

City of Bristol Connecticut



THANK YOU BRISTOL ESSENTIAL WORKERS 

Annual Adopted Budget 2021-2022



Bristol, Connecticut

Annual Budget

Fiscal Year 2022
July 1, 2021 – June 30, 2022



Ellen Zoppo-Sassu
Mayor

*Prepared by the Comptroller's Office
Diane M. Waldron, Comptroller*



**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Budget Cover</i>	1-4
<i>Table of Contents</i>	
Table of Contents	5-12
Elected and Appointed Officials	13-14
Distinguished Budget Presentation Award	15-16
Mission Statement	17-18
<i>Transmittal Letter</i>	
Mayor's Transmittal Letter	19-20
Board of Finance Chairperson's Transmittal Letter	21-22
Comptroller's Transmittal Letter	23-42
<i>Reader's Guide</i>	
Description of Government/History	43
City Map	44
Governance Map	44
Population Trends	45
City Services	46
Housing Inventory/Housing Values	46
Organizational Chart	47
Positions Summary	48-49
Guide to the Document	50-53
Budget Process	53-54
Budgetary Controls	54-55
Fund Structure Overview	55-57
Functional Relationships	58-60

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Policy Initiatives</i>	
Debt Policy	61-65
Donations Policy	65
Fixed Asset Policies and Procedures	66-69
Fund Balance Policy	67
General Retirement Fund Policy	69-70
Investment Policy	70-73
Various Policies	73-74
<i>Budget Summaries</i>	
Budget Summaries Overview	75-76
Sources of Funds Summary	77
Uses of Funds Summary	78
Comparative Sources of Funds by Object	79-83
Comparative Uses of Funds by Object	84-85
Projected Sources and Uses of Fund – General Fund	86
Comparative Sources and Uses of Funds – Enterprise Fund	87
Comparative Sources and Uses of Funds – Internal Service Fund	88
Overview	89-93
Fund Balances	94

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>General Government</i>	
General Government Summary	95
City Council	96-97
Mayor's Office	98-100
Probate Court	100-102
Registrars of Voters	103-106
Assessor	107-110
Board of Assessment Appeals	110-111
Tax Collector	112-114
Purchasing	115-117
Comptroller	117-120
Treasurer	120-123
Information Technology	123-125
Human Resources	126-128
Corporation Counsel	128-131
Town and City Clerk	131-135
Board of Finance	135-136
Housing Code Board of Appeals	137
Department of Aging	137-141
City Memberships	142
Community Promotions	142
Committees, Boards and Commissions	143-144

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Public Safety</i>	
Public Safety Summary	145
Police Administration	145-153
Police Maintenance	153-155
Police Patrol and Traffic	155-158
Police Criminal Investigation	159-160
Police Special Services	160-161
Police Communications	161-162
Fire Department	163-169
Animal Control	170-171
Emergency Management	172-174
Building Inspection	175-178
<i>Public Works</i>	
Public Works Department Summary	179-181
Administration	182-184
Engineering	184-187
Land Use	187-189
Building Maintenance	190-192
Streets	193-196
Solid Waste	196-199
Fleet Maintenance	200-202
Snow Removal	203-204
Major Road Improvements	205
Railroad Maintenance	205-206
Other City Buildings	207-208
Fleet	209
Line Painting	209-210
Street Lighting	211-212

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Health and Social Services</i>	
Health and Social Services Summary	213
Bristol Burlington Health District	214-215
Amplify, Inc.	216-217
St. Vincent DePaul	217
C-Med	218
Mayor's Task Force on HIV/AIDS	218-219
Veterans Strong Community Center	218
Cemetery Upkeep	220
School Readiness Program	221-224
<i>Board of Education</i>	
Board of Education Summary	225-236
Board of Education Expenditure Summary	235
<i>Libraries</i>	
Libraries Summary	237-242
Main Library	243
Children's Library	243
Manross Library	244
Library Trusts	245-246
<i>Parks, Recreation, Youth and Community Services</i>	
Parks, Recreation, Youth and Community Services Summary	247-248
Parks Facility Locations and Facilities	248-251
Parks Administration Division	252-254
Parks Grounds and Facilities Maintenance Division	254-256
Parks Recreation Division	256-258
Parks Aquatics Division	259-260

**City of Bristol
Annual Adopted Budget
Table of Contents**

<i>Parks, Recreation, Youth and Community Services (cont.)</i>	Page(s)
Parks Youth and Community Services Division	261-262
Parks, Recreation, Youth and Community Services Distribution	263
Parks, Recreation, Youth and Community Services Trust Accounts	264-266
<i>Miscellaneous</i>	
Miscellaneous Expenditure Summary	267
Employee Benefits	268
Heart and Hypertension	269
Insurance	269-272
All Other	272-273
Other Post Employment Benefits (OPEB)	273-274
Operating Transfers Out	274-275
Public Buildings	275-278
<i>Special Revenue Funds</i>	
Special Revenue Funds Summary	279
Community Development Block Grant Fund (ECD)- Fund 104	280-287
Sewer Operating and Assessment Fund (WPC)- Fund 118	288-294
Solid Waste Disposal Fund- Fund 121	295-296
School Lunch Program- Fund 127	296-297
Pine Lake Adventure Park- Fund 132	298-301
LOCIP- Fund 134	301
Transfer Station Fund – Fund 136	302-304

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Enterprise Fund</i>	
Enterprise Fund Summary	305-312
<i>Internal Service Fund</i>	
Internal Service Fund Summary	313-314
Health Benefits Fund- Fund 116	315
Workers' Compensation Fund- Fund 119	316
<i>Capital Budget</i>	
Capital Budget Summary	317
Capital Budget Process	318
Capital Project Funds	318-319
Capital Budget Funding Sources	319
Capital Budget Highlights	320-321
Impact of Capital Budget on Operating Budget	322
Capital Budget Project Profiles	323-328
2021-2022 Capital Budget	329
2021-2031 10 Year Capital Improvement Plan	330-331
2022 Strategic Plan	331-333
Capital Planning Debt Service Projections	334-335
Road Improvements Fund (RIF)	336
<i>Debt Management</i>	
Debt Overview	337-339
Bond Rating	339
Debt Service Budget	340
Debt Amortization Schedules	340-342
Clean Water Fund Loans	343
Schedule of Legal Debt Limitation	344
Bonding Appropriations Outstanding	345-346

**City of Bristol
Annual Adopted Budget
Table of Contents**

	Page(s)
<i>Appendix</i>	
Appendix Summary	347
Mill Rate Recap	348
October 1, 2020 Grand List	349
Changes in Net Position	350-351
Changes in Fund Balances, Governmental Funds	352
Principal Property Taxpayers	353
Assessed and Estimated Value of Taxable Property	354-355
Net Assets by Component	356
Fund Balances, Government Funds	356
Property Tax Levies and Collections	357
Ratios of Outstanding Debt by Type	358
Legal Debt Margin Information	358
Demographic and Economic Statistics	359
Operating Indicators by Function/Program	360
Capital Assets Statistic by Function/Program	361
Employment Data	362
Employment by Industry	362
Full-time Position Summaries	363-368
Per Capita – Bristol vs. State of Connecticut	369
General Fund Revenues and Expenditures	370-373
Glossary of Terms	374-380
Acronym Listing	381-382
Index	383-386

**City of Bristol
Elected and Appointed Officials
For Fiscal Year 2022**

Executive (Elected)

Mayor **Ellen A. Zoppo-Sassu**
(Member of Board of Finance, Chairperson of the City Council and the Joint Meeting)

Members of City Council (Elected)

7 Members

Council District 1 **Gregory R. Hahn**
Scott William Rosado

Council District 2 **Peter B. Kelley**
David J. Preleski

Council District 3 **Mary B. Fortier**
Brittany L. Barney

Board of Finance (Appointed)

9 Members

Chairperson **John E. Smith**
Vice Chairman **Orlando Calfe**
Commissioners **Mayor Ellen A. Zoppo-Sassu**
Ron Burns
Glenn Heiser
Dave Maikowski
Jonathan Mace
Marie O'Brien
Vacant

Board of Education (Elected)

9 Members

Chairperson **Jennifer Dube**
Vice Chairperson **Kristen Giantonio**
Secretary **Alison C. Wadowski**
Commissioners **Chris Wilson**
Karen Vibert
Eric Carlson
Shelby Rafaniello Pons
Thomas O'Brien
John W. Sklenka

General Government (Elected)

Registrar of Voters (D)
Registrar of Voters (R)
Treasurer

Kevin McCauley
Sharon Krawiecki
Thomas O. Barnes, Jr.

City of Bristol Component Unit (Entity)

Bristol/Burlington Health District

Marco Palmeri

Enterprise Fund

Water Department Superintendent

Robert Longo

General Government

Assessor
Tax Collector
Purchasing Agent
Comptroller
Assistant Comptroller
Human Resources Director
Corporation Counsel
Town and City Clerk
Department of Aging Director
City Planner
City Engineer
Police Chief
Fire Chief
Emergency Management Director
Building and Zoning Official
Director of Public Works
Library Director
Superintendent of Parks, Recreation, Youth
and Community Services
Bristol Development Authority Director
Water Pollution Control Manager
Superintendent of Schools

Thomas DeNoto
Ann Bednaz
Roger Rousseau
Diane Waldron
Robin Manuele
Mark Penney
Wyland Dale Clift
Therese Pac
Patricia Tomascak
Robert Flanagan
Nancy Levesque
Brian Gould
Vacant
Harland Graime
Richard Brown
Raymond Rogozinski
Deborah Prozzo
Joshua Medeiros

Justin Malley
Sean Hennessey
Catherine Carbone



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bristol
Connecticut**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Bristol, Connecticut, for its Annual Budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





Mission Statement

**To make Bristol an
equity-centric
high quality of life community
for residents
and businesses
by supporting a dynamic
and innovative education system and
ensuring long term financial stability
through responsive government services.**

