and collaboration.
- Create opportunities for patrons to gain first-hand exposure to emerging technologies by expanding Computer Lab offerings.
- Additional goals will be discussed with the Strategic Planning Committee of the Library Board.

Long Term Goals

- Develop a long-term facilities plan that reflects and preserves the architectural integrity of the property.
- Assess the feasibility of creating a joint, larger parking area to serve the Main Library and other downtown organizations/businesses.

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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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
MAIN LIBRARY	-38,045.08	-26,680.00	-26,680.00	-17,348.03	-23,100.00	-24,100.00	-9.7%
MANROSS LIBRARY	-19,155.00	.00	.00	.00	-19,155.00	.00	.0%
LIBRARY TRUSTS	-27,550.00	-31,860.00	-31,860.00	-15,930.00	-31,860.00	-32,460.00	1.9%
TOTAL GENERAL FUND	-84,750.08	-58,540.00	-58,540.00	-33,278.03	-74,115.00	-56,560.00	-3.4%
GRAND TOTAL	-84,750.08	-58,540.00	-58,540.00	-33,278.03	-74,115.00	-56,560.00	-3.4%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
|bgnyrpts

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
MAIN LIBRARY	1,733,196.99	1,775,745.00	1,793,947.00	1,201,495.28	1,775,545.00	1,826,085.00	2.8%
CHILDREN'S LIBRARY	70,579.22	58,000.00	59,036.61	54,972.01	58,000.00	59,000.00	1.7%
MANROSS LIBRARY	362,575.20	369,165.00	396,446.95	271,269.60	384,752.00	379,725.00	2.9%
LIBRARY TRUSTS	23,363.94	31,860.00	48,543.10	38,457.70	42,590.00	32,460.00	1.9%
TOTAL GENERAL FUND	2,189,715.35	2,234,770.00	2,297,973.66	1,566,194.59	2,260,887.00	2,297,270.00	2.8%
GRAND TOTAL	2,189,715.35	2,234,770.00	2,297,973.66	1,566,194.59	2,260,887.00	2,297,270.00	2.8%

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

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
0016010	MAIN LIBRARY							
0016010	421001 LIBR FINES	-20,460.93	-17,000.00	-17,000.00	-9,038.03	-12,500.00	-12,500.00	-26.5%
0016010	450102 COPIER CHG	-12,849.15	-9,000.00	-9,000.00	-7,710.00	-10,000.00	-11,000.00	22.2%
0016010	450313 RENTALS	-630.00	-680.00	-680.00	-600.00	-600.00	-600.00	-11.8%
0016010	480001 TRUST	-4,105.00	.00	.00	.00	.00	.00	.0%
	TOTAL MAIN LIBRARY	-38,045.08	-26,680.00	-26,680.00	-17,348.03	-23,100.00	-24,100.00	-9.7%
	TOTAL GENERAL FUND	-38,045.08	-26,680.00	-26,680.00	-17,348.03	-23,100.00	-24,100.00	-9.7%
	GRAND TOTAL	-38,045.08	-26,680.00	-26,680.00	-17,348.03	-23,100.00	-24,100.00	-9.7%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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
0016010	MAIN LIBRARY								
0016010	514000	REG WAGES	1,226,989.77	1,267,950.00	1,286,152.00	761,188.57	1,267,948.00	1,305,840.00	3.0%
0016010	515100	OVERTIME	46,519.80	46,755.00	46,755.00	21,259.44	46,755.00	48,350.00	3.4%
0016010	515200	PARTTIME	34,107.70	37,920.00	37,920.00	20,628.74	37,918.00	38,105.00	.5%
0016010	517000	OTHER WAGE	8,190.80	11,025.00	11,025.00	4,718.64	11,021.00	12,555.00	13.9%
0016010	531000	PROF FEES	83,429.00	81,000.00	81,000.00	79,759.91	81,000.00	85,000.00	4.9%
0016010	541000	UTILITIES	102,756.26	112,000.00	112,000.00	112,000.00	112,000.00	112,000.00	.0%
0016010	541100	WATER/SEWR	5,778.20	5,000.00	5,000.00	5,000.00	5,000.00	5,150.00	3.0%
0016010	542140	REFUSE	62.40	240.00	240.00	97.20	240.00	200.00	-16.7%
0016010	543000	REP & MAIN	39,983.60	35,000.00	35,000.00	24,306.02	35,000.00	38,000.00	8.6%
0016010	543100	MV SERVICE	.00	150.00	150.00	.00	150.00	150.00	.0%
0016010	544400	RENT/LEASE	298.00	310.00	310.00	318.00	318.00	340.00	9.7%
0016010	553000	TELEPHONE	6,710.76	7,200.00	7,200.00	7,082.35	7,200.00	7,200.00	.0%
0016010	553100	POSTAGE	5,476.88	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	-20.0%
0016010	554000	TRAV REIMB	304.07	500.00	500.00	30.63	400.00	400.00	-20.0%
0016010	555000	PRINT/BIND	3,617.87	5,400.00	5,400.00	4,800.00	5,400.00	8,000.00	48.1%
0016010	561400	MAINT SUPL	6,952.84	7,000.00	7,000.00	6,986.22	7,000.00	7,000.00	.0%
0016010	561800	PROG SUPPL	141,877.57	130,000.00	130,000.00	125,749.82	130,000.00	130,000.00	.0%
0016010	562200	NATURALGAS	16,197.54	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	.0%
0016010	562600	M/V FUELS	860.18	1,000.00	1,000.00	521.75	900.00	900.00	-10.0%
0016010	563000	M/V PARTS	.00	300.00	300.00	138.99	300.00	900.00	200.0%
0016010	569000	OFFIC SUPL	982.36	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.0%

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|CITY OF BRISTOL
 |NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

|P 2
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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
0016010 570400 18031 LAMINATOR	1,862.39	.00	.00	.00	.00	.00	.0%
0016010 581120 CONF MEMB	.00	195.00	195.00	170.00	195.00	195.00	.0%
0016010 581135 SCHOOLING	239.00	300.00	300.00	239.00	300.00	300.00	.0%
TOTAL MAIN LIBRARY	1,733,196.99	1,775,745.00	1,793,947.00	1,201,495.28	1,775,545.00	1,826,085.00	2.8%
TOTAL GENERAL FUND	1,733,196.99	1,775,745.00	1,793,947.00	1,201,495.28	1,775,545.00	1,826,085.00	2.8%
GRAND TOTAL	1,733,196.99	1,775,745.00	1,793,947.00	1,201,495.28	1,775,545.00	1,826,085.00	2.8%

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Main Library - 0016010			SUMMARY REPORT	
Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	26 Full time employees: 3 BPSA, 23 Local 233	1,267,950.00	1,305,840.00
Overtime	515100	17 Full time employees to cover vacations, vacancies, snow removal, Sunday hours, alarm call backs	46,755.00	48,350.00
Part time Wages	515200	4 Library page positions (high school student book shelveers)	37,920.00	38,105.00
Other Wages	517000	Custodial shift differential, vacation sell back	11,025.00	12,555.00
Professional Fees	531000	Library Connection fee, Security guard, professional programmers	81,000.00	85,000.00
Public Utilities	541000	Eversource	112,000.00	112,000.00
Water & Sewer	541100	Bristol Water Dept. water usage and sewer fees	5,000.00	5,150.00
Refuse	542140	Pay as you Throw Program	240.00	200.00
Repairs & Maint.	543000	Service contracts for alarms, elevators, RFID system, laminator, maintenance uniforms	35,000.00	38,000.00
Motor Vehicles Services & Repairs	543100	Maintenance on library truck	150.00	150.00
Rents & Leases	544400	U.S. Postal Box rental	310.00	340.00
Telephone	553000	Frontier	7,200.00	7,200.00
Postage	553100	Overdue notices and bills	5,000.00	4,000.00
Travel Reimbursement	554000	Outreach programs city wide and meeting attendance	500.00	400.00
Printing & Binding	555000	Office Works printers and photocopiers, high demand with Staples closure	5,400.00	8,000.00
Conferences & Mbr	581120	Connecticut Library Association insitutional membership, Mayoral approval	195.00	195.00
Schooling & Education	581135	Supvr of Maintenance electrical license (\$175) and related schooling, Mayoral approval	300.00	300.00
Maintenance Supplies	561400	Paper goods, cleaning products, misc.	7,000.00	7,000.00
Program Supplies	561800	Books, DVDs, audio, magazine & newspaper subscriptions, computer fees, online databases	130,000.00	130,000.00
Motor Fuels	562600	Library truck	1,000.00	900.00
Natural Gas	562200	Eversource Gas	20,000.00	20,000.00
MV Parts	563000	Maintenance on library truck, includes price for 4 new tires	300.00	900.00
Office Supplies	569000	Paper, pens, pencils, etc.	1,500.00	1,500.00
			1,775,745.00	1,826,085.00

SUMMARY REPORT

Account	Object	Description	18-19 Budget	19-20 Request
Professional Fees	531000	Special programs and entertainer fees	7,000.00	7,000.00
Program Supplies	561800	Books, DVDs, audio, materials for programming	51,000.00	52,000.00
			58,000.00	59,000.00

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|CITY OF BRISTOL
 |NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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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
0016011 CHILDREN'S LIBRARY							
0016011 531000 PROF FEES	7,894.00	7,000.00	7,000.00	6,729.00	7,000.00	7,000.00	.0%
0016011 561800 PROG SUPPL	62,685.22	51,000.00	52,036.61	48,243.01	51,000.00	52,000.00	2.0%
TOTAL CHILDREN'S LIBRARY	70,579.22	58,000.00	59,036.61	54,972.01	58,000.00	59,000.00	1.7%
TOTAL GENERAL FUND	70,579.22	58,000.00	59,036.61	54,972.01	58,000.00	59,000.00	1.7%
GRAND TOTAL	70,579.22	58,000.00	59,036.61	54,972.01	58,000.00	59,000.00	1.7%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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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
0016012 MANROSS LIBRARY							
0016012 480001 MANRS LIBR TRUST	-19,155.00	.00	.00	.00	-19,155.00	.00	.0%
TOTAL MANROSS LIBRARY	-19,155.00	.00	.00	.00	-19,155.00	.00	.0%
TOTAL GENERAL FUND	-19,155.00	.00	.00	.00	-19,155.00	.00	.0%
GRAND TOTAL	-19,155.00	.00	.00	.00	-19,155.00	.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
0016012 MANROSS LIBRARY							
0016012 514000 REG WAGES	196,472.54	194,150.00	201,178.00	119,736.76	193,984.00	203,735.00	4.9%
0016012 515100 OVERTIME	4,294.16	4,690.00	4,690.00	2,329.07	4,679.00	5,200.00	10.9%
0016012 515200 PARTTIME	48,203.30	52,280.00	52,280.00	29,353.56	51,562.00	52,535.00	.5%
0016012 517000 OTHER WAGE	1,932.32	2,945.00	2,945.00	1,430.21	2,084.00	2,255.00	-23.4%
0016012 531000 PROF FEES	19,989.00	20,000.00	20,000.00	17,877.00	20,000.00	22,000.00	10.0%
0016012 541000 UTILITIES	16,918.05	25,000.00	25,000.00	25,000.00	25,000.00	23,000.00	-8.0%
0016012 541100 WATER/SEWR	311.25	600.00	600.00	600.00	600.00	500.00	-16.7%
0016012 543000 REP & MAIN	6,443.59	7,000.00	7,000.00	4,083.50	7,000.00	7,000.00	.0%
0016012 561400 MAINT SUPL	1,482.56	1,500.00	1,500.00	1,250.00	1,500.00	1,500.00	.0%
0016012 561800 PROG SUPPL	54,927.99	49,000.00	51,910.95	48,322.87	49,000.00	50,000.00	2.0%
0016012 562200 NATURALGAS	9,465.60	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	.0%
0016012 589100 MANRS MISC	2,134.84	.00	17,343.00	9,286.63	17,343.00	.00	.0%
TOTAL MANROSS LIBRARY	362,575.20	369,165.00	396,446.95	271,269.60	384,752.00	379,725.00	2.9%
TOTAL GENERAL FUND	362,575.20	369,165.00	396,446.95	271,269.60	384,752.00	379,725.00	2.9%
GRAND TOTAL	362,575.20	369,165.00	396,446.95	271,269.60	384,752.00	379,725.00	2.9%

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SUMMARY REPORT

Account	Object	Description	18-19 Budget	19-20 Request
Regular Wages	514000	4 Full time employees	194,150.00	203,735.00
Overtime	515100	3 Full time employees and 1 part time employee to cover vacations, vacancies, snow removal	4,690.00	5,200.00
Part time Wages	515200	1 Custodian, 1 Library Clerk, 2 Library Pages	52,280.00	52,535.00
Other Wages	517000	1 BPSA, 2 L233 vacation sell backs	2,945.00	2,255.00
Professional Fees	531000	Security guard, programming events	20,000.00	22,000.00
Public Utilities	541000	Eversource	25,000.00	23,000.00
Water & Sewer	541100	Bristol Water Dept. water usage and sewer fees	600.00	500.00
Repairs & Maint.	543000	Alarm systems, elevator maintenance, RFID system maintenance	7,000.00	7,000.00
Maintenance Supplies	561400	Paper goods, electrical supplies, cleaning supplies, misc.	1,500.00	1,500.00
Program Supplies	561800	Books, DVDs, audio, magazine & newspaper subscriptions	49,000.00	50,000.00
Natural Gas	562200	Eversource Gas	12,000.00	12,000.00
	589100	Library Trust Revenue, one quarterly distribution		
			369,165.00	379,725.00

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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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
0016014 LIBRARY TRUSTS							
0016014 480001 MAIN TRUST	.00	-4,130.00	-4,130.00	-2,065.00	-4,130.00	-4,210.00	1.9%
0016014 480002 GOODSSELL	-27,550.00	-27,730.00	-27,730.00	-13,865.00	-27,730.00	-28,250.00	1.9%
TOTAL LIBRARY TRUSTS	-27,550.00	-31,860.00	-31,860.00	-15,930.00	-31,860.00	-32,460.00	1.9%
TOTAL GENERAL FUND	-27,550.00	-31,860.00	-31,860.00	-15,930.00	-31,860.00	-32,460.00	1.9%
GRAND TOTAL	-27,550.00	-31,860.00	-31,860.00	-15,930.00	-31,860.00	-32,460.00	1.9%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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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
0016014 LIBRARY TRUSTS							
0016014 561800 PROG SUPPL	23,363.94	27,730.00	44,413.10	38,457.70	38,460.00	28,250.00	1.9%
0016014 589100 MAIN MISC	.00	4,130.00	4,130.00	.00	4,130.00	4,210.00	1.9%
TOTAL LIBRARY TRUSTS	23,363.94	31,860.00	48,543.10	38,457.70	42,590.00	32,460.00	1.9%
TOTAL GENERAL FUND	23,363.94	31,860.00	48,543.10	38,457.70	42,590.00	32,460.00	1.9%
GRAND TOTAL	23,363.94	31,860.00	48,543.10	38,457.70	42,590.00	32,460.00	1.9%

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Library Trusts - 0016014

SUMMARY REPORT

Account	Object	Description	18-19 Budget	19-20 Request
Program Supplies	561800	Gift monies for books, AV materials,subscriptions from Goodsell Bequest for Main Library Adult Collection	27,730	28,250
Miscellaneous	589100	Gift Monies for the Bristol Libraries Trust	4,130	4,210
			31,860	32,460