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

To: Board of Finance Commissioners

From: Human Resources Director  
(Requesting Department)

Date: December 11, 2019  
(Submission Date)

For the December 17, 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) \$ 21,290
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the City Council at its meeting held on December 10, 2019.

Cheryl POC, 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 the changing of a part-time position of Public Safety Dispatcher to a full-time position in the Police Department, effective as soon as possible.

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

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

Transfer(s) complete the following:

<b>From:</b> 0012115-515200 Part Time Wages	<b>To:</b> 0012115-514000 Regular Wages	<b>Amount:</b> \$19,082
<b>From:</b> 0018106-522301 Contractual Obligations	<b>To:</b> 0012115-514000 Regular Wages	<b>Amount:</b> \$2,208
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

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



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

December 11, 2019

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

Dear Members:

At a meeting of the City Council on December 10, 2019 it was voted to change a part-time position of Public Safety Dispatcher to a full-time position in the Police Department, effective as soon as possible, and to refer to the Board of Finance for funding.

Very truly yours,

A handwritten signature in cursive script that reads "Therese Pac".

Therese Pac, MCTC, MMC  
Town and City Clerk

TP/dml