



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: April 7, 2021  
(Submission Date)

For the April 27, 2021 Board of Finance Meeting Agenda  
(Date of Meeting)

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This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 112,226 \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Public Works  
(governing Board of your department)  
at its meeting held on April 15, 2021.  
(date)

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(Department Head's signature)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

Board of Finance Agenda Request Form

1. Reason for request:

Transfer request utilizing excess DPW Admin Reg Wages account funds to cover additional Admin OT. The referenced overtime is overtime other than budget OT associated with supporting scheduled evening meetings and includes OT resulting from vacancies and Covid related employee absentee.

Excess DPW Admin Reg Wages account funds associated with Division personnel vacancies.

**From:** 0013010-514000      **To:** 0013010-515100      **Amount:** \$1,800

2. Reason for request:

Transfer request utilizing excess DPW Admin Reg Wages account funds to cover additional Admin part time salaries. The referenced increase in part time work includes part time work required due to vacancies and Covid related employee absentee.

Excess DPW Admin Reg Wages account funds associated with Division personnel vacancies.

**From:** 0013013-514000      **To:** 0013010-515200      **Amount:** \$3,000

3. Reason for request:

Transfer request utilizing excess DPW Bldg Reg wage account funds to cover additional DPW Bldg Supplies resulting from additional parts needed to perform repairs (by City staff) and the purchase of additional cleaning supplies.

Excess DPW Bldg. Regular wage account funds associated with Division personnel vacancies.

**From:** 0013013-514000      **To:** 0013013-517000      **Amount:** \$14,000

4. Reason for request:

Transfer request utilizing excess DPW Street regular wage account to cover additional Division other wages associated with employee vacation paybacks.

Excess DPW Street Regular wage account funds associated with Division personnel vacancies.

**From:** 0013015-514000      **To:** 0013015-517000      **Amount:** \$3,500

5. Reason for request:

Transfer request utilizing excess DPW Street Regular wage account funds to cover additional DPW Solid Waste Reg Wages anticipated shortfall associated with use of Street Div staff during special curbside collections (leafs & Christmas Trees).

Excess DPW Street Reg Wages account associated with Division personnel vacancies.

**From:** 0013015-514000      **To:** 0013016-514000      **Amount:** \$30,000

6. Reason for request:

Transfer request utilizing excess DPW Street regular wage account to cover Solid Waste Division other wages associated with employee vacation paybacks.

Excess DPW Street Regular wage account funds associated with Division personnel vacancies.

**From:** 0013015-514000      **To:** 0013016-517000      **Amount:** \$1000

7. Reason for request:

Transfer request utilizing excess DPW Street, Fleet & Landuse regular wage account to cover Solid Waste Division program supplies associated purchase of an additional 549 solid waste barrels.

Excess DPW Regular wage account funds associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013016-561800      **Amount:** \$9,000

**From:** 0013015-514000      **To:** 0013016-561800      **Amount:** \$9,000

**From:** 0013012-514000      **To:** 0013016-561800      **Amount:** \$9,000

8. Reason for request:

Transfer request utilizing excess DPW Fleet Regular wage account to cover additional other wages cost associated with employee vacation buy back.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013017-517000      **Amount:** \$1,214

9. Reason for request:

Transfer request utilizing excess DPW Fleet Regular wage account to cover DPW Solid Waste Conf/Mem. Additional membership to monitor/obtain recycling commodities prices.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013017-561400      **Amount:** \$1,500

10. Reason for request:

Transfer request utilizing excess DPW Fleet Regular wage account funds to cover additional Division program supplies associated primarily with repairs to the facilities emergency generator.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013016-581120      **Amount:** \$55

11. Reason for request:

Transfer request utilizing excess DPW Fleet Division Regular wage account funds to cover additional cost associated with mechanic grease gun system.

Excess DPW Fleet Division Regular wage account associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013017-570400      **Amount:** \$1,900

12. Reason for request:

Transfer request utilizing excess DPW Bldg & Fleet Division Regular wage account funds to cover additional repair and maintenance cost associated with other City buildings (Libraries, senior center, 51 High St & dog Pound.

Excess DPW Regular wage account associated with Division personnel vacancies.

**From:** 0013017-514000      **To:** 0013021-543000      **Amount:** \$7,000

**From:** 0013013-514000      **To:** 0013021-543000      **Amount:** \$8,000

13. Reason for request:

Transfer request utilizing excess DPW Snow Program Supplies funds to cover additional snow overtime cost of DPW staff during winter storms.

Excess DPW Snow Program Supplies associated with unused funds to purchase salt.

**From:** 0013018-561800      **To:** 0013018-515100      **Amount:** \$13,157

