



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

To: Board of Finance Commissioners

From: Human Resources Dept.
(Requesting Department)

Date: February 14, 2019
(Submission Date)

For the February 26, 2019 Board of Finance Meeting Agenda
(Date of Meeting)

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

- Additional Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ 41,976
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the City Council at its special meeting held on February 13, 2019.

Chesee Rose Town Clerk
(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

Reason for request:

The purpose of the request is to refer to the Board of Finance for funding purposes the approval of changes to the salaries and benefits of the full-time and part-time non-bargaining employees retroactive to July 1, 2018 as presented.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From: See attached	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

FROM:	0018106-522301	Contractual Obligations	\$ 6,080.00	TO:	0011011-514000	Mayor's Office	Regular Wages	\$ 6,080.00
FROM:	0018106-522301	Contractual Obligations	\$ 1,484.00	TO:	0011018-514000	Comptroller's	Regular Wages	\$ 1,484.00
FROM:	0018106-522301	Contractual Obligations	\$ 11,086.00	TO:	0011022-514000	Corporation Counsel	Regular Wages	\$ 11,086.00
FROM:	0018106-522301	Contractual Obligations	\$ 14,309.00	TO:	0011023-514000	City Clerk	Regular Wages	\$ 14,309.00
FROM:	0018106-522301	Contractual Obligations	\$ 7,454.00	TO:	0012110-514000	Police Admin	Regular Wages	\$ 7,454.00
FROM:	0018106-522301	Contractual Obligations	\$ 1,563.00	TO:	0012211-514000	Fire Admin	Regular Wages	\$ 1,563.00
		TOTAL	\$ 41,976.00				TOTAL	\$ 41,976.00



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

February 14, 2019

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a special meeting of the City Council on February 13, 2019 it was voted to approve changes to the salaries and benefits of the full-time and part-time non-bargaining employees retroactive to July 1, 2018 as presented and to refer this matter to the Board of Finance for funding purposes.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml

PT NON-BARGAINING SALARY SCHEDULE: JULY 1, 2018

S T E P S

Job Title	Salary Level	1	2	3	4	5	6	7	2.25%
Executive Asst to the Mayor	H O U R L Y	3	\$23.60	\$24.62	\$25.70	\$26.80	\$27.97	\$29.19	\$30.62
Executive Asst to the Mayor		4	\$25.34	\$26.48	\$27.63	\$28.87	\$30.16	\$31.49	\$33.06
Administrative Assistant-Fire*** Personnel Analyst Assistant to the Comptroller		5	\$27.84	\$29.07	\$30.35	\$31.72	\$33.13	\$34.62	\$36.32
Administrative Assistant-Police Assistant Town & City Clerk		6	\$30.60	\$31.94	\$33.38	\$34.87	\$36.43	\$38.04	\$39.95
	S A L A R I E D	7	\$65,732	\$68,659	\$71,722	\$74,927	\$78,270	\$81,772	\$85,833
Assistant Director of Personnel		8	\$72,226	\$75,468	\$78,836	\$82,355	\$86,047	\$89,885	\$94,350
Town & City Clerk		9	\$79,404	\$82,946	\$86,655	\$90,532	\$94,571	\$98,814	\$103,722
Town & City Clerk		10	\$86,648	\$91,191	\$95,265	\$99,520	\$103,974	\$108,630	\$114,028
Assistant Corporation Counsel		11	\$95,951	\$100,243	\$104,724	\$109,405	\$114,305	\$119,427	\$125,374
Assistant Corporation Counsel		11A	\$97,999	\$102,394	\$106,992	\$111,787	\$116,810	\$122,062	\$128,158
Police Captain Superintendent of Water**		11B	\$100,717	\$105,224	\$109,932	\$114,847	\$119,989	\$125,367	\$131,614
Director of Personnel* Director of Public Works*		12	\$103,164	\$107,780	\$112,607	\$117,640	\$122,908	\$128,418	\$134,822
Comptroller (Effective 07-01-18)*		12C	\$164,822						

Position	Dept.	07-01-17 2.50%	10-01-17 2.50%	07-01-18 2.25%
Administrative Aide (Max 15 hrs/wk Non-benefited)	Mayor's Office	\$22.13		\$22.63
Legal Administrative Assistant (Max of 17-1/2 hrs/wk Non-benefited)	Corp Counsel	\$22.13		\$22.63
Project Coord & Group Facilitator (Grant Funded 37.5 hrs/wk Benefited)	Youth Serv		\$52,516.00	\$53,698.00

*Indicates freeze to pay rate of Comptroller, Personnel Director and Public Works Director for
 **Salary level of Superintendent of Water will be re-reviewed as WPC responsibilities are transitioned there
 ***Administrative Assistant position in Fire Department will be transitioned to a Local #233 position effective July 1, 2020