6a.

CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: June 11, 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 $_____

X Transfer(s) $ 32,738

☐ 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 June 18, 2020.
(date)

6/16/20
(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 utilizing excess DPW Bldg. Regular wage account funds to cover additional Building Maintenance supplies associated primarily with cleaning/PPE supplies & supplies for sneeze guards constructed in response to coronavirus and installed in public service counters. Cost included in DPW's FEMA reimbursement request.

Excess DPW Bldg. Regular wage account funds associated with Division personnel vacancies.

From:	0013013-514000 Build. Maint. Reg. Wages	**To:**	0013013-561400 Build. Maint Supplies	**Amount:**	$9,800

2. Reason for request:

Transfer request utilizing excess DPW Bldg. Regular wage account funds to cover additional DPW Building Maintenance Division overtime associated with required coverage of vacant custodian position and overtime associated with construction of DPW front desk service counter. The DPW counter consisted of relocated glass panels from court complex to provide sneeze guard/ protection for coronavirus. DPW counter included in DPW's FEMA reimbursement request.

Excess DPW Bldg. Regular wage account associated with Division personnel vacancies.

From:	0013013-514000 Build. Maint. Reg Wages	**To:**	0013013-515100 Build. Maint. Overtime	**Amount:**	$7,400

3. Reason for request:

Transfer request utilizing excess DPW Admin wage account funds to cover additional DPW Admin Part time wages associated increase hours of part time staff to provide Division coverage of employee on workers comp.

Excess DPW Bldg. Regular wage account funds associated with Division personnel vacancies.

From:	0013010-514000 Admin Reg Wages	**To:**	0013010-515200 Admin Part Time Wages	**Amount:**	$3,625

4. Reason for request:

Transfer request utilizing excess DPW Admin regular wage account to cover additional Division other wages associated with code differential.

Excess DPW Admin Regular wage account funds associated with Division personnel vacancies.

From:	0013010-514000 Admin Reg Wages	**To:**	0013010-517000 Admin Other Wages	**Amount:**	$294

5. Reason for request:

Transfer request utilizing excess DPW Engineering Regular wage account funds to cover additional other wage cost associated employee vacation buy back.

Excess DPW Engineering wage account associated with Division personnel vacancies.

From:	0013011-514000 Engineering Reg Wages	**To:**	0013011-517000 Engineering Other Wages	**Amount:**	$1,815

6. Reason for request:

Transfer request utilizing excess DPW Engineering Division wage account funds to cover additional Engineering program supplies associated printer cost.

Excess DPW Engineering wage account associated with Division personnel vacancies.

From:	0013011-514000 Engineering Reg Wages	**To:**	0013011-561800 Engineering Supplies	**Amount:**	$656

7. Reason for request:

Transfer request utilizing excess Land Use regular wage account to cover additional DPW Land Use advertising cost associated with posting application legal notices. Increase cost directly associated with additional number of applications processed by the Division.

Excess DPW Land Use Regular wage account associated with Division personnel vacancies.

From:	0013012-514000 Land Use Reg Wages	**To:**	0013012-557700 Land Use Advertising	**Amount:**	$3,500

8. Reason for request:

Transfer request utilizing excess DPW Fleet Regular wage account to cover additional other wages cost associated with employee vacation buy back.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

From:	0013017-514000 Fleet Reg Wages	**To:**	0013017-517000 Fleet Other Wages	**Amount:**	$1,150

9. Reason for request:

Transfer request utilizing excess DPW Fleet Regular wage account to cover additional supplies and materials to maintain the DPW garage facility.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

From:	0013017-514000 Fleet Reg Wages	**To:**	0013017-561400 Fleet Maint Supplies	**Amount:**	$1,500

10. Reason for request:
Transfer request utilizing excess DPW Fleet Regular wage account funds to cover additional Division program supplies associated primarily with repairs to the facilities emergency generator.

Excess DPW Fleet Regular wage account associated with Division personnel vacancies.

From:	0013017-514000 Fleet Reg Wages	**To:**	0013017-561800 Fleet Program Supplies	**Amount:**	$1,373

11. Reason for request:
Transfer request utilizing excess DPW Street Division Regular wage account funds to cover additional sign supply cost associated installation of City roadway signs and social distancing dots/markers installed in response to coronavirus.

Excess DPW Street Division Regular wage account associated with Division personnel vacancies.

From:	0013015-514000 Streets Reg Wages	**To:**	0013015-589200 Streets Signs	**Amount:**	$1,625