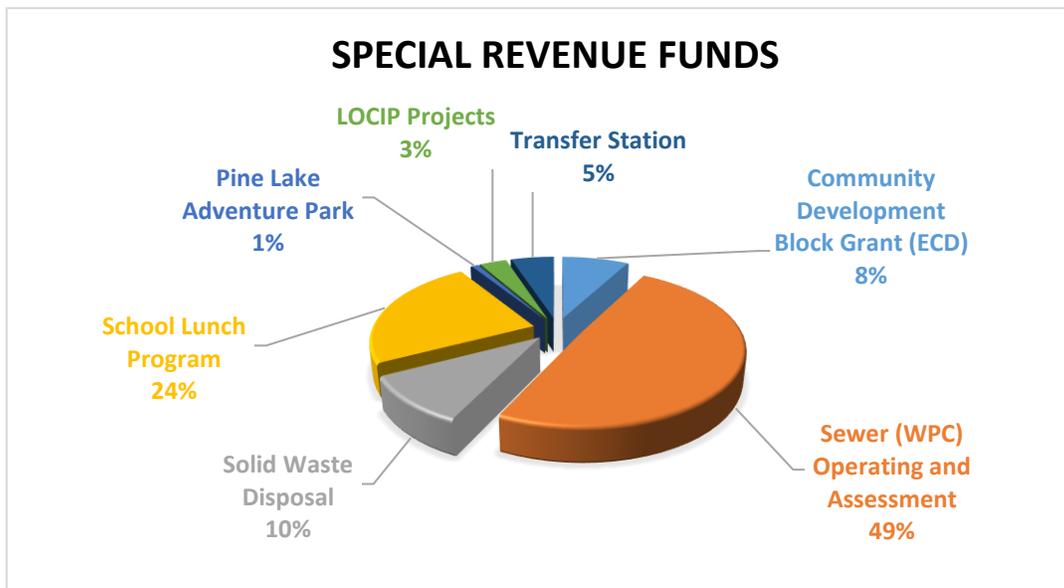


## Special Revenue Funds

<b>Special Revenue Funds Budgets and Expenditures</b>			
	2018-2019	2019-2020	2020-2021
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Community Development Block Grant (ECD)	983,817	1,098,208	1,159,699
Sewer (WPC) Operating and Assessment	7,696,251	7,629,365	7,278,000
Solid Waste Disposal	1,086,435	1,483,850	1,500,000
School Lunch Program	3,582,721	3,163,465	3,483,165
Pine Lake Adventure Park	112,975	150,890	115,000
LOCIP Projects	87,820	540,000	470,000
Transfer Station	<u>718,507</u>	<u>705,985</u>	<u>747,545</u>
<b>Total Special Revenue Funds</b>	<b>\$14,268,526</b>	<b>\$14,771,763</b>	<b>\$14,753,409</b>



### 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 department's 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 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.

## Community Development Block Grant Fund- Economic and Community Development

Justin Malley, Executive Director  
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justinmalley@bristolct.gov

### Service Narrative

The office of Economic and Community Development (ECD) is responsible for economic and community development in the City of Bristol, and is the successor organization to the Bristol Development Authority (BDA). The department is responsible for applying for and administering major grant funding, as well as for managing 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, and oversees redevelopment activities which includes managing incentive programs, including economic development grants, tax abatements, and more.

The ECD office has five staff members, the majority of whom administer or generate special revenue. The Grants Administrator position is 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 primarily 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 ECD also works to encourage the development of new residential projects. This strategy helps to grow the tax base while offering employment opportunities and access to housing for Bristol residents. In addition to increasing the tax base, the ECD 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 talented workforce to potential tax abatements and grant funding for businesses in critical industries.

Downtown redevelopment, including supporting the West End neighborhood, is a priority for the ECD. 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 ECD has taken the lead on redeveloping approximately 15 acres in the heart of downtown now known as Centre Square, among other initiatives.

### Fiscal Year 2020 Goals and Accomplishments:

- Notable Downtown Economic Growth
  - Planned Project for Centre Square Parcel 10 – New construction of an 18,000 square foot mixed-use building. The building will feature 12-14 apartments.
  - Planned Project for Centre Square Parcels 1, 2, 3 – New construction of an approximately 15,000 square foot retail/office building.
  - 222 and 238 Main Street (“Funck and Eagle” buildings) – The “Funck” building is slated for conversion to 34,000 square feet of residential apartment units designated for Veterans; the “Eagle” building will be renovated and utilized for support services for Veterans.

- Assisted Living – The long-vacant parcel located at the corner of North Main Street and Farmington Ave. will soon host a 60,000 square foot assisted living facility.
  - J.H. Sessions building – The ECD has secured a long-term commitment from Vesta/BHA Joint Venture and D’Amato Construction on the conversion of the underutilized Brownfield property to approximately 90 apartments.
  - "Residences on Main" – Carrier Construction has started new construction of 32 two-bedroom apartments on a collection of vacant/blighted parcels on Main Street.
- Notable Economic Growth Outside Downtown
    - Calamar 55+ Apartment Community – a \$15 million new construction of market rate (non-subsidized) active adult community with 128 rental units.
    - Home2 hotel and Conference Center – Site work is underway for a massive addition to the DoubleTree by Hilton Hotel campus that will involve the construction of an approximately 40,000 square foot companion hotel, 25,000 square foot conference center, and an underground parking structure.
    - Bingham Place and O’Connell Place 55+ Apartment Communities – Conversion complete of two former school buildings to approximately 100 units of housing.
    - The ECD assisted several businesses with expansion/relocation/hiring projects. Highlights include Pure Foods restaurant, AMKO, LAB Security, Axis Turning, Precision Express Manufacturing, Better Half Brewing, Rich Farm Ice Cream, Real Café, and more.
  - Marketing Highlights
    - Expanded the Farmer’s Market with the addition of cooking demonstrations, a partnership with Public Works initiatives such as “Trash to Treasure,” new vendors, and increased promotion.
    - Assisted with creation of BristolWORKS! partnership with Bristol Adult Education. ECD Marketing developed the BristolWORKS! branding as a way to promote this innovative workforce development program to those who are unemployed/underemployed. As a result, Bristol Adult Education is experiencing a rise in applicants seeking a career change/upgrade.
  - Community Development Highlights
    - Awarded eight (8) Community Development Block Grant (CDBG) public service grants with a value of \$97,339 to eight (8) community agencies supporting Bristol residents with low- and moderate-incomes; utilized \$3,000 of CDBG funding to support Fair Housing activities; provided \$90,000 in CDBG funds to replace deteriorated, unsafe sidewalks in approved areas; and awarded three (3) CDBG capital project grants totaling \$68,000 to three (3) non-profit organizations serving low- and moderate-income residents.
    - For the period July 1, 2019 to January 1, 2020, the ECD allocated \$149,152 in CDBG Housing Rehabilitation funds to complete 31 housing unit projects for those with low to moderate incomes. Typical home improvements include the replacement of a home’s roof, heating system upgrades and new energy efficient windows, sewer line replacement, other emergency repairs, and more.
  - Grants Administration Highlights
    - Secured State of CT Department of Energy and Environmental Protection (DEEP) grant funds to designate several acres of property adjacent to the Barnes Nature Center as Open Space.

- Continued to coordinate grant-funded environmental cleanup at 894 Middle Street to prepare the site for private development.

### **Fiscal Year 2021 Major Service Level Goals:**

#### **Continued Brownfield Development**

- 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. At its meeting on January 14, 2020, the Bristol City Council approved a motion to partner with Vesta/BHA JV and the Connecticut Brownfield Land Bank on an exciting rental housing development for this long-troubled site. The second Brownfield is 894 Middle Street, a 17-acre property that was once the home of a metal reclamation facility. As of June 17, 2020, the property has been remediated, with groundwater monitoring to continue for several years. The City will begin marketing the land for development shortly after completion of cleanup.

#### **Continued Focus on Securing Competitive Grants and Continuing Bristol's Successful CDBG Process**

- The ECD will continue to manage grants administration for City efforts while coordinating the CDBG program in a responsible manner by adapting to funding changes and shifting priorities for the community. The department's primary effort for 2020-2021 will be implementing a new 5-Year Plan for the CDBG program. This 5-Year Plan establishes funding priorities for the near future, helping to guide program activities.

#### **Continued Focus on Promoting Bristol**

- The ECD has made great strides in promoting the many positives of Bristol to a variety of audiences. That effort must continue to ensure residents and local businesses feel good about their community, and to make those outside Bristol aware that the "All Heart City" is a great place to visit, to purchase property, to start a new business, or to relocate/expand an existing business.

#### **Focus on Selling Industrial/Warehouse Property**

- The ECD will continue to promote building opportunities within the Southeast Bristol Business Park and 229 Technology Park for appropriate end users. As always, the ECD will continue to assist in the sale or lease of privately owned buildings to new owners.

#### **Downtown Growth**

- The ECD must work hard to ensure the numerous projects planned for downtown proceed successfully through the City's regulatory processes, secure City/State incentives necessary to obtain financing, and navigate other challenges to get "shovels in the ground." At the same time, ECD must work with Public Works and other departments to ensure the City maintains and improves downtown infrastructure to ensure private development success. This includes developing streetscapes, parking options, and more.

#### **Long-Term Growth**

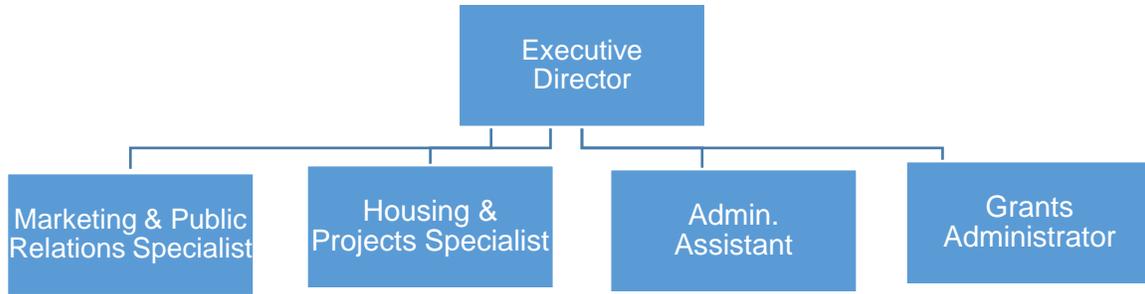
- The ECD expects the trend of national and regional "chain" retail stores closing to continue as e-commerce grows. Rather than accept this trend as Bristol's fate, the ECD is working with Bristol Adult Education, Tunxis Community College, Bristol Technical Education Center, Capital Workforce Partners, and others to establish and promote career training to place vulnerable retail employees into better careers within the manufacturing and healthcare industries. This assists local residents in search of secure, rewarding careers while also helping local businesses fill vacant positions.

**Special Revenue Funds**

**Expenditure and Position Summary**

	<b>2019 Actual</b>	<b>2020 Estimated</b>	<b>2021 Budgeted</b>
Salary Expenditures	\$417,759	\$404,725	\$435,015
Full time Positions	6	5	5

**Organizational Chart**



**Economic and Community Development Board**

Mayor Ellen Zoppo-Sassu, Chairperson	11/2021
Howard T. Schmelder, Vice-Chairperson	12/2021
Dave Preleski, Council Member	11/2021
David Mills	12/2024
Thomas Hick	02/2024
Charles Cyr	12/2022
Marvin Goldwasser	12/2021
Andrew Rasmussen-Tuller	12/2024
Michael Zammett	12/2022

**Budget Highlights**

104 REVENUES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
1044101	BDA- CITYSHARE						
490001		TRANSFER IN GENERAL FUND	\$477,635	\$415,020	\$415,020	\$436,010	\$431,010
		<b>TOTAL BDA- CITYSHARE</b>	<b>\$477,635</b>	<b>\$415,020</b>	<b>\$415,020</b>	<b>\$436,010</b>	<b>\$431,010</b>
1044103	BDA- CDBG- ADMINISTRATION						
431025		CDBG ENTITLEMENT	\$718,260	\$648,928	\$648,928	\$686,779	\$669,779
431083		REPROGRAMMING FUNDS CDBG	37,168	17,260	17,260	41,000	41,000
431084		PROGRAM INCOME	43,969	17,000	17,000	17,910	17,910
		<b>TOTAL BDA- CDBG- ADMINISTRATION</b>	<b>\$799,397</b>	<b>\$683,188</b>	<b>\$683,188</b>	<b>\$745,689</b>	<b>\$728,689</b>
		<b>TOTAL BRISTOL DEVELOPMENT AUTHORITY</b>	<b>\$1,277,032</b>	<b>\$1,098,208</b>	<b>\$1,098,208</b>	<b>\$1,181,699</b>	<b>\$1,159,699</b>

## Special Revenue Funds

### 1044101 EXPENDITURES - CITY SHARE

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
514000	G2021	REGULAR WAGES	\$272,271	\$272,255	\$272,255	\$288,385	\$288,385
515100	G2021	OVERTIME	1,327	1,000	1,000	1,000	1,000
515200	G2021	PART TIME WAGES	0	0	2,400	0	0
517000	G2021	OTHER WAGES	2,146	0	0	2,400	2,400
<b>TOTAL SALARIES</b>			<b>\$275,744</b>	<b>\$273,255</b>	<b>\$275,655</b>	<b>\$291,785</b>	<b>\$291,785</b>
<b>CONTRACTUAL SERVICES</b>							
531000	G2021	PROFESSIONAL FEES AND SERVICES	\$2,500	\$10,000	\$9,100	\$9,100	\$9,100
553000	G2021	TELEPHONE	58	150	150	150	150
553100	G2021	POSTAGE	400	1,000	1,000	1,000	1,000
554000	G2021	TRAVEL REIMBURSEMENT	3,025	3,000	3,000	3,500	3,500
555000	G2021	PRINTING AND BINDING	2,465	2,455	2,455	1,000	1,000
557700	G2021	ADVERTISING	36,235	32,250	32,250	40,000	35,000
581120	G2021	CONFERENCES AND MEMBERSHIPS	7,715	12,000	13,284	7,500	7,500
581260	G2021	MISCELLANEOUS PROMOTIONS	949	1,000	1,000	1,000	1,000
581270	G2021	TRADE SHOWS	3,200	4,200	4,200	2,500	2,500
587467	G2021	DOWNTOWN REVITALIZATION ACTIVITIES	4,343	7,000	10,630	5,000	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$60,890</b>	<b>\$73,055</b>	<b>\$77,069</b>	<b>\$70,750</b>	<b>\$65,750</b>
<b>BENEFITS</b>							
520100	G2021	LIFE INSURANCE	\$376	\$430	\$430	\$430	\$430
520500	G2021	DISABILITY INSURANCE	81	95	95	95	95
520700	G2021	F.I.C.A	16,609	16,880	16,880	17,880	17,880
520750	G2021	MEDICARE INSURANCE	3,884	3,950	3,950	4,185	4,185
<b>TOTAL BENEFITS</b>			<b>\$20,950</b>	<b>\$21,355</b>	<b>\$21,355</b>	<b>\$22,590</b>	<b>\$22,590</b>
<b>SUPPLIES AND MATERIALS</b>							
561800	G2021	PROGRAM SUPPLIES	\$1,154	\$1,500	\$1,500	\$1,500	\$1,500
569000	G2021	OFFICE SUPPLIES	1,486	1,600	1,600	1,500	1,500
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$2,640</b>	<b>\$3,100</b>	<b>\$3,100</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OPERATING TRANSFERS OUT</b>							
591500	G2021	TRANSFER TO INTERNAL SERVICE	\$50,880	\$44,255	\$44,255	\$47,885	\$47,885
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$50,880</b>	<b>\$44,255</b>	<b>\$44,255</b>	<b>\$47,885</b>	<b>\$47,885</b>
<b>TOTAL BDA- CITYSHARE</b>			<b>\$411,104</b>	<b>\$415,020</b>	<b>\$421,434</b>	<b>\$436,010</b>	<b>\$431,010</b>



## Special Revenue Funds

### 1044102 EXPENDITURES - REHABILITATION

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
514000	G2021	REGULAR WAGES	\$71,192	\$65,270	\$65,270	\$75,055	\$75,055
515100	G2021	OVERTIME- BDA REHAB	591	1,000	1,000	1,000	1,000
<b>TOTAL SALARIES</b>			<b>\$71,783</b>	<b>\$66,270</b>	<b>\$66,270</b>	<b>\$76,055</b>	<b>\$76,055</b>
<b>CONTRACTUAL SERVICES</b>							
531000	CDBG	PROFESSIONAL FEES	\$895	\$2,000	\$2,000	\$2,000	\$2,000
554000	G2021	TRAVEL REIMBURSEMENT	826	1,000	1,000	1,000	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$1,721</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>BENEFITS</b>							
520100	G2021	LIFE INSURANCE	\$50	\$70	\$70	\$70	\$70
520500	G2021	DISABILITY INSURANCE	21	30	30	30	30
520700	G2021	F.I.C.A.	4,286	4,050	4,050	4,655	4,655
520750	G2021	MEDICARE INSURANCE	1,002	950	950	1,090	1,090
<b>TOTAL BENEFITS</b>			<b>\$5,359</b>	<b>\$5,100</b>	<b>\$5,100</b>	<b>\$5,845</b>	<b>\$5,845</b>
<b>OTHER/MISCELLANEOUS</b>							
587100	G2021	RESIDENTIAL REHABILITATION	\$237,747	\$150,000	\$476,926	\$246,434	\$229,434
587105	G2021	RESIDENTIAL REHABILITATION-MULTI	48,414	74,874	59,874	50,000	\$50,000
<b>TOTAL OTHER/MISCELLANEOUS</b>			<b>\$286,161</b>	<b>\$224,874</b>	<b>\$536,800</b>	<b>\$296,434</b>	<b>\$279,434</b>
<b>SUPPLIES AND MATERIALS</b>							
561800	G2021	PROGRAM SUPPLIES	\$0	\$1,000	\$1,000	\$1,000	\$1,000
			<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>OPERATING TRANSFERS OUT</b>							
591500	G2021	TRANSFER TO INTERNAL SERVICE	\$19,644	\$25,525	\$25,525	\$24,375	\$24,375
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$19,644</b>	<b>\$25,525</b>	<b>\$25,525</b>	<b>\$24,375</b>	<b>\$24,375</b>
<b>TOTAL REHABILITATION</b>			<b>\$384,668</b>	<b>\$325,769</b>	<b>\$637,695</b>	<b>\$406,709</b>	<b>\$389,709</b>

### 1044103 EXPENDITURES - ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
514000	G2021	REGULAR WAGES	\$70,194	\$62,300	\$62,300	\$66,675	\$66,675
515100	G2021	OVERTIME	38	500	500	500	500
<b>TOTAL SALARIES</b>			<b>\$70,232</b>	<b>\$62,800</b>	<b>\$62,800</b>	<b>\$67,175</b>	<b>\$67,175</b>
<b>CONTRACTUAL SERVICES</b>							
531000	G2021	PROFESSIONAL FEES AND SERVICES	\$4,275	\$14,000	\$29,000	\$23,050	\$23,050
553100	G2021	POSTAGE	319	400	400	400	400
554000	G2021	TRAVEL REIMBURSEMENT	34	1,000	1,000	1,000	1,000
555000	G2021	PRINTING AND BINDING	34	600	600	500	500
557700	G2021	ADVERTISING	1,850	3,500	3,500	3,500	3,500
581120	G2021	CONFERENCE AND MEMBERSHIPS	523	2,000	2,000	2,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$7,035</b>	<b>\$21,500</b>	<b>\$36,500</b>	<b>\$30,450</b>	<b>\$30,450</b>
<b>BENEFITS</b>							
520100	G2021	LIFE INSURANCE	\$66	\$115	\$115	\$115	\$115
520500	G2021	DISABILITY INSURANCE	12	25	25	25	25
520700	G2021	F.I.C.A.	4,302	3,865	3,865	4,135	4,135
520750	G2021	MEDICARE INSURANCE	1,006	905	905	970	970
<b>TOTAL BENEFITS</b>			<b>\$5,386</b>	<b>\$4,910</b>	<b>\$4,910</b>	<b>\$5,245</b>	<b>\$5,245</b>
<b>SUPPLIES AND MATERIALS</b>							
561800	G2021	PROGRAM SUPPLIES	\$0	\$1,160	\$1,160	\$1,000	\$1,000
569000	G2021	OFFICE SUPPLIES	533	1,410	1,410	500	500
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$533</b>	<b>\$2,570</b>	<b>\$2,570</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>MISCELLANEOUS</b>							
587902	G2021	FAIR HOUSING	\$920	\$3,000	\$3,000	\$3,000	\$3,000
<b>TOTAL MISCELLANEOUS</b>			<b>\$920</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OPERATING TRANSFERS OUT</b>							
591500	G2021	TRANSFER TO INTERNAL SERVICE	\$7,911	\$10,300	\$10,300	\$11,145	\$11,145
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$7,911</b>	<b>\$10,300</b>	<b>\$10,300</b>	<b>\$11,145</b>	<b>\$11,145</b>
<b>TOTAL ADMINISTRATION</b>			<b>\$92,017</b>	<b>\$105,080</b>	<b>\$120,080</b>	<b>\$118,515</b>	<b>\$118,515</b>

## Special Revenue Funds

### 1044104 EXPENDITURES - PUBLIC SERVICE GRANTS

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>MISCELLANEOUS</b>							
585011	G2019	ST. VINCENT DEPAUL	\$24,510	\$24,000	\$24,000	\$25,000	\$25,000
585013	G2019	PRUDENCE CRANDALL	9,120	8,000	8,000	7,465	7,465
585014	G2019	YWCA SEXUAL ASSAULT CRISIS SERVICES	9,120	8,000	8,000	0	0
585024	G2021	SALVATION ARMY BRISTOL CORPS	0	0	0	7,000	7,000
585114	G2021	FAMILY RESOURCE CENTERS	0	0	0	3,000	3,000
585116	G2019	BOYS AND GIRLS CLUB- OUTREACH PROGRAM	30,780	25,000	25,000	23,000	23,000
585156	G2019	HRA CASE MANAGEMENT	19,078	20,000	20,000	20,000	20,000
585158	G2019	ZION LUTHERN SENIOR SUPPL FOOD COORD.	855	0	0	0	0
585161	CDBG	FOR GOODNESS SAKE	0	3,339	3,339	0	0
585162	G2019	ST. VINCENT DEPAUL	2,565	0	0	0	0
585163	G2020	UNITED WAY - WALSH SUMMER WORK EXPERIENCE	0	5,000	5,000	4,000	4,000
585164	G2021	AGAPE HOUSE	0	0	0	11,000	11,000
587329	G2020	SHEPARD MEADOWS	0	4,000	4,000	0	0
<b>TOTAL MISCELLANEOUS</b>			<b>\$96,028</b>	<b>\$97,339</b>	<b>\$93,339</b>	<b>\$100,465</b>	<b>\$100,465</b>
<b>TOTAL PUBLIC SERVICE GRANTS</b>			<b>\$96,028</b>	<b>\$97,339</b>	<b>\$93,339</b>	<b>\$100,465</b>	<b>\$100,465</b>

### 1044105 EXPENDITURES - CDBG PROJECTS

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>MISCELLANEOUS</b>							
587314	G2019	WE SIDEWALKS	\$0	\$90,000	\$90,000	\$0	\$0
587011	G2021	OZ SIDEWALKS	0	0	0	50,000	50,000
587012	G2021	KOMANETSKY CONG HOUSING	0	0	0	20,000	20,000
587013	G2021	DISABLED AMERICAN VETERANS - ADA ACCESSIBILITY	0	0	0	25,000	25,000
587014	G2021	IMAGINE NATION	0	0	0	10,000	10,000
587016	G2021	NEW ENGLAND CAROUSEL MUSEUM - SAFETY LIGHTING	0	0	0	15,000	15,000
587340	G2020	BHS LIFT INSTALLATION	0	10,000	10,000	0	0
587341	G2020	BRISTOL AFFORDABLE HOME OWNERSHIP INITIATIVE	0	28,000	28,000	0	0
587342	G2020	TURNING POINT CHRISTIAN CENTER - HVAC/WINDOWS	0	30,000	30,000	0	0
<b>TOTAL MISCELLANEOUS</b>			<b>\$0</b>	<b>\$158,000</b>	<b>\$90,000</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b>CDBG PROJECTS</b>			<b>\$0</b>	<b>\$158,000</b>	<b>\$90,000</b>	<b>\$120,000</b>	<b>\$120,000</b>



## **Sewer Operating and Assessment Fund Water Pollution Control**

Sean Hennessey, Director of Sewer  
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### **Service Narrative**

The Water Pollution Control (WPC) Division of the Water and Sewer 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 and Sewer 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 2020 Goals and Accomplishments:**

- Improvements performed at the Water Pollution Control Facility (WPCF) included replacement of the existing plant water pumping system which is the original system installed in 1987, epoxy re-coating of the steel structures in the three primary clarifiers, and installation of a materials grinder in the sludge storage tank pump suction line.
- The Broad Street pumping station serves as the City's main and most important pumping station. Two thirds of the City's sewage is conveyed through the Broad Street pumping station. The four original automatic transfer switches (ATS's) will be replaced as repair parts for the ATS's have become obsolete. The purpose of the ATS's is to transfer power from street power to emergency generator power to energize the pumping station in the event of street power loss. The Broad Street pumping station includes four pumps, two 300 horsepower pumps and two 200 horsepower pumps as well as pump controls. Design work and layout to be completed in FY20. Additional funding for this project will be included in the FY21 budget.
- Confined space entry safety equipment was purchased to allow for safe entry of employees into process tanks and manholes.
- Headworks controls upgrade; removed existing explosion proof electrical panels and relocated controls in septage pump room.
- Replaced Operations roof top air-conditioning unit.
- Waste Activated Sludge (WAS) tank rehabilitation expected to be completed by Summer 2020.

### **Summary of Fiscal Year 2020-2021 Budget:**

- Expected increase of \$50,000 for the Long Island Sound Nutrient Reduction Credit Exchange Program totaling \$100K.
- A new Municipal National Pollutant Discharge Elimination System (NPDES) permit expected to be issued by CT DEEP. Increased operational costs may occur due to more stringent effluent limitations. CT DEEP issued a new NPDES Draft Permit January 2020. Draft permit includes an aluminum permit limit; new treatment chemicals may need to be used in lieu of aluminum sulfate which will have an impact on chemical expenditures.
- CT DEEP to relinquish permitting, inspection, and enforcement of discharges from industrial users not deemed a Significant Industrial User. The responsibility for the monitoring, inspection and compliance of these industrial discharges will be the

## Special Revenue Funds

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responsibility of the Sewer Department. Developmental, operational and labor costs are expected to increase. While increased costs are not yet known, significant increased costs are not expected.

### Fiscal Year 2021 Goals:

- Complete ATS replacements at the Broad Street Pumping Station.
- Replace 1999 F250 with F550 mason dump with plow and sander
- Repair sludge storage tank including concrete work and air diffuser replacement.
- Continue to rehabilitate sewer collection infrastructure.
- Complete design work of the odor control system at the Broad Street pumping station.

### Long Term Goals:

- The Water Pollution Control division annually prepares a ten year capital improvement projects schedule to prepare for large future capital expenditures associated with aging facility equipment and infrastructure. This schedule also provides a means for budgetary considerations such as future rate increases or decreases, funding methods, and debt service payments. Challenges include identifying long term capital improvement projects to effectively rehabilitate the City's aging collection system infrastructure as well as maintaining NPDES compliance at the WPCF. The City maintains 245 miles of sewers, many of which date back to early 1900's and in some instances the 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 other projects are completed. Improvements to the WPCF include concrete tank rehabilitations of aeration, sludge storage and settling tanks as well as odor control upgrades at pumping stations. Infiltration and inflow minimization will be prioritized as the Divisions Long Term Goal.



**Special Revenue Funds**

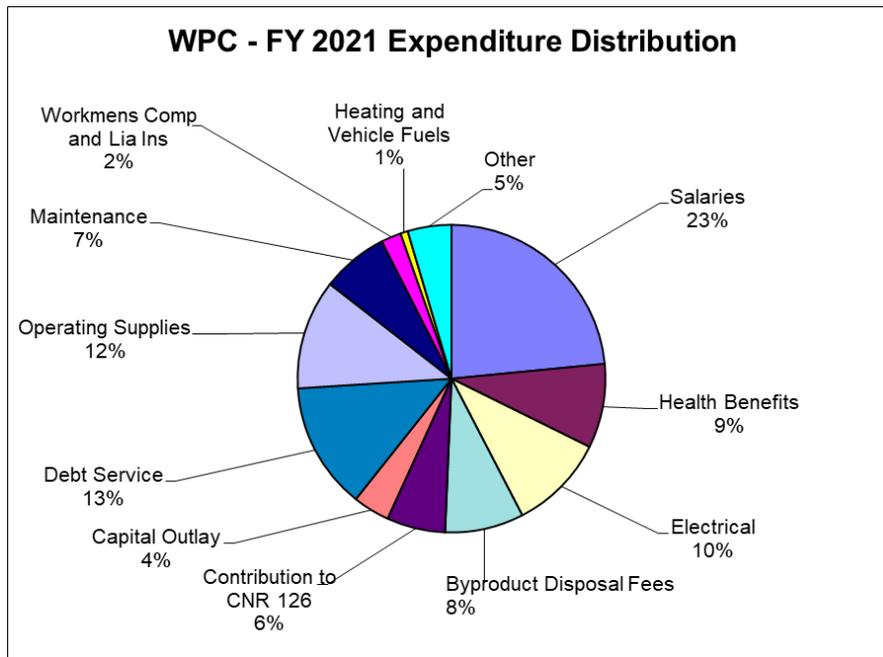
**Performance Measures**

*Quantitative:*

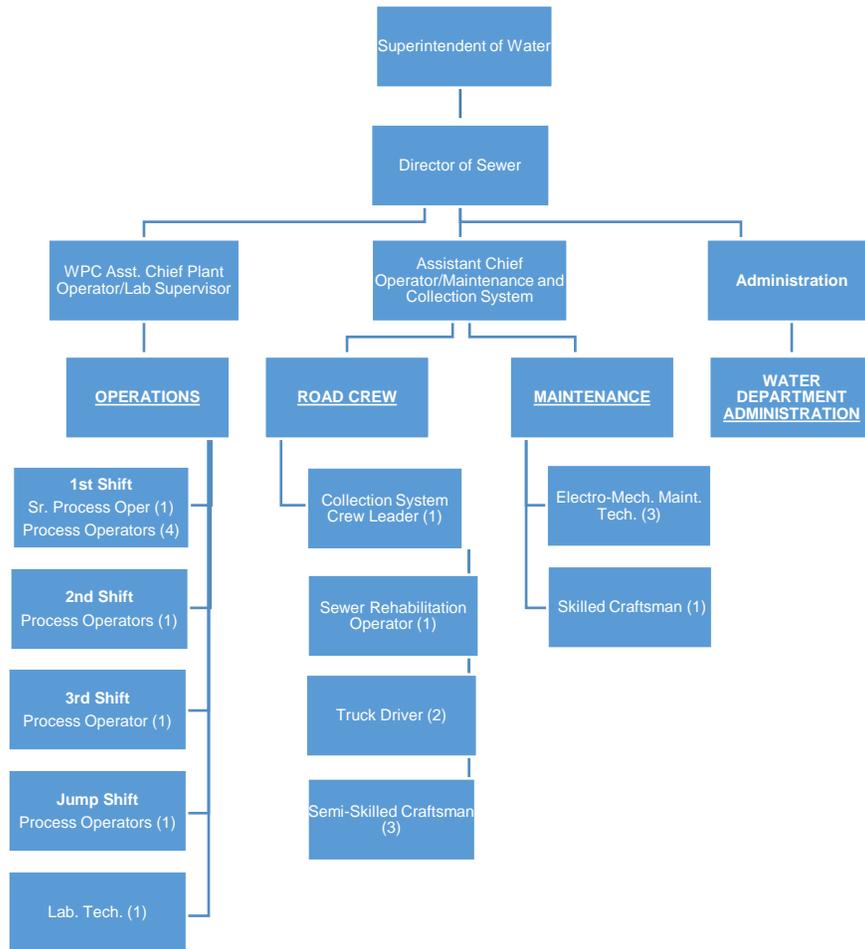
ACTIVITY	2016-17 Actual	2017-2018 Actual	2018-2019 Actual
<b>Treatment Operations Activity:</b>			
Wastewater treated	2.4 billion gals.	2.9 billion gals.	4.1 billion gals.
Solids processed	6,900 wet tons	8,500 wet tons	9,400 wet tons

**Expenditure & Position Summary**

	2019 Actual	2020 Estimated	2021 Budgeted
Salary Expenditures	\$1,519,917	\$1,588,000	\$1,707,600
Full Time Positions	25	24	24



## Organizational Chart



## Budget Highlights

Total Operating Budget for fiscal year 2020-2021 is \$7,278,000. Capital Outlay request of \$280,000 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

### SEWER OPERATING AND ASSESSMENT FUND

#### 1183014 REVENUES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>TAXES &amp; PRIOR LEVIES</b>							
410003		ASSESSMENTS-INTEREST, LIENS & PENALTIES	\$1,996	\$3,000	\$3,000	\$3,000	\$3,000
		<b>TOTAL TAXES &amp; PRIOR LEVIES</b>	<b>\$1,996</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>FINES/FEES</b>							
402000		SEWER ASSESSMENTS & ADJUSTMENTS	\$43,725	\$0	\$0	\$0	\$0
422005		CUSTOMER DUMPING FEES	\$68,964	\$60,000	\$60,000	\$70,350	\$70,350
422006		UNMETERED COMMERCIAL SEWER USER FEES	1,719,979	1,851,525	1,851,525	1,754,400	1,754,400
422007		UNMETERED DOMESTIC SEWER USER FEES	4,606,945	5,013,360	5,013,360	4,700,000	4,700,000
422008		UNMETERED FACTORY SEWER USER FEES	220,043	224,715	224,715	224,500	224,500
422009		UNMETERED PUBLIC SEWER USER FEES	307,092	340,765	340,765	313,250	313,250
		<b>TOTAL FINES/FEES</b>	<b>\$6,966,748</b>	<b>\$7,490,365</b>	<b>\$7,490,365</b>	<b>\$7,062,500</b>	<b>\$7,062,500</b>
<b>LICENSE, PERMITS, FEES</b>							
442015		SEWER CONNECTION PERMITS	\$127,203	\$40,000	\$40,000	\$98,000	\$98,000
		<b>TOTAL LICENSE, PERMITS, FEES</b>	<b>\$127,203</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$98,000</b>	<b>\$98,000</b>
<b>INVESTMENT EARNINGS</b>							
460000		INTEREST INCOME	\$31,030	\$10,000	\$10,000	\$19,500	\$19,500
		<b>TOTAL INVESTMENT EARNINGS</b>	<b>\$31,030</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$19,500</b>	<b>\$19,500</b>
<b>OTHER/MISCELLANEOUS REVENUE</b>							
454001		MISCELLANEOUS- OTHER	\$13,641	\$11,000	\$11,000	\$11,000	\$11,000
480013		MISCELLANEOUS REVENUE LIENS	21,792	15,000	15,000	24,000	24,000
480014		MISCELLANEOUS PENALTIES SEWER USER	62,676	60,000	60,000	60,000	60,000
		<b>TOTAL OTHER/MISCELLANEOUS</b>	<b>\$98,109</b>	<b>\$86,000</b>	<b>\$86,000</b>	<b>\$95,000</b>	<b>\$95,000</b>
<b>OTHER FINANCING SOURCES</b>							
461002		BUDGETARY FUND BALANCE UNRESTRICTED	\$0	\$0	\$288,634	\$0	\$0
		<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$288,634</b>	<b>\$0</b>	<b>\$0</b>
		<b>TOTAL WATER POLLUTION CONTROL</b>	<b>\$7,225,086</b>	<b>\$7,629,365</b>	<b>\$7,917,999</b>	<b>\$7,278,000</b>	<b>\$7,278,000</b>



## Special Revenue Funds

### SEWER OPERATING AND ASSESSMENT FUND

#### 1183014 EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
514000		REGULAR WAGES	\$1,426,567	\$1,496,900	\$1,496,900	\$1,632,250	\$1,632,250
515100		OVERTIME	47,150	58,500	58,500	53,675	53,675
517000		OTHER WAGES	46,200	32,600	32,600	21,675	21,675
<b>TOTAL SALARIES</b>			<b>\$1,519,917</b>	<b>\$1,588,000</b>	<b>\$1,588,000</b>	<b>\$1,707,600</b>	<b>\$1,707,600</b>
<b>CONTRACTURAL SERVICES</b>							
531000		PROFESSIONAL FEES AND SERVICES	\$84,566	\$125,000	\$125,577	\$125,000	\$125,000
531150		ADMINISTRATIVE FEES	59,035	65,000	65,000	65,000	65,000
541000		PUBLIC UTILITIES	733,905	695,000	695,000	734,000	734,000
541100		WATER AND SEWER CHARGES	15,238	13,500	13,500	15,300	15,300
542120		TIPPING FEES	601,331	585,000	585,000	602,000	602,000
542140		REFUSE	1,016	550	550	1,500	1,500
543000		REPAIRS AND MAINTENANCE	52,648	80,000	85,952	70,000	70,000
543011		COL SYSTEM	102,275	160,000	160,000	160,000	160,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	13,802	8,250	8,412	9,500	9,500
543110		MAJOR REPAIRS	216,898	225,000	235,991	220,000	220,000
544400		RENTS AND LEASES	1,863	7,000	7,000	6,000	6,000
553000		TELEPHONE	2,519	2,450	2,450	2,600	2,600
553100		POSTAGE	44	100	100	100	100
554000		TRAVEL REIMBURSEMENT	66	100	100	100	100
555000		PRINTING AND BINDING	387	250	250	250	250
557700		ADVERTISING	1,177	800	800	500	500
581120		CONFERENCES AND MEMBERSHIPS	620	350	350	630	630
581135		SCHOOLING AND EDUCATION	2,637	6,000	7,235	6,500	6,500
581280		LIEN FEES	3,875	8,500	8,500	5,600	5,600
589100		MISCELLANEOUS	9,236	8,600	8,685	9,300	9,300
<b>TOTAL CONTRACTURAL SERVICES</b>			<b>\$1,903,138</b>	<b>\$1,991,450</b>	<b>\$2,010,452</b>	<b>\$2,033,880</b>	<b>\$2,033,880</b>
<b>BENEFITS</b>							
520100		LIFE INSURANCE	\$2,094	\$2,660	\$2,660	\$2,220	\$2,220
520400		WORKERS' COMPENSATION	90,000	90,000	90,000	90,000	90,000
520500		DISABILITY	514	700	700	700	700
520700		F.I.C.A.	90,292	98,460	98,460	105,515	105,515
520750		MEDICARE INSURANCE	21,117	23,000	23,000	23,000	23,000
591517		TRANSFER W/C	(90,000)	0	(90,000)	(90,000)	(90,000)
<b>TOTAL BENEFITS</b>			<b>\$114,017</b>	<b>\$214,820</b>	<b>\$124,820</b>	<b>\$221,435</b>	<b>\$221,435</b>
<b>SUPPLIES AND MATERIALS</b>							
561150		LABORATORY SUPPLIES	\$13,516	\$12,500	\$12,500	\$14,000	\$14,000
561400		MAINTENANCE SUPPLIES AND MATERIALS	756,372	750,000	753,342	758,000	758,000
561800		PROGRAM SUPPLIES	63,542	55,000	60,792	67,380	67,380
562200		NATURAL GAS	33,140	30,000	33,816	30,000	30,000
562600		MOTOR FUELS	25,872	19,125	19,345	26,000	26,000
563000		MOTOR VEHICLE PARTS	5,413	5,500	6,195	5,500	5,500
563100		TIRES	685	4,000	4,367	4,000	4,000
569000		OFFICE SUPPLIES	2,175	1,600	1,609	2,000	2,000
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$900,715</b>	<b>\$877,725</b>	<b>\$891,966</b>	<b>\$906,880</b>	<b>\$906,880</b>

## Special Revenue Funds

1183014

### EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>CAPITAL OUTLAY</b>							
570200	17026	BUILDING INTERIOR RENOVATIONS	\$416	\$0	\$0	\$0	0
570200	19006	RENOVATE BATH	0	0	33,099	0	0
570200	20011	REPLACE ROOFTOP HEAT & A/C	0	40,000	40,000	0	0
570300	17024	SANITARY SEWER EASEMENT	79,825	0	0	0	0
570300	18006	UST BYPASS	23,930	0	36,069	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	0	30,000	0	0
570300	19020	EASE CLEAR	21,000	0	0	0	0
570400	15010	LAKE AVE	0	0	23,793	0	0
570400	17019	PUMP STATION REPAIRS	11,000	0	7,779	0	0
570400	18001	CONTROL PANEL	69,940	0	0	0	0
570400	18003	CONTROL COMP	54,616	0	0	0	0
570400	18008	GENERATOR	35,159	0	3,931	0	0
570400	18010	GRIT SEPERATOR	75,000	0	0	0	0
570400	19001	GRIT SEPERATOR	42,640	0	0	0	0
570400	19005	P/S CONTROL	61,029	0	13,971	0	0
570400	19007	PUMP REPLACEMENT	0	0	50,000	0	0
570400	20006	SANDBLAST CLARIFIERS	0	90,000	166,980	0	0
570400	20007	REPLACE PLANT WATER PUMP SYS	0	50,000	50,000	0	0
570400	20008	CHERRY HILL GENERATOR	0	60,000	60,000	0	0
570400	20009	SLUDGE GRINDER STORAGE TANK	0	14,000	14,000	0	0
570400	20010	REPLACE ATS BROAD STREET	0	100,000	100,000	0	0
570400	20012	CONFINED SPACE EQUIPMENT	0	5,000	5,000	0	0
570400	21006	MINOR STREET PS GENERATOR	0	0	0	0	50,000
570400	21007	ATS BROAD ST PUMP STATION	0	0	0	0	50,000
570400	21009	UTILITY VEHICLE	0	0	0	0	10,000
570400	21010	CONTROL UPGRADE 5 PS	0	0	0	0	100,000
570500	21008	F550 DUMP W/ PLOW & SANDER	0	0	0	0	70,000
570500	15034	PICKUP TRUCK	80,685	0	115	0	0
570500	19004	3/4 DUMP TRUCK	44,037	0	0	0	0
570900	17022	SCADA SERV & PROGRAMMING	66,827	0	0	0	0
579999		EQUIPMENT	0	0	0	280,000	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$666,104</b>	<b>\$359,000</b>	<b>\$729,737</b>	<b>\$280,000</b>	<b>\$280,000</b>
<b>OTHER/MISCELLANEOUS</b>							
552100		LIABILITY INSURANCE	\$63,247	\$73,850	\$73,850	\$64,000	\$64,000
589000		CONTINGENCY	0	172,050	\$172,050	130,000	130,000
589120		REFUNDS OF SEWER USER FEES	491	2,500	\$2,500	2,500	2,500
<b>TOTAL OTHER/ MISCELLANEOUS</b>			<b>\$63,738</b>	<b>\$248,400</b>	<b>\$248,400</b>	<b>\$196,500</b>	<b>\$196,500</b>
<b>OPERATING TRANSFERS OUT</b>							
591001		TRANSFERS TO GENERAL FUND	\$0	\$3,000	\$3,000	\$3,000	\$3,000
591126		TRANSFER OUT CLEAN WATER FUND	756,835	828,955	828,955	828,955	828,955
591201		TRANSFER OUT DEBT	135,000	138,000	138,000	140,500	140,500
591300		TRANSFERS TO CAPITAL PROJECTS	1,075,805	870,215	870,215	448,510	448,510
591500		TRANSFERS TO INTERNAL SERVICE	560,982	509,800	599,800	510,740	510,740
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$2,528,622</b>	<b>\$2,349,970</b>	<b>\$2,439,970</b>	<b>\$1,931,705</b>	<b>\$1,931,705</b>
<b>TOTAL WATER POLLUTION CONTROL</b>			<b>\$7,696,251</b>	<b>\$7,629,365</b>	<b>\$8,033,345</b>	<b>\$7,278,000</b>	<b>\$7,278,000</b>

## 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 through a transfer from the General Fund.

### Fiscal Year 2020 Goals and Accomplishments

- Develop "Reduce, Reuse, and Recycle" (RR&R) community education program to promote reduction in solid waste disposal. The RR&R education included the implementation of a "trash to treasure" program, recycling app, school garden, and compost seminars.

### Summary of Fiscal Year 2020-20201 Budget

- Contract cost to process curbside collected recyclables is based in part on the commodity price of recyclable items. Due to current commodity prices the cost of processing recyclables continues to increase.

### Fiscal Year 2021 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/investigate measures to reduce cost associated with disposal of municipal single stream recycling, including separation of glass from the existing single stream recycling stream.

### 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.

**Special Revenue Funds**

**Budget Highlights**

**SOLID WASTE DISPOSAL FUND**

**1213016 REVENUES**

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>LICENSE, PERMITS, FEES</b>							
450303		DISPOSAL PERMIT	\$0	\$0	\$0	\$200	\$200
<b>TOTAL LICENSE, PERMITS, FEES</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>
<b>CHARGES FOR SERVICES</b>							
450303		RECYCLING RECIEPTS	\$0	\$0	\$98,000	\$54,000	\$54,000
<b>TOTAL CHARGES FOR SERVICES</b>			<b>\$0</b>	<b>\$0</b>	<b>\$98,000</b>	<b>\$54,000</b>	<b>\$54,000</b>
<b>INVESTMENT EARNINGS</b>							
460000		INTEREST INCOME	\$2,901	\$1,400	\$1,400	\$1,400	\$1,400
<b>TOTAL INVESTMENT EARNINGS</b>			<b>\$2,901</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$1,400</b>
<b>OTHER/MISCELLANEOUS REVENUE</b>							
480000		CITY OF BRISTOL HOST FEE	\$324,463	\$300,000	\$300,000	\$300,000	\$300,000
<b>TOTAL OTHER/MISCELLANEOUS</b>			<b>\$324,463</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>OPERATING TRANSFERS IN</b>							
461002		BUDGETARY FUND BALANCE	\$0	\$0	\$25,314	\$0	\$0
490001		TRANSFER IN GENERAL FUND	\$802,600	\$1,182,450	\$1,182,450	\$1,160,610	\$1,144,400
<b>TOTAL OPERATING TRANSFERS IN</b>			<b>\$802,600</b>	<b>\$1,182,450</b>	<b>\$1,207,764</b>	<b>\$1,160,610</b>	<b>\$1,144,400</b>
<b>TOTAL SOLID WASTE DISPOSAL FUND</b>			<b>\$1,129,964</b>	<b>\$1,483,850</b>	<b>\$1,607,164</b>	<b>\$1,516,210</b>	<b>\$1,500,000</b>

**SOLID WASTE DISPOSAL FUND**

**1213016 EXPENDITURES**

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>CONTRACTUAL SERVICES</b>							
542140		CITY REFUSE	\$1,086,435	\$1,483,850	\$1,607,164	\$1,516,210	\$1,500,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$1,086,435</b>	<b>\$1,483,850</b>	<b>\$1,607,164</b>	<b>\$1,516,210</b>	<b>\$1,500,000</b>
<b>SOLID WASTE DISPOSAL FUND TOTAL</b>			<b>\$1,086,435</b>	<b>\$1,483,850</b>	<b>\$1,607,164</b>	<b>\$1,516,210</b>	<b>\$1,500,000</b>

**School Lunch Program**

David Foulds, Director

860-584-7984

DavidFoulds@bristol12.org

**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 2019-2020 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 and Bristol Central High qualified for C.E.P in Bristol. There have been substantial increases in meals served to students at the newly added schools.

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.

## Special Revenue Funds

The District enrollment for fiscal year 2019-2020 in all grades was approximately 7,523 students. The Department served 588,540 reimbursable lunches and 213,228 reimbursable breakfasts during the past school year in the lunch and breakfast programs before the Covid 19 shutdown. The amount of meals distributed during the shutdown was 86,679 lunches and 86,679 breakfasts. If the district was in full operation 306,590 lunches and 111,104 breakfasts would have been served during the shutdown period. The percentage of students qualifying for Free or Reduced Priced Meals in our schools is 53.21%. 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 2020 Goals and Accomplishments:

- Instituted the CEP program at 8 schools in the district.

### Fiscal Year 2021 Goals:

- Increase participation at all schools for the breakfast and lunch programs for the 2020-21 school year.
- Improve financial position from previous year.

### Long Term Goals:

- Bring the Bristol School Lunch Program to a break even financial position
- Goals for the upcoming year have not been established due to the unknown of what the food service program will look like in the fall. The budget below would be for the Food Program if it were to operate on a normal schedule and service. As soon as the guidelines for the program are known projections and goals can be established.

#### SCHOOL LUNCH PROGRAM

##### 1275000 REVENUES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>CHARGES FOR SERVICES</b>							
450307		SCHOOL LUNCHES	\$425,528	\$348,545	\$348,545	\$318,445	\$318,445
450308		OTHER SALES	16,942	9,500	9,500	20,000	20,000
<b>TOTAL CHARGES FOR SERVICES</b>			<b>\$442,470</b>	<b>\$358,045</b>	<b>\$358,045</b>	<b>\$338,445</b>	<b>\$338,445</b>
<b>INVESTMENT EARNINGS</b>							
460000		INTEREST INCOME	\$2	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT EARNINGS</b>			<b>\$2</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL GRANTS</b>							
431007		FEDERAL REIMBURSEMENT	\$2,760,671	\$2,675,420	\$2,675,420	\$2,996,285	\$2,996,285
<b>TOTAL FEDERAL GRANTS</b>			<b>\$2,760,671</b>	<b>\$2,675,420</b>	<b>\$2,675,420</b>	<b>\$2,996,285</b>	<b>\$2,996,285</b>
<b>STATE GRANTS</b>							
432038		MISC. STATE REIMBURSEMENT	\$147,416	\$130,000	\$130,000	\$148,435	\$148,435
<b>TOTAL STATE GRANTS</b>			<b>\$147,416</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$148,435</b>	<b>\$148,435</b>
<b>OPERATING TRANSFERS IN</b>							
490001		TRANSFER IN GENERAL FUND	\$225,000	\$0	\$0	\$0	\$0
<b>TOTAL OPERATING TRANSFERS IN</b>			<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL SCHOOL LUNCH REVENUE</b>			<b>\$3,575,559</b>	<b>\$3,163,465</b>	<b>\$3,163,465</b>	<b>\$3,483,165</b>	<b>\$3,483,165</b>

## Special Revenue Funds

### SCHOOL LUNCH PROGRAM

#### C4003100 EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
512100		CAFETERIA SUPERVISORS	\$117,468	\$135,130	\$135,130	\$138,175	\$138,175
512110		CAFETERIA WORKERS	1,167,249	1,150,830	1,150,830	1,168,230	1,168,230
512130		REPLACEMENTS	26,420	25,000	25,000	28,000	28,000
<b>TOTAL SALARIES</b>			<b>\$1,311,137</b>	<b>\$1,310,960</b>	<b>\$1,310,960</b>	<b>\$1,334,405</b>	<b>\$1,334,405</b>
<b>BENEFITS</b>							
520100		LIFE INSURANCE	\$1,539	\$3,250	\$3,250	\$3,250	\$3,250
520500		DISABILITY	3,647	3,590	3,590	3,600	3,600
520700		FICA	76,809	86,085	86,085	78,535	78,535
520750		MEDICARE	17,963	18,500	18,500	18,465	18,465
<b>TOTAL BENEFITS</b>			<b>\$99,958</b>	<b>\$111,425</b>	<b>\$111,425</b>	<b>\$103,850</b>	<b>\$103,850</b>
<b>CONTRACTUAL SERVICES</b>							
544400		RENTS AND LEASES	\$13,436	\$15,500	\$15,500	\$14,000	\$14,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$13,436</b>	<b>\$15,500</b>	<b>\$15,500</b>	<b>\$14,000</b>	<b>\$14,000</b>
<b>SUPPLIES AND MATERIALS</b>							
561600		FOOD SUPPLIES	\$1,761,828	\$1,288,950	\$1,288,950	\$1,605,445	\$1,605,445
561700		SCHOOL LUNCH SUPPLIES	141,124	139,500	139,500	140,000	140,000
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$1,902,952</b>	<b>\$1,428,450</b>	<b>\$1,428,450</b>	<b>\$1,745,445</b>	<b>\$1,745,445</b>
<b>OTHER/MISCELLANEOUS</b>							
581500		NON-LUNCH EXPENSE	\$11,577	\$22,130	\$22,130	\$15,465	\$15,465
<b>TOTAL OTHER/MISCELLANEOUS</b>			<b>\$11,577</b>	<b>\$22,130</b>	<b>\$22,130</b>	<b>\$15,465</b>	<b>\$15,465</b>
<b>OPERATING TRANSFERS OUT</b>							
591500		TRANSFER OUT INTERNAL SERVICE	\$243,661	\$275,000	\$275,000	\$270,000	\$270,000
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$243,661</b>	<b>\$275,000</b>	<b>\$275,000</b>	<b>\$270,000</b>	<b>\$270,000</b>
<b>TOTAL SCHOOL LUNCH EXPENDITURES</b>			<b>\$3,582,721</b>	<b>\$3,163,465</b>	<b>\$3,163,465</b>	<b>\$3,483,165</b>	<b>\$3,483,165</b>

## Pine Lake Adventure Park

Dr. Joshua T. Medeiros, Superintendent  
 860-584-6160  
 parksandrecreation@bristolct.gov  
 www.bristolrec.com

### Service Narrative

In October 2019, the Pine Lake Challenge Course was rebranded as the Pine Lake Adventure Park and was realigned within the Recreation Division of the Department of Parks, Recreation, Youth and Community Services. The Pine Lake Adventure Park program (PLAP) is nestled in a grove of pine trees on public property within the urban community. The PLAP consists of more than 40 different elements 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 PLAP 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.

## Special Revenue Funds

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The Pine Lake Adventure Park 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 PLAP programs are to enrich educational and youth service programs and to enhance community collaborations and professional growth.

The Pine Lake Adventure Park program is self-sustaining through revenues generated by user fees.

### **Fiscal Year 2020 Goals and Accomplishments:**

- The 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. Utilized [www.bristolrec.com](http://www.bristolrec.com) to streamline registrations.

### **Summary of Fiscal Year 2020-2021 Budget:**

- 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:**

- Complete site upgrades including a small parking lot and bus turnaround, prefabricated bathroom with water access, and upgrades to site signage and elements to improve safety and marketability of the course.
- Complete a comprehensive business plan and strategic plan for the program in order to ensure sustainability of the program for years to come.
- 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.
- Expand program offerings to include day camps and other environmental education programs.

### **Long Term Goals:**

- Utilize the comprehensive city-wide Parks, Recreation, Youth and Community Services Master Plan to help develop a model and vision for the Pine Lake Adventure Park for the next 5-10 years.
- 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.

**Special Revenue Funds**

**Performance Measures**

**Quantitative:**

Fiscal Year	Service Days			Unduplicated Consumer Groups			Total Number of Participants		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Pine Lake Challenge Course and Adventure Program	67	67	26	42	43	17	3,275	2,194	685

*\*Due to COVID-19 the Pine Lake Adventure Park program was shut down in March 2020 resulting in the cancellation of all spring/summer bookings. Due to safety concerns and business considerations the Board of Park Commissioners accepted the Superintendent's recommendation to keep the program closed through 2020 in order to relaunch in winter/spring 2021.*

**Expenditure and Position Summary**

	2019 Actual	2020 Estimated	2021 Budgeted
Salary Expenditures	\$93,036	\$115,985	\$91,750
Part-Time Positions	7-40 Seasonal	7-40 Seasonal	7-40 Seasonal

**Budget Highlights**

1321032 REVENUES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>LICENSE, PERMITS, FEES</b>							
422004		CHALLENGE COURSE FEES	\$73,880	\$150,390	\$150,390	\$115,000	\$115,000
<b>TOTAL LICENSE, PERMITS, FEES</b>			<b>\$73,880</b>	<b>\$150,390</b>	<b>\$150,390</b>	<b>\$115,000</b>	<b>\$115,000</b>
<b>INVESTMENT EARNINGS</b>							
460000		INTEREST INCOME	\$526	\$500	\$500	\$0	\$0
<b>TOTAL INVESTMENT EARNINGS</b>			<b>\$526</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PINE LAKE ADVENTURE PARK</b>			<b>\$74,406</b>	<b>\$150,890</b>	<b>\$150,890</b>	<b>\$115,000</b>	<b>\$115,000</b>

## Special Revenue Funds

1321032 EXPENDITURES			2019	2020	2020	2021	2021
OBJECT	PROJECT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	BUDGET	APPROVED
			EXPENDITURES	BUDGET	BUDGET	REQUEST	BUDGET
<b>SALARIES</b>							
515100		OVERTIME	\$1,289	\$985	\$985	\$985	\$985
515300		SEASONAL WAGES	91,747	115,000	115,000	90,765	90,765
<b>TOTAL SALARIES</b>			<b>\$93,036</b>	<b>\$115,985</b>	<b>\$115,985</b>	<b>\$91,750</b>	<b>\$91,750</b>
<b>CONTRACTUAL SERVICES</b>							
531000		PROFESSIONAL FEES AND SERVICES	\$9,670	\$20,000	\$20,000	\$8,000	\$8,000
543200		EQUIPMENT MAINTENANCE CONTRACTS	6,858	6,750	6,750	6,750	6,750
553000		TELEPHONE	580	795	795	0	0
553100		POSTAGE	100	250	250	400	400
555000		PRINTING AND BINDING	81	500	500	3,000	3,000
581135		SCHOOLING AND EDUCATION	0	1,310	1,310	2,100	2,100
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>\$17,289</b>	<b>\$29,605</b>	<b>\$29,605</b>	<b>\$20,250</b>	<b>\$20,250</b>
<b>SUPPLIES AND MATERIALS</b>							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$296	\$1,000	\$1,000	\$1,350	\$1,350
561800		PROGRAM SUPPLIES	2,082	4,000	4,000	1,550	1,550
569000		OFFICE SUPPLIES	272	300	300	100	100
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$2,650</b>	<b>\$5,300</b>	<b>\$5,300</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>CAPITAL OUTLAY</b>							
579999		CAPITAL OUTLAY	\$0	\$0	\$0	\$60,000	\$0
<b>TOTAL CAPITAL OUTLAY</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>
<b>TOTAL PINE LAKE ADVENTURE PARK</b>			<b>\$112,975</b>	<b>\$150,890</b>	<b>\$150,890</b>	<b>\$175,000</b>	<b>\$115,000</b>

## 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 2020-2021 is \$470,000.

### Budget Highlights

1341018 REVENUES			2019	2020	2020	2021	2021
OBJECT	PROJECT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	BUDGET	APPROVED
			REVENUE	BUDGET	BUDGET	REQUEST	BUDGET
<b>STATE GRANTS</b>							
432033		STATE OF CONNECTICUT - OPM	\$193,822	\$540,000	\$540,000	\$470,000	\$470,000
<b>TOTAL LOCIP</b>			<b>\$193,822</b>	<b>\$540,000</b>	<b>\$540,000</b>	<b>\$470,000</b>	<b>\$470,000</b>

134 EXPENDITURES			2019	2020	2020	2021	2021
OBJECT	PROJECT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	BUDGET	APPROVED
			EXPENDITURES	BUDGET	BUDGET	REQUEST	BUDGET
<b>SUPPLIES AND MATERIALS</b>							
570000		LOCIP EXPENDITURES	\$87,820	\$540,000	\$540,000	\$470,000	\$470,000
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$87,820</b>	<b>\$540,000</b>	<b>\$540,000</b>	<b>\$470,000</b>	<b>\$470,000</b>
<b>TOTAL LOCIP</b>			<b>\$87,820</b>	<b>\$540,000</b>	<b>\$540,000</b>	<b>\$470,000</b>	<b>\$470,000</b>

## 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 2020 Goals and Accomplishments:

- Maintain compliance with CT DEEP environmental permits and regulations.
- Upgrade scale software and install credit card system for Saturday emergency use.
- Modify employee hours to reduce Saturday overtime cost.
- Modify fees from 100 lbs. free per trip to 100 lbs. free per day. In addition, increase required user account balance from \$5 to \$25 to decrease non-collection rate.
- Issue RFP to install a 1.1 MW photovoltaic solar panel array on a portion of the un-used landfill.
- Reconstruct sections of existing retaining walls along brush and leaves/grass collection areas.
- Implement on-site processing of woody debris and leaf materials at the transfer station. Generated compost is sold and wood chips are provided to Covanta Energy.

### Summary of Fiscal Year 2020-2021 Budget:

- Grind leaves and yard waste from the 2019 collections and start the composting process.
- Renew CT DEEP Landfill Stewardship permit.
- Install roof gutters on recycling building to eliminate water saturation of recycling materials to reduce recycling cost.
- Purchase new rubbish, recycling and yard waste barrels to replenish current inventory.
- Purchase new hang tags for our PAYT program.
- Initiate CIP project to repair and eliminate erosion of landfill slopes to maintain compliance with CT DEEP requirements.
- Implement new policies to provide 100 lbs. free disposal for only on the first visit.

### Fiscal Year 2021 Goals:

- Maintain compliance with CT DEEP environmental permits and regulations.
- Increase Trash to Treasure program.
- Install new directional signage.

### 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.

**Special Revenue Funds**

**Expenditure and Position Summary**

	<b>2018 Actual</b>	<b>2019 Estimated</b>	<b>2020 Budgeted</b>
Salary Expenditures	\$373,521	\$323,505	\$343,620
Full time Positions	5.5	5.5	5

**Budget Highlights**

TRANSFER STATION FUND

136 REVENUES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL REVENUE	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>LICENSE, PERMITS, FEES</b>							
422020		RESIDENTIAL PERMIT FEES	\$39,730	\$45,000	\$45,000	\$45,000	\$45,000
422021		COMMERCIAL PERMIT FEES	2,450	2,400	2,400	2,400	2,400
450350		CLOTHING	275	300	300	300	300
450351		ALUMINUM	3,626	5,500	5,500	5,500	5,500
450352		IRON METAL	37,211	56,000	56,000	56,000	56,000
450353		BATTERIES	2,304	2,100	2,100	2,100	2,100
450354		COMPOST SALES	2,888	0	0	6,000	6,000
<b>TOTAL LICENSE, PERMITS, FEES</b>			<b>\$88,484</b>	<b>\$111,300</b>	<b>\$111,300</b>	<b>\$117,300</b>	<b>\$117,300</b>
<b>CHARGES FOR SERVICES</b>							
450303		RECYCLING	\$43,933	\$12,000	\$12,000	\$12,000	\$12,000
450356		PAY AS YOU THROW	238,074	225,000	225,000	225,000	225,000
<b>TOTAL CHARGES FOR SERVICES</b>			<b>\$282,007</b>	<b>\$237,000</b>	<b>\$237,000</b>	<b>\$237,000</b>	<b>\$237,000</b>
<b>INVESTMENT EARNINGS</b>							
460000		INTEREST INCOME	\$3,875	\$1,400	\$1,400	\$4,500	\$4,500
<b>TOTAL INVESTMENT EARNINGS</b>			<b>\$3,875</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>MISCELLANEOUS/CONTRIBUTIONS</b>							
480023		RECYCLING REBATES	\$389	\$0	\$0	\$500	\$500
<b>TOTAL MISCELLANEOUS/CONTRIBUTIONS</b>			<b>\$389</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>
<b>OTHER FINANCING SOURCES</b>							
490001		TRANSFER IN GENERAL FUND	\$365,510	\$356,285	\$356,285	\$408,245	\$388,245
<b>TOTAL OTHER FINANCING SOURCES</b>			<b>\$365,510</b>	<b>\$356,285</b>	<b>\$356,285</b>	<b>\$408,245</b>	<b>\$388,245</b>
<b>TOTAL TRANSFER STATION FUND</b>			<b>\$740,265</b>	<b>\$705,985</b>	<b>\$705,985</b>	<b>\$767,545</b>	<b>\$747,545</b>

## Special Revenue Funds

### TRANSFER STATION FUND

136

#### EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	2019 ACTUAL EXPENDITURES	2020 ORIGINAL BUDGET	2020 REVISED BUDGET	2021 BUDGET REQUEST	2021 APPROVED BUDGET
<b>SALARIES</b>							
514000		REGULAR WAGES	\$311,478	\$287,660	\$265,505	\$285,620	\$285,620
515100		OVERTIME	62,043	58,000	58,000	58,000	58,000
<b>TOTAL SALARIES</b>			<b>\$373,521</b>	<b>\$345,660</b>	<b>\$323,505</b>	<b>\$343,620</b>	<b>\$343,620</b>
<b>CONTRACTURAL SERVICES</b>							
531000		PROFESSIONAL FEES	\$9,200	\$10,000	\$10,000	\$70,000	\$55,000
534200		ENVIRONMENTAL	95	1,400	1,400	1,400	1,400
541000		UTILITIES	4,802	6,500	6,500	6,500	6,500
541100		WATER/SEWER	185	400	400	400	400
542101		DISPOSAL	2,857	2,500	2,500	2,500	2,500
542105		TIRE DISPOSAL	4,400	3,500	3,500	3,500	3,500
542110		FREON	1,176	2,200	2,200	2,200	2,200
542115		BULK WASTE	20,264	25,000	25,000	25,000	25,000
542120		TIP FEES	133,160	120,000	120,000	120,000	120,000
543000		REPAIRS & MAINTENANCE	5,772	15,000	15,000	10,000	10,000
544400		RENTS/LEASE	0	5,000	5,000	0	0
581120		CONFERENCE & MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING	0	2,000	2,000	0	0
<b>TOTAL CONTRACTURAL SERVICES</b>			<b>\$181,911</b>	<b>\$193,650</b>	<b>\$193,650</b>	<b>\$241,650</b>	<b>\$226,650</b>
<b>BENEFITS</b>							
520100		LIFE INSURANCE	\$472	\$500	\$500	\$500	\$500
520500		DISABILITY	121	150	150	150	150
520700		F.I.C.A.	22,022	21,150	21,150	21,150	21,150
520750		MEDICARE INSURANCE	5,150	5,100	5,100	5,100	5,100
<b>TOTAL BENEFITS</b>			<b>\$27,765</b>	<b>\$26,900</b>	<b>\$26,900</b>	<b>\$26,900</b>	<b>\$26,900</b>
<b>SUPPLIES AND MATERIALS</b>							
561400		MAINTENANCE SUPPLIES	\$359	\$400	\$400	\$400	\$400
561800		PROGRAM SUPPLIES	16,077	2,000	34,210	30,000	25,000
<b>TOTAL SUPPLIES AND MATERIALS</b>			<b>\$16,436</b>	<b>\$2,400</b>	<b>\$34,610</b>	<b>\$30,400</b>	<b>\$25,400</b>
<b>OTHER/MISCELLANEOUS</b>							
589000		CONTINGENCY	\$0	\$15,300	\$7,381	\$0	\$0
589105		CCARD FEES	3,124	0	0	0	0
<b>TOTAL OTHER/ MISCELLANEOUS</b>			<b>\$3,124</b>	<b>\$15,300</b>	<b>\$7,381</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING TRANSFERS OUT</b>							
591500		TRANSFERS TO INTERNAL SERVICE	\$115,750	\$122,075	\$122,075	\$124,975	\$124,975
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$115,750</b>	<b>\$122,075</b>	<b>\$122,075</b>	<b>\$124,975</b>	<b>\$124,975</b>
<b>OTHER FINANCIAL USES</b>							
1188108	591001	TRANSFERS TO GENERAL FUND	\$0	\$0	\$22,155	\$0	\$0
<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>\$0</b>	<b>\$0</b>	<b>\$22,155</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TRANSFER STATION FUND</b>			<b>\$718,507</b>	<b>\$705,985</b>	<b>\$730,276</b>	<b>\$767,545</b>	<b>\$747,545</b>



