



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: May 9, 2019 rev 5/16/19
(Submission Date)

For the May 28, 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) \$250,040 _____
- 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 May 16, 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.

Board of Finance Agenda Request Form

1. Reason for request:

Transfer request of \$780 to cover a shortfall in heating account for the DPW Garage facility located on Vincent P Kelly Road. Additional heating oil supplemented reduction in waste vehicle fuel used for heating. Funds transferred from DPW Other Building heating oil account.

Transfer(s) complete the following:

From: 0013021-562100 Other Heat Oil	To: 0013017-562100 Fleet Main Heat	Amount: \$780.00
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2. Reason for request:

Transfer request of \$150 to cover a shortfall in DPW Building Division Conference account (supervisor UConn Training Conference). Funds transferred from DPW Administration regular wages (funds due to vacancies).

Transfer(s) complete the following:

From: 0013010-514000 Admin Regular Wages	To: 0013013-581120 Bldg. Conf	Amount: \$150.00
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3. Reason for request:

Transfer request to cover an existing shortfall of \$15,000 in Bldg. Heating Oil account (shortfall City Hall & PD/Court complex building). Funds transferred from DPW Other Building heating oil account.

Transfer(s) complete the following:

From: 0013021-562100 Other Heat Oil	To: 0013013-562100 Bldg. Heat Oil	Amount: \$15,000.00
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4. Reason for request:

Transfer request of \$8,000 to cover an existing shortfall in building repair & maintenance account (repair contract services). Funds transferred from DPW Administration regular wages (funds due to vacancies).

Transfer(s) complete the following:

From: 0013010-514000 Admin Regular Wages	To: 0013013-543000 Bldg. Maint Rep & Man	Amount: \$8,000.00
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5. Reason for request:

Transfer request of \$2,500 to cover an existing shortfall in DPW Building Maintenance overtime account. Funds transferred from DPW Engineering Division Regular wages (funds due to vacancies)

Transfer(s) complete the following:

From: 0013011-514000 Eng. Regular Wages	To: 0013013-515100 Building Main OT	Amount: \$2,500.00
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6. Reason for request:

Transfer request of \$20,000 to cover an existing shortfall of \$5,000 and projected shortfall in the DPW Fleet tire account (supply tires for DPW fleet). Funds transferred from DPW Street Division regular wages (funds due to vacancies).

Transfer(s) complete the following:

From: 0013015-514000 Streets Regular Wages	To: 0013017-563100 Fleet Main Tires	Amount: \$20,000.00
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7. Reason for request:

Transfer request of \$30,000 to cover an existing shortfall of Fleet Division vehicle parts (parts used by DPW mechanics to repair vehicles). Funds transferred from DPW Street Division regular wages (funds due to vacancies).

Transfer(s) complete the following:

From: 0013015-514000 Streets Regular Wages	To: 0013017-563000 Fleet Parts	Amount: \$30,000.00
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8. Reason for request:

Transfer request of \$150 to cover an existing shortfall in Engineering Division Conference (Supervisor attendance at UConn training conference). Funds transferred from DPW Engineering Division regular wages (funds due to vacancies).

From: 0013011-514000 Eng. Regular Wages	To: 0013011-581120 Eng. Conf	Amount: \$150.00
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9. Reason for request:

Transfer request of \$10,500 to cover an existing shortfall in other building repair & maintenance account (repair contract services). Funds transferred from DPW Administration regular wages (funds due to vacancies).

From: 0013010-514000 Admin Regular Wages	To: 0013021-543000 Other Bldg. Rep & Main	Amount: \$10,500.00
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10. Reason for request:

Transfer request of \$36,000 to cover an existing shortfall in DPW vehicle fuel account Funds transferred from DPW Other Building heating oil account.

From: 0013021-562100 Other Buildings Heating Oil	To: 0013017-562600 Fleet Mot Fuel	Amount: \$36,000.00
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11. Reason for request:

Transfer request of \$2000 to cover an existing shortfall in Fleet Maintenance supplies (Cleaning supplies & HVAC filters). Funds transferred from Fleet program supplies (equipment maintenance supplies).

From: 0013017-561800 Fleet Main Prog Suppl	To: 0013017-561400 Fleet Main Supl	Amount: \$675
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12. Reason for request:

Transfer request of \$2,125 to cover purchase of street scape lighting components/parts. Funds transferred from unused Street Division equipment rental fund.

From: 0013015-544400 Street Rent/Lease	To: 0013015-543050 Streets St Scape	Amount: \$2,125.00
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13. Reason for request:

Transfer request of \$6,400 to cover additional DPW Street maintenance of JP Casey salt dome (fencing & electrical). Funds transferred from DPW Street Division regular wages (funds due to vacancies).

From: 0013015-514000 Streets Regular Wages	To: 0013015-543000 Streets rep main	Amount: \$6,400.00
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14. Reason for request:

Transfer request of \$11,000 to cover additional groundwater testing at landfill required by CT DEEP Funds transferred from DPW Engineering regular wages (funds due to vacancies).

From: 0013011-514000 Eng. Regular Wages	To: 0013016-534200 Solid Waste Env Mon	Amount: \$11,000.00
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15. Reason for request:

Transfer request of \$4,500 to cover existing shortfall of \$1,185 and funds to purchase large screen monitor for DPW conf room. Funds transferred from DPW Engineering regular wages (funds due to vacancies).

From: 0013011-514000 Eng. Regular Wages	To: 0013011-561800 Eng. Program Suppl	Amount: \$4,500.00
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16. Reason for request:

Transfer request of \$120 to cover additional printing cost of assessor maps. Funds transferred from DPW Administration regular wages (funds due to vacancies).

From: 0013010-569000 Admin Office suppl	To: 0013010-555000 Admin Printing Binding	Amount: \$120.00
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17. Reason for request:

Transfer request of \$300 for employee recognition program. Funds transferred from DPW Administration regular wages (funds due to vacancies).

From: 0013010-514000 Admin Regular Wages	To: 0013010-581145 Admin Emp Rec	Amount: \$300.00
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18. Reason for request:

Transfer request of \$200 to cover cost of other wages (working out of job codes due to vacancies). Funds transferred from DPW Administration regular wages (funds due to vacancies).

From: 0013010-514000 Admin Regular Wages	To: 0013010-517000 Admin Other Wages	Amount: \$200.00
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19. Reason for request:

Transfer request to cover snow operation overtime cost incurred by DPW Street Division. Account transfer from DPW Street Division regular wages associated with vacancies.

From: 0013015-514000 Streets Regular Wages	To: 0013018-515100 Snow Remov OT	Amount: \$12,000.00
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20. Reason for request:

Transfer request of \$76,000 to cover cost of roadway salt for snow operations (\$76,000). Transfer from un-used funds in snow removal contract services, snow repair services and DPW Street Div regular wages.

From: 0013015-543100 Snow Remove MV Service	To: 0013018-561800 Snow Remov suppl salt	Amount: \$10,000
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From: 0013015-514000 Snow Remov Contractor Fee	To: 0013018-561800 Snow Remov suppl salt	Amount: \$60,000
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From: 0013015-514000 Streets Regular Wages	To: 0013018-561800 Snow Remov suppl salt	Amount: \$6,000
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21. Reason for request:

Transfer request of \$14,000 to cover City share of cost associated with a Route 229 transportation study being performed through NVCOG & DOT. Funds transferred from DPW Engineering regular wages (funds due to vacancies).

From: 0013011-514000 Eng. Reg Wages	To: 0013011-531000 Eng. Prof Fees	Amount: \$14,000
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