

**Cheryl Thibeault, Chairperson**  
**Mayor Ken Cockayne**  
**Orlando Calfe**  
**Derek Czenczelewski**  
**Mike LaMothe**



**John Smith, Vice Chairman**  
**Ron Burns**  
**Jake Carrier**  
**Mike Fiorini**

**City of Bristol**  
**Board of Finance**

February 23, 2016

Ladies and Gentlemen:

The Board of Finance will hold a **Budget Hearing** on **Monday, February 29, 2016** at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. *No votes will be taken.*

<b>Department</b>	<b>Department Head</b>
West Cemetery Association	Jacqueline McCauley
Purchasing	Roger Rousseau
Tax Office	Teresa Babon
Personnel	Diane Ferguson
Treasurer's Office	Tom Barnes
MIS	Scott Smith
Registrars of Voters	Sharon Krawiecki Kevin McCauley
Youth Services Community Services Pine Lake Challenge Course	Eileen McNulty
Mayor's Office	Mayor Cockayne
City Council	
Community Promotions	
Naugatuck Valley Council of Gov't	
Comptroller's Office	Glenn Klocko
Board of Finance	
Housing Code Board of Appeals	
Boards and Commissions	

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

<b>Page No.</b>	<b>Department</b>	<b>Page No.</b>	<b>Department</b>
1-5	Cemetery Upkeep Budget Request	36	Youth Services Revenue
6	Purchasing Expenditures	37	Youth Services Expenditures
7	Purchasing Budget Request	38-41	Youth Services Budget Request
8-9	Purchasing Salaries	42-45	Youth Services Salaries
10	Tax Collector Revenue	46	Community Services Revenue
11	Tax Collector Expenditures	47	Community Services Expenditures
12	Tax Collector Budget Request	48-49	Community Services Budget Request
13-14	Tax Collector Salaries	50-51	Community Services Salaries
15	Personnel Expenditures	52	Pine Lake Challenge Course Revenue
16	Personnel Budget Request	53	Pine Lake Challenge Course Expenditures
17-19	Personnel Salaries	54	PLCC Budget Request
20	City Treasurer Revenue	55	Mayor's Office Expenditures
21	City Treasurer Expenditures	56	Mayor's Office Budget Request
22	City Treasurer Budget Request	57-58	Mayor's Office Salaries
23-24	City Treasurer Salaries	59	City Council Budget Request
25	Information Systems Expenditures	60	Community Promotions Budget Request
26-27	Information Systems Budget Request	61-65	FRW/NVCOG Budget Request
28-30	Information Systems Salaries	66	Comptroller's Expenditures
31	Registrars of Voters Expenditures	67	Comptroller's Budget Request
32	Registrars of Voters Budget Request	68-69	Comptroller's Salaries
33-35	Registrars of Voters Salaries	70	Board of Finance Expenditures
		71	Housing Board Code of Appeals Expenditures
		72	Boards and Commissions Expenditures

02/22/2016 15:53  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
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	25,075.00	25,075.00	25,075.00	25,075.00	25,075.00	.0%
0014550 531410 DOWNS ST	11,600.00	12,325.00	12,325.00	12,325.00	12,325.00	12,325.00	.0%
0014550 531415 LAKE AVE	38,000.00	40,375.00	40,375.00	40,375.00	40,375.00	40,375.00	.0%
TOTAL CEMETERY UPKEEP	74,500.00	79,075.00	79,075.00	79,075.00	79,075.00	79,075.00	.0%
TOTAL GENERAL FUND	74,500.00	79,075.00	79,075.00	79,075.00	79,075.00	79,075.00	.0%
GRAND TOTAL	74,500.00	79,075.00	79,075.00	79,075.00	79,075.00	79,075.00	.0%

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

# *West Cemetery Association*

*The Carlyle F. Barnes Memorial Chapel  
49 Pound St.*

*Bristol, Connecticut 06010*

*Tel. (860) 583-6133 Fax (860) 314-1063*

*westcembristol@yahoo.com*

To: Jodi A. McGrane, Assistant to the Comptroller  
City of Bristol, Office of the Comptroller

From: Pamela C. Metzner, Manager  
West Cemetery Association

Subject: 2016-17 Budget Requests

Date: January 18, 2016

2

Enclosed please find the information requested concerning the West Cemetery Association and the budget request information needed for the "2016-17 Budget Process" Board of Finance, City of Bristol.

Thank you for your help with submitting our request.

WEST CEMETERY ASSOCIATION

EXPENDITURE SUMMARY

Contractual Services

Number:

531400	<u>SOLDIERS GROUND</u> (West Cemetery)	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Estimated</u>	<u>2016-17</u> <u>Budget</u>
	Annual Care - Lot Size: 2,600 Sq. Ft. (Veterans Burial Ground Near Civil War Monument)	\$.50 a ft.	\$.50 a ft.	\$.50 a ft.
	<b>Total Expenditures:</b>	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
	<b>Amount of City Budget:</b>	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00

531405	<u>LEWIS STREET CEMETERY</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Budget</u>
	Man Hours (With W.C.A. Equipment Used)	295	295	295
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 85.00	\$ 85.00
	<b>Total Expenditures:</b>	\$ 23,600.00	\$ 25,075.00	\$ 25,075.00
<b>Amount of City Budget:</b>		\$ 23,600.00	\$ 25,075.00	\$ 25,075.00

531410	<u>DOWNS STREET CEMETERY</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Budget</u>
	Man Hours (With W.C.A. Equipment Used)	145	145	145
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 85.00	\$ 85.00
	<b>Total Expenditures:</b>	\$ 11,600.00	\$ 12,325.00	\$ 12,325.00
<b>Amount of City Budget:</b>		\$ 11,600.00	\$ 12,325.00	\$ 12,325.00

531415	<u>LAKE AVENUE CEMETERY</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Budget</u>	<u>2016-17</u> <u>Budget</u>
	Man Hours (With W.C.A. Equipment Used)	475	475	475
	Rate Of Pay For Said Above Services:	\$ 80.00	\$ 85.00	\$ 85.00
	<b>Total Expenditures:</b>	\$ 38,000.00	\$ 40,375.00	\$ 40,375.00
<b>Amount of City Budget:</b>		\$ 38,000.00	\$ 40,375.00	\$ 40,375.00
<b>Year Total:</b>		\$ 74,500.00	\$ 79,075.00	\$ 79,075.00
<b>TOTAL AMOUNT REQUESTED FOR "2016-2017":</b>				<b>\$ 79,075.00</b>

3

**WEST CEMETERY ASSOCIATION**  
**Actual "2014" & Actual "2013" Statement of Operations**  
**For the Twelve Months Ended**  
**6/30/2014 & 6/30/2013**  
**General Fund & Perpetual Care Funds**

	6/30/2014	6/30/2013
	<u>Actual</u>	<u>Actual</u>
<u>REVENUES</u>		
Investment Income	\$ 20.80	\$ 51.00
Investment Income - Perpetual Care Fund	72,902.00	80,901.00
Realized Gains on Investment Sales - PC Fund	170,306.84	291,121.00
City of Bristol Fee Income	74,500.00	74,500.00
Chapel Funds	3,000.00	1,500.00
Burial Income	79,108.00	65,840.00
Sale of Burial Lots	59,375.00	20,725.00
Sale of Burial Lots - Perpetual Care Portion	15,045.00	10,875.00
Vault Storage	1,300.00	1,500.00
Foundations	13,089.00	12,606.10
Rentals	935.00	765.00
Income - Miscellaneous	1,056.36	1,922.90
Total Revenue:	<u>490,638.00</u>	<u>562,307.00</u>
 <u>EXPENDITURES</u>		
Amortization	20,939.00	3,750.00
Bad Debts	-	-
Investment Management Fees-Perpetual Care Fund	13,718.00	12,989.00
Bank Fees	2,461.00	1,107.00
Dues & Conference	250.00	200.00
Purchase of small tools & equipment	1,146.00	2,659.00
Insurance	65,844.00	68,468.00
Maintenance and Repairs - Grounds & Building	200.29	1,164.49
Maintenance and Repairs - Ground	3,651.49	14,180.51
Maintenance and Repairs - Equipment plus Gas	13,166.00	14,941.00
Miscellaneous Operating Expense	1,332.22	3,109.00
Office Expense	3,281.00	5,116.00
Office Salaries	44,435.00	57,608.00
Pension (Simple IRA) [W.C.A. Contributions]	3,104.00	2,683.00
Professional Fees	5,210.00	5,019.00
Purchase of Lots (Re-Purchased lots from families.)	800.00	1,915.00
Salaries (Wages)	115,477.00	103,623.00
Interest Expense	3,119.00	-
Supplies for Foundations	2,673.00	3,312.00
Taxes - Payroll	14,701.00	14,942.00
Telephone	4,134.00	4,223.00
Utilities	6,655.00	6,323.00
Total Expenditures	<u>326,297.00</u>	<u>327,332.00</u>
	6/30/2014	6/30/2013
	<u>Actual</u>	<u>Actual</u>
TOTAL REVENUE:	490,638.00	562,307.00
TOTAL EXPENDITURES:	<u>326,297.00</u>	<u>327,332.00</u>
TOTAL:	<u>164,341.00</u>	<u>234,975.00</u>

# **CEMETERY UPKEEP**

## **West Cemetery Association**

(860) 583-6133

westcembristol@yahoo.com

Although the West Cemetery is City owned, the care, custody, and management of the cemetery was delegated by the City to the West Cemetery Association (W.C.A.) on October 12, 1889. The W.C.A. is mostly self-providing and is governed by a twelve-member board of trustees all of whom donate their time and services. W.C.A. employs a Manager who supervises the day-to-day operations of both West Cemetery and Peacedale Cemetery; a full-time cemetery grounds foreman; a part-time assistant Manager and part-time seasonal laborers.

Various special projects are financed by the City of Bristol, such as grounds maintenance of the "Soldiers Ground" at West Cemetery and grounds maintenance of the "Old North" (Lewis Street) and "South" (Downs Street) cemeteries.

The West Cemetery Association has a yearly contract with the City of Bristol for cemetery management and property management of the "Lake Avenue Cemetery".

### **Fiscal Year 2016 Major Service Level Accomplishments**

- Spring & Fall cleanup of the following cemetery grounds: "**Old North**" (Lewis Street), "**South**" (Downs Street) cemeteries, "**Lake Avenue Cemetery**" plus the "**Soldiers Ground**" at the West Cemetery.
- Completed regular mowing and trimming of the above said grounds along with frequent checks of all cemeteries and trash removal.
- Assisted Funeral Directors and the public requesting information concerning current and past burials, helped in locating lots and graves, and entered burial information into the cemetery database.
- "**Lake Avenue Cemetery**": Assisted families in lot sale selection; handled all procedures involved with burial lot purchases; including invoices to families, received and posted all payments, submitted all lot payments to the Comptroller's Office, City of Bristol, and set up lot files, etc. Coordinated burial arrangements with Funeral Directors, submitted a monthly "Sexton's Return Form" to the Bristol City Clerk's office, charted burial information on interment cards along with grave placement, entered all current information into the database, and assisted Monument Dealers with foundation orders, etc. Enforce the Rules and Regulations for the Lake Avenue Cemetery relating to plantings, decorations, markers, monuments, etc.
- Provides monthly updates to the City of Bristol's Cemetery Commission and assists the Commission with various activities such as preservation and renovation of any ancient burial place owned by the City of Bristol, as well as provides support in the promotion of community events, Scout projects, and educational programming in relation to these cemeteries as historical assets of the City.

### **Fiscal Year 2017 Major Service Level Goals**

- Render maintenance and services the same as stated in the above Fiscal Year 2015 Major Service Level Accomplishments.
- Continue the project of entering information as it becomes available into the cemetery database for the "Old North" and "South" cemeteries, and "Lake Avenue Cemetery".

02/22/2016 15:54  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011017	PURCHASING							
0011017	514000 REG WAGES	171,732.93	176,140.00	180,452.00	109,972.53	183,595.00	183,700.00	4.3%
0011017	517000 OTHER WAGE	1,000.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
0011017	531140 TRAINING	275.45	300.00	300.00	.00	300.00	300.00	.0%
0011017	543000 REP & MAIN	.00	100.00	188.00	188.00	188.00	100.00	.0%
0011017	553000 TELEPHONE	122.92	150.00	62.00	11.94	150.00	150.00	.0%
0011017	553100 POSTAGE	949.84	1,000.00	1,000.00	883.65	1,000.00	1,000.00	.0%
0011017	554000 TRAV REIMB	83.87	100.00	100.00	55.20	100.00	100.00	.0%
0011017	555000 PRINT/BIND	828.87	1,000.00	1,000.00	33.50	1,000.00	1,000.00	.0%
0011017	557700 ADVERTIS	4,940.35	5,000.00	5,000.00	4,797.57	5,000.00	5,000.00	.0%
0011017	561800 PROG SUPPL	141.00	.00	.00	.00	.00	.00	.0%
0011017	569000 OFFIC SUPL	302.46	325.00	325.00	325.00	325.00	325.00	.0%
0011017	581120 CONF MEMB	875.00	835.00	835.00	840.00	840.00	850.00	1.8%
0011017	581150 ANNUAL BND	75.00	75.00	75.00	.00	75.00	75.00	.0%
	TOTAL PURCHASING	181,327.69	186,025.00	190,337.00	117,107.39	193,573.00	193,600.00	4.1%
	TOTAL GENERAL FUND	181,327.69	186,025.00	190,337.00	117,107.39	193,573.00	193,600.00	4.1%
	GRAND TOTAL	181,327.69	186,025.00	190,337.00	117,107.39	193,573.00	193,600.00	4.1%

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

**City of Bristol, Connecticut  
Purchasing Budget FY2017.xlsx**

**Purchasing- 0011017**

<b>Account</b>	<b>Object</b>	<b>Description</b>	<b>Request</b>
Regular Wages	514000	Salaries for three positions as shown in BPSA and 233 union contracts	\$183,700
Other Wages	517000	BPSA payment per Section 17.2 of BPSA agreement	\$1,000
Training	531140	Official Certificate in Construction Management program at CCSU for professionals is designed to provide better understanding of the legal and practical aspects of construction management. Program requires completion of twelve credits; three credits will be taken per semester.	\$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 (\$200)	\$850
Misc. Bond Expense	581150	Bond expense for financial officers	\$75
		<b>Total</b>	<b>\$193,600</b>





02/22/2016 15:54  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011016	TAX COLLECTOR							
0011016	401000							
	CURRENT	-131,566,225.22	-130,911,315.00	-130,911,315.00	-128,225,417.71	-132,214,310.00	.00	-100.0%
0011016	401001							
	PRIOR	-1,327,650.04	-1,000,000.00	-1,000,000.00	-952,020.35	-1,000,000.00	-1,000,000.00	.0%
0011016	401002							
	60DAY:GAAP	257,405.18	.00	.00	.00	.00	.00	.0%
0011016	401003							
	ADVANCE	.00	.00	.00	-48.00	.00	.00	.0%
0011016	410000							
	INT & LIEN	-953,500.05	-575,000.00	-575,000.00	-526,060.89	-575,000.00	-575,000.00	.0%
0011016	442441							
	DELIN FEES	-114,836.46	-70,000.00	-70,000.00	-9,156.98	-10,000.00	-5,000.00	-92.9%
0011016	450104							
	COPY FEES	-647.50	-625.00	-625.00	-268.50	-300.00	-200.00	-68.0%
	TOTAL TAX COLLECTOR	-133,705,454.09	-132,556,940.00	-132,556,940.00	-129,712,972.43	-133,799,610.00	-1,580,200.00	-98.8%
	TOTAL GENERAL FUND	-133,705,454.09	-132,556,940.00	-132,556,940.00	-129,712,972.43	-133,799,610.00	-1,580,200.00	-98.8%
	GRAND TOTAL	-133,705,454.09	-132,556,940.00	-132,556,940.00	-129,712,972.43	-133,799,610.00	-1,580,200.00	-98.8%

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

02/22/2016 15:55  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011016 TAX COLLECTOR							
0011016 514000 REG WAGES	265,722.85	273,255.00	273,255.00	168,915.88	273,255.00	271,695.00	-.6%
0011016 515100 OVERTIME	.00	100.00	100.00	.00	.00	100.00	.0%
0011016 515200 PARTTIME	6,663.60	19,920.00	19,920.00	12,491.64	19,920.00	21,315.00	7.0%
0011016 517000 OTHER WAGE	.00	50.00	50.00	.00	.00	50.00	.0%
0011016 531000 PROF FEES	315.00	14,450.00	15,340.00	1,550.00	1,760.00	2,050.00	-85.8%
0011016 531105 DELIQTFFEE	14,492.22	14,500.00	14,500.00	1,667.76	3,335.00	.00	-100.0%
0011016 543000 REP & MAIN	95.00	100.00	100.00	.00	95.00	100.00	.0%
0011016 544400 RENT/LEASE	292.00	260.00	260.00	.00	292.00	300.00	15.4%
0011016 553000 TELEPHONE	116.85	125.00	125.00	13.31	125.00	125.00	.0%
0011016 553100 POSTAGE	31,633.18	39,000.00	39,000.00	12,945.00	39,000.00	41,500.00	6.4%
0011016 554000 TRAV REIMB	113.32	180.00	180.00	.00	100.00	180.00	.0%
0011016 555000 PRINT/BIND	17,884.12	21,450.00	21,450.00	1,185.50	20,250.00	22,000.00	2.6%
0011016 557700 ADVERTIS	181.20	370.00	370.00	181.20	182.00	375.00	1.4%
0011016 561800 PROG SUPPL	151.90	430.00	430.00	112.57	250.00	430.00	.0%
0011016 569000 OFFIC SUPL	231.52	300.00	300.00	300.00	300.00	300.00	.0%
0011016 581120 CONF MEMB	165.00	390.00	390.00	165.00	165.00	390.00	.0%
0011016 581135 SCHOOLING	655.00	1,000.00	1,000.00	480.00	720.00	1,000.00	.0%
0011016 581150 ANNUAL BND	10,794.00	4,050.00	4,050.00	.00	6,750.00	6,750.00	66.7%
TOTAL TAX COLLECTOR	349,506.76	389,930.00	390,820.00	200,007.86	366,499.00	368,660.00	-5.5%
TOTAL GENERAL FUND	349,506.76	389,930.00	390,820.00	200,007.86	366,499.00	368,660.00	-5.5%
GRAND TOTAL	349,506.76	389,930.00	390,820.00	200,007.86	366,499.00	368,660.00	-5.5%

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

**Tax Collector- 0011016**

<b>Account</b>	<b>Object</b>	<b>Description</b>	<b>Request</b>
Regular Wages	514000	Employee Salaries, Tax Collector, Deputy, Admin Asst, 2 Principal Clerks	\$271,695
Overtime	515100	No overtime used	\$100
Part Time	515200	Part time clerk just started 1/20/15	\$21,315
Other Wages	517000	Pay differential between Admin Asst and Clerk in case of absence	\$50
Professional Fees	531000	2 months Dunbar service, Rossi Law Unrecovered Court Costs, DMV Direct Access	\$2,050
Delinquent Tax Collection	531105	Percentage charge from CT DMV to flag registrations with back taxes - offset with revenue line item	\$0
Repairs & Maint	543000	Maintenance (cleaning) performed on the only typewriter in the office	\$100
Rentals	544400	PO Box 1040 rental at Bristol Post Office	\$300
Telephone	553000	Phone service to/from office	\$125
Postage	553100	Postage necessary to mail original bills, delinquent bills, boot notices, etc	\$41,500
Travel Reimbursement	554000	Travel expenses (mileage and parking costs) to and from New Britain courthouse	\$180
Printing & Binding	555000	Costs associated with bill printing and printing/binding of posted rate books	\$22,000
Advertising	557700	Legal notices posted in Bristol Press per CT State Statute	\$375
Program Supplies	561800	Thermal paper rolls and ink for receipt printers, typewriter ribbons, storage boxes	\$430
Office Supplies	569000	Pens, pencils, rubber bands, staples, hi-liters, paper clips, post-its, desk calendars, etc	\$300
Conf & Membership	581120	Htfd County and CT State Membership dues for Tax Collector, Deputy Tax Collector	\$390
Schooling & Education	581135	CCMC class fees and Annual seminar fees for Tax Collector and Deputy Tax Collector	\$1,000
Annual Bond	581150	Annual bond for Tax Collector and Deputy Tax Collector	\$6,750
		<b>Total</b>	<b>\$368,660</b>





02/22/2016 15:57  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
0011021 PERSONNEL DEPARTMENT							
0011021 514000 REG WAGES	401,911.74	421,290.00	461,790.00	284,516.54	461,784.00	468,675.00	11.2%
0011021 515100 OVERTIME	1,030.64	1,000.00	1,000.00	458.06	1,000.00	1,000.00	.0%
0011021 515200 PARTTIME	10,009.42	.00	.00	.00	.00	.00	.0%
0011021 517000 OTHER WAGE	2,425.50	1,215.00	1,215.00	1,264.13	1,265.00	1,265.00	4.1%
0011021 531000 PROF FEES	67,377.91	75,000.00	103,000.00	23,372.51	103,000.00	75,000.00	.0%
0011021 531145 APPLITRAK	3,045.00	3,260.00	3,260.00	3,258.15	3,260.00	3,490.00	7.1%
0011021 531300 EMP. EXAM	10,362.00	6,000.00	6,000.00	4,197.97	6,000.00	6,000.00	.0%
0011021 543000 REP & MAIN	.00	150.00	150.00	101.25	150.00	150.00	.0%
0011021 543100 MV SERVICE	.00	200.00	200.00	.00	200.00	200.00	.0%
0011021 553000 TELEPHONE	103.30	200.00	200.00	9.99	150.00	200.00	.0%
0011021 553100 POSTAGE	559.44	800.00	800.00	357.96	800.00	800.00	.0%
0011021 554000 TRAV REIMB	33.50	200.00	200.00	31.50	200.00	200.00	.0%
0011021 555000 PRINT/BIND	351.89	600.00	600.00	.00	600.00	600.00	.0%
0011021 557700 ADVERTIS	20,721.23	13,500.00	13,500.00	5,286.42	13,500.00	13,500.00	.0%
0011021 561800 PROG SUPPL	3,374.57	3,855.00	3,855.00	1,000.11	3,855.00	3,855.00	.0%
0011021 562600 MOT FUELS	71.11	300.00	300.00	18.44	150.00	200.00	-33.3%
0011021 569000 OFFIC SUPL	971.59	1,000.00	1,000.00	800.00	1,000.00	1,000.00	.0%
0011021 570900 14015 GO-DOCS	8,037.06	.00	.00	.00	.00	.00	.0%
0011021 570900 15016 OTH CAP OU	6,300.00	.00	.00	.00	.00	.00	.0%
0011021 581120 CONF MEMB	990.00	1,000.00	1,000.00	685.00	1,000.00	1,000.00	.0%
0011021 581135 SCHOOLING	50.00	4,000.00	7,950.00	1,179.00	7,950.00	10,000.00	150.0%
0011021 589100 EMPL MISC	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
TOTAL PERSONNEL DEPARTMENT	537,725.90	534,570.00	607,020.00	326,537.03	606,864.00	588,135.00	10.0%
TOTAL GENERAL FUND	537,725.90	534,570.00	607,020.00	326,537.03	606,864.00	588,135.00	10.0%
GRAND TOTAL	537,725.90	534,570.00	607,020.00	326,537.03	606,864.00	588,135.00	10.0%

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

**Personnel- 0011021**

<b>Account</b>	<b>Object</b>	<b>Description</b>	<b>Request</b>
Regular Wages	514000	Employee Salaries - 6 employees	\$468,675
Overtime	515100	Personnel Analyst - as needed	\$1,000
Other Wages	517000	Vacation buyback	\$1,265
Prof. Fees	531000	Legal fees, test vendor fees	\$75,000
Applitrak	531145	Online employment application system	\$3,490
Repairs & Maint	543000	Equipment repairs as needed	\$150
MV Service	543100	For Personnel vehicle as needed	\$200
Telephone	553000	Work related long distance charges	\$200
Postage	553100	As necessary for department mailings	\$800
Travel Reimbursement	554000	Mileage	\$200
Printing & Binding	555000	Envelopes, business cards, PAF's, Fire performance appraisals	\$600
Advertising	557700	For recruitment purposes (print and on-line media)	\$13,500
Program Supplies	561800	Test materials, subscriptions, cdl program supplies	\$3,855
Motor Fuels	562600	For Personnel vehicle as needed	\$200
Office Supplies	569000	Miscellaneous office supplies	\$1,000
Conf & Memberships	581120	ConnPelra membership	\$240
		IPMA membership	\$401
		PRIMA membership	\$35
		Topical seminars as approved	\$324
Schooling & Education	581135	Mandatory sexual harassment training for supervisors; tuition reimbursement program	\$10,000
Security	531200	NA	\$0
Pre-Employment Exams	531300	Medical and drug screens	\$6,000
Employee Misc Exp	589100	Employee safety training	\$1,000
		<b>Total</b>	<b>\$588,135</b>







02/22/2016 15:58  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011019	CITY TREASURER							
0011019	460001 INT GENFND	-311,230.02	-210,000.00	-210,000.00	-191,056.26	-250,000.00	-250,000.00	19.0%
0011019	460006 INT A/R	-6,691.20	-3,000.00	-3,000.00	-8,068.06	-8,500.00	-3,000.00	.0%
	TOTAL CITY TREASURER	-317,921.22	-213,000.00	-213,000.00	-199,124.32	-258,500.00	-253,000.00	18.8%
	TOTAL GENERAL FUND	-317,921.22	-213,000.00	-213,000.00	-199,124.32	-258,500.00	-253,000.00	18.8%
	GRAND TOTAL	-317,921.22	-213,000.00	-213,000.00	-199,124.32	-258,500.00	-253,000.00	18.8%

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

02/22/2016 15:58  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011019 CITY TREASURER							
0011019 514000 REG WAGES	98,656.32	117,270.00	108,340.00	60,496.28	85,227.00	85,300.00	-27.3%
0011019 515200 PARTTIME	6,431.69	5,300.00	14,230.00	5,795.92	22,872.00	19,360.00	265.3%
0011019 531000 PROF FEE	800.00	800.00	800.00	.00	800.00	800.00	.0%
0011019 543000 REP & MAIN	.00	150.00	85.00	.00	.00	.00	-100.0%
0011019 553000 TELEPHONE	33.48	120.00	120.00	2.98	120.00	120.00	.0%
0011019 553100 POSTAGE	3,564.51	4,300.00	4,300.00	2,694.87	4,300.00	4,300.00	.0%
0011019 554000 TRAV REIMB	551.85	700.00	700.00	.00	250.00	250.00	-64.3%
0011019 569000 OFFIC SUPL	870.31	560.00	560.00	560.00	560.00	550.00	-1.8%
0011019 581120 CONF MEMB	60.00	240.00	305.00	240.00	305.00	305.00	27.1%
0011019 581150 ANNUAL BND	300.00	300.00	300.00	.00	300.00	300.00	.0%
0011019 581400 BANK CHG	.00	35,000.00	35,000.00	6,230.00	35,000.00	35,000.00	.0%
TOTAL CITY TREASURER	111,268.16	164,740.00	164,740.00	76,020.05	149,734.00	146,285.00	-11.2%
TOTAL GENERAL FUND	111,268.16	164,740.00	164,740.00	76,020.05	149,734.00	146,285.00	-11.2%
GRAND TOTAL	111,268.16	164,740.00	164,740.00	76,020.05	149,734.00	146,285.00	-11.2%

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

**Treasurer- 0011019**

<b>Account</b>	<b>Object</b>	<b>Description</b>	<b>Request</b>
Regular Wages	514000	Wages for Deputy Treasurer and Accounting Clerk	\$85,300
Part Time	515200	Treasurer & PT Bookkeeper	\$19,360
Professional Fees & Services	531000	Social Security Death Master File	\$800
Repairs & Maint	543000	Repair of Office Equipment	\$0
Telephone	553000	Office calls	\$120
Postage	553100	Accounts Payable checks	\$4,300
Travel Reimbursement	554000	Travel to Bank and conferences	\$250
Office Supplies	569000	Supplies for Office	\$550
Conference & Membership	581120	GFOA Conferences/ meetings and membership	\$305
Misc. Bond Expense	581150	For Treasurer and Deputy Treasurer	\$300
Bank Charges	581400	Banking Services Fee	\$35,000
		<b>Total</b>	<b>\$146,285</b>





02/22/2016 15:59  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011020	INFORMATION SYSTEMS							
0011020	514000 REG WAGES	526,607.12	481,240.00	481,240.00	299,036.84	481,240.00	478,490.00	-.6%
0011020	515100 OVERTIME	.00	250.00	250.00	.00	250.00	250.00	.0%
0011020	517000 OTHER WAGE	6,560.99	4,655.00	4,655.00	2,000.00	4,655.00	4,655.00	.0%
0011020	531140 TRAINING	1,999.72	2,000.00	6,360.00	1,404.35	6,360.00	4,000.00	100.0%
0011020	543000 REP & MAIN	237,718.25	286,465.00	296,706.63	252,325.62	296,706.00	317,820.00	10.9%
0011020	543010 FIBER LINE	.00	10,000.00	10,000.00	2,000.00	10,000.00	10,000.00	.0%
0011020	543110 MAJREPAIRS	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
0011020	553000 TELEPHONE	15,851.32	14,160.00	14,160.00	11,809.82	14,160.00	14,160.00	.0%
0011020	553100 POSTAGE	1.89	50.00	50.00	.00	50.00	50.00	.0%
0011020	554000 TRAV REIMB	378.04	1,000.00	1,000.00	307.27	1,000.00	1,000.00	.0%
0011020	561800 PROG SUPPL	7,910.88	10,000.00	14,753.72	12,039.51	14,753.00	10,000.00	.0%
0011020	569000 OFFIC SUPL	85.05	250.00	250.00	250.00	250.00	250.00	.0%
0011020	570900 15008 OTH CAP OU	50,000.00	44,200.00	44,200.00	44,200.00	44,200.00	44,200.00	.0%
0011020	570900 16004 EMAIL ARCH	.00	18,000.00	18,000.00	.00	18,000.00	.00	-100.0%
0011020	570900 16005 FILTER UPG	.00	12,000.00	12,000.00	.00	12,000.00	.00	-100.0%
0011020	581120 CONF MEMB	395.00	2,000.00	2,000.00	225.00	2,000.00	3,565.00	78.3%
	TOTAL INFORMATION SYSTEMS	847,508.26	888,270.00	907,625.35	627,598.41	907,624.00	890,440.00	.2%
	TOTAL GENERAL FUND	847,508.26	888,270.00	907,625.35	627,598.41	907,624.00	890,440.00	.2%
	GRAND TOTAL	847,508.26	888,270.00	907,625.35	627,598.41	907,624.00	890,440.00	.2%

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

## Information Systems 2016-2017 Proposed Budget

Object Code	Object Description	Qty		Requested Budget	15/16 Budget	% Change
<b>514000</b>	<b>Regular Wages and Salaries</b>			<b>478,490.00</b>	<b>481,240.00</b>	<b>-0.57</b>
	MIS Manager (BPSA Level:12 Step:6 No Step Increase)			113,856.00		
	Senior Systems Analyst (BPSA Level:9 Step:6 No Step Increase)			85,968.00		
	Network Manager (BPSA Level:11 Step:6 No Step Increase)			103,958.00		
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)			58,236.00		
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)			58,236.00		
	Technical Support Specialist (233 Level:10 Step:3 No Step increase)			58,236.00		
<b>515100</b>	<b>Overtime Wages and Salaries</b>			<b>250.00</b>	<b>250.00</b>	<b>0.00</b>
	Overtime	1.00		250.00		
<b>517000</b>	<b>Other Wages</b>			<b>4,655.00</b>	<b>4,655.00</b>	<b>0.00</b>
	BPSA Bonus	3.00	1,000.00	3,000.00		
	Doreen Vacation Buyback	1.00	1,652.00	1,655.00		
<b>531140</b>	<b>Training</b>			<b>4,000.00</b>	<b>2,000.00</b>	<b>100.00</b>
<b>543000</b>	<b>Repairs and Maintenance</b>			<b>317,820.00</b>	<b>286,465.00</b>	<b>10.95</b>
	MUNIS Software Support	1.00	122,960.00			
	GUI Support for MUNIS	1.00	6,200.00			
	MUNIS Disaster Recovery	1.00	23,410.00			
	MUNIS Employee Self Service	1.00	7,500.00			
	Netmail Anti-Spam Support	1.00	19,600.00			
	QDS Tax and Assessor Software Maintenance	1.00	35,000.00			
	Vision Assessor Software Support	1.00	15,450.00			
	Novell Network Software Maintenance	1.00	32,000.00			
	Kaspersky Anti-Virus Annual Maintenance	1.00	4,500.00			
	Website Annual Maintenance	1.00	6,700.00			
	Telephone System Maintenance	1.00	9,000.00			
	Backup Software Annual Maintenance	1.00	6,500.00			
	Web Filter Annual Maintenance	1.00	3,500.00			
	UPS Maintenance	1.00	2,500.00			
	Fiber Router Maintenance	1.00	7,000.00			
	Kronos Maintenance	1.00	16,000.00			
<b>543010</b>	<b>Fiber Lines Maintenance</b>			<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>









02/22/2016 16:00  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011013 REGISTRARS OF VOTERS							
0011013 514000 REG WAGES	128,334.89	137,325.00	137,325.00	85,296.76	137,325.00	136,560.00	-.6%
0011013 515100 OVERTIME	1,517.70	2,000.00	2,000.00	1,510.57	2,000.00	3,000.00	50.0%
0011013 515200 PARTTIME	40,634.41	60,000.00	56,400.00	26,988.00	56,400.00	64,000.00	6.7%
0011013 517000 OTHER WAGE	938.59	920.00	920.00	27.21	28.00	.00	-100.0%
0011013 531000 PROF FEES	34,830.27	5,000.00	5,000.00	2,796.04	5,000.00	5,000.00	.0%
0011013 531140 TRAINING	385.00	600.00	4,200.00	2,820.00	4,200.00	2,400.00	300.0%
0011013 544400 RENT/LEASE	500.00	750.00	750.00	250.00	250.00	750.00	.0%
0011013 553000 TELEPHONE	13.29	400.00	400.00	.64	400.00	400.00	.0%
0011013 553100 POSTAGE	3,987.50	4,500.00	4,500.00	2,047.02	4,500.00	4,500.00	.0%
0011013 554000 TRAV REIMB	361.80	750.00	750.00	239.26	750.00	750.00	.0%
0011013 555000 PRINT/BIND	11,571.76	10,000.00	10,000.00	5,707.27	10,000.00	15,000.00	50.0%
0011013 561400 MAINT SUPL	11,850.81	16,950.00	16,950.00	6,662.50	16,950.00	16,950.00	.0%
0011013 561800 PROG SUPPL	659.32	500.00	500.00	233.86	500.00	500.00	.0%
0011013 569000 OFFIC SUPL	1,509.37	1,500.00	1,500.00	1,031.98	1,529.00	1,500.00	.0%
0011013 570400 16001 MEM CARDS	.00	15,400.00	12,400.00	3,850.00	3,850.00	.00	-100.0%
0011013 570400 16002 POLL BOOKS	.00	9,000.00	9,000.00	6,066.00	9,000.00	.00	-100.0%
0011013 570600 16003 CARD FILE	.00	12,000.00	15,000.00	14,098.94	14,100.00	.00	-100.0%
0011013 581120 CONF MEMB	.00	1,200.00	1,200.00	670.00	1,200.00	1,200.00	.0%
0011013 581122 DEMOCRATIC	320.00	.00	.00	.00	.00	.00	.0%
0011013 581124 REPUBLICAN	455.00	.00	.00	.00	.00	.00	.0%
TOTAL REGISTRARS OF VOTERS	237,869.71	278,795.00	278,795.00	160,296.05	267,982.00	252,510.00	-9.4%
TOTAL GENERAL FUND	237,869.71	278,795.00	278,795.00	160,296.05	267,982.00	252,510.00	-9.4%
GRAND TOTAL	237,869.71	278,795.00	278,795.00	160,296.05	267,982.00	252,510.00	-9.4%

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

## Registrars of Voters Budget Justifications 2016-2017

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 reflects an increase for additional presidential year elections.

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. The request reflects an increase for additional elections.

517000 Other Wages: This reflects a decrease for no vacation buy-back.

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

531140 Training: This reflects statutory requirements to comply with certification mandates. Please note that we have transferred \$3600 within our 2015/2016 budget to cover additional certifications from unfunded mandates.

544400 Rents and Leases: The request remains the same.

553000 Telephones: The request reflects 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 reflects anticipated ride sharing cost savings.

555000 Printing / Binding: The request is increased to reflect the needs for a presidential 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: This request remains the same as last year.

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

581120 Conferences and Memberships: This request remains the same and reflects attendance by registrars, *deputies and registrars' clerk.*







02/22/2016 16:02  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011031 YOUTH SERVICES							
0011031 432026 YTH BUREAU	-49,917.00	-49,915.00	-49,915.00	-46,114.00	-46,115.00	-46,115.00	-7.6%
0011031 432147 ENHAN SERV	-7,455.00	.00	.00	-7,026.00	-7,026.00	.00	.0%
0011031 432150 JUV DIVERS	-14,877.00	.00	-29,700.00	-22,275.00	-29,700.00	.00	.0%
TOTAL YOUTH SERVICES	-72,249.00	-49,915.00	-79,615.00	-75,415.00	-82,841.00	-46,115.00	-7.6%
TOTAL GENERAL FUND	-72,249.00	-49,915.00	-79,615.00	-75,415.00	-82,841.00	-46,115.00	-7.6%
GRAND TOTAL	-72,249.00	-49,915.00	-79,615.00	-75,415.00	-82,841.00	-46,115.00	-7.6%

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

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
0011031 YOUTH SERVICES							
0011031 514000 REG WAGES	234,180.54	244,155.00	244,155.00	151,238.04	242,755.00	246,160.00	.8%
0011031 515100 OVERTIME	1,949.94	1,640.00	1,640.00	1,041.89	1,640.00	1,640.00	.0%
0011031 515200 PARTTIME	22,369.06	23,220.00	23,220.00	10,198.12	23,220.00	23,060.00	-.7%
0011031 517000 OTHER WAGE	2,682.88	2,650.00	2,650.00	2,646.88	2,650.00	2,650.00	.0%
0011031 531000 PROF FEES	59,992.90	60,000.00	60,000.00	24,118.00	60,000.00	60,000.00	.0%
0011031 531115 JRB COORD	6,967.89	6,970.00	6,970.00	3,840.00	6,970.00	6,970.00	.0%
0011031 531120 PROJ AWARE	40,023.42	40,500.00	40,825.00	12,648.38	40,500.00	41,000.00	1.2%
0011031 531125 JUV DIVERS	14,877.00	.00	29,700.00	10,030.00	29,700.00	.00	.0%
0011031 531135 ENHAN SERV	7,118.00	.00	.00	3,715.00	6,675.00	.00	.0%
0011031 541000 UTILITIES	7,996.81	8,640.00	8,640.00	8,420.00	8,640.00	8,640.00	.0%
0011031 541100 WATER SEWR	299.32	300.00	300.00	300.00	320.00	320.00	6.7%
0011031 543000 REP & MAIN	850.00	700.00	700.00	631.00	700.00	700.00	.0%
0011031 543100 MV SERVICE	1,108.12	1,075.00	1,075.00	551.63	1,075.00	1,075.00	.0%
0011031 553000 TELEPHONE	230.38	1,620.00	1,620.00	1,420.00	1,620.00	1,620.00	.0%
0011031 553100 POSTAGE	247.67	355.00	355.00	140.42	355.00	355.00	.0%
0011031 554000 TRAV REIMB	414.78	795.00	795.00	69.02	795.00	745.00	-6.3%
0011031 555000 PRINT/BLIND	243.00	310.00	310.00	.00	350.00	350.00	12.9%
0011031 561400 MAINT SUPL	188.21	250.00	250.00	286.90	290.00	250.00	.0%
0011031 561800 PROG SUPPL	743.15	750.00	750.00	600.00	750.00	750.00	.0%
0011031 562100 HEATINGOIL	9,633.40	10,110.00	10,110.00	10,110.00	10,110.00	6,425.00	-36.4%
0011031 562600 MOT FUELS	1,126.01	1,150.00	1,150.00	465.38	1,150.00	1,000.00	-13.0%
0011031 569000 OFFIC SUPL	1,198.65	1,225.00	1,225.00	1,220.00	1,225.00	1,225.00	.0%
0011031 581120 CONF MEMB	475.00	475.00	475.00	475.00	475.00	525.00	10.5%
0011031 581135 SCHOOLING	462.22	600.00	600.00	490.00	600.00	760.00	26.7%
TOTAL YOUTH SERVICES	415,378.35	407,490.00	437,515.00	244,655.66	442,565.00	406,220.00	-.3%
TOTAL GENERAL FUND	415,378.35	407,490.00	437,515.00	244,655.66	442,565.00	406,220.00	-.3%
GRAND TOTAL	415,378.35	407,490.00	437,515.00	244,655.66	442,565.00	406,220.00	-.3%

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

Youth Services - 0011031					
Account	Object	Description	Original	Request	Diff.
REGULAR WAGES	514000	4 Full time positions; rate determined by bargaining unit contracts.	244,155.00	246,160.00	2,005.00
OVERTIME WAGES & SALARIES	515100	Sr. Admin. Asst. by contract works a minimum of 2 hours overtime per month as recording secretary to the Youth Commission. In addition, she assists the Commission with three special events and must occasionally work overtime to meet deadlines for grant reporting. Admin. Asst.: 26 hrs./yr. x \$32.64 ~ \$849 Director: Overtime needed to respond to crisis situations, supervise staff to evaluate projects, and process grant and produce budget reports. 18 hrs. x \$43.92 ~ \$791	1,640.00	1,640.00	0.00
PARTTIME WAGES & SALARIES	515200	Change due to bargaining unit contract step decrease for new hire and increase in minimum wage. Programs & Admin. Asst.: Code 6/Step 1/2 @ .50 FTE = \$20,350 Part time Group Workers/Seasonal Programs: \$1,760 2 staff x 4.0 hrs.(avg.) x 6 wks. x \$16.30 ~ \$782.40 4 staff x 2.5 hrs.(avg.) x 6 wks. x \$16.30 ~ \$978.00	23,220.00	23,060.00	-160.00
OTHER WAGES	517000	Longevity bonus for 1 BPSA staff and 1 week vacation buy back in accordance with bargaining unit contract.	2,650.00	2,650.00	0.00

PROFESSIONAL FEES & SERVICES	531000	<p>Requesting level funding to meet the demand for services.</p> <p>INDIVIDUAL, GROUP &amp; FAMILY COUNSELING: \$45,000</p> <p>Serving approximately 45 youth and their families per year facing high-risk situations such as, violence, child endangerment or suicidality, necessitating intervention services. Families are not able to access behavioral health care or are under-insured though the severity and complicated nature of issues poses safety risks and requires a high level of attention. Services include clinical work, education, referrals, service coordination, advocacy, outreach to homes and schools, and crisis intervention as needed. Request Level funding; Professional Fees funding has been reduced by 19% in the past several years which resulted in families having to wait for services and fewer numbers being served. Direct Services and Case Management: 25 hrs x 48 wks x \$37.50 avg.= \$45,000</p> <p>CLINICAL &amp; CULTURAL CONSULTATION /LIC. ACCRED. \$ 5,400</p> <p>It is imperative for staff to have access to up-to-date training, techniques and clinical consultation to review risk factors and client progress.</p> <p>SPECIAL PROJECTS &amp; GRANT COORD/EVALUATION &amp; TRACKING:</p> <p>In addition, assistance is needed to compile data and evaluate services and support projects. Activities include, but not limited to: data collection, tracking and analysis, grant writing and editing, evaluation and report writing, website &amp; graphic design, program promotion, community organizing, resource development: \$5,000</p> <p>ENRICHMENT, DIVERSITY, PREVENTION PROGRAMMING: Successful model programs that support collaboration with regional districts to promote multi-cultural awareness, neighborhood safety and youth leadership skills and decreases high risk behavior. Training/Instruction/Facilitation for 3 programs: \$4,600</p> <p>Youth Services requests to maintain the current service level.</p> <p>In FY 2014, \$1,365 was transferred to Motor Vehicle Repair and a payment for \$2,200 was carried over.</p>	60,000.00	60,000.00	0.00
JRB COORDINATION	531115	<p>Youth Services provides case management to juveniles arrested and as well as Families With Service Needs diverted from the court system by the schools or police. The Coordinator is responsible for family interviews, performing background studies, finding appropriate sites for community service, monitoring the juveniles' progress, and providing weekly reports and making recommendations to the Juvenile Review Board (JRB). INTERVIEWER/COORDINATOR 7 hrs. x ~50 wks. x \$20.00 = \$6,970</p>	6,970.00	6,970.00	0.00
PROJECT AWARE	531120	<p>PROJECT AWARE funds 13-15 social development, career training and life skills programs providing direct services to 170-210 unduplicated children and supplemental benefits to family members and peers. Programming is determined by and overseen by the Youth Commission. Project Aware was reduced 42% during the economic recession resulting in a decrease of number of youth served and collaborations with community agencies; juvenile crime increased. A restorative increase was received last year. Youth Services is requesting to maintain level funding and has been working to raise additional funds.</p>	40,500.00	41,000.00	500.00

JUVENILE DIVERSION	531125	State Grant Funds specifically for Youth Service Bureaus to enhance services to juveniles who have committed a misdemeanor offense or have Families With Service Needs (FWSN) .			0.00
ENHANCEMENT SERVICES	531135	State Grant Funds specifically for Youth Service Bureaus to enhance services to youth and parents in accordance with the YSB charge by Statute. A 10% reduction in revenue is anticipated.	0.00	0.00	0.00
PUBLIC UTILITIES	541000	CL&P (electricity): Request is based on monthly median cost of \$720 per month.	8,640.00	8,640.00	0.00
WATER & SEWER CHARGES	541100	Water & Sewer: \$80 (avg.) x 4 quarters = \$320	300.00	320.00	20.00
REPAIRS & MAINTENANCE	543000	Fire safety, security and alarm inspection: AA Security System (\$156 yearly maint); Southern NE Fire Protection (\$59) Simplex Grinnell (\$475).	700.00	700.00	0.00
MOTOR VEHICLE SERVICE & REPAIR	543100	Oil Changes including filter, other fluid fill up and cleaning for 3 vehicles. (125 x 3 = \$375) Purchase of tires, miscellaneous parts, brakes and other services as needed [(\$140 x 5) = \$700].	1,075.00	1,075.00	0.00
TELEPHONE	553000	Frontier: \$35 mo. x 12 months = \$420 ATT: \$120 mo. x 10 months = \$1,200	1,620.00	1,620.00	0.00
POSTAGE	553100	Based on current year expenses and factoring the postage rate as indicated by economic forecast. Heavy volume mailing during 3rd & 4th quarters.	355.00	355.00	0.00
TRAVEL REIMBURSEMENT	554000	Mileage reimbursement for (3) staff travel an average of 40 miles per 11.5 mos. reimbursed at a rate of \$.54/mile	795.00	745.00	-50.00
PRINTING & BINDING	555000	Business Cards: 2 boxes x \$80 = \$160 Commemorative Program Booklet or Brochures = \$190	310.00	350.00	40.00
MAINT SUPPLIES & MATERIALS	561400	Estimate for annual cost of cleaning products, paper goods and maintenance supplies.	250.00	250.00	0.00
PROGRAM SUPPLIES	561800	Easel paper, markers, certificates, props for activities, journals, electronic devices, therapeutic crafts and educational materials and supplies. Request for level funding.	750.00	750.00	0.00
HEATING OIL	562100	Based on a year's usage and the economic forecast. Estimate ~ 3,600 gal. x \$1.7849 = \$6425.64	10,110.00	6,425.00	-3,685.00
MOTOR FUELS	562600	Projected mileage for 3 vans: approx. 7,000 mi.@ 13 mi./gal. (avg.) ~ 550 gal. x \$1.75 = \$962. Budget based on fuel usage reports received over the past 18 months on (2) minivans (1) 12 passenger van and economic forecast.	1,150.00	1,000.00	-150.00
OFFICE SUPPLIES	569000	BYS stretches its office supply budget to the bare minimum to meet the every day supplies needs such as pens, pencils, certificates, flash drives, staples, tape, paper clips, envelopes, paper, batteries, etc. \$945 Additional items to office supplies include fax supplies: 1 Drum @ \$160 plus 4 toner cart. \$120 = \$280	1,225.00	1,225.00	0.00
CONFERENCES & MEMBERSHIPS	581120	BYS is a member of the statewide Connecticut Youth Service Bureau Association and is charged annual fee of \$522.50. One of the many benefits to membership is lobbying efforts for State funding. The results of these efforts has yielded an increase in annualized funds to the CT Youth Service Bureaus the past decade, and in the past two years, YSBs have received level funding along with additional Enhancement and Diversion funds to supplement our efforts. Our lobbyist is actively working to maintain our funding level.	475.00	525.00	50.00

SCHOOLING & EDUCATION	581135	Staff are responsible for the safety and welfare of youth residing in moderate to high risk situations and assume professional and personal responsibility and liability. Maintaining an adequate degree of professional development training and practice techniques is essential. Professional development training for 4 full time staff at \$190 per person.	600.00	760.00	160.00
			407,490.00	406,220.00	-1,270.00









02/22/2016 16:04  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
0014012 COMMUNITY SERVICES							
0014012 450301 REIMBURSE	-16,091.19	-4,000.00	-4,000.00	-7,627.20	-9,700.00	-9,700.00	142.5%
TOTAL COMMUNITY SERVICES	-16,091.19	-4,000.00	-4,000.00	-7,627.20	-9,700.00	-9,700.00	142.5%
TOTAL GENERAL FUND	-16,091.19	-4,000.00	-4,000.00	-7,627.20	-9,700.00	-9,700.00	142.5%
GRAND TOTAL	-16,091.19	-4,000.00	-4,000.00	-7,627.20	-9,700.00	-9,700.00	142.5%

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

02/22/2016 16:04  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0014012	COMMUNITY SERVICES							
0014012	514000 REG WAGES	28,354.19	44,415.00	44,415.00	27,137.51	44,415.00	45,750.00	3.0%
0014012	515100 OVERTIME	1,296.15	190.00	190.00	361.66	420.00	680.00	257.9%
0014012	515200 PARTTIME	11,104.21	.00	.00	.00	.00	.00	.0%
0014012	531000 PROF FEES	5,691.50	620.00	620.00	460.00	620.00	620.00	.0%
0014012	543000 REP & MAIN	765.00	2,040.00	2,040.00	2,040.00	2,040.00	2,040.00	.0%
0014012	553000 TELEPHONE	115.01	420.00	420.00	.00	390.00	390.00	-7.1%
0014012	553100 POSTAGE	206.13	300.00	300.00	209.37	300.00	300.00	.0%
0014012	554000 TRAV REIMB	273.56	330.00	330.00	78.43	330.00	315.00	-4.5%
0014012	561400 MAINT SUPL	.00	80.00	80.00	80.00	80.00	80.00	.0%
0014012	569000 OFFIC SUPL	389.83	400.00	400.00	400.00	400.00	400.00	.0%
0014012	581120 CONF MEMB	280.00	280.00	280.00	280.00	280.00	360.00	28.6%
0014012	581240 EVIC AUC	5,906.67	8,000.00	8,000.00	7,753.68	8,247.00	8,000.00	.0%
0014012	581745 INCIDENTAL	1,790.43	2,000.00	2,000.00	1,181.88	2,000.00	2,000.00	.0%
0014012	587232 RELOCATION	76,907.51	22,000.00	62,050.00	50,643.39	62,050.00	68,330.00	210.6%
	TOTAL COMMUNITY SERVICES	133,080.19	81,075.00	121,125.00	90,625.92	121,572.00	129,265.00	59.4%
	TOTAL GENERAL FUND	133,080.19	81,075.00	121,125.00	90,625.92	121,572.00	129,265.00	59.4%
	GRAND TOTAL	133,080.19	81,075.00	121,125.00	90,625.92	121,572.00	129,265.00	59.4%

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

Community Services					
Account	Object	Description	Original	Request	Diff.
REGULAR WAGES	514000	Salary for July to Oct 7/2, increase step 7/2-7/3 from Oct to Jun (Calculations for 2016 including increased step on October 10 anniversary date totals \$45,690)	44,415.00	45,750.00	1,335.00
OVERTIME WAGES & SALARIES	515100	Time to facilitate eviction related activities and assist with Fair Housing initiatives. Eviction and relocation related activities have increased this fiscal year. Moving and storage activities or people in urgent needs to relocate after a condemnation need to be addressed in the present time. ((6 occurrences at 7/2 step (2@ reg ot, 4@1.5) 6 occurrences at 7/3 step (2@ reg ot, 4@ 1.5) total 419.48))	190.00	680.00	490.00
PROFESSIONAL FEES & SERVICES	531000	Consultation and training with Fair Housing or relocation related issues. \$200 Contractual fee for monitoring eviction pickup of personal property. 12 hours @ \$35 per occasion totalling \$420.00	620.00	620.00	0.00
REPAIRS & MAINTENANCE	543000	Pest control at storage facilities. City facility and private storage facility: 24 treatments x \$85.00 = \$2,040.00	2,040.00	2,040.00	0.00
TELEPHONE	553000	Three months cell phone bill x \$130.00	420.00	390.00	(30.00)
POSTAGE	553100	Level funding. Postage costs have been averaging around \$25.00 monthly = appx \$300.00 annual.	300.00	300.00	0.00
TRAVEL REIMBURSEMENT	554000	Mileage reimbursement for staff who must travel to storage facilities several times per month and provider meetings several times per year. Average 48 mi. x 12 mos. X \$54 ~ \$312.00.	330.00	315.00	(15.00)
MAINT SUPPLIES & MATERIALS	561400	Level funding. Cleanse, sanitize and disinfect chairs, tables, and environment post consumer appointments.	80.00	80.00	0.00
OFFICE SUPPLIES	569000	Level funding. Office supplies required in order to conduct business.	400.00	400.00	0.00
CONFERENCES & MEMBERSHIPS	581120	Connecticut Local Administrators of Social Services (C.L.A.S.S.) membership dues (\$280.00), plus 2016 additional annual training day fee (\$80.00). CLASS provides a forum for coordinators to become informed on the State Department plans and how to access entitlement services available to local citizens. CLASS affords a medium for the municipal agents to identify and discuss the mutual needs, trends and problems of the citizenry, and alternative solutions. Members receive eight free trainings in: victim services; elderly protective services; energy assistance; housing assistance programs, and; updates in eviction and relocation regulations. The Department's Coordinator relies on these trainings to be able to perform her duties by accessing medical, financial and relocation services for citizens and file the necessary paper work.	280.00	360.00	80.00
WELFARE EVICTIONS & AUCTIONS	581240	Fees for storage facilities; mandate to store residents personal property following an eviction or relocation. Private storage unit @ \$496.00 x 12 mos. \$5952.00 Plus an additional private unit @ \$297 x 6 mos. \$1782.00 totalling \$7735.00	8,000.00	8,000.00	0.00
NONREIMBURSABLE INCIDENTALS	581745	Emergency assistance with basic needs and items to assist with employability.	2,000.00	2,000.00	0.00

Account	Object	Description	Original	Request	Diff.
RELOCATION COSTS	587232	Fees associated with condemnations per city ordinance and state statute. Assistance varies based on the number of condemnations and residents eligible for services. Increase in cost due to the increased level of activity being taken through Code Enforcement to address blighted, neglected, or unsafe properties in the City. For 2016, the current liability is \$28,050.00.	22,000.00	68,330.00	46,330.00
		The Community Services Department's has a relatively small budget. Thus, the cost in dollars to conduct business primarily linked to condemnations, relocations, and evictions yields a high percentage in terms of a requested budget increase.			
		<b>Total</b>	<b>\$81,075</b>	<b>129,265.00</b>	<b>48,190.00</b>





02/22/2016 16:05  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE FND			2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
1321032	PINE LAKE CHALLENGE COURSE								
1321032	422004	CHALLENGE	-136,806.64	-153,245.00	-153,245.00	-45,018.00	-148,905.00	-152,800.00	-.3%
1321032	460000	INT INCOME	-115.01	-275.00	-275.00	-67.33	-115.00	-140.00	-49.1%
TOTAL PINE LAKE CHALLENGE CO			-136,921.65	-153,520.00	-153,520.00	-45,085.33	-149,020.00	-152,940.00	-.4%
TOTAL PINE LAKE CHALLENGE CO			-136,921.65	-153,520.00	-153,520.00	-45,085.33	-149,020.00	-152,940.00	-.4%
GRAND TOTAL			-136,921.65	-153,520.00	-153,520.00	-45,085.33	-149,020.00	-152,940.00	-.4%

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

02/22/2016 16:05  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

PINE LAKE CHALLENGE COURSE FND		2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
1321032	PINE LAKE CHALLENGE COURSE							
1321032	515300 SEASONAL	138,781.87	127,500.00	127,500.00	50,920.97	127,500.00	127,500.00	.0%
1321032	531000 PROF FEES	6,559.60	12,500.00	12,500.00	4,236.00	9,000.00	13,250.00	6.0%
1321032	543200 EQUIP MAIN	2,480.00	4,030.00	4,030.00	2,200.00	4,030.00	4,340.00	7.7%
1321032	553000 TELEPHONE	837.16	960.00	960.00	960.00	960.00	540.00	-43.8%
1321032	553100 POSTAGE	138.42	275.00	275.00	64.21	250.00	250.00	-9.1%
1321032	555000 PRINT/BIND	.00	500.00	500.00	.00	500.00	500.00	.0%
1321032	561400 MAINT SUPL	1,221.53	2,000.00	2,000.00	500.00	1,500.00	1,500.00	-25.0%
1321032	561800 PROG SUPPL	3,304.76	4,250.00	4,250.00	2,246.00	3,530.00	3,530.00	-16.9%
1321032	569000 OFFIC SUPL	.00	350.00	350.00	.00	350.00	350.00	.0%
1321032	581135 SCHOOLING	590.00	1,155.00	1,155.00	135.00	820.00	1,180.00	2.2%
TOTAL PINE LAKE CHALLENGE CO		153,913.34	153,520.00	153,520.00	61,262.18	148,440.00	152,940.00	-.4%
TOTAL PINE LAKE CHALLENGE CO		153,913.34	153,520.00	153,520.00	61,262.18	148,440.00	152,940.00	-.4%
GRAND TOTAL		153,913.34	153,520.00	153,520.00	61,262.18	148,440.00	152,940.00	-.4%

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

Pine Lake Challenge Course- Fund 132

Account	Object	Description	Request
PARTTIME-CHALLENGE COURSE	515200		
SEASONAL WAGES	515300	PLCC employs 35 seasonal professionals and apprentices.	127,500.00
PROFESSIONAL FEES & SERVICES	531000	Inspection (\$1,000); Equipment repair, upgrade & replacement of cables, attachment points, platforms, staples (\$3,000; Program transportation contracted to deliver client services (\$2,250); Adventure-based training in advanced skills and rescue training and/or counseling and multi-cultural facilitation (\$2,200); Marketing/fund-raising/website (\$1,500). Expenses are paid for by fees collected or other revenue such as grant funds. Adventure In & Adventure Out (\$3,300).	13,250.00
EQUIPMENT MAINTENANCE CONTR	543200	(3) Port-o-lets serviced for 14 services @ \$310 = \$4,030.	4,340.00
TELEPHONE	553000	Mobile Service 12 Months x \$45	540.00
POSTAGE	553100	No increase deemed necessary at this time; current expenses are under budgeted amount.	250.00
PRINTING & BINDING	555000	Business cards, brochures, promotional DVD's.	500.00
MAINT SUPPLIES & MATERIALS	561400	General maintenace supplies to clean, repair and preserve the outdoor facility and portable equipment. Examples of needed items include, but are not limited to: hardware and lumber for minor repairs and upkeep, signage, and trash clean up supplies.	1,500.00
PROGRAM SUPPLIES	561800	Ropes (1/\$300), helmets (3@\$50), harnesses (10@\$35) carabineers and rapid links, belay devices (\$100), heavy tarps (2@\$50), mesh gear bags (3@\$26) props, game items, arts & crafts, consumable supplies (\$1,000). Customer luncheons/snacks paid for by client fees; most clients programs and workshops are scheduled for a full day and include lunch that is delivered to the program site (\$1,200). Promotion supplies and staff uniform shirts (\$350).	3,530.00
OFFICE SUPPLIES	569000	Paper, pens, envelopes, markers, easel paper, CDs, etc.	350.00
SCHOOLING & EDUCATION	581135	Required certification training for coordinator (\$280) and Senior facilitator/management team member training required to maintain minimum skill training and conferences for advanced state-of-the-art technical skills and risk management (5@\$180).	1,180.00
		<b>Total</b>	<b>\$152,940</b>

02/22/2016 16:05  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011011 MAYOR'S OFFICE							
0011011 514000 REG WAGES	143,357.17	147,045.00	147,045.00	90,953.37	147,045.00	148,260.00	.8%
0011011 515100 OVERTIME	3.10	400.00	400.00	.00	.00	200.00	-50.0%
0011011 515100 15001 OVERTIME	9,722.84	.00	.00	.00	.00	.00	.0%
0011011 515200 PARTTIME	12,968.01	14,000.00	14,000.00	7,940.65	14,000.00	14,000.00	.0%
0011011 531000 PROF FEES	6,500.00	20,500.00	20,500.00	6,000.00	20,500.00	20,500.00	.0%
0011011 553000 TELEPHONE	965.80	1,600.00	1,600.00	1,141.45	1,400.00	1,400.00	-12.5%
0011011 553100 POSTAGE	38.65	250.00	250.00	43.35	250.00	250.00	.0%
0011011 554000 TRAV REIMB	999.96	1,100.00	1,100.00	999.96	1,100.00	1,685.00	53.2%
0011011 555000 PRINT/BIND	2,020.00	2,000.00	2,000.00	.00	2,100.00	2,100.00	5.0%
0011011 561800 PROG SUPPL	413.15	600.00	600.00	338.66	600.00	600.00	.0%
0011011 569000 OFFIC SUPL	324.99	700.00	700.00	500.00	700.00	700.00	.0%
0011011 570600 15001 OFFIC RENO	19,453.32	.00	.00	1,184.14	1,185.00	.00	.0%
0011011 570900 15024 MASS NOTIF	13,500.00	.00	.00	.00	.00	.00	.0%
0011011 581120 CONF MEMB	43,902.36	46,600.00	46,600.00	45,148.90	46,600.00	46,600.00	.0%
0011011 589100 MISC	3,510.15	3,700.00	3,700.00	3,255.93	3,700.00	5,500.00	48.6%
TOTAL MAYOR'S OFFICE	257,679.50	238,495.00	238,495.00	157,506.41	239,180.00	241,795.00	1.4%
TOTAL GENERAL FUND	257,679.50	238,495.00	238,495.00	157,506.41	239,180.00	241,795.00	1.4%
GRAND TOTAL	257,679.50	238,495.00	238,495.00	157,506.41	239,180.00	241,795.00	1.4%

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

**Mayor's Office- 0011011**

<b>Account</b>	<b>Object</b>	<b>Description</b>	<b>Request</b>
Regular Wages	514000	Employee Salaries- Mayor & Executive Assistant	\$148,260
Overtime	515100	Executive Assistant- as needed	\$200
Part time Wages	515200	Part-time, Administrative Aide for 15-20 hour/week. Also, to cover absences of Executive Assistant as needed for sick and vacation.	\$14,000
Professional Fees	531000	Nutmeg TV for City Council Meetings \$500-\$600/month - \$7,000 Annual Fee for Emergency Notification System - \$13,500	\$20,500
Telephone	553000	Long Distance & Fax Charges for Office & Mayor's Cell Phone	\$1,400
Postage	553100	Office Postage	\$250
Travel Reimbursement	554000	\$132/month for Mayor mileage reimbursement (increase of \$48.67) Additional Travel Expenses - \$100	\$1,685
Printing & Binding	555000	Office Envelopes, Business Cards, Stationary, Printing of Mayor's Tax Flyer in Tax Bills	\$2,100
Program Supplies	561800	Supplies for City/Mayor's Office Events	\$600
Office Supplies	569000	Miscellaneous Office Supplies	\$700
Conference & Membership	581120	CT Conference of Municipalities \$42,230 - no increase Miscellaneous Mayor's Conferences - US Conf of Mayor's, Chamber, NVCOG etc	\$46,600
Miscellaneous	589100	\$418/month for Mayor's Expenses & any additional expenses (increase of \$151.33) plus additional \$500 for miscellaneous office expenses	\$5,500
		<b>Total</b>	<b>\$241,795</b>





02/22/2016 16:06  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
0011010 CITY COUNCIL							
0011010 515200 PARTTIME	58,176.60	58,290.00	58,290.00	36,193.80	58,290.00	57,960.00	-.6%
TOTAL CITY COUNCIL	58,176.60	58,290.00	58,290.00	36,193.80	58,290.00	57,960.00	-.6%
TOTAL GENERAL FUND	58,176.60	58,290.00	58,290.00	36,193.80	58,290.00	57,960.00	-.6%
GRAND TOTAL	58,176.60	58,290.00	58,290.00	36,193.80	58,290.00	57,960.00	-.6%

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

02/22/2016 16:06  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011034 COMMUNITY PROMOTIONS							
0011034 581770 PROMOTIONS	14,875.00	25,000.00	35,125.00	15,000.00	35,125.00	25,000.00	.0%
0011034 583100 CITY PROMO	1,984.91	5,000.00	8,015.00	2,523.12	8,015.00	5,000.00	.0%
0011034 583100 15017 CITY PROMO	5,000.00	.00	.00	.00	.00	.00	.0%
0011034 583100 16044 CITY PROMO	.00	.00	600.00	600.00	600.00	.00	.0%
0011034 583130 MUZZY	22,049.00	.00	.00	.00	.00	.00	.0%
TOTAL COMMUNITY PROMOTIONS	43,908.91	30,000.00	43,740.00	18,123.12	43,740.00	30,000.00	.0%
TOTAL GENERAL FUND	43,908.91	30,000.00	43,740.00	18,123.12	43,740.00	30,000.00	.0%
GRAND TOTAL	43,908.91	30,000.00	43,740.00	18,123.12	43,740.00	30,000.00	.0%

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

02/22/2016 16:06  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011030 NAUG. VALLEY COUNCIL OF GOVERN							
0011030 531000 NVCOG	3,871.00	25,955.00	25,955.00	25,824.00	25,824.00	26,490.00	2.1%
TOTAL NAUG. VALLEY COUNCIL O	3,871.00	25,955.00	25,955.00	25,824.00	25,824.00	26,490.00	2.1%
TOTAL GENERAL FUND	3,871.00	25,955.00	25,955.00	25,824.00	25,824.00	26,490.00	2.1%
GRAND TOTAL	3,871.00	25,955.00	25,955.00	25,824.00	25,824.00	26,490.00	2.1%

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



**Farmington River Watershed Association, Inc.**

749 Hopmeadow Street, Simsbury, Connecticut 06070  
(860) 658-4442 Fax (860) 651-7519 www.frwa.org

January 2, 2016

Mayor Kenneth B. Cockayne  
City of Bristol  
111 North Main Street  
Bristol, CT 06010

Re: Request for FY 16-17 Support

Dear Mayor Cockayne,

On behalf of the Farmington River Watershed Association (FRWA), I am writing to ask the City of Bristol for its support of our efforts to protect the Pequabuck River for FY 16-17 at the rate of \$3,871.

As you know, the Pequabuck River (a key tributary to the Farmington) has improved dramatically over the past 30 years, but it remains a challenge to improve and protect its water quality. We envision the Pequabuck as a "destination" for businesses, recreation, and a pivot-point for civic pride.

Over the past year, FRWA has continued its efforts to protect the Farmington River and its tributaries with projects such as these:

- **Dam Removal** - FRWA remains hopeful of removing Bristol Brass Dam and the contaminated sediments behind it, despite the de-funding of this "nearly-shovel-ready" civic improvement project early in 2015. We continue to search for other sources of funding so that this highly desirable cleanup and river restoration project can go forward.
- **Watershed Plan for the Pequabuck River** - This past fall, FRWA kicked off a project that will result in an EPA-approved Watershed Based Plan for the Pequabuck basin. The project is supported in part (60%, or \$39,000) by a Clean Water Act Section 319 grant. FRWA took on the responsibility of finding the required 40% non-Federal match so that the project can go forward. The planning process entails working with all towns in the Pequabuck watershed, as well as the River Watershed Association, the City of Bristol, and other partners. Ray Rogozinski, Jason Morrocco, and Carol Noble have already been a great help in moving the project forward, and we really appreciate their participation. Having an EPA-approved plan will open the door for Clean Water Act federal funding to address stormwater runoff issues in Bristol.
- **Streambank Improvement** - Belts of native vegetation at water's edge, often called streambank buffers, help to reduce the amount of polluted stormwater runoff pouring into our waterways. FRWA works with volunteer groups to install buffers and maintain native floodplain plants. It's a low-tech, low-cost, truly grassroots form of watershed management. If you know of a site location that might need improvements please call the office!
- **Water Quality Monitoring** - FRWA monitors water quality throughout the Farmington River and its key tributaries for bacteria, nutrients, and metals. FRWA also works with the CT DEP and volunteers to assess aquatic insect populations as indicators of water quality, and monitor year-round water temperature at many locations in the watershed.



- **Stormwater Management** - FRWA supports the City of Bristol in implementing its Storm Water Management Plan. FRWA is referenced in the plan as potentially play a large role in developing public outreach content and making public presentations. We remain committed to providing such services upon request.
- **Affordable GIS Mapping** - FRWA provides its professional GIS mapping services at competitive rates to towns in the watershed. Sometimes this service is covered by town dues or external grants, but we can provide additional GIS-mapping on a fee-for-service basis as well. FRWA's GIS Specialist Jeff Bolton would happily work with you on projects of mutual interest.
- **Technical Support** - FRWA is always glad to provide technical advice, should it be requested, to provide ideas on ways to reduce flooding or stormwater runoff problems in Bristol. We look forward to working with you and will support funding from the State to enable Bristol to address some of these chronic problem areas.

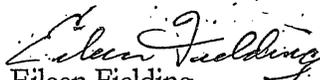
These are just a few examples of what we are doing at FRWA to establish a current and comprehensive understanding of watershed health while passing this valuable knowledge to you and your community.

Consistent with last year we are asking all of our member large towns to support us at the 8¢ per capita rate, to sustain the ongoing work of the Farmington River Watershed Association. For the City of Bristol dues have been calculated as follows:

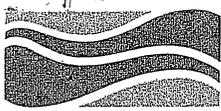
Town Population:	60,477 (source: 2010 Census)
% of Town in Watershed:	80%
Membership Charge Per Capita:	8¢ per capita
Dues:	$60,477 \times 0.80 \times 0.08 = \$3,871$

FRWA greatly values our partnership with the Pequabuck River Watershed Association and the City of Bristol, and we hope you will ensure that this partnership will continue to thrive into the future. Please contact me directly at any time at 860.658.4442, extension 205, if you would like to discuss this request or any issues regarding the Pequabuck or Farmington Rivers. Thank you!

Sincerely,

  
Eileen Fielding  
Executive Director

cc: Jodi McGrane, Assistant to the Comptroller



**NAUGATUCK VALLEY  
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688 • nvcogct.org

January 4, 2016

Mayor Kenneth Cockayne  
City of Bristol  
111 N. Main Street  
Bristol, CT 06010

Dear Mayor Cockayne,

At its December 11, 2015 meeting, NVCOG presented a preliminary FY2016-2017 dues recommendation. The dues estimate includes a 3% increase over the FY15-16 amount. Although it is anticipated that the staff will present and the NVCOG board will adopt a budget in June 2016 that contains no increase over the current dues, we are including this 3% increase in the early notification to maintain flexibility in the event that additional cuts in state funding are passed and the NVCOG board seeks to preserve the current programming levels.

For budgeting, NVCOG's FY2016-2017 approved dues request for Bristol is currently \$22,612.00.

Thank you for your continued support of NVCOG.

Sincerely,

Richard T. Dunne  
Executive Director

D:b

Enc.

cc: Glenn Klocko, Comptroller

q:\bookkeeping\fy 2017\dues\dues notification letter fy17.docx

**Naugatuck Valley Council of Governments  
Proposed Dues Structure**

	<u>Population</u>	<u>FY 2015</u>		<u>Proposed FY 2016</u>		<u>Proposed for FY 2017</u>	
		<u>Per Capita Rate</u>	<u>Dues</u>	<u>Per Capita Rate</u>	<u>Dues</u>	<u>Per Capita Rate</u>	<u>Dues</u>
Ansonia	19,249	0.584	11,235	0.363	6,987	0.37389	7,197
Beacon Falls	6,049	0.427	2,583	0.363	2,196	0.37389	2,262
Bethlehem	3,607	0.427	1,540	0.363	1,309	0.37389	1,349
Bristol	60,477	0.483	* 29,210	0.363	21,953	0.37389	22,612
Cheshire	29,261	0.427	12,494	0.363	10,622	0.37389	10,940
Derby	12,902	0.584	7,531	0.363	4,683	0.37389	4,824
Middlebury	7,575	0.427	3,235	0.363	2,750	0.37389	2,832
Naugatuck	31,862	0.427	13,605	0.363	11,566	0.37389	11,913
Oxford	12,683	0.427	5,416	0.363	4,604	0.37389	4,742
Plymouth	12,243	0.623	* 7,629	0.363	4,444	0.37389	4,578
Prospect	9,405	0.427	4,016	0.363	3,414	0.37389	3,516
Seymour	16,540	0.584	9,654	0.363	6,004	0.37389	6,184
Shelton	39,559	0.584	23,090	0.363	14,360	0.37389	14,791
Southbury	19,904	0.427	8,499	0.363	7,225	0.37389	7,442
Thomaston	7,887	0.427	3,368	0.363	2,863	0.37389	2,949
Waterbury	110,366	0.427	47,126	0.363	40,063	0.37389	41,265
Watertown	22,514	0.427	9,613	0.363	8,173	0.37389	8,418
Wolcott	16,680	0.427	7,122	0.363	6,055	0.37389	6,236
Woodbury	9,975	0.427	4,259	0.363	3,621	0.37389	3,730
	448,738		211,227		162,892		167,779
* These dues are from FY 2014 (the last time they paid dues to CCRPA)							

65

02/22/2016 16:07  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE		
0011018	COMPPTROLLER'S OFFICE								
0011018	514000	REG WAGES	601,446.01	681,680.00	651,729.00	379,715.96	625,670.00	638,220.00	-6.4%
0011018	515100	OVERTIME	2,428.40	2,500.00	2,500.00	975.73	2,500.00	2,500.00	.0%
0011018	515200	PARTTIME	6,729.59	.00	.00	.00	.00	.00	.0%
0011018	517000	OTHER WAGE	7,958.81	4,730.00	4,730.00	2,950.72	6,410.00	1,150.00	-75.7%
0011018	543000	REP & MAIN	174.50	200.00	200.00	.00	200.00	200.00	.0%
0011018	544400	RENT/LEASE	2,397.00	2,400.00	2,400.00	2,063.88	2,065.00	2,065.00	-14.0%
0011018	553000	TELEPHONE	83.45	100.00	100.00	7.67	100.00	100.00	.0%
0011018	553100	POSTAGE	2,341.71	2,800.00	2,800.00	1,171.35	2,700.00	2,700.00	-3.6%
0011018	554000	TRAV REIMB	261.48	150.00	150.00	83.15	250.00	250.00	66.7%
0011018	555000	PRINT/BIND	1,558.53	2,200.00	2,446.00	1,339.71	2,200.00	2,200.00	.0%
0011018	557700	ADVERTISNG	1,224.19	1,800.00	1,800.00	.00	1,800.00	1,800.00	.0%
0011018	569000	OFFIC SUPL	1,141.81	1,400.00	1,400.00	1,200.00	1,400.00	1,400.00	.0%
0011018	581120	CONF MEMB	2,888.40	4,040.00	4,040.00	3,343.40	4,040.00	4,015.00	-.6%
0011018	581150	ANNUAL BND	220.00	220.00	220.00	.00	220.00	220.00	.0%
	TOTAL COMPPTROLLER'S OFFICE		630,853.88	704,220.00	674,515.00	392,851.57	649,555.00	656,820.00	-6.7%
	TOTAL GENERAL FUND		630,853.88	704,220.00	674,515.00	392,851.57	649,555.00	656,820.00	-6.7%
	GRAND TOTAL		630,853.88	704,220.00	674,515.00	392,851.57	649,555.00	656,820.00	-6.7%

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

<b>Account</b>	<b>Description</b>	<b>Request</b>
<b>Regular Wages</b>	Employee salaries	\$638,220
<b>Overtime</b>	Pension Board (Min 12 meetings) for Payroll & Pension Supervisor Budget hearings & workshops for Senior Accountant & Budget/Accounting Asst.	\$2,500
	Assistant Comptroller BPSA Bonus \$1,000 Code adjustments per contract \$150	\$1,150
<b>Repairs &amp; Maintenance</b>	Repairs of office equipment, time/date stamp in A/P & typewriter	\$200
<b>Rents/Lease</b>	Lease of folder/insert machine \$171.99/month	\$2,065
<b>Telephone</b>	Long distance and fax charges	\$100
<b>Postage</b>	Various mailings and Fed Ex shipments	\$2,700
<b>Travel Reimbursement</b>	Mileage reimbursement for employees	\$250
<b>Printing &amp; Binding</b>	Office envelopes, business cards Materials for printing of estimated budget, budget book, CAFR & PAFR	\$2,200
<b>Advertising</b>	Advertising of the budget and availability of budget	\$1,800
<b>Office Supplies</b>	Miscellaneous office supplies	\$1,400
<b>Conference &amp; Membership</b>	National GFOA dues \$595 GFOA Submissions (CAFR, PAFR, Budget) \$1,500 GFOA- CT annual dues 3 @ \$65 Quarterly GFOA-CT meetings 4 meetings - \$240 @ 3 people = \$720 CPFO - 2 Exams @ \$145 each = \$290 CPFO Books - \$300 Wall Street Journal \$415	\$4,015
<b>Annual Bond</b>	Comptroller's & Assistant Comptroller's Bond	\$220
	<b>Total</b>	<b>\$656,820</b>





02/23/2016 16:37  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
-----							
0011024 BOARD OF FINANCE							
0011024 515100 OVERTIME	1,395.62	1,250.00	1,250.00	595.28	1,250.00	1,250.00	.0%
0011024 531000 PROF FEES	70,000.00	70,000.00	70,000.00	61,100.00	65,000.00	65,000.00	-7.1%
0011024 589100 MISC	.00	100.00	100.00	.00	100.00	100.00	.0%
TOTAL BOARD OF FINANCE	71,395.62	71,350.00	71,350.00	61,695.28	66,350.00	66,350.00	-7.0%
TOTAL GENERAL FUND	71,395.62	71,350.00	71,350.00	61,695.28	66,350.00	66,350.00	-7.0%
GRAND TOTAL	71,395.62	71,350.00	71,350.00	61,695.28	66,350.00	66,350.00	-7.0%

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

02/22/2016 16:08  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011026 HOUSING CODE BOARD OF APPEALS							
0011026 515100 OVERTIME	184.52	300.00	300.00	251.58	450.00	450.00	50.0%
0011026 553100 POSTAGE	33.84	25.00	25.00	14.44	25.00	25.00	.0%
0011026 569000 OFFIC SUPL	.00	50.00	50.00	.00	.00	.00	-100.0%
TOTAL HOUSING CODE BOARD OF	218.36	375.00	375.00	266.02	475.00	475.00	26.7%
TOTAL GENERAL FUND	218.36	375.00	375.00	266.02	475.00	475.00	26.7%
GRAND TOTAL	218.36	375.00	375.00	266.02	475.00	475.00	26.7%

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

02/22/2016 16:08  
 JodiMcGrane

CITY OF BRISTOL  
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
 bgnyrpts

PROJECTION: 21701 2016-17 GENERAL CITY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 REQUEST	PCT CHANGE
0011041 BOARDS AND COMMISSIONS							
0011041 515100 OVERTIME	3,968.35	7,060.00	7,060.00	2,440.00	7,060.00	7,050.00	-.1%
0011041 553100 POSTAGE	13.61	50.00	50.00	1.64	50.00	50.00	.0%
0011041 557700 ADVERTISNG	208.38	500.00	500.00	105.70	500.00	500.00	.0%
TOTAL BOARDS AND COMMISSIONS	4,190.34	7,610.00	7,610.00	2,547.34	7,610.00	7,600.00	-.1%
TOTAL GENERAL FUND	4,190.34	7,610.00	7,610.00	2,547.34	7,610.00	7,600.00	-.1%
GRAND TOTAL	4,190.34	7,610.00	7,610.00	2,547.34	7,610.00	7,600.00	-.1%

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