



For Information Only

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

To: Board of Finance Commissioners

From: Human Resources Director  
(Requesting Department)

Date: February 12, 2020  
(Submission Date)

For the February 25, 2020 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) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the City Council at its meeting held on February 11, 2020.

Cherise Ocas, 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 informational purposes the elimination of a position of Administrative Assistant – Fire, (non-bargaining salary level 5), effective July 1, 2020.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

February 12, 2020

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 February 11, 2020 it was voted to approve the elimination of a position of Administrative Assistant – Fire, (non-bargaining salary level 5), effective July 1, 2020 and to refer to the Board of Finance for informational 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



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

To: Board of Finance Commissioners

From: Human Resources Director  
(Requesting Department)

Date: February 12, 2020  
(Submission Date)

For the February 25, 2020 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) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the City Council at its meeting held on February 11, 2020.

*Cheresa Poe, Comr. 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 creation of a position of Administrative Assistant – Fire, (Local #233, Salary Code 7), effective April 1, 2020.

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

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b>	<b>To:</b>	<b>Amount:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grants:

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

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

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

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

February 12, 2020

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 February 11, 2020 it was voted to approve the creation of a position of Administrative Assistant – Fire, (Local #233, Salary Code 7), effective April 1, 2020 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