



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

To: Board of Finance Commissioners

From: Public Works  
(Requesting Department)

Date: February 13, 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) \$ 54,000 \_\_\_\_\_
- 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 February 21, 2019.  
(date)

\_\_\_\_\_  
(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.**

(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

The DPW request a transfer of \$14,000.00 from DPW Street Division salary account to DPW Street Division overtime account. The transfer request covers an existing shortfall in the DPW Street Division overtime account of \$5,029.45 and includes funding in the amount of \$8,970.55 to cover the projected overtime cost for the remainder of FY2018/19.

The increase in overtime cost incurred to date is associated with an increase in emergency call-ins for roadway flooding, fallen trees and pothole repairs, along with the use of a rented rock crusher to process construction debris.

Due to staff vacancies sufficient funds are available within DPW Street Division's salary account to cover the transfer request.

Transfer(s) complete the following:

<b>From:</b> 0013015-514000 Streets Reg Wages	<b>To:</b> 0013015-515100 Streets Overtime	<b>Amount:</b> 14,000.00
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Board of Finance Agenda Request Form

Reason for request:

Transfer to purchase sign machine for the Streets Division.

Transfer(s) complete the following:

<b>From:</b> 0013015 544400 Streets - Rents & Leases	<b>To:</b> 0013015-570900-19019 Sign Machine	<b>Amount:</b> 40,000
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____