



TABLE OF CONTENTS

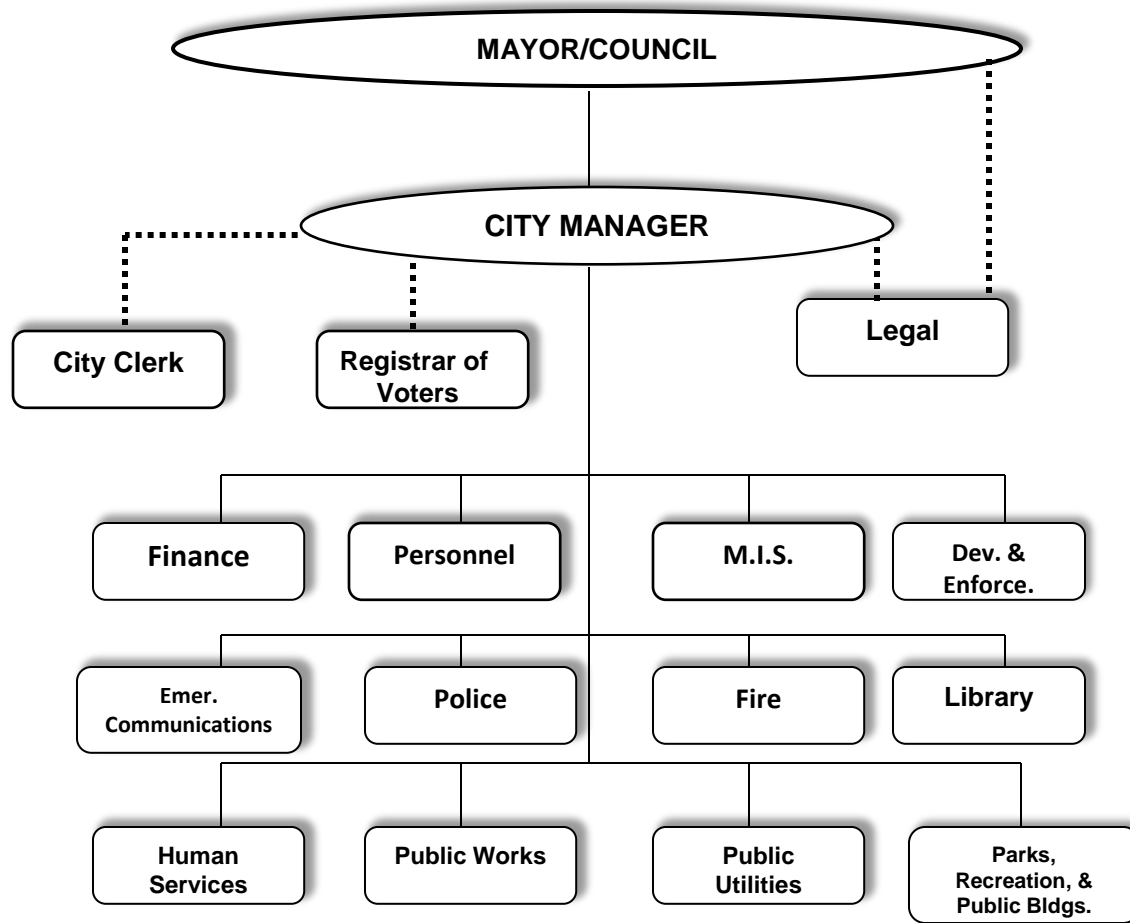
Introduction	1
General Government	2
Finance	3
Public Safety	4
Parks/Public Works	5
Enterprise Funds	6
CIP (Capital Improvement Program)	7
Index	8

Elected Officials

Michael S. Rohde, Mayor
Matthew C. Dominello, Sr., Deputy Mayor
Brian Daniels, Majority Leader
Dante' Bartolomeo, Deputy Majority Leader
Trevor Thorpe, Deputy Majority Leader
Daniel Brunet, Minority Leader
Walter Shamrock, Deputy Minority Leader
Catherine Battista, Councilor
Steven Iovanna, Councilor
Hilda Santiago, Councilor
Kevin Scarpati, Councilor
Anthony Tomassetti, 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 - Development and
Enforcement
Frank Kiernan, Director - Emergency
Communications
Michael Lupkas, Finance Director
James Trainor, Fire Chief
Lisa Pippa, Director - Human Services
Karen Roesler, Director, Library Services
Stephen Montemurro, Director - Management
Information Systems
Mark Zebora, Director - Parks, Recreation & Public
Buildings
Caroline Beitman, Personnel Director
Jeffry Cossette, Police Chief
Robert Bass, Director - Public Works
David Lohman, Director - Public Utilities



**CITY OF MERIDEN
BUDGET CALENDAR
2012-2013**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
12/23/2011	Budget Estimates	Departments	Finance Director	At least 180 days before end of the fiscal year
12/30/2011	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
3/05/2012	Manager's Budget	City Manager	City Council	No later than 120 days from end of the fiscal year
4/17/2012	Public Hearing	City Council	Public	No later than 75 days from end of fiscal year
5/07/2012	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing
5/14/2012	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption
5/17/2012	Set Tax Rate	City Council	-----	Within 10 days of final adoption



City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

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LAWRENCE J. KENDZIOR
CITY MANAGER

March 5, 2012

Dear Mayor Rohde and Members of the City Council:

The issues addressed in this budget proposal are similar to those of the past few years, with one major difference. The downturn in the national economy continues to have a negative impact on non-tax revenues. Meeting our policy goal to fund the City's benefit obligations as actuarially required, including those that historically were not properly funded, remains a challenge. However, although the effect of those issues on City taxpayers is significant, it is minimal compared to the changes in taxes that will result from the recently completed revaluation.

Based on this budget proposal, taxes on the median value single family residential home will decrease by \$181. This is true notwithstanding that the mill rate will be adjusted to 34.56 to account for the change in the Grand List resulting from the overall decrease in the value of real property since the 2006 revaluation. As was the case following that revaluation, there is a wide range in the changes in value in all three classes of real property- residential, commercial and industrial. That is also true with regard to properties within the same class. Taxes on approximately two-thirds of all residential properties (one, two and three family homes) will decrease. Taxes on another twenty percent of residential properties will increase by no more than five percent.

Those and other disparate effects on taxpayers are rooted in the changes in value among those classes of property. As measured by the recently completed revaluation, the value of the median single family home decreased by 17.3%. That is typical of the change found in other communities that have completed revaluation, which is required every five years by State law. Commercial properties on average did not experience similar decreases in value. As a result, the percentage of the entire value of the grand list represented by commercial properties increased by five percent from 17% to 22%, while the percentage of value of residential properties decreased by six percent from 74% to 68%. Consequently, the overall tax burden will shift somewhat to commercial properties and to other classes of property. This represents a partial reversal of the significant shift in the tax burden from commercial to residential that occurred following the 2006 revaluation.

The most notable change in revenues is an increase in ECS funding recommended by the Governor as part of an education proposal requiring certain programmatic benchmarks to be met. If that proposal is adopted, Meriden will receive an increase of \$1,777,411. I have included that sum in revenues and increased the contingency fund by that amount, earmarked for the Board of Education, pending legislative approval of the Governor's recommendation. Other State revenues have decreased by \$413,947. That decrease may potentially be offset by an increase of approximately \$300,000 in the new Municipal Revenue Sharing Fund approved last year. Because this fund comes partially from sales tax and hotel tax receipts, the full payment from this fund for the current fiscal year will not be calculated and made until August, 2012. The sum from this source included in this budget proposal for the next fiscal year certainly is our best projection, but clearly one that bears close examination. Significant decreases in local revenues including city clerk fees, health care funding under the Affordable Health Care Act, the NRG contract, investment interest, interest on delinquent taxes and motor vehicle supplemental taxes total \$801,147.

Revenue estimates included in the proposed budget are intended to be reasonable and as accurate as possible, neither overly optimistic nor conservative. That said, achieving the budgeted amounts for collection of delinquent revenue and interest on unpaid taxes will be difficult. As was the case last year, the amounts included for city clerk fees and building permit fees are lower than the prior year, but could reasonably be lower still. 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. This is particularly significant in the first year following revaluation. We anticipate that more than 400 assessment appeals, mostly on large commercial properties, will be filed. These factors should be kept in mind as you deliberate over revisions to the proposed budget.

The proposed budget includes the use of \$1.2 million in fund balance. Current undesignated reserves are approximately \$17 million and slightly exceed the amount required by the City's adopted financial policies. A similar amount of fund balance was included in the current year budget. The projection for the current fiscal year is that this year's budget will not end with sufficient surplus from other sources to make the use of those reserves unnecessary, as has been the case in past years. The use of fund balance has been endorsed in the past few years in order to offset to some degree the additional cost to taxpayers required to meet the City's plan to fund accrued retiree health benefit liabilities (OPEB). This is not a practice that can be continued indefinitely without adversely affecting the City's financial standing. It should also be borne in mind that the use of undesignated reserves automatically creates a revenue shortfall for the following year. As always, we will need to make every effort during the budget review process to ensure that the revenue projections are realistic.

General fund spending, excluding employee benefits and the additional funding for the Board of Education, increases under this budget proposal by \$768,132, which is nine one-hundredths of one percent (.09%). Of that amount, increases in funding for additional public safety positions, intended to provide better service and to reduce overtime costs, total \$620,260. I have recommended funding three additional firefighter positions. Our analysis shows that the cost of funding the new positions will reduce overtime in an amount greater than the cost of the additional positions. I also have recommended adding three new dispatch positions. This will allow the City to staff a fourth emergency answering point and also will reduce overtime. The City received federal grant funding for four new positions in the Police Department. The grant funds those positions at the entry level of a non-certified officer. I have recommended that two of those positions be filled by certified officers so that the officers can immediately take up the new duties of those positions. I also have recommended an increase in overtime funding for the Police Department. Our efforts to reduce overtime in all three departments are ongoing, but the time has come to recognize that increased funding in these areas is necessary to ensure a balanced budget at year end. In addition to the public safety staffing changes described above, the decrease in available Community Development Block Grant (CDBG) funds has resulted in shifting an additional \$91,510 in personnel expenses from CDBG to the general fund.

This year, I asked each department to prepare a budget request intended to provide a service that has been needed but not funded in prior years. I have recommended approval of some of those requests in this budget proposal: additional funds in the Public Works Department for line painting, a common constituent request; funding to undertake a comparative study of Fire Department procedures and practices; a realignment of one position in the Health and Human Services Department, intended to provide a better staffing succession track; and a new 15 hour per week position in the Parks Department to provide better maintenance coverage for the linear trail and the downtown area. I also have recommended funding the staff attorney position in the Law Department in order to address delinquent tax collection and worker compensation issues. As mentioned above, meeting our delinquent tax goals will be difficult but doing so is essential to balancing the budget. Increased collections and the savings from handling more worker compensation issues in-house are expected to cover more than the expense of funding the additional position.

Certain benefit costs in this proposed budget have increased by a total of \$2,091,479. Of that amount, \$1,200,913 is the increase recommended to meet our goal to fund accrued (OPEB) obligations. That includes the cost of providing such benefits for retired teachers as required by State law. OPEB funding in the general fund and enterprise funds will total \$4,500,000. As of the latest information available from the State, Meriden is one of only thirty-five municipalities that have established an OPEB trust and one of only eight communities with more than \$1,000,000 in trust assets, with the third highest amount of funds overall. Meriden also is one of only eleven towns in the State that has fully funded its municipal pension plan. As you will recall, recently negotiated

contracts have included agreements for increases in employee contributions toward retiree health costs that nearly equal those costs and have provided that employees hired after July 1, 2011 will not be entitled to those benefits. Additionally, contributions by current employees to the municipal pension plan were increased and new employees will be in a defined contribution plan rather than a defined benefit plan. Those changes and the steps taken to fund already accrued obligations increase our fiscal stability and financial standing. They alleviate the very substantial burden that otherwise would have challenged the City and its taxpayers in future years as those liabilities come due. Pension funding, social security increases and small increases in the cost of health benefits total \$400,133. Increased worker compensation and hypertension payments require additional funding in the amount of \$490,433.

Payments on bonded indebtedness will decrease by \$785,903. This decrease results from strict adherence to the City's policy of authorizing no more than one half of the principle amount of bonded indebtedness paid in the preceding year. It should be noted that the decrease in the annual payment on bonded indebtedness required in next year's budget compared to FY2007 is \$5,966,892. Had we not taken the steps necessary to reduce our bonded indebtedness that difference alone would result in an increase to the mill rate of 1.90 mills. The other notable decrease in year over year expenditures is for the cost of the recently completed revaluation, a difference of \$230,651. Although there is a small decrease in waste collection costs due to the fact that the tip fee for recycling materials has been reduced to zero, the decrease in the inner city grand list will cause a slight increase of .26 mills to 2.08 mills for waste collection services in the inner tax district.

With regard to the Board of Education budget, as indicated above, I have included additional funding of \$1,777,411, the increase in ECS that Meriden would receive if the Governor's education funding proposal is adopted by the Legislature. I have placed that amount in the contingency fund to be transferred to the Board of Education after legislative approval. The Board of Education administration is seeking an equitable revision of the magnet school funding formula that would significantly reduce the cost of tuition for City students to attend Edison Middle School. The proposed budget reduces the cost of health care benefits allocated to the Board budget by \$73,501. That will produce a savings of approximately \$400,000 in the proposed Board budget. This is due to the fact that the projected increase in the cost of health care benefits is offset by the fact that the Board has fewer covered employees. This demonstrates the value of the efforts undertaken to control the rate of increase in the cost of health care benefits.

The Board administration and I agree that if the additional ECS funds and the legislative revision of the magnet school funding procedure are approved, the Board will have sufficient funding to meet the goals of their proposed budget. If that proves not to be the case, I would anticipate that the further discussion of the Board's budget proposal will ensue. Without going into what may

prove to be unnecessary detail, it remains my opinion that the increase in the Board request can be substantially reduced as further information on tuitions, special education and other costs become available, that there will be sufficient surplus in the Board budget for the current year to allow for the prepayment of certain next year costs from the current year funds available to the Board and that the Board has overestimated certain costs due to the conservative approach by which the Board budget request is formulated. That has proven to be the case for each of those factors for each of the past several years.

Increases to the water and sewer rates averaging less than \$50 annually for a typical family are recommended to offset slightly higher expenditures in the water division and to preserve fund balance as we prepare for future capital projects. Water Division expenditures increase by \$315,668 (3.5%). Sewer Division costs decrease by \$946,122, (9%). The golf enterprise fund request reduces expenses by \$96,037, a decrease of 8.5%. This reflects the reduction in the number of full-time personnel put into place at the beginning of this calendar year in an effort to balance the golf budget going forward.

The Capital Improvement Plan (CIP), including capital funding requests for the next year, is also presented in this budget proposal. The bonding authorization cap for next year is \$4,479,581. The cap is the sum equal to one-half the principal payments made during the preceding year for general fund projects subject to the cap. Capital expenditures for the Board of Education and those funded by the enterprise funds are not subject to the cap. Expenditures for flood control purposes also historically have been considered separately. By City ordinance, the cap may not be exceeded except upon a two-thirds vote of the City Council. This year's requests are \$91,747 under the cap.

Notable in the proposed CIP is a recommended increase in funding for road paving projects. The amount requested is \$1,000,000, double the amount of the last few years. That amount does not include \$519,121 in road projects funded by the LoCIP state grant. It also does not include the additional \$1,000,000 in road work scheduled for this spring. This funding will allow the City to address many needed road repairs during a period when pricing for such work is advantageous. Other requests are for funding for the new aerial ladder truck for the Fire Department, for which the City has received grant funding for one-half the \$1,200,000 cost. Funding is included to install a generator in the Library building, a need demonstrated during the October, 2011 storm. Having a building which the public can use during such an emergency for daytime warming and the charging of cell phones and other devices is a service we should provide. We also are seeking \$200,000 for replacement of the granite curbs in the monuments area of Broad Street. A memorial to those who have served our country in the military, this area should be as well maintained as possible.

Also included in the CIP is funding for Board of Education, water, sewer and flood control projects. \$490,000 is recommended for the replacement of the Hanover School boiler. A study indicates that this will produce a substantial return on investment because of decreased energy use and the switch to using natural gas as a fuel source. This is the first of four boiler projects recommended for funding in the next three years. Funds are included for the architectural fees associated with the repair of the Israel Putnam roof. This also is part of roof replacement projects including the roofs at Nathan Hale and Roger Sherman schools scheduled between 2013 and 2017. Requests for funding necessary water and sewer projects, the cost of which is paid through user fees, total \$1,014,000. Flood control project requests, net of grants that are being sought, total \$550,000 and include design work to alleviate flooding caused by the AMTRAK railroad bridge and for the Dog's Misery Swamp mitigation project. That project is expected to be a condition of approval of the DEEP and Army Corps permits for the Harbor Brook Flood Control Plan. The Capital Improvement Plan also sets out planned capital projects contemplated for the succeeding five-year period, providing a solid basis for future financial planning.

This budget proposal reasonably estimates anticipated revenues and expenses in a fiscally prudent manner. It balances the need for essential services against the ability of our residents and businesses to pay for those services. It fully funds City obligations in accordance with our financial policies, addresses long term budgetary issues and provides necessary and desirable capital investment. As always, City staff and I stand ready to assist you as you review this proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lawrence J. Kendzior". The signature is fluid and cursive, with the first name being the most prominent.

Lawrence J. Kendzior
City Manager

CITY OF MERIDEN

THE BUDGET:

-HOW IT IS ADOPTED AND ACCOUNTED FOR-

-HOW THE TAX RATE IS SET-

-REVALUATION-

-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.

BUDGET CALENDAR

2012-2013

DATE	ACTION	BY WHOM	TO WHOM	CHARTER OBLIGATIONS
12/23/2011	Budget Estimates	Departments	Director of Finance	At least 180 days before the end of the fiscal year.
12/30/2011	Budget Estimates	Director of Finance	City Manager	At least 180 days before the end of the fiscal year.
03/05/2012	Manager's Budget	City Manager	City Council	No later than 120 days before the end of the fiscal year.
04/17/2012	Public Hearing	City Council	Public	No later than 75 days before the end of the fiscal year.
05/07/2012	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing.
05/14/2012	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption.
05/17/2012	Set Tax Rate	City Council	-----	Within 10 days of final adoption.

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 \$765,877,000. All long-term debt obligations are retired through General Fund appropriations or user charges. As of June 30, 2011, the City recorded long-term debt of \$77.9 million related to Governmental Activities and \$55.9 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-120311.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 \$119,777 Mill Rate: 34.56 Mills (.03456) $\$119,777 \times .03456 = \$4,139$

Properties are assessed based on a formula that calculates 70% of their appraised fair market value. For Fiscal Year 2013 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 2011 Grand List is \$3.961 billion with a Net Taxable Grand List of \$3.249 billion (prior to Board of Assessment Appeals).

TOP TEN TAXPAYERS: REAL ESTATE/PERSONAL PROPERTY COMBINED (2011 Grand List)

Taxpayer	Assessment	Rank	Percentage of Total
Meriden Square Partnership	\$ 62,802,010	1	1.93%
Connecticut Light & Power	59,330,938	2	1.83
Computer Sciences Corp.	35,751,220	3	1.10
Urstadt Biddle Properties, Inc.	24,868,200	4	.77
Yankee Gas	23,823,500	5	.73
Meriden Square #3 LLC et al	19,992,750	6	.62
Newbury Village Development	19,560,940	7	.60
Radio Frequency System	18,030,790	8	.55
Carabetta Enterprises, Inc.	13,041,270	9	.40
Merritt Station LLC	11,130,000	10	.34
Total	\$ 288,331,618		8.87%

See following charts for additional information on the Grand List.

GRAND LIST 2011 REVALUATION

In accordance with State Law, the City of Meriden has completed its 2011 Real Estate Property Revaluation in a timely manner. The Grand List, which is the total of all taxable property located within the City of Meriden, was filed with the City Clerk on January 31, 2012.

It is anticipated that the values from the revaluation of the 2011 Grand List will be used to calculate the mill rate for the Fiscal Year 2013 budget and subsequent property tax bills that will be issued in July 2012.

The 2011 revaluation is the second property revaluation since 2001. Each revaluation was fully implemented with the City opting not to phase-in any of the assessments.

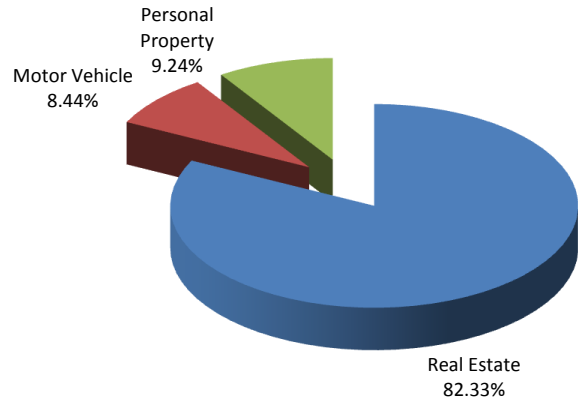
The 2001 revaluation was the first implemented by the City since 1992. The residential housing market was just starting to recover from the market decline of the late 1980's. This resulted in a modest increase in residential assessments accounting for 69.4% of the Grand List and a more substantial increase in commercial and industrial properties accounting for 30.1%. The 2001 Gross Taxable Grand list was 2.43 billion dollars.

The 2006 revaluation was the first five-year revaluation required by a change in State Law. It was done as an "update" revaluation, meaning that every parcel did not have to be inspected or measured. Parcel information from the 2001 revaluation was used and only properties that had sold in the previous eighteen months were inspected. The housing market in 2006 was booming with house prices increasing at a rapid rate. Residential housing values increased by 7.7% of Grand List value, increasing from 69.4% in 2001 to 77.1% in 2006. Commercial and industrial properties also saw increases in value, but lost overall share of the 2006 Grand List falling from 30.1% in 2001 to 22.4% in 2006. The 2006 Gross Taxable Grand list increased to 3.83 billion dollars.

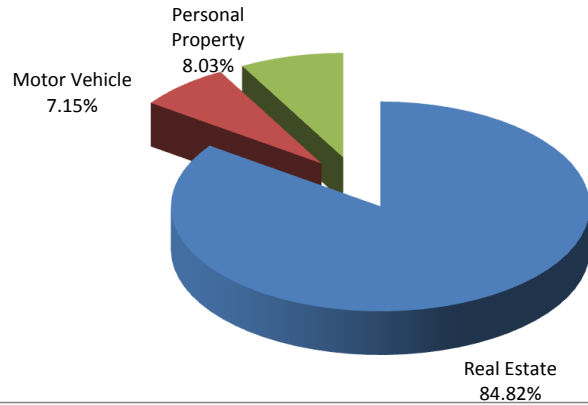
The recently completed 2011 Grand List revaluation was a full “List and Measure” revaluation. Appraisal Resource Revaluation Group, LLC, the company selected by the City, made attempts to inspect both exterior and interior of every parcel. This revaluation comes at a time when real estate prices are trying to recover from some of the losses experienced since late 2007. Residential housing lost 2.8% of Grand List value, dropping from 77.1% in 2006 to 74.3% in 2011. Commercial properties maintained values more consistent with the prior valuation, its Grand List value increased from 22.4% in 2006 to 25.3% in 2011. Other portions of the 2011 Grand List include Motor Vehicles and Personal Property both of which are revalued on a yearly basis. On the 2011 Grand List Motor Vehicles account for 8.44% of the list and Personal Property account for 9.24%. Motor Vehicles typically average 7% to 9% of the Grand List and Personal Property typically averages 8% to 10% on a yearly basis. The 2011 Gross Taxable Grand list was 3.48 billion dollars.

The two following pages contain more detailed charts and figures giving a visual comparison of the Grand Lists discussed above.

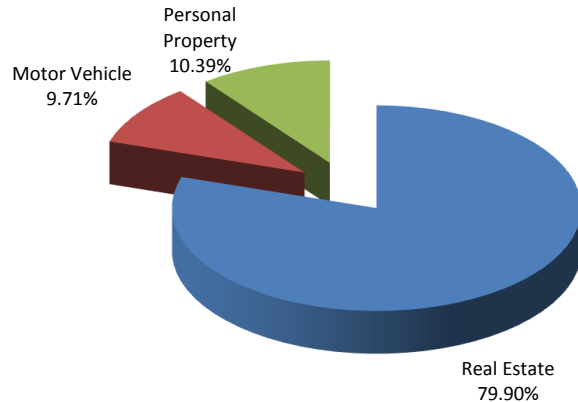
2011 Grand List Breakdown



2006 Grand List Breakdown



2001 Grand List Breakdown



Revaluation Results - Prior Three Valuations (2011, 2006, 2001)

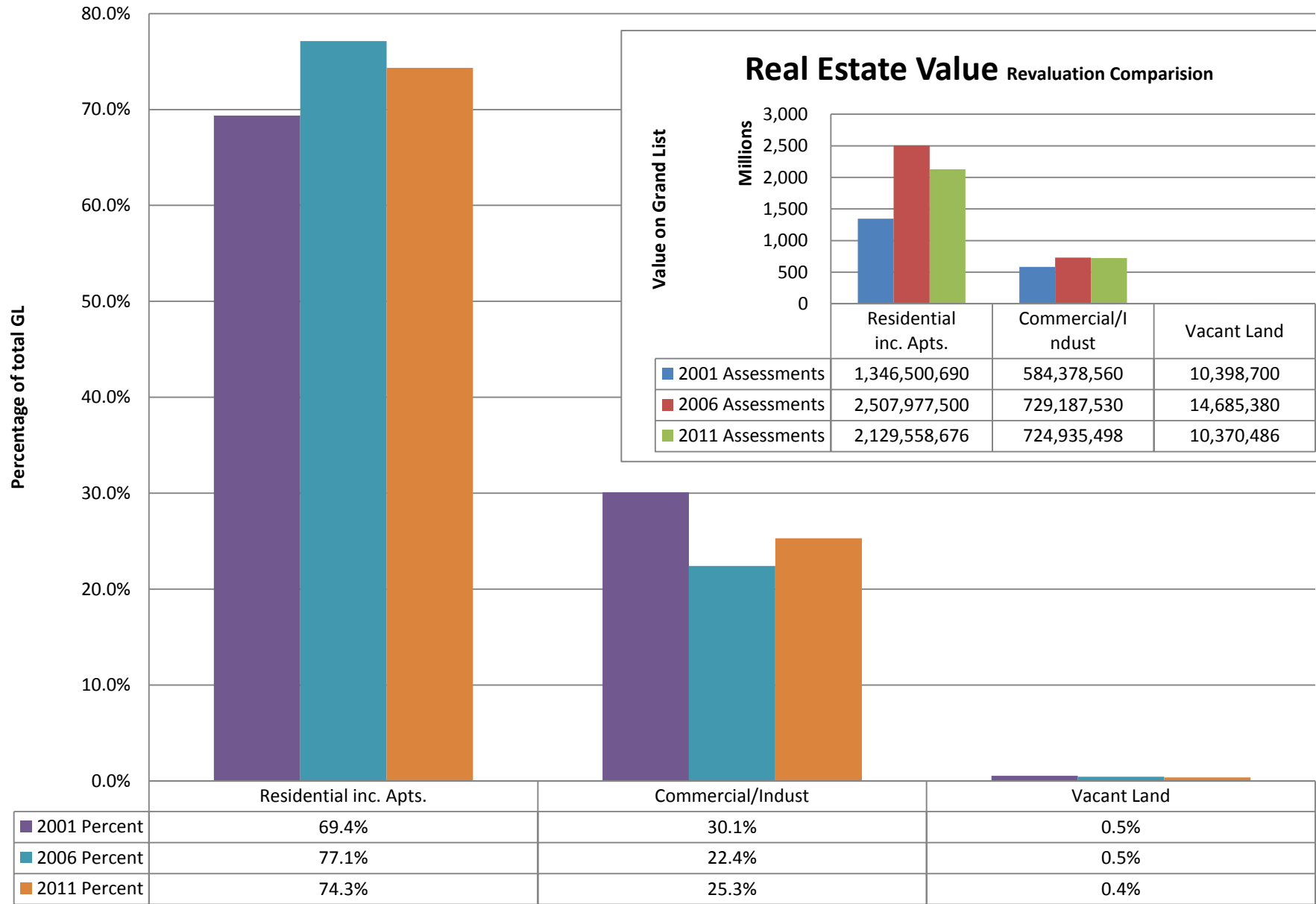
Note: Prior to Board of Assessment Appeals

	2001 Grand List	2006 Grand List	2011 Grand List
Real Estate	1,941,277,950	3,251,850,410	2,864,864,660
Motor Vehicle	235,870,060	274,190,390	293,557,950
Personal Property	252,540,619	307,988,135	321,430,100
Gross Taxable Grand List as of October 1	2,429,688,629	3,834,028,935	3,479,852,710
Exemptions	90,098,580	221,868,210	230,410,810
Net Taxable Grand List as of October 1	2,339,590,049	3,612,160,725	3,249,441,900

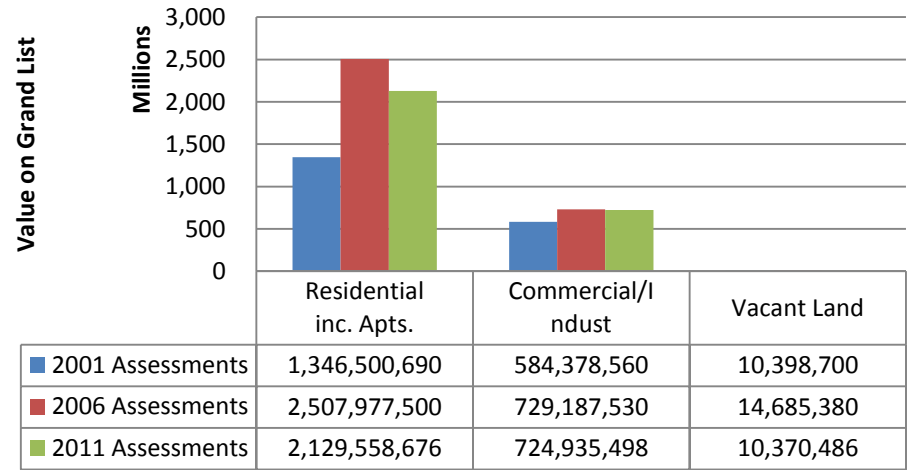
Average Value Residential Property

	2001 Grand List	2006 Grand List	2011 Grand List
Average Value	119,623	206,897	171,109
Average Assessment (70%)	83,736	144,828	119,776
Increase/(Decrease) %	n/a	72.96%	-17.30%

Real Estate Component Revaluation Comparision



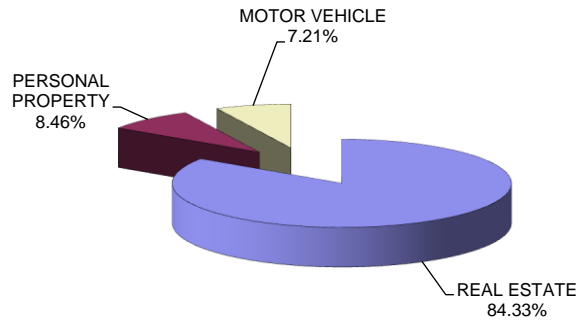
Real Estate Value Revaluation Comparision



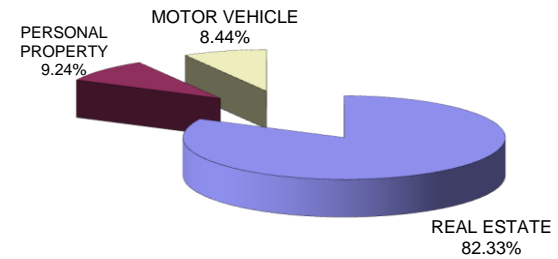
GRAND LIST COMPARISON
2010 TO 2011

	2010 GRAND LIST AFTER B.O.R.	2011 GRAND LIST BEFORE B.O.R.	CHANGE %	CHANGE dollars
REAL ESTATE	3,269,905,710	2,864,864,660	-12.39	(405,041,050)
PERSONAL PROPERTY	328,051,389	321,430,100	-2.02	(6,621,289)
MOTOR VEHICLE	279,450,335	293,557,950	5.05	14,107,615
TOTAL GROSS GRAND LIST	3,877,407,434	3,479,852,710	-10.25	(397,554,724)
EXEMPTIONS	237,947,325	230,410,810	-3.17	(7,536,515)
TOTAL NET GRAND LIST	3,639,460,109	3,249,441,900	-10.72	(390,018,209)

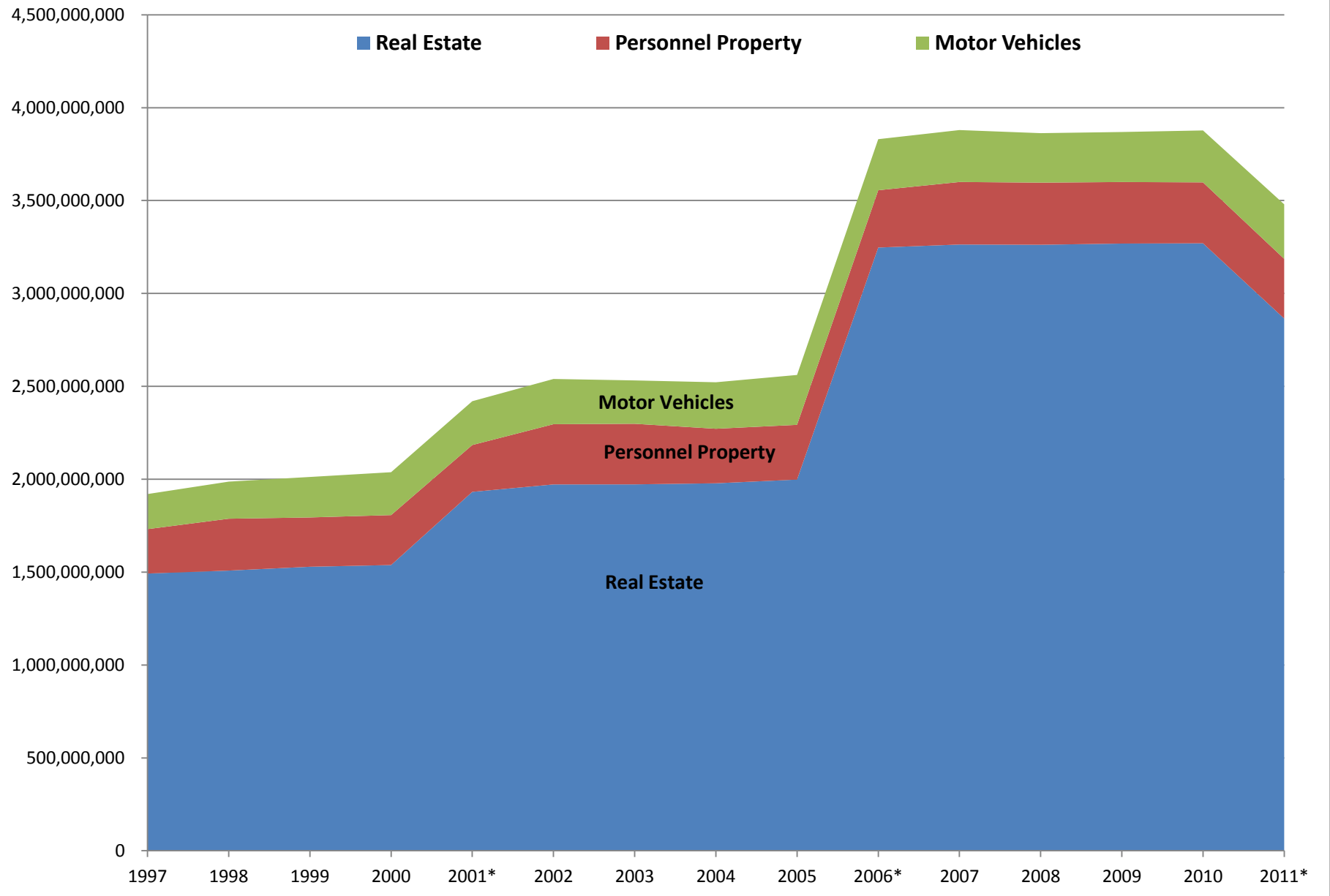
2010 GROSS GRAND LIST AFTER BAA



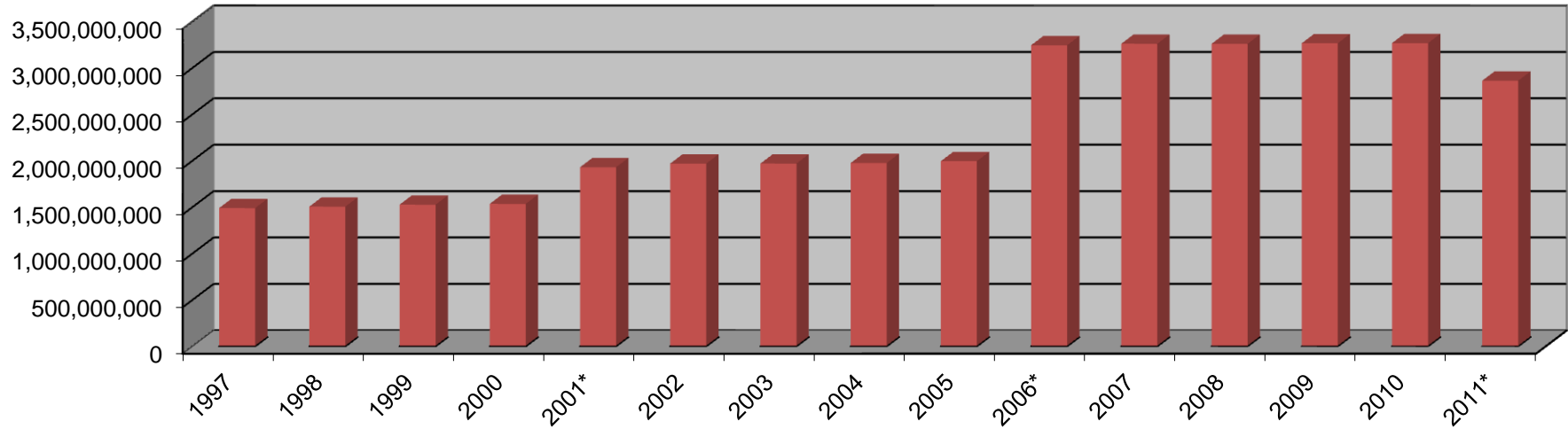
2011 GROSS GRAND LIST BEFORE BAA



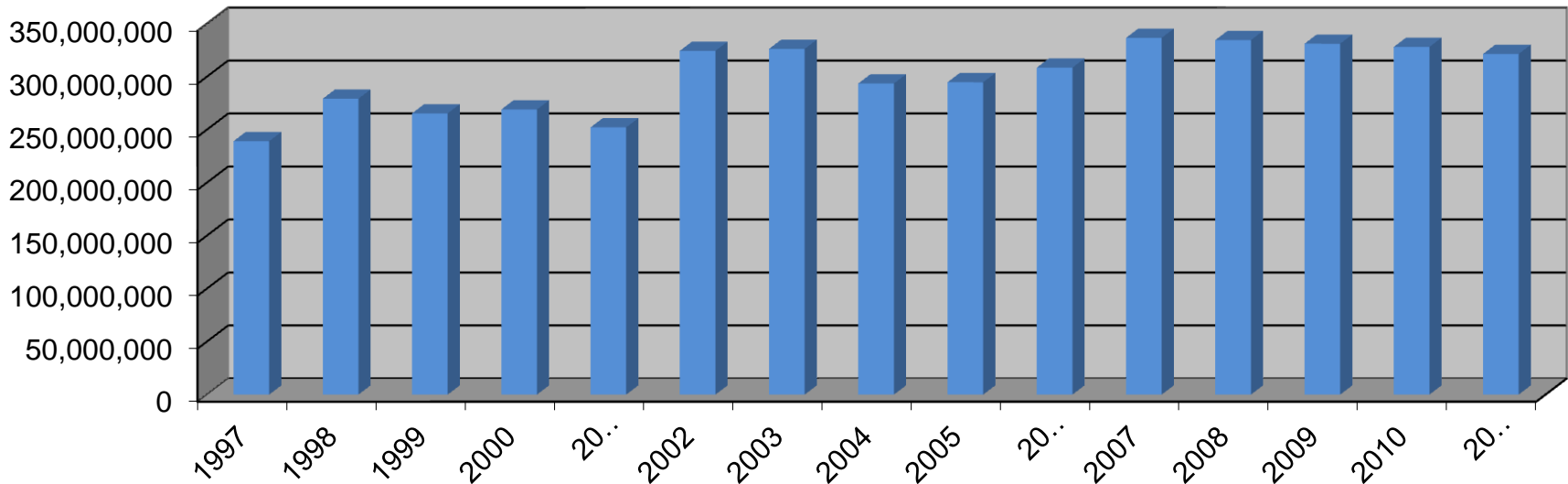
Grand List Makeup



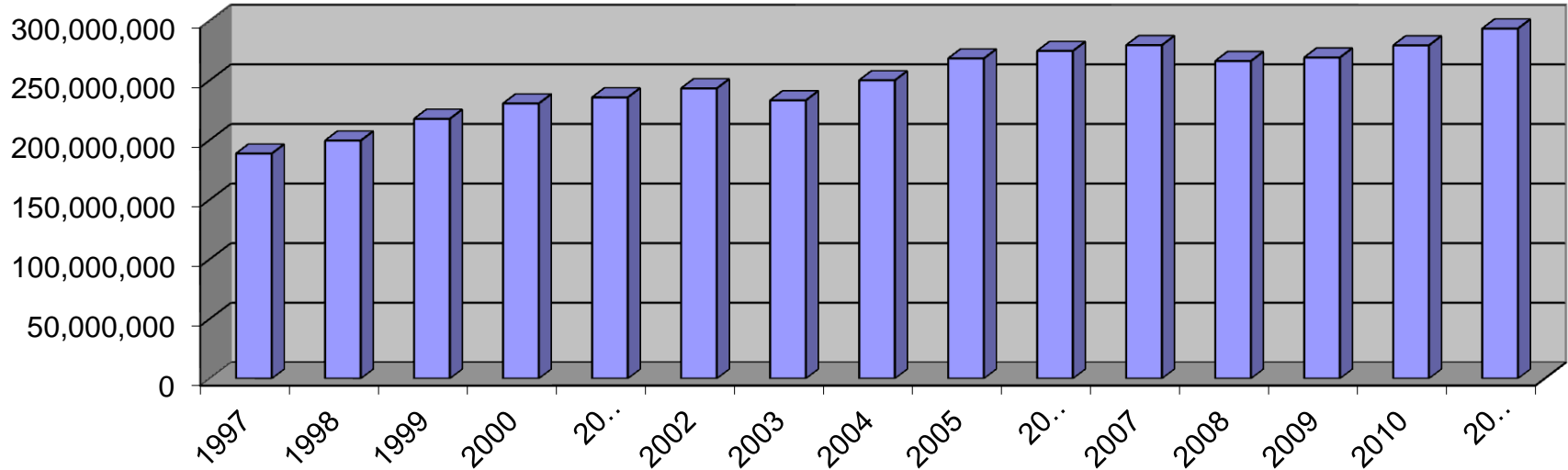
GROSS REAL ESTATE BY GRAND LIST YEAR



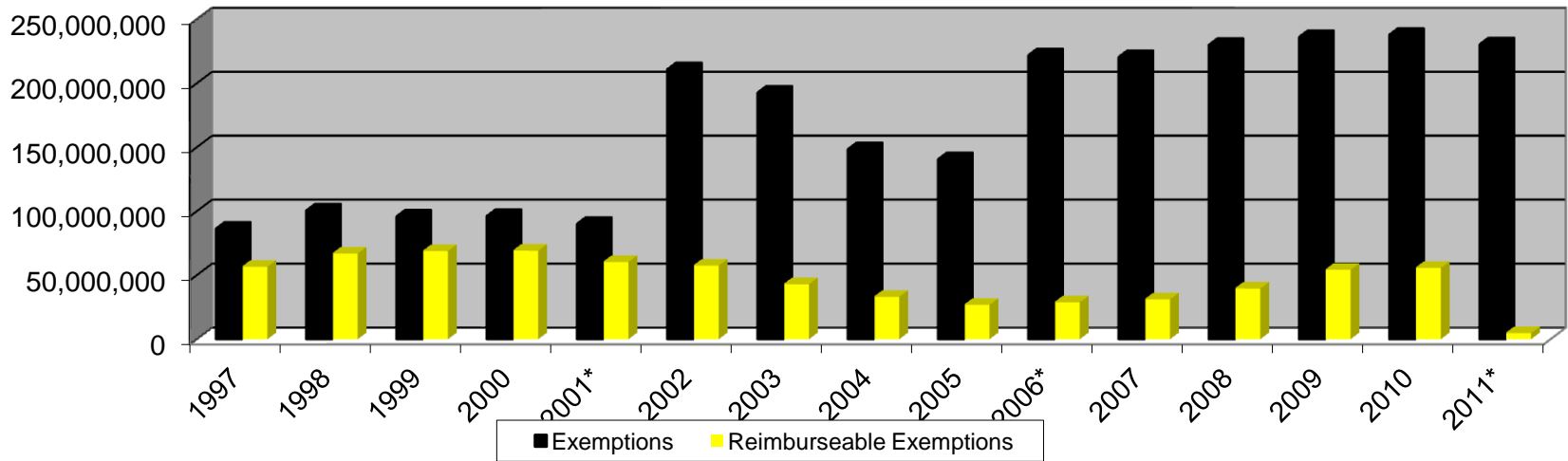
GROSS PERSONAL PROPERTY BY GRAND LIST YEAR



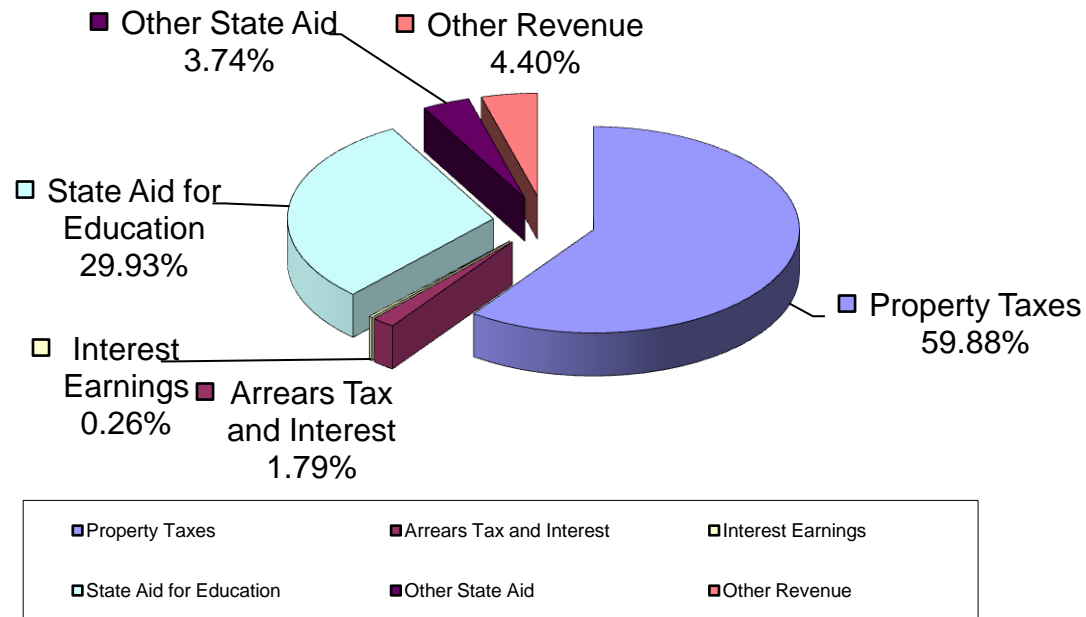
GROSS MOTOR VEHICLE BY GRAND LIST YEAR



TOTAL EXEMPTIONS VS. REIMBURSEABLE EXEMPTIONS

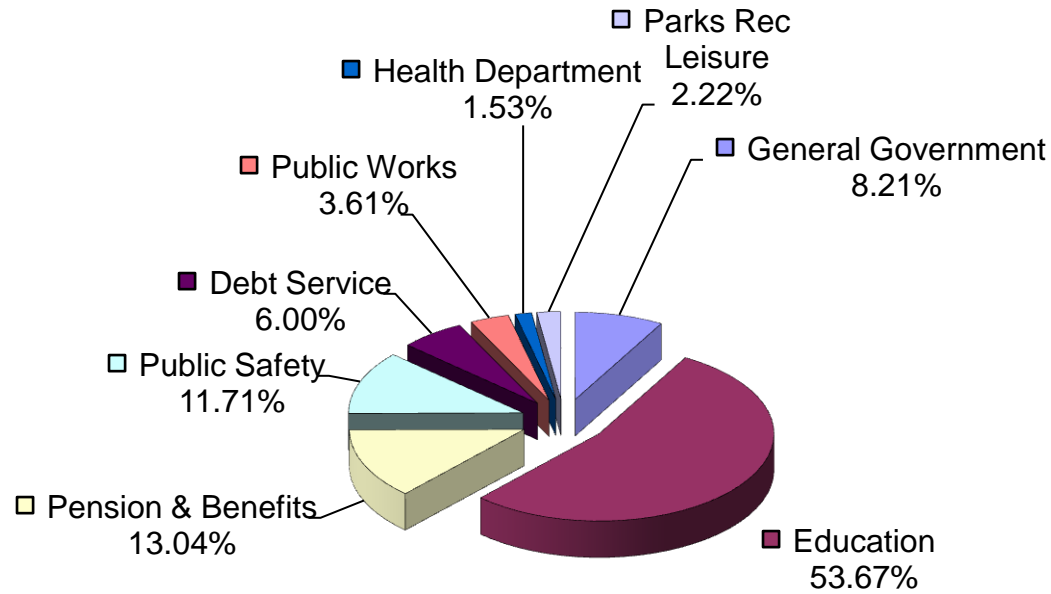


Source of General Fund Revenues



Source:	Amount
Property Taxes	111,136,548
Arrears Tax and Interest	3,315,995
Interest Earnings	490,000
State Aid for Education	55,561,122
Other State Aid	6,951,148
Other Revenue	8,157,745
	<u>185,612,558</u>

How General Fund Dollars are Expended



■ General Government	■ Education	■ Pension & Benefits	■ Public Safety
■ Debt Service	■ Public Works	■ Health Department	■ Parks Rec Leisure

Function:

Amount

General Government	15,247,427
Education	99,609,841
Pension & Benefits	24,197,132
Public Safety	21,743,977
Debt Service	11,144,421
Public Works	6,707,241
Health Department	2,838,756
Parks Rec Leisure	4,123,764
	<u>185,612,558</u>

FINANCIAL POLICIES

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

- 1) Undesignated Fund Balance (*Note this policy is being reworked to comply with new accounting standards)
- 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 (*Note this policy is being reworked to comply with new accounting standards)

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, 2012 <small>(estimated)</small>	16,163,887	16,722,261	180,879,120	8.94%	9.24%
June 30, 2011	17,307,887	18,266,261	180,126,507	9.61%	10.14%
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	156,508,448	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
2011	2013	3,249,442 (est)	60,442,000	1.86%
2010	2012	3,639,460	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.
2013 (estimate)	11,144	185,613 (est)	6.00% (est)
2012	11,930	180,879	6.60%
2011	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
2013	60,422	78.34%
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
2013 (estimate)	60,442	185,613 (est)	32.56%
2012 (unaudited)	68,629	180,879	37.94%
2011	77,888	170,823	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, 2012

Purpose	Original Authorization	Previous Borrowings	Open Authorization
Education	216,892,000	516,456	48,345,614
General	19,001,510	4,022,047	10,177,061
Sewer	655,000	120,051	284,949
Water	3,375,692	1,580,913	1,794,779
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>6/30/12 (unaudited)</i>	<i>1,898,009</i>	<i>n/a</i>	<i>4,028,938</i>	<i>n/a</i>	<i>2,620,905</i>	<i>n/a</i>
<i>6/30/11</i>	<i>479,981</i>	<i>102.0%</i>	<i>3,683,113</i>	<i>100.0%</i>	<i>2,441,615</i>	<i>100.0%</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	5,205,368
2012	Actual	\$3,500,000	9,261,978 (est.)
2013	Budget recommendation	\$4,500,000	14,682,741 (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, 2011	97.49%	97.49%	97.49%
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
2013 City Manager Recommended Budget

REVENUES	2010	2011	2012	2012 02/14/12	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-603							
STATE PROPERTY PILOT	430,049	412,206	410,210	410,379	410,379	409,726	-
0001-0210-30-0-0000-604							
SUPERIOR COURT RENT & FEES	253,592	129,252	129,252	71,117	129,252	129,252	-
0001-0210-30-0-0000-605							
PA 217A PRIVATE SCHOOLS	100,291	92,128	93,300	90,805	93,300	93,300	-
0001-0210-30-0-0000-606							
STATE PILOT HOUSING AUTHORITIES	116,807	114,501	114,500	-	114,500	114,500	-
0001-0210-30-0-0000-608							
STATE PILOT HOSPITALS & COLLEGES	837,183	792,558	968,500	968,536	968,536	912,992	-
0001-0210-30-0-0000-609							
LOCIP REIMBURSEMENT	517,834	-	-	-	-	-	-
0001-0210-30-0-0000-610							
TOWN AID TO ROADS	334,883	334,730	334,883	333,682	333,682	333,682	-
0001-0210-30-0-0000-611							
PA 461 MANUFACTURERS EQUIPMENT	772,508	721,037	721,037	-	-	-	-
0001-0210-30-0-0000-613							
TRANSPORTATION NON-PUBLIC SCHOOLS	190,330	207,703	199,619	-	210,678	208,213	-
0001-0210-30-0-0000-615							
FEMA RECOVERY	-	-	-	164,027	-	-	-
0001-0210-30-0-0000-617							
STATE PEQUOT/MOHEGAN GRANT	888,992	895,350	890,064	304,540	878,671	878,671	-
0001-0210-30-0-0000-618							
REIMBURSED EXEMPTIONS	715,025	681,996	740,856	662,457	682,000	682,000	-
0001-0210-30-0-0000-619							
TAXES-BOATS	4,517	7,134	7,100	-	7,100	7,100	-
0001-0210-30-0-0000-620							
TRANSIT DISTRICT	166,285	195,055	242,654	104,170	242,654	243,108	-
0001-0210-30-0-0000-621							
CRRA RESERVE REFUND	-	4,303,462	-	-	-	-	-
0001-0210-30-0-0000-625							
POLICE PARKING TAG FUND	14,340	34,848	20,000	8,925	24,000	30,000	-
0001-0210-30-0-0000-626							
LICENSES & PERMITS	15,515	18,760	15,500	10,470	18,750	18,750	-
0001-0210-30-0-0000-627							
ADMIN. CHARGES	78,087	87,532	78,000	38,317	87,500	87,500	-
0001-0210-30-0-0000-628							
ABANDONED MOTOR VEHICLES	-	-	1,000	-	1,000	1,000	-
0001-0210-30-0-0000-629							
ALARM FEES	2,500	-	10,000	-	2,500	10,000	-

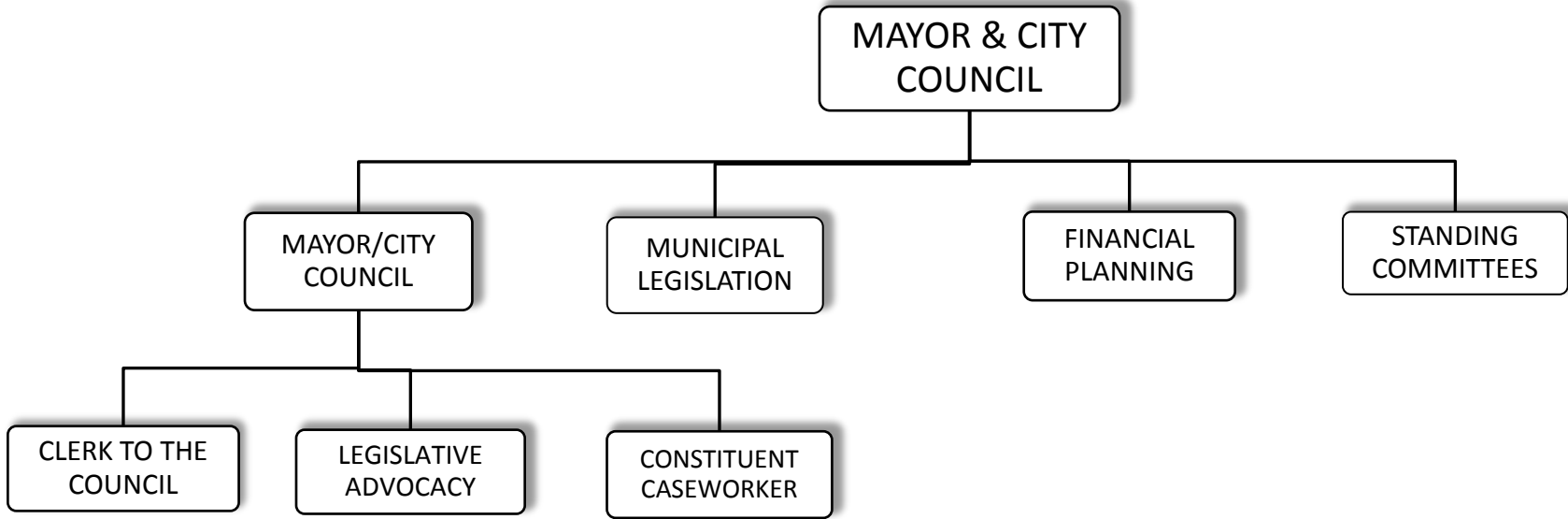
City of Meriden
2013 City Manager Recommended Budget

REVENUES continued	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Budget</u>	2012 02/14/12 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0210-30-0-0000-630							
BUILDING DEPARTMENT FEES	508,104	573,133	575,000	355,617	475,000	600,000	-
0001-0210-30-0-0000-632							
ANTI-BLIGHT FINES	-	2,700	5,000	100	5,000	5,000	-
0001-0210-30-0-0000-635							
CITY CLERK FEES	1,155,854	882,749	1,200,000	595,457	1,000,000	1,100,000	-
0001-0210-30-0-0000-640							
TAX COLLECTOR FEES	916	916	750	605	900	900	-
0001-0210-30-0-0000-641							
TAX COLLECTOR INTEREST	1,103,623	1,009,856	1,075,000	418,419	938,500	975,000	-
0001-0210-30-0-0000-642							
TAX COLLECTOR LIEN FEES	24,886	24,034	25,000	11,737	20,250	25,000	-
0001-0210-30-0-0000-643							
BILLBOARD RENTAL CBS	-	29,500	6,000	20,000	30,000	72,000	-
0001-0210-30-0-0000-650							
HEALTH LICENSES & FEES	75,608	77,523	85,000	64,277	75,000	75,000	-
0001-0210-30-0-0000-651							
HEALTH REIMB SPECIAL PROJECTS	200,000	200,000	200,000	200,000	200,000	200,000	-
0001-0210-30-0-0000-656							
RECREATION FEES	5,767	5,810	7,500	6,126	7,500	7,500	-
0001-0210-30-0-0000-657							
PARK CONC LEASES	14,046	14,679	15,000	14,351	15,000	15,000	-
0001-0210-30-0-0000-660							
FINES LOST & DAMAGED BOOKS	13,912	12,973	12,000	5,717	13,000	13,000	-
0001-0210-30-0-0000-659							
LICENSES & FEES - FIRE	1,225	600	1,500	-	750	750	-
0001-0210-30-0-0000-669							
TELECOMMUNICATIONS PERSONAL PROPERTY	254,265	223,507	168,718	-	-	-	-
0001-0210-30-0-0000-670							
STATE EDUCATION ECS GRANT	45,962,958	46,100,626	53,783,711	26,891,856	53,783,711	55,561,122	-
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	24,868	25,000	18,112	13,584	13,584	-
0001-0210-30-0-0000-674							
TRANSPORTATION PUBLIC SCHOOLS	522,965	542,361	502,038	-	467,695	468,295	-
0001-0210-30-0-0000-675							
SPECIAL EDUCATION	1,339,063	1,418,177	1,400,000	-	1,400,000	1,300,000	-
0001-0210-30-0-0000-676							
EDUCATION OF THE BLIND	89,274	75,693	80,088	-	75,693	75,693	-

City of Meriden
2013 City Manager Recommended Budget

REVENUES continued	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Budget</u>	2012 02/14/12 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0210-30-0-0000-677							
FEDERAL GRANTS	-	-	-	-	-	-	-
0001-0210-30-0-0000-678							
MISC. STATE GRANTS	43,842	-	-	-	-	-	-
0001-0210-30-0-0000-679							
MUNICIPAL FUND REV SHARE	-	-	-	180,259	721,037	1,448,537	-
0001-0210-30-0-0000-682							
ERRP FEDERAL FUNDS	-	-	284,000	71,284	-	-	-
0001-0210-30-0-0000-680							
INCOME FROM INVESTMENT - GENERAL	476,417	246,308	360,000	150,038	250,000	325,000	-
0001-0210-30-0-0000-681							
INCOME - BOND ACCOUNT	101,967	167,590	175,000	-	150,000	165,000	-
0001-0210-30-0-0000-683							
AVIATION-FUEL SALES	-	-	-	-	-	81,000	-
0001-0210-30-0-0000-684							
AVIATION-TIE DOWN FEES	-	-	-	18,139	-	45,000	-
0001-0210-30-0-0000-685							
AVIATION RENT & FEES	11,772	-	-	11,337	-	10,000	-
0001-0210-30-0-0000-686							
COST ALLOCATION ENTERPRISE FUNDS	1,658,509	1,708,263	1,777,952	1,777,952	1,831,291	1,831,291	-
0001-0210-30-0-0000-687							
USE OF FUND BALANCE	-	-	1,144,000	-	1,500,000	1,200,000	-
0001-0210-30-0-0000-691							
INTEREST - COE ESTATE	8,805	8,184	7,652	5,779	7,652	7,812	-
0001-0210-30-0-0000-693							
NRG CONTRACT	2,331,600	2,012,916	1,919,545	1,919,545	1,826,491	1,826,491	-
0001-0210-30-0-0000-695							
OTHER REVENUE	230,761	210,370	749,812	134,425	100,000	138,827	-
0001-0210-30-0-0000-696							
SALE OF SURPLUS PROPERTY	16,600	10,250	25,000	-	25,000	25,000	-
0001-0210-30-0-0000-698							
BULKY WASTE FEES	32,050	28,911	32,500	21,240	30,000	30,000	-
0001-0210-30-0-0000-700							
PARKING COMMISSION REVENUE	124,436	104,296	125,000	76,312	110,000	125,000	-
0001-0210-30-0-0000-731							
MISC. REVENUE - RENTAL INCOME	43,075	42,525	45,000	21,724	34,000	45,000	-
0001-0210-30-0-0000-732							
MISC. REVENUE - POLICE	31,773	33,976	32,000	15,329	32,000	32,000	-
0001-0210-30-0-0000-733							
MISC. REVENUE - ENGINEERING	16,707	11,372	12,500	15,607	15,000	15,000	-

MAYOR AND CITY



Description of Services	-	MAYOR/CITY COUNCIL
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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.

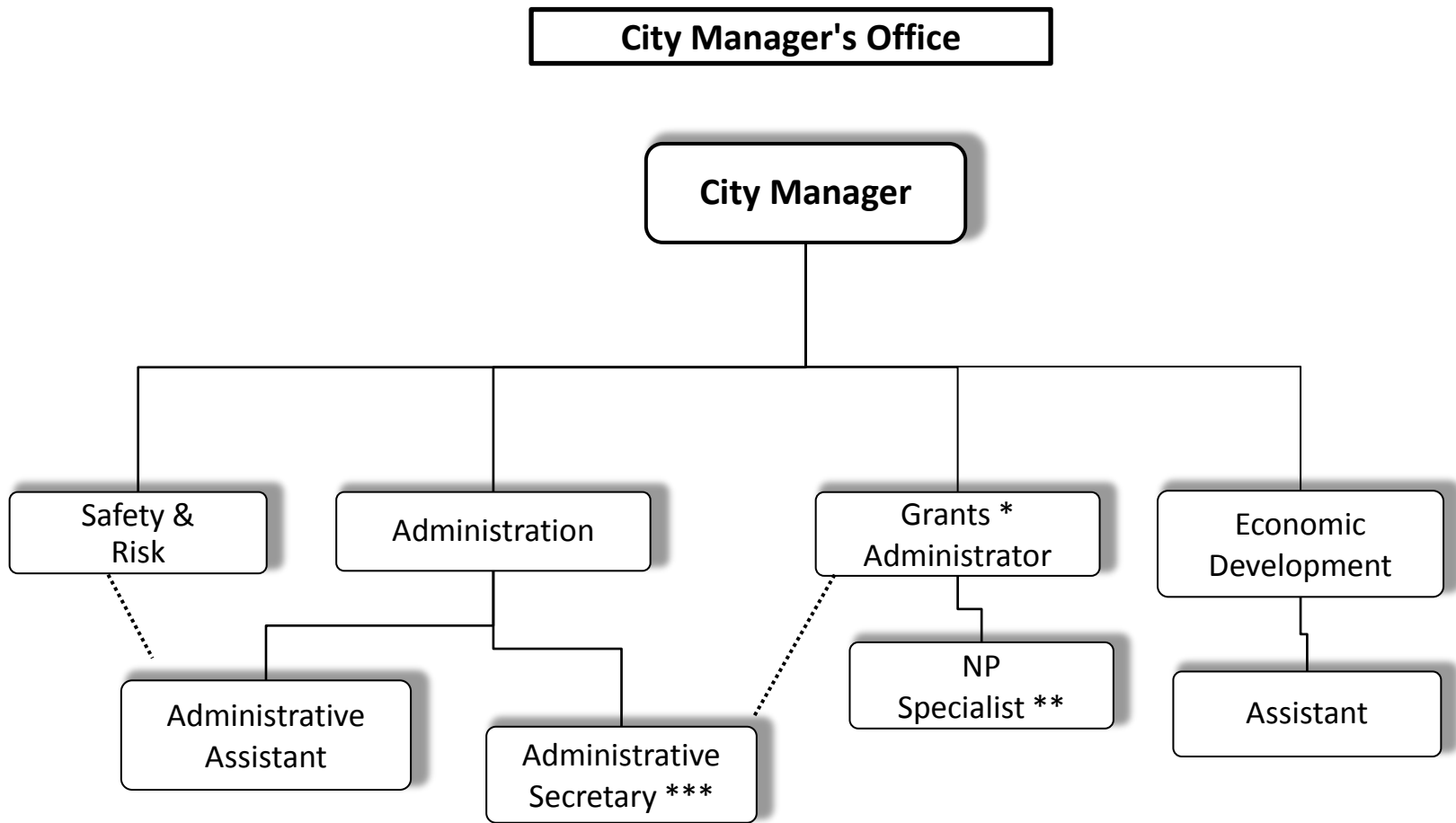
Clerk to the Mayor/City Council - This position is responsible for facilitating the smooth and efficient operation of the Office of the Mayor, the City Council, as well as the Council's committees. The Clerk tracks and records all Council actions, prepares agendas, distributes agendas, reports, and other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



* 75% of salary pd from CD,
20% from General Fund

** 35% Salary pd - CD,
5% - NSP & 60% - Dev.& Enforcement

*** 60% of salary pd from CD, 40%
from General Fund

Description of Services	-	CITY MANAGER
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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 Brownfields 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.

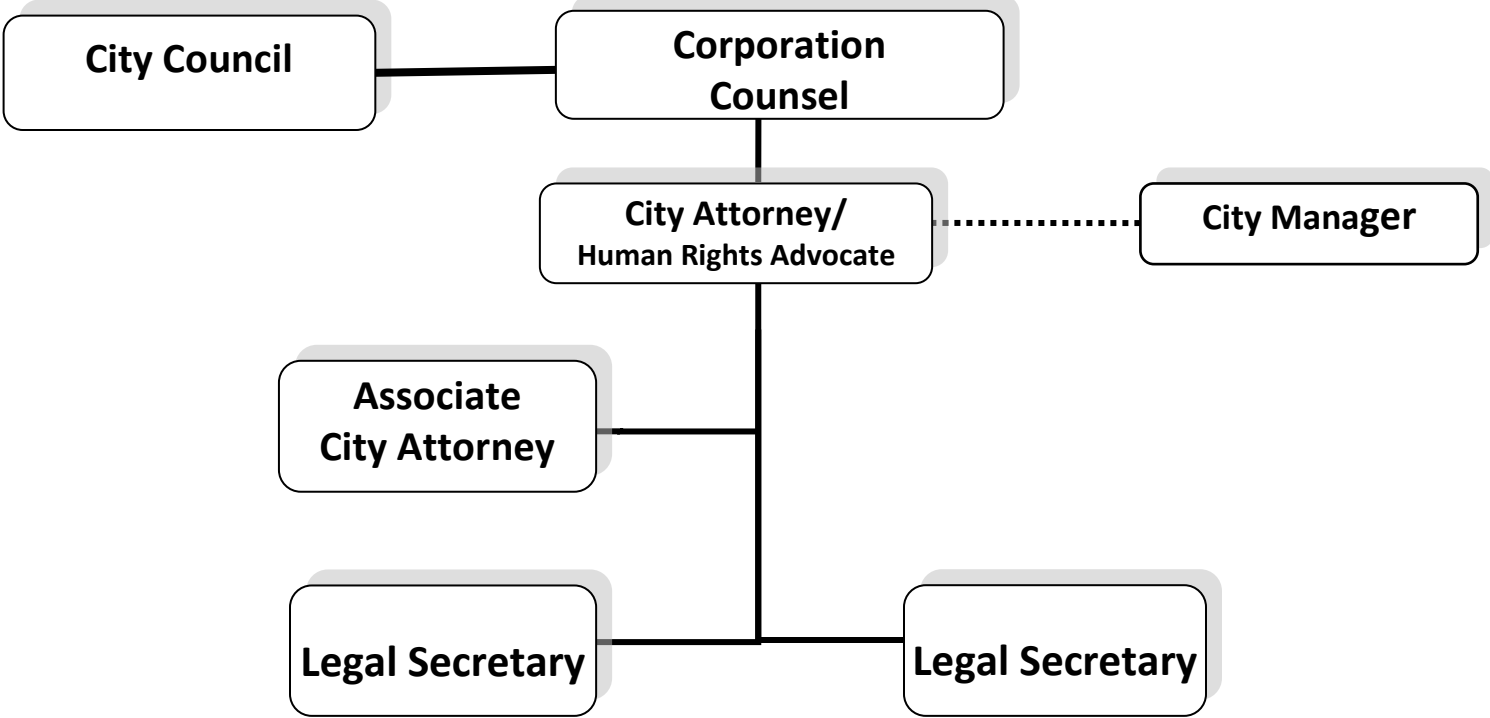
Safety & Risk Management - This division is responsible for the City's Comprehensive Risk Management and Insurance Program. The purpose of this program is to eliminate or minimize all potential risk of loss affecting the municipal organization and its operations. Specific program components include management 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.

Department	Goal Number	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.	5
			2	Maintain outreach efforts to retain existing businesses, promote expansion, and assist business start-ups.	5
			3	Solicit Federal and State funds and manage USEPA Brownfields and other grants to reuse Brownfield properties such as the HUB and Factory H.	5
			4	Assist companies in securing State and local funding for workforce training.	5
			5	Actively support downtown revitalization to encourage reinvestment in the city center.	5
			6	Continue active networking at the regional and State levels to promote the City's economic development interests.	5
			2	Continue to manage and administer existing grants	1

		2	Manage existing CDBG-37 funds.	5
		3	Apply for and manage new CDBG funds (CDBG 38), and Section 108 Loan application.	3
		4	Research and apply for grants related to affordable housing and economic development in downtown Meriden.	5
		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.	5
		6	Manage existing grants related to transportation, Brownfields, energy, public safety, fire.	5

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<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 MANAGER (0120)							
CITY MANAGER	0001	0120	190	100.00	139,027.46		
ECONOMIC DEVELOPMENT ASSI	0001	0120	190	100.00	58,886.49		
ECONOMIC DEVELOPMENT DIRE	0001	0120	190	100.00	94,709.68		
GRANTS ADMINISTRATOR	0001	0120	190	18.50	14,302.89	306,926.52	190
ADMINISTRATIVE ASSISTANT	0001	0120	196	100.00	62,863.43		
ADMINISTRATIVE SECRETARY	0001	0120	196	40.00	23,026.29		
NP SPECIALIST/NSP	0001	0120	196	33.25	24,466.97	110,356.69	196
RISK MANAGER	0001	0120	198	100.00	96,005.43	96,005.43	198
					513,288.64	513,288.64	
ADMINISTRATIVE SECRETARY	1109	0151	190	60.00	34,539.43		
GRANTS ADMINISTRATOR	1109	0151	190	75.00	57,908.69		
GRANTS ADMINISTRATOR	1100	0149	190	6.50	5,000.00		
NP SPECIALIST/NSP	1100	0149	190	6.75	5,000.00		
NP SPECIALIST/NSP	1109	0151	190	60.00	44,200.46		
					146,648.57		

LAW DEPARTMENT



Description of Services**LAW DEPARTMENT****FY 2012/13**

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, its public officials and employees. It represents the City in 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 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 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 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.

Department	Goal Number	Description	Obj Number	Objective	Quarter
LEGAL	1	Code Enforcement	1	Advise Building, Housing and Health Dept personnel to ensure code compliance with the code provisions.	5
			2	Assist city personnel in collecting sums expended to bring the property into compliance utilizing tools such as Demolition Liens, Property Maintenance Liens and Anti-blight Liens.	5
	2	Collection	1	This office will assist city personnel in collecting sums expended to bring the property into compliance utilizing tools such as Demolition Liens, Property Maintenance Liens and Anti-Blight Liens.	5
	3	Document and File Review: A review of the Law Department files will continue to improve filing, updating and retrieval of documents.	3	Office will compile a listing of Leases and Agreements and their pertinent terms and conditions, and create a "tickler" system to notify the office of pertinent dates.	5
	4	Monitoring foreclosures of city property tax and water/sewer use charges.	1	This office will Monitor foreclosures of city property tax and water/sewer use charges. Due to the poor economy, the number of foreclosures affecting Meriden residents is on the rise.	5
	5	Insurance Defence Review & Monitoring	1	Review and assess litigation defense that is provided by insurance carriers in an effort to reduce the exposure of the City and costs to the City in cases where there is insurance appointed defense counsel.	5

		2	Work with the Risk Manager to address insurance coverage, deductibles and litigation costs.	5
6	Revaluation	1	Office will work with the City Assessor on the 2011 city-wide revaluation in an effort to minimum litigation and assessment appeals.	5
7	Review, Update & Revise City Code	1	Continue comprehensive review of the City Code to update and revise it to comply with current law and City of Meriden procedures, programs and regulations.	5
		2	Work with and receiving feedback from Dept. Heads regarding applicable provisions of the City Code.	5
8	Scan and Digitize Records	1	Continue to scan and digitize leases, agreements, and other legal instruments for permanent storage.	5
9	Seminars and Workshops	1	Conduct training for department heads, officials and staff on a variety of topics including Sexual Harassment, Workplace Violence, sensitivity, Freedom on Information and Ethics.	5
10	Staff Meetings	1	Conduct meetings with Law Department staff, Risk Manager and City Manager to monitor, assess and update pending litigation and review ongoing legal matters.	5

PERSONNEL

**Personnel
Director**

Personnel
Technician I

Clerk III

Pension Assistant
Personnel Technican II

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.

Department	Goal Number	Description	Obj Number	Objective	Quarter
PERSONNEL	1	Negotiations	3	Supervisors Negotiations	3
			1	MME Negotiations	3
			2	Dispatch Negotiations	3
			4	Nurses Negotiations	3
			5	Complete Fire Arbitration	1
	2	Benefits	1	HSA Training	2
			2	Promote lesser known Cigna Benefits	5
			3	Schedule and Hold at least 2 on site labor management meetings with Cigna	5
			4	Hold at least one on site labor management meeting with MEDCO on trends	3
			5	Attend MEDCO and other benefit trainings	5
			6	Hold a benefits fair	2
	3	Wellness	1	Onsite Blood Draw for 2012	2
			2	Increase on site trainings and out reach to employees for help achieving goals	5

			3	work with IHS to coordinate programs/flyers	5	
			4	Public safety specific programs	5	
	4	Training		1	Department Head specific trainings on staff relations	2
				2	Dealing with difficult conversations training	1
				3	leaves training	2
				4	grievance handling	2
				5	discipline training	3
	5	Pension		1	start online capabilities for pension	3
				2	hold at least 2 trainings for City and BOE on pensions and retiree health/social security	5
				3	new pension form	1
				4	finish SPD's	1

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<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	104,736.75		
PERSONNEL TECHNICIAN I	0001	0150	190	100.00	44,221.31	148,958.06	190
CLERK III	0001	0150	196	100.00	52,810.28	52,810.28	196
					201,768.34	201,768.34	
PERSONNEL TECHNICIAN I	0503	3910	***	66.666%*	29213*** +3% +3% +3%		
PENSION ASST/PERSONNEL TE	0620	0210	196	33.33	20,005.18		
PENSION ASST/PERSONNEL TE	0621	0210	196	33.33	20,004.58		
PENSION ASST/PERSONNEL TE	0622	0210	196	33.33	20,004.58		
					60,014.34		

CITY CLERK'S OFFICE

CITY CLERK

Vital
Statistics

Land
Records

Records and
Documents

Licensing

Elections

Archives

Citizen
Inquiries

Notary
Services

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.

ELECTIONS

Registrar of
Voters

Registrar (D)

Registrar (R)

Description of Services

-

ELECTIONS

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.

City of Meriden
2013 City Manager Recommended Budget

BENEFITS (0213) continued	2010	2011	2012	2012 02/14/12	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>
FIRE BENEFITS	989,168	1,189,516	985,500	821,328	1,285,500	1,100,000	-
0001-0213-40-0-0000-263							
FIRE SOC SEC MEDICARE	52,412	53,553	66,971	33,961	66,971	60,020	-
0001-0213-40-0-0000-264							
FIRE RETIREMENT	2,419,234	2,441,615	2,620,905	1,528,863	2,643,414	2,643,414	-
0001-0213-40-0-0000-265							
FIRE MEDICAL	786,152	472,730	945,461	236,365	1,011,643	1,058,461	-
0001-0213-40-0-0000-266							
FIRE LIFE	14,522	11,738	15,966	6,851	15,966	15,966	-
0001-0213-40-0-0000-267							
FIRE HYPERTENSION	281,767	617,477	371,238	221,410	340,009	340,009	-
0001-0213-40-0-0000-274							
CASA MEDICAL	7,229	8,054	8,150	5,320	8,721	8,721	-
0001-0213-40-0-0000-277							
POLICE LONGEVITY	25,600	28,200	28,200	27,700	27,700	27,700	-
0001-0213-40-0-0000-278							
FIRE LONGEVITY	26,538	27,350	27,350	26,383	26,500	26,500	-
0001-0213-40-0-0000-282							
UNIFORMS GUARDS	3,561	2,413	4,000	3,483	4,000	4,000	-
0001-0213-40-0-0000-xxx							
UNIFORMS DISPATCH	-	-	7,725	-	8,100	-	-
	17,106,916	18,185,729	22,439,639	13,134,189	25,986,674	24,197,132	-

City of Meriden
2013 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214)	2010	2011	2012	2012 02/14/12	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0214-40-0-0000-310							
TRANSIT	194,220	202,174	242,654	129,985	243,108	243,108	-
0001-0214-40-0-0000-331							
PUPIL TRANSPORTATION	724,673	798,938	811,702	488,749	844,170	850,467	-
0001-0214-40-0-0000-340							
ADVERTISING,PRINTING,BINDING	1,000	940	5,000	528	5,000	2,500	-
0001-0214-40-0-0000-341							
STREET LIGHTING	671,245	689,914	683,000	380,957	683,000	683,000	-
0001-0214-40-0-0000-342							
WATER	127,988	131,473	128,000	83,722	132,000	132,000	-
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	93,743	101,858	105,000	51,959	105,000	105,000	-
0001-0214-40-0-0000-370							
MALONEY BAND UNIFORM	-	-	5,000	-	-	-	-
0001-0214-40-0-0000-371							
MALONEY SCHOLARSHIP	18,000	24,000	24,000	24,000	24,000	24,000	-
0001-0214-40-0-0000-372							
VETERANS ORGANIZATION	12,083	12,757	12,757	12,757	37,550	18,000	-
0001-0214-40-0-0000-374							
AMBULANCE	136,591	140,689	149,257	105,516	153,745	153,745	-
0001-0214-40-0-0000-375							
EMERGENCY MEDICAL DISPATCH	32,267	38,723	39,886	29,043	41,083	41,083	-
0001-0214-40-0-0000-376							
NERDEN RTC DAY CAMP	40,000	40,000	40,000	40,000	40,000	40,000	-
0001-0214-40-0-0000-379							
C-MED	121,885	129,432	118,204	78,800	121,750	128,232	-
0001-0214-40-0-0000-388							
AUDIT	70,785	73,520	86,500	68,124	89,960	89,960	-
0001-0214-40-0-0000-395							
PROBATE COURT	11,508	15,047	14,000	7,106	14,000	14,000	-
0001-0214-40-0-0000-440							
ZONING EXP & SUPPLIES & P/T	10,509	10,603	10,000	5,696	10,000	10,000	-

City of Meriden
2013 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214) continued	2010	2011	2012	2012 02/14/12	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	8,791	12,977	40,000	22,157	40,000	50,000	-
0001-0214-40-0-0000-442							
COMMISSION FOR DISABLED	50	112	1,000	451	1,000	1,000	-
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	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	11,411	-
0001-0214-40-0-0000-719							
TEXTBOOK LOAN	24,645	24,559	25,000	12,510	25,000	25,000	-
0001-0214-40-0-0000-724							
SPECIAL DAY SPECIAL PEOPLE	1,500	1,500	1,500	-	-	-	-
0001-0214-40-0-0000-726							
SPECIAL EVENTS & CELEBRATIONS	28,476	39,775	49,950	29,164	51,450	48,250	-
0001-0214-40-0-0000-727							
SOLOMON GOFFE HOUSE	420	-	500	420	500	500	-
0001-0214-40-0-0000-730							
CONSERVATION COMMITTEE	384	113	500	2	500	500	-
0001-0214-40-0-0000-731							
MARKETING PROMOTION	9,921	14,120	25,000	2,070	25,000	25,000	-
0001-0214-40-0-0000-732							
ENERGY TASK FORCE	-	-	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-737							
FLOOD CONTROL AGENCY	121	824	2,000	10	2,000	2,000	-
0001-0214-40-0-0000-746							
MERIDEN SCHOLASTIC SCHOLARSHIP	47,500	50,000	50,000	39,750	50,000	50,000	-
0001-0214-40-0-0000-748							

MANAGEMENT INFORMATION SERVICES

MIS Director

**Network
Specialist**

**Technology
Specialist**

GIS Specialist

**Public Safety
Systems
Specialist**

Description of Services

-

Management Information Systems

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 and supporting key, fundamental data processing duties such as payroll check processing, tax bill processing, job scheduling, data exchange, data backups, email, internet, city website, Facebook & Twitter maintenance, network management and server/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.

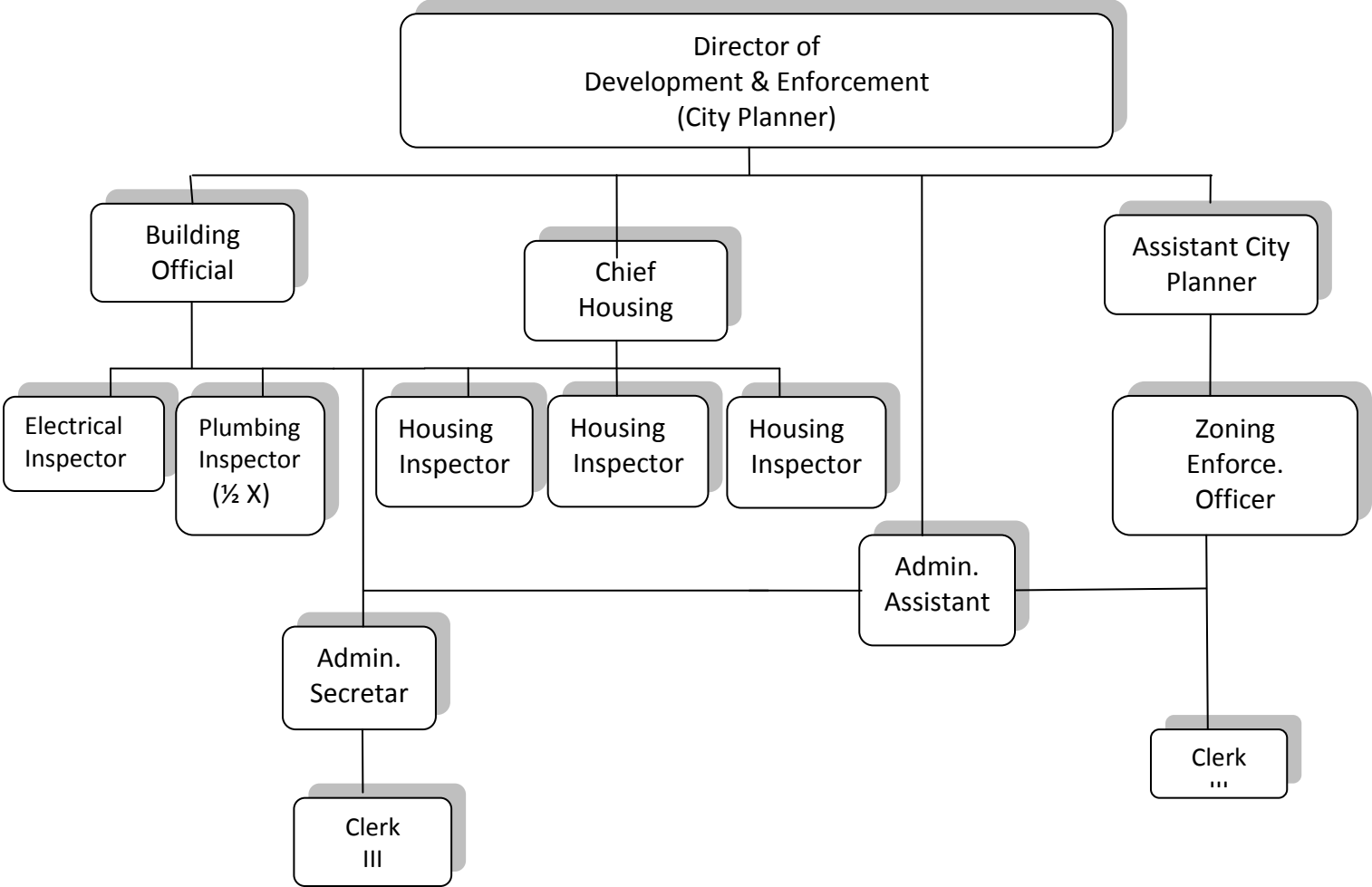
Department	Goal Number	Description	Obj Number	Objective	Quarter
MIS	1	Begin installation of the SunGard ONESolution Financials application in accordance with the implementation project plan.	1	Begin phasing in of the SunGard ONESolution applications including General Ledger, Accounts Payable, and Purchasing System.	5
			2	Schedule and coordinate training of the new ONESolution applications for end users.	5
	2	Continue with the migration of the current City AS400 applications to the SunGard Application Service Provider (ASP) site.	1	Work with SunGard to migrate all of our existing AS400 based applications and data to their site including Naviline, Voter Registration, City Clerk Vitals, etc.	4
			2	Migrate all City and BOE user and printer information to SunGard's hosted site for users to access their SunGard applications and generate reports as needed.	2
			3	Complete phase out of the City's AS400. Migrate all remaining AS400 based applications to SunGard's hosted site.	4
	3	Research, bid and select a fully integrated, hosted Community Development system for Permitting, Inspections and Code Enforcement.	1	Bid and select a fully integrated hosted Community Development system that will allow the appropriate City departments to create/track permits, schedule/track inspections, track code enforcement violations and manage Planning & Zoning projects.	2
			2	Establish a project plan for the implementation of the Community Development system selected from the RFP process.	2
			3	Begin implementation and configuration of the	3

			selected Community Development system.		
		4	Schedule and coordinate training for end users for the new community development applications.	3	
		5	This goal is pending budget approval by the City Council.	1	
	4	Bid and select a modern, cloud-based (hosted) Email and Email Archive solution.	1	Develop and release a bid to select a more modern, dependable and secure Email system as well as an e-Discovery compliant email archive system.	2
		2	Migrate existing emails and archived emails to new hosted email system.	2	
		3	This goal is pending budget approval by the City Council.	1	
	5	Continue implementation of the 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,etc.	5
		2	Install new mobile technology to support the operations of field personnel, i.e., Health, Code Enforcement, Building, etc. with mobile devices (iPads, laptops) and remote printers that would allow them to capture/print data in the field.	5	
	6	Continue to improve and enhance the functionality of the City's website.	1	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
		2	Work with Emergency Response Team personnel to develop a more functional Emergency Response website containing helpful information for the	2	

			public to access.	
			3 Work with City staff to improve various department webpages to better support City department operations.	5
	7	Continue to implement and improve communications between City Government and Meriden residents.	1 Identify and implement creative uses of social media such as Twitter, Facebook, Video on Demand, and the city website to provide more timely and helpful information to our citizens.	5
	8	Continue expansion of the fiber optic cable network to the Water Dept. and Pratt Street Firehouse.	1 Install high-speed fiber optic cable to connect City Hall to the Water Dept. and Pratt Street Firehouse to increase speed and available bandwidth, reduce connectivity issues and eliminate monthly Cox broadband fees.	4
			2 Installation of a high-speed fiber connection also allows for the use of video cameras (if required) in the area of the fiber connected buildings.	5
			3 This goal is pending budget approval by City Council.	5
	9	Continue development of the City's GIS to better support the operations of our City departments, businesses and citizens.	1 Develop a Road Closure web page for Engineering to maintain a list of road closures.	2
			2 Incorporate a Sewer Relining layer into GIS.	1
			3 Upgrade GIS to Version 10.1.	4
			4 Enhance document retrieval application (The Vault) for Engineering to include newer scanned images.	2
			5 Develop a Storm Drain layer for GIS.	5

			6	Develop an automated process to allow users to easier download GIS data as needed.	4
	10	Continue to work with the Energy Task Force to identify potential energy savings opportunities.	1	With the guidance of the City's Energy Task Force, identify, research, and plan to secure funding for specific energy conservation measures if deemed appropriate.	5
			2	Any projects related to this goal are dependent on budget approval from the City Council.	5

DEVELOPMENT AND ENFORCEMENT



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 Number	Description	Obj Number	Objective	Quarter
DEVELOPMENT ENFORCEMENT	1	Implement Plan of Conservation and Development.	1	Update status of POCD	1
			2	South Mountain zoning: prepare zoning amendment for new district to encourage low rise flex buildings - "Research Pkwy West"	2
			3	TOD - Transit Orientation District: Work with consultant to prepare and adopt land-use controls. This project will go through March 2013.	1
			4	TOD contributory/related neighborhoods: research and develop land use controls to insure these periphery neighborhoods (Washington St., Miller and Catlin Sts, etc)are compatible to the TOD area	4
			5	Signage in CBD: Research and determine the conformity of signs with the current regulations in the CBD prior to the adoption and implementation of new TOD sign regs.	4
	2	Preserve and improve the quality of life of our citizens by emphasizing code enforcement in our neighborhoods	1	Develop and implement technological reporting system for inspectors	3
	3	Implement City Council and/or Commissions land-use directive	1	develop zoning standards re: restricting impervious coverage in front yards	2
			2	Research and update Inland wetland and watercourse maps. This project involves much research and cooperation between Development and enforcement and MIS. Be helpful to have a intern. It is a much needed project, consistently	3

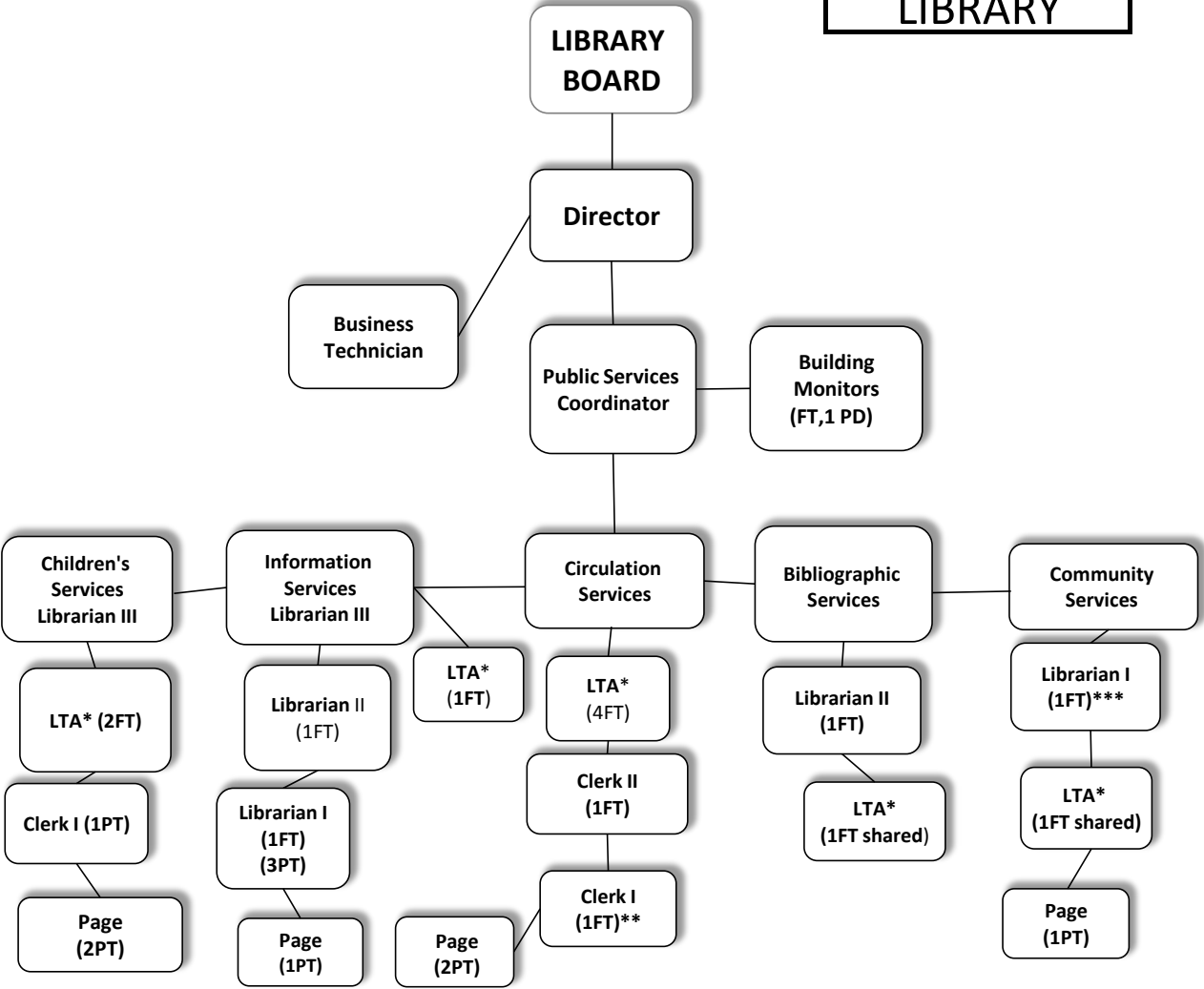
			been requested by the IWWC.		
	4	Insure the orderly development of the City	1	Chair and work with the "Interdepartmental Review Committee for Capital Projects" to track, coordinate, ensure payments/grants, and completion of Capital projects. This is an ongoing project. The intense aspect is the preparation of the FY 13/14-FY18/19 CIP in Jan and Feb.	3

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13			Budget	Object	
Job Title	Fund	Dept	Obj	Percentage	Amount	Total	
DEVELOPMENT & ENFORCEMENT (0510)							
DIRECTOR OF PLANNING	0001	0510	190	100.00	109,750.81	109,750.81	190
ADMINISTRATIVE ASSISTANT	0001	0510	196	100.00	62,863.43		
ADMINISTRATIVE SECRETARY	0001	0510	196	100.00	57,565.70		
CHIEF HOUSING INSPECTOR	0001	0510	196	25.00	18,416.86		
CLERK III	0001	0510	196	50.00	26,405.14		
CLERK III	0001	0510	196	100.00	52,810.28		
ELECTRICAL INSPECTOR	0001	0510	196	100.00	68,077.71		
HOUSING INSPECTOR	0001	0510	196	25.00	15,715.86		
HOUSING INSPECTOR	0001	0510	196	25.00	15,715.86		
HOUSING INSPECTOR	0001	0510	196	25.00	15,715.86		
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	39,680.72	372,967.41	196
ASSIST BUILDING OFF/PLUMB	0001	0510	198	100.00	30,901.40		
ASSISTANT PLANNING DIRECT	0001	0510	198	100.00	87,996.29		
BUILDING OFFICIAL	0001	0510	198	100.00	80,800.57	199,698.26	198
					682,416.48	682,416.48	
ZONING ENF OFF/ENVIRON PL	0001	3310	196	50.00	39,680.72		
CHIEF HOUSING INSPECTOR	1109	0151	804	75.00	55,250.57		
CLERK III	1109	0151	804	50.00	26,405.14		
HOUSING INSPECTOR	1109	0151	804	75.00	47,147.57		
HOUSING INSPECTOR	1109	0151	804	75.00	47,147.57		
HOUSING INSPECTOR	1109	0151	804	75.00	47,147.57		
					262,779.15		

City of Meriden
2013 City Manager Recommended Budget

PARKING (3940)	2010	2011	2012	2012 02/14/12	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3940-40-0-0000-189							
SECRETARIAL FEES	-	-	-	-	-	-	-
0001-3940-40-0-0000-192							
PAYROLL	64,970	64,642	67,454	40,619	69,364	69,364	-
0001-3940-40-0-0000-198							
SUPERVISORS	36,694	38,922	41,975	24,822	44,343	44,343	-
0001-3940-40-0-0000-323							
MAINTENANCE	439	1,040	2,500	52	2,500	2,000	-
0001-3940-40-0-0000-350							
GASOLINE	692	828	900	579	900	900	-
0001-3940-40-0-0000-352							
VEHICLE MAINTENANCE	81	375	900	-	900	900	-
0001-3940-40-0-0000-353							
TELEPHONES	896	759	900	488	900	900	-
0001-3940-40-0-0000-414							
UTILITIES	15,687	13,398	16,000	6,590	15,960	14,500	-
0001-3940-40-0-0000-440							
GENERAL EXPENSES	1,353	2,467	3,500	378	3,500	3,000	-
	120,812	122,432	134,129	73,528	138,367	135,907	-

LIBRARY



*Library Technical Assistant
 **35 hour/wk page
 ***Shared With Children's and Information 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 online 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 online 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 online 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 members 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 members charge and discharge materials, place holds on materials, notify users when holds are filled, register borrowers, track overdue items, and collect 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 members provide service to children from infants through middle school, their parents, caregivers, and teachers. They select appropriate materials, provide information services, teach library skills, and plan and execute programming for Meriden's youngest population, such as story hours and craft programs. Staff members also provide 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. The 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.

Department	Goal Number	Description	Obj Num	Objective	Quarter
LIBRARY	1	Public Awareness and Outreach - 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	Use the webpage and social networking tools to identify needs and personalize services to patrons.	1
			2	Use the Bookmobile to bring services and information to segments of the population who cannot easily use the main library	5
			3	Collaborate with local, regional, and statewide organizations to improve and promote library services to special populations such as students, seniors, unemployed, etc.	5
	2	Early Childhood Education - Children from birth to age five will have programs, services, and materials designed to help them enter Meriden schools ready to read and succeed.	1	Continue to increase the number of preschoolers participating in the library's programs and services	5
			2	Provide bi-lingual preschool programs on a regular basis	5
			3	Initiate the national program "Every Child, Ready to Read, 2"	1
			4	Provide parenting programs on the topic of emerging literacy	5
	3	Technology - Residents will have access to computers, Internet and basic computer applications to meet their personal, educational, and informational needs.	1	Increase the number of group and individual sessions of computer, e-reader, and other digital equipment training.	5
			2	Develop a replacement schedule and request funding for new and replacement equipment.	2
	4	Building/Facility - Residents will find the	2	Improve the comfort and attractiveness of	5

		library safe, attractive and comfortable.		public areas by replacing furniture in both adult and teen areas	
			1	Continue work on renovation and remodeling projects to give the 1973 building a “facelift”	5
			3	Work with the City and Volunteers to keep the grounds clean and attractive	5
			4	Repair fencing and pavement where necessary	4
	5	Strategic Planning - Residents will experience library services that match their needs, interests and priorities.	1	Conduct focus groups, “town meetings” and surveys to gather information from the community about their vision and priorities for library service	2
			2	Compile data and draft a strategic plan for 2013- 2018	4

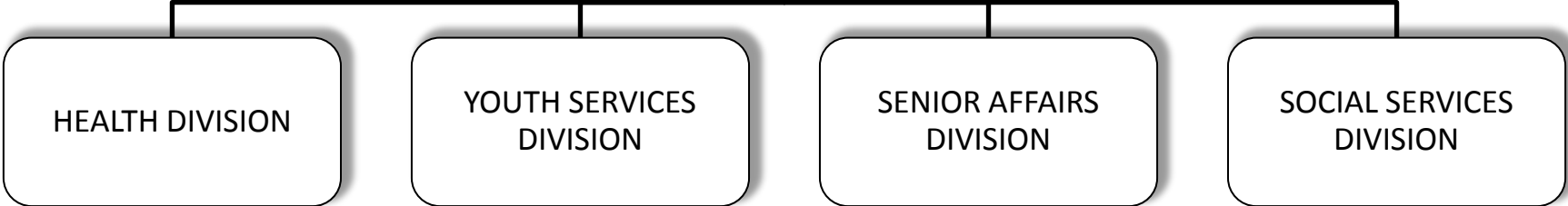
City of Meriden
2013 City Manager Recommended Budget

LIBRARY (0160)	2010	2011	2012	2012 02/14/12	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0160-40-0-0000-189							
MISC PART-TIME	30,921	33,441	35,999	25,583	37,908	37,908	-
0001-0160-40-0-0000-190							
ADMINISTRATIVE	85,829	87,962	88,107	54,106	90,424	90,424	-
0001-0160-40-0-0000-196							
MME	699,345	682,662	687,596	414,101	722,319	722,319	-
0001-0160-40-0-0000-198							
SUPERVISORS	690,227	713,724	752,136	440,766	771,806	771,806	-
0001-0160-40-0-0000-321							
PUBLIC UTILITIES	151,273	112,187	122,000	68,472	122,000	120,000	-
0001-0160-40-0-0000-350							
GASOLINE	759	763	800	507	800	800	-
0001-0160-40-0-0000-352							
VEHICLE MAINTENANCE	382	199	500	92	800	500	-
0001-0160-40-0-0000-353							
TELEPHONES	4,229	4,130	4,380	2,449	4,380	4,380	-
0001-0160-40-0-0000-389							
SECURITY SERVICE	671	691	700	700	700	700	-
0001-0160-40-0-0000-390							
OTHER PURCHASED SERVICES	85,448	88,484	102,828	64,143	100,985	100,985	-
0001-0160-40-0-0000-391							
VIDEO SERVICES	17,250	18,000	18,000	8,250	21,000	21,000	-
0001-0160-40-0-0000-413							
BUILDING SUPPLIES & MATERIALS	44,329	44,342	45,482	29,296	47,875	47,875	-
0001-0160-40-0-0000-430							
LIBRARY BOOKS & MATERIALS	127,547	172,460	125,000	91,679	150,000	150,000	-
0001-0160-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	31,244	36,192	29,150	18,537	30,850	30,850	-
0001-0160-40-0-0000-640							
MEMBERSHIP & MEETINGS	3,640	3,617	3,650	1,150	3,700	3,700	-
	1,973,093	1,998,856	2,016,328	1,219,831	2,105,547	2,103,247	-

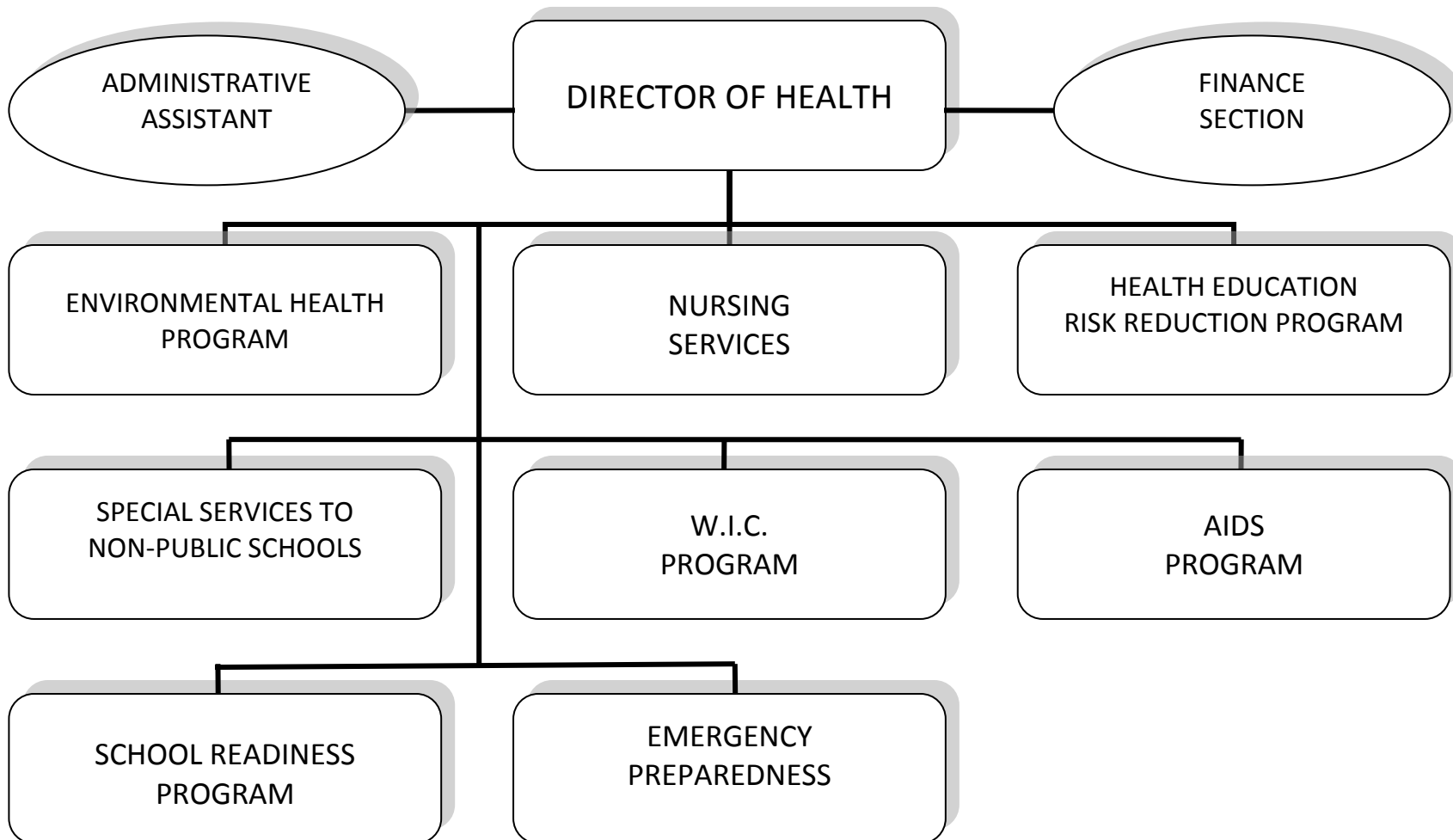
2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13			Budget	Object	
Job Title	Fund	Dept	Obl	Percentage	Amount	Total	
LIBRARY (0160)							
DIRECTOR OF LIBRARY SERVI	0001	0160	190	100.00	90,423.01	90,423.01	190
BUSINESS OPERATIONS TECH-	0001	0160	196	100.00	68,077.71		
LIBRARY BUILDING MONITOR	0001	0160	196	100.00	24,173.42		
LIBRARY CLERK I	0001	0160	196	100.00	17,553.80		
LIBRARY CLERK I	0001	0160	196	100.00	17,705.80		
LIBRARY CLERK I	0001	0160	196	100.00	35,259.00		
LIBRARY CLERK II	0001	0160	196	100.00	43,645.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	57,565.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.00	56,738.91		
SECURITY GUARD	0001	0160	196	100.00	48,346.85	714,461.17	196
LIBRARIAN I	0001	0160	198	100.00	62,696.57		
LIBRARIAN I	0001	0160	198	100.00	31,348.28		
LIBRARIAN I	0001	0160	198	100.00	62,696.57		
LIBRARIAN I	0001	0160	198	100.00	26,926.28		
LIBRARIAN I	0001	0160	198	100.00	26,926.28		
LIBRARIAN II	0001	0160	198	100.00	74,042.86		
LIBRARIAN II	0001	0160	198	100.00	74,042.86		
LIBRARIAN III	0001	0160	198	100.00	77,651.14		
LIBRARIAN III	0001	0160	198	100.00	80,800.57		

DEPARTMENT OF HUMAN SERVICES

DIRECTOR OF HEALTH
AND HUMAN SERVICES



Department of Human Services - Division of Health



Description of Services

-

HUMAN SERVICES

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; School Readiness; in addition, the department maintains fiduciary responsibility for Casa Boricua de Meriden.

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.

Department	Goal Number	Description	Obj Number	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.	7	Expand the partnership with the LAMPP Program to include Healthy Home initiatives and also make the homes more energy efficient to further improve the quality of life for Meriden citizens.	5
			8	Coordinate with The LAMPP Program to acquire Healthy Homes training for each staff member.	5
			9	Coordinate with Housing and Police to pre-walk the monthly Code walk areas, using the impending code walk to improve compliance.	5
			10	Continue to coordinate with Youth Services to reduce the litter in Meriden by having staff forward problem areas that need to be cleaned to Youth Services.	5
			11	Start inspecting food services that continue to perform poorly during routine food service inspections on a monthly basis to help ensure compliance with Public Health Code.	5
			1	Conduct inspections of the following establishments: 1. Food service 2. Barbershop, hairdressing and cosmetology shops 3. Day care, and 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 grease trap requirements.	5

			4	The Health Dept will begin inspections of the food service grease traps in service, review how the collected grease is handled and disposed of and coordinate with Water Pollution Control (WPC) for enforcement if a facility is non-compliant	5
			5	Ensure that the tattoo shops in Meriden are in compliance with the Public Health Code.	5
			6	Continue to coordinate with the LAMPP (Lead Action for Medicaid Primary Prevention) Program to increase the number of lead-safe housing units and homes in Meriden.	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 screening for early disease identification and referral for treatment. Screenings include hearing, vision, hemoglobin, blood pressure, height, weight, blood lead level, cholesterol, blood glucose screenings and 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
			4	Case manage lead poisoning in infants and children. Conduct home inspections and educate parents concerning lead poison 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
			9	Investigate/Research converting clinic records to electronic medical records	1
			10	Explore ideas to provide information to residents regarding clinic location and services offered	1
	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. Continue work with Board of Education in adding nursing documentation, and forms to the Power School Program already in existence.	1
	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 eligible residents in the Meriden and Middlesex County (Region 7) area.	5
			2	To improve the nutritional and overall health of WIC families in Region 7 by providing WIC program services	5
			3	WIC Coordinator will evaluate the current six satellite sites in Region 7 to determine if they are the best locations to provide WIC Services, focusing on accessibility, location, and hours of operation.	2
	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	Improve transition process for community preschooler children to kindergarten	5
			2	Continue to ensure Meriden School Readiness funded staff are qualified by state standards.	5
			3	Continue to ensure high quality programming for children in School Readiness programs.	5
	7	The goal of the Community Health Education program is to maintain.	1	Provide opportunities to improve City of Meriden employee health in collaboration with	5

		promote and improve individual and community health in Meriden.		the Personnel Department.			
			2	Develop theory and research-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		
			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 Heart Safe 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 the new tobacco cessation program to Meriden residents, particularly pregnant women and their partners.	5		
			8	The goal of the HIV/AIDS Counseling and Testing Program is to reduce the transmission of HIV/AIDS.	1	Provide confidential/anonymous testing and education to persons at risk.	5
					2	Educate the community about HIV and the risk of transmission.	5

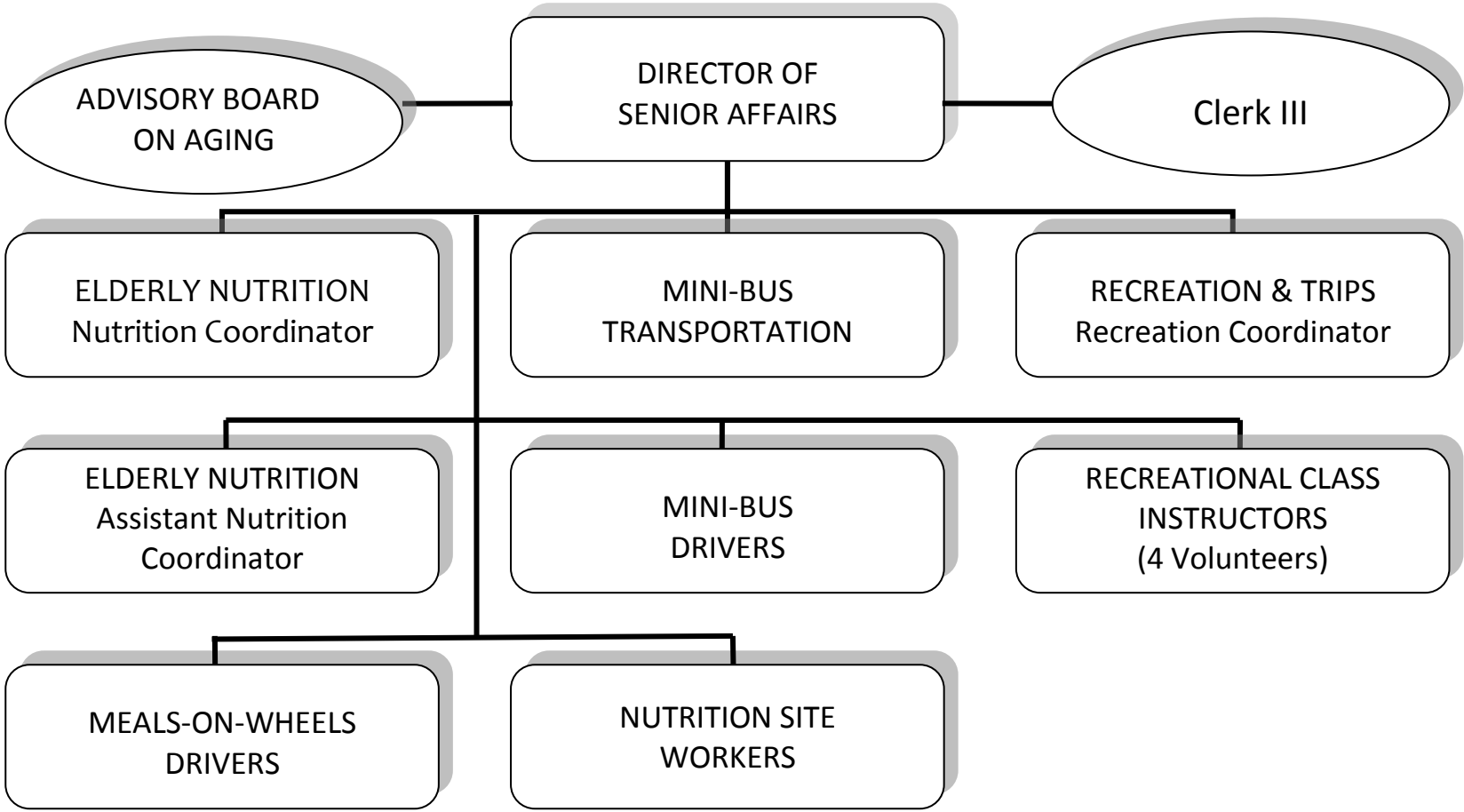
		3	Refer all clients "at-risk" to the Clinic for Hepatitis A and B vaccinations and TB testing.	5
		4	Offer education and information to different community agencies in Meriden.	5
		5	Implement CRSC (high risk counseling) in the community.	5
9	The goal of the Special Services to Non-Public Schools program 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	Provide programs including Elderly Nutrition Program, LaPlanche Clinic, Meals-on-Wheels, mini-bus transportation, Meriden Transit, veterans' assistance and social work services. Daily programs are also offered.	5
		2	Provide staff support to the Advisory Board on Aging.	5
		3	Update the "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	1	Facilitate a Summer Youth Employment Program for youth ages 14 to 17.	1

		evaluate a coordinated network of resources and opportunities for children, youth and their families in Meriden.	2 Administer the Campership Program to allow 300 children a summer campership opportunity.	1
		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 Maintain staff and services, provide resources to entire community to improve quality of life issues surrounding family and community safety.	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	5		

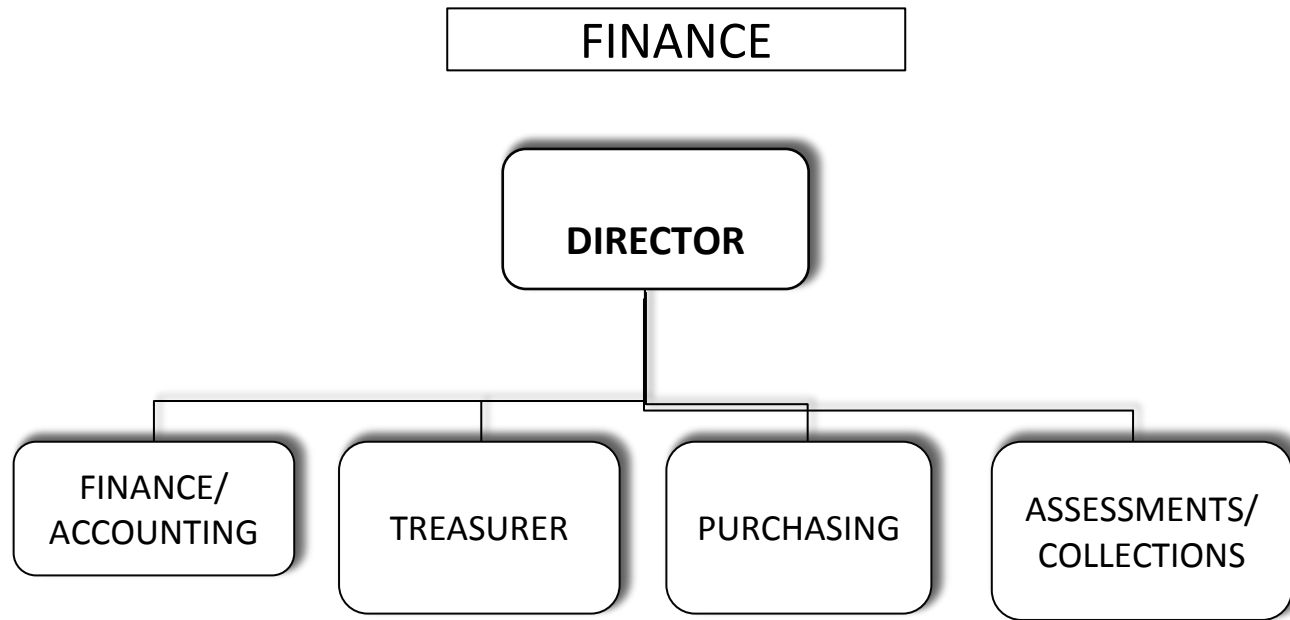
			Senior Center and provide monthly educational programs for several groups in Meriden.	
13	The Meriden Department of Health and Human Services has several administrative goals and objectives for the upcoming year. Please see objectives for details.	1	Complete annual reports for both the State Department 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

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
HEALTH (4710)							
PROGRAM COORDINATOR PA 10	0001	4710	149	100.00	18,000.00		
SCHOOL PSYCHOLOGIST	0001	4710	149	100.00	48,536.26		
SOCIAL WORKER	0001	4710	149	100.00	30,126.40		
SPEECH THERAPIST	0001	4710	149	100.00	40,198.68	136,861.34	149
HEALTH DIRECTOR	0001	4710	190	100.00	98,269.23	98,269.23	190
EDUCATION STIPEND/LAB COAT	0001	4710	193	100.00	6,400.00		
PUBLIC HEALT NURSE II	0001	4710	193	100.00	77,015.00		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	72,452.50		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	44,756.23		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	47,805.52		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	47,805.52		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,102.14		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	44,756.23		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	47,805.52		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,102.14		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	62,102.14		
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	57,021.86		

Department of Human Services - Division of Senior Affairs



2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
SENIOR CENTER (4730)							
MEALS ON WHEELS DRIVER	0001	4730	187	100.00	16,074.24		
MEALS ON WHEELS DRIVER	0001	4730	187	100.00	15,100.80		
MEALS ON WHEELS DRIVER	0001	4730	187	100.00	19,841.64		
MEALS ON WHEELS DRIVER	0001	4730	187	100.00	19,841.64	70,858.32	187
ASSIST NUTRITION COORDINA	0001	4730	196	100.00	46,209.00		
CLERK III	0001	4730	196	100.00	46,209.00		
MINI BUS DISPATCHER	0001	4730	196	100.00	39,785.00		
MINI BUS DRIVER	0001	4730	196	100.00	36,500.00		
MINI BUS DRIVER	0001	4730	196	100.00	25,004.18		
MINI BUS DRIVER	0001	4730	196	65.71	23,985.71		
NUTRION COORDINATOR - SR	0001	4730	196	100.00	55,005.50		
RECREATION COORDINATOR	0001	4730	196	100.00	50,370.00	323,068.39	196
DIRECTOR OF SENIOR AFFAIR	0001	4730	198	100.00	87,996.29	87,996.29	198
					481,923.00	481,923.00	
NUTRITION SITE WORKER 2	0001	4730	199	100.00	10,493.88		
NUTRITION SITE WORKER 2	0001	4730	199	100.00	10,493.88		
MINI BUS DRIVER	0116	4730	192	34.29	12,516.66		
					33,504.42		



Description of Services	-	FINANCE
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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.

Department	Goal Number	Description	Obj Number	Objective	Quarter
FINANCE	1	Continue implementation of SunGard Financial applications and Quality Data Systems application according to the within the timeline.	3	Use installed financial applications as of December 31, 2012	2
			2	Installation of SunGard applications for accounting purposes.	5
			1	Completion and transition to Quality Data Services software for tax assessor/collector applications.	3
	2	To expand and improve the City's internal financial reporting and to ensure departments and other users have easy access to those reports.	1	Train employees on the usage of installed financial systems.	5
			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
	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 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.	2	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
			1	Complete the installation of new software and train personnel on the use to increase efficiency.	3

	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	Complete and implement revaluation for use in Fiscal Year 2013 budget.	1
			2	Complete integration of administration 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	Continue and expand use of a collection agency to collect past due Motor Vehicle and Personal Property bills.	5
			3	Make tax records available on the City Web Site.	5
			4	Publish in the local newspaper a list of delinquent taxpayers.	5
			5	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	
		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
			6	Produce the Comprehensive Annual Financial Report (CAFR) and Federal and State Single Audit with an unqualified opinion from a Certified Public Accountant.	5
			5	Monitor and plan for cash flow needs for both operations and capital projects.	5
			7	Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for	2

	Excellence in Financial Reporting for the City's CAFR.	
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

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13			Budget	Object	
<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	121,282.20	121,282.20	190
FINANCE SPECIALIST	0001	0210	196	75.00	43,174.28		
FINANCE SPECIALIST	0001	0210	196	100.00	57,565.71		
PAYROLL CLERK	0001	0210	196	100.00	57,565.71	158,305.70	196
ACCOUNTANT	0001	0210	198	100.00	74,042.86		
ACCOUNTANT	0001	0210	198	100.00	74,042.86		
DIRECTOR OF ACCOUNTING	0001	0210	198	100.00	90,436.57	238,522.29	198
					518,110.19	518,110.19	
FINANCE SPECIALIST	0620	0210	196	8.33	4,797.53		
FINANCE SPECIALIST	0621	0210	196	8.33	4,796.95		
FINANCE SPECIALIST	0622	0210	196	8.33	4,796.95		
					14,391.43		

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

External Affairs
Unit
(1) Officer

Internal Affairs Unit
Public Information Officer
(2) Sergeants

Executive Staff
(1) Administrative Assistant
(1) Administrative Secretary

Professional Standard Accreditation
Management Inspectional Services
(1) Lieutenant; (1) Civilian (Scheduling)

Administrative Services
(1) Captain

Police Operations
(1) Captain

Investigative Services
(1) Detective Lieutenant

PROPERTY ROOM
(1) Civilian
(1) Part Time Civilian
FLEET MANAGEMENT
(1) Civilian Mechanic
(1) Part Time Consultant
(1) Civilian Clerk
TECHNOLOGY/RECORDS DIV
(1) Lieutenant
(1) Officer
(2) Civilian Clerks
(1) Tech Support Specialist
COURT LIAISON UNIT
(1) Officer
LICENSING & PERMITS
(1) Civilian Clerk
PROFESSIONAL DEVELOPMENT *
RECRUITMENT PROGRAM
(1) Lieutenant
(1) Civilian
*** PLANT AND FACILITY**
*** TERMINAL AGENCY COORDINATOR ***
INVENTORY CONTROL
*** COMMUNICATIONS LIAISON**
*** RADIO SYSTEM MANAGEMENT**
*** WORKPLACE SAFETY PROGRAM**
GRANTS MANAGEMENT
PLANNING AND RESEARCH

NEIGHBORHOOD INITIATIVE
(1) Lieutenant
(1) Sergeant
(9) Officers
(5) **School Resource Officers**
PATROL OPERATIONS
(3) Lieutenants
(12) Sergeants
(56) Officers
SUPPORT SERVICES
(1) Dare Officer
*** Crime Prevention**
(3) Civilian Animal Control
(32) Crossing Guards
(8) Reserve Officers
(30) Explorers
*** Towing Enforcement**
(5) Police Service Technicians
*** ACCIDENT RECONSTRUCTION**
*** TRAFFIC ENFORCEMENT**

SPECIAL OPERATIONS
(SWAT/HOSTAGE
NEGOTIATIONS)
*** TACTICAL TEAM**
Lieutenant Sergeants
Officers Civilian
Paramedics
*** NEGOTIATIONS
TEAM** Lieutenant
Sergeants Officers

MAJOR CRIME
(1) Detective Sergeant
(6) Detectives
SPECIAL CRIMES
(1) Detective Sergeant
(5) Detectives
(1) Civilian Public Health
Crime Suppression
(1) Detective Sergeant
(3) Detectives
*** Officers**
DEA TASK FORCE
(2) Officers
EVIDENCE / ID UNIT
(2) Detectives

Description of Services

POLICE

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.

Department	Goal Number	Description	Obj Number	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 124 sworn personnel.	2
			2	Fill vacancies with certified officers, thereby saving substantially in training costs.	1
	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 motor vehicle violations.	1
			2	Participate in State DOT grants to conduct random DUI Check Points and DUI Patrols.	1
			3	Participate in Rushford Grants and State Consumer Protection Agency Grants to address sale to Minors and Underage Drinking.	1
	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	Increase the current staffing level of the Neighborhood Initiative Unit with the assistance of a Federal Grant.	2
			2	Implement and encourage the use of our new Police 2 Citizen website which enables our citizens to interact with the police department in an online environment.	1
			3	Continue to provide a Citizens Police Academy and open our doors to the community that we serve.	1
	4	To fully install and activate a	1	Ensure Funding and infrastructure is in place.	1

	Downtown Camera Surveillance System using federal funding that will electronically monitor traffic and activity in the Downtown area, which will extend from City Hall to West Main Street and Lewis Avenue.	2	Select Vendor and Install System	3
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City of Meriden
2013 City Manager Recommended Budget

PUBLIC SAFETY							
POLICE (2605)	2010	2011	2012	2012 02/14/12	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>
0001-2605-40-2-0000-500							
CAPITAL EQUIPMENT	10,000	-	-	-	-	-	-
0001-2605-40-2-0000-189							
PART TIME EMPLOYEES	-	-	-	-	-	-	-
0001-2605-40-2-0000-190							
ADMINISTRATIVE	207,419	211,585	211,933	128,850	215,340	215,340	-
0001-2605-40-2-0000-191							
OVERTIME	1,193,710	1,372,641	900,000	840,205	1,090,000	1,000,000	-
0001-2605-40-2-0000-192							
OTHER NON UNION	62,877	75,918	89,409	51,277	89,165	89,165	-
0001-2605-40-2-0000-194							
PUBLIC WORKS	72,742	76,077	76,212	45,475	77,339	77,339	-
0001-2605-40-2-0000-196							
MME	609,185	617,192	626,968	380,849	649,075	649,075	-
0001-2605-40-2-0000-197							
POLICE PATROL	7,813,217	8,119,944	8,469,420	4,875,440	8,801,536	8,521,232	-
0001-2605-40-2-0000-198							
SUPERVISORS	333,310	60,271	63,266	37,393	65,242	65,242	-
0001-2605-40-2-0000-199							
CROSSING GUARDS	-	317,998	324,046	174,733	322,702	322,702	-
0001-2605-40-2-0000-350							
GASOLINE	195,510	246,354	240,000	142,211	302,796	250,000	-
0001-2605-40-2-0000-352							
VEHICLE MAINTENANCE	81,748	93,987	80,000	60,047	111,500	90,000	-
0001-2605-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	90,634	78,520	90,000	60,898	133,180	95,000	-
0001-2605-40-2-0000-381							
TRAINING	134,864	152,698	155,000	113,125	273,950	180,000	-
0001-2605-40-2-0000-382							
SOUTH CENTRAL JUSTICE	11,850	11,850	13,000	11,600	13,000	12,000	-
0001-2605-40-2-0000-390							
EXPLORERS/AUXILIARY POLICE	5,560	7,650	10,000	6,530	10,000	7,500	-
0001-2605-40-2-0000-391							
CANINE UNIT	-	-	5,000	2,496	9,000	6,000	-
0001-2605-40-2-0000-392							
BICYCLE PATROL	715	2,480	3,000	131	3,000	2,500	-

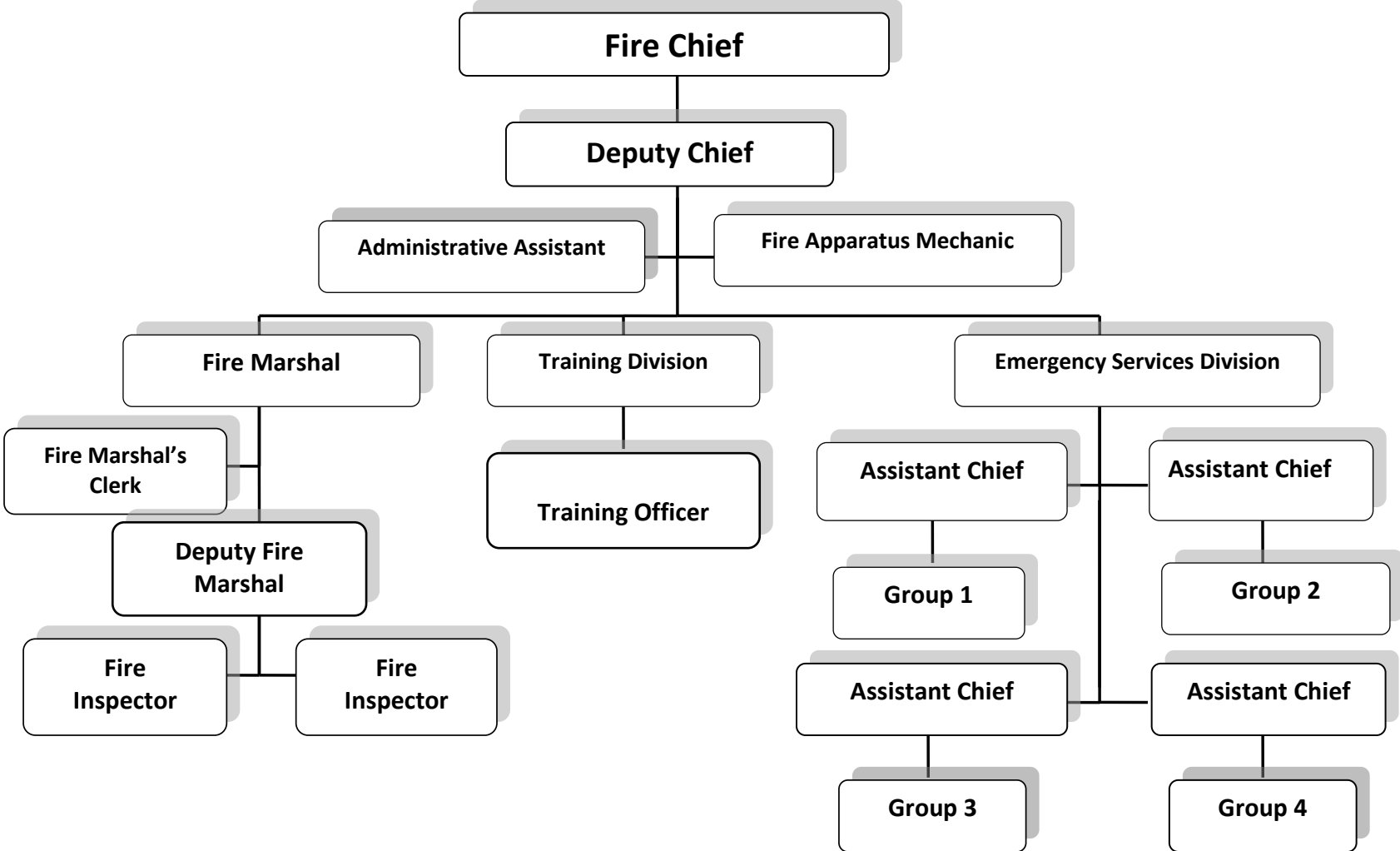
2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
POLICE (2605)							
POLICE CHIEF	0001	2605	190	100.00	114,137.59		
POLICE DEPUTY CHIEF	0001	2605	190	100.00	101,201.99	215,339.58	190
POLICE EVIDENCE CLERK	0001	2605	192	100.00	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	7,039.28		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	7,821.43		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.00	14,860.71	89,164.26	192
AUTOMOTIVE MECHANIC	0001	2605	194	100.00	77,338.28	77,338.28	194
ADMINISTRATIVE ASSISTANT	0001	2605	196	100.00	62,863.43		
ADMINISTRATIVE SECRETARY	0001	2605	196	100.00	57,565.71		
ASSISTANT DOG WARDEN	0001	2605	196	100.00	48,346.85		
ASSISTANT DOG WARDEN	0001	2605	196	100.00	48,346.85		
DOG WARDEN	0001	2605	196	100.00	52,810.28		
DOG WARDEN ASSISTANT	0001	2605	196	100.00	12,514.28		
POLICE RECORDS CLERK	0001	2605	196	100.00	48,346.85		
POLICE RECORDS CLERK	0001	2605	196	100.00	48,346.85		
POLICE RECORDS CLERK	0001	2605	196	100.00	48,346.85		
POLICE RECORDS/FLEET CLER	0001	2605	196	100.00	48,346.85		
POLICE TRAINING COORDINAT	0001	2605	196	100.00	57,565.71		
PROPERTY TECHNICIAN	0001	2605	196	100.00	62,863.43		
SCHEDULING CLERK - POLICE	0001	2605	196	100.00	52,810.28	649,074.22	196

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
POLICE (2605) cont'd							
POLICE CAPTAIN	0001	2605	197	100.00	88,142.29		
POLICE CAPTAIN	0001	2605	197	100.00	92,355.43		
POLICE CAPTAIN	0001	2605	197	100.00	-		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE B	0001	2605	197	100.00	72,833.14		
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.00	88,142.29		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,133.14		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,133.14		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	80,133.14		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	88,142.29		

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obj</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
POLICE (2605) cont'd							
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER	0001	2605	197	100.00	69,370.86		
POLICE OFFICER Grant portion	0001	2605	197	100.00	40,000.00		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	83,929.14		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	72,833.14		
POLICE SERGEANT	0001	2605	197	100.00	72,833.14		
POLICE SERGEANT	0001	2605	197	100.00	72,833.14		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28		
POLICE SERGEANT	0001	2605	197	100.00	76,316.28	8,521,231.90	197
TECHNOLOGY SUPPORT SPECIA	0001	2605	198	100.00	65,241.14	65,241.14	198

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<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) cont'd							
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	7,824.51		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	8,069.96		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	12,866.25		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,649.55		

FIRE AND EMERGENCY SERVICES



Department Description

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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 affected with professionalism, integrity, compassion and optimism often under adverse and difficult circumstances.

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	Goal Number	Description	Obj Number	Objective	Quarter
FIRE	1	Continue: Maintain Department Service Levels:	1	1.1 Review all department service areas	1
			2	Identify and prioritize services delivered to determine feasibility of continuing/discontinuing service.	1
			3	Determine if services delivered match Department's Mission	1
			4	Make recommendation on the addition or modification of existing service areas.	2
	2	Continue: Monitor Service Connected Injuries	1	Develop system to more closely monitor personnel that are on service connected injuries.	5
			2	Review all case of injured personnel on a weekly basis	5
			3	Work with Risk Manager on follow-up with Third Party Administrator on status of all injuries	5
			4	Follow-up with Third Party Administrator to assure the injured personnel are getting timely and appropriate treatment.	5
	3	Continue: Develop training initiatives with Risk manager and Third Party Administrator to reduce injuries to personnel	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
			2	Coordinate training with Department Training officer to deliver Injury Reduction to FD personnel.	5
	4	Hire three new firefighters to raise all shifts to two above minimum staff level	1	Submit resolution to City Council for approval to hire three firefighters	1
			2	Receive approval from Finance Committee and City Council for hiring	1
			3	Notify firefighter candidates of position available	1
			4	Submit background checks Police Dept for screening	1
			5	Schedule physical exams for fire fighter candidates	1
			6	Schedule start date for new firefighters for Dept orientation (two weeks)	1
			7	Assign new firefighters to shifts	1

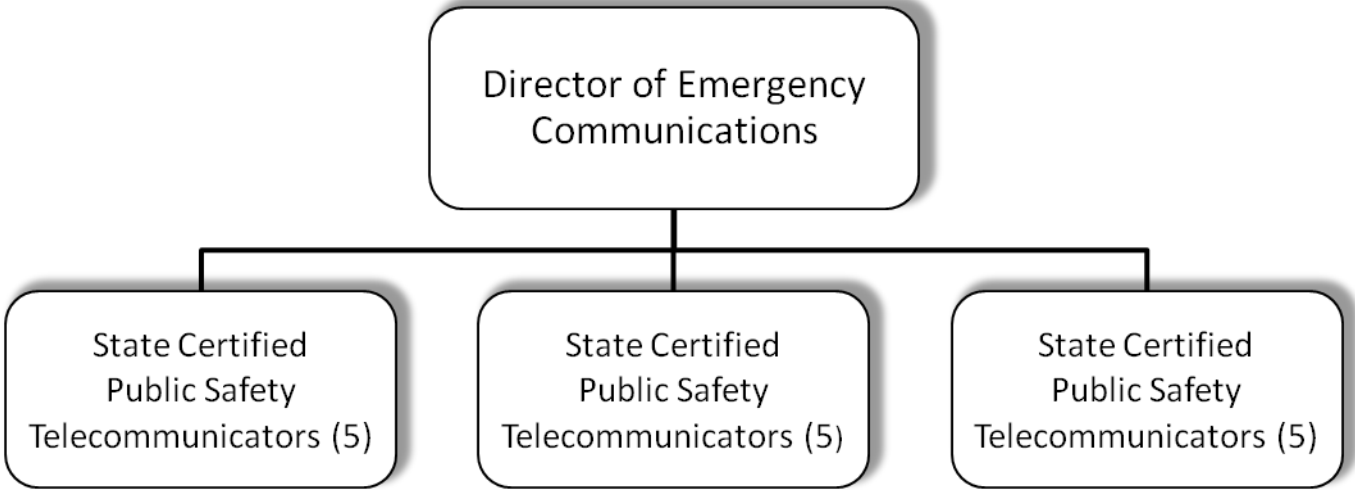
	5	Develop Specification for Replacement of Aerial Ladder Truck	1	Establish apparatus specifications a Committee. March 2012	1
			2	Develop scope and purpose of vehicle. March 2012	1
			3	Collect data from various vendors to be used to develop specs. June 2012	1
			4	Develop draft specifications. April 2012	1
			5	Adopt specifications. April 2012	1
			6	Submit specifications to Purchasing for bidding. April 2012	1
			7	Receive and review submitted bids, determine qualified bid. May 2012	1
			8	Award bid to vendor.	1
			9	Pre construction factory visit	1
			10	Final inspection factory visit	4
			11	Delivery of vehicle	4
	6	* Purchase of New Self-Contained Breathing Apparatus (SCBA) *This Goal is in anticipation of an award of an FEMA Assistance to Firefighters Grant (AFG) for new Self-Contained Breathing apparatus.	1	Work with FEMA for anticipated AFG Grant Award. June 2012	1
			2	Review specifications for SCBA per NFPA / NIOSH Requirements. June 2012	1
			3	Develop specifications for SCBA through Department Committee. June 2012	1
			4	Adopt specifications. June 2012	1
			5	Submit specifications to Purchasing for bidding. June 2012	1
			6	Receive and review submitted bids, determine qualified bid.	1
			7	Award bid to vendor.	1

			8	Receive equipment and train personnel on new equipment. This includes personnel from South Meriden Volunteer Fire Department	1
	7	Continue Architect Review of Station # 2	1	Contact Architect to conduct Review. July 2011 COMPLETED	1
			2	Coordinate review with current recommendations. Aug Sept 2011 COMPLETED	1
			3	Cooperate with architect to establish needs and functional area of plan. April 2012	1
			4	Request submittal from architect for developed plan. May 2012	1
			5	Review submittal received, and recommended needed changes	1
			6	Receive revised plan	1
			7	Accept final plan	2
	8	Continue Architect Review of Station # 5	1	Contact Architect to conduct Review	2
			2	Cooperate with architect to establish needs and functional area of plan	2
			3	Request submittal from architect for developed plan	3
			4	Review submittal received, and recommended needed changes	3
			5	Receive revised plan	4
			6	Accept final plan	4
	9	Continue Department Self Assessment Evaluation	1	Enroll department in Center for Public Safety Excellence self-assessment accreditation program	1
			2	Attend CPSE self-assessment accreditation workshop .	1
			3	Create file system to record documentation for accreditation. COMPLETED July-Aug 2011	1

			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. Started in progress July Aug 2011.	1
			5	Continue self-assessment program. This process is usually a two to three year process.	5

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
FIRE (2610) cont'd							
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	57,261.06		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	63,406.56		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	61,215.60		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	65,765.70		
FIRE FIGHTER	0001	2610	195	100.00	49,603.50		
FIRE FIGHTER	0001	2610	195	100.00	49,603.50		
FIRE FIGHTER	0001	2610	195	100.00	49,603.50		

Emergency Communications



Description of Services

-

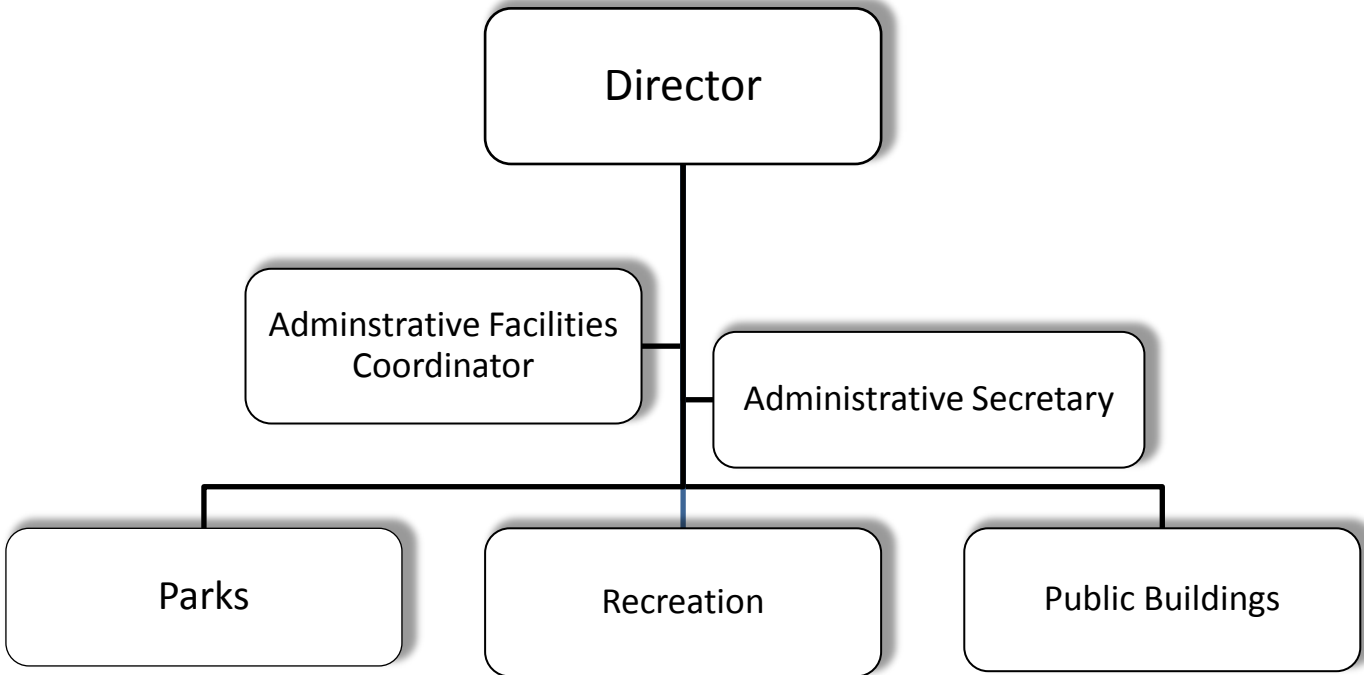
EMERGENCY COMMUNICATIONS

Communications Center: The Meriden Emergency Communications Center answers all 911 calls for the City of Meriden, CT. Staffed 24 hours a day, 7 days a week, 365 days a year, and answers over 25,000, 911 calls per year. The Center also answers the non-emergency and administrative phone lines for the Meriden Police Department. The Telecommunicators are State certified and dispatch the Meriden Police and Meriden Fire Department via radio.

Department	Goal Number	Description	Obj Number	Objective	Quarter
EMERGENCY COMMUNICATIONS	1	To be completely operational in the newly-renovated communications room within the Police Headquarters.	1	Complete all necessary construction and renovation for the Communications Room.	1
			2	Assure all dispatchers are thoroughly trained and comfortable in their new environment.	1
			3	Be operating from the new Communications Room at full staff.	1
	2	Complete a Policy and Procedure manual, and Standard Operations Guidelines for Emergency Communications.	1	Work with the Fire Department on updating communications practices.	2
			2	Work with the Police Department updating communications practices.	2
			3	Once P&P and SOP's are completed assure that the entire staff is familiar with each.	2
	3	Improve the call taking and dispatch function.	1	Work with MIS and review software improvements available to assist in call taking and dispatching.	3
			2	Look into a CAD to CAD interface with Hunter's Ambulance Service to improve information exchange.	3

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13			Budget	Object	
Job Title	Fund	Dept	Obl	Percentage	Amount	Total	
EMERGENCY COMMUNICATIONS (2617)							
DIR OF EMERGENCY COMMUNIC	0001	2617	190	100.00	79,066.82	79,066.82	190
ASST DIR OF EMERGENCY COMMUNIC	0001	2617	196	100.00	-		
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	4,978.50		
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	4,978.50		
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	55,160.46		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,862.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	47,135.25		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,862.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	38,752.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	38,752.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	38,752.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	49,739.48		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	38,752.57		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28		
TRAINING AND UNIFORMS	0001	2617	196	100.00	-	850,368.13	196
					929,434.95	929,434.95	

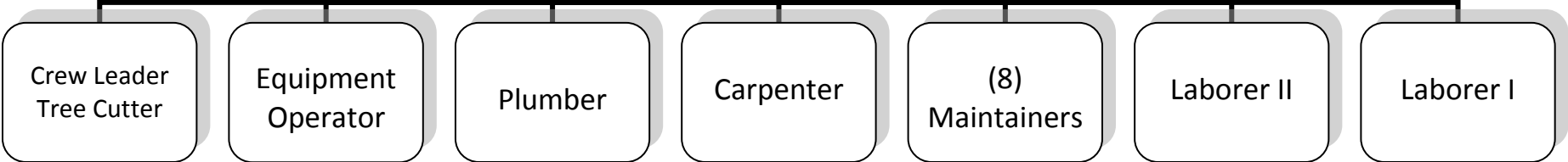
PARKS, RECREATION, AND MUNICIPAL BUILDINGS



PARKS DEPARTMENT

Park Superintendent

Crew Leader



Description of Services

- PARKS, RECREATION AND PUBLIC BUILDINGS

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 QRiver Trail, the HUB 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.

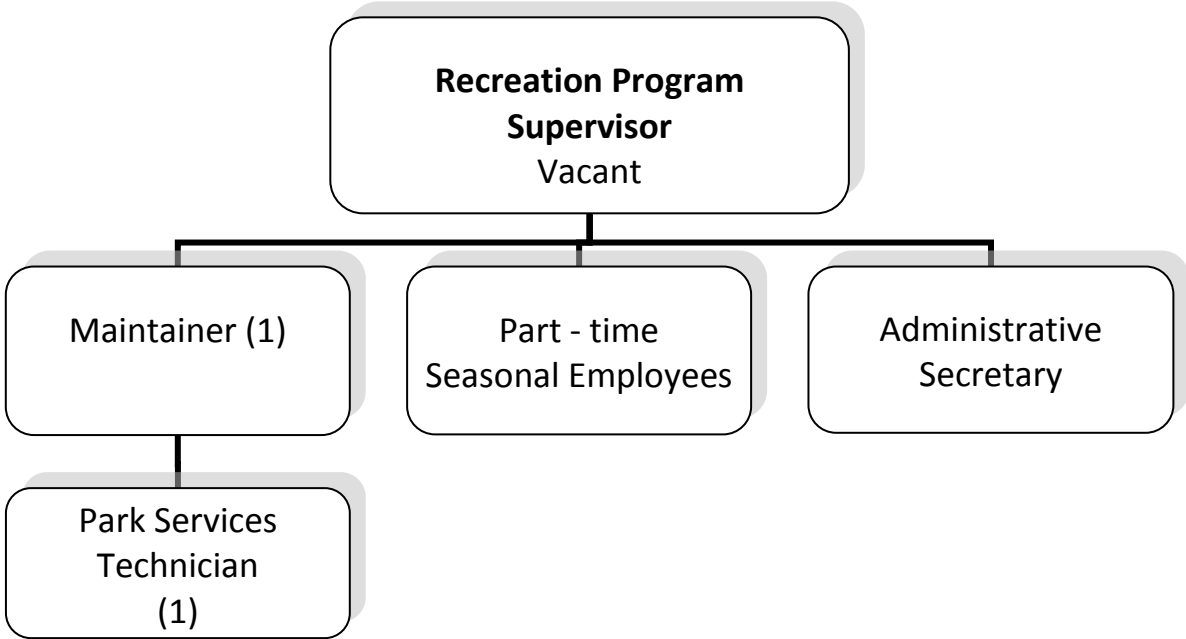
Recreational Services- The Division is staffed by one full-time Recreation Supervisor, which is vacant, offers a non-traditional service recreational approach to the community. Meriden has a very large privatized program ranging from private leagues such as the Meriden Amateur Softball Association, four 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, Annual Easter Egg Hunt, Italian Night, Puerto Rican Festival, Black Expo, 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.

Department	Goal Number	Description	Obj Number	Objective	Quarter
PARKS	1	To Rehabilitate City and Brookside Parks	1	Use funding for CIP 2012-2013 for construction.	4
			2	Use CIP funds 2011-2013 to construction sidewalks and asphalt driveways.	4
			3	Secure funding and/or pursuant donations to fund some site amenities.	5
	2	Develop a fifteen (15) year building life expectancy table.	1	To implement proposal funding for fiscal year 2012-13 that were outlined in the report.	3
	3	Develop a plan for the continued use and visibility of the HUB	1	To upgrade the conditions and appearance of the site.	1
			2	To make the site more user friendly and installing electrical service for functions and activities.	4
	4	Implementation of Recreation Task Force Report	1	To clarify the unanswered questions that will require votes of the Public Works/Parks & Recreation Committee.	4
			2	To implement proposed funding for fiscal year 2012-13 that was outlined in report.	3
	5	Implement the proposed CIP 2012-2013	1	To develop list of projects that will either be bid by contractors or materials quotes.	1
			2	To construct or purchase items in the CIP	3
	6	Develop an early written and photographic history of Hubbard Park	1	To research news articles and department files and achieves for pertinent information about the	3

				construction of Hubbard Park.	
			2	To assemble photographs of 1900 Hubbard Park for postcards and photos.	3
			3	To develop a document for historical purpose.	3
			4	To assemble a document for historical purpose.	3
			5	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	Detail test of soils at Dunn Sports Complex	1	Implement a specific turf feeding and over seeding program.	3
			2	Implement a specific process for irrigation.	2
			3	Implement the program city wide to all athletic fields.	4
	8	Continue to monitor energy use in buildings and vehicles.	1	Chart all energy usage in buildings and vehicles.	1
			2	Chart all vehicle usage.	4
			3	Monitor all vehicle fuel usage.	2
			4	Explore efficiency of GPS monitoring system.	3

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13			Budget	Object	
Job Title	Fund	Dept	Obj	Percentage	Amount	Total	
PARKS (801)							
DIR OF PARKS,REC.,& PUB.	0001	0801	190	100.00	112,658.82	112,658.82	190
ARBORIST/TREE CUTTER/EQUI	0001	0801	194	100.00	71,164.57		
EQUIPMENT OPERATOR 3/CREW	0001	0801	194	100.00	66,138.00		
LABORER I	0001	0801	194	100.00	50,703.71		
LABORER II	0001	0801	194	100.00	45,114.80		
PARK CARPENTER	0001	0801	194	100.00	62,196.00		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTAINER	0001	0801	194	100.00	59,088.28		
PARK MAINTENANCE/CREW LEA	0001	0801	194	100.00	75,878.28		
PARK PLUMBER	0001	0801	194	100.00	52,970.86	896,872.46	194
PARKS SUPERINTENDENT	0001	0801	198	100.00	80,800.57	80,800.57	198
					1,090,331.85	1,090,331.85	

RECREATION DIVISION



PUBLIC BUILDINGS

**Supervisor
Building Maintenance**

**Custodian I
(6)**

**Custodian II
(1)**

PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS

ENGINEERING DIVISION

TRAFFIC AND FIRE ALARM

GARAGE/FLEET MAINTENANCE

HIGHWAY/
TRANSFER STATION

INNER CITY MSW/
RECYCLING
Highway Foreman/Director DPW

Description of Services

-

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 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 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 other City Departments.

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 the City's 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 traffic signal systems. The purpose of a closed loop traffic signal system is to provide a progressive flow of traffic on the arterial street. The City's traffic signals 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 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, Fire and Board of Education 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.). 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.

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 improve our ability to manage snow removal, staff pre-treats the major streets with a salt brine solution to reduce the bonding effect between the snow and pavement. This reduces costs. Additionally, staff anticipates the use of treated salt begging FY 12/13. The use of treated salt is more environmentally friendly and improves the effectiveness of salt to 5 degrees. Lastly, employees from Public Utilities and Parks, Recreation and Public Buildings assist the Highway division with snow removal.

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. The City continues to see great success with this program. A drop in the amount of solid waste (trash) collected is also realized. The increase in recycling and decrease in solid waste is expected after implementing 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 began single stream recycling in FY 11.

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, 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

The City operates an electronic waste collection program at the transfer station in accordance with DEEP regulations. There is no cost for the disposal of electronic waste.

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.

Department	Goal Number	Description	Obj Number	Objective	Quarter
PUBLIC WORKS	1	Traffic/Fleet	1	Work with Department Heads to purchase fleet equipment approved through either the CIP or Operating Budget.	5
			2	Coordinate testing of fire alarm system with Fire Marshal prior to the start of the school year	1
			3	Prepare paper work necessary to dispose of surplus equipment. Coordinate effort with Purchasing.	5
	2	Garage	1	Provide vehicle service for all municipal vehicles except police, fire and BOE.	5
			2	Improve monitoring of fuel purchased and used after the installation of the new fuel system that was requested in the CIP	4
	3	Highway	1	Continue in house thin overlays to extend life of our roads.	5
			2	Install drainage in Rogers Street, Marshall Road and Hicks Ave	5
			3	Continue to streamline the time it takes to collect both Christmas trees and leaves by improving notification to the residents	2

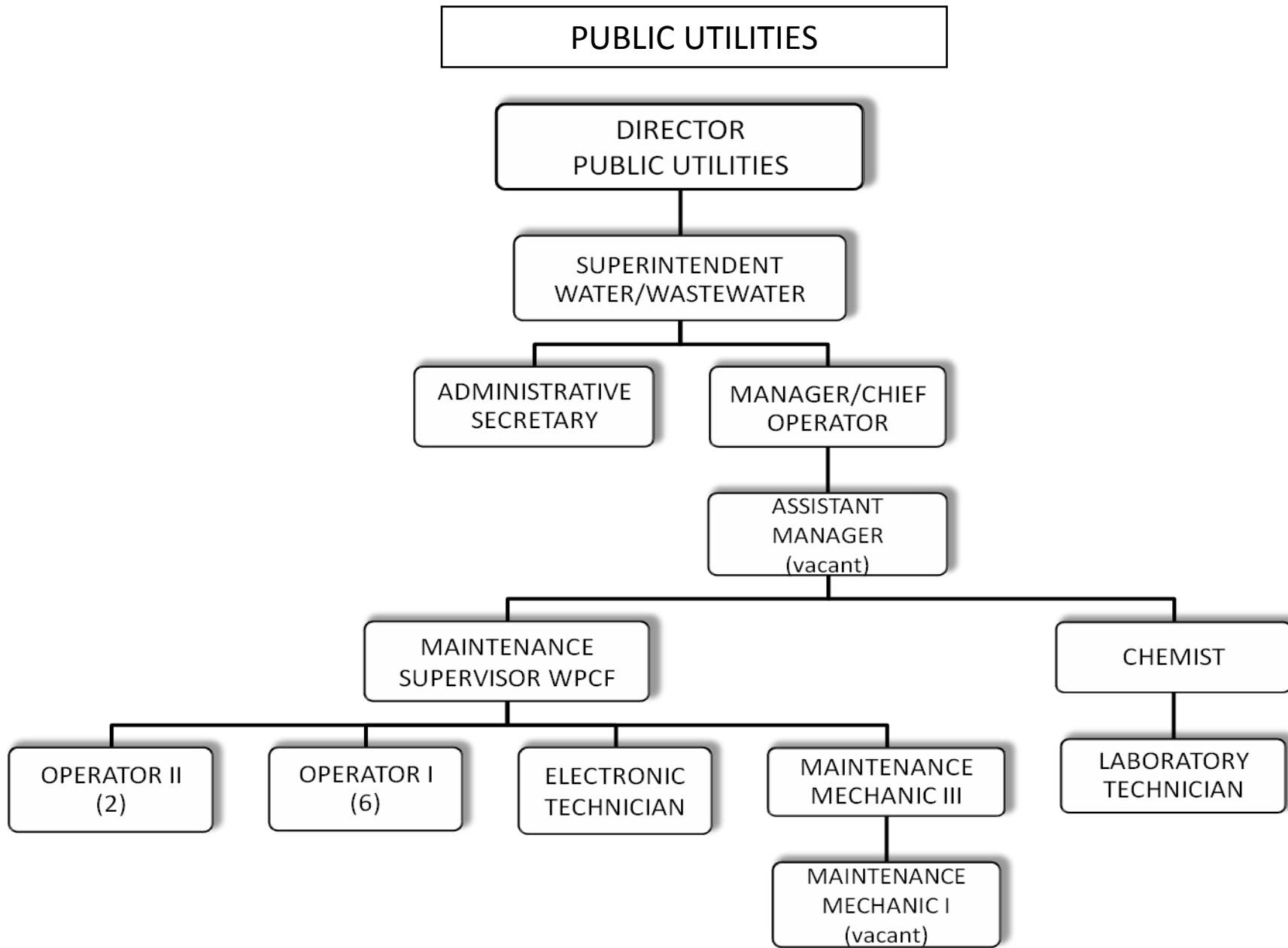
			4	Begin use of treated salt. This is more environmentally friendly. The use of sand is nearly zero which reduces cleanup time and costs	3
	4	Inner City Solid Waste/Recycling	1	Prepare bid package for the collection of Inner City trash and recycling. Convert trash collection from manual to automated.	2
			2	Continue to monitor success of single stream recycling	5
	5	Transfer Station	1	Weigh vehicles to determine volume of materials being delivered by cars, pick-up and box trucks	5
			2	Review volume of material delivered by various vehicles types to determine if a change of rates per vehicle is required.	5
			3	Present proposed fee changes to City Council if the information gathered during Tasks 1 and 2 above indicate a new fee structure is required.	5

2012-2013 Budget								
Payroll Projection Report								
Program : PR815L		7/01/12 to 7/01/13				Budget	Object	
Job Title	Fund	Dept	Obl	Percentage	Amount	Total		
P.W. - ENGINEERING (3310)								
DIRECTOR OF PUBLIC WORKS	0001	3310	190	100.00	103,934.79	103,934.79	190	
ADMINISTRATIVE SECRETARY	0001	3310	196	100.00	57,565.71			
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.00	68,077.71			
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.00	68,077.71			
DRAFTSPERSON	0001	3310	196	100.00	62,863.43			
PUBLIC WORKS CLERK	0001	3310	196	100.00	57,565.71			
SURVEY ASSISTANT II	0001	3310	196	100.00	52,810.28			
SURVEY ASSISTANT II	0001	3310	196	100.00	52,810.28			
ZONING ENF OFF/ENVIRON PL	0001	3310	196	50.00	39,680.72	459,451.55	196	
ASSISTANT CITY ENGINEER	0001	3310	198	100.00	80,800.57			
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	92,209.43			
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	87,855.26	260,865.26	198	
					824,251.60	824,251.60		
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	39,680.72			
					39,680.72			

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<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	71,164.57		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	66,138.00		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	66,138.00		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	66,138.00		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	66,784.57		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HIGHWAY MAINTAINER	0001	3354	194	100.00	59,088.28		
HWY MAINT/CREW LEAD/COMPE	0001	3354	194	100.00	78,589.71		
LABORER II	0001	3354	194	100.00	53,331.71		
LABORER II	0001	3354	194	100.00	50,808.00	991,798.80	194
HIGHWAY FOREMAN	0001	3354	198	100.00	80,800.57	80,800.57	198
					1,072,599.37	1,072,599.37	

City of Meriden
2013 City Manager Recommended Budget

P.W. - BULKY WASTE (3359)	2010	2011	2012	2012 02/14/12	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3359-40-3-0000-189							
MISC PART-TIME	6,028	8,135	8,044	5,001	8,044	8,044	-
0001-3359-40-3-0000-191							
OVERTIME	172	322	1	2,836	1	1	-
0001-3359-40-3-0000-194							
PUBLIC WORKS	62,194	65,053	65,169	38,890	66,138	66,138	-
0001-3359-40-3-0000-196							
MME	-	-	1	-	1	1	-
0001-3359-40-3-0000-350							
GASOLINE	2,390	2,679	3,000	5,361	3,000	3,000	-
0001-3359-40-3-0000-352							
VEHICLE MAINTENANCE	1,198	2,476	6,000	9,000	6,000	6,000	-
0001-3359-40-3-0000-390							
DUMP FEES	65,627	74,586	70,000	37,828	75,000	75,000	-
0001-3359-40-3-0000-391							
DRUG TESTING	-	-	650	-	650	650	-
0001-3359-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	1,606	1,676	1,650	340	1,650	1,650	-
0001-3359-40-3-0000-442							
CLOTHING ALLOWANCE	998	1,580	1,100	288	1,300	1,300	-
	140,213	156,508	155,615	99,544	161,784	161,784	-
TOTAL EXPENDITURES	167,967,315	169,589,061	180,879,120	101,846,449	194,725,424	185,612,558	-
City Expenditures (not including the BOE)			81,269,279		90,353,789	86,002,717	-
Second Taxing District (dept. 3357)			1,465,323		1,556,205	1,439,802	-
TOTAL EXPENDITURES	167,967,315	169,589,061	180,879,120	101,846,449	194,725,424	185,612,558	-
TOTAL REVENUES	168,029,209	173,031,976	180,879,119	96,309,147	178,789,348	185,612,558	-
Variance	61,894	3,442,915	(1)	(5,537,302)	(15,936,076)	-	-



PUBLIC UTILITIES

DIRECTOR

Superintendent of
Operations
Water/Wastewater

FISCAL DIVISION

WATER DIVISION

WPCF DIVISION

Administration/
Billing Section

Meter Reading
Section

Distribution
Section

Treatment
Section

Watershed
Section

Collection
System
Section

Plant
Operation
Section

Description of Services

-

PUBLIC UTILITIES

The department is made up of three divisions. The divisions 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 quarterly basis to some 17, 880 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.

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.

The Division will be starting a meter replacement program this fiscal year, replacing meters that date to the 1980's.

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 2011 was 11.4 million gallons per day.

These standards include the reduction of nitrogen into the receiving waters. The recent plant upgrade allows WPCF Staff to discharge nitrogen at much lower rates than originally designed. WPCF staff will continue to optimize phosphorus reduction during its seasonal operation.

The Water Pollution Control Division has recently implemented a Fats, Oils, and Grease (F.O.G.) Removal Program. This state mandated program required food preparation establishments to remove F.O.G. before it enters the collection system piping which causes blockage of sewer lines. WPCF staff, in unison with Engineering and Health Department staff, is responsible for reviewing applications, inspection, and enforcement of F.O.G. Regulations for over 200 food preparation establishments throughout the City.

The Water Pollution Control Division has recently completed the first phase of an Inflow and Infiltration Remediation Program. Approximately 30,000 linear feet of collection system piping was rehabilitated using a cured-in-place pipe lining system. Approximately 1,600 vertical feet of manhole structures were rehabilitated. WPC Division staff will be preparing to move forward with a second phase of rehabilitation.

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".

Department	Goal Number	Description	Obj Number	Objective	Quarter
PUBLIC UTILITIES	1	GENERAL	1	Evaluate all the resources available within the Public Utilities Dept. to see if each division could assist each other in some ways	5
			2	Continue training program with Superintendent of Operations in the water operations/administration	5
			3	Continue to familiarize myself with WPCF process and projects	5
	2	FISCAL DIVISION	1	Evaluate the new Quarterly billing process	5
	3	WATER DIVISION	1	Working with consultant on the design of the Broad Brook Plant upgrade	4
			2	Oversee the construction of the Elmere Lagoon project	4
			3	Continue to work on Safe Drinking Act Rules/Improvements	5
	4	WATER POLLUTION CONTROL FACILITY DIVISION	1	Evaluate/Optimize the Phosphorus Removal System upgrade at plant. Evaluate the new permit (Feb/Mar)for new changes, etc.	5
			2	Try to increase the sale of Nitrogen credits	5
			3	Continue to address the	5

			improvements within the collection system.	
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<u>object code</u>	FISCAL DIVISION (0503-3910)	2010 Actual	2011 Actual	2012 Budget	2012 02/14/12 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission
	REVENUES							
648	REVENUE WATER DEPT	718,689	724,573	790,245	790,245	820,105	820,106	820,106
649	REVENUE SEWER DEPT	647,380	653,466	712,694	712,694	740,514	740,514	740,514
		1,366,069	1,378,039	1,502,939	1,502,939	1,560,619	1,560,620	1,560,620
	EXPENDITURES							
189	PART TIME / SEASONAL	-	-	-	-	-	-	-
190	ADMINISTRATION	106,759	111,138	109,147	68,976	111,556	111,556	111,556
191	OVERTIME	4,159	3,119	5,000	3,639	5,000	5,000	5,000
194	PUBLIC WORKS	100,333	105,446	105,116	63,776	106,664	106,664	106,664
196	MME	55,499	56,017	55,612	34,272	57,566	57,566	57,566
198	SUPERVISORS	160,563	167,589	175,471	104,711	179,434	179,434	179,434
200	EMPLOYEE BENEFITS	275,134	219,645	284,715	171,801	296,657	296,657	296,657
202	POST RETIREMENT BENEFITS (OP	-	-	48,507	36,381	37,330	37,330	37,330
350	GASOLINE	5,178	5,236	4,000	3,848	5,100	5,100	5,100
352	VEHICLE MAINTENANCE	4,624	5,815	6,900	2,897	6,900	6,900	6,900
357	ATTORNEY FEES	4,022	(1,460)	9,000	5,335	9,000	9,000	9,000
390	OTHER PURCHASED SERVICES	35,756	36,226	63,850	21,576	86,575	86,575	86,575
391	MEDICAL EXPENSE	-	-	400	-	650	650	650
443	OFFICE EXPENSES AND SUPPLIES	382	1,158	500	2	1,550	1,550	1,550
463	LIABILITY INSURANCE	51,749	48,677	51,771	48,789	56,949	56,949	56,949
487	METER MATERIALS	14,131	14,737	15,000	8,366	15,000	15,000	15,000
489	TAX COLLECTOR SERVICES	508,543	523,799	557,950	557,950	574,689	574,689	574,689
712	WATER METERS	1,844	9,450	10,000	6,658	10,000	10,000	10,000
		1,328,675	1,306,592	1,502,939	1,138,977	1,560,620	1,560,620	1,560,620

<u>object code</u>	WATER (0503-3920)	2010 Actual	2011 Actual	2012 Budget	2012 02/14/12 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission
	REVENUES							
633	MUNICIPAL HYDRANT FEES	65,000	65,000	62,240	65,000	62,240	62,240	62,240
634	FIRE SERVICE CHARGE	114,881	114,881	114,881	-	117,470	117,470	117,470
641	INTEREST	178,365	158,437	140,000	72,597	150,000	150,000	150,000
642	LIEN FEES	97,553	81,262	80,000	44,136	45,000	45,000	45,000
680	INTEREST ON INVESTMENTS	31,359	16,969	31,500	6,079	31,500	31,500	31,500
687	BASIC SERVICE CHARGE	707,905	708,636	709,772	-	710,270	767,253	767,253
695	MISC. INCOME	73,887	158,775	129,800	44,922	157,316	157,316	157,316
695	MISC. INCOME	(750)	-	-	-	-	-	-
695	FIXED ASSETS GAIN/LOSS	-	(152,436)	-	-	-	-	-
699	RETAINED EARNINGS	-	-	641,057	-	971,441	436,139	436,139
745	BOND PREMIUM REVENUE	-	19	-	-	-	-	-
746	REFUNDING BOND SAVINGS	-	-	-	-	-	-	-
984	WATER SALES	6,861,048	7,004,835	7,213,500	4,360,565	7,213,500	7,671,500	7,671,500
		8,129,248	8,156,377	9,122,750	4,593,299	9,458,737	9,438,418	9,438,418

<u>object</u> <u>code</u>	WATER (0503-3920)	2010 Actual	2011 Actual	2012 Budget	2012 02/14/12 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission
	EXPENDITURES							
189	PART TIME / SEASONAL	2,496	-	5,000	-	5,000	5,000	
191	OVERTIME	126,148	136,175	140,000	85,289	140,000	140,000	
194	PUBLIC WORKS	1,476,506	1,548,413	1,542,598	932,662	1,592,776	1,592,776	
196	MME	116,577	117,094	116,786	71,411	120,888	120,888	
198	SUPERVISORS	76,590	78,088	79,914	47,737	80,801	80,801	
200	EMPLOYEE'S BENEFITS	1,294,774	1,205,513	1,494,712	999,529	1,659,922	1,640,602	
202	POST RETIREMENT BENEFITS (C	-	-	202,110	151,584	112,035	112,035	
301	DEBT SERVICE-PRINCIPAL	1,592,020	1,308,020	1,205,489	1,145,489	1,255,000	1,255,000	
302	DEBT SERVICE-INTEREST	661,609	663,936	576,766	552,804	532,423	532,423	
303	BAN INTEREST	-	-	1	-	180,000	180,000	
305	DEBT SERVICE CLOSING COST	-	3,919	-	-	-	-	
306	TAXES TO OTHER TOWNS	43,744	46,235	49,148	47,942	52,975	52,975	
309	BABS FEDERAL SUBSIDY	-	(14,200)	(16,774)	(8,387)	(16,406)	(16,406)	
321	PUBLIC UTILITIES	901,999	880,865	900,000	425,575	900,000	900,000	
323	REPAIRS & MAINTENANCE	13,528	14,833	18,000	4,707	20,500	20,500	
350	GASOLINE	40,374	45,108	30,000	43,961	30,000	45,000	
352	VEHICLE MAINTENANCE	57,515	70,960	91,000	33,710	91,000	75,000	
388	AUDIT	9,170	9,050	10,120	8,500	10,135	10,135	
390	WATER PURCHASED	142,054	147,214	148,800	101,545	168,160	168,160	
398	FISCAL DIVISION SERVICE	718,689	724,573	790,245	790,245	820,105	820,106	
399	ASSESSMENT GENERAL FUND	574,983	592,232	610,001	610,001	628,301	628,301	

<u>object</u>	WATER (0503-3920)	2010	2011	2012	2012 02/14/12	Department	City Manager	Public Utilities
<u>code</u>		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Commission</u>
440	OFFICE EXPENSE & SUPPLIES	54,539	49,598	60,000	29,935	60,000	60,000	
489	MEDICAL EXPENSE	3,043	2,074	3,600	85	3,600	3,600	
491	MAINT OF MAINS & ACCESS	23,724	37,965	25,000	16,454	25,000	25,000	
492	MAINTENANCE OF RESERVOIR	39,618	31,408	40,000	22,931	40,000	40,000	
493	MAINT OF PUMP STATIONS	34,440	33,209	40,000	19,085	40,000	40,000	
494	SERVICES-MATERIALS	1,682	(2,030)	5,000	(11,867)	10,000	10,000	
495	TREATMENT EXPENSE	512,243	473,044	521,700	258,448	521,700	521,700	
501	CAPITAL OUTLAY	76,660	-	100,001	59,687	1	1	
502	DEPRECIATION EXPENSE	1,640,947	1,688,981	-	-	-	-	
504	WATER EQUIPMENT	16,221	10,006	16,100	5,147	17,400	17,400	
506	HYDRANTS-MATERIALS	3,336	5,279	5,000	1,431	8,000	8,000	
640	MEMBERSHIPS & MEETINGS	12,521	9,860	11,575	5,384	11,575	11,575	
643	INSURANCE	280,221	255,463	279,857	256,234	307,845	307,845	
713	NEW MAINS & ACCESSORIES	-	-	1	-	1	1	
714	REPAIR TRENCHES	16,951	22,569	21,000	19,630	30,000	30,000	
		10,564,922	10,195,456	9,122,750	6,726,889	9,458,737	9,438,418	9,438,418

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	
WATER (0503-3920)							
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	71,164.57		
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	71,164.57		
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	71,164.57		
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	71,164.57		
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	71,164.57		
LAB TECH SOURC WATER INSP	0503	3920	194	100.00	66,138.00		
STORM DRAIN MAINTAINER	0503	3920	194	100.00	54,562.28		
STORM DRAIN MAINTAINER	0503	3920	194	100.00	59,088.28		
UTILITYPERSON III	0503	3920	194	100.00	62,196.00		
UTILITYPERSON III	0503	3920	194	100.00	62,196.00		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	57,962.00		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	59,088.28		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	59,088.28		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	51,517.14		
WATER PLANT OPERATOR II	0503	3920	194	100.00	62,795.00		
WATER PLANT OPERATOR II	0503	3920	194	100.00	59,238.00		
WATER PLANT OPERATOR II	0503	3920	194	100.00	66,138.00		
WATER PLANT OPERATOR II	0503	3920	194	100.00	66,138.00		
WATER PLANT OPERATOR II	0503	3920	194	100.00	64,844.86		
WATER PLANT OPERATOR III	0503	3920	194	100.00	77,338.28		
WATER PLANT OPERATOR III	0503	3920	194	100.00	77,338.28		
WATER PLANT OPERATOR III	0503	3920	194	100.00	77,338.28		
WATER SERVICE TECHNICIAN	0503	3920	194	100.00	77,338.28		
WATERSHED EQ OP III TREEC	0503	3920	194	100.00	76,610.28	1,592,776.37	194

<u>object</u>		2010	2011	2012	2012 02/14/12	Department	City Manager	Public Utilities
<u>code</u>	SEWER (0502 - 3930)	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Commission</u>
	REVENUES							
641	SEWER CONNECTION ASSESS	13,133	13,328	18,000	4,900	13,000	13,000	13,000
642	INTEREST & LIEN FEES	267,243	250,870	270,000	133,380	270,000	220,000	220,000
644	SEWER ASSESSMENT REVENUE	22,722	-	-	-	-	-	-
680	INTEREST ON INVESTMENTS	39,102	24,979	39,100	9,873	39,100	30,000	30,000
687	BASIC SERVICE FEE	594,554	595,352	594,970	-	594,970	651,310	651,310
690	NITROGEN CREDIT	-	-	80,000	-	80,000	140,000	140,000
694	SEWER ASSESSMENT	-	-	-	-	-	-	-
695	MISC. INCOME	(160,887)	(217,607)	33,200	22,801	33,200	33,200	33,200
699	FROM RETAINED EARNINGS	-	-	707,770	-	651,733	341,771	341,771
699a	FROM RETAINED EARNINGS 201	-	-	1,072,363	-	1,072,363	-	-
745	BOND PREMIUM REVENUE	-	38	-	-	-	-	-
746	REFUNDING BOND SAVINGS	25,149	-	-	-	-	-	-
984	SEWER USE CHARGES	5,798,310	7,865,145	7,700,000	4,365,837	7,700,000	8,140,000	8,140,000
		6,599,324	8,532,104	10,515,403	4,536,791	10,454,366	9,569,281	9,569,281

<u>object code</u>	SEWER (0502 - 3930)	2010 Actual	2011 Actual	2012 Budget	2012 02/14/12 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission
	EXPENDITURES							
189	PART TIME / SEASONAL	3,069	-	1	-	1	1	1
191	OVERTIME	155,969	110,265	160,000	75,713	160,000	160,000	160,000
194	LABOR PUBLIC WORKS	588,896	620,284	645,939	361,156	665,244	665,244	665,244
196	MME	55,592	55,920	55,612	34,172	57,566	57,566	57,566
198	SUPERVISORS	308,704	354,509	374,847	252,070	392,886	392,886	392,886
200	EMPLOYEE BENEFITS	445,425	473,063	557,822	237,360	595,212	595,212	595,212
202	POST RETIREMENT BENEFITS (C	-	-	94,191	70,644	37,331	37,331	37,331
301	PRINCIPAL RETIREMENT	527,396	603,310	584,683	465,683	396,000	396,000	396,000
302	INTEREST	137,203	241,394	192,018	144,230	175,165	175,165	175,165
303	BAN INTEREST	-	-	1	-	1	1	1
305	DEBT SERVICE CLOSING COST	-	7,809	-	-	-	-	-
307	PRINCIPAL RETIREMENT CWF	144,592	144,592	144,592	84,343	144,592	144,592	144,592
308	INTEREST CWF	13,975	11,081	8,190	5,130	5,298	5,298	5,298
309	BABS FEDERAL SUBSIDY	-	(28,320)	(33,452)	(16,726)	(32,723)	(32,723)	(32,723)
310	PRINCIPAL CWF PLANT UPGRAD	-	-	2,481,299	1,915,982	1,503,911	1,503,911	1,503,911
311	INTEREST CWF PLANT UPGRADI	-	-	674,159	415,386	652,803	652,803	652,803
312	PRINCIPAL CWF I&I	-	-	-	-	137,851	137,851	137,851
313	INTEREST CWF I&I	-	-	-	-	37,877	37,877	37,877
321	UTILITIES	1,068,762	1,101,900	1,100,000	566,067	1,100,000	1,100,000	1,100,000

<u>object</u> <u>code</u>	SEWER (0502 - 3930)	2010 Actual	2011 Actual	2012 Budget	2012 02/14/12 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission
323	REPAIRS AND MAINTENANCE	115,704	97,994	120,000	31,871	135,000	135,000	135,000
342	WATER / SEWER BILL	5,427	5,844	9,000	4,558	10,000	10,000	10,000
350	GASOLINE	14,345	13,282	14,500	11,469	16,000	16,000	16,000
352	VEHICLE MAINTENANCE	17,986	24,565	27,500	6,984	27,500	27,500	27,500
388	AUDIT	9,170	9,880	10,120	8,500	10,135	10,135	10,135
390	CALL BEFORE YOU DIG	-	-	1	-	1	1	1
391	MEDICAL EXPENSE	2,470	4,215	5,000	416	5,000	5,000	5,000
398	SERV PROV BY FISCAL DIV.	647,380	653,466	712,694	712,694	749,055	740,514	740,514
399	ASSESSMENT GENERAL FUND	574,983	592,232	610,001	610,001	628,301	628,301	628,301
463	CLAIMS	-	-	5,000	-	5,000	5,000	5,000
483	NITROGEN CREDIT PURCHASE	424,665	150,229	1	-	1	1	1
484	SEWER EXPENSE AND SUPPLIES	298,924	451,499	648,000	219,256	655,000	555,000	555,000
485	BIOSOLID DISPOSAL	542,923	597,397	600,000	304,005	660,000	660,000	660,000
486	PUMP STATION OPR AND MAINT	33,409	50,247	50,000	20,708	60,000	60,000	60,000
501	CAPITAL OUTLAY	680,004	227,910	1	(19,446)	1	1	1
502	DEPRECIATION EXPENSE	1,973,584	2,913,646	-	-	-	-	-
640	MEMBERSHIPS & MEETINGS	8,206	7,038	10,000	5,224	10,000	10,000	10,000
643	INSURANCE	571,978	586,485	653,683	644,619	677,813	677,813	677,813
		9,370,742	10,081,735	10,515,403	7,172,069	9,677,822	9,569,281	9,569,281

2012-2013 Budget							
Payroll Projection Report							
Program : PR815L		7/01/12 to 7/01/13					
<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	59,088.28		
MAINTENANCE MECHANIC III	0502	3930	194	100.00	71,478.00		
MAINTENANCE MECHANIC I	0502	3930	194	100.00	62,200.00		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	56,251.71		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	54,562.28		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	56,251.71		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	56,251.71		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	59,088.28		
SEWER PLANT OPERATOR I	0502	3930	194	100.00	59,088.28		
SEWER PLANT OPERATOR II	0502	3930	194	100.00	64,844.86		
SEWER PLANT OPERATOR II	0502	3930	194	100.00	66,138.00	665,243.11	194
ADMINISTRATIVE SECRETARY	0502	3930	196	100.00	57,565.71	57,565.71	196
CHEMIST	0502	3930	198	100.00	74,501.71		
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.00	57,378.00		
WPCF ASSISTANT MANAGER	0502	3930	198	100.00	87,996.29		
WPCF FACILITY MANAGER	0502	3930	198	100.00	92,209.43		
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.00	80,800.57	392,886.00	198
					1,115,694.82	1,115,694.82	

GOLF COURSE

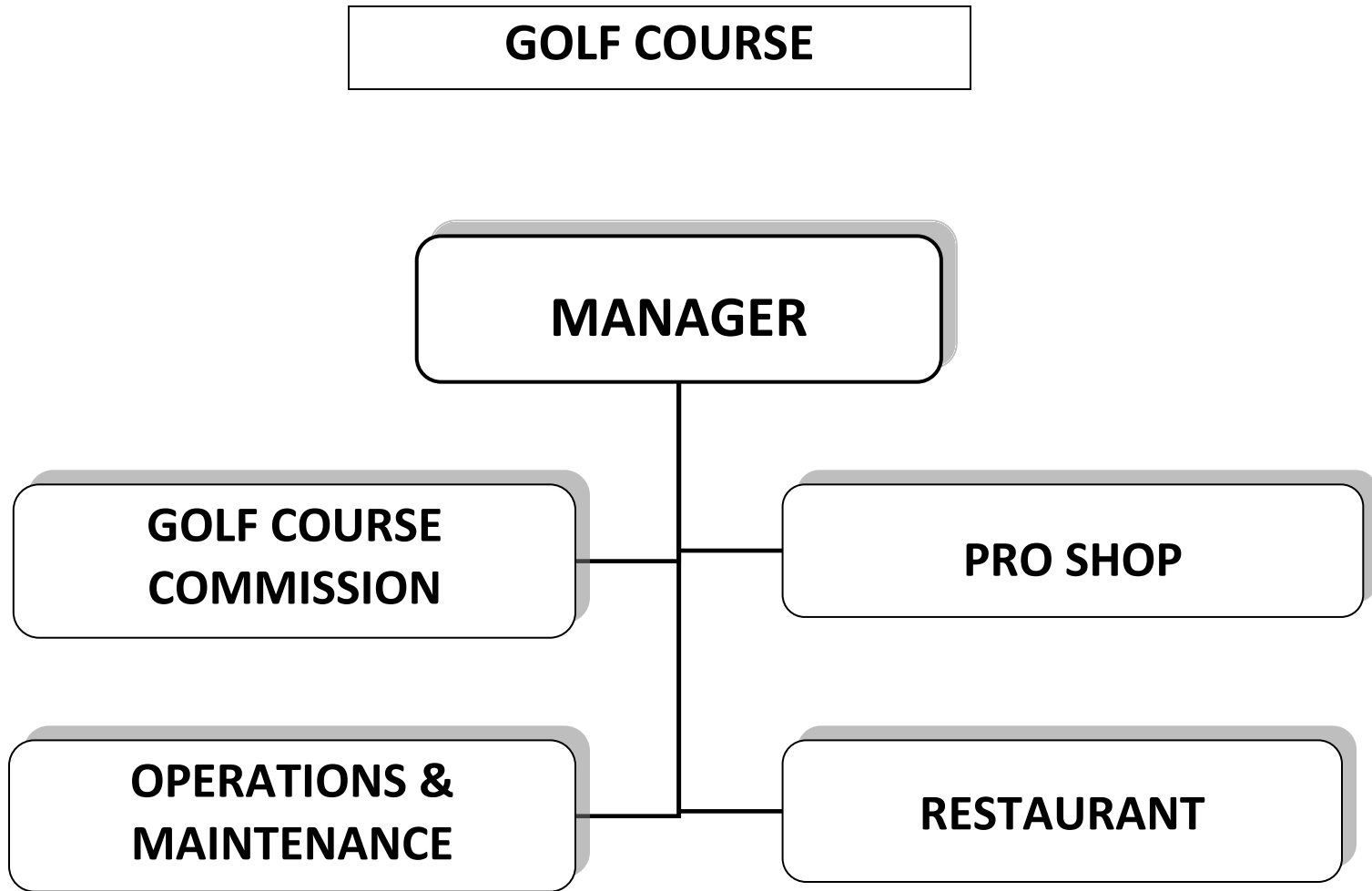
MANAGER

**GOLF COURSE
COMMISSION**

PRO SHOP

**OPERATIONS &
MAINTENANCE**

RESTAURANT



Description of Services	-	GOLF COURSE
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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 full lounge menu and a snack bar. The Restaurant is open year round. The Restaurant's hours fluctuate depending upon the season.

<u>object</u>		2010	2011	2012	2012 02/14/12	Department	Percent	City Manager	Finance
<u>code</u>	GOLF COURSE (509-0810)	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Change</u>	<u>Budget</u>	<u>Committee</u>
	REVENUES								
650	RECOVERY FROM GOLF PRO	-	38,677	50,000	28,044	50,000	0.00%	50,000	
655	GREENS FEES	422,954	398,099	521,595	251,271	456,506	-12.48%	488,050	
656	SEASONS PASSES	122,578	124,884	138,965	81,790	108,965	-21.59%	123,500	
657	TOURNAMENTS	48,848	49,902	81,312	31,205	76,529	-5.88%	55,000	
658	LEAGUES	59,846	46,724	74,716	21,513	74,716	0.00%	54,000	
690	RENT	39,600	39,600	39,600	13,200	39,600	0.00%	39,600	
692	GOLF CART FEES	31,486	59,234	30,000	23,226	30,000	0.00%	30,000	
693	GOLF CART FEES - GOLF PRO	-	-	195,500	131,397	195,500	0.00%	195,500	
695	INTEREST INCOME	5	2	-	0	-	#DIV/0!	-	
697	FIXED ASSETS GAIN/LOSS	-	-	-	-	-	#DIV/0!	-	
705	CIP FEES	-	-	-	-	1	#DIV/0!	1	
746	REFUNDING BOND SAVINGS	5,997	-	-	-	-	#DIV/0!	-	
		731,314	757,121	1,131,688	581,646	1,031,817	-8.82%	1,035,651	-

<u>object code</u>	GOLF COURSE (509-0810)	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 02/14/12 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>	<u>Finance Committee</u>
	EXPENDITURES								
189	MISC PART-TIME	101,750	91,654	92,250	51,322	108,950	18.10%	108,950	
191	OVERTIME	16,723	17,518	17,800	8,964	14,800	-16.85%	14,800	
194	PUBLIC WORKS	200,310	214,208	215,899	118,736	112,420	-47.93%	112,420	
198	SUPERVISORS	83,353	84,769	87,025	51,646	87,997	1.12%	87,997	
200	EMPLOYEE BENEFITS	152,129	145,939	105,483	75,044	115,999	9.97%	89,600	
202	POST RETIREMENT BENEFITS (C	-	-	11,195	8,394	-	-100.00%	5,724	
301	BOND PAYMENTS	14,667	16,667	40,667	14,667	16,667	-59.02%	41,667	
302	BOND & BAN INTEREST	5,477	6,323	4,961	4,562	5,477	10.40%	5,477	
305	DEBT SERVICE CLOSING COST	-	66	-	-	-	#DIV/0!	-	
309	BABS FEDERAL SUBSIDY	-	(138)	(279)	(140)	(279)	0.00%	(279)	
345	GOLF EXPENSE & SUPPLY	178,855	204,229	171,473	103,894	180,437	5.23%	180,437	
346	REIMBURSABLE GOLF PRO EXP	-	38,677	50,000	28,045	50,000	0.00%	50,000	
347	GOLF CART - GOLF PRO EXP	-	-	195,500	131,397	195,500	0.00%	195,500	
350	GASOLINE	57	361	250	-	250	0.00%	250	
396	GOLF PRO	10,000	10,000	10,000	5,000	10,000	0.00%	10,000	
441	CLUBHOUSE EXPENSE	34,168	36,754	31,356	20,532	35,000	11.62%	35,000	
463	LIABILITY & GENERAL INSURANCE	73,435	74,284	80,208	80,208	80,208	0.00%	80,208	
500	CAPITAL EQUIPMENT	4,218	15,930	15,500	13,863	15,500	0.00%	15,500	
502	DEPRECIATION EXPENSE	-	121,385	-	-	-	#DIV/0!	-	
640	MEETINGS & MEMBERSHIPS	1,950	1,847	2,400	735	2,400	0.00%	2,400	
		877,092	1,080,472	1,131,688	716,869	1,031,326	-8.87%	1,035,651	-

2012-2013 Budget								
Payroll Projection Report								
Program : PR815L		7/01/12 to 7/01/13				Budget	Object	
<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	59,088.28			
LABORER II	0509	0810	194	100.00	53,331.71	112,419.99	194	
SUPT. / MANAGER GOLF FACI	0509	0810	198	100.00	87,996.29	87,996.29	198	
					200,416.28	200,416.28		

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
BOE	Hanover Boiler Replacement	490,000							490,000
	Roger Sherman Boiler Replacement				464,000				464,000
	Nathan Hale Boiler Replacement				460,000				460,000
	Israel Putnam Boiler Replacement			477,000					477,000
	Israel Putnam Roof Replacement	166,982	(100,189)	2,306,818					2,373,611
	<i>Grant proceeds</i>			(1,384,091)					(1,384,091)
	Nathan Hale Roof Replacement				166,077	2,294,323			2,460,400
	<i>Grant proceeds</i>				(99,646)	(1,376,594)			(1,476,240)
	Roger Sherman Roof Replacement					166,016	2,293,484		2,459,500
	<i>Grant proceeds</i>					(99,610)	(1,376,090)		(1,475,700)
									-
	TOTAL	656,982	(100,189)	1,399,727	990,431	984,136	917,394	-	4,848,480
FIRE	Replace Fire Aerial Ladder Truck, 2013	1,200,000	(600,000)						600,000
	SCBA Replacement Breathing Appratus			476,800					476,800
	<i>Grant proceeds</i>			(381,440)					(381,440)
	Station # 3 Renovations				25,000				25,000
	Replace a Fire Pumper Truck, 2014					570,000		600,000	1,170,000
	<i>Grant proceeds</i>					(300,000)		(320,000)	(620,000)
	Washing machine for Fire Fighter PPE				19,000				19,000
	Turn Out Gear Dryers				42,000				42,000
	Station #2 Renovations							250,000	250,000
	Station #5 Renovations						348,000		348,000
	TOTAL	1,200,000	(600,000)	95,360	86,000	270,000	348,000	530,000	1,929,360
POLICE	Building Improvements	25,000		25,000	25,000	25,000	25,000	25,000	150,000
	Remove Existing Asphalt and Regrade			36,575					36,575
	Prof. Designs and Bid Documents					150,000	1,000,000	1,000,000	2,150,000
	Video Analysis	25,000	(25,000)						-
	TOTAL	50,000	(25,000)	61,575	25,000	175,000	1,025,000	1,025,000	2,336,575
CIVIL PREPARENESS									
	Emergency Management Radio Repeater & Radios	38,500							38,500
	TOTAL	38,500	-	-	-	-	-	-	38,500
LIBRARY	Library Fence Replacement-West Side	15,000	(5,000)						10,000
	Library Carpet Replacement in High Traffic Area	60,000	(20,000)						40,000
	Elevator Cylinder Replacements - 2 elevators	75,000	(25,000)						50,000
	Library Window and Door Replacement			700,000					700,000
	<i>Grant proceeds</i>			(233,333)					(233,333)
	Library Children's Room Expansion			100,000	2,900,000				3,000,000
	<i>Grant proceeds</i>			(33,000)	(966,667)				(999,667)
	Library - Generator	245,000	(81,667)						163,333
	TOTAL	395,000	(131,667)	533,667	1,933,333	-	-	-	2,730,333

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
MIS	Aerial Mapping Project and Full Planimetric layers			250,000					250,000
	TOTAL	-	-	250,000	-	-	-	-	250,000
AVIATION	Construction of new building	150,000	(150,000)						-
	Administrative building renovation	15,000							15,000
	TOTAL	165,000	(150,000)	-	-	-	-	-	15,000
SMVFD	(Eng 10) - 1996 Replacement						550,000		550,000
	Station Renovations 2nd Floor Addition						100,000		100,000
	Replacement Chiefs 4 X 4 (see comments)					40,000			40,000
	Bathroom & Showers Renovations	15,000							15,000
	TOTAL	15,000	-	-	-	40,000	650,000	-	705,000
PARKS, REC & PUBLIC BUILDINGS									
	City/Brookside Rehab - Phase II	100,000		100,000	100,000				300,000
	<i>Grant proceeds</i>			<i>(100,000)</i>					<i>(100,000)</i>
	Park Bldgs Rehab roof/doors phase III	50,000		50,000		50,000			150,000
	City wide fencing rehab	25,000			25,000				50,000
	MidState Soccer upgrade			50,000	75,000				125,000
	Washington Park interior Rehab	30,000		20,000					50,000
	Washington Park patio Porch			100,000	100,000				200,000
	Beavers Pond Park Rehab	25,000		25,000					50,000
	Irrigation of fields/turf upgrades Phase IV			10,000	10,000				20,000
	Park paving phase I	25,000		100,000		100,000	100,000	100,000	425,000
	Mobile toilet trailer	50,000							50,000
	Mower replacement				45,000		45,000		90,000
	Granite curb & irrigation Mnmts Broad St	200,000							200,000
	Andrews Homestead phase II	25,000			25,000				50,000
	Upgrade Columbus Park soccer & restrooms			70,000			25,000		95,000
	Elephant VAC replacement			35,000					35,000
	Pick up truck replacement			35,000			35,000		70,000
	Garbage truck replacement					135,000			135,000
	Dump truck replacement				95,000				95,000
	Upgrade Hubbard Park underground power	25,000		25,000					50,000
	Sweeper replacement					135,000			135,000
	Playscape/code safety upgrades replacement			100,000	100,000		100,000		300,000
	Hubbard Pk pool upgrade repair & upgrade	25,000			15,000	15,000	15,000		70,000
	1 ton dump truck replacement			65,000			65,000		130,000
	Crew cab 4x4 pickup	50,000					65,000		115,000
	Box Truck replacement				45,000				45,000
	Utility vehicle replacement				15,000	15,000	15,000		45,000
	Chipper replacement				35,000				35,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
PARKS, REC & PUBLIC BUILDINGS (cont'd)									
	Power wash trailer					15,000			15,000
	Guiffrida Nature Center					75,000			75,000
	Tower road repair			100,000	100,000	50,000			250,000
	Police Department boiler				170,000				170,000
	Stoddard building burner & chimney			150,000					150,000
	Replace rugs in Senior Center					50,000			50,000
	City buildings office upgrades			35,000		30,000			65,000
	Police Department generator	95,000							95,000
	City Hall exterior paint & clock tower				90,000				90,000
	Maloney/Platt Track Rehab							500,000	500,000
	TOTAL	725,000	-	970,000	1,045,000	670,000	465,000	600,000	4,475,000
PUBLIC WORKS									
ENGINEERING									
	City-Wide Road Reconstruction	1,000,000		500,000	500,000	500,000	500,000	500,000	3,500,000
	City-Wide Road Reconstruction (LoCIP)	519,121	(519,121)	519,121	519,121	519,121	519,121	519,121	2,595,605
	<i>Grant proceeds</i>			<i>(519,121)</i>	<i>(519,121)</i>	<i>(519,121)</i>	<i>(519,121)</i>	<i>(519,121)</i>	<i>(2,595,605)</i>
	City-Wide Road Sidewalks	300,000		350,000	400,000	400,000	400,000	400,000	2,250,000
	Guiderail Replacment-Misc Locations	50,000		50,000	50,000	50,000	50,000	50,000	300,000
	City-Wide Drainage				100,000	100,000	200,000	200,000	600,000
	Linear Trail Projects	400,000	(320,000)		1,100,000	1,100,000			2,280,000
	<i>Grant proceeds</i>				<i>(880,000)</i>	<i>(880,000)</i>			<i>(1,760,000)</i>
	Foster Pond Dam			850,000					850,000
	Downtown Improvements	250,000		250,000	250,000	250,000	250,000		1,250,000
	Jordan Brook Phase 3					500,000			500,000
	Williams St Reconstruction						375,000		375,000
	Johnson Ave Reconstruction				525,000		3,500,000		4,025,000
	<i>Grant proceeds</i>				<i>(420,000)</i>		<i>(2,800,000)</i>		<i>(3,220,000)</i>
	Hicks Ave Drainage/Road Improvements				400,000	1,000,000			1,400,000
	Allen Ave Reconstruction					200,000		1,000,000	1,200,000
	Finch Ave Reconstruction (entire length)					250,000			250,000
	W Main - North 2nd to Bradley Streetscape	250,000		1,100,000					1,350,000
	<i>Grant proceeds</i>	<i>(200,000)</i>		<i>(480,000)</i>					<i>(680,000)</i>
	Sodom Brook Sewer Relocation					500,000			500,000
	Prospect Street Reconstruction					50,000		550,000	600,000
	Baldwin Ave Reconstruction (net cost only)					55,000		600,000	655,000
	Preston Ave Reconstruction (net cost only)				120,000		400,000		520,000
	Westfield Rd Reconstruction (net cost design)						50,000		50,000
	Spoon Shop Channel			50,000					50,000
	TOTAL ENGINEERING	2,569,121	(839,121)	2,670,000	2,145,000	4,075,000	2,925,000	3,300,000	16,845,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
SNOW	Snow Plow Replacements	24,000		26,000					50,000
	Dump Body Replacment	70,000		72,500	75,000				217,500
	TOTAL SNOW	94,000	-	98,500	75,000	-	-	-	267,500
GARAGE	New Fuel Islands/Pumps/Tanks/Canopy	315,000							315,000
	Extend Overhead Crane			90,000					90,000
	Machine Shop Equipment				90,000				90,000
	Welding Truck					160,000			160,000
	TOTAL GARAGE	315,000	-	90,000	90,000	160,000	-	-	655,000
TRAFFIC	Traffic Signal Modernization	2,517,800	(2,517,800)						-
	Signal Upgrade Program			215,000		230,000		250,000	695,000
	Bucket Truck Replacement				115,000				115,000
	Video Detection Program	20,000		25,000		35,000		40,000	120,000
	Fire Alarm System Upgrade	25,000			25,000		25,000		75,000
	Sign Truck			95,000					95,000
	East Main St. Closed Loop Expansion			20,000	30,000	30,000			80,000
	TOTAL TRAFFIC	2,562,800	(2,517,800)	355,000	170,000	295,000	25,000	290,000	1,180,000
HIGHWAY	Dump Truck	177,000		200,000	194,000	203,000	213,000	224,000	1,211,000
	Sweeper Rehabilitation			20,000		23,000			43,000
	Triaxle Replacement			200,000					200,000
	Street Sweeper Replacement				230,000		250,000		480,000
	Utility Truck					75,000			75,000
	One Ton Dump						85,000		85,000
	TOTAL HIGHWAY	177,000	-	420,000	424,000	301,000	548,000	224,000	2,094,000
TRANSFER STATION	Mower	25,000							25,000
	Horizontal Recycler	300,000							300,000
	Four Wheel Excavator			200,000					200,000
	TOTAL TRANSFER STATION	325,000	-	200,000	-	-	-	-	525,000
BULKY WASTE	Bulky Waste Crane Truck			230,000					230,000
	TOTAL BULKY WASTE	-	-	230,000	-	-	-	-	230,000
	TOTAL PUBLIC WORKS	6,042,921	(3,356,921)	4,063,500	2,904,000	4,831,000	3,498,000	3,814,000	21,796,500
GOLF Non Enter	Painting of Golf Course Buildings			15,000					15,000
	Replace Flooring in Clubhouse	20,000							20,000
	TOTAL	20,000	-	15,000	-	-	-	-	35,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL			C.I.P. FY 12/13 - 17/18					(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
PUBLIC UTILITIES									
WATER	SOURCES:								
	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	155,000	-	-	-	264,000
FACILITIES/PLANTS:									
	Broad Brook Treat Plt Upgrade -Inc Pump Sta								-
	Design								-
	Contract Adim/Inspection			1,260,000					1,260,000
	<i>Grant proceeds</i>			<i>(315,000)</i>					<i>(315,000)</i>
	Construction			14,100,000					14,100,000
	<i>Grant proceeds</i>			<i>(3,525,000)</i>					<i>(3,525,000)</i>
	Elmere Treatment Plant (new)								-
	Design							1,200,000	1,200,000
	<i>Grant proceeds</i>							<i>(300,000)</i>	<i>(300,000)</i>
	Elmere Treatment Plant (Existing)								-
	Evaluation/Design -Ultraviolet system	150,000	(37,500)						112,500
	Installation/Construction of system			800,000					800,000
	<i>Grant proceeds</i>			<i>(200,000)</i>					<i>(200,000)</i>
	Bradley/Hubbard Treatment Plant								-
	Process Valves			35,000					35,000
	Roof				35,000				35,000
	Process Feeders			21,000					21,000
									-
	Evansville Ave Treatment Plant								-
	Auto/Process Valves				25,000				25,000
	Roof								-
	Architect								-
	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								-
	Roof						10,000	45,000	55,000
	SUBTOTAL FACILITIES/PLANTS	270,000	(37,500)	12,194,000	60,000	-	47,000	945,000	13,478,500

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL			C.I.P. FY 12/13 - 17/18					(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	TANKS:								
	Fleming Road Tank Painting (2,000,000 gals)					1,110,000			1,110,000
	<i>Grant proceeds</i>					<i>(277,500)</i>			<i>(277,500)</i>
	Broad Brook Backwash-Interior Painting (100,000 gals)			70,000					70,000
	<i>Grant proceeds</i>			<i>(17,500)</i>					<i>(17,500)</i>
	SUBTOTAL - TANKS	-	-	52,500	-	832,500	-	-	885,000
	PUMP STATIONS:								
	Parker Ave Pump Station Roof					35,000			35,000
	Johnson Hill Station Roof								-
	Roof							40,000	40,000
	Pump/Motor Replacement						25,000		25,000
	Valve Replacement			11,000					11,000
	East Road Pump Station								
	Pump/Motor Replacement			21,000					21,000
	New Generator				235,000				235,000
	Williams Street Pump Station (New)								-
	Design			85,000					85,000
	<i>Grant proceeds</i>			<i>(21,250)</i>					<i>(21,250)</i>
	Construction				800,000				800,000
	<i>Grant proceeds</i>				<i>(200,000)</i>				<i>(200,000)</i>
	SUBTOTAL - PUMP STATIONS	-	-	95,750	835,000	35,000	25,000	40,000	1,030,750
	DISTRIBUTION SYSTEM:								
	Cleaning/Lining			500,000	500,000	500,000	500,000	500,000	2,500,000
	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
	Insulation Replacement			80,000					80,000
	Paddock Ave Bridge-Water Main Replacement			160,000					160,000
	SUBTOTAL - DISTRIBUTION SYSTEM	-	-	780,000	2,535,000	950,000	500,000	540,000	5,305,000
	ADMINISTRATION:								
	Water Supply Plan							80,000	80,000
	Meter Change out	40,000		40,000	40,000	40,000			160,000
	Upgrade Radios/Vehicles							50,000	50,000
	Asbestos abatement @ 117 Parker Ave	25,000							25,000
	SUBTOTAL - ADMINISTRATION	65,000	-	40,000	40,000	40,000	-	130,000	315,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)		
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL	
	EQUIPMENT:									
	Cab/Chassis-Compressor Truck	51,000							51,000	
	Pickups small/med (2 each year)				28,000	28,000			56,000	
	4 X 4 Pickup (2) @ 26,000	52,000		26,000					78,000	
	4 X 4 Pickup w/plow						40,000		40,000	
	Shoring box system			26,000					26,000	
	Slope Cutting Tractor			80,000					80,000	
	Road Saw (Large)				26,000				26,000	
	Small (1-2 ton) Roller				32,000				32,000	
	Compressor unit - truck mounted					18,000			18,000	
	SUBTOTAL - EQUIPMENT	103,000	-	132,000	86,000	46,000	40,000	-	407,000	
	TOTAL WATER DIVISION	438,000	(37,500)	13,403,250	3,711,000	1,903,500	612,000	1,655,000	21,685,250	
	WATER POLLUTION CONTROL FACILITY								-	
	Phone/Intercom System	40,000							40,000	
	Collection System Improvements	500,000		500,000	500,000	500,000	500,000	500,000	3,000,000	
	Clarifier painting	36,000		27,000					63,000	
	Silver Lake Pump Stat. Assessment and Design				50,000				50,000	
	Silver Lake Pump Station Upgrade					600,000			600,000	
	Pump Station Emergency Alt. Pumping				100,000				100,000	
	1 Ton 4 x 4 Pick-Up with Plow						45,000		45,000	
	1/2 Ton 4 x 4 Pick-Up							30,000	30,000	
	Harbor Brook Pump Station Flow Meters			110,000					110,000	
	RAS Flow Meter			60,000					60,000	
	Cedarwood Valley Pump Station Siphon			30,000					30,000	
	TOTAL WPCF	576,000	-	727,000	650,000	1,100,000	545,000	530,000	4,128,000	
	TOTAL PUBLIC UTILITIES	1,014,000	(37,500)	14,130,250	4,361,000	3,003,500	1,157,000	2,185,000	25,813,250	
	Total	10,322,403	(4,401,277)	21,519,079	11,344,764	9,973,636	8,060,394	8,154,000	64,972,998	
	Board of Education	(656,982)	100,189	(1,399,727)	(990,431)	(984,136)	(917,394)	-	(4,848,480)	
	Enterprise Funds	(1,014,000)	37,500	(14,130,250)	(4,361,000)	(3,003,500)	(1,157,000)	(2,185,000)	(25,813,250)	
	Total w/o BOE, Enterprise Funds	8,651,421	(4,263,588)	5,989,102	5,993,333	5,986,000	5,986,000	5,969,000	34,311,268	
	Total w/o BOE, Enterprise Funds net of grants	4,387,833								
	Cap Calculation FY2012 Principal Paydown \$8,959,161 * 50%	4,479,581								
	Imposed Cap less CIP Plan	91,747								
****HARBOR BROOK FLOOD CONTROL PROJECTS (Recommend these projects be funded separate from CIP as they will exceed the cap)										

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
CITY MANAGER LEVEL		C.I.P. FY 12/13 - 17/18						(02/08/12)	
Dept.	Project Name	FY 12/13	GRANTS	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
HARBOR BROOK									
DRAINAGE	Railroad Bridge (rear of Church and Morse)	300,000		300,000	4,000,000				4,600,000
	Westfield Road Detention (1)	450,000	(450,000)						-
	Center Street Bridge			2,800,000					2,800,000
	<i>Grant proceeds</i>			(1,250,000)					(1,250,000)
	Dog's Misery Swamp Mitigation Plan	250,000		750,000					1,000,000
	Hanover Pond - Coe Ave Channel (2)					150,000		1,000,000	1,150,000
	Leslie Dr - Cook Ave Channel					100,000		1,000,000	1,100,000
	Cooper St Bridge (Design/Const)			100,000		2,500,000			2,600,000
	<i>Grant proceeds</i>					(650,000)			(650,000)
	South Butler St Bridge (Design/Const) (3)			300,000			2,500,000		2,800,000
	Hanover Towers Bridge (4)				125,000			2,000,000	2,125,000
	Cook Ave - RR Bridge Channel			200,000		2,000,000			2,200,000
	Cedar Street Bridge (Design/Const)						200,000		200,000
	Mill St - Cedar St Channel (Design/Const) (5)				200,000		2,000,000		2,200,000
	Cedar St - Camp St Channel (Design/Const)						200,000		200,000
	Demolition South Colony Street properties	750,000							750,000
									-
	TOTAL HARBOR BROOK DRAINAGE IMPVTS.	1,750,000	(450,000)	3,200,000	4,325,000	4,100,000	4,900,000	4,000,000	21,825,000

INDEX

	<u>Section</u>		<u>Section</u>
Appointed Officials	1	Health & Human Services	2
Assessment/Collection	3	Highway	5
Assessment Appeals	3	Inland-Wetlands	2
Aviation	2	Insurance	2
Benefits	2	Law	2
Budget Calendar	1	Library	2
Budget Message	1	Mayor/City Council	2
Budget Process	1	Management Information Services (MIS)	2
Building Maintenance (Public Buildings)	5	Parking	2
Bulky Waste	5	Parks	5
Capital Equipment	2	Personnel	2
Capital Improvement Program	7	Police	4
City Clerk	2	Public Buildings (Building Maintenance)	5
City Manager	2	Public Works	5
Contingency		Purchasing	3
Debt Service	3	Recreation	5
Development & Enforcement	2	Recycling	5
Education	2	Reval	1
Elected Officials	1	Revenue	2
Elections	2	Senior Citizens Center	2
Emergency Communications	4	Snow & Ice Control	5
Emergency Management/Preparedness	4	South Meriden Volunteer Fire Department (SMVFD)	4
Engineering	5	Traffic	5
Finance	3	Transfer Station	5
Fire	4	Youth Services	2
Fiscal	7	Water	6
Garage	6	Water Pollution Control Facility (WPCF)	6
General Administration	2		
Golf	7		
Grand List	1		