

Special Revenue Funds

Special Revenue Funds Budgets and Expenditures			
	2017-2018	2018-2019	2019-2020
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Equipment and Building Sinking Fund	\$1,898,024	\$0	\$0
Community Development Block Grant (BDA)	1,115,850	1,076,389	1,098,208
Sewer (WPC) Operating and Assessment	5,712,059	7,249,500	7,629,365
Solid Waste Disposal	1,067,915	1,111,750	1,483,850
School Lunch Program	3,157,993	2,922,672	3,163,465
Pine Lake Challenge Course	87,624	165,450	150,890
LOCIP Projects	468,941	970,000	540,000
Transfer Station	693,431	721,860	705,985
Total Special Revenue Funds	\$14,201,837	\$14,217,621	\$14,771,763

Program Summary

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. A summary of budgeted special revenue funds is presented in the table above.

Not all special revenue funds are budgeted. There are several funds whose revenue source dictates eligible expenditures. The revenue source for most of these are governmental grants and those include special grants for libraries, firefighters, disasters, community services and police share of drug related asset forfeitures. Other revenue sources for these funds are the collection of fees of which a portion must be set aside for specific expenditures and general donations. The aggregated total of ending fund balance for these non-major special revenue funds was \$4,733,740 as of June 30, 2018. Of these, the ending fund balance of the more active of these non-major funds as of June 30, 2018 was Special Grants and Donations, \$2,338,682, Manross Memorial Library, \$856,200, Student Activity, \$634,403 and Police Drug Forfeiture, \$279,799. The State Local Capital Improvement Program (LOCIP) provides an annual entitlement for municipalities to be used for eligible non-school capital projects and improvements. Although the LOCIP fund does not receive a budget appropriation, it is a specific source of funding in the City's Capital Budget, which is approved as part of the annual budget process. The LOCIP fund is presented here as if it were an appropriated fund.

The Equipment and Building Sinking Fund is not an appropriated fund. Its revenue is primarily a transfer in from the General Fund as part of an annual surplus allocation.

Community Development Block Grant Fund- Bristol Development Authority

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Service Narrative

The office of the Bristol Development Authority (BDA) is responsible for economic and community development in the City of Bristol, and is the successor organization to the Redevelopment Agency. The department is also responsible for applying for and administering major grants, as well as for City of Bristol marketing efforts. The department is governed by a nine-member, bipartisan Board that is chaired by the Mayor. The board has full responsibility for the Community Development Block Grant (CDBG) programs, reviews applications for the Neighborhood Assistance Act, oversees redevelopment activities which includes overseeing incentive programs, including economic development grants, tax abatements, and more.

The BDA office has five staff members, the majority of which administer or generate special revenue. The Grants Administrator has assumed the role of Community Development Coordinator and that position is now funded half by the City and half by federal funds through the U.S. Department of Housing and Urban Development (HUD). The Housing and Projects Specialist is fully supported by HUD, and two other positions – the Executive Director and the department’s Administrative Assistant – receive partial support from HUD. At this time, the Marketing and Public Relations Specialist is the only position fully funded by the City. The federal government requires a specific accounting for each portion of the salaries.

Economic development efforts are concentrated on attracting, retaining, and growing industrial, office, medical, and retail establishments in the City. The BDA also works to encourage the development of new residential projects. This strategy helps to grow the commercial/industrial/residential tax base. In addition to increasing the tax base, the BDA is focused on increasing employment opportunities in Bristol and stimulating economic development in other ways. Part of this process includes promoting the many qualities that make Bristol an ideal location to set up shop, from its educated and hard-working workforce to potential tax abatements and grant funding.

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

Fiscal Year 2019 Goals and Accomplishments:

Economic Development

- Opened Hope Street, the first roadway on Centre Square that will serve the new Bristol Health Medical Arts Center as well as future development on the site.
- Managed development on Parcel 10, Parcel 1, and Parcel 3 of Centre Square. Parcel 10 is slated for development as a mixed-use retail/residential building, while Parcel 1 and a portion of Parcel 3 will be redeveloped as a commercial building featuring a 5,000 square-foot restaurant on the lower level.
- TIF Master Plan Downtown Bristol – The BDA and City Council 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.
- Opportunity Zone Downtown Bristol – 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.
- Revamped StartUP Bristol – The BDA worked to reimagine StartUP Bristol as a sustained, year-long support system for local entrepreneurs and new small businesses.
- Amazon "Delivery Station" Distribution Facility – In August 2018, Amazon opened a 60,000 square-foot "last mile" distribution facility 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.
- Coordinated Urban Jobs tax abatements for several manufacturers associated with their expansions/relocations to Bristol.
- Worked with AMKO LLC to expand its existing building in the Southeast Bristol Business Park.
- Coordinated special tax abatement incentive for clothing distributor Silent Partner Logistics/Bestseller Brands to incentivize its establishment on Minor Road.
- Coordinated Enterprise Zone Tax Abatements for several downtown projects, including the conversion of 81 and 45 North Main Street to mixed-use buildings, the construction of Bristol Self Storage off Curtiss Street, and the newly constructed retail building at 45 Melon Street.
- Coordinated Economic Development Grants for several large company expansions or relocations, including Curtis Products, Winchester Industrial Controls, Skytop Motors, LAB Security Systems, Bristol Family Dental, and Precision Express Manufacturing.
- Coordinated Small Business Grants for Undone Salon, Nauti-cuts, and Quick Auto to help these small businesses continue to grow in Bristol.
- Coordinated Downtown Grants for Bell City Barnstormers, Better Half Brewing, Café Real, and Mo's Brick Oven Pizza to support the resurgence of downtown Bristol.
- Coordinated Manufacturing Equipment Grants for DACRUZ Manufacturing, Quality Wire EDM, Enflo, and Precision Threaded Products to assist with the purchase of manufacturing equipment.

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Grants

Funding Highlights

- The Department of Public Works was awarded a Community Connectivity Grant of \$299,615 from the CT Department of Transportation to improve pedestrian and bicycle safety through the West End Corridor.
- The Bristol Fire Department was awarded a grant of \$4,025 from the Thomaston Savings Bank Foundation to purchase a “Smart Dummy” to assist with training and safety drills.
- The Bristol-Burlington Health District partnered with Wheeler Clinic for a \$150,000 award from the CT State Department of Mental Health and Addiction Services, to provide “How Can We Help?” Recovery Services for opioid abusers and their families in Bristol.

Ongoing Grant/Project Administration

- The City continues to work with the CT Brownfield Land Bank to attract potential developers who are interested in acquiring the former Sessions Factory at 273 Riverside Avenue.
- Work is underway on the remediation of 894 Middle Street, a 17-acre property with tremendous economic development potential once it is free of contaminants. Funding for this project comes from a \$1.3 million CT DECD Brownfields cleanup grant awarded in 2016.

Community Development

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

In the current Consolidated Plan, priorities to guide funding allocations were established and ranked as: 1) Housing Rehabilitation; 2) Public Services; 3) Target Areas: West End Neighborhood and Summer Street Area; 4) Public Facilities; and 5) Economic Development. These priorities are used to evaluate all proposals and to fund the activities that make the best use of federal funds. Work will begin on a new Five-Year Consolidated Plan in September 2019.

For 2018-2019, CDBG funds covered expenses for the BDA Housing Rehabilitation program. The public services covered were St. Vincent DePaul Mission for emergency shelter; the Bristol Boys and Girls Club for youth programs at Cambridge Park; Human Resources Agency for case management; Bristol Housing Authority for a First-time Homebuyer program; and operating expenses for Prudence Crandall Center and For Goodness Sake. With program income and by re-programming funds, BDA was able to provide funding for sidewalk replacement on Summer Street, a drainage project for the McCabe-Waters Little League, and an accessibility construction project for the Salvation Army.

Summary of Fiscal Year 2019-2020 Budget:

- The BDA has sustained a fairly level budget in recent years. The one budget variance was the loss of a full-time staff position designed to assist with economic development efforts. 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 Goals:

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

- **Economic Development:** The BDA will continue outreach initiatives to attract industrial, retail, office, and other commercial ventures to the City. This effort includes focusing on the Centre Square site in the heart of downtown, selling building lots in the Southeast Bristol Business Park, and investigating economic development opportunities for brownfield properties. The BDA will focus on taking advantage of its new economic development programs, including the TIF program as well as the Opportunity Zone designation. The BDA will promote local grant/tax incentives as well as provide guidance on state, federal, and other assistance available to new/expanding businesses.
- **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. Currently, 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.
- **Marketing and Public Relations:** The BDA will continue to market the many good qualities of Bristol, which is essential to maintaining positive community growth for both businesses and residents. For 2019-2020, the Marketing Plan includes promoting the many events, retail locations, new and existing businesses, and museums/attractions to those outside Bristol through campaigns that will instill a sense of pride in longtime Bristol residents, thus influencing others to want to live, work, or play here. In addition, a focus on promoting the Bristol Public School system and our private parochial schools is also included in the Marketing Plan. Another focus area for 2019 - 2020 will be working with the local media to make the public aware of downtown developments as they become public, new businesses starting up, and existing businesses that are expanding.
- **Grants:** The Grants Administrator will serve as the point of contact for ongoing grant-funded projects and will aggressively seek grant funds for City projects and services, including regional opportunities.

- **Community Development:** The BDA will administer, monitor, and report on CDBG activities to the City of Bristol and the U.S. Department of Housing and Urban Development. Various City departments and community organizations have stepped up efforts to end homelessness in Bristol. The BDA is part of the strategy, as it works in collaboration with the community services available. The Annual Action Plan for 2019-2020 includes CDBG allocations to:
 - Continue providing Housing Rehabilitation assistance.
 - Support public service programs: emergency shelter at St. Vincent DePaul; outreach to youth at the Bristol Boys and Girls Club program in Cambridge Park; case management by the Human Resources Agency; provide assistance with operating expenses at Prudence Crandall Center and the YWCA Sexual Assault Crisis Service program; scholarships at Shepard Meadows Therapeutic Riding Center; support for youth participants in the United Way of West Central Connecticut's Walsh Summer Youth Employment Experience; and assistance providing welcome baskets for clients of For Goodness Sake.
 - Assist public facilities with improvements: sidewalk replacement projects in the Target Areas. Note that the Summer Street Target Area has been expanded to include the entire 4061 Census Tract, and will be identified for HUD as the Bristol Opportunity Zone. The West End Target Area remains the same. Other Public Facilities projects include the installation of a lift at the Bristol Historical Society to improve accessibility for volunteers and visitors; payment for water and sewer connections for new homes being built on Gridley and Pine Streets by Neighborhood Housing Services of New Britain as part of the Bristol Affordable Home Initiative; and installation of a new boiler at the Turning Point Christian Center.

Long Term Goals:

- **Economic Development:** The BDA will sell the remaining acreage of the Southeast Bristol Business Park and assist in the relocation and expansion of companies of all types. While the BDA will continue to grow Bristol's strong industrial base, the department will seek to attract a minimum of five companies each year working in other industries, such as bioscience, insurance, call centers and customer service, data management, retail, and others. The BDA will assist in the planning and redevelopment of downtown Bristol and will undertake several marketing initiatives, including further enhancing the City's "All Heart" website, continuing the use of social media for economic development purposes, and implementing marketing and branding strategies for the City of Bristol.
- **Grants:** The BDA will continue to identify outside funding opportunities and coordinate funding needs that meet the requirements of the City of Bristol's functional areas and departments.
- **Community Development:** The BDA will continue to provide Housing Rehabilitation grants to eligible Bristol homeowners. Such assistance prevents blight conditions and preserves the housing stock throughout the City. These grants allow low-to-moderate-income homeowners to remain in their homes. With additional federal and/or state funds, the BDA could also expand investment in the target areas of the West End and Bristol Opportunity Zone areas for concentrated community development support. Funding will be sought to supplement federal CDBG funds as opportunities are offered through the State of Connecticut Department of Economic and Community Development

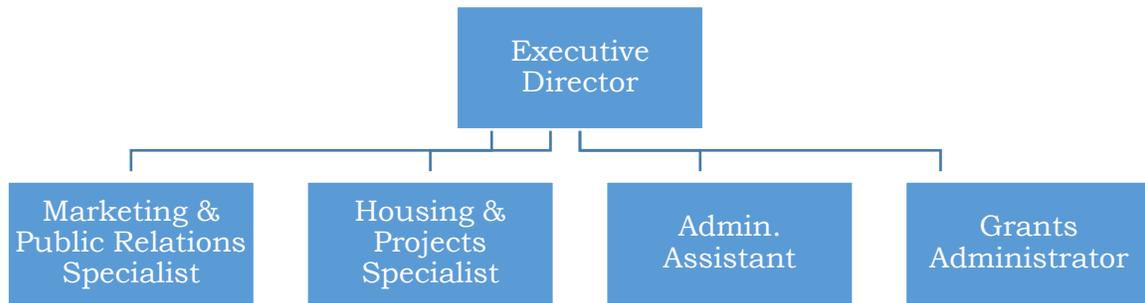
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and the State of Connecticut Department of Housing. Long-standing HUD regulations require municipalities such as Bristol to affirmatively further fair housing. This section of the Federal Fair Housing Act of 1968 requires recipients of state and federal funding to “undertake efforts to counteract our history of segregation and discrimination. To do this, grant recipients must analyze the barriers to fair housing in their area, identify the steps that should be taken to overcome these barriers and undertake these steps” (from Affirmatively Furthering Fair Housing: A Guide for State and Federal Housing Grantees – Connecticut Fair Housing Center, 2013).

Expenditure and Position Summary

	2018 Actual	2019 Estimated	2020 Budgeted
Salary Expenditures	\$493,508	\$445,265	\$402,325
Full time Positions	7	6	5

Organizational Chart



Bristol Development Authority Board

Term

Mayor Ellen Zoppo-Sassu, Chairperson	11/2019
Howard T. Schmelder, Vice-Chairperson	12/2021
David Mills, City Council Member	11/2019
Thomas Hick	02/2024
Charles Cyr	12/2022
Marvin Goldwasser	12/2021
John Lafreniere	12/2019
Michael Rivers	12/2019
Robert Passamano	12/2022

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Budget Highlights

104 BRISTOL DEVELOPMENT AUTHORITY REVENUE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
1044101 BDA- CITYSHARE							
490001		TRANSFER IN GENERAL FUND	\$550,175	\$477,635	\$477,635	\$415,020	\$415,020
TOTAL BDA- CITYSHARE			\$550,175	\$477,635	\$477,635	\$415,020	\$415,020
1044103 BDA- CDBG- ADMINISTRATION							
431025		CDBG ENTITLEMENT	\$512,949	\$546,586	\$546,586	\$624,054	\$648,928
431083		REPROGRAMMING FUNDS CDBG	0	37,168	37,168	17,260	17,260
431084		PROGRAM INCOME	33,934	15,000	15,000	17,000	17,000
TOTAL BDA- CDBG- ADMINISTRATION			\$546,883	\$598,754	\$598,754	\$658,314	\$683,188
TOTAL BRISTOL DEVELOPMENT AUTHORITY			\$1,097,058	\$1,076,389	\$1,076,389	\$1,073,334	\$1,098,208

1044101 BDA- CITYSHARE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
514000	G2020	REGULAR WAGES	\$346,098	\$297,070	\$297,070	\$272,255	\$272,255
515100	G2020	OVERTIME	1,380	1,000	1,000	1,000	1,000
TOTAL SALARIES			\$347,478	\$298,070	\$298,070	\$273,255	\$273,255
CONTRACTUAL SERVICES							
531000	G2020	PROFESSIONAL FEES AND SERVICES	\$5,887	\$1,500	\$4,000	\$10,000	\$10,000
553000	G2020	TELEPHONE	47	150	150	150	150
553100	G2020	POSTAGE	861	1,000	1,000	1,000	1,000
554000	G2020	TRAVEL REIMBURSEMENT	1,775	3,000	3,000	3,000	3,000
555000	G2020	PRINTING AND BINDING	6,352	7,455	2,947	2,455	2,455
557700	G2020	ADVERTISING	30,174	30,000	36,524	32,250	32,250
581120	G2020	CONFERENCES AND MEMBERSHIPS	5,935	6,000	9,000	12,000	12,000
581260	G2020	MISCELLANEOUS PROMOTIONS	1,262	1,000	1,000	1,000	1,000
581270	G2020	TRADE SHOWS	2,346	3,200	3,200	4,200	4,200
587467	G2020	DOWNTOWN REVITALIZATION ACTIVITIES	11,795	10,000	7,974	7,000	7,000
TOTAL CONTRACTUAL SERVICES			\$66,434	\$63,305	\$68,795	\$73,055	\$73,055
BENEFITS							
520100	G2020	LIFE INSURANCE	\$386	\$390	\$390	\$430	\$430
520500	G2020	DISABILITY INSURANCE	105	120	120	95	95
520700	G2020	F.I.C.A	20,762	22,475	22,475	16,880	16,880
520750	G2020	MEDICARE INSURANCE	4,856	5,260	5,260	3,950	3,950
520905	G2020	GENERAL RETIREMENT	13,342	0	0	0	0
TOTAL BENEFITS			\$39,451	\$28,245	\$28,245	\$21,355	\$21,355
SUPPLIES AND MATERIALS							
561800	G2020	PROGRAM SUPPLIES	\$590	\$1,500	\$1,500	\$1,500	\$1,500
569000	G2020	OFFICE SUPPLIES	1,523	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$2,113	\$3,100	\$3,100	\$3,100	\$3,100
OPERATING TRANSFERS OUT							
591500	G2020	TRANSFER TO INTERNAL SERVICE	\$79,139	\$84,915	\$84,915	\$44,255	\$44,255
TOTAL OPERATING TRANSFERS OUT			\$79,139	\$84,915	\$84,915	\$44,255	\$44,255
TOTAL BDA- CITYSHARE			\$534,615	\$477,635	\$483,125	\$415,020	\$415,020

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1044102 BDA- REHABILITATION PRESERVATION

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
514000	G2020	REGULAR WAGES	\$73,528	\$76,175	\$76,175	\$65,270	\$65,270
515100	G2020	OVERTIME- BDA REHAB	1,136	1,000	1,000	1,000	1,000
TOTAL SALARIES			\$74,664	\$77,175	\$77,175	\$66,270	\$66,270
CONTRACTUAL SERVICES							
531000	CDBG	PROFESSIONAL FEES	\$825	\$2,000	\$2,000	\$2,000	\$2,000
554000	G2020	TRAVEL REIMBURSEMENT	546	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES			\$1,371	\$3,000	\$3,000	\$3,000	\$3,000
BENEFITS							
520100	G2020	LIFE INSURANCE	\$50	\$65	\$65	\$70	\$70
520500	G2020	DISABILITY INSURANCE	21	30	30	30	30
520700	G2020	F.I.C.A.	4,468	4,725	4,725	4,050	4,050
520750	G2020	MEDICARE INSURANCE	1,045	1,105	1,105	950	950
TOTAL BENEFITS			\$5,584	\$5,925	\$5,925	\$5,100	\$5,100
OTHER/MISCELLANEOUS							
587100	G2020	RESIDENTIAL REHABILITATION	\$144,260	\$150,000	\$591,371	\$150,000	\$150,000
587105	G2020	RESIDENTIAL REHABILITATION-MULTI	24,306	0	46,717	50,000	\$74,874
TOTAL OTHER/MISCELLANEOUS			\$168,566	\$150,000	\$638,088	\$200,000	\$224,874
SUPPLIES AND MATERIALS							
561800	G2020	PROGRAM SUPPLIES	\$0	\$1,000	\$1,000	\$1,000	\$1,000
			\$0	\$1,000	\$1,000	\$1,000	\$1,000
OPERATING TRANSFERS OUT							
591500	G2020	TRANSFER TO INTERNAL SERVICE	\$18,304	\$21,360	\$21,360	\$22,525	\$22,525
TOTAL OPERATING TRANSFERS OUT			\$18,304	\$21,360	\$21,360	\$22,525	\$22,525
TOTAL BDA- REHABILITATION			\$268,489	\$258,460	\$746,548	\$297,895	\$322,769



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1044103 BDA- CDBG- ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
514000	G2020	REGULAR WAGES	\$71,287	\$69,520	\$69,520	\$62,300	\$62,300
515100	G2020	OVERTIME	79	500	500	500	500
TOTAL SALARIES			\$71,366	\$70,020	\$70,020	\$62,800	\$62,800
CONTRACTUAL SERVICES							
531000	G2020	PROFESSIONAL FEES AND SERVICES	\$1,500	\$14,000	\$14,000	\$14,000	\$14,000
553100	G2020	POSTAGE	342	400	24,000	400	400
554000	G2020	TRAVEL REIMBURSEMENT	176	1,000	1,000	1,000	1,000
555000	G2020	PRINTING AND BINDING	388	600	600	600	600
557700	G2020	ADVERTISING	2,267	3,500	3,500	3,500	3,500
581120	G2020	CONFERENCE AND MEMBERSHIPS	356	2,000	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES			\$5,029	\$21,500	\$45,100	\$21,500	\$21,500
BENEFITS							
520100	G2020	LIFE INSURANCE	\$84	\$80	\$80	\$115	\$115
520500	G2020	DISABILITY INSURANCE	21	25	25	25	25
520700	G2020	F.I.C.A.	4,339	4,315	4,315	3,865	3,865
520750	G2020	MEDICARE INSURANCE	1,015	1,010	1,010	905	905
TOTAL BENEFITS			\$5,459	\$5,430	\$5,430	\$4,910	\$4,910
SUPPLIES AND MATERIALS							
561800	G2020	PROGRAM SUPPLIES	\$792	\$1,160	\$1,160	\$1,160	\$1,160
569000	G2020	OFFICE SUPPLIES	402	1,410	1,410	1,410	1,410
TOTAL SUPPLIES AND MATERIALS			\$1,194	\$2,570	\$2,570	\$2,570	\$2,570
MISCELLANEOUS							
587902	G2020	FAIR HOUSING	\$970	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL MISCELLANEOUS			\$970	\$3,000	\$3,000	\$3,000	\$3,000
OPERATING TRANSFERS OUT							
591500	G2020	TRANSFER TO INTERNAL SERVICE	\$8,316	\$9,640	\$9,640	\$10,300	\$10,300
TOTAL OPERATING TRANSFERS OUT			\$8,316	\$9,640	\$9,640	\$10,300	\$10,300
TOTAL BDA- CDBG- ADMINISTRATION			\$92,334	\$112,160	\$135,760	\$105,080	\$105,080

1044104 BDA- PUBLIC SERVICE GRANTS

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
MISCELLANEOUS							
585011	G2019	ST. VINCENT DEPAUL	\$21,360	\$21,500	\$24,510	\$24,000	\$24,000
585013	G2019	PRUDENCE CRANDALL	8,449	8,000	9,120	8,000	8,000
585014	G2019	YWCA SEXUAL ASSAULT CRISIS SERVICES	0	8,000	9,120	8,000	8,000
585116	G2019	BOYS AND GIRLS CLUB- OUTREACH PROGRAM	26,581	27,000	30,780	25,000	25,000
585156	G2019	HRA CASE MANAGEMENT	17,325	16,735	19,078	20,000	20,000
585158	G2019	ZION LUTHERN SENIOR SUPPL FOOD COORD.	3,797	3,000	855	0	0
585160	CDBG	BHA - 1ST TIME HOMEBUYER	2,500	0	0	0	0
585161	CDBG	FOR GOODNESS SAKE	2,278	0	0	3,339	3,339
585162	G2019	ST. VINCENT DEPAUL	0	0	2,565	0	0
585163	G2020	UNITED WAY - WALSH SUMMER WORK EXPERIENCE	0	0	0	5,000	5,000
587329	G2020	SHEPARD MEADOWS	0	0	0	4,000	4,000
TOTAL MISCELLANEOUS			\$82,290	\$84,235	\$96,028	\$97,339	\$97,339
TOTAL BDA- PUBLIC SERVICE GRANTS			\$82,290	\$84,235	\$96,028	\$97,339	\$97,339

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1044105 BDA- CDBG PROJECTS

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
MISCELLANEOUS							
587314	G2019	WE SIDEWALKS	\$0	\$78,465	\$79,634	\$90,000	\$90,000
587333	G2019	BARC - FLOORING	25,000	0	0	0	0
587330	CDBG	SUMMER STREET SIDEWALKS	12,766	0	0	0	0
587331	G2019	SIDEWALK REPLACEMENT	93,179	0	112,676	0	0
587334	CDBG	BHS ADA DOOR	7,000	0	0	0	0
587335	CDBG	MCCABE-WATERS LITTLE LEAGUE DRAINAGE PROJECT	0	0	4,600	0	0
587336	CDBG	SALVATION ARMY - ACCESSIBILITY CONSTRUCTION	177	0	30,623	0	0
587337	G2019	KOMANETSKY ESTATES-GROUNDS IMPROVEMENT	0	15,429	15,429	0	0
587338	G2019	BRISTOL ADULT RES CTR - HVAC	0	50,000	50,000	0	0
587340	G2020	BHS LIFT INSTALLATION	0	0	0	10,000	10,000
587341	G2020	BRISTOL AFFORDABLE HOME OWNERSHIP INITIATIVE	0	0	0	28,000	28,000
587342	G2020	TURNING POINT CHRISTIAN CENTER - HVAC/WINDOWS	0	0	0	30,000	30,000
TOTAL MISCELLANEOUS			\$138,122	\$143,894	\$292,962	\$158,000	\$158,000
TOTAL BDA- CDBG PROJECTS			\$138,122	\$143,894	\$292,962	\$158,000	\$158,000



Sewer Operating and Assessment Fund Water Pollution Control

Sean Hennessey, WPC Manager
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wpc@bristolct.gov

Service Narrative

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

Fiscal Year 2019 Goals and Accomplishments:

- Hired a new WPC manager in April. The transition was successful providing stability in the Division.
- Replaced the two original grit separators in the headworks building. The original grit separators were manufactured from carbon steel, the new separators are manufactured from stainless steel which will provide extensive longevity.
- Replaced pumps at the Cross Street pumping station as well as the WPCF dewatering pump.
- Performed control upgrades at three pumping stations.
- Purchased a new $\frac{3}{4}$ ton pickup truck with a plow to replace an aging truck.
- Renovated men's and women's locker rooms in the operations building.
- Repair and rehabilitation of the Waste Activated Sludge storage is on track to be completed.

Summary of Fiscal Year 2019-2020 Budget:

- Overall expenditures are expected to increase by 5.2% for FY2019-2020. WPC finished FY2018-2019 with a year of actual operating data with the new phosphorus removal system upgrade; increased expenditures are based pm prior experience. Increased expenditures include electrical power, sludge disposal, chemical usage, laboratory supplies and professional services.
- Commenced (9/1/18) repayment of a twenty year DEEP CWF loan for the phosphorus upgrade at an annual cost of \$457,120.

Fiscal Year 2020 Goals:

- Improvements to be performed at the WPCF include replacing the existing plant water pumping system. The current pumping system is the original system installed in 1987.
- Recoat epoxy of the steel structures in the three primary clarifiers.
- Installed materials grinder in the sludge storage tank pump suction line.
- Improvement to be performed at the Broad Street pumping station. The Broad Street pumping station serves as the City’s main and most important pumping station. Two thirds of the City’s sewer is conveyed through the Broad Street pumping station. The improvement to be made is to replace the four original automatic transfer switches (ATS’s); The purpose of the ATS’s is to transfer power from street power to emergency generator power in the event of street power loss.
- Purchase of confined space entry safety equipment to allow for safe entry of employees into process tanks and manholes.
- Upgrade headworks controls; remove existing explosion proof electrical panels to relocate controls in septage pump room.

Long Term Goals:

- The Water Pollution Control division annually prepares a ten year capital improvement list to prepare for large future capital expenditures associated with aging facility equipment and infrastructure. The ten year capital list also provides a means for budgetary considerations such as future rate increases or decreases, funding methods, and debt service payments. Long term goals are centered around improvements to be completed on an aging collection system throughout the City. The City maintains 245 miles of sewers, many of which date back to the early 1900’s and in some instances late 1890’s. The ten year capital improvement project schedule is dynamic and ever-changing due to evaluating the effectiveness of prior capital improvements as well as re-evaluating future project cost benefits as resulting projects are completed. Improvements to the Water Pollution Control Facility include concrete tank rehabilitations of aeration, sludge storage and settling tanks. Preliminary costs associated with these projects have been identified.

Performance Measures

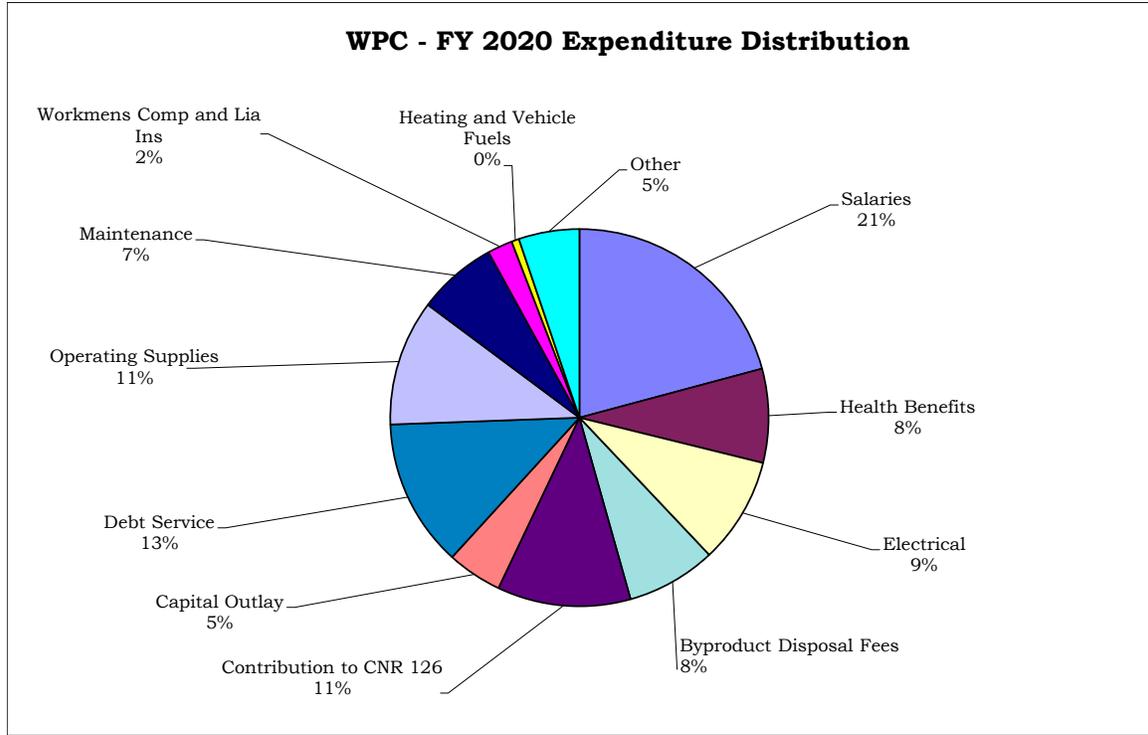
Quantitative:

ACTIVITY	2016-17 Actual	2017-2018 Actual	2018-2019 Actual
Treatment Operations Activity:			
Wastewater treated	2.4 billion gals.	2.9 billion gals.	4.1 billion gals.
Solids processed	6,900 wet tons	8,500 wet tons	9,400 wet tons

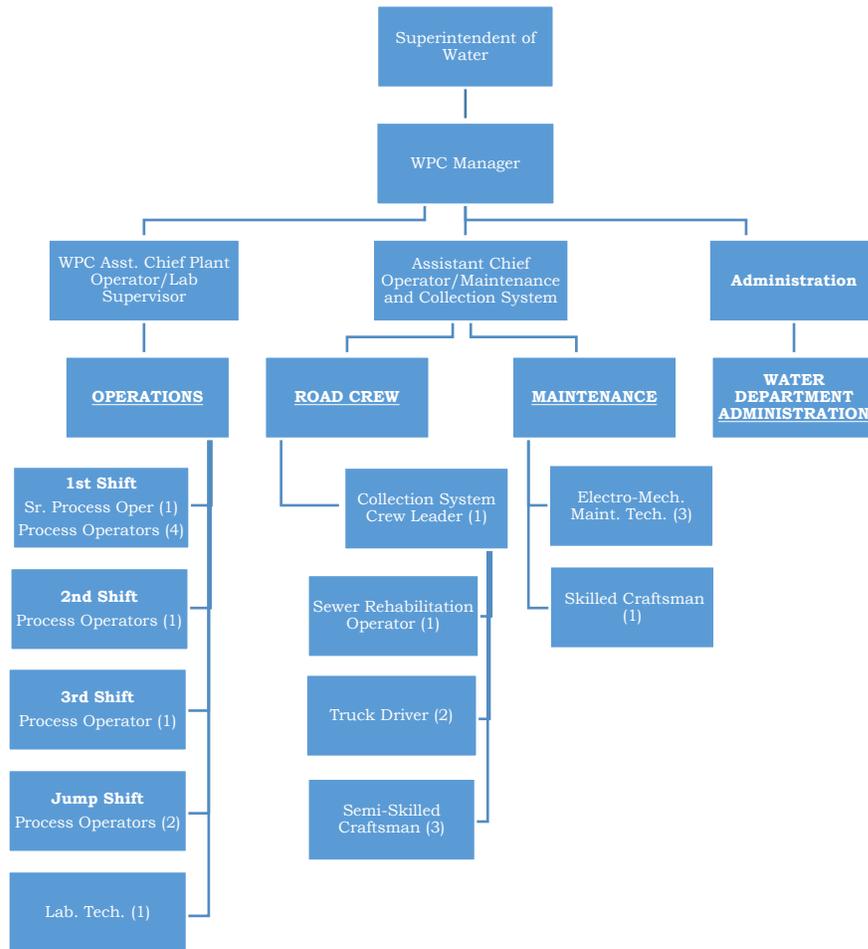
Special Revenue Funds

Expenditure & Position Summary

	2018 Actual	2019 Estimated	2020 Budgeted
Salary Expenditures	\$1,386,866	\$1,614,073	\$1,588,000
Full Time Positions	25	25	24



Organizational Chart



Budget Highlights

Total Operating Budget for fiscal year 2019-2020 is \$7,629,365. Capital Outlay request of \$359,000 includes equipment replacements at the treatment plant and pump stations.

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

Special Revenue Funds

1183014 WATER POLLUTION CONTROL REVENUE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
TAXES & PRIOR LEVIES							
410003		ASSESSMENTS-INTEREST, LIENS & PENALTIES	\$2,773	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL TAXES & PRIOR LEVIES			\$2,773	\$3,000	\$3,000	\$3,000	\$3,000
FINES/FEES							
402000		SEWER ASSESSMENTS & ADJUSTMENTS	(\$1,042)	\$20,000	\$20,000	\$0	\$0
422005		CUSTOMER DUMPING FEES	63,136	60,000	60,000	60,000	60,000
422006		UNMETERED COMMERCIAL SEWER USER FEES	1,701,549	1,755,000	1,755,000	1,851,525	1,851,525
422007		UNMETERED DOMESTIC SEWER USER FEES	4,492,198	4,752,000	4,752,000	5,013,360	5,013,360
422008		UNMETERED FACTORY SEWER USER FEES	198,833	213,000	213,000	224,715	224,715
422009		UNMETERED PUBLIC SEWER USER FEES	290,060	323,000	323,000	340,765	340,765
454008		DEMAND RESPONSE PROGRAM REVENUE	0	0	0	0	0
TOTAL FINES/FEES			\$6,744,734	\$7,123,000	\$7,123,000	\$7,490,365	\$7,490,365
LICENSE, PERMITS, FEES							
442015		SEWER CONNECTION PERMITS	\$86,650	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL LICENSE, PERMITS, FEES			\$86,650	\$40,000	\$40,000	\$40,000	\$40,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$16,872	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL INVESTMENT EARNINGS			\$16,872	\$10,000	\$10,000	\$10,000	\$10,000
OTHER/MISCELLANEOUS REVENUE							
454001		MISCELLANEOUS- OTHER	\$31,221	\$8,500	\$8,500	\$11,000	\$11,000
461002		BUDGETARY FUND BALANCE UNRESTRICTED	0	0	854,838	0	0
480013		MISCELLANEOUS REVENUE LIENS	23,150	5,000	5,000	15,000	15,000
480014		MISCELLANEOUS PENALTIES SEWER USER	60,856	60,000	60,000	60,000	60,000
TOTAL OTHER/MISCELLANEOUS			\$115,227	\$73,500	\$928,338	\$86,000	\$86,000
OTHER FINANCING SOURCES							
490300	18004	TRANSFER IN CAPITAL PROJECTS	\$11,500	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES			\$11,500	\$0	\$0	\$0	\$0
TOTAL WATER POLLUTION CONTROL			\$6,977,756	\$7,249,500	\$8,104,338	\$7,629,365	\$7,629,365

Special Revenue Funds

1183014 WATER POLLUTION CONTROL EXPENDITURES			2018	2019	2019	2020	2020
OBJECT	PROJECT	DESCRIPTION	ACTUAL EXPENDITURE	ORIGINAL BUDGET	REVISED BUDGET	BUDGET REQUEST	APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$1,310,805	\$1,505,360	\$1,521,573	\$1,496,900	\$1,496,900
515100		OVERTIME	49,814	60,200	60,200	58,500	58,500
517000		OTHER WAGES	26,247	32,300	32,300	32,600	32,600
TOTAL SALARIES			\$1,386,866	\$1,597,860	\$1,614,073	\$1,588,000	\$1,588,000
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$44,603	\$100,000	\$100,000	\$125,000	\$125,000
531150		ADMINISTRATIVE FEES	59,730	65,000	65,000	65,000	65,000
541000		PUBLIC UTILITIES	675,198	650,000	650,000	695,000	695,000
541100		WATER AND SEWER CHARGES	11,105	8,500	8,500	13,500	13,500
542120		TIPPING FEES	583,001	500,000	500,000	585,000	585,000
542140		REFUSE	425	300	300	550	550
543000		REPAIRS AND MAINTENANCE	63,381	80,000	80,000	80,000	80,000
543011		COL SYSTEM	19,530	160,000	160,000	160,000	160,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	5,948	10,000	10,000	8,250	8,250
543110		MAJOR REPAIRS	69,361	225,000	225,000	225,000	225,000
544400		RENTS AND LEASES	8,204	4,500	4,500	7,000	7,000
553000		TELEPHONE	2,537	2,400	2,400	2,450	2,450
553100		POSTAGE	72	300	300	100	100
554000		TRAVEL REIMBURSEMENT	50	100	100	100	100
555000		PRINTING AND BINDING	115	100	100	250	250
557700		ADVERTISING	887	800	800	800	800
581120		CONFERENCES AND MEMBERSHIPS	110	350	350	350	350
581135		SCHOOLING AND EDUCATION	1,943	2,500	2,500	6,000	6,000
581280		LIEN FEES	5,595	9,000	9,000	8,500	8,500
589100		MISCELLANEOUS	8,344	8,500	8,500	8,600	8,600
TOTAL CONTRACTURAL SERVICES			\$1,560,139	\$1,827,350	\$1,827,350	\$1,991,450	\$1,991,450
BENEFITS							
520100		LIFE INSURANCE	\$1,518	\$1,825	\$1,825	\$2,660	\$2,660
520400		WORKERS' COMPENSATION	90,000	90,000	90,000	90,000	90,000
520500		DISABILITY	459	700	700	700	700
520700		F.I.C.A.	83,052	99,070	99,070	98,460	98,460
520750		MEDICARE INSURANCE	19,423	23,170	23,170	23,000	23,000
520905		GENERAL CITY RETIREMENT	48,004	70,465	70,465	0	0
591517		TRANSFER W/C	(90,000)	0	0	0	0
TOTAL BENEFITS			\$152,456	\$285,230	\$285,230	\$214,820	\$214,820
SUPPLIES AND MATERIALS							
561150		LABORATORY SUPPLIES	\$10,964	\$11,500	\$11,500	\$12,500	\$12,500
561400		MAINTENANCE SUPPLIES AND MATERIALS	597,503	640,000	640,000	750,000	750,000
561800		PROGRAM SUPPLIES	46,169	55,000	55,000	55,000	55,000
562000		HEATING FUELS	1,331	0	0	0	0
562200		NATURAL GAS	23,282	35,000	35,000	30,000	30,000
562600		MOTOR FUELS	23,354	18,000	18,000	19,125	19,125
563000		MOTOR VEHICLE PARTS	6,152	5,500	5,500	5,500	5,500
563100		TIRES	12,216	4,000	4,000	4,000	4,000
569000		OFFICE SUPPLIES	1,623	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$722,594	\$770,600	\$770,600	\$877,725	\$877,725

Special Revenue Funds

1183014 WATER POLLUTION CONTROL EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
CAPITAL OUTLAY							
570200	17026	BUILDING INTERIOR RENOVATIONS	\$20,141	\$0	\$0	\$0	0
570200	19006	RENOVATE BATH	0	45,000	45,000	0	0
570200	20011	REPLACE ROOFTOP HEAT & A/C	0	0	0	40,000	40,000
570300	16038	SEWER JUNCTION REPAIR	0	0	0	0	0
570300	16040	STAFFORD AVE AND BROOK ST REPAIRS	0	0	10,000	0	0
570300	17018	CONTROL SYSTEM UPGRADE LAKE/EAST	5,079	0	0	0	0
570300	17021	BYPASS PUMP CONNECTION	5,775	0	0	0	0
570300	17024	SANITARY SEWER EASEMENT	0	0	100,000	0	0
570300	18006	UST BYPASS	0	0	60,000	0	0
570300	18009	ODOR CONTROL	0	0	60,000	0	0
570300	18011	VALVE MANHOLE	0	0	35,000	0	0
570300	19002	BYPASS TAP	0	30,000	30,000	0	0
570400	15010	LAKE AVE	0	0	23,039	0	0
570400	15013	GENERATOR	1,417	0	0	0	0
570400	17019	PUMP STATION REPAIRS	12,172	0	18,779	0	0
570400	18007	MOWER	9,451	0	0	0	0
570400	18008	GENERATOR	0	0	50,000	0	0
570400	18010	GRIT SEPERATOR	0	0	75,000	0	0
570400	19001	GRIT SEPERATOR	0	75,000	75,000	0	0
570400	19005	P/S CONTROL	0	75,000	75,000	0	0
570400	19007	PUMP REPLACEMENT	0	50,000	50,000	0	0
570400	20006	SANDBLAST CLARIFIERS	0	0	0	90,000	90,000
570400	20007	REPLACE PLANT WATER PUMP SYS	0	0	0	50,000	50,000
570400	20008	CHERRY HILL GENERATOR	0	0	0	60,000	60,000
570400	20009	SLUDGE GRINDER STORAGE TANK	0	0	0	14,000	14,000
570400	20010	REPLACE ATS BROAD STREET	0	0	0	100,000	100,000
570400	20012	CONFINED SPACE EQUIPMENT	0	0	0	5,000	5,000
570500	15034	PICKUP TRUCK	(115)	0	0	0	0
570500	18002	PICKUP	25,558	0	0	0	0
570500	18004	PICKUP TRUCK	0	0	0	0	0
570500	19003	SM DUMP TRUCK	0	175,000	175,000	0	0
570500	19004	3/4 DUMP TRUCK	0	45,000	45,000	0	0
570900	17022	SCADA SERV & PROGRAMMING	(15,980)	0	63,920	0	0
TOTAL CAPITAL OUTLAY			\$63,498	\$495,000	\$990,738	\$359,000	\$359,000
OTHER/MISCELLANEOUS							
552100		LIABILITY INSURANCE	\$64,506	\$69,670	\$69,670	\$73,850	\$73,850
589000		CONTINGENCY	0	125,815	83,702	172,050	172,050
589120		REFUNDS OF SEWER USER FEES	2,061	2,500	2,500	2,500	2,500
TOTAL OTHER/ MISCELLANEOUS			\$66,567	\$197,985	\$155,872	\$248,400	\$248,400
OPERATING TRANSFERS OUT							
591001		TRANSFERS TO GENERAL FUND	\$270	\$3,000	\$3,000	\$3,000	\$3,000
591126		TRANSFER OUT CLEAN WATER FUND	394,630	371,835	756,835	828,955	828,955
591201		TRANSFER OUT DEBT	115,275	135,000	135,000	138,000	138,000
591300		TRANSFERS TO CAPITAL PROJECTS	767,630	1,026,170	1,026,170	870,215	870,215
591500		TRANSFERS TO INTERNAL SERVICE	482,134	539,470	539,470	509,800	509,800
TOTAL OPERATING TRANSFERS OUT			\$1,759,939	\$2,075,475	\$2,460,475	\$2,349,970	\$2,349,970
TOTAL WATER POLLUTION CONTROL			\$5,712,059	\$7,249,500	\$8,104,338	\$7,629,365	\$7,629,365

Solid Waste Disposal Fund

Service Narrative

The Solid Waste Disposal fund is used to account for the operations of the City’s solid waste disposal program. Solid waste expenditures made from this fund are used to cover municipal solid waste (MSW) tip fees. This includes all costs for the disposal of City refuse collected curbside by the City’s Public Works Solid Waste Division. Tip fees are set in a 2012 Municipal Solid Waste and Recycling Services Agreement dated December 21, 2012 with a term extending through June 30, 2034. Tip fee is adjusted annually using a CPI index for the period ending March 31 of the immediately preceding contract year with a minimum 1.75% and maximum 3.25% annual increase. The primary funding source is by a transfer from the General Fund.

Fiscal Year 2019 Goals and Accomplishments:

- Maintain level of service for weekly municipal refuse and recycling collection.

Summary of Fiscal Year 2019-2020 Budget:

- Increased cost to dispose of municipal single stream recycling. Under the existing contract, the City currently receives a credit for each ton of recycled material. Due to collapse of available markets for recyclables the proposed budget includes a significant cost increase for disposal of municipal recyclables.

Fiscal Year 2020 Goals:

- Implement program to promote the reduction of municipal solid waste in order to reduce recycling and refuse disposal cost.
- Educate residents on ways to reduce solid waste and recycling.
- Implement Trash to Treasure program.
- Implement/investigate measures to reduce cost associated with disposal of municipal single stream recycling.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material and reduce impact on the environment.

Budget Highlights

1213016 SOLID WASTE DISPOSAL FUND REVENUE			2018	2019	2019	2020	2020
OBJECT	PROJECT	DESCRIPTION	ACTUAL REVENUE	ORIGINAL BUDGET	REVISED BUDGET	BUDGET REQUEST	APPROVED BUDGET
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$1,211	\$1,000	\$1,000	\$1,400	\$1,400
TOTAL INVESTMENT EARNINGS			\$1,211	\$1,000	\$1,000	\$1,400	\$1,400
OTHER/MISCELLANEOUS REVENUE							
480000		CITY OF BRISTOL HOST FEE	\$293,456	\$308,150	\$308,150	\$300,000	\$300,000
TOTAL OTHER/MISCELLANEOUS			\$293,456	\$308,150	\$308,150	\$300,000	\$300,000
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$461,245	\$802,600	\$802,600	\$1,182,450	\$1,182,450
TOTAL OPERATING TRANSFERS IN			\$461,245	\$802,600	\$802,600	\$1,182,450	\$1,182,450
TOTAL SOLID WASTE DISPOSAL FUND			\$755,912	\$1,111,750	\$1,111,750	\$1,483,850	\$1,483,850

Special Revenue Funds

1213016 SOLID WASTE DISPOSAL FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
CONTRACTUAL SERVICES							
542140		CITY REFUSE	\$1,067,915	\$1,111,750	\$1,111,750	\$1,483,850	\$1,483,850
TOTAL CONTRACTUAL SERVICES			\$1,067,915	\$1,111,750	\$1,111,750	\$1,483,850	\$1,483,850
SOLID WASTE DISPOSAL FUND TOTAL			\$1,067,915	\$1,111,750	\$1,111,750	\$1,483,850	\$1,483,850

School Lunch Program

David Foulds, Director

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Service Narrative

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

For the 2018-2019 School Year the District participated in the Community Eligibility Program (C.E.P.) whereby school-wide meals are free to all students. West Bristol K-8, Ellen P. Hubbell K-5, South Side, Stafford, Ivy Drive, Chippens Hill Middle School, Greene Hills K-8 qualified for C.E.P in Bristol. There have been substantial increase in meals served to students at the newly added schools. Bristol Central High School is scheduled to implement the CEP program for the 2019-2020 School year.

The Department’s mission is to provide students with healthy, nutritious and appealing foods in a timely manner and in a pleasant environment every day. Grants have been awarded to provide fresh fruits and vegetables in all meal choices.

The District enrollment for fiscal year 2018-2019 in all grades was approximately 7,629 students. The Department served 847,992 reimbursable lunches and 364,685 Reimbursable Breakfast during the past school year in the lunch and breakfast programs. The percentage of students qualifying for Free or Reduced Priced Meals in our schools is 53.98%. In addition to the National School Lunch and National School Breakfast programs, the Department also operates a Special Milk program for kindergarten and preschool children.

The District receives funding through the Department of Education Child Nutrition offices through both federal and state reimbursements and grants, as well as through cash sales revenues. The Department operates 12 food services sites throughout the District.

Fiscal Year 2019 Goals and Accomplishments:

- Instituted the CEP program at 5 additional schools.
- Increase reimbursable lunches by 97,633 over the previous school year.
- Increased reimbursable breakfasts by 141,846 over the previous school year.

Special Revenue Funds

Fiscal Year 2020 Goals:

- Add Bristol Central High School to the CEP Program for the 2019-20 school year.
- Increase participation at all schools for the breakfast and lunch programs for the 2019-20 school year.
- Improve financial position from previous year.

Long Term Goals:

- Bring the Bristol School Lunch Program to a break even financial position

Performance Measures

Number of Students	Number of Meals Served	Percentage of Students Qualifying for Free/Reduced Lunch
7,629	1,212,677	53.98%

1275000 SCHOOL LUNCH PROGRAM REVENUES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
CHARGES FOR SERVICES							
450307		SCHOOL LUNCHES	\$771,866	\$690,000	\$348,545	\$348,545	\$348,545
450308		OTHER SALES	16,969	9,500	9,500	9,500	9,500
TOTAL CHARGES FOR SERVICES			\$788,835	\$699,500	\$358,045	\$358,045	\$358,045
FEDERAL GRANTS							
431007		FEDERAL REIMBURSEMENT	\$2,249,907	\$2,100,172	\$2,675,420	\$2,675,420	\$2,675,420
TOTAL FEDERAL GRANTS			\$2,249,907	\$2,100,172	\$2,675,420	\$2,675,420	\$2,675,420
STATE GRANTS							
432038		MISC. STATE REIMBURSEMENT	\$146,327	\$123,000	\$123,000	\$130,000	\$130,000
TOTAL STATE GRANTS			\$146,327	\$123,000	\$123,000	\$130,000	\$130,000
TOTAL SCHOOL LUNCH REVENUE			\$3,185,069	\$2,922,672	\$3,156,465	\$3,163,465	\$3,163,465

Special Revenue Funds

C4003100 SCHOOL LUNCH PROGRAM EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
512100		CAFETERIA SUPERVISORS	\$97,598	\$112,016	\$112,016	\$135,130	\$135,130
512110		CAFETERIA WORKERS	1,102,250	1,029,141	1,029,141	1,150,830	1,150,830
512130		REPLACEMENTS	42,762	55,000	55,000	25,000	25,000
		TOTAL SALARIES	\$1,242,610	\$1,196,157	\$1,196,157	\$1,310,960	\$1,310,960
BENEFITS							
520100		LIFE INSURANCE	\$1,866	\$2,090	\$2,090	\$3,250	\$3,250
520500		DISABILITY	3,886	3,590	3,590	3,590	3,590
520606		PENSION	79,203	0	0	0	0
520700		FICA	72,206	70,718	70,718	86,085	86,085
520750		MEDICARE	16,887	16,580	16,580	18,500	18,500
		TOTAL BENEFITS	\$174,048	\$92,978	\$92,978	\$111,425	\$111,425
CONTRACTUAL SERVICES							
544400		RENTS AND LEASES	\$15,045	\$16,500	\$16,500	\$15,500	\$15,500
		TOTAL CONTRACTUAL SERVICES	\$15,045	\$16,500	\$16,500	\$15,500	\$15,500
SUPPLIES AND MATERIALS							
561600		FOOD SUPPLIES	\$1,366,273	\$1,224,710	\$1,224,710	\$1,288,950	\$1,288,950
561700		SCHOOL LUNCH SUPPLIES	120,575	115,000	115,000	139,500	139,500
		TOTAL SUPPLIES AND MATERIALS	\$1,486,848	\$1,339,710	\$1,339,710	\$1,428,450	\$1,428,450
OTHER/MISCELLANEOUS							
581500		NON-LUNCH EXPENSE	\$13,336	\$15,000	\$15,000	\$22,130	\$22,130
		TOTAL OTHER/MISCELLANEOUS	\$13,336	\$15,000	\$15,000	\$22,130	\$22,130
OPERATING TRANSFERS OUT							
591500		TRANSFER OUT INTERNAL SERVICE	\$226,106	\$262,327	\$262,327	\$275,000	\$275,000
		TOTAL OPERATING TRANSFERS OUT	\$226,106	\$262,327	\$262,327	\$275,000	\$275,000
		TOTAL SCHOOL LUNCH EXPENDITURES	\$3,157,993	\$2,922,672	\$2,922,672	\$3,163,465	\$3,163,465

Pine Lake Challenge Course

Don Gagliardi, Coordinator
(860) 314-4690

Service Narrative

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

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

The Pine Lake Challenge Course and Adventure Program was created as a result of community development efforts of the Bristol Community Leadership Team involving schools, youth service bureaus, youth recreational organizations, and public and private non-profit agencies. Construction was made possible through funding received from the Connecticut State Department of Education and donations from businesses

and citizens. The primary applications of PLCC programs are to enrich educational and youth service programs and to enhance community collaborations and professional growth. Programs are delivered at the PLCC or at school and community locations.

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

Fiscal Year 2019 Goals and Accomplishments:

- 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.
- Hosted the Regional Challenge Course Professionals Refresher at the Pine Lake Challenge Course. Designed new delivery of the program that was well received.
- Passed an annual independent inspection of equipment and grounds
- 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-third year an open enrollment affordable summer program for area youth.
- Delivered a two-day Adventure Based Counseling Training to our facilitators.

Fiscal Year 2020 Goals:

- Continue the delivery of high quality academic and community support experiential programs. Commence 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 10% over last year through these marketing efforts. The website and marketing materials have been updated to support this effort.
- Diversify services and market through an array of venues including publications, social media, television, and outreach to potential customer groups.
- Continue to provide professional development of our facilitators as an ongoing part of the Pine Lake Challenge Course organization. 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.
- Offer safe and affordable quality programming to children and community members with cultural sensitivity.
- Maintain equipment and grounds to satisfy annual inspections.
- Improve access to water and facilities.

Special Revenue Funds

- Maintain high quality program delivery through 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.
- Develop sponsors for educational, cultural, positive youth development and remedial programs.
- Come up with a plan to ‘work around’ the 2 month lake remediation scheduled to take place during our 2020 spring/summer/fall season.

Long Term Goals:

- 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 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.



Special Revenue Funds

Performance Measures

Quantitative:

Fiscal Year	Service Days			Unduplicated Consumer Groups			Total Number of Participants		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Pine Lake Challenge Course and Adventure Program	96	67	67	67	42	43	4,652	3,275	2,194

Expenditure and Position Summary

	2018 Actual	2019 Estimated	2020 Budgeted
Salary Expenditures	\$72,584	\$134,415	\$115,985
Part-Time Positions	7-40 Seasonal	7-39 Seasonal	7-40 Seasonal

Budget Highlights

1321032 PINE LAKE CHALLENGE COURSE REVENUE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
LICENSE, PERMITS, FEES							
422004		CHALLENGE COURSE FEES	\$89,049	\$165,300	\$165,300	\$150,390	\$150,390
TOTAL LICENSE, PERMITS, FEES			\$89,049	\$165,300	\$165,300	\$150,390	\$150,390
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$241	\$150	\$150	\$500	\$500
TOTAL INVESTMENT EARNINGS			\$241	\$150	\$150	\$500	\$500
TOTAL PINE LAKE CHALLENGE COURSE			\$89,290	\$165,450	\$165,450	\$150,890	\$150,890

1321032 PINE LAKE CHALLENGE COURSE EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
515100		OVERTIME	\$0	\$465	\$1,465	\$985	\$985
515300		SEASONAL WAGES	72,584	132,950	132,950	115,000	115,000
TOTAL SALARIES			\$72,584	\$133,415	\$134,415	\$115,985	\$115,985
CONTRACTUAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$8,213	\$20,000	\$17,500	\$20,000	\$20,000
543200		EQUIPMENT MAINTENANCE CONTRACTS	3,883	4,000	5,500	6,750	6,750
553000		TELEPHONE	346	580	580	795	795
553100		POSTAGE	116	250	250	250	250
555000		PRINTING AND BINDING	0	500	500	500	500
581135		SCHOOLING AND EDUCATION	0	1,155	1,155	1,310	1,310
TOTAL CONTRACTUAL SERVICES			\$12,558	\$26,485	\$25,485	\$29,605	\$29,605
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$371	\$1,250	\$1,250	\$1,000	\$1,000
561800		PROGRAM SUPPLIES	2,018	4,000	4,000	4,000	4,000
569000		OFFICE SUPPLIES	93	300	300	300	300
TOTAL SUPPLIES AND MATERIALS			\$2,482	\$5,550	\$5,550	\$5,300	\$5,300
TOTAL PINE LAKE CHALLENGE COURSE			\$87,624	\$165,450	\$165,450	\$150,890	\$150,890

LoCIP Projects Fund

Service Narrative

The Local Capital Improvement Program (LoCIP) accounts for the activities of the eligible projects submitted to and approved by the State of Connecticut's Office of Policy and Management. This revenue source is budgeted when the Capital Budget is approved. The appropriation for 2019-2020 is \$540,000.

Budget Highlights

1341018 LOCIP PROJECTS FUND - REVENUE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
STATE GRANTS							
	432033	STATE OF CONNECTICUT - OPM	\$432,871	\$970,000	\$970,000	\$540,000	\$540,000
TOTAL LOCIP			\$432,871	\$970,000	\$970,000	\$540,000	\$540,000

134 LOCIP FUND

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SUPPLIES AND MATERIALS							
	570000	LOCIP EXPENDITURES	\$468,941	\$970,000	\$970,000	\$540,000	\$540,000
TOTAL SUPPLIES AND MATERIALS			\$468,941	\$970,000	\$970,000	\$540,000	\$540,000
TOTAL LOCIP			\$468,941	\$970,000	\$970,000	\$540,000	\$540,000

Transfer Station Fund

Service Narrative

The Transfer Station of the Public Works Department functions for the purpose of depositing solid waste, rubbish and recyclables generated in the City by residential property owners, tenants, and commercial entities not meeting the requirements for disposal at the waste-to-energy facility located in Bristol. Automated curbside collection vehicles deposit collected single-stream recyclables in an enclosed building at the Transfer Station to maximize hauling efficiency and eliminate site litter. The Transfer Station also accepts curbside-collected recyclables from Wolcott's private hauler.

Detail regarding Transfer Station Permits, payments and other information can be found at <http://www.bristolct.gov/237/Transfer-Station>

Fiscal Year 2019 Goals and Accomplishments:

- Maintained compliance with CT DEEP environmental permits and regulations.
- Completed construction of transfer station office.
- Implemented Trash to Treasure program.
- Completed the chipping and grinding of brush and leaf piles.

Special Revenue Funds

Summary of Fiscal Year 2019-2020 Budget:

- Educate residents on ways to reduce solid waste and recycling.
- Implement new policies at the transfer station (increase minimum balance from \$5 to \$25, 100lbs free only on the first visit)
- Onsite leaf composting at transfer station.
- Increase employee education and employee training.

Fiscal Year 2020 Goals:

- Maintain compliance with CT DEEP environmental permits and regulations.
- Install new directional signage.
- Upgrade computer and scale software to improve efficiency.

Long Term Goals:

- Develop and implement programs to reduce the quantity of solid waste generated within the City through education and public awareness to reduce disposal cost of refuse and recyclable material and reduce impact on the environment.

Expenditure and Position Summary

	2018 Actual	2019 Estimated	2020 Budgeted
Salary Expenditures	\$364,741	\$343,545	\$345,660
Full time Positions	5.5	5.5	5.5

Budget Highlights

136 TRANSFER STATION REVENUE

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL REVENUE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
LICENSE, PERMITS, FEES							
422020		RESIDENTIAL PERMIT FEES	\$48,410	\$50,000	\$50,000	\$45,000	\$45,000
422021		COMMERCIAL PERMIT FEES	2,600	3,000	3,000	2,400	2,400
450350		CLOTHING	300	150	150	300	300
450351		ALUMINUM	0	1,500	1,500	5,500	5,500
450352		IRON METAL	57,467	56,000	56,000	56,000	56,000
450353		BATTERIES	2,131	2,000	2,000	2,100	2,100
TOTAL LICENSE, PERMITS, FEES			\$110,908	\$112,650	\$112,650	\$111,300	\$111,300
CHARGES FOR SERVICES							
450303		RECYCLING	\$44,628	\$43,000	\$43,000	\$12,000	\$12,000
450356		PAY AS YOU THROW	233,404	200,000	200,000	225,000	225,000
TOTAL CHARGES FOR SERVICES			\$278,032	\$243,000	\$243,000	\$237,000	\$237,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$1,431	\$700	\$700	\$1,400	\$1,400
TOTAL INVESTMENT EARNINGS			\$1,431	\$700	\$700	\$1,400	\$1,400
MISCELLANEOUS/CONTRIBUTIONS							
480023		RECYCLING REBATES	\$404	\$0	\$0	\$0	\$0
TOTAL MISCELLANEOUS/CONTRIBUTIONS			\$404	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES							
490001		TRANSFER IN GENERAL FUND	\$316,820	\$365,510	\$365,510	\$356,285	\$356,285
TOTAL OTHER FINANCING SOURCES			\$316,820	\$365,510	\$365,510	\$356,285	\$356,285
TOTAL TRANSFER STATION FUND			\$707,595	\$721,860	\$721,860	\$705,985	\$705,985

Special Revenue Funds

136 TRANSFER STATION FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2018 ACTUAL EXPENDITURE	2019 ORIGINAL BUDGET	2019 REVISED BUDGET	2020 BUDGET REQUEST	2020 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$306,432	\$286,245	\$286,245	\$287,660	\$287,660
515100		OVERTIME	58,308	57,200	57,200	58,000	58,000
517000		OTHER WAGES	1	100	100	0	0
TOTAL SALARIES			\$364,741	\$343,545	\$343,545	\$345,660	\$345,660
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES	\$2,440	\$3,000	\$3,000	\$10,000	\$10,000
534200		ENVIRONMENTAL	537	1,250	1,250	1,400	1,400
541000		UTILITIES	5,667	6,500	6,500	6,500	6,500
541100		WATER/SEWER	372	325	325	400	400
542101		DISPOSAL	2,078	3,000	3,000	2,500	2,500
542105		TIRE DISPOSAL	3,300	3,000	3,000	3,500	3,500
542110		FREON	1,352	1,500	1,500	2,200	2,200
542115		BULK WASTE	16,710	15,500	15,500	25,000	25,000
542120		TIP FEES	114,324	124,975	124,975	120,000	120,000
543000		REPAIRS & MAINTENANCE	8,202	15,000	15,000	15,000	15,000
544400		RENTS/LEASE	15,333	15,000	15,000	5,000	5,000
554000		TRAVEL REIMBURSEMENT	0	50	50	0	0
581120		CONFERENCE & MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING	75	150	150	2,000	2,000
TOTAL CONTRACTURAL SERVICES			\$170,390	\$189,400	\$189,400	\$193,650	\$193,650
BENEFITS							
520100		LIFE INSURANCE	\$318	\$280	\$280	\$500	\$500
520500		DISABILITY	100	255	255	150	150
520700		F.I.C.A.	21,670	21,180	21,180	21,150	21,150
520750		MEDICARE INSURANCE	5,068	4,875	4,875	5,100	5,100
520905		GENERAL CITY RETIREMENT	11,162	0	0	0	0
TOTAL BENEFITS			\$38,318	\$26,590	\$26,590	\$26,900	\$26,900
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$500	\$550	\$500	\$400	\$400
561800		PROGRAM SUPPLIES	24,240	24,000	24,000	2,000	2,000
TOTAL SUPPLIES AND MATERIALS			\$24,740	\$24,550	\$24,500	\$2,400	\$2,400
OTHER/MISCELLANEOUS							
589000		CONTINGENCY	\$0	\$9,000	\$9,000	\$15,300	\$15,300
589105		CCARD FEES	6,027	7,500	7,500	0	0
TOTAL OTHER/ MISCELLANEOUS			\$6,027	\$16,500	\$16,500	\$15,300	\$15,300
OPERATING TRANSFERS OUT							
591500		TRANSFERS TO INTERNAL SERVICE	\$89,215	\$121,275	\$121,275	\$122,075	\$122,075
TOTAL OPERATING TRANSFERS OUT			\$89,215	\$121,275	\$121,275	\$122,075	\$122,075
TOTAL TRANSFER STATION FUND			\$693,431	\$721,860	\$721,810	\$705,985	\$705,985

