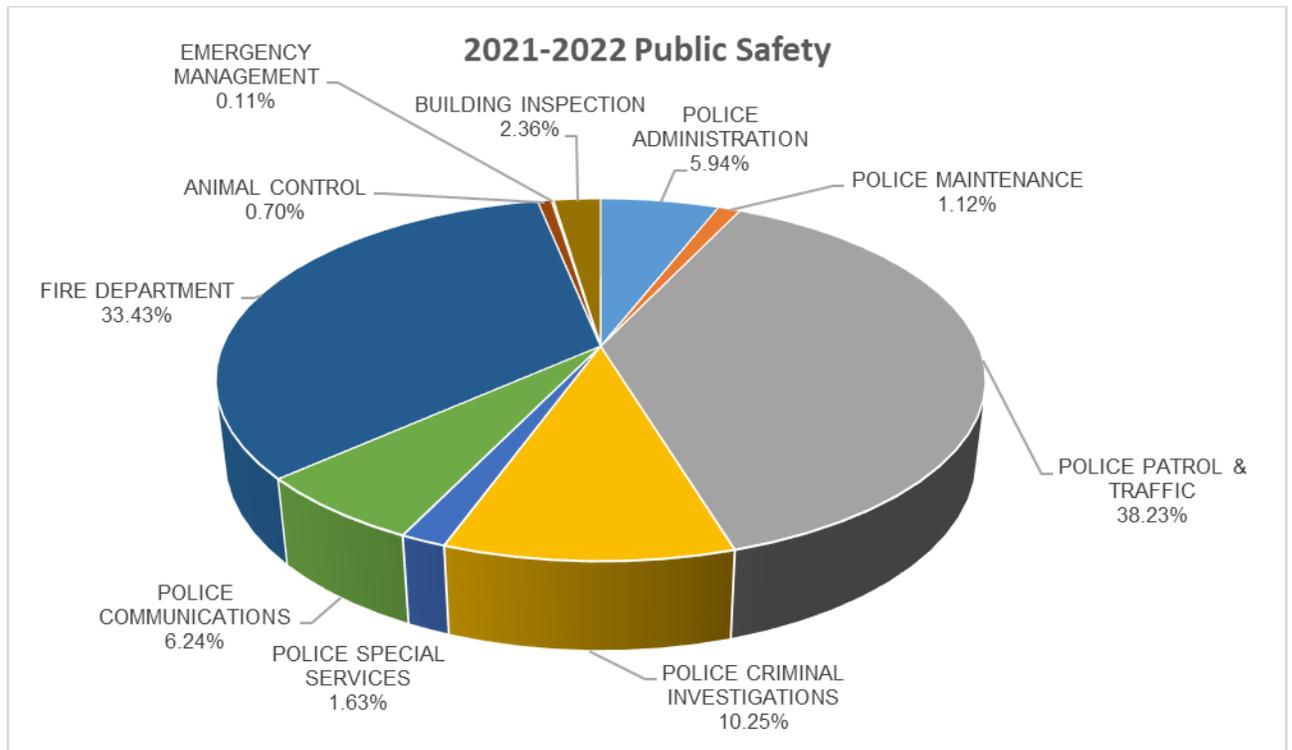


Public Safety

2021-2022 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR PUBLIC SAFETY

ORGCODE	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
0012110	POLICE ADMINISTRATION	\$1,321,500	\$1,462,160	\$1,471,899	\$2,128,755	\$1,644,785
0012111	POLICE MAINTENANCE	257,017	308,975	312,655	319,995	308,995
0012112	POLICE PATROL & TRAFFIC	10,013,978	10,195,110	10,196,654	11,082,055	10,580,880
0012113	POLICE CRIMINAL INVESTIGATIONS	2,542,640	2,706,460	2,706,698	2,851,915	2,836,915
0012114	POLICE SPECIAL SERVICES	1,296,491	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,650,906	1,655,220	1,767,300	1,727,665	1,727,665
0012211	FIRE DEPARTMENT	8,691,294	9,143,245	9,172,986	9,570,355	9,250,635
0012312	ANIMAL CONTROL	180,322	182,270	182,270	192,495	192,495
0012413	EMERGENCY MANAGEMENT	19,695	27,000	30,000	30,000	30,000
0012615	BUILDING INSPECTION	587,081	639,365	641,505	652,475	652,475
TOTAL PUBLIC SAFETY		\$26,560,924	\$26,769,805	\$26,931,967	\$29,005,710	\$27,674,845



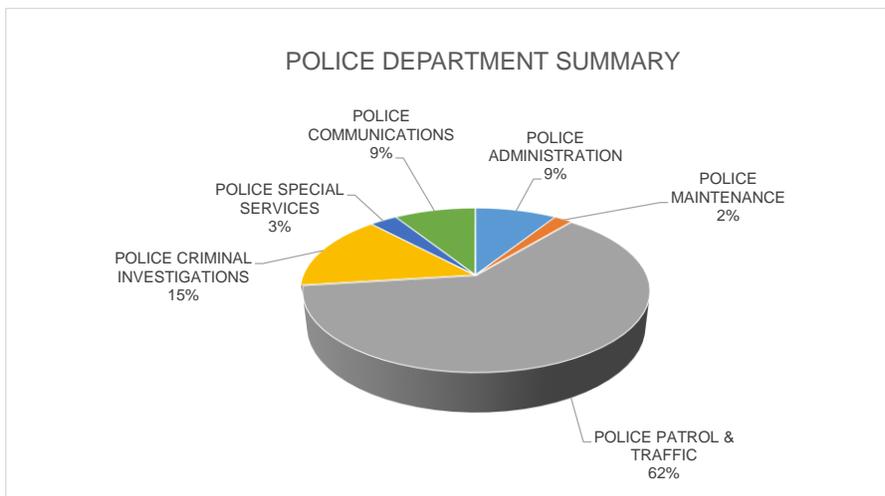
Police Department

Chief Brian Gould
 131 North Main Street
 860-584-3091
 briangould@bristolct.gov



2021-2022 BUDGET GENERAL FUND EXPENDITURE SUMMARY FOR POLICE DEPARTMENT

ORCODE	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
0012110	POLICE ADMINISTRATION	\$1,321,500	\$1,462,160	\$1,471,899	\$2,128,755	\$1,644,785
0012111	POLICE MAINTENANCE	257,017	308,975	312,655	319,995	308,995
0012112	POLICE PATROL & TRAFFIC	10,013,978	10,195,110	10,196,654	11,082,055	10,580,880
0012113	POLICE CRIMINAL INVESTIGATIONS	2,542,640	2,706,460	2,706,698	2,851,915	2,836,915
0012114	POLICE SPECIAL SERVICES	1,296,491	450,000	450,000	450,000	450,000
0012115	POLICE COMMUNICATIONS	1,650,906	1,655,220	1,767,300	1,727,665	1,727,665
TOTAL POLICE DEPARTMENT		\$17,082,532	\$16,777,925	\$16,905,206	\$18,560,385	\$17,549,240



Bristol Police Department Mission Statement:

“To Protect and Serve the Community with Integrity and Professionalism.”

Our goal is to deliver the very best police services and improve the quality of life for residents, business owners and visitors to the City of Bristol.

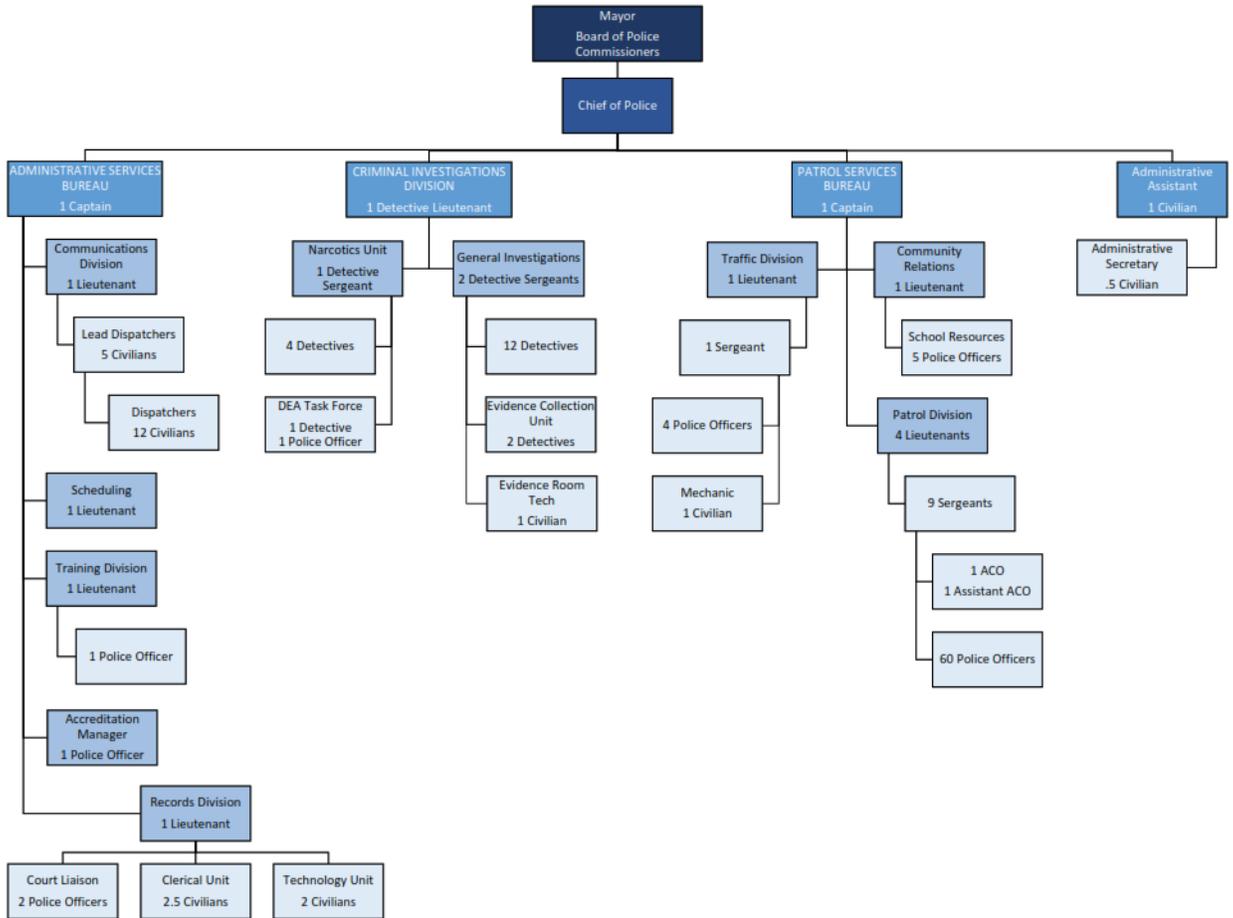
Summary of Fiscal Year 2021-2022 Budget:

There are numerous challenges both external and internal that impact the desire to reach our goals. External factors include political environment, unfunded mandates that arise from legislation, new laws, crime, technology, community expectations, funding, etc. Internal factors include staffing, equipment, training, etc. Bottom line is that the police are expected to handle more and more every day and the challenge is to ensure that resources are sufficient. The Bristol Police Department is no different than what other police departments are facing and responding to. The following trends currently impact and will continue to impact the Bristol Police Department:

- Police and community relationships/partnerships.
- Policy and oversight.
- Technology/social media.
- Officer training/education.
- Officer safety/wellness.
- Operations – budget cuts, hiring/retention.
- Civil litigation.
- Mental health issues.
- Opiate crisis.
- Terrorism.
- Cybercrime.
- Crime prevention/reduction.
- Police accountability law.



Organizational Chart



Board of Police Commissioners

Chairman Ellen Zoppo-Sassu, Mayor
 Commissioner Kevin Fuller
 Commissioner Rory Ghio
 Commissioner Paul Lemieux
 Commissioner Terry Lewis
 Commissioner Gloria Smith
 Commissioner Rosado

Term Expires

11/21
 12/22
 12/21
 12/21
 12/23
 12/21
 11/21

Police Department - Administration

Deputy Chief of Administration Stephen Tavares

860-584-3092

stephentavares@bristolct.gov



Service Narrative

The Deputy Chief of Administration oversees the following:

- Professional Standards/Training Division - This Division is involved in the entry level police officer recruiting and hiring process from the testing process through the academy basic training program. The Division then manages the field training program which all academy graduates are required to successfully complete. All officers receive ongoing training throughout their career; all of which is coordinated through this division.
- Accreditation Division - Since 2014 the Bristol Police Department (BPD) has been State of Connecticut Tier 1 accredited. In 2019, the BPD was awarded Tier 2 Accreditation. In 2021, the BPD was awarded Tier 3 (final tier) Accreditation. The accreditation process requires the BPD to maintain hundreds of records to establish compliance and maintain accreditation status. The record collection, organization and maintenance is managed through this office.
- Records Division - The three person records staff manages payroll, police reports, parking tickets, and freedom of information requests.
- Communications Division - Public Safety Dispatchers.

Fiscal Year 2021 Goals and Accomplishments:

- Increased community policing philosophy throughout all sectors of the Police Department despite COVID-19 and civil unrest.
- Increased community interaction and partnerships in spite of difficult economic times. The Police Department continued partnerships supporting youth programs such as the Cadet program, Intern program, Ed Beardsley Challenger Little League program, School Readiness, Anti-Bullying (Meet A Police Officer) program, "Little Libraries" program, and Youth Mentoring as well as Neighborhood Watch programs. Special Olympics, City of Bristol's Recovery Alliance (C.O.B.R.A.), B.E.S.T.-4-BRISTOL, BPD Toy Drive, Bristol United Way Food Share program, and Community Health Center of Bristol COVID-19 testing.
- Worked with City IT for card key access to schools is in progress.
- Access to City Hall surveillance is in progress.
- Obtained grant funding to assist in furthering the Police Department's mission.
- Effectuated title change of Captain to Deputy Chief to better reflect leadership structure.
- Increased staffing, hiring 9 Police Officers.
- Created an internet exchange zone for residents.
- Conducted Drug Take Back events.
- Expanded recruiting efforts.
- Increased social media platform.

- Operational pivot to adjust to COVID-19 pandemic.

Fiscal Year 2022 Goals:

- Improve staffing levels to better serve the public and to reduce overtime expenditures.
- Maintain the state accreditation process.
- Maintain the highest level of public service via consistent professional job performance and training of employees.
- Maintain communication and a positive image with community groups and the public.
- Remain up to date with current software and hardware by monitoring emerging trends in the industry.
- Create an internal Peer Support and Wellness Team.
- Continue internal Crisis Intervention Team training to properly respond to mental health crisis.
- Attach a civilian Crisis Intervention Technician to the BPD.
- Continue body worn camera and electronic control device program.
- As the downtown revitalization project continues to evolve, the Police Department will continue to work closely with other City departments to ensure public safety needs are met.
- Comply with the new Police accountability law. Examples:
 - Add to body worn camera program.
 - Install dashboard cameras in police vehicles.
 - Drug testing for sworn officers.
 - Mental health screening for sworn officers.

Long Term Goals:

- Regain and increase normal staffing levels to better serve the public and to reduce overtime expenditures.
- Continuation of the State Accreditation process.
- Maintain the highest level of public confidence in the department via consistent professional job performance by employees.



Police Department - Records Division and Technology Unit



Service Narrative

The Records Division maintains, disseminates and disposes of Bristol Police Department records. Various responsibilities in the division include the following tasks related to police reports: processing, filing, and retrieval of police reports, records retention and destruction, fulfilling subpoena requests and Freedom of Information (FOI) requests pursuant to current FOI laws. Electronic and paper record files are updated based on court dispositions. Records Division staff responsibilities also include financial components such as payroll processing, burglar alarm accounting, billing and notice of violation mailings, parking ticket entry and accounting. Overdue alarm accounts are referred to Corporation Counsel. The staff also respond to walk-in requests for information, distribute pistol permits, and provide criminal background checks to those who request them for employment and housing purposes. The Records Division is also responsible for the collection of statistical crime data that is forwarded to the State of Connecticut's Uniform Crime Reporting program.

The court liaison officer enters court issued protective and restraining orders and released parolees into the in-house system on a daily basis. The officer processes arrest warrants, transmits case files among various courts, enters court issued arrest warrants into the National Crime Information Center (NCIC) and CT Online Law Enforcement Communication Teleprocessing - COLLECT systems and tracks warrants served by the police department. The court liaison officer also delivers requested materials to both adult and juvenile courts.

Under the supervision of the City's Information Technology Department, the Technology Unit assigned to the BPD is responsible for supporting, developing and updating technology throughout the police department. Areas of responsibility include the support and maintenance of Computer Aided Dispatch (CAD), Records Management Systems (RMS), maintaining video surveillance software and the card key access system. Installation and maintenance of computers, printers and other technology equipment is performed by the technology staff. The computer server room is monitored by staff and portable radios are maintained, programmed and sent for repair by the Technology Unit. The Body Worn Camera program is maintained by the unit. Staff also act as technology liaison between the Bristol Police Department and other City departments.

Fiscal Year 2021 Goals and Accomplishments:

- Issued new Body Worn Camera (BWC) to officers
- Installed new servers
- Installed school cameras in dispatch.
- Issued new ID cards for all PD employees.
- Installed cell extender for cruisers in basement.

Public Safety

- Installed new Samsara GPS for police cruisers.
- Implemented Seamless Docs for PD forms.
- Updated computer inventory.

Fiscal Year 2022 Goals:

- Migrate Police Department domain to city domain.
- Finish access card rollout.
- Install new security camera system.
- Install new cruiser ticket printers.
- Install new Mobil Data Terminals (MDTs).
- Implement Axon Record Management System (RMS) and Computer Aided Dispatch (CAD).
- Convert more forms to Seamless Docs.
- Implement new network switches.
- Implement Live-scan digital fingerprinting.
- Implement a Criminal Justice Information Services (CJIS) audit.
- Implement Kronos and Telestaff workforce management system.

Long Term Goals:

- Remain up to date with current software and hardware by monitoring emerging trends in the industry.

Performance Measures

Quantitative:

	2016	2017	2018	2019	2020
Murder	1	1	0	0	0
Rape	11	12	7	8	11
Robbery	23	25	29	21	33
Aggravated Assault	22	22	26	23	23
Burglary	184	145	140	113	110
Larceny	660	752	705	604	534
Motor Vehicle Theft	110	127	124	106	125
Arson	0	6	2	1	0

Parking Tickets

	FY17	FY18	FY19	FY20	FY21
Tickets Issued	2,445	1,728	3,176	2,602	2,065
Amount Collected	\$58,270	\$41,685	\$82,910	\$78,145	\$61,020

Arrest Warrant Report

Public Safety

	2016	2017	2018	2019	2020
Misdemeanors	492	507	418	397	290
Felonies	289	401	301	244	196
Total Warrants Served	781	908	719	641	486

Alarm Collections

	FY17	FY18	FY19	FY20	FY21
Alarm Fines Collected	\$11,430	\$15,555	\$19,995	\$16,200	\$25,020
Unpaid Fines	\$19,015	\$16,045	\$8,820	N/A*	N/A*
Alarms Responded to	1,568	1,650	2,139	1,816	1,714

*Starting FY20 we are no longer reporting.

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$792,027	\$835,595	\$719,800
Full time Positions	10	10	8

Budget Highlights

0012110 POLICE ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$786,594	\$812,130	\$821,420	\$697,245	\$705,625
515100		OVERTIME	5,433	10,425	10,425	10,425	10,425
517000		OTHER WAGES	0	3,750	3,750	3,750	3,750
TOTAL SALARIES			\$792,027	\$826,305	\$835,595	\$711,420	\$719,800
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE- LOCAL 754	\$135,019	\$178,570	\$178,570	\$178,250	\$178,250
522300		UNION CONTRACT RESPONSIBILITY	0	200	200	\$200	200
531000		PROFESSIONAL FEES AND SERVICES	24,190	30,060	30,060	\$28,075	28,075
531050		TEST FEES	0	1,750	1,750	\$19,375	19,375
541000		PUBLIC UTILITIES	24,774	26,000	26,000	\$26,000	26,000
542140		REFUSE	33	225	225	\$175	175
543000		REPAIRS AND MAINTENANCE	103,295	111,155	111,155	\$307,565	380,645
544400		RENTS AND LEASES	1,551	8,975	9,424	\$8,975	8,975
553000		TELEPHONE	30,049	33,000	33,000	\$33,000	33,000
553100		POSTAGE	4,816	3,000	3,000	\$4,000	4,000
554000		TRAVEL REIMBURSEMENT	81	100	100	\$100	100
555000		PRINTING AND BINDING	3,835	4,000	4,000	\$4,000	4,000
562300		GENERATOR FUEL	0	0	0	\$0	0
581120		CONFERENCES AND MEMBERSHIPS	4,185	6,130	6,130	\$6,350	6,350
581135		SCHOOL AND EDUCATION	47,954	82,160	82,160	\$82,160	82,160
TOTAL CONTRACTUAL SERVICES			\$379,782	\$485,325	\$485,774	\$698,225	\$771,305
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$134,936	\$145,530	\$145,530	\$148,680	\$148,680
561800	COVID	PROGRAM SUPPLIES	\$10,444	\$0	\$0	\$0	\$0
569000		OFFICE SUPPLIES	4,311	5,000	5,000	5,000	5,000
TOTAL SUPPLIES AND MATERIALS			\$149,691	\$150,530	\$150,530	\$153,680	\$153,680
CAPITAL OUTLAY							
579999		EQUIPMENT	\$0	\$0	\$0	\$565,430	\$0
TOTAL CAPITAL OUTLAY			\$0	\$0	\$0	\$565,430	\$0
TOTAL POLICE ADMINISTRATION			\$1,321,500	\$1,462,160	\$1,471,899	\$2,128,755	\$1,644,785

Police Department - Maintenance



Service Narrative

The Traffic Maintenance Unit is staffed with one full time civilian. Duties include repair and preventative maintenance to police vehicles, repair, replace regulatory signage throughout the city, and minor repairs to traffic control signals. The unit also assists with street closures during special events such as parades, road races, and car shows.

Fiscal Year 2021 Goals and Accomplishments:

- Worked alongside the Traffic Division of the Bristol Police Department in deploying cones and signage for the United Way Farmer's To Families Food Drive during the pandemic.
- Continued to assist with Fleet maintenance and repair.
- Maintained signage, signal lights and cross walks throughout the city.
- Ordered four portable trailer style digital signs.
- Received estimate from a contractor for recommended repairs to the city traffic signals.

Fiscal Year 2022 Major Service Goals:

- To ensure public safety, continue to maintain traffic control signals and signs throughout the city.
- Complete recommended repairs to the city traffic signals utilizing city personnel in order to reduce cost.
- Cross train personnel at Public Works with traffic signal repair.
- Continue to maintain traffic/pedestrian safety at community events such as festivals and food shares.
- Maintain and repair the fleet.

Long Term Goals:

- Continue to replace aging equipment in traffic control boxes.
- Continue to replace and repair signage throughout the city.

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$63,010	\$79,475	\$78,995
Full time Positions	1	1	1

Budget Highlights

0012111 POLICE MAINTENANCE

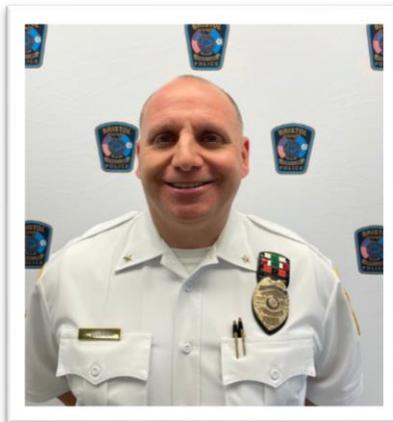
OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$52,068	\$66,205	\$66,205	\$67,695	\$67,695
515100		OVERTIME	9,701	12,000	12,000	14,000	10,000
517000		OTHER WAGES	1,241	1,270	1,270	1,300	1,300
TOTAL SALARIES			\$63,010	\$79,475	\$79,475	\$82,995	\$78,995
CONTRACTUAL SERVICES							
543100		MOTOR VEHICLE SERVICE AND REPAIRS	\$50,846	\$60,000	\$63,680	\$65,000	\$60,000
TOTAL CONTRACTUAL SERVICES			\$50,846	\$60,000	\$63,680	\$65,000	\$60,000
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$6,317	\$12,000	\$12,000	\$12,000	\$12,000
562600		MOTOR FUELS	109,941	131,000	131,000	127,000	125,000
563100		TIRES, TUBES, CHAINS, ETC	18,962	19,000	19,000	20,500	20,500
570400		TRAFFIC EQUIPMENT	7,941	7,500	7,500	12,500	12,500
TOTAL SUPPLIES AND MATERIALS			\$143,161	\$169,500	\$169,500	\$172,000	\$170,000
TOTAL POLICE MAINTENANCE			\$257,017	\$308,975	\$312,655	\$319,995	\$308,995

Police Department – Patrol and Traffic

Deputy Chief of Operations Richard Guerrero

860-584-3020

richardguerrera@bristolct.gov



Service Narrative

The Patrol Division is the largest division within the Police Department and is responsible for all uniformed patrol activities within the City of Bristol. The majority of officers are assigned to the Patrol Division, including lieutenants, sergeants and patrol officers. This division is fully staffed around the clock.

The Deputy Chief of Operations oversees the following:

- Patrol Division.
- Community Relations and Internal Investigations - This includes administrative oversight of the Youth Division and school resource officers. This office also attends many community meetings to maintain relationships with the citizens we serve. All internal investigations are done within this office also.
- Traffic Division.
- Animal Control.

The basic Patrol Division duties and responsibilities are:

- Deter crime and arrest criminal offenders.
- Protect and serve the community.
- Keep peace.
- Provide round-the-clock patrols of the city.
- Be first responders to calls for service.
- Enforce criminal laws, city ordinances and motor vehicle laws.
- Provide assistance, information or referrals if needed.
- Represent a positive and professional image of the City of Bristol.
- Promote trust, cooperation and respect for the Bristol Police Department within the community.
- Conduct preliminary investigations at accidents and crime scenes.

The Patrol Division is directly responsible for the day-to-day services provided to citizens within the 27 square miles of Bristol. The officers enforce all local ordinances and state laws involving motor vehicle violations and criminal offenses. Public safety is the foremost responsibility of the Bristol Police Department's Patrol Division. The Patrol Division is the most visible to the public as they respond to a wide variety of complaints. On average, the Police Department responds to over 50,000 calls for service each year.

One of the most frequent calls for service is a medical emergency. All officers are trained as Emergency Medical Responders (EMR). Medical equipment includes oxygen, Automatic External Defibrillators (AED) and NARCAN. Many officers are assigned to "directed patrols" in various areas of the city. These can include anything from traffic enforcement to monitoring the activities of drug offenders. In addition to directed patrols, officers can be assigned to a cruiser, foot patrol, bike patrol or the motorcycle unit to monitor their area of the city. Special police units are also assigned to assist the Patrol Division. These include Code Enforcement, Canine (K9), Central Region Emergency Response Team (CRERT) and the Serious Traffic Accident Reconstruction Team (START).

The officers of the Bristol Police Department's Patrol Division are the first line of defense in the fight against crime. Their professionalism and diligence helps to improve the quality of life in the city.

The Traffic Division plays a major role in the operation of the Police Department. Six (6) full time police officers are assigned to this division. The goal of the Traffic Division is to reduce traffic crashes and injuries throughout the city. While proactive police enforcement is a tool for helping to achieve this goal, voluntary compliance from the public is the ultimate goal.

The basic Traffic Division duties and responsibilities include:

- Supervise the motorcycle unit.
- Perform daily traffic law enforcement duties by conducting visible radar enforcement singularly or in conjunction with Patrol Division.
- Identify traffic safety issues in local neighborhoods and serve as the Legal Traffic Authority within the City.
- Recommend traffic improvements that enhance safety for motorists and pedestrians.
- Coordinate public awareness campaigns and educational programs in conjunction with our state and federal partners.
- Utilize the speed trailer as a traffic-calming device and review the data.
- Develop traffic plans for special events.
- Conduct periodic inspections of roadways which have a high accident frequency to facilitate safety improvements.
- Maintain and replace regulatory signs as needed.
- Maintain and certify certain traffic equipment.

Public Safety

- Perform other duties related to the department's traffic safety programs as required by the Chief of Police, including but not limited to researching grant opportunities and technology to enhance traffic safety in the community.

Traffic officers receive advanced training in areas such as accident investigation, reconstruction, DWI enforcement, photography, and installing child car seats. Computerized equipment is used to reconstruct accident scenes and plot accident diagrams. The Serious Traffic Accident Reconstruction Team (START) is a unit within the Traffic Division. Members of this unit respond to crashes where a serious injury or fatality has occurred.

Fiscal Year 2021 Goals and Accomplishments:

- Continued mountain bike patrols/walking beats in downtown and City parks in spite of difficult economic times and staffing issues.
- Enhanced public safety by enforcement of motor vehicle laws and traffic safety. The Police Department recognizes the quality of life issues that are attached to issues such as serious traffic accidents, DUI, speeding, and road design.
- Installed traffic detection devices at intersections to improve traffic flow.
- Participation in police parades and Operation Safe Roads.

Fiscal Year 2022 Goals:

- Continue to enhance the safety of our community.
- Increase staffing to full authorized level.
- Continue to promote a proactive, innovative and efficient organization.
- Enhance Bristol's community and stakeholder partnerships.
- Obtain grant funding to assist in furthering the Police Department's mission.

Long Term Goals:

- Protect and serve the community with integrity and professionalism.
- Increase staffing levels and ensure efficient deployment commensurate with responsibilities within the City of Bristol.
- Maintain communication and a positive image with community groups and the public.
- Re-evaluate and continue to improve upon long term goals and accomplishments.

Performance Measures

Quantitative:

Accident and Motor Vehicle Enforcement	2016	2017	2018	2019	2020
Accident Reports	1,843	1,914	2,163	2,303	1,894
Property Damage Accidents	1,414	1,507	1,894	1,974	1,678
Injury Accidents	424	401	260	255	214
Fatal Accidents	5	5	2	2	3
Arrests Motor Vehicle	3,137	2,539	1,503	1,101	617
Written Warnings	2,649	2,249	1,284	1,452	754



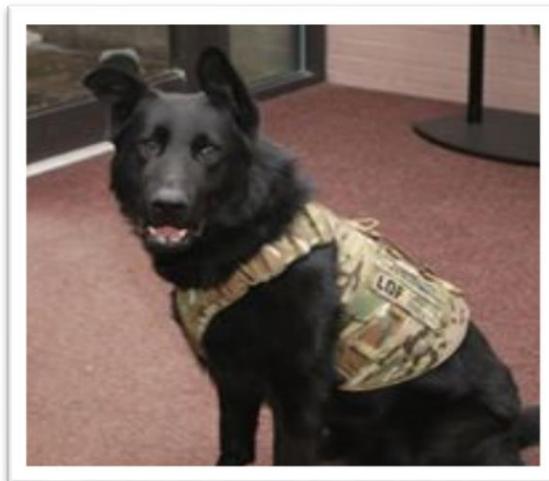
Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$10,013,978	\$10,196,654	\$10,580,880
Full time Positions	96	95	95

Budget Highlights

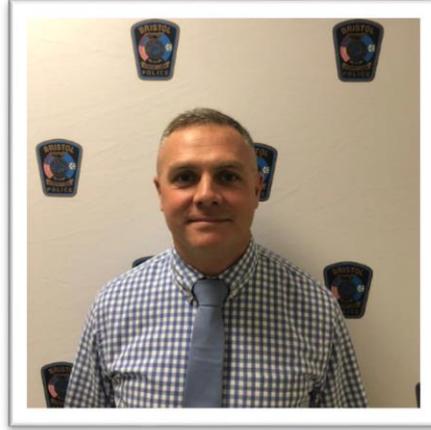
0012112 POLICE PATROL & TRAFFIC

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$7,434,891	\$7,831,910	\$7,833,454	\$8,182,055	\$8,005,880
515100		OVERTIME	1,643,172	1,623,400	1,623,400	2,000,000	1,725,000
515100	COVID	OVERTIME	125,174	0	0	0	0
517000		OTHER WAGES	810,741	739,800	739,800	900,000	850,000
TOTAL SALARIES			\$10,013,978	\$10,195,110	\$10,196,654	\$11,082,055	\$10,580,880
TOTAL POLICE PATROL & TRAFFIC			\$10,013,978	\$10,195,110	\$10,196,654	\$11,082,055	\$10,580,880



Police Department - Criminal Investigation

Detective Lieutenant Michael Duval
860-314-4560
michaelduval@bristolct.gov



Service Narrative

The Criminal Investigation Division (CID) is comprised of 19 Detectives, three Detective Sergeants and one Detective Lieutenant, who is the commander of the Division. In addition, there is one civilian assigned to CID as the Evidence and Property Technician. CID is divided into four different units: General Investigations, Cyber Crime Unit (CCU), Narcotics Enforcement Team (NET) and Evidence Collection Unit (ECU). The main function of CID is to provide investigative assistance on cases that cannot be fully investigated by the uniformed patrol officer. This allows the patrol officer to return to regular duties and community policing initiatives sooner while enhancing the quality of the investigations. Detectives assigned to CID have received specialized training in specific areas of criminal investigation. CID investigations include burglaries, robberies, serious assaults, sexual assaults, untimely or suspicious deaths, murders, arsons, computer crimes, vice and illegal drug activity, crimes against children, frauds and missing persons.

Fiscal Year 2021 Goals and Accomplishments:

- Received additional training and technology to assist in the solving of crimes and assist in informational based policing.

Fiscal Year 2022 Goals:

- Create a Crime Suppression/Vice Unit to work in conjunction with the Narcotics Enforcement Team (NET). This new unit would take volunteers from the patrol force to work with NET and be supervised by the detective sergeant assigned to NET. This can only be accomplished with full staffing.
- Continue to provide additional training to detectives so that they can become specialists in specific areas of investigation such as child sexual assault, sexual assault, financial crimes, computer crimes, identity theft and arson.

Long Term Goals:

- Increase the staffing levels in CID. With the increasing number of complex investigations more detectives are needed to meet the needs of the community.
- Create at least one new civilian position to process pistol permit, peddlers, solicitors and canvasser's permits. This person could also take over the bingo, raffle and bazaar permits. This will allow us to further streamline the process while allowing us to reassign a detective to focus on criminal investigation.

Public Safety

- Create a crime scene processing team to include patrol officers and detectives with an interest and aptitude for this type of work. The selected volunteers for this team will receive advanced training in this area. They will be utilized to process the more complicated crime scenes. The team concept will provide a wider pool of investigators to be called in to process scenes. We will strive to achieve the training and expertise to process all major crime scenes and no longer have to rely on an outside agency.
- Provide additional training to detectives so that they can become specialists in specific areas of investigation such as Child Sexual Assault, Sexual Assault, Financial Crimes, Identity Theft and Arson.

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$2,542,640	\$2,706,460	\$2,836,915
Full time Positions	22	23	23

Budget Highlights

0012113 POLICE CRIMINAL INVESTIGATIONS			2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
OBJECT	PROJECT	DESCRIPTION					
SALARIES							
514000		REGULAR WAGES	\$1,895,529	\$2,041,960	\$2,042,198	\$2,098,100	\$2,098,100
515100		OVERTIME	438,673	479,500	479,500	518,815	518,815
517000		OTHER WAGES	208,438	185,000	185,000	235,000	220,000
TOTAL SALARIES			\$2,542,640	\$2,706,460	\$2,706,698	\$2,851,915	\$2,836,915
TOTAL POLICE CRIMINAL INVESTIGATIONS			\$2,542,640	\$2,706,460	\$2,706,698	\$2,851,915	\$2,836,915

Police Department - Special Services



Service Narrative

The Police Department Special Services account facilitates activities outside the normal routine patrol and criminal investigations. It was established to account for private vendors who hire police officers to perform various activities such as directing traffic at road construction sites and assisting at community functions such as parades, carnivals, and bazaars.

Public Safety

All costs of services performed under the Special Services Account are reimbursed to the City along with a 15% surcharge.

The revenues received exceed the costs associated with the services provided. The revenue side can be found within the "Budget Summaries" section of this document.

Budget Highlights

0012114		POLICE SPECIAL SERVICES					
OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
515118		POLICE SPECIAL SERVICES	\$1,296,491	\$450,000	\$450,000	\$450,000	\$450,000
		TOTAL SALARIES	\$1,296,491	\$450,000	\$450,000	\$450,000	\$450,000
		TOTAL POLICE SPECIAL SERVICES	\$1,296,491	\$450,000	\$450,000	\$450,000	\$450,000

Police Department – Communications



Service Narrative

The basic function of the Bristol Police Department Communications Division is to answer calls for service from the public and sworn personnel, dispatch the appropriate resources, and satisfy the immediate information needs of emergency service personnel as they carry out their duties.

Fiscal Year 2021 Goals and Accomplishments:

- Obtained full staffing, through the hiring of two new tele-communicators.
- Received training in quality assurance.

Fiscal Year 2022 Goals:

- Maintain full staffing.
- Install new scheduling software.
- Improve or reduce ambient noise in dispatch.
- Provide customer service training to staff.

Long Term Goals:

- Maintain an Emergency Medical Dispatch quality assurance compliance rating of 90% or better for each tele-communicator.

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$1,453,568	\$1,503,475	\$1,570,460
Full time Positions	17.5	18	18

Performance Measures

	2016	2017	2018	2019	2020
Number of 911 Calls	23,860	24,962	24,013	22,846	21,635
Calls for Service	52,447	50,284	50,411	48,776	47,030

Budget Highlights

0012115 POLICE COMMUNICATIONS

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$1,038,333	\$1,157,825	\$1,157,825	\$1,184,460	\$1,184,460
515100		OVERTIME	259,495	255,650	255,650	266,000	266,000
515100	19023	OVERTIME	6,785	0	0	0	0
515100	COVID	OVERTIME	27,796	0	0	0	0
515200		PART TIME	5,978	0	0	0	0
517000		OTHER WAGES	115,181	90,000	90,000	120,000	120,000
TOTAL SALARIES			\$1,453,568	\$1,503,475	\$1,503,475	\$1,570,460	\$1,570,460
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE	\$7,595	\$9,180	\$9,180	\$9,150	\$9,150
531000		PROFESSIONAL FEES	7	100	100	2,895	2,895
531000	19024	PROFESSIONAL FEES	22,369	0	0	0	0
531140		TRAINING	2,773	0	14,853	0	0
541000		PUBLIC UTILITIES	17,628	18,000	18,000	18,000	18,000
543000		REPAIRS AND MAINTENANCE	75,593	85,710	85,710	85,595	85,595
553000		TELEPHONE	4,830	5,000	5,000	6,300	6,300
554000		TRAVEL REIMBURSEMENT	403	500	500	500	500
555000		PRINTING AND BINDING	22	100	100	100	100
562300		GENERATOR FUEL	0	1,250	1,925	3,025	3,025
570920		CAPITAL	11,210	30,620	127,172	30,620	30,620
581120		CONFERENCES AND MEMBERSHIPS	0	385	385	120	120
TOTAL CONTRACTUAL SERVICES			\$142,430	\$150,845	\$262,925	\$156,305	\$156,305
SUPPLIES							
561800	19023	PROGRAM SUPPLIES	\$51,816	\$0	\$0	\$0	\$0
561800	19024	PROGRAM SUPPLIES	2,585	0	0	0	0
561800	COVID	PROGRAM SUPPLIES	79	0	0	0	0
569000		OFFICE SUPPLIES	428	900	900	900	900
TOTAL SUPPLIES			\$54,908	\$900	\$900	\$900	\$900
TOTAL POLICE COMMUNICATIONS			\$1,650,906	\$1,655,220	\$1,767,300	\$1,727,665	\$1,727,665



Fire Department

181 North Main Street
(860) 584-7964

Bristol Fire Department Mission Statement:

“To deliver highly professional fire, rescue and lifesaving services to the City of Bristol in a courteous and respectful manner with pride and integrity.”

Service Narrative

The Bristol Fire Department has had the honor and privilege of providing fire and rescue services to the City of Bristol for over 167 years. The firefighters and staff are dedicated to providing the highest level of services to the City, its citizens and visitors in the most efficient manner by using the most current practices of emergency service delivery. This is accomplished by attending advanced training and through the use of state-of-the-art equipment.

The Fire Department serves the community from five strategically located fire stations, housing five engine companies and one ladder company. Eighty fire suppression personnel are assigned to four platoons to maintain a shift strength of 20 firefighters, including officers and a shift commander. These line personnel respond to all calls for service, both emergency and non-emergency. Calls for service can be as simple as a smoldering mulch pile, or as complex as a structure fire in a multiple-family residence with people trapped inside. There are many other types of incidents that the Fire Department responds to including technical rescues involving high-angle rope scenarios, confined space incidents, hazardous materials, and vehicle/machinery extractions. Firefighters also respond to service calls from citizens involving non-emergency situations. For example, water leaks, carbon dioxide incidents, and electrical problems are just some of the less urgent calls for service that the Department responds to.

Staff personnel are assigned to the Fire Prevention, Training, and Mechanical Divisions as well as to Administration. The overall operation of the Department is administered by the Fire Chief with the aid of an Administrative Assistant. Responsibilities include budget preparation, program development, and oversight of subordinate divisions. The Fire Prevention Division is led by the Fire Marshal and staffed by three Fire Investigators along with a part-time Principal Clerk. The Training Division, located at Station 4, is overseen by the Drill Master whose responsibility includes the maintenance of the personnel skills and certifications, as well as ensuring the completion of mandated training and new training development. The Fire Equipment Technician oversees the Mechanical Division and is responsible for overall maintenance and repairs to all (24) vehicles, emergency equipment, and dozens of pieces of other service related equipment.

The Bristol Fire Department consists of six companies located as follows:

Tower 1 - 181 North Main Street
Engine Co. 1 - 181 North Main Street
Engine Co. 2 - 151 Hill Street
Engine Co. 3 - 81 Church Avenue, Forestville
Engine Co. 4 - 17 Vincent P. Kelly Road
Engine Co. 5 - 285 Mix Street

Fiscal Year 2021 Goals and Accomplishments:

- Received an Assistance to Firefighters Grant (AFG) award for Phase I of the Fire Officer training initiative occurred in fall 2020 to train company officers to nationally accepted standards. Additional classes have been scheduled with the Fire Academy, and training will continue in 2021.
- Completed the mechanical/electrical renovations of original equipment at Fire Headquarters to provide adequate heating and air conditioning to the vintage 1963

building. This included replacement of mechanical systems, the renovation of the kitchen, and the replacement of the failing overhead doors on the apparatus bay.

- Adjusted to pandemic response and protocols for all fire operations.

Summary of Fiscal Year 2021-2022 Budget:

- The most significant change in this year's budget request reflects a 1.5% increase in the Salary line item; as well as an increase in Other Wages to reflect a new on call system with the Fire Marshal's office.
- The 2021-2022 budget also presents a new account structure, collapsing and combining several smaller object codes for more efficient and transparent purchasing and procurement processes.
- Including wages, the bottom line shows an overall increase in the Operating Budget of 1.17%.

Fiscal Year 2022 Goals:

- Continue AFG grant funding to complete training that was disrupted due to COVID during Fiscal Year 2020-2021.
- Create an Officer Development and Mentoring program in light of the significant turnover expected in leadership structure specifically, and the Department overall.
- Develop a more robust and effective facility maintenance plan that follows a logical sequence for major repairs and replacement in future years.
- Institute a testing process for various ranks and an Entry Level list in advance of anticipated retirements in June 2022.

Long Term Goals:

- Continue process to secure a site for a new Engine 3 fire station.
- Work with Local Fire Union #773 to create a comprehensive wellness and fitness program for Firefighters.
- Continue to follow apparatus/vehicle/facility replacement schedule.

Fire Prevention Division/Fire Marshal's Office

"The Bristol Fire Marshal's Office is committed to protecting the lives and property of our citizens and visitors through effective fire prevention, investigation, and public education and safety inspection programs."



Service Narrative

The Fire Prevention Division/Fire Marshal's Office is located at Central Fire Headquarters. The division is a local extension of the State Fire Marshal's Office. Staff members include the Fire Marshal and three Fire Inspectors, trained and certified by the State of Connecticut as Fire Inspectors and Fire Investigators, assisted by a part-time Principal Clerk. Life safety is our first priority. Staff members maintain accreditation and certification with the State Fire Marshal's Office by earning continuing education credits to keep current with any code changes, updated regulations, policies, and/or procedures.

Numerous codes endorsed under the provision of state statutes, including the Connecticut State Fire Safety Code (CSFSC) and the Connecticut State Fire Prevention Code (CSFPC) allow us to guide property owners through the process of code compliance by employing a systematic review of building plans and specifications, exercising a prescribed inspection/abatement process, and using lawful permitting practices.

In addition, the office is responsible for investigating the origin, cause, and circumstance of all fires and explosions within the jurisdiction, as required by the Office of the State Fire Marshal. The process includes collecting and analyzing data at the scene and interpreting those findings in order to prevent future occurrences. The office commonly works with local, state, and private authorities as necessary to evaluate and validate those findings.

The division coordinates and conducts Public Fire and Life Safety Education programs to at-risk or target groups, in particular school age children at least semi-annually, or as requested by civic or community groups for adult learning. A key component of this program is the "Hap" Barnes Fire Safety Trailer, which is used as an interactive learning center for children to visualize and "practice" what they have learned during the programs. It is made available in the spring and autumn seasons for three week periods. Promotional material- flyers, pamphlets, and novelty items- reinforce the safety messages being delivered.

Training Division



Service Narrative

The Bristol Fire Department continues to make training one of the top priorities for the department. The new live fire training facility was utilized for various training evolutions and live fire training throughout the year. New audio/visual equipment was added to the classroom for delivering classroom lessons and video presentations. A Conex container was added to the training facility for storage of training equipment and burn materials.

Firefighter development through numerous training classes and drills throughout the year were very successful.

During the year community outreach and safety training was conducted for classes in fire extinguisher operation and career development for local area schools.

In cooperation with Emergency Management, continued improvements to the facility are scheduled to enable the classroom to function as a backup Emergency Operations Center. The Bristol Fire Department shall continue to move forward with firefighter development with an emphasis on safety at all times.

Mechanical Division

The mission of the Mechanical Division is to proactively hold the entire fleet of the Bristol Fire Departments emergency apparatus in a constant state of readiness through a regular preventative maintenance schedule, and professionally maintain and service all vehicles and equipment.

Listed below is just some of the equipment that is maintained through the Mechanical Division:

- The motorized fleet consists of (8) Class A pumpers, (2) 95' Tower Ladders, (11) Staff/Support vehicles, (1) Hazardous-Materials Trailer, and (1) Fire prevention trailer. All vehicles are annually serviced and inspected, along with monthly brake inspections.
- Small emergency equipment consists of (5) complete sets of gasoline powered "Jaws of Life" systems, (1) battery powered "Jaws of Life" system, (18) chain saws, roof ventilation saws, and generators.
- The lawn care equipment consists of (41) lawn mowers, string trimmers, leaf blowers, snow blowers, etc.
- Gas detection meters (22) including multi-gas detection and gas specific meters, all which require calibration.

Public Safety

- Water mitigation equipment consists of (28) large and small gasoline centrifugal pumps, electric sump style pumps, and electric back pack suction pumps.
- SCBA equipment consists of (43) front line air packs, (13) training air packs, (235) SCBA bottles, (4) escape packs, (2) R.I.T. pack's, (1) Mobile Air Supply car, and all related face pieces, etc.

Listed below are items that fall under the regulations of National Fire Protection Association, and tested on their required timelines. They are scheduled, documented, and tracked through the Mechanical Division.

- Annual aerial and ground ladder testing by third party.
- Quarterly air analysis and system check for SCBA filling compressor by third party.
- Annual fire pump testing.
- Annual fire hose testing.
- Annual SCBA air pack flow testing
- Five year hydro-static flow testing for SCBA bottles

The Bristol Fire Department took delivery in 2019 of a new Pierce 95' mid-mount tower ladder that is now serving as Tower 1. This replaced the 2006 E-One 95' rear mount tower ladder that now serves as spare Tower 2. This vehicle is not only the front line ladder truck, but also carries all major vehicle extrication/stabilization equipment, high-angle rescue equipment, as well as many other specialty tools.

Performance Measures

Quantitative:

Bristol Fire Department Activity Report

Activity	2016	2017	2018	2019	2020
Structure Fires	124	112	91	116	124
Highway Vehicle Fires	27	17	27	22	27
Outside of Structure Fires	12	4	27	8	23
Brush/Grass/Wild Land Fires	60	38	12	29	31
Rubbish/Dumpster Fires	31	33	21	28	21
All Other Fires	12	0	16	2	13
Rescue/EMS Response	362	350	314	357	387
False Alarms	471	466	538	472	486
Mutual Aid	6	4	10	12	15
Hazardous Materials Response	144	128	149	153	238
Other Hazardous Conditions	409	452	509	478	407
All Other Responses	723	701	790	724	711
Total	2,381	2,305	2,504	2,401	2,483

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$8,270,508	\$8,657,988	\$8,755,885
Full Time Positions	88	88	88

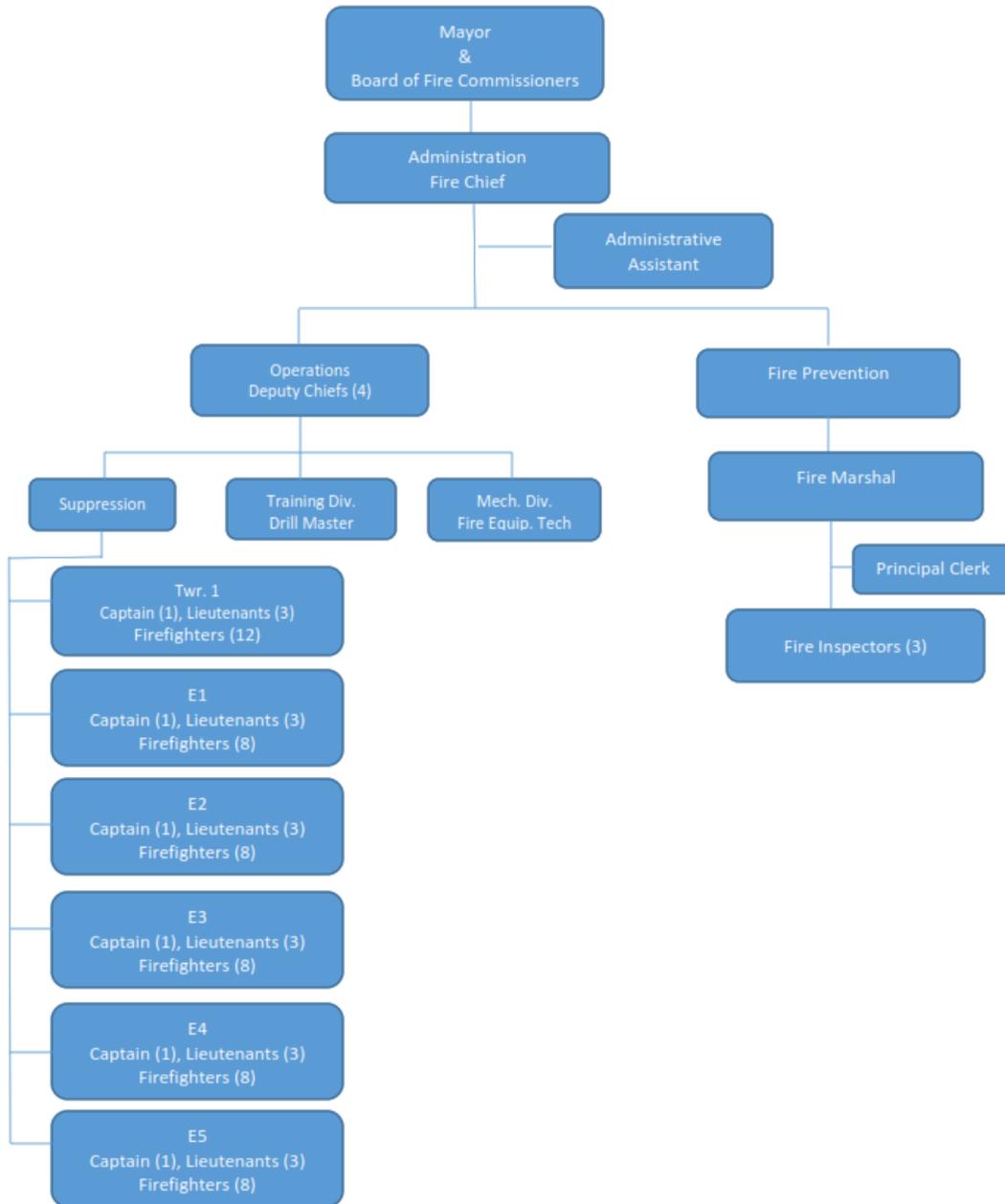
Board of Fire Commissioners:

Mayor Ellen Zoppo-Sassu, Chairperson
Brittany Barney
Anthony Benvenuto
Dennis Crispino
Dana Jandreau
Hal Kilby
Sean Moore

Expiration of Term:

11/2021
11/2021
01/2024
01/2023
01/2022
01/2024
01/2022

Organizational Chart



Budget Highlights

0012211 FIRE DEPARTMENT

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$6,305,261	\$6,654,675	\$6,655,873	\$6,755,120	\$6,694,625
515100		OVERTIME	1,467,071	1,533,270	1,533,270	1,562,495	1,540,000
515100	COVID	OVERTIME	16,422	0	0	0	0
515200		PART TIME	10,455	21,945	21,945	22,435	22,435
517000		OTHER WAGES	471,299	446,900	446,900	498,825	498,825
TOTAL SALARIES			\$8,270,508	\$8,656,790	\$8,657,988	\$8,838,875	\$8,755,885
CONTRACTUAL SERVICES							
522100		UNIFORM ALLOWANCE	\$0	\$50,000	\$50,000	\$50,000	\$50,000
522300		UNION CONTRACT RESPONSIBILITIES	0	400	550	500	500
531000		PROFESSIONAL FEES AND SERVICES	33,720	44,000	44,000	58,000	58,000
531140		HIRE/TRAIN	0	0	0	125,680	0
541000		PUBLIC UTILITIES	44,723	48,000	48,000	48,000	48,000
541100		WATER AND SEWER CHARGES	9,304	9,000	9,000	10,000	10,000
542140		REFUSE	158	250	250	250	250
542500		LAUNDRY AND LINEN	1,430	1,900	1,900	1,500	1,500
543000		REPAIRS AND MAINTENANCE	45,048	43,000	43,000	0	0
543100		MOTOR VEHICLE SERVICE AND REPAIR	58,867	55,000	55,000	0	0
553000		TELEPHONE	6,053	7,000	7,000	6,500	6,500
553100		POSTAGE	442	750	750	500	500
554000		TRAVEL REIMBURSEMENT	4	100	100	0	0
555000		PRINTING AND BINDING	330	500	500	0	0
581120		CONFERENCES AND MEMBERSHIPS	2,618	3,300	3,300	3,000	3,000
581135		SCHOOLING AND EDUCATION	11,428	10,000	10,000	10,000	10,000
TOTAL CONTRACTUAL SERVICES			\$214,125	\$273,200	\$273,350	\$313,930	\$188,250
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$6,367	\$7,000	\$7,375	\$7,000	\$7,000
561800		PROGRAM SUPPLIES	99,754	45,000	50,263	30,000	30,000
561800	COVID	PROGRAM SUPPLIES	7,353	0	0	0	0
561805		FIRE PREVENTION DIVISION	2,582	6,500	3,500	7,000	7,000
561806		TRAINING DIVISION	9,111	6,500	6,500	8,000	8,000
561807		MECHANICAL DIVISION	1,779	2,000	1,220	135,000	135,000
562200		NATURAL GAS	25,812	30,000	30,000	30,000	30,000
562300		GENERATOR FUEL	0	1,000	1,000	1,000	1,000
562600		MOTOR FUELS	25,191	29,000	29,000	29,000	29,000
563000		MOTOR VEHICLE PARTS	9,442	12,000	12,143	0	0
563100		TIRES	8,749	11,000	10,000	0	0
569000		OFFICE SUPPLIES	843	1,600	1,600	2,000	2,000
TOTAL SUPPLIES AND MATERIALS			\$196,983	\$151,600	\$152,601	\$249,000	\$249,000
CAPITAL OUTLAY							
570400	20030	WASHER AND DRYER	\$1,200	\$0	\$0	\$0	\$0
570410		SCBA REPLACEMENT	0	7,250	0	0	0
570902		ANNUAL LOOSE EQUIP. REPLACEMENT	2,440	3,000	3,000	14,500	14,500
570903		ANNUAL HOSE REPLACEMENT	4,468	5,000	3,000	0	0
570910		METERING EQUIPMENT	1,570	2,500	3,500	0	0
570915		ANNUAL BUNKER GEAR REPLACEMENT	0	43,905	79,547	43,000	43,000
579999		EQUIPMENT	0	0	0	111,050	0
TOTAL CAPITAL OUTLAY			\$9,678	\$61,655	\$89,047	\$168,550	\$57,500
TOTAL FIRE DEPARTMENT			\$8,691,294	\$9,143,245	\$9,172,986	\$9,570,355	\$9,250,635



Animal Control

Brian Skinner, Animal Control Officer
126 Vincent P. Kelley Road
860-584-3087
brianskinner@bristolct.gov



Service Narrative

The Animal Control Officer (ACO) operates the City's domestic animal and wild life control and protection program. The purpose is to provide responsive, efficient and high quality animal care and control services that preserves and protects public and animal safety.

Included in the Animal Control budget are the costs associated with the operation of the dog pound located on Vincent P. Kelly Road. Bristol's two Animal Control Officers are responsible for enforcing domestic animal and wild life regulations.

Fiscal Year 2021 Goals and Accomplishments:

- Ensured the health and welfare of the community as it relates to animals both domestic and wild, enforced Connecticut animal control laws, promoted responsible pet ownership, reunited lost dogs with their owners, continued partnership with non-profit animal groups, and maintained a clean and healthy environment at the animal shelter.

Fiscal Year 2022 Goals:

- Continue to increase dog owner awareness of laws and ordinances to reduce violations and facilitate the adoption and/or safe return of lost pets.
- Provide a safe, comfortable environment for lost or abandoned animals and partner with non-profit animal groups when possible.
- Enforce the laws related to Animal Control and act as the Rabies Control Authority for the City of Bristol.

Performance Measures

Quantitative:

	FY17	FY18	FY19	FY20	FY21
Roaming Dog	274	285	309	205	206
Barking Dog	62	67	70	70	100
Animal Bites	38	44	33	46	29
Miscellaneous	2,274	N/A	N/A	N/A	
Report of Cruelty		79	80	65	99
Feral Cats		32	51	57	77
Wildlife/Animal Concern		470	587	456	372
Lost Animal		273	238	280	234
Rabies	21	18	28	28	15
Dead Animals Disposed of	368	497	555	526	454
Total # Calls For Service	3,037	1,765	1,951	1,733	1,505
# Animals Impounded	149	136	125	154	151
# Animals Euthanized by Vet	3	4	2	6	4

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$165,373	\$165,470	\$175,595
Full time Positions	2	2	2

Budget Highlights

0012312 ANIMAL CONTROL

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$134,975	\$137,805	\$137,805	\$141,595	\$141,595
515100		OVERTIME	16,245	17,165	17,165	18,500	18,500
517000		OTHER WAGES	14,153	10,500	10,500	15,500	15,500
TOTAL SALARIES			\$165,373	\$165,470	\$165,470	\$175,595	\$175,595
CONTRACTUAL SERVICES							
522100		CLOTHING ALLOWANCE L754	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500
531000		PROFESSIONAL FEES AND SERVICES	4,816	5,000	5,000	5,000	5,000
541000		PUBLIC UTILITIES	2,126	2,500	2,500	2,500	2,500
541100		WATER AND SEWER CHARGES	798	650	650	775	775
557700		ADVERTISING	219	350	350	325	325
562200		NATURAL GAS	4,323	4,500	4,500	4,500	4,500
581135		SCHOOLING AND EDUCATION	150	300	300	300	300
TOTAL CONTRACTUAL SERVICES			\$14,432	\$15,800	\$15,800	\$15,900	\$15,900
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$391	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	126	500	500	500	500
TOTAL SUPPLIES AND MATERIALS			\$517	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL ANIMAL CONTROL			\$180,322	\$182,270	\$182,270	\$192,495	\$192,495

Emergency Management

Harland Graime, Director
(860) 866-7262
harleygraime@bristolct.gov



CERT Team

Service Narrative

The Emergency Management Department exists to formulate plans for the protection of the public in the event of large scale, natural or man-made disasters. The Department prepares survival plans which may be used in the event of a natural or man-made disaster, for the administration of training programs for protection and survival, and for the provision, inspection, maintenance and operation of emergency facilities, equipment, personnel and communications.

Fiscal Year 2021 Goals and Accomplishments:

- The Emergency Management Department (EM) continued to obtain, store and disperse Personal Protective Equipment (PPE) to all City departments and first responders. Much of this PPE equipment was provided by Division of Emergency Management and Homeland Security (DEMHS) at no cost to the city,
- Updated and distributed the Emergency Operations Plan to DEMHS and City departments.
- Provide a Community Emergency Response Team (CERT) training to all new members and update training for all active members.
- Due to the criticality of emergency communications in times of emergency or disaster, DEMHS has allowed ham radio communications to be funded by EMPG Grant funds. Some ham radio equipment may be relocated to avail the city of better emergency communications.
- The Emergency Management Department services, along with other City departments, have been severely curtailed this past year by the COVID-19 pandemic. Many programs and goals have not been met due to restrictions placed on the department and the community.
- Provided automated external defibrillator (AED) equipment to both libraries and the senior center through a Main Street Community Foundation Grant.
- Continued to upgrade the training room at Fire House 4 to be used as an auxiliary Emergency Operations Center (EOC). The room will be used if the main EOC is compromised. This room has also been used by Community Emergency Response Team (CERT) trainers for the training of new CERT members.
- Presented the Federal Emergency Management Agency (FEMA) Student Tools for Emergency Planning (STEP) program to some 5th graders in the Bristol schools along with CERT volunteers.
- The Director represented the City by participating in state, regional and local committees.

- CERT members supplied safety services to the Board of Education for their food distribution program.
- CERT members supplied traffic services to the Farmers to Families food distribution program.
- CERT members provided staged traffic and parking services for the Community Health Center COVID-19 downtown testing site.
- CERT members sent holiday cards to the residents at the Sheridan Woods Nursing Home.
- CERT leadership has taken advantage of all DEMHS/Capital Region Council of Governments (CRCOG) available funding.
- Awarded a supplemental grant of \$1,450 for PPE and COVID-19 testing for EOC participants.
- Due to the COVID-19 pandemic the EM and CERT leadership has provided ZOOM remote meetings to all members.

Summary of Fiscal Year 2021-2022 Budget:

- DEMHS is providing Zoom remote CERT training to increase membership.
- The EM Department has allocated funding for upgrade, relocation and installation of ham radio equipment to provide emergency communications.
- Due to the COVID-19 pandemic, the Bristol CERT has been activated for more hours in City service than ever before.
- The EM Department increased its budget to \$30,000, the amount recommended by the DEMHS based on City per capita.

Fiscal Year 2022 Goals:

- Continue to upgrade the ham radio communications in the City.
- Continue the FEMA STEP program in the Bristol 5th grade classes during the coming year.
- Participate in the Governor's Statewide Emergency Planning and Preparedness Initiative (EPPI) exercise.
- Attend Capital Region Council of Governments (CRCOG), Naugatuck Valley Council of Government (NVCOG), Capitol Region Emergency Planning Committee (CREPC), Connecticut Conference of Municipalities (CCM) and Statewide Citizens Corps Advisory Council (SCCC) meetings as a member of those regional and state committees keeping the City apprised of the latest training available to first responders.
- Attend local civic meetings as the City representative.
- Continue to participate in the Bristol Cares functional needs working group in conjunction with the Commission on Persons with Disabilities.
- Work closely with the Bristol Burlington Health District to provide the necessary assistance in the performance of their duties.
- Apply for DEMHS grants for training and equipment and attend the annual CERT Field Day and training as scheduled along with providing community response when the need arises.
- Encourage small businesses to be more resilient and support sustainability with the assistance of the Chamber of Commerce and the Bristol Economic and Community Development Department.
- Continue to provide City residents with emergency preparedness information and guidance.
- Provide both CPR and AED training for all community residents.
- Increase CERT membership to strengthen the organization.

Long Term Goals:

- Educate City residents and businesses in emergency preparedness by presenting informative talks to any local business, civic, church, service or interested group. This will enhance the City’s sustainability in the future against weather emergencies, pandemics and disasters.
- Provide first responders and other City departments with training and equipment necessary to augment their roles in serving the City’s needs.
- Increase CERT membership with new training and program initiatives to enhance the City’s ability to care for and service the needs of our community.

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$12,081	\$14,515	\$14,515
Part-time Positions	1	1	1

Budget Highlights

0012413 EMERGENCY MANAGEMENT

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
515200		PART TIME	\$12,081	\$14,515	\$14,515	\$14,515	\$14,515
		TOTAL SALARIES	\$12,081	\$14,515	\$14,515	\$14,515	\$14,515
CONTRACTUAL SERVICES							
553000		TELEPHONE	\$1,450	\$1,600	\$1,600	\$1,000	\$1,000
553100		POSTAGE	0	85	85	100	100
554000		TRAVEL REIMBURSEMENT	1,372	1,200	1,200	800	800
555000		PRINTING AND BINDING	188	500	500	600	600
581120		CONFERENCES AND MEMBERSHIPS	571	800	800	800	800
		TOTAL CONTRACTUAL SERVICES	\$3,581	\$4,185	\$4,185	\$3,300	\$3,300
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$1,428	\$5,800	\$8,800	\$8,750	\$8,750
561800	COVID	PROGRAM SUPPLIES	\$14	\$0	\$0	\$0	\$0
561825		CERT	2,503	2,000	2,000	3,000	3,000
569000		OFFICE SUPPLIES	88	500	500	435	435
		TOTAL SUPPLIES AND MATERIALS	\$4,033	\$8,300	\$11,300	\$12,185	\$12,185
		TOTAL EMERGENCY MANAGEMENT	\$19,695	\$27,000	\$30,000	\$30,000	\$30,000

Building Inspection

Richard Brown, Chief Building Official
(860) 584-6215
richardbrown@bristolct.gov

Service Narrative

The Building Inspection Department is responsible for the public safety, health and welfare for people who live, work, and play in the City of Bristol. Whether in homes, offices, schools, stores, factories, or places of entertainment, people rely on the safety of the structures that surround them in their everyday lives. This is accomplished by enforcing the current State Building Codes, zoning regulations, ordinances, and statutes adopted by the City of Bristol and the State of Connecticut.

The Building Inspection Department performs many functions, including: processing permit applications, reviewing construction plans, issuing permits, conducting inspections, issuing certificates of occupancy, and certificates of approval. The department also responds to emergency situations such as fires, floods, damaged structures, and any occurrences that affects the integrity of a structure or property. The Building Department maintains close relationships with all City of Bristol departments and has a day to day relationship with the Fire Department, the Police Department, the Public Works Department, and the Health Department. A Code Enforcement Committee has been developed and the Building Department has the leading role of enforcing anti-blight and property maintenance violations under the direction of Mayor Zoppo-Sassu.

Fiscal Year 2021 Goals and Accomplishments:

- Set in motion that all inspectors are to be “people friendly” as the Building Department had gained a “not-so-good” reputation within the community in the past.
- Developed a user friendly atmosphere at the in-house kiosks when helping the public complete building permits.
- Streamlined the permitting system with standards. Created a hand-out form with instructions to address the different situations and questions that arise when applying for permits.
- Assisted the Town of Plainville with all inspections and helped with the transition of a new Chief Building Official including updates of all of the projects to date.

Fiscal Year 2022 Goals:

- Expand on the Code Enforcement side of the department, to achieve results without offending the public and trying to cooperate with them to get violations addressed versus ignoring the violations. Ticketing and fines will be a major part of this attempt if cooperation does not work. Looking to combat the “Slum-Lords” of the City.
- Older out dated permitting system to have the old permits reviewed for completion and or payment of the permit. Looking to close all permits and Certificate of Occupancy or Certificate of Approval permits. This becomes an issue when the dwelling is up for sale. This will involve a little training for the inspectors that have never seen the permit system and how it functions.

Long Term Goals:

- Establish detail flow-charts for the public that illustrate the process for obtaining a building permit or other type of permit, such as a pool, shed, solar, etc. Identify all the potential departments involved, indicate paths to follow and include associated time frames.

Performance Measures

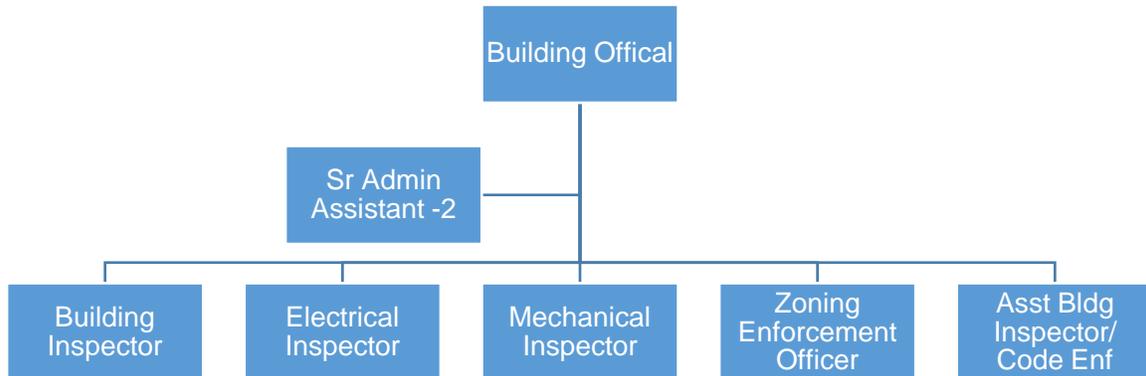
Quantitative:

Activity	FY 2019	FY 2020	FY 2021
Building/Mechanical Permits Issued	3,287	3,103	3,983
Value of Construction	\$49,370,711	\$70,719,145	\$142,916,513
Actual Revenue Collected	\$1,117,401	\$1,472,385	\$2,064,193

Expenditure and Position Summary

	2020 Actual	2021 Estimated	2022 Budget
Salary Expenditures	\$571,407	\$618,015	\$631,125
Full Time Positions	8	8	8

Organizational Chart



Public Safety

Budget Highlights

0012615 BUILDING INSPECTION

OBJECT	PROJECT	DESCRIPTION	2020 ACTUAL EXPENDITURE	2021 ORIGINAL BUDGET	2021 REVISED BUDGET	2022 BUDGET REQUEST	2022 APPROVED BUDGET
SALARIES							
514000		REGULAR WAGES	\$557,006	\$595,700	\$595,700	\$612,125	\$612,125
515100		OVERTIME	10,744	19,000	19,000	19,000	19,000
517000		OTHER WAGES	3,657	3,315	3,315	0	0
TOTAL SALARIES			\$571,407	\$618,015	\$618,015	\$631,125	\$631,125
CONTRACTUAL SERVICES							
543000		REPAIRS AND MAINTENANCE	\$0	\$150	\$0	\$150	\$150
543012		CLOTHING/UNIFORMS	2,097	1,000	1,000	500	500
543100		MOTOR VEHICLE SERVICE AND REPAIR	943	2,500	2,325	2,000	2,000
553000		TELEPHONE	4,258	5,000	5,000	5,000	5,000
553100		POSTAGE	605	1,100	1,100	1,100	1,100
555000		PRINTING AND BINDING	172	500	825	500	500
557700		ADVERTISING	0	100	100	100	100
581120		CONFERENCES AND MEMBERSHIPS	2,227	2,500	2,500	2,500	2,500
TOTAL CONTRACTUAL SERVICES			\$10,302	\$12,850	\$12,850	\$11,850	\$11,850
SUPPLIES AND MATERIALS							
561800		PROGRAM SUPPLIES	\$965	\$1,500	\$1,500	\$3,000	\$3,000
562600		MOTOR FUELS	3,332	5,000	5,000	5,000	5,000
563100		TIRES	360	1,200	1,200	700	700
569000		OFFICE SUPPLIES	715	800	800	800	800
TOTAL SUPPLIES AND MATERIALS			\$5,372	\$8,500	\$8,500	\$9,500	\$9,500
CAPITAL OUTLAY							
570400	20034	LIGHT BARS	\$0	\$0	\$2,140	\$0	\$0
TOTAL CAPITAL OUTLAY			\$0	\$0	\$2,140	\$0	\$0
TOTAL BUILDING INSPECTION			\$587,081	\$639,365	\$641,505	\$652,475	\$652,475

