



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

To: Board of Finance Commissioners

From: Youth and Community Services  
(Requesting Department)

Date: August 13, 2020  
(Submission Date)

For the August 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 \$ \_\_\_\_\_
- New Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_

**Approval:**

This request was approved by the City Council at its meeting held on August 12, 2020.

*Chris Coc, Town Clerk*  
(Department Head's signature)

Board of Finance Agenda Request Form

**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.**

Reason for request:

The purpose of the request is to refer to the Board of Finance for any necessary action the approval and appropriation of up to \$20,000 to the Youth and Community Services part-time wages account for three temporary non-benefited employees.

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

August 14, 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 August 12, 2020 it was voted to refer to the Board of Finance for appropriation up to \$20,000 to the Youth and Community Services part-time wages account for three temporary non-benefited employees for the Parent and Child Center to December 31, 2020.

Very truly yours,

A handwritten signature in black ink, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC  
Town and City Clerk

TP/dml

cc: Joshua Medeiros, Dir. of Parks, Recreation, Youth and Community Services