



For Information Only

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

To: Board of Finance Commissioners

From: Human Resources Dept.
(Requesting Department)

Date: June 10, 2020
(Submission Date)

For the June 23, 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 June 9, 2020.

Chesee Bay, 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.

For information

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 the position of Parks Office Coordinator, effective June 10, 2020.

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

| Account | Account Name | Amount |
|---------|--------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Transfer(s) complete the following:

| | | |
|--------------------|------------------|----------------------|
| From: _____ | To: _____ | Amount: _____ |
| From: _____ | To: _____ | Amount: _____ |
| 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

June 10, 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 June 9, 2020 it was voted to eliminate the position of Parks Office Coordinator, effective June 10, 2020 and to refer this matter 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
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee
From: Dr. Joshua T. Medeiros
(Requesting Department Head)
Date: 4-14-2020
(Submission Date)
For the ASAP
(Date of Salary Committee Meeting)

ACTION REQUESTED: (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Item 1.) Eliminate Parks Office Coordinator (233-Code 7) and replace with Community Engagement Coordinator (BPSA- Code 5) formerly titled Recreation/ Community Outreach Coordinator (BPSA- Code 5)

Item 2.) Eliminate Light Truck Driver (1338- Code 6) and replace with Park Maintainer (1338- Code 4)

BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:

As I do whenever there is a vacancy I've begun assessing our department's current and future needs and discussing potential changes with members of my leadership team. In light of a recent vacancy of the Parks Office Coordinator (233-7), I would like to eliminate that position and instead use those funds to post a modified version of the already approved Recreation/Community Outreach Coordinator (BPSA 5) currently vacant. I feel that a modified version of the Recreation/Community Outreach Coordinator better serves our department's needs surrounding marketing, external communications, volunteer management and outreach programming. Previous Office Coordinator functions are absorbed through the Assistant to the Superintendent/Deputy Superintendent

(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)

FINANCIAL IMPACT (actual or estimated \$, or none: \$ Increase of \$1,060)

EFFECTIVE DATE OF ACTION: ASAP

Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1st Floor Meeting Room.

Salary Committee Agenda Request Form (Reveals entire contents of BRIEFBACKGROUND/HISTORY TO SUPPORT REQUEST) from Joshua Medeiros.

As I do whenever there is a vacancy I've begun assessing our department's current and future needs and discussing potential changes with members of my leadership team. In light of a recent vacancy of the Parks Office Coordinator (233-7), I would like to eliminate that position and instead use those funds to post a modified version of the already approved Recreation/Community Outreach Coordinator (BPSA 5) currently vacant. I feel that a modified version of the Recreation/Community Outreach Coordinator better serves our department's needs surrounding marketing, external communications, volunteer management and outreach programming. Previous Office Coordinator functions are absorbed through the Assistant to the Superintendent/Deputy Superintendent acquired through the Youth/Community Services merger. Anticipated cost increase of \$4,821.00.

Additionally, we have a Light Truck Driver vacancy that we would like to re-purpose as a Park Maintainer as we have a greater need for additional maintainers. The reduction of the Light Truck Driver job (\$55,015) to Park Maintainer (\$51,254)= savings \$3,761.00.

Overall impact of the changes would be an increase of \$1,060.00. We would be able to absorb this increase with our current budget through vacancy savings. My hope is this position would assist with revenue generation through expanded programs, fundraising, sponsorships, etc.

**City of Bristol
Job Description**

Job Title: Community Engagement Coordinator

Department: Parks, Recreation, Youth and Community Services

Position Goal: To support division supervisors in the management of programs, events and services in order to bolster community engagement in Bristol's park system. Focus on public outreach, marketing and communication for the department as well as developing beneficial partnerships with residents, and various civic, cultural and community organizations to improve city wide parks, recreation, youth and community services. This position is administrative and technical in nature.

Primary Duties: Responsible for planning, organizing and supervising assigned engagement programs and events, as well as developing new activities to meet the diverse needs of the Bristol community. Focus on the development of new programs specifically in underserved demographics including diversion-based programming, therapeutic programming for special needs, teen programming, adult/college age programming and workshops. Coordinates and supports new initiatives including "pop up" events in underserved neighborhoods to connect people to play. Assists the Deputy Superintendent in the administration of a department wide, strategic marketing plan which includes regular newsletters, press releases, social media management and website functions. Regularly communicates with the City Marketing and Public Relations Specialist to co-brand and market parks, facilities, programs and services. Responsible for cultivating community partnerships to help sponsor the Parks, Recreation, Youth and Community Services Department events and programs. This will include driving to businesses to develop relationships with potential sponsors and working with the Deputy Superintendent to organize annual giving campaigns for the Friends of Bristol Parks and Recreation Main Street fund and community services donation account. Seeks funding and writes grants to support new parks, recreation, youth and community services outreach initiatives. Seeks appropriate partnerships with local civic, cultural and community organizations to help establish meaningful collaboration and reduce overlap and service duplication across the city. Represents the department at various community events throughout the year to enhance visibility and market services (i.e. Health Fair, West End Association, Mum Festival, etc). Coordinates and oversees the department's volunteer program which includes supervising and assigning volunteers, organizing volunteer recognition events and developing policy. Develops and implements program evaluations/surveys to ensure on-going assessment of participant satisfaction and community needs. Assists in the daily functions of the entire department but with a particular focus on administration, youth/community services and recreation. Support tasks include facility/field scheduling, organizing materials for seasonal brochure, resource requests, and compiling data and reports as needed. Ensures quality customer service by answering and directing questions from patrons at the main office, and youth and community services office as assigned.

Supervised By: Superintendent and Deputy Superintendent of Parks, Recreation, Youth and Community Services or Division Supervisor as assigned.

Knowledge, Skills and Abilities: To perform this job successfully, an individual should have knowledge of recreation based software, marketing, website and social media site content management skills, knowledge of internet use, and intermediate knowledge of publishing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee must occasionally lift and/or move up to 10lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor or office environment. Individual needs a Connecticut Driver's License as work involves traveling between two offices and various community agencies.

Qualifications Profile: A bachelor's degree in recreation, marketing, community planning or related field. 1-2 years of previous experience in recreation or closely related experience is desired.