



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

To: Board of Finance Commissioners

From: Building Department
(Requesting Department)

Date: June 9, 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) \$ 2,480
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____
(date)

Jim Jozin
(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:

- Transfer to cover vacation buyback of Building Inspector as allowed per Union Contract.

- Transfer to purchase five light bar strobes for fleet vehicles for roadside safety. When inspectors are searching for addresses it is important for us to be visible in traffic for our safety as well as other vehicles in the area.

Reasons for the extra funds in motor fuels and tires:

- 1) We added extra funds in both accounts (last year) to cover the cost of extra miles on cars from doing the inspections in Plainville.
- 2) With the COVID-19 situation upon us we were able to offer zoom style inspections so we were doing some inspections from the office using less fuel and less wear and tear on vehicles.

In this “new normal” it is very difficult to anticipate our usage of fuel and tires. The usage all depends on the construction industry, the amount of permits we take in, and the amount of inspections we have. All three elements all up to the miles we put on our vehicles.

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

Account	Account Name	Amount

Transfer(s) complete the following:

From:	0012615 515100 Overtime	To:	0012615 517000 Other Wages	Amount:	\$230
From:	0012615 562600 Motor Fuels	To:	0012615 570400-20034 Light Bars	Amount:	\$1,050
From:	0012615 563100 Tires	To:	0012615 570400-20034 Light Bars	Amount:	\$1,200