



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: January 19, 2023
(Submission Date)

For the January 24, 2023 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) \$ 25,000.00
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on January 19, 2023.
(date)

(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:

Procure services of an employment recruiter to fill vacant Assistant City Engineer position. The position salary is up to approx. \$114,000. The City has had difficulty filling the position due to a shortage of engineers. The candidate will have a BS in Civil Engineering (7-10 years' experience) & be a licensed engineering (P.E.) in the State of Connecticut.

The City has issued a RFQ to procure the service of a recruiter, therefore the exact cost of services will be based on the actual proposal. With that said, the requested amount is based on anticipated market cost plus a contingency.

Transfer(s) complete the following:

From: 0013013 514000 Building Maint	To: 0013011 531000	Amount: \$25,000.00
From: Reg Wages	To: Engr - Prof Fees	Amount: _____
From: _____	To: _____	Amount: _____