

**City Manager's Proposed Budget
FY 2013-2014
City of Meriden, CT**



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Elected Officials

Michael S. Rohde, Mayor

Matthew C. Dominello, Sr., Deputy Mayor

Brian Daniels, Majority Leader

Catherine Battista, Deputy Majority Leader

Trevor Thorpe, Deputy Majority Leader

Daniel Brunet, Minority Leader

Walter Shamrock, Deputy Minority Leader

Miguel Castro, Councilor

Larue Graham, Councilor

Steven Iovanna, 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

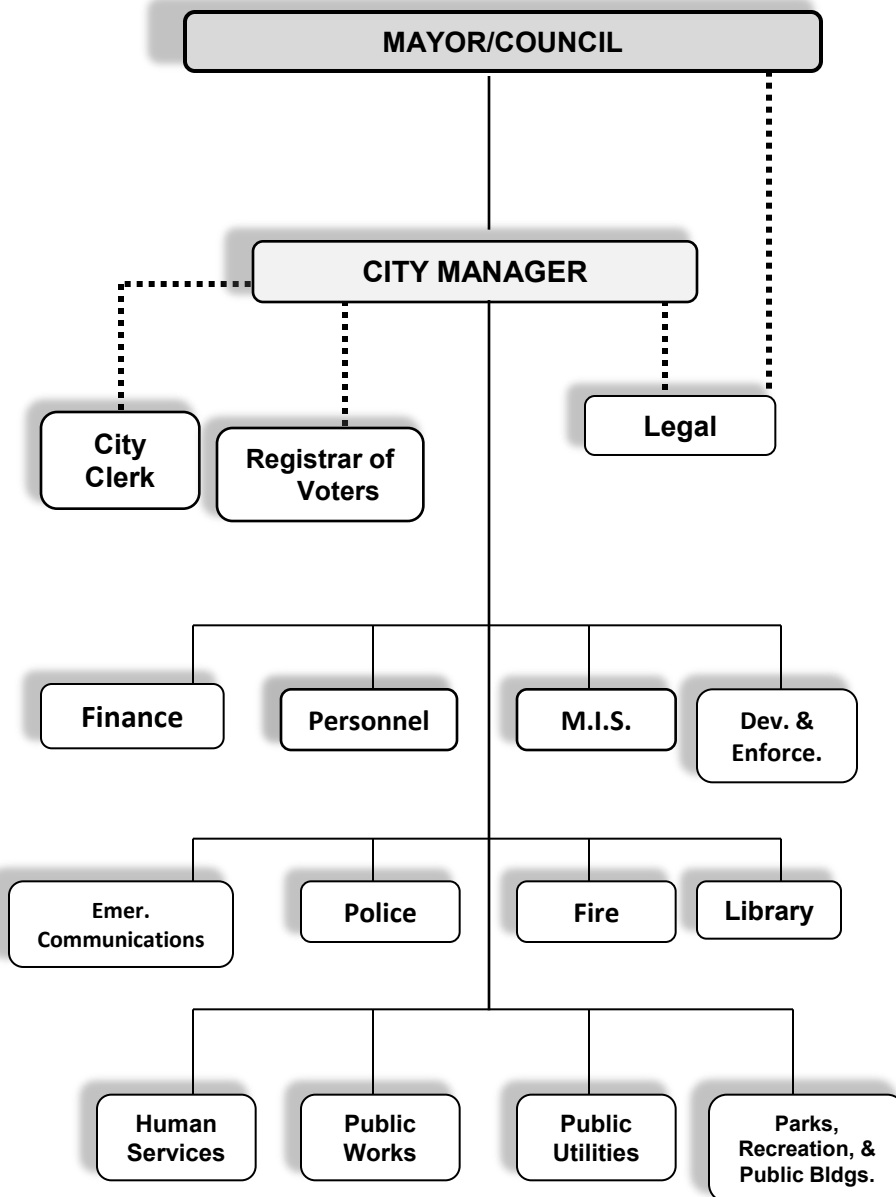
Mark Zebora, Director - Parks, Recreation & Public Buildings

Caroline Beitman, Personnel Director

Jeffry Cossette, Police Chief

Robert Bass, Director - Public Works

David Lohman, Director - Public Utilities



**CITY OF MERIDEN
BUDGET CALENDAR
FY 2013-2014**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
12/21/2012	Budget Estimates	Departments	Finance Director	At least 180 days before end of the fiscal year
12/31/2012	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
03/04/2013	Manager's Budget	City Manager	City Council	No later than 120 days from end of fiscal year
04/13/2013	Hold one (1) or	City Council	Public	No later than 75 days from end of fiscal year
05/06/2013	Adopt Budget	City Council	----	Within 20 days of last Public Hearing
05/13/2013	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption
05/16/2013	Set Tax Rate	City Council	----	Within 10 days of final adoption



LAWRENCE J. KENDZIOR
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City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

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March 4, 2013

Dear Mayor Rohde and Members of the City Council:

This is the ninth budget proposal I have prepared during my tenure as City Manager. During that time, we have never been confronted by budgetary circumstances as difficult as those we will consider this year. Decreases in multiple revenue sources combined with the increased cost of meeting our policy goal to fund the City's benefit obligations as actuarially required pose a very significant challenge. I am presenting a budget that reduces spending in nearly every department and cost center. I also am proposing less than desirable solutions to funding benefits. Nonetheless, an increase in the tax rate will still be necessary to balance the budget, although residential property taxes for a majority of homeowners will remain below the level of two years ago.

The proposed State budget eliminates and defunds the State payment in lieu of taxes (PILOT) for State owned property, the Pequot/Mohegan grant, the Municipal Revenue Sharing grant (which was enacted just last year), the Manufacturing Transition Grant (which replaced the manufacturing property PILOT created when the State exempted manufacturing property from local taxation), the State public housing PILOT and the public school transportation grant. It lowers the amount of State funding for other programs such as non-public school transportation and the PA-217 program that reimburses a portion of the cost of other services provided to non-public schools. The revenue loss for those programs if the proposed State budget is adopted totals \$3,427,834. The proposed State budget does increase some revenue sources, but does so in a manner that may not benefit the City's general fund budget. The LoCIP grant, which reimburses municipalities for eligible capital projects, would be increased by \$903,709, the amount of the Pequot/Mohegan grant that is being defunded. Unlike that grant, LoCIP funds can only be used for capital projects. That will assist the City in controlling our bonding cost over time, but reduces revenue by that amount in the operating budget. The Education Cost Sharing grant would be increased by \$2,199,332, but of that amount \$1.8 million will be paid directly to the Board of Education. As proposed, the ECS increase that the Board received directly for the current year, \$1,777,411, does appear to be included in the City's proposed ECS grant and does not appear to be subject to the Minimum Budget Requirement. If so, that revenue could be used to fund any City expenditures. My proposed budget assumes that is correct, but

that is a part of the State budget proposal that will need to be closely tracked. Based on that favorable assumption, State revenues would be reduced by a net amount of approximately \$1 million. If that proposal is changed during the State budget process, the net loss of State revenues would be nearly \$2.8 million.

Other City revenue sources also are decreasing. NRG, which has paid over \$30 million to the City under the terms of the tax agreement for the proposed power generating facility that it never completed, has given the City notice of its intent to abandon that project. It is contesting the next payment of \$1,808,756 due under the tax agreement. For that reason, I have not included that amount as revenue in the proposed budget. It should be noted that NRG, if it proceeds to abandon the project, will owe the City a payment of certain amounts that were deferred during the last four years, which it has indicated in its court pleadings it does intend to pay. Because that payment would be made in the current fiscal year, I am proposing that a portion of the amounts due be paid into the City's health fund, a proposal discussed later in this budget message.

The City's grand list for next year is lower by \$31,501,204, based on decreases in the motor vehicle and personal property grand lists and a decrease in the real estate list mostly due to the settlement of assessment appeals in the year following revaluation. Based on the current mill rate, this results in a \$1,093,092 loss of tax revenue. While much of this was anticipated, the decrease exceeds the anticipated amount by nearly \$343,000. In addition, the tax collection rate that is used to calculate the amount of current year tax revenue is based on a two year rolling average as required by our financial policies. The slight decrease in last year's tax collection rate results in a lower collection rate for the proposed budget and a revenue loss of \$62,137. 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.

I have not included the use of unassigned fund balance- the "rainy day" fund- in this budget. Our recent budgets did use fund balance to offset increases in retiree health funding (OPEB). For example, the current 2012-13 budget anticipates the use of \$1.2 million in reserves. Because I am recommending that OPEB funding be reduced to the level of two years ago, I am not including fund balance as revenue. Avoiding the use of fund balance is preferable for bond rating purposes. Given the fact that we will be doing multiple bond issues in the next few years for, among other purposes, the high school projects, maintaining our bond rating is critical to the City's fiscal status. We have been successful in increase our reserves in the past few years to comply with our financial policies and improve our bond rating. Now is not the time to risk that success.

The challenge posed by these revenue losses is exacerbated by increases in the cost of pension and health benefits. Pension funding is reviewed every two years to update the actuarially required contribution (ARC) necessary to fund present and accrued pension benefits. In calculating that amount, it is accepted practice to "smooth" investment

gains and losses over a period of years to avoid volatile changes in required funding levels. Losses incurred in the period when stock exchange values decreased by approximately 50% are still being absorbed into the calculation of the City's ARC. For the first time, this has resulted in the City pension fund being slightly less than fully funded (98.4%), as well as the police and fire pension funds which have historically been underfunded. The City has been contributing additional amounts to close the funding gap in those plans over a period of years. For next year, that would require \$1 million in additional funding. I am recommending that the police and fire pension fund deficits be reamortized over a period of 30 years and that the city pension fund deficit be amortized over 25 years. That reduces the additional funding necessary to meet 100% of the ARC to \$525,512. That is still a significant amount, but much less than otherwise would be required. Reamortizing does pose issues for the future that need to be closely followed, but pension contributions should stabilize or improve in the next actuarial review barring another period of very unfavorable market conditions.

The City's experience with health benefit funding has been very good in recent years. Our rate of increase in cost has been less than projected. We changed administrators and achieved savings both in administration and claims. We instituted a wellness program that has identified serious illnesses among our employees at an early stage, reducing costs for serious illnesses and improving employee health. Changes that we made to employee contributions and deductibles have resulted in additional savings. Many of our employees are now enrolled in health savings accounts, which should result in future savings. However, in the last fiscal year, claims exceeded projections, reducing the balance in the health fund by \$1.3 million. This appears to have two causes: additional utilization last year as Board of Education employees anticipated the change in plans to Health Savings Accounts and, much more significantly, an unusual number of serious illnesses and high individual claims. Based on that, our health consultant has recommended an increase in health benefit funding, minus an additional recommended reserve amount, of approximately twelve percent. That will require an increase in City health benefit funding of approximately \$492,000.

To offset those expenditure increases and the previously described losses in revenue to the extent possible, I am proposing an overall reduction in spending in the amount of \$1,694,609. This takes into account the increase in benefits. The proposed budgets for twenty-four different departments and other cost centers are equal to or less than last year. Only five budgets are higher: the fire department, in which the contractual wage increase was impossible to offset by other spending reductions, the South Meriden Volunteer Fire Department, which now includes funding for the recently approved volunteer firefighter pension plan, the Insurance budget, which includes a significant increase in police professional liability coverage premium, the Law Department, in which there is a position that was funded for only one-half a year in the current year budget, and the aviation budget, in which the expenditure increase is offset by projected revenue increases.

In order to accomplish this, departmental budgets have been reduced to the minimum amount necessary to meet current service levels. It will be very challenging for department heads to manage the proposed budgets without running deficits in the next year. The proposed budget does reduce capital equipment requests, eliminates the summer playground park program and one existing vacant position in the Planning office. Department heads were directed to submit budget requests at the current year level and absorb any contractual wage increases without increasing their overall budgets and most did. Even so, I am proposing that overall budget requests be reduced by \$5,704,913.

In addition to departmental reductions, I am also proposing that funding for workers compensation and hypertension benefits be reduced by \$699,714 from the requested amount, which will reduce the funding available for settling pending claims. As alluded to above, I am recommending the prefunding of the health benefit fund from the current year anticipated NRG payment of previously deferred amounts. If NRG proceeds to abandon their project as they have indicated they will, they will make a payment of \$2,512,500 in the current year. I am recommending that \$2 million of that amount be paid into the health fund and that next year's health benefit funding be reduced by that amount. This avoids appropriating that amount out of unassigned reserves in next year's budget, which for accounting purposes would be shown as a deficit in the audit for that year. It should be noted that although this will reduce spending in the proposed budget by that amount, it will pose an issue for the budget the year after in which that funding will have to come from a different source.

Lastly, I am recommending that funding for accrued retiree health benefits (OPEB) be reduced to the approximate level of funding in fiscal year 2012. This will enable the City to demonstrate a continued commitment and maintenance of effort to fund these obligations, but relieve the additional pressure on next year's budget that would result from again increasing the annual funding level for this purpose. The City is one of only thirty or so municipalities in Connecticut that has formed an OPEB trust and one of very few that has actually accumulated assets in that trust. This, like pension funding levels, will need to be reexamined in future years, but in a year in which the City is buffeted by the revenue and cost issues described above, the proposed level of OPEB funding is reasonable and prudent.

I am not recommending that the City choose to exempt motor vehicles from taxation, even if that option is approved by the Legislature. That would result in a loss of tax revenue in the approximate amount of \$10.8 million, which would require a 3.49 increase in the mill rate, an annual increase of \$418 for the average single family residential home.

Payments on bonded indebtedness will not increase in this budget. This is despite the fact that we conducted a bond sale this year to fund approved projects including funding for the first phase of the high school projects. We were able to structure this financing to take advantage of favorable market conditions both in that bond sale and also a refunding bond issue that resulted in a savings of \$613,913. A portion of that savings was utilized to reduce what otherwise would have been an increase in payments in the proposed budget. Our positive results also are attributable to our improved bond rating which results from strict adherence to the City's financial policies, including not authorizing new bonding more than one half of the principal amount of bonded indebtedness paid in the preceding year. I want to note again as I did last year that our present payment on bonded indebtedness is nearly \$6 million less than in FY2007.

Under the proposed State budget, the Board of Education budget would receive a slight increase. The proposed funding increase for Meriden is \$1,799,163. Our understanding is that amount would be received directly by the Board as "Alliance District" funding in the same manner as the current year increase of \$1,777,411. That current year amount would be included in the ECS funding received by the City and not be restricted to use for educational purposes. It is not clear whether this part of the State budget proposal will ultimately be adopted by the Legislature and any anticipated change will need to be taken into account during the City's budget review process. The Board of Education, in addition to the Alliance funding, benefited from an increase in magnet school funding of approximately \$2.5 million in the current year budget. The Board administration has taken several measures to reduce expenditures for special education and for other purposes which have and will result in needed savings. Health benefit funding will increase by the same percentage as City funding, an increase of \$975,291. As has been the case for the past two years, the Board administration has indicated a capacity to prefund some or all of that increase out of anticipated surplus in the current year budget. The Board has acted responsibly in formulating its budget request. Given the City's very difficult budget challenges and the conservative budgeting approach traditionally taken by the Board, I am not recommending any increase in local funding for education, other than those increases in transportation and bonding costs that are paid out of the City budget line items.

Although the steps outlined above will offset much of the anticipated revenue losses and cost increases, a slight increase in the mill rate from 34.70 to 35.55 is necessary to balance the budget. This .85 of a mill increase would result in the taxes on the average single family home increasing by \$96 a year. However, 55% of residential properties- 8,213 parcels- would still be taxed less than two years ago prior to the last revaluation. Taxes on two-thirds of residential properties would either not increase or increase less than 3% over that two year period.

There will be no increase in the inner district mill rate. During the current year we conducted a request for proposals for solid waste services. The new contract will

provide the same large container curbside pickup as we presently have for recycling materials. This should improve the appearance of City streets, decrease litter, and be more convenient for our residents. The proposed contract price will offset a small increase in the solid waste disposal tipping fee.

In order to conserve retained earnings in the Water enterprise fund to offset the anticipated costs of the upgrade to the Broad Brook water treatment plant, I have proposed an increase of twenty cents in the water rate. There will be no increase in the sewer rate. The overall impact to the average family would be approximately \$24 a year. The Public Utilities Commission has approved the proposed water and sewer budgets.

The Capital Improvement Plan (CIP), including capital funding requests for the next year, is also presented in this budget proposal. The City's self-imposed bonding authorization cap for next year is \$4,243,500. 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 \$914,709 under the cap. This takes into account the proposed increase in LoCIP funding in the State budget.

The CIP proposal is based on the recommendation of the Interdepartmental Review Committee, which is composed of several Department heads and other city staff with expertise in capital project planning. The Committee reviewed the required information accompanying each individual request through a process in which each of the requesting agencies had the opportunity to present their requests to the Committee. The Committee then prioritized those requests to fit within the authorized bonding cap. 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.

Notable in the proposed CIP is the recommended approval of \$3,068,495 in boiler replacement and roof projects for the Board of Education. Next year, the City will pay \$2,282,962 in debt service for Board of Education projects. That amount will increase in future years to pay the cost of the high school projects and the elementary school boiler replacement and roof replacement projects. I have again recommended that a generator be installed at the library. I think the value of that has been proven in the five presidentially declared emergencies that the City has experienced in the last two years. I also have repeated the request for the repair and installation of granite curbing on the veterans' boulevard portion of Broad Street. Funding for flood control projects in the next year includes the estimated construction cost of the bypass culvert for the Amtrak railroad bridge, the next most critical component of the Harbor Brook Flood Control plan. Funding for the engineering costs for that project was approved in the last CIP.

As I stated in the beginning, this is a most challenging budget. The combination of revenue losses and benefit cost increases makes it very difficult to balance the need for essential services against the ability of our residents and businesses to pay for those services. The proposed budget does provide for those essential services while maintaining the sound fiscal status the City has achieved with minimal financial impact on our residents. As always, City staff and I stand ready to assist you as you review this proposal.

Respectfully submitted,



Lawrence J. Kendzior
City Manager

CITY OF MERIDEN

THE BUDGET:

-HOW IT IS ADOPTED AND ACCOUNTED FOR-

-HOW THE TAX RATE IS SET-

-REVALUATION (October 1, 2011)-

-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 2013-2014

DATE	ACTION	BY WHOM	TO WHOM	CHARTER OBLIGATIONS
12/21/2012	Budget Estimates	Departments	Director of Finance	At least 180 days before the end of the fiscal year.
12/31/2012	Budget Estimates	Director of Finance	City Manager	At least 180 days before the end of the fiscal year.
03/04/2013	Manager's Budget	City Manager	City Council	No later than 120 days before the end of the fiscal year.
04/13/2013	Public Hearing	City Council	Public	No later than 75 days before the end of the fiscal year.
05/06/2013	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing.
05/13/2013	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption.
05/16/2013	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 \$771,316,000. All long-term debt obligations are retired through General Fund appropriations or user charges. As of

June 30, 2012, the City recorded long-term debt of \$68.9 million related to Governmental Activities and \$52.0 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/FormRepository/processDownload.asp?ID=322>

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: 35.98 Mills (.03598) \$119,777 X .03598 = \$4,310

Properties are assessed based on a formula that calculates 70% of their appraised fair market value. For Fiscal Year 2014 property in Meriden continued to be valued as of the latest revaluation. Grand List 2011 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 2012 Grand List is \$3.991 billion with a Net Taxable Grand List of \$3.217 billion (prior to Board of Assessment Appeals).

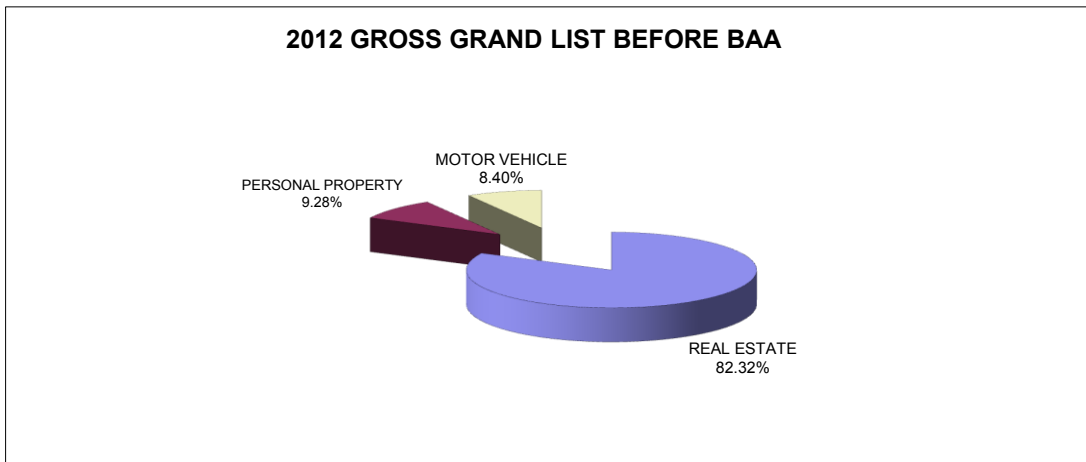
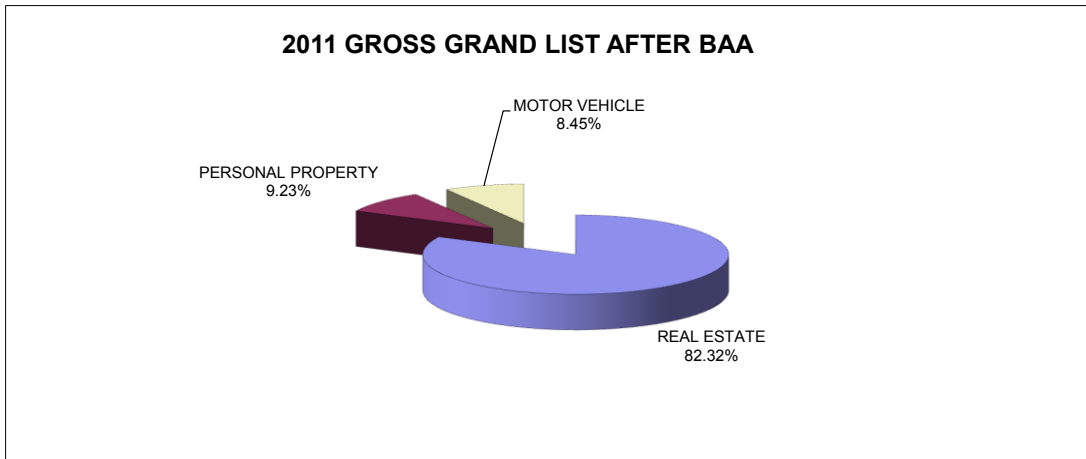
TOP TEN TAXPAYERS: REAL ESTATE/PERSONAL PROPERTY COMBINED (2012 Grand List)

Taxpayer	Assessment	Rank	Percentage of Total
Meriden Square #3 LLC et al	\$ 73,661,600	1	2.27%
Connecticut Light & Power	57,379,910	2	1.77
Computer Sciences Corp.	45,884,850	3	1.41
Urstadt Biddle Properties, Inc.	23,665,670	4	.73
Yankee Gas	21,336,020	5	.66
Radio Frequency System	17,842,270	6	.55
Carabetta Enterprises, Inc.	15,121,590	7	.47
Newbury Village Development	12,623,860	8	.39
Denmeri Associates LP	10,850,000	9	.33
TC Meriden LLC	10,429,523	10	.32
Total	\$ 288,795,293		8.89%

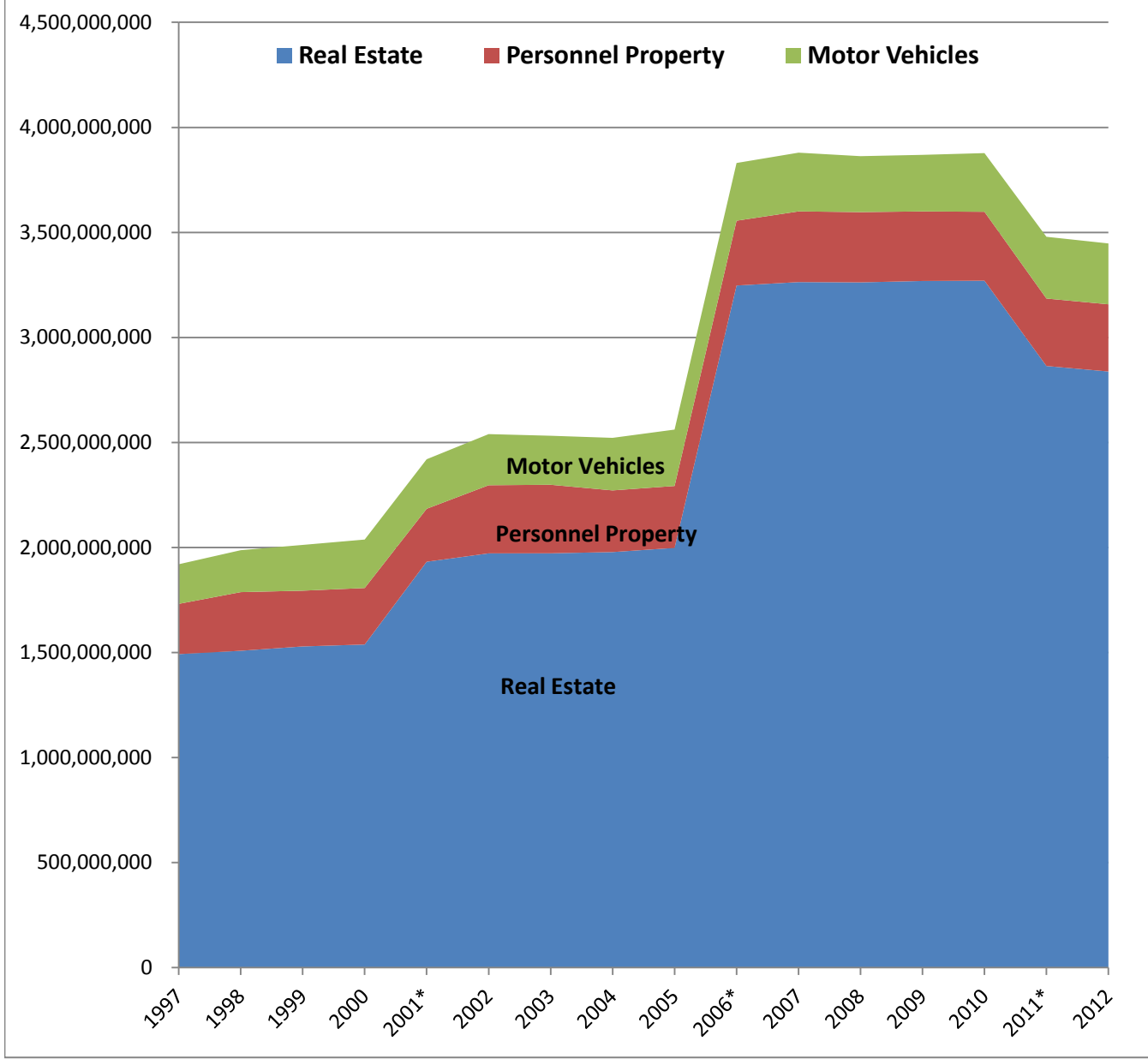
See following charts for additional information on the Grand List.

GRAND LIST COMPARISON
2011 TO 2012

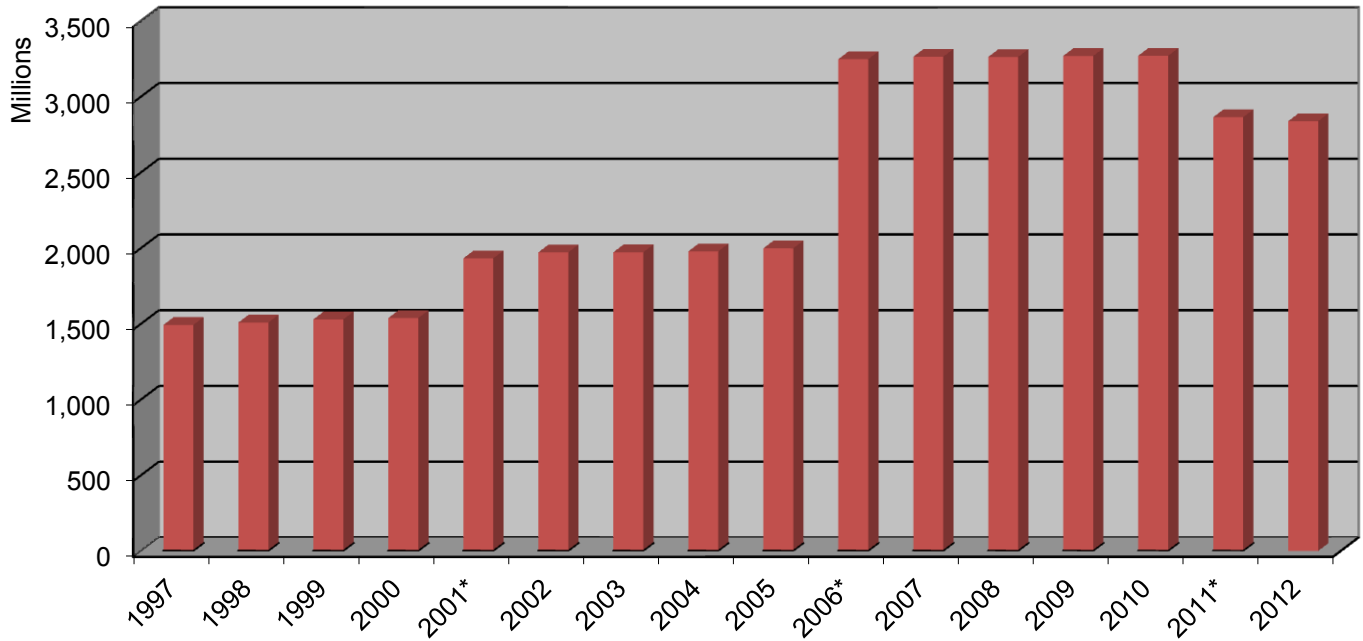
	2011 GRAND LIST AFTER B.O.R.	2012 GRAND LIST BEFORE B.O.R.	CHANGE %	CHANGE dollars
REAL ESTATE	2,863,974,235	2,837,752,133	-0.92	(26,222,102)
PERSONAL PROPERTY	321,185,030	319,812,800	-0.43	(1,372,230)
MOTOR VEHICLE	293,846,543	289,741,950	-1.40	(4,104,593)
TOTAL GROSS GRAND LIST	3,479,005,808	3,447,306,883	-0.91	(31,698,925)
EXEMPTIONS	230,427,393	230,229,672	-0.09	(197,721)
TOTAL NET GRAND LIST	3,248,578,415	3,217,077,211	-0.97	(31,501,204)



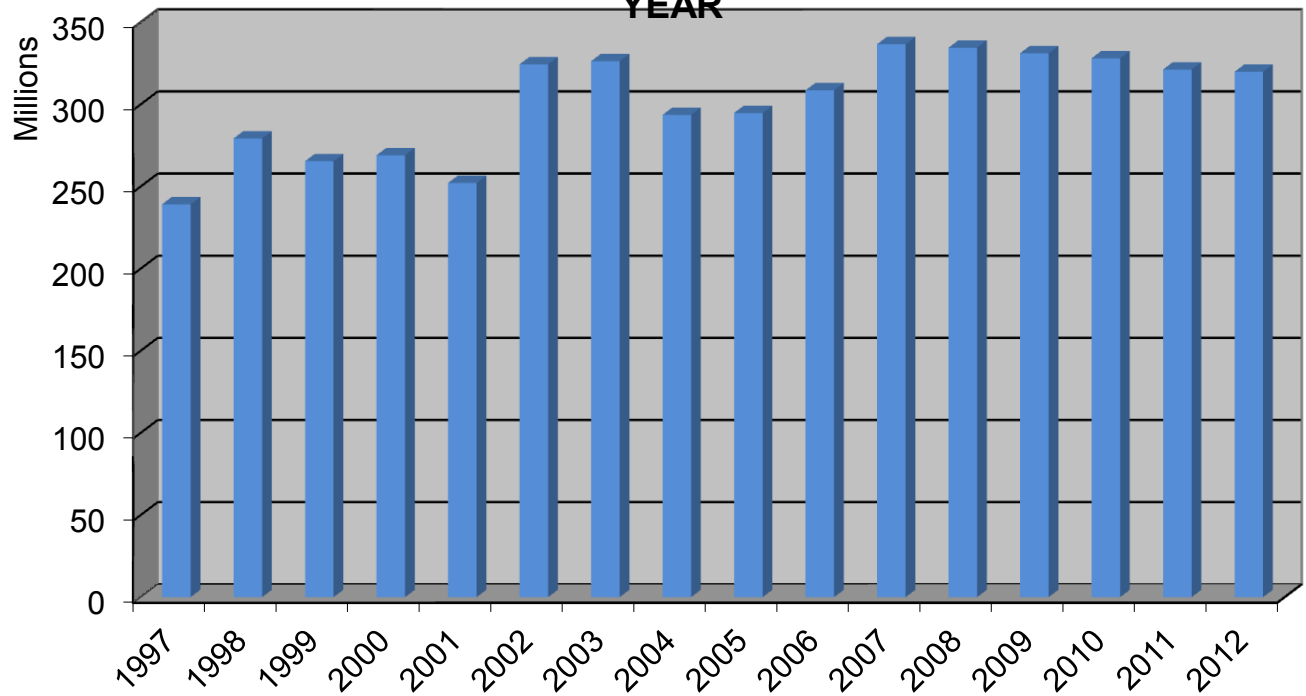
Grand List Makeup



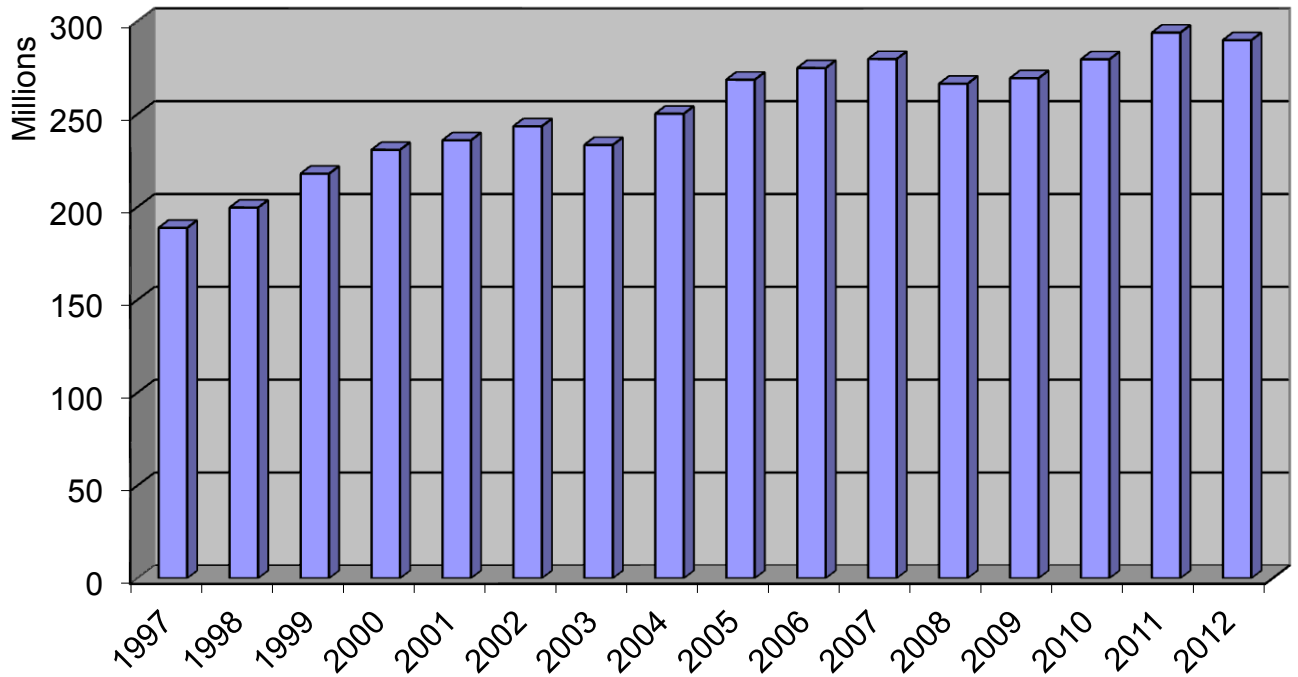
GROSS REAL ESTATE BY GRAND LIST YEAR



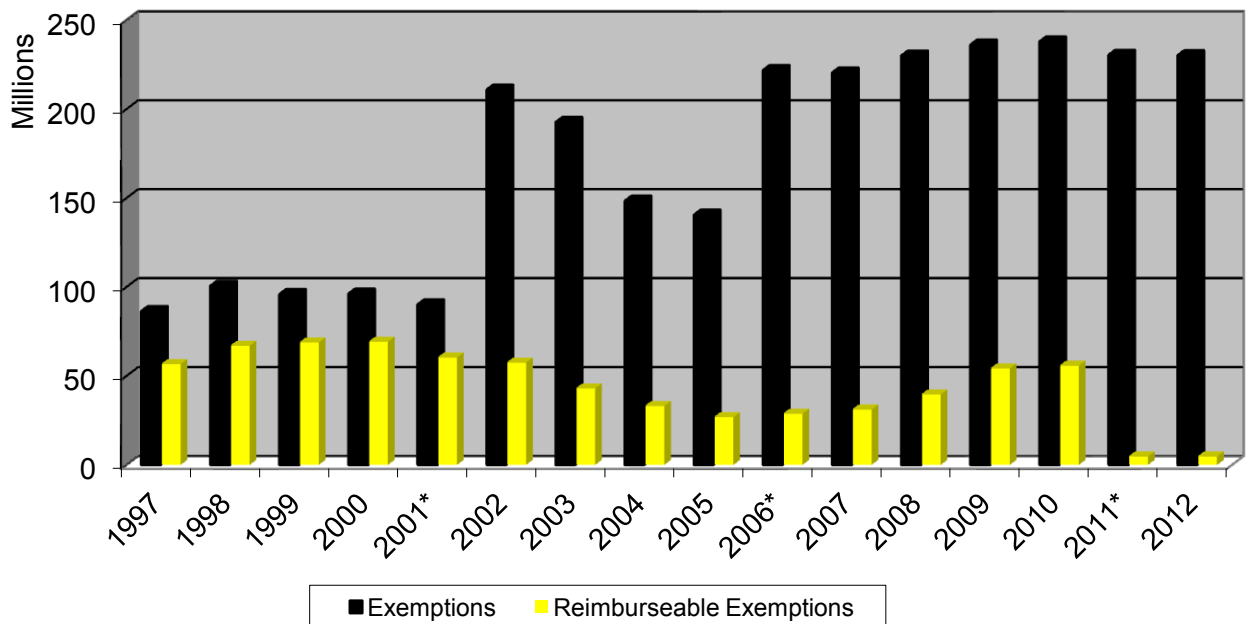
GROSS PERSONAL PROPERTY BY GRAND LIST YEAR



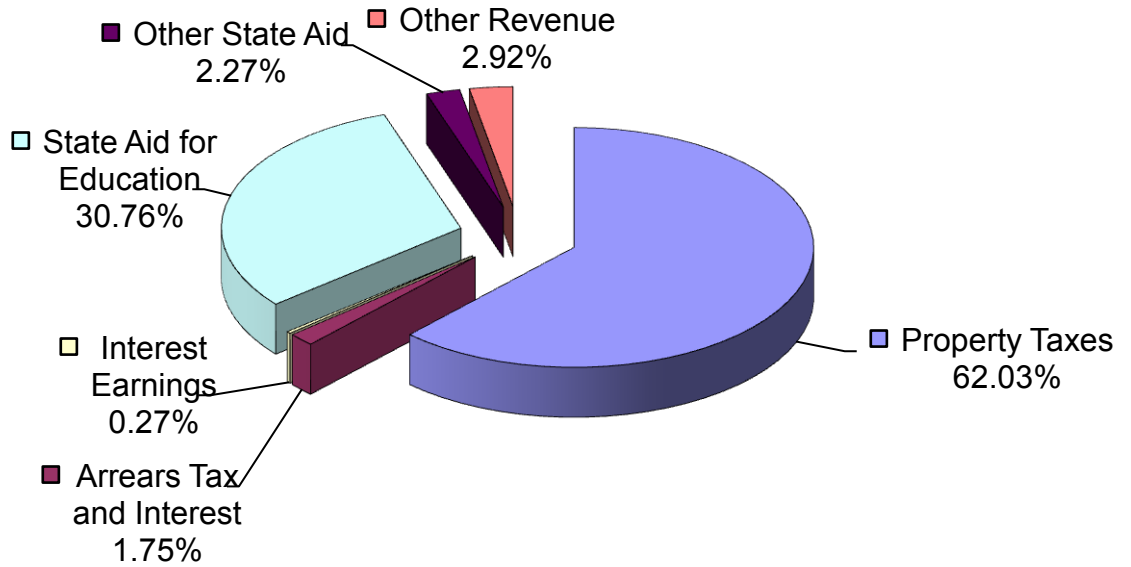
GROSS MOTOR VEHICLE BY GRAND LIST YEAR



TOTAL EXEMPTIONS VS. REIMBURSEABLE EXEMPTIONS



Source of General Fund Revenues



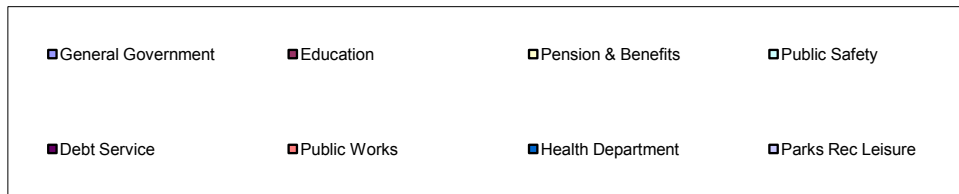
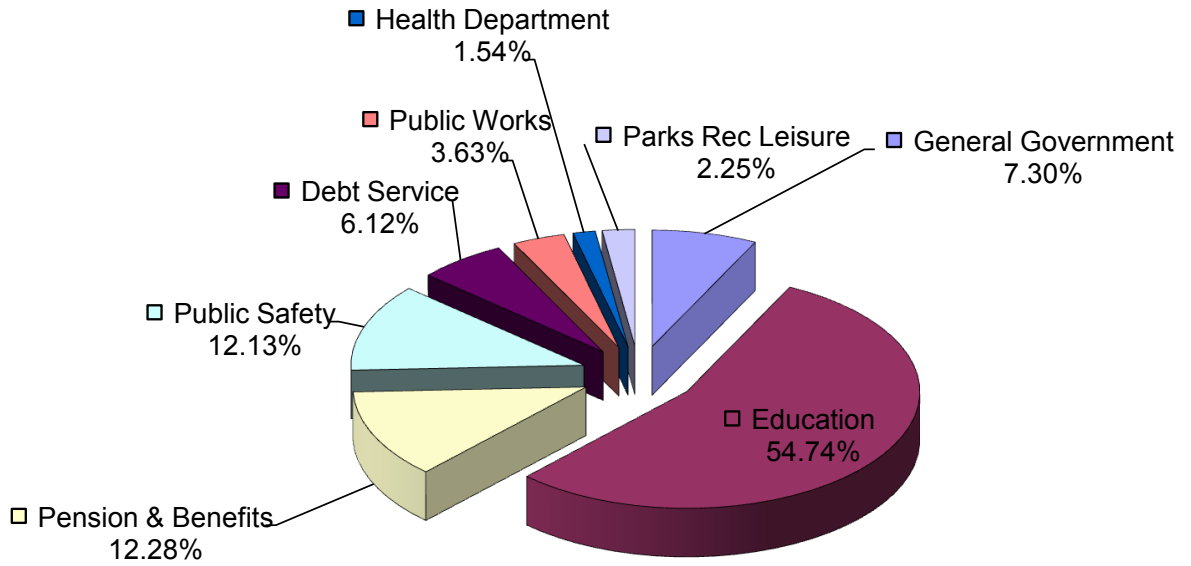
■ Property Taxes	■ Arrears Tax and Interest	□ Interest Earnings
□ State Aid for Education	■ Other State Aid	■ Other Revenue

Source:

Amount

Property Taxes	112,867,786
Arrears Tax and Interest	3,185,500
Interest Earnings	490,000
State Aid for Education	55,961,291
Other State Aid	4,129,306
Other Revenue	5,319,480
	<u>181,953,363</u>

How General Fund Dollars are Expended



Function:	Amount
General Government	13,276,581
Education	99,609,840
Pension & Benefits	22,348,488
Public Safety	22,069,141
Debt Service	11,144,421
Public Works	6,612,059
Health Department	2,807,035
Parks Rec Leisure	4,085,798
	<u>181,953,363</u>

FINANCIAL POLICIES

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

- 1) Unassigned Fund Balance (*Note this policy was updated October 2012 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) Unassigned Fund Balance (*Note this policy was updated October 2012 to comply with new accounting standards)

Purpose

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

Policy

For the purpose of these policies, *unassigned* fund balance is the remaining balance available following the reduction for;

-Nonspendable fund balance - amounts that are not in a spendable form (e.g., inventory and prepaid amounts) or are required to be maintained intact (such as the corpus of an endowment fund);

-Restricted fund balance - amounts constrained to specific purposes by their external providers such as grantors, bondholders, contributors or laws and regulations of the government;

-Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (City Council); amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint;

-Assigned fund balance - amounts a government *intends* to use for a specific purpose; intent can be expressed by the governing body or by the Purchasing Agent, who has the delegated authority to assign amounts by the City Charter.

The City of Meriden recognizes the importance of achieving and maintaining an appropriate level of unassigned 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 unassigned fund balance. The City shall maintain adequate unassigned 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 unassigned 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 unassigned 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. It is the City’s policy to achieve that level of unassigned 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 unassigned 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 unassigned 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 unassigned 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	Unassigned Fund Balance	Total Fund Balance	Operating Budget and Transfers Out	Policy Percentage Unassigned Fund Balance	Policy Percentage Total Fund Balance
June 30, 2013(est)	15,403,606	16,057,240	183,647,972	8.39%	8.74%
June 30, 2012	16,603,606	17,257,240	181,157,305	9.17%	9.53%
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
2012	2014 (est)	3,217,077	77,383,203	2.41%
2011	2013	3,249,442	85,617,203	2.64%
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)	11,143	185,648(est)	6.07% (est)
2012	11,930	181,157	6.59%
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
2014	77,383	69.21%
2013	85,617	69.09%
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)	85,617	183,648 (est)	46.62%
2012	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, 2013

Purpose	Original Authorization	Anticipated Grant Proceeds	Previous Borrowings	Open Authorization
Education	216,700,000	166,858,999	10,949,690	38,891,311
Total	216,700,000	166,858,999	10,949,690	38,891,311

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>
6/30/12	1,898,009	100.4%	4,028,938	100.0%	2,620,905	100.0%
6/30/11	479,981	102.0%	3,683,113	100.0%	2,441,615	100.0%
6/30/10	354,382	102.3%	3,646,850	100.0%	2,419,234	100.0%
6/30/09	764,137	100.0%	3,556,861	100.0%	2,464,361	100.0%
6/30/08	649,414	101.6%	3,509,801	100.0%	2,435,594	100.0%
6/30/07	185,534	105.4%	3,601,118	100.3%	2,605,081	100.4%
6/30/06	74,741	100.0%	3,540,516	91.5%	2,574,201	85.7%
6/30/05	0	N/A	3,413,205	99.0%	1,906,328	100.0%

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	8,855,324
2013	Modified Budget	\$3,500,000	13,203,750 (est.)
2014	Budget recommendation	\$3,500,000	17,900,150 (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, 2012	97.39%	97.44%	97.44%
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
2014 City Manager Recommended Budget

REVENUES	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-603							
STATE PROPERTY PILOT	412,206	410,379	409,726	400,169	400,169	-	-
0001-0210-30-0-0000-604							
SUPERIOR COURT RENT & FEES	129,252	129,252	129,252	71,117	129,252	129,252	-
0001-0210-30-0-0000-605							
PA 217A PRIVATE SCHOOLS	92,128	90,805	93,300	56,851	90,800	56,850	-
0001-0210-30-0-0000-606							
STATE PILOT HOUSING AUTHORITIES	114,501	112,376	114,500	-	112,375	-	-
0001-0210-30-0-0000-608							
STATE PILOT HOSPITALS & COLLEGES	792,558	968,536	912,992	964,037	964,037	1,208,002	-
0001-0210-30-0-0000-609							
LOCIP REIMBURSEMENT	-	-	-	-	-	-	-
0001-0210-30-0-0000-610							
TOWN AID TO ROADS	334,730	333,682	333,682	336,748	333,682	673,494	-
0001-0210-30-0-0000-611							
PA 461 MANUFACTURERS EQUIPMENT	721,037	-	-	-	-	-	-
0001-0210-30-0-0000-613							
TRANSPORTATION NON-PUBLIC SCHOOLS	207,703	207,774	208,213	-	208,213	183,691	-
0001-0210-30-0-0000-615							
FEMA RECOVERY	-	1,354,065	-	17,492	-	-	-
0001-0210-30-0-0000-617							
STATE PEQUOT/MOHEGAN GRANT	895,349	913,620	878,671	300,236	845,059	-	-
0001-0210-30-0-0000-618							
REIMBURSED EXEMPTIONS	681,997	662,457	682,000	554,590	554,588	554,600	-
0001-0210-30-0-0000-619							
TAXES-BOATS	7,134	-	7,100	-	-	-	-
0001-0210-30-0-0000-620							
TRANSIT DISTRICT	195,056	208,842	243,108	104,852	227,700	227,700	-
0001-0210-30-0-0000-621							
CRRA RESERVE REFUND	4,303,462	-	-	146,943	-	-	-
0001-0210-30-0-0000-625							
POLICE PARKING TAG FUND	34,848	14,167	30,000	4,743	30,000	30,000	-
0001-0210-30-0-0000-626							
LICENSES & PERMITS	18,760	24,470	18,750	17,930	25,000	25,000	-
0001-0210-30-0-0000-627							
ADMIN. CHARGES	87,532	82,487	87,500	36,814	85,000	85,000	-
0001-0210-30-0-0000-628							
ABANDONED MOTOR VEHICLES	-	-	1,000	-	1,000	1,000	-
0001-0210-30-0-0000-629							
ALARM FEES	-	-	10,000	-	10,000	10,000	-

City of Meriden
2014 City Manager Recommended Budget

REVENUES continued	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <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	573,132	529,537	625,000	249,647	425,000	530,000	-
0001-0210-30-0-0000-632							
ANTI-BLIGHT FINES	2,700	100	5,000	100	2,500	2,500	-
0001-0210-30-0-0000-635							
CITY CLERK FEES	882,748	968,518	1,125,000	603,678	1,075,000	1,100,000	-
0001-0210-30-0-0000-640							
TAX COLLECTOR FEES	919	1,150	900	364	1,000	1,000	-
0001-0210-30-0-0000-641							
TAX COLLECTOR INTEREST	1,009,853	926,473	975,000	588,495	1,023,500	1,023,500	-
0001-0210-30-0-0000-642							
TAX COLLECTOR LIEN FEES	24,034	20,518	25,000	12,811	16,600	20,000	-
0001-0210-30-0-0000-643							
BILLBOARD RENTAL CBS	29,500	30,000	72,000	17,500	72,000	72,000	-
0001-0210-30-0-0000-650							
HEALTH LICENSES & FEES	77,523	82,587	75,000	61,918	80,000	80,000	-
0001-0210-30-0-0000-651							
HEALTH REIMB SPECIAL PROJECTS	200,000	200,000	200,000	-	200,000	200,000	-
0001-0210-30-0-0000-656							
RECREATION FEES	5,810	9,222	7,500	5,686	9,200	9,200	-
0001-0210-30-0-0000-657							
PARK CONC LEASES	14,678	22,659	15,000	6,618	22,650	22,650	-
0001-0210-30-0-0000-660							
FINES LOST & DAMAGED BOOKS	12,974	11,218	13,000	4,946	12,500	12,500	-
0001-0210-30-0-0000-659							
LICENSES & FEES - FIRE	600	-	750	-	500	500	-
0001-0210-30-0-0000-669							
TELECOMMUNICATIONS PERSONAL PROPERTY	223,507	231,075	-	-	-	-	-
0001-0210-30-0-0000-670							
STATE EDUCATION ECS GRANT	46,100,626	53,784,696	53,783,711	13,445,928	53,783,711	55,961,291	-
0001-0210-30-0-0000-672							
ENERGY ASSIST - OTHER GRANTS	-	-	-	-	-	-	-
0001-0210-30-0-0000-673							
VIDEO COMPETITION PA 07-253	24,868	18,112	13,584	40,400	40,400	40,400	-
0001-0210-30-0-0000-674							
TRANSPORTATION PUBLIC SCHOOLS	542,361	484,051	468,295	-	453,052	-	-
0001-0210-30-0-0000-675							
SPECIAL EDUCATION	1,418,177	1,355,107	1,300,000	-	1,350,000	1,350,000	-
0001-0210-30-0-0000-676							
EDUCATION OF THE BLIND	75,693	50,314	75,693	-	50,314	50,314	-

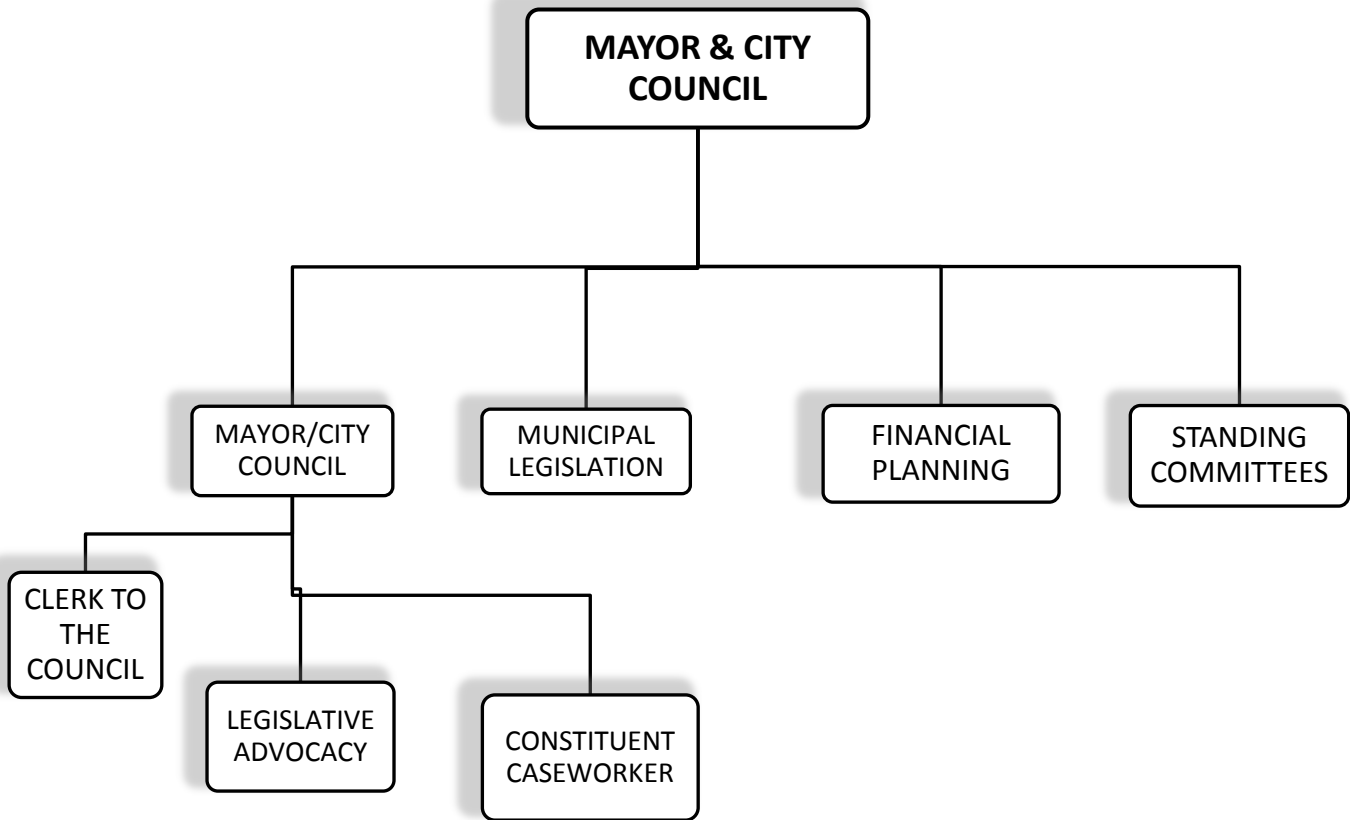
City of Meriden
2014 City Manager Recommended Budget

REVENUES continued	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <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	-	-	-	-	-	-	-
0001-0210-30-0-0000-679							
MUNICIPAL FUND REV SHARE	-	1,572,473	1,448,537	177,299	1,303,684	-	-
0001-0210-30-0-0000-682							
ERRP FEDERAL FUNDS	-	70,371	-	-	-	-	-
0001-0210-30-0-0000-680							
INCOME FROM INVESTMENT - GENERAL	246,309	375,709	325,000	46,084	325,000	325,000	-
0001-0210-30-0-0000-681							
INCOME - BOND ACCOUNT	167,590	135,191	165,000	-	100,000	165,000	-
0001-0210-30-0-0000-683							
AVIATION-FUEL SALES	-	665	81,000	125,973	220,000	230,000	-
0001-0210-30-0-0000-684							
AVIATION-TIE DOWN FEES	-	28,780	45,000	20,785	60,000	70,000	-
0001-0210-30-0-0000-685							
AVIATION RENT & FEES	-	26,499	10,000	29,880	-	-	-
0001-0210-30-0-0000-686							
COST ALLOCATION ENTERPRISE FUNDS	1,708,263	1,777,952	1,831,291	1,831,291	1,886,230	1,886,230	-
0001-0210-30-0-0000-687							
USE OF FUND BALANCE	-	-	1,200,000	-	1,000,000	-	-
0001-0210-30-0-0000-691							
INTEREST - COE ESTATE	8,183	7,732	7,812	5,884	7,812	7,910	-
0001-0210-30-0-0000-693							
NRG CONTRACT	2,012,916	1,919,545	1,826,491	1,826,491	1,808,756	-	-
0001-0210-30-0-0000-695							
OTHER REVENUE	210,371	409,161	197,084	35,325	100,000	198,788	-
0001-0210-30-0-0000-696							
SALE OF SURPLUS PROPERTY	10,250	21,352	25,000	-	25,000	25,000	-
0001-0210-30-0-0000-698							
BULKY WASTE FEES	28,911	35,140	30,000	18,800	35,000	35,000	-
0001-0210-30-0-0000-700							
PARKING COMMISSION REVENUE	104,298	118,490	125,000	72,188	125,000	125,000	-
0001-0210-30-0-0000-731							
MISC. REVENUE - RENTAL INCOME	42,525	28,216	45,000	16,395	30,000	30,000	-
0001-0210-30-0-0000-732							
MISC. REVENUE - POLICE	33,976	51,866	32,000	12,473	45,000	45,000	-
0001-0210-30-0-0000-733							
MISC. REVENUE - ENGINEERING	11,375	21,490	15,000	10,006	15,000	15,000	-

City of Meriden
2014 City Manager Recommended Budget

REVENUES continued	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0210-30-0-0000-734							
MISC. REVENUE - PLANNING & IWWC	15,304	11,993	11,000	4,075	10,000	10,000	-
0001-0210-30-0-0000-735							
E911 QUARTERLY	12,040	11,956	11,955	9,231	11,955	11,955	-
0001-0210-30-0-0000-736							
MISC. REVENUE - ASSESS & COLLECT	4,399	3,759	4,750	1,217	4,000	4,000	-
0001-0210-30-0-0000-737							
MISC. REVENUE - FIRE	1,404	3,650	3,000	1,930	3,500	3,500	-
0001-0210-30-0-0000-738							
MISC. REVENUE - RECYCLING	42,739	48,584	-	3,261	4,000	4,000	-
0001-0210-30-0-0000-739							
MISC. REVENUE - PURCHASING	1,195	1,530	5,000	38	1,500	1,500	-
0001-0210-30-0-0000-740							
MISC. REVENUE - THOM EDISON REIMB	27,283	27,659	27,000	5,233	27,500	27,500	-
0001-0210-30-0-0000-741							
MISC. REVENUE - PERSONNEL	107	128	-	-	-	-	-
0001-0210-30-0-0000-742							
MISC. REVENUE - AIRCRAFT REGISTRATI	2,660	2,300	3,700	4,340	2,750	2,750	-
0001-0210-30-0-0000-745							
BOND PREMIUM REVENUE	300	-	-	-	-	-	-
0001-0210-30-0-0000-748							
PRINCIPAL REV-IRRIG LOAN	37,946	18,632	-	-	25,000	25,000	-
0001-0210-30-0-0000-749							
INTEREST REV-IRRIG LOAN	32,646	35,744	35,000	-	35,000	35,000	-
0001-0210-30-0-0000-750							
TRANSFER - IN	296,204	146,558	40,014	-	-	-	-
0001-0260-30-0-0000-661							
PROPERTY TAXES CURRENT YEAR	104,943,986	106,246,185	109,931,116	82,993,314	109,931,116	111,897,786	-
0001-0260-30-0-0000-662							
PROPERTY TAXES PRIOR YEARS	1,975,638	1,847,678	2,290,995	1,656,636	1,927,800	2,127,000	-
0001-0260-30-0-0000-663							
PROPERTY TAXES MV SUPPLEMENT	780,761	863,366	910,000	729,835	865,000	970,000	-
0001-0260-30-0-0000-664							
PROPERTY TAXES SUSPENSE	24,454	6,063	25,000	-	15,000	15,000	-
	173,031,989	180,114,666	183,647,972	107,688,597	182,585,405	181,953,363	-
REVENUE OTHER THAN TAXES						66,943,577	-
STATE AID						60,090,597	-

MAYOR AND CITY COUNCIL



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, has the power to veto any ordinance, legislative resolution, or appropriation adopted by the Council and may veto the budget on a line item basis. 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 recommends 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 various Council 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. The Clerk also processes US Passport applications for citizens.

Standing Committees - There are several Council standing committees, organized by municipal functions: finance, public works, 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.

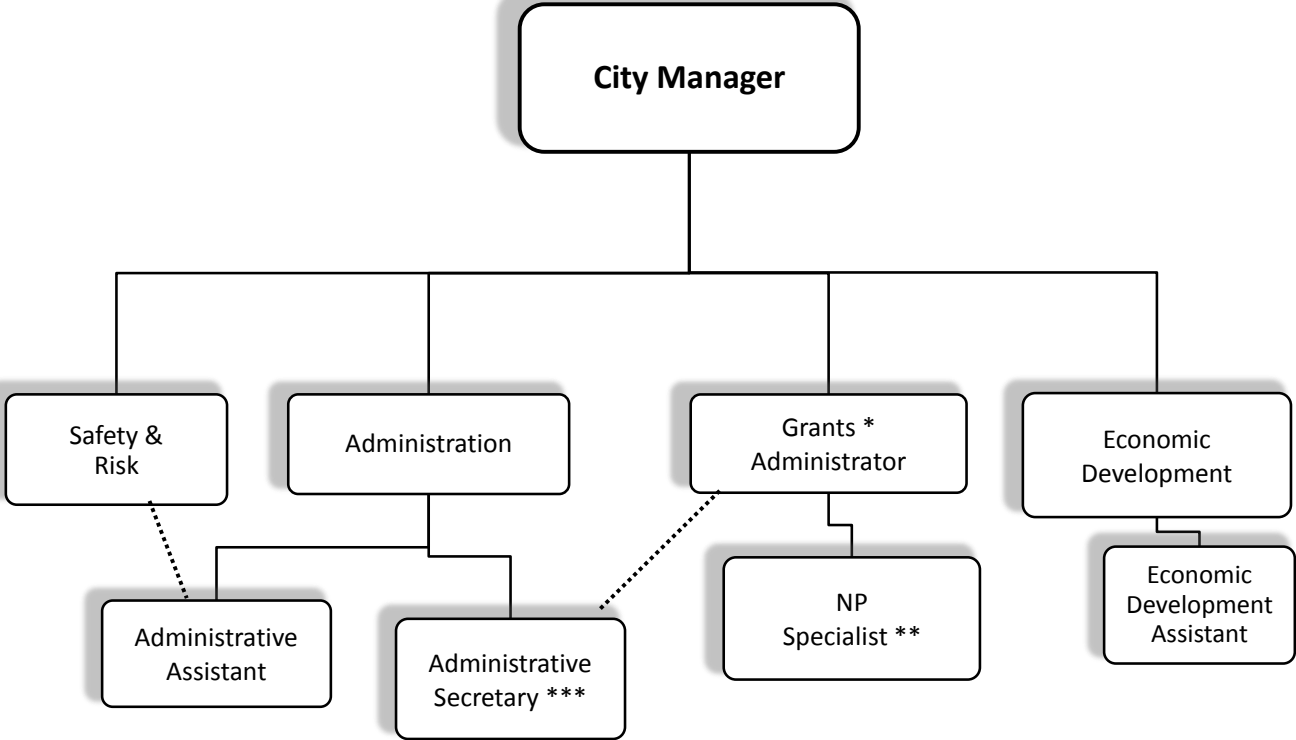
Financial Planning - The Council has the exclusive fiscal and budget-making authority of the City. It has the authority to set the charges to be made for all City services. The Council has the authority to approve capital expenditures. The Council has the power to levy taxes on real and personal property within the City to finance municipal operations.

City of Meriden
2014 City Manager Recommended Budget

EXPENDITURES							
GENERAL GOVERNMENT							
COUNCIL (0110)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0110-40-0-0000-188							
ELECTED OFFICIALS	67,391	68,555	69,388	39,908	69,388	71,788	-
0001-0110-40-0-0000-190							
ADMINISTRATIVE	35,131	42,874	40,946	24,344	40,946	40,946	-
0001-0110-40-0-0000-196							
MME	65,208	65,492	62,864	37,643	62,864	62,864	-
0001-0110-40-0-0000-351							
CODFICATION	3,210	-	-	-	-	-	-
0001-0110-40-0-0000-386							
COUNCIL OF GOVERNMENTS	16,000	16,000	16,000	16,000	16,000	16,000	-
0001-0110-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	24,354	33,896	33,500	14,819	33,500	29,400	-
0001-0110-40-0-0000-640							
MEETINGS & MEMBERSHIPS	4,004	4,832	5,000	3,048	5,000	5,000	-
	215,298	231,649	227,698	135,762	227,698	225,998	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
COUNCIL (0110)						
COUNCIL ELECTED	0001	0110	188	100.00	4,800.00	
COUNCIL ELECTED	0001	0110	188	100.00	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	4,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	5,800.00	
COUNCIL ELECTED	0001	0110	188	100.00	6,800.00	
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	2,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	6,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.00	3,400.00	
MAYOR ELECTED	0001	0110	188	100.00	16,788.00	71,788.00
CONSTITUENT CASEWORKER	0001	0110	190	100.00	40,945.44	40,945.44
CLERK TO THE CITY COUNCIL	0001	0110	196	100.00	62,863.43	62,863.43
					175,596.87	175,596.87

City Manager's Office



* 75% of salary pd from CD, 25% from General Fund

** 60% Salary pd - CD, 40% - General Fund

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

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 - Citizen inquiries are received and processed continually throughout the year directly by the City Manager or by the staff.

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 staffs 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. 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 Num	Description	Obj Num	Objective	Quarter
CITY MANAGER	1	Continue Economic Development efforts for new and existing businesses.	1	Continue to recruit new businesses; utilizing available incentives to increase the tax base.	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 managing and administering existing grants.	1	Manage and administer City's allocation of HUD/CT DECD Neighborhood Stabilization Program (NSP) III funds.	5
			2	Manage existing CDBG funding.	5
			3	Apply for and manage new CDBG funds.	3
			4	Research and apply for grants.	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
	3 Manage the City's Comprehensive Insured and Self Insured programs.	1	Maintain a relationship with the City's Agent of Record and Insurance Carrier Underwriters in order to provide the broadest possible coverage, while securing acceptable and affordable pricing.	5
		2	Review insurance contracts and continue to compare coverage to established bid specifications.	5
		3	Evaluate insurance market conditions, determine if conditions are favorable to bid, prepare bid specifications if appropriate, and manage the entire bidding process.	5
		4	Continue to review and update the city's vehicle, equipment, and property schedules, and their respective values.	5
		5	Review for accuracy all policy audits, and insure proper credits are given for premiums paid.	5
		6	Continue to review with the City's Agent of Record and Insurance Carrier Underwriters, all insured loss reserves and negotiate reductions as appropriate.	5
		7	Manage and adjust all self insured losses; including street & sidewalk claims, mailbox claims, and high deductible claims.	5
		8	Manage the City's Workers' Compensation and Heart and Hypertension self insured program.	5
		9	Maintain a relationship with the City's Workers' Compensation/Heart & Hypertension Third Party Administrator and insure proper claim handling and contract compliance.	5

			10	Evaluate Third Party Administrator market conditions, determine if conditions are favorable to RFP, prepare specifications if appropriate, and manage the entire RFP process.	5
			11	Monitor Safety Committee activities, drug prescription and managed care programs, nursing care and quality control programs, assign surveillance when necessary, and develop strategies with Law firm litigating city claims.	5
	4	Continue to manage the City's overall risk management program.	1	Identify and control existing and/or potential risks, utilizing all methods of risk control and risk financing techniques for the purpose of eliminating, mitigating and minimizing losses affecting and/or impacting the City.	5
			2	Conduct property and building inspections, utilizing insurance, and TPA professionals.	5
			3	Review all city leases, hold harmless indemnification agreements, contractor's insurance requirements, and union contracts as required	5
			4	Conduct OSHA program compliance audits for all city departments, including the Board of Education.	5
			5	Review all Departmental Risk Questionnaires and facility requests for potential liability.	5
			6	Identify and provide technical risk management, safety and insurance consulting services to all city departments, boards, and commissions, including the Board of Education.	5

City of Meriden
2014 City Manager Recommended Budget

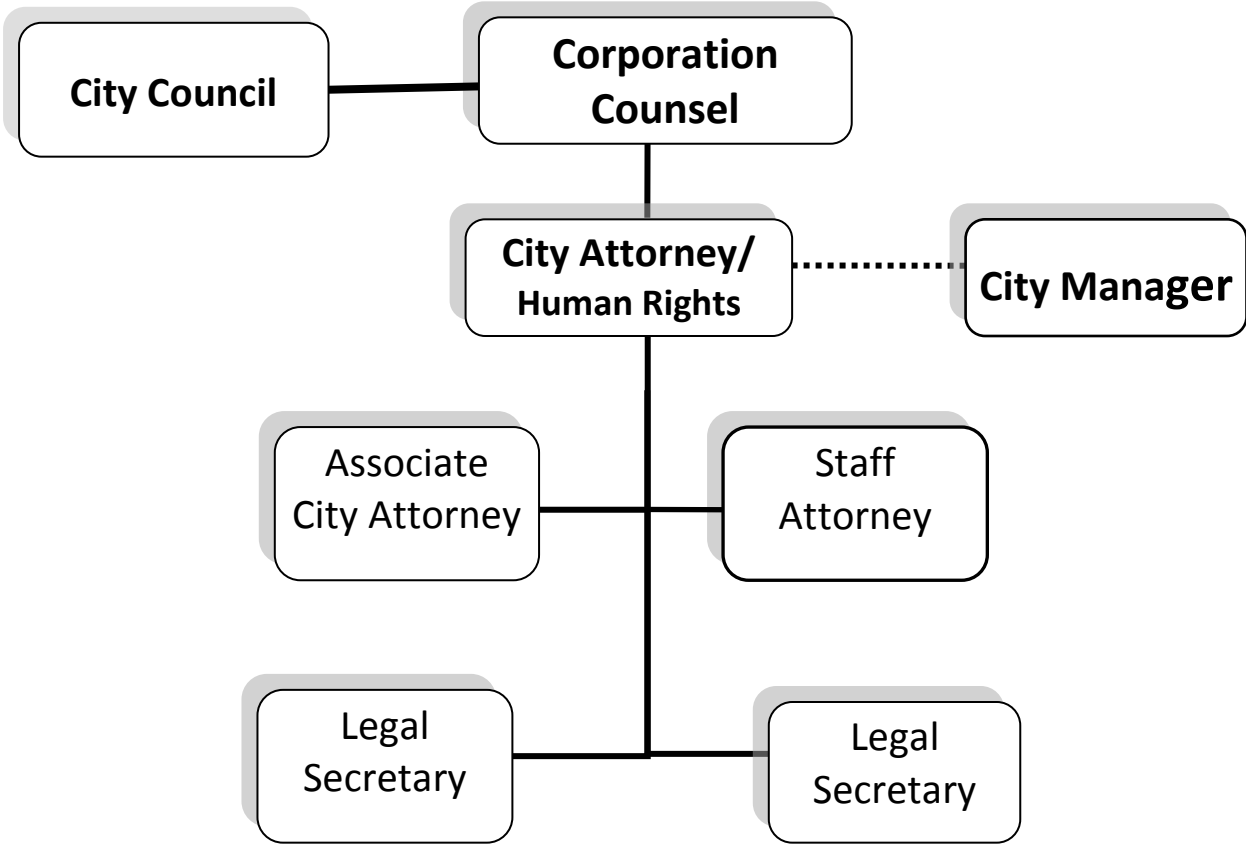
CITY MANAGER (0120)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0120-40-0-0000-189							
SEASONAL WORKERS	9,590	4,251	-	2,040	4,250	-	-
0001-0120-40-0-0000-190							
ADMINISTRATIVE	301,913	304,822	306,927	176,157	319,018	319,018	-
0001-0120-40-0-0000-196							
MME	74,684	76,247	110,357	68,535	115,357	115,357	-
0001-0120-40-0-0000-198							
SUPERVISORS	92,214	94,802	96,006	57,078	96,006	97,686	-
0001-0120-40-0-0000-240							
DEFERRED COMPENSATION	12,551	12,552	12,500	7,453	12,500	12,500	-
0001-0120-40-0-0000-352							
VEHICLE MAINTENANCE	6,000	6,001	6,000	3,500	6,000	6,000	-
0001-0120-40-0-0000-390							
MANAGEMENT NON UNION	-	-	50,000	-	50,000	35,000	-
0001-0120-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	8,631	18,913	30,000	17,142	44,500	18,000	-
0001-0120-40-0-0000-640							
MEMBERSHIP & MEETINGS	42,578	44,084	46,680	41,952	46,880	43,981	-
	548,161	561,672	658,470	373,857	694,511	647,542	-

2013-2014 Budget

Payroll Projection Report

Program : PR815L						
7/01/13 to 7/01/14						
<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	144,289.46	
ECONOMIC DEVELOPMENT ASSI	0001	0120	190	100.00	60,064.22	
ECONOMIC DEVELOPMENT DIRE	0001	0120	190	100.00	96,614.72	
GRANTS ADMINISTRATOR	0001	0120	190	25.00	18,049.45	319,017.84
ADMINISTRATIVE ASSISTANT	0001	0120	196	100.00	62,863.43	
ADMINISTRATIVE SECRETARY	0001	0120	196	40.00	23,026.28	
NP SPECIALIST/NSP	0001	0120	196	40.00	29,466.97	115,356.69
RISK MANAGER	0001	0120	198	100.00	97,685.53	97,685.53
					532,060.06	532,060.06
ADMINISTRATIVE SECRETARY	1109	0151	190	60.00	34,539.43	
GRANTS ADMINISTRATOR	1109	0151	190	75.00	54,148.34	
NP SPECIALIST/NSP	1109	0151	192	60.00	44,200.46	
					132,888.22	

LAW DEPARTMENT



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 Num	Description	Obj Num	Objective	Quarter
LAW	1	Legal Counsel	1	Provide legal counsel to City's elected officials, boards, commissions and staff.	1
	2	Defend litigation and claims brought against the City of Meriden	1	Defend litigation brought against the City of Meriden in State and Federal Courts.	1
	3	Transactional matters	1	Prepare, review and approve City documents. These include agreements, contracts, leases, and other documents the city enters into on a regular basis.	1
			2	Work with City departments to have them send their important contracts, leases, agreements, etc. to the Law Department.	1
	4	Administrative Appeals	1	Represent the City before various state agencies, such as the Freedom of Information Commission, Department of Public Health and the Department of Consumer Protection.	1
	5	Manage outside Counsel	1	Oversee outside counsel and counsel hired by insurance to ensure the best delivery of legal services to the City of Meriden.	1
	6	Foreclosures of Taxes & Water/Sewer Use charges	1	Monitor collections and foreclosures of unpaid taxes and water/sewer use charges. Receive updates from outside counsel on status of collections/foreclosures and integrate new staff attorney into the process.	1
	7	Insurance Defense Review & Monitoring	1	Review and assess litigation defense provided by insurance carriers in effort to reduce exposure of the City of Meriden and the costs to the City of Meriden in cases where the City of Meriden is appointed defense counsel by the insurance carrier	1

		2	Work with the Risk Manager to address insurance coverages, deductibles and litigation costs. Work with the insurance carrier to allow the Law Department to provide the defense in some matters on a case by case basis.	1
	8 Revaluation & Assessment Appeals	1	This office will continue to work with the Assessor and outside experts to address the more than 70 assessment appeals filed as a result of the 10/1/2011 Revaluation.	1
	9 Collections	1	This office will work with other departments to collect sums of money owed to the City by bringing collection cases in Small Claim Court or Superior Court if necessary.	1
	10 Seminars & Workshops for City Staff	1	Conduct training for City Staff on a variety of issues such as Sexual Harassment, Freedom of Information, Workplace Violence & Sensitivity and Ethics.	1
	11 Code Enforcement	1	Advise City officials, including Building, Housing & Health Department folks on legal issues and code compliance.	1
		2	Assist city officials in collecting sums expended to bring properties into compliance with the City Codes, utilizing statutory tools such as Demolition Liens, Property Maintenance Liens and the Anti-blight liens.	1
	12 Review, Update & Revise City Code	1	Conduct comprehensive review of City Code to update and revise it to comply with current State law and Meriden procedures, programs and regulations.	1
		2	Work with city officials to update portions of City Code which are applicable to their duties.	1

13 Document & File Review; Scan & Digitize Law Department Records

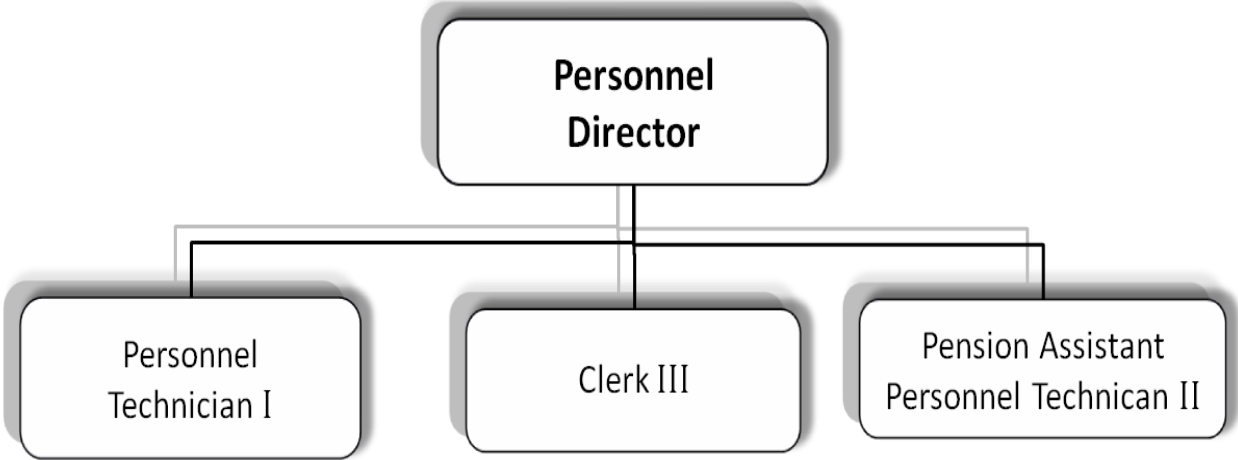
1	Law Department will compile a listing of Leases & Agreements and other important documents. Summarize their important terms and create a tickler system to notify the office of important dates.	1
2	Review contracts, leases and agreements in Law Department, to improve filing, updating and retrieval of documents.	1
3	Work with City Departments to encourage them to provide this office with copies of the more important Leases, Agreements & Contracts.	1
4	Develop an effective procedure to file and retrieve documents upon request.	1

City of Meriden
2014 City Manager Recommended Budget

LEGAL (0130)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0130-40-0-0000-189							
SEASONAL WORKERS	474	2,289	-	1,908	-	-	-
0001-0130-40-0-0000-190							
ADMINISTRATIVE	185,179	194,562	256,521	138,065	292,322	292,322	-
0001-0130-40-0-0000-196							
MME	123,560	127,004	125,727	77,073	125,727	125,727	-
0001-0130-40-0-0000-356							
STREETS & SIDEWALKS	11,717	6,625	12,000	2,636	12,000	7,500	-
0001-0130-40-0-0000-357							
ATTORNEY FEES	357,806	484,874	350,000	236,000	425,000	345,000	-
0001-0130-40-0-0000-358							
FORECLOSURE ACTIVITIES	12,017	13,217	15,000	23,552	22,500	15,000	-
0001-0130-40-0-0000-390							
ASSESSMENT APPEALS FEES	10,826	-	25,000	4,500	30,000	20,000	-
0001-0130-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	21,657	24,837	21,000	12,897	26,200	19,000	-
0001-0130-40-0-0000-640							
MEMBERSHIPS & MEETINGS	2,810	3,040	4,000	185	5,000	4,000	-
	726,046	856,448	809,248	496,816	938,749	828,549	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
LEGAL (0130)						
ASSOCIATE CITY ATTORNEY	0001	0130	190	100.00	98,956.19	
CITY ATTORNEY	0001	0130	190	100.00	103,283.01	
CORPORATION COUNSEL	0001	0130	190	100.00	30,082.51	
STAFF ATTORNEY	0001	0130	190	100.00	60,000.00	292,321.71
LEGAL SECRETARY	0001	0130	196	100.00	62,863.43	
LEGAL SECRETARY	0001	0130	196	100.00	62,863.43	125,726.86
					418,048.57	418,048.57

PERSONNEL



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 Num	Description	Obj Num	Objective	Quarter
PERSONNEL	1	Collective Bargaining	1	Finish Dispatch Contract.	2
			2	Finish MME Contract.	2
			3	Start Police Negotiations.	3
			5	Start Fire Wage Reopener.	3
			6	740 Wage Reopener.	3
			7	Start Crossing Guard Contract.	3
			2	Wellness	1
	2	Offer ongoing fitness classes.			5
	3	Offer assistance with weight management and healthy eating.			5
	4	Continue to find creative ways to get a wide variety of employees engaged in programs to help them stay healthy.			5
	5	Look at IHS tie in programs for value with our population.			1
	3	Pension	1	Streamline pension applications.	1
			2	Look at RFP of Pension Consultants if necessary.	2
	4	Health Insurance	1	Work with Carriers on new ideas and innovations to cut costs.	1
			2	Schedule UR review meeting with Cigna.	3
			3	Schedule UR meeting with Express scripts.	3
			4	Health insurance Negotiations with Coalition.	1
	6	Personnel Service Delivery	1	Streamline files.	2
			2	Customer Service Survey.	2

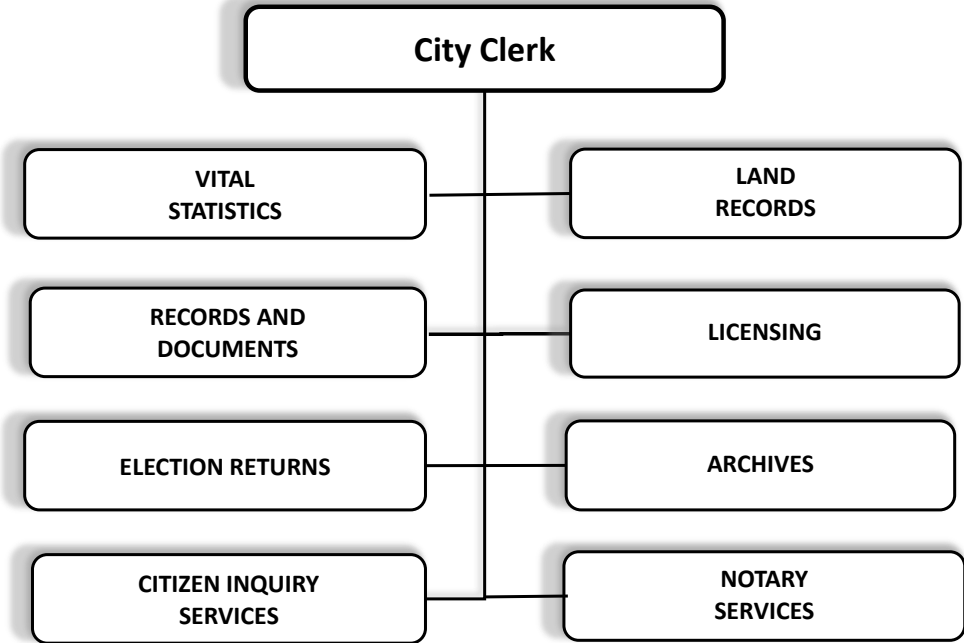
			3	Clean up Department; make it more appealing to users and those coming in for panels, etc.	1
			4	Work with staff on customer service issues they require training in.	1
			5	Cross Training - non union issues.	1

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PERSONNEL (0150)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0150-40-0-0000-189							
SEASONAL WORKERS	306	1,635	-	2,271	1,500	-	-
0001-0150-40-0-0000-190							
ADMINISTRATION	144,854	149,161	148,959	90,861	152,895	152,895	-
0001-0150-40-0-0000-191							
OVERTIME CONTINGENCY	-	-	310	68	310	-	-
0001-0150-40-0-0000-196							
MME	50,924	51,833	52,811	31,386	52,811	52,811	-
0001-0150-40-0-0000-210							
EAP SERVICES	4,940	4,440	5,400	4,440	7,400	5,400	-
0001-0150-40-0-0000-357							
FEES	1,278	9,716	9,500	275	2,500	2,500	-
0001-0150-40-0-0000-381							
TRAINING	890	-	-	-	1,500	1,500	-
0001-0150-40-0-0000-384							
TUITION REIMBURSEMENT	7,865	13,215	10,500	9,676	12,000	12,000	-
0001-0150-40-0-0000-391							
ALCOHOL/DRUG TESTING	6,930	6,600	7,000	6,517	7,500	6,600	-
0001-0150-40-0-0000-394							
RECRUITMENT	-	-	1,000	-	1,000	-	-
0001-0150-40-0-0000-440							
OFFICE EXPENSE & SUPPLY	11,876	11,830	11,000	4,662	13,475	10,000	-
0001-0150-40-0-0000-640							
MEETINGS & MEMBERSHIPS	3,750	5,730	5,000	3,434	7,500	5,000	-
	233,613	254,160	251,480	153,590	260,391	248,706	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
PERSONNEL (0150)						
DIRECTOR OF PERSONNEL	0001	0150	190	100.00	107,670.05	
PERSONNEL TECHNICIAN I	0001	0150	190	100.00	45,224.02	152,894.07
CLERK III	0001	0150	196	100.00	52,810.28	52,810.28
					205,704.35	205,704.35
PENSION ASST/PERSONNEL TE	0620	0210	196	33.33	20,456.09	
PENSION ASST/PERSONNEL TE	0621	0210	196	33.33	20,456.09	
PENSION ASST/PERSONNEL TE	0622	0210	196	33.33	20,456.09	
PERSONNEL TECHNICIAN I	0503	3910	***	66.666%****	-	
					61,368.27	

CITY CLERK



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.

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 is responsible for election results, 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 absentee ballots, election materials, compiling election results, and the publishing of all legal notices regarding municipal elections.

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

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

City of Meriden
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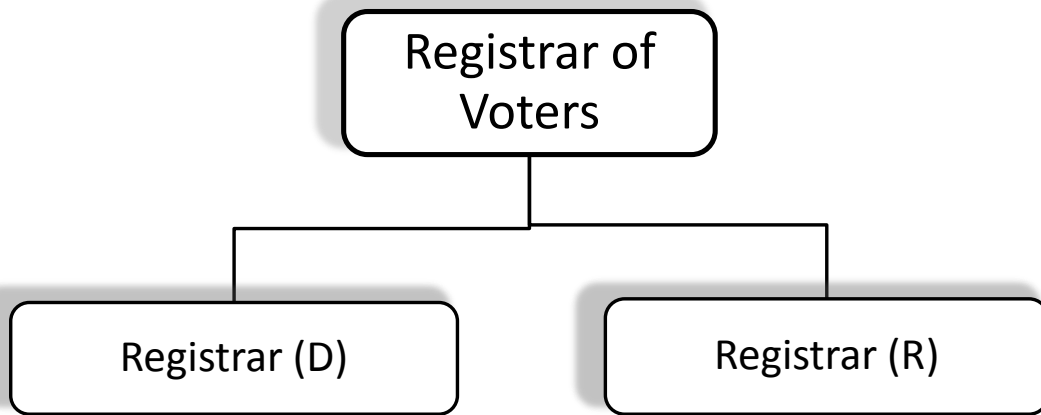
CITY CLERK (0170)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0170-40-0-0000-188							
ELECTED OFFICIALS	76,474	77,127	78,582	46,125	80,508	80,508	-
0001-0170-40-0-0000-191							
OVERTIME CONTINGENCY	1,229	4,122	2,000	2,764	1,500	1,250	-
0001-0170-40-0-0000-192							
OTHER NON-UNION	1,280	-	-	-	33,579	-	-
0001-0170-40-0-0000-196							
MME	239,795	243,314	252,799	147,743	252,799	252,799	-
0001-0170-40-0-0000-354							
LAND RECORDS	56,892	51,957	50,000	27,428	60,000	50,000	-
0001-0170-40-0-0000-355							
VITAL STATISTICS	7,426	4,189	5,000	561	4,500	4,250	-
0001-0170-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	17,936	15,252	18,100	9,316	18,000	14,600	-
0001-0170-40-0-0000-446							
ELECTIONS	1,517	836	2,000	2,427	1,800	1,000	-
0001-0170-40-0-0000-640							
MEMBERSHIPS & MEETINGS	2,217	3,176	3,300	2,028	3,300	2,250	-
	404,766	399,973	411,781	238,392	455,986	406,657	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
CITY CLERK (0170)						
CITY CLERK	0001	0170	188	100.00	80,507.65	80,507.65
ACCOUNT CLERK	0001	0170	196	100.00	46,209.00	
ASSISTANT CITY CLERK, REG	0001	0170	196	100.00	55,005.50	
ASSISTANT CITY CLERK, REG	0001	0170	196	100.00	55,005.50	
CLERK III	0001	0170	196	100.00	46,209.00	
CLERK III	0001	0170	196	100.00	50,370.00	252,799.00
					333,306.65	333,306.65

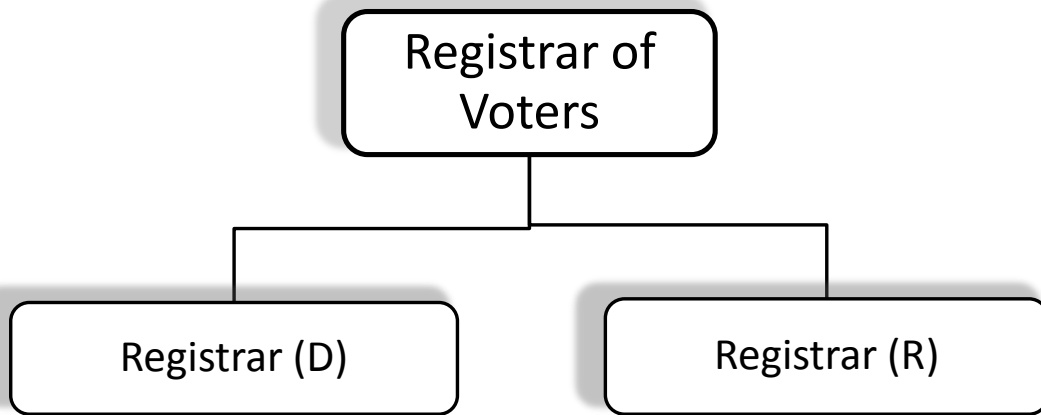
City of Meriden
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AVIATION (0181)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0181-40-0-0000-500							
CAPITAL OUTLAY	-	34,560	7,406	-	-	-	-
0001-0181-40-0-0000-306							
AIRPORT TAXES	14,286	-	-	-	-	-	-
0001-0181-40-0-0000-390							
OTHER PURCHASED SERVICES	-	300	-	-	5,000	5,000	-
0001-0181-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	698	1,240	22,500	1,516	10,700	7,500	-
0001-0181-40-0-0000-445							
AVIATION MAINTENANCE	26,648	23,806	40,500	51,034	102,000	65,000	-
0001-0181-40-0-0000-448							
OPERATING COSTS	-	66,321	51,094	43,169	74,308	74,308	-
0001-0181-40-0-0000-449							
FUEL COSTS	-	27,291	72,000	96,622	200,000	200,000	-
	41,632	153,518	193,500	192,341	392,008	351,808	-

ELECTIONS



ELECTIONS



Registrar of Voters - there are two elected Registrars. Registrars interpret and administer the State and Federal election laws, regulations and ordinances.

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; 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
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ELECTIONS (0182)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0182-40-0-0000-188							
ELECTED OFFICIALS	52,160	52,546	53,538	31,522	54,871	54,871	-
0001-0182-40-0-0000-189							
SEASONAL WORKERS	4,537	4,825	-	3,816	-	-	-
0001-0182-40-0-0000-192							
OTHER NON-UNION	45,422	45,413	46,905	29,246	48,626	48,626	-
0001-0182-40-0-0000-390							
PRIMARIES	61,730	35,160	55,000	67,334	70,000	-	-
0001-0182-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	8,613	7,973	12,500	8,184	15,000	9,000	-
0001-0182-40-0-0000-446							
ELECTIONS	115,288	62,197	50,000	62,113	80,000	57,500	-
0001-0182-40-0-0000-640							
MEMBERSHIPS & MEETINGS	1,954	1,683	2,500	395	3,500	2,000	-
	289,704	209,797	220,443	202,610	271,997	171,997	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
ELECTIONS (0182)						
REGISTRAR ELECTED	0001	0182	188	100.00	27,435.23	
REGISTRAR ELECTED	0001	0182	188	100.00	27,435.23	54,870.46
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.00	18,583.71	
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.00	22,302.80	40,886.51
					95,756.97	95,756.97

City of Meriden
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INSURANCE (0212)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0212-40-0-0000-460							
BOILERS & MACHINERY	7,397	7,277	7,579	-	7,951	7,951	-
0001-0212-40-0-0000-461							
BONDS MONEY & SECURITIES	6,250	4,667	6,452	4,177	6,928	6,928	-
0001-0212-40-0-0000-462							
FIRE & VANDALISM	139,539	137,890	148,728	148,728	162,266	162,266	-
0001-0212-40-0-0000-463							
LIABILITY INSURANCE	963,550	959,684	1,225,221	1,224,256	1,199,868	1,199,868	-
0001-0212-40-0-0000-469							
POLICE PROFESS LIAB	73,531	69,000	89,531	74,340	174,900	174,900	-
0001-0212-40-0-0000-470							
PUB OFFICIAL LIAB	25,131	27,411	52,911	43,668	61,171	61,171	-
0001-0212-40-0-0000-476							
WORKERS COMP INDEMNITY PMTS.	645,999	656,003	983,821	573,895	1,311,249	873,334	-
0001-0212-40-0-0000-477							
WORKERS COMP MEDICAL	600,000	618,833	428,280	249,832	465,350	465,350	-
0001-0212-40-0-0000-478							
SECOND INJURY FUND	158,026	162,150	182,150	182,150	249,032	187,825	-
0001-0212-40-0-0000-479							
WORKERS COMP EXCESS LIAB. INS	76,242	72,649	89,264	89,264	102,407	102,407	-
	2,695,665	2,715,564	3,213,937	2,590,310	3,741,122	3,242,000	-

City of Meriden
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BENEFITS (0213)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0213-40-0-0000-201							
CITY MEDICAL BENEFITS	979,103	1,883,987	1,936,266	502,067	2,071,805	1,340,003	-
0001-0213-40-0-0000-202							
POST RETIREMENT BENEFITS (OPEB)	2,000,000	3,144,000	4,344,913	3,258,684	5,329,404	3,178,394	-
0001-0213-40-0-0000-207							
LIFE INSURANCE	51,760	56,377	52,500	44,688	60,887	60,887	-
0001-0213-40-0-0000-220							
LONGEVITY	82,890	87,482	87,500	88,596	89,000	89,000	-
0001-0213-40-0-0000-231							
EMPLOYEE RETIREMENT	398,952	1,619,652	1,739,239	869,622	2,180,827	1,964,910	-
0001-0213-40-0-0000-235							
DEFINED CONTRIB PLAN EXP	-	31,993	25,600	49,363	125,000	125,000	-
0001-0213-40-0-0000-241							
UNEMPLOYMENT COMPENSATION	258,452	166,139	200,000	130,622	225,000	175,000	-
0001-0213-40-0-0000-242							
UNUSED SICK LEAVE	310,180	335,561	340,000	377,972	380,000	380,000	-
0001-0213-40-0-0000-243							
HYPERTENSION	760,570	816,650	1,078,742	827,244	1,278,759	1,078,167	-
0001-0213-40-0-0000-244							
SOCIAL SECURITY	2,493,602	2,590,389	2,618,991	1,645,848	2,831,899	2,831,899	-
0001-0213-40-0-0000-250							
POLICE BENEFITS	948,259	1,002,979	942,000	641,678	1,832,215	1,000,000	-
0001-0213-40-0-0000-253							
POLICE SOC SEC MEDICARE	78,849	75,941	80,590	44,796	80,590	80,590	-
0001-0213-40-0-0000-254							
POLICE RETIREMENT	3,683,113	4,028,940	4,066,540	2,033,268	4,106,540	4,201,553	-
0001-0213-40-0-0000-255							
POLICE MEDICAL	588,020	1,176,039	1,063,592	265,898	1,138,043	657,161	-
0001-0213-40-0-0000-256							
POLICE LIFE	15,045	14,980	23,033	10,825	24,876	24,876	-
0001-0213-40-0-0000-257							
POLICE HYPERTENSION	684,291	327,294	168,124	168,122	159,780	159,780	-
0001-0213-40-0-0000-260							

City of Meriden
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BENEFITS (0213) continued	2011	2012	2013	2013 2/20/13	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	1,189,516	1,127,570	1,100,000	801,936	1,100,000	1,100,000	-
0001-0213-40-0-0000-263							
FIRE SOC SEC MEDICARE	53,552	55,504	60,020	29,986	60,020	60,020	-
0001-0213-40-0-0000-264							
FIRE RETIREMENT	2,441,615	2,620,908	2,643,414	1,321,710	2,683,414	2,808,242	-
0001-0213-40-0-0000-265							
FIRE MEDICAL	472,730	945,461	945,461	236,365	1,011,643	584,173	-
0001-0213-40-0-0000-266							
FIRE LIFE	11,739	11,773	15,966	8,295	17,243	17,243	-
0001-0213-40-0-0000-267							
FIRE HYPERTENSION	617,477	371,239	340,009	340,008	359,160	359,160	-
0001-0213-40-0-0000-274							
CASA MEDICAL	8,053	9,119	8,720	5,033	9,330	9,330	-
0001-0213-40-0-0000-277							
POLICE LONGEVITY	28,200	27,700	27,700	28,500	28,500	28,500	-
0001-0213-40-0-0000-278							
FIRE LONGEVITY	27,350	26,383	26,500	25,396	25,400	25,400	-
0001-0213-40-0-0000-282							
UNIFORMS GUARDS	2,413	3,814	12,000	9,200	12,450	9,200	-
0001-0213-40-0-0000-xxx							
UNIFORMS DISPATCH	-	-	-	-	-	-	-
	18,185,731	22,557,874	23,947,420	13,765,722	27,221,785	22,348,488	-

City of Meriden
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GENERAL ADMINISTRATION (0214)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0214-40-0-0000-310							
TRANSIT	202,174	227,003	243,108	131,423	240,145	240,145	-
0001-0214-40-0-0000-331							
PUPIL TRANSPORTATION	798,940	820,154	835,467	503,685	868,886	869,071	-
0001-0214-40-0-0000-340							
ADVERTISING, PRINTING, BINDING	940	528	2,500	-	2,500	1,000	-
0001-0214-40-0-0000-341							
STREET LIGHTING	689,915	637,149	683,000	363,042	675,000	640,000	-
0001-0214-40-0-0000-342							
WATER	131,473	134,469	132,000	97,724	133,000	133,000	-
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	101,859	101,889	105,000	70,477	108,150	140,000	-
0001-0214-40-0-0000-370							
MALONEY BAND UNIFORM	-	5,000	-	-	-	-	-
0001-0214-40-0-0000-371							
MALONEY SCHOLARSHIP	24,000	30,000	24,000	24,000	24,000	24,000	-
0001-0214-40-0-0000-372							
VETERANS ORGANIZATION	12,757	12,757	18,000	12,959	18,000	18,000	-
0001-0214-40-0-0000-374							
AMBULANCE	140,688	140,688	153,745	108,681	149,255	149,255	-
0001-0214-40-0-0000-375							
EMERGENCY MEDICAL DISPATCH	38,724	38,724	41,083	25,816	46,533	46,533	-
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	129,432	118,201	128,232	85,487	128,232	136,048	-
0001-0214-40-0-0000-388							
AUDIT	73,520	68,849	89,960	75,225	89,000	89,000	-
0001-0214-40-0-0000-395							
PROBATE COURT	15,049	15,453	14,000	7,371	15,000	15,000	-
0001-0214-40-0-0000-440							
ZONING EXP & SUPPLIES & P/T	10,604	8,410	10,000	6,030	12,000	10,000	-

City of Meriden
2014 City Manager Recommended Budget

GENERAL ADMINISTRATION (0214) continued	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0214-40-0-0000-441							
ECONOMIC DEVELOPMENT	12,977	62,360	40,000	1,641	40,000	40,000	-
0001-0214-40-0-0000-442							
COMMISSION FOR DISABLED	112	451	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-493							
REGIONAL MENTAL HEALTH	1,000	1,000	1,000	1,000	1,000	1,000	-
0001-0214-40-0-0000-710							
ANTI-LITTER COMMITTEE	-	-	1,000	-	1,000	-	-
0001-0214-40-0-0000-711							
MERIDEN LAND TRUST	-	-	-	-	-	-	-
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	24,559	24,950	25,000	-	25,000	25,000	-
0001-0214-40-0-0000-724							
SPECIAL DAY SPECIAL PEOPLE	1,500	1,500	-	-	-	-	-
0001-0214-40-0-0000-726							
SPECIAL EVENTS & CELEBRATIONS	39,775	73,813	52,950	32,782	48,250	52,950	-
0001-0214-40-0-0000-727							
SOLOMON GOFFE HOUSE	-	420	500	-	500	500	-
0001-0214-40-0-0000-730							
CONSERVATION COMMITTEE	112	12	500	75	500	500	-
0001-0214-40-0-0000-731							
MARKETING PROMOTION	14,120	10,009	25,000	1,495	25,000	10,000	-
0001-0214-40-0-0000-732							
ENERGY TASK FORCE	-	-	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-737							
FLOOD CONTROL AGENCY	824	548	2,000	196	2,000	2,000	-
0001-0214-40-0-0000-746							
MERIDEN SCHOLASTIC SCHOLARSHIP	50,000	39,750	50,000	37,500	50,000	50,000	-
0001-0214-40-0-0000-748							

City of Meriden
2014 City Manager Recommended Budget

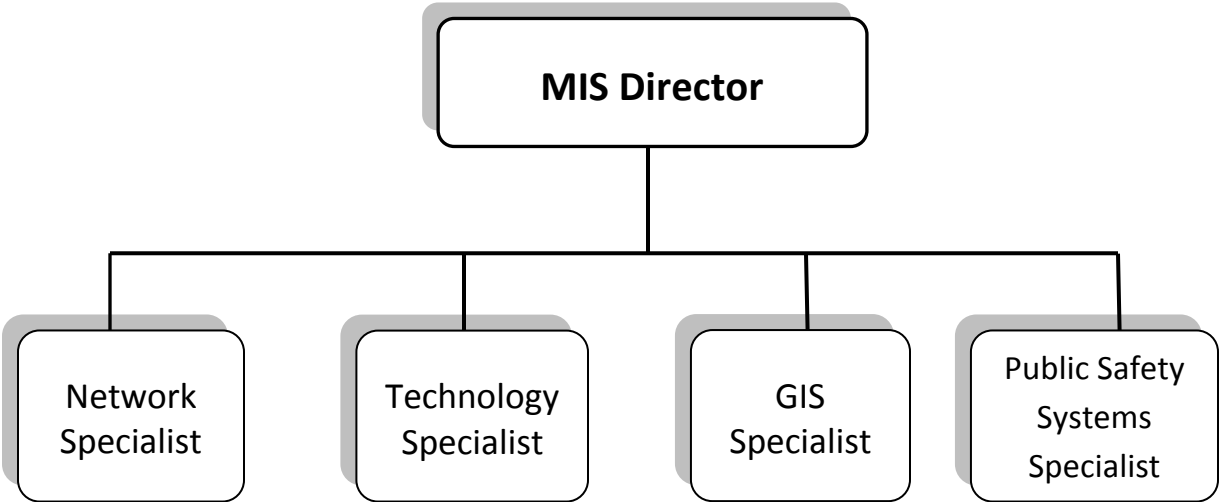
GENERAL ADMINISTRATION (0214) continued	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
NEIGHBORHOOD ASSOCIATIONS	72	259	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-749							
ROD & GUN FISH CLUB	1,000	-	1,000	-	1,000	1,000	-
0001-0214-40-0-0000-751							
CULTURAL DIVERSITY FUND	3,500	4,128	7,000	-	7,000	7,000	-
0001-0214-40-0-0000-753							
BOY SCOUT JAMBOREE	-	-	-	-	-	-	-
0001-0214-40-0-0000-758							
FALCON FIELD	-	-	-	-	-	10,000	-
0001-0214-40-0-0000-759							
CURTIS UTILIZATION	4,400	4,400	4,400	4,400	4,400	4,400	-
0001-0214-40-0-0000-760							
YOUTH ACTIVITIES	52,500	63,022	80,000	50,000	80,000	80,000	-
0001-0214-40-0-0000-771							
NERDEN CAMP WINTER ACTIV	-	1,700	850	-	-	-	-
0001-0214-40-0-0000-776							
FRIENDS OF THE LIBRARY	15,000	-	-	-	-	-	-
0001-0214-40-0-0000-779							
PROJECT GRADUATION	2,000	2,000	3,000	-	3,000	3,000	-
0001-0214-40-0-0000-781							
SUMMER CAMPERSHIP PROGRAM	-	5,000	5,000	5,000	5,000	5,000	-
0001-0214-40-0-0000-783							
LINEAR TRAIL ADVISORY COMMITTEE	688	905	5,000	218	2,000	2,000	-
	2,710,625	2,771,912	2,903,706	1,762,638	2,924,762	2,924,814	-

City of Meriden
2014 City Manager Recommended Budget

CAPITAL (0215)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0215-40-0-0000-500							
CAPITAL EQUIPMENT	769,490	268,452	556,684	327,903	857,311	325,601	-
	769,490	268,452	556,684	327,903	857,311	325,601	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
GENERAL ADMINISTRATION (0214)						
TRANSIT ADMINISTRATOR	0001	0214	310	100.00	19,594.15	19,594.15
					19,594.15	19,594.15

MANAGEMENT INFORMATION SERVICES



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/water bill processing, job scheduling, data exchange, data backups, email, internet, city website, Facebook & Twitter maintenance, GIS development, 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 Num	Description	Obj Num	Objective	Quarter
MIS	1	Continue installation of the SunGard ONESolution Financials applications including General Ledger, Payroll and Purchasing.	1	Continue 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
			3	Migrate/convert data as needed for the ONESolution installation.	4
	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	Complete phase out of the City's AS400. Migrate all remaining AS400 based applications to SunGards hosted site.	4
	3	Continue implementing the new ViewPermit Community Development system for Planning & Zoning.	1	Begin implementation and configuration of the ViewPermit Planning & Zoning module.	3
			2	Schedule and coordinate training for end users for the new ViewPermit Planning & Zoning module.	4
	4	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, tablets, network equipment, etc.	5
			2	Install new mobile technology as needed to support the operations of field personnel, ie, Health, Code Enforcement, Fire, etc. with mobile devices to allow for data capture/printing in the field.	5
	5	Install and implement an online Help Desk System so to keep track of calls for service made to MIS staff.	1	Implement an online Help Desk system so that MIS Staff can monitor and maintain a database of service requests for assistance. Data will be used to calculate and report on measurements of performance for the department.	2
			2	Train users to submit online requests for service via the online Help Desk System.	2

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.	4
		2	Work with the Director of Emergency Operations to improve/enhance the Emergency Operations website.	4
		3	Add a webpage that will list the accomplishments of the Energy Task Force along with listing the status of current year's plans/projects.	5
		4	Work with City staff to improve various department web pages to better support the City department operations.	5
7	Relocate equipment stored in the video taping room to the MIS Dept equipment room.	1	Relocate the computer equipment in the videotaping room to the MIS Dept secured room. Will provide more space in the video room and better security of existing hardware & software. Work to be coordinated with Cox & ATT. Depends on funding.	4
8	Continue development of the City's GIS to better support the operations of our City departments, businesses and citizens.	1	Commence work on the 2014 Aerial mapping project to update our current aerial layer.	5
		2	Continue development of the Storm Drain Layer.	5
		3	Develop an application to tie work-order information in HTE to GIS utility layers.	4
9	Continue to work with the Energy Task Force to identify potential energy savings opportunities.	1	With the City's Energy Task Force and energy experts to implement viable energy conservation measures aimed at reducing our energy usage, save money, and protect the environment. Potential projects include Solar Farm at Landfill, LED Lighting, solar roof arrays, etc.	5
		2	Expand outreach to Meriden residents and businesses to make them aware of energy programs and measures that may be beneficial to them.	5
		3	Look into more active citizen participation to assist the City in its efforts to identify and implement energy saving measures.	5
10	Upgrade mobile technology and	1	Install Wi-Fi hotspot in specific Fire Stations for mobile inspection applications for	4

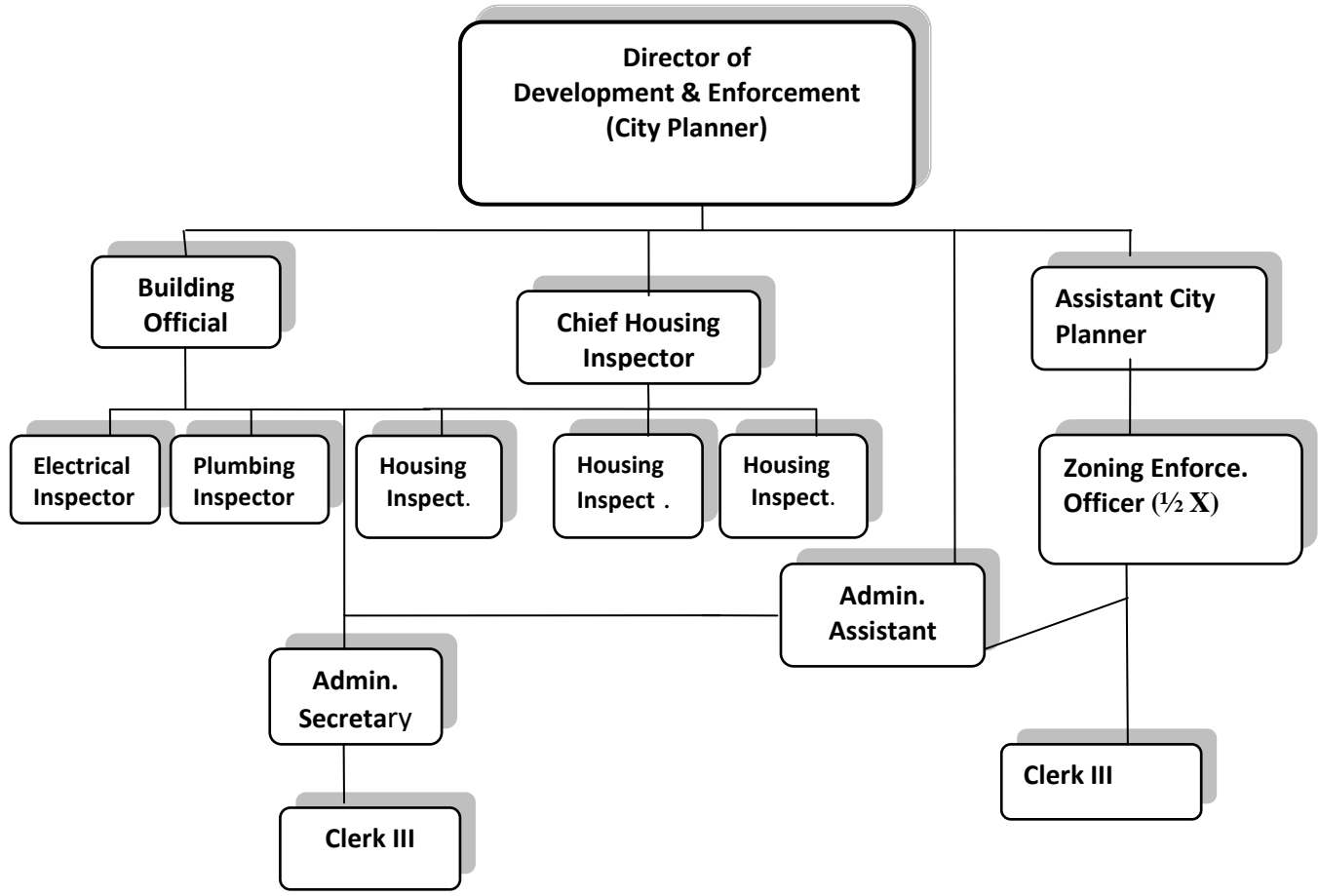
	capabilities at specific Fire Stations for mobile dispatch and inspection applications.		upload/download of data. Depends on funding.	
		2	Expand deployment of vehicle based mobile laptops for access to critical dispatch data when Engines are dispatched for assistance.	3
11	Expand fiber network to other remote sites including Sherman Fire Station and/or Pomeroy Ave Fire Station.	1	Expand fiber network to other remote sites including Sherman Fire Station and/or Pomeroy Ave Fire Station. Doing so will eliminate monthly Cox broadband fees. Depends on funding.	1

City of Meriden
2014 City Manager Recommended Budget

MANAGEMENT INFORMATION (0270)	2011	2012	2013	2013 2/20/13	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>
0001-0270-40-0-0000-189							
SEASONAL WORKERS	862	2,219	-	723	-	-	-
0001-0270-40-0-0000-190							
ADMINISTRATIVE	101,012	103,597	103,459	62,870	105,791	105,791	-
0001-0270-40-0-0000-191							
OVERTIME CONTINGENCY	25	25	1,000	87	500	500	-
0001-0270-40-0-0000-196							
MME	143,470	146,004	148,733	88,398	148,733	148,733	-
0001-0270-40-0-0000-198							
SUPERVISORS	155,876	160,266	168,797	96,496	162,311	165,151	-
0001-0270-40-0-0000-325							
RENTALS	322,785	317,314	362,310	255,607	380,770	380,770	-
0001-0270-40-0-0000-353							
TELEPHONES	61,815	64,282	71,500	34,428	55,160	55,160	-
0001-0270-40-0-0000-381							
TRAINING	5,877	3,237	6,000	2,407	5,000	5,000	-
0001-0270-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	8,248	6,574	8,405	2,824	7,775	7,775	-
0001-0270-40-0-0000-510							
SOFTWARE	92,670	9,916	10,500	2,016	8,500	8,500	-
0001-0270-40-0-0000-640							
MEMBERSHIP & MEETINGS	3,855	2,158	2,750	505	2,655	2,655	-
	896,495	815,592	883,454	546,361	877,195	880,035	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
MANAGEMENT INFORMATION (0270)						
M.I.S. DIRECTOR	0001	0270	190	100.00	105,790.04	105,790.04
NETWORK SUPPORT SPECIALIS	0001	0270	196	100.00	79,361.43	
SYSTEM SUPPORT SPECIALIST	0001	0270	196	100.00	69,370.86	148,732.29
GIS SPECIALIST	0001	0270	198	100.00	86,140.67	
TECHNOLOGY SPECIALIST	0001	0270	198	100.00	79,010.03	165,150.71
					419,673.04	419,673.04

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 Num	Description	Obj Num	Objective	Quarter
DEVELOPMENT ENFORCEMENT	1	Implement Plan of Conservation and Development	1	Update status of POCD.	1
			2	Complete and adopt the TOD Zoning Regulations.	1
			3	Change the zone of the TOD parcels to the TOD Zoning designation.	4
			4	Continue to work with staff and consultants to implement the TOD plan.	5
			5	South Mtn. RD Zoning: Prepare zoning amendments to encourage low rise flex buildings - "Research pkwy West".	1
	2	Preserve and Improve the quality of life of our citizens through the continued coordinated code enforcement program	1	Begin the implementation of the MIS system to create /track permits, schedule/track inspections and track code enforcement.	1
			2	Building division's ongoing inspection and monitoring of the construction activities at Platt and Maloney.	5
	3	Insure the efficient planning and completion of capital improvements	1	Work on the "Interdepartmental Review Committee for Capital Projects" to track, coordinate, insure payments/grants, and completion of capital projects.	3
	4	Implement Commissions and /or City Council Land Use directives	1	Review the current laws/procedures re temporary and storage buildings. Prepare and present amendments addressing such structures.	2
			2	Have 4" "Beware: Regulated Inland Wetland" marker plates made and install them around wetland areas as ordered by the Inland Wetlands Commission.	3

City of Meriden
2014 City Manager Recommended Budget

DEVELOPMENT & ENFORCEMENT (0510)	2011	2012	2013	2013 2/20/13	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>
0001-0510-40-0-0000-189							
MISC PART TIME	-	-	-	-	1,500	-	-
0001-0510-40-0-0000-190							
ADMINISTRATIVE	102,045	110,649	109,751	66,537	111,957	111,957	-
0001-0510-40-0-0000-191							
OVERTIME	3,478	1,701	3,500	2,500	6,500	3,500	-
0001-0510-40-0-0000-196							
MME	395,066	411,908	372,968	223,755	386,204	347,849	-
0001-0510-40-0-0000-198							
SUPERVISORS	158,883	163,369	199,699	98,370	165,460	168,356	-
0001-0510-40-0-0000-350							
GASOLINE	5,069	4,425	5,500	2,223	7,500	4,500	-
0001-0510-40-0-0000-352							
VEHICLE MAINTENANCE	4,773	5,351	4,500	3,727	4,500	5,000	-
0001-0510-40-0-0000-390							
DESIGN REVIEW BOARD	-	-	-	-	-	-	-
0001-0510-40-0-0000-391							
PLAN OF CONSERV & DEVELOP	900	-	-	-	-	-	-
0001-0510-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	19,126	18,286	15,175	12,778	20,000	17,500	-
0001-0510-40-0-0000-640							
MEMBERSHIPS & MEETINGS	2,467	2,821	5,000	2,607	7,000	2,500	-
0001-0510-40-0-0000-708							
UNSAFE BUILDINGS	-	-	-	-	-	-	-
	691,807	718,510	716,093	412,497	710,621	661,162	-

City of Meriden
2014 City Manager Recommended Budget

INLAND WETLAND (0520)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0520-40-0-0000-390							
OTHER PURCHASE SERVICES	-	-	-	-	1,500	-	-
0001-0520-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	1,256	1,191	700	651	700	700	-
0001-0520-40-0-0000-640							
MEMBERSHIPS & MEETINGS	-	200	150	-	750	150	-
	1,256	1,391	850	651	2,950	850	-

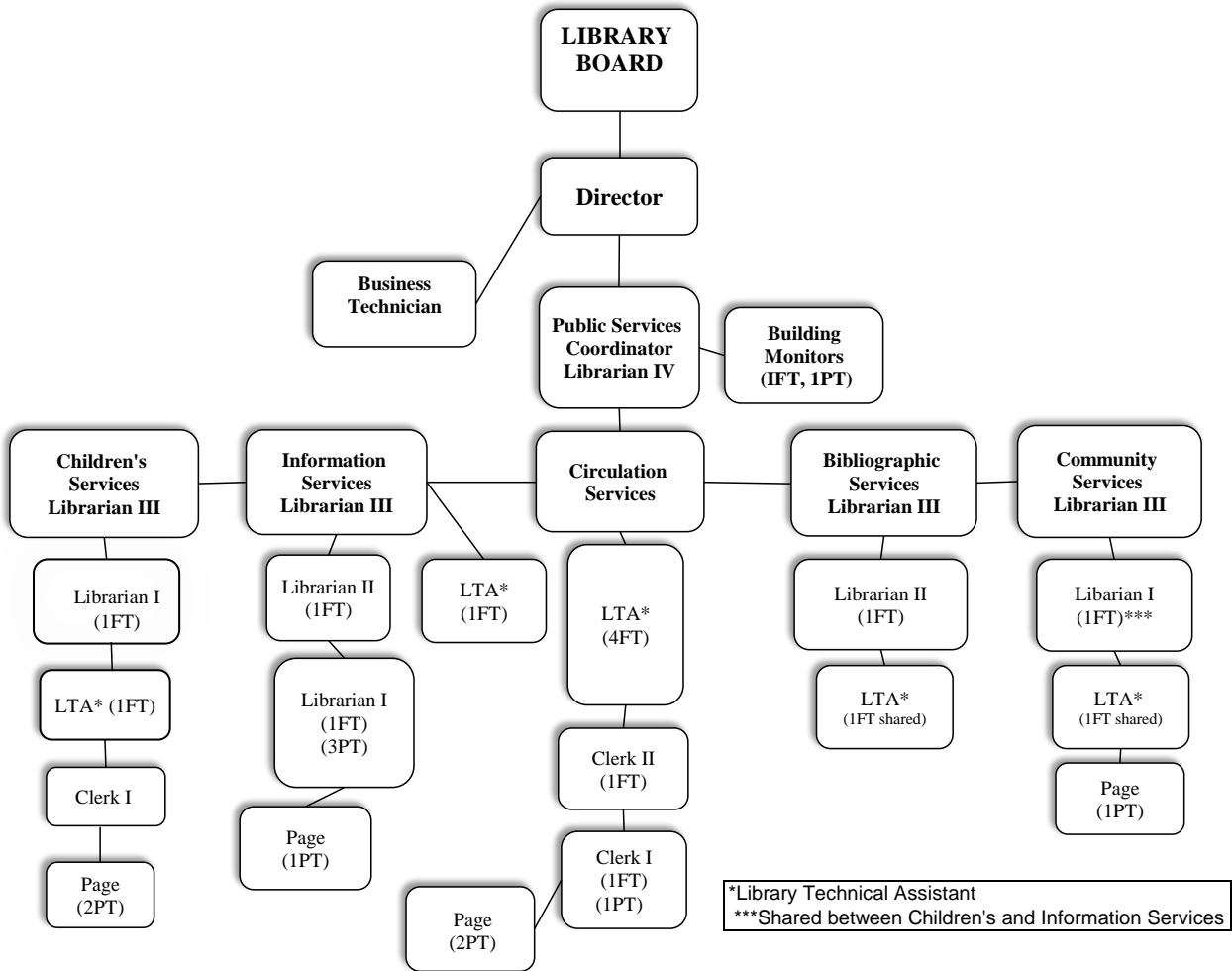
2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
DEVELOPMENT & ENFORCEMENT (0510)						
DIRECTOR OF PLANNING	0001	0510	190	100.00	111,956.71	111,956.71
ADMINISTRATIVE ASSISTANT	0001	0510	196	100.00	62,863.43	
ADMINISTRATIVE SECRETARY	0001	0510	196	100.00	57,565.71	
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	-	
ELECTRICAL INSPECTOR	0001	0510	196	100.00	64,052.28	
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	
PLUMBING/MECHANICAL INSPE	0001	0510	196	100.00	31,716.54	
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	39,680.72	347,848.25
ASSISTANT PLANNING DIRECT	0001	0510	198	100.00	86,140.67	
BUILDING OFFICIAL	0001	0510	198	100.00	82,214.58	168,355.25
					628,160.21	628,160.21
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
2014 City Manager Recommended Budget

PARKING (3940)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-3940-40-0-0000-189							
SECRETARIAL FEES	-	-	-	-	-	-	-
0001-3940-40-0-0000-192							
PAYROLL	64,641	66,206	69,364	41,185	69,032	69,032	-
0001-3940-40-0-0000-198							
SUPERVISORS	38,922	41,925	44,343	26,361	45,240	46,031	-
0001-3940-40-0-0000-323							
MAINTENANCE	1,040	2,565	2,000	-	2,500	2,500	-
0001-3940-40-0-0000-350							
GASOLINE	828	926	900	468	900	900	-
0001-3940-40-0-0000-352							
VEHICLE MAINTENANCE	375	-	900	330	900	500	-
0001-3940-40-0-0000-353							
TELEPHONES	761	834	900	556	900	900	-
0001-3940-40-0-0000-414							
UTILITIES	13,398	11,151	14,500	7,411	16,920	14,000	-
0001-3940-40-0-0000-440							
GENERAL EXPENSES	2,466	1,834	3,000	1,239	3,500	2,000	-
	122,431	125,441	135,907	77,550	139,892	135,863	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
PARKING (3940)						
SECURITY ATTENDANT	0001	3940	192	100.00	11,830.57	
SECURITY ATTENDANT	0001	3940	192	100.00	14,300.17	
SECURITY ATTENDANT	0001	3940	192	100.00	14,300.17	
SECURITY ATTENDANT	0001	3940	192	100.00	14,300.17	
SECURITY ATTENDANT	0001	3940	192	100.00	14,300.17	69,031.25
MANAGER / SECURITY ATTEND	0001	3940	198	100.00	46,030.82	46,030.82
					115,062.07	115,062.07

LIBRARY



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 Num	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	Develop a simple marketing plan to improve public awareness of library services.	3
			2	Continue to use the Bookmobile to bring services and information to segments of the population who cannot easily use the main library.	5
			3	Continue and improve use of the webpage and social networking tools to identify needs and personalize services to patrons.	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	Continue and expand bi-lingual preschool programs.	5
			3	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	Upgrade/replace the oldest public computers.	2
	4	Building/Facility - Residents will find the library safe, attractive and comfortable	1	Plan for the expansion and total renovation of the Children's area.	4
			2	Continue work on small renovation and remodeling projects to give the 1973 building a "facelift".	4
			3	Work with the City and Volunteers to keep the grounds clean and attractive.	5

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Strategic Planning - Residents will experience library services that match their needs, interests and priorities.

1	Compile data and draft a strategic plan for 2013- 2018.	4
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City of Meriden
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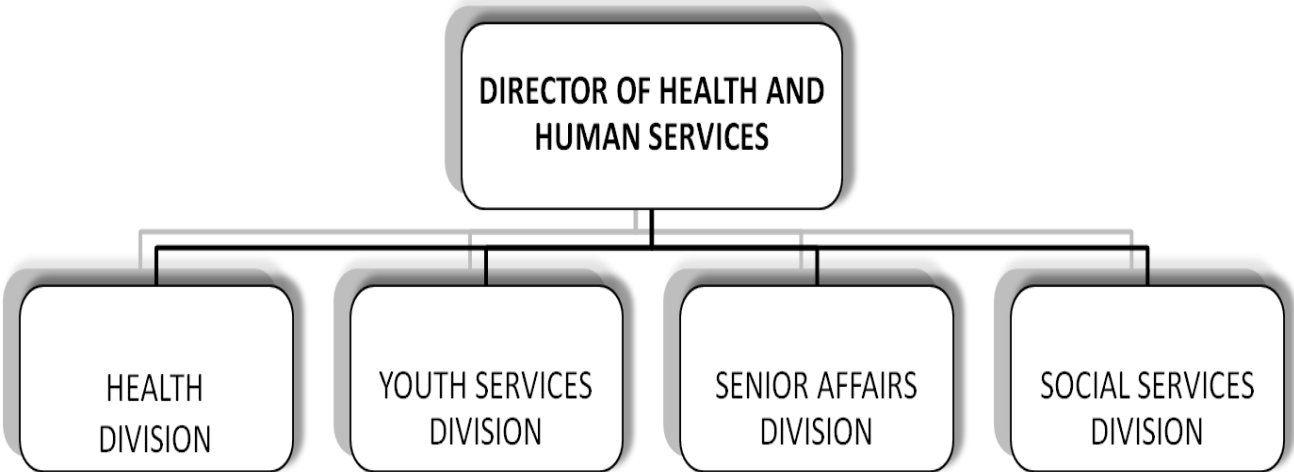
PARKS, RECREATION, LEISURE							
LIBRARY (0160)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0160-40-0-0000-189							
MISC PART-TIME	33,444	41,659	37,908	21,444	39,603	39,603	-
0001-0160-40-0-0000-190							
ADMINISTRATIVE	87,961	90,552	90,424	55,416	93,256	93,256	-
0001-0160-40-0-0000-196							
MME	682,662	683,562	722,319	406,967	658,216	658,216	-
0001-0160-40-0-0000-198							
SUPERVISORS	713,722	744,516	771,806	447,555	821,250	830,385	-
0001-0160-40-0-0000-321							
PUBLIC UTILITIES	112,188	110,198	120,000	72,624	118,000	115,000	-
0001-0160-40-0-0000-350							
GASOLINE	763	932	800	699	800	800	-
0001-0160-40-0-0000-352							
VEHICLE MAINTENANCE	200	445	500	65	800	800	-
0001-0160-40-0-0000-353							
TELEPHONES	4,130	4,243	4,380	2,231	4,081	4,081	-
0001-0160-40-0-0000-389							
SECURITY SERVICE	692	700	700	-	700	700	-
0001-0160-40-0-0000-390							
OTHER PURCHASED SERVICES	88,485	98,270	100,985	62,333	98,899	93,577	-
0001-0160-40-0-0000-391							
VIDEO SERVICES	18,000	18,000	21,000	8,250	21,000	18,000	-
0001-0160-40-0-0000-413							
BUILDING SUPPLIES & MATERIALS	44,343	47,212	47,875	22,511	47,875	45,475	-
0001-0160-40-0-0000-430							
LIBRARY BOOKS & MATERIALS	172,460	137,542	150,000	94,725	160,000	150,000	-
0001-0160-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	36,192	28,565	30,850	18,890	29,200	29,200	-
0001-0160-40-0-0000-640							
MEMBERSHIP & MEETINGS	3,617	3,650	3,700	1,161	3,700	3,700	-
	1,998,859	2,010,046	2,103,247	1,214,871	2,097,380	2,082,793	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
LIBRARY (0160)						
DIRECTOR OF LIBRARY SERVI	0001	0160	190	100.00	93,255.41	93,255.41
BUSINESS OPERATIONS TECH-	0001	0160	196	100.00	68,077.71	
LIBRARY BUILDING MONITOR	0001	0160	196	100.00	22,734.28	
LIBRARY CLERK I	0001	0160	196	100.00	18,351.85	
LIBRARY CLERK I	0001	0160	196	100.00	18,495.85	
LIBRARY CLERK I	0001	0160	196	100.00	35,259.00	
LIBRARY CLERK II	0001	0160	196	100.00	41,714.28	
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	54,249.43	
SECURITY GUARD	0001	0160	196	100.00	45,468.57	649,745.23
LIBRARIAN I	0001	0160	198	100.00	65,088.32	
LIBRARIAN I	0001	0160	198	100.00	32,544.16	
LIBRARIAN I	0001	0160	198	100.00	65,088.32	
LIBRARIAN I	0001	0160	198	100.00	25,021.34	
LIBRARIAN I	0001	0160	198	100.00	25,364.24	
LIBRARIAN I	0001	0160	196	100.00	48,206.10	
LIBRARIAN II	0001	0160	198	100.00	75,338.61	
LIBRARIAN II	0001	0160	198	100.00	75,338.61	
LIBRARIAN III	0001	0160	198	100.00	82,214.58	
LIBRARIAN III	0001	0160	198	100.00	82,214.58	
LIBRARIAN III	0001	0160	198	100.00	82,214.58	
LIBRARIAN III	0001	0160	198	100.00	82,214.58	
LIBRARIAN IV	0001	0160	198	100.00	89,536.23	830,384.23
					1,573,384.87	1,573,384.87

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EDUCATION							
BOARD OF EDUCATION (1000)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
Other Exp	79,317,291	86,264,535	86,795,914	43,625,098	86,317,220	85,341,929	-
ARRA Other Exp	-	-	-	-	-	-	-
Health	12,406,808	13,343,922	12,812,426	7,648,289	13,571,355	14,266,411	-
ARRA Health	-	-	-	-	-	-	-
	91,724,099	99,608,457	99,608,340	51,273,387	99,888,575	99,608,340	-
SCHOOL BUILDING COMMITTEE (1184)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
SALARY EXPENSE	901	1,261	1,501	1,051	3,000	1,500	-
	901	1,261	1,501	1,051	3,000	1,500	-

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 Num	Description	Obj Num	Objective	Quarter
HEALTH AND HUMAN SERVICES	1	Continue to streamline internal operations building on and adding to the objectives set last year.	1	Each division head/supervisor will provide standard operating procedures for core functions. Training will occur and a deadline will be set.	1
			2	Data will be collected differently to avoid duplicative numbers. This will require that we count services that give a real number as to services utilized.	1
			3	All staff will follow a plan that allows for us to show the percentage of residents served.	1
	2	Infuse change into Departments to keep up with current best practices.	1	Evaluate programs already in place; via surveys and other data collection methods.	1
			2	Review what we are currently doing. Interact and communicate with state level experts and other Health and Human Services organizations similar in composition to Meriden's.	1
			3	All staff are to review written materials, posters, and other messaging platforms to make sure the information is up to date, accurate, and in line with what the state and federal agencies are following.	1
	3	Create a more user friendly signage system in the building and implement health literacy into all of our messaging.	1	The walls will be brighter, more cheery and less clutter throughout the building. Add better signage to allow easy and more discrete navigation throughout the building.	1
			2	Each area/building will have more updated posters, and pictures. This will also include artwork and pictures from the clients we serve.	1
			3	Make sure we are able to provide information that is culturally sensitive, more clear, and in various languages.	2
	4	Introduce training to staff to keep them abreast of current and modern office practices and	1	Utilize the CT DPH for free trainings.	1
			2	Work with Personnel and MIS to assure that supervisors and staff are kept informed and educated on a regular basis.	2

		supervisory skills.	3	Identify inside staff who can train within if they have an area of expertise (excel, data bases, etc.).	1
	5	Continue to retain current grants and look to apply for new grants.	1	All departments will look for grant funding to sustain, implement or compliment already existing work.	1
			2	Actively look for grants that we normally have not pursued. Private grants, federal and or regional grants.	2
	6	Include and engage the community as part of our normal operations	1	Include community members in our already existing boards, collaborations and ongoing task forces.	1
			2	Use a Participatory Action Research model in all of our larger initiatives; especially when we are trying to describe the community, identify barriers and gaps, etc.	3
			3	Ask those we serve to complete satisfaction surveys, suggestion boxes, and host open door events for residents to come and ask questions and learn about our services.	1
			4	Have a regular presence in the community, the newspapers, and start a health and human services newsletter.	3
			5	Work more with the media to educate, gain traction in the community, and be identified as the experts in the field and avoid only presenting bad news, etc.	4

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HEALTH AND WELFARE							
HEALTH (4710)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-4710-40-4-0000-149							
CERTIFIED SALARIES	149,568	105,263	136,862	72,671	125,655	125,655	-
0001-4710-40-4-0000-189							
MISC. PART-TIME	4,500	4,599	5,004	4,702	5,004	5,004	-
0001-4710-40-4-0000-190							
ADMINISTRATION	98,959	146,901	98,270	59,716	100,475	100,475	-
0001-4710-40-4-0000-191							
OVERTIME	-	-	3,000	-	3,000	-	-
0001-4710-40-4-0000-193							
PUBLIC HEALTH NURSES	894,235	951,231	984,971	583,213	986,314	986,314	-
0001-4710-40-4-0000-196							
MME	551,004	560,147	482,978	271,019	477,655	477,655	-
0001-4710-40-4-0000-198							
SUPERVISORS	169,017	174,547	224,681	133,626	226,767	230,736	-
0001-4710-40-4-0000-350							
GASOLINE	2,041	1,561	2,500	775	2,500	2,000	-
0001-4710-40-4-0000-352							
VEHICLE MAINTENANCE	3,201	2,093	3,650	1,905	3,400	3,400	-
0001-4710-40-4-0000-440							
OFFICE EXPENSES & SUPPLIES	12,216	9,149	12,000	5,778	9,650	9,650	-
0001-4710-40-4-0000-474							
ENVIRONMENTAL SUPPLIES	12,166	12,579	13,600	5,062	3,550	3,550	-
0001-4710-40-4-0000-478							
HEALTH SUPPLIES	9,131	9,045	9,350	3,650	7,822	7,822	-
0001-4710-40-4-0000-482							
P.A. 10-217A SUPPLIES	3,379	3,851	3,100	833	2,575	2,575	-
0001-4710-40-4-0000-490							
LEAD PROGRAM	4,183	1,218	4,200	4,200	4,100	3,000	-
0001-4710-40-4-0000-640							
MEMBERSHIPS & MEETINGS	1,097	1,482	3,000	1,532	3,000	2,000	-
0001-4710-40-4-0000-706							
SPECIAL PROJECTS	-	-	1	4,822	1	1	-
	1,914,697	1,983,666	1,987,167	1,153,504	1,961,468	1,959,837	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
HEALTH (4710)						
SCHOOL PSYCHOLOGIST	0001	4710	149	100.00	50,497.44	
SOCIAL WORKER	0001	4710	149	100.00	33,327.52	
SPEECH THERAPIST	0001	4710	149	100.00	41,829.26	125,654.22
HUMAN SERVICES DIRECTOR	0001	4710	190	100.00	100,475.38	100,475.38
PUBLIC HEALT NURSE II	0001	4710	193	85.714	67,170.20	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	73,711.75	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	48,646.22	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	52,065.99	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	52,065.99	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	63,181.50	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	48,646.22	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	52,065.99	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	17,537.91	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	63,181.50	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	63,181.50	
PUBLIC HEALTH NURSE I	0001	4710	193	100.00	58,013.88	
EDUCATION STIPEND/LAB COAT	0001	4710	193	100.00	6,400.00	
Per diem RNs	0001	4710	193	100.00	30,375.00	986,313.05
ACCOUNT CLERK	0001	4710	196	100.00	52,810.28	
GRANT & FINANCIAL SPECIAL	0001	4710	196	100.00	73,667.43	

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
HEALTH (4710) cont'd						
HEALTH AIDE I	0001	4710	196	100.00	18,188.79	
HEALTH AIDE I	0001	4710	196	100.00	18,262.25	
HEALTH AIDE I	0001	4710	196	100.00	19,576.07	
HEALTH AIDE I	0001	4710	196	100.00	19,123.50	
HEALTH AIDE I	0001	4710	196	100.00	18,321.79	
HEALTH AIDE I BILINGUAL	0001	4710	196	14.286	5,553.33	
HEALTH SECRETARY	0001	4710	196	100.00	57,565.71	
SANITARIAN	0001	4710	196	87.50	51,054.40	
SANITARIAN II	0001	4710	196	100.00	79,361.43	
SANITARIAN II	0001	4710	196	100.00	64,169.45	477,654.42
ASSOC DIR HEALTH & HUMAN	0001	4710	198	62.50	51,662.65	
DIRECTOR OF PUB HEALTH NU	0001	4710	198	100.00	89,536.23	
ENVIRONMENTAL HEALTH ADMI	0001	4710	198	100.00	89,536.23	230,735.10
					1,920,832.18	1,920,832.18
ASSOC DIR HEALTH & HUMAN	0001	4710	706	37.50	30,997.59	
HEALTH AIDE I BILINGUAL	0001	4710	706	85.714	33,319.17	
SANITARIAN	0116	4718	192	12.50	7,293.49	
PUBLIC HEALT NURSE II	Lead Grant			14.286	11,195.30	
SCHOOL READINESS COORDINA	0001	4710	706	100.00	73,667.43	
					156,472.98	

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SENIOR CENTER (4730)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-4730-40-4-0000-187							
M.O.W. SALARIES	-	253	35,430	17,645	29,771	29,771	-
0001-4730-40-4-0000-192							
OTHER NON-UNION	27,210	27,068	27,500	15,829	25,200	25,200	-
0001-4730-40-4-0000-196							
MME	327,132	316,776	325,277	182,437	316,041	316,041	-
0001-4730-40-4-0000-198							
SUPERVISORS	84,507	86,884	87,997	52,314	87,997	89,537	-
0001-4730-40-4-0000-199							
ELDERLY NUTRITION	28,188	28,208	28,392	15,725	26,358	26,358	-
0001-4730-40-4-0000-350							
GASOLINE	14,439	14,118	14,500	7,131	10,000	11,000	-
0001-4730-40-4-0000-352							
VEHICLE MAINTENANCE	6,450	4,170	4,000	2,537	5,900	5,000	-
0001-4730-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	11,389	8,101	12,000	4,788	10,000	10,000	-
0001-4730-40-4-0000-640							
MEETINGS & MEMBERSHIPS	50	50	100	50	50	50	-
0001-4730-41-0-0000-943							
NOW CHORE PROJECT FOR ELDERS	-	-	3,750	-	-	-	-
	499,365	485,628	538,946	298,456	511,317	512,957	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
SENIOR CENTER (4730)						
MEALS ON WHEELS DRIVER	0001	4730	187	42.00	6,751.18	
MEALS ON WHEELS DRIVER	0001	4730	187	42.00	6,342.34	
MEALS ON WHEELS DRIVER	0001	4730	187	42.00	8,338.51	
MEALS ON WHEELS DRIVER	0001	4730	187	42.00	8,338.51	29,770.54
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	16,792.30	
MINI BUS DRIVER	0001	4730	196	41.176	6,783.93	
MINI BUS DRIVER	0001	4730	196	100.00	36,500.00	
MINI BUS DRIVER	0001	4730	196	100.00	16,177.76	
NUTRION COORDINATOR - SR	0001	4730	196	100.00	55,005.50	
EXTRA HOURS	0001	4730	196	100.00	2,208.00	
RECREATION COORDINATOR	0001	4730	196	100.00	50,370.00	316,040.49
DIRECTOR OF SENIOR AFFAIR	0001	4730	198	100.00	89,536.23	89,536.23
NUTRITION SITE WORKER 2	0001	4730	199	100.00	10,703.76	
NUTRITION SITE WORKER 2	0001	4730	199	100.00	10,703.76	21,407.52
					456,754.78	456,754.78

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<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) (con't)						
MEALS ON WHEELS DRIVER	0117	4730	196	58.00	9,323.06	
MINI BUS DRIVER	0116	4730	192	58.824	9,691.52	
MEALS ON WHEELS DRIVER	0117	4730	196	58.00	8,758.47	
MEALS ON WHEELS DRIVER	0117	4730	196	58.00	11,515.09	
MEALS ON WHEELS DRIVER	0117	4730	196	58.00	11,515.09	
					50,803.21	

City of Meriden
2014 City Manager Recommended Budget

SOCIAL SERVICES (4720)	2011	2012	2013	2013 2/20/13	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>
0001-4720-40-4-0000-196							
MME	142,217	144,305	147,440	78,466	147,440	147,440	-
0001-4720-40-4-0000-390							
EVICCTIONS	28,090	39,515	30,000	20,700	30,000	30,000	-
0001-4720-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	1,040	915	983	347	900	900	-
0001-4720-40-4-0000-640							
MEMBERSHIPS & MEETINGS	-	-	100	-	50	-	-
	171,347	184,735	178,523	99,513	178,390	178,340	-

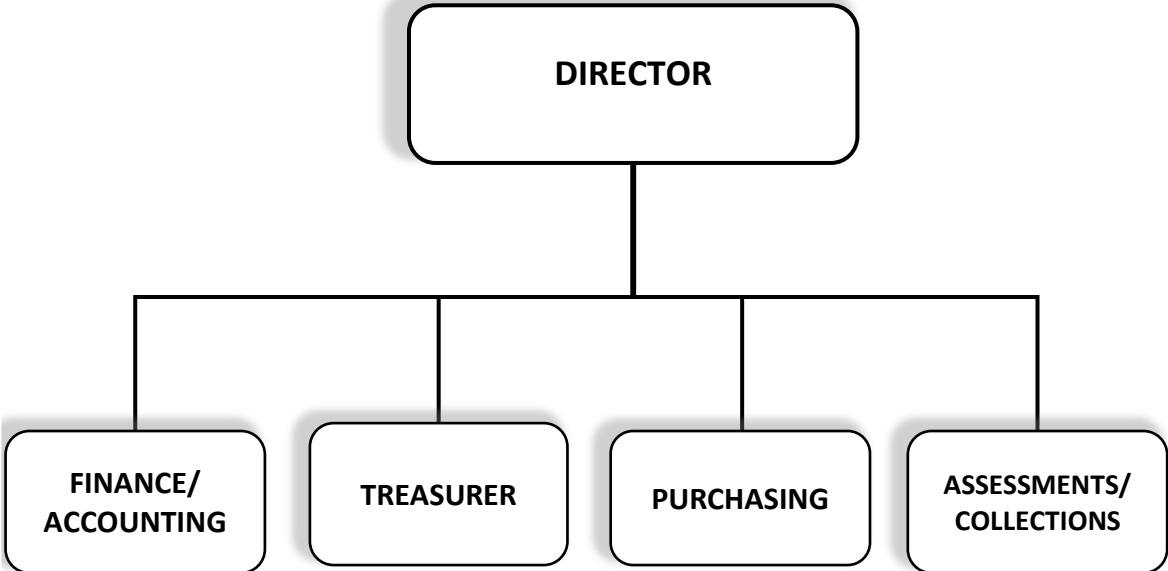
2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
SOCIAL SERVICES (4720)						
SOCIAL WORKER	0001	4720	196	100.00	79,361.43	
SOCIAL WORKER I	0001	4720	196	100.00	68,077.71	147,439.14
					147,439.14	147,439.14

City of Meriden
2014 City Manager Recommended Budget

YOUTH SERVICES (4745)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-4745-40-4-0000-191							
OVERTIME	-	-	-	-	-	-	-
0001-4745-40-4-0000-196							
MME	60,632	61,712	62,864	37,360	62,864	62,864	-
0001-4745-40-4-0000-198							
SUPERVISORS	84,507	86,884	87,997	52,314	87,997	89,537	-
0001-4745-40-4-0000-440							
OFFICE EXPENSE & SUPPLIES	1,646	1,409	1,650	1,409	1,450	1,450	-
0001-4745-40-4-0000-490							
YOUTH ACTIVITIES	1,475	1,448	1,500	899	1,350	1,350	-
0001-4745-40-4-0000-640							
MEMBERSHIPS & MEETINGS	605	625	800	800	700	700	-
	148,865	152,078	154,811	92,782	154,361	155,901	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
YOUTH SERVICES (4745)						
CRISIS INTERVENTION SPECI	0001	4745	196	100.00	62,863.43	62,863.43
YOUTH SERVICES MANAGER	0001	4745	198	100.00	89,536.23	89,536.23
					152,399.66	152,399.66

FINANCE



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 Num	Description	Obj Num	Objective	Quarter
FINANCE	1	Continue implementation of SunGard Financial applications.	2	Use installed financial applications as of June 30, 2013.	5
			1	Installation of SunGard applications for accounting purposes.	4
	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 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.	1	Streamlining office procedures will free up time to perform more important tasks such as processing tax bills in a timelier manner and sending out delinquent notices more often.	5
	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: 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	5

			between the two offices.	
	8 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
	9 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
	10 Purchasing: Further use of technology	1	Continue to clean/purge the existing vendor listing.	5
	11 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
	12 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
13 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 Excellence in Financial Reporting for the City's CAFR.	2
		8	Support the City Manager in preparing the recommended budget and assist the City Council in preparing an adopted budget.	5
		9	Assist with the development of the City's Capital Improvement Plan and arrange for appropriate financing of capital projects.	5

City of Meriden
2014 City Manager Recommended Budget

FINANCE							
FINANCE (0210)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0210-40-0-0000-189							
SEASONAL WORKERS	-	197	-	-	-	-	-
0001-0210-40-0-0000-190							
ADMINISTRATIVE	118,557	121,443	121,283	73,701	124,015	124,015	-
0001-0210-40-0-0000-191							
OVERTIME CONTINGENCY	835	1,120	500	1,096	500	500	-
0001-0210-40-0-0000-196							
MME	152,685	155,406	158,306	94,086	158,306	158,306	-
0001-0210-40-0-0000-198							
SUPERVISORS	224,104	231,536	238,523	136,558	239,004	243,186	-
0001-0210-40-0-0000-352							
VEHICLE MAINTENANCE	2,400	2,400	2,400	1,400	2,400	2,400	-
0001-0210-40-0-0000-353							
TELEPHONE	108,065	115,444	107,500	67,900	110,500	110,500	-
0001-0210-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	25,347	22,186	23,000	12,409	22,750	22,000	-
0001-0210-40-0-0000-601							
BANKING FEES	81,309	45,720	25,000	18,592	25,900	25,900	-
0001-0210-40-0-0000-640							
MEMBERSHIP & MEETINGS	2,919	2,078	5,000	1,016	2,300	2,300	-
0001-0210-40-0-0000-703							
GENERAL OFFICE SUPPLIES	410	13,939	1	7,837	1	1	-
	716,631	711,469	681,513	414,595	685,676	689,108	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
FINANCE (0210)						
DIRECTOR OF FINANCE	0001	0210	190	100.00	124,014.75	124,014.75
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
ACCOUNTANT	0001	0210	198	100.00	75,338.61	
ACCOUNTANT	0001	0210	198	100.00	75,338.61	
DIRECTOR OF ACCOUNTING	0001	0210	198	100.00	92,508.49	243,185.71
					525,506.16	525,506.16
FINANCE SPECIALIST	0620	0210	196	8.33	4,797.15	
FINANCE SPECIALIST	0621	0210	196	8.33	4,797.15	
FINANCE SPECIALIST	0622	0210	196	8.33	4,797.15	
					14,391.45	

City of Meriden
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PURCHASING (0250)	2011	2012	2013	2013 2/20/13	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>
0001-0250-40-0-0000-191							
OVERTIME	9	4	4,000	176	1,000	-	-
0001-0250-40-0-0000-196							
MME	137,316	134,823	146,198	85,927	149,757	149,757	-
0001-0250-40-0-0000-198							
SUPERVISORS	96,825	99,540	100,817	59,930	100,803	102,567	-
0001-0250-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	4,031	5,532	5,000	3,064	5,000	5,000	-
0001-0250-40-0-0000-640							
MEMBERSHIP & MEETINGS	1,385	2,916	4,500	636	2,500	2,500	-
0001-0250-40-0-0000-702							
STOREROOM	(201)	200	1	135	1	1	-
	239,365	243,015	260,516	149,868	259,061	259,825	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
PURCHASING (0250)						
CLERK II	0001	0250	196	100.00	34,082.45	
CLERK III	0001	0250	196	100.00	52,810.28	
PROCUREMENT SPECIALIST	0001	0250	196	100.00	62,863.43	149,756.16
PURCHASING OFFICER	0001	0250	198	100.00	102,566.61	102,566.61
					252,322.77	252,322.77

City of Meriden
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ASSESSMENT & COLLECTIONS (0275)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0275-40-0-0000-191							
OVERTIME	8,313	8,118	4,500	6,674	4,500	4,500	-
0001-0275-40-0-0000-196							
MME	374,027	402,346	432,140	263,389	412,809	412,809	-
0001-0275-40-0-0000-198							
SUPERVISORS	222,141	229,466	233,496	138,807	233,496	237,582	-
0001-0275-40-0-0000-350							
GASOLINE	483	258	400	121	275	275	-
0001-0275-40-0-0000-352							
VEHICLE MAINTENANCE	51	56	250	14	150	150	-
0001-0275-40-0-0000-388							
AUDIT	3,000	9,750	7,500	-	3,000	3,000	-
0001-0275-40-0-0000-390							
REVALUATION	337,973	239,952	15,000	7,815	15,000	15,000	-
0001-0275-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	94,563	97,909	100,000	33,194	97,000	97,000	-
0001-0275-40-0-0000-500							
CAPITAL EQUIPMENT	67,000	-	-	-	-	-	-
0001-0275-40-0-0000-640							
MEMBERSHIP & MEETINGS	3,106	1,853	4,125	1,691	3,000	3,000	-
	1,110,657	989,708	797,411	451,705	769,230	773,316	-

City of Meriden
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ASSESSMENT APPEALS (0281)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0281-40-0-0000-189							
MISC PART-TIME	2,500	5,000	2,500	-	2,500	2,500	-
0001-0281-40-0-0000-440							
OFFICE EXPENSE & SUPPLIES	-	650	700	-	250	250	-
	2,500	5,650	3,200	-	2,750	2,750	-

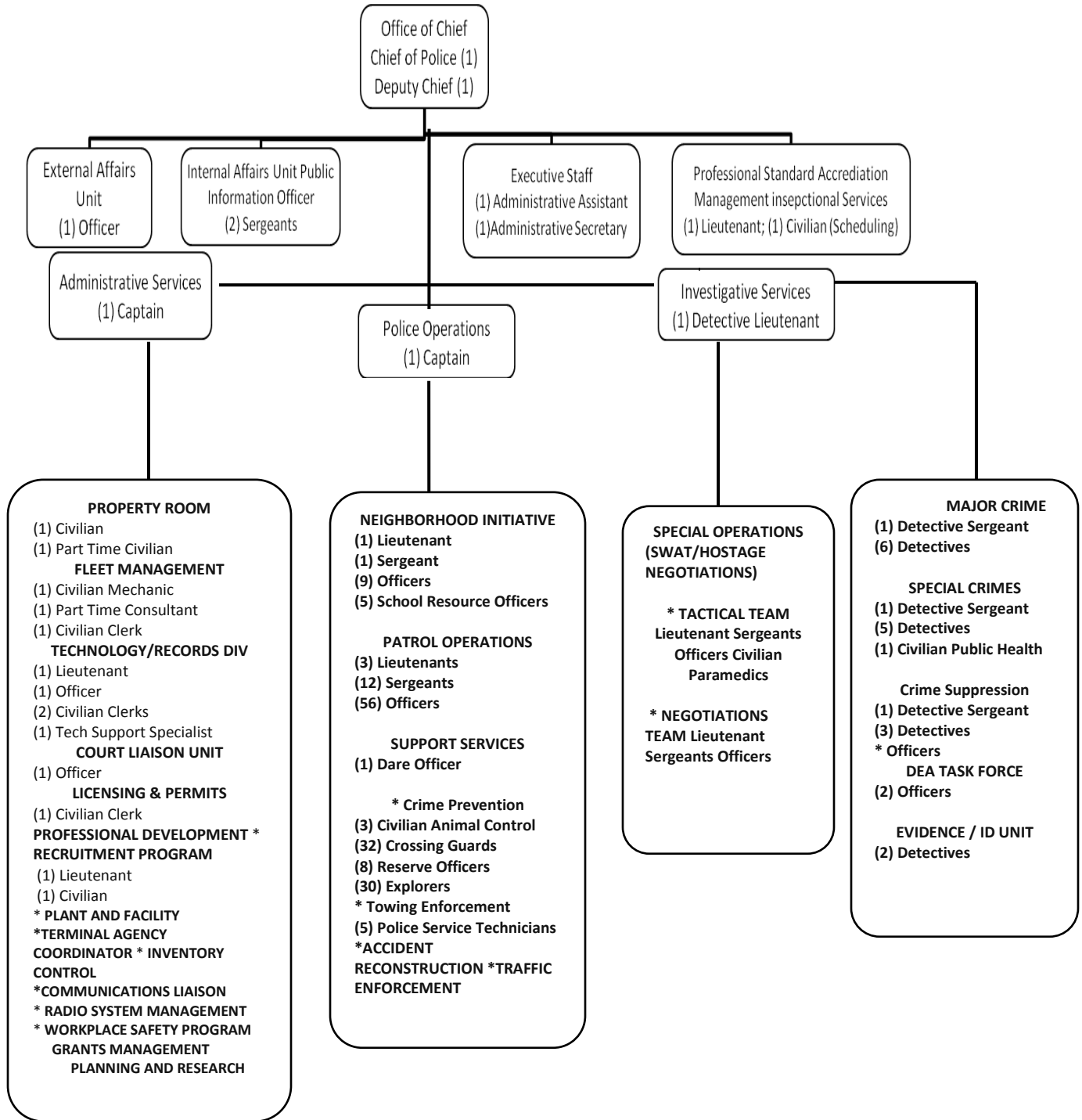
2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
ASSESSMENT & COLLECTIONS (0275)						
ACCOUNT CLERK	0001	0275	196	100.00	52,810.28	
ACCOUNT CLERK	0001	0275	196	100.00	52,810.28	
ACCOUNT CLERK	0001	0275	196	100.00	52,810.28	
ACCOUNT CLERK	0001	0275	196	100.00	22,696.28	
ACCOUNT CLERK	0001	0275	196	100.00	52,810.28	
ASSESSMENT TECHNICIAN	0001	0275	196	100.00	57,565.71	
ASSESSMENT TECHNICIAN	0001	0275	196	100.00	41,943.71	
ASSISTANT COLLECTOR OF RE	0001	0275	196	100.00	79,361.43	412,808.25
DELINQUENT REVENUE COLLEC	0001	0275	198	100.00	55,793.02	
DEPUTY ASSESSOR	0001	0275	198	100.00	75,338.61	
SUPRVSR ASSESSMENT/COLLEC	0001	0275	198	100.00	106,450.27	237,581.90
					650,390.15	650,390.15

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
ASSESSMENT APPEALS (0281)						
BOARD OF TAX RELIEF	0001	0281	189	100.00	500.00	
BOARD OF TAX RELIEF	0001	0281	189	100.00	500.00	
BOARD OF TAX RELIEF	0001	0281	189	100.00	500.00	
BOARD OF TAX RELIEF	0001	0281	189	100.00	500.00	
BOARD OF TAX RELIEF	0001	0281	189	100.00	500.00	2,500.00
					2,500.00	2,500.00

City of Meriden
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CONTINGENCY (0200)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0200-40-0-0000-601							
CONTINGENCY	-	11,666	426,665	-	500,000	500,000	-
	-	11,666	426,665	-	500,000	500,000	-

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 Num	Description	Obj Num	Objective	Quarter
POLICE	1	To continue to meet the ongoing service demands of the community by responding to calls for service in a timely and efficient manner.	1	Maintain our authorized staffing level of 124 sworn personnel.	1
			2	Primarily fill police vacancies with certified officers in an effort to reduce training time and costs.	1
			3	Continue the effort to reduce work-related injuries.	1
			4	Continue to maintain our working partnership with the City's Risk Manager and Berkley Administrators to get injured employees back to work quickly and fill minimum staffing positions so as not to incur overtime replacement costs.	1
	2	To continue to increase selective enforcement efforts in the City to reduce injuries, fatalities, and property damage associated with careless, negligent, distracted and aggressive driving.	1	Continue to increase the number of patrol officers assigned to each shift to regularly enforce specific motor vehicle violations, to include: Speeding (Radar Enforcement), Stop Sign Violations & Red Light Running, Seatbelt Violations, Cell Phone Use, Child Restraint Violations, Equipment Violations, DWI, Aggressive Driving, Parking Violations, etc.	1
			2	Continue to participate in State DOT Grants to conduct Random DWI Checkpoints & DWI Patrols to detect and deter DWI Violators.	1
			3	Continue to participate in Rushford Grants & State Consumer Protection Grants to address the Sale of Alcohol to Minors and Underage Drinking.	1
			4	Gather statistical data from CAD and the new OSSI Public Safety Software components to effectively determine known locations of motor vehicle violations and efficiently concentrate selective enforcement efforts during high incident periods to reduce such violations and vehicle accidents.	1

<p>3 To continue to enhance the quality of life of our citizens and meet the needs and address the ongoing concerns of the inner-city neighborhoods, the local businesses, and the middle schools and high schools by providing personalized police services.</p>	1	Maintain or expand current staffing levels in the Neighborhood Initiative Unit.	1
	2	Maintain or expand current staffing levels in the School Resource Officer Program.	1
	3	Maintain or expand current staffing levels in the DARE/Crime Prevention Unit.	1
	4	Continue to work in partnership with the BOE to maintain and/or expand the SRO Program.	1
	5	Work with the BOE to enhance school security measures.	1
	6	Implement the G.R.E.A.T. Program in the two high schools.	1
	7	Research and implement a structured G.R.E.A.T. summer program targeting teens within the inner city.	1
	8	Continue to work in partnership with the established Neighborhood Block Watches, the organized Neighborhood Associations, and the Council of Neighborhoods' Board of Directors to address pervasive community concerns and quality of life issues.	1
	9	Through the recent expansion of the NIU, continue to work in partnership with local businesses, especially those located in the Downtown Business District.	1
	10	Conduct business security surveys through the Crime Prevention Office and the NIU.	1
	11	Conduct home security surveys through the Crime Prevention Office and the NIU.	1
	12	Continue to work in partnership with the Meriden Senior Center as part of the TRIAD Program to reduce the criminal victimization and exploitation of the elderly.	1
	13	Continue to remain diligent in our crime/gang intelligence gathering efforts by working in partnership with local, state and federal law enforcement agencies, as well as CTIC, CTGIA & NESPIN, to combat the influence and spread of gangs and reduce incidents of violent crime.	1
	14	Through the recent expansion of the NIU, continue to work in partnership with other city agencies to enforce code violations and reduce blight.	1

	4	To continue to fully implement a modern, state-of-the-art, Public Safety Software & Computer Infrastructure and enhance the efficiency of operation.	1	Implement Scheduling Software.	3
			2	Continue to build the necessary software components and modules to assist in data collection and “Hot Spot” analysis.	3
	5	To continue to work in collaboration and partnership with the City’s Health Department and other designated city agencies and non-profits to implement the Meriden Family Zone Strategy funded by the USDOJ 2013 Byrne Criminal Justice Innovation Project Competitive Grant.	1	Receive the grant award.	3
			2	Implement the GREAT Program Components, including the Summer Program.	1
	6	To fully install and expand the Downtown Camera Surveillance System that will electronically monitor traffic and activity in the Downtown area, which will extend from City Hall to West Main Street and Lewis Avenue.	1	Expand surveillance coverage by interfacing with MHA & BOE.	1
			2	Ensure infrastructure supports objectives.	1
	7	To continue to pursue federal and state grants to enhance the police imperative and further the mission of the agency in the most efficient and effective manner possible, while maximizing Department resources.	1	Secure funding through available grant programs, such as USDOJ Byrne/JAG Grants.	3
	8	To fully implement Alarm billing software and train Department personnel in its use and application	1	Continue to work with the Legal Department and modify the City’s Alarm Ordinance.	2
			2	Implement the software.	3
			3	Train Department personnel in its use.	3

City of Meriden
2014 City Manager Recommended Budget

EMERGENCY SERVICES							
POLICE (2605)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-2605-40-2-0000-500							
CAPITAL EQUIPMENT	-	-	12,735	12,735	-	-	-
0001-2605-40-2-0000-189							
PART TIME EMPLOYEES	-	-	-	-	-	-	-
0001-2605-40-2-0000-190							
ADMINISTRATIVE	211,583	215,616	215,340	130,531	219,627	219,627	-
0001-2605-40-2-0000-191							
OVERTIME	1,372,642	1,262,423	1,000,000	881,788	1,000,000	1,000,000	-
0001-2605-40-2-0000-192							
OTHER NON UNION	75,920	82,388	89,165	52,624	104,025	89,156	-
0001-2605-40-2-0000-194							
PUBLIC WORKS	76,074	76,849	77,339	79,583	72,583	72,583	-
0001-2605-40-2-0000-196							
MME	617,193	657,130	649,075	381,874	598,463	598,463	-
0001-2605-40-2-0000-197							
POLICE PATROL	8,119,944	8,015,878	8,670,354	4,962,695	8,796,475	8,796,475	-
0001-2605-40-2-0000-198							
SUPERVISORS	60,270	63,167	65,242	38,775	65,242	66,383	-
0001-2605-40-2-0000-199							
CROSSING GUARDS	317,998	303,283	328,350	176,865	323,970	323,970	-
0001-2605-40-2-0000-350							
GASOLINE	246,354	265,553	300,000	181,051	300,000	265,000	-
0001-2605-40-2-0000-352							
VEHICLE MAINTENANCE	93,988	82,198	85,000	68,509	85,000	85,000	-
0001-2605-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	78,519	91,486	90,000	36,021	90,000	75,000	-
0001-2605-40-2-0000-381							
TRAINING	152,699	153,885	165,000	80,948	165,000	155,000	-
0001-2605-40-2-0000-382							
SOUTH CENTRAL JUSTICE	11,850	11,600	12,000	11,800	12,000	12,000	-
0001-2605-40-2-0000-390							
EXPLORERS/AUXILIARY POLICE	7,650	6,530	7,500	7,500	7,500	7,500	-
0001-2605-40-2-0000-391							
CANINE UNIT	-	4,059	6,000	1,800	6,000	4,000	-
0001-2605-40-2-0000-392							
BICYCLE PATROL	2,480	131	2,500	-	2,500	-	-

City of Meriden
2014 City Manager Recommended Budget

POLICE (2605) continued	2011	2012	2013	2013 2/20/13	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>
0001-2605-40-2-0000-443							
POLICE EXPENSE & SUPPLIES	111,867	104,337	112,300	47,920	112,300	107,500	-
0001-2605-40-2-0000-490							
ACCREDITATION	-	-	2,500	-	-	-	-
0001-2605-40-2-0000-491							
CRIME PREVENTION	12,540	9,856	12,000	3,300	12,000	11,000	-
0001-2605-40-2-0000-492							
HOSTAGE CRISIS	31,805	17,857	25,000	4,535	25,000	25,000	-
0001-2605-40-2-0000-510							
MIS TECHNOLOGY	241,568	207,474	246,739	167,262	243,109	240,000	-
0001-2605-40-2-0000-640							
MEMBERSHIP & MEETINGS	7,441	5,991	8,000	5,983	8,000	6,000	-
0001-2605-40-2-0000-699							
TRANSFER OUT - DOG FUND	10,000	15,000	10,000	6,350	15,000	10,000	-
0001-2605-40-2-0000-709							
POLICE PRIVATE DUTY	19,469	(31,622)	1	194,909	1	1	-
	11,879,854	11,621,069	12,192,140	7,535,358	12,263,795	12,169,658	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
POLICE (2605)						
POLICE CHIEF	0001	2605	190	100.00	116,418.84	
POLICE DEPUTY CHIEF	0001	2605	190	100.00	103,207.92	219,626.76
POLICE EVIDENCE CLERK	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	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	14,860.71	104,024.97
AUTOMOTIVE MECHANIC	0001	2605	194	100.00	72,582.86	72,582.86
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	48,126.05	
DOG WARDEN	0001	2605	196	100.00	62,863.43	
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	45,468.57	
POLICE RECORDS/FLEET CLER	0001	2605	196	100.00	48,346.85	
POLICE TRAINING COORDINAT	0001	2605	196	100.00	-	
PROPERTY TECHNICIAN	0001	2605	196	100.00	62,863.43	
SCHEDULING CLERK - POLICE	0001	2605	196	100.00	52,810.28	598,462.58
POLICE CAPTAIN	0001	2605	197	100.00	95,838.57	
POLICE CAPTAIN	0001	2605	197	100.00	95,838.57	

2013-2014 Budget

Payroll Projection Report

Program : PR815L						
7/01/13 to 7/01/14						
<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						
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	75,586.28	
POLICE DETECTIVE B	0001	2605	197	100.00	(46,446.00)	
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.00	91,479.43	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	83,157.43	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	83,157.43	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	83,157.43	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.00	83,157.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	
POLICE LIEUTENANT	0001	2605	197	100.00	87,099.43	

2013-2014 Budget

Payroll Projection Report

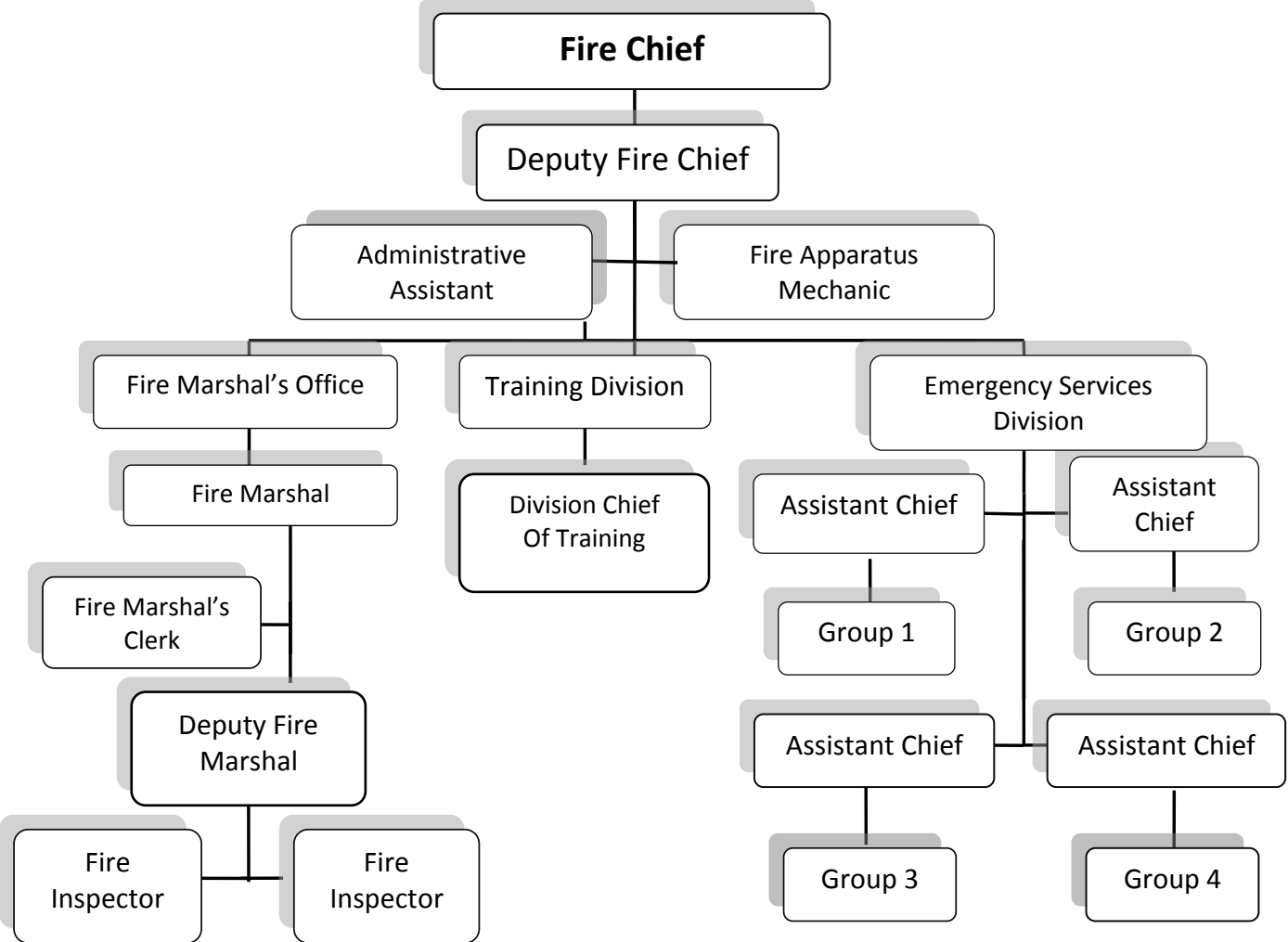
Program : PR815L						
7/01/13 to 7/01/14						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
POLICE (2605) cont'd						
POLICE SERGEANT	0001	2605	197	100.00	79,194.57	
POLICE SERGEANT	0001	2605	197	100.00	79,194.57	
POLICE SERGEANT	0001	2605	197	100.00	79,194.57	
POLICE SERGEANT	0001	2605	197	100.00	79,194.57	
POLICE SERGEANT	0001	2605	197	100.00	(46,446.00)	8,796,474.77
TECHNOLOGY SUPPORT SPECIA	0001	2605	198	100.00	66,382.86	66,382.86
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,052.11	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	9,270.21	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	1,764.18	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	13,390.28	

2013-2014 Budget

Payroll Projection Report

Program : PR815L						
7/01/13 to 7/01/14						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obi</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
POLICE (2605) cont'd						
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	7,596.69	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.00	10,042.71	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.00	1,467.82	323,969.20
					10,181,524.00	10,181,524.00

FIRE AND EMERGENCY SERVICES



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 Num	Description	Obj Num	Objective	Quarter
FIRE	1	Goal 1. Continue: Maintain Department Service Levels	1	1.1 Review all department service areas	1
			2	1.2 Identify and prioritize services delivered to determine feasibility of continuing/discontinuing service.	1
			3	1.3 Determine if services delivered match Department's Mission	1
			4	1.4 Make recommendation on the addition or modification of existing service areas.	2
	2	Goal 2. Continue: Monitor Service Connected Injuries	1	2.1 Develop system to more closely monitor personnel that are on service connected injuries.	5
			2	2.2 Review all case of injured personnel on a weekly basis	5
			3	2.3 Work with Risk Manager on follow-up with Third Party Administrator on status of all injuries	5
			4	2.4 Follow-up with Third Party Administrator to assure the injured personnel are getting timely and appropriate treatment.	5
	3	Goal 3. Continue: Develop training initiatives with Risk manager and Third Party Administrator to reduce injuries to personnel	1	3.1 Work with R/M and Third party Administrator to explore training that can be delivered to FD personnel to reduce injuries cause by lifting and carrying patients and equipment.	5
			3	3.2 Coordinate training with Department Training officer to deliver Injury Reduction to FD personnel.	5
	4	Goal 4. Take Delivery, and Place into Service, New Tractor Drawn Aerial Ladder Truck	1	4.1 Final inspection factory visit	1
			2	4.2 Delivery of vehicle	1
			3	4.3 Conduct Driver training for all drivers utilizing this vehicle.	1
			4	4.4 Mount and install all equipment on new truck.	1
			5	4.5 Place new Tractor Drawn Aerial Ladder Truck into service.	1
	5	Goal. * Purchase of New	1	5.1 Secure funding from City CIP	1

Self-Contained Breathing Apparatus (SCBA) *This Goal is in anticipation of funding from City CIP

2	5.2 Review specifications for SCBA per NFPA / NIOSH Requirements. June 2013	1
3	5.3 Develop specifications for SCBA through Department Committee. June 2013	1
4	5.4 Adopt specifications. June 2013	1
5	5.5 Submit specifications to Purchasing for bidding. June 2013	1
6	5.6 Receive and review submitted bids, determine qualified bid.	1
7	5.7 Award bid to vendor.	1
8	5.8 Receive equipment and train personnel on new equipment. This includes personnel from South Meriden Volunteer Fire Department	1

City of Meriden
2014 City Manager Recommended Budget

FIRE (2610)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2610-40-2-0000-500							
CAPITAL EQUIPMENT	-	3,925	-	-	-	-	-
0001-2610-40-2-0000-190							
ADMINISTRATIVE	193,691	195,840	195,586	118,628	199,598	199,598	-
0001-2610-40-2-0000-191							
OVERTIME CONTINGENCY	1,226,397	1,216,305	1,043,612	568,292	950,000	930,000	-
0001-2610-40-2-0000-194							
PUBLIC WORKS	70,137	70,024	71,165	42,280	72,583	72,583	-
0001-2610-40-2-0000-195							
FIRE	6,387,139	6,425,763	6,696,352	3,954,648	6,943,108	6,913,108	-
0001-2610-40-2-0000-196							
MME	97,688	97,690	101,750	60,159	103,441	103,441	-
0001-2610-40-2-0000-350							
GASOLINE	46,034	58,339	50,000	31,710	50,000	50,000	-
0001-2610-40-2-0000-352							
VEHICLE MAINTENANCE	57,165	45,852	53,300	35,668	55,000	55,000	-
0001-2610-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	21,326	17,950	21,000	9,400	20,985	18,000	-
0001-2610-40-2-0000-381							
TRAINING	14,532	14,391	22,000	6,630	44,600	15,000	-
0001-2610-40-2-0000-390							
PHYSICALS	30,135	27,929	32,409	4,872	36,987	34,987	-
0001-2610-40-2-0000-413							
MAINT SUPPLIES	33,002	25,875	33,500	20,109	33,500	28,500	-
0001-2610-40-2-0000-414							
HEAT ENERGY LIGHTS	128,445	118,249	120,000	76,032	120,000	120,000	-
0001-2610-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	15,813	18,825	16,000	9,094	17,000	16,000	-
0001-2610-40-2-0000-503							
FIRE EQUIPMENT	80,375	64,914	80,000	55,270	113,437	65,037	-
0001-2610-40-2-0000-640							
MEMBERSHIP & MEETINGS	7,003	5,000	5,700	4,059	6,250	5,250	-
	8,408,882	8,406,871	8,542,374	4,996,851	8,766,489	8,626,504	-

2013-2014 Budget

Payroll Projection Report

Program : PR815L						
7/01/13 to 7/01/14						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
FIRE (2610)						
DEPUTY FIRE CHIEF	0001	2610	190	100.00	97,066.01	
FIRE CHIEF	0001	2610	190	100.00	102,531.11	199,597.12
AUTOMOTIVE MECHANIC	0001	2610	194	100.00	72,582.86	72,582.86
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	91,301.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	91,301.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	91,301.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.00	91,301.10	
DEPUTY FIRE MARSHALL	0001	2610	195	100.00	82,740.29	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE CAPTAIN	0001	2610	195	100.00	82,716.30	
FIRE FIGHTER	0001	2610	195	100.00	60,564.30	
FIRE FIGHTER	0001	2610	195	100.00	60,145.98	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	58,472.70	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	66,904.50	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	57,217.74	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	

2013-2014 Budget

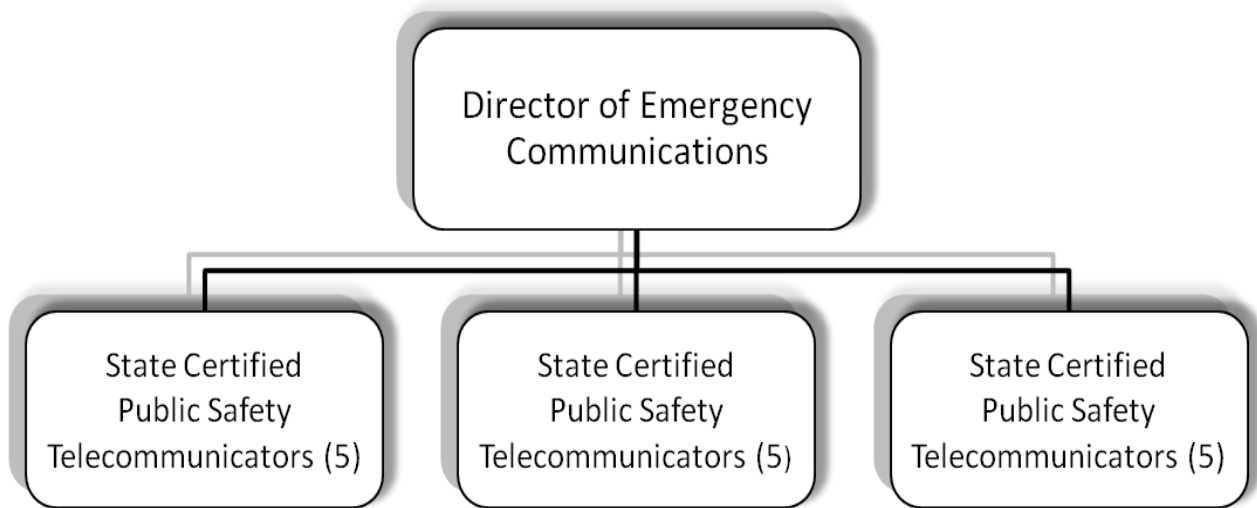
Payroll Projection Report

Program : PR815L

7/01/13 to 7/01/14

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
FIRE (2610) cont'd						
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	67,149.36	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	57,217.74	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	65,029.02	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	66,904.50	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	63,631.26	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	57,217.74	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	
FIRE FIGHTER	0001	2610	195	100.00	68,590.80	

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 Num	Description	Obj Num	Objective	Quarter
EMERGENCY COMMUNICATIONS	1	Successfully negotiate a Collective Bargaining Agreement with the Dispatch Union	1	Improve the work schedule for the dispatchers to allow for training and shift coverage.	1
	2	Improve Training and Skills of the Public Safety Telecommunicators	2	Using the SWOT Analysis to determine training needs and schedule training classes for staff members.	1
			1	Prepare a SWOT analysis on the current training program, including the hiring process, new hire training and continuing education training for the Telecommunicators.	1
			3	Assess training using feedback from staff.	2
	3	Communications Center Improvements	1	Assess the improvements made to the Communications Center provide a needs analysis for future growth.	1

City of Meriden
2014 City Manager Recommended Budget

EMERGENCY COMMUNICATIONS (2617)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-2617-40-0-0000-500							
CAPITAL EQUIPMENT	-	-	-	-	-	-	-
0001-2617-40-2-0000-190							
ADMINISTRATION	77,649	79,163	79,067	47,682	80,220	80,220	-
0001-2617-40-2-0000-191							
OVERTIME	304,031	318,830	150,000	222,383	150,000	150,000	-
0001-2617-40-2-0000-195							
FIRE	-	-	-	-	-	-	-
0001-2617-40-2-0000-196							
DISPATCH	613,823	622,184	858,469	382,284	843,454	843,454	-
0001-2617-40-2-0000-380							
COMMUNICATIONS & MAINTENANCE	1,131	1,199	1,500	346	1,500	1,200	-
0001-2617-40-2-0000-381							
TRAINING	9,325	24,532	15,000	14,287	15,000	12,250	-
0001-2617-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	14,327	12,850	15,000	12,430	15,000	14,000	-
	1,020,286	1,058,758	1,119,036	679,412	1,105,174	1,101,124	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
EMERGENCY COMMUNICATIONS (2617)						
DIR OF EMERGENCY COMMUNIC	0001	2617	190	100.00	80,219.70	80,219.70
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	5,026.58	
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	5,026.58	
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.00	55,208.86	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	42,674.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	
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	50,182.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	50,182.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	
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	40,624.57	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.00	40,624.57	843,453.36
					933,726.22	923,673.06

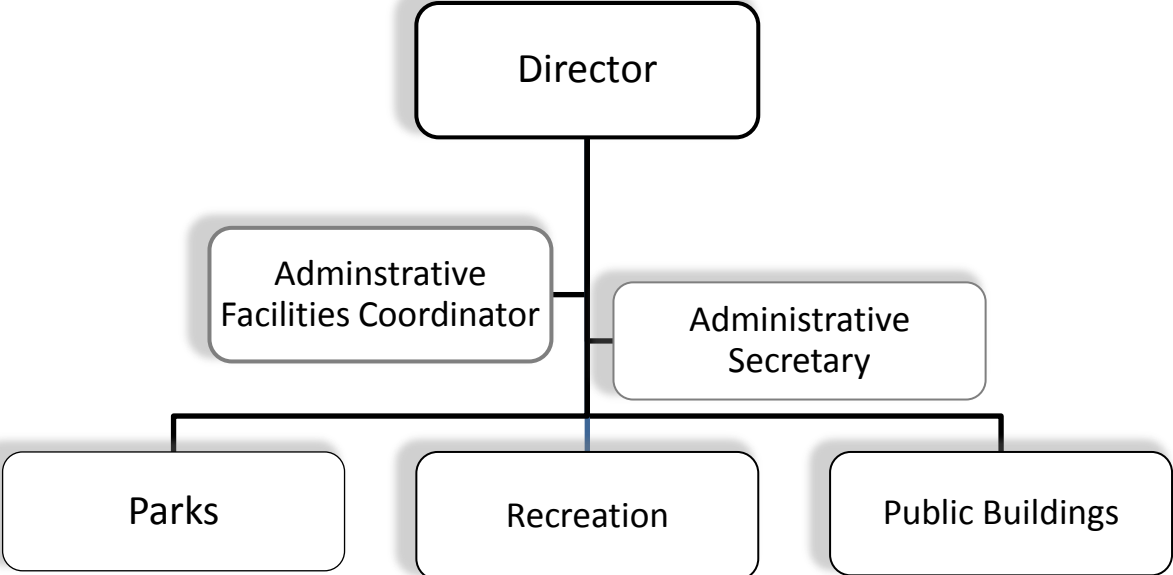
City of Meriden
2014 City Manager Recommended Budget

S.M.V.F.D. (2619)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-2619-40-0-0000-500							
CAPITAL EQUIPMENT	-	5,900	-	-	-	-	-
0001-2619-40-2-0000-200							
FIREFIGHTER PHYSICALS	4,913	3,862	7,000	3,694	8,000	5,000	-
0001-2619-40-2-0000-235							
SMVFD MERIT PLAN	-	-	-	-	-	85,000	-
0001-2619-40-2-0000-235xxx							
SMVFD MERIT PLAN ADMINISTRATION	-	-	-	-	-	10,000	-
0001-2619-40-2-0000-271							
HEPATITIS VACINE	-	1,000	-	-	1,000	-	-
0001-2619-40-2-0000-350							
GASOLINE	1,602	2,311	3,000	1,204	3,500	2,500	-
0001-2619-40-2-0000-352							
VEHICLE MAINTENANCE	4,291	3,901	3,500	1,724	3,500	3,500	-
0001-2619-40-2-0000-357							
FEES	1,843	518	-	-	-	-	-
0001-2619-40-2-0000-380							
COMMUNICATION & MAINTENANCE	5,839	4,306	6,000	4,202	7,100	6,000	-
0001-2619-40-2-0000-381							
TRAINING	6,800	5,437	6,600	1,050	6,600	6,600	-
0001-2619-40-2-0000-413							
MAINTENANCE SUPPLIES	409	353	500	436	800	500	-
0001-2619-40-2-0000-414							
HEAT ENERGY LIGHTS	15,822	7,319	13,500	7,278	13,500	11,950	-
0001-2619-40-2-0000-415							
FOOD	2,500	2,325	2,500	-	2,500	2,500	-
0001-2619-40-2-0000-416							
FIRE PREVENTION & EDUCATION	250	365	250	-	250	250	-
0001-2619-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	668	760	525	251	570	525	-
0001-2619-40-2-0000-503							
FIRE EQUIPMENT	22,346	22,314	25,000	19,489	27,700	23,000	-
0001-2619-40-2-0000-640							
MEETINGS & MEMBERSHIPS	349	394	750	215	1,000	750	-
	67,632	61,065	69,125	39,543	76,020	158,075	-

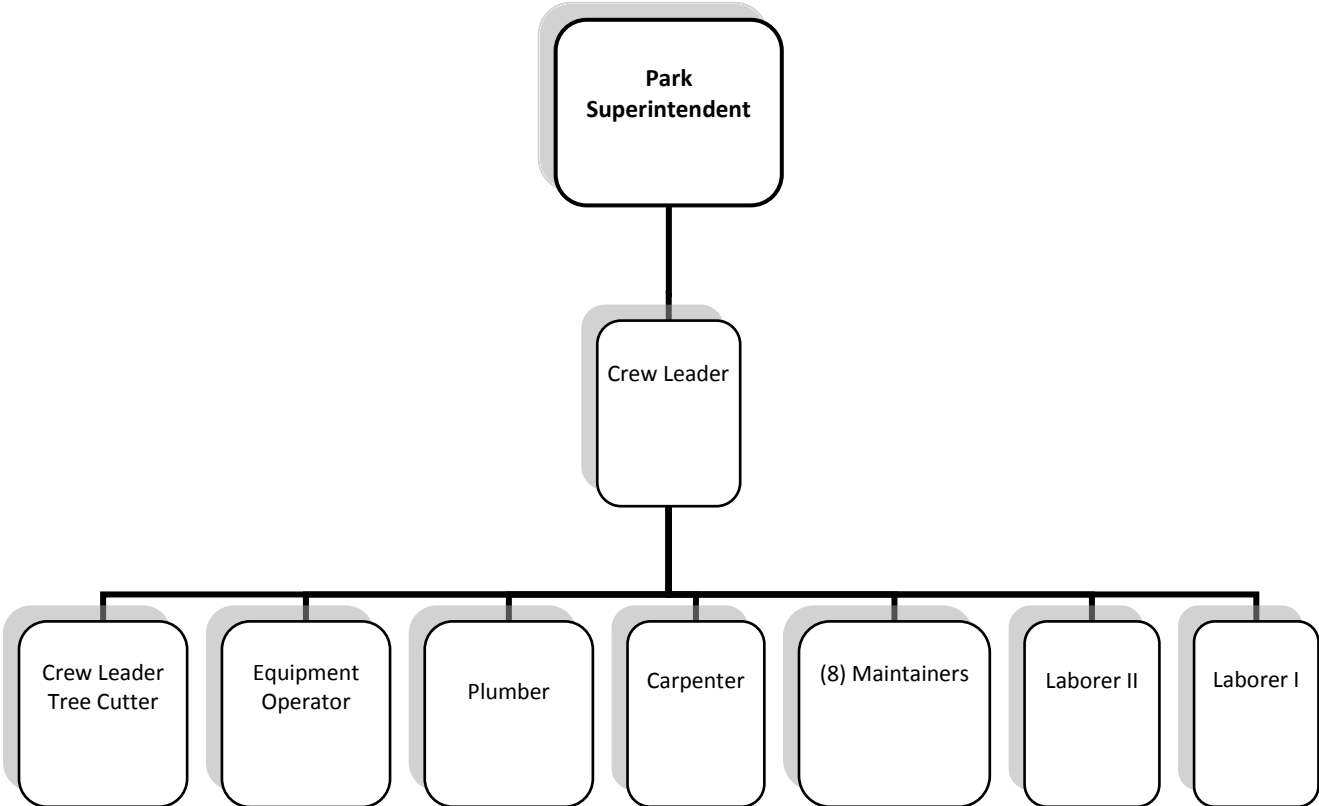
City of Meriden
2014 City Manager Recommended Budget

EMERGENCY MANAGEMENT (2690)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-2690-40-2-0000-189							
MISC PART-TIME	8,003	7,668	8,022	4,669	8,000	8,000	-
0001-2690-40-2-0000-383							
CIVIL PREPAREDNESS	-	-	2,184	-	1,600	1,600	-
0001-2690-40-2-0000-440							
OFFICE EXPENSE & SUPPLIES	1,181	1,469	3,600	1,148	4,180	4,180	-
	9,184	9,137	13,806	5,817	13,780	13,780	-

PARKS, RECREATION, AND MUNICIPAL BUILDINGS



PARKS DEPARTMENT



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 Num	Description	Obj Num	Objective	Quarter
PARKS	1	To Rehabilitate City and Brookside Parks	1	Construction of Basketball floating and sidewalks at City Park.	1
			2	Build parking area at City Park	2
			3	Install electrical pedestals and lights at City Park	2
			4	Begin Brookside Plans and design	3
	2	Continue to implement Recreation Task Force recommendations	1	Review and implement remaining projects	5
	3	Implement the proposed CIP 2013-2014	1	Develop list of projects that will be bid using contractors or material quotes	1
			2	Purchase or construct items approved in CIP	5
			3	Continue to implement ongoing CIP Projects	5
	4	Upgrade City wide field turf	1	Select and test funded number of fields for upgrade	1
			2	Implement soil amendment materials on these fields	2 & 4
	5	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 construction of Hubbard Park.	1
			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

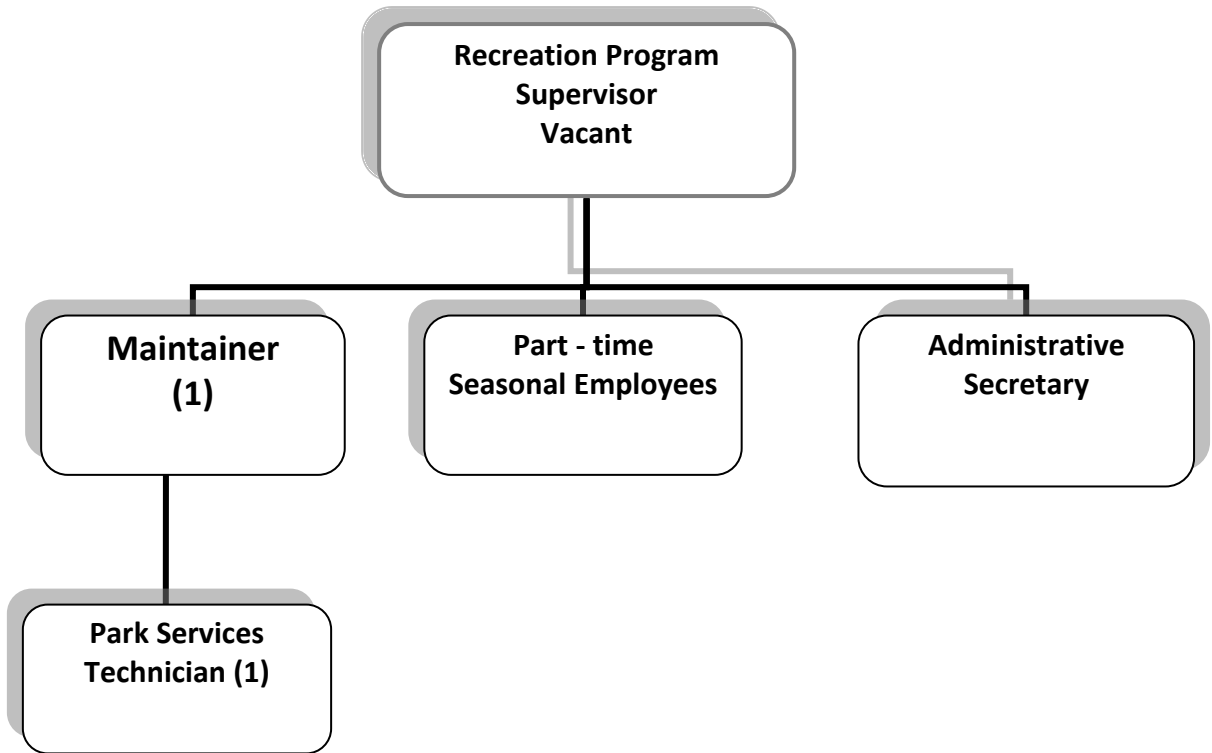
			6	To develop a photo display for the halls of City Hall.	3
	6	Develop a succession plan for the Director of Parks and Public Buildings	1	List seasonal activities	2
			2	List suppliers and contacts	2
			3	List files and locations	2
			4	List of all projects and needs	2
			5	List of mechanical systems	2
	7	Develop a succession plan for the leadership of the Daffodil Festival and the Hubbard Park Christmas Lights	1	Develop list of functions required by new chairperson	3
			2	Develop time table and deadlines	3
			3	Develop list of potential successors	5

City of Meriden
2014 City Manager Recommended Budget

PARKS (0801)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0801-40-3-0000-189							
MISC PART-TIME	53,423	61,320	62,760	53,152	62,760	62,760	-
0001-0801-40-3-0000-190							
ADMINISTRATIVE	110,572	112,804	112,659	68,416	115,116	115,116	-
0001-0801-40-3-0000-191							
OVERTIME CONTINGENCY	78,934	99,453	80,000	53,912	80,000	80,000	-
0001-0801-40-3-0000-194							
PUBLIC WORKS	837,979	872,246	896,873	517,836	919,634	919,634	-
0001-0801-40-3-0000-198							
SUPERVISORS	77,589	79,777	80,801	48,036	80,801	82,215	-
0001-0801-40-3-0000-345							
PARK & REC EXPENSE & SUPPLIES	71,791	69,619	72,000	41,954	81,850	72,000	-
0001-0801-40-3-0000-346							
CEMETARY MAINTENANCE	3,080	3,852	10,000	6,030	10,000	10,000	-
0001-0801-40-3-0000-350							
GASOLINE	44,058	52,738	48,000	29,047	48,000	48,000	-
0001-0801-40-3-0000-352							
VEHICLE MAINTENANCE	55,132	70,906	57,500	27,545	57,500	57,500	-
0001-0801-40-3-0000-414							
HEAT, ENERGY, & LIGHTS	185,739	165,938	157,500	120,441	157,500	175,000	-
0001-0801-40-3-0000-485							
SECURITY	5,000	5,000	5,000	1,900	5,000	5,000	-
0001-0801-40-3-0000-640							
MEETINGS & MEMBERSHIPS	2,995	753	3,200	203	3,200	3,200	-
0001-0801-40-3-0000-642							
DOWNTOWN	5,729	3,153	2,500	5,500	2,500	2,500	-
	1,532,021	1,597,559	1,588,793	973,972	1,623,861	1,632,925	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
PARKS (801)						
DIR OF PARKS,REC.,& PUB.	0001	0801	190	100.00	115,115.27	115,115.27
ARBORIST/TREE CUTTER/EQUI	0001	0801	194	100.00	72,582.86	
EQUIPMENT OPERATOR 3/CREW	0001	0801	194	100.00	66,138.00	
LABORER I	0001	0801	194	100.00	51,725.71	
LABORER II	0001	0801	194	100.00	48,847.43	
PARK CARPENTER	0001	0801	194	100.00	63,447.43	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTAINER	0001	0801	194	100.00	60,277.14	
PARK MAINTENANCE/CREW LEA	0001	0801	194	100.00	78,881.71	
PARK PLUMBER	0001	0801	194	100.00	56,940.00	919,633.12
PARKS SUPERINTENDENT	0001	0801	198	100.00	82,214.58	82,214.58
					1,116,962.97	1,116,962.97

RECREATION DIVISION

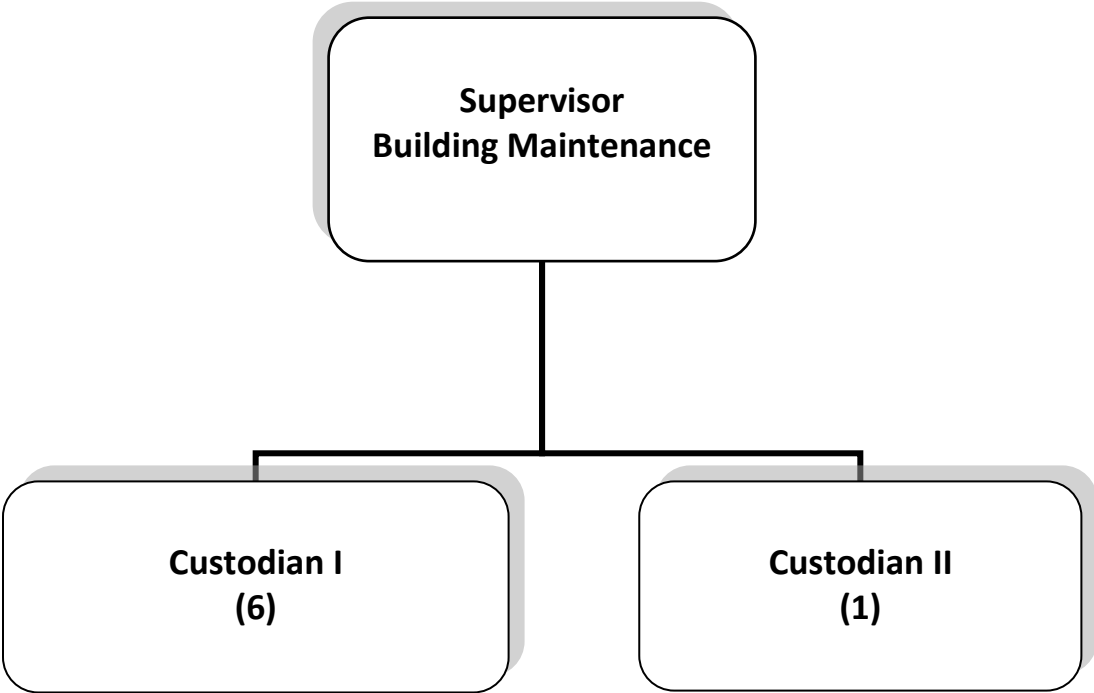


City of Meriden
2014 City Manager Recommended Budget

RECREATION (0802)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-0802-40-2-0000-500							
CAPITAL EQUIPMENT	3,133	-	-	-	-	-	-
0001-0802-40-3-0000-191							
OVERTIME	6,453	8,823	8,000	3,866	8,000	8,000	-
0001-0802-40-3-0000-192							
OTHER NON-UNION	112,860	119,864	115,000	97,142	70,095	70,095	-
0001-0802-40-3-0000-194							
PUBLIC WORKS	113,478	115,811	117,294	70,241	120,555	120,555	-
0001-0802-40-3-0000-196							
MME	116,157	118,227	120,430	71,422	120,430	120,430	-
0001-0802-40-3-0000-198							
SUPERVISORS	-	-	-	-	-	-	-
0001-0802-40-3-0000-345							
RECREATION PROGRAM EXPENSE	8,935	10,974	10,000	5,889	10,000	10,000	-
0001-0802-40-3-0000-346							
HOLIDAY DISPLAY REPLACEMENT	-	-	-	-	-	-	-
0001-0802-40-3-0000-347							
CONCERTS	2,500	-	4,000	-	-	-	-
0001-0802-40-3-0000-348							
LEAGUE SUBSIDY	28,500	29,500	29,500	-	29,500	29,500	-
0001-0802-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	9,434	7,848	10,000	3,875	10,000	9,000	-
0001-0802-40-3-0000-640							
MEETINGS & MEMBERSHIPS	2,350	2,201	2,500	2,482	2,500	2,500	-
0001-0802-40-3-0000-764							
GUIFFRIDA CAMP	-	-	-	-	-	-	-
	403,800	413,248	416,724	254,917	371,080	370,080	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
RECREATION (0802)						
PARK MAINTAINER	0001	0802	194	100.00	60,277.14	
PARK SERVICES TECHNICIAN	0001	0802	194	100.00	60,277.14	120,554.28
ADMINISTRATIVE SECRETARY	0001	0802	196	100.00	57,565.71	
FACILITIES COORDINATOR -	0001	0802	196	100.00	62,863.43	120,429.14
					240,983.42	240,983.42

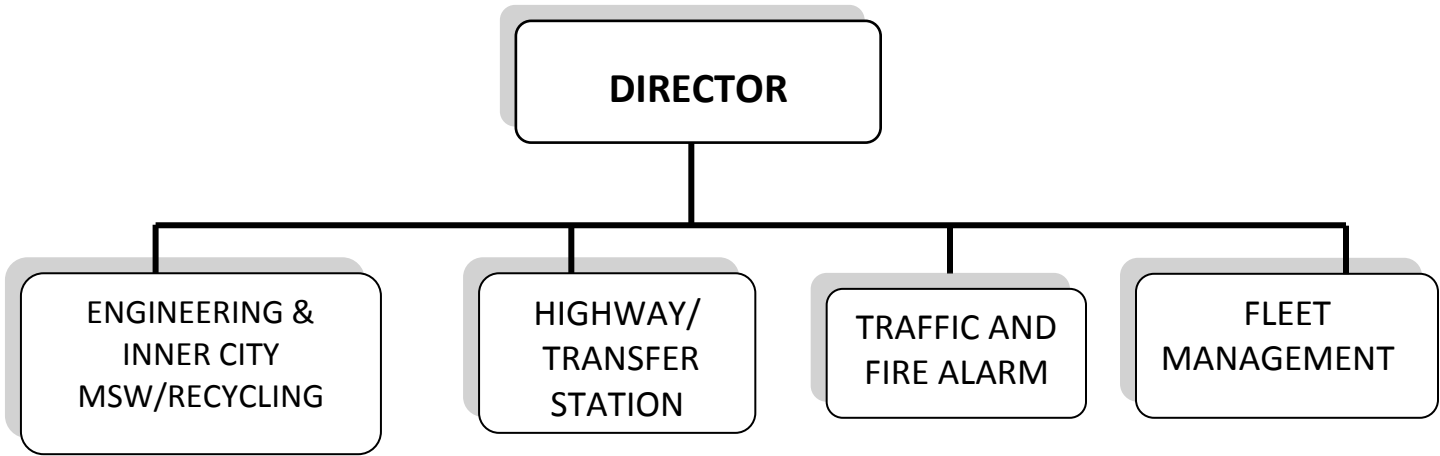
PUBLIC BUILDINGS



City of Meriden
2014 City Manager Recommended Budget

BUILDING MAINTENANCE (3360)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3360-40-2-0000-500							
CAPITAL EQUIPMENT	14,705	-	-	-	-	-	-
0001-3360-40-3-0000-189							
MISC PART-TIME	-	-	-	-	-	-	-
0001-3360-40-3-0000-191							
OVERTIME CONTINGENCY	37,445	38,451	35,000	26,829	37,500	37,500	-
0001-3360-40-3-0000-194							
PUBLIC WORKS	322,132	361,602	357,659	221,236	366,314	366,314	-
0001-3360-40-3-0000-198							
SUPERVISORS	71,105	73,108	74,043	44,020	74,043	75,339	-
0001-3360-40-3-0000-350							
GASOLINE	1,788	2,023	1,750	1,159	1,700	1,700	-
0001-3360-40-3-0000-352							
VEHICLE MAINTENANCE	1,272	906	1,500	163	1,500	1,500	-
0001-3360-40-3-0000-412							
REPAIRS & UPGRADES	21,449	15,919	20,000	12,167	20,000	20,000	-
0001-3360-40-3-0000-413							
MAINTENANCE SUPPLIES	39,760	40,517	40,000	17,259	41,500	40,000	-
0001-3360-40-3-0000-414							
HEAT ENERGY LIGHTS	661,618	524,773	637,500	317,740	637,500	600,000	-
	1,171,274	1,057,299	1,167,452	640,573	1,180,057	1,142,353	-

PUBLIC WORKS



The Department of Public Works is tasked with managing, operating, and maintaining the infrastructure of the City of Meriden, less water and sewer, in a productive, efficient, and environmentally responsible manner. Roads, bridges, storm drainage systems, traffic signals, road signs, snow plowing, and rivers and streams, when situated on City property, are the responsibility of the Department of Public Works.

The Department is comprised of four major divisions: Engineering, Highway, Traffic and Fire Alarms and Fleet Maintenance. Additionally, the Transfer Station is managed by Highway and Engineering manages Municipal Solid Waste/ Recycling.

The Department employs 39 full time employees, a part time employee at the transfer station and 2 contract employees for construction administration.

Engineering

Several highly visible projects are being managed by Engineering. These projects include the Harbor Brook Flood Control and Liner Trail Project, Citywide Paving and Citywide Sidewalks and the preparation of preliminary roadway design plans to complement the Transit Oriented Development project proposed for downtown. Engineering also managed the design work for the Reconstruction of Gravel Street and Baldwin Avenue. The construction project will be the responsibility of CTDOT with construction starting Fall 2013.

A major accomplishment during FY 12 was securing permits from the Conn Department of Energy and Environmental Protection and the United States Army Corp of Engineers for the improvements to Harbor Brook. This project includes enhancements to nearly 3.5 miles of public and private properties situated along Harbor Brook.

Other key accomplishments were the reconstruction of West Main Street, the paving of over 5 miles of roads and almost 7000 feet of new sidewalk in 2011-2012.

Engineering is responsible for the issuance of a variety of permits including sidewalk construction, utility road openings, dumpsters, and sewer main capping.

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

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.

Staff issues and tracks road opening and utility repair permits, 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 in conjunction with new subdivisions.

The survey crew conducts surveys of City owned parcels to determine property/boundary lines, topographic survey for small city sponsored infrastructure projects such as minor drainage improvements and the yearly road reconstruction and sidewalk replacement program and requests by the Public Utilities Department. The Call Before You Dig staff member locates City owned underground utilities prior to the start of construction to avoid potential damage to these facilities. This is a requirement of the State's Public Utility Regulatory Agency.

The facilities inspector provides inspection services on work completed by City staff and when private organizations work within the City's right of way. Examples of private firms working within the City's right of way include Yankee Gas, Connecticut Light and Power, and Cox Communications. The facility inspector observes construction on all subdivisions, site plans and work performed on the City's water or sanitary sewer systems.

Traffic and Fire Alarm

This division maintains approximately 65 signal controlled intersections, 13 flashers and 3 closed loop signal systems. A closed loop signal system is used to improve traffic flow through the use of traffic responsive equipment. Traffic operations are managed at a central station, which is located at Michael Drive. Many of the signalized intersections include exclusive pedestrian phases and emergency vehicle and/or railroad preemption. Additional services include the maintenance of the City owned Fire Alarm system which includes 240 boxes and 90 miles of cable and the maintenance and installations of traffic signs (No Parking, Handicapped Parking, Fire Lane, etc), pavement markings, and the City owned street lights on West Main Street, Colony Street and Main Street, South Meriden. Staff also installs and maintains electric services and equipment (i.e. circuit breakers, wiring, fixture replacements, etc.) for virtually every City department. Lastly, annual testing of the fire alarm system for all schools is provided through this division.

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 375 plated pieces of rolling stock. The type of vehicles maintained includes passenger cars, pick-up trucks, pay loaders, dump trucks,

stump grinders, senior busses, bucket trucks, etc. In addition to the 375 plated vehicles, our

PUBLIC WORKS

Description of Services continued

mechanics maintain nearly 300 pieces of non-plated equipment (snow throwers, line painting machines, paving box, lawn mowers, etc.). When applicable, staff refurbishes select vehicles to almost new condition to create a pool of spare vehicles for use when a fleet vehicle is out of service. This division, in cooperation with Purchasing, is responsible for the disposal of old vehicles/equipment. The disposal of this equipment is through the auction process.

The City owns and maintains a Natural Gas fueling station on Michael Drive. The City produces natural gas at a cost equivalent to +/- \$2.00 per gallon of gasoline.

Highway

The Highway Division is responsible for all maintenance activities associated with the City's 190 miles of roads. Activities include street sweeping, pothole repair, road closures during severe rain when flooding occurs, the installation of small drainage systems, collection of Christmas trees/leaves and snow removal. Snow removal is a critical element for providing a safe environment for our residents, businesses and the police and fire departments. To complete the removal of snow, employees from Public Utilities and Parks, Recreation and Public Buildings assist.

The City purchased a self contained pothole patch truck in 2012. This truck has the ability to heat "cold" patch to a temperature that permits permanent patch repair during the winter months.

MSW/Recycling

Public Works manages the collection and disposal of municipal solid waste and recycling from residential properties with four or less units located within the inner tax district. Currently solid waste is collected manually. Beginning July 1, 2013, the solid waste program is scheduled to become an automated process through the use of 96 gallon totes. Converting to the larger containers and automation, the program is expected to reduce the annual volume of solid waste generated and increase recycling. These two factors should result in a savings to the City since the disposal of recycled materials is cheaper than solid waste disposal.

The City is under contract with Tunxis Recycling Operating Committee for the disposal of recyclables items such as number 1 through 7 plastics, newspapers, junk mail etc. This contract expires June 30, 2014. The City historically did not achieve our contract obligation of +/-2,700 tons per year. The City implemented single stream recycling on July 1, 2010 to address this deficit. Since the program's inception, the volume of recycling has grown from +/-1800 tons collected in FY09 to nearly 2,800 tons in FY 12.

The City issues permits to the numerous solid waste collectors to gain access to the Covanta trash to energy plant located in Wallingford. Additionally, staff receives reports on those haulers that fail to comply with Covanta's rules and regulations for disposal.

PUBLIC WORKS

Description of Services continued

The Transfer Station is located 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, carpeting, old toys, etc. Commercial vehicles are not permitted and 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 transfer station is also home to the City's e-waste collection program. Residents may dispose of electrical waste at no cost during normal hours.

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.

In FY 2011-2012, the Transfer Station disposed of roughly 664 of bulky waste, 81 tons of metal, and 35 tons of tires.

Department	Goal Num	Description	Obj Num	Objective	Quarter
PUBLIC WORKS	1	Traffic/Fleet Maintenance	1	Work with Departments Heads to purchase equipment authorized for purchase through either the CIP or Operating Budget.	5
			2	Complete testing of fire alarm system prior to the start of the school year. This activity is coordinated with the Fire Marshal's Office.	1
			3	Prepare the paper work required to dispose of surplus equipment. This activity requires coordination with Purchasing to ensure disposal follows City practices.	5
	2	Garage	1	Monitor fuel consumption since the installation of GPS has been completed in all fleet vehicles.	1
			2	Install new pumps, canopy and fuel tanks assuming this is approved through the CIP process. The existing system is no longer reliable due to age and algae growing in the underground tanks.	2
	3	Highway	1	Continue in house thin overlays to extend the life of our streets and to address streets with numerous potholes located in close proximity to each other.	5
			2	Continue pot hole repairs utilizing our self contained pot hole repair truck.	5
			3	Install drainage in Marshall Road and repave as necessary.	4
			4	Continue to pursue ways to streamline the collection of leaves and Christmas trees. Recent revisions that include	2

			specific weeks for tree collection has reduced the number of return visits to the same neighborhoods.	
			5 Continue the use of salt brine as an anti-icing strategy.	3
			6 Continue the use of treated salt as a means of reducing spring clean-up.	2
			7 Remove the Bee Street railroad crossing in conjunction with Suzio.	4
			8 Begin investigating the feasibility of removing the existing fabric covered structures at Michael Drive and replace with metal roof structures.	5
4	Solid Waste/Recycling		1 Convert manual trash collection to automated in the inner tax district.	1
			2 Continue to monitor success of single stream recycling.	5
			4 Secure the services of a recycling disposal facility that will accept recycling at no cost and possible pay the City a rebate for the collected recycling.	5
			3 Revise City's Solid Waste Ordinance to address automated collection and single stream recycling.	5
			5 Transfer Station	
			1 If approved by Council, provide additional weekend hours during the months of April, May, Sept and October.	5
			2 Randomly weigh vehicles in anticipation of revising cost to residents to dispose of bulky waste.	5

City of Meriden
2014 City Manager Recommended Budget

PUBLIC WORKS								
P.W. - ENGINEERING (3310)	2011	2012	2013	2013 2/20/13	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>	
0001-3310-40-3-0000-189								
SEASONAL WORKERS	559	3,586	-	2,106	-	-	-	
0001-3310-40-3-0000-190								
ADMINISTRATIVE	101,842	104,070	103,935	63,171	106,292	106,292	-	
0001-3310-40-3-0000-191								
OVERTIME	6,147	4,578	6,500	2,466	6,200	5,500	-	
0001-3310-40-3-0000-196								
MME	437,434	447,377	459,452	270,871	455,760	455,760	-	
0001-3310-40-3-0000-198								
SUPERVISORS	254,914	263,834	260,866	154,725	263,447	268,059	-	
0001-3310-40-3-0000-320								
INSPECTIONS - DAMS & BRIDGES	-	4,500	5,000	-	5,000	5,000	-	
0001-3310-40-3-0000-350								
GASOLINE	10,088	9,052	10,200	3,980	10,000	9,500	-	
0001-3310-40-3-0000-352								
VEHICLE MAINTENANCE	6,604	4,090	6,500	2,779	6,500	6,000	-	
0001-3310-40-3-0000-440								
OFFICE EXPENSE & SUPPLIES	13,200	11,066	12,500	6,498	12,500	11,500	-	
0001-3310-40-3-0000-640								
MEMBERSHIPS & MEETINGS	2,511	1,961	3,000	2,212	2,980	2,500	-	
	833,299	854,114	867,953	508,808	868,679	870,111	-	

2013-2014 Budget

Payroll Projection Report

Program : PR815L						
7/01/13 to 7/01/14						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
P.W. - ENGINEERING (3310)						
DIRECTOR OF PUBLIC WORKS	0001	3310	190	100.00	106,291.13	106,291.13
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	59,171.71	
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	455,759.83
ASSISTANT CITY ENGINEER	0001	3310	198	100.00	82,214.58	
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	93,823.10	
ASSOCIATE CITY ENGINEER	0001	3310	198	100.00	92,019.21	268,056.88
					830,107.84	830,107.84
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.00	39,680.72	
					39,680.72	

City of Meriden
2014 City Manager Recommended Budget

SNOW AND ICE CONTROL (3320)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	City Manager <u>Budget</u>	Finance <u>Committee</u>
0001-3320-40-3-0000-308							
SNOW & ICE CONTROL	837,820	791,524	500,000	279,702	500,000	500,000	-
	837,820	791,524	500,000	279,702	500,000	500,000	-

City of Meriden
2014 City Manager Recommended Budget

P.W. - GARAGE (3351)	2011	2012	2013	2013 2/20/13	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>
0001-3351-40-3-0000-189							
MISC PART-TIME	-	-	-	-	-	-	-
0001-3351-40-3-0000-191							
OVERTIME	8,561	11,142	5,000	2,200	4,500	4,500	-
0001-3351-40-3-0000-194							
PUBLIC WORKS	356,258	356,334	361,999	215,156	369,214	369,214	-
0001-3351-40-3-0000-196							
MME	44,464	46,597	50,370	28,210	50,370	50,370	-
0001-3351-40-3-0000-323							
REPAIRS & MAINTENANCE SERVICE	5,001	3,146	6,500	6,160	6,500	6,500	-
0001-3351-40-3-0000-350							
GASOLINE	2,002	2,516	2,500	1,215	3,000	2,500	-
0001-3351-40-3-0000-352							
VEHICLE MAINTENANCE	(1,142)	(5,477)	1,500	(2,009)	2,500	1,500	-
0001-3351-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	7,760	8,117	7,625	4,264	7,625	8,000	-
0001-3351-40-3-0000-640							
MEMBERSHIP & MEETINGS	-	-	700	565	500	500	-
0001-3351-40-3-0000-710							
GARAGE MATERIALS	6,738	14,894	1	21,767	1	1	-
0001-3351-40-3-0000-755							
INVENTORY OVER/SHORT	-	2,472	-	5,121	-	-	-
	429,642	439,741	436,195	282,649	444,210	443,085	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
P.W. - GARAGE (3351)						
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	72,582.86	
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	72,582.86	
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	72,582.86	
AUTOMOTIVE MECHANIC	0001	3351	194	100.00	72,582.86	
MAINT MECH II/GARAGE CREW	0001	3351	194	100.00	78,881.71	369,213.15
PUBLIC WORKS CLERK	0001	3351	196	100.00	50,370.00	50,370.00
					419,583.15	419,583.15

City of Meriden
2014 City Manager Recommended Budget

P.W. - TRAFFIC (3353)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3353-40-2-0000-500							
CAPITAL EQUIPMENT	-	-	-	-	-	-	-
0001-3353-40-3-0000-189							
MISC PART-TIME	-	-	14,400	2,784	-	-	-
0001-3353-40-3-0000-191							
OVERTIME CONTINGENCY	16,041	18,156	17,900	7,472	17,000	17,000	-
0001-3353-40-3-0000-196							
MME	167,757	185,468	192,148	134,813	187,020	187,020	-
0001-3353-40-3-0000-198							
SUPERVISORS	92,214	94,802	96,006	57,078	96,006	97,686	-
0001-3353-40-3-0000-341							
STREET LIGHT MAINTENANCE	1,566	1,498	7,600	498	6,600	3,000	-
0001-3353-40-3-0000-350							
GASOLINE	10,994	10,367	10,000	4,284	9,300	9,300	-
0001-3353-40-3-0000-352							
VEHICLE MAINTENANCE	10,584	14,902	12,300	8,134	12,300	12,300	-
0001-3353-40-3-0000-365							
SAFETY EQUIPMENT	126	425	1,000	-	1,000	1,000	-
0001-3353-40-3-0000-366							
SIGNALIZATION	62,081	39,174	68,000	31,205	67,000	67,000	-
0001-3353-40-3-0000-367							
SIGNS & LINES	45,307	42,396	97,500	9,239	83,700	10,000	-
0001-3353-40-3-0000-368							
ALARM SYSTEMS	1,038	-	900	291	900	900	-
0001-3353-40-3-0000-440							
OFFICE EXPENSE	1,492	1,408	1,600	628	1,600	1,600	-
0001-3353-40-3-0000-640							
MEMBERSHIP & MEETINGS	1,875	1,550	1,500	923	1,500	1,500	-
	411,075	410,146	520,854	257,349	483,926	408,306	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
P.W. - TRAFFIC (3353)						
ELECTRICIAN	0001	3353	196	100.00	61,988.28	
ELECTRONIC TECHNICIAN TRA	0001	3353	196	100.00	78,276.63	
TRAFFIC SIGN MAINTAINER	0001	3353	196	100.00	46,754.28	187,019.19
SUPT TRAFFIC OPER/VEHICLE	0001	3353	198	100.00	97,685.53	97,685.53
					284,704.72	284,704.72

City of Meriden
2014 City Manager Recommended Budget

P.W. - HIGHWAY (3354)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3354-40-0-0000-500							
CAPITAL	-	8,300	-	-	-	-	-
0001-3354-40-3-0000-189							
MISC PART-TIME	-	-	-	-	-	-	-
0001-3354-40-3-0000-191							
OVERTIME CONTINGENCY	35,359	82,360	32,000	38,113	32,000	32,000	-
0001-3354-40-3-0000-194							
PUBLIC WORKS	958,818	974,133	991,799	588,146	1,000,476	1,000,476	-
0001-3354-40-3-0000-198							
SUPERVISORS	77,589	79,777	80,801	48,036	80,801	82,215	-
0001-3354-40-3-0000-350							
GASOLINE	93,622	81,914	80,000	47,053	82,000	82,000	-
0001-3354-40-3-0000-352							
VEHICLE MAINTENANCE	202,602	227,027	184,000	92,890	186,250	186,250	-
0001-3354-40-3-0000-359							
STREET MAINT SUPPLIES	9,471	10,275	30,000	4,679	22,000	20,000	-
0001-3354-40-3-0000-360							
SIDEWALK,BASIN CONSTRUCTION	2,520	3,000	3,000	-	3,000	3,000	-
0001-3354-40-3-0000-361							
STREET CONSTRUCTION	1	-	1	-	-	-	-
0001-3354-40-3-0000-363							
STORM DRAIN CONSTRUCTION	5,002	6,180	7,000	-	6,500	6,500	-
0001-3354-40-3-0000-390							
ROADSIDE BULKY WASTE	9,000	-	19,000	-	10,000	-	-
0001-3354-40-3-0000-440							
OFFICE EXPENSE & SUPPLIES	7,057	6,614	7,000	3,420	7,000	7,000	-
0001-3354-40-3-0000-442							
CLOTHING	5,942	6,736	7,500	5,123	7,000	7,000	-
0001-3354-40-3-0000-640							
MEMBERSHIP & MEETINGS	75	35	1,000	150	750	750	-
0001-3354-40-3-0000-391							
SAFETY & HEALTH PLAN	23,000	3,670	5,000	-	4,000	4,000	-
0001-3354-40-3-0000-xxx							
SOIL/CATCH BASIN DISPOSAL	-	-	-	-	-	66,000	-
	1,430,058	1,490,021	1,448,101	827,610	1,441,777	1,497,191	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
P.W. - HIGHWAY (3354)						
EQUIP OPER III/CR LDR COM	0001	3354	194	100.00	72,582.86	
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	67,452.00	
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	67,452.00	
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.00	67,452.00	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HIGHWAY MAINTAINER	0001	3354	194	100.00	55,646.86	
HIGHWAY MAINTAINER	0001	3354	194	100.00	60,277.14	
HWY MAINT/CREW LEAD/COMPE	0001	3354	194	100.00	78,881.71	
LABORER II	0001	3354	194	100.00	54,395.43	
LABORER II	0001	3354	194	100.00	54,395.43	1,000,475.41
HIGHWAY FOREMAN	0001	3354	198	100.00	82,214.58	82,214.58
					1,082,689.99	1,082,689.99

City of Meriden
2014 City Manager Recommended Budget

P.W. - TRANSFER STATION (3355)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3355-40-3-0000-191							
OVERTIME	13,992	11,805	15,200	11,747	17,500	17,500	-
0001-3355-40-3-0000-339							
MONITORING	66,968	28,663	82,100	8,709	82,100	82,100	-
0001-3355-40-3-0000-350							
GASOLINE	2,513	5,706	3,000	1,973	2,900	2,900	-
0001-3355-40-3-0000-352							
VEHICLE MAINTENANCE	20,301	14,093	20,000	14,888	19,000	19,000	-
0001-3355-40-3-0000-390							
OTHER PURCHASED SERVICES	5,795	1,926	5,500	1,355	4,000	2,000	-
0001-3355-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	1,333	2,879	3,100	-	3,100	3,100	-
	110,902	65,072	128,900	38,672	128,600	126,600	-

City of Meriden
2014 City Manager Recommended Budget

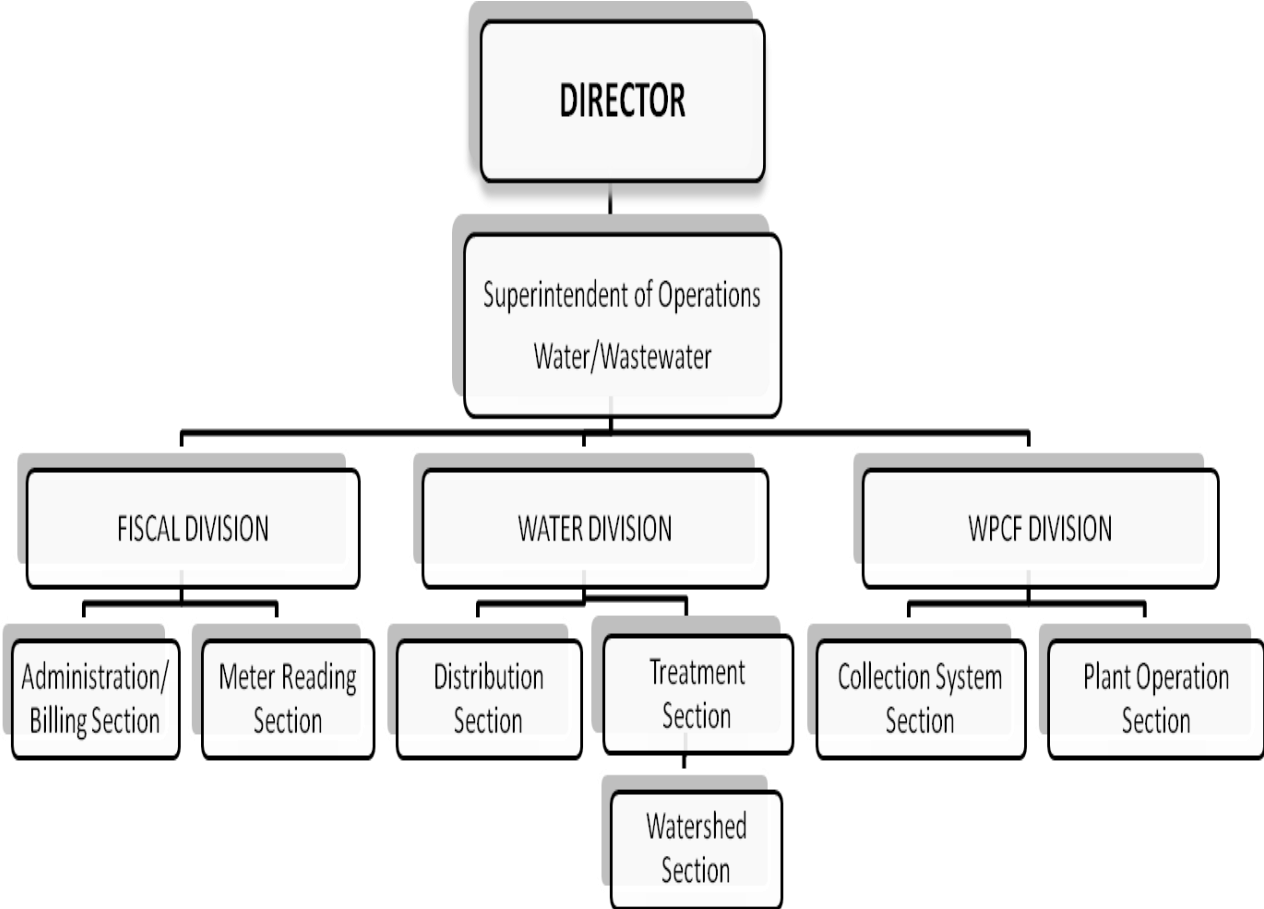
P.W. - WASTE COLLECTION (3357)	2011	2012	2013	2013 2/20/13	Department	City Manager	Finance
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3357-40-3-0000-340							
RECYCLING	406	33,573	18,000	5,840	18,000	18,000	-
0001-3357-40-3-0000-369							
DUMPING FEES	600,290	548,941	540,830	304,064	547,100	547,100	-
0001-3357-40-3-0000-390							
CONTRACT	853,887	859,961	898,722	506,619	975,514	882,514	-
0001-3357-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	304	342	250	-	1,000	500	-
	1,454,887	1,442,817	1,457,802	816,523	1,541,614	1,448,114	-

City of Meriden
2014 City Manager Recommended Budget

P.W. - BULKY WASTE (3359)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-3359-40-3-0000-189							
MISC PART-TIME	8,136	6,326	8,044	5,679	14,765	14,765	-
0001-3359-40-3-0000-191							
OVERTIME	322	-	1	-	-	-	-
0001-3359-40-3-0000-194							
PUBLIC WORKS	65,056	64,443	66,138	27,919	72,583	72,583	-
0001-3359-40-3-0000-196							
MME	-	-	1	-	-	-	-
0001-3359-40-3-0000-350							
GASOLINE	2,679	6,643	3,000	2,519	3,000	3,000	-
0001-3359-40-3-0000-352							
VEHICLE MAINTENANCE	2,476	10,856	6,000	578	6,000	6,000	-
0001-3359-40-3-0000-390							
DUMP FEES	74,586	77,140	75,000	39,768	77,000	77,000	-
0001-3359-40-3-0000-391							
DRUG TESTING	-	-	650	-	1	1	-
0001-3359-40-3-0000-440							
OFFICE EXPENSE & SUPPLY	1,674	2,036	1,650	982	1,650	1,650	-
0001-3359-40-3-0000-442							
CLOTHING ALLOWANCE	1,580	1,322	1,300	-	1,300	1,300	-
	156,509	168,766	161,784	77,445	176,299	176,299	-

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<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. - BULKY WASTE (3359)						
EQUIP OPER III/CR LDR COM	0001	3359	194	100.00	72,582.86	72,582.86
					72,582.86	72,582.86

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 Num	Description	Obj Num	Objective	Quarter
PUBLIC UTILITIES	1	GENERAL	1	Finish training Supt. of Operations on Water operations/administration.	5
	2	FISCAL DIVISION	1	Continue with meter change out program...2nd year	5
	3	WATER DIVISION	1	Finish reviewing/approving the final design plans for Broad Brook and prepare to bid the project.	5
			2	Continue to maintain our infrastructure that dates back to the late 1800's and to bring forward our capital needs to continue meeting the standards of the regulatory agencies and to maintain the highest quality of drinking water. The infrastructure covers our water sources, treatment facilities, storage tanks, pump stations and our distribution system.	5
			3	Finish the Elmere Treatment plant Lagoon project and insure it was built to specifications.	2
			4	Hope to start a annual cleaning/lining/replacement program this year to address our aging water pipes. This is a program that is needed to improve water quality issues and improve fire flows. The State Public Health Dept. strongly recommends this.	5
	4	WATER POLLUTION CONTROL FACILITY DIVISION	1	Continue to work with DEEP and other affected communities and law makers to reach a cooperative agreement on what levels of phosphorous we need to reduce to, to protect the water quality in the Quinnipiac River.	5
2			Continue to increase the sale of Nitrogen credits. Last year we were the second highest seller of credits in the State.	5	
3			Continue our annual program of addressing the inflow and infiltration into our system. By	5	
PUBLIC UTILITIES					



	<p>rehabilitating our manholes and installing cured-in-place pipe lining (approximately 10,000 feet/year), the treatment plant will be treating less water coming into the plant. This will prolong the life of the sanitary sewer system for many years.</p>	
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<u>object code</u>	FISCAL DIVISION (0503-3910)	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 2/20/13 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>
	REVENUES							
648	REVENUE WATER DEPT	724,573	790,245	820,106	820,106	835,424	1.87%	848,368
649	REVENUE SEWER DEPT	653,466	712,694	740,514	740,514	762,860	3.02%	774,680
		1,378,039	1,502,939	1,560,620	1,560,620	1,598,284	2.41%	1,623,048
	EXPENDITURES							
189	PART TIME / SEASONAL						#DIV/0!	-
190	ADMINISTRATION	111,140	113,929	111,556	67,758	114,013	2.20%	114,013
191	OVERTIME	3,118	5,048	5,000	4,904	5,000	0.00%	5,000
194	PUBLIC WORKS	105,447	106,013	106,664	63,394	108,791	1.99%	108,791
196	MME	56,015	57,015	57,566	34,213	57,566	0.00%	57,566
198	SUPERVISORS	167,588	176,181	179,434	106,657	181,458	1.13%	184,633
200	EMPLOYEE BENEFITS	219,645	258,435	296,657	175,566	312,283	5.27%	309,108
202	POST RETIREMENT BENEFITS (OPEB)		48,508	37,330	5,664	30,800	-17.49%	55,564
350	GASOLINE	5,238	6,831	5,100	3,277	5,100	0.00%	5,100
352	VEHICLE MAINTENANCE	5,815	4,620	6,900	3,204	6,900	0.00%	6,900

<u>object code</u>	FISCAL DIVISION (0503-3910)	2011	2012	2013	2013 2/20/13	Department	Percent	City Manager
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Change</u>	<u>Budget</u>
357	ATTORNEY FEES	(1,460)	4,895	9,000	(2,332)	9,000	0.00%	9,000
390	OTHER PURCHASED SERVICES	36,227	49,105	86,575	31,178	86,575	0.00%	86,575
391	MEDICAL EXPENSE			650		650	0.00%	650
443	OFFICE EXPENSES AND SUPPLIES	1,157	484	1,550	711	1,550	0.00%	1,550
463	LIABILITY INSURANCE	48,677	48,789	56,949	56,267	63,668	11.80%	63,668
487	METER MATERIALS	14,736	14,908	15,000	5,867	15,000	0.00%	15,000
489	TAX COLLECTOR SERVICES	523,799	557,950	574,689	574,689	591,930	3.00%	591,930
712	WATER METERS	9,449	8,229	10,000	(4,599)	8,000	-20.00%	8,000
		1,306,591	1,460,940	1,560,620	1,126,418	1,598,284	2.41%	1,623,048

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
FISCAL DIVISION (0503-3910)						
DIRECTOR OF PUBLIC UTILIT	0503	3910	190	100.00	114,012.44	114,012.44
WATER SERVICEPERSON	0503	3910	194	100.00	54,395.43	
WATER SERVICEPERSON	0503	3910	194	100.00	54,395.43	108,790.86
ACCOUNTS SUPERVISOR	0503	3910	196	100.00	57,565.71	57,565.71
SUPERINT/OPERATIONS-WATER	0503	3910	198	100.00	102,418.06	
WATER SERVICE SUPERVISOR	0503	3910	198	100.00	82,214.58	184,632.64
					465,001.65	465,001.65

<u>object code</u>	WATER (0503-3920)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	Percent Change	City Manager Budget
	REVENUES							
633	MUNICIPAL HYDRANT FEES	65,000	93,200	62,240	65,000	62,240	0.00%	62,240
634	FIRE SERVICE CHARGE	114,881	89,469	117,470		116,256	-1.03%	116,256
641	INTEREST	158,438	159,666	150,000	69,960	150,000	0.00%	159,432
642	LIEN FEES	81,262	74,975	45,000	13,533	45,000	0.00%	45,000
680	INTEREST ON INVESTMENTS	16,969	18,090	31,500	1,560	29,950	-4.92%	18,000
687	BASIC SERVICE CHARGE	708,636	708,807	767,253		766,871	-0.05%	766,871
695	MISC. INCOME	158,774	123,349	157,316	37,686	176,248	12.03%	66,233
695	MISC. INCOME	-	-	-	-	-		-
695	FIXED ASSETS GAIN/LOSS	-	-	-	-	-		-
699	RETAINED EARNINGS			499,006		478,682	-4.07%	-
745	BOND PREMIUM REVENUE	19					#DIV/0!	-
746	REFUNDING BOND SAVINGS	-	-	-	-	-		-
984	WATER SALES	7,004,835	7,476,808	7,671,500		7,671,500	0.00%	8,129,500
		8,308,814	8,744,364	9,501,285	187,739	9,496,747	-0.05%	9,363,532

<u>object code</u>	WATER (0503-3920)	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 2/20/13 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>
	EXPENDITURES							
189	PART TIME / SEASONAL			5,000		16,000	220.00%	16,000
191	OVERTIME	136,175	126,852	140,000	85,346	140,000	0.00%	140,000
194	PUBLIC WORKS	1,548,414	1,556,562	1,592,776	858,118	1,598,137	0.34%	1,598,137
196	MME	117,091	119,161	120,888	71,849	120,888	0.00%	120,888
198	SUPERVISORS	78,089	80,277	80,801	48,036	80,801	0.00%	82,215
200	EMPLOYEE'S BENEFITS	1,205,513	1,452,265	1,640,602	970,796	1,632,585	-0.49%	1,631,171
202	POST RETIREMENT BENEFITS (OPEB)		322,926	112,035	84,024	92,438	-17.49%	166,760
301	DEBT SERVICE-PRINCIPAL	1,308,020	1,205,489	1,255,000	1,195,000	1,230,000	-1.99%	1,230,000
302	DEBT SERVICE-INTEREST	663,937	565,865	532,423	277,597	485,553	-8.80%	456,934
303	BAN INTEREST			180,000		99,962	-44.47%	-
305	DEBT SERVICE CLOSING COST	3,919					#DIV/0!	-
306	TAXES TO OTHER TOWNS	46,235	47,942	52,975	49,229	60,624	14.44%	60,624
309	BABS FEDERAL SUBSIDY	(14,200)	(16,774)	(16,406)	(8,203)	(15,986)	-2.56%	(15,986)
321	PUBLIC UTILITIES	880,864	742,979	900,000	375,594	900,000	0.00%	825,000
323	REPAIRS & MAINTENANCE	14,834	5,786	20,500	5,228	22,500	9.76%	15,000
350	GASOLINE	45,107	65,806	45,000	26,420	45,000	0.00%	45,000
352	VEHICLE MAINTENANCE	70,959	62,196	75,000	30,409	75,000	0.00%	75,000
388	AUDIT	9,050	8,500	10,135	8,250	10,565	4.24%	10,565
390	WATER PURCHASED	147,214	167,325	168,160	97,251	266,320	58.37%	266,320
398	FISCAL DIVISION SERVICE	724,573	790,245	820,106	820,106	835,424	1.87%	848,368

<u>object code</u>	WATER (0503-3920)	2011	2012	2013	2013 2/20/13	Department	Percent	City Manager
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Change</u>	<u>Budget</u>
399	ASSESSMENT GENERAL FUND	592,232	610,001	628,301	628,301	647,151	3.00%	647,151
440	OFFICE EXPENSE & SUPPLIES	49,597	59,655	60,000	28,599	60,000	0.00%	60,000
489	MEDICAL EXPENSE	2,075	2,200	3,600	(105)	3,600	0.00%	3,600
491	MAINT OF MAINS & ACCESS	37,966	24,449	25,000	5,531	25,000	0.00%	25,000
492	MAINTENANCE OF RESERVOIR	31,408	32,989	40,000	10,323	40,000	0.00%	40,000
493	MAINT OF PUMP STATIONS	33,208	37,565	40,000	25,238	40,000	0.00%	40,000
494	SERVICES-MATERIALS	(2,028)	3,873	10,000	(4,955)	10,000	0.00%	5,000
495	TREATMENT EXPENSE	473,044	495,184	521,700	287,633	536,700	2.88%	536,700
501	CAPITAL OUTLAY		170,045	62,868	23,807	22,500	-64.21%	22,500
502	DEPRECIATION EXPENSE	1,688,981	1,694,904				#DIV/0!	-
504	WATER EQUIPMENT	10,005	10,175	17,400	7,592	17,400	0.00%	15,000
506	HYDRANTS-MATERIALS	5,280	3,910	8,000	885	8,000	0.00%	6,000
640	MEMBERSHIPS & MEETINGS	9,860	12,835	11,575	9,469	11,575	0.00%	11,575
643	INSURANCE	255,463	256,234	307,845	288,319	339,009	10.12%	339,009
713	NEW MAINS & ACCESSORIES			1		1	0.00%	1
714	REPAIR TRENCHES	22,568	21,916	30,000	8,339	40,000	33.33%	40,000
		10,195,453	10,739,337	9,501,285	6,314,026	9,496,747	-0.05%	9,363,532

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
WATER (0503-3920)						
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	72,582.86	
EQUIP OPER III/CR LDR COM	0503	3920	194	100.00	72,582.86	
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	72,582.86	
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.00	72,582.86	
LAB TECH SOURC WATER INSP	0503	3920	194	100.00	67,452.00	
STORM DRAIN MAINTAINER	0503	3920	194	100.00	57,378.00	
UTILITYPERSON III	0503	3920	194	100.00	63,447.43	
UTILITYPERSON III	0503	3920	194	100.00	63,447.43	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	60,277.14	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	54,145.14	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	49,535.71	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.00	60,277.14	
WATERSHED MAINTAINER	0503	3920	194	100.00	49,535.71	
WATERSHED MAINTAINER	0503	3920	194	100.00	60,277.14	
WATER PLANT OPERATOR I	0503	3920	194	100.00	59,130.00	
WATER PLANT OPERATOR II	0503	3920	194	100.00	67,452.00	
WATER PLANT OPERATOR II	0503	3920	194	100.00	66,138.00	
WATER PLANT OPERATOR II	0503	3920	194	100.00	67,452.00	
WATER PLANT OPERATOR II	0503	3920	194	100.00	67,452.00	
WATER PLANT OPERATOR III	0503	3920	194	100.00	78,881.71	
WATER PLANT OPERATOR III	0503	3920	194	100.00	78,881.71	
WATER PLANT OPERATOR III	0503	3920	194	100.00	78,881.71	
WATER SERVICE TECHNICIAN	0503	3920	194	100.00	78,881.71	
WATERSHED EQ OP III TREEC	0503	3920	194	100.00	78,881.71	1,598,136.84
ACCOUNT CLERK	0503	3920	196	100.00	52,810.28	
CROSS CONNECTION INSPECTO	0503	3920	196	100.00	68,077.71	120,887.99
WATER DISTRIBUTION SUPERV	0503	3920	198	100.00	82,214.58	82,214.58
					1,801,239.41	1,801,239.41

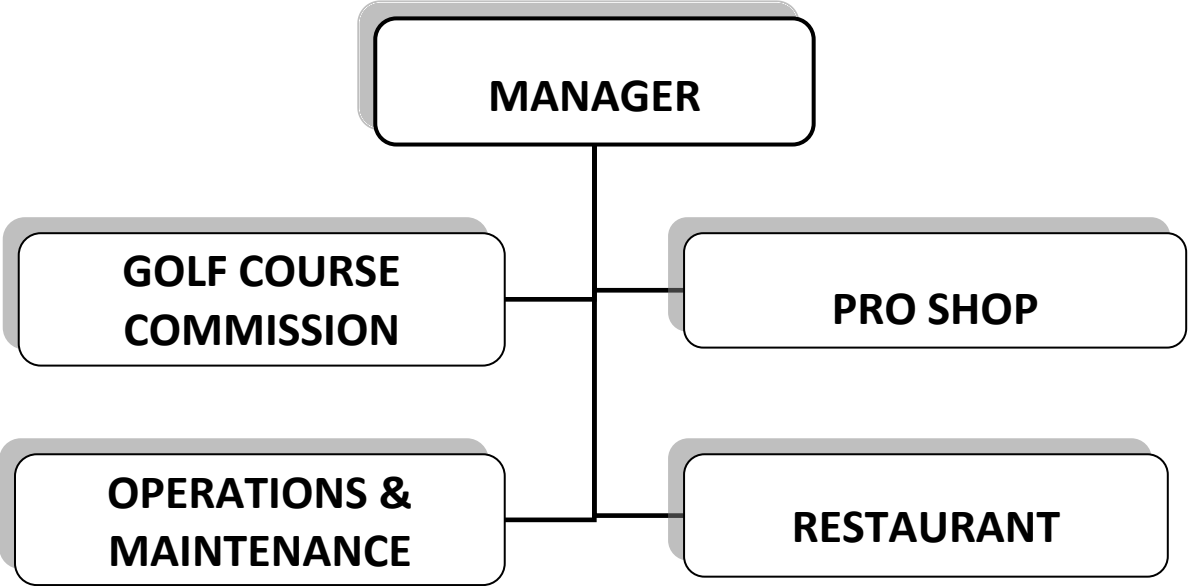
<u>object code</u>	SEWER (0502 - 3930)	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 2/20/13 <u>Actual</u>	Department <u>Budget Request</u>	Percent <u>Change</u>	City Manager <u>Budget</u>
	REVENUES							
641	SEWER CONNECTION ASSESS	13,328	9,750	13,000	10,194	9,500	-26.92%	11,500
642	INTEREST & LIEN FEES	250,870	264,600	220,000	97,444	188,000	-14.55%	250,000
644	SEWER ASSESSMENT REVENUE	-	-	-	-	-		-
680	INTEREST ON INVESTMENTS	24,979	23,072	30,000	2,750	27,800	-7.33%	27,800
687	BASIC SERVICE FEE	595,352	595,979	651,310		648,138	-0.49%	648,138
690	NITROGEN CREDIT		232,648	140,000		200,000	42.86%	200,000
694	SEWER ASSESSMENT						#DIV/0!	-
695	MISC. INCOME	33,204	33,726	33,200	17,807	14,400	-56.63%	33,000
699	FROM RETAINED EARNINGS			341,771		341,443	-0.10%	143,654
699a	FROM RETAINED EARNINGS 201	-	-	-	-	-		-
745	BOND PREMIUM REVENUE	38					#DIV/0!	-
746	REFUNDING BOND SAVINGS	-	-	-	-	-		-
984	SEWER USE CHARGES	7,865,145	7,975,810	8,140,000		8,140,000	0.00%	8,140,000
		8,782,916	9,135,585	9,569,281	128,195	9,569,281	0.00%	9,454,092

<u>object code</u>	SEWER (0502 - 3930)	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 2/20/13 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>
	EXPENDITURES							
189	PART TIME / SEASONAL			1		1	0.00%	1
191	OVERTIME	110,265	111,472	160,000	62,765	160,000	0.00%	120,000
194	LABOR PUBLIC WORKS	620,281	584,272	665,244	339,488	648,847	-2.46%	648,847
196	MME	55,917	56,915	57,566	34,213	57,566	0.00%	57,566
198	SUPERVISORS	354,507	371,942	392,886	205,737	387,360	-1.41%	394,138
200	EMPLOYEE BENEFITS	473,063	431,101	595,212	203,564	585,862	-1.57%	579,084
202	POST RETIREMENT BENEFITS (OPEB)		134,448	37,331	22,335	41,064	10.00%	88,768
301	PRINCIPAL RETIREMENT	603,310	584,683	396,000	277,000	376,000	-5.05%	376,000
302	INTEREST	241,394	183,364	175,165	90,419	161,090	-8.04%	175,519
303	BAN INTEREST			1		71,640	7163900.00%	-
305	DEBT SERVICE CLOSING COST	7,809					#DIV/0!	-
307	PRINCIPAL RETIREMENT CWF	144,588	144,588	144,592	72,294	89,580	-38.05%	89,580
308	INTEREST CWF	11,081	8,190	5,298	3,012	2,648	-50.02%	2,648
309	BABS FEDERAL SUBSIDY	(28,321)	(33,452)	(32,723)	(16,361)	(31,890)	-2.55%	(31,890)
310	PRINCIPAL CWF PLANT UPGRADE		2,533,796	1,503,911	748,197	1,534,266	2.02%	1,534,266
311	INTEREST CWF PLANT UPGRADE		696,203	652,803	330,159	622,447	-4.65%	622,447
312	PRINCIPAL CWF I&I			137,851	89,277	74,882	-45.68%	74,882
313	INTEREST CWF I&I			37,877	17,855	32,504	-14.19%	32,504

<u>object code</u>	SEWER (0502 - 3930)	2011	2012	2013	2013 2/20/13	Department	Percent	City Manager
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Change</u>	<u>Budget</u>
321	UTILITIES	1,101,900	960,042	1,100,000	459,796	1,100,000	0.00%	1,050,000
323	REPAIRS AND MAINTENANCE	97,992	59,446	135,000	58,240	135,000	0.00%	115,000
342	WATER / SEWER BILL	5,843	8,872	10,000	3,331	10,000	0.00%	10,000
350	GASOLINE	13,284	18,412	16,000	6,807	16,000	0.00%	16,000
352	VEHICLE MAINTENANCE	24,566	13,062	27,500	7,442	27,500	0.00%	22,000
388	AUDIT	9,880	8,500	10,135	8,250	10,565	4.24%	10,565
390	CALL BEFORE YOU DIG			1		-	-100.00%	-
391	MEDICAL EXPENSE	4,214	1,765	5,000	1,290	5,000	0.00%	5,000
398	SERV PROV BY FISCAL DIV.	653,466	712,694	740,514	740,514	762,860	3.02%	774,680
399	ASSESSMENT GENERAL FUND	592,232	610,001	628,301	628,301	647,151	3.00%	647,151
463	CLAIMS			5,000		5,000	0.00%	5,000
483	NITROGEN CREDIT PURCHASE	150,229		1		-	-100.00%	-
484	SEWER EXPENSE AND SUPPLIES	451,500	507,582	555,000	212,483	617,832	11.32%	617,832
485	BIOSOLID DISPOSAL	597,397	670,162	660,000	332,875	710,000	7.58%	710,000
486	PUMP STATION OPR AND MAINT	50,249	39,001	60,000	15,952	60,000	0.00%	60,000
501	CAPITAL OUTLAY	227,911	18,005	1		1	0.00%	1
502	DEPRECIATION EXPENSE	2,913,646	3,897,250				#DIV/0!	-
640	MEMBERSHIPS & MEETINGS	7,037	7,874	10,000	9,753	10,000	0.00%	8,000
643	INSURANCE	586,485	644,619	677,813	679,230	638,503	-5.80%	638,503
		10,081,725	13,984,809	9,569,281	5,644,218	9,569,279	0.00%	9,454,092

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<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	57,378.00	
MAINTENANCE MECHANIC I	0502	3930	194	100.00	62,258.62	
MAINTENANCE MECHANIC III	0502	3930	194	100.00	77,400.86	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	59,130.00	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	51,016.61	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	51,016.61	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	59,130.00	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	60,277.14	
SEWER PLANT OPERATOR I	0502	3930	194	100.00	51,016.61	
SEWER PLANT OPERATOR II	0502	3930	194	100.00	67,452.06	
SEWER PLANT OPERATOR II	0502	3930	194	100.00	52,768.57	648,845.08
ADMINISTRATIVE SECRETARY	0502	3930	196	100.00	57,565.71	57,565.71
CHEMIST	0502	3930	198	100.00	77,418.38	
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.00	61,098.54	
WPCF ASSISTANT MANAGER	0502	3930	198	100.00	75,784.34	
WPCF FACILITY MANAGER	0502	3930	198	100.00	97,621.94	
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.00	82,214.58	394,137.78
					1,100,548.57	1,100,548.57

GOLF



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 code</u>	GOLF COURSE (509-0810)	2011 Actual	2012 Actual	2013 Budget	2013 2/20/13 Actual	Department Budget Request	Percent Change	City Manager Budget
	REVENUES							
650	RECOVERY FROM GOLF PRO	38,677	51,766	50,000	28,567	51,000	2.00%	51,000
655	GREENS FEES	398,100	434,625	488,050	207,681	483,644	-0.90%	453,110
656	SEASONS PASSES	124,884	141,299	123,500	10,180	150,157	21.58%	150,157
657	TOURNAMENTS	49,902	56,019	55,000	37,508	56,323	2.41%	56,323
658	LEAGUES	46,724	47,449	54,000	20,794	47,416	-12.19%	47,416
690	RENT	39,600	39,600	39,600	19,800	39,600	0.00%	39,600
692	GOLF CART FEES	59,234	41,670	30,000	22,008	30,000	0.00%	45,000
693	GOLF CART FEES - GOLF PRO		229,769	195,500	117,377	227,640	16.44%	227,640
695	INTEREST INCOME	2	1				#DIV/0!	-
697	FIXED ASSETS GAIN/LOSS	-	-	-	-	-	#DIV/0!	-
705	CIP FEES			1			-100.00%	-
746	REFUNDING BOND SAVINGS	-	-	-	-	-	#DIV/0!	-
		757,123	1,042,198	1,035,651	463,915	1,085,780	4.84%	1,070,246

<u>object code</u>	GOLF COURSE (509-0810)	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 2/20/13 Actual</u>	<u>Department Budget Request</u>	<u>Percent Change</u>	<u>City Manager Budget</u>
	EXPENDITURES							
189	MISC PART-TIME	91,654	91,510	108,950	62,017	97,020	-10.95%	97,020
191	OVERTIME	17,516	16,607	14,800	11,249	16,200	9.46%	16,200
194	PUBLIC WORKS	214,208	163,277	112,420	66,817	114,673	2.00%	114,673
198	SUPERVISORS	84,767	87,084	87,997	52,314	87,997	0.00%	89,537
200	EMPLOYEE BENEFITS	145,939	122,665	89,600	55,717	123,660	38.01%	102,460
202	POST RETIREMENT BENEFITS (OPEB)		17,364	5,724	4,293	6,296	9.99%	10,514
301	BOND PAYMENTS	16,667	15,667	41,667	11,000	40,000	-4.00%	40,000
302	BOND & BAN INTEREST	6,324	4,938	5,477	2,338	3,936	-28.14%	3,844
305	DEBT SERVICE CLOSING COST	66					#DIV/0!	-
309	BABS FEDERAL SUBSIDY	(138)	(280)	(279)	(137)	(266)	-4.66%	(266)
345	GOLF EXPENSE & SUPPLY	204,230	183,882	180,437	84,857	175,437	-2.77%	175,437
346	REIMBURSABLE GOLF PRO EXP	38,676	51,768	50,000	28,567	51,000	2.00%	51,000
347	GOLF CART - GOLF PRO EXP		229,769	195,500	117,377	227,640	16.44%	227,640
350	GASOLINE	362		250			-100.00%	-
396	GOLF PRO	10,000	10,000	10,000	5,000	10,000	0.00%	10,000
441	CLUBHOUSE EXPENSE	36,753	34,279	35,000	23,223	34,079	-2.63%	34,079
463	LIABILITY & GENERAL INSURANCE	74,284	80,208	80,208	80,339	80,208	0.00%	80,208
500	CAPITAL EQUIPMENT	15,930	14,702	15,500	12,324	15,500	0.00%	15,500
502	DEPRECIATION EXPENSE	121,385	122,326				#DIV/0!	-
640	MEETINGS & MEMBERSHIPS	1,847	1,555	2,400	950	2,400	0.00%	2,400
		1,080,470	1,247,321	1,035,651	618,245	1,085,780	4.84%	1,070,246

2013-2014 Budget						
Payroll Projection Report						
Program : PR815L		7/01/13 to 7/01/14				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
GOLF COURSE (509-0810)						
GOLF COURSE EQUIP TECHNIC	0509	0810	194	100.00	60,277.14	
LABORER II	0509	0810	194	100.00	54,395.43	114,672.57
SUPT. / MANAGER GOLF FACI	0509	0810	198	100.00	89,536.23	89,536.23
					204,208.80	204,208.80

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)		
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL	
BOE	Israel Putnam Boiler Replacement	477,000							477,000	
	Roger Sherman Boiler Replacement			464,000					464,000	
	Nathan Hale Boiler Replacement				460,000				460,000	
	* Israel Putnam Roof Replacement	2,306,818	(1,499,432)						807,386	
	* Nathan Hale Roof Replacement	166,077	(107,950)	2,294,323					2,352,450	
	<i>Grant proceeds</i>			(1,491,310)					(1,491,310)	
	* Roger Sherman Roof Replacement			166,016	2,293,484				2,459,500	
	<i>Grant proceeds</i>			(107,910)	(1,490,765)				(1,598,675)	
	Sidewalk Replacements (Hale/Hooker)				120,000	80,000	80,000	80,000	360,000	
	Gym Floor Replacement (Hale)	118,600							118,600	
									-	
	TOTAL	3,068,495	(1,607,382)	1,325,119	1,382,719	80,000	80,000	80,000	4,408,951	
FIRE	SCBA Replacement Breathing Appratus	485,000	(363,750)						121,250	
	Station # 3 Renovations			29,000					29,000	
	Access Control System				14,000				14,000	
	Replace a Fire Pumper Truck, 2014			610,000					610,000	
	<i>Grant proceeds</i>			(320,000)					(320,000)	
	Washing machine for Fire Fighter PPE			19,000					19,000	
	Turn Out Gear Dryers			42,000					42,000	
	Replace Staff Car, Car 9					45,000			45,000	
	Station #5 Renovations				25,000	198,000			223,000	
	Window Replacement Project Station #5				25,000	150,000			175,000	
	Acquire Property and Construct Training Facility							250,000	250,000	
	Replace a Fire Pumper Truck, 2015					630,000			630,000	
	<i>Grant proceeds</i>					(330,000)			(330,000)	
	Replace Asst. Chief's Car, Car-3, 2015					54,000			54,000	
	Station #2 Renovations						50,000	3,500,000	3,550,000	
	Replace a Fire Pumper Truck, 2017							660,000	660,000	
<i>Grant proceeds</i>							(350,000)	(350,000)		
	TOTAL	485,000	(363,750)	380,000	64,000	747,000	50,000	4,060,000	5,422,250	
POLICE	Remodel Locker Room			85,000					85,000	
	Scheduling and Payroll Software	45,000							45,000	
	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	
	TOTAL	70,000	-	146,575	175,000	1,025,000	1,025,000	25,000	2,466,575	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
LIBRARY	Library Window and Door Replacement			700,000					700,000
	<i>Grant proceeds</i>			(233,333)					(233,333)
	Generator	325,000	(107,250)						217,750
	Generator - Engineering	15,000	(5,000)						10,000
	Children's Lib. Expansion Construction			100,000	1,500,000	1,500,000			3,100,000
	<i>Grant proceeds</i>			(33,000)	(500,000)	(500,000)			(1,033,000)
	TOTAL	340,000	(112,250)	533,667	1,000,000	1,000,000	-	-	2,761,417
MIS	Aerial Mapping Project and Full Planimetric layers			150,000	150,000				300,000
	TOTAL	-	-	150,000	150,000	-	-	-	300,000
AVIATION	North Hanger Roof Coating	15,000							15,000
	TOTAL	15,000	-	-	-	-	-	-	15,000
PLANNING	C.I.D.E.W.A.L.K. Program	75,000		75,000	75,000				225,000
	Demolition	75,000		75,000	75,000				225,000
	TOTAL	150,000	-	150,000	150,000	-	-	-	450,000
HEALTH	Health Information Technology Upgrades			30,000					30,000
	Mini-Bus: Senior Center					60,000			60,000
	TOTAL	-	-	30,000	-	60,000	-	-	90,000
SMVFD	New Fire Fighter TURN OUT Gear 10 X \$1,800.	18,000							18,000
	(Eng 10) - 1996 Replacement					550,000			550,000
	Station Renovations 2nd Floor Addition				100,000				100,000
	(Eng 11) - 2000 Replacement							575,000	575,000
	Replacement Chiefs 4 X 4 (see comments)			40,000					40,000
	Rescue 14 Replacement						200,000		200,000
	TOTAL	18,000	-	40,000	100,000	550,000	200,000	575,000	1,483,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
PARKS, REC & PUBLIC BUILDINGS									
	Park bldgs doors, roof windows etc phase II	50,000							50,000
	Veterans Blvd granite curb and irrigation	185,000	(150,000)						35,000
	MidState & Baldwin Soccer Rehab			60,000					60,000
	Washington Park interior rehab Phase II	35,000							35,000
	Washington Park Patio rehab			100,000	100,000				200,000
	Beaver Pond Rehab Phase II			40,000					40,000
	Irrigation of Parks Phase IV			11,000	11,000	11,000	11,000		44,000
	Park Paving Phase II	150,000	(100,000)	150,000	100,000	100,000	100,000		500,000
	Mower replacement	100,000					110,000		210,000
	Andrews Homestead Phase III			25,000					25,000
	Hubbard Park Power Phase II	25,000		35,000	35,000				95,000
	Playscape and safety surface replacement	125,000		125,000	125,000	125,000	125,000	125,000	750,000
	Tower Road Repair			150,000	150,000	150,000			450,000
	City Hall Clock Tower			215,000					215,000
	City Hall Air conditioner	195,000							195,000
	Boiler for Police Department			130,000					130,000
	City Hall HVAC			125,000	1,975,000				2,100,000
	One ton dump truck replacement	70,000							70,000
	Upgrade Columbus Park Soccer Field			10,000	60,000				70,000
	Pick up Truck	35,000		35,000	35,000	35,000			140,000
	Replacement of Elephant Vac			35,000					35,000
	City Wide fencing Phase IV	25,000		25,000	25,000				75,000
	Security Phase I	25,000		25,000	15,000	15,000	15,000		95,000
	Turf upgrade equipment	20,000		15,000	15,000				50,000
	"Welcome to Meriden" signs Phase II	10,000		20,000		20,000			50,000
	Plumbers Truck			30,000					30,000
	Memorial Park - South Meriden			50,000	50,000				100,000
	Gilman Park	30,000		65,000					95,000
	Scissor Lift	27,000							27,000
	Brush Chipper				45,000				45,000
	Replace burners on Stoddard Bldg boilers	90,000							90,000
	Stoddard Bldg Interior Phase I	20,000		20,000					40,000
	Police Department Walls and sidewalks	40,000							40,000
	Downtown Holiday Light Decorations	10,000							10,000
	City buildings beautification	15,000		15,000					30,000
	TOTAL	1,282,000	(250,000)	1,511,000	2,741,000	456,000	361,000	125,000	6,226,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)		
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL	
	PUBLIC WORKS									
ENGINEERING	City-Wide Road Reconstruction	540,000	(303,709)	500,000	500,000	500,000	500,000	500,000	2,736,291	
	City-Wide Road Reconst LoCIP Funding	508,578	(508,578)	508,578	508,578	508,578	508,578	508,578	2,542,890	
	<i>Grant proceeds</i>			(508,578)	(508,578)	(508,578)	(508,578)	(508,578)	(2,542,890)	
	City-Wide Road Sidewalks	350,000	(250,000)	400,000	400,000	400,000	400,000	400,000	2,100,000	
	Guiderail Replacment-Misc Locations			40,000	40,000	40,000	40,000	40,000	200,000	
	Misc Sidewalk/Curb Repairs	25,000		25,000	25,000	25,000	25,000	25,000	150,000	
	City-Wide Drainage	90,000		180,000	100,000	150,000	175,000	175,000	870,000	
	City Hall/Library Parking Lot Improvements	100,000	(100,000)						-	
	Downtown Improvements	125,000		250,000	250,000	250,000	125,000		1,000,000	
	Foster Pond Dam			850,000					850,000	
	<i>Grant proceeds</i>			(425,000)					(425,000)	
	Linear Trail Projects			350,000	350,000	400,000			1,100,000	
	<i>Grant proceeds</i>			(280,000)	(280,000)	(320,000)			(880,000)	
	Jordan Brook Phase 3			250,000	250,000				500,000	
	Williams St Reconstruction			400,000					400,000	
	W Main - N Second to Bradley			1,100,000					1,100,000	
	<i>Grant proceeds</i>			(480,000)					(480,000)	
	Johnson Ave Reconstruction				525,000		3,500,000		4,025,000	
	<i>Grant proceeds</i>				(420,000)		(2,800,000)		(3,220,000)	
	Hicks Ave Drainage/Road Improvements					400,000	500,000	500,000	1,400,000	
	Prospect Street Reconstruction				55,000		600,000		655,000	
	Baldwin Ave Recon (Net cost only)				55,000			600,000	655,000	
	Finch Ave Reconstruction (lower end)				450,000	550,000			1,000,000	
	Sodom Brook Sewer Relocation						500,000		500,000	
	Allen Ave Reconstruction					250,000	1,000,000		1,250,000	
	Preston Ave Recon (Net Cost only)					120,000	400,000		520,000	
	Westfield Rd Recon (Design only)					50,000			50,000	
	TOTAL ENGINEERING	1,738,578	(1,162,287)	3,160,000	2,300,000	2,815,000	4,965,000	2,240,000	16,056,291	
SNOW	Snow Plow Replacements	26,000		14,000	15,000				55,000	
	Dump Body Replacment	72,500		75,000	77,500	80,000			305,000	
	TOTAL SNOW	98,500	-	89,000	92,500	80,000	-	-	360,000	
GARAGE	New Fuel Islands/Pump/Tanks/Canopy	350,000							350,000	
	Extend Overhead Crane			90,000					90,000	
	Welding Truck (Complete)				160,000				160,000	
	Machine Shop Equipment					90,000			90,000	
	TOTAL GARAGE	350,000	-	90,000	160,000	90,000	-	-	690,000	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
TRAFFIC	SIGNAL UPGRADE PROGRAM	205,000		210,000	215,000	220,000	225,000	230,000	1,305,000
	VIDEO DETECTION PROGRAM			25,000	30,000	35,000	40,000		130,000
	SIGN TRUCK	95,000							95,000
	EAST MAIN ST CLOSED LOOP EXPANSION			30,000	30,000				60,000
	BUCKET TRUCK REPLACEMENT			115,000					115,000
	FIRE ALARM SYSTEM UPGRADE			25,000		25,000			50,000
	TOTAL TRAFFIC	300,000	-	405,000	275,000	280,000	265,000	230,000	1,755,000
HIGHWAY	Dump Truck	200,000		194,000	203,000	213,000	224,000	235,000	1,269,000
	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	200,000	-	414,000	508,000	321,000	474,000	235,000	2,152,000
TRANSFER STATION	Landfill/Transfer Station Monitoring	50,000							50,000
	Soil Disposal Waste Area	50,000		250,000					300,000
	Four Wheel Excavator			250,000					250,000
	TOTAL TRANSFER STATION	100,000	-	500,000	-	-	-	-	600,000
BULKY WASTE	Bulky Waste Crane Truck			240,000					240,000
	TOTAL BULKY WASTE	-	-	240,000	-	-	-	-	240,000
	TOTAL PUBLIC WORKS	2,787,078	(1,162,287)	4,898,000	3,335,500	3,586,000	5,704,000	2,705,000	21,853,291
GOLF	Clubhouse Painting	5,000							5,000
Non Enterpris	Replace Fencing and Gates in Parking Lot			10,500					10,500
	Replacement Furnace	50,000							50,000
	Replace Ceiling Tiles in Clubhouse	5,000							5,000
	Replace Front doors	6,000							6,000
	Replace Carpeting in Restaurant				32,000				32,000
	Bathroom Upgrades	4,000							4,000
	TOTAL	70,000	-	10,500	32,000	-	-	-	112,500

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19				(02/20/13)		
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
GOLF	Replace Garage Doors in Card Barn (2) & Framing Repairs to Cart Barn and Paint	17,500							17,500
Enterprise	Replace Fencing and Gates in Parking Lot			10,500					10,500
	Purchase New Spray Rig					55,000			55,000
	Purchase New Fairway Mower						42,000		42,000
	Purchase New GM3 Greens Mowers							38,000	38,000
	TOTAL	17,500	-	10,500	-	55,000	42,000	38,000	163,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)		
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL	
PUBLIC UTILITIES										
WATER	SOURCES:									
	Hallmere Reservoir Spillway							750,000	750,000	
	Kenmere Reservoir Gatehouse								-	
	Intake Levels/gates						300,000		300,000	
	Aerator Replacement				45,000				45,000	
	Well Redevelopment (All wells)			171,000					171,000	
	Bradley/Hubbard Aerator Reservoir								-	
	Aerator Replacement				45,000				45,000	
	Dam Repairs					150,000			150,000	
	Merimere Reservoir								-	
	Intake Screen	16,000							16,000	
	Dam/Spillway Repairs					75,000			75,000	
	Broad Brook Reservoir								-	
	Dam Repairs					100,000			100,000	
	Watershed Canal Repairs						150,000		150,000	
	Evaluate/Design Dam/spillway Repairs				55,000				55,000	
	SUBTOTAL - SOURCES	16,000	-	171,000	145,000	325,000	450,000	750,000	1,857,000	
FACILITIES/PLANTS:										
	Elmere Treatment Plant (New)								-	
	Design						1,200,000		1,200,000	
	<i>Grant proceeds</i>						<i>(60,000)</i>		<i>(60,000)</i>	
	Merimere Treatment Plant (new)								-	
	Design							1,000,000	1,000,000	
	<i>Grant proceeds</i>							<i>(50,000)</i>	<i>(50,000)</i>	
	Bradley & Hubbard Treatment Plt Upgrade								-	
	Evaluation/Design	30,000							30,000	
	Construction			100,000					100,000	
	<i>Grant proceeds</i>			<i>(5,000)</i>					<i>(5,000)</i>	
	Bradley & Hubbard-Roof Replacement							18,000	18,000	
	Evansville Treatment Plant Upgrade								-	
	Evaluation/Design			30,000					30,000	
	Construction				100,000				100,000	
	<i>Grant proceeds</i>				<i>(5,000)</i>				<i>(5,000)</i>	
	Platt/Lincoln Treatment Plant Upgrade								-	
	Evaluation/Design			30,000					30,000	
	Construction				150,000				150,000	
	<i>Grant proceeds</i>				<i>(7,500)</i>				<i>(7,500)</i>	
	SUBTOTAL FACILITIES/PLANTS	30,000	-	155,000	237,500	-	1,140,000	968,000	2,530,500	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
TANKS:									
	Evaluate/Design Specifications of Tanks	18,000							18,000
	Merimere - 500,000 gals								-
	Rehab/paint			550,000					550,000
	New								-
	Elmere - 1,000,000 gals								-
	Rehab/paint				800,000				800,000
	New								-
	Fleming Road -2,000,000 gals								-
	Rehab/paint				1,300,000				1,300,000
	<i>Grant proceeds</i>				<i>(325,000)</i>				<i>(325,000)</i>
	SUBTOTAL - TANKS	18,000	-	550,000	1,775,000	-	-	-	2,343,000
PUMP STATIONS:									
	East Road Pump Station								-
	Generator (New)								-
	Design	10,000							10,000
	Construction			250,000					250,000
	Carpenter Ave Zone Improvements			1,000,000					1,000,000
	Williams Street Pump Station								-
	Construction								-
	SUBTOTAL - PUMP STATIONS	10,000	-	1,250,000	-	-	-	-	1,260,000
DISTRIBUTION SYSTEM:									
	Cleaning/Lining/Replacement	500,000		500,000	500,000	500,000			2,000,000
	Swain Ave New Water Main			1,450,000					1,450,000
	Leak Study	40,000					40,000		80,000
	Water Mains-Bridges								-
	Evaluation/Inspection	18,000							18,000
	Design			25,000					25,000
	Construction				750,000				750,000
	East Main St Water Main (Under Hwy)								-
	Clean & Line								-
	Design				10,000				10,000
	Construction					550,000			550,000
	SUBTOTAL - DISTRIBUTION SYSTEM	558,000	-	1,975,000	1,260,000	1,050,000	40,000	-	4,883,000
ADMINISTRATION:									
	Meter Replacement Program	40,000		40,000	40,000	40,000			160,000
	SUBTOTAL - ADMINISTRATION	40,000	-	40,000	40,000	40,000	-	-	160,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
	EQUIPMENT:								
	Medium Size Dump Truck (6/7 yds)	78,000							78,000
	Large Pickup Truck (4x4)	46,000							46,000
	Slope Cutting Tractor			85,000					85,000
	Road Saw Replacement					21,000			21,000
	Roller Replacement (1/2 ton)				20,000				20,000
	SUBTOTAL - EQUIPMENT	124,000	-	85,000	20,000	21,000	-	-	250,000
	TOTAL WATER DIVISION	796,000	-	4,226,000	3,477,500	1,436,000	1,630,000	1,718,000	13,283,500
	WATER POLLUTION CONTROL FACILITY								-
	Collection System Improvements	500,000		500,000	500,000	500,000	500,000	500,000	3,000,000
	Clarifier painting	36,000							36,000
	Silver Lake Pump Station 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
	1/2 Ton 4 x 4 Pick-Up						30,000		30,000
	Harbor Brook Pump Station Flow Meters	120,000							120,000
	RAS Flow Meter	60,000							60,000
	Cedarwood Valley Pump Station Siphon Study	30,000							30,000
	Cedarwood Valley Siphon Upgrade					200,000			200,000
	Camp Street Sanitary Sewer Study			30,000					30,000
	Camp Street Sanitary Sewer Upgrade				200,000				200,000
	Sizing Study HBPS Generator	10,000							10,000
	Harbor Brook Pump Station Generator and Transfer Gear Replacement			365,000					365,000
	Maintenance Truck w/Utility Body			45,000					45,000
	Phosphorus Design Study						1,500,000		1,500,000
	TOTAL WPCF	756,000	-	990,000	1,300,000	700,000	2,130,000	500,000	6,376,000
	TOTAL PUBLIC UTILITIES	1,552,000	-	5,216,000	4,777,500	2,136,000	3,760,000	2,218,000	19,659,500

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommended Level			C.I.P. FY 13/14 - 18/19					(02/20/13)	
Dept.	Project Name	FY 13/14	GRANTS	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	TOTAL
	Total	9,855,073	(3,495,669)	14,401,360	13,907,719	9,695,000	11,222,000	9,826,000	65,411,484
	Board of Education	(3,068,495)	1,607,382	(1,325,119)	(1,382,719)	(80,000)	(80,000)	(80,000)	(4,408,951)
	Enterprise Funds	(1,569,500)	-	(5,226,500)	(4,777,500)	(2,191,000)	(3,802,000)	(2,256,000)	(19,822,500)
	Total w/o BOE, Enterprise Funds	5,217,078	(1,888,287)	7,849,742	7,747,500	7,424,000	7,340,000	7,490,000	41,180,033
	Total w/o BOE, Enterprise Funds net of grants	3,328,791							
	Cap Calculation FY2013 Principal Paydown \$8,487,000 * 50%	4,243,500							
	Imposed Cap less CIP Plan	914,709							
****HARBOR BROOK FLOOD CONTROL PROJECTS (Recommend these projects be funded separate from CIP as they will exceed the cap)									
HARBOR BROOK									
DRAINAGE IMPVTS	Railroad Bridge (rear of Church and Morse)	4,300,000							4,300,000
	Brookside Park Riparian Plantings	175,000							175,000
	Property Acquisitions	300,000		300,000	600,000				1,200,000
	Program Management	50,000		75,000	100,000	100,000	100,000	100,000	525,000
	Center St Bridge			3,000,000					3,000,000
	<i>Grant proceeds</i>			<i>(1,350,000)</i>					<i>(1,350,000)</i>
	Cooper St Bridge (Design/Const)			200,000	1,000,000	1,000,000			2,200,000
	<i>Grant proceeds</i>				<i>(250,000)</i>	<i>(250,000)</i>			<i>(500,000)</i>
	South Butler St Bridge (Design/Const) (1)			300,000	1,500,000	1,500,000			3,300,000
	Hanover Pond to Coe Ave Channel (2)				175,000	200,000	1,000,000		1,375,000
	Bradley Ave to Columbus Ave Channel				150,000		1,000,000		1,150,000
	Columbus Ave to Cook Ave Channel				175,000		1,500,000		1,675,000
	Hanover Towers Overflow Channel (3)				175,000		1,500,000		1,675,000
	Mill St Bridge and Road Reconstruction				400,000	1,750,000	1,750,000		3,900,000
	Cook Ave to Amtrak Bridge - Channel					225,000		2,500,000	2,725,000
	Cedar St Bridge/Daylighting (Design/Const)					250,000		3,000,000	3,250,000
	Cedar to Camp Channel (Design/Const)						225,000	1,500,000	1,725,000
	---Harbor Brook---								-
	Camp St to Westfield Road (Future)								-
	Broad Street Bridge (Future)								-
	---Future Harbor Brook Projects---								-
	Hanover Pond Dredging (Future)								-
	---Future Hanover Pond Projects---								-
	NOTES								
	1) Includes Bank Acquisition								
	2) Includes Legion Acquisition								
	3) Includes Ped Bridge/Recreational Area								
	TOTAL HARBOR BROOK DRAINAGE IMPVTS.	4,825,000	-	2,525,000	4,025,000	4,775,000	7,075,000	7,100,000	30,325,000