

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



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

**City of Bristol
Board of Finance**

February 20, 2020

Ladies and Gentlemen:

The Board of Finance will hold a **Budget Hearing** on **Thursday, February 27, 2020** 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:
 - Treasurer
 - Retirement Fund Overview
 - Library
 - Parks, Recreation, Youth and Community Services
 - Pine Lake Adventure Park
4. Adjournment

PER ORDER OF THE CHAIRPERSON
John Smith

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk

**CITY OF BRISTOL, CONNECTICUT
2020-2021 BUDGET
BUDGET HEARING #2**

ORGCODE	DESCRIPTION	2020 ORIGINAL BUDGET	2021 BUDGET REQUEST	REQUEST \$ INCREASE/ (DECREASE)	REQUEST % INCREASE/ (DECREASE)
0011019	TREASURER	\$144,185	\$148,040	\$3,855	2.67%
0016010	MAIN LIBRARY	\$1,918,350	\$1,978,940	\$60,590	3.16%
0016011	CHILDREN'S LIBRARY	59,000	59,000	\$0	0.00%
0016012	MANROSS LIBRARY	394,870	403,830	\$8,960	2.27%
0016014	LIBRARY BEQUEST	32,460	33,260	\$800	2.46%
TOTAL LIBRARIES		\$2,404,680	\$2,475,030	\$70,350	2.93%
0017021	PARKS ADMINISTRATION	238,310	406,930	\$168,620	70.76%
0017022	PARKS GROUNDS & FACILITIES	1,446,630	1,690,095	243,465	16.83%
0017023	RECREATION	415,160	613,245	198,085	47.71%
0017024	AQUATICS	708,715	763,265	54,550	7.70%
0011031	YOUTH SERVICES	488,615	0	(488,615)	-100.00%
0014012	COMMUNITY SERVICES	115,125	0	(115,125)	-100.00%
0017025	YOUTH AND COMMUNITY SERVICES	0	473,465	473,465	100.00%
TOTAL PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES		\$3,412,555	\$3,947,000	\$534,445	15.66%
1321032	PINE LAKE ADVENTURE PARK	\$150,890	\$175,000	\$24,110	15.98%

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Treasurer

Org: 0011019

Division: General Government

Fiscal Year 2020 Goals and Accomplishments:

- Implemented remote deposit capture to expedite the deposit of checks, which increases the average balance used to determine the City's bank credits.
- Streamlined the movement of funds from our pension investments to the retirement system bank account from which pensions and administrative costs are paid, reducing bank charges and creating more efficiencies.
- Worked with banks to maximize interest income in an environment of falling or static rates.
- Securely deposited City funds at the bank by enlisting Brink's Inc. to guarantee deposits are transported with no risk to the City or its employees.
- Continued to limit the City's short-term investment exposure to credit and custodial risk by utilizing a secured municipal account, AAA rated asset management investment pools and laddering CDs.
- Continued to provide various forms on the City's website for pensioners to change their state and federal tax withholding, as well as direct deposit and address changes.
- Continuously educating eligible pensioners on City provided health care options and changes.
- Continued to require direct deposit of pension payments.
- Assisted pensioners with withholding changes due to the State of Connecticut pension withholding requirements.
- Successfully managed the City's transition to People's United Bank due to its acquisition of Farmington Bank, and ensure that the City is charged the lowest rates possible for bank services.
- Worked with credit card vendors to determine the best options for City departments currently accepting, or planning to accept electronic payment for services.

Summary of Fiscal Year 2020-2021 Request:

- Manage city funds while ensuring the safety of principal, maintaining sufficient liquidity, and attaining a market rate of return in the current fiscal environment.

Fiscal Year 2021 Major Service Level Goals:

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

Long Term Goals:

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

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

CITY TREASURER			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0011019	460001	INT GENFND	-1,484,342.87	-925,000.00	-925,000.00	-857,549.40	-960,525.00	-925,000.00	.0%
0011019	460006	INT A/R	-17,192.54	-8,000.00	-8,000.00	-4,191.18	-6,000.00	-6,000.00	-25.0%
TOTAL CITY TREASURER			-1,501,535.41	-933,000.00	-933,000.00	-861,740.58	-966,525.00	-931,000.00	-.2%
GRAND TOTAL			-1,501,535.41	-933,000.00	-933,000.00	-861,740.58	-966,525.00	-931,000.00	-.2%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

CITY TREASURER			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0011019	514000	REG WAGES	96,865.65	105,785.00	105,785.00	66,892.98	105,785.00	110,265.00	4.2%
0011019	515200	PARTTIME	15,406.27	22,700.00	22,395.00	7,516.36	10,163.00	23,110.00	1.8%
0011019	531000	PROF FEE	4,450.00	4,900.00	4,900.00	4,870.33	4,900.00	3,865.00	-21.1%
0011019	553000	TELEPHONE	9.30	120.00	120.00	8.08	120.00	120.00	.0%
0011019	553100	POSTAGE	3,630.54	4,300.00	4,300.00	1,876.30	4,300.00	4,300.00	.0%
0011019	554000	TRAV REIMB	54.04	120.00	120.00	51.16	120.00	120.00	.0%
0011019	569000	OFFIC SUPL	386.14	550.00	855.00	400.38	695.00	550.00	.0%
0011019	581120	CONF MEMB	370.00	410.00	410.00	410.00	410.00	410.00	.0%
0011019	581150	ANNUAL BND	300.00	300.00	300.00	300.00	300.00	300.00	.0%
0011019	581400	BANK CHG	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
TOTAL CITY TREASURER			121,471.94	144,185.00	144,185.00	82,325.59	131,793.00	148,040.00	2.7%
GRAND TOTAL			121,471.94	144,185.00	144,185.00	82,325.59	131,793.00	148,040.00	2.7%

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Treasurer- 0011019

Account	Object	Description	19-20 Budget	20-21 Request
Regular Wages	514000	Wages for Deputy Treasurer and Accounting Clerk	\$ 105,785	\$ 110,265
Part Time	515200	Treasurer & PT Bookkeeper	\$ 22,700	\$ 23,110
Professional Fees	531000	Brink's Inc. - Reduce to 3X per week (5X in July, 2020)	\$ 4,900	\$ 3,865
Telephone	553000	Office Calls	\$ 120	\$ 120
Postage	553100	Accounts Payable Checks	\$ 4,300	\$ 4,300
Travel Reimbursement	554000	Travel to Conferences and CPFO Exam	\$ 120	\$ 120
Office Supplies	569000	Supplies for Office	\$ 550	\$ 550
Conference & Membership	581120	GFOA, Conferences/Meetings and Membership CPFO Exam	\$ 410	\$ 410
Misc. Bond Expense	581150	For Treasurer and Deputy Treasurer	\$ 300	\$ 300
Bank Charges	581400	Banking Services Fee	\$ 5,000	\$ 5,000
			\$ 144,185	\$ 148,040

**COMBINING BALANCE SHEET
PENSION FUNDS
June 30, 2019 with comparative totals for 2018**

<u>ASSETS</u>	Total Pension Funds	GEN CITY OPEB	Total Pension plus OPEB	Pension only 2018	OPEB only 2018
Cash and cash equivalents.....	\$ 1,100,325	\$1,177,182	\$ 2,277,507	\$ 2,762,586	\$ 786,467
Investments.....	\$ 652,730,859	\$ 301,825	\$ 653,032,684	\$ 644,463,326	\$ 256,400
Accrued receivable.....	\$ -		\$ -	\$ -	
TOTAL.....	<u>\$ 653,831,184</u>	<u>\$1,479,007</u>	<u>\$ 655,310,191</u>	<u>\$ 647,225,912</u>	<u>\$1,042,867</u>
LIABILITIES					
AND					
<u>FUND BALANCE</u>					
Liabilities:	\$ (6,970)	\$ -	\$ (6,970)	\$ 54,357	\$ -
Total Liabilities:	<u>\$ (6,970)</u>	<u>\$ -</u>	<u>\$ (6,970)</u>	<u>\$ 54,357</u>	<u>\$ -</u>
Fund balance:					
Reserved Endowments.....					
Reserved for pension plan benefits...	\$ 653,838,154	\$1,479,007	\$ 655,317,161	\$ 647,171,556	\$ 1,042,867
Total fund balance.....	<u>\$ 653,838,154</u>	<u>\$1,479,007</u>	<u>\$ 655,317,161</u>	<u>\$ 647,171,556</u>	<u>\$1,042,867</u>
TOTAL.....	<u>\$ 653,831,184</u>	<u>\$1,479,007</u>	<u>\$ 655,310,191</u>	<u>\$ 647,225,913</u>	<u>\$1,042,867</u>

CITY OF BRISTOL
COMBINING STATEMENT OF CHANGES IN PLAN ASSETS
7/1/18- 6/30/19 (unaudited)

	Total Pension Funds	715 Gen City (401 (h)) OPEB	Total Pension plus OPEB
Additions			
Contributions			
Employer	0.00		0.00
Employee	2,234,181.00	390,715.00	2,624,896.00
Total Contributions	2,234,181.00	390,715.00	2,624,896.00
Investment Income	5,542,719.00	8,310.00	5,551,029.00
Realized Gain	2,099,043.00	3,153.00	2,102,196.00
Misc Revenue	0.00		0.00
Unrealized Gain	138,543,621.00	208,128.00	138,751,749.00
Total	148,419,564.00	610,306.00	149,029,870.00
Less investment expense	(4,401,356.00)	(5,730.00)	(4,407,086.00)
Total additions	144,018,208.00	604,576.00	144,622,784.00
Deductions			
Benefits (Pension Payments)	25,638,387.00		25,638,387.00
Retiree Health Benefits	0.00		0.00
Administration	177,904.55	882.00	178,786.55
Realized Loss	6,149,655.00	9,238.00	6,158,893.00
Unrealized Loss	105,385,664.00	158,316.00	105,543,980.00
Total	137,351,610.55	168,436.00	137,520,046.55
Net transfers in (out)	0.00	0.00	0.00
Net Increase (Decrease)	6,666,597.45	436,140.00	7,102,737.45
Fund Balance at 7/1	647,171,556.11	1,042,867.04	648,214,423.15
Fund Balance at 6/30	653,838,153.56	1,479,007.04	655,317,160.60

City of Bristol Municipal Employees Pension Fund

Individual Account Summary With Fees (page 5)

Advent Monthly Report

JULY 1, 2018 TO JUNE 30, 2019

Calculated from Monthly Advent Reports (Linked to Monthly Summary Report tabs)

	Market	Accrued									Account &		Market
	Value	Interest	Additions/	Misc	Realized		Unrealized		Interest/	Management	Misc	Value	
	6-30-18	(06-30-18)	Withdrawals	Rev/Exp	Gains	Losses	Gains	Losses	Dividends	Fees	Exp	6-30-19	
BW Consult (Beach Point)	8,000,234.60	0.00	(560,064.08)	0.00	0.00	(0.89)	598,581.85	(376,636.65)	114.05	(99.98)	50.00	7,662,178.90	
Gamco	10,118,253.22	0.00	0.00	0.00	32,116.82	(51,993.56)	4,029,231.56	(2,742,721.24)	136,460.60	(95,502.49)	(6,264.61)	11,419,580.30	
Tocqueville Gold	8,925,162.12	0.00	0.00	0.00	18,766.27	(24,115.92)	3,247,976.67	(2,626,070.29)	83,118.00	(82,008.72)	(5,017.41)	9,537,810.72	
Neub Berman (Growth)	83,540,877.86	0.00	(1,500,000.00)	0.00	126,691.88	(1,763,269.31)	29,851,510.03	(20,334,689.16)	757,201.83	(378,700.44)	(2,584.35)	90,297,038.34	
NB Intl Eqty	46,172,020.87	0.00	(4,600,000.00)	0.00	193,039.32	(449,081.64)	9,114,565.52	(9,802,400.60)	861,833.67	(343,593.70)	(17,305.31)	41,129,078.13	
Boyd Watterson Bond	31,416,839.23	211,694.14	(350,000.00)	0.00	69,240.57	(57,319.47)	2,019,575.67	(703,992.08)	1,207,233.77	(92,629.00)	0.00	33,508,948.69	
Disbursing (CASH)	2,905,972.96	0.00	11,068,285.46	0.00	3,668.52	0.00	0.00	0.00	124,179.02	(1,099,816.83)	1,479.04	13,003,768.17	
Robeco	42,667,171.09	0.00	0.00	0.00	0.00	0.00	12,630,714.89	(10,724,555.19)	0.00	0.00	0.00	44,573,330.79	
BW Consulting	61,940,706.67	0.00	12,862,415.45	0.00	0.00	(50,170.08)	18,496,657.39	(16,442,194.47)	1,317,710.21	0.00	0.00	78,125,125.17	
GLBL Emerg Mkts	29,840,014.93	0.00	(2,300,000.00)	0.00	523,114.15	(2,709,572.29)	6,697,198.85	(4,213,169.78)	621,753.41	(219,757.12)	(3,104.91)	28,236,477.24	
Fiera/Apex Cap Mgmt	50,906,154.19	0.00	(1,000,000.00)	0.00	1,024,556.21	(1,041,920.45)	18,545,782.81	(14,423,950.10)	302,165.58	(295,291.69)	(1,241.78)	54,016,254.77	
Columbia	0.00	0.00	10,087,755.00	0.00	6,888.65	(11,449.31)	636,400.38	(574,159.96)	45,206.35	0.00	(94.15)	10,190,546.96	
Gator Series	6,019,481.00	0.00	(4,809,188.00)	0.00	0.00	0.00	242,828.00	(1,422,641.00)	0.00	(30,480.00)	0.00	0.00	
Gator Series-Sibilla	4,071,567.00	0.00	(4,079,192.00)	0.00	0.00	0.00	119,909.00	(102,162.00)	0.00	(10,122.00)	0.00	0.00	
EnTrust Structured Fund	12,133,900.12	0.00	(1,336,380.00)	0.00	0.00	0.00	2,275,558.47	(873,860.83)	0.00	(92,021.01)	0.00	12,107,196.75	
Entrust Structured FD II	36,375,509.74	0.00	(2,509,862.00)	0.00	0.00	0.00	6,280,291.51	(2,714,693.76)	0.00	(264,767.93)	0.00	37,166,477.56	
Omega Credit Opp	13,843,238.29	0.00	(950,000.00)	0.00	0.00	0.00	930,941.71	(3,826,476.00)	0.00	0.00	0.00	9,997,704.00	
Omega Advisors	47,261,470.95	0.00	(46,553,014.08)	0.00	10.89	0.00	3,009,641.01	(3,748,010.90)	29,902.08	0.00	0.00	(0.05)	
Boyd Watterson GSA	36,904,423.62	0.00	(2,173,135.64)	0.00	0.00	0.00	2,801,205.02	0.00	0.00	0.00	0.00	37,532,493.00	
Boyd Watterson St Gov	10,120,040.00	0.00	(376,169.87)	0.00	0.00	0.00	780,067.87	0.00	0.00	0.00	0.00	10,523,938.00	
Corrum Cap Railcar	9,981,261.00	0.00	0.00	0.00	0.00	0.00	295,723.00	(31,832.00)	0.00	0.00	0.00	10,245,152.00	
Corrum Cap Real Asset	8,898,795.00	0.00	(1,041,771.40)	0.00	0.00	0.00	510,721.84	(148,466.44)	0.00	0.00	0.00	8,219,279.00	
Eastbay Offshore	12,399,256.00	0.00	0.00	0.00	0.00	0.00	800,952.00	(7,107,152.00)	0.00	(73,680.00)	0.00	6,019,376.00	
Invesco 2	5,039,574.00	0.00	(1,996,894.00)	0.00	0.00	0.00	1,134,172.00	0.00	0.00	(45,969.00)	0.00	4,130,883.00	
Invesco Fund	612,703.00	0.00	(178,320.00)	0.00	0.00	0.00	74,434.00	(1,307.00)	0.00	0.00	0.00	507,510.00	
Longford Capital Fund I	5,493,977.00	0.00	1,500,000.00	0.00	0.00	0.00	3,770,111.00	(236,249.00)	0.00	(195,592.00)	0.00	10,332,247.00	
Longford Capital Fund II	3,564,730.00	0.00	3,078,635.33	0.00	0.00	0.00	3,337,831.67	0.00	0.00	(678,266.00)	0.00	9,302,931.00	
Mountain Lake	2,063,351.52	0.00	(600,000.00)	0.00	0.00	0.00	177,276.15	0.00	0.00	0.00	0.00	1,640,627.67	
Prytania Athena Fund	15,733,723.16	0.00	(244,007.90)	0.00	0.00	0.00	1,301,757.35	(674,140.38)	3,970.06	(312,822.90)	0.00	15,808,479.39	
Zephyr Growth	0.00	0.00	983,889.00	0.00	0.00	0.00	15,736.00	(171,317.00)	0.00	0.00	0.00	828,308.00	
Zephyr Peacock India	2,355,966.00	0.00	376,781.00	0.00	0.00	0.00	155,275.00	(50,685.00)	0.00	0.00	0.00	2,837,337.00	
Lone Star	598,639.65	0.00	(228,513.77)	0.00	0.00	0.00	29,090.00	0.00	0.00	0.00	0.00	399,215.88	
Golden Tree	30,198,940.35	0.00	0.00	0.00	0.00	0.00	1,273,558.16	(312,113.83)	0.00	0.00	0.00	31,160,384.68	
Heitman Value III	4,615,766.00	0.00	(1,989,093.51)	0.00	0.00	0.00	583,838.51	0.00	0.00	0.00	0.00	3,300,500.00	
Arsenal III	0.00	0.00	2,413,785.01	0.00	0.00	0.00	942,849.99	0.00	0.00	(56,135.00)	0.00	3,210,511.00	
Eagle	0.00	0.00	15,034,060.00	0.00	104,102.74	0.00	2,039,784.32	(1,158,333.63)	49,003.05	(6,627.46)	0.00	16,061,989.02	
			(21,970,000.00)	0.00	2,102,196.02	(6,158,892.92)	138,751,749.20	(105,543,980.29)		(4,373,883.27)	(34,083.48)		
	644,719,721.14	211,694.14	(21,970,000.00)		(4,056,696.90)		33,207,768.91		5,539,851.68	(4,407,966.75)		653,032,678.08	

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Library

Org: 0016010-0016014

Division: Main, Library and Manross

Fiscal Year 2020 Goals and Accomplishments:

- Received a generous donation of new couches and chairs from Bob's Discount Furniture to help department promote Bristol Babies are Born Reading, an initiative that encouraged parents to read to the unborn baby by using "Belly Books". Bristol Rotary Club and the Price Chopper Foundation generously purchased the "Belly Books."
- The Bristol School Readiness Council and Parent and Child Center at the Bristol Hospital partnered with the Children's Department to offer two baby showers.
- Awarded a \$5,000 grant from American Library Association (ALA) to present robotics programs for children 6 years and older.
- Hosted another sold-out Author Luncheon event at the DoubleTree with Amor Towles, author of A Gentleman in Moscow.
- Received a \$2,500 CT Humanities Grant to fund cultural programs in support of the Author Luncheon.
- Created a Friends Café on the second floor of the Main Library serving hot beverages with funding from the Friends of the Bristol Library.
- Introduced new technology via the purchase of Launchpads and Wonderbooks for the Children's Department.
- Partnered with Parks and Recreation for the installation of Rock n' Read small book library at Rockwell Park.
- Purchased hand-held scanner to conduct first collection inventory in decades.
- Co-sponsored a community-wide shred-it event for over 250 residents with the Public Works Department.
- Utilized a mobile hot spot to allow staff to issue library cards off-site.
- Initiated application process for a Historical Preservation grant to address the interior paint situation in the two original reading rooms of the Main Library.

Summary of FY 2020-2021 Request:

- Upgrades for many AFSCME Local 233 positions within the library have impacted the wages side of the budget.
- In keeping with the Mayor's directive, the library budget shows no overall increase to the non-wages side of the budget.
- Evaluate the cost/benefits of keeping the library open on Sundays.

Fiscal Year 2021 Goals:

- Review and update the Collection Development Policy to reflect changing reading needs of the community.
- Explore the possibility of sharing the Wowmobile (Bookmobile) with the Board of Education.
- Conduct outreach services to include community events such as the Mum Festival and Farmer's Market to promote library services.
- Offer more opportunities for the public to be exposed to new technologies through the Computer Lab.
- Install LED lighting in the Main Library.
- Continue to partner with other City departments to provide expanded services.
- Host another Author Luncheon with the support of the Friends of the Library.

Long Term Goals:

- Assess the feasibility of creating a joint, larger parking area to serve the Main Library and other downtown organizations/businesses.
- To maintain a high quality of resources, services, and programming for the public.
- Be a positive presence in the further development of the downtown area.

02/24/2020 10:02
SharonChaika

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
MAIN LIBRARY	-29,850.88	-25,100.00	-25,100.00	-20,886.99	-25,895.00	-28,000.00	11.6%
MANROSS LIBRARY	-20,027.50	.00	.00	.00	.00	.00	.0%
LIBRARY TRUSTS	-32,160.00	-32,460.00	-32,460.00	-16,230.00	-32,460.00	-33,260.00	2.5%
TOTAL GENERAL FUND	-82,038.38	-57,560.00	-57,560.00	-37,116.99	-58,355.00	-61,260.00	6.4%
GRAND TOTAL	-82,038.38	-57,560.00	-57,560.00	-37,116.99	-58,355.00	-61,260.00	6.4%

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

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
MAIN LIBRARY	1,709,457.95	1,918,350.00	1,918,350.00	1,294,032.04	1,918,350.00	1,978,940.00	3.2%
CHILDREN'S LIBRARY	55,686.70	59,000.00	59,000.00	53,252.40	59,000.00	59,000.00	.0%
MANROSS LIBRARY	362,226.83	394,870.00	415,457.00	301,794.60	415,897.00	403,830.00	2.3%
LIBRARY TRUSTS	40,790.38	32,460.00	40,209.00	27,044.81	40,209.00	33,260.00	2.5%
TOTAL GENERAL FUND	2,168,161.86	2,404,680.00	2,433,016.00	1,676,123.85	2,433,456.00	2,475,030.00	2.9%
GRAND TOTAL	2,168,161.86	2,404,680.00	2,433,016.00	1,676,123.85	2,433,456.00	2,475,030.00	2.9%

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

MAIN LIBRARY			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016010	421001	LIBR FINES	-13,028.88	-12,500.00	-12,500.00	-8,349.45	-12,500.00	-13,000.00	4.0%
0016010	450102	COPIER CHG	-14,137.00	-12,000.00	-12,000.00	-11,142.54	-12,000.00	-14,000.00	16.7%
0016010	450313	RENTALS	-2,685.00	-600.00	-600.00	-1,395.00	-1,395.00	-1,000.00	66.7%
TOTAL MAIN LIBRARY			-29,850.88	-25,100.00	-25,100.00	-20,886.99	-25,895.00	-28,000.00	11.6%
GRAND TOTAL			-29,850.88	-25,100.00	-25,100.00	-20,886.99	-25,895.00	-28,000.00	11.6%

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

MAIN LIBRARY			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016010	514000	REG WAGES	1,235,008.38	1,395,685.00	1,395,685.00	832,908.81	1,401,210.00	1,454,955.00	4.2%
0016010	515100	OVERTIME	42,297.48	50,770.00	50,770.00	19,574.73	50,770.00	50,215.00	-1.1%
0016010	515200	PARTTIME	33,188.09	38,105.00	38,105.00	26,113.70	38,105.00	44,455.00	16.7%
0016010	517000	OTHER WAGE	8,345.00	12,555.00	12,555.00	4,841.92	7,030.00	8,080.00	-35.6%
0016010	531000	PROF FEES	80,518.91	85,000.00	85,000.00	80,427.04	85,000.00	85,000.00	.0%
0016010	541000	UTILITIES	99,085.77	112,000.00	112,000.00	112,000.00	112,000.00	110,000.00	-1.8%
0016010	541100	WATER/SEWR	2,949.22	5,150.00	5,150.00	5,000.00	5,150.00	5,150.00	.0%
0016010	542140	REFUSE	146.60	200.00	200.00	47.60	200.00	200.00	.0%
0016010	543000	REP & MAIN	34,635.03	38,000.00	38,000.00	30,204.97	38,000.00	38,000.00	.0%
0016010	543100	MV SERVICE	.00	150.00	150.00	.00	150.00	150.00	.0%
0016010	544400	RENT/LEASE	318.00	340.00	340.00	336.00	340.00	360.00	5.9%
0016010	553000	TELEPHONE	6,826.90	7,200.00	7,200.00	7,053.95	7,200.00	7,200.00	.0%
0016010	553100	POSTAGE	3,660.28	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.0%
0016010	554000	TRAV REIMB	308.35	400.00	400.00	328.35	400.00	400.00	.0%
0016010	555000	PRINT/BIND	5,722.62	8,000.00	8,000.00	6,000.00	8,000.00	8,000.00	.0%
0016010	561400	MAINT SUPL	6,970.88	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	.0%
0016010	561800	PROG SUPPL	127,229.00	130,000.00	130,000.00	107,217.90	130,000.00	130,000.00	.0%
0016010	562200	NATURALGAS	19,301.97	20,000.00	20,000.00	20,000.00	20,000.00	22,000.00	10.0%
0016010	562600	M/V FUELS	900.62	900.00	900.00	401.14	900.00	900.00	.0%
0016010	563000	M/V PARTS	138.99	900.00	900.00	.00	900.00	900.00	.0%
0016010	569000	OFFIC SUPL	1,496.86	1,500.00	1,500.00	1,343.06	1,500.00	1,500.00	.0%
0016010	581120	CONF MEMB	170.00	195.00	195.00	105.00	195.00	195.00	.0%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
|bgnyrpts

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

MAIN LIBRARY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016010 581135 SCHOOLING	239.00	300.00	300.00	239.00	300.00	280.00	-6.7%
TOTAL MAIN LIBRARY	1,709,457.95	1,918,350.00	1,918,350.00	1,265,143.17	1,918,350.00	1,978,940.00	3.2%
GRAND TOTAL	1,709,457.95	1,918,350.00	1,918,350.00	1,265,143.17	1,918,350.00	1,978,940.00	3.2%

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

Main Library - 0016010			SUMMARY REPORT	
Account	Object	Description	19-20 Budget	20-21 Request
Regular Wages	514000	26 Full time employees: 3 BPSA, 23 L233	1,395,685.00	1,454,955.00
Overtime	515100	17 Full time employees to cover vacations, vacancies, snow removal, Sunday hours, alarm call backs, special events	50,770.00	50,215.00
Part time Wages	515200	4 Library page positions (high school student book shelveers)	38,105.00	44,455.00
Other Wages	517000	Custodial shift differential, vacation sell back	12,555.00	8,080.00
Professional Fees	531000	Library Connection annual assessment fee, Security guard for nights and half day on Saturdays, professional programmers and entertainers, annual Author Luncheon	85,000.00	85,000.00
Public Utilities	541000	Eversource based on Economic Forecast	112,000.00	110,000.00
Water & Sewer	541100	Bristol Water Dept. water usage and sewer fees	5,150.00	5,150.00
Refuse	542140	Pay As You Throw Program	200.00	200.00
Repairs & Maint.	543000	Service contracts for alarms, elevators, Bibliotecca circulation system, RFID system, self-checkout system, fire extinguishers, meeting room dividers, laminator, maintenance uniforms, electrical supplies, grounds keeping	38,000.00	38,000.00
Motor Vehicles Services & Repairs	543100	Maintenance on library truck	150.00	150.00
Rents & Leases	544400	U.S. Postal Box rental increase of 5.6%	340.00	360.00
Telephone	553000	Frontier	7,200.00	7,200.00
Postage	553100	Overdue notices and bills	4,000.00	4,000.00
Travel Reimbursement	554000	Outreach programs to schools city-wide, conference and meeting attendance by various staff members	400.00	400.00
Printing & Binding	555000	Office Works printers and photocopiers, high demand for printing with Staples closure	8,000.00	8,000.00
Conferences & Mbr	581120	Connecticut Library Association institutional membership, Mayoral approval	195.00	195.00
Schooling & Education	581135	Supervisor of Maintenance electrical license (\$175) and related schooling, Mayoral approval	300.00	280.00
Maintenance Supplies	561400	Paper goods, cleaning products, miscellaneous	7,000.00	7,000.00
Program Supplies	561800	Books, DVDs, audio, magazine & newspaper subscriptions, computer fees, online databases, movie site licenses, laminating film, receipt printer paper, library website domain registry, materials to support book discussions, adult summer reading, and other special programs, Museum Pass booking software, Cassie internet software, Princh printing software	130,000.00	130,000.00
Motor Fuels	562600	Library truck	900.00	900.00
Natural Gas	562200	Eversource Gas based on Economic Forecast	20,000.00	22,000.00
MV Parts	563000	Maintenance on the 2007 Ford F150 library truck with 58,000 miles	900.00	900.00
Office Supplies	569000	Paper, pens, pencils, etc.	1,500.00	1,500.00
			1,918,350.00	1,978,940.00

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2020-2021

DEPARTMENT: Libraries

ORG CODE: 0016010 Main Library

Union	Grade/ Step	Anniversary Date	Position	2019-2020 Budget	2019-2020 Projection	2020-2021 Request
BPSA	12-7	8/14/2013	Library Director	131,043	131,043	133,808
BPSA	6-7	8/6/2001	Suprv Children's Services	77,143	77,143	78,770
BPSA	7-6/7	1/2/2014	Asst. Lib. Dir./Program Direct	73,194	73,194	83,172
L233	7-3	10/24/2016	Administrative Asst	51,287	51,287	52,246
L233	9-3	8/28/2013	Suprv Library Maintenance	58,734	58,734	59,822
L233	9A-3	8/8/2018	Suprv of Info Services	61,431	61,431	63,032
L233	9A-3	7/3/2005	Suprv of Circulation	61,431	61,431	63,032
L233	8-3	7/21/2014	Tech Services Coordinator	51,287	51,287	56,044
L233	7-3	6/3/2013	Computer Lab Supervisor	50,897	50,897	52,246
L233	7-3	12/10/2018	Asst Info Serv Librarian	50,897	50,897	52,246
L233	7-3	2/26/2018	Floater/Children's Asst.	50,897	50,897	52,246
L233	7-3	9/8/2014	Floater/Reader's Advisor	47,553	47,553	52,246
L233	7-3	5/22/2017	Child Asst/Young Adult	47,193	47,193	52,246
L233	6-3	6/5/2017	Children's Assistant	47,193	47,193	48,429
L233	6-3	7/3/2005	Children's Assistant	47,193	47,193	48,429
L233	6-3	12/10/2018	Children's Assistant	47,193	47,193	48,429
L233	5-3	7/3/2005	Reference Asst/Historian	44,187	44,187	45,356
L233	5-3	7/3/2005	Reference Assistant	44,187	44,187	45,356
L233	5-3	1/2/2005	Library Tech Services Clerk	44,187	44,187	45,356
L233	5-3	3/29/1999	Circulation Clerk	44,187	44,187	45,356
L233	5-3	2/10/2003	Circulation Clerk	44,187	44,187	45,356
L233	5-3	10/6/2014	Circulation Clerk	44,187	44,187	45,356
L233	5-3	3/19/2018	Circulation Clerk	44,187	44,187	45,356
L233	5-3	11/22/2010	Circulation Clerk	44,187	44,187	45,356
L233	4A-3	9/8/2015	Custodian	43,093	43,093	43,888
L233	5-3	12/13/2010	Custodian/Maintenance	44,530	44,530	45,356
	Code Change		Custodian/Maintenance		5,525	6,420
TOTALS				\$ 1,395,685	\$ 1,401,210	\$ 1,454,955

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.

02/13/2020 12:35
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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

CHILDREN'S LIBRARY			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016011	531000	PROF FEES	7,000.00	7,000.00	7,000.00	5,654.00	7,000.00	7,000.00	.0%
0016011	561800	PROG SUPPL	48,686.70	52,000.00	52,000.00	44,600.90	52,000.00	52,000.00	.0%
TOTAL CHILDREN'S LIBRARY			55,686.70	59,000.00	59,000.00	50,254.90	59,000.00	59,000.00	.0%
GRAND TOTAL			55,686.70	59,000.00	59,000.00	50,254.90	59,000.00	59,000.00	.0%

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

Children's Library - 0016011

SUMMARY REPORT

Account	Object	Description	19-20 Budget	20-21 Request
Professional Fees	531000	Special programs and entertainer fees	7,000.00	7,000.00
Program Supplies	561800	Books, DVDs, audio, materials for programming, Summer Reading supplies	52,000.00	52,000.00
			59,000.00	59,000.00

CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

MANROSS LIBRARY			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016012	514000	REG WAGES	194,321.65	216,415.00	216,415.00	131,725.53	216,415.00	221,730.00	2.5%
0016012	515100	OVERTIME	4,220.40	5,460.00	5,460.00	1,872.00	5,900.00	6,035.00	10.5%
0016012	515200	PARTTIME	45,202.47	54,740.00	54,740.00	31,824.01	54,740.00	58,685.00	7.2%
0016012	517000	OTHER WAGE	1,430.21	2,255.00	2,255.00	1,472.19	2,255.00	2,380.00	5.5%
0016012	531000	PROF FEES	19,320.00	22,000.00	22,000.00	20,751.50	22,000.00	21,000.00	-4.5%
0016012	541000	UTILITIES	18,994.38	23,000.00	23,000.00	23,000.00	23,000.00	24,000.00	4.3%
0016012	541100	WATER/SEWR	340.37	500.00	500.00	500.00	500.00	500.00	.0%
0016012	543000	REP & MAIN	4,531.70	7,000.00	7,000.00	6,668.30	7,000.00	7,000.00	.0%
0016012	561400	MAINT SUPL	979.87	1,500.00	1,500.00	1,250.00	1,500.00	1,500.00	.0%
0016012	561800	PROG SUPPL	47,932.90	50,000.00	50,000.00	49,008.82	50,000.00	50,000.00	.0%
0016012	562200	NATURALGAS	8,169.97	12,000.00	12,000.00	12,000.00	12,000.00	11,000.00	-8.3%
0016012	589100	MANRS MISC	16,782.91	.00	20,587.00	16,500.00	20,587.00	.00	.0%
TOTAL MANROSS LIBRARY			362,226.83	394,870.00	415,457.00	296,572.35	415,897.00	403,830.00	2.3%
GRAND TOTAL			362,226.83	394,870.00	415,457.00	296,572.35	415,897.00	403,830.00	2.3%

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

SUMMARY REPORT

Account	Object	Description	19-20 Budget	20-21 Request
Regular Wages	514000	4 Full time employees	216,415.00	221,730.00
Overtime	515100	3 Full time employees and 1 part time employee to cover vacations, vacancies, snow removal	5,460.00	6,035.00
Part time Wages	515200	1 Custodian, 1 Library Clerk, 2 Library Pages	54,740.00	58,685.00
Other Wages	517000	1 BPSA, 2 L233 vacation sell backs	2,255.00	2,380.00
Professional Fees	531000	Security guard, programming events	22,000.00	21,000.00
Public Utilities	541000	Eversource	23,000.00	24,000.00
Water & Sewer	541100	Bristol Water Dept. water usage and sewer fees	500.00	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	50,000.00	50,000.00
Natural Gas	562200	Eversource Gas	12,000.00	11,000.00
	589100	Library Trust Revenue, one quarterly distribution		
			394,870.00	403,830.00

02/13/2020 12:38
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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

LIBRARY TRUSTS			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016014	480001	MAIN TRUST	-4,170.00	-4,210.00	-4,210.00	-2,105.00	-4,210.00	-4,310.00	2.4%
0016014	480002	GOODSELL	-27,990.00	-28,250.00	-28,250.00	-14,125.00	-28,250.00	-28,950.00	2.5%
TOTAL LIBRARY TRUSTS			-32,160.00	-32,460.00	-32,460.00	-16,230.00	-32,460.00	-33,260.00	2.5%
GRAND TOTAL			-32,160.00	-32,460.00	-32,460.00	-16,230.00	-32,460.00	-33,260.00	2.5%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

LIBRARY TRUSTS			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0016014	561800	PROG SUPPL	40,790.38	28,250.00	31,829.00	27,044.81	31,829.00	28,950.00	2.5%
0016014	589100	MAIN MISC	.00	4,210.00	8,380.00	.00	8,380.00	4,310.00	2.4%
TOTAL LIBRARY TRUSTS			40,790.38	32,460.00	40,209.00	27,044.81	40,209.00	33,260.00	2.5%
GRAND TOTAL			40,790.38	32,460.00	40,209.00	27,044.81	40,209.00	33,260.00	2.5%

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

Library Trusts - 0016014

SUMMARY REPORT

Account	Object	Description	19-20 Budget	20-21 Request
Program Supplies	561800	Gift monies for books, AV materials, subscriptions from Goodsell Bequest for Main Library Adult Collection	28,250	28,950
Miscellaneous	589100	Gift Monies for the Bristol Libraries Trust	4,210	4,310
			32,460	33,260

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
YOUTH SERVICES	-69,988.36	-41,745.00	-54,712.00	-71,437.64	-54,712.00	.00	-100.0%
COMMUNITY SERVICES	-37,175.25	-7,500.00	-7,500.00	-9,459.92	-7,500.00	.00	-100.0%
PARKS ADMINISTRATION	.00	-423,330.00	-423,330.00	-283,888.76	-423,330.00	-323,330.00	-23.6%
PARKS GROUNDS & FACILI	.00	-37,300.00	-37,300.00	-34,004.06	-46,800.00	-39,900.00	7.0%
RECREATION	.00	-124,000.00	-124,000.00	-108,919.50	-124,000.00	-309,365.00	149.5%
AQUATICS	.00	-203,500.00	-203,500.00	-144,458.25	-203,500.00	-203,500.00	.0%
YOUTH & COMMUNITY SERV	.00	.00	.00	.00	.00	-49,245.00	.0%
GRAND TOTAL	-107,163.61	-837,375.00	-850,342.00	-652,168.13	-859,842.00	-925,340.00	10.5%

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
YOUTH SERVICES	459,650.31	488,615.00	424,738.43	232,084.95	502,603.43	.00	-100.0%
COMMUNITY SERVICES	115,372.49	115,125.00	130,125.00	100,166.62	124,115.00	.00	-100.0%
PARKS ADMINISTRATION	.00	238,310.00	518,128.00	278,705.83	519,197.00	406,930.00	70.8%
PARKS GROUNDS & FACILI	.00	1,446,630.00	1,446,630.00	934,319.45	1,403,060.00	1,690,095.00	16.8%
RECREATION	.00	415,160.00	398,622.00	245,048.91	410,933.00	613,245.00	47.7%
AQUATICS	.00	708,715.00	708,715.00	520,095.99	687,420.00	763,265.00	7.7%
YOUTH & COMMUNITY SERV	.00	.00	.00	.00	.00	473,465.00	.0%
TOTAL GENERAL FUND	575,022.80	3,412,555.00	3,626,958.43	2,310,421.75	3,647,328.43	3,947,000.00	15.7%
GRAND TOTAL	575,022.80	3,412,555.00	3,626,958.43	2,310,421.75	3,647,328.43	3,947,000.00	15.7%

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

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Parks, Recreation, Youth and Community Services Org: 0017021

Division: Parks Administration

Fiscal Year 2020 Goals and Accomplishments:

- Engaged in a 4-month evaluation process to determine the feasibility of merging Parks and Recreation and Youth and Community Services into a single unified department. The analysis resulted in the creation of the Department of Parks, Recreation, Youth and Community Services.
- Re-organized the department's operating budget into 5 division accounts and streamlined the program revolving accounts in order to promote better accountability, efficiency, and transparency.
- Supported the City's sustainability initiative by utilizing the department's website to eliminate paper request forms. All department services can now be secured online at www.bristolrec.com.
- Physically expanded the Administrative office through acquisition of the former Renaissance office space.
- Updated the Department Policies and Operational Manual and established an annual review process to ensure the document remains current.

Summary of Fiscal Year 2020-2021 Request:

- The largest increases to the Administration budget are the result of re-organization of the regular wages account. The former assistant to the director of Youth Services was reclassified as the assistant to the superintendent and was moved from the Youth Services regular wages into the Administration regular wages. Additionally, the recreation/community outreach coordinator position was not filled and those wages were moved to the Administration budget to accommodate the creation of the deputy superintendent.
- Additional line item increases reflect the merger of Youth and Community Services' expenses into the Administrative budget and their subsequent reduction of costs in the Youth and Community Services budget.

Fiscal Year 2021 Goals:

- Develop and implement two fundraising events to contribute to the department's Annual Giving Campaign to bolster the Friends of Bristol Parks and Recreation Fund in order to support new initiatives and improve access and social equity.

- Implement the All Heart Pop-Up Parks series in order to strengthen families and neighbors, engage underutilized spaces to enhance visibility and safety, and strengthen the sense of community for all residents - regardless of age, race, ethnicity, sexual orientation, and socio-economic status.
- Complete the comprehensive city-wide Parks and Recreation Master Plan in order to assess the needs of the community and develop a ten year trajectory for department.

Long Term Goals:

- Reduce the City's reliance on the trust funds for the operational budget in order to revitalize the park system and internally support capital improvement projects.
- Secure and maintain CAPRA (Commission for the Accreditation of Parks and Recreation Agencies) national accreditation by engaging in an in depth self-assessment of the department, the respective divisions, and the role of Parks, Recreation, Youth and Community Services in the community.
- Achieve long-term sustainability for annual giving campaigns in order to build up the Friends of Bristol Parks and Recreation Fund.
- Utilize the new city-wide Parks and Recreation Master Plan to develop a comprehensive 10 year Capital Improvement Plan that anticipates the future of recreation and parks services in the City.
- Utilize the new Page Park Master Plan to redevelop the park. Page Park is long overdue for redevelopment which includes addressing long standing challenges surrounding parking, run-off/flooding, and upper level maintenance/storage facility needs.
- Continue to engage in collaborative conversations with the Board of Education and other stakeholders surrounding the maintenance and coordination of athletic fields across the City. Increased demands in all youth sports programming is going to continue to put pressures on city fields. Sustainable methods should be examined, taking into consideration costs and capacity to maintain and upkeep fields.
- Identify and develop under-utilized parcels of land throughout the City in order to achieve park spaces within a 10 minute walk of all Bristol residents, in order to meet the standards of the National 10 Minute Walk Campaign.
- Ensuring every resident feels welcome and has access to great parks and recreational services; regardless of age, ability, ethnicity, gender, sexual orientation and socio-economic status.

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

ACCOUNTS FOR:			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
PARKS ADMINISTRATION									
0017021	480003	PARK TRUST	.00	-400,000.00	-400,000.00	-265,181.26	-400,000.00	-300,000.00	-25.0%
0017021	480004	PK GOODSEL	.00	-23,330.00	-23,330.00	-18,707.50	-23,330.00	-23,330.00	.0%
TOTAL PARKS ADMINISTRATION			.00	-423,330.00	-423,330.00	-283,888.76	-423,330.00	-323,330.00	-23.6%
0017022	450311	MUZZY RENT	.00	-20,000.00	-20,000.00	-23,558.50	-25,000.00	-25,000.00	25.0%
0017022	450321	RENTALS	.00	-3,500.00	-3,500.00	-6,882.00	-8,000.00	-8,000.00	128.6%
0017022	450322	CONCES/MIS	.00	-13,500.00	-13,500.00	-3,563.56	-13,500.00	-6,500.00	-51.9%
0017022	450400	CHG SVCS	.00	-300.00	-300.00	.00	-300.00	-400.00	33.3%
TOTAL PARKS GROUNDS & FACILI			.00	-37,300.00	-37,300.00	-34,004.06	-46,800.00	-39,900.00	7.0%
0017023	450105	SUMMER REC	.00	-95,000.00	-95,000.00	-79,918.50	-95,000.00	-276,200.00	190.7%
0017023	450107	FALL/WINTR	.00	-29,000.00	-29,000.00	-28,432.00	-29,000.00	-33,165.00	14.4%
TOTAL RECREATION			.00	-124,000.00	-124,000.00	-108,350.50	-124,000.00	-309,365.00	149.5%
0017024	450103	POOL CHG	.00	-203,500.00	-203,500.00	-144,271.25	-203,500.00	-203,500.00	.0%
TOTAL AQUATICS			.00	-203,500.00	-203,500.00	-144,271.25	-203,500.00	-203,500.00	.0%
0017025	432026	YTH BUREAU	.00	.00	.00	.00	.00	-41,745.00	.0%
0017025	450301	WELF OTHER	.00	.00	.00	.00	.00	-7,500.00	.0%
TOTAL YOUTH & COMMUNITY SERV			.00	.00	.00	.00	.00	-49,245.00	.0%
GRAND TOTAL			.00	-788,130.00	-788,130.00	-570,514.57	-797,630.00	-925,340.00	17.4%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PARKS ADMINISTRATION			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0017021	514000	REG WAGES	.00	167,960.00	265,889.00	135,391.58	265,313.00	329,125.00	96.0%
0017021	515100	OVERTIME	.00	3,000.00	4,000.00	2,257.10	4,000.00	4,670.00	55.7%
0017021	515200	PARTTIME	.00	6,300.00	6,300.00	5,371.45	6,300.00	.00	-100.0%
0017021	517000	OTHER WAGE	.00	3,000.00	3,000.00	19.87	3,000.00	.00	-100.0%
0017021	552100	LIAB INS	.00	45,000.00	45,000.00	43,701.88	45,000.00	47,755.00	6.1%
0017021	553000	TELEPHONE	.00	5,500.00	5,500.00	5,137.54	5,500.00	4,300.00	-21.8%
0017021	553100	POSTAGE	.00	500.00	500.00	81.15	500.00	950.00	90.0%
0017021	554000	TRAV REIMB	.00	500.00	500.00	274.37	500.00	900.00	80.0%
0017021	555000	PRINT/BIND	.00	100.00	225.00	195.00	195.00	480.00	380.0%
0017021	557700	ADVERTISNG	.00	500.00	500.00	.00	500.00	8,000.00	1500.0%
0017021	561800	PROG SUPPL	.00	2,000.00	1,875.00	1,429.59	2,000.00	2,000.00	.0%
0017021	569000	OFFIC SUPL	.00	950.00	950.00	1,820.88	2,000.00	2,000.00	110.5%
0017021	581120	CONF & MEM	.00	3,000.00	3,000.00	3,315.86	3,500.00	6,750.00	125.0%
0017021	589100	MISC	.00	.00	180,889.00	67,899.49	180,889.00	.00	.0%
TOTAL PARKS ADMINISTRATION			.00	238,310.00	518,128.00	266,895.76	519,197.00	406,930.00	70.8%
GRAND TOTAL			.00	238,310.00	518,128.00	266,895.76	519,197.00	406,930.00	70.8%

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PARKS ADMINISTRATION - 0017021

Account	Object	Description	19-20 Budget	20-21 Request
REGULAR WAGES	514000	Salaries of Superintendent, Deputy (new position), Assistant to the Superintendent (merged into Admin from Youth Services), Office Coordinator	167,960	329,125
OVERTIME WAGES	515100	Youth Commission Secretary costs (merged into Admin from Youth Services), Park Commission Secretary Cost, Outreach/Events for Superintendent/Deputy	3,000	4,670
PARTTIME WAGES	515200	Eliminated in Merger	6,300	-
OTHER WAGES	517000	N/A	3,000	-
INSURANCE	552100	Liability Insurance	45,000	47,755
TELEPHONE	553000	Telephone service for DMAC, Rockwell, Muzzy, and 51 High Street (merged into Admin from Youth Services)	5,500	4,300
POSTAGE	553100	Mailings for all divisions (Youth and Community Services merged into Admin from Youth and Community Services)	500	950
TRAVEL REIMBURSEMENT	554000	Travel Reimbursements for qualifying department employees (Youth and Community Services merged into Admin from Youth and Community Services)	500	900
PRINTING & BINDING	555000	Outsourced printing needs - new business cards due to merger (Youth and Community Services merged into Admin from Youth and Community Services)	100	480
ADVERTISING	557700	Brochure costs covering information for all division programs. (merged into Admin from Recreation)	500	8,000
PROGRAM SUPPLIES	561800	Admin Apparel, Outreach supplies	2,000	2,000
OFFICE SUPPLIES	569000	Office Supplies for all divisions and satellite offices (merged into Admin from Youth and Community Services)	950	2,000
CONFERENCES & MBR	581120	NRPA department memberships, CRPA and NRPA conference, workshops, NRPA Board Travel Expenses for the Superintendent (reflects new Deputy position)	3,000	6,750
2020 EQUIPMENT	579999	Capital Outlay		-
TOTAL			238,310	406,980

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Parks, Recreation, Youth and Community Services Org: 0017022

Division: Parks, Grounds, & Facilities

Fiscal Year 2020 Goals and Accomplishments:

- Created a new full-time assistant parks, grounds, and facilities supervisor, tasked with implementing training programs for staff. Such trainings included Narcan Training, CPR and First Aid Certifications, Equipment Field Days and Qualifications, and seasonal operation training. Four staff members were nationally certified as Pool Operators.
- Engaged in a number of projects – including renovating the Dennis Malone Aquatics Center lobby, Rockwell bathhouse renovations, and green monster renovations - through in-house labor resulting in thousands of dollars in savings.
- Removed over twenty dead and/or dangerous trees within the park system at the professional assessment of our department's tree warden.
- Enhanced park signage by replacing old outdated wooden signs with modern metal signs, utilizing the Department of Public Works new sign machine.
- Brought park playgrounds up to code through significant resurfacing work.
- Working on implementing a No Smoking in the Parks ordinance, in partnership with the Drug Free Communities Grant, in order to meet national trends and to promote healthy lifestyle choices through environmental change.

Summary of Fiscal Year 2020-2021 Request:

- The largest increases to the budget are comprised of regular wages as a result of contractual increases and the part-time wages as a result of the minimum wage increase for the state of Connecticut.

Fiscal Year 2021 Goals:

- Establish and strengthen park maintenance policies and procedures in order to comply with industry standards and best practices.
- Develop park specific operation manuals for each facility and park by the season in order to streamline seasonal maintenance and to evaluate the resources needed to successfully maintain each facility.
- Complete the restoration and renovation of existing park facilities including Rockwell and Page pavilions, and the Rockwell Park bathhouse, in order to better utilize our existing facilities to meet the needs of residents and department programs.

- Institute an annual training calendar focusing on professional development in order to educate staff on best practices in the parks maintenance field, including safety, facility operations, and infrastructure maintenance.

Long Term Goals:

- Pursue the parks and recreation master plan recommendations for resources needed to maintain current and future parks, as well as land acquisitions that support department initiatives such as the National 10 Minute Walk Campaign.
- Utilize the new Page Park Master Plan to redevelop the park. Page Park is long overdue for redevelopment which includes addressing long standing challenges surrounding parking, run-off/flooding, and upper level maintenance/storage facility needs.
- Continue to engage in collaborative conversations with the Board of Education and other stakeholders surrounding the maintenance and coordination of athletic fields across the city. Increased demands in all youth sports programming is going to continue to put pressures on all fields. Sustainable methods should be examined, taking into consideration costs and capacity to maintain and upkeep fields.
- Monitor and manage aging and deceased trees in high risk areas including roadways, parking lots, group use/play spaces, and trails in order to reduce liability and exposure.

PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PARKS GROUNDS & FACILITIES			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE	
0017022	514000	REG WAGES	.00	926,380.00	926,380.00	489,935.93	926,380.00	987,455.00	6.6%	
0017022	515100	OVERTIME	.00	99,250.00	99,250.00	60,125.11	99,250.00	112,000.00	12.8%	
0017022	515200	PARTTIME	.00	48,600.00	48,600.00	22,633.70	48,600.00	50,500.00	3.9%	
0017022	517000	OTHER WAGE	.00	.00	.00	190.44	200.00	.00	.0%	
0017022	518000	WORKERCOMP	.00	.00	.00	2,512.05	.00	.00	.0%	
0017022	531010	GEESE MAN	.00	10,000.00	3,000.00	.00	3,000.00	.00	-100.0%	
0017022	541000	UTILITIES	.00	67,000.00	67,000.00	56,206.25	67,000.00	69,500.00	3.7%	
0017022	541100	WATER SEWR	.00	40,000.00	40,000.00	47,509.91	47,510.00	42,400.00	6.0%	
0017022	542140	REFUSE	.00	15,000.00	15,000.00	14,439.00	15,000.00	16,000.00	6.7%	
0017022	543000	REP & MAIN	.00	51,400.00	54,400.00	53,138.89	53,140.00	54,000.00	5.1%	
44	0017022	543100	MV SERVICE	.00	15,000.00	15,000.00	13,895.39	15,000.00	15,000.00	.0%
0017022	561400	MAINT SUPL	.00	92,000.00	90,000.00	79,057.75	92,000.00	92,000.00	.0%	
0017022	562100	HEATINGOIL	.00	13,500.00	13,500.00	10,000.00	13,500.00	10,040.00	-25.6%	
0017022	562600	MOT FUELS	.00	23,000.00	23,000.00	11,848.58	23,000.00	24,000.00	4.3%	
0017022	563000	MOT VEH PT	.00	25,000.00	25,000.00	21,188.81	25,000.00	25,000.00	.0%	
0017022	563100	TIRES	.00	3,000.00	3,000.00	560.00	3,000.00	3,000.00	.0%	
0017022	570905	SMALLEQUIP	.00	10,000.00	14,000.00	11,360.49	11,370.00	10,200.00	2.0%	
0017022	579999	2021 CAPTL	.00	.00	.00	.00	.00	171,000.00	.0%	
0017022	581120	CONF & MEM	.00	2,000.00	4,000.00	3,209.07	3,210.00	4,000.00	100.0%	
0017022	581200	VANDALISM	.00	5,500.00	5,500.00	1,700.00	5,500.00	4,000.00	-27.3%	
TOTAL PARKS GROUNDS & FACILI			.00	1,446,630.00	1,446,630.00	899,511.37	1,451,660.00	1,690,095.00	16.8%	
GRAND TOTAL			.00	1,446,630.00	1,446,630.00	899,511.37	1,451,660.00	1,690,095.00	16.8%	

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PARKS GROUNDS & FACILITIES - 7022

Account	Object	Description	19-20 Budget	20-21 Request
REGULAR WAGES	514000	Parks, Grounds, and Facilities Supervisor and Assistant Supervisor, 1338 Employees	926,380	987,455
OVERTIME WAGES	515100	Snow removal, Christmas lights, baseball games (Blues, Legion, Schools), Thanksgiving Day Game, Emergency Repairs (tree removal), Showmobile, On-call events, Mum Festival, Clean-up, Police	99,250	112,000
PARTTIME WAGES	515200	6 Seasonal Workers for summer	48,600	50,500
GEESE MANAGEMENT	531010	Eliminated and merged into Repairs and Maintenance	10,000	-
PUBLIC UTILITIES	541000	Muzzy Field, Park Lighting (Rockwell, Page, etc.)	67,000	69,500
WATER & SEWER CHARGES	541100	Ball Field Irrigation, Spray Parks, Buildings and Facilities, Water Fountains, Restrooms	40,000	42,400
REFUSE	542140	Covanta charges, dumpsters	15,000	16,000
REPAIRS & MAINTENANCE	543000	Fire Extinguishers, Landscaping, Fields, Spray Parks, Muzzy, Safety Equipment, Fences, Plumbing, Flags, Paint, Lights, Misc. Parts	51,400	54,000
MV SERVICE & REPAIR	543100	Oil Changes, Tire Rotation, Brakes, Engine Repair, Electrical Fuses, Engine Work	15,000	15,000
MAINT SUPPLIES	561400	Port-O-Johns, Playground Surfacing, Boots per 1338 Contract, Custodial Supplies	92,000	92,000
HEATING OIL	562100	Rockwell Buildings, Page Buildings, Maintenance Building	13,500	10,040
MOTOR FUELS	562600	Gas for vehicles, gas for equipment, Diesel for vehicles, Diesel for equipment	23,000	24,000
MOTOR VEHICLE PARTS	563000	Service for P9, Wood Chipper, Bobcat, Backhoe, Leafsucker; Tractor Equipment, Welder	25,000	25,000
TIRES	563100	Tires for P6, P14, Tractor	3,000	3,000
PARK SMALL EQUIPMENT	570905	4 push mowers, 2 backpack leaf blowers, Floor Jack, Snow blower, Pole Saw, Paint Machine for lining fields	10,000	10,200
CONFERENCES & MBR	581120	Field Day, Playground Inspector Class, CRPA Membership and Conference, CPO Classes	2,000	4,000
VANDALISM	581200	Equipment and facility repairs	5,500	4,000
2020 EQUIPMENT	579999	Capital Outlay		171,000
TOTAL			1,446,630	1,690,095

City of Bristol
Salary Worksheet- Regular Wages- 514000
FY 2020-2021

DEPARTMENT: Parks, Recreation, Youth & Community Services

ORG CODE: 0017022 Parks, Grounds & Facilities

Union	Grade/ Step	Anniversary Date	Position	2019-2020 Budget	2019-2020 Projection	2020-2021 Request
BPSA			Parks, Grounds & Facilities Su	82,435	82,435	86,049
BPSA			Asst. Parks Ground Fac Sup	58,350	58,350	64,958
1338			Group Leader	58,123	58,123	0
1338			Group Leader	58,123	58,123	0
1338			Skilled Utility Craftsperson	55,314	55,314	0
1338			Skilled Utility Craftsperson	55,314	55,314	0
1338			Heavy Truck Driver	52,589	52,589	0
1338			Light Truck Driver	49,676	49,676	0
1338			Landscaper	49,676	49,676	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Park Maintainer	46,951	46,951	0
1338			Mechanic	58,123	58,123	0
1338			Code Difference	20,000	20,000	0
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer I	0	0	51,254
1338	2/3		Maintainer II	0	0	55,015
1338	2/3		Maintainer II	0	0	55,015
1338	3		Maintainer II	0	0	56,564
1338	3		Maintainer III	0	0	62,536
1338	3		Maintainer III	0	0	62,536
1338	2/3		Maintainer III	0	0	61,028
1338	2/3		Maintainer III	0	0	61,028
1338	1/2		Maintainer IV	0	0	63,948
TOTALS				\$ 926,380	\$ 926,380	\$ 987,455

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Parks, Recreation, Youth and Community Services Org: 0017023

Division: Recreation

Fiscal Year 2020 Goals and Accomplishments:

- Bolstered scholarship opportunities by engaging the Friends of Bristol Parks and Recreation Fund. The department is now providing for more families in need than ever before.
- Diversified program offerings to meet community needs including the creation of a Teen Night Social program in partnership with the Drug-Free Community grant - B.E.S.T-4-Bristol, Bristol Green Team park stewardship program and pop-up events like All Heart Nests and Kids to Parks Day.
- Partnered with the Chamber of Commerce to sponsor the 34th Annual Santa Land Village allowing for over \$2,000 in additional offerings and improvements to the event.
- The Recreation team stepped up to take over long standing community events including the Federal Hill Summer Concert featuring Cajun Ray and the Steamers as well as the Children's Holiday Parade in Reverse.

Summary of Fiscal Year 2020-2021 Request:

- The largest increases to the Recreation Division budget result from moving Teen Adventure Camp and Little Explorers Camp out of the revolving accounts and into the Recreation General Fund budget. Over the past six years, both camps have successfully broke-even and/or generated revenue. By moving these camps into the general fund budget, human resource and purchasing practices would become streamlined and the city stands to gain an increase of recreation program revenue. These camps are represented in the general fund as a net balance and account for a net increase in revenue and expenditure across several line items to reflect field trips, transportation, entertainment and supplies.
- A significant increase to the Recreation Division budget is in the part-time wage line item as a result of the minimum wage increase for the State of Connecticut.

Fiscal Year 2021 Goals:

- Shift towards a benefits based programming model which includes identifying community needs, defining program objectives, measuring outcomes, and then marketing the benefits.
- Implement a new Extended Care program for the Summer FUN Camp that meets the needs of working families in Bristol by providing longer hours of camp at an affordable rate.
- Develop a comprehensive volunteer program in order to engage with the community by providing volunteer opportunities while reducing program operational costs.

Long Term Goals:

- Implement volunteer based programming to ensure long term sustainability of programs through cost reduction and community engagement.
- Develop a business minded approach in regard to recreation programming in order to prevent duplication of services throughout the city. Groups such as Adult Education, Boys and Girls Club, Healthtrax, and other for-profit businesses in the health, wellness, and recreation industry should be watched and coordinated with and around.
- Diversify program instructors, programs, and seasonal staff to reflect the diversity of the City of Bristol.

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

RECREATION			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0017023	514000	REG WAGES	.00	134,210.00	117,672.00	77,388.67	127,978.00	127,200.00	-5.2%
0017023	515100	OVERTIME	.00	3,000.00	3,000.00	1,775.55	3,000.00	3,200.00	6.7%
0017023	515200	PARTTIME	.00	211,950.00	211,950.00	108,709.62	211,950.00	303,200.00	43.1%
0017023	517000	OTHER WAGE	.00	.00	.00	725.12	675.00	.00	.0%
0017023	531000	PROF FEES	.00	23,000.00	23,000.00	22,714.11	23,000.00	138,195.00	500.8%
0017023	557700	ADVERTISNG	.00	9,000.00	9,000.00	9,450.00	9,500.00	1,200.00	-86.7%
0017023	561800	PROG SUPPL	.00	33,000.00	31,500.00	19,298.55	33,000.00	34,000.00	3.0%
0017023	579999	2021 CAPTL	.00	.00	.00	.00	.00	5,000.00	.0%
0017023	581120	CONF & MEM	.00	1,000.00	2,500.00	1,828.60	1,830.00	1,250.00	25.0%
		TOTAL RECREATION	.00	415,160.00	398,622.00	241,890.22	410,933.00	613,245.00	47.7%
		GRAND TOTAL	.00	415,160.00	398,622.00	241,890.22	410,933.00	613,245.00	47.7%

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

RECREATION - 7023

Account	Object	Description	19-20 Budget	20-21 Request
REGULAR WAGES	514000	Recreation Supervisor, Program Admin Recreation & Community Outreach Coordinator (removed)	134,210	127,200
OVERTIME WAGES	515100	Pencil Hunt, Halloween event, Turkey Shoot, Santa Land, Spring gala, Fishing Derby, Concerts	3,000	3,200
PARTTIME WAGES	515200	Summer Fun Camp Staff (including new extended care), Teen Camp Staff (moved from Revolving Account), Little Explorers Staff (moved from Revolving Account), School Year Program Staff, Summer Programs Staff	211,950	303,200
PROFESSIONAL FEES	531000	Pony League Umpires, Special Events (Santa Land, Halloween, Spring Gala, Turkey Shoot), Staff Certifications, Summer Concerts, ASCAP License, Summer Fun Camp Trips, Entertainment, Bowling, and Busing (moved from revolving account); Little Explorers Camp Trips, Entertainment, Bowling, and Busing (moved from revolving account); Teen Camp Trips, Entertainment, Bowling, and Busing (moved from revolving account); Vacation Camp Trips, Entertainment, Bowling, and Busing (moved from revolving account)	23,000	138,195
ADVERTISING	557700	Banners, Magnets, Ads, Signs	9,000	1,200
PROGRAM SUPPLIES	561800	Camp Shirts, Summer Fun Camp supplies, Vacation Camp Supplies (moved from revolving account), Teen Camp Supplies (moved from revolving account), Little Explorer Supplies (moved from revolving account), Special Event Supplies, First Aid supplies, Art program supplies, Sports program supplies	33,000	34,000
EQUIPMENT	579999	Capital Outlay	-	5,000
CONFERENCES & MBR	581120	CRPA Membership and Conference, NRPA Conference, workshops	1,000	1,250
TOTAL			415,160	613,245

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

AQUATICS			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
0017024	514000	REG WAGES	.00	192,335.00	192,335.00	96,243.87	166,090.00	201,210.00	4.6%
0017024	515100	OVERTIME	.00	5,500.00	5,500.00	5,160.70	5,500.00	5,500.00	.0%
0017024	515200	PARTTIME	.00	324,880.00	324,880.00	231,024.22	324,880.00	354,505.00	9.1%
0017024	517000	OTHER WAGE	.00	.00	.00	214.86	220.00	.00	.0%
0017024	531000	PROF FEES	.00	8,000.00	8,000.00	8,923.75	9,080.00	8,500.00	6.3%
0017024	541000	UTILITIES	.00	55,000.00	55,000.00	54,000.00	55,000.00	58,300.00	6.0%
0017024	541100	WATER SEWR	.00	20,000.00	20,000.00	20,000.00	20,000.00	20,500.00	2.5%
0017024	543000	REP & MAIN	.00	35,000.00	35,000.00	34,840.00	35,660.00	35,000.00	.0%
0017024	557700	ADVERTISNG	.00	500.00	500.00	500.00	500.00	500.00	.0%
0017024	561400	MAINT SUPL	.00	25,000.00	25,000.00	23,792.19	25,000.00	25,000.00	.0%
0017024	561800	PROG SUPPL	.00	15,000.00	13,300.00	13,300.00	16,290.00	15,000.00	.0%
0017024	562100	HEATINGOIL	.00	1,500.00	1,500.00	.00	1,500.00	2,000.00	33.3%
0017024	562200	NATURALGAS	.00	25,000.00	25,000.00	20,234.63	25,000.00	26,750.00	7.0%
0017024	579999	2021 CAPTL	.00	.00	.00	.00	.00	8,000.00	.0%
0017024	581120	CONF & MEM	.00	1,000.00	2,700.00	2,253.65	2,700.00	2,500.00	150.0%
TOTAL AQUATICS			.00	708,715.00	708,715.00	510,487.87	687,420.00	763,265.00	7.7%
GRAND TOTAL			.00	708,715.00	708,715.00	510,487.87	687,420.00	763,265.00	7.7%

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AQUATICS -7024

Account	Object	Description	19-20 Budget	20-21 Request
REGULAR WAGES	514000	Aquatics Supervisor, Aquatics Coordinator & Facilities Maintenance Tech	192,335	201,210
OVERTIME WAGES	515100	Emergency Repairs, Special Events, Rentals, Swim Meets, Snow Removal	5,500	5,500
PARTTIME WAGES	515200	Rockwell Summer Wages, Page Summer Wages, DMAC Summer Wages, Swim Coaches, Water Exercise Instructors, School Year DMAC Wages	324,880	354,505
PROFESSIONAL FEES	531000	Building Alarms, Red Cross Certifications	8,000	8,500
PUBLIC UTILITIES	541000	Electricity for DMAC, Page, and Rockwell Pools	55,000	58,300
WATER & SEWER CHARGES	541100	Water/Sewer for DMAC, Page, and Rockwell Pools	20,000	20,500
REPAIRS & MAINTENANCE	543000	General Upkeep, Equipment Replacement (DMAC, Rockwell, Page)	35,000	35,000
ADVERTISING	557700	Water Safety Event Material	500	500
MAINT SUPPLIES	561400	Chlorine, Pool Chemicals, Custodial Supplies, Lighting Material	25,000	25,000
PROGRAM SUPPLIES	561800	Training Equipment, Program Supplies, First Aid Supplies, Staff Apparel, Uniforms	15,000	15,000
HEATING OIL	562100	Oil for Page Pool	1,500	2,000
NATURAL GAS	562200	Natural Gas for DMAC	25,000	26,750
CONFERENCES & MBR	581120	CRPA Membership and Conference, CPO certification, NRPA Conference (reflects Aquatics Coordinator position)	1,000	2,500
2020 EQUIPMENT	579999	Capital Outlay	-	8,000
TOTAL			708,715	765,265

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Parks, Recreation, Youth and Community Services Org: 0017025

Division: Youth and Community Services

Fiscal Year 2020 Goals and Accomplishments:

- The Juvenile Diversion Program's woodworking and art classes partnered with the Recreation division to build REC N' Read Libraries for the parks, bolstering the youths' skills and establishing youth stewardship for local parks.
- Received a Food Share grant to divert imminent evictions. Not only will this grant keep people stably housed, but it will also help to reduce the financial impact that these evictions have on the city.
- Utilized www.bristolrec.com and existing marketing strategies by the Recreation and Aquatics Divisions in order to market youth programs to a larger audience and increase awareness of services provided by the Youth and Community Services division. This effort has seen a record number of participants in youth services' programs.
- Acquired the Mayor's Youth Cabinet program in order to promote positive youth development and establish youth engagement in the community and local government.

Summary of Fiscal Year 2020-2021 Request:

- Due to the recent retirement of the Director of Youth and Community Services and the subsequent merger of Parks, Recreation, Youth and Community Services, the Regular Wages line item has been reduced by over eighty thousand dollars.
- An increased trend in evictions is reflected in the increase to the Relocation Cost line item. These costs are reimbursed to the City by the State and will be reflected as revenue.
- Increases to the Part-time Wages are supplemented through the reduction of the Professional Fees line item with an overall cost savings through use of part time employees as opposed to contractors.
- Line item increases, such as for Repairs and Maintenance and Conferences and Memberships, among others, reflect the merger of the Youth Services and Community Services budgets into a single division account.
- The additional elimination of expenditures in line items reflects the merger of Youth and Community Services' expenses into the Administrative budget and the subsequent reduction of costs in the Youth and Community Services budget. This merger streamlines accounts payable processes and reduced duplications.

Fiscal Year 2021 Goals:

- Continue to seek opportunities for efficiencies and reduction of service duplication within Youth and Community Services Division and the overall department.
- Utilize demographic and survey information in order to establish new programs and services to meet the changing needs of the community including more diversity focused programs, including an LGBTQ support group.
- Bolster the impact of the Youth Commission through a stronger advocacy role throughout the community.
- Engage in year-round outreach efforts including introducing a summer program for youth at Rockwell Park and a basketball program at Brackett Park in order to engage at risk populations that are unaccounted for during the summer.
- Continue to engage in close communications with Bristol Hospital Parent Child Center/WIC to ensure a successful shared space arrangement at the 51 high street building.

Long Term Goals:

- Develop new community partners and build on existing partnerships to enhance service delivery and the ability to meet the increasing youth and community services needs for Bristol residents.
- Establish and utilize assessment tools to gauge community need for services and then tailor available resources to meet those needs.

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

REGULAR WAGES & SALARIES	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
TOTAL REGULAR WAGES & SALARI	362,860.86	397,345.00	279,004.00	168,184.36	355,869.00	265,745.00	-33.1%
TOTAL OVERTIME WAGES & SALAR	3,741.16	3,305.00	2,305.00	1,429.23	3,305.00	4,000.00	21.0%
TOTAL PARTTIME WAGES & SALAR	3,876.06	6,920.00	43,870.00	32,021.56	43,870.00	16,700.00	141.3%
TOTAL OTHER WAGES	3,177.12	3,250.00	3,250.00	.00	3,250.00	2,890.00	-11.1%
TOTAL PROFESSIONAL FEES & SE	33,317.59	58,660.00	58,660.00	14,631.00	58,660.00	40,000.00	-31.8%
TOTAL JRB COORDINATION	3,244.50	7,075.00	7,075.00	6,500.00	7,075.00	7,075.00	.0%
TOTAL PROJECT AWARE	37,339.24	41,125.00	41,125.00	12,991.21	41,125.00	41,125.00	.0%
TOTAL JUVENILE DIVERSION	21,194.53	.00	5,407.00	5,265.97	5,407.00	.00	.0%
TOTAL ENHANCEMENT SERVICES	6,949.01	.00	12,967.00	.00	12,967.00	.00	.0%
TOTAL SCHOOL BASED DIV INITI	10,000.00	.00	.00	.00	.00	.00	.0%
TOTAL PUBLIC UTILITIES	6,988.22	8,770.00	8,770.00	8,770.00	8,770.00	8,770.00	.0%
TOTAL WATER & SEWER CHARGES	339.57	480.00	620.43	415.00	620.43	520.00	8.3%
TOTAL REPAIRS & MAINTENANCE	1,964.00	2,965.00	2,965.00	2,809.00	2,965.00	2,965.00	.0%
TOTAL MOTOR VEHICLE SERVICE	1,090.76	1,275.00	1,275.00	100.00	1,275.00	1,275.00	.0%
TOTAL TELEPHONE	2,102.29	2,630.00	2,630.00	2,119.32	2,630.00	500.00	-81.0%
TOTAL POSTAGE	195.00	505.00	505.00	57.10	505.00	.00	-100.0%
TOTAL TRAVEL REIMBURSEMENT	659.10	1,020.00	1,020.00	409.76	1,020.00	.00	-100.0%
TOTAL PRINTING & BINDING	66.00	235.00	235.00	.00	235.00	.00	-100.0%
TOTAL MAINT SUPPLIES & MATER	295.23	330.00	330.00	80.00	330.00	330.00	.0%
TOTAL PROGRAM SUPPLIES	635.66	750.00	750.00	739.00	750.00	750.00	.0%
TOTAL HEATING OIL	5,798.53	6,720.00	6,720.00	6,000.00	6,720.00	6,720.00	.0%
TOTAL MOTOR FUELS	1,032.40	1,165.00	1,165.00	299.58	1,165.00	1,500.00	28.8%

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

OFFICE SUPPLIES	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
TOTAL OFFICE SUPPLIES	1,410.90	2,055.00	2,055.00	1,387.57	2,055.00	.00	-100.0%
TOTAL CONFERENCES & MEMBERSH	804.75	960.00	960.00	355.00	960.00	2,300.00	139.6%
TOTAL SCHOOLING & EDUCATION	865.00	950.00	950.00	864.75	950.00	.00	-100.0%
TOTAL WELFARE EVICTIONS & AU	6,164.60	8,000.00	8,000.00	5,500.38	8,000.00	8,000.00	.0%
TOTAL NONREIMBURSEABLE INCID	1,410.95	2,250.00	2,250.00	1,970.50	2,250.00	2,300.00	2.2%
TOTAL RELOCATION COSTS	57,499.77	45,000.00	45,000.00	53,985.28	53,990.00	60,000.00	33.3%
GRAND TOTAL	575,022.80	603,740.00	539,863.43	326,885.57	626,718.43	473,465.00	-21.6%

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YOUTH & COMMUNITY SERVICES - 7025

Account	Object	Description	19-20 Budget	20-21 Request
REGULAR WAGES & SALARIES	514000	Youth and Community Services Supervisor, (2) Youth and Families Coordinator, Community Services Coordinator.	0	265,745.00
OVERTIME WAGES & SALARIES	515100	Supervisor overtime, Community Services overtime to handle emergencies and evictions outside of work hours, Youth and Family Coordinator overtime to cover scheduled group work outside of work hours after all comp time has been used.	0	4,000.00
PARTTIME WAGES & SALARIES	515200	6 part-time summer staff to run bowling program, one admin staff to aid throughout the year.	0	16,700.00
OTHER WAGES	517000	Vacation buybacks	0	2,890.00
PROFESSIONAL FEES & SERVICES	531000	Consulting for Community Services, individual and family counseling, clinical consultation.	0	40,000.00
JRB COORDINATION	531115	Coordinator for Juvenile Review Board.	0	7,075.00
PROJECT AWARE	531120	12-15 social development programs.	0	41,125.00
JUVENILE DIVERSION	531125	Grant funds for YSB to enhance services for juveniles who have committed a misdemeanor.	0	-
ENHANCEMENT SERVICES	531135	Grant funds for YSB to enhance services to youth and parents.	0	-
SCHOOL BASED DIV INITIATIVE	531175	Funding to provide assessment, prevention and intervention programming to divert youth from court system.	0	-
PUBLIC UTILITIES	541000	Electricity for 51 High Street.	0	8,770.00
WATER & SEWER CHARGES	541100	Water and sewer for 51 High Street.	0	520.00
REPAIRS & MAINTENANCE	543000	Fire alarm inspection, security system inspection, pest control for storage facilities.	0	2,965.00
MOTOR VEHICLE SERVICE & REPAIR	543100	Oil change, filters, misc. maintenance for three vehicles.	0	1,275.00
TELEPHONE	553000	Mobile phones for program administrators.	0	500.00
POSTAGE	553100	Merged to Administration budget.	0	-
PRINTING & BINDING	555000	Merged to Administration budget.	0	-
MAINT SUPPLIES & MATERIALS	561400	Cleaning supplies.	0	330.00
PROGRAM SUPPLIES	561800	Misc. program supplies for activities, programs, groups.	0	750.00
HEATING OIL	562100	Heating fuel for 51 High Street	0	6,720.00
MOTOR FUELS	562600	Motor fuel for 3 vehicles		1,500.00
OFFICE SUPPLIES	569000	Merged to Administration budget.	0	-
CONFERENCES & MEMBERSHIPS	581120	Merger of Conferences and Memberships, Schooling and Education; CYSBA membership, CLASS membership, professional development for staff.	0	2,300.00
SCHOOLING & EDUCATION	581135	Merged to Conferences and Memberships.	0	-
WELFARE EVICTIONS & AUCTIONS	581240	Fees for storage facilities(mandated storage); storage unit fees.	0	8,000.00
NONREIMBURSABLE INCIDENTALS	581745	Emergency assistance for basic needs.	0	2,300.00
RELOCATION COSTS	587232	Fees associated with condemnations per city ordinance and state statute. Reflect increased trend in relocation costs; reimbursed by the state.	0	60,000.00

City of Bristol
Salary Worksheet- Overtime- 515100
FY 2020-2021

DEPARTMENT: Parks, Recreation, Youth & Community Services
 ORG CODE: 0017021-0017025

Union	Grade/ Step	Position	# of Hours of Overtime	2019-2020 Budget	2019-2020 Projection	2020-2021 Request
BPSA		Superintendent				500
BPSA		Deputy Superintendent				500
L233		Parks Office Coordinator		3,000	3,000	2,810
L233		Assistant to the Supt		0	1,000	860
		0017021		3,000	4,000	4,670
BPSA		Parks, Grounds & Facilities Supervisor		12,000	12,000	10,760
BPSA		Asst. Parks, Grounds & Facilities		0	0	1,000
1338		Group Leader		8,000	8,000	0
1338		Mechanic		5,250	5,250	0
1338		Skilled Laborer		20,000	20,000	0
1338		Heavy Truck Driver		7,500	7,500	0
1338		Park Maintainer		40,500	40,500	0
		Police Detail		6,000	6,000	6,000
1338		Maintainer I		0	0	34,520
1338		Maintainer II		0	0	27,720
1338		Maintainer III		0	0	22,000
1338		Maintainer IV		0	0	10,000
		0017022		99,250	99,250	112,000
BPSA		Recreation Coordinator		3,000	3,000	3,200
		0017023		3,000	3,000	3,200
BPSA		Aquatics Supervisor		2,000	2,000	1,500
BPSA		Aquatics Coordinator		0	0	250
1338		Senior Maintenance Tech.		3,500	3,500	0
1338		Maintainer III		0	0	3,750
		0017024		5,500	5,500	5,500
BPSA		Youth Supervisor		0	0	1,000
BPSA		Youth and Family Coordinator		0	0	1,200
BPSA		Youth and Family Coordinator		0	0	1,200
233		Community Services Coordinator		0	0	600
		0017025		0	0	4,000
TOTALS				\$ 110,750	\$ 111,750	\$ 129,370

City of Bristol
Salary Worksheet- Part Time Wages- 515200
FY 2020-2021

DEPARTMENT: Parks, Recreation, Youth & Community Services

ORG CODE: 0017021-0017025

Union	Grade/ Step	Anniversary Date	Position	Number of Hours	2019-2020 Budget	2019-2020 Projection	2020-2021 Request
			0017021		6,300	6,300	0
			Park Maintainers		48,600	48,600	50,500
			0017022		48,600	48,600	50,500
			Summer FUN Camp				132,570
			Summer Programs				57,233
			Teen Camp				21,501
			Little Explorers Camp				29,222
			Extended Care Camp				9,321
			School Year Recreation				53,352
			0017023		211,950	211,950	303,200
			DMAC				241,155
			Page Park Pool				61,680
			Rockwell Park Pool				51,670
			0017024		324,880	324,880	354,505
			Summer Staff				6,205
			School Year Staff				10,495
			0017025		0	0	16,700
TOTALS					\$ 591,730	\$ 591,730	\$ 724,905

Unions are as follows:

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

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

**CITY OF BRISTOL
FISCAL YEAR 2020-2021 OPERATING BUDGET
BUDGET NARRATIVE AND ANALYSIS**

Department: Parks, Recreation, Youth and Community Services Org: 1321032

Division: Pine Lake Adventure Park - Special Revenue Fund

Fiscal Year 2020 Goals and Accomplishments:

- Pine Lake Challenge Course was re-aligned under the Recreation Division during the creation of the Department of Parks, Recreation, Youth and Community Services. The program was rebranded as the Pine Lake Adventure Park in order to expand the program identity and be more competitive with other ropes courses in the state.
- Evaluated and updated procedures, forms, and fees, in order to reflect current City, department, and industry standards, as well as to reduce barriers to participation.

Summary of FY 2020-2021 Request:

- The Pine Lake Adventure Park budget reflects both a decrease in expenditures and revenues in order to more accurately reflect program history and account for the absence of state grants that had previously helped to subsidize operations.

Fiscal Year 2021 Goals:

- Maintain existing services as much as possible throughout the duration of the Superior Electric remediation process.
- Enhance marketing and re-branding efforts through direct mailers, emails, social media, and attendance at schools and conferences throughout the state, in order to increase revenue.
- Complete a comprehensive strategic plan for the park focusing on services and program offerings in order to develop short and long term goals that will make the park a viable competitor in the adventure park market.
- Expand program offerings to include day camps and other environmental program offerings in order to increase revenues.

Long Term Goals:

- Utilize the comprehensive city-wide Parks and Recreation Master Plan to help develop a model in which the Pine Lake Adventure Park is a self-sustaining and revenue producing facility and program.
- Execute the strategic plan developed through internal and external analysis in order to offer quality benefits based programs and events that engage and meet the needs of the general population of the City of Bristol, while also increasing the number of people who visit Bristol in order to participate in adventure park programs.

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
1321032	422004	CHALLENGE	-73,880.47	-150,390.00	-150,390.00	-17,713.00	-150,390.00	-115,000.00	-23.5%
1321032	460000	INT INCOME	-525.54	-500.00	-500.00	-202.06	-500.00	.00	-100.0%
TOTAL PINE LAKE CHALLENGE CO			-74,406.01	-150,890.00	-150,890.00	-17,915.06	-150,890.00	-115,000.00	-23.8%
GRAND TOTAL			-74,406.01	-150,890.00	-150,890.00	-17,915.06	-150,890.00	-115,000.00	-23.8%

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20210 2020-2021 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE			2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 REQUEST	PCT CHANGE
1321032	515100	OVERTIME	1,288.80	985.00	985.00	473.49	985.00	985.00	.0%
1321032	515300	SEASONAL	91,746.76	115,000.00	115,000.00	46,505.94	115,000.00	90,765.00	-21.1%
1321032	531000	PROF FEES	9,670.00	20,000.00	20,000.00	4,942.00	20,000.00	8,000.00	-60.0%
1321032	543200	EQUIP MAIN	6,858.49	6,750.00	6,750.00	6,000.00	6,750.00	6,750.00	.0%
1321032	553000	TELEPHONE	580.00	795.00	795.00	580.00	795.00	.00	-100.0%
1321032	553100	POSTAGE	99.82	250.00	250.00	145.25	250.00	400.00	60.0%
1321032	555000	PRINT/BIND	81.00	500.00	500.00	898.18	900.00	3,000.00	500.0%
1321032	561400	MAINT SUPL	296.20	1,000.00	1,000.00	650.00	1,000.00	1,350.00	35.0%
1321032	561800	PROG SUPPL	2,081.91	4,000.00	4,000.00	1,600.00	4,000.00	1,550.00	-61.3%
1321032	569000	OFFIC SUPL	272.45	300.00	300.00	497.89	785.00	100.00	-66.7%
1321032	579999	2021 CAPTL	.00	.00	.00	.00	.00	60,000.00	.0%
1321032	581135	SCHOOLING	.00	1,310.00	1,310.00	.00	1,310.00	2,100.00	60.3%
TOTAL PINE LAKE CHALLENGE CO			112,975.43	150,890.00	150,890.00	62,292.75	151,775.00	175,000.00	16.0%
GRAND TOTAL			112,975.43	150,890.00	150,890.00	62,292.75	151,775.00	175,000.00	16.0%

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

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Account	Object	Description	2019-2020 Budget	2020-2021 Request
OVERTIME WAGES	515100	Program director overtime.	\$ 985	\$ 985
SEASONAL WAGES	515300	Program director wages, support staff wages, facilitator wages.	\$ 115,000	\$90,765
PROFESSIONAL FEES & SERVICES	531000	Course repairs, Adventures in Education.	\$ 20,000	\$8,000
EQUIPMENT MAINTENANCE CONTR	543200	Port-o-johns.	\$ 6,750	\$6,750
TELEPHONE	553000	Removed.	\$ 795	\$0
POSTAGE	553100	Postage for program materials.	\$ 250	\$400
PRINTING & BINDING	555000	Brochures, promotional items.	\$ 500	\$3,000
MAINT SUPPLIES & MATERIALS	561400	Hardware for course and misc. items for repairs.	\$ 1,000	\$1,350
PROGRAM SUPPLIES	561800	Program supplies, staff shirts.	\$ 4,000	\$1,550
OFFICE SUPPLIES	569000	Misc. office supplies.	\$ 300	\$100
SCHOOLING & EDUCATION	581135	Staff training, professional development, first aid certifications.	\$ 1,310	\$2,100
			\$150,890	\$115,000
CAPITAL OUTLAY	579999	Pine Lake Adventure Park upgrades (boats/rack, elements, signage).	0	\$60,000
			\$150,890	\$175,000

