



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: July 11, 2023
(Submission Date)

For the July 25, 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) \$ \$50,000

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 July 20, 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:

The Department of Public Works Engineering Division recently hired a new Survey Chief Technician. He is very experienced in both field work and survey software and will fill a vital role for the Department preparing final survey maps that can be used by the Engineers. His experience includes use of a survey total robotic station that allow a single employee to perform field work. The Department’s existing survey equipment requires two employees. One to operate the transit and one to hold the survey rod prism (A DPW Construction Inspector is used as the second survey crew member).

In addition to the required survey equipment (Robotic survey total station, batteries, battery charger, robotic prism, and data collector) the DPW request includes the cost of a 5 year extended equipment warranty and survey software to develop survey point geometry. The software is vital in our ability to produce field to finish line work and stake out in the office and field bringing the department up to date with current industry standards.

Procurement of the equipment will be bid in accordance with City Purchasing requirements.

DPW would propose the use of un-used FY2022-23 salary funds from DPW Engineering Division. Available funds are due to the vacancy in the Survey Chief Technician position and the current vacancy in the Assistant City Engineer position.

Transfer(s) complete the following:

From:	DPW Eng Reg Wages 0013011-514000	To:	Program Supplies 0013011-561800	Amount:	\$50,000
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____