

City of Meriden
PROPOSED BUDGET
FISCAL YEAR 2011-2012

Prepared by



Office of the City Manager

March 2011

**City of Meriden
Elected and Appointed Officials
FY 2011-2012**



Elected Officials

Michael S. Rohde, Mayor

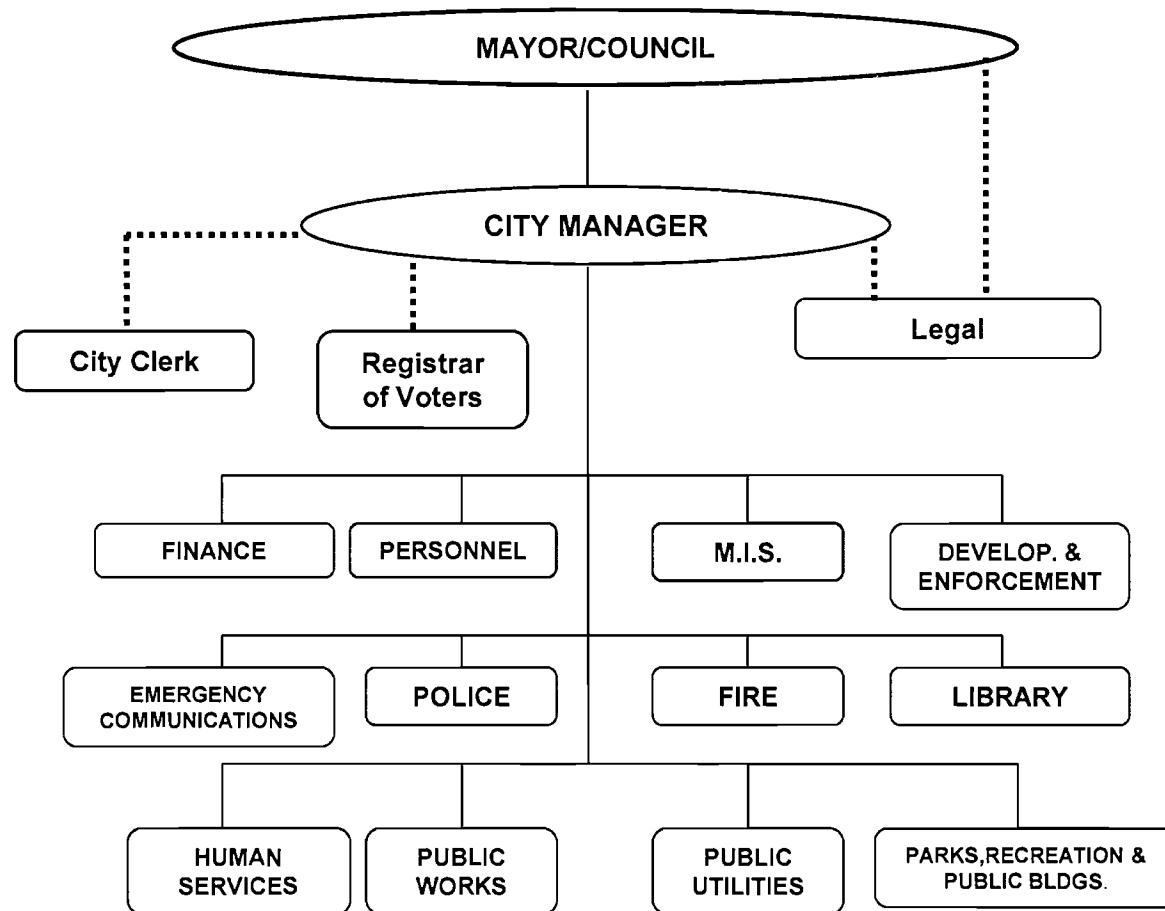
**Matthew C. Dominello, Sr., Deputy Mayor
Keith Gordon, Majority Leader
George McGoldrick, Deputy Majority Leader
Trevor Thorpe, Deputy Majority Leader
Walter Shamock, Minority Leader
Dante' Bartolomeo, Councilor**

**Daniel Brunet, Councilor
Brian Daniels, Councilor
Hilda Santiago, Councilor
John Thorp, Councilor
Anthony Tomasseti, Councilor
Bob Williams, Councilor**

**Irene Massé, City Clerk
Maureen Flynn, Registrar (D)
Toni Soboleski, Registrar (R)**

Appointed Officials

**Lawrence Kendzior, City Manager
Michael Quinn, Corporation Counsel
Dominick Caruso, Director of Development and Enforcement
Frank Kiernan, Director of Emergency Communications
Michael Lupkas, Finance Director
James Trainor, Fire Chief
Beth Vumbaco, Director of Human Services
Karen Roesler, Director of Library Services
Stephen Montemurro, Director of Management Information Systems
Mark Zebora, Director of Parks, Recreation and Public Buildings
Caroline Beitman, Personnel Director
Jeffry Cossette, Police Chief
Robert Bass, Director of Public Works
David Lohman, Director of Public Utilities**



**CITY OF MERIDEN
BUDGET CALENDAR
2011-2012**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
12/23/2010	Budget Estimates	Departments	Finance Director	At least 180 days before end of the fiscal year
12/30/2010	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
3/02/2011	Manager's Budget	City Manager	City Council	No later than 120 days from end of the fiscal year
4/15/2011	Hold one (1) or	City Council	Public	No later than 75 days from end of fiscal year
5/02/2011	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing
5/09/2011	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption
5/12/2011	Set Tax Rate	City Council	-----	Within 10 days of final adoption

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**CITY MANAGER'S
BUDGET MESSAGE
2011-2012**



LAWRENCE J. KENDZIOR
CITY MANAGER

City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

142 East Main Street, City Hall

Meriden, CT 06450-5605

Telephone (203) 630-4123 • Fax (203) 630-4274

March 7, 2011

Dear Mayor Rohde and Members of the City Council:

This budget proposal demonstrates that all of our efforts to control expenditures have produced real results, but that the impact of the national economic situation and the State's fiscal problems continue to resonate at the local level. This proposal cuts spending, excluding the cost of employee benefits, by \$952,769. Twelve of fourteen department budgets would be lower than the current year. Thirty-three of the forty-three different cost centers in the general fund budget would be decreased. If this proposal is adopted, the budget for general government operating expenses, excluding education, would be reduced for a fourth consecutive year. Nonetheless, increases in the funding of employee pensions and retiree health benefits will raise overall spending by 1.19%. Although the recent changes to those benefits negotiated with the employee unions will resolve the pension funding issue in the future, inadequate funding in the past and investment losses in the recent stock market downturn make this increase necessary. Combined with flat revenues from sources other than local taxes, that will require an increase in the tax rate to balance the budget.

The most significant revenue changes are likely to result from whatever budget is ultimately adopted by the State. The Governor's budget recommends the defunding of the Payment In Lieu of Taxes on manufacturing machinery and equipment. That would cause an estimated revenue loss of \$1,010,199 from that source alone. Some increases in other State revenues from prior year budget levels are anticipated, so that the year over year decrease in State funding is estimated to be \$313,241. I have not included in the budget proposal any revenue from the additional revenue sources proposed by the Governor. Some of those proposals, like the local conveyance tax option, would not result in additional revenue even if adopted. Others, like the new taxes on boats and airplanes, will not be effective until the year after this. Proposals such as the additional .1% of sales tax and the additional hotel tax are too speculative to be included in the budget proposal at this point. The former is an addition on top of a proposed increase in the sales tax rate and in prior years has been discussed as a regional tax, not one that would benefit the City directly. The latter has been proposed previously but never approved.

The Governor also has proposed bringing ECS funding back up to 2009 levels, continuing present funding levels for special education and increasing funding for magnet

schools. The proposed ECS funding would restore \$7,673,053 in funding cut by the State that was replaced by federal stimulus funding received directly by the Board of Education during the last two years. Although that proposal is certainly welcome, approval by the State Legislature is not certain and will most likely not occur, if at all, until after adoption of a final budget by the City. Therefore, I have included that additional funding in revenues but have placed it for expenditure purposes in the contingency fund, earmarked for the Board of Education. That ensures that the City will not be required to appropriate and fund that additional sum until receipt of the additional revenue is assured. The impact on Meriden of the additional magnet school funding is not clear at this point. Continuation of the present funding level for the special education excess cost grant should impact the Board of Education estimate of special education costs.

Revenue estimates included in the proposed budget are intended to be reasonable and as accurate as possible, but a few are more optimistic than in past years. Notably, the estimates for collection of delinquent revenue and interest on unpaid taxes will be very difficult to achieve, if for no other reason than that our success in collecting such revenues has decreased the amounts available to be collected. The budget assumes an increase in the tax collection rate, calculated in accordance with our financial policies based on last year's increase in the rate. Nonetheless, maintaining the tax collection rate in this economic period will be a challenge. Also included in the budget is a significant increase, over \$125,000, in E911 revenue. That increase is dependent on the City handling medical dispatch with its own forces, a change that has not yet been implemented and which is opposed by some members of the Council. (It should be noted that full implementation of medical dispatch potentially could bring in even more revenue in addition to what is included in the budget.) The amount included for city clerk fees is lower than the prior year, but could reasonably be lower still unless there is an unexpected turn around in the housing market. Building permit fees have been increased in this budget based on the last and current year receipts, but remain an area of concern because there are few new projects currently being proposed. The proposed budget does not yet take into account the impact of assessments that may be lowered by the Board of Assessment Appeals or the potential impact of outstanding assessment appeals. These factors should be kept in mind as you deliberate over revisions to the proposed budget.

You will note that I have proposed increasing the use of undesignated reserves from the \$1 million budgeted the past two years to \$1.5 million. The City's total undesignated reserves should increase after the current year to an amount in excess of the level recommended in our recently adopted financial policies. In the 2009 year, we were able to control expenditures to such a degree that we did not need to use the reserves that had been included in the budget. The additional revenues received from the expired CRRRA contract this year will allow us to build up the reserve level. The past two budgets pegged the use of reserves to the amount of increase in retiree health benefit funding (OPEB). Although we have done this without a negative impact on the reserve level, it should be borne in mind that the use of undesignated reserves automatically creates a revenue shortfall for the following year. That problem could be compounded if revenue projections in other area prove to be overly optimistic.

As noted at the beginning, general fund spending excluding employee benefits would decrease under this budget proposal. The budget contains no funding for wage rate increases for police, fire and public works union employees. Contracts for those unions are in negotiation. The City's position is that these employee groups should receive no wage increase in the first year, as has been the case for other bargaining units and management employees. The budget for health benefits has not been increased based on the savings which should be achieved by the change in health benefit administration and other health related initiatives. While health related savings would have been greater if the change in administration had not been unsuccessfully opposed by the teachers union and two of the Board of Education clerical unions, those changes should offset the increase in health costs, barring an unusual level of significantly costly illness. Payments on bonded indebtedness will decrease by \$649,380, a result of the refunding at lower costs due to our improved bond rating and low interest rates. The capital equipment budget has been lowered by shifting some vehicle purchases to the current year's budget. That is another strategy that will impact the 2013 budget.

The savings achieved by these and many other measures taken over the past few years are more than offset by increases in funding for employee pensions and retiree health benefits. That these are the areas of concern is similar to the situation in many other state and local budgets, as has been widely publicized recently, although the City addressed these issues earlier than many other jurisdictions. The increased focus on these costs is even more reason to ensure that we continue to do so. This is important to our efforts to maintain and possibly improving our bond rating, which is particularly critical as we begin funding the high school renovation projects in the near future.

Actuarial evaluation of the pension funds is performed every two years. The last review occurred prior to the stock market crash. New valuations taking those market losses into account require an increase in our annually required contribution. The municipal pension plan covers all city employees, more recently hired police officers and fire fighters and Board of Education classified employees. An increase of \$1,224,636 to a total of \$1,631,897 is necessary to fund that pension to the annually required level. The police and fire pension plans were not funded or were funded inadequately in the past. The City adopted a plan to amortize the underfunded amounts over a thirty year period, to which it has adhered over the last decade. Despite again reamortizing the shortfall over the full thirty years, maintaining funding at the actuarially required level increases police pension funding by \$345,825 to a total of \$4,028,938. Fire pension funding increases by \$179,290 to \$2,620,905. The total increase in pension funding is \$1,749,751.

Alluded to above is the planned \$1,500,000 increase in OPEB funding. That increase is necessary to satisfy the actuarial assumptions by which the City's overall obligation for post employment retiree health benefits is calculated. To offset the impact of that increase, I have recommended that the cost to the general fund, \$1,144,000, be funded from undesignated reserves. The City's enterprise funds will pay the balance of the increase attributable to their employees. The City's commitment to increase funding over a five-year period to the actuarially required contribution level resulted in a decrease of over \$100 million in the calculation of the City's obligation. That commitment needs to

be maintained. Not doing so will negatively impact our bond rating and over time would place the City in a position where its obligations exceeded its assets.

These increases highlight the significance of the changes in pension plans and retiree health benefits negotiated in the past year. Going forward, new city employees and Board of Education classified employees will be shifted to 401(a) plans to which the City will contribute a set amount not impacted by investment losses. New employees will not be entitled to retiree health care benefits. Current employees will contribute an additional percentage of their wages to cover the future costs of retiree health benefits. Similar changes remain to be negotiated with regard to newly hired police officers and fire fighters. These changes will significantly reduce the cost of future employee benefits and make budgeting more for those expenses more predictable. In this regard, as with funding pensions to required levels, the fiscal situation of the City in the future will be improved and sustainable without the large tax increases that otherwise would be necessary.

Almost all departmental budgets, as indicated above, are at least slightly lower. The major increased operating expense, which impacts the Building Maintenance Division the most, is the cost of heating oil. In the current year, we negotiated an extremely favorable price. Market conditions will increase that cost by somewhere between seventy-five cents to a dollar or more per gallon. That cost will need to be reassessed during the budget review process. Funding for overtime costs in the Police Department budget is reduced based on past trends. The police patrol budget line is funded to a total of 120 officers, two fewer than the authorized amount. The department historically has not achieved the authorized level. Should that change during the course of the next year, the means to fund the additional cost can be better determined at that time. The proposed budget does not fund any additional city positions nor does it eliminate any currently filled positions. Increased funding for workers compensation and hypertension claims is included in the proposed budget.

With regard to the Board of Education budget, I am recommending that funding be maintained at the current year level for a second consecutive year. Assuming that the additional ECS funding proposed by the Governor is approved, that amount would be added to the Board appropriation. The Board of Education budget contains a certain amount of flexibility, as was demonstrated again last year. The Board returned \$500,000 in unspent funds at the end of the last fiscal year. It prepaid \$500,000 from that year's budget for current year health costs. It also prepaid approximately \$750,000 or more in other expenses. Those amounts were approximately equal to the surplus in the Board budget expected based on the City's projection of the Board's budget and our estimate of the appropriate funding level for the current year. The new administration has undertaken a number of cost saving measures and shown that it will continue to seek ways to control costs. Nevertheless, the Board has requested additional funding of approximately \$2.7 million. Like last year I continue to feel that an increase in funding is not necessary to maintain services at an acceptable level.

The Board of Education takes an approach in formulating the Board budget request that it admits is conservative. This is done to ensure that the Board does not overspend its appropriated budget. Historically, actual expenditures in many areas have been significantly less than the amounts appropriated in the Board budget, and appropriated amounts have been significantly less than the amounts requested. The Board request and my recommendation should be examined from a perspective that keeps the above factors in mind.

Certified and classified wages are an area that historically has been overestimated and which should be closely examined. In the tuitions line, the Board has requested an increase of \$881,750 to a total of \$16,414,246. That request appears to be based on an anticipated increase in those expenses and an estimate of the revenue from the excess cost grant which clearly does not reflect recent experience or the funding level recommended in the Governor's budget. It is noteworthy that the amount requested for tuitions two years ago was \$14,793,560, the amount appropriated was \$14,227,563 and the actual amount expended was \$12,856,548. The difference between the amount requested and the amount spent was \$1.937 million. The increase requested was more than \$2 million. The actual increase was only \$85,000 higher than the prior year. While it is true that in years prior to that year tuitions exceeded budget, more recent experience is just the opposite. The Board's request in other areas does not reflect the historic ability to pre-purchase and prepay significant portions of its expenses for retirement obligations, supplies, textbooks and other items.

I look forward to reviewing the Board request during the budget process. However, to somewhat restate what I said in that regard last year, given the lack of growth in non-tax revenues, the fact that non-education operating expenditures would decrease for a fourth consecutive year while funding for education has been either been increased or maintained in each of those years, the lack of significant growth in the grand list, the prospect of decreased State funding in the next year, the reality that pension and retiree health benefit costs, a portion of which is attributable to Board of Education employees, have increased significantly and will continue to increase in future years, and the need to use undesignated reserves and to increase the tax rate to keep the budget in balance, it is again my recommendation that the City Council decide that maintaining the current funding level for the Board of Education is the most that is affordable to City residents and taxpayers.

Increasing the tax rate even marginally during a period of time when City residents continue to struggle financially is not a course easily recommended. Every effort has been made to limit expenditures without decreasing services that residents reasonably expect the City will provide. To fund the unavoidable increase in spending attributable to employee benefits, the general mill rate must be increased by .48 of a mill, a 1.6% increase in the tax rate. The additional inner district mill rate will be decreased by .08 from 1.90 to 1.82 mills because of reduced costs for solid waste disposal due to increased recycling rates. For a home with the median value of \$202,000 as of the last revaluation in 2006, the outer district tax would increase by \$68 and the inner district tax would increase by \$57. This will be the last budget before next year's revaluation date.

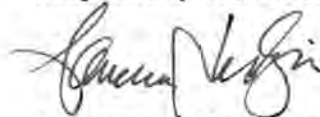
Remarkably, given the economic issues which the City has grappled with and the fact that we have taking all necessary steps to fund fully past obligations the cost of which had been ignored, if this budget is adopted, the average annual increase in the mill rate during that period of five years would be 0.74%, less than three quarters of one percent.

Every effort also has been made to control water and sewer division expenditures. There is no increase in either water or sewer rates. Funding for an additional position in the tax office has been included to allow a changeover to quarterly billing. Quarterly billing will improve cash flow, make it easier for ratepayers to budget and make payments and more quickly inform customers of leaks or other problems that affect the amount of their bills.

Included in the budget presentation is the Capital Improvement Plan (CIP), including capital funding requests for the next year. The improvement in the capital planning process and our strict adherence to the City's self imposed bond authorization limit have resulted in a \$5.1 million decrease in our debt payment over the past five year. That has offset expenditure increases in recent budgets. Each year that bonding authorizations are decreased lowers the cap for the succeeding year. This year's proposed Capital Improvement Plan, exclusive of authorizations for the Board of Education (\$192,000) and the water and sewer enterprise funds (\$581,000) totals \$4,558,333. That is \$212,669 below the new, greatly reduced cap. The Capital Improvement Plan also further also sets out planned capital projects contemplated for the succeeding five year period, providing a solid basis for future financial planning.

The proposal that I submit to you today is one that I believe appropriate given the difficult economic times in which we continue to live. It funds essential city services, fully funds City obligations, provides necessary and desirable capital investment and maintains the tax rate as affordably as possible. That is not said to minimize the difficult decisions you will need to make as you consider this budget proposal. As always, City staff and I stand ready to assist you in your deliberations.

Respectfully submitted,



Lawrence J. Kendzior
City Manager

CITY OF MERIDEN

THE BUDGET:

- HOW IT IS ADOPTED AND ACCOUNTED FOR-**
- HOW THE TAX RATE IS SET-**
- GRAND LIST COMPOSITION-**

- REVENUES AND EXPENDITURES BY TYPE-**
- WHERE REVENUES COME FROM-**
- AND**
- HOW THEY ARE SPENT-**

- FINANCIAL POLICIES AND BENCHMARKS-**

ACCOUNTING POLICIES/PROCESSES

FISCAL YEAR

The City of Meriden's Fiscal Year begins July 1 and ends June 30.

BALANCED BUDGET

The Charter of the City of Meriden mandates a balanced budget. For the purposes of meeting this requirement, each year a budget is adopted in which the projected expenditures are equal to the projected revenues.

THE BUDGET PROCESS

CITY MANAGER'S BUDGET PROPOSAL

City departments begin preparation and documentation processes for the budget in December. The Finance Department reviews all submitted department requested documents calculates all formula-driven data, and presents a draft budget to the City Manager. In accordance with the City Charter, Section C8-4 the City Manager, must present to the City Council a proposed budget, including the capital improvement plan, no later than 120 days from the end of the fiscal year.

BUDGET ADOPTION

The City Council's Finance Committee, will set a schedule for budget deliberations and in accordance with City Charter, holds at least one public hearing before taking final action on the proposed budget. The City Council Finance Committee reports its changes to the entire City Council. The City Council has the power to make changes to any item in the budget recommended by the City Manager by a majority vote of the council members present and voting. A minimum of one public hearing must be held no later than 75 days from the end of the fiscal year. The budget must be adopted by the City Council within 20 days of the last public hearing. The Mayor may veto any line item within five days after adoption of the budget and, in doing so, must specify an amount for that line item. The City Council may, by a two-thirds vote of its entire membership, override or modify any line item vetoed by the Mayor.

CITY OF MERIDEN BUDGET CALENDAR 2011-2012

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12/23/2010	Budget Estimates	Departments	Director of Finance	At least 180 days before the end of the fiscal year.
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BASIS OF ACCOUNTING

The City of Meriden's accounting system is operated on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources or balances are recorded and segregated to carry on specific activities or attain certain objectives in accordance with specific regulations and limitations. The operations of the general fund are maintained on a modified accrual basis, with revenues recorded when measurable and available and the expenditures recorded when the services or goods are received and liabilities are incurred. In contrast, accounting records for the City's enterprise, pension and nonexpendable trust funds are managed on the accrual basis of accounting. The types of funds utilized by the City are as follows: general; special revenue; capital projects; enterprise; and trust

and agency. The type and number of individual funds established is determined by GAAP and sound financial administration.

BUDGET PROCEDURE

The annual budget, including the capital improvement plan is developed by the City Manager in conjunction with the Finance Department. The budget is submitted to the City Council. The City maintains budgetary control through the Finance Department. The objective of budgetary control is to ensure compliance with the legal provisions embodied in the annual adopted budget approved by the City Council. The level of budgetary control is established by organization, agency, appropriation and object. The City of Meriden also utilizes an encumbrance accounting system as one technique for accomplishing budgetary control. Encumbrances reserve appropriations which have been obligated through purchase orders or other contractual documents. Encumbrances are reported as reservations of fund balance at the end of the year. Transfers of appropriations between departments require the approval of the City Council.

INTERNAL CONTROLS

The management of the City of Meriden is maintained through a control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with GAAP. The control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived from that cost and that the valuation of costs and benefits requires estimates and judgments be made by management.

As a recipient of Federal, State and local financial assistance, the City of Meriden is responsible for ensuring adequate internal control policies and procedures are in place to ensure and document compliance with applicable laws and regulations related to these programs. This internal control structure is subject to periodic evaluation by management as well.

LEGAL DEBT LIMIT

The total overall statutory debt limit for the City is equal to seven times annual receipts from taxation and tax relief for the elderly and disabled, or \$749,462,000. All long-term debt obligations are retired through General Fund appropriations or user charges. As of June 30, 2010, the City recorded long-term debt of \$68.7 million related to Governmental Activities and \$51.2 million related to Business-Type Activities, well below its statutory debt limit.

AUDIT

State Statutes require an annual audit conducted by independent certified public accountants. Portions of these audits are included in the City's Comprehensive Annual Financial Report, and these can be accessed through the City's website, <http://www.cityofmeriden.org/CMS/customer-files//CAFR-Final-120310.pdf>

TAX RATE DETERMINATION

HOW TAXES ARE DETERMINED

Taxes are assessed as of October 1, they are levied (or collected) on the following July 1, and are due in four installments due July 1, October 1, January 1 and April 1. Liens are filed on the following the last payment period of the fiscal year. Taxes are based on the assessed value multiplied by the current mill rate. One mill is equal to \$1.00 of tax for each \$1,000 of assessment.

Example: Assessed value is \$141,000 Mill Rate: 29.99 Mills (.02999) \$141,000 X .02999 = \$4,229

Properties are assessed based on a formula that calculates 70% of their appraised fair market value. For Fiscal Year 2008 property in Meriden, was reevaluated according to the five year assessment schedule mandated by State of Connecticut Statutes. Revaluation is a mass appraisal of all property within an assessment jurisdiction (i.e., the City of Meriden) to equalize assessed values. A city-wide reassessment of real properties is conducted to assign fair market values to all properties. This assessment allows a balancing of the city's real property tax burden among taxpayers. The city's Grand List represents the total amount of property assessments on which taxes may be collected. The 2010 Grand List is \$4.401 billion with a Net Taxable Grand List of \$3.642 billion (prior to Board of Assessment Appeals).

TOP TEN TAXPAYERS: REAL ESTATE/PERSONAL PROPERTY COMBINED (2010 Grand List)

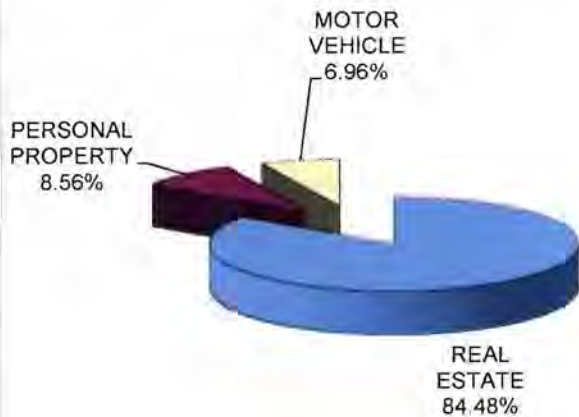
Taxpayer	Assessment	Rank	Percentage of Total
Meriden Square #3 LLC et al	\$ 73,661,600	1	2.02%
Connecticut Light & Power	57,379,910	2	1.58
Computer Sciences Corp.	45,884,850	3	1.26
Urstadt Biddle Properties, Inc.	23,665,670	4	.65
Yankee Gas	21,336,020	5	.59
Radio Frequency System	17,842,270	6	.49
Carabetta Enterprises, Inc.	15,121,590	7	.42
Newbury Village Development	12,623,860	8	.35
Denneri Associates LP	10,850,000	9	.30
TC Meriden, LLC	10,490,523	10	.29
Total	\$ 288,795,293		7.93%

See following charts for additional information on the Grand List.

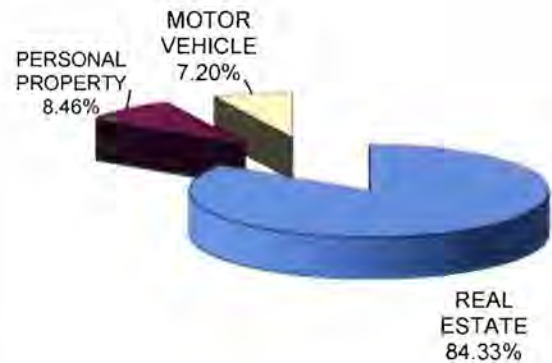
GRAND LIST COMPARISON 2009 TO 2010

	2009 GRAND LIST AFTER B.O.R.	2010 GRAND LIST BEFORE B.O.R.	CHANGE %	CHANGE dollars
REAL ESTATE	3,266,248,270	3,270,907,830	0.143	4,659,560
PERSONAL PROPERTY	330,809,948	328,271,853	-0.767	(2,538,095)
MOTOR VEHICLE	269,279,065	279,393,545	3.756	10,114,480
TOTAL GROSS GRAND LIST	3,866,337,283	3,878,573,228	0.316	12,235,945
EXEMPTIONS	236,110,420	236,944,655	0.353	834,235
TOTAL NET GRAND LIST	3,630,226,863	3,641,628,573	0.314	11,401,710

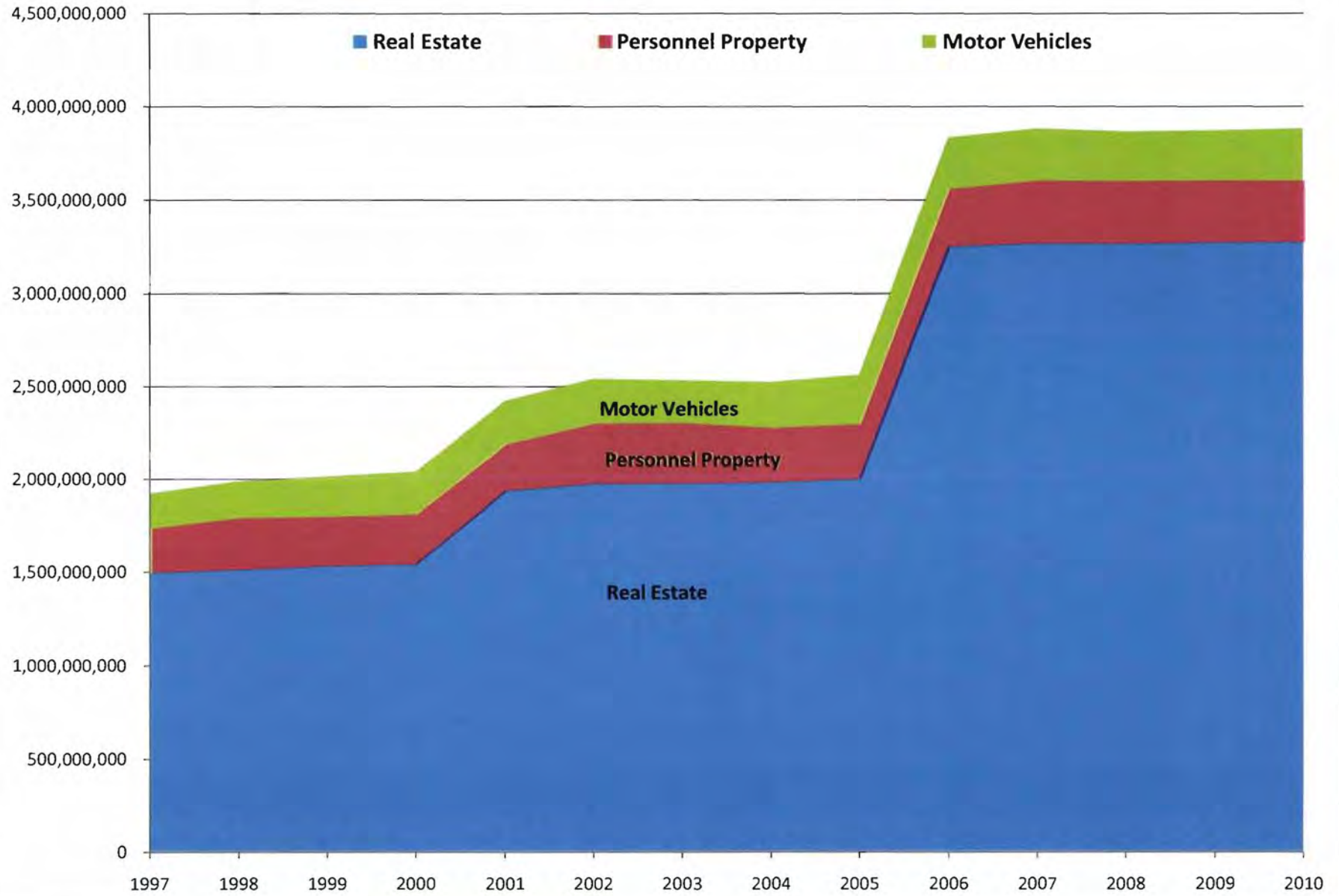
2009 GROSS GRAND LIST AFTER BAA



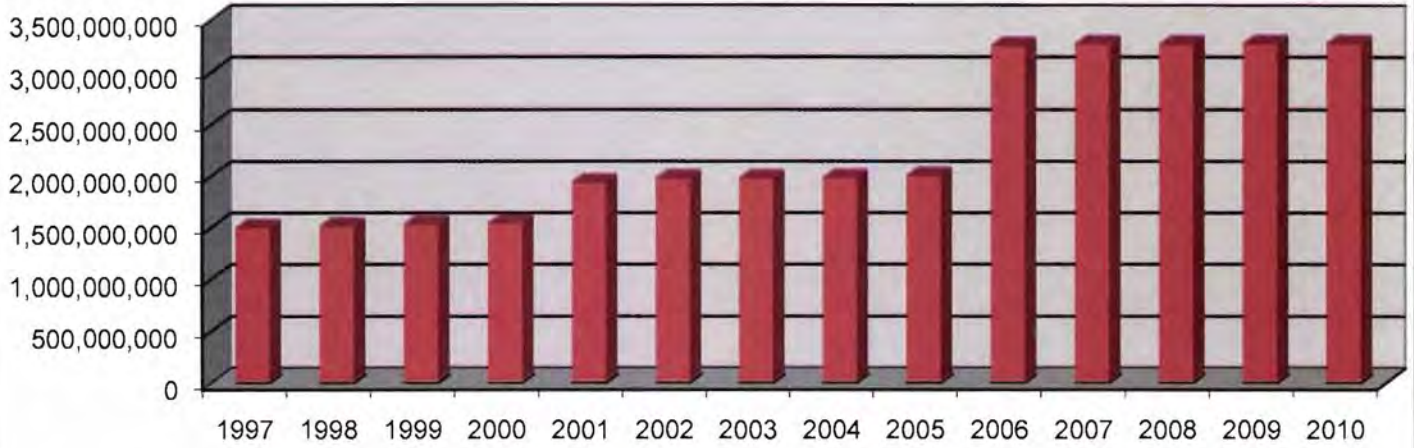
2010 GROSS GRAND LIST BEFORE BAA



Grand List Makeup

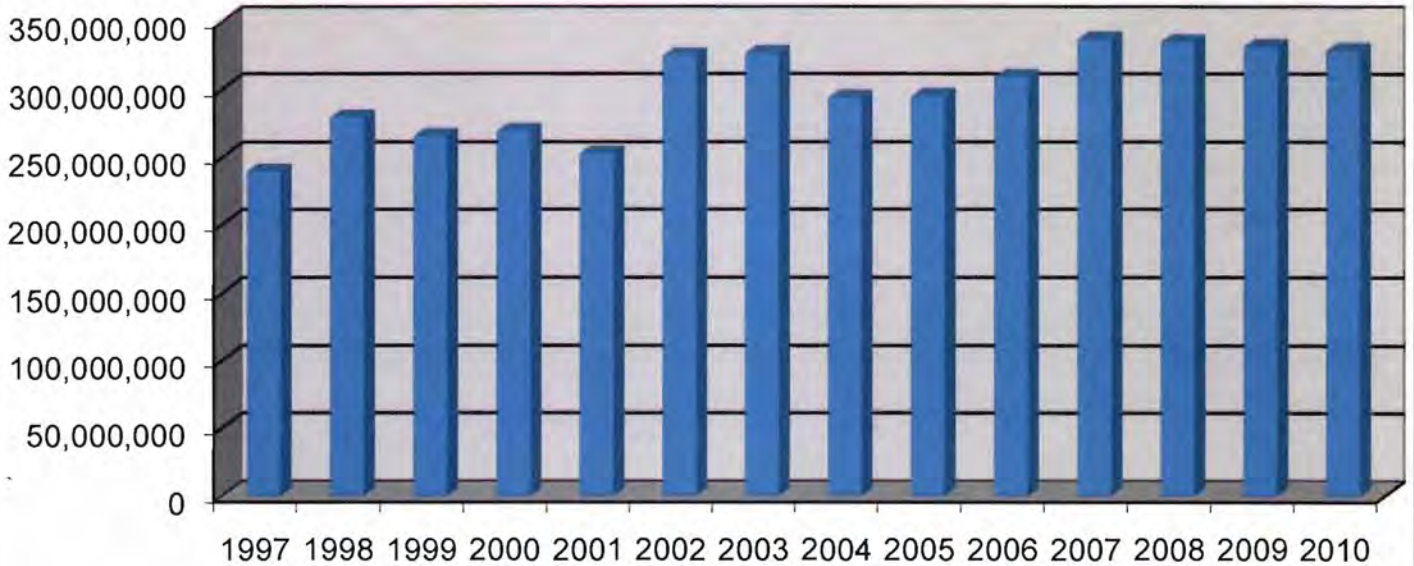


GROSS REAL ESTATE BY GRAND LIST YEAR



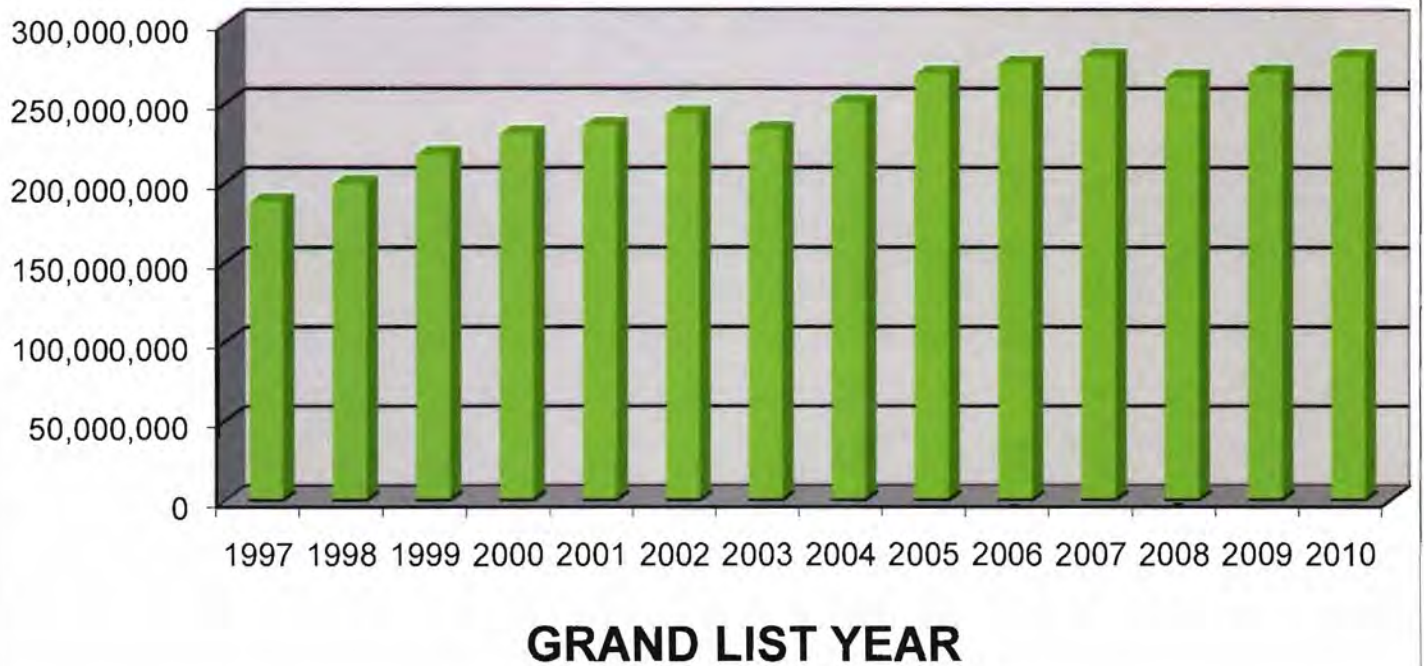
GRAND LIST YEAR

GROSS PERSONAL PROPERTY BY GRAND LIST YEAR

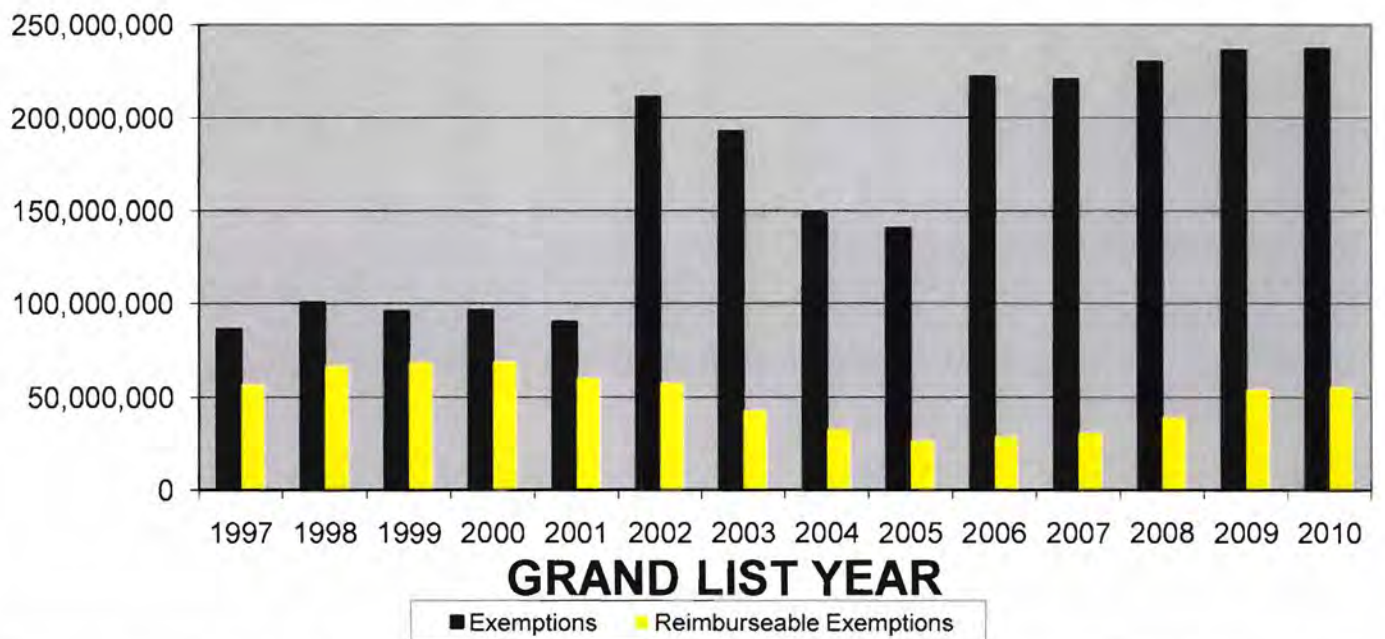


GRAND LIST YEAR

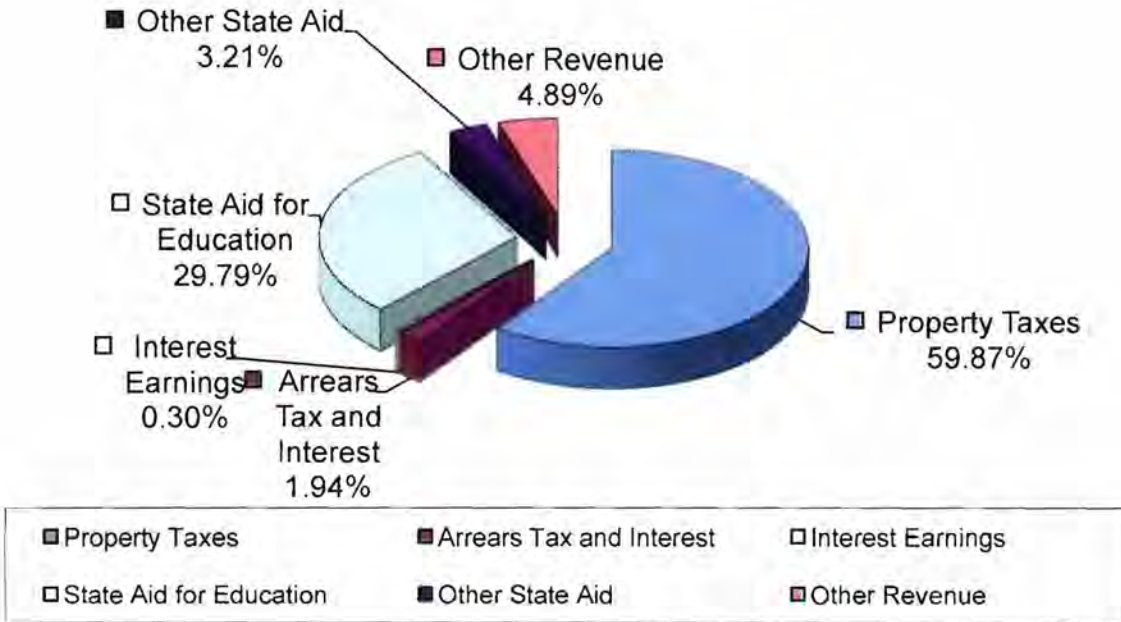
GROSS MOTOR VEHICLE BY GRAND LIST YEAR



TOTAL EXEMPTIONS VS. REIMBURSEABLE EXEMPTIONS

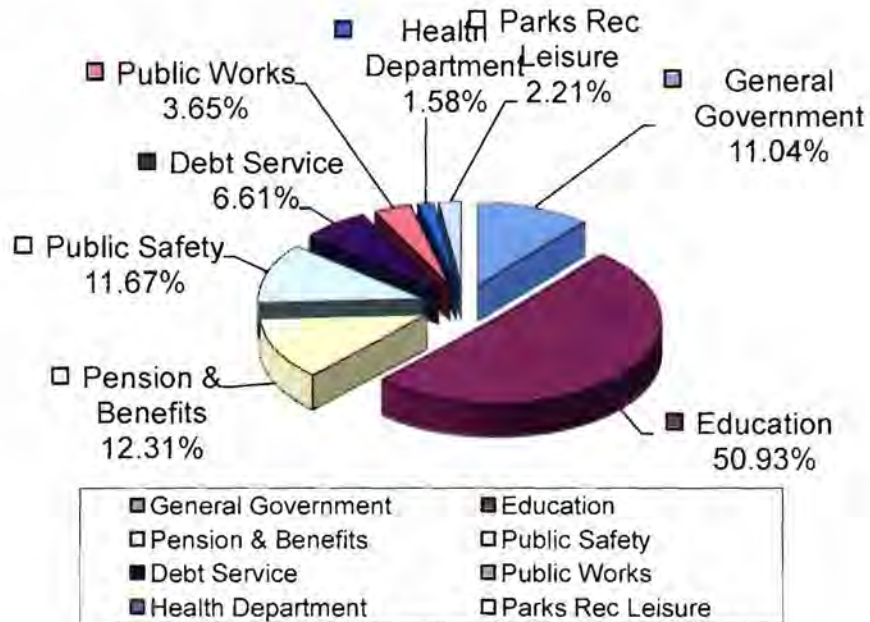


Source of General Fund Revenues



Source:	Amount
Property Taxes	108,082,464
Arrears Tax and Interest	3,500,000
Interest Earnings	535,000
State Aid for Education	53,783,711
Other State Aid	5,797,553
Other Revenue	8,823,183
	180,521,911

How General Fund Dollars are Expended



Function:	Amount
General Government	19,926,248
Education	91,936,788
Pension & Benefits	22,215,806
Public Safety	21,074,430
Debt Service	11,930,324
Public Works	6,594,230
Health Department	2,846,609
Parks Rec Leisure	3,997,476
	<u>180,521,911</u>

FINANCIAL POLICIES

On February 1, 2010 the City of Meriden adopted financial policies regarding:

- 1) Undesignated Fund Balance
- 2) Debt
- 3) Funding of Employee Pension Benefits
- 4) Funding of Other Post Employment Benefits (OPEB)
- 5) Mill Rate Calculation
- 6) Capital Assets – accounting and disclosure

Each policy contains specific benchmarks.

The following demonstrate the status of these financial policies.

1) Undesignated Fund Balance

Purpose

To maintain a balance of unreserved and undesignated funds sufficient to respond to unforeseen contingencies and unanticipated and unusual changes in revenues or expenses.

Policy

For the purpose of these policies, unreserved, undesignated fund balance is the remaining balance available following the reduction for “resources not available for spending” or “legal restrictions” (reservation) and “management’s intended future use of resources” (designation). The City of Meriden recognizes the importance of achieving and maintaining an appropriate level of undesignated fund balance to withstand short-term financial emergencies.

After evaluating the City’s operating characteristics, overall financial health, the diversity and flexibility of its tax base, the reliability of non-property tax revenues, its working capital needs, the impact on its bond ratings, national, state and local economic outlooks, emergency and disaster risk levels and other issues, the City of Meriden hereby establishes the following policy regarding the appropriate maintenance of undesignated fund balance. The City shall maintain adequate unreserved and undesignated fund balance to fulfill the following objectives:

- (1) To maintain funds available for appropriation in an amount sufficient to pay for unforeseen and unusual expenditures or unforeseen and unusual shortfalls in revenue after adoption of the annual budget;
- (2) To maintain adequate levels of reserves sufficient to ensure the timely payment of all City obligations
- (3) To maintain adequate reserves sufficient to avoid unreasonably high spikes in the mill rate due to temporary decreases in revenues or unusual non-recurring increases in expenses;

In keeping with said policy and in order to meet such objectives, the goal of the City is to maintain an unreserved and undesignated fund balance level equal to the average of one month’s budgeted annual operating expenditures and other financing uses (transfers out) for the prior audited fiscal year.

To reach and maintain that goal, the policy of the City also includes the following:

The City recognizes that the undesignated fund balance may fall below the above desired level through differences between planned and actual revenues and expenditures, or financial emergencies or catastrophic events of an unforeseen nature. The City also recognizes that the current undesignated fund balance level does not meet the City’s goal at the time of the adoption of these policies. It is the City’s policy to achieve that level of undesignated fund balance and to replenish the level of fund balance should it thereafter fall short of that goal by adopting and implementing a plan to do so over a period no longer than three fiscal years following the date of adoption of these policies or no longer than three fiscal years following a determination in the City’s Comprehensive Annual Financial Report (“CAFR”) that the undesignated fund balance level has fallen below the level specified above.

To the extent feasible in accordance with these policies, one-time revenues will be applied toward one-time expenditures, used to meet the undesignated fund balance goal or, that goal having been met, to establish reserves for future anticipated expenditures, capital projects, or to reduce debt service; one time revenues will not be used to finance ongoing operating expenses and programs.

The City recognizes that the maintenance of adequate unreserved and undesignated fund balance is an essential element of sound fiscal management necessary to sustaining a sound credit rating and flexibility in financial management. Exceptions and changes to this policy may be allowed by approval of the City Council upon recommendation of the City Manager and Director of Finance to maintain flexibility in the best financial interest of the City and in case of emergencies and one-time opportunities.

Undesignated Fund Balance – Policy goal 8.33%

FY Ended	Unreserved, Undesignated Fund Balance	Total Fund Balance	Operating Budget and Transfers Out	Policy Percentage Unreserved, Undesignated Fund Balance	Policy Percentage Undesignated Fund Balance
June 30, 2011 (unaudited)	15,440,056	17,546,825	170,822,813	9.04%	10.27%
June 30, 2010	13,321,056	14,302,825	167,984,309	7.93%	8.51%
June 30, 2009	13,267,025	14,251,708	177,423,309	7.48%	8.03%
June 30, 2008	3,960,834	9,475,372	174,815,005	2.27%	5.42%
June 30, 2007	3,643,968	11,493,579	168,782,187	2.16%	6.81%
June 30, 2006	3,009,203	9,811,633	160,854,004	1.87%	6.10%
June 30, 2005	1,832,923	9,612,152	156,568,446	1.17%	6.14%

2) Debt

Purpose

The purpose of the City's policy regarding debt is to establish parameters and guidance for the City to ensure that borrowing and repayment of debt to meet its capital requirements are carried out and executed to ensure the timely and advantageous repayment of its long term debt obligations in a manner affordable to and within the City's capacity to pay.

Policy

The City recognizes the foundation of any well-managed debt program is a comprehensive debt policy. It is the intention of this policy to provide guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt financing, methods of sale that may be used, and structural features that may be incorporated.

Most importantly, this debt policy is the City's recognition of a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. The policy shall be executed and adhered to so as to ensure that the City maintains a sound debt position and that its credit quality is protected and enhanced.

Debt Burden Indicator

Debt as a percentage of Net Taxable Grand List – Policy goal less than 3.3%

Grand List of October 1,	Fiscal year Ending June 30,	Net Taxable Grand List (NTGL) (000)	Total General Fund Debt (1)	Total General Fund Debt as a % of the NTGL
2010	2012	3,641,629 est	68,929,000	1.89%
2009	2011	3,641,629	77,888,161	2.14%
2008	2010	3,634,360	68,666,078	1.89%
2007	2009	3,659,204	80,903,298	2.21%
2006	2008	3,608,414	69,944,215	1.94%
2005	2007	2,420,649	82,722,012	3.42%
2004	2006	2,373,439	80,476,709	3.39%
2003	2005	2,338,821	93,485,905	3.99%
2002	2004	2,331,434	77,942,889	3.34%
2001	2003	2,329,825	91,602,482	3.93%

(1) Excludes Enterprise Fund Debt

Debt Service Indicators

Annual G.O. debt service as a percentage of General Fund operating budget expenditures - Policy goal less than 5%

Fiscal year Ending June 30,	General Obligation Debt Service (P+I) (000) (1)	General Fund Operating Expenditures (000)	General Fund Debt Service as a % of Operating Exp.
2012 (estimate)	11,930	180,537 (est)	6.61% (est)
2011 (unaudited)	12,397	170,823	7.26%
2010	14,183	167,984	8.44%
2009	14,201	175,731	8.08%
2008	16,946	174,794	9.69%
2007	18,064	177,100	10.20%
2006	17,959	167,283	10.74%
2005	15,867	161,018	9.85%
2004	17,400	157,319	11.06%

(1) Excludes Enterprise Fund Debt

Percentage of principal paid in 10 years – Policy goal greater than 66%

Fiscal year Ending June 30,	Total General Fund Principal Outstanding (000) (1)	% of Debt Retired after 10 Years
2012	68,629	77.49%
2011	77,888	77.13%
2010	68,666	84.48%
2009	80,903	83.79%
2008	69,944	94.50%
2007	82,722	93.26%

(1) Excludes Enterprise Fund Debt

Percentage of principal outstanding vs. general fund operating budget – Policy goal less than 50%

Fiscal year Ending June 30,	Total General Fund Principal Outstanding (000) (1)	General Fund Operating Expenditures (000)	Outstanding Principal as a % of Operating Budget
2012 (estimate)	68,629	180,537 (est)	38.01%
2011 (unaudited)	77,888	170,823 (est)	45.60%
2010	68,666	167,984	40.88%
2009	80,903	175,731	46.04%
2008	69,944	174,794	40.01%
2007	82,722	177,100	46.71%

(1) Excludes Enterprise Fund Debt

Open Authorizations for Borrowing as of January 31, 2011

Purpose	Original Authorization	Previous Borrowings	Open Authorization
Education	16,309,159	9,316,040	6,993,119
General	15,104,039	9,410,801	5,693,238
Sewer	2,422,533	2,242,950	179,583
Water	5,338,800	4,221,091	1,117,709
Total	39,174,531	25,190,882	13,983,649

3) Funding of Employee Pension Benefits

Purpose

To fund the pension obligations of the City to its employees upon the accrual of such benefits in the amounts necessary to pay such obligations as they become due.

Policy

To make a contribution equal to the amount determined by the City’s actuaries to be necessary to meet its “Annual Required Contribution” (ARC). In accordance with Government Accounting Standards Board (GASB) standards an actuarial valuation is completed every two years. The City may elect to update the valuation annually.

The City of Meriden shall maintain a plan of funding as required to fund its pension liabilities over a period of thirty years as allowed by GASB Statement Number 25. Funds will be set aside and invested with a long term risk level in accordance with the requirements of the City Charter and Code and in accordance with the investment policy duly adopted by the City of Meriden Pension Board. Trust Funds have been established and will be maintained for the investment of all pension assets.

To the extent that it is practical to do so keeping in mind the other objectives that the City may have with regard to employee benefits, the City shall endeavor to maintain only those benefits that are reasonably affordable and within the City’s long term capacity to pay and no more costly than pension benefits that are maintained by other similarly situated cities and towns with a similar capacity to pay for such benefits.

Employee Retirement Funding

-Policy goal 100% of the Actuarial Required Contribution

<i>Fiscal Year Ended</i>	<i>Employees' Retirement Plan</i>		<i>Police Pension Plan</i>		<i>Firefighters' Pension Plan</i>	
	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>
<i>6/30/11 (unaudited)</i>	<i>479,981</i>	<i>n/a</i>	<i>3,683,113</i>	<i>n/a</i>	<i>2,441,615</i>	<i>n/a</i>
<i>6/30/10</i>	<i>354,382</i>	<i>102.3%</i>	<i>3,646,850</i>	<i>100.0%</i>	<i>2,419,234</i>	<i>100.0%</i>
<i>6/30/09</i>	<i>764,137</i>	<i>100.0%</i>	<i>3,556,861</i>	<i>100.0%</i>	<i>2,464,361</i>	<i>100.0%</i>
<i>6/30/08</i>	<i>649,414</i>	<i>101.6%</i>	<i>3,509,801</i>	<i>100.0%</i>	<i>2,435,594</i>	<i>100.0%</i>
<i>6/30/07</i>	<i>185,534</i>	<i>105.4%</i>	<i>3,601,118</i>	<i>100.3%</i>	<i>2,605,081</i>	<i>100.4%</i>
<i>6/30/06</i>	<i>74,741</i>	<i>100.0%</i>	<i>3,540,516</i>	<i>91.5%</i>	<i>2,574,201</i>	<i>85.7%</i>
<i>6/30/05</i>	<i>0</i>	<i>N/A</i>	<i>3,413,205</i>	<i>99.0%</i>	<i>1,906,328</i>	<i>100.0%</i>

4) Funding of Other Post Employment Benefits (OPEB)

Purpose

To fund the long-term obligations of the City of Meriden related to “Other Post Employment Benefits” (OPEBs) in the amounts necessary to meet such obligations.

Policy

It is the policy of the City of Meriden to fund its OPEB obligations fully and adequately as determined by actuarial assessment of those obligations in order to ensure that it will meet its contractual obligations to its employees. The City recognizes that a plan of funding is required to achieve and maintain fund levels and rates of return necessary to fund its long-term liability. It is the policy of the City to do so over a period of 30 years as allowed by GASB Statement Number 45. During June 2009 the City of Meriden established a Trust Fund for the investment of all OPEB assets. The policy of the City shall be to make a contribution equal to the amount determined by its actuaries necessary to meet its “Annual Required Contribution” (ARC). The City recognizes that it has yet to make annual appropriations equal to its ARC. It is the goal of the City to increase its annual appropriation over a five year period from the date of the adoption of this policy until its annual appropriation is equal to its ARC. Funds will be set aside and invested with a long term risk level in accordance with the requirements of the City Charter and Code and in accordance with the investment policy duly adopted by the City of Meriden Pension Board.

To the extent that it is practical to do so keeping in mind the other objectives that the City may have with regard to employee benefits, the City shall endeavor to maintain only such benefits that are reasonably affordable and within the City’s long term capacity to pay and no more costly than the post employment benefits that are agreed to by other similarly situated cities and towns with a similar capacity to pay for such benefits.

The following contributions in addition to the “pay-as-you-go” amounts have been made to the trust fund as part of the “Plan” to reach the Annual Required Contribution necessary to fund the OPEB liability.

<i>Fiscal Year</i>	<i>Actual or Budget</i>	<i>Amount</i>	<i>Trust Assets (including earnings)</i>
2009	Actual	\$500,000	1,726,497
2010	Actual	\$1,000,000	2,706,682
2011	Actual	\$2,000,000	5,083,217 (est.)
2012	Budget recommendation	\$3,500,000	9,269,874 (est.)

5) Mill Rate Calculation

Purpose

The purpose of this policy is to set forth the procedure by which the mill rate is calculated annually in the adoption of the City budget.

Policy

The mill rate is calculated by first subtracting non-tax revenues from expenditures in the approved budget. The sum is then divided by the net taxable grand list. The result shall then be adjusted to take into account any credits due on taxes for the fiscal year due to settlements of assessment appeals and the amount of other anticipated adjustments to the grand list. The result is then multiplied by the collection rate to arrive at the mill rate.

The collection rate shall be set by averaging the percentage of budgeted tax revenues actually collected as set forth in the City's Comprehensive Annual Financial Report ("CAFR") for the preceding two fiscal years. This rate may be adjusted upward or downward based on current local economic conditions.

The goal of the City is to avoid unreasonable assumptions in the mill rate calculation that will cause deficits in the operating budget.

Collection Rate Calculation

Fiscal Year Ended	Collection Rate %	Two-Year Average	Collection Rate Following Year
June 30, 2010	97.49%	97.37%	97.37%
June 30, 2009	97.24%	97.27%	97.25%
June 30, 2008	97.29%	97.26%	97.25%
June 30, 2007	97.23%	97.03%	97.00%
June 30, 2006	96.83%	96.94%	97.00%
June 30, 2005	97.04%	96.81%	97.00%

CITY OF MERIDEN

Revenues

Department Descriptions

Departments Organization Charts

Departments Goals & Objectives

City Manager's Proposed General Fund Department Budgets

Departments Staffing Summaries

City of Meriden
2012 City Manager Recommended Budget

REVENUES	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-603							
STATE PROPERTY PILOT	515,418	430,049	409,854	412,206	412,206	410,210	-
0001-0210-30-0-0000-604							
SUPERIOR COURT RENT & FEES	659,938	253,592	129,252	71,117	129,252	129,252	-
0001-0210-30-0-0000-605							
PA 217A PRIVATE SCHOOLS	101,144	100,291	100,291	92,128	100,300	93,300	-
0001-0210-30-0-0000-606							
STATE PILOT HOUSING AUTHORITIES	121,452	116,807	121,000	-	115,000	115,000	-
0001-0210-30-0-0000-608							
STATE PILOT HOSPITALS & COLLEGES	1,050,833	837,183	789,576	792,558	792,558	968,500	-
0001-0210-30-0-0000-609							
LOCIP REIMBURSEMENT	524,164	517,834	1	-	-	-	-
0001-0210-30-0-0000-610							
TOWN AID TO ROADS	335,638	334,883	334,883	334,730	334,883	334,883	-
0001-0210-30-0-0000-611							
PA 461 MANUFACTURERS EQUIPMENT	697,267	772,508	801,447	721,037	1,010,190	12,000	-
0001-0210-30-0-0000-613							
TRANSPORTATION NON-PUBLIC SCHOOLS	190,034	190,330	161,199	-	130,394	199,619	-
0001-0210-30-0-0000-617							
STATE PEQUOT/MOHEGAN GRANT	1,396,314	888,993	894,346	297,783	887,907	890,064	-
0001-0210-30-0-0000-618							
REIMBURSED EXEMPTIONS	880,561	715,025	695,369	681,997	740,856	740,856	-
0001-0210-30-0-0000-619							
TAXES-BOATS	8,815	4,517	8,815	7,134	4,517	4,517	-
0001-0210-30-0-0000-620							
TRANSIT DISTRICT	178,495	166,284	218,593	87,984	240,104	240,104	-
0001-0210-30-0-0000-621							
CRRA RESERVE REFUND	5,953,740	-	-	3,544,602	-	-	-
0001-0210-30-0-0000-625							
POLICE PARKING TAG FUND	14,898	14,340	15,000	17,075	15,000	15,000	-

City of Meriden
2012 City Manager Recommended Budget

REVENUES continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-626							
LICENSES & PERMITS	12,215	15,515	12,400	9,280	15,500	15,500	-
0001-0210-30-0-0000-627							
ADMIN. CHARGES	62,400	78,088	72,000	44,344	78,000	78,000	-
0001-0210-30-0-0000-628							
ABANDONED MOTOR VEHICLES	210	-	1,000	-	1,000	1,000	-
0001-0210-30-0-0000-629							
ALARM FEES	10,200	2,500	10,000	-	10,000	10,000	-
0001-0210-30-0-0000-630							
BUILDING DEPARTMENT FEES	913,069	508,103	375,000	335,627	375,000	575,000	-
0001-0210-30-0-0000-632							
ANTI-BLIGHT FINES	-	-	7,500	2,700	5,000	5,000	-
0001-0210-30-0-0000-635							
CITY CLERK FEES	1,045,298	1,155,853	1,400,000	515,945	1,100,000	1,300,000	-
0001-0210-30-0-0000-640							
TAX COLLECTOR FEES	-	919	500	507	750	750	-
0001-0210-30-0-0000-641							
TAX COLLECTOR INTEREST	1,080,229	1,103,621	1,100,000	613,103	925,000	1,100,000	-
0001-0210-30-0-0000-642							
TAX COLLECTOR LIEN FEES	25,084	24,886	30,000	14,564	25,000	25,000	-
0001-0210-30-0-0000-643							
BILLBOARD RENTAL CBS	-	-	-	27,500	6,000	6,000	-
0001-0210-30-0-0000-650							
HEALTH LICENSES & FEES	71,952	75,608	85,000	62,566	75,000	75,000	-
0001-0210-30-0-0000-651							
HEALTH REIMB SPECIAL PROJECTS	100,000	200,000	200,000	200,000	100,000	200,000	-
0001-0210-30-0-0000-656							
RECREATION FEES	6,386	5,767	10,000	4,035	7,500	7,500	-
0001-0210-30-0-0000-657							
PARK CONC LEASES	9,614	14,046	9,500	10,261	15,000	15,000	-
0001-0210-30-0-0000-660							
FINES LOST & DAMAGED BOOKS	11,589	13,913	12,000	7,130	12,000	12,000	-
0001-0210-30-0-0000-659							
LICENSES & FEES - FIRE	1,425	1,225	1,500	600	1,500	1,500	-
0001-0210-30-0-0000-669							
TELECOMMUNICATIONS PERSONAL PROPERTY	335,044	254,264	254,264	-	-	168,718	-

City of Meriden
2012 City Manager Recommended Budget

REVENUES continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-670							
STATE EDUCATION ECS GRANT	53,177,108	45,962,958	46,110,658	23,055,330	53,783,711	53,783,711	-
0001-0210-30-0-0000-672							
ENERGY ASSIST - OTHER GRANTS	-	58,776	-	-	-	-	-
0001-0210-30-0-0000-673							
VIDEO COMPETITION PA 07-253	-	53,785	50,000	24,868	11,499	25,000	-
0001-0210-30-0-0000-674							
TRANSPORTATION PUBLIC SCHOOLS	896,753	522,965	443,275	-	259,538	502,038	-
0001-0210-30-0-0000-675							
SPECIAL EDUCATION	1,071,566	1,339,063	1,100,000	-	1,133,000	1,300,000	-
0001-0210-30-0-0000-676							
EDUCATION OF THE BLIND	99,509	89,274	89,558	-	80,088	80,088	-
0001-0210-30-0-0000-677							
FEDERAL GRANTS	16,500	-	-	-	-	-	-
0001-0210-30-0-0000-678							
MISC. STATE GRANTS	36,128	43,842	-	-	-	-	-
0001-0210-30-0-0000-680							
INCOME FROM INVESTMENT - GENERAL	346,542	476,417	380,250	93,875	350,000	360,000	-
0001-0210-30-0-0000-681							
INCOME - BOND ACCOUNT	377,430	101,967	400,000	-	150,000	175,000	-
0001-0210-30-0-0000-685							
AVIATION RENT & FEES	33,217	11,772	33,000	-	-	-	-
0001-0210-30-0-0000-686							
COST ALLOCATION ENTERPRISE FUNDS	1,581,843	1,658,509	1,708,265	1,708,263	1,759,515	1,777,952	-
0001-0210-30-0-0000-687							
USE OF FUND BALANCE	1,000,000	1,000,000	1,000,000	-	1,500,000	1,500,000	-
0001-0210-30-0-0000-691							
INTEREST - COE ESTATE	9,632	8,804	8,361	6,270	8,361	7,652	-
0001-0210-30-0-0000-692							
NARCOTICS TASK FORCE	12,000	-	1	-	1	1	-
0001-0210-30-0-0000-693							
NRG CONTRACT	2,880,535	2,331,600	2,012,916	2,012,916	1,919,545	1,919,545	-
0001-0210-30-0-0000-695							
OTHER REVENUE	(45,004)	230,761	106,982	93,231	100,000	219,226	-
0001-0210-30-0-0000-696							
SALE OF SURPLUS PROPERTY	26,390	16,600	30,000	-	25,000	25,000	-
0001-0210-30-0-0000-698							
BULKY WASTE FEES	52,098	32,050	40,000	15,831	30,000	30,000	-

City of Meriden
2012 City Manager Recommended Budget

REVENUES continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-700							
PARKING COMMISSION REVENUE	120,298	124,437	130,000	66,714	125,000	125,000	-
0001-0210-30-0-0000-731							
MISC. REVENUE - RENTAL INCOME	48,420	43,075	50,000	22,580	45,000	45,000	-
0001-0210-30-0-0000-732							
MISC. REVENUE - POLICE	32,477	31,775	26,456	18,496	26,456	26,456	-
0001-0210-30-0-0000-733							
MISC. REVENUE - ENGINEERING	10,814	16,707	12,500	7,230	12,500	12,500	-
0001-0210-30-0-0000-734							
MISC. REVENUE - PLANNING & IWWC	8,497	11,211	8,500	8,379	8,500	10,000	-
0001-0210-30-0-0000-735							
E911 QUARTERLY	38,204	11,456	125,995	9,030	125,995	125,995	-
0001-0210-30-0-0000-736							
MISC. REVENUE - ASSESS & COLLECT	6,254	6,547	6,500	2,568	6,500	6,500	-
0001-0210-30-0-0000-737							
MISC. REVENUE - FIRE	1,286	8,116	2,000	1,211	2,000	2,000	-
0001-0210-30-0-0000-738							
MISC. REVENUE - RECYCLING	63,002	64,206	45,000	9,671	63,000	63,000	-
0001-0210-30-0-0000-739							
MISC. REVENUE - PURCHASING	8,959	8,633	10,000	575	8,500	8,500	-
0001-0210-30-0-0000-740							
MISC. REVENUE - THOM EDISON REIMB	22,500	27,070	22,500	4,783	25,000	25,000	-
0001-0210-30-0-0000-741							
MISC. REVENUE - PERSONNEL	6,860	-	2,500	-	2,500	2,500	-
0001-0210-30-0-0000-742							
MISC. REVENUE - AIRCRAFT REGISTRATI	3,900	3,720	3,900	2,660	3,700	3,700	-
0001-0210-30-0-0000-745							
BOND PREMIUM REVENUE	54,061	2,416	-	300	-	-	-

City of Meriden
2012 City Manager Recommended Budget

REVENUES continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-750							
TRANSFER - IN	50,001	479,762	146,204	296,204	128,810	153,810	-
0001-0210-30-0-0000-7xx							
REAL ESTATE CONVEYANCE TAX	-	-	-	-	-	-	-
0001-0210-30-0-0000-7xx							
RETAIL SALES	-	-	-	-	-	-	-
0001-0210-30-0-0000-7xx							
ROOM OCCUPANCY	-	-	-	-	-	-	-
0001-0260-30-0-0000-661							
PROPERTY TAXES CURRENT YEAR	99,569,258	102,457,164	105,119,283	82,605,416	104,815,814	107,107,464	-
0001-0260-30-0-0000-662							
PROPERTY TAXES PRIOR YEARS	2,603,256	2,270,519	2,412,912	536,146	2,100,000	2,350,000	-
0001-0260-30-0-0000-663							
PROPERTY TAXES MV SUPPLEMENT	901,191	726,319	900,000	713,876	975,000	975,000	-
0001-0260-30-0-0000-664							
PROPERTY TAXES SUSPENSE	-	-	25,000	-	25,000	25,000	-
	181,434,911	169,029,220	170,822,806	120,224,936	177,274,949	180,521,911	-
REVENUE OTHER THAN TAXES						70,064,447	-
STATE AID						59,466,264	-

MAYOR/CITY COUNCIL

Description of Programs

Office of the Mayor - Elected to a two-year term of office, presides over the City Council, serves as an ex-officio member, and is recognized as the City's Chief Elected Official. The Mayor may recommend or introduce proposed ordinances, resolutions, or motions to the Council, and has the power to veto any ordinance, legislative resolution, or appropriation adopted by the Council. The Mayor does not vote on Council matters except in the case of a tie (except on zoning issues). The Mayor appoints the Deputy Mayor and makes appointments to selected boards and commissions.

Clerk to the Mayor/City Council - This position is responsible for facilitating the smooth and efficient operation of the Office of the Mayor, the City Council, as well as the various Council's committees. The Clerk tracks and records all Council actions, prepares agendas, distributes agendas, reports, and other materials, and disseminates information about legislative actions to the general public.

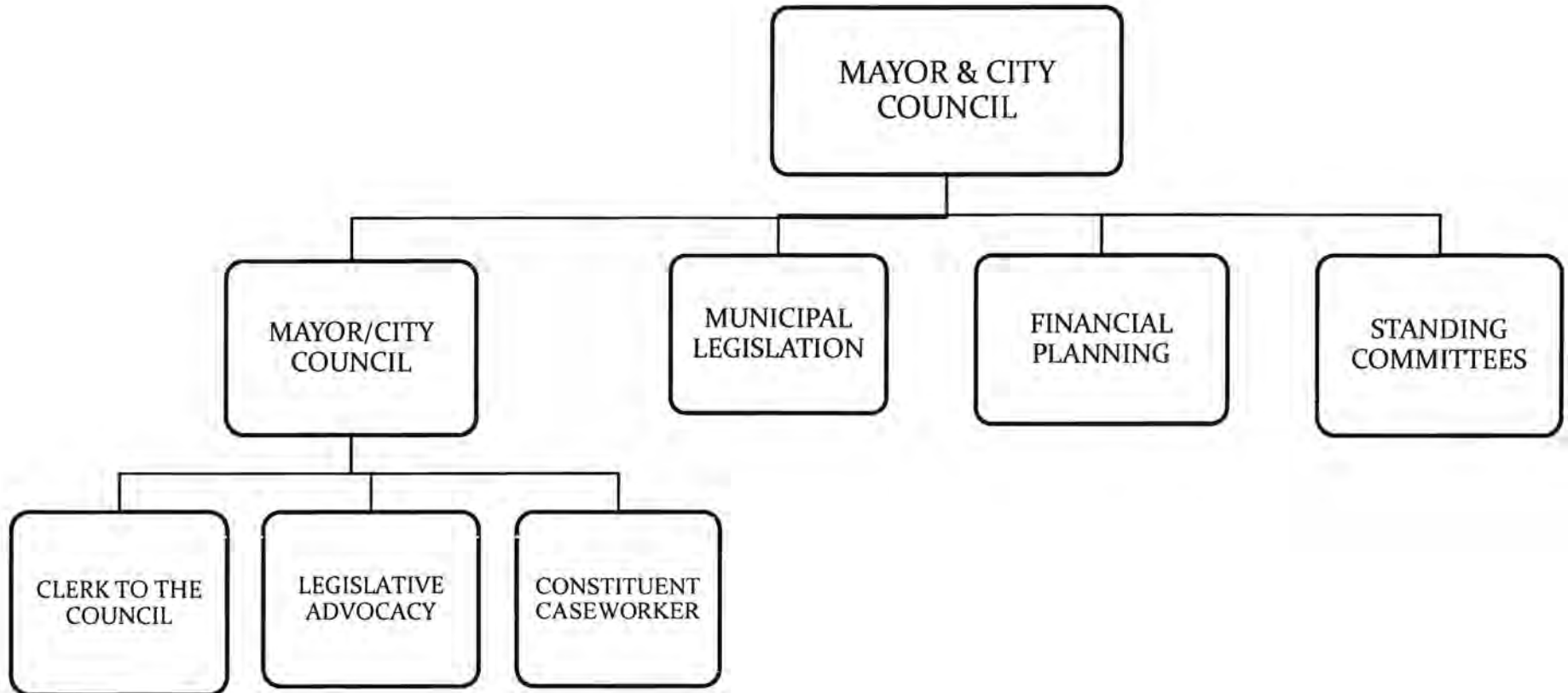
Standing Committees - There are several Council standing committees, organized by municipal functions such as economic development, public safety, and health and human services, which conduct the majority of the Council's activities at regularly scheduled meetings. The standing committees hold public hearings, review Council referrals, and forward recommendations to the City Council for its consideration and approval. No ordinances or proposed bylaws can be approved by the Council until an appropriate Council Committee has held a public hearing on the item in question.

Municipal Legislation - The Council holds the exclusive legislative power for the City of Meriden and has the power to enact, amend, or repeal ordinances consistent with the Connecticut General Statutes and the City Charter. The Council may also create or dissolve by ordinance, boards, commissions, departments, and offices, except those required specifically by the General Statutes or the Charter. Most proposed legislation is referred to the appropriate standing committee for its review and recommendation prior to final approval. The Council is also the City's Zoning Commission.

Constituent Advocacy - This is administrative and professional work providing specialized staff assistance to the City Council and Mayor. Work involves responding to citizen inquiries and complaints, facilitating solutions and mediating between citizens and government officials, and performing other tasks as assigned by the City Council members and the Mayor.

Financial Planning - The Council has the exclusive fiscal and budget-making authority of the City and has the authority to set the charges to be made for all City services. The Council has the power to levy taxes on real and personal property within the City to finance municipal operations. The Council may authorize the securing of temporary loans in anticipation of the collection of municipal taxes, and has the authority to approve capital expenditures.

MAYOR AND CITY COUNCIL



City of Meriden
2012 City Manager Recommended Budget

EXPENDITURES							
GENERAL GOVERNMENT							
COUNCIL (0110)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0110-40-0-0000-188							
ELECTED OFFICIALS	66,488	67,390	67,388	39,312	67,388	67,388	-
0001-0110-40-0-0000-190							
ADMINISTRATIVE	39,064	39,188	35,193	21,805	41,058	41,058	-
0001-0110-40-0-0000-196							
MME	63,167	62,701	60,736	39,509	60,736	60,736	-
0001-0110-40-0-0000-351							
CODIFICATION	-	-	10,000	3,210	10,000	-	-
0001-0110-40-0-0000-386							
COUNCIL OF GOVERNMENTS	16,100	16,000	16,700	16,000	16,000	16,000	-
0001-0110-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	26,377	29,918	28,500	10,892	28,500	33,500	-
0001-0110-40-0-0000-640							
MEETINGS & MEMBERSHIPS	4,886	3,060	7,000	62	7,000	5,000	-
	216,082	218,257	225,517	130,790	230,682	223,682	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
COUNCIL (0110)							
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	2,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	6,800.00		
COUNCIL ELECTED	0001	0110	188	100.00	5,800.00		
COUNCIL ELECTED	0001	0110	188	100.00	6,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	4,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	5,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.00	2,400.00		
MAYOR ELECTED	0001	0110	188	100.00	16,788.00	67,388.00	188
CONSTITUENT CASEWORKER	0001	0110	190	100.00	41,057.87	41,057.87	190
CLERK TO THE CITY COUNCIL	0001	0110	196	100.00	60,735.08	60,735.08	196
					169,180.95	169,180.95	

CITY CLERK

Description of Programs

Vital Statistics - In accordance with Connecticut State Statutes, the staff must ascertain as accurately as possible, all births, marriages, and deaths, which occur in the City, and must record them in books kept for these purposes. Permits for burials, cremations, and disinterments are issued from this office. The staff fulfills thousands of citizen requests for certified copies of individual vital statistic records annually. *Request forms are now available on the City's website.

Land Records - Mandated by Connecticut General Statutes, the City Clerk's office is responsible for all land records and land survey maps. The indexing of such records must be kept current instantly, and be available for public inspection during regular working hours. These records are now computerized, with a computerized index beginning with 1968.

Exclusive Records and Documents - The staff performs a variety of functions on any given day to accommodate the general public. All City records of public meetings must be maintained, schedules of meeting dates of local City agencies must be compiled annually, and ongoing filing and indexing of military discharges and trade name certificates must also be maintained. State conveyance tax forms and monies are mailed weekly by the staff to the Department of Revenue Services. The City Clerk must receive all claims made against the City and its agencies, and forwards them to the proper department for processing. The City Clerk also prepares and certifies voter registration cards and provides notary services. We are also a passport agency for the general public.

Licensing - Marriage licenses, sport licenses, duck stamps, pheasant tags, hunting licenses, and dog licenses are issued through this office. These licenses are issued in accordance with appropriate City and State regulations and guidelines.

Elections - This office administers elections, issues applications for absentee ballots, prepares ballots and forwards them to qualified electors, issues voter identification cards, and records Municipal campaign finance statements. We are responsible for the printing of all election materials, compiling election results, and the publishing of all legal notices regarding municipal elections.

Archives - It is the responsibility of this department to formulate, implement, and maintain a system for managing public records. Our staff assures access to and protects records, reviews and disposes of obsolete records, and maintains a municipal disaster preparedness plan. Our archives are a vital information stop for genealogists and local historians.

Citizens Inquiry Services - The City Clerk's Office is a direct liaison to the public. On the phone or in person, the staff provides a variety of answers at all time for citizens seeking assistance. The staff provides service to over 50,000 citizens annually, at the counter, and via telephone, e-mail, and Internet. Citizen inquiry services are available and are provided to the public on a daily basis during regular working hours.

City of Meriden
2012 City Manager Recommended Budget

CITY CLERK (0170)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0170-40-0-0000-188							
ELECTED OFFICIALS	74,014	75,835	75,961	47,219	77,480	77,252	-
0001-0170-40-0-0000-191							
OVERTIME CONTINGENCY	4,044	2,583	4,000	809	5,000	2,000	-
0001-0170-40-0-0000-192							
OTHER NON-UNION	35,661	3,337	1	1,280	1	1	-
0001-0170-40-0-0000-196							
MME	232,225	239,742	240,188	148,838	240,188	240,188	-
0001-0170-40-0-0000-354							
LAND RECORDS	61,377	73,146	70,000	28,272	70,000	60,000	-
0001-0170-40-0-0000-355							
VITAL STATISTICS	7,693	2,418	7,500	4,916	7,500	7,500	-
0001-0170-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	18,326	14,533	18,100	9,962	18,100	18,100	-
0001-0170-40-0-0000-446							
ELECTIONS	-	-	2,000	1,517	2,000	2,000	-
0001-0170-40-0-0000-640							
MEMBERSHIPS & MEETINGS	3,219	2,814	3,300	1,070	3,300	3,300	-
	436,559	414,408	421,050	243,883	423,569	410,341	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
CITY CLERK (0170)							
CITY CLERK	0001	0170	188	100.00	77,252.00	77,252.00	188
ACCOUNT CLERK	0001	0170	196	100.00	44,633.69		
ASSISTANT CITY CLERK, REG	0001	0170	196	100.00	53,143.19		
ASSISTANT CITY CLERK, REG	0001	0170	196	100.00	53,143.19		
CLERK III	0001	0170	196	100.00	44,633.69		
CLERK III	0001	0170	196	100.00	44,633.69	240,187.45	196
					317,439.45	317,439.45	

ELECTIONS

Department Description

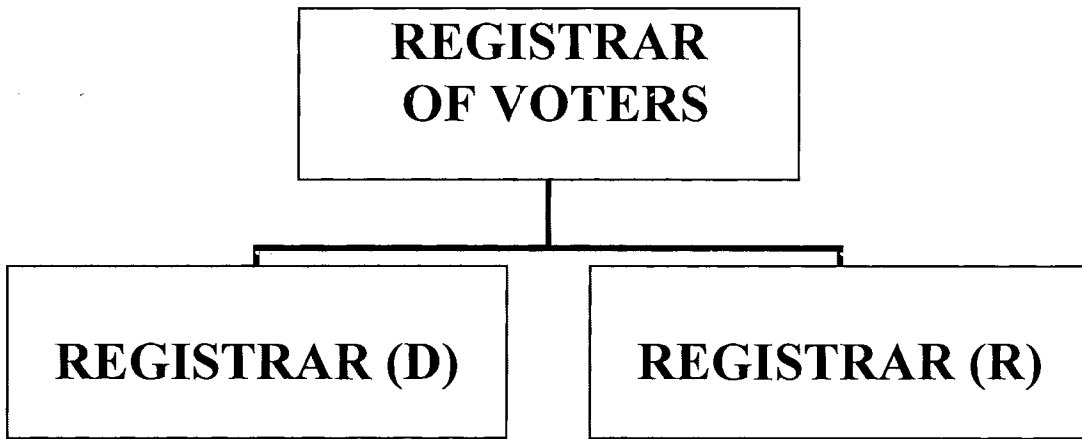
Registrar of Voters - Two Registrars are elected, one Republican and one Democrat, who together are the Chief Election Officials of the City. Election laws are governed by Federal and Connecticut State Statutes, and Registrars must methodically interpret and administer the regulations and ordinances as they relate to their duties.

The Registrars oversee, administer and conduct all elections, primaries, and special elections held within the City. In that capacity they are responsible for hiring, training, and supervising a staff of over 200; overseeing the setup and preparation of all voting machines used, as well as personally conducting a complete final inspection of the machines immediately prior to an election. They are responsible for the proper storage and maintenance of the machines, assuring that the integrity of the machines is never violated.

The Registrars are responsible for all Absentee Ballot counting, including preserving the privacy of the vote and the accuracy of the count. Together, the Registrars must personally conduct Absentee Ballot voting at the qualified Convalescent Homes within the City, prior to the elections. They also conduct special mandated Voter Registration sessions at the High Schools for students and the general public. A canvass of approximately 30,000 voters in the City is completed annually, in addition to the daily updating of all records, which we enter into the State Computer System, our in-house computer system, in addition to the mandated hard copy files.

This office registers and enrolls voters on a daily basis, and provides a variety of information and assistance to voters who call or come to our office during our regular working hours: 9:00 a.m. to 5:00 p.m., and during special evening and Saturday hours prior to elections. The public is also offered a registration by mail service.

ELECTIONS



City of Meriden
2012 City Manager Recommended Budget

ELECTIONS (0182)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0182-40-0-0000-188							
ELECTED OFFICIALS	50,756	51,666	51,753	32,231	52,789	52,633	-
0001-0182-40-0-0000-189							
SEASONAL WORKERS	-	1,478	-	3,589	-	-	-
0001-0182-40-0-0000-192							
OTHER NON-UNION	55,363	49,024	38,823	28,450	46,026	46,026	-
0001-0182-40-0-0000-390							
PRIMARIES	4,938	39,942	82,500	56,165	85,200	57,200	-
0001-0182-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	8,426	6,827	10,000	4,130	25,000	17,500	-
0001-0182-40-0-0000-446							
ELECTIONS	64,848	51,700	65,000	66,719	78,000	65,000	-
0001-0182-40-0-0000-640							
MEMBERSHIPS & MEETINGS	1,004	1,153	2,000	1,204	2,500	2,000	-
	185,335	201,790	250,076	192,488	289,515	240,359	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget					
Payroll Projection Report										
Program : PR815L					7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>				
ELECTIONS (0182)										
REGISTRAR ELECTED	0001	0182	188	100.00	26,316.09					
REGISTRAR ELECTED	0001	0182	188	100.00	26,316.09	52,632.17				188
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.00	17,999.35					
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.00	21,599.22	39,598.57				192
					92,230.74	92,230.74				

CITY MANAGER

Description of Programs

Administration - The City Manager and staff are responsible for the administration of City government. This includes coordination of all departmental assignments, intergovernmental relations, analysis of municipal issues, development of policy recommendations to the City Council, and preparation and oversight of the City budget.

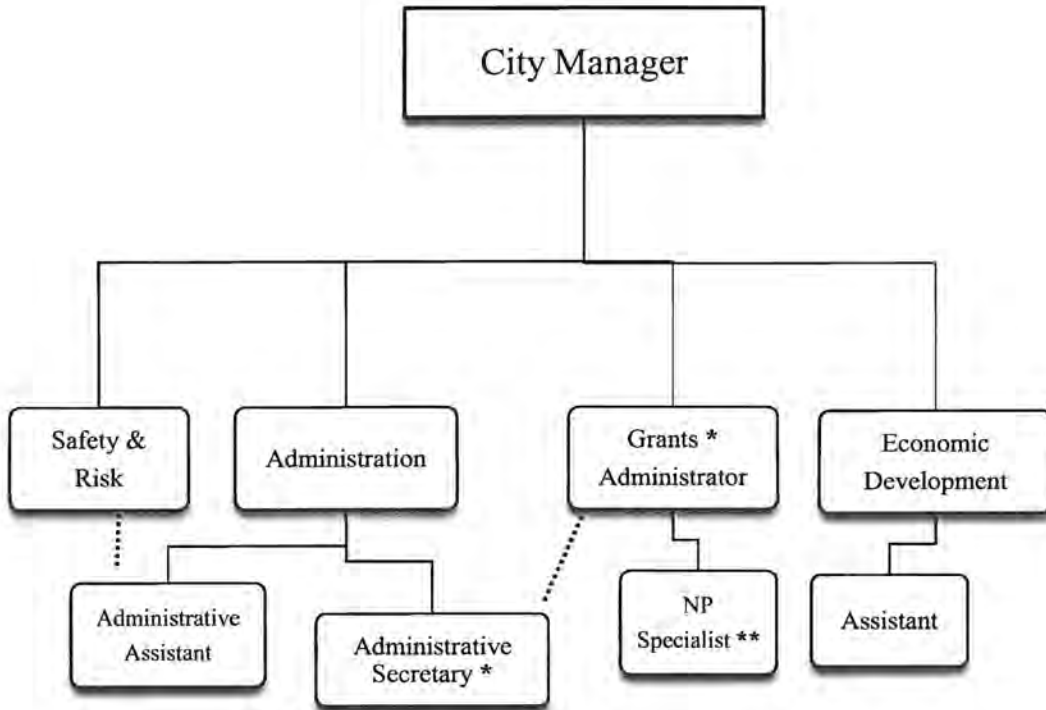
Citizen Inquiry Services - Hundreds of citizen inquiries are received and processed continually throughout the year directly by the City Manager or by the staff. Where appropriate, these inquiries are forwarded to other departments for response.

Economic Development - The Economic Development Office works to strengthen the City's economy by recruiting new businesses and employers to the City, creating jobs for Meriden residents and retaining existing businesses and employers. Staff manages local redevelopment and Brownfield projects, seeks State and federal funding for economic development initiatives, and administers state and local tax incentives and the Meriden Manufacturing Assistance Program. The Office staff's the City's Economic Development Task Force and the Meriden Manufacturing Assistance Agency, coordinates economic development marketing, and works cooperatively with the Planning and Public Works Departments on projects of mutual interest. The Director is an active Board member of various local and regional economic development organizations, including the Greater Meriden Chamber of Commerce, MEDCO, the CT Economic Development Association, the Regional Workforce Alliance, and the Blight and Brownsfields Committee. Staff serves as liaison to the Regional Growth Partnership, the Regional Workforce Development Board, and the Chamber of Commerce.

Grants Office - The purpose of the City of Meriden Grants Administrator is to manage grants and to complete other administrative functions for the City of Meriden in the areas of housing, community development; and economic development/downtown revitalization. The primary function of the Grants Administrator is the administration of the City's Community Development Block Grant (CDBG) Program, which provides funds for various city departments and local non-profit agencies to operate programs benefiting low and moderate income persons. In addition, staff applies for and manages other municipal grant applications in the areas of transportation, energy, open space, law enforcement, and public safety.

Safety & Risk Management - This division is responsible for the City's Comprehensive Risk Management and Insurance Program. The purpose of this program is to eliminate or minimize all potential risk of loss affecting the municipal organization and its operations. Specific program components include management of the City's Worker's Compensation, Heart and Hypertension and Street and Sidewalk self-insured exposure programs, the negotiations and placement of all municipal insurance coverages, and various risk management and safety activities.

CITY MANAGER'S OFFICE



* 75% of salary pd from CD

** 60% Salary pd - CD,
17% - NSP &
23% - Dev. & Enforcement

Department	Goal Num	Description	Obj Num	Objective	Quarter
CITY MANAGER	1	Continue Economic Development efforts for new and existing businesses.	1	Continue to recruit new businesses; utilizing available incentives to increase the tax base.	1
			2	Maintain outreach efforts to retain existing businesses, promote expansion, and assist business start-ups.	1
			3	Solicit Federal and State funds and manage USEPA Brownfields and other grants to reuse Brownfield properties such as the HUB and Factory H.	1
			4	Assist companies in securing State and local funding for workforce training.	1
			5	Actively support downtown revitalization to encourage reinvestment in the city center.	1
			6	Continue active networking at the regional and State levels to promote the City's economic development interests.	1
	2	Continue to manage and administer existing grants	1	Manage and administer City's allocation of HUD/CT DECD Neighborhood Stabilization Program (NSP) funds.	1
			2	Manage existing CDBG-36 funds.	1
			3	Apply for and manage new CDBG funds (CDBG 37), and Section 108 Loan application.	1
			4	Research and apply for grants related to affordable housing and economic development in downtown Meriden.	1
			5	Participate in and/or manage activities related to Community Development such as the HUB Reuse Committee, Interdepartmental Committees (CIP and Energy Task Force), the Neighborhood Tax Assistance Act Program.	1
			6	Manage existing grants related to transportation, Brownfield's, energy, public safety, fire.	1

City of Meriden
2012 City Manager Recommended Budget

CITY MANAGER (0120)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0120-40-0-0000-189							
SEASONAL WORKERS	-	230	-	8,774	-	-	-
0001-0120-40-0-0000-190							
ADMINISTRATIVE	299,384	293,448	299,968	186,945	302,113	302,113	-
0001-0120-40-0-0000-196							
MME	85,806	74,589	74,638	46,419	74,638	74,638	-
0001-0120-40-0-0000-198							
SUPERVISORS	90,947	90,956	91,103	56,748	94,910	94,910	-
0001-0120-40-0-0000-240							
DEFERRED COMPENSATION	12,550	12,310	12,500	7,790	12,500	12,500	-
0001-0120-40-0-0000-352							
VEHICLE MAINTENANCE	6,040	6,000	6,000	3,500	6,001	6,001	-
0001-0120-40-0-0000-390							
MANAGEMENT NON UNION	-	-	60,000	-	60,000	50,000	-
0001-0120-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	16,471	11,789	15,000	5,299	15,000	15,000	-
0001-0120-40-0-0000-640							
MEMBERSHIP & MEETINGS	43,471	42,935	45,970	41,900	45,970	45,970	-
	554,669	532,257	605,179	357,375	611,132	601,132	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
					<u>Budget</u>	<u>Object</u>		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>		
CITY MANAGER (0120)								
CITY MANAGER	0001	0120	190	100.00	139,408.34			
ECONOMIC DEVELOPMENT ASSI	0001	0120	190	100.00	57,866.16			
ECONOMIC DEVELOPMENT DIRE	0001	0120	190	100.00	92,857.32			
GRANTS ADMINISTRATOR	0001	0120	190	25.00	11,980.49	302,112.31		190
ADMINISTRATIVE ASSISTANT	0001	0120	196	100.00	60,735.08			
ADMINISTRATIVE SECRETARY	0001	0120	196	25.00	13,902.77	74,637.85		196
RISK MANAGER	0001	0120	198	100.00	94,909.02	94,909.02		198
					471,659.18	471,659.18		
ADMINISTRATIVE SECRETARY	1107	0151	190	75.00	41,708.31			
GRANTS ADMINISTRATOR	1107	0151	190	75.00	35,941.46			
					77,649.77			

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
GENERAL ADMINISTRATION (0214)							
TRANSIT ADMINISTRATOR	0001	0214	310	100.00	18,378.42	18,378.42	310
					18,378.42	18,378.42	

City of Meriden
2012 City Manager Recommended Budget

INSURANCE (0212)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0212-40-0-0000-460							
BOILERS & MACHINERY	-	7,277	13,943	7,397	7,277	7,277	-
0001-0212-40-0-0000-461							
BONDS MONEY & SECURITIES	3,623	6,176	6,250	6,250	6,246	6,246	-
0001-0212-40-0-0000-462							
FIRE & VANDALISM	146,774	128,230	132,143	130,108	132,143	132,143	-
0001-0212-40-0-0000-463							
LIABILITY INSURANCE	1,045,744	1,004,295	968,285	963,550	980,423	942,423	-
0001-0212-40-0-0000-469							
POLICE PROFESS LIAB	85,886	75,565	73,531	73,531	69,000	69,000	-
0001-0212-40-0-0000-470							
PUB OFFICIAL LIAB	29,560	28,717	29,007	25,131	29,007	29,007	-
0001-0212-40-0-0000-476							
WORKERS COMP INDEMNITY PMTS.	681,000	646,000	646,000	484,499	656,000	656,000	-
0001-0212-40-0-0000-477							
WORKERS COMP MEDICAL	696,000	621,000	600,000	450,000	639,000	639,000	-
0001-0212-40-0-0000-478							
SECOND INJURY FUND	195,051	119,634	158,026	158,026	162,150	162,150	-
0001-0212-40-0-0000-479							
WORKERS COMP EXCESS LIAB. INS	75,614	110,224	70,911	76,242	69,974	69,974	-
	2,959,252	2,747,118	2,698,096	2,374,734	2,751,220	2,713,220	-

City of Meriden
2012 City Manager Recommended Budget

BENEFITS (0213)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0213-40-0-0000-201							
CITY MEDICAL BENEFITS	1,153,606	1,491,526	1,868,207	940,664	2,150,341	1,944,374	-
0001-0213-40-0-0000-202							
POST RETIREMENT BENEFITS (OPEB)	500,000	1,000,000	2,000,000	1,500,000	3,500,000	3,144,000	-
0001-0213-40-0-0000-207							
LIFE INSURANCE	63,486	63,438	50,000	32,009	52,500	52,500	-
0001-0213-40-0-0000-220							
LONGEVITY	77,111	80,194	82,000	82,890	85,000	85,000	-
0001-0213-40-0-0000-231							
EMPLOYEE RETIREMENT	698,034	294,554	407,261	232,722	1,712,660	1,631,897	-
0001-0213-40-0-0000-241							
UNEMPLOYMENT COMPENSATION	119,639	314,129	130,000	196,813	250,000	100,000	-
0001-0213-40-0-0000-242							
UNUSED SICK LEAVE	276,390	283,331	290,000	310,180	310,000	300,000	-
0001-0213-40-0-0000-243							
HYPERTENSION	883,420	638,506	760,570	729,513	816,648	816,648	-
0001-0213-40-0-0000-244							
SOCIAL SECURITY	2,382,369	2,399,861	2,491,025	1,559,944	2,414,615	2,414,615	-
0001-0213-40-0-0000-250							
POLICE BENEFITS	1,073,136	795,260	1,050,000	741,394	2,049,145	1,000,000	-
0001-0213-40-0-0000-253							
POLICE SOC SEC MEDICARE	78,930	73,466	59,073	49,652	110,955	90,000	-
0001-0213-40-0-0000-254							
POLICE RETIREMENT	3,556,861	3,646,850	3,683,113	2,148,482	4,563,076	4,028,938	-
0001-0213-40-0-0000-255							
POLICE MEDICAL	1,062,800	997,307	1,176,039	588,020	1,270,122	1,176,039	-
0001-0213-40-0-0000-256							
POLICE LIFE	19,543	18,785	23,904	9,992	23,033	23,033	-
0001-0213-40-0-0000-257							
POLICE HYPERTENSION	363,370	403,529	292,709	231,281	327,296	327,296	-
0001-0213-40-0-0000-260							

City of Meriden
2012 City Manager Recommended Budget

BENEFITS (0213) continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
FIRE BENEFITS	1,122,334	989,169	1,132,152	953,751	1,285,500	985,500	-
0001-0213-40-0-0000-263							
FIRE SOC SEC MEDICARE	54,452	52,412	42,088	36,050	66,971	66,971	-
0001-0213-40-0-0000-264							
FIRE RETIREMENT	2,464,361	2,419,234	2,441,615	1,424,269	2,970,043	2,620,905	-
0001-0213-40-0-0000-265							
FIRE MEDICAL	896,071	786,153	945,461	472,730	1,021,098	945,461	-
0001-0213-40-0-0000-266							
FIRE LIFE	15,330	14,523	15,938	7,791	15,966	15,966	-
0001-0213-40-0-0000-267							
FIRE HYPERTENSION	271,489	281,767	225,522	145,872	371,238	371,238	-
0001-0213-40-0-0000-274							
CASA MEDICAL	6,726	7,224	6,561	4,753	8,150	8,150	-
0001-0213-40-0-0000-276							
POLICE CERTIFICATION BONUS	62,400	-	-	-	-	-	-
0001-0213-40-0-0000-277							
POLICE LONGEVITY	26,300	25,600	29,400	28,200	28,200	28,200	-
0001-0213-40-0-0000-278							
FIRE LONGEVITY	27,608	26,538	28,346	27,350	27,350	27,350	-
0001-0213-40-0-0000-282							
UNIFORMS GUARDS	3,374	3,561	6,000	2,413	4,000	4,000	-
0001-0213-40-0-0000-xxx							
UNIFORMS DISPATCH	-	-	-	-	7,725	7,725	-
	17,259,140	17,106,917	19,236,984	12,456,735	25,441,632	22,215,806	-

City of Meriden
2012 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0214-40-0-0000-310							
TRANSIT	194,387	194,220	218,593	99,501	240,104	240,104	-
0001-0214-40-0-0000-331							
PUPIL TRANSPORTATION	704,167	724,672	741,157	479,645	794,396	794,396	-
0001-0214-40-0-0000-340							
ADVERTISING,PRINTING,BINDING	2,032	1,000	5,000	-	5,000	5,000	-
0001-0214-40-0-0000-341							
STREET LIGHTING	684,455	671,245	658,000	409,117	683,000	683,000	-
0001-0214-40-0-0000-342							
WATER	117,224	127,988	128,000	93,523	128,000	128,000	-
0001-0214-40-0-0000-343							
HYDRANTS	65,000	65,000	65,000	65,000	65,000	65,000	-
0001-0214-40-0-0000-344							
SEWERS	87,676	93,743	105,000	66,506	105,000	105,000	-
0001-0214-40-0-0000-346							
PARK MAINTENANCE	5,394	-	-	-	-	-	-
0001-0214-40-0-0000-371							
MALONEY SCHOLARSHIP	24,000	18,000	24,000	24,000	24,000	24,000	-
0001-0214-40-0-0000-372							
VETERANS ORGANIZATION	29,950	12,083	14,950	12,757	37,550	14,950	-
0001-0214-40-0-0000-374							
AMBULANCE	136,592	136,592	144,910	105,516	144,910	149,257	-
0001-0214-40-0-0000-375							
EMERGENCY MEDICAL DISPATCH	38,724	32,268	1	22,589	1	39,886	-
0001-0214-40-0-0000-376							
NERDEN RTC DAY CAMP	46,586	40,000	40,000	40,000	40,000	40,000	-
0001-0214-40-0-0000-379							
C-MED	118,523	121,884	129,433	86,288	129,433	137,166	-
0001-0214-40-0-0000-388							
AUDIT	68,590	70,785	90,500	72,420	90,500	86,500	-
0001-0214-40-0-0000-395							
PROBATE COURT	15,141	11,507	14,000	7,436	14,000	14,000	-
0001-0214-40-0-0000-440							
ZONING EXP & SUPPLIES & P/T	9,512	10,509	10,000	4,489	10,000	10,000	-

City of Meriden
2012 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214) continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0214-40-0-0000-441							
ECONOMIC DEVELOPMENT	27,450	8,791	40,000	7,977	40,000	40,000	-
0001-0214-40-0-0000-442							
COMMISSION FOR DISABLED	1,001	50	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-492							
DAFFODIL FESTIVAL	15,000	-	-	-	-	-	-
0001-0214-40-0-0000-493							
REGIONAL MENTAL HEALTH	1,000	-	1,000	1,000	1,000	1,000	-
0001-0214-40-0-0000-710							
ANTI-LITTER COMMITTEE	1,867	548	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-711							
MERIDEN LAND TRUST	-	3,500	-	-	-	-	-
0001-0214-40-0-0000-718							
REPAY HOUSING AUTHORITY	11,411	11,411	11,411	-	11,411	11,411	-
0001-0214-40-0-0000-719							
TEXTBOOK LOAN	38,000	24,645	25,000	-	25,000	25,000	-
0001-0214-40-0-0000-724							
SPECIAL DAY SPECIAL PEOPLE	-	1,500	-	-	-	-	-
0001-0214-40-0-0000-726							
SPECIAL EVENTS & CELEBRATIONS	49,836	28,476	44,000	16,055	51,450	51,450	-
0001-0214-40-0-0000-727							
SOLOMON GOFFE HOUSE	491	420	500	-	500	500	-
0001-0214-40-0-0000-730							
CONSERVATION COMMITTEE	222	385	500	104	500	500	-
0001-0214-40-0-0000-731							
MARKETING PROMOTION	17,576	9,921	10,000	1,010	10,000	10,000	-
0001-0214-40-0-0000-732							
ENERGY TASK FORCE	-	-	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-737							
FLOOD CONTROL AGENCY	369	122	1,000	791	2,000	2,000	-
0001-0214-40-0-0000-740							
DAY CAMP	12,500	-	-	-	-	-	-
0001-0214-40-0-0000-741							
CAMP VOL PROGRAM	5,000	-	-	-	-	-	-
0001-0214-40-0-0000-746							
MERIDEN SCHOLASTIC SCHOLARSHIP	33,000	47,500	43,000	50,000	43,000	50,000	-
0001-0214-40-0-0000-748							

City of Meriden
2012 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214) continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
NEIGHBORHOOD ASSOCIATIONS	2,830	-	1,000	72	1,000	1,000	-
0001-0214-40-0-0000-749							
ROD & GUN FISH CLUB	1,000	1,000	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-751							
CULTURAL DIVERSITY FUND	6,071	3,451	7,000	3,500	7,000	7,000	-
0001-0214-40-0-0000-753							
BOY SCOUT JAMBOREE	-	900	-	-	-	-	-
0001-0214-40-0-0000-758							
GALLERY 53	-	2,000	2,000	-	2,000	2,000	-
0001-0214-40-0-0000-759							
CURTIS UTILIZATION	8,800	4,400	4,400	4,400	4,400	4,400	-
0001-0214-40-0-0000-760							
TEEN SATELLITE PROGRAMS	127,500	60,000	60,000	37,500	149,750	60,000	-
0001-0214-40-0-0000-774							
REGIONAL GROWTH PARTNERS	11,889	-	-	-	-	-	-
0001-0214-40-0-0000-776							
FRIENDS OF THE LIBRARY	15,000	15,000	15,000	15,000	15,000	15,000	-
0001-0214-40-0-0000-779							
PROJECT GRADUATION	2,000	2,000	2,000	-	2,000	2,000	-
0001-0214-40-0-0000-781							
SUMMER CAMPERSHIP PROGRAM	-	5,000	-	-	-	-	-
0001-0214-40-0-0000-783							
LINEAR TRAIL ADVISORY COMMITTEE	-	820	1,000	340	1,000	1,000	-
	2,737,766	2,563,336	2,661,355	1,726,536	2,881,905	2,824,520	-

City of Meriden
 2012 City Manager Recommended Budget

CAPITAL (0215)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0215-40-0-0000-500							
CAPITAL EQUIPMENT	428,044	475,726	690,250	289,627	789,730	358,626	-
	428,044	475,726	690,250	289,627	789,730	358,626	-

City of Meriden
2012 City Manager Recommended Budget

AVIATION (0181)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0181-40-0-0000-306							
AIRPORT TAXES	27,172	27,528	27,528	28,572	30,000	-	-
0001-0181-40-0-0000-390							
OTHER PURCHASED SERVICES	-	537	1,000	-	5,000	1,000	-
0001-0181-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	8	582	500	562	30,000	500	-
0001-0181-40-0-0000-445							
AVIATION MAINTENANCE	8,095	12,554	12,000	5,068	28,000	15,000	-
	35,275	41,201	41,028	34,202	93,000	16,500	-

DEVELOPMENT AND ENFORCEMENT

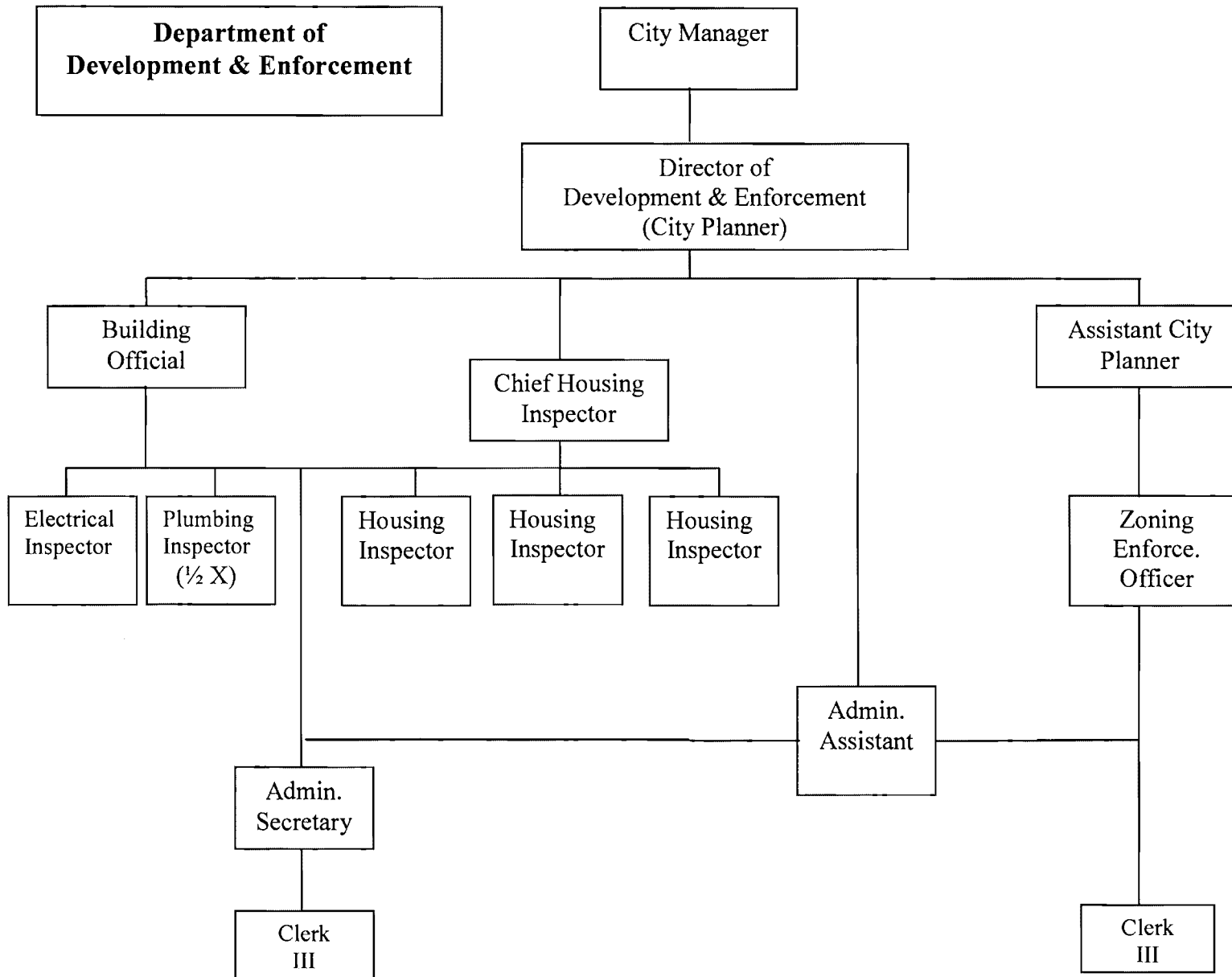
Description of Programs

Planning Services – This division prepares and administers the City’s Land Use Plan. One of the main functions is to develop and oversee the implementation of strategies to address the physical needs of a community. This division is involved in the development of the City through the process of reviewing and approving subdivision and site plan. Staff handles the administration and enforcement responsibilities for the Planning Commission; Design Review Board; Inland-Wetlands & Flood/Erosion Control Commission; Conservation Commission; Zoning Board of Appeals; and Economic Development Office; as well as the Economic Development, Housing and Zoning Committee of the City council. The Planning Division also is responsible for conceptual designs on municipal property.

Building Services – This division has the responsibility for seeing to it that homes in which the public resides, and buildings in which they work and play, are designed and constructed to be structurally stable, to provide an acceptable level of protection of life and property. This division receives applications and issues permits for the erection of all mechanical equipment. The location, use, occupancy, and maintenance of all buildings and structures are also approved in advance. Building Inspectors are charged with the administration and enforcement of all state building codes as well as all City Codes and ordinances.

Code Enforcement – Housing codes regulate the minimum standards required for the occupancy of any dwelling or dwelling unit. Housing inspectors are authorized to inspect all residential buildings and premises to determine compliance with codes, to issue notices of violations, and institute court action as needed. Inspectors conduct exterior surveys to insure compliance of code regulations regarding the general maintenance of residential buildings, such as foundations, roofs, stairs, porches, exterior wood surfaces, and house numbers. The office investigates all written complaints filed regarding residential properties, such as lack of heat, sub-standard housing, unsafe and/or unsanitary conditions, the absence of smoke detectors, and rodent infestation. Also, the Division is responsible for maintenance of City-owned buildings, which are leased to private companies. The Division is responsible for enforcing the anti-blight ordinance.

Neighborhood Preservation - This program is an integral part of the City’s revitalization strategy. Its objective is the recovery of inner-city neighborhoods through housing rehabilitation. Since its inception, the program has been a cooperative public/private venture. The City, using a portion of its Community Development Block Grant Funds and other public subsidies, provides a variety of below market, interest rate loans to property owners for housing rehabilitation. The primary thrust of this program is to provide assistance for owner-occupied structures, for the correction of housing, building, and fire safety code violations. The C.I.D.E.W.A.L.K. (Citywide Infrastructure Development Endeavor With a Little Koncrete) Program is also a part of this program.



Department	Goal Num	Description	Obj Num	Objective	Quarter
DEVELOPMENT ENFORCEMENT	1	Implement Plan Of Cons and Development	1	Complete and adopt Subdivision and Development regulations	1
			2	South Mountain Road - Open Space dedication: complete the process of dedicating 100+ acres of open space on So. Mtn. Rd.	2
			3	Update Status of POCD	2
			4	South Mountain Rd. Zoning: Prepare draft text for a new district for low flex - buildings "Research Pkwy West"	3
			5	Set better standards for compatible development w/i single and 2/3 family residential districts	3
			6	TOD- Transit Orientation District: work with the consultant to prepare a TOD plan and land-use controls.	4
			7	Preserve single family neighborhoods not zoned single family by rezoning to R-1	4
	2	To Preserve and Improve the quality of Life of our citizens by emphasizing code enforcement and rehabilitation efforts neighborhood by neighborhood.	1	Target a inner-core neighborhood /street for a comprehensive code improvement program (streetscape, NPP, code blitz, etc.).	4
	3	Implement City Council's Land Use Directives	1	Prepare and adopt standards for electronic billboards. Then adopt these standards as zoning regulations.	1
	4	Insure the orderly development of the city	1	Chair and work with the "Interdepartmental Review Committee for Capital Projects" to track, coordinate, ensure payments/grants, and completion of Capital Projects. (This is an ongoing project - every quarter). The intense aspect is the preparation of the FY 12/13 - FY17/18 CIP, which happens in the 3rd quarter (Jan and Feb)	3

City of Meriden
2012 City Manager Recommended Budget

DEVELOPMENT & ENFORCEMENT (0510)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0510-40-0-0000-189							
MISC PART TIME	-	-	1,500	-	1,500	-	-
0001-0510-40-0-0000-190							
ADMINISTRATIVE	89,345	89,744	100,466	63,231	102,495	102,495	-
0001-0510-40-0-0000-191							
OVERTIME	5,847	3,461	5,000	1,616	6,500	5,000	-
0001-0510-40-0-0000-196							
MME	350,307	312,315	312,432	207,674	315,566	315,566	-
0001-0510-40-0-0000-198							
SUPERVISORS	177,087	157,853	185,866	97,771	189,358	189,358	-
0001-0510-40-0-0000-350							
GASOLINE	7,316	5,545	7,500	2,544	7,500	6,000	-
0001-0510-40-0-0000-352							
VEHICLE MAINTENANCE	5,631	4,465	3,500	3,275	3,500	3,500	-
0001-0510-40-0-0000-390							
DESIGN REVIEW BOARD	-	-	150	-	150	150	-
0001-0510-40-0-0000-391							
PLAN OF CONSERV & DEVELOP	24,925	3,281	-	-	1	1	-
0001-0510-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	10,049	11,140	19,175	6,437	19,175	12,000	-
0001-0510-40-0-0000-640							
MEMBERSHIPS & MEETINGS	1,561	4,816	5,500	2,183	6,700	5,500	-
0001-0510-40-0-0000-708							
UNSAFE BUILDINGS	-	-	1,000	-	1,000	1,000	-
	672,068	592,620	642,089	384,731	653,445	640,570	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
DEVELOPMENT & ENFORCEMENT (0510)							
DIRECTOR OF PLANNING	0001	0510	190	95.00	102,495.00	102,495.00	190
ADMINISTRATIVE ASSISTANT	0001	0510	196	95.00	57,698.33		
ADMINISTRATIVE SECRETARY	0001	0510	196	50.00	27,805.54		
CHIEF HOUSING INSPECTOR	0001	0510	196	20.00	14,234.26		
CLERK III	0001	0510	196	20.00	10,201.99		
CLERK III	0001	0510	196	100.00	51,009.93		
ELECTRICAL INSPECTOR	0001	0510	196	100.00	63,469.02		
HOUSING INSPECTOR	0001	0510	196	20.00	12,147.02		
HOUSING INSPECTOR	0001	0510	196	20.00	12,147.02		
HOUSING INSPECTOR	0001	0510	196	20.00	12,147.02		
NP SPECIALIST/NSP	0001	0510	196	23.00	16,369.40		
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	38,335.88	315,565.39	196
ASSIST BUILDING OFF/PLUMB	0001	0510	198	100.00	25,724.56		
ASSISTANT PLANNING DIRECT	0001	0510	198	100.00	83,719.87		
BUILDING OFFICIAL	0001	0510	198	100.00	79,913.47	189,357.90	198
					607,418.29	607,418.29	

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
DEVELOPMENT & ENFORCEMENT (cont'd)							
ADMINISTRATIVE ASSISTANT	1107	0151	190	5.00	3,036.75		
DIRECTOR OF PLANNING	1107	0151	190	5.00	5,394.47		
NP SPECIALIST/NSP	1100	0149	190	17.00	12,099.12		
NP SPECIALIST/NSP	1107	0151	190	60.00	42,702.78		
ZONING ENF OFF/ENVIRON PL	0001	3310	196	50.00	38,335.88		
ADMINISTRATIVE SECRETARY	1107	0151	804	50.00	27,805.54		
CHIEF HOUSING INSPECTOR	1107	0151	804	80.00	56,937.04		
CLERK III	1107	0151	804	80.00	40,807.94		
HOUSING INSPECTOR	1107	0151	804	80.00	48,588.06		
HOUSING INSPECTOR	1107	0151	804	80.00	48,588.06		
HOUSING INSPECTOR	1107	0151	804	80.00	48,588.06		
					372,883.72		

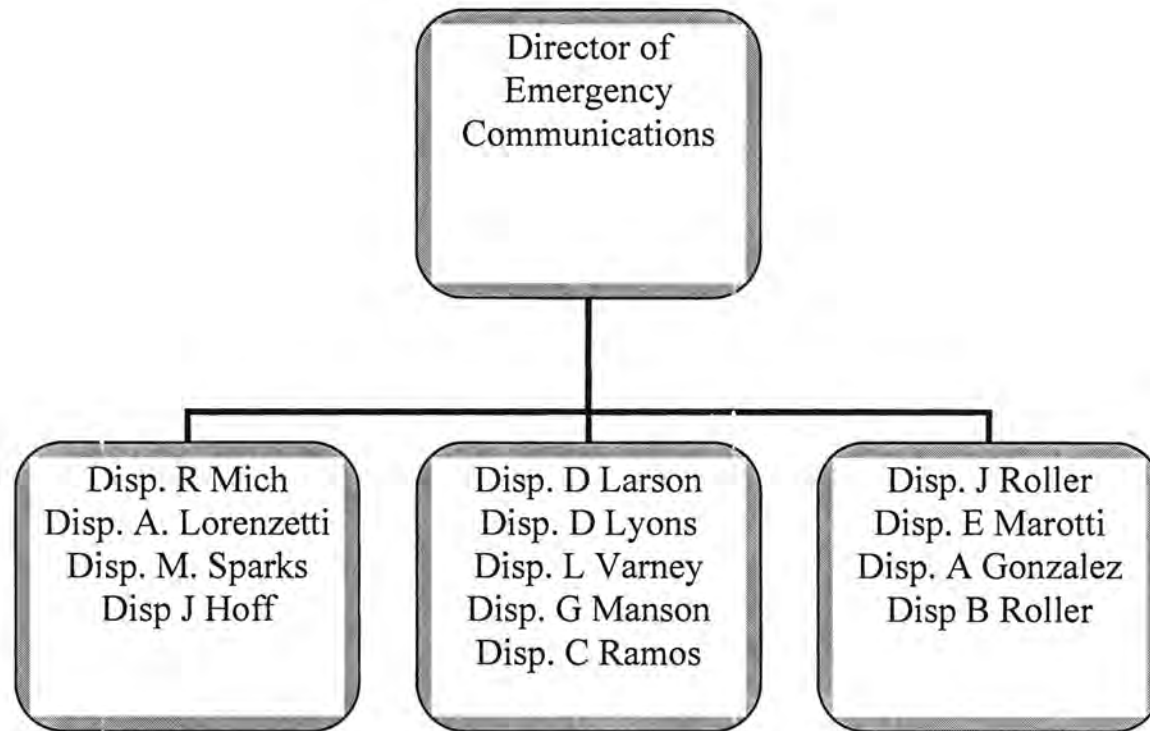
City of Meriden
2012 City Manager Recommended Budget

INLAND WETLAND (0520)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0520-40-0-0000-390							
OTHER PURCHASE SERVICES	-	-	-	-	1,500	-	-
0001-0520-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	2,032	1,017	1,500	474	700	700	-
0001-0520-40-0-0000-640							
MEMBERSHIPS & MEETINGS	240	120	-	-	750	750	-
	2,272	1,137	1,500	474	2,950	1,450	-

City of Meriden
2012 City Manager Recommended Budget

EDUCATION							
BOARD OF EDUCATION (1000)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
Other Exp	85,764,318	79,289,916	85,993,719	43,285,850	88,741,188	78,320,666	-
ARRA Other Exp	-	-	(6,365,329)	-	-	-	-
Health	12,381,668	12,109,889	13,614,621	7,792,618	13,763,470	13,614,621	-
ARRA Health	-	-	(1,307,724)	-	-	-	-
	98,145,986	91,399,805	91,935,287	51,078,468	102,504,658	91,935,287	-
SCHOOL BUILDING COMMITTEE (1184)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
SALARY EXPENSE	505	15,137	1,501	723	1,501	1,501	-
	505	15,137	1,501	723	1,501	1,501	-

Department of Emergency Communications



Department	Goal Num	Description	Obj Num	Objective	Quarter
EMERGENCY COMMUNICATIONS	1	To be fully staffed and operating in the new dispatch room within Meriden Police Headquarters	1	New hires should be well into the CTO Program.	1
	2	To have completed training and certifications of the Public Safety Telecommunicators	1	Have all the current staff certified by the APCO Institute in Public Safety Telecommunicator 1.	1
			2	Have all the current staff certified by APCO Institute in Fire Service Dispatch.	1
			3	Have the current staff certified by APCO Institute in Emergency Medical Dispatch.	1
	3	To improve the working environment for the Public Safety Telecommunicators	1	Review and revise the current work schedule so that there are 4 persons working per shift	1

City of Meriden
2012 City Manager Recommended Budget

EMERGENCY COMMUNICATIONS (2617)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-2617-40-0-0000-500							
CAPITAL EQUIPMENT	2,285	-	1	-	1	1	-
0001-2617-40-2-0000-190							
ADMINISTRATION	76,246	76,293	76,418	48,196	77,775	77,775	-
0001-2617-40-2-0000-191							
OVERTIME	238,811	246,039	180,000	191,193	165,000	165,000	-
0001-2617-40-2-0000-195							
FIRE	-	-	-	-	-	-	-
0001-2617-40-2-0000-196							
DISPATCH	597,687	633,031	695,102	393,343	692,539	726,441	-
0001-2617-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	1,747	870	1,500	512	2,000	1,500	-
0001-2617-40-2-0000-381							
TRAINING	8,006	11,558	10,000	9,190	10,000	10,000	-
0001-2617-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	12,633	16,505	10,000	11,009	15,000	15,000	-
	937,415	984,296	973,021	653,443	962,315	995,717	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
EMERGENCY COMMUNICATIONS (2617)							
DIR OF EMERGENCY COMMUNIC	0001	2617	190	100.00	77,774.99	77,774.99	190
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	43,487.31		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	45,360.68		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	48,123.76		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	37,164.68		
MUNICIPAL DISPATCHER	0001	2617	196	100.00	37,164.68		
Dispatch Supervisor position	0001	2617	196	100.00	2,392.00	694,930.71	196
					772,705.70	772,705.70	

FINANCE

Description of Programs

The Finance Department is responsible for all the financial business of the City of Meriden and such other powers and duties as may be required by ordinance or resolution of the City Council. The Director of Finance directly supervises the Division of Finance/Accounting, the Division of Tax Assessment and Collection and the Purchasing Division. The Director of Finance serves as the City's Treasurer and is the fiscal clerk of the City Council and, as such, attends the meetings of the Council's Finance Committee.

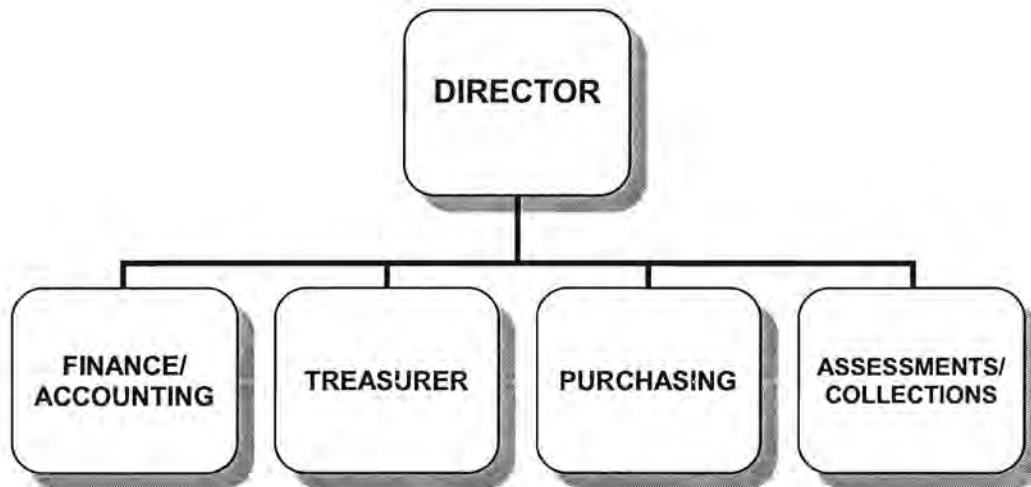
Treasurer – The Treasurer is responsible for the ongoing custody, accounting and disbursement of all City funds. The Treasurer is also responsible for the investment of the available City funds, as well as the proper record keeping of these funds. The interest income generated by these investments helps to offset the City's tax rate.

Finance/Accounting – The Finance/Accounting Division processes and controls all City accounting transactions and maintains the automated general ledger system for all departments and funds in order to provide accurate and timely financial reporting. The Division records and processes payroll payments to City employees and pension payments to all City retirees, as well as all payments to vendors and maintains the related records. The Division provides administrative support to City departments in their budget development and assists the City Manager with preparation of the annual budget. The Division prepares the City's Comprehensive Annual Financial Report (CAFR) and Federal and State Single Audit.

Assessments and Collections - The Office of Assessments and Collections is responsible for insuring that all property identified in the Connecticut General Statutes as being subject to local property taxation is appraised at its market value, as of the last revaluation date, and assessed at the state mandated 70% assessment ration. In addition, this office processes applications for certain tax saving exemptions, completes all mandated state reports, processes tax map changes, as well as addressing all assessment inquiries and explaining how assessments were determined. Most importantly, it is responsible for providing accurate data for use by taxpayers, real estate professionals, as well as members of the administration. The Office of the Assessment and Collections values all real estate, business personal property and motor vehicles within the City of Meriden. The department is also responsible for the mailing and collection of all real estate, personal property, aircraft registration, motor vehicle, and motor vehicle supplemental taxes. Water and sewer user charges are also collected. All requests for information about taxes, collection procedures, interest charges, as well as individual accounts, are handled by this office. All collected funds are remitted to the City Treasurer. The Assessments and Collections office is within the Finance Department as such reports to the Director of Finance and to the State of Connecticut.

Purchasing – Responsible for obtaining supplies, materials, equipment and professional services for all City departments through duly authorized and approved requisitions. The purchase of all commodities is made through the competitive bidding process. All professional services are obtained through the request for proposal process.

FINANCE



Department	Goal Num	Description	Obj Num	Objective	Quarter
FINANCE	1	Continue implementation of Innoprise Financial applications and Quality Data Systems application according to the within the timeline.	2	Installation of Innoprise applications for accounting purposes.	5
			3	Installation of Quality Data Services software for tax assessor/collector applications.	5
			1	Use installed financial applications as of July 1, 2011	1
	2	To expand and improve the City's internal financial reporting and to ensure departments and other users have easy access to those reports.	2	Reporting is the end result or the output of the accounting process. It is feedback on the City's financial performance and financial position. Information in reports can be critical to a manager's decision process.	5
			3	Key personnel in each department will be trained to ensure they know all the available reports and to be able to access those reports.	5
			1	Train employees on the usage of the newly installed financial systems.	1
	3	To improve current accounting procedures.	1	Streamlining accounting procedures within the accounting division to perform additional tasks, which could have a high impact on City operations.	5
			2	Use new accounting software to make all departments more efficient.	5
	4	To improve the budget document.	1	Provide more information to make it easier to formulate final budget figures.	5
	5	To improve current office procedures in the assessment and collection division.	1	Streamlining office procedures will free up time to perform more important tasks such as processing tax bills in a timelier manner and sending out delinquent notices more often.	5
2			Complete the installation of new software and train personnel on the use to increase efficiency.	5	

FINANCE

6	To improve the requisitioning process.	1 Some requisitions, depending on the nature of the purchase, need not go thru the current authorization process. Many transactions can be processed at the department level. This will save time in Finance and process payments more efficiently.	5
		2 Implementation of new accounting system to make office more efficient.	5
7	Tax/Assessor: Revaluation	1 Continue revaluation process to be completed by January 31, 2012	5
		2 Complete integration of upgraded CAMA system.	5
8	Tax/Assessor: Training	1 Continue to encourage full certification of staff for both CCMA and CCMC designations. This will result in a more educated staff that can more easily be cross trained between the two offices.	5
9	Tax/Assessor: Increase Collection Rate	1 Continue use of mailing services for more accurate delivery of tax bills and increased savings in postage.	5
		2 Implement use of State Marshal to collect Alias Tax Warrants.	5
		3 Continue and expand use of a collection agency to collect past due Motor Vehicle bills.	5
		4 Make tax records available on the City Web Site.	5
		5 Publish in the local newspaper a list of delinquent taxpayers.	5
		6 Explore the possibility of accepting credit/debit cards in the office for tax payments.	5
10	Tax/Assessor: Office Improvements	1 Install upgraded safety glass and appropriate pass-through to improve counter security.	5

FINANCE

		2 Renovate existing counter to allow for handicap accessibility.	5
11	Purchasing: Further use of technology	1 Continue to clean/purge the existing vendor listing.	5
12	Purchasing: Negotiation of discounts based on quick payments	1 Negotiate payment discounts for quick payment through educating the departments processing payments.	5
		2 Expanded use of the Purchase Card system; this may ultimately increase the efficiency of the payment process within the Finance Department.	1
13	Purchasing: Expand the use of the Purchasing Card system.	1 P card transactions are less costly than the traditional purchase order process. Attain levels of use that will result in rebates back to the City.	5
		2 Review program and examine other vendor solutions.	5
14	Ongoing Finance/Accounting Goals:	1 Properly account for the City's financial transactions on a timely basis.	5
		2 Produce accurate payrolls in compliance with the City's eight collective bargaining unit contracts and Federal and State laws.	5
		3 Make proper payment to vendors in a timely manner.	5
		4 Monitor department expenditures and fund transfers and maintain position control in order to ensure compliance with the adopted budget and City financial management policies.	5
		5 Monitor and plan for cash flow needs for both operations and capital projects.	5
		6 Produce the Comprehensive Annual Financial Report (CAFR) and Federal and State Single Audit with an unqualified opinion from a Certified Public Accountant.	5

FINANCE					7 Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's CAFR	1
					8 Support the City Manager in preparing the recommended budget and assist the City Council in preparing an adopted budget.	5
					9 Assist with the development of the City's Capital Improvement Plan and arrange for appropriate financing of capital projects.	5

City of Meriden
2012 City Manager Recommended Budget

FINANCE							
FINANCE (0210)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0210-40-0-0000-189							
SEASONAL WORKERS	67	1,788	-	-	-	-	-
0001-0210-40-0-0000-190							
ADMINISTRATIVE	118,302	115,443	115,632	73,684	118,498	118,498	-
0001-0210-40-0-0000-191							
OVERTIME CONTINGENCY	207	580	500	835	500	500	-
0001-0210-40-0-0000-196							
MME	176,099	154,270	152,931	94,770	152,931	152,931	-
0001-0210-40-0-0000-198							
SUPERVISORS	231,182	268,566	217,502	136,667	235,893	235,893	-
0001-0210-40-0-0000-352							
VEHICLE MAINTENANCE	2,100	2,400	2,400	1,400	2,400	2,400	-
0001-0210-40-0-0000-353							
TELEPHONE	108,689	103,524	105,000	68,677	105,000	105,000	-
0001-0210-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	28,387	22,991	30,000	13,134	29,000	23,000	-
0001-0210-40-0-0000-601							
BANKING FEES	-	107,305	30,000	-	35,000	30,000	-
0001-0210-40-0-0000-640							
MEMBERSHIP & MEETINGS	1,247	2,213	5,250	1,973	5,250	5,250	-
0001-0210-40-0-0000-703							
GENERAL OFFICE SUPPLIES	(2,561)	3,322	1	22,967	1	1	-
	663,719	782,402	659,216	414,107	684,473	673,473	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
FINANCE (0210)							
DIRECTOR OF FINANCE	0001	0210	190	100.00	118,497.71	118,497.71	190
FINANCE SPECIALIST	0001	0210	196	75.00	41,708.31		
FINANCE SPECIALIST	0001	0210	196	100.00	55,611.08		
PAYROLL CLERK	0001	0210	196	100.00	55,611.08	152,930.47	196
ACCOUNTANT	0001	0210	198	100.00	73,220.90		
ACCOUNTANT	0001	0210	198	100.00	73,220.90		
DIRECTOR OF ACCOUNTING	0001	0210	198	100.00	89,450.39	235,892.19	198
					507,320.37	507,320.37	
FINANCE SPECIALIST	0620	0210	196	8.33	4,634.63		
FINANCE SPECIALIST	0621	0210	196	8.33	4,634.07		
FINANCE SPECIALIST	0622	0210	196	8.33	4,634.07		
					13,902.77		

City of Meriden
2012 City Manager Recommended Budget

PURCHASING (0250)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0250-40-0-0000-191							
OVERTIME	-	193	500	9	500	500	-
0001-0250-40-0-0000-196							
MME	141,409	150,007	149,297	85,543	143,140	143,140	-
0001-0250-40-0-0000-198							
SUPERVISORS	94,728	95,503	95,662	59,585	96,991	96,991	-
0001-0250-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	4,110	4,978	4,275	2,158	6,716	5,000	-
0001-0250-40-0-0000-640							
MEMBERSHIP & MEETINGS	3,339	663	4,250	637	6,285	4,250	-
0001-0250-40-0-0000-702							
STOREROOM	(233)	(148)	1	-	1	1	-
	243,353	251,196	253,985	147,932	253,633	249,882	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
PURCHASING (0250)							
CLERK II	0001	0250	196	100.00	31,394.39		
CLERK III	0001	0250	196	100.00	51,009.93		
PROCUREMENT SPECIALIST	0001	0250	196	100.00	60,735.08	143,139.40	196
PURCHASING OFFICER	0001	0250	198	100.00	96,990.38	96,990.38	198
					240,129.78	240,129.78	

City of Meriden
2012 City Manager Recommended Budget

ASSESSMENT & COLLECTIONS (0275)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0275-40-0-0000-191							
OVERTIME	14,143	10,803	4,500	7,100	4,500	4,500	-
0001-0275-40-0-0000-196							
MME	405,469	389,210	396,535	227,270	407,171	407,171	-
0001-0275-40-0-0000-198							
SUPERVISORS	204,727	220,288	218,781	136,697	229,828	229,828	-
0001-0275-40-0-0000-350							
GASOLINE	657	759	500	174	400	400	-
0001-0275-40-0-0000-352							
VEHICLE MAINTENANCE	1,125	262	500	25	500	500	-
0001-0275-40-0-0000-388							
AUDIT	3,500	11,000	12,000	-	12,000	12,000	-
0001-0275-40-0-0000-390							
REVALUATION	1,500	6,000	400,000	211,473	245,651	245,651	-
0001-0275-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	92,960	94,530	88,350	42,049	122,960	95,000	-
0001-0275-40-0-0000-500							
CAPITAL EQUIPMENT	7,644	-	-	50,000	-	-	-
0001-0275-40-0-0000-640							
MEMBERSHIP & MEETINGS	2,930	3,195	4,125	821	4,815	4,125	-
	734,655	736,047	1,125,291	675,609	1,027,825	999,175	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
ASSESSMENT & COLLECTIONS (0275)							
ACCOUNT CLERK	0001	0275	196	100.00	51,009.93		
ACCOUNT CLERK	0001	0275	196	100.00	51,009.93		
ACCOUNT CLERK	0001	0275	196	100.00	51,009.93		
ACCOUNT CLERK	0001	0275	196	100.00	51,009.93		
ACCOUNT CLERK	0001	0275	196	100.00	18,437.00		
ASSESSMENT TECHNICIAN	0001	0275	196	100.00	55,611.08		
ASSESSMENT TECHNICIAN	0001	0275	196	100.00	52,411.19		
ASSISTANT COLLECTOR OF RE	0001	0275	196	100.00	76,671.76	407,170.75	196
DELINQUENT REVENUE COLLEC	0001	0275	198	100.00	53,143.19		
DEPUTY ASSESSOR	0001	0275	198	100.00	73,220.90		
SUPRVSR ASSESSMENT/COLLEC	0001	0275	198	100.00	103,462.96	229,827.05	198
					636,997.80	636,997.80	

City of Meriden
2012 City Manager Recommended Budget

ASSESSMENT APPEALS (0281)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0281-40-0-0000-189							
MISC PART-TIME	2,500	2,500	2,500	-	5,000	5,000	-
0001-0281-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	501	650	750	-	1,500	1,500	-
	3,001	3,150	3,250	-	6,500	6,500	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget				
Payroll Projection Report									
Program : PR815L					7/01/11 to 7/01/12				
					<u>Budget</u>	<u>Object</u>			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>			
ASSESSMENT APPEALS (0281)									
BOARD OF TAX RELIEF	0001	0281	189	100.00	1,000.00				
BOARD OF TAX RELIEF	0001	0281	189	100.00	1,000.00				
BOARD OF TAX RELIEF	0001	0281	189	100.00	1,000.00				
BOARD OF TAX RELIEF	0001	0281	189	100.00	1,000.00				
BOARD OF TAX RELIEF	0001	0281	189	100.00	1,000.00	5,000.00		189	
					5,000.00	5,000.00			

Fire

The City of Meriden Department of Fire and Emergency Services is under the leadership of Fire Chief Jim Trainor. The rich and deep tradition of our firefighters in providing quality services to the community, coupled with the City's commitment to staying abreast of the newest in technology and equipment, will ensure that the Meriden Fire Department continues to add value to Meriden's standard of living. A continued emphasis on public fire education and prevention combined with highly trained firefighters equipped with the latest technology will be our focus as we continue on into the future.

It will be the mission that the City of Meriden Department of Fire and Emergency Services provide a team-based approach to deliver effective and efficient services to the community in the following programs:

- ▶ Fire Prevention
- ▶ Public Fire Education
- ▶ Fire Suppression
- ▶ Hazardous Material Incident Mitigation
- ▶ Technical Rescue
- ▶ Emergency Medical Services
- ▶ Community Involvement

The delivery of these programs will be effected with professionalism, integrity, compassion and optimism often under adverse and difficult circumstances.

Mission First - People Always

Fire Programs

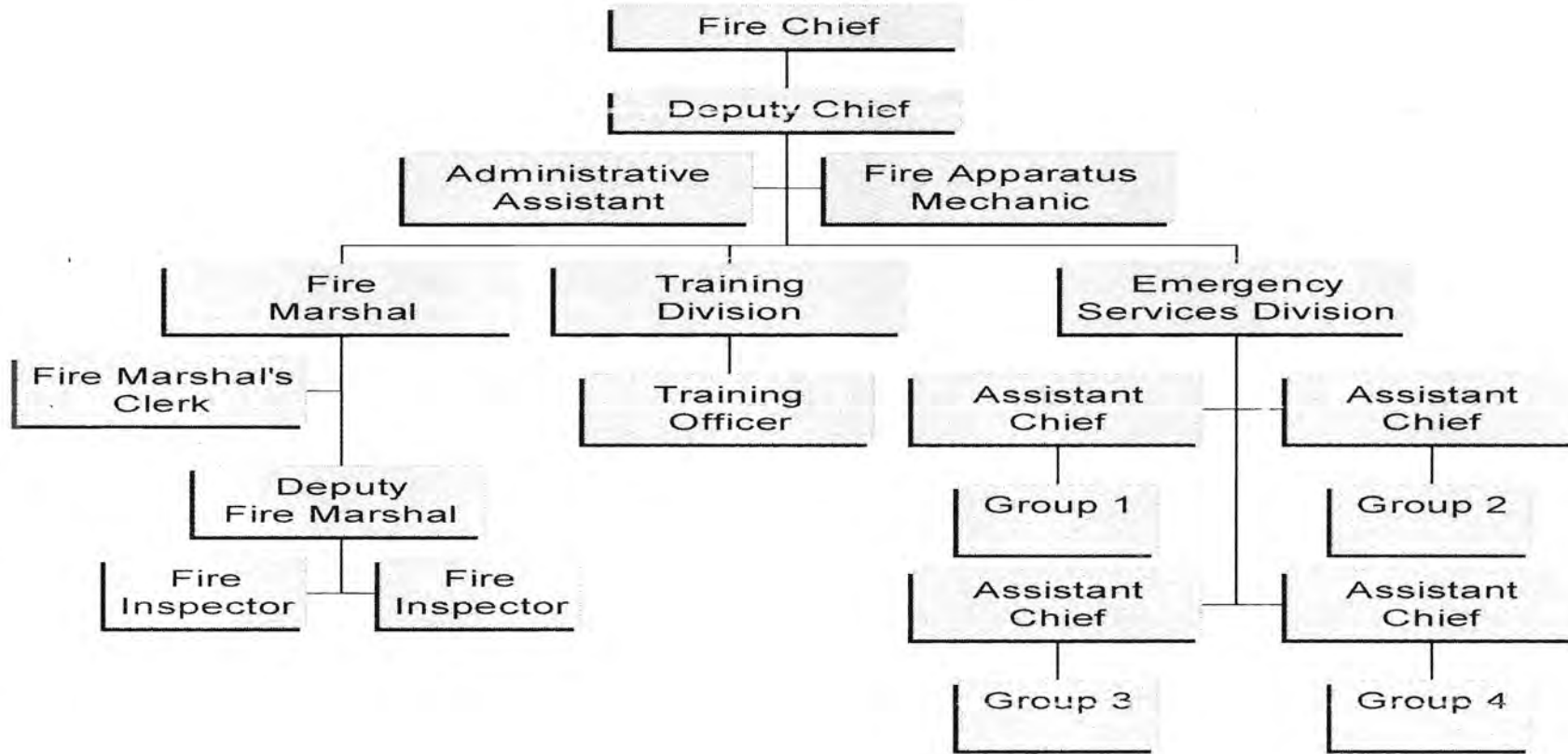
The delivery of the following programs by the staff and team of the Meriden Fire Department are affected with professionalism, integrity, compassion and optimism often under adverse and difficult circumstances.

- ▶ Fire Prevention - The Fire Marshal's office is staffed with four uniformed personnel and one full time clerk to enforce the Connecticut State Life Safety Fire Code, deliver plan reviews for new businesses and those who renovate or expand, issue the appropriate permits for hazardous materials and explosives, investigate all fires for cause and origin, develop and issue plans for general fire prevention, and assist with public fire education. The staff works closely with other city agencies to help ensure that a reasonable standard of housing and safety is maintained.
- ▶ Public Fire Education - The Department utilizes on duty fire companies, the Fire Marshal's office, Fire Alarm and Training Divisions, and administrative staff to deliver fire education programs to age groups from pre-school to senior citizens. Fire prevention, survival from fire, and the proper use of fire extinguishers are just some examples of this program. Call 203.630.5868 to schedule a program.
- ▶ Fire Suppression - The Department operates five engine companies and one ladder or truck company to suppress fires in buildings, vehicles and the woodlands. Buildings range from single family dwellings, multiple dwellings, health care facilities, commercial and manufacturing businesses to high rise structures. An incident command system, along with standard operating procedures, are utilized to provide for life safety to civilians and firefighters, incident stabilization and property conservation. Fire companies also conduct annual building surveys to preplan buildings that pose a high risk to life or property in the event of fire.
- ▶ Hazardous Materials Incident Mitigation - The Fire Department is charged with managing incidents that involve hazardous materials. Department members are trained at the defensive operational level with regards to dyking, patching, controlling and decontamination if it can be done with little or no risk to the responders. The incident command system is used to provide command, control and coordination of resources including evacuating residents, activating other support agencies such as the State Police Haz-Mat team, State of Connecticut Department of Environmental Protection, Department of Transportation. and other public or private entities as required.
- ▶ Technical Rescue - The Department delivers technical rescue services with on duty fire companies trained in high angle, confined space, open water and cold water ice rescue, elevator, vehicle, and machinery extrication. A utility vehicle donated by Yankee Gas Services and retrofitted by firefighters is used to transport the necessary equipment to calls for service.

▶ Emergency Medical Services - The Meriden Fire Department has provided basic life support to the community since the 1940s. Firefighters trained as emergency medical technicians and medical response technicians are first respondents to call involving heart attacks, trauma from injury or accidents, pre-hospital child delivery or medical emergencies from illness. The ability to arrive on scene with well trained personnel within an average of four minutes is one of the keys to success in delivering timely pre-hospital care at the first responder level.

▶ Community Involvement - Meriden's fire service is actively involved with the community and its events. The United Way, the Meriden Chapter of the Salvation Army, the Muscular Dystrophy Association, and the Meriden Daffodil Festival are just a few of the partnerships the Department has within the community. Support of the community police program, neighborhood associations and all city agencies is vital to maintaining and improving the quality of life in Meriden.

Department of
Fire and Emergency Services



Department	Goal Num	Description	Obj Num	Objective	Quarter
FIRE	1	Goal 1. Continue: Maintain Department Service Levels:	1	1.1 Review all department service areas July –Aug. 2011 1.1.1 Identify and prioritize services delivered to determine feasibility of continuing/discontinuing service.	1
			2	1.2 Determine if services delivered match Department’s Mission	1
			3	1.3 Make recommendation on the addition or modification of existing service areas. Nov.-Dec. 2011	2
	2	Goal 2. Continue: Monitor Service Connected Injuries	1	2.1 Develop system to more closely monitor personnel that are on service connected injuries. July –Aug. 2011	1
			2	2.2 Review all case of injured personnel on a weekly basis	5
			3	2.3 Work with Risk Manager on follow-up with Third Party Administrator on status of all injuries	5
			4	2.4 Report to Risk Manager on weekly basis all injured personnel. List on the report the date of injury, status of injured party and date of next Doctor’s appointment	5
			5	2.5 Follow-up with Third Party Administrator to assure the injured personnel are getting timely and appropriate treatment.	5
	3	Goal 3. Continue: Develop training initiatives with Risk manager and Third Party Administrator to reduce injuries to personnel	1	3.1 Work with R/M and Third party Administrator to explore training that can be delivered to FD personnel to reduce injuries cause by lifting and carrying patients and equipment.	5

FIRE

		2	3.2 Coordinate training with Department Training officer to deliver Injury Reduction to FD personnel.	5
4	Goal 4. Complete Renovations/Repairs to Station #1 Chamberlain Highway	1	4.1 Complete various small projects to facility and grounds July 2011	5
		2	4.2 Close out project June 2012	4
5	Goal 5. Purchase Fire Chief Staff Vehicle July 2011	1	5.1 Develop specification for Chief's vehicle.	1
		2	5.2 Submit requisition to purchase vehicle. Aug. 2011	1
		3	5.3 Develop specification for ancillary equipment to be installed on vehicle	1
		4	5.4 Take delivery of vehicle from vendor Oct. 2011	2
		5	5.5 Deliver vehicle to vendor to have emergency equipment installed. Oct. 2011	2
		6	5.6 Place Vehicle in service. Nov. 2011	2
6	Goal 6. Roof Repairs to Station #3	1	6.1 Contact vendor establish scope of work April 2011	1
		2	6.2 Establish cost for roof repairs April 2011	1
		3	6.3 Coordinate award of contract with Purchasing May 2011	1
		3	6.4 Award contract to contractor May 2011	1
		5	6.5 Establish start date and duration of project May 2011	1
		6	6.6 Oversee roof repairs May 2011	1
		7	6.7 Complete project, close out project July 2011	1
7	Goal 7. Architect Review of Station # 2	1	7.1 Contact Architect to conduct Review July 2011	1
		2	7.2 Coordinate review with current recommendations Aug-Sept 2011-12	1
		3	7.3 Cooperate with architect to establish needs and functional area of plan Nov 2011	2

FIRE

		4	7.4 Request submittal from architect for developed plan Jan 2012	3
		5	7.5 Review submittal received, and recommended needed changes Feb 2012	3
		6	7.6 Receive revised plan March 2012	3
		7	7.7 Accept final plan April 2012	3
8	Goal 8. Architect Review of Station # 5	1	8.1 Contact Architect to conduct Review Sept 2011	1
		2	8.2 Cooperate with architect to establish needs and functional area of plan Oct 2011	2
		3	8.3 Request submittal from architect for developed plan Feb 2012	3
		4	8.4 Review submittal received, and recommended needed changes Mar 2012	3
		5	8.5 Receive revised plan. May 2012	4
		6	8.6 Accept final plan June 2012	4
9	Goal 9. Continue Department Self Assessment Evaluation	1	9.1 Enroll department in Center for Public Safety Excellence self-assessment accreditation program. Jan 2011	1
		2	9.2 Attend CPSE self-assessment accreditation workshop. Aug-Sept 2011	1
		3	9.3 Create file system to record documentation for accreditation. Sept 2011	1
		4	9.4 Collect documentation and develop policies and SOG's to need to comply with performance indicator required by Center for Public Safety Excellence self-assessment accreditation program Sept 2011 – Dec 2012	2
		5	9.5 Continue self-assessment program. This process is usually a two to three year process.	5

City of Meriden
2012 City Manager Recommended Budget

FIRE (2610)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2610-40-2-0000-500							
CAPITAL EQUIPMENT	-	4,500	-	-	-	-	-
0001-2610-40-2-0000-190							
ADMINISTRATIVE	191,778	191,860	192,176	120,223	194,011	194,011	-
0001-2610-40-2-0000-191							
OVERTIME CONTINGENCY	1,196,401	1,224,810	978,612	808,641	978,612	978,612	-
0001-2610-40-2-0000-194							
PUBLIC WORKS	65,991	66,923	70,126	43,447	70,126	70,126	-
0001-2610-40-2-0000-195							
FIRE	5,989,307	6,068,809	6,491,095	3,949,067	6,496,277	6,496,277	-
0001-2610-40-2-0000-196							
MME	100,231	103,469	103,652	65,018	103,652	103,652	-
0001-2610-40-2-0000-350							
GASOLINE	66,414	41,980	45,000	25,462	45,000	43,000	-
0001-2610-40-2-0000-352							
VEHICLE MAINTENANCE	40,158	49,982	45,000	27,303	45,000	45,000	-
0001-2610-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	12,355	20,386	20,000	10,137	20,000	20,000	-
0001-2610-40-2-0000-381							
TRAINING	9,656	21,998	15,000	7,170	15,000	15,000	-
0001-2610-40-2-0000-390							
PHYSICALS	27,089	28,567	30,000	6,987	30,000	30,000	-
0001-2610-40-2-0000-413							
MAINT SUPPLIES	36,346	33,852	33,250	20,486	33,250	33,250	-
0001-2610-40-2-0000-414							
HEAT ENERGY LIGHTS	160,344	124,121	130,000	74,147	130,000	130,000	-
0001-2610-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	18,789	14,867	15,500	10,259	15,500	15,500	-
0001-2610-40-2-0000-503							
FIRE EQUIPMENT	70,378	77,287	92,966	54,772	92,966	80,000	-
0001-2610-40-2-0000-640							
MEMBERSHIP & MEETINGS	5,179	2,979	6,500	6,364	6,500	5,200	-
	7,990,416	8,076,390	8,268,877	5,229,483	8,275,894	8,259,628	-

City of Meriden
2012 City Manager Recommended Budget

S.M.V.F.D. (2619)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-2619-40-2-0000-200							
FIREFIGHTER PHYSICALS	6,787	4,993	6,000	3,536	8,000	7,000	-
0001-2619-40-2-0000-271							
HEPATITIS VACINE	749	-	1,000	-	1,000	1,000	-
0001-2619-40-2-0000-350							
GASOLINE	3,352	1,941	3,500	1,176	3,500	3,000	-
0001-2619-40-2-0000-352							
VEHICLE MAINTENANCE	3,065	2,984	3,500	2,709	3,500	3,500	-
0001-2619-40-2-0000-357							
FEES	-	5,000	-	-	-	-	-
0001-2619-40-2-0000-380							
COMMUNICATION & MAINTENANCE	4,992	3,705	8,000	4,107	7,900	6,000	-
0001-2619-40-2-0000-381							
TRAINING	2,421	3,850	6,600	4,800	6,600	6,600	-
0001-2619-40-2-0000-413							
MAINTENANCE SUPPLIES	426	421	800	-	800	500	-
0001-2619-40-2-0000-414							
HEAT ENERGY LIGHTS	19,554	13,804	13,500	8,371	13,500	13,500	-
0001-2619-40-2-0000-415							
FOOD	2,246	2,488	2,500	-	2,500	2,500	-
0001-2619-40-2-0000-416							
FIRE PREVENTION & EDUCATION	170	250	250	-	250	250	-
0001-2619-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	390	407	570	100	570	500	-
0001-2619-40-2-0000-503							
FIRE EQUIPMENT	25,203	23,787	25,000	12,106	27,200	25,000	-
0001-2619-40-2-0000-640							
MEETINGS & MEMBERSHIPS	638	650	1,000	140	1,000	750	-
	69,993	64,280	72,220	37,045	76,320	70,100	-

City of Meriden
2012 City Manager Recommended Budget

EMERGENCY MANAGEMENT (2690)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2690-40-2-0000-189							
MISC PART-TIME	8,003	8,003	8,044	4,669	8,044	8,044	-
0001-2690-40-2-0000-383							
CIVIL PREPAREDNESS	-	-	7,500	-	7,500	-	-
0001-2690-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	126	1,197	2,500	453	2,500	2,500	-
	8,129	9,200	18,044	5,122	18,044	10,544	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
					<u>Budget</u>	<u>Object</u>		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>		
FIRE (2610)								
DEPUTY FIRE CHIEF	0001	2610	190	100.00	93,083.72			
FIRE CHIEF	0001	2610	190	100.00	100,926.58	194,010.30		190
AUTOMOTIVE MECHANIC	0001	2610	194	100.00	70,125.59	70,125.59		194
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	87,774.11			
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	87,774.11			
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	87,774.11			
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	87,774.11			
DEPUTY FIRE MARSHALL	0001	2610	195	100.00	79,537.02			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE CAPTAIN	0001	2610	195	100.00	79,539.11			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	61,542.53			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	64,320.83			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			
FIRE FIGHTER	0001	2610	195	100.00	65,945.87			

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2011-2012 Budget

Payroll Projection Report

Program : PR815L

7/01/11 to 7/01/12

Job Title	Fund	Dept	Obl	Percentage	Budget	Object
					Amount	Total
FIRE (cont'd)						
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	55,217.27	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	64,392.29	
FIRE FIGHTER	0001	2610	195	100.00	60,406.01	
FIRE FIGHTER	0001	2610	195	100.00	64,320.83	
FIRE FIGHTER	0001	2610	195	100.00	64,320.83	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	64,392.29	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	65,945.87	
FIRE FIGHTER	0001	2610	195	100.00	64,622.45	

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
FIRE (cont'd)							
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	63,414.11		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,715.71		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	63,931.97		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	60,819.29		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	54,213.47		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	65,945.87		
FIRE FIGHTER	0001	2610	195	100.00	64,622.45		
FIRE INSPECTOR	0001	2610	195	100.00	72,363.42		
FIRE INSPECTOR	0001	2610	195	100.00	67,490.39		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
EMERGENCY MANAGEMENT (2690)							
CO-DIRECTOR OF CIVIL DEFE	0001	2690	189	100.00	4,021.93		
CO-DIRECTOR OF CIVIL DEFE	0001	2690	189	100.00	4,021.93	8,043.86	189
					8,043.86	8,043.86	

HUMAN SERVICES

Description of Programs

Health Services – This division represents the largest of four divisions in the department and is located in the Stoddard Municipal Building, 165 Miller Street, Meriden. The Health Department is required by law to enforce both city and state public health codes. This municipal public health agency concerns itself primarily with the health and safety of citizens through comprehensive planning and implementation of programs supporting both disease prevention and health promotion. Health Division programs include Clinic Services; Immunization Program; School Health Services; Special Services to Non-Public Schools; Environmental Health Services; Women, Infants and Children Program (WIC); Community Health Education; AIDS/HIV Counseling/Testing/Outreach Program, and Public Health Emergency Preparedness.

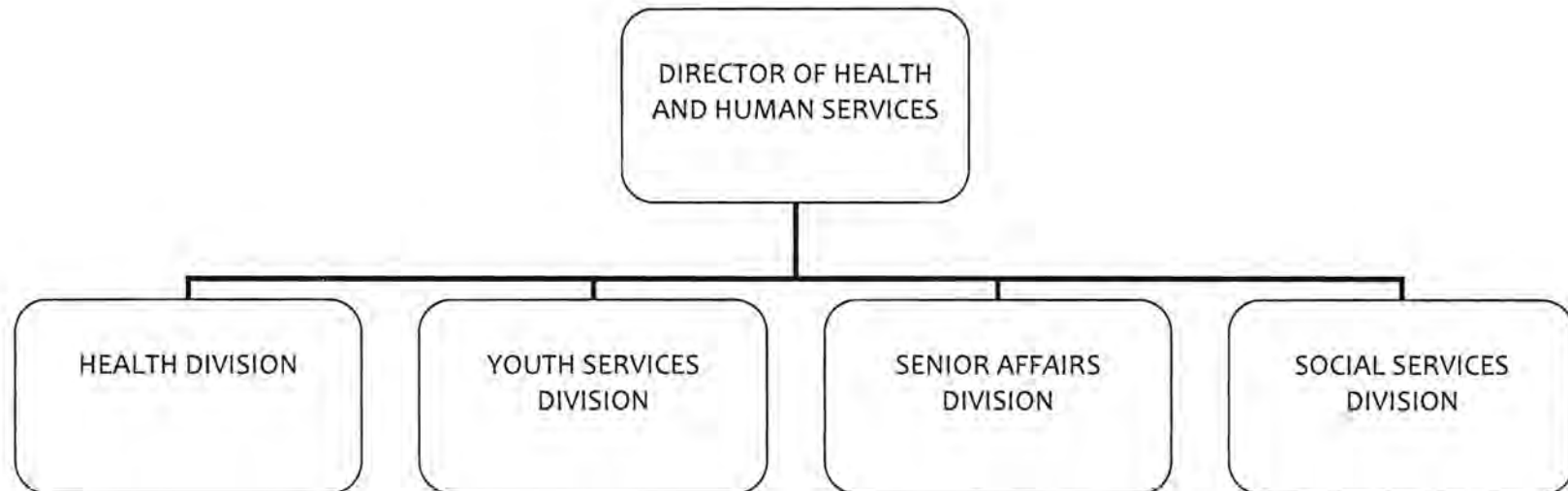
Social Services – This division provides social work assessment, consultation and referrals to any Meriden resident. The Division of Social Services provides social services to any resident of Meriden. The services most frequently requested include financial, healthcare access, health insurance counseling, housing, geriatric assessment, developmental screening for infants and toddlers, and behavioral health. This division also administers the Eviction Program and researches liens for former city general assistance clients.

Youth Services – This division provides assessment, planning, implementation and evaluation of a comprehensive network of resources for children, adolescents and their families. Opportunities for positive development are offered to youth to enhance their ability to function as responsible members of their community. Program components include crisis intervention, Juvenile Assistance and Diversion Board, Peer Education Program, case management, short-term counseling, Youth Employment Program, Campership Program, education, information and referral, photo I.D's, and ACHIEVE (Adolescents Concerned about Health, Image, Education, Volunteerism, and Esteem) Program.

Senior Affairs – This division provides a comprehensive program of public education, advocacy, nutritional services, transportation, recreation, trips, socialization, and other activities for residents 55 years of age and older. Programs take place at the Max E. Muravnick Senior Citizens Center located on West Main Street in downtown Meriden.

Other – The Department of Human Services serves an administrative role to the Meriden School Readiness Council and the YMCA Meriden Child Care Program. In addition, the department maintains fiduciary responsibility for Casa Boricua de Meriden.

CITY OF MERIDEN
DEPARTMENT OF HUMAN SERVICES
ORGANIZATIONAL CHART



Department	Goal Num	Description	Obj Num	Objective	Quarter
HEALTH AND HUMAN SERVICES	1	The goal of the Environmental Health Section is to enforce both state and local laws defined by both the Public Health Code of the State of Connecticut and the Meriden City Code.	1	Conduct inspections of the following establishments: 1. Food service 2. Barbershop, hairdressing and cosmetology shops 3. Day cares 4. Public swimming pools	5
			2	Conduct plan review and inspections, respond to nuisance complaints, participate in childhood lead poisoning prevention efforts and conduct septic soil tests.	5
			3	Coordinate with the Engineering and Building Departments to ensure all new and change of ownership food service establishments comply with new Dept. of Environmental Protection (DEP) grease trap requirements.	5
			4	Ensure that the tattoo shops in Meriden are in compliance with the Public Health Code.	5
			5	Continue to work with the LAMPP (Lead Action for Medicaid Primary Prevention) Program to increase the number of lead-safe units and homes in Meriden.	5
			6	Maintain staff proficiency in utilizing the new XRF (x-ray florescence) machine to test the homes of children with elevated blood lead levels.	5
			7	Inspect grease traps to ensure compliance with local and DEP regulations. Coordinate with WPC for enforcement if non-compliant.	5

HEALTH AND HUMAN SERVICES

		8	Reduce the number of temporary advertising signs for "grab and go" products, such as snack foods, drinks, and tobacco, posted on the outside of convenience stores, markets, etc.	5
2	The goal of the Emergency Preparedness office is to plan and coordinate the local health department response to public health emergencies (all hazards) including those that result from terrorist acts.	1	Continue to update and enhance several emergency planning documents, including the 1) Public Health Emergency Sheltering and Mass Care Plan, 2)Public Health Emergency Response Protocols, and 3) Continuity of Operations Plan.	5
		2	Seek to establish partnerships with local community agencies, businesses, and faith based organizations.	5
		3	Conduct emergency preparedness drills and exercises of local and regional plans in accordance with established protocols.	5
		4	Continue to recruit and train volunteers to join the Public Health Emergency Response Team.	5
		5	Continue to develop and support the registry of "special needs" persons.	5
3	The goal of the Clinic Services office is to provide a variety of quality health services to all citizens of Meriden in an effort to promote wellness and prevent disease.	1	Provide health screenings for early disease identification and referral for treatment. Screenings include hearing, vision, blood pressure, height, weight, blood lead level, total cholesterol, blood glucose and tuberculosis (TB)	5
		2	Continue the prevention of communicable disease by administering age-appropriate vaccinations, offering annual flu vaccination and conduct follow-up with all reportable communicable diseases.	5
		3	Work with Environmental Health staff to investigate foodborne disease outbreaks.	5

HEALTH AND HUMAN SERVICES

		4	Provide case management for families of infants and children who are affected by lead poisoning by providing home inspections and education to parents about prevention and proper childhood nutrition.	5
		5	Promote injury prevention by conducting safety education, distributing bicycle helmets and gun safety locks (when available).	5
		6	Maintain a Hepatitis C screening program.	5
		7	Act as a resource for area daycare/preschool sites, and provide nurse consultation per contractual agreement.	5
		8	Educate the public about public health concerns including rabies and West Nile Virus exposure, Lyme disease, seasonal flu, H1N1, etc.	5
4	The goal of School Health Nursing is to provide a healthy and safe school environment to students enrolled in public and non-public schools in Meriden.	1	Maintain optimal staffing levels, including Per Diem nursing staff to provide coverage in the absence of a nurse(s).	5
		2	Continue to play a key role in identifying children eligible to participate in the HUSKY program.	5
		3	Continue to play a key role in the mitigation of outbreak of communicable disease in the schools.	5
		4	Assure children have required physicals and immunizations to attend school.	5
		5	Maintain the current staff of 5 part-time Health Aides to assist in the Health Rooms of selected schools.	5
		6	Research and select a computer program for school health services to facilitate documentation, data collection, etc.	1

HEALTH AND HUMAN SERVICES

5	The goal of the Women, Infants and Children (WIC) program is to improve the nutritional status and prevent nutrition-related problems of program participants.	1	Continue to contract with the Connecticut Department of Health to provide program services to the Meriden and Middletown area (Region 7).	5
		2	Provide support to continue the smooth transition to the new food packages, which includes training staff, conducting cooking classes for clients, and collaborating with local vendors to minimize any problems that may arise during the transition.	5
6	The goal of School Readiness is to provide affordable, accessible, and quality school readiness opportunities to 3 and 4 year old children in Meriden.	1	Plan for children to successfully transition from preschool to kindergarten.	5
		2	Ensure all School Readiness funded sites and staff are qualified by state standards.	5
		3	Ensure quality in School Readiness programs by continuing to contract with an early childhood consultant who will provide weekly onsite quality support to school readiness teaching staff as well as the necessary trainings to help staff improve their classrooms.	5
7	The goal of the Community Health Education program is to maintain, promote and improve individual and community health in Meriden.	1	Provide opportunities to improve City of Meriden employee health in collaboration with the Personnel Department.	5
		2	Develop theory and reasearch-based health education programs for residents and city employees about important health issues, including nutrition, physical activity, and cardiovascular disease risk reduction.	5
		3	Conduct at least 8 health education programs for the general public; respond to requests for information from the public and human service agencies in Meriden.	5

HEALTH AND HUMAN SERVICES

		4	Promote health department resources and activities through distribution of materials, press releases, newsletters, community networking, health fair attendance, and media outlets (including social networking).	5
		5	Maintain the city's HeartSafe Community and Fit Friendly Company status, as well as apply for other public health recognition programs.	5
		6	Identify and apply for appropriate grants that would benefit the health of the community.	5
		7	Continue to provide professional support to community health and wellness initiatives; coordinate the city CPR and AED training program.	5
		8	Promote smoke-free homes by providing educational and support materials to persons looking to quit smoking.	5
8	The goal of the HIV/AIDS Counseling and Testing Program is to reduce the transmission of HIV/AIDS.	1	Provide confidential/anonymous counseling, testing and education to persons at risk.	5
		2	Promote treatment compliance for HIV positive persons by conducting educational groups and individual counseling to clients and their partners.	5
		3	Educate the community about HIV and the risk of transmission.	5
		4	Refer all clients "at-risk" to the Clinic for Hepatitis A and B vaccinations and TB testing.	5
		5	Offer education and information to different community agencies in Meriden.	5

HEALTH AND HUMAN SERVICES

9	The goal of the Special Services to Non-Public Schools program is to provide support services in the areas of social work, speech/language therapy, English to speakers of other languages (ESOL) and school psychology.	1	Facilitate assessments for students experiencing academic and/or emotional difficulties that may impact the student's ability to learn.	5
		10	The Division of Senior Affairs provides services to residents age 55 and over through the Max E. Muravnick Meriden Senior Citizens' Center.	1
2	Provide staff support to the Advisory Board on Aging.	5		
3	Print a 2011 edition of "A Directory of Services for Meriden Senior Citizens". Post directory online for easy reference.	1		
4	Sponsor special events such as the Celebration for 90+ Year Olds, annual Senior Center Health Fair and Expo, and Special Day for Special People.	5		
5	Continue to enhance the Senior Center website with links to benefit programs and information on senior services. Seek alternative funding and community sponsorship for quarterly dinner dances and other events.	5		
11	The goal of the Youth Services Division is to plan, implement, and evaluate a coordinated network of resources and opportunities for children, youth and their families in Meriden.	1		Facilitate a Summer Youth Employment Program for youth ages 14 to 17.
		2	Administer the Campership Program to allow 300 children a summer campership opportunity.	1

**HEALTH AND
HUMAN
SERVICES**

		3	Continue to facilitate youth programs including ACHIEVE, Juvenile Assistance and Diversion Board, Community Life Skills Education Program, and Fire, Education, Alternative Response (FEAR).	5
		4	Continue to utilize Workforce Alliance funding to provide selected students from Wilcox Technical High School tutoring, support and counseling.	5
12	The goal of the Social Services Division is to provide social services to residents of Meriden.	1	To routinely provide the following services: healthcare access, health insurance counseling, housing and financial counseling, geriatric assessment, developmental screening for infants and toddlers, and behavioral health information and referral	5
		2	Facilitate enrollment in Medicare Part D and annually evaluate current enrollments to ensure that the individual has chosen the best coverage	5
		3	Provide developmental screenings to 3 and 4 year olds at school readiness sites and when needed to assist in access to educational services.	5
		4	Screen children and families for Husky A and Husky B eligibility and assist in the application process.	5
		5	Conduct outreach to identify residents that are eligible for entitlements and other programs that will improve their health, financial, social and emotional well-being.	5
		6	Maintain the Center for Successful Aging at the Senior Center and provide monthly educational programs for several groups in Meriden.	5

HEALTH AND HUMAN SERVICES

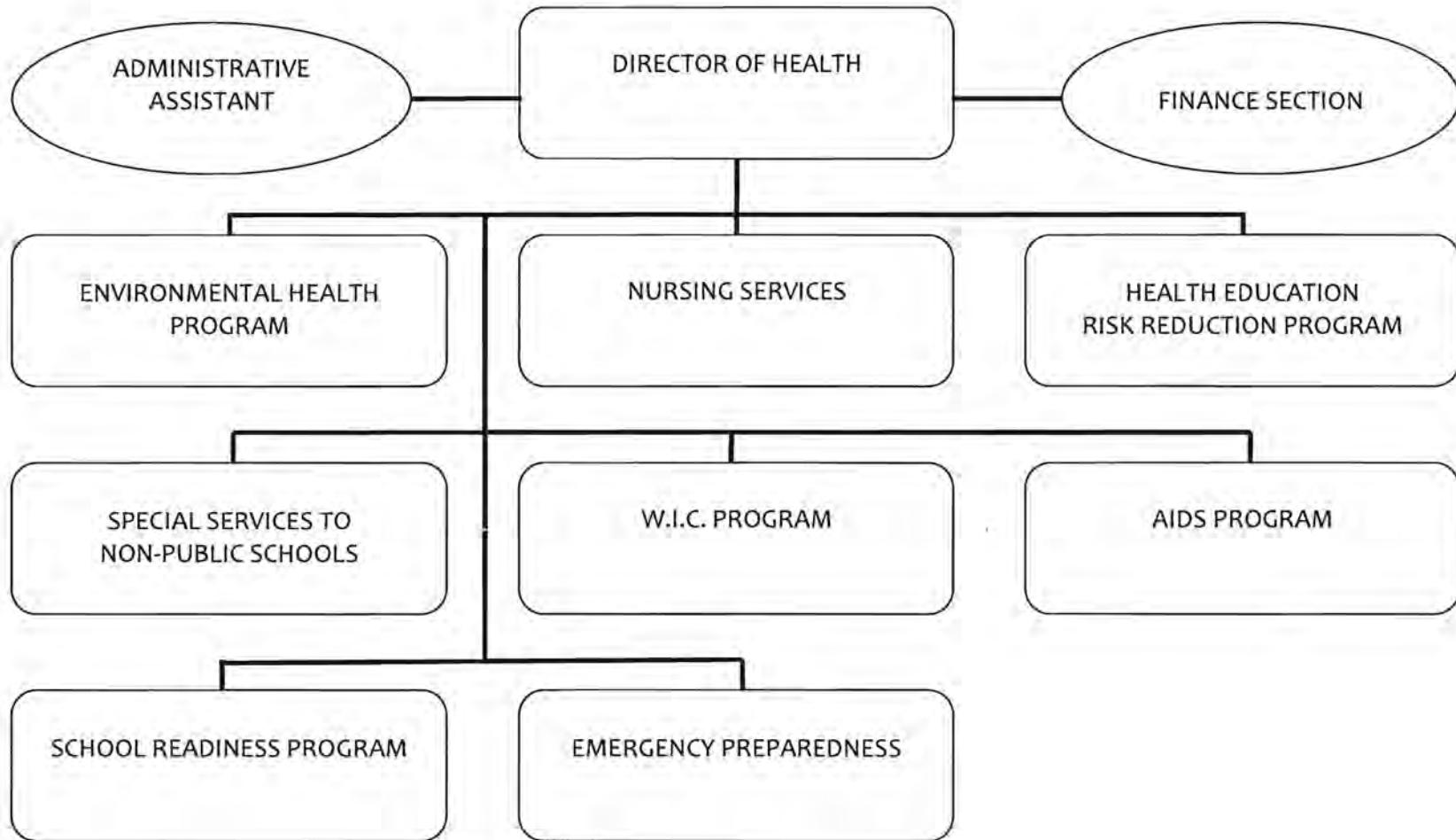
13

The Meriden Department of Health and Human Services has several administrative goals and objectives for the upcoming year. Please see objectives for details.

1	Complete annual reports for both the State Department of Public Health and City Manager.	5
2	Continue to actively serve on several coalitions, state and local boards that have a positive impact on health and human services for the City of Meriden.	5
3	Review confidential communicable disease surveillance forms received from medical laboratories and forward to appropriate staff for follow-up, review lead screening results and forward to staff for follow-up.	5
4	Assure fiscal and programmatic compliance for all awarded grants.	5
5	Continue to work with local legislators and CCM to propose legislation that reduces the cost burden to towns for evictions.	5
6	Reinforce departmental values including professionalism, reliability, punctuality, attendance, customer service, etc. through monthly staff meetings and daily interactions.	5

CITY OF MERIDEN
DEPARTMENT OF HUMAN SERVICES – DIVISION OF HEALTH

ORGANIZATIONAL CHART



City of Meriden
2012 City Manager Recommended Budget

HEALTH AND WELFARE							
HEALTH (4710)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-4710-40-4-0000-149							
CERTIFIED SALARIES	260,834	178,240	155,305	124,162	151,235	151,235	-
0001-4710-40-4-0000-189							
MISC. PART-TIME	4,500	4,510	4,500	3,000	6,000	6,000	-
0001-4710-40-4-0000-190							
ADMINISTRATION	102,493	97,387	102,661	60,082	102,661	102,661	-
0001-4710-40-4-0000-193							
PUBLIC HEALTH NURSES	1,082,447	1,019,305	996,185	553,702	976,600	976,600	-
0001-4710-40-4-0000-196							
MME	539,028	546,107	569,404	339,336	569,725	569,725	-
0001-4710-40-4-0000-198							
SUPERVISORS	166,687	166,703	166,980	104,009	176,468	176,468	-
0001-4710-40-4-0000-350							
GASOLINE	2,998	2,461	2,500	953	2,500	2,500	-
0001-4710-40-4-0000-352							
VEHICLE MAINTENANCE	4,950	3,929	3,100	1,588	3,650	3,650	-
0001-4710-40-4-0000-440							
OFFICE EXPENSES & SUPPLIES	8,227	9,743	12,000	7,548	12,000	10,000	-
0001-4710-40-4-0000-474							
ENVIRONMENTAL SUPPLIES	12,034	11,402	12,600	5,872	14,700	13,600	-
0001-4710-40-4-0000-478							
HEALTH SUPPLIES	8,463	8,217	8,750	7,187	9,350	9,350	-
0001-4710-40-4-0000-482							
P.A. 10-217A SUPPLIES	6,369	3,936	3,850	2,474	3,850	3,850	-
0001-4710-40-4-0000-490							
LEAD PROGRAM	2,823	3,413	4,200	667	4,200	4,200	-
0001-4710-40-4-0000-640							
MEMBERSHIPS & MEETINGS	3,175	902	4,000	802	4,000	4,000	-
0001-4710-40-4-0000-706							
SPECIAL PROJECTS	(1)	(485)	1	9,451	1	1	-
	2,205,027	2,055,770	2,046,036	1,220,833	2,036,940	2,033,840	-

City of Meriden
2012 City Manager Recommended Budget

SOCIAL SERVICES (4720)	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Budget</u>	<u>2011 02/20/11</u> <u>Actual</u>	<u>Department</u> <u>Budget Request</u>	<u>City Manager</u> <u>Budget</u>	<u>Finance</u> <u>Committee</u>
0001-4720-40-4-0000-196							
MME	137,753	142,196	142,448	88,272	142,448	142,448	-
0001-4720-40-4-0000-390							
EVICCTIONS	58,184	42,763	54,000	15,430	47,500	30,000	-
0001-4720-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	1,026	1,179	983	726	983	983	-
0001-4720-40-4-0000-640							
MEMBERSHIPS & MEETINGS	60	-	100	-	100	100	-
	197,023	186,138	197,531	104,428	191,031	173,531	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
HEALTH (4710)							
ESL TEACHER	0001	4710	149	100.00	8,895.42		
PROGRAM COORDINATOR PA 10	0001	4710	149	100.00	29,197.68		
SCHOOL PSYCHOLOGIST	0001	4710	149	100.00	48,536.26		
SOCIAL WORKER	0001	4710	149	100.00	24,406.26		
SPEECH THERAPIST	0001	4710	149	100.00	40,198.68	151,234.30	149
HUMAN SERVICES DIRECTOR	0001	4710	190	100.00	102,660.90	102,660.90	190
PUBLIC HEALT NURSE II	0001	4710	193	100.00	77,225.99		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,178.08		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	72,650.99		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,178.08		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	42,535.61		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	44,878.85		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	44,878.85		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	54,973.38		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,272.28		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	42,535.61		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,178.08		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	44,878.85		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,178.08		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,272.28		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,272.28		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,178.08		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
HEALTH (cont'd)							
PUBLIC HEALTH NURSE I (per diem)	0001	4710	193	100.00	48,317.40		
PUBLIC HEALTH NURSE I (per diem)	0001	4710	193	100.00	26,516.88		
EDUCATION STIPEND	0001	4710	193	100.00	4,500.00	976,599.65	193
ACCOUNT CLERK	0001	4710	196	100.00	51,009.93		
ADMINISTRATIVE ASSISTANT	0001	4710	196	100.00	60,735.08		
GRANT & FINANCIAL SPECIAL	0001	4710	196	100.00	71,171.30		
HEALTH AIDE I	0001	4710	196	100.00	18,041.86		
HEALTH AIDE I	0001	4710	196	100.00	16,095.21		
HEALTH AIDE I	0001	4710	196	100.00	17,612.00		
HEALTH AIDE I	0001	4710	196	100.00	16,089.93		
HEALTH AIDE I	0001	4710	196	100.00	19,208.18		
HEALTH AIDE I BILINGUAL	0001	4710	196	40.00	15,020.64		
HEALTH EDUCATOR	0001	4710	196	60.00	35,190.89		
HEALTH SECRETARY	0001	4710	196	100.00	55,611.08		
SANITARIAN	0001	4710	196	100.00	54,149.69		
SANITARIAN II	0001	4710	196	100.00	76,671.76		
SANITARIAN II	0001	4710	196	100.00	63,116.69	569,724.24	196
DIRECTOR OF PUBLIC HEALTH	0001	4710	198	100.00	89,443.66		
ENVIRONMENTAL HEALTH ADM	0001	4710	198	100.00	87,024.33	176,467.99	198
					1,976,687.08	1,976,687.08	
HEALTH AIDE I BILINGUAL	0001	4710	706	60.00	22,530.95		
HEALTH EDUCATOR	0001	4710	706	40.00	23,460.60		
SCHOOL READINESS COORDINA	0001	4710	706	100.00	71,171.30		
					117,162.85		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
SOCIAL SERVICES (4720)							
SOCIAL WORKER	0001	4720	196	100.00	76,671.76		
SOCIAL WORKER I	0001	4720	196	100.00	65,775.42	142,447.18	196
					142,447.18	142,447.18	

City of Meriden
2012 City Manager Recommended Budget

SENIOR CENTER (4730)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-4730-40-4-0000-192							
OTHER NON-UNION	28,430	26,738	27,500	14,882	27,500	27,500	-
0001-4730-40-4-0000-196							
MME	344,174	291,244	315,260	192,348	318,794	318,794	-
0001-4730-40-4-0000-198							
SUPERVISORS	83,344	83,352	83,490	52,005	87,025	87,025	-
0001-4730-40-4-0000-199							
ELDERLY NUTRITION	27,321	22,751	28,108	17,038	28,108	28,108	-
0001-4730-40-4-0000-350							
GASOLINE	16,436	13,600	10,000	7,459	10,000	10,000	-
0001-4730-40-4-0000-352							
VEHICLE MAINTENANCE	8,117	2,989	4,000	1,801	6,000	4,000	-
0001-4730-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	11,347	9,985	13,063	5,927	13,063	12,000	-
0001-4730-40-4-0000-640							
MEETINGS & MEMBERSHIPS	150	163	100	50	100	100	-
	519,319	450,822	481,521	291,510	490,590	487,527	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
SENIOR CENTER (4730)							
ASSIST NUTRITION COORDINA	0001	4730	196	100.00	44,633.69		
CLERK III	0001	4730	196	100.00	43,983.04		
MINI BUS DISPATCHER	0001	4730	196	100.00	38,429.99		
MINI BUS DRIVER	0001	4730	196	100.00	17,128.28		
MINI BUS DRIVER	0001	4730	196	100.00	37,551.59		
MINI BUS DRIVER	0001	4730	196	100.00	35,264.09		
NUTRION COORDINATOR - SR	0001	4730	196	100.00	53,143.19		
RECREATION COORDINATOR	0001	4730	196	100.00	48,659.69	318,793.56	196
DIRECTOR OF SENIOR AFFAIR	0001	4730	198	100.00	87,024.33	87,024.33	198
					405,817.89	405,817.89	

City of Meriden
2012 City Manager Recommended Budget

YOUTH SERVICES (4745)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-4745-40-4-0000-191							
OVERTIME	90	-	-	-	-	-	-
0001-4745-40-4-0000-196							
MME	58,741	60,624	60,736	37,634	60,736	60,736	-
0001-4745-40-4-0000-198							
SUPERVISORS	83,344	83,352	83,490	52,005	87,025	87,025	-
0001-4745-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	1,633	1,727	1,650	1,354	1,650	1,650	-
0001-4745-40-4-0000-490							
YOUTH ACTIVITIES	1,557	1,589	1,500	1,381	1,500	1,500	-
0001-4745-40-4-0000-640							
MEMBERSHIPS & MEETINGS	720	345	800	605	800	800	-
	146,085	147,637	148,176	92,979	151,711	151,711	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
YOUTH SERVICES (4745)							
CRISIS INTERVENTION SPECI	0001	4745	196	100.00	60,735.08	60,735.08	196
YOUTH SERVICES MANAGER	0001	4745	198	100.00	87,024.33	87,024.33	198
					147,759.41	147,759.41	

LEGAL
Description of Programs

FY 2011-2012

Legal Counsel: The Corporation Counsel and his staff serve as legal counsel to the City's elected and appointed officials and employees. Legal opinions and advice are given regarding the application of federal, state and local regulations to questions that may arise in relation to the duties and responsibilities of these public officials.

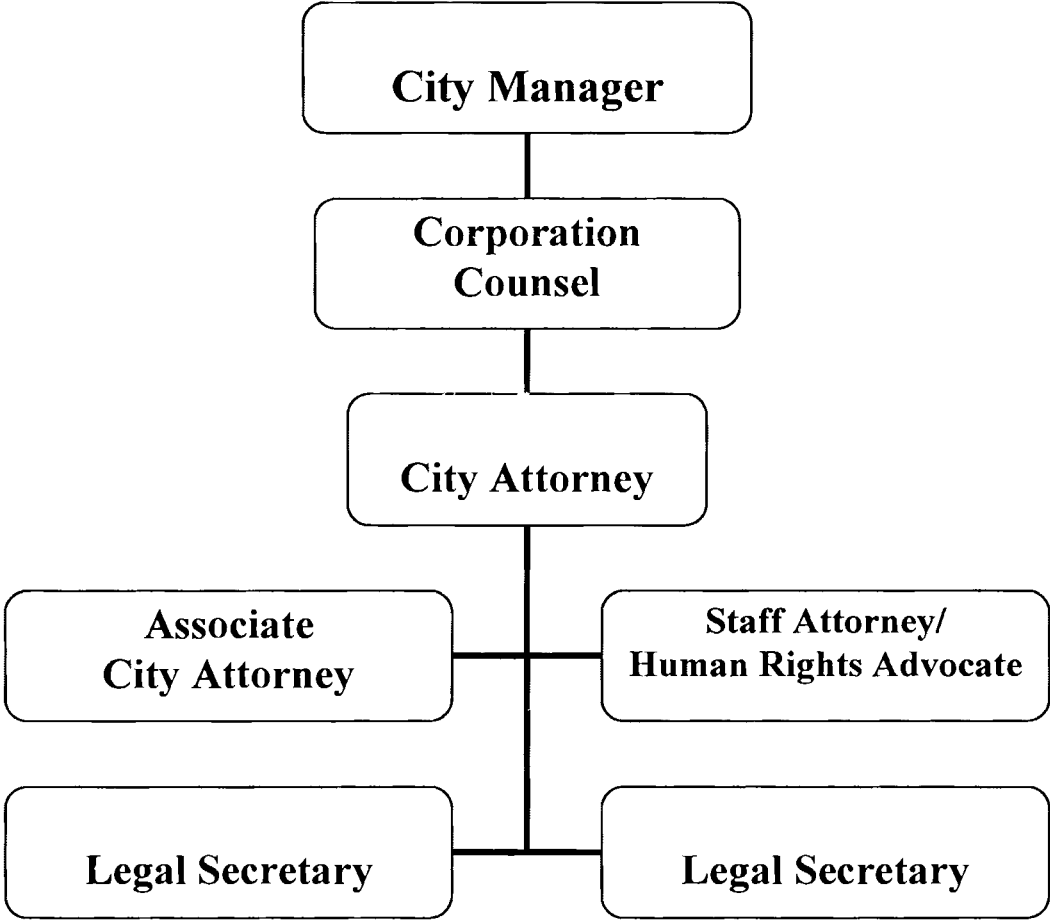
Litigation: The Department of Law handles all claims and lawsuits filed against the City and its public officials and employees. It represents the City in all legal actions initiated by the City to enforce City ordinances; to protect City interests in contractual matters, or to collect debts owed to the City. Representation is provided either directly by Department staff members through cooperation with counsel provided through insurance coverage or, in certain specialized matters, through outside counsel with particular expertise.

Document Preparation: The Department of Law prepares and reviews all contracts, agreements, deeds, leases and other documents, and prepares or reviews ordinances and resolutions submitted to the City Council.

Claims Resolution: The Department of Law, in cooperation with the Risk Manager, reviews, processes and defends all claims filed against the City, procures insurance coverage, and supervises the resolution of all claims.

Human Rights Advocacy: Funding for the position of Human Rights Advocate is included in the Department's budget. Supervision for this position is provided by the City Manager. The Human Rights Advocate is responsible for assisting in the compliance and enforcement of the City's human rights and ordinances, and state and federal laws regulating discriminatory employment, public accommodations and housing laws, the Americans with Disabilities Act, and other state and federal regulations, and serves as staff liaison to various City boards and commissions.

LEGAL



City of Meriden
2012 City Manager Recommended Budget

LEGAL (0130)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0130-40-0-0000-190							
ADMINISTRATIVE	169,910	180,610	179,783	115,854	237,061	183,061	-
0001-0130-40-0-0000-196							
MME	119,153	123,491	121,471	77,560	121,471	121,471	-
0001-0130-40-0-0000-356							
STREETS & SIDEWALKS	8,213	12,846	12,000	4,778	30,000	12,000	-
0001-0130-40-0-0000-357							
ATTORNEY FEES	294,780	320,075	300,000	193,190	390,000	295,000	-
0001-0130-40-0-0000-358							
FORECLOSURE ACTIVITIES	14,508	30,041	15,000	10,934	17,500	15,000	-
0001-0130-40-0-0000-390							
ASSESSMENT APPEALS FEES	29,795	13,438	25,000	10,826	30,000	25,000	-
0001-0130-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	19,896	20,541	19,000	11,222	26,200	19,000	-
0001-0130-40-0-0000-640							
MEMBERSHIPS & MEETINGS	3,648	2,335	4,000	552	5,000	4,000	-
	659,903	703,377	676,254	424,916	857,232	674,532	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>		
LEGAL (0130)								
STAFF ATTORNEY	0001	0130	190	100.00	54,000.00			
ASSOCIATE CITY ATTORNEY	0001	0130	190	100.00	95,169.92			
CITY ATTORNEY	0001	0130	190	60.00	58,731.07			
CORPORATION COUNSEL	0001	0130	190	100.00	29,159.21	237,060.20		190
LEGAL SECRETARY	0001	0130	196	100.00	60,735.08			
LEGAL SECRETARY	0001	0130	196	100.00	60,735.08	121,470.16		196
					358,530.36	358,530.36		
CITY ATTORNEY	1107	0151	901	40.00	39,154.05			
					39,154.05			

LIBRARY

Description of Services

Mission: The Meriden Public Library is the informational, educational, cultural and recreational resource of the city in an atmosphere that is welcoming, respectful, and businesslike. In order to meet individual and community needs, the Library's goal is to provide access to print and non-print resources.

Information Services: The staff of Information Services reviews, selects, and utilizes the information tools that are available in order to meet the community's information needs. They respond to a variety of information requests from the public, in person and over the phone and via the website. In addition, they instruct patrons in the use of the Library's on-line databases, and general computer use. The staff also assists patrons in obtaining materials that we do not own from other libraries, through interlibrary loan.

Information Services Department manages collection development and assists patrons in the following specialized areas:

Computer Use: The Computer Learning Center provides the public with instructional opportunities and free access to computers, the internet and software applications. Staff members assist patrons in searching for online information, and creating e-mail accounts, spreadsheets and documents for work, school or personal use.

Business and Economic Information: This area provides demographic, marketing, and financial information to the business community and individual investors. Specialized assistance is available via on-line computer databases. These are services that are especially vital to small and home-based businesses.

Job Information: This area includes a current collection of books, periodicals and an on-line vocational testing database to assist individuals looking for educational, vocational, and employment information and opportunities.

Local History and Genealogy: The Meriden Local History Room houses a collection of books, periodicals and microfilm relating to Meriden's history, industry, and families. Staff assist genealogists, antique collectors, and historians from around the country in their research.

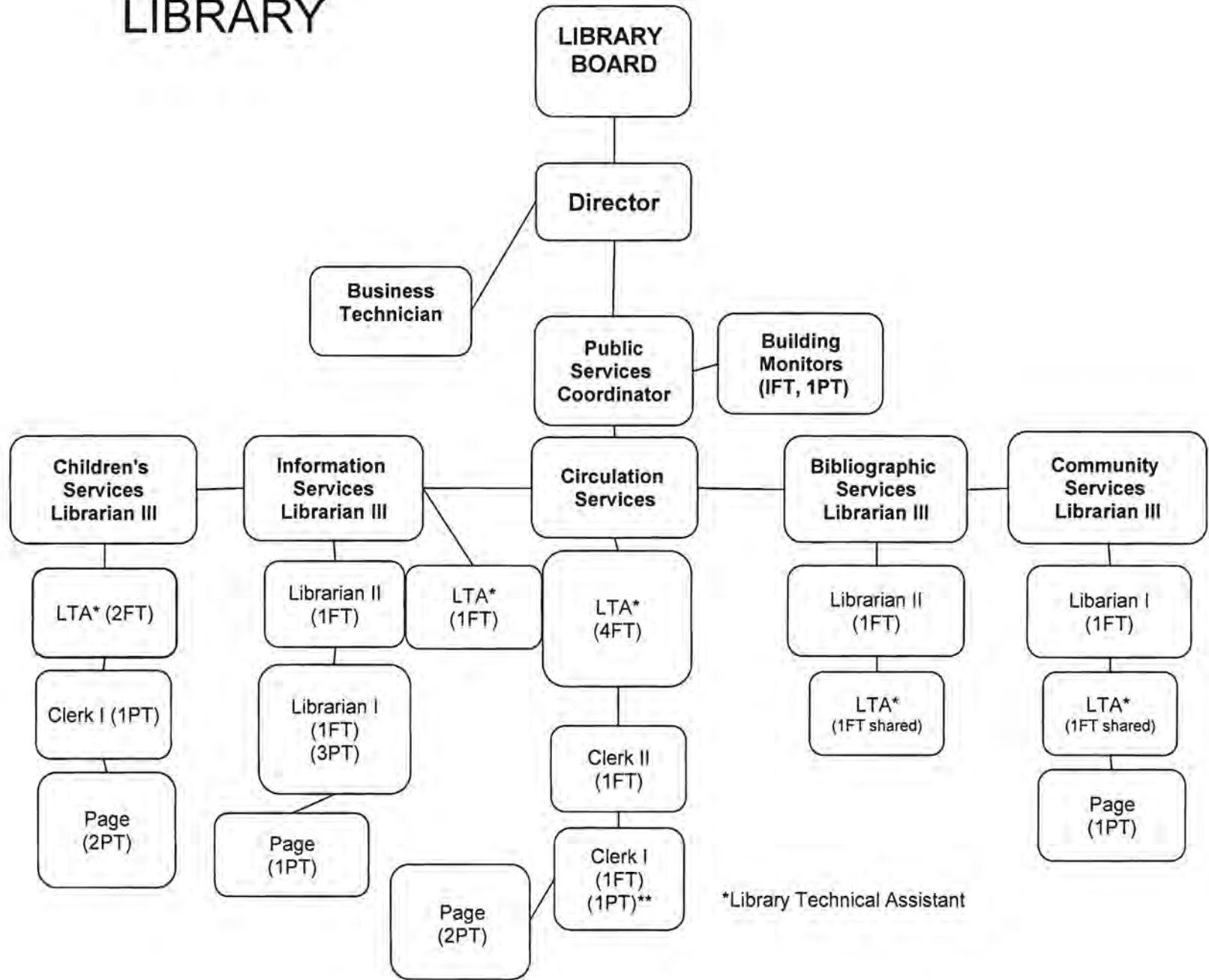
Circulation Services: The Circulation staff is responsible for the flow of materials between patrons and the Library. Staff charges and discharges materials, places reserves, and notifies users when they are filled, registers borrowers, tracks overdue items, and collects fines and fees for lost materials. The physical organization of the materials in the building, their proper order on the shelves, and the security of materials is also the responsibility of this department.

Children's Services: The primary goal of the Children's Library is to build a life-long love of reading in children. The Staff provides service to children from infants through middle school, their parents, caregivers, and teachers. Staff selects appropriate materials, provides information services, teaches library skills, and plans and executes programming for Meriden's youngest population, such as story hours and craft programs. The staff also provides outreach services to organizations and institutions which serve children in the area.

Community Services: This department is responsible for coordinating the Library's activities with all organizations within the community. Staff handles bookings for our two community meeting rooms, as well as planning exhibits, Library programs, and community outreach efforts. The Library's Bookmobile, also in the purview of this department, reaches individuals in senior housing, senior centers, day care centers and school readiness programs who might not otherwise be able to take advantage of Library services. In addition, this department coordinates all public relations and publicity efforts for the Library.

Bibliographic Services: This department is responsible for all ordering, receiving, cataloging and physical processing of materials for the Library's collections. Staff is also responsible for maintaining a computerized database that provides access to the Library's catalog of holdings, plus those of other libraries throughout the LION Consortium, and a state-wide database of materials.

LIBRARY



*Library Technical Assistant

Department	Goal Num	Description	Obj Num	Objective	Quarter
LIBRARY	1	Meriden residents will be aware of the resources available at the Library and will know how to access and use them to satisfy their personal, educational, or informational needs	1	Solicit more opportunities to have staff speak about library services and collections at local organization meetings and public events	5
			2	Develop a simple marketing plan to raise public awareness of library services	5
			3	Produce regular public service announcements about library services for municipal access television	5
			4	Use the Bookmobile to bring services and information to segments of the population who cannot easily use the main library	5
			6	Collaborate with local, regional, and statewide organizations to improve and promote library services to special populations such as students, seniors, unemployed, etc.	5
			2	Children from birth to age five will have programs, services, and materials designed to ensure that they enter Meriden schools ready to learn to read, write and listen	1
	2	Provide bi-lingual preschool programs on a regular basis	2		
	3	Provide parenting programs on the topic of emerging literacy	5		
	3	Residents will be able to easily access library information, and resources from home, office or school	1	Improve and enhance the Library's website	1
			2	Evaluate emerging popular technologies and incorporate them into the library's services and programs. (Examples: e-books, downloadable visual resources, applications for personal mobile devices, text-a-librarian, and more!)	5
			3	Evaluate and select new online information resources to make available through the library's website	5
	4	Residents will have access to computers, Internet and basic computer applications to meet their personal, educational, and informational needs	1	Provide enough computer and Internet workstations so that patrons have no more than 15 minutes to wait for at least an hour of use	4
			2	Provide group and individual "by appointment" training to improve basic computer skills needed to use the Library's online resources, apply for jobs, or do personal research	5

		3 Secure funding through grants or other means to purchase equipment to use for basic computer skill training.	3
5	Residents of all ages will be able to easily locate and borrow the books, films, and audio-recordings that they want to enhance their leisure time	1 Increase the library's collection of visual and audio resources to reflect public demand	5
		2 Improve signage	4
		3 Improve the ordering and selection process to expedite the acquisition of books and other resources in high demand.	1
6	Residents will find the library safe, attractive and comfortable	1 Improve lighting in the Entry and Circulation Desk areas	4
		2 Improve the comfort and attractiveness of public areas by removing, rearranging, and replacing furniture in both adult and children's areas	5
		3 Contract for special cleaning services, especially for ceiling tiles and vents, and carpets	1
7	Residents will experience library services that match the community's needs, interests and priorities	1 Create a committee consisting of members from the general public, the Library Board of Directors, and the Library Director to gather information from the community about their vision and priorities for library service	1
		2 Conduct focus groups, "town meetings" and surveys to gather the information	3
		3 Compile data and draft a strategic plan for 2011-2016	4

City of Meriden
2012 City Manager Recommended Budget

PARKS, RECREATION, LEISURE							
LIBRARY (0160)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0160-40-0-0000-189							
MISC PART-TIME	30,342	30,921	35,999	19,489	37,058	35,999	-
0001-0160-40-0-0000-190							
ADMINISTRATIVE	85,783	85,829	85,970	54,596	88,107	88,107	-
0001-0160-40-0-0000-196							
MME	671,817	699,346	712,100	425,094	687,596	687,596	-
0001-0160-40-0-0000-198							
SUPERVISORS	672,116	690,227	717,332	439,094	752,136	752,136	-
0001-0160-40-0-0000-321							
PUBLIC UTILITIES	192,712	151,274	170,080	59,765	141,000	141,000	-
0001-0160-40-0-0000-350							
GASOLINE	800	759	800	409	800	800	-
0001-0160-40-0-0000-352							
VEHICLE MAINTENANCE	423	382	500	104	500	500	-
0001-0160-40-0-0000-353							
TELEPHONES	5,502	4,228	4,320	2,394	4,380	4,380	-
0001-0160-40-0-0000-389							
SECURITY SERVICE	310	671	700	470	700	700	-
0001-0160-40-0-0000-390							
OTHER PURCHASED SERVICES	83,635	85,449	90,638	59,364	102,828	102,828	-
0001-0160-40-0-0000-391							
VIDEO SERVICES	17,250	17,250	18,000	10,500	18,000	18,000	-
0001-0160-40-0-0000-413							
BUILDING SUPPLIES & MATERIALS	37,263	44,329	40,000	27,894	45,482	45,482	-
0001-0160-40-0-0000-430							
LIBRARY BOOKS & MATERIALS	152,644	127,547	125,000	108,423	125,000	125,000	-
0001-0160-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	30,676	31,245	31,000	12,903	29,150	29,150	-
0001-0160-40-0-0000-640							
MEMBERSHIP & MEETINGS	2,500	3,640	3,650	397	3,650	3,650	-
	1,983,773	1,973,097	2,036,089	1,220,896	2,036,387	2,035,328	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
					<u>Budget</u>	<u>Object</u>		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>		
LIBRARY (cont'd)								
LIBRARIAN I	0001	0160	198	100.00	59,396.56			
LIBRARIAN I	0001	0160	198	100.00	29,698.28			
LIBRARIAN I	0001	0160	198	100.00	59,396.56			
LIBRARIAN I	0001	0160	198	100.00	25,044.85			
LIBRARIAN I	0001	0160	198	100.00	25,044.85			
LIBRARIAN II	0001	0160	198	100.00	73,220.90			
LIBRARIAN II	0001	0160	198	100.00	73,220.90			
LIBRARIAN III	0001	0160	198	100.00	75,270.50			
LIBRARIAN III	0001	0160	198	100.00	79,913.47			
LIBRARIAN III	0001	0160	198	100.00	79,913.47			
LIBRARIAN III	0001	0160	198	100.00	79,913.47			
LIBRARIAN IV	0001	0160	198	100.00	87,024.33	747,058.14		198
					1,514,903.39	1,514,903.39		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
LIBRARY (0160)							
DIRECTOR OF LIBRARY SERVI	0001	0160	190	100.00	88,106.64	88,106.64	190
BUSINESS OPERATIONS TECH-	0001	0160	196	100.00	65,775.42		
LIBRARY BUILDING MONITOR	0001	0160	196	100.00	21,960.00		
LIBRARY CLERK I	0001	0160	196	100.00	16,187.37		
LIBRARY CLERK I	0001	0160	196	100.00	16,335.37		
LIBRARY CLERK I	0001	0160	196	100.00	34,056.29		
LIBRARY CLERK II	0001	0160	196	100.00	39,815.42		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	55,611.08		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	52,411.19		
SECURITY GUARD	0001	0160	196	100.00	43,919.99	679,738.61	196

MANAGEMENT INFORMATION SYSTEMS

Department Description

Information Systems Development

The MIS Department is responsible for the computerized systems for all City Departments and assists the administrative offices of the Board of Education and Public Schools. Most importantly, the MIS Department provides guidance to the City in planning its strategic direction for current and future use of computer technology and software systems. The MIS Department works to accomplish this task by determining the technology needs for all municipal departments, by compiling and analyzing these needs to recommend the appropriate hardware/software systems that will support these needs, and by ensuring successful implementation and efficient use of the computer systems. The MIS Director is assisted by a small technical staff to perform the duties of this department.

Technology Support Services

Providing technical support to the end-users of the computer systems in a timely and efficient manner is critical to many departmental operations. The staff of the MIS Department provides this support in a number of different ways by assisting in the planning and acquisition of hardware and software, by assisting in the installation and configuration of PC-based and network-based equipment, by providing appropriate training opportunities to support the integration of technology and by diagnosing computer hardware, software and network malfunctions and taking prompt, corrective action as necessary. Maintaining these support services is essential to maximizing the City's investment by ensuring the technologies are used efficiently and appropriately.

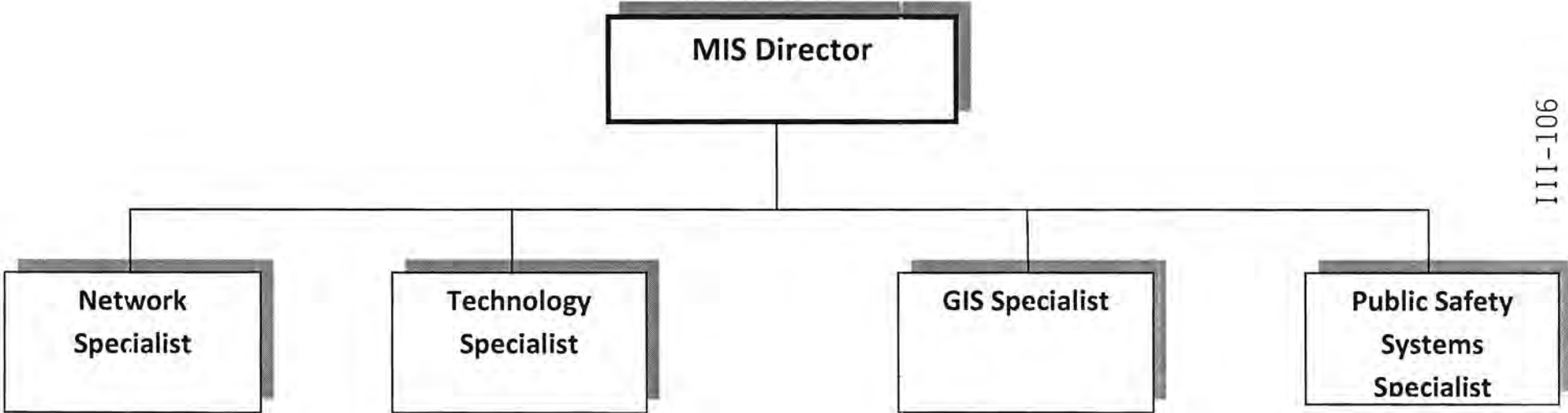
MIS Technology Committee's

Management information services are provided equally for all municipal departments. The MIS Director works with various committees as required to plan and implement various systems. The advent of inexpensive and user-friendly computer hardware and software has helped virtually all municipal departments improve the quality of their services to the public. The MIS Director works closely with key staff to assist in the planning, procurement and implementation of new hardware and software systems that will help improve efficiencies and public service.

Data Processing Services

The MIS Department staff also has the responsibility for coordinating key, fundamental, data processing duties such as payroll check processing, tax bill processing, job scheduling, data exchange, data backups, email, internet, website and network management, and mainframe management. In addition, the MIS Department maintains the Cox and U-Verse local government channels and broadcasts taped City Council meetings along with City notices on a regular basis. Such duties help to facilitate and support the operations of all City departments.

Management Information Services



Department	Goal Num	Description	Obj Num	Objective	Quarter
MIS	1	Continue Implementation of Innoprise Applications According to the Project Timeline.	1	Phase in the installation of remaining Innoprise applications as identified in the Project Timeline.	5
			2	Train/Assist users as needed for report generation.	5
	2	Replace current centralized data network storage device with new storaged devices at City Hall and Police Dept.	1	Replace existing data storage device with new storage device and transer data from old too new as required.	1
			2	Transfer all user and application data folders and files from servers to centralized data storage device.	2
	3	Begin Phase Out of AS400 mainframe computer.	1	Plan for the transition of remaining AS400 applications to windows based platform. This would include Voter Registration, Historic Payroll Info, City Clerk Vitals, OptiSpool, etc. Purchase replacement systems as required.	5
	4	Continue Implementation of City's Five Year Computer Equipment Replacement Plan	1	Continue replacement of non-functional/outdated equipment with new equipment as needed. This includes server's, PC's, printers, monitors, network equipment.	5
			2	Install new mobile technology to support the operations of field personnel, ie, Health, Code Enforcement with mobile devices (iPads) and remote printers that would allow them to capture/print data in the field.	4
	5	Upgrade Existing Software Applications As Required.	1	Upgrade Innoprise and QDS Software as new releases are made available.	5
			2	Upgrade Server Software as needed.	5
			3	Upgrade GIS Software as needed.	3
	6	Review Email and Archive Systems to Replace Existing Lotus Notes Email system.	1	Review existing email applications and options currently used by other organizations and recommend one of them to replace our Lotus Notes email system which is problematic at times. Consider in-house vs off-s	2
			2	Submit funding request for purchase and installation of new email system for FY2012/2013.	2

MIS

7	Continue Development of the City's GIS System	1	Upgrade GIS to Version 10.	2
		2	Develop Storm Drain Layer	5
		3	Add new utilities page to GIS website.	3
		4	Continue training City Staff on the new GIS website functions.	5
		5	Research/Implement ways to automate the process for downloading city's GIS data.	4
		6	Develop a Road Closure web page to maintain a list of road closures for publication to the internet.	4
8	Continue to Improve and Enhance the Functionality of the City's Website.	1	Create a centralized forms area for users to go to one central location for all City forms currently available on the City's website.	4
		2	Improve the City's online RFP module to require registrations for receipt of RFP's and Specifications pending approval of Purchasing Officer/Finance Director	3
		3	Work on developing a web page specific to Winter Snow Plowing, Parking Bans, and related activities to give citizens a better understanding of what to do before, during and after a snow storm.	3
9	Continue Expansion of the Fiber Optic Cable Network to Library and Health if Funding is Available.	1	Install high-speed fiber optic cable between the Library and Health Dept if Capital Funding is available to increase speed and bandwidth and reduce connectivity issues.	3
		2	Depending on the funding available, install one or two more fiber optic cables to remote City locations that use broadband cable and incur monthly expenses.	3
10	Work with Energy Task Force to Implement Recommendations Contained in the City's Energy Plan.	1	With the Guidance of the City's Energy Task Force, plan for securing funding for specific energy conservation measures as noted in Phase II of the Energy Plan.	2
11	Research potential uses of Social Networks to improve City to Citizen Communications	1	Research ways that Social Network sights such as Facebook, Twitter, Linked-In, YouTube, etc. can be used to improve communication between City and Citizen	4

City of Meriden
2012 City Manager Recommended Budget

MANAGEMENT INFORMATION (0270)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0270-40-0-0000-189							
SEASONAL WORKERS	99	2,172	-	-	-	-	-
0001-0270-40-0-0000-190							
ADMINISTRATIVE	98,778	98,827	98,991	62,697	101,179	101,179	-
0001-0270-40-0-0000-191							
OVERTIME CONTINGENCY	71	85	1,000	25	1,000	1,000	-
0001-0270-40-0-0000-196							
MME	138,966	143,449	143,703	89,050	143,703	143,703	-
0001-0270-40-0-0000-198							
SUPERVISORS	204,196	153,976	160,141	95,922	163,634	163,634	-
0001-0270-40-0-0000-325							
RENTALS	299,917	323,044	324,450	241,677	320,310	320,310	-
0001-0270-40-0-0000-353							
TELEPHONES	60,086	62,483	65,568	40,058	67,920	67,920	-
0001-0270-40-0-0000-381							
TRAINING	3,872	2,815	8,000	-	8,000	8,000	-
0001-0270-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	11,011	2,860	9,070	3,423	8,405	8,405	-
0001-0270-40-0-0000-510							
SOFTWARE	11,854	10,020	13,000	4,701	10,500	10,500	-
0001-0270-40-0-0000-640							
MEMBERSHIP & MEETINGS	1,663	2,036	3,870	355	2,750	2,750	-
	830,513	801,767	827,793	537,908	827,401	827,401	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
MANAGEMENT INFORMATION (0270)							
M.I.S. DIRECTOR	0001	0270	190	100.00	101,178.07	101,178.07	190
NETWORK SUPPORT SPECIALIS	0001	0270	196	100.00	76,671.76		
SYSTEM SUPPORT SPECIALIST	0001	0270	196	100.00	67,030.28	143,702.04	196
GIS SPECIALIST	0001	0270	198	100.00	83,719.87		
TECHNOLOGY SPECIALIST	0001	0270	198	100.00	79,913.47	163,633.34	198
					408,513.45	408,513.45	

City of Meriden
2012 City Manager Recommended Budget

PARKING (3940)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-3940-40-0-0000-189							
SECRETARIAL FEES	-	-	-	-	-	-	-
0001-3940-40-0-0000-192							
PAYROLL	67,901	64,971	70,411	39,529	67,454	67,454	-
0001-3940-40-0-0000-198							
SUPERVISORS	33,293	36,693	38,462	23,947	41,975	41,975	-
0001-3940-40-0-0000-323							
MAINTENANCE	914	439	2,500	646	5,000	2,500	-
0001-3940-40-0-0000-350							
GASOLINE	879	691	900	476	1,000	900	-
0001-3940-40-0-0000-352							
VEHICLE MAINTENANCE	634	81	900	66	1,500	900	-
0001-3940-40-0-0000-353							
TELEPHONES	831	897	900	484	1,200	900	-
0001-3940-40-0-0000-414							
UTILITIES	21,628	15,688	23,000	7,769	26,000	22,000	-
0001-3940-40-0-0000-440							
GENERAL EXPENSES	3,346	1,353	4,000	690	4,000	3,500	-
	129,426	120,813	141,073	73,607	148,129	140,129	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
PARKING (3940)							
SECURITY ATTENDANT	0001	3940	192	100.00	13,777.28		
SECURITY ATTENDANT	0001	3940	192	100.00	13,777.28		
SECURITY ATTENDANT	0001	3940	192	100.00	12,618.74		
SECURITY ATTENDANT	0001	3940	192	100.00	13,777.28		
SECURITY ATTENDANT	0001	3940	192	100.00	13,502.78	67,453.36	192
MANAGER / SECURITY ATTEND	0001	3940	198	100.00	41,974.96	41,974.96	198
					109,428.32	109,428.32	

PARKS, RECREATION AND PUBLIC BUILDINGS

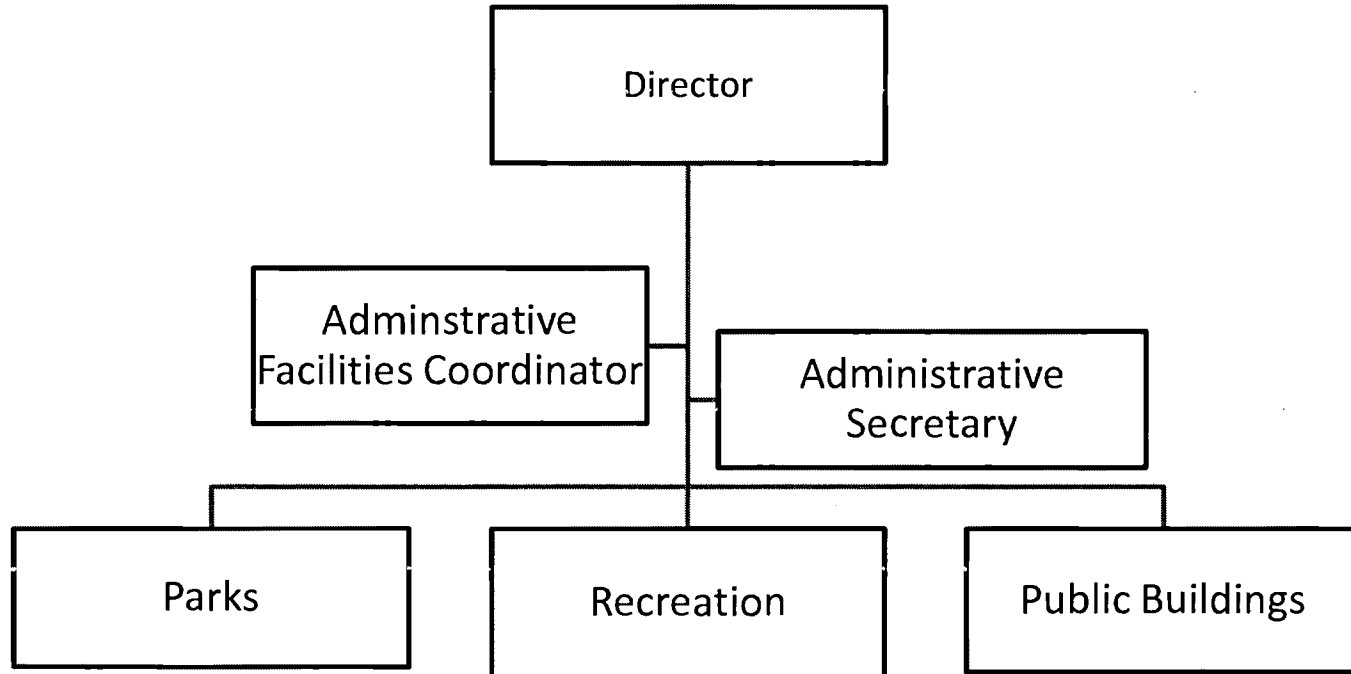
Description of Programs

Building Maintenance Services – The Division coordinates and facilitates the maintenance, preventative maintenance, energy conservation, mechanical HVAC systems and custodial services for City Hall, Curtis Building, Senior Center, Public Works Complex, Police Complex, Stoddard Building. This program coordinates repairs and maintenance and upkeep of the City's public buildings, train station, 116 Cook Avenue, 191 Pratt St, Dog Pound and Humane Society properties.

Park Services – The Division reflects the image of the community in maintaining and operating 74 different locations of City property, comprised of over 3,500 acres (including all outside grass areas, shrubbery, and flower beds) and with a 17 person crew with two supervisors. Employees are tradesman such as a carpenter, plumber, mason, equipment operators and laborers. This program also maintains all softball, baseball, little league, soccer and football fields, tennis and basketball courts, one swimming pool, bandshell, 26 field houses and other related facilities. This program also works closely with Recreations Services and the Board of Education to insure that facilities and special events are prepared to our high expectations. The Division is essential in the set up of our Holiday Lights around the City and Daffodil Festival.

Recreational Services- The Division is staffed by one full-time Recreation Supervisor, which is vacant, offers a non-traditional service recreational approach to the community. Meriden has a very large privatized program ranging from private leagues such as the Meriden Amateur Softball Association, four Little Leagues, Junior Football, Girls' Softball and a swim team. This program is instrumental in planning, organizing and implementing special events such the Tradition Run, Daffodil Festival, Fourth of July Fireworks, and Christmas in the Park as well as offering expertise to other organizations that want to sponsor events in Meriden.

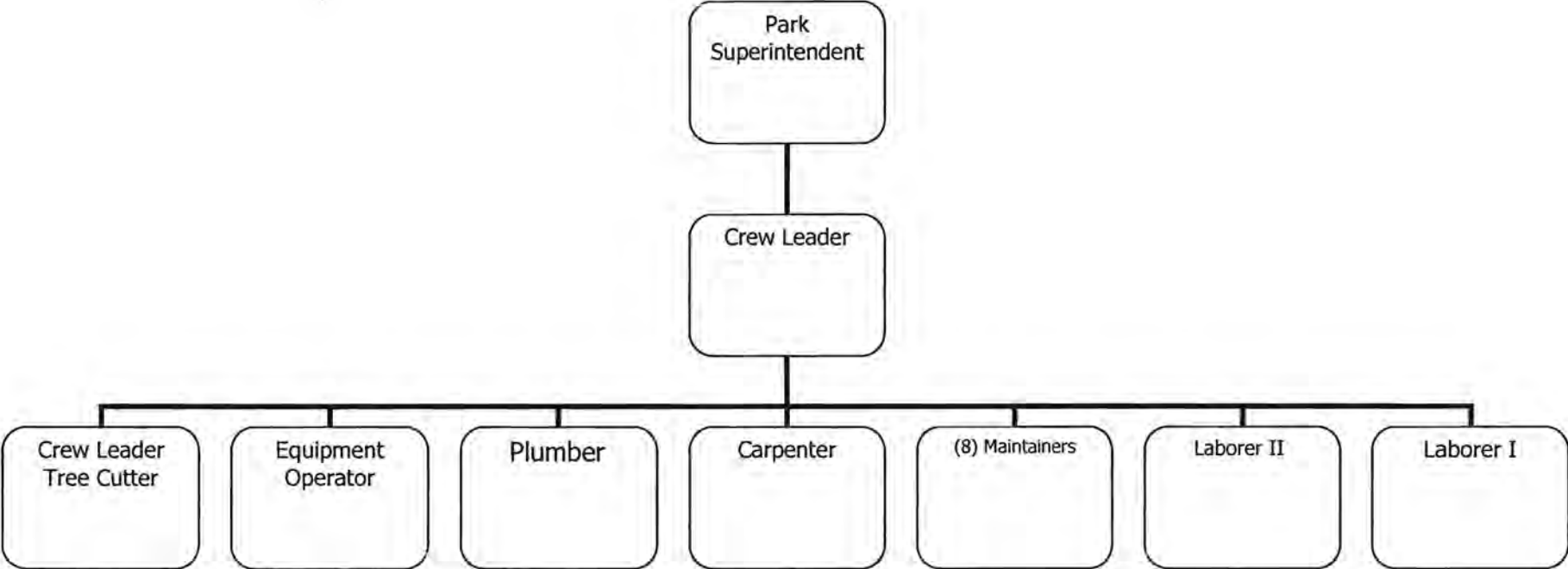
PARKS, RECREATION, AND MUNICIPAL BUILDINGS
2011



Department	Goal Num	Description	Obj Num	Objective	Quarter
PARKS	1	To Rehabilitate City and Brookside Parks	1	Use funding for CIP 2011-2012 to develop plans and specifications for these sites	1
			1	Use CIP funds to construct sidewalks and asphalt driveways	2
			1	Secure funding and/or pursuant donations to fund some of the site amenities	5
			1	To actively encourage public events and activities	5
	2	Develop a fifteen (15) year building life expectancy table	2	To implement proposal funding for fiscal year 2011-12 that were outlined in the report	4
	3	Develop a plan for the continued use and visibility of the HUB	3	To upgrade the conditions and appearance of the site	1
			3	To make the site more user friendly and installing electrical service for functions and activities	2
	4	Implementation of Recreation Task Force Report	4	To clarify the unanswered questions that will require votes of the Public Works/Parks & Recreation Committee	2
			4	To implement proposed funding for fiscal year 2011-12 that were outline in the report	3
	5	Implement the prosed CIP 2011-2012	5	To develop list of projects that will either be bid by contractors or materials quotes	1
			5	To construct or purchase items in the CIP	5
	6	Develop an early written and photographic history of Hubbard Park	6	To research news articles and department files and archives for pertinent information about the construction of Hubbard Park.	3
			6	To assemble photographs of 1900 Hubbard Park for postcards and photos	3
			6	To develop a document for historical purpose.	3

PARKS		6	To assemble photographs of 1900 Hubbard Park for postcards and photos	3
		6	To develop a photo display for the halls of City Hall	3
	7 Detailed test of soils at Dunn Sports Complex	7	Implement a specific turf feeding and overseeding program	1
		7	Implement a specific process for irrigation	2
		7	Implement the program city wide to all athletic fields	4

**Parks Department
Organizational Chart**

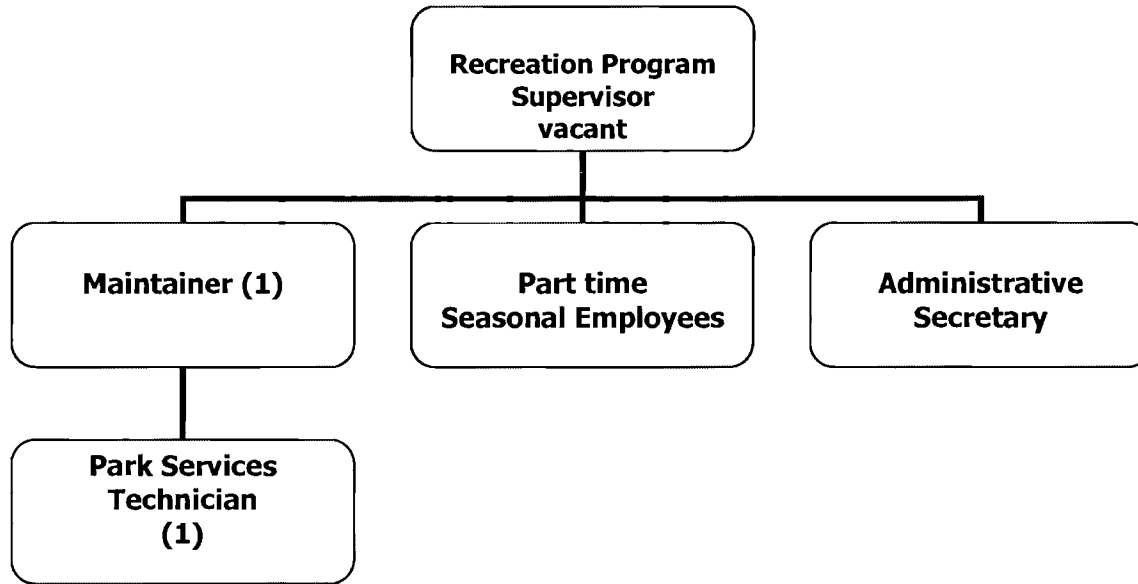


City of Meriden
2012 City Manager Recommended Budget

PARKS (0801)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0801-40-3-0000-189							
MISC PART-TIME	39,796	46,475	50,000	28,345	60,000	50,000	-
0001-0801-40-3-0000-190							
ADMINISTRATIVE	108,367	108,407	108,584	68,631	110,756	110,756	-
0001-0801-40-3-0000-191							
OVERTIME CONTINGENCY	83,260	78,890	80,000	42,092	86,000	80,000	-
0001-0801-40-3-0000-194							
PUBLIC WORKS	759,673	808,510	887,644	507,848	888,207	888,207	-
0001-0801-40-3-0000-198							
SUPERVISORS	76,517	73,264	76,651	47,746	79,914	79,914	-
0001-0801-40-3-0000-345							
PARK & REC EXPENSE & SUPPLIES	67,447	76,040	70,000	43,749	85,000	72,000	-
0001-0801-40-3-0000-346							
PARK MAINTENANCE/VANDALISM	-	4,900	5,000	1,600	10,000	5,000	-
0001-0801-40-3-0000-350							
GASOLINE	45,918	40,207	35,000	23,809	35,000	35,000	-
0001-0801-40-3-0000-352							
VEHICLE MAINTENANCE	59,279	55,357	45,000	22,720	60,000	45,000	-
0001-0801-40-3-0000-414							
HEAT, ENERGY, & LIGHTS	243,141	187,504	175,000	109,321	184,220	175,000	-
0001-0801-40-3-0000-485							
SECURITY	7,598	4,394	5,000	2,166	10,000	5,000	-
0001-0801-40-3-0000-640							
MEETINGS & MEMBERSHIPS	1,264	829	3,200	2,665	3,200	3,200	-
0001-0801-40-3-0000-642							
DOWNTOWN	2,979	1,044	7,000	5,328	10,000	5,000	-
	1,495,239	1,485,821	1,548,079	906,020	1,622,297	1,554,077	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
PARKS (801)							
DIR OF PARKS,REC.,& PUB.	0001	0801	190	100.00	110,755.25	110,755.25	190
ARBORIST/TREE CUTTER/EQUI	0001	0801	194	100.00	70,125.59		
EQUIPMENT OPERATOR 3/CREW	0001	0801	194	100.00	65,168.90		
LABORER I	0001	0801	194	100.00	49,964.22		
LABORER II	0001	0801	194	100.00	52,557.59		
PARK CARPENTER	0001	0801	194	100.00	61,299.76		
PARK HIGHWAY MASON	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTAINER	0001	0801	194	100.00	58,225.36		
PARK MAINTENANCE/CREW LEA	0001	0801	194	100.00	72,593.47		
PARK PLUMBER	0001	0801	194	100.00	50,694.51	888,206.92	194
PARKS SUPERINTENDENT	0001	0801	198	100.00	79,913.47	79,913.47	198
					1,078,875.64	1,078,875.64	

Recreation Division

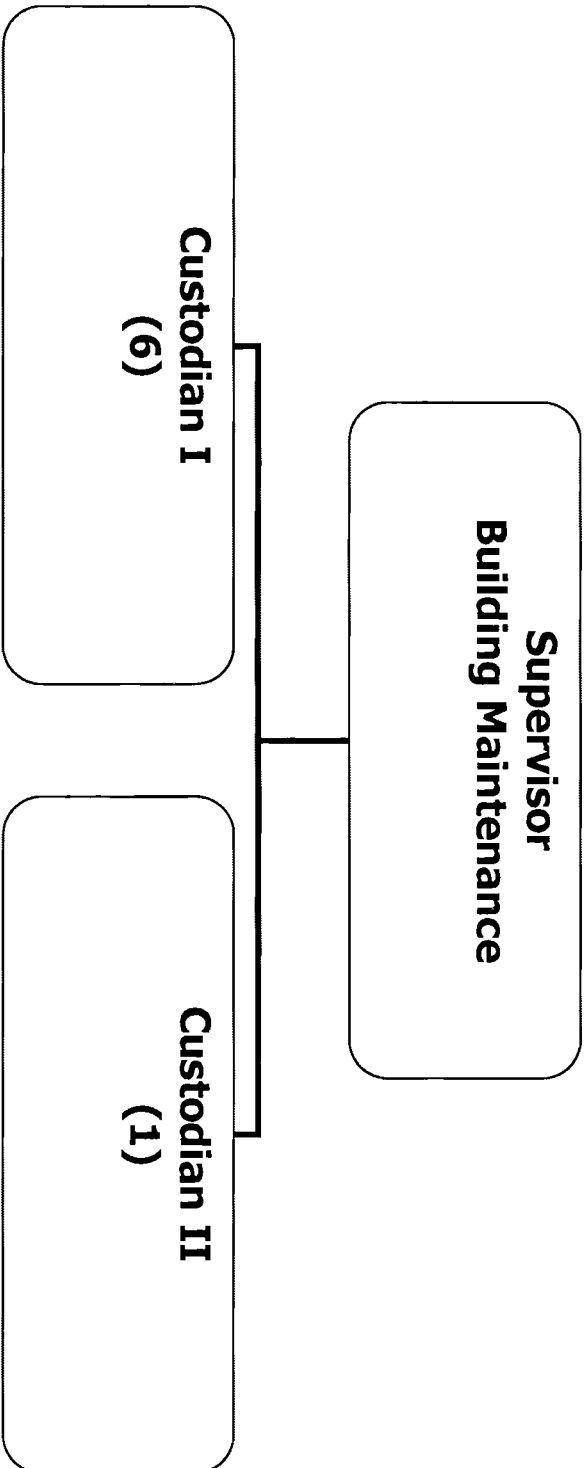


City of Meriden
2012 City Manager Recommended Budget

RECREATION (0802)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0802-40-2-0000-500							
CAPITAL EQUIPMENT	-	-	3,500	-	-	-	
0001-0802-40-3-0000-191							
OVERTIME	8,276	4,382	8,000	4,977	10,500	8,000	-
0001-0802-40-3-0000-192							
OTHER NON-UNION	82,445	106,035	115,000	89,573	115,000	115,000	-
0001-0802-40-3-0000-194							
PUBLIC WORKS	106,845	108,352	113,523	70,333	113,523	113,523	-
0001-0802-40-3-0000-196							
MME	125,750	116,331	116,347	72,098	166,347	116,347	-
0001-0802-40-3-0000-198							
SUPERVISORS	13,319	-	-	-	1	1	-
0001-0802-40-3-0000-345							
RECREATION PROGRAM EXPENSE	9,867	11,737	10,000	4,466	12,000	10,000	-
0001-0802-40-3-0000-346							
HOLIDAY DISPLAY REPLACEMENT	3,000	-	-	-	10,000	-	-
0001-0802-40-3-0000-347							
CONCERTS	4,000	-	4,000	-	6,000	4,000	-
0001-0802-40-3-0000-348							
LEAGUE SUBSIDY	24,400	27,500	29,500	-	35,000	29,500	-
0001-0802-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	9,103	9,304	9,200	4,923	11,000	9,200	-
0001-0802-40-3-0000-640							
MEETINGS & MEMBERSHIPS	2,192	2,497	2,500	1,416	2,500	2,500	-
0001-0802-40-3-0000-764							
GUIFFRIDA CAMP	9,210	-	10,000	-	10,000	-	-
	398,407	386,138	421,570	247,786	491,871	408,071	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
					<u>Budget</u>	<u>Object</u>		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>		
RECREATION (0802)								
PARK MAINTAINER	0001	0802	194	100.00	58,225.36			
PARK SERVICES TECHNICIAN	0001	0802	194	100.00	55,297.36	113,522.72		194
RECREATION PROGRAM	0001	0802	192	100.00	50,000.00			
ADMINISTRATIVE SECRETARY	0001	0802	196	100.00	55,611.08			
FACILITIES COORDINATOR -	0001	0802	196	100.00	60,735.08	166,346.16		196
					279,868.88	279,868.88		

Public Buildings



City of Meriden
2012 City Manager Recommended Budget

BUILDING MAINTENANCE (3360)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3360-40-2-0000-500							
CAPITAL EQUIPMENT	-	-	14,705	14,705	-	-	-
0001-3360-40-3-0000-189							
MISC PART-TIME	-	-	-	45	-	-	-
0001-3360-40-3-0000-191							
OVERTIME CONTINGENCY	43,716	63,561	35,000	24,421	45,000	45,000	-
0001-3360-40-3-0000-194							
PUBLIC WORKS	321,171	294,772	335,110	202,498	339,910	339,910	-
0001-3360-40-3-0000-198							
SUPERVISORS	70,126	70,133	70,252	43,757	73,221	73,221	-
0001-3360-40-3-0000-350							
GASOLINE	1,632	1,680	1,500	935	1,500	1,500	-
0001-3360-40-3-0000-352							
VEHICLE MAINTENANCE	1,353	753	1,500	738	3,000	1,500	-
0001-3360-40-3-0000-412							
REPAIRS & UPGRADES	17,493	20,085	20,000	5,049	40,000	20,000	-
0001-3360-40-3-0000-413							
MAINTENANCE SUPPLIES	41,636	39,267	40,000	16,687	45,000	40,000	-
0001-3360-40-3-0000-414							
HEAT ENERGY LIGHTS	732,414	586,533	585,295	398,437	773,584	720,000	-
	1,229,541	1,076,784	1,103,362	707,272	1,321,215	1,241,131	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
BUILDING MAINTENANCE (3360)							
BUILDING CUSTODIAN I	0001	3360	194	100.00	41,378.85		
BUILDING CUSTODIAN I	0001	3360	194	100.00	46,115.99		
BUILDING CUSTODIAN I	0001	3360	194	100.00	49,964.22		
BUILDING CUSTODIAN I	0001	3360	194	100.00	49,964.22		
BUILDING CUSTODIAN I	0001	3360	194	100.00	49,964.22		
BUILDING CUSTODIAN I	0001	3360	194	100.00	49,964.22		
BUILDING CUSTODIAN II	0001	3360	194	100.00	52,557.59	339,909.31	194
CUSTODIAL SUPERINTENDENT	0001	3360	198	100.00	73,220.90	73,220.90	198
					413,130.21	413,130.21	

PERSONNEL

Description of Programs

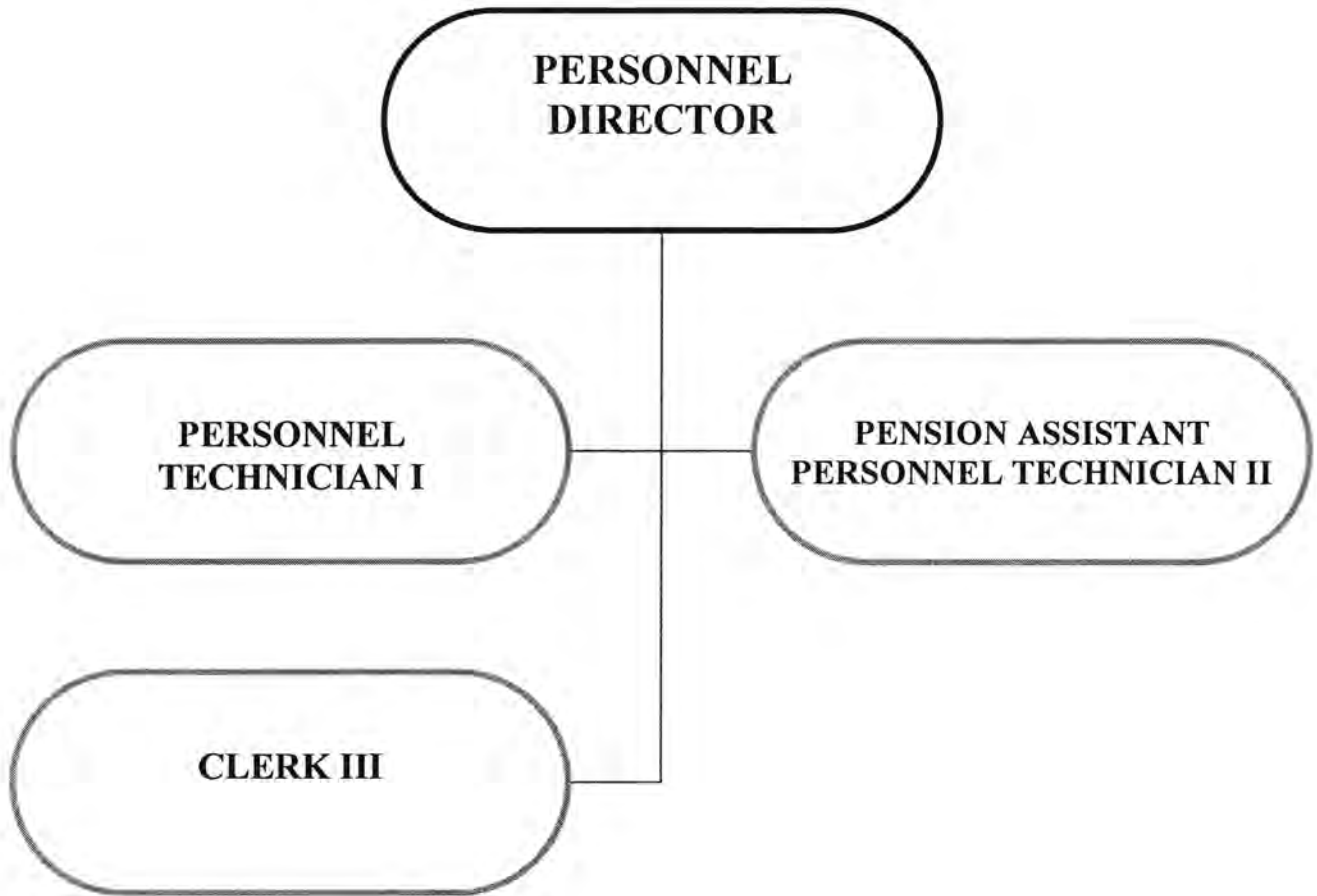
Recruitment and Retention – The Personnel Department, in conjunction with Department Heads, reviews job descriptions, places ads, reviews resumes and applications for employment and sets up interview panels and screens prospective job applicants. The Personnel Director sits on most panels and screens interview questions, as well as making sure City policies are followed. When employees consider leaving the City's employ, the Personnel Director ascertains the reasons and tries to retain highly qualified employees within the City.

Employee Benefits – The Personnel Department negotiates and administers all employee benefits, health insurance, disability insurance, life insurance and traditional pension (Police, Fire and Municipal and 457 plans). The Personnel Director is the Secretary of the Municipal Pension Board and reviews all retirements and pension issues. The Personnel Department acts as liaison with the City Council and the City Manager on pension issues, conducts training sessions, and makes sure vendors meet obligations to the City and its employees. The Personnel Director works with all vendors providing benefits including health insurance to assure contracts are followed and to make changes and enhancements as necessary. The department handles all benefit issues and questions, and works closely with the various benefit carriers.

Labor Relations – The Personnel Director is the Chief Negotiator for all eight (8) collective bargaining units, as well as pension negotiations, that include the Board of Education Custodians, Cafeteria Workers and Paraprofessionals, and negotiations for health insurance with the Coalition for Health Insurance Committee and Pension contracts, resolving contract disputes and interpretation, negotiating wages, benefits, and work environment issues. The Personnel Director hears employee discipline cases, advises department heads on disciplinary matters, issues letter of warnings, suspensions, and terminations. The Personnel Director assures all applicable State and Federal laws are followed and represents the City at arbitration and State Labor Board hearings. The Personnel Director mediates in-house issues to avoid more formal, costly procedures. The Personnel Director also decides when to employ outside counsel for above.

Employee Development – The Personnel Department schedules Labor and Benefit (pension, health, life, etc.) training for all employees. The Personnel Director also schedules and may provide supervisory and department head trainings (i.e., FMLA, ADA, Discipline) to assure that the City complies with current laws. The Personnel Director acts as a resource person to obtain information for employees and department heads through research and outside sources.

PERSONNEL DEPARTMENT



Department	Goal Num	Description	Obj Num	Objective	Quarter
PERSONNEL	1	Negotiations	1	Finish Police Contract	2
			2	Finish fire contract	2
			3	Finish crossing guard contract	1
			4	Finish 740 contract	2
			5	Finish Coalition Health negotiations	1
			6	MME Arbitration	2
			7	Start Nurses contract	4
			8	Start Supervisors Contract	4
	2	Pension Changes	1	Pension Documents	1
			2	New 401h plan in place	1
			3	Disability plan for 401h for BOE	2
			4	401h trainings	5
			5	Ability to do online pension calculations/FAQs	3
			6	Research Supplemental plans that are cost effective for retirees and City and if necessary switch plans.	1
			7	Simplify Dental billing for BOE pensioners	1
	3	Use Applicant tracking Software for outside postings	1	Get tracking software set up to run and employees trained	3
	4	Training	2	Offer Labor relations trainings throughout the year	5
	5	Wellness program	1	offer ongoing wellness trainings	5
			2	Implement onsite blood draw program for fall 2011	2
			3	offer some public safety specific programs	5

City of Meriden
2012 City Manager Recommended Budget

PERSONNEL (0150)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0150-40-0-0000-190							
ADMINISTRATION	137,100	141,670	142,026	89,909	145,093	145,093	-
0001-0150-40-0-0000-191							
OVERTIME CONTINGENCY	161	-	195	-	293	-	-
0001-0150-40-0-0000-196							
MME	49,320	50,916	51,010	31,608	51,010	51,010	-
0001-0150-40-0-0000-210							
EAP SERVICES	7,071	4,440	5,400	4,940	5,400	5,400	-
0001-0150-40-0-0000-357							
FEES	-	28,687	20,000	-	20,000	20,000	-
0001-0150-40-0-0000-381							
TRAINING	-	-	1,500	245	1,500	-	-
0001-0150-40-0-0000-384							
TUITION REIMBURSEMENT	8,300	6,358	7,000	6,435	7,000	6,500	-
0001-0150-40-0-0000-391							
ALCOHOL/DRUG TESTING	6,742	6,750	7,000	3,350	7,500	7,000	-
0001-0150-40-0-0000-394							
RECRUITMENT	-	-	1,000	-	1,000	-	-
0001-0150-40-0-0000-440							
OFFICE EXPENSE & SUPPLY	10,763	10,890	10,750	6,425	13,475	10,700	-
0001-0150-40-0-0000-640							
MEETINGS & MEMBERSHIPS	4,914	4,119	6,700	3,092	6,700	6,000	-
	224,371	253,830	252,581	146,004	258,971	251,703	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
PERSONNEL (0150)							
DIRECTOR OF PERSONNEL	0001	0150	190	100.00	102,007.32		
PERSONNEL TECHNICIAN I	0001	0150	190	100.00	43,085.51	145,092.83	190
CLERK III	0001	0150	196	100.00	51,009.93	51,009.93	196
					196,102.76	196,102.76	
PERSONNEL TECHNICIAN I	0503	3910	***	66.666%	29213*** +3% +3%		
PENSION ASST/PERSONNEL TE	0620	0210	196	33.33	19,490.24		
PENSION ASST/PERSONNEL TE	0621	0210	196	33.33	19,489.65		
PENSION ASST/PERSONNEL TE	0622	0210	196	33.33	19,489.65		
					58,469.54		



Meriden Police Department

Chief of Police Jeffrey W. Cossette

MERIDEN POLICE DEPARTMENT DESCRIPTION OF PROGRAMS

MISSION STATEMENT

Our mission is for each and every member of the Meriden Police Department to be thoroughly committed to improving the quality of life for all citizens. To embark on a proactive working partnership with neighbors, businesses and elected officials in obtaining a common goal of safer, cleaner, neighborhoods in which families are not afraid to walk the streets. To decentralize and bring the officers back to the citizens they represent. To become the benchmark by which other communities and police departments measure their success.

POLICE OPERATIONS DIVISION

The Operations Division, commanded by a Captain, consists of three (3) watches of uniformed patrol, the Neighborhood Initiative Unit, the Reserve Police Unit, Police Service Technicians, School Resource Officers, Traffic/Accident Investigation Unit, ATV Patrol, Bicycle Patrol the Animal Control Officers, and the School Crossing Guards.

Each patrol watch is commanded by a Lieutenant and provides police services on a 24-hour basis including preventive patrol, the apprehension of violators, responding to quality of life calls for service, and the investigation of crimes and traffic accidents. Patrol Officers assigned to these watches are responsible for the preliminary investigation of all complaints, follow-up investigation of all minor cases and those major cases not assigned to the Detective Division.

NEIGHBORHOOD INITIATIVE UNIT

The Neighborhood Initiative Unit is made up of ten (10) neighborhood patrol areas and five (5) School Resource Officers. The unit is commanded by a Lieutenant and there is one Sergeant assigned to the unit as a supervisor. Officers assigned to the Neighborhood Initiative Unit address the needs of specific core neighborhoods within the city by the means of foot patrol bicycle patrol, and directed motor patrols. Their mission is to address all criminal activity and quality of life issues within these areas.

SCHOOL RESOURCE OFFICER PROGRAM

School Resource Officers are assigned to each public, middle and high school. These officers work closely with the school's faculty to help foster relationships with the students and to improve the overall safety and security of the educational environment.

PROFESSIONAL STANDARDS UNIT

Officers assigned to the Professional Standards Unit report directly to the Office of the Chief of Police, which encompasses both the Chief and Deputy Chief of Police. These officers investigate allegations of police misconduct, police-involved uses of force, and any other internal investigations deemed appropriate by the Chief of Police in order to ensure the Department's integrity and the public's trust. In addition, the Professional Standards Unit is responsible for conducting pre-employment background investigations, audits and inspections within the Department, policy development, and accreditation compliance. The Professional Standards Unit is commanded by a Lieutenant and has two Sergeants assigned as investigators.

SPECIAL OPERATIONS UNIT

The Special Operations Unit is comprised of the Special Weapons and Tactics Team (SWAT) and the Crisis Negotiation Team (CNT) and they are collateral duty assignments.

All SWAT operators are specially trained police officers who work in their normal assignments daily. These officers are made up of patrol officers, detectives, and supervisors. SWAT operators receive training twice a month in a wide variety of emergency services including hostage rescue, breaching, high risk warrant service, marksmanship, rappelling, active shooter response, and search and clear tactics. SWAT operators must meet stringent physical fitness requirements and must attend the Department's basic SWAT training school for two weeks prior to appointment.

The Crisis Negotiation Team responds to incidents that involve barricaded subjects, suicidal subjects, and hostage situations. Using highly skilled and trained negotiators, the team strives to resolve incidents as peacefully as possible, thereby reducing the risk of injury or loss of life for citizens and officers alike. The CNT works closely with the SWAT Team in order to fulfill this mission.

DETECTIVE DIVISION

The Detective Division consists of the Major Crimes/Identification Unit, the Special Crimes Unit, and the Crime Suppression Unit. Each unit is responsible for the investigation of all major crimes, crimes involving juveniles, sex crimes, and narcotics and vice investigations, and any criminal matters assigned and/or referred to it. The Detective Division is commanded by a Detective Lieutenant and has three (3) Detective Sergeants assigned as unit supervisors.

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Captain and is responsible for the Records Management Unit, the Technology Unit, the Court Liaison Unit, the Property and Evidence Unit, Agency Owned Property, Plant and Facility Management, Fleet Management, Grants, Research and Development, and the Professional Development Unit. Some of these specific units have supervisors and commanders assigned to them.

TECHNOLOGY UNIT AND RECORDS MANAGEMENT

The Technology Unit is responsible for implementing, maintaining, and improving the Management Information System (MIS) within the Department. The Records Management Unit prepares monthly and annual statistics mandated by Federal and State law, maintenance and storage of all records within the agency, and case management.

PROFESSIONAL DEVELOPMENT UNIT

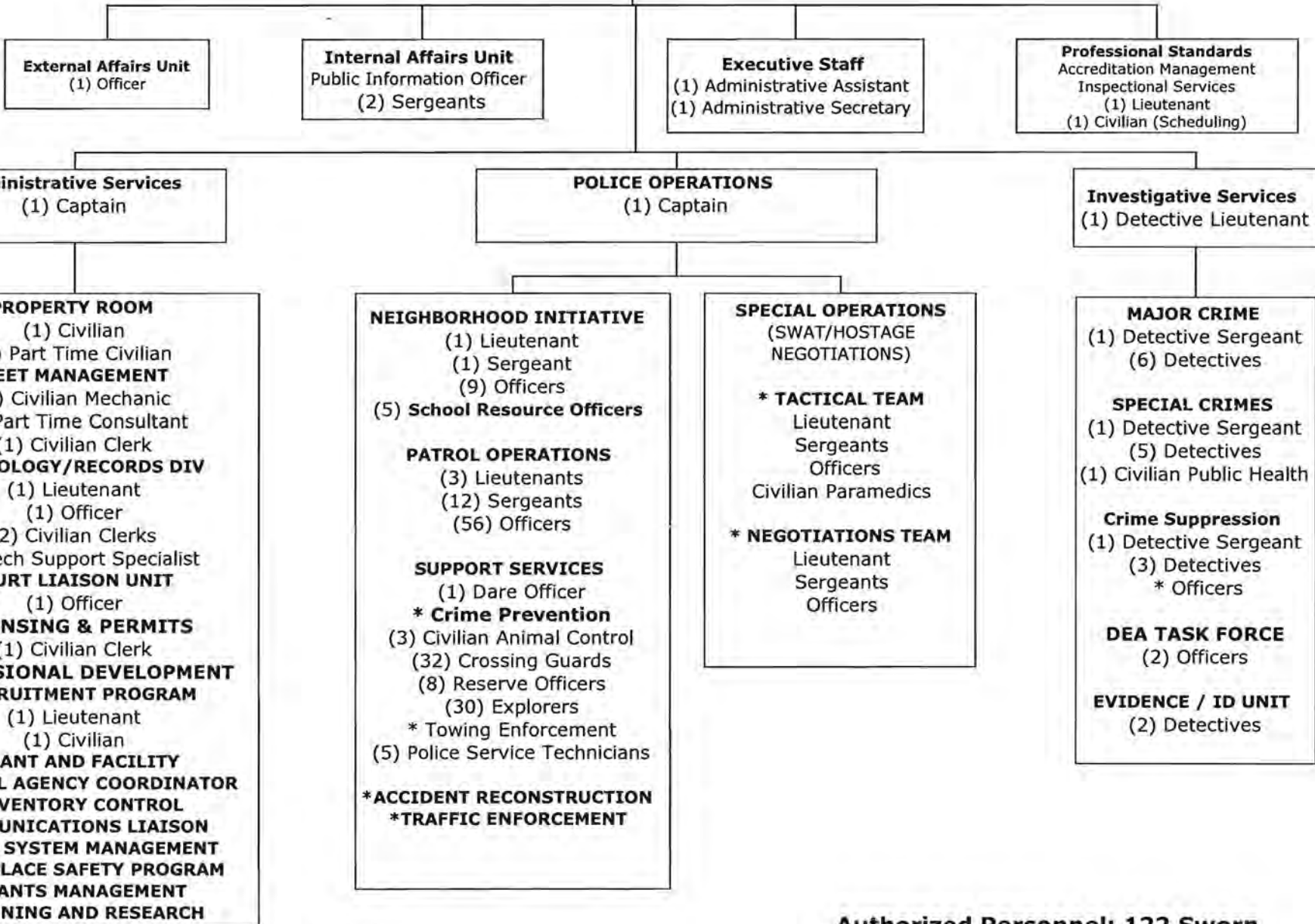
The Professional Development Unit provides training and career development for members of the Department, along with certification maintenance, academy training, coordination and implementation of the Field Training Program, along with recruitment and selection. All personnel training records, mandated training initiatives, firearms training and qualifications, etc, are maintained by the Professional Development Unit.

CRIME PREVENTION UNIT

This unit organizes resources to reduce crime and help solve neighborhood issues through a coordination of effort with various groups within the City. Programs include the DARE (Drug Abuse and Resistance Education) and GREAT (Gang Resistance Education and Training), in addition to programs for our youth, the Neighborhood Watch program, Crime Stoppers, the Citizens Police Academy, and TRIAD.

**Meriden Police Department
Table of Functional Organization
March 2011**

Office of Chief
(1) Chief of Police
(1) Deputy Chief of Police



* Refers to Collateral Assignment

Authorized Personnel: 122 Sworn

Department	Goal Num	Description	Obj Num	Objective	Quarter
POLICE	1	To continue to meet the ongoing service demands of the community through proactive police measures designed to detect and deter crime, address quality of life issues, and reduce the fear of crime.	1	Attain authorized staffing level of 122 sworn personnel	5
			2	Fill some of the current police vacancies with certified officers to reduce training time and expenses	5
			3	Continue to work with Safety & Risk Manager and Berkley Administrators to reduce work-related injuries and get injured employees back to work quickly	5
	2	To continue to increase selective enforcement efforts to reduce injuries, fatalities, and property damage.	1	Increase the number of patrol officers assigned to each shift to regularly enforce specific motor vehicle violations (e.g., speeding, stop sign violations, red light violations, seatbelt violations, distracted driving, etc.)	5
			2	Participate in State DOT grants to conduct Random DWI Check Points and DWI Patrols.	4
			3	Participate in Rushford Grants and State Consumer Protection Agency Grants to address Sale to Minors & Underage Drinking.	4
			4	Gather statistical data from CAD and various other software components to effectively concentrate Department resources at known locations of violations during high incident periods.	5
	3	To continue to enhance the quality of life of our citizens and address the ongoing concerns of the inner-city neighborhoods, the local businesses, and the schools.	1	Maintain or expand the current staffing levels in the Neighborhood Initiative Unit (NIU).	5
			2	Maintain or expand the current staffing levels in the School Resource Officer Program.	5
			3	Maintain or expand the current staffing levels in the D.A.R.E./Crime Prevention Unit.	5
			4	Work in partnership with the Board of Education to enhance the SRO Program and reach out to the student population in positive ways.	5
			5	Continue to work in partnership with local businesses, especially those located in the Downtown area.	5
			6	Conduct business security surveys	5
			7	Conduct home security surveys.	5
			8	Continue to work in partnership with the Meriden Senior Center as part of the Triad Program to reduce the victimization of the elderly.	5

POLICE

		9	Continue to remain diligent in our crime/gang intelligence gathering efforts through our partnerships with state, local, and federal agencies, including our associations with CTIC, CTGIA & NESPIN.	5
		10	Continue to work in partnership with other city agencies to enforce code violations and reduce blight.	5
4	To enhance operational efficiency by maintaining the authorized number of Police Service Technicians	1	Fill current vacancies	2
		2	Continue to assign PSTs to enforce parking violations in the Downtown area during business hours.	5
		3	Continue to assign PSTs to fingerprint civilians requesting such service, thereby freeing up Detectives to concentrate on their assigned investigations.	5
		4	Staff the Entry Desk position with a PST on the 3-11 Shift.	5
5	To fully implement a modern, state-of-the-art, Public Safety Software and Computer Infrastructure and train Department personnel in its use and application.	1	Ensure that implementation timelines and training schedules are strictly adhered to.	4
		2	Build the necessary software modules into the system in a timely manner.	4
6	To fully implement a new Radio Communications System, including towers, microwaves, dispatch consoles, and mobile and portable radios to dramatically enhance radio coverage throughout the city.	1	Ensure that implementation timelines are strictly adhered to.	4
		2	Train Department personnel in the technology's use, application, and limitations.	4
7	To continue to pursue state and federal grants to enhance the police imperative and further the mission of the agency in the most efficient and effective manner possible, while maximizing Department resources.	1	Secure funding through available grant programs such as USDOJ Byrne/JAG Grants.	5
8	To fully implement the alarm billing software and train Department personnel in its use and application.	1	Acquire and install the software.	3
		2	Develop procedures.	3
		3	Train Department personnel.	3

City of Meriden
2012 City Manager Recommended Budget

EMERGENCY SERVICES							
POLICE (2605)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-2605-40-2-0000-500							
CAPITAL EQUIPMENT	-	10,000	-	-	-	-	-
0001-2605-40-2-0000-189							
PART TIME EMPLOYEES	140	-	-	-	-	-	-
0001-2605-40-2-0000-190							
ADMINISTRATIVE	207,377	207,419	207,760	131,328	211,933	211,933	-
0001-2605-40-2-0000-191							
OVERTIME	1,267,448	1,193,709	1,010,581	774,693	1,010,000	900,000	-
0001-2605-40-2-0000-192							
OTHER NON UNION	52,656	62,879	90,806	46,210	149,015	89,409	-
0001-2605-40-2-0000-194							
PUBLIC WORKS	71,734	72,741	76,212	47,215	76,212	76,212	-
0001-2605-40-2-0000-196							
MME	618,661	609,182	601,862	379,532	626,968	626,968	-
0001-2605-40-2-0000-197							
POLICE PATROL	7,559,950	7,813,217	8,520,741	5,046,986	8,560,857	8,469,420	-
0001-2605-40-2-0000-198							
SUPERVISORS	-	-	59,481	34,639	63,266	63,266	-
0001-2605-40-2-0000-199							
CROSSING GUARDS	284,706	333,309	326,817	191,695	324,046	324,046	-
0001-2605-40-2-0000-350							
GASOLINE	323,706	195,510	210,000	127,715	223,200	210,000	-
0001-2605-40-2-0000-352							
VEHICLE MAINTENANCE	58,956	81,747	80,000	54,830	80,000	80,000	-
0001-2605-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	89,822	90,635	90,000	42,332	90,000	90,000	-
0001-2605-40-2-0000-381							
TRAINING	120,527	134,866	155,000	81,882	155,000	155,000	-
0001-2605-40-2-0000-382							
SOUTH CENTRAL JUSTICE	11,625	11,850	12,000	11,850	13,000	13,000	-
0001-2605-40-2-0000-390							
EXPLORERS/AUXILIARY POLICE	10,450	5,560	12,500	7,650	12,500	10,000	-
0001-2605-40-2-0000-391							
CANINE UNIT	-	-	-	-	5,000	5,000	-
0001-2605-40-2-0000-392							
BICYCLE PATROL	-	715	3,000	2,080	3,000	3,000	-
0001-2605-40-2-0000-443							
POLICE EXPENSE & SUPPLIES	112,003	112,242	112,300	61,345	112,300	112,300	-
0001-2605-40-2-0000-491							

City of Meriden
2012 City Manager Recommended Budget

POLICE (2605) continued	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
CRIME PREVENTION	11,558	10,652	15,000	3,673	15,000	10,000	-
0001-2605-40-2-0000-492							
HOSTAGE CRISIS	29,267	14,403	22,000	2,522	22,000	22,000	-
0001-2605-40-2-0000-510							
MIS TECHNOLOGY	219,021	229,399	247,023	195,563	246,386	246,386	-
0001-2605-40-2-0000-640							
MEMBERSHIP & MEETINGS	7,688	3,489	8,000	6,574	8,000	8,000	-
0001-2605-40-2-0000-699							
TRANSFER OUT - DOG FUND	12,500	5,000	12,500	-	12,500	12,500	-
0001-2605-40-2-0000-709							
POLICE PRIVATE DUTY	19,552	5,715	1	181,832	1	1	-
	11,089,347	11,204,239	11,873,584	7,432,146	12,020,184	11,738,441	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
POLICE (2605)							
POLICE CHIEF	0001	2605	190	100.00	112,439.37		
POLICE DEPUTY CHIEF	0001	2605	190	100.00	99,493.43	211,932.80	190
POLICE EVIDENCE CLERK	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,901.42		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	-		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	-		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	-		
SCHEDULING/CLERK	0001	2605	192	100.00	-	89,408.52	192
AUTOMOTIVE MECHANIC	0001	2605	194	100.00	76,211.65	76,211.65	194
ADMINISTRATIVE ASSISTANT	0001	2605	196	100.00	60,735.08		
ADMINISTRATIVE SECRETARY	0001	2605	196	100.00	55,611.08		
ASSISTANT DOG WARDEN	0001	2605	196	100.00	46,722.51		
ASSISTANT DOG WARDEN	0001	2605	196	100.00	46,722.51		
DOG WARDEN	0001	2605	196	100.00	51,009.93		
DOG WARDEN ASSISTANT	0001	2605	196	100.00	11,919.84		
POLICE RECORDS CLERK	0001	2605	196	100.00	46,722.51		
POLICE RECORDS CLERK	0001	2605	196	100.00	46,722.51		
POLICE RECORDS CLERK	0001	2605	196	100.00	46,722.51		
POLICE RECORDS/FLEET CLER	0001	2605	196	100.00	46,722.51		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
		Payroll Projection Report					
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
POLICE (cont'd)							
POLICE TRAINING COORDINAT	0001	2605	196	100.00	55,611.08		
PROPERTY TECHNICIAN	0001	2605	196	100.00	60,735.08		
SCHEDULING CLERK - POLICE	0001	2605	196	100.00	51,009.93	626,967.08	196
POLICE CAPTAIN	0001	2605	197	100.00	92,608.44		
POLICE CAPTAIN	0001	2605	197	100.00	92,608.44		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	80,352.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE B	0001	2605	197	100.00	73,032.67		
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.00	88,383.76		

Prepared: 11/23/10,11:58:53		2011-2012 Budget				
Payroll Projection Report						
Program : PR815L		7/01/11 to 7/01/12				
					<u>Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
POLICE (cont'd)						
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,352.67	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,352.67	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,352.67	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	7,320.00	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE LIEUTENANT	0001	2605	197	100.00	84,159.07	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	68,032.10	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	
POLICE OFFICER	0001	2605	197	100.00	69,560.90	

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
POLICE (cont'd)							
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	65,716.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	65,716.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	68,032.10		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	53,313.59		
POLICE OFFICER	0001	2605	197	100.00	68,796.50		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		
POLICE OFFICER	0001	2605	197	100.00	64,000.10		
POLICE OFFICER	0001	2605	197	100.00	69,560.90		

Prepared: 11/23/10,11:58:53					2011-2012 Budget			
Payroll Projection Report								
Program : PR815L					7/01/11 to 7/01/12			
					<u>Budget</u>	<u>Object</u>		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>		
POLICE (cont'd)								
POLICE OFFICER	0001	2605	197	100.00	50,942.39			
POLICE OFFICER	0001	2605	197	100.00	69,560.90			
POLICE OFFICER	0001	2605	197	100.00	69,560.90			
POLICE OFFICER	0001	2605	197	100.00	69,560.90			
POLICE OFFICER	0001	2605	197	100.00	69,560.90			
POLICE OFFICER	0001	2605	197	100.00	69,560.90			
POLICE OFFICER	0001	2605	197	100.00	45,718.62			
POLICE OFFICER	0001	2605	197	100.00	45,718.62			
POLICE OFFICER	0001	2605	197	100.00	-			
POLICE OFFICER	0001	2605	197	100.00	-			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36			
POLICE SERGEANT	0001	2605	197	100.00	76,525.36	8,469,419.08		197

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
POLICE (cont'd)							
TECHNOLOGY SUPPORT SPECIA	0001	2605	198	100.00	63,265.70	63,265.70	198
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	12,901.49		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,449.19		

Prepared: 11/23/10,11:58:53		2011-2012 Budget						
		Payroll Projection Report						
Program : PR815L		7/01/11 to 7/01/12						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>		
POLICE (cont'd)								
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,675.99			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,414.32			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,464.52			
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,464.52	324,045.34		199
					9,861,250.17	9,861,250.17		

Department of Public Works

The Department of Public Works is divided into six divisions and includes 39 full time employees. The divisions are:

Engineering
Traffic and Fire Alarm
Garage/Fleet Maintenance
Highway
Municipal Solid Waste (Inner City)/Recycling
Transfer Station

The services provided by this Department range from professional services in Engineering, to vehicle repair, snow removal, and the oversight of Solid Waste and Recycling collection and disposal. A synopsis of each division follows:

Engineering

Staff provides monthly representation to the Inland Wetlands and Watercourse Commission, Planning and Zoning Commission, Public Utilities Commission, Flood Control Implementation Agency, Public Works, Parks and Recreation Committee, and Administrative Design Review Board.

The Engineers are responsible for project management of the yearly roadway rehabilitation and sidewalk programs. Staff reviews all residential and commercial site plan applications, plot plans/foundation plans for residential construction, and reviews record drawings of newly installed watermains, sanitary sewers and storm sewers installed as part of an approved subdivision or site plan.

Engineering is responsible for the administration of the City's Flood Insurance Mapping and Floodplain Ordinance, evaluation of drainage complaints submitted by Meriden residents and oversight of the City's storm water management plan.

The survey crew conducts surveys of City owned parcels to determine property/boundary lines, topographic survey for small city sponsored infrastructure projects such as the sidewalk replacement program and field survey requested by water and sewer. The mark-out person locates City owned underground utilities prior to the start of construction to avoid potential damage to these facilities. This work is required under Department of Public Utility Control Regulations.

The facilities inspector provides inspection services on both City and private construction projects. The inspection of private work occurs when Yankee Gas, Connecticut Light and Power, Cox Communications, etc. undertakes work within the City's right of way. The facility inspector observes construction on all subdivisions, site plans approved by the Planning Department and work performed on our water or sanitary sewer systems.

Lastly, engineering is responsible for the issuance of a variety of permits which include but are not limited to: sidewalk construction, utility road openings, dumpsters, and sewer main capping.

Traffic and Fire Alarm

This division is responsible for the maintenance of approximately 65 signal controlled intersections and 3 closed loop signal systems. The purpose of a closed loop signal system is to provide a progressive flow of traffic on the arterial street. These intersections include such features as exclusive pedestrian phases and emergency vehicle and/or railroad preemption. Additional services include the maintenance and installation of traffic signs, pavement markings, the City owned Fire Alarm system which includes 240 boxes and 90 miles of cable. Staff also installs and maintains electric services and equipment (i.e. circuit breakers, wiring, fixture replacements, etc.) for virtually every City department. Lastly, annual testing of the fire alarm system for all schools in Meriden is provided through this division.

Garage/Fleet Maintenance

The garage is responsible for repairs to the City's fleet of vehicles with the exception of Police and Fire vehicles. The fleet includes approximately 400 plated pieces of rolling stock which includes but is not limited to passenger cars, pick-up trucks, pay loaders, dump trucks, stump grinders, senior busses, and bucket trucks. In addition to the 400 plated vehicles, garage staff maintains over 200 pieces of non-plated equipment (snow throwers, line painting machines, paving box, etc.). Staff refurbishes select vehicles to almost new condition to create a pool of spare vehicles for use when a fleet vehicle is out of service. Other services include welding services to other departments and the fabrication of steel grates and gates for the highway division. This division, in cooperation with Purchasing, is responsible for the disposal of old vehicles/equipment. This disposal is through the auction process.

During FY11, the City completed the installation of a natural gas fueling station at Michael Drive. In conjunction with the fueling station 6 older vehicles, primarily old police cruisers used by various City Departments, were retired and replaced with 6 compressed natural gas Honda Civics.

Highway

The Highway division provides services such as street sweeping, pothole repair, road closures during severe rain when flooding occurs, the installation of small drainage systems, collection of Christmas trees/leaves and snow removal. Snow removal is a critical element for providing a safe environment for our residents, businesses and the police and fire departments. To complete the removal of snow, employees from Public Utilities and Parks, Recreation and Public Buildings assist.

MSW/Recycling

Public Works is responsible for managing the removal and disposal of the municipal solid waste and recycling from residential properties with four or less units located within the inner tax district. This work is completed by private contractors hired through the competitive bid process. During FY 11, the inner city was converted from dual stream recycling to single stream recycling. Report for the first five months of the fiscal year indicates a significant increase in recycling and a decline solid waste. Both of these are expected under a single stream recycling program.

In addition to overseeing the inner city program, Public Works monitors the quantity of solid waste and recycling collected and disposed of by the outer tax district and commercial businesses. The haulers serving the outer district also began converting to single stream recycling in FY 11.

Past records indicate the City, as a whole, disposed on average 1,800 tons of recyclables and 34,500 tons of solid waste per year. Based on information for the first five months of FY11, the single stream recycling program is anticipated to show an increase of nearly 600 tons. A decrease of roughly 10% is expected for the disposal of solid waste which equates to 3,450 less tons.

Transfer Station

The City operates a transfer station on Evansville Avenue adjacent to the Water Pollution Control facility. The hours of operation are:

Monday 7:30 a.m. to 11:30 a.m.
Wednesday 10:30 a.m. to 2:30 p.m.
1st and 3rd Saturdays 7:30 a.m. to Noon.

Materials accepted include white metal and items such as couches, furniture, kitchen tables, etc. Commercial vehicles are not permitted to use the transfer station. The cost to use the transfer station, as shown below, is based on vehicle type.

Vehicle	Cost
Car / Minivan / SUV	\$20.00
Pickup Truck	\$40.00
Large Truck	\$80.00

A state of the art transfer station was completed in FY 11. Staff has received numerous compliments on the appearance and operation of the new transfer station. The City implemented an e-waste program in FY 10 and continues to have great success with its use.

The City accepts brush and leaves which is processed into wood chips and mulch respectfully and is used on various City projects. Additionally, these products are available to City residents at no cost.

CITY OF MERIDEN

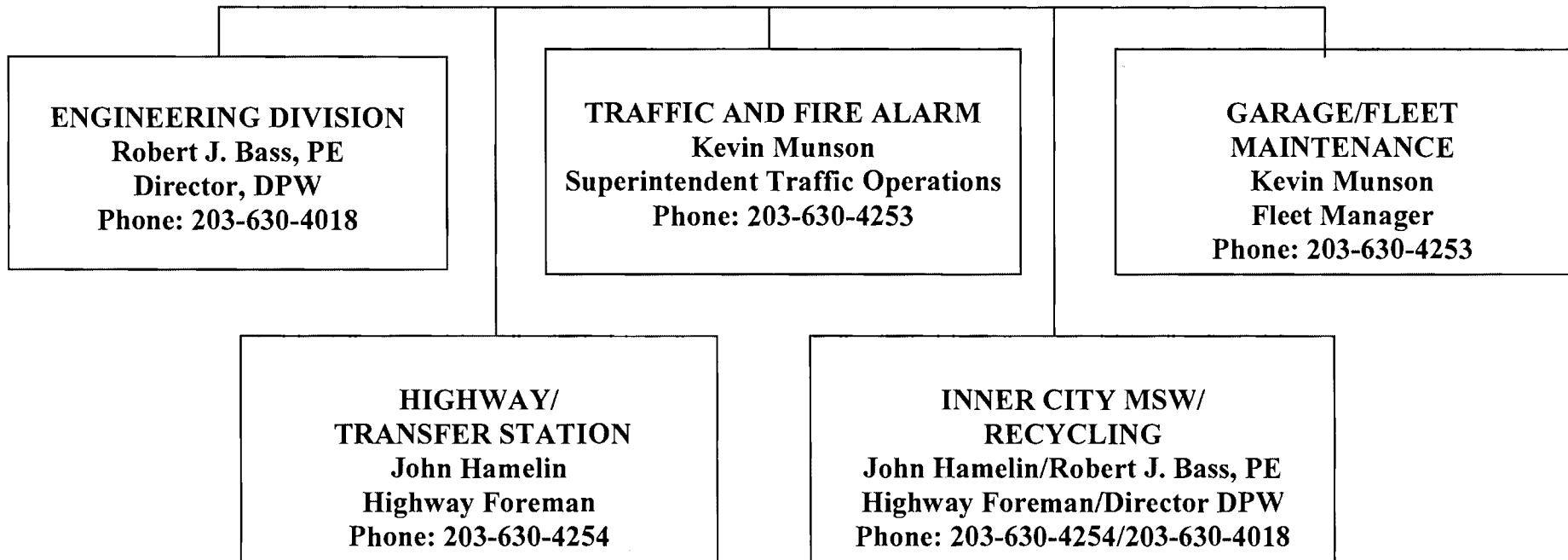
DEPARTMENT OF PUBLIC WORKS

ORGANIZATIONAL CHART

DIRECTOR OF PUBLIC WORKS

Robert J. Bass, P.E.

Phone: 203-630-4018



Department	Goal Num	Description	Obj Num	Objective	Quarter
PUBLIC WORKS	1	Traffic/Fleet	1	Purchase equipment approved in the CIP	5
			2	Maintain traffic signals, signs, pavement markings and fire alarm system	5
			3	Test alarm system at all schools	1
			4	Dispose of surplus materials resulting from purchase of new equipment	4
	2	Garage	1	Provide vehicle service for all municipal equipment except police and fire	5
	3	Highway	1	Continue with pothole repair, thin coat overlay/paving and storm drain repairs	1
			2	Continue with pothole repair, thin coat overaly, storm drain repairs and leaf collection	2
			3	Snow plowing and Christmas tree removal	3
			4	Finish snow plowing season and begin street sweeping and pothole repair	4
	4	Inner City Solid Waste/Recycling	1	Continue to monitor program to ensure greatest participation possible	5
	5	Transfer Station	1	Weigh vehicles to determine amount of product delivered by passengar car, pick-up and box trucks	1
			2	Review volume of material brought in to determine if a new price scale should be prepared for the three classifications of vehicles using the transfer station.	2
			3	Seek change in fees from City Council if findings show a new price scale is warranted. Implement new costs in either the fourth quarter or the start of FY 12/13	3

Department	Goal Num	Description	Obj Num	Objective	Quarter
ENGINEERING	1	Oversight of street and sidewalk reconstruction	1	Provide oversight including quantities and quality control	1
			2	Provide oversight including quantities and quality control. Begin project closeout for calendar year 11 work	2
			3	Begin planning street and sidewalk lists for calendar 12 and long term planning for years 13 through 16	3
			4	Prepare bid package for purchasing. Bid both sidewalks and paving for calendar year 12 and award	4
	2	Harbor Brook Flood Control	1	Continue to work with DEP on review of master plan permit	1
			2	Continue DEP coordination with the expectation of obtaining permit in Dec 11 or Jan 12	2
			3	Issuance of DEP master plan permit. Begin refinement of master plan to determine sequencing of project	3
			4	Begin final design of upstream storage adjacent to Falcon Park. Prepare bid package for anticipated Spring 2012 construction	4
	3	Standard Details	1	Update current City Standard Details to conform with current practices. Prepare updated details in electronic format.	5
	4	Review internal processes	1	Review internal processes to see where we can improve services to both internal and external customers	5
	5	Survey	1	Assist Traffic with sign inventory and location. Stakeout new curbs, sidewalks and road reconstruction. Continue location survey of all storm drain pipes.	5

City of Meriden
2012 City Manager Recommended Budget

PUBLIC WORKS							
P.W. - ENGINEERING (3310)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-3310-40-3-0000-189							
SEASONAL WORKERS	149	4,138	-	3,196	-	-	-
0001-3310-40-3-0000-190							
ADMINISTRATIVE	99,633	102,588	99,796	63,212	102,008	102,008	-
0001-3310-40-3-0000-191							
OVERTIME	7,148	6,955	6,500	3,307	7,000	6,500	-
0001-3310-40-3-0000-196							
MME	420,094	438,115	438,386	271,332	440,288	440,288	-
0001-3310-40-3-0000-198							
SUPERVISORS	250,520	247,962	249,822	156,859	264,273	264,273	-
0001-3310-40-3-0000-320							
INSPECTIONS - DAMS & BRIDGES	10,000	2,700	10,000	-	7,000	5,000	-
0001-3310-40-3-0000-350							
GASOLINE	10,724	8,542	11,000	5,433	10,000	10,000	-
0001-3310-40-3-0000-352							
VEHICLE MAINTENANCE	10,806	4,420	8,000	3,420	5,500	5,500	-
0001-3310-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	12,135	15,690	12,500	6,753	15,000	12,500	-
0001-3310-40-3-0000-640							
MEMBERSHIPS & MEETINGS	2,268	2,076	5,300	2,149	3,000	3,000	-
	823,477	833,186	841,304	515,661	854,069	849,069	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
P.W. - ENGINEERING (3310)							
DIRECTOR OF PUBLIC WORKS	0001	3310	190	100.00	102,007.32	102,007.32	190
ADMINISTRATIVE SECRETARY	0001	3310	196	100.00	55,611.08		
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.00	65,775.42		
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.00	65,775.42		
DRAFTSPERSON	0001	3310	196	100.00	57,158.73		
PUBLIC WORKS CLERK	0001	3310	196	100.00	55,611.08		
SURVEY ASSISTANT II	0001	3310	196	100.00	51,009.93		
SURVEY ASSISTANT II	0001	3310	196	100.00	51,009.93		
ZONING ENF OFF/ENVIRON PL	0001	3310	196	50.00	38,335.88	440,287.47	196
ASSISTANT CITY ENGINEER	0001	3310	198	100.00	79,913.47		
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	94,909.02		
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	89,450.39	264,272.88	198
					806,567.67	806,567.67	
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	38,335.88		
					38,335.88		

City of Meriden
2012 City Manager Recommended Budget

P.W. - GARAGE (3351)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3351-40-3-0000-191							
OVERTIME	7,669	2,083	7,700	1,759	4,000	4,000	-
0001-3351-40-3-0000-194							
PUBLIC WORKS	335,712	340,432	356,715	220,999	356,715	356,715	-
0001-3351-40-3-0000-196							
MME	37,881	42,544	44,562	27,216	45,860	45,860	-
0001-3351-40-3-0000-323							
REPAIRS & MAINTENANCE SERVICE	5,024	7,950	5,600	3,801	8,000	8,000	-
0001-3351-40-3-0000-350							
GASOLINE	3,442	2,417	3,500	1,055	3,100	3,100	-
0001-3351-40-3-0000-352							
VEHICLE MAINTENANCE	5,430	1,253	5,600	137	3,000	3,000	-
0001-3351-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	6,887	7,280	7,500	5,035	7,500	7,500	-
0001-3351-40-3-0000-640							
MEMBERSHIP & MEETINGS	1,098	225	1,000	-	700	700	-
0001-3351-40-3-0000-710							
GARAGE MATERIALS	(18,229)	1,516	1	35,777	1	1	-
0001-3351-40-3-0000-755							
INVENTORY OVER/SHORT	(4,303)	-	-	9,334	-	-	-
	380,611	405,700	432,178	305,113	428,876	428,876	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
P.W. - GARAGE (3351)							
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	70,125.59		
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	70,125.59		
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	70,125.59		
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	70,125.59		
MAINT MECH II/GARAGE CREW	0001	3351	194	100.00	76,211.65	356,714.01	194
PUBLIC WORKS CLERK	0001	3351	196	100.00	45,859.79	45,859.79	196
					402,573.80	402,573.80	

City of Meriden
2012 City Manager Recommended Budget

P.W. - TRAFFIC (3353)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3353-40-2-0000-500							
CAPITAL EQUIPMENT	6,549	-	-	-	-	-	-
0001-3353-40-3-0000-191							
OVERTIME CONTINGENCY	14,196	17,981	16,000	10,999	17,900	17,900	-
0001-3353-40-3-0000-196							
MME	191,522	172,553	193,559	109,832	185,385	185,385	-
0001-3353-40-3-0000-198							
SUPERVISORS	90,947	90,956	91,103	56,748	94,909	94,909	-
0001-3353-40-3-0000-341							
STREET LIGHT MAINTENANCE	3,207	3,108	3,500	1,566	6,300	6,300	-
0001-3353-40-3-0000-350							
GASOLINE	10,597	8,879	8,000	6,341	10,000	9,000	-
0001-3353-40-3-0000-352							
VEHICLE MAINTENANCE	14,690	12,211	12,500	6,332	12,300	12,300	-
0001-3353-40-3-0000-365							
SAFETY EQUIPMENT	437	423	1,650	-	1,300	1,300	-
0001-3353-40-3-0000-366							
SIGNALIZATION	79,936	57,225	68,500	29,817	68,000	68,000	-
0001-3353-40-3-0000-367							
SIGNS & LINES	113,310	43,826	50,000	8,175	50,000	50,000	-
0001-3353-40-3-0000-368							
ALARM SYSTEMS	652	421	1,500	863	800	800	-
0001-3353-40-3-0000-440							
OFFICE EXPENSE	1,565	1,721	1,600	375	1,600	1,600	-
0001-3353-40-3-0000-640							
MEMBERSHIP & MEETINGS	1,183	1,428	1,500	1,875	1,500	1,500	-
	528,791	410,732	449,412	232,923	449,994	448,994	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Ob!</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
P.W. - TRAFFIC (3353)							
ELECTRICIAN	0001	3353	196	100.00	65,775.42		
ELECTRONIC TECHNICIAN TRA	0001	3353	196	100.00	76,671.76		
TRAFFIC SIGN MAINTAINER	0001	3353	196	100.00	42,937.19	185,384.37	196
SUPT TRAFFIC OPER/VEHICLE	0001	3353	198	100.00	94,909.02	94,909.02	198
					280,293.39	280,293.39	

City of Meriden
2012 City Manager Recommended Budget

P.W. - HIGHWAY (3354)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3354-40-0-0000-500							
CAPITAL	-	7,639	1	-	1	1	-
0001-3354-40-3-0000-191							
OVERTIME CONTINGENCY	35,918	22,863	32,500	26,076	30,000	30,000	-
0001-3354-40-3-0000-194							
PUBLIC WORKS	833,267	922,397	961,409	594,737	965,906	965,906	-
0001-3354-40-3-0000-198							
SUPERVISORS	76,517	76,587	76,651	47,746	79,914	79,914	-
0001-3354-40-3-0000-350							
GASOLINE	79,552	67,390	68,000	51,787	68,000	68,000	-
0001-3354-40-3-0000-352							
VEHICLE MAINTENANCE	166,255	184,970	166,000	98,311	176,500	170,000	-
0001-3354-40-3-0000-359							
STREET MAINT SUPPLIES	22,022	8,959	12,000	3,265	10,000	10,000	-
0001-3354-40-3-0000-360							
SIDEWALK,BASIN CONSTRUCTION	3,130	2,585	3,200	1,665	3,000	3,000	-
0001-3354-40-3-0000-361							
STREET CONSTRUCTION	459,578	521,438	1	(1,260)	1	1	-
0001-3354-40-3-0000-363							
STORM DRAIN CONSTRUCTION	4,756	6,860	5,000	2,370	7,000	7,000	-
0001-3354-40-3-0000-390							
ROADSIDE BULKY WASTE	24,201	17,751	25,000	9,000	23,000	23,000	-
0001-3354-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	5,818	5,031	7,500	2,352	7,000	7,000	-
0001-3354-40-3-0000-442							
CLOTHING	5,368	6,800	6,500	4,699	7,700	7,000	-
0001-3354-40-3-0000-640							
MEMBERSHIP & MEETINGS	363	900	1,000	-	1,000	1,000	-
0001-3354-40-3-0000-391							
SAFETY & HEALTH PLAN	-	-	25,000	-	11,000	11,000	-
	1,716,745	1,852,170	1,389,762	840,748	1,390,022	1,382,822	-

Prepared: 11/23/10,11:58:53					2011-2012 Budget		
Payroll Projection Report							
Program : PR815L					7/01/11 to 7/01/12		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
P.W. - HIGHWAY (3354)							
EQUIP OPER III/CR LDR COM	0001	3354	194	100.00	70,125.59		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	65,168.90		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	65,168.90		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	65,168.90		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	58,225.36		
HIGHWAY MAINTAINER	0001	3354	194	100.00	57,116.90		
HWY MAINT/CREW LEAD/COMPE	0001	3354	194	100.00	76,211.65		
LABORER II	0001	3354	194	100.00	52,557.59		
LABORER II	0001	3354	194	100.00	48,583.88	965,905.19	194
HIGHWAY FOREMAN	0001	3354	198	100.00	79,913.47	79,913.47	198
					1,045,818.66	1,045,818.66	
P.W. - BULKY WASTE (3359)							
EQUIPMENT OPERATOR 3/CREW	0001	3359	194	100.00	65,168.90	65,168.90	194
					65,168.90	65,168.90	

City of Meriden
2012 City Manager Recommended Budget

P.W. - BULKY WASTE (3359)	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 02/20/11 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-3359-40-3-0000-189							
MISC PART-TIME	52	6,028	8,044	5,806	8,044	8,044	-
0001-3359-40-3-0000-191							
OVERTIME	449	172	1	322	1	1	-
0001-3359-40-3-0000-194							
PUBLIC WORKS	148,629	62,195	65,169	40,376	65,169	65,169	-
0001-3359-40-3-0000-196							
MME	27,395	-	1	-	1	1	-
0001-3359-40-3-0000-350							
GASOLINE	5,722	2,391	4,200	1,796	3,000	3,000	-
0001-3359-40-3-0000-352							
VEHICLE MAINTENANCE	11,297	1,196	11,500	820	6,000	6,000	-
0001-3359-40-3-0000-390							
DUMP FEES	91,788	65,626	85,000	37,039	80,000	70,000	-
0001-3359-40-3-0000-391							
DRUG TESTING	260	-	750	-	650	650	-
0001-3359-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	1,749	1,606	1,650	340	2,000	1,650	-
0001-3359-40-3-0000-442							
CLOTHING ALLOWANCE	1,442	998	1,500	386	1,100	1,100	-
	288,783	140,212	177,815	86,885	165,965	155,615	-

City of Meriden
2012 City Manager Recommended Budget

P.W. - TRANSFER STATION (3355)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3355-40-3-0000-191							
OVERTIME	13,463	15,135	15,000	78,382	15,200	15,200	-
0001-3355-40-3-0000-339							
MONITORING	43,118	80,664	81,100	30,427	82,100	82,100	-
0001-3355-40-3-0000-350							
GASOLINE	2,526	2,831	2,400	1,106	3,000	3,000	-
0001-3355-40-3-0000-352							
VEHICLE MAINTENANCE	17,704	21,472	15,000	17,283	15,000	15,000	-
0001-3355-40-3-0000-390							
OTHER PURCHASED SERVICES	-	1,344	7,000	1,671	4,000	4,000	-
0001-3355-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	1,217	4,101	2,000	225	8,300	3,100	-
	78,028	125,547	122,500	129,094	127,600	122,400	-

City of Meriden
2012 City Manager Recommended Budget

P.W. - WASTE COLLECTION (3357)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3357-40-3-0000-340							
RECYCLING	11,537	4,175	47,950	(1,015)	29,750	17,750	-
0001-3357-40-3-0000-369							
DUMPING FEES	562,763	569,041	604,400	305,839	600,000	553,000	-
0001-3357-40-3-0000-390							
CONTRACT	852,906	783,327	869,565	448,952	894,323	894,323	-
0001-3357-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	-	-	250	-	250	250	-
	1,427,206	1,356,543	1,522,165	753,776	1,524,323	1,465,323	-

City of Meriden
2012 City Manager Recommended Budget

SNOW AND ICE CONTROL (3320)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3320-40-3-0000-308							
SNOW & ICE CONTROL	654,350	597,389	500,000	561,274	500,000	500,000	-
	654,350	597,389	500,000	561,274	500,000	500,000	-

City of Meriden
2012 City Manager Recommended Budget

CONTINGENCY (0200)	2009	2010	2011	2011 02/20/11	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0200-40-0-0000-601							
CONTINGENCY	-	-	270,500	-	500,000	8,073,053	-
	-	-	270,500	-	500,000	8,073,053	-

City of Meriden
2012 City Manager Recommended Budget

DEBT SERVICE							
DEBT SERVICE (5211)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-5211-40-5-0000-301 PRINCIPAL BONDS	10,151,417	10,985,917	8,907,917	8,854,917	8,959,161	8,959,161	-
0001-5211-40-5-0000-302 INTEREST BONDS	3,223,118	3,197,059	2,339,287	2,670,311	3,237,006	3,237,006	-
0001-5211-40-5-0000-303 BAN INTEREST	563,879	-	650,000	-	1	1	-
0001-5211-40-5-0000-304 BAN Principal	-	-	682,500	-	1	1	-
0001-5211-40-5-0000-305 Debt Service Fees	-	-	-	-	-	-	-
0001-5211-40-5-0000-309 BABS FEDERAL SUBSIDY	-	-	-	(90,907)	(265,845)	(265,845)	-
	13,938,414	14,182,976	12,579,704	11,434,321	11,930,324	11,930,324	-
TRANSFERS OUT	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-5250-40-5-0000-699 TRANSFERS OUT	204,989	-	-	-	-	-	-
	204,989	-	-	-	-	-	-
TOTAL EXPENDITURES	175,433,002	167,967,358	170,822,805	104,699,607	188,305,075	180,521,911	-
City Expenditures (not including the BOE)			78,886,017		85,798,916	88,585,123	-
Second Taxing District (dept. 3357)			1,522,165		1,524,323	1,465,323	-
TOTAL EXPENDITURES	175,433,002	167,967,358	170,822,805	104,699,607	188,305,075	180,521,911	-
TOTAL REVENUES	181,434,911	169,029,220	170,822,806	120,224,936	177,274,949	180,521,911	-
Variance	6,001,909	1,061,862	1	15,525,329	(11,030,126)	(0)	-

CITY OF MERIDEN

CITY MANAGER'S PROPOSED

ENTERPISE FUND BUDGET

2011-2012



MEMORANDUM
CITY OF MERIDEN
DEPARTMENT OF PUBLIC UTILITIES

David P. Lohman
Director of Public Utilities
(203)630-4256
(203 630-4285 FAX)

Department Description

The department is made up of three divisions. They are:

Fiscal Division
Water Division
Water Pollution Control Facility Division

Fiscal Division

The department is charged with the responsibility of determining consumption, preparing, printing and mailing water and sewer bills on a twice-a-year basis to some 17, 858 accounts. It also monitors the delinquent program (payment plans), shut offs/foreclosure accounts.

Other responsibilities include the maintenance and testing of existing meters, routine and special reading of meters, processing applications for services and routine customer service functions.

The division is now involved in the installation of radio read system. To date approximately 15,000 have been installed. We will be going to quarterly billing this fiscal year.

Because of this program and the document imaging that is being done in house we were able to reduce (thru attrition) the fiscal staff from seven to four.

Water Division

This division is charged with the responsibility of obtaining, treating and delivering a public water supply of satisfactory quality under adequate pressure to customers who require an average of six (6) to seven (7) million gallons a day, with peaks sometimes over nine (9) million gallons.

It is also responsible for maintenance and repairs of approximately two hundred and fifteen (215) miles of distribution and transmission piping and appurtenances within the system.

Responsibilities also include the operation, maintenance of four (4) surface water treatment plants, two (2) ground water facilities, two (2) individual wells, eight (8) pump stations and six (6) reservoir sources (dams and gatehouses) and maintenance/care of approximately 2,000 acres of watershed property.

The division is involved in many projects due to State (Federal) mandates and rehabilitation of our aging infrastructures.

Water Pollution Control Facility Division

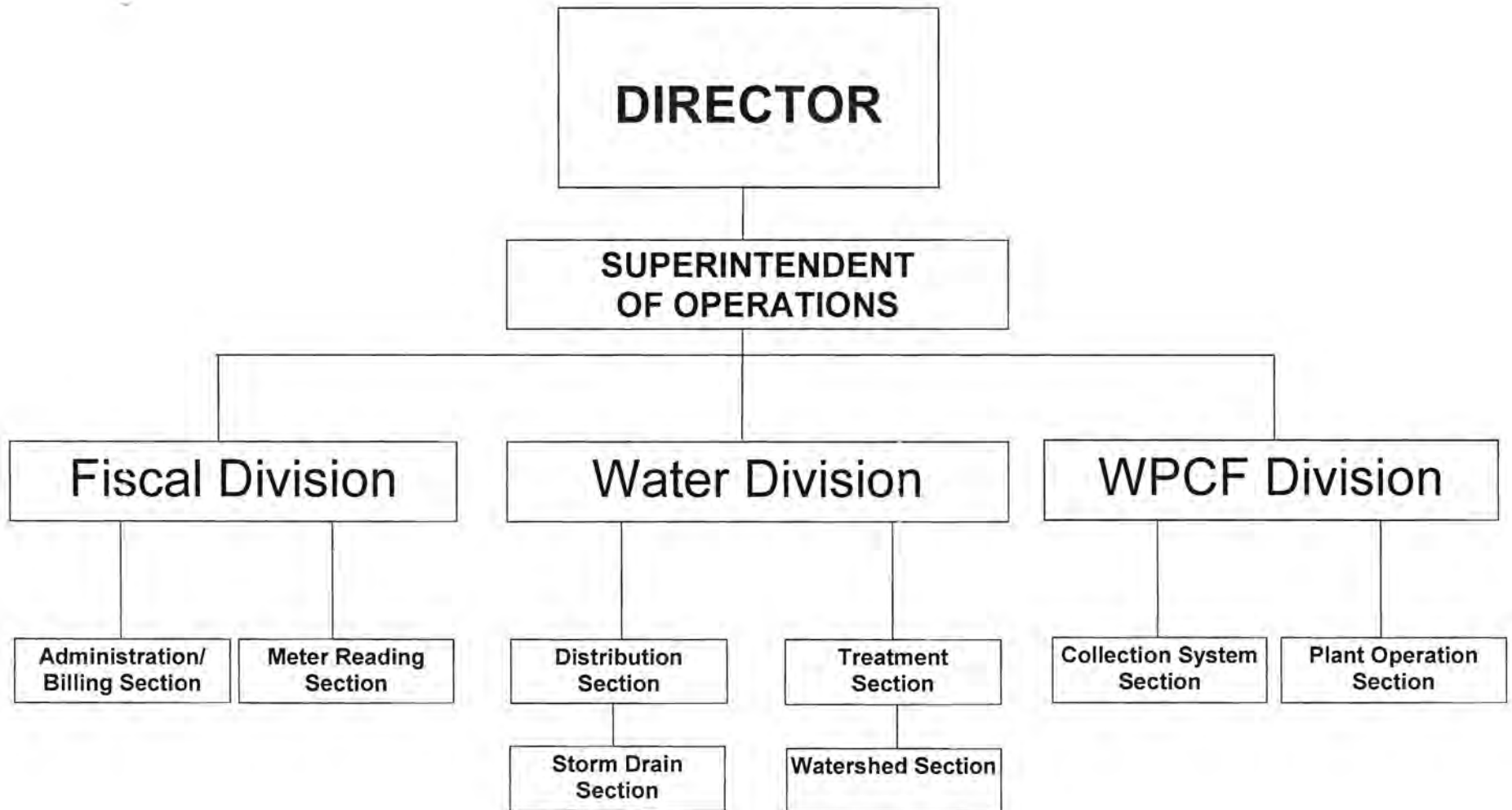
The Water Pollution Control Facility is charged with the responsibility of collecting, treating, and discharging an effluent meeting the standards outlined in the National Pollutant Elimination System (NPDES) Discharge Permit. The average daily flow for 2010 was 11.4 million gallons per day.

The Division also has the responsibility of operating and maintaining three pump stations, a siphon, and over 190 miles of sanitary sewer ranging in size from 8" to 48".

The Construction Upgrade for the water Pollution Control Facility has been completed. Start-up of the Denitrification process has provided us with promising results. Start-up of the Phosphorus Removal System is scheduled for Spring 2011/

The Water Pollution Control Division has also started its first phase of an Inflow and Infiltration Remediation Program. Approximately 30,000 linear feet of collection system piping will be rehabilitated using a cured-in-place pipe lining system. In addition to the lining, approximately 170 manholes are scheduled to be rehabilitated.

DEPARTMENT OF PUBLIC UTILITIES



Department	Goal Num	Description	Obj Num	Objective	Quarter
PUBLIC UTILITIES	1	GENERAL	1	Continue to review all operational and personnel policies within Dept of Public Utilities. Insure that we are uniform with these policies with the other departments	5
			2	Look at all the resources available within the department to see if each division could assist each other in some ways.	5
			3	Continue to familiarize with the operation of the Wastewater system	5
			4	Continue to train the Superintendent of Operations on the Water system.	5
	2	FISCAL DIVISION	1	Complete installation of radio read meters	3
			2	Initiate Quarterly Billing this fiscal year	2
	3	WATER DIVISION	1	Continue to work on Safe Drinking Act Rules - short/long term improvements	5
			2	Oversee design for Broad Brook Treatment plant & pump station upgrade	5
			3	Oversee Elmere Treatment Plant Lagoon construction	5
			4	Oversee Carpenter Ave Tank improvements/construction	5
			5	Continue to work on treatment/distribution improvements and maintenance programs	5
	4	WPCF DIVISION	1	Start up of the Phosphorus Removal System. Be active on challenging DEP's new phosphorus limit, it could cost the rate payer millions of dollars.	5
			2	Selling Nitrogen Credits.	5
			3	Collection System Improvements... continue rehabilitating manholes and installing cured-in-place pipe lining.	5

**DEPARTMENT OF PUBLIC UTILITIES
 WATER DIVISION-ORGANIZATIONAL CHART
 Fiscal Year 2011-2012**

DAVID P. LOHMAN
 DIRECTOR OF
 PUBLIC UTILITIES

DENNIS WAZ
 SUPERINTENDENT
 OF OPERATIONS

D. DEXTER
 DISTRIBUTION SUPERVISOR

A. CHRONISTER
 ADMIN/BILLING SUPV

T. LABUTIS
 WATER SERVICE SUPV

EQUIP. OPER. III

E. BENDER
 P. STANDISH

DIST. MAINT.

L. GONZALEZ
 L. GRAHAM
 J. COOPER
 J. NAUNGAYAN

UTILITY
 PERSON III

J. WELCH
 R. TERAPANE
 Part Time/Seasonal

PUBLIC UTILITY

EQUIP OPER III

M. GAJ

HWY
 MAINTAINER

J. O'BRIEN
 J. LOMBARDI

ACCOUNT
 CLERK

I. GUZMAN

CROSS
 CONNECTION

A. WEST

WATER SERV
 PERSON

B. ANTONIO
 S. COVINGTON
 PART TIME/SEASONAL

WATER PLT
 OPER III

L. GESNER
 D. PELLEGRINO
 K. ZAGORSKI

WATER PLT
 OPER II

R. BIEHN
 T. POACH

WATER PLT
 OPER I

C. ROBERTS
 S. JANUSONIS
 C. BOURDON

LAB TECH
 STEVE SANTONI

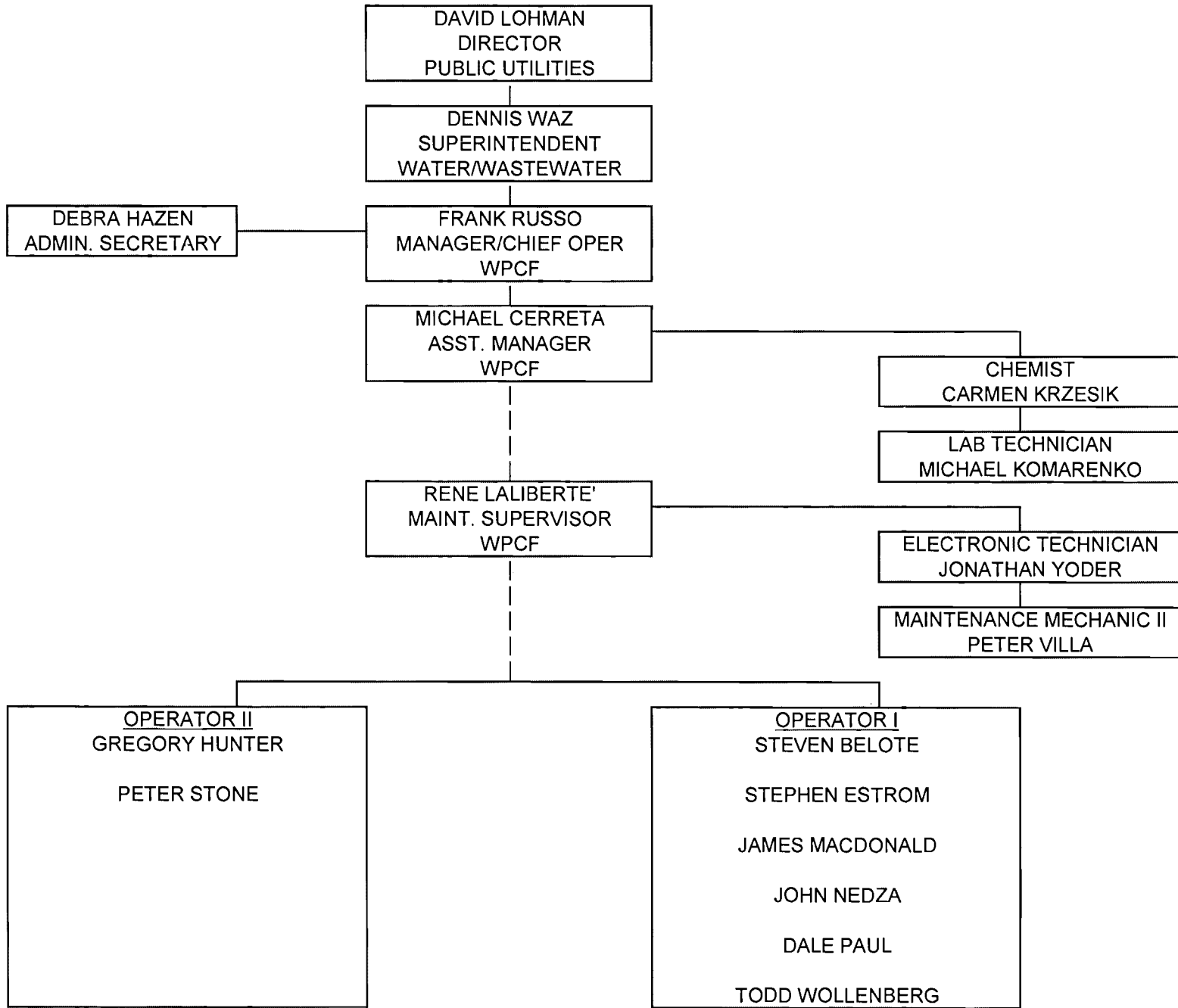
SERVICE TECH
 KEVIN BAKER

WATERSHED
 CREW

EQUIP. OPER. III/
 TREE CUTTER
 G. GRAHAM

EQUIP. OPER. III
 P. ARRIGONI
 J. GALLAGHER

**WATER POLLUTION CONTROL FACILITY - ORGANIZATIONAL CHART
FISCAL YEAR 2011 - 2012**



object code	WATER (0503-3920)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
	REVENUES								
633	MUNICIPAL HYDRANT FEES	65,000	65,000	62,240	65,000	62,240	62,240	62,240	
634	FIRE SERVICE CHARGE	115,094	114,881	114,881	-	114,881	114,881	114,881	
641	INTEREST	157,978	178,365	130,000	98,121	140,000	140,000	140,000	
642	LIEN FEES	77,101	97,553	70,000	40,104	80,000	80,000	80,000	
680	INTEREST ON INVESTMENTS	66,777	31,360	67,000	8,927	31,500	31,500	31,500	
687	BASIC SERVICE CHARGE	568,751	707,905	708,781	-	709,772	709,772	709,772	
695	MISC. INCOME	129,276	73,887	135,264	74,016	129,800	129,800	129,800	
695	MISC. INCOME	(41,593)	(749)	-	-	-	-	-	
695	FIXED ASSETS GAIN/LOSS	710	-	-	-	-	-	-	
699	RETAINED EARNINGS	-	-	514,908	-	525,011	541,057	541,057	
745	BOND PREMIUM REVENUE	-	-	-	19	-	-	-	
746	REFUNDING BOND SAVINGS	-	-	-	-	-	-	-	
984	WATER SALES	5,959,719	6,861,049	7,213,500	3,952,147	7,213,500	7,213,500	7,213,500	
		7,098,813	8,129,251	9,016,574	4,238,334	9,006,704	9,022,750	9,022,750	-

<u>object code</u>	WATER (0503-3920)	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 02/20/11 Actual</u>	<u>Department Budget Request</u>	<u>City Manager Budget</u>	<u>Public Utilities Commission</u>	<u>Finance Committee</u>
	EXPENDITURES								
189	PART TIME / SEASONAL	4,573	2,496	9,200	-	9,200	5,000	5,000	
191	OVERTIME	142,004	126,150	157,000	92,535	157,000	140,000	140,000	
194	PUBLIC WORKS	1,427,483	1,476,506	1,580,515	969,811	1,542,598	1,542,598	1,542,598	
196	MME	112,927	116,574	116,785	72,867	116,786	116,786	116,786	
198	SUPERVISORS	143,099	76,591	76,651	48,246	79,914	79,914	79,914	
200	EMPLOYEE'S BENEFITS	1,223,120	1,294,773	1,287,226	895,652	1,563,478	1,494,712	1,494,712	
202	POST RETIREMENT BENEFITS (C	-	-	-	-	-	202,110	202,110	
301	DEBT SERVICE-PRINCIPAL	1,051,020	1,592,020	1,228,020	1,264,020	1,205,489	1,205,489	1,205,489	
302	DEBT SERVICE-INTEREST	461,616	661,609	572,320	523,461	576,766	576,766	576,766	
303	BAN INTEREST	219,913	-	261,171	-	1	1	1	
305	DEBT SERVICE CLOSING COST	-	-	-	3,919	-	-	-	
306	TAXES TO OTHER TOWNS	43,126	43,744	49,148	46,235	49,148	49,148	49,148	
309	BABS FEDERAL SUBSIDY	-	-	-	(5,736)	(16,774)	(16,774)	(16,774)	
321	PUBLIC UTILITIES	902,277	902,000	1,000,000	488,418	1,000,000	900,000	900,000	
323	REPAIRS & MAINTENANCE	21,474	13,529	18,000	5,208	18,000	18,000	18,000	
350	GASOLINE	50,354	40,373	25,000	24,733	25,000	30,000	30,000	
352	VEHICLE MAINTENANCE	111,130	57,514	91,000	24,761	91,000	91,000	91,000	
388	AUDIT	8,888	9,170	9,825	9,050	10,120	10,120	10,120	
390	WATER PURCHASED	134,535	142,055	148,800	88,397	148,800	148,800	148,800	
398	FISCAL DIVISION SERVICE	629,757	718,689	724,573	724,573	782,593	790,245	790,245	
399	ASSESSMENT GENERAL FUND	544,056	574,983	592,232	592,232	610,001	610,001	610,001	

<u>object code</u>	<u>WATER (0503-3920)</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 02/20/11 Actual</u>	<u>Department Budget Request</u>	<u>City Manager Budget</u>	<u>Public Utilities Commission</u>	<u>Finance Committee</u>
440	OFFICE EXPENSE & SUPPLIES	56,214	54,540	63,750	26,995	63,750	60,000	60,000	
489	MEDICAL EXPENSE	2,490	3,043	3,600	-	3,600	3,600	3,600	
491	MAINT OF MAINS & ACCESS	18,411	23,724	30,000	24,054	30,000	25,000	25,000	
492	MAINTENANCE OF RESERVOIR	19,466	39,617	40,000	16,194	40,000	40,000	40,000	
493	MAINT OF PUMP STATIONS	29,647	34,441	40,000	28,639	40,000	40,000	40,000	
494	SERVICES-MATERIALS	(6,165)	1,680	5,000	396	5,000	5,000	5,000	
495	TREATMENT EXPENSE	533,112	512,244	521,700	232,218	521,700	521,700	521,700	
501	CAPITAL OUTLAY	102,529	76,660	1	-	1	1	1	
502	DEPRECIATION EXPENSE	1,604,557	1,640,947	-	-	-	-	-	
504	WATER EQUIPMENT	9,018	16,220	16,100	8,660	16,100	16,100	16,100	
506	HYDRANTS-MATERIALS	2,109	3,335	5,000	477	5,000	5,000	5,000	
640	MEMBERSHIPS & MEETINGS	10,023	12,521	11,575	6,275	11,575	11,575	11,575	
643	INSURANCE	275,854	280,221	311,381	255,463	279,857	279,857	279,857	
713	NEW MAINS & ACCESSORIES	-	-	1	-	1	1	1	
714	REPAIR TRENCHES	18,685	16,953	21,000	18,987	21,000	21,000	21,000	
		9,907,302	10,564,922	9,016,574	6,486,740	9,006,704	9,022,750	9,022,750	-

object code	FISCAL DIVISION (0503-3910)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
	REVENUES								
648	REVENUE WATER DEPT	629,757	718,689	724,573	724,573	782,593	790,245	790,245	
649	REVENUE SEWER DEPT	567,045	647,380	653,466	653,466	705,792	712,694	712,694	
		1,196,802	1,366,069	1,378,039	1,378,039	1,488,385	1,502,939	1,502,939	-
	EXPENDITURES								
189	PART TIME / SEASONAL	-	-	14,400	-	14,400	-	-	
190	ADMINISTRATION	106,709	106,761	106,934	69,808	109,147	109,147	109,147	
191	OVERTIME	2,212	4,160	7,000	2,565	7,000	5,000	5,000	
194	PUBLIC WORKS	98,944	100,334	105,116	66,024	105,116	105,116	105,116	
196	MME	53,782	55,496	55,611	34,959	55,612	55,612	55,612	
198	SUPERVISORS	76,509	160,564	164,575	103,503	175,471	175,471	175,471	
200	EMPLOYEE BENEFITS	175,910	275,133	239,207	160,393	301,218	284,715	284,715	
202	POST RETIREMENT BENEFITS (OPI	-	-	-	-	-	48,507	48,507	
350	GASOLINE	6,173	5,178	4,000	2,654	4,000	4,000	4,000	
352	VEHICLE MAINTENANCE	7,465	4,623	6,900	2,742	6,900	6,900	6,900	
357	ATTORNEY FEES	2,700	4,022	14,000	(5,712)	9,000	9,000	9,000	
390	OTHER PURCHASED SERVICES	59,341	35,757	51,850	13,808	63,850	63,850	63,850	
391	MEDICAL EXPENSE	-	-	400	-	400	400	400	
443	OFFICE EXPENSES AND SUPPLIES	200	382	1,550	285	1,550	500	500	
463	LIABILITY INSURANCE	53,471	51,749	57,697	48,677	51,771	51,771	51,771	
487	METER MATERIALS	13,614	14,132	15,000	11,150	15,000	15,000	15,000	
489	TAX COLLECTOR SERVICES	493,731	508,543	523,799	523,799	557,950	557,950	557,950	
712	WATER METERS	8,489	1,843	10,000	(3,004)	10,000	10,000	10,000	
		1,159,250	1,328,677	1,378,039	1,031,651	1,488,385	1,502,939	1,502,939	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
WATER (0503-3920)							
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	70,125.59		
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	70,125.59		
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	70,125.59		
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	68,395.00		
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	68,395.00		
LAB TECH SOURC WATER INSP	0503	3920	194	100.00	65,168.90		
STORM DRAIN MAINTAINER	0503	3920	194	100.00	52,306.62		
STORM DRAIN MAINTAINER	0503	3920	194	100.00	58,225.36		
UTILITYPERSON III	0503	3920	194	100.00	61,299.76		
UTILITYPERSON III	0503	3920	194	100.00	61,299.76		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	55,443.76		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	58,225.36		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	58,225.36		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	49,074.16		
WATER PLANT OPERATOR I	0503	3920	194	100.00	58,225.36		
WATER PLANT OPERATOR I	0503	3920	194	100.00	53,770.62		
WATER PLANT OPERATOR I	0503	3920	194	100.00	58,225.36		
WATER PLANT OPERATOR II	0503	3920	194	100.00	65,168.90		
WATER PLANT OPERATOR II	0503	3920	194	100.00	65,168.90		
WATER PLANT OPERATOR III	0503	3920	194	100.00	76,211.65		
WATER PLANT OPERATOR III	0503	3920	194	100.00	76,211.65		
WATER PLANT OPERATOR III	0503	3920	194	100.00	76,211.65		
WATER SERVICE TECHNICIAN	0503	3920	194	100.00	74,768.56		

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
WATER (cont'd)							
WATERSHED EQ OP III TREEC	0503	3920	194	100.00	72,197.00	1,542,595.46	194
ACCOUNT CLERK .	0503	3920	195	100.00	51,009.93		
CROSS CONNECTION INSPECTO	0503	3920	196	100.00	65,775.42	116,785.35	196
WATER DISTRIBUTION SUPERV	0503	3920	198	100.00	79,913.47	79,913.47	198
					1,739,294.28	1,739,294.28	

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
FISCAL DIVISION (0503-3910)							
DIRECTOR OF PUBLIC UTILIT	0503	3910	190	100.00	109,146.41	109,146.41	190
WATER SERVICEPERSON	0503	3910	194	100.00	52,557.59		
WATER SERVICEPERSON	0503	3910	194	100.00	52,557.59	105,115.18	194
ACCOUNTS SUPERVISOR	0503	3910	196	100.00	55,611.08	55,611.08	196
SUPERINT/OPERATIONS-WATER	0503	3910	198	100.00	95,557.36		
WATER SERVICE SUPERVISOR	0503	3910	198	100.00	79,913.47	175,470.83	198
					445,343.50	445,343.50	

<u>object code</u>	SEWER (0502 - 3930)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
	REVENUES								
641	SEWER CONNECTION ASSESS	22,359	13,133	20,000	10,954	13,000	18,000	18,000	
642	INTEREST & LIEN FEES	229,003	267,244	240,000	142,276	270,000	270,000	270,000	
644	SEWER ASSESSMENT REVENUE	-	22,722	-	-	-	-	-	
680	INTEREST ON INVESTMENTS	58,029	39,101	58,000	14,722	39,100	39,100	39,100	
687	BASIC SERVICE FEE	464,231	594,554	529,496	-	594,970	594,970	594,970	
690	NITROGEN CREDIT	-	-	-	-	80,000	80,000	80,000	
694	SEWER ASSESSMENT	-	-	-	-	-	-	-	
695	MISC. INCOME	(242,910)	(160,886)	20,600	15,012	33,200	33,200	33,200	
699	FROM RETAINED EARNINGS	-	-	-	-	651,733	707,770	707,770	
699a	FROM RETAINED EARNINGS 201	-	-	-	-	1,072,363	1,072,363	1,072,363	
745	BOND PREMIUM REVENUE	-	-	-	38	-	-	-	
746	REFUNDING BOND SAVINGS	-	25,149	-	-	-	-	-	
984	SEWER USE CHARGES	5,396,346	5,798,312	7,700,000	3,955,602	7,700,000	7,700,000	7,700,000	
		5,927,058	6,599,329	8,568,096	4,138,604	10,454,366	10,515,403	10,515,403	-

<u>object code</u>	SEWER (0502 - 3930)	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 02/20/11 Actual</u>	<u>Department Budget Request</u>	<u>City Manager Budget</u>	<u>Public Utilities Commission</u>	<u>Finance Committee</u>
	EXPENDITURES								
189	PART TIME / SEASONAL	-	3,070	11,520	-	1	1	1	
191	OVERTIME	152,412	155,968	169,000	62,366	160,000	160,000	160,000	
194	LABOR PUBLIC WORKS	590,029	588,894	642,631	380,831	645,939	645,939	645,939	
196	MME	53,769	55,589	55,612	34,859	55,612	55,612	55,612	
198	SUPERVISORS	352,101	308,704	351,838	217,862	374,847	374,847	374,847	
200	EMPLOYEE BENEFITS	262,859	445,425	484,316	220,247	595,378	557,822	557,822	
202	POST RETIREMENT BENEFITS (C	-	-	-	-	-	94,191	94,191	
301	PRINCIPAL RETIREMENT	625,985	527,395	499,396	515,396	584,683	584,683	584,683	
302	INTEREST	156,917	137,204	116,239	142,629	192,018	192,018	192,018	
303	BAN INTEREST	10,897	-	84,250	-	1	1	1	
305	DEBT SERVICE CLOSING COST	-	-	-	7,809	-	-	-	
307	PRINCIPAL RETIREMENT CWF	-	144,589	1,216,954	84,343	144,592	144,592	144,592	
308	INTEREST CWF	-	13,974	11,081	6,816	8,190	8,190	8,190	
309	BABS FEDERAL SUBSIDY	-	-	-	(11,441)	(33,452)	(33,452)	(33,452)	
310	PRINCIPAL CWF PLANT UPGRAD	-	-	-	-	2,481,299	2,481,299	2,481,299	
311	INTEREST CWF PLANT UPGRADI	-	-	-	-	674,159	674,159	674,159	
321	UTILITIES	973,106	1,068,763	1,200,000	606,304	1,100,000	1,100,000	1,100,000	
323	REPAIRS AND MAINTENANCE	180,674	115,703	155,000	51,911	120,000	120,000	120,000	
342	WATER / SEWER BILL	10,179	5,427	15,000	3,370	9,000	9,000	9,000	

<u>object</u> <u>code</u>	SEWER (0502 - 3930)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
350	GASOLINE	15,041	14,346	10,500	6,978	14,500	14,500	14,500	
352	VEHICLE MAINTENANCE	33,293	17,988	27,500	10,525	27,500	27,500	27,500	
388	AUDIT	8,888	9,170	9,825	9,880	10,120	10,120	10,120	
390	CALL BEFORE YOU DIG	-	-	1	-	1	1	1	
391	MEDICAL EXPENSE	2,993	2,470	7,500	2,507	7,500	5,000	5,000	
398	SERV PROV BY FISCAL DIV.	567,045	647,380	653,466	653,466	705,792	712,694	712,694	
399	ASSESSMENT GENERAL FUND	544,056	574,983	592,232	592,232	610,001	610,001	610,001	
463	CLAIMS		-	10,000	-	5,000	5,000	5,000	
483	NITROGEN CREDIT PURCHASE	373,439	424,665	225,000	-	1	1	1	
484	SEWER EXPENSE AND SUPPLIES	262,414	298,924	648,000	198,679	648,000	648,000	648,000	
485	BIOSOLID DISPOSAL	579,049	542,923	665,450	270,883	600,000	600,000	600,000	
486	PUMP STATION OPR AND MAINT	29,943	33,409	88,300	25,866	50,000	50,000	50,000	
501	CAPITAL OUTLAY	110,135	680,004	227,911	220,315	1	1	1	
502	DEPRECIATION EXPENSE	1,944,191	1,973,584	-	-	-	-	-	
640	MEMBERSHIPS & MEETINGS	7,708	8,207	10,000	3,846	10,000	10,000	10,000	
643	INSURANCE	558,290	571,978	607,484	586,485	653,683	653,683	653,683	
		8,405,413	9,370,736	8,796,006	4,904,964	10,454,366	10,515,403	10,515,403	-

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2011-2012 Budget

Payroll Projection Report

Program : PR815L

7/01/11 to 7/01/12

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
SEWER (0502 - 3930)							
LABORATORY TECHNICIAN	0502	3930	194	100.00	58,225.36		
MAINTENANCE MECHANIC II	0502	3930	194	100.00	72,197.00		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	53,770.62		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	52,306.62		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	53,770.62		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	58,225.36		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	53,770.62		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	58,225.36		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	58,225.36		
SEWER PLANT OPERATOR II	0502	3930	194	100.00	62,052.68		
SEWER PLANT OPERATOR II	0502	3930	194	100.00	65,168.90	645,938.50	194
ADMINISTRATIVE SECRETARY	0502	3930	196	100.00	55,611.08	55,611.08	196
CHEMIST	0502	3930	198	100.00	70,648.45		
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.00	54,209.82		
WPC FACILITY MANAGER	0502	3930	198	100.00	89,450.39		
WPCF ASSISTANT MANAGER	0502	3930	198	100.00	83,719.87		
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.00	76,818.16	374,846.69	198
					1,076,396.27	1,076,396.27	

GOLF COURSE

Description of Programs

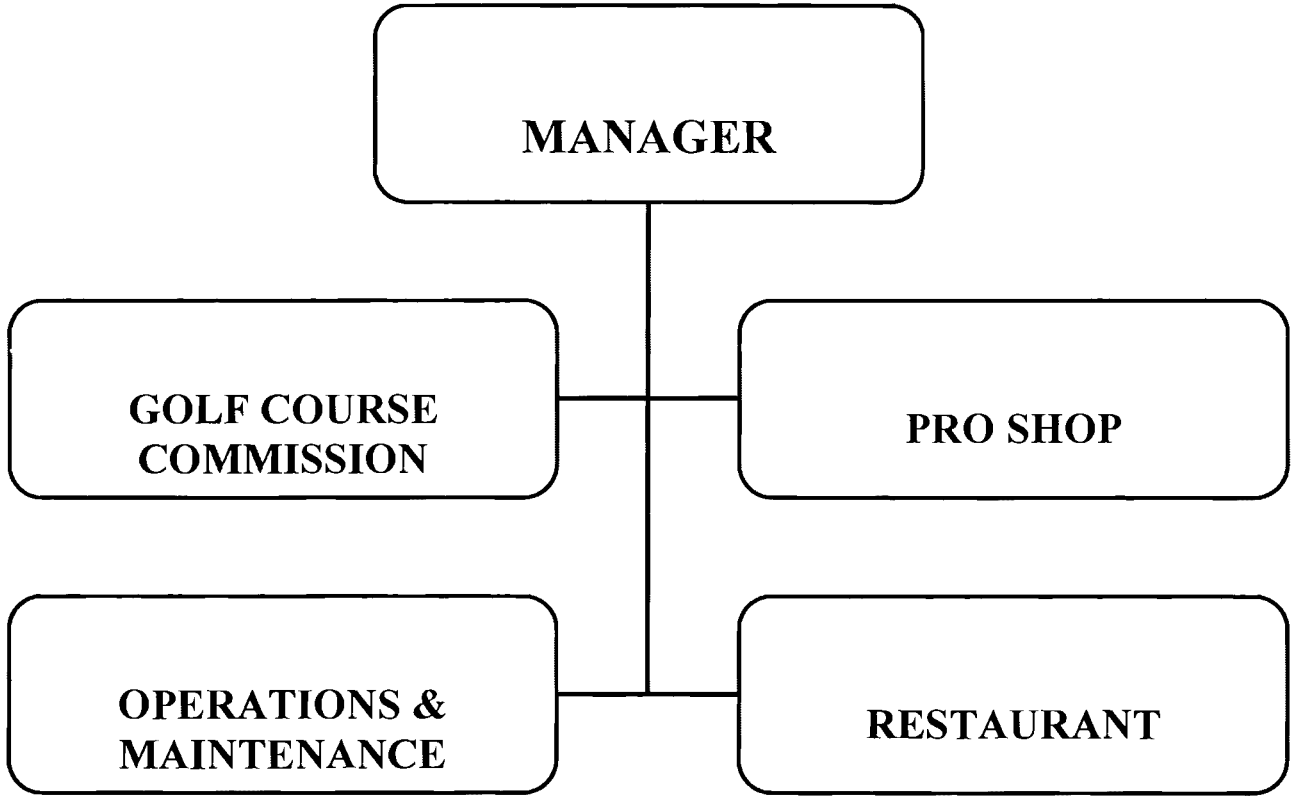
Golf Course Commission - The Golf Course Commission is a seven-member advisory panel, which provides direction and oversight for the Hunter Golf Club. It is the Commission's responsibility to set the rules and regulations for the Golf Course to advise and direct the Facility Manager, and to determine the operating budget and fees charged at the Golf Course. These actions are taken in cooperation with the City Council.

Operations and Maintenance - The Golf Course Staff is responsible for the maintenance and upkeep of the entire golf course facility. This responsibility includes not only the golf course itself, but also the grounds and parking lot areas around the Clubhouse. It is the goal of this Division to provide the best golfing conditions possible. In addition to golf, the facility is also available in the winter months for various activities, such as sledding, cross-country skiing, and related recreational activities.

Pro Shop - The Pro Shop is responsible for the collection of all daily fees, league fees, and season pass monies. It also oversees all play on the golf course and supervises the starters and rangers. Finally, this Division provides a fully stocked Pro Shop, conducts lessons and tournaments, and oversees tournament operations.

Restaurant - The Restaurant operates on a contractual basis, providing a foil lounge menu and a snack bar. The Restaurant is open year round. The Restaurant's hours fluctuate depending upon the season.

GOLF COURSE



<u>object code</u>	GOLF COURSE (509-0810)	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 02/20/11 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>	<u>Finance Committee</u>
	REVENUES								
650	RECOVERY FROM GOLF PRO			50,000	14,205	50,000	0.00%	50,000	
655	GREENS FEES	441,682	422,955	492,915	238,937	520,711	5.64%	521,595	
656	SEASONS PASSES	144,930	122,578	155,522	66,469	138,965	-10.65%	138,965	
657	TOURNAMENTS	72,010	48,848	81,312	28,722	81,312	0.00%	81,312	
658	LEAGUES	65,949	59,846	70,716	23,538	74,716	5.66%	74,716	
690	RENT	39,600	39,600	39,600	13,200	39,600	0.00%	39,600	
692	GOLF CART FEES	32,324	31,485	25,000	51,821	30,000	20.00%	30,000	
693	GOLF CART FEES - GOLF PRO	0	-	-	-	195,500	#DIV/0!	195,500	
695	INTEREST INCOME	-3,508	6	-	1	-	#DIV/0!	-	
697	FIXED ASSETS GAIN/LOSS	-26,566	-	-	-	-	#DIV/0!	-	
705	CIP FEES	18,622	(1)	1	-	-	-100.00%	-	
746	REFUNDING BOND SAVINGS	0	5,997	-	-	-	#DIV/0!	-	
		785,043	731,314	915,066	436,893	1,130,804	23.58%	1,131,688	-

object code	GOLF COURSE (509-0810)	2009 Actual	2010 Actual	2011 Budget	2011 02/20/11 Actual	Department Budget Request	Percent Change	City Manager Budget	Finance Committee
	EXPENDITURES								
189	MISC PART-TIME	90,561	101,749	92,410	56,785	92,250	-0.17%	92,250	
191	OVERTIME	18,965	16,721	18,500	11,519	17,800	-3.78%	17,800	
194	PUBLIC WORKS	194,267	200,310	213,807	133,273	215,899	0.98%	215,899	
198	SUPERVISORS	83,344	83,352	83,490	52,265	87,025	4.23%	87,025	
200	EMPLOYEE BENEFITS	129,282	152,128	94,495	73,885	115,794	22.54%	105,483	
202	POST RETIREMENT BENEFITS (C	0	0	0	0	0	#DIV/0!	11,195	
301	BOND PAYMENTS	12,667	14,667	37,667	15,667	40,667	7.96%	40,667	
302	BOND & BAN INTEREST	7,257	5,477	5,681	4,243	4,961	-12.67%	4,961	
305	DEBT SERVICE CLOSING COST	-	-	-	66	-	#DIV/0!	-	
309	BABS FEDERAL SUBSIDY	-	-	-	(96)	(279)	#DIV/0!	(279)	
345	GOLF EXPENSE & SUPPLY	184,020	178,855	186,260	124,434	180,437	-3.13%	180,437	
346	REIMBURSABLE GOLF PRO EXP	-	-	50,000	14,205	50,000	0.00%	50,000	
347	GOLF CART - GOLF PRO EXP	-	-	-	-	195,500	#DIV/0!	195,500	
350	GASOLINE	544	57	550	-	250	-54.55%	250	
396	GOLF PRO	10,000	10,000	10,000	1,800	10,000	0.00%	10,000	
441	CLUBHOUSE EXPENSE	28,545	34,170	30,750	27,639	31,356	1.97%	31,356	
463	LIABILITY & GENERAL INSURAN	69,053	73,435	69,055	43,501	71,244	3.17%	71,244	
500	CAPITAL EQUIPMENT	38,506	4,219	20,000	12,145	15,500	-22.50%	15,500	
502	DEPRECIATION EXPENSE	76,792	-	-	-	-	#DIV/0!	-	
640	MEETINGS & MEMBERSHIPS	2,230	1,950	2,400	1,170	2,400	0.00%	2,400	
		946,033	877,090	915,065	572,501	1,130,804	23.58%	1,131,688	-

Prepared: 11/23/10,11:58:53		2011-2012 Budget					
Payroll Projection Report							
Program : PR815L		7/01/11 to 7/01/12					
					<u>Budget</u>	<u>Object</u>	
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>	
GOLF COURSE (509-0810)							
GOLF COURSE EQUIP TECHNIC	0509	0810	194	100.00	58,225.36		
LABORER II	0509	0810	194	100.00	52,557.59		
LABORER II	0509	0810	194	100.00	52,557.59		
LABORER II	0509	0810	194	100.00	52,557.59	215,898.13	194
SUPT. / MANAGER GOLF FACI	0509	0810	198	100.00	87,024.33	87,024.33	198
					302,922.46	302,922.46	

CITY OF MERIDEN

CAPITAL IMPROVEMENTS PROGRAM

2011-2012

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)	
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
BOE	Boiler Replacement			525,300	525,300	525,300	525,300		2,101,200
	Boiler Evaluation and Replacement Study	60,000							60,000
	1 Ton 4x4 Pickup Truck	42,000							42,000
	1 Ton Cargo Van	30,000							30,000
	Roof Replacement Study 3 Schools	60,000							60,000
	Nathan Hale Roof Replacement				3,141,145				3,141,145
	Grant proceeds				(1,951,908)				(1,951,908)
	Israel Pulnam Roof Replacement			3,451,563					3,451,563
	Grant proceeds			(2,144,801)					(2,144,801)
	Roger Sherman Roof Replacement					2,615,094			2,615,094
	Grant proceeds					(1,625,019)			(1,625,019)
TOTAL BOE		192,000	-	1,832,062	1,714,537	1,515,375	525,300	-	5,779,274
AVIATION	North Hanger Evaluation								-
	Professional Evaluation	20,000							20,000
	Construction of new building			130,000					130,000
	TOTAL	20,000	-	130,000	-	-	-	-	150,000
FIRE	Replace a Fire Pumper Truck			560,000					560,000
	Grant proceeds			(300,000)					(300,000)
	Station # 3 Renovations (Floor Tiles)			10,000					10,000
	Replace Fire Mechanic Utility Truck	48,000							48,000
	Replace Fire Aerial Ladder Truck, 2012						1,200,000		1,200,000
	Grant proceeds						(500,000)		(500,000)
	Washing machine for Fire Fighter PPE			19,000					19,000
	Tum Out Gear Dryers			42,000					42,000
	Replace Staff Vehicle, Car 2				48,000				48,000
	Station # 2 Renovations			250,000	3,250,000				3,500,000
	Grant proceeds				(1,625,000)				(1,625,000)
	Station # 5 Renovations					300,000			300,000
	Replace a Fire Pumper Truck, 2013					590,000			590,000
	Grant proceeds					(300,000)			(300,000)
	Replace Asst. Chief's Vehicle, Car-3, 2015						54,000		54,000
Replace a Fire Pumper Truck, 2016							630,000	630,000	
Grant proceeds							(300,000)	(300,000)	
Relocate fire dept radio equipment	15,000							15,000	
TOTAL	63,000	-	581,000	1,673,000	590,000	754,000	330,000	3,991,000	
POLICE	Building Improvements	25,000							25,000
	Access Control Systems Phase III	10,000		10,000					20,000
	AFIS Terminal for ID Unit	40,000	(40,000)						-
	Video Analysis Equipment			25,000					25,000
	Remove Existing Asphalt & regrade				36,575				36,575
	TOTAL	75,000	(40,000)	35,000	36,575	-	-	-	106,575
LIBRARY	Brick Wall Repair Rear of Library	38,000	(12,667)						25,333
	Library Window and Door Replacement				688,700				688,700
	Grant proceeds				(229,567)				(229,567)
	Repair, replacement and refurbishment of entrance/circulation areas- lighting, doors, circulation desks,	150,000	(50,000)						100,000
	Children's Room Expansion						2,625,600		2,625,600
	Grant proceeds						(875,200)		(875,200)
TOTAL	188,000	(62,667)	-	459,133	-	1,750,400	-	2,334,866	
DEV & ENF	Development & Enf. Acquisition & Demo	75,000		75,000	75,000	75,000	75,000	75,000	450,000
	C.I.D.E.W.A.L.K. Program	75,000		75,000		150,000		75,000	375,000
	TOTAL	150,000	-	150,000	75,000	225,000	75,000	150,000	825,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)	
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
PARKS, REC & PUBLIC BUILDINGS									
	City/Brookside Rehab Phase 1	250,000		100,000	150,000				500,000
	Park Bldgs Rehab roof/doors	35,000		40,000					75,000
	Citywide fencing Rehab & Columbus	75,000			50,000		50,000		175,000
	Park paving & road Paving Phase I			100,000	100,000	100,000	100,000	100,000	500,000
	Bleacher/Riser replacement Phase VI	25,000		25,000					50,000
	City BB/Tennis Court Rehab Phase II	25,000		25,000			50,000	50,000	150,000
	Washington Park abatement/Rehab	50,000							50,000
	Washington Park Patio Porch			50,000					50,000
	City buildings card key/security Phase I					25,000	25,000	25,000	75,000
	Beavers Pond Park Rehab				50,000	50,000			100,000
	Irrigation of fields/turf upgrades Phase IV	10,000		10,000	10,000				30,000
	Maloney/Platt Track Rehab					450,000			450,000
	city building upgrades			35,000	35,000	35,000	35,000		140,000
	Showmobile Rehab			15,000					15,000
	Mobile Toilet Trailer			50,000					50,000
	Mower replacement	45,000				45,000			90,000
	Bucket Truck Replacement	165,000							165,000
	Utility Truck Replacement	40,000							40,000
	Elephant VAC replacement 1989			35,000					35,000
	Pick up truck replacement	35,000		35,000	35,000	40,000	40,000	40,000	225,000
	Garbage Truck replacement 1989			135,000					135,000
	Dump truck replacement			95,000				95,000	190,000
	Upgrade Hubbard Park Power				25,000				25,000
	Sweeper replacement			135,000					135,000
	Playscape/code safety upgrades replacement	40,000		100,000	40,000	100,000	100,000	40,000	420,000
	Hubbard Park Pool upgrade			25,000					25,000
	Utility Trailer Replacement	15,000		15,000	-		15,000		45,000
	Box Truck replacement			45,000					45,000
	Utility vehicle replacement			15,000	15,000	15,000			45,000
	Chipper replacement				35,000				35,000
	Power washer trailer				15,000				15,000
	Hubbard Park Pool replacement			100,000	100,000	800,000			900,000
	Tower Road Repair	100,000		100,000	100,000	100,000			400,000
	Police Department new boiler				20,000	150,000			170,000
	City Hall replace air units & duct work			600,000					600,000
	Stoddard Bldg boiler work	15,000		100,000					115,000
	Replace rugs in Senior Center			50,000					50,000
	Replace cylinder in city hall elevator	80,000							80,000
	TOTAL	1,005,000	-	1,935,000	780,000	1,910,000	415,000	350,000	6,395,000
CITY MAN	City Hall upgrades	20,000							20,000
	TOTAL	20,000	-	-	-	-	-	-	20,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)	
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
PUBLIC WORKS									
ENGINEERING									
	City-Wide Road Reconstruction	600,000		600,000	700,000	800,000	800,000	800,000	4,300,000
	Paving LoCIP Funding	524,164	(524,164)						-
	City-Wide Road Sidewalks	350,000		500,000	500,000	500,000	500,000	500,000	2,850,000
	Quinnipiac River Linear Trail Phase II	675,000							675,000
	West Main Street Improvements	1,000,000							1,000,000
	Factory H Demo	1,800,000	(1,800,000)						-
	Downtown Improvements			175,000	175,000	150,000			500,000
	Railroad Bridge (rear of Church and Morse)			200,000					200,000
	Gravel Street Reconstruction			6,500,000					6,500,000
	Grant proceeds			(6,500,000)					(6,500,000)
	City-Wide Drainage			125,000		125,000			250,000
	New Cheshire Rd / Cheshire Rd Drainage			1,100,000					1,100,000
	Williams St Reconstruction						375,000		375,000
	Olive Street Reconstruction Phase 2					500,000			500,000
	Guiderail Replacement-Misc Locations			60,000	60,000	50,000			170,000
	Foster Pond Dam				610,000				610,000
	Grant proceeds				(335,500)				(335,500)
	Jordan Brook Phase 3						550,000		550,000
	Boylston St / Maple Ave Drainage						250,000		250,000
	Plumb Ave / Willis Ave Drainage Study							150,000	150,000
	Alcove St Drainage Study				50,000				50,000
	Jordan Brook Phase 4							1,500,000	1,500,000
	Allen Ave Reconstruction			125,000	550,000				675,000
	Johnson Ave Reconstruction				175,000	2,000,000			2,175,000
	Grant proceeds					(1,600,000)			(1,600,000)
	Drainage Studies (Citywide)					200,000	200,000	200,000	600,000
	Baldwin Avenue Reconstruction						250,000	3,000,000	3,250,000
	Grant proceeds							(2,400,000)	(2,400,000)
	Preston Ave Reconstruction					175,000	2,000,000		2,175,000
	Grant proceeds						(1,600,000)		(1,600,000)
	Westfield Road Reconstruction							250,000	250,000
	TOTAL ENGINEERING	4,949,164	(2,324,164)	2,885,000	2,484,500	2,900,000	3,325,000	4,000,000	18,219,500
SNOW									
	Snow Plow Replacements	33,000		36,000	39,000	42,000			150,000
	Dump Body Replacement	135,000		140,000	145,000	150,000	155,000	160,000	885,000
	Mini Salt Storage Shed	35,000							35,000
	TOTAL SNOW	203,000	-	176,000	184,000	192,000	155,000	160,000	1,070,000
GARAGE									
	Extend Overhead Crane			90,000					90,000
	Gas Island Canopy Replacement			170,000					170,000
	Replace fuel islands/pumps/tanks				325,000				325,000
	Machine Shop Equipment					90,000			90,000
	Welding Truck						160,000		160,000
	TOTAL GARAGE	-	-	260,000	325,000	90,000	160,000	-	835,000
TRAFFIC									
	Signal Upgrade Program			180,000	190,000	200,000	210,000	220,000	1,000,000
	Bucket Truck Replacement			135,000					135,000
	Video Detection Program	12,000		30,000	35,000	35,000	40,000	40,000	192,000
	Fire Alarm System Upgrade			40,000	45,000	25,000	25,000		135,000
	Sign Truck			95,000					95,000
	East Main St. Closed Loop Expansion				20,000	30,000	30,000		80,000
	TOTAL TRAFFIC	12,000	-	480,000	290,000	290,000	305,000	260,000	1,637,000
HIGHWAY									
	Dump Truck	170,000		177,000	185,000	194,000	203,000	213,000	1,142,000
	Mini Excavator	80,000							80,000
	Pothole Repair Truck (Year Round)			175,000					175,000
	Sweeper Rehabilitation			17,000	20,000				37,000
	Triaxle Replacement				200,000				200,000
	Street Sweeper Replacement					230,000			230,000
	Utility Truck						75,000		75,000
	TOTAL HIGHWAY	250,000	-	369,000	405,000	424,000	278,000	213,000	1,939,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17				(2/20/11)		
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
TRANSFER									
STATION	Tub Grinder			575,000					575,000
	Rehabilitate Leaf/Christmas Tree Truck			120,000					120,000
	Four Wheel Excavator				200,000				200,000
	TOTAL TRANSFER STATION	-	-	695,000	200,000	-	-	-	895,000
BULKY WASTE									
	Bulky Waste Crane Truck			225,000					225,000
	TOTAL BULKY WASTE	-	-	225,000	-	-	-	-	225,000
	TOTAL PUBLIC WORKS	5,414,164	(2,324,164)	5,090,000	3,888,500	3,896,000	4,223,000	4,633,000	24,820,500
PARKING									
	Facilities maintenance vehicle			30,000					30,000
	Electrical repair/upgrade Midtown Garage	35,000							35,000
	TOTAL	35,000	-	30,000	-	-	-	-	65,000
SMVFD									
	(Eng 10) - 1996 Replacement				500,000				500,000
	Station Renovations Kitchen	15,000							15,000
	Station Renovations 2nd Floor Addition			15,000	100,000				115,000
	Replacement Chiefs 4 X 4 (see comments)					35,000			35,000
	TOTAL	15,000	-	15,000	600,000	35,000	-	-	665,000
PUBLIC UTILITIES									
WATER DIVISION									
SOURCES:									
	Hallmere Reservoir Spillway				750,000				750,000
	Kenmere Reservoir Gatehouse-Intake Gates					425,000			425,000
	Kenmere Aerator Replacement			40,000					40,000
	Well Redevelopment (All wells)					155,000			155,000
	Bradley/Hubbard Aerator Replacement			40,000					40,000
	Evansville Ave West Well Redevelopment			29,000					29,000
	SUBTOTAL - SOURCES	-	-	109,000	750,000	580,000	-	-	1,439,000
FACILITIES/PLANTS:									
	Broad Brook Treat Pit Upgrade -Inc Pump Sta								-
	Design								-
	Contract Admin/Inspection				1,260,000				1,260,000
	Construction				10,000,000				10,000,000
	Grant proceeds				(2,815,000)				(2,815,000)
	Elmere Treatment Plant (new)								-
	Design			1,200,000					1,200,000
	Contract Admin/Inspection					1,200,000			1,200,000
	Construction					11,545,000			11,545,000
	Grant proceeds				(300,000)	(3,186,250)			(3,486,250)
	Merimere Treatment Plant (new)								-
	Design						750,000		750,000
	Contract Admin/Inspection							750,000	750,000
	Construction							7,000,000	7,000,000
	Grant proceeds						(187,500)	(1,937,500)	(2,125,000)
	Bradley/Hubbard Treatment Plant								-
	Process Valves			35,000					35,000
	Lagoons						650,000		650,000
	Roof							35,000	35,000
	Process Feeders			21,000					21,000
	Evansville Ave Treatment Plant								-
	Process Clearwell								-
	Design				60,000				60,000
	Construction					585,000			585,000
	Grant proceeds					(146,250)			(146,250)
	Auto/Process Valves				25,000				25,000
	Pumps/Motors-Repair/Replacement	42,000							42,000
	Roof								-
	Architect				15,000				15,000
	Construction					120,000			120,000
	Evansville West Well								-
	Pump/Motor Replacement			18,000					18,000
	Relocation Study						20,000		20,000
	Evansville East Well Pump/Motor Replmt						17,000		17,000
	Platt/Lincoln Treatment Plant								-
	Process Clearwell								-
	Design				60,000				60,000
	Construction					585,000			585,000
	Grant proceeds					(146,250)			(146,250)
	Roof							35,000	35,000
	Broad Brook Lagoon Repair	20,000							20,000
	SUBTOTAL - FACILITIES/PLANTS	62,000	-	74,000	9,505,000	10,556,250	1,249,500	5,882,500	27,329,250

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)	
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
	TANKS:								
	Merimere - New Tank (500,000 gals)							850,000	850,000
	Elmere - New tank (1,000,000 gals)					1,000,000			1,000,000
	Fleming Road Tank Painting (2,000,000 gals)				850,000				850,000
	Broad Brook Backwash-Interior Painting (100,000 gals)				170,000				170,000
	SUBTOTAL - TANKS	-	-	-	1,020,000	1,000,000	-	850,000	2,870,000
	PUMP STATIONS:								
	Parker Ave Pump Station Roof						35,000		35,000
	Johnson Hill Station Roof Roof							40,000	40,000
	Pump/Motor Replacement Valve Replacement			11,000			25,000		25,000 11,000
	East Road Pump Station Pump/Motor Replacement New Generator			21,000	235,000				21,000 235,000
	Williams Street Pump Station (New) Design Construction						85,000	750,000	85,000 750,000
	SUBTOTAL - PUMP STATIONS	-	-	32,000	235,000	-	145,000	790,000	1,202,000
	DISTRIBUTION SYSTEM:								
	Cleaning/Lining				2,500,000	2,500,000	2,000,000		7,000,000
	Swain Ave New Water Main				1,100,000				1,100,000
	Baldwin Ave (No Wall to Bridge)-Water Main				625,000				625,000
	Baldwin Ave Connection (under bridge)-Water Main				310,000				310,000
	East Main St (Rt 91/15 Water Main Rehab)					450,000			450,000
	Leak Study			40,000				40,000	80,000
	Hydrant Replacement					125,000			125,000
	Valve Replacement					125,000			125,000
	SUBTOTAL - DISTRIBUTION SYSTEM	-	-	40,000	4,535,000	3,200,000	2,000,000	40,000	9,815,000
	ADMINISTRATION:								
	Water Supply Plan							80,000	80,000
	Meter Change out				85,000	85,000	145,000	85,000	400,000
	Upgrade Radios/Vehicles	35,000							35,000
	Asbestos abatement @ 117 Parker Ave	30,000							30,000
	SUBTOTAL - ADMINISTRATION	65,000	-	-	85,000	85,000	145,000	165,000	545,000
	EQUIPMENT:								
	Cab/Chassis-Compressor Truck				65,000				65,000
	Backhoe	147,000						150,000	297,000
	Med Size Dump Truck 6/7 yds							85,000	85,000
	Pickups small/med (2 each year)				28,000	28,000			56,000
	4 X 4 Pickup			26,000					26,000
	4 X 4 Pickup						34,000		34,000
	Shoring box system			26,000					26,000
	Small dozer						135,000		135,000
	Slope Cutting Tractor			69,000					69,000
	Rock Breaker for backhoe	22,000							22,000
	Small (1-2 ton) Roller				32,000				32,000
	Compressor unit - truck mounted				18,000				18,000
	Mini Excavator			82,000					82,000
	SUBTOTAL - EQUIPMENT	169,000	-	203,000	143,000	28,000	169,000	235,000	947,000
	TOTAL WATER DIVISION	296,000	-	458,000	16,273,000	15,449,250	3,708,500	7,962,500	44,147,250

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)	
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL
WATER POLLUTION CONTROL FACILITY									
	Two-Way Radios for Veh. Base Radios, Portables	35,000							35,000
	TV inspection unit upgrade	120,000							120,000
	West Main Street Sanitary Sewer Upgrade	65,000							65,000
	3/4 ton 4x4 pickup w/ plow	40,000							40,000
	1/2 ton 4x4 pickup	25,000							25,000
	Intercom System			35,000					35,000
	3/4 ton 4x4 pickup w/ plow			40,000					40,000
	SLPS upgrade			50,000					50,000
	Collection System Improvements			500,000	500,000	500,000	500,000	500,000	2,500,000
	Silver Lake Pump Station Upgrade				600,000				600,000
	Pump Station Emergency All. Pumping					100,000			100,000
	1/2 Ton 4x4 pick-up					28,000			28,000
									-
	TOTAL WPCF	285,000	-	625,000	1,100,000	628,000	500,000	500,000	3,638,000
	TOTAL PUBLIC UTILITIES	581,000	-	1,083,000	17,373,000	16,077,250	4,208,500	8,462,500	47,785,250
	<i>Total</i>	<i>7,758,164</i>	<i>(2,426,831)</i>	<i>10,881,062</i>	<i>26,599,745</i>	<i>24,248,625</i>	<i>11,951,200</i>	<i>13,925,500</i>	<i>92,937,465</i>
	BOARD OF EDUCATION	(192,000)	-	(1,832,062)	(1,714,537)	(1,515,375)	(525,300)	-	(5,779,274)
	Enterprise Funds	(581,000)	-	(1,083,000)	(17,373,000)	(16,077,250)	(4,208,500)	(8,462,500)	(47,785,250)
	<i>Total w/o BOE, Enterprise Funds</i>	<i>6,985,164</i>	<i>(2,426,831)</i>	<i>7,966,000</i>	<i>7,512,208</i>	<i>6,656,000</i>	<i>7,217,400</i>	<i>5,463,000</i>	<i>39,372,941</i>
	<i>Total w/o BOE, Enterprise Funds net of grants</i>	<i>4,558,333</i>							
	Cap Calculation FY2011 Principal Paydown \$9,542,003 * 50%	4,771,002							
	Imposed Cap less CIP Plan	212,669							

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
CITY MANAGER RECOMMENDATION			C.I.P. FY 11/12 - 16/17					(2/20/11)		
Dept.	Project Name	FY 11/12	GRANTS	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	TOTAL	
****HARBOR BROOK FLOOD CONTROL PROJECTS (Recommend these projects be funded separate from CIP as they will exceed the cap)										
	Railroad Bridge (rear of Church and Morse)			1,500,000	1,500,000	1,500,000			4,500,000	
	Westfield Road Detention			2,500,000					2,500,000	
	Dog's Misery Swamp Mitigation Plan			1,000,000					1,000,000	
	Center Street Bridge				3,000,000				3,000,000	
	Hanover Towers Bridge					1,100,000			1,100,000	
	Hanover Pond - Coe Ave Channel					1,400,000			1,400,000	
	Leslie Dr - Cook Ave Channel						900,000		900,000	
	Cook Ave - RR Bridge Channel						800,000		800,000	
	Cooper St Bridge						2,000,000		2,000,000	
	South Butler St Bridge							2,500,000	2,500,000	
	Cedar St - Camp St Channel							2,400,000	2,400,000	
	Mill St - Cedar St Channel							1,200,000	1,200,000	
	Camp Street to Westfield Road (Future)								1,200,000	
	Hanover Pond Dredging (Future)								25,000,000	
	TOTAL HB DRAINAGE IMP.			5,000,000	4,500,000	4,000,000	3,700,000	6,100,000	49,500,000	