



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

To: Board of Finance Commissioners

From: Human Resources Dept.
(Requesting Department)

Date: September 11, 2020
(Submission Date)

For the September 22, 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 September 8, 2020.

Chelsea Poe 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.

Board of Finance Agenda Request Form

Reason for request:

The purpose of the request is to refer to the Board of Finance for funding a change to the position of Staff Assistant to an Administrative Assistant in the Department of Aging at Salary Code 5 within the Local #233 bargaining unit, effective October 1, 2020.

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

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

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

September 11, 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 September 8, 2020 it was voted to approve a change to the position of Staff Assistant to an Administrative Assistant in the Department of Aging at Salary Code 5 within the Local #233 bargaining unit, effective October 1, 2020 and to refer to the Board of Finance for funding.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

cc: Patricia Tomascak, Ex. Dir. of Aging
TP/dml