

Cheryl Thibeault, Chairperson
Mayor Ken Cockayne
Jake Carrier
Derek Czenczelewski



John Smith, Vice Chairman
Mike Fiorini
Mike LaMothe
Paul Tonon

City of Bristol
Board of Finance

February 13, 2015

Ladies and Gentlemen:

The Board of Finance will hold a **Budget Hearing** on **Thursday, February 19, 2015** at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. *No votes will be taken.*

Department	Department Head
Cemetery Upkeep	Robert Herold
School Readiness	Mary Alice Petrucelli-Timek
Probate Court	Andre Dorval
Purchasing	Roger Rousseau
Registrar of Voters	Sharon Krawiecki Kevin McCauley
Corporation Counsel	Ed Krawiecki
MIS	Scott Smith
Assessor & Board of Assessment Appeals	Tom Denoto
Housing Board Code of Appeals	
Boards & Commissions	

**Board of Finance
Budget Hearing #2
Table of Contents**

Page No.	Department	Page No.	Department
1-2	Cemetery Upkeep Budget Request	24	Corporation Counsel Expenditures
3	School Readiness Revenue	25-27	Corporation Counsel Salaries
4	School Readiness Expenditures	28-30	Corporation Counsel Budget Request
5-6	School Readiness Salaries	31	Information Systems Expenditures
7-8	School Readiness Budget Request	32-34	Information Systems Salaries
9	Probate Revenue	35-36	Information Systems Budget Request
10	Probate Expenditures	37-38	Information Systems Capital Outlay Request
11	Probates Budget Request	39	Assessor Revenue
12	Purchasing Expenditures	40	Assessor Expenditure
13-14	Purchasing Salaries	41-43	Assessor Salaries
15-16	Purchasing Budget Request	44	Assessor Budget Request
17	Registrar of Voters Expenditures	45	Board of Assessment Appeals Expenditures
18-21	Registrar of Voters Salaries	46	Board of Assessment Appeals Budget Request
22	Registrar of Voters Budget Request	47	Housing Code Appeals Board Expenditures
23	Registrar of Voters Capital Outlay Request	48	Boards and Commissions Expenditures

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0014550 (0014550) CEMETERY UPKEEP							
0014550 531400 SOLDIER'S	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	.0%
0014550 531405 LEWIS ST	23,600.00	23,600.00	23,600.00	23,600.00	23,600.00	25,075.00	6.3%
0014550 531410 DOWNS ST	11,600.00	11,600.00	11,600.00	11,600.00	11,600.00	12,325.00	6.3%
0014550 531415 LAKE AVE	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	40,375.00	6.3%
TOTAL (0014550) CEMETERY UPK	74,500.00	74,500.00	74,500.00	74,500.00	74,500.00	79,075.00	6.1%
TOTAL (001) GENERAL FUND	74,500.00	74,500.00	74,500.00	74,500.00	74,500.00	79,075.00	6.1%
GRAND TOTAL	74,500.00	74,500.00	74,500.00	74,500.00	74,500.00	79,075.00	6.1%

** END OF REPORT - Generated by Carmen Colon **

WEST CEMETERY ASSOCIATION

EXPENDITURE SUMMARY
Contractual Services

Number:

531400	SOLDIERS GROUND (West Cemetery)	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Annual Care - Lot Size: 2,600 Sq. Ft.	<u>Actual</u>	<u>Estimated</u>	<u>Budget</u>
	(Veterans Burial Ground Near Civil War Monument)	\$.50 a ft.	\$.50 a ft.	\$.50 a ft.
	Total Expenditures:	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
Amount of City Budget:		\$ 1,300.00	\$ 1,300.00	\$ 1,300.00

531405	LEWIS STREET CEMETERY	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Man Hours (With W.C.A. Equipment Used)	295	295	295
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 80.00	\$ 85.00
	Total Expenditures:	\$ 23,600.00	\$ 23,600.00	\$ 25,075.00
Amount of City Budget:		\$ 23,600.00	\$ 23,600.00	\$ 25,075.00

531410	DOWNS STREET CEMETERY	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Man Hours (With W.C.A. Equipment Used)	145	145	145
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 80.00	\$ 85.00
	Total Expenditures:	\$ 11,600.00	\$ 11,600.00	\$ 12,325.00
Amount of City Budget:		\$ 11,600.00	\$ 11,600.00	\$ 12,325.00

531415	LAKE AVENUE CEMETERY	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Man Hours (With W.C.A. Equipment Used)	475	475	475
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 80.00	\$ 85.00
	Total Expenditures:	\$ 38,000.00	\$ 38,000.00	\$ 40,375.00
Amount of City Budget:		\$ 38,000.00	\$ 38,000.00	\$ 40,375.00
Year Total:		\$ 74,500.00	\$ 74,500.00	\$ 79,075.00
TOTAL AMOUNT REQUESTED FOR "2015-2016":				\$ 79,075.00

2

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0014654 (0014654) SCHOOL READINESS PROGRAM							
0014654 432079 SCHL READI	-2,379,792.00	.00	-2,827,671.00	-1,294,444.00	-2,827,671.00	.00	.0%
0014654 432080 QUAL ENHAN	-25,024.00	.00	-25,024.00	-18,768.00	-25,024.00	.00	.0%
TOTAL (0014654) SCHOOL READI	-2,404,816.00	.00	-2,852,695.00	-1,313,212.00	-2,852,695.00	.00	.0%
TOTAL (001) GENERAL FUND	-2,404,816.00	.00	-2,852,695.00	-1,313,212.00	-2,852,695.00	.00	.0%
GRAND TOTAL	-2,404,816.00	.00	-2,852,695.00	-1,313,212.00	-2,852,695.00	.00	.0%

** END OF REPORT - Generated by Carmen Colon **

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CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0014654 (0014654) SCHOOL READINESS PROGRAM							
0014654 514000 REG WAGES	67,957.22	3,145.00	69,440.00	42,609.54	69,440.00	3,500.00	11.3%
0014654 517000 OTHER WAGE	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
0014654 531000 PROF FEES	36,052.06	80.00	35,080.00	26,500.00	35,080.00	80.00	.0%
0014654 531140 TRAINING	.00	1,135.00	1,135.00	119.83	1,135.00	1,135.00	.0%
0014654 531160 PROG CONTR	2,226,004.50	.00	2,727,671.00	2,700,547.00	2,700,547.00	.00	.0%
0014654 531170 Q/E PURCH	25,024.00	.00	25,024.00	12,922.82	25,024.00	.00	.0%
0014654 553000 TELEPHONE	.00	210.00	210.00	.00	210.00	210.00	.0%
0014654 553100 POSTAGE	115.20	400.00	400.00	60.62	400.00	400.00	.0%
0014654 554000 TRAV REIMB	630.53	800.00	800.00	374.03	800.00	1,000.00	25.0%
0014654 557700 ADVERTISING	.00	650.00	650.00	95.06	650.00	650.00	.0%
0014654 569000 OFFIC SUPL	250.98	250.00	250.00	250.00	250.00	250.00	.0%
0014654 581120 CONF MEMB	50.00	50.00	50.00	.00	50.00	50.00	.0%
TOTAL (0014654) SCHOOL READI	2,357,084.49	7,720.00	2,861,710.00	2,784,478.90	2,834,586.00	8,275.00	7.2%
TOTAL (001) GENERAL FUND	2,357,084.49	7,720.00	2,861,710.00	2,784,478.90	2,834,586.00	8,275.00	7.2%
GRAND TOTAL	2,357,084.49	7,720.00	2,861,710.00	2,784,478.90	2,834,586.00	8,275.00	7.2%

** END OF REPORT - Generated by Carmen Colon **

**2015-2016
School Readiness Budget Justification Request**

0014654 School Readiness Program

514000- Regular wages – Union contract Grade 7 Step 6
July 1, 2015- June 30, 2016 \$71,500

Total Request

City Portion of salary \$3,500.00

*SR Grant reimburses for administrative costs - \$68,000 toward salary request**

517000 –Other Wages – Union Contract BPSA – 6th step
Total Request \$1,000

531140 –Training \$1,135

Professional Development for Pre-K teachers – community wide- 2 day conference
\$500.00

Collaborative Events-1-2 Dine and Discuss/ 2-3 Community wide Director’s meetings
\$635.00

557700 Advertising \$ 650

Placement of Legal ads for RFP’s (SR Readiness Grant/ Quality Enhancement Grant/
ECE Consultant Grant) \$650.00

531000 –Professional Fees and Services ** \$80

Line item is used for:

Supplies/food for volunteers (RSVP volunteers/Special Needs Adult classroom)
\$80.00

Total Request for Bristol’s share

***This line item is also used to pay the ECE Consultants paid for from the Administrative money given to Bristol-*

We are proposing that \$32,000 of this amount be set aside to pay for the ECE Consultants – ECERS Observations and Assessment tools to improve the quality of School Readiness Programs. Monitoring and rating of each classrooms Early Learning Experience Plans are a requirement of the SR Grant.

Funds are not being sought from Bristol’s budget

\$32,000

531160-Program Contract/Grant Purchased Services *

This amount is determined by the School Readiness Grant award from the State

Total Request **Unknown at this time**

531170 –Quality Enhancement Purchased Services*

This amount is determined by the Quality Enhancement Grant award from the State

Total Request **Unknown at this time**

553000 –Telephone

Cost of long distant phone services for the School Readiness Program for the year.

Total Request **\$210**

553100 -Postage

Mailings to School Readiness Providers, Council Members, elected officials, Licensed Providers, Informal Caregivers, local businesses etc.

Whenever possible correspondence is done via e-mail.

Total Request **\$400**

554000 –Travel Reimbursement

Reimbursement for Grant Manager- averages approx 150 miles per month@

.575 cents per mile.

Total Request **\$1,000**

569000-Office Supplies

Office supplies for School Readiness Program, envelopes, pens, paper, folders, etc.

Total Request **\$250**

581120- Conference & Memberships

Minimal amount requested for Grant Manager to attend 1 in-state Conference per year.

Total Request **\$50**

- *SR Grant reimburses for administrative costs - \$68,000 toward salary request**

For the City to be able to receive \$100,000 in Administrative costs- They must put in their share of \$25,000.

This budget shows a commitment of: \$7,788

To make up the remainder of the \$25,000 (\$17,212)

The in-kind expenditures for the City of Bristol are:

For SR Grant Manager – insurance coverage/personal benefits/etc

City Departments: Mayor’s Office; Comptroller’s Office; City Clerk’s Office; Corporate Counsel; Park and Rec.; BBHD; Purchasing; MIS; Library; City Council Representative

BOE: Superintendent, Deputy Superintendent, Pre-K Supervisor, School Principals, Kindergarten Teachers, Pre-K teachers, School Psychologists; Early Intervention Team; FRC; School/Business Partner Director; Adult Education, Special Ed Adult Students

Space for office/ computer equipment/ paper/ ink/telephone/ heat/electric/water/air conditioning

Space for meetings

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011012 (0011012) PROBATE COURT							
0011012 470038 PLYMOUTH	-4,185.00	-4,620.00	-4,620.00	-4,620.00	-4,620.00	-4,650.00	.6%
0011012 470039 PLAINVILLE	-7,680.00	-7,920.00	-7,920.00	-7,920.00	-7,920.00	-7,810.00	-1.4%
TOTAL (0011012) PROBATE COUR	-11,865.00	-12,540.00	-12,540.00	-12,540.00	-12,540.00	-12,460.00	-.6%
TOTAL (001) GENERAL FUND	-11,865.00	-12,540.00	-12,540.00	-12,540.00	-12,540.00	-12,460.00	-.6%
GRAND TOTAL	-11,865.00	-12,540.00	-12,540.00	-12,540.00	-12,540.00	-12,460.00	-.6%

** END OF REPORT - Generated by Carmen Colon **

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011012 (0011012) PROBATE COURT							
0011012 531000 PROF FEES	4,908.59	17,450.00	17,450.00	7,872.84	15,000.00	15,000.00	-14.0%
0011012 543000 REP & MAIN	480.00	1,000.00	1,000.00	.00	1,000.00	750.00	-25.0%
0011012 553000 TELEPHONE	213.65	500.00	500.00	59.99	500.00	500.00	.0%
0011012 553100 POSTAGE	13,750.96	11,000.00	11,000.00	8,354.29	13,000.00	14,500.00	31.8%
0011012 555000 PRINT/BIND	977.14	550.00	550.00	1,463.16	1,465.00	1,500.00	172.7%
0011012 569000 OFFIC SUPL	6,414.27	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
TOTAL (0011012) PROBATE COUR	26,744.61	35,500.00	35,500.00	22,750.28	35,965.00	37,250.00	4.9%
TOTAL (001) GENERAL FUND	26,744.61	35,500.00	35,500.00	22,750.28	35,965.00	37,250.00	4.9%
GRAND TOTAL	26,744.61	35,500.00	35,500.00	22,750.28	35,965.00	37,250.00	4.9%

** END OF REPORT - Generated by Carmen Colon **

Probate Court- 0011012

Account	Object	Description	Request
Professional Fees	531000	Internet, Microfilm, Conversion of older records into Laser Fiche	\$15,000
Repairs & Maintenance	543000	Typewriter repair and cleaning and fax machine maintenance if needed	\$750
Telephone	553000	Telephone for 9 employees and the Judge	\$500
Postage	553100	Postage expenses mailing out legal notice and decrees	\$14,500
Printing & Binding	555000	Copier expenses	\$1,500
Office Supplies	569000	Office Supplies for 10 people, Toner Cartridges for 4 Computer Printers and Law Books	\$5,000
Capital Outlay	579999		
		Total	\$37,250

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011017 (0011017) PURCHASING							
0011017 514000 REG WAGES	167,181.99	167,695.00	169,265.00	104,860.76	171,475.00	176,140.00	5.0%
0011017 517000 OTHER WAGE	1,048.20	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.0%
0011017 531140 TRAINING	176.86	300.00	300.00	.00	300.00	300.00	.0%
0011017 543000 REP & MAIN	.00	100.00	100.00	.00	100.00	100.00	.0%
0011017 553000 TELEPHONE	135.43	250.00	250.00	53.09	250.00	150.00	-40.0%
0011017 553100 POSTAGE	1,066.19	1,000.00	1,000.00	449.56	1,000.00	1,000.00	.0%
0011017 554000 TRAV REIMB	67.87	100.00	100.00	45.92	100.00	100.00	.0%
0011017 555000 PRINT/BIND	872.50	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
0011017 557700 ADVERTIS	3,281.48	5,000.00	5,000.00	4,800.00	5,000.00	5,000.00	.0%
0011017 561800 PROG SUPPL	.00	175.00	175.00	141.37	142.00	.00	-100.0%
0011017 569000 OFFIC SUPPL	322.48	325.00	325.00	297.00	325.00	325.00	.0%
0011017 581120 CONF MEMB	1,306.00	1,230.00	1,230.00	815.00	1,230.00	835.00	-32.1%
0011017 581150 ANNUAL BND	75.00	75.00	75.00	.00	75.00	75.00	.0%
TOTAL (0011017) PURCHASING	175,534.00	178,250.00	179,820.00	112,462.70	181,997.00	186,025.00	4.4%
TOTAL (001) GENERAL FUND	175,534.00	178,250.00	179,820.00	112,462.70	181,997.00	186,025.00	4.4%
GRAND TOTAL	175,534.00	178,250.00	179,820.00	112,462.70	181,997.00	186,025.00	4.4%

** END OF REPORT - Generated by Carmen Colon **

**City of Bristol, Connecticut
Purchasing Budget FY2016.xlsx**

Purchasing- 0011017

Account	Object	Description	Request
Regular Wages	514000	Salaries for three positions as shown in BPSA and 233 union contracts	\$176,139
Other Wages	517000	BPSA payment per Section 17.2 of BPSA agreement	\$1,000
Training	531140	Continuing education materials	\$300
Repairs & Maint	543000	Repairs to office equipment- date stamp and binding equipment	\$100
Telephone	553000	Telephone and fax line services	\$150
Postage	553100	Mailing of purchase orders and courier services for expedited correspondence	\$1,000
Travel Reimbursement	554000	Misc travel for purchasing-related activities	\$100
Printing & Binding	555000	Purchase order forms (\$950) and envelopes (\$50)	\$1,000
Advertising	557700	Legal notices for routine bidding requirements (project specific ads charged to project)	\$5,000
Program Supplies	561800	n/a	\$0
Office Supplies	569000	Routine office supplies	\$325
Conference & Membership	581120	Participation in Capitol Region Purchasing Council (\$500), PPAC (\$150), NIGP (\$185)	\$835
Misc. Bond Expense	581150	Bond expense for financial officers	\$75
		Total	\$186,024



City of Bristol
BRISTOL, CONNECTICUT 06010

MEMORANDUM

To: Glenn Klocko, Comptroller
C: Mayor Ken Cockayne
From: Roger Rousseau, Purchasing Agent 
Date: January 13, 2015
Re: Departmental Budget for Fiscal Year Ended June 30, 2016

In accordance with direction by the Mayor at the budget kickoff meeting held in December 2014, I have prepared a budget for review by your office.

The budget reflects increases from current operations as it relates to salary expenses, consistent with new employment contracts with BPSA and AFSCME Local 233. There are no anticipated increases in other expenses within this budget.

Please note that I have reduced the expected amount of telephone expenses; the reduction is based on expected deployment of VoIP technology for City Hall operations. The new technology will reduce the overall amount of infrastructure (i.e. telephone circuits) needed for telephone service to City Hall, subsequently reducing costs. Be advised that other City buildings will not realize such savings under this restructuring, until the other buildings have had similar technology improvements.

Please note that there is a reduction in conferences in memberships. In prior years my budget accommodated the participation fees for the purchase of natural gas through a CRCOG natural gas contract; due to changing market conditions, natural gas is now being purchased directly from Yankee Gas and there is no costs associated with participation in such a contract. Simultaneously, the City has shifted its affiliation from the Capitol Region Council of Governments ("CRCOG") to the Naugatuck Valley Region Council of Governments, as part of a restructuring of planning authorities. Since there is not a consortium of municipalities for combined purchasing with the new planning region, the new planning authority is referring its municipalities to CRCOG's municipal services division, known as the Capitol Region Purchasing Council ("CRPC"). The fees associated with this function had previously been paid by the Capitol Region planning authority, and are now passed on directly to the municipalities.

Please let me know if you have any comments or questions regarding this submission, and I hope to have opportunity to speak with you about the upcoming budget year at your earliest convenience.

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CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011013 (0011013) REGISTRARS OF VOTERS	-----						
0011013 514000 REG WAGES	134,279.62	134,655.00	134,655.00	83,078.00	135,380.00	137,325.00	2.0%
0011013 515100 OVERTIME	1,638.19	2,000.00	2,000.00	1,340.63	1,750.00	2,000.00	.0%
0011013 515200 PARTTIME	3,193.08	4,500.00	36,690.00	33,975.16	36,897.00	60,000.00	1233.3%
0011013 517000 OTHER WAGE	795.00	900.00	900.00	938.59	940.00	920.00	2.2%
0011013 531000 PROF FEES	20,636.57	65,000.00	32,810.00	34,830.27	34,831.00	5,000.00	-92.3%
0011013 531140 TRAINING	630.00	600.00	600.00	120.00	500.00	600.00	.0%
0011013 544400 RENT/LEASE	250.00	750.00	750.00	500.00	500.00	750.00	.0%
0011013 553000 TELEPHONE	56.48	500.00	500.00	8.37	100.00	400.00	-20.0%
0011013 553100 POSTAGE	5,086.14	4,500.00	4,500.00	2,086.18	4,500.00	4,500.00	.0%
0011013 554000 TRAV REIMB	763.19	1,000.00	1,000.00	296.25	1,000.00	750.00	-25.0%
0011013 555000 PRINT/BIND	7,815.81	13,000.00	13,000.00	11,300.26	11,750.00	10,000.00	-23.1%
0011013 561400 MAINT SUPL	2,580.95	9,000.00	9,000.00	9,236.00	11,735.00	16,950.00	88.3%
0011013 561800 PROG SUPPL	893.24	750.00	750.00	659.32	750.00	500.00	-33.3%
0011013 569000 OFFIC SUPL	553.42	1,500.00	1,500.00	1,048.56	1,500.00	1,500.00	.0%
0011013 579999 2015 EQUIP	.00	.00	.00	.00	.00	36,400.00	.0%
0011013 581120 CONF MEMB	.00	.00	.00	.00	.00	1,200.00	.0%
0011013 581122 DEMOCRATIC	395.00	455.00	455.00	.00	455.00	.00	-100.0%
0011013 581124 REPUBLICAN	455.00	455.00	455.00	140.00	455.00	.00	-100.0%
TOTAL (0011013) REGISTRARS O	180,021.69	239,565.00	239,565.00	179,557.59	243,043.00	278,795.00	16.4%
TOTAL (001) GENERAL FUND	180,021.69	239,565.00	239,565.00	179,557.59	243,043.00	278,795.00	16.4%
GRAND TOTAL	180,021.69	239,565.00	239,565.00	179,557.59	243,043.00	278,795.00	16.4%

** END OF REPORT - Generated by Carmen Colon **

Registrars of Voters Budget Justifications 2015-2016

514000 Regular Wages & Salaries: The request reflects a contractual wage increase for the registrars' clerk. Registrars' salaries have remained the same since 2008.

515100 Overtime Wages & Salaries: The request remains the same.

515200 Part time Wages & Salaries: The request includes all poll workers pay which previously was assigned under Professional Fees. Deputy registrars wages are also included in this category.

517000 Other Wages: This reflects the anticipated vacation buyback costs for the registrars' clerk with slight increase due to leap year.

531000 Professional Fees & Services: This category includes the election equipment moving company and statutory obligations for voter canvass.

531140 Training: This reflects the statutory requirements to comply with certification mandates.

544400 Rents and Leases: The request remains the same.

553000 Telephones: The request is decreased to reflect current needs.

553100 Postage: The request remains the same. This covers our daily correspondence with voters, annual canvass mailing and associated permit fees, and mailing of ballots by the town clerk.

554000 Travel Reimbursement: The request is decreased to reflect anticipated ride sharing.

555000 Printing / Binding: The request is decreased to reflect the needs for a municipal election year.

561400 Maintenance Supplies & Materials: This reflects the licensing fees and program/software installation of poll books, required maintenance contract for tabulators & programming of memory cards for every election event.

561800 Program Supplies: The decrease reflects anticipated needs.

569000 Office Supplies: This request remains the same as last year.

579999 Capital Outlay: This reflects the purchase of 18 electronic poll books to stay current with voter technology. This one time purchase of poll books will eliminate delays in processing voters, will decrease the number of needed poll workers, provide real time voter information and timely end of the night reporting. Please note that there will be a major reduction in next years budget, reflecting this as a one time purchase.

579999 Capital Outlay: This reflects the replacement of 44 of our 44 outdated tabulator memory cards which read and collect election day data at the polls. Please note that there will be a major reduction in next years budget, reflecting this as a one time purchase.

579999 Capital Outlay: This reflects the one time replacement of 6 non-fireproof registration card file cabinets with statutory compliant fireproof cabinets.

581120 Conferences and Memberships: This reflects attendance by registrars, deputies and registrars' clerk.

02/11/2015 14:29
carmencolon

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011022 (0011022) CORPORATION COUNSEL	-----						
0011022 514000 REG WAGES	279,019.64	285,410.00	285,410.00	174,547.75	285,411.00	288,845.00	1.2%
0011022 515100 OVERTIME	1,652.07	2,780.00	2,780.00	2,305.72	2,780.00	2,780.00	.0%
0011022 515200 PARTTIME	81,827.07	106,310.00	106,310.00	50,726.88	78,936.00	93,015.00	-12.5%
0011022 531000 PROF FEES	130,797.69	109,000.00	147,400.00	85,668.83	147,400.00	200,000.00	83.5%
0011022 531000 12014 LEGAL GASB	7,985.50	.00	.00	.00	.00	.00	.0%
0011022 531000 14021 PROF FEES	35,788.38	.00	64,210.00	12,799.19	20,000.00	.00	.0%
0011022 543000 REP & MAIN	.00	100.00	100.00	.00	100.00	100.00	.0%
0011022 553000 TELEPHONE	76.23	150.00	150.00	29.92	150.00	150.00	.0%
0011022 553100 POSTAGE	470.74	300.00	300.00	280.65	400.00	400.00	33.3%
0011022 554000 TRAV REIMB	394.60	600.00	600.00	269.34	400.00	600.00	.0%
0011022 561800 PROG SUPPL	8,757.03	15,000.00	15,000.00	9,803.96	13,000.00	16,250.00	8.3%
0011022 569000 OFFIC SUPL	762.88	800.00	800.00	524.42	750.00	800.00	.0%
0011022 581120 CONF MEMB	665.00	665.00	665.00	665.00	665.00	665.00	.0%
0011022 581135 SCHOOLING	399.20	500.00	500.00	120.00	270.00	500.00	.0%
TOTAL (0011022) CORPORATION	548,596.03	521,615.00	624,225.00	337,741.66	550,262.00	604,105.00	15.8%
TOTAL (001) GENERAL FUND	548,596.03	521,615.00	624,225.00	337,741.66	550,262.00	604,105.00	15.8%
GRAND TOTAL	548,596.03	521,615.00	624,225.00	337,741.66	550,262.00	604,105.00	15.8%

** END OF REPORT - Generated by Carmen Colon **

REGULAR WAGES

(\$288,843.00)

This figure includes all full time employees (Richard, Tom and Noelle).

Richard Lacey	\$112,587
Tom Conlin	\$112,587
Noelle Bates	\$ 63,669
TOTAL	\$288,843

OVERTIME WAGES

(\$2,780.00)

The Legal Secretary is authorized for 5 hours of overtime per month for the purposes of completing the Real Estate minutes.

PARTTIME WAGES

(\$93,015)

Includes Corporation Counsel and two positions for Assistant Corporation Counsels. Our temporary Clerk is leaving as of January 9, 2015. The Corporation Counsel and Personnel Director revised the job descriptions for the Legal Secretary and Clerk positions and have discussed making the Clerk a permanent position and increasing the hours to up to 25 hours per week. We have included it in the 2015-2016 budget as we are hoping the Salary Committee will see that this nominal amount to pay for a clerk is actually a cost savings to the City by allowing the Legal Secretary to perform more paralegal functions therefore eliminating the need to hire another part time attorney. A savings of \$17,574.00.

PROFESSIONAL FEES

(\$200,000.00)

This money is being used for outside counsel fees and expenses for matters being handled for other departments. This account has been significantly cut over the last 5 years, but due to the increased work with the Renaissance project this amount will need to be increased. **It is important to note that we have no real control over our required expenditures of professional fees because we are obligated under the Charter to represent our clients whenever issues arise.**

PROFESSIONAL FEE – TAX APPEAL

(\$0.00)

This account is for expenses for the tax appeals handled for the Assessor's Office. These expenses include, outside legal fees and expenses and appraisal fees. We are requesting that any remaining monies left in the account be carried over into the 2015-2016 fiscal year.

REPAIRS AND MAINTENANCE

(\$100.00)

This account is used for repairs of office equipment within the office. The only equipment that would need any repairs would be the printer and the typewriter. This amount was reduced from \$150.00 to \$100.00 in recent years and it should remain the same.

TELEPHONE

(\$150.00)

Long distance charges on phones and fax machine.

POSTAGE

(\$400.00)

Due to the increase in the amount of collections we receive from the City Departments, we need to increase this amount for the cost of certified mail, return receipt mailings.

TRAVEL REIMBURSEMENT

(\$600.00)

This account is used for mileage and parking reimbursement when attorneys attend court hearings, workers' compensation hearings, mediations, depositions, etc. Although the IRS mileage rate has increased, we are keeping this figure the same.

PROGRAM SUPPLIES

(\$16,250.00)

Our contract with Westlaw increases 5% each year and we have added CLEAR investigations to our software. This has increased our yearly subscription to \$10,822.92. This will leave the account with \$5,427.08 for other periodicals and supplements not supplied through Westlaw. This contract is renewable in May, 2016.

OFFICE SUPPLIES

(\$800.00)

This account was decreased over the years, from \$1000 to \$800. We have been able to stay within this budgeted amount.

CONFERENCES & MEMBERSHIPS

(\$665.00)

This account pays for memberships for the Connecticut Bar Association for the full time employees and memberships for the Connecticut Association of Municipal Attorneys for all the attorneys in the office. This account is increased from \$650 to \$665 due to an increase in the memberships. CBA dues are \$220 each for Richard Lacey and Thomas Conlin and CAMA is \$225 for all attorneys in the office.

SCHOOLING

(\$500.00)

This account provides the attorneys and legal secretary the opportunity to attend seminars relating to municipal issues. Since these seminars are costly to attend, the office has typically sent away for the materials only at a reduced cost to fit within our budget.

02/13/2015 09:10
carmencolon

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011020 (0011020) INFORMATION SYSTEMS							
0011020 514000 REG WAGES	512,613.38	514,490.00	520,030.00	321,716.34	524,248.00	481,240.00	-6.5%
0011020 515100 OVERTIME	.00	250.00	250.00	.00	250.00	250.00	.0%
0011020 517000 OTHER WAGE	4,916.72	4,585.00	4,585.00	1,000.00	4,612.00	4,655.00	1.5%
0011020 531140 TRAINING	9,640.00	1,000.00	6,360.00	100.00	5,000.00	2,000.00	100.0%
0011020 543000 REP & MAIN	212,030.41	252,000.00	252,000.00	234,790.13	252,000.00	286,465.00	13.7%
0011020 543010 FIBER LINE	5,956.20	15,000.00	15,000.00	.00	15,000.00	10,000.00	-33.3%
0011020 543110 MAJREPAIRS	1,783.75	3,000.00	3,000.00	.00	3,000.00	2,000.00	-33.3%
0011020 553000 TELEPHONE	13,256.46	14,160.00	14,160.00	13,008.94	14,160.00	14,160.00	.0%
0011020 553100 POSTAGE	.00	50.00	50.00	.00	50.00	50.00	.0%
0011020 554000 TRAV REIMB	561.96	1,000.00	1,000.00	201.18	1,000.00	1,000.00	.0%
0011020 561800 PROG SUPPL	9,015.31	15,000.00	15,560.00	5,907.03	15,560.00	10,000.00	-33.3%
0011020 569000 OFFIC SUPL	15.96	250.00	250.00	250.00	250.00	250.00	.0%
0011020 570900 15008 OTH CAP OU	.00	.00	50,000.00	.00	50,000.00	44,200.00	.0%
0011020 579999 2015 EQUIP	.00	.00	.00	.00	.00	30,000.00	.0%
0011020 581120 CONF MEMB	195.00	335.00	335.00	185.00	335.00	2,000.00	497.0%
TOTAL (0011020) INFORMATION	769,985.15	821,120.00	882,580.00	577,158.62	885,465.00	888,270.00	8.2%
TOTAL (001) GENERAL FUND	769,985.15	821,120.00	882,580.00	577,158.62	885,465.00	888,270.00	8.2%
GRAND TOTAL	769,985.15	821,120.00	882,580.00	577,158.62	885,465.00	888,270.00	8.2%

** END OF REPORT - Generated by Carmen Colon **

Information Systems 2015-2016 Proposed Budget

Object Code	Object Description	Qty		Requested Budget	14/15 Budget	% Change
514000	Regular Wages and Salaries			481,240.00	514,490.00	-6.46
	MIS Manager (BPSA Level:12 Step:6 No Step Increase)		114,507.00			
	Senior Systems Analyst (BPSA Level:9 Step:6 No Step Increase)		86,464.00			
	Network Manager (BPSA Level:11 Step:6 No Step Increase)		104,556.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		58,571.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		58,571.00			
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)		58,571.00			
515100	Overtime Wages and Salaries			250.00	250.00	0.00
	Overtime	1.00	250.00			
517000	Other Wages			4,655.00	4,585.00	1.53
	BPSA Bonus	3.00	1,000.00	3,000.00		
	Doreen Vacation Buyback	1.00	1,652.00	1,655.00		
531140	Training			2,000.00	1,000.00	100.00
543000	Repairs and Maintenance			286,465.00	252,000.00	13.68
	MUNIS Software Support	1.00	114,604.00			
	GUI Support for MUNIS	1.00	6,200.00			
	MUNIS Disaster Recovery	1.00	22,296.00			
	MUNIS Employee Self Service	1.00	7,500.00			
	MUNIS Tyler Forms/Go Docs	1.00	2,500.00			
	Netmail Anti-Spam Support	1.00	19,600.00			
	AND Tax Software Maintenance	1.00	34,065.00			
	Vision Assessor Software Support	1.00	12,500.00			
	Novell Network Software Maintenance	1.00	30,000.00			
	Kaspersky Anti-Virus Annual Maintenance	1.00	4,000.00			
	Website Annual Maintenance	1.00	6,200.00			
	Telephone System Maintenance	1.00	9,000.00			
	Backup Software Annual Maintenance	1.00	6,000.00			
	Web Filter Annual Maintenance	1.00	3,000.00			
	UPS Maintenance	1.00	2,000.00			
	Fiber Router Maintenance	1.00	7,000.00			
543010	Fiber Lines Maintenance			10,000.00	15,000.00	-33.33

2015-2016 Budget Capital Outlay Justification

Email Archiving

This was an item that was in last year's budget request and got approved. After the budget was approved, the vendor changed their pricing structure and their product a little so it was now too over budget and not what the City was looking for in a product. This year I am requesting additional funds to implement a more robust comprehensive system that would provide enough archiving space to handle the City and BOE emails. These archived emails would serve as a resource for FOI requests as well as if there was any civil action.

Web Filter Upgrade

The City has had its web filter in place for a while and during this time, our traffic has increased quite a bit. This year we rolled out more wireless networks and we are planning more in the coming years. This increases the load on our existing web filter and so I am requesting that we upgrade the current filter to one that can handle more requests and at a faster speed.

02/11/2015 14:34
carmencolon

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011014 (0011014) ASSESSORS							
0011014 422003 LATEFILING	-1,100.00	-500.00	-500.00	-35.00	-2,450.00	-1,000.00	100.0%
0011014 432012 STATE PROP	-84,686.90	-90,385.00	-90,385.00	-95,900.95	-95,901.00	-80,000.00	-11.5%
0011014 432015 ELD FREEZE	-6,000.00	-6,000.00	-6,000.00	-6,000.00	-6,000.00	-4,000.00	-33.3%
0011014 432024 ELD CIR BR	-345,139.07	-340,000.00	-340,000.00	-342,923.59	-342,924.00	-330,000.00	-2.9%
0011014 432025 HOSPITALS	-521,930.05	-596,140.00	-596,140.00	-581,447.34	-581,448.00	-520,000.00	-12.8%
0011014 432027 DISABLED	-12,838.61	-10,000.00	-10,000.00	-13,352.15	-13,353.00	-10,000.00	.0%
0011014 432064 VETERANS	-31,648.27	-30,000.00	-30,000.00	-30,932.76	-30,933.00	-25,000.00	-16.7%
0011014 432077 ENTPR ZONE	-116,069.94	-175,000.00	-175,000.00	-166,125.63	-166,126.00	-150,000.00	-14.3%
0011014 450102 COPIER CHG	-2,049.51	-2,000.00	-2,000.00	-1,217.60	-2,000.00	-2,000.00	.0%
TOTAL (0011014) ASSESSORS	-1,121,462.35	-1,250,025.00	-1,250,025.00	-1,237,935.02	-1,241,135.00	-1,122,000.00	-10.2%
TOTAL (001) GENERAL FUND	-1,121,462.35	-1,250,025.00	-1,250,025.00	-1,237,935.02	-1,241,135.00	-1,122,000.00	-10.2%
GRAND TOTAL	-1,121,462.35	-1,250,025.00	-1,250,025.00	-1,237,935.02	-1,241,135.00	-1,122,000.00	-10.2%

** END OF REPORT - Generated by Carmen Colon **

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011014 (0011014) ASSESSORS	-----						
0011014 514000 REG WAGES	336,128.55	365,295.00	365,295.00	198,534.73	314,563.00	351,510.00	-3.8%
0011014 515100 OVERTIME	405.68	1,500.00	1,500.00	2,703.08	4,500.00	4,000.00	166.7%
0011014 517000 OTHER WAGE	2,275.82	1,000.00	1,000.00	.00	3,276.00	1,000.00	.0%
0011014 531000 PROF FEES	6,009.00	12,500.00	12,500.00	174.00	12,500.00	25,000.00	100.0%
0011014 553000 TELEPHONE	86.71	250.00	250.00	58.00	250.00	250.00	.0%
0011014 553100 POSTAGE	2,683.99	2,650.00	2,650.00	2,310.82	2,650.00	2,680.00	1.1%
0011014 554000 TRAV REIMB	2,735.17	3,250.00	3,250.00	2,042.14	3,250.00	3,280.00	.9%
0011014 555000 PRINT/BIND	1,403.60	2,500.00	2,500.00	1,080.30	2,500.00	2,500.00	.0%
0011014 557700 ADVERTIS	24.00	175.00	175.00	.00	175.00	180.00	2.9%
0011014 561800 PROG SUPPL	1,198.95	1,500.00	1,500.00	1,298.00	1,500.00	1,520.00	1.3%
0011014 569000 OFFIC SUPPL	480.30	600.00	600.00	550.00	600.00	600.00	.0%
0011014 581100 DUES FEES	779.00	1,500.00	1,500.00	924.00	1,500.00	1,700.00	13.3%
0011014 581120 CONF MEMB	1,866.00	1,100.00	1,100.00	1,080.00	1,100.00	1,200.00	9.1%
0011014 581135 SCHOOLING	453.00	1,500.00	1,500.00	440.00	1,500.00	2,000.00	33.3%
TOTAL (0011014) ASSESSORS	356,529.77	395,320.00	395,320.00	211,195.07	349,864.00	397,420.00	.5%
TOTAL (001) GENERAL FUND	356,529.77	395,320.00	395,320.00	211,195.07	349,864.00	397,420.00	.5%
GRAND TOTAL	356,529.77	395,320.00	395,320.00	211,195.07	349,864.00	397,420.00	.5%

** END OF REPORT - Generated by Carmen Colon **

Assessors- 0011014

Account	Object	Description	Request
Regular Wages	514000	6 personnel, one position attritioned within the last year, Sale Ratio Clerk & Principle Clerk-Permits positions received grade increase. Vacant Assessment Clerk-Personal Property position filled.	351,510.00
Overtime	515100	Increase account allowance due to new employee training and attrition position assumed duties	4,000.00
Other Wages	517000	Contractual bonus, Deputy Assessor longevity BPSA	1,000.00
Professional Fees	531000	Increase account allowance for additional personal property and income and expense filing challenges, Charles B. Feldman and Associates, audit measures considering Bristol Hospital lease accounts and potential ESPN manufacturing audit.	25,000.00
Telephone	553000	No change.	250.00
Postage	553100	Increase allowance subject to Roger Rousseau, Purchasing Agent, economic forecast	2,680.00
Travel Reimbursement	554000	No projected increase. Continue 2017 revaluation preparation inspections & permit fieldwork	3,280.00
Printing & Binding	555000	Change is not anticipated from subcontractor sources who print the grand list and personal property declarations	2,500.00
Advertising	557700	Change is not anticipated from the Observer or Bristol Press legal notice postings	180.00
Program Supplies	561800	Increase allowance subject to Roger Rousseau, Purchasing Agent, economic forecast	1,520.00
Office Supplies	569000	No change.	600.00
Dues & Fees	581100	Increase due to association fee increases	1,700.00
Conference & Membership	581120	Increase due to association fee increases	1,200.00
Schooling & Education	581135	Increase due to new employee training	2,000.00
		Total	\$397,420

02/12/2015 08:37
 JodiMcGrane

CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011015 BOARD OF ASSESSMENT APPEALS							
0011015 515100 OVERTIME	641.62	900.00	900.00	275.34	900.00	950.00	5.6%
0011015 515200 PARTTIME	3,756.00	3,760.00	3,760.00	.00	3,760.00	3,760.00	.0%
0011015 553100 POSTAGE	38.60	205.00	205.00	9.12	205.00	205.00	.0%
0011015 557700 ADVERTIS	168.77	175.00	175.00	60.00	175.00	175.00	.0%
0011015 569000 OFFIC SUPL	62.84	200.00	200.00	.00	200.00	200.00	.0%
0011015 581120 CONF MEMB	100.00	.00	.00	.00	.00	.00	.0%
TOTAL BOARD OF ASSESSMENT AP	4,767.83	5,240.00	5,240.00	344.46	5,240.00	5,290.00	1.0%
TOTAL GENERAL FUND	4,767.83	5,240.00	5,240.00	344.46	5,240.00	5,290.00	1.0%
GRAND TOTAL	4,767.83	5,240.00	5,240.00	344.46	5,240.00	5,290.00	1.0%

** END OF REPORT - Generated by Jodi McGrane **

Board of Assessment Appeals- 0011015

Account	Object	Description	Request
Overtime	515100	Increase allowance anticipated for motor vehicle grand list growth and potential residential property appeal growth depending on mill rate adjustment	950.00
Part time	515200	No Change	3,760.00
Postage	553100	No Change	205.00
Advertising	557700	No Change	175.00
Office Supplies	569000	No Change	200.00
		Total	\$5,290

02/11/2015 14:40
carmencolon

CITY OF BRISTOL
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

(001) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011026 (0011026) HOUSING CODE BOARD OF APP							
0011026 515100 OVERTIME	.00	300.00	300.00	127.25	300.00	300.00	.0%
0011026 553100 POSTAGE	20.82	25.00	25.00	25.92	26.00	25.00	.0%
0011026 569000 OFFIC SUPL	.00	50.00	50.00	.00	50.00	50.00	.0%
TOTAL (0011026) HOUSING CODE	20.82	375.00	375.00	153.17	376.00	375.00	.0%
TOTAL (001) GENERAL FUND	20.82	375.00	375.00	153.17	376.00	375.00	.0%
GRAND TOTAL	20.82	375.00	375.00	153.17	376.00	375.00	.0%

** END OF REPORT - Generated by Carmen Colon **

02/12/2015 08:39
 JodiMcGrane

CITY OF BRISTOL
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
 bgnyrpts

PROJECTION: 21601 2015-2016 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 REQUEST	PCT CHANGE

0011041 BOARDS AND COMMISSIONS							
0011041 515100 OVERTIME	3,610.13	5,000.00	5,000.00	2,247.21	5,000.00	7,500.00	50.0%
0011041 553100 POSTAGE	98.67	50.00	50.00	.96	50.00	50.00	.0%
0011041 557700 ADVERTISNG	105.89	1,000.00	1,000.00	208.38	1,000.00	500.00	-50.0%
TOTAL BOARDS AND COMMISSIONS	3,814.69	6,050.00	6,050.00	2,456.55	6,050.00	8,050.00	33.1%
TOTAL GENERAL FUND	3,814.69	6,050.00	6,050.00	2,456.55	6,050.00	8,050.00	33.1%
GRAND TOTAL	3,814.69	6,050.00	6,050.00	2,456.55	6,050.00	8,050.00	33.1%

** END OF REPORT - Generated by Jodi McGrane **