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CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: April 7, 2020
(Submission Date)

For the April 28, 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 $_____

X Transfer(s) $68,000

☐ 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 April 16, 2020.
(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 $68,000 to cover additional/supplemental cleaning cost associated Covid 19. Cost covers professional cleaning services to clean City Hall and other City Building in response to Covid 19. The transfer request covers $19,000 expended to date and the anticipated cost of supplemental cleaning for 7 weeks. It is also anticipated that the City will request reimbursement of cost through FEMA's Public Assistance program. In accordance with the Public Assistance Program FEMA provides 75 percent of City incurred cost.

Transfer(s) complete the following:

From:	0013018-544410 Snow Remov Fees	**To:**	0013013-543000 Building Maint - Repairs & Maint.	**Amount:**	$68,000

The total estimate surplus in DPW Snow Removal accounts is $279,949 prior to the above transfer requests. The remaining surplus (if both this transfer request of $68,000 and DPW's 4/6/20 request of $64,936) will be $165,013.

In addition, please note that DPW will be closing existing contractor snow fees POs to unencumber funds within account 0013018-544410.