

# City Manager's Proposed Budget FY 2015-2016 City of Meriden, CT



Amphitheater and walking trails at the HUB Park

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# **SECTION 1**

## **INTRODUCTION**



# City of Meriden, Connecticut

## OFFICE OF THE CITY MANAGER

142 East Main Street, City Hall

Meriden, CT 06450-5605

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

LAWRENCE J. KENDZIOR  
CITY MANAGER

March 2, 2015

Mayor Santos and Members of the City Council:

The two main factors that will drive budget deliberations this year are the required increase in payments on bonded indebtedness resulting mainly from the high school and other school building projects, and the necessary increase in pension plan funding following the most recent actuarial valuation. These two increases alone amount to more than \$3 million, an amount greater than the amount of revenue resulting from a one mill increase in taxes. In addition, next year's budget must deal with impact of a significant rise in the cost of electricity, contractual wage increases, additional funding necessary to begin the revaluation process and a decrease in projected non-tax revenues. My proposed budget reduces departmental expenditure requests by \$6,148,864, reduces the size of the city workforce slightly and projects some decreases in other cost centers that are dependent on favorable experience both this year and next. Overall, proposed expenditures are higher than the current year by 1.45% (\$2,680,319). A small net decrease of \$329,521 in all revenues, except for current year taxes, is projected even though the proposed budget also assumes some revenue levels that will be difficult to achieve. Despite those cuts to department budget requests and a somewhat optimistic forecast of non-tax revenues, the projected gap between revenues and expenditures will require a .97 mill increase in the tax rate in order to produce a balanced budget.

That change in the tax rate would result in a tax increase of \$116 a year for the owner of the median value single family home. It is worth noting that even so, 42% of residential property owners would pay less in taxes than the amount they paid four years ago. The cumulative increase over those four years is less than five percent for nearly two-thirds (62%) of residential owners.

The revenue side of the budget presents a mixed picture. State revenues in the proposed budget, although relatively stable compared to some prior years, are lower by \$432,939 compared to the current year budget. That projection is based on the Governor's proposed budget, with the exception of including State housing pilot funding. For several years housing pilot funding has been eliminated in the Governor's budget but restored by the Legislature. I have included it in this budget proposal in the amount of \$137,590. Lower levels of funding for the State property and hospital PILOT payments and in State reimbursed property tax exemptions are not quite offset by an increase in municipal revenue sharing. I am projecting an increase in Building Division fees of \$90,000 and in City Clerk fees of \$50,000 based on current year experience to date and other signs of better economic conditions. The budget includes \$382,776 in 9-1-1 revenue based on the assumption that emergency medical dispatch will be implemented in the 2015-16 fiscal year. Affecting the overall revenue budget is a decrease of \$223,225 in delinquent tax payments, the current year budget having included a large projected payment on a specific single property. Tax revenue calculations are based on the assumption that there will be no change in the grand list, which has not been completed at time of this message.

Expenditures, as noted above, are most significantly affected by the increase in the payments due on bonded indebtedness. Over the past several years, the City had significantly reduced the overall debt

level and the consequent amount due to service that debt. From 2013 to 2015, payments on bonded indebtedness remained level, despite increased borrowing (\$24.4 million) for the high school renovations and other Board of Education projects. However, in the 2015-16 budget, payments on bonded indebtedness for school projects will increase by \$3,133,990. The net increase in overall debt service to is \$1,717,363. Borrowings for the two high school projects to date total \$39,304,603. Additional borrowing of approximately \$11,135,000 is anticipated in 2016, which amount would be sufficient to complete the high school projects based on their approved budgets.

As also noted above, the actuarially required payments to the City's pension plans are greater than the current year by a total of \$1,323,339. The City's defined benefit pension plans are evaluated every two years. Both investment gains and losses are "smoothed", or spread over several years by actuaries when doing such an evaluation to lessen the amount of year to year change in payments that would otherwise be due. The recently completed valuation takes into account a percentage of losses incurred during the stock market crash in 2009. Of the overall pension funding amount, \$5,950,284 represents payments on accrued obligations in the police and fire pension plans that were not funded in past prior years. The City has amortized and is paying a portion of those obligations each year in accordance with a long term plan. Assuming stable investment returns, going forward the City should be able to shorten the number of years required to fund those obligations.

As mentioned, there are other expenses which will unavoidably increase in the next year. The City has benefited from a low price for electricity (and other commodities) for several years by conducting reverse auctions and by negotiating with suppliers. The City is paying 6.4 cents per kilowatt hour this year, the last year of an existing agreement. The lowest price the City could obtain for the next fiscal year was 10.4 per kWh. That is itself a solid market price, but obviously higher than the current year. As a result, the recommended budget for electricity is \$363,000 more for 2015-16 than in the current year, a significant increase. The City did lock in lower than current pricing for gasoline and heating oil to somewhat offset that increase. During the next year, the City must begin the State-mandated revaluation process for the grand list of October 1, 2016. I have budgeted \$215,160 to begin that process. Insurance premiums are budgeted \$78,742 higher than the current year. That figure assumes final cost will be somewhat lower than currently quoted. I have included additional funding in the amount of \$137,000 in the Law Department to cover anticipated insurance deductibles and attorney fees for special counsel. The current year budget was reduced through the veto process. The amount recommended is still much less than the actual expenses of the past two years.

The budgets for operating departments include contractually obligated wage increases only for bargaining units with existing contracts. The Fire Department salary line is \$177,364 higher, an increase that does not take into account the pending wage reopener arbitration or include any funding for any wage increase that may result from negotiations following the expiration of the current fire fighters contract. The proposed budget also does not include any wage increases for any other bargaining units whose contracts have or will expire at the end of the current fiscal year. That should be borne in mind during the budget review process.

With regard to personnel, I am proposing combining the duties of one housing inspector position with the existing position of Neighborhood Preservation Specialist. I have cut two police service technician positions and one part-time police records clerk position for which funding was requested. Funding for the Risk Manager position, the duties of which have been divided between the Personnel and Law Departments, has been eliminated. I have funded police officer positions at 122, the present funded level, two positions fewer than the full authorized force of 124. I am recommending the funding of

one additional inspector position in the Fire Marshal's office in order to allow that office to more nearly complete the required number of fire code inspections. That office has been understaffed for many years and presently has one inspector with a worker's compensation injury. I have not funded additional positions requested, as needed, by the Building, Planning and Engineering divisions, the City Clerk, and by the Fire Department.

To further limit the impact of expenditure increases, I have budgeted health benefits and worker's compensation line items at levels lower than in the current year. This is based on good experience to date this year in both areas. Reducing those budgets as recommended will leave the health benefit and worker's compensation funds at the lowest minimally acceptable level only if that good experience continues for the remainder of the current year and the next year. Without the other budgetary pressures described, I would have proposed level funding for those line items. I have budgeted capital expenses at \$392,300 less than requested and \$180,713 less than the current year. That recommendation includes funding for only two additional police cruisers. Funding capital expenses at this level is not sustainable and, again, a recommendation I would not make except for the other unavoidable expenditure increases. Office expense and supply accounts, which fund a variety of services and supplies, have been basically level funded for the eighth year, except for specific necessary and unavoidable additional expenses for particular items or services.

As is the case with pension funding, a new actuarial evaluation has been completed for accrued post-employment benefits, mainly retiree health benefits, (OPEB). This budget reduces the level of OPEB funding by \$516,270, which represents maintenance of our current effort. Although we have yet to fund to the full annual amount necessary to pay the accrued obligation in the future and our accrued liability continues to increase, we have substantially reduced the overall obligation. The City is one of the few municipalities in Connecticut that has formed an OPEB trust and one of very few that has actually accumulated assets in its trust. Based on the last information examined, our current funded level of 23.83% is the third highest funded level, behind only Greenwich and Westport. We also have increased the amount employees pay into the trust fund and have eliminated retiree health benefits for employees hired after June 30, 2011. As I have said in prior budget messages, this funding level is not ideal, certainly needs to be maintained and will need to be reexamined in future years. The proposed level of OPEB funding remains reasonable and prudent given other budgetary issues. It should be noted that this is an obligation agreed to by the City in the past which was not previously funded. Had this obligation and past pension obligations been appropriately funded, this budget could be reduced by \$8,586,169, a reduction in the tax rate equal to 2.77 mills.

For the first time in several years, the Board of Education will not receive significant new State assistance under the Governor's budget proposal. Although State funding did increase significantly in past years, the City has not increased its local appropriation to the Board since 2010. Having noted that, it needs to be emphasized that the City has significantly increased education expenditures related to capital facility improvements and to funding for the share of retiree health benefits attributable to Board employees. This includes funding for the high school projects, elementary school roof replacement projects and boiler replacement projects (which have helped limit heating expenses). The City has issued bonds for these projects in the amount of \$45,682,427 since 2010 and will pay \$4,181,200 on that indebtedness in the proposed budget, an amount that will increase again in subsequent years. Of the total funding for OPEB in this budget, \$1,223,600 is attributable to benefits due to Board employees and is an additional education expense funded in recent years. In this budget, the Board's payment to the health fund for health benefits will decrease significantly, so that from the overall appropriation, even at current levels, the Board will have an increase in available

funding for all other expenses of \$938,015. The Board continues to have the capacity to prefund some or all of its increased expenses out of anticipated surplus in the current year budget.

The Board has acted responsibly in formulating its budget request and may be able to reduce it further as the budget continues to be reviewed. The Board administration has reduced expenses or limited increases in many areas by taking a smart and innovative approach to the education budget. Based on the Governor's budget, the Board is facing cuts to or elimination of funding for other valuable programs currently funded by the State. For all of those reasons and to partially offset those anticipated budget cuts, I am recommending an increase of \$150,000 to the City's appropriation to the Board.

There will be a very slight increase in the inner district mill rate of .01 of a mill from 2.09 mills to 2.10 due to contractual increases and capital equipment cost that exceed a reduction in the per ton solid waste disposal cost.

As planned, discussed and approved each of the last two years, an increase of twenty cents in the water rate is included in the Water Division enterprise budget. This will offset part of the anticipated cost of the upgrade to the Broad Brook water treatment plant and avoid a large one-year spike in the rates due to that project. There will be no increase in the sewer rate. The overall impact to the average family of the increase in the water rate would be approximately \$24 a year.

The Capital Improvement Plan (CIP), including capital funding requests for the next year, is also presented in this budget proposal. The Capital Improvement Plan sets out planned capital projects contemplated for the succeeding five year period, providing a solid basis for future financial planning. The CIP is subject to the City's self-imposed cap, which 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. The City has exercised great fiscal restraint with regard to capital projects, which greatly reduced payments on bonded indebtedness from prior levels and better positioned the City to undertake the high school renovation projects. However, the current, much reduced cap amount has reached a level that makes it very difficult to fund needed projects properly.

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 met with each Department and reviewed the required information accompanying each individual request. The Committee then prioritized those requests to fit within the authorized bonding cap. I have reviewed the committee's recommendation and reduced the requested funding further before submitting this plan. The City's self-imposed bonding authorization cap for next year is \$4,524,101. This year's requests are \$263,000 under the cap.

Most of the items in the CIP are a continuation of ongoing plans for road and sidewalk work, building repairs and renovations, park renovations and upgrades, capital equipment replacement, and water, sewer and flood control projects. Included in the CIP is funding for architectural services regarding the Library. The Library building is in need of repair, renovation and updating. The probable cost of such a project will not fit within the regular bonding cap. I will be submitting a request to form a Library Building Committee to work with the Director of the Library, the Library Board and other supportive



residents to identify the building needs and formulate a plan for funding, including State and public support. I have included funds to replace a chiller at the Nathan Hale School which needs to be replaced, but have deferred other Board of Education requests given the great amount of financial resources currently being spent on school building projects. The CIP includes replacement of a four wheel excavator needed at the transfer station, the funding for which will be financed from the inner district tax and the cost for which is therefore not included in the cap calculation.

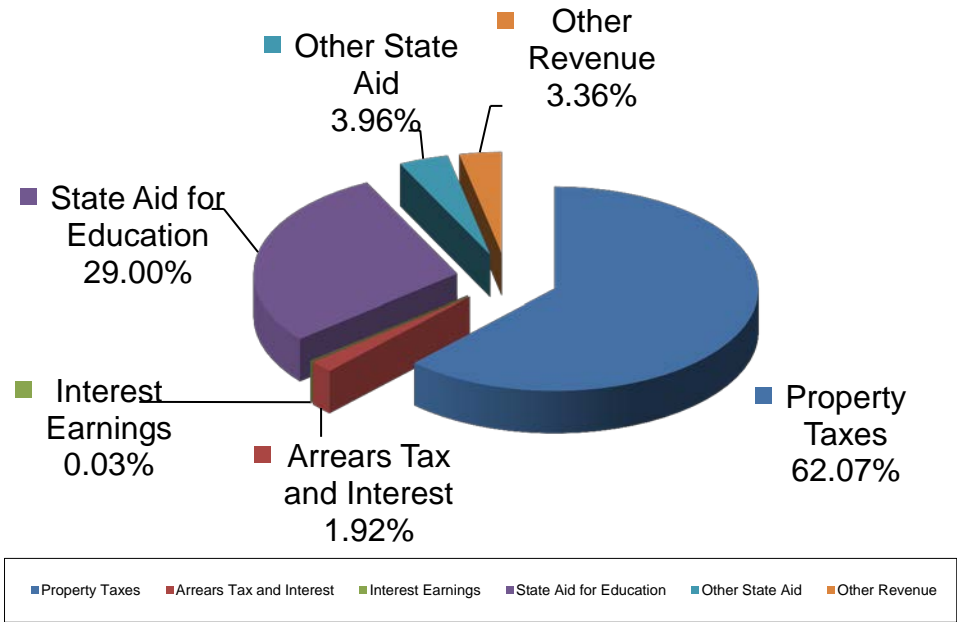
The proposed budget provides the funding necessary for those essential services that our residents and local business expect and deserve while maintaining the sound fiscal status the City has achieved. Within the past several years, we have adhered to our approved financial policies, increased the City reserves from a negative balance to an acceptable level, taken many steps to cut future expenses, addressed budgeting deficiencies rooted in the past and balanced our annual budgets in a reasonable and prudent manner. In that period of time, we have received very positive feedback on the City's financial management from bond rating agencies and had our bond rating raised four times to the AA level. All of that has been done in a period of great economic distress nationally and a period of consequent reductions in City revenues. If we continue to do address budgetary issues in this manner, I expect that future budgets will pose less difficulty. It is important that all ideas on how to maintain services, adhere to our financial policies, and not unduly burden our taxpayers be shared and have a full discussion before the budget is approved. As always, City staff and I stand ready to assist you as you review this proposal.

Respectfully submitted,



Lawrence J. Kendzior  
City Manager

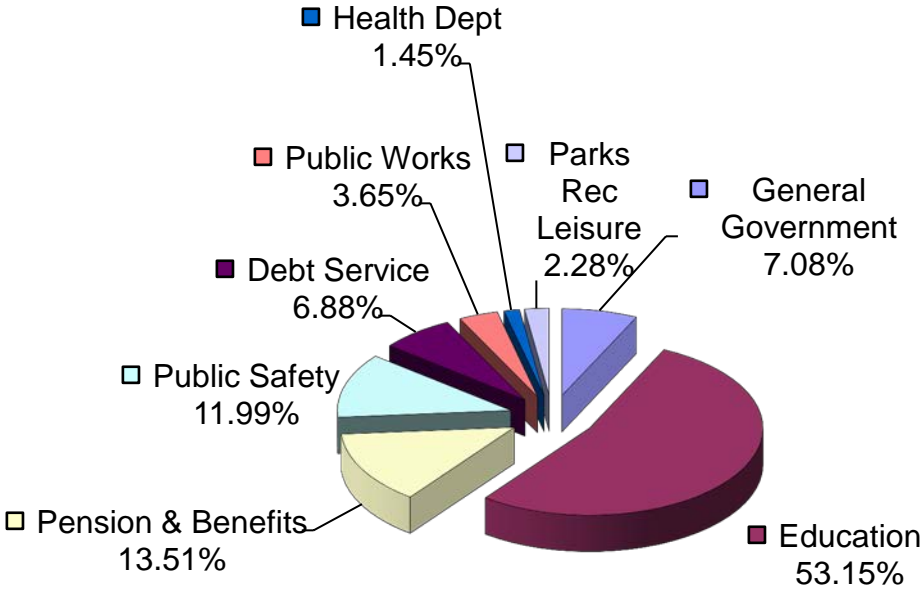
# Source of General Fund Revenues



1 - 6

Source:	Amount
Property Taxes	116,504,113
Arrears Tax and Interest	3,597,250
Interest Earnings	65,333
State Aid for Education	53,783,711
Other State Aid	7,437,129
Other Revenue	6,300,502
	<u>187,688,038</u>

# How General Fund Dollars are Expended



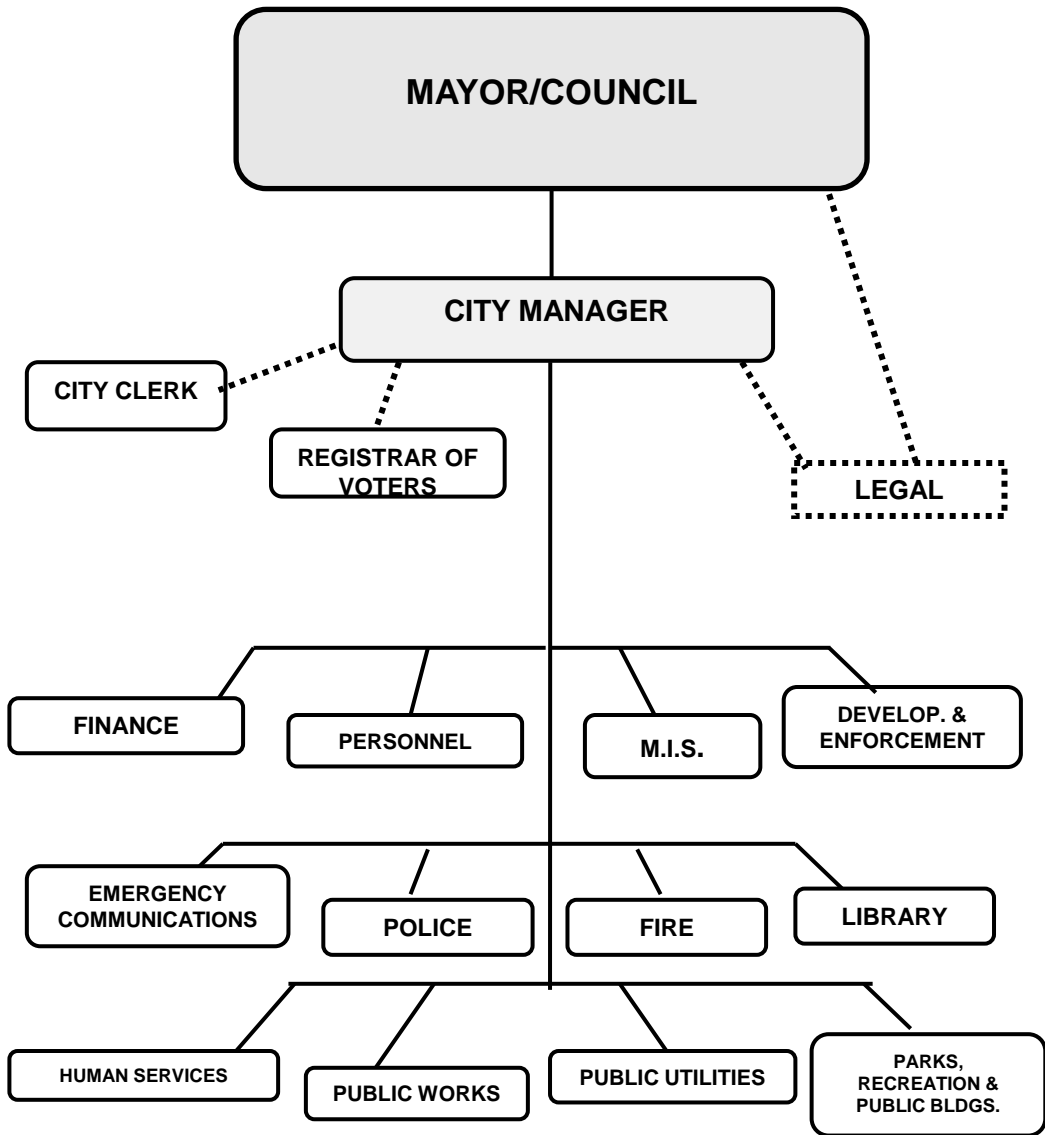
■ General Government	■ Education	□ Pension & Benefits
□ Public Safety	■ Debt Service	■ Public Works
■ Health Dept	□ Parks Rec Leisure	

1-7

<u>Function:</u>	<u>Amount</u>
General Government	13,295,537
Education	99,759,840
Pension & Benefits	25,356,644
Public Safety	22,497,898
Debt Service	12,915,784
Public Works	6,853,722
Health Dept	2,728,767
Parks Rec Leisure	4,279,846
	<u><u>187,688,038</u></u>

**CITY OF MERIDEN  
BUDGET CALENDAR  
FY 2015-2016**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
12/17/2014	Budget Estimates	Departments	Finance Director	At least 180 days before end of the fiscal year
12/31/2014	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
03/02/2015	Manager's Budget	City Manager	City Council	No later than 120 days from end of fiscal year
04/16/2015	Hold one (1) or	City Council	Public	No later than 75 days from end of fiscal year
05/04/2015	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing
05/11/2015	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption
05/14/2015	Set Tax Rate	City Council	-----	Within 10 days of final adoption



## **Elected Officials**

Manuel A. Santos, Mayor

Bob Williams, Deputy Mayor

Matthew C. Dominello, Sr., Majority Leader

Catherine R. Battista, Co-Deputy Majority Leader

Brian P. Daniels, Co-Deputy Majority Leader

Daniel R. Brunet, Minority Leader

Walter A. Shamrock, Deputy Minority Leader

Miguel Castro, Councilor

Larue Graham, Councilor

Steven J. Iovanna, Councilor

David D. Lowell, Councilor

Kevin M. Scarpati, Councilor

Leonard F. Rich, Councilor

Irene G. Massé, City Clerk

Maureen E. Flynn, Registrar (D)

L. Toni Soboleski, Registrar (R)

## **APPOINTED OFFICIALS**

Lawrence Kendzior, City Manager

Michael Markowicz, Corporation Counsel

Dominick Caruso, Director - Development and Enforcement

Frank Kiernan, Director - Emergency Communications

Michael Lupkas, Finance Director

Ken Morgan, 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

Dennis Waz, Director - Public Utilities

# 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-

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

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- 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 2015-2016**

<b>DATE</b>	<b>ACTION</b>	<b>BY WHOM</b>	<b>TO WHOM</b>	<b>CHARTER OBLIGATIONS</b>
12/17/2014	Budget Estimates	Departments	Director of Finance	At least 180 days before the end of the fiscal year.
12/31/2014	Budget Estimates	Director of Finance	City Manager	At least 180 days before the end of the fiscal year.
03/02/2015	Manager's Budget	City Manager	City Council	No later than 120 days before the end of the fiscal year.
04/16/2015	Public Hearing	City Council	Public	No later than 75 days before the end of the fiscal year.
05/04/2015	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing.
05/11/2015	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption.
05/14/2015	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 \$799,316,000. All long-term debt obligations are retired through General Fund appropriations or user charges. As of

June 30, 2014, the City recorded long-term debt of \$77.4 million related to Governmental Activities and \$48.3 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/main.asp?FolderID=34>

## 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: 36.71 Mills (.03671) \$119,777 X .03671 = \$4,397

Properties are assessed based on a formula that calculates 70% of their appraised fair market value. For Fiscal Year 2016 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 2013 Grand List is \$3.289 billion with a Net Taxable Grand List of \$3.225 billion (after Board of Assessment Appeals). The 2014 Grand List is expected to be signed February 28, 2015.

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

Taxpayer	Assessment	Rank	Percentage of Total
Meriden Square Partnership	\$ 61,374,040	1	1.76%
Connecticut Light & Power	61,117,028	2	1.76
Computer Sciences Corp.	29,063,150	3	.84
Yankee Gas	24,351,700	4	.70
Urstadt Biddle Properties, Inc.	22,050,000	5	.63
Meriden Square #3 LLC et al	19,992,020	6	.57
Radio Frequency System	18,009,560	7	.52
Newbury Village Development	15,960,000	8	.46
Carabetta Enterprises, Inc.	13,021,340	9	.37
Merritt Station LLC	11,130,000	10	.32
<b>Total</b>	<b>\$ 276,068,838</b>		<b>7.93%</b>

See following charts for additional information on the Grand List.

## **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, 2015 (est)	16,042,985	17,526,836	185,007,719	8.67%	9.47%
June 30, 2014	16,042,985	17,526,836	181,026,635	8.86%	9.68%
June 30, 2013	15,725,159	17,497,456	185,260,498	8.49%	9.44%
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
2014	2016 (est)	3,224,903 (est)	108,607,000	3.37%
2013	2015	3,224,903	118,714,700	3.68%
2012	2014	3,218,470	77,383,203	2.40%
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.
2016 (budget)	12,916	187,688	6.88%
2015 (est)	11,144	185,008	6.02%
2014	11,247	181,027	6.21%
2013	11,143	185,260	6.01%
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 and net of transfers

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
2016	108,617	65.20%
2015	118,715	58.67%
2014	77,383	70.21%
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
2014	108,617	187,688	57.87%
2015	118,715	185,008	64.17%
2014	77,383	181,481	42.64%
2013	85,617	185,260	46.21%
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, 2015

Purpose	Original Authorization	Anticipated Grant Proceeds	Previous Borrowings	Open Authorization
Education	215,974,648	166,300,478	38,539,772	11,134,398
General	3,300,000	0	1,297,800	2,002,200
Sewer	0	0	0	0
Water	0	0	0	0
Golf	0	0	0	0
<b>Total</b>	<b>219,274,648</b>	<b>166,300,478</b>	<b>39,837,572</b>	<b>13,136,598</b>



### 3) Funding of Employee Pension Benefits

**Purpose**

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

**Policy**

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

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

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

**Employee Retirement Funding**

*-Policy goal 100% of the Actuarial Required Contribution*

<i>Fiscal Year Ended</i>	<i>Employees’ Retirement Plan</i>		<i>Police Pension Plan</i>		<i>Firefighters’ Pension Plan</i>	
	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>
<i>6/30/16 (budget)</i>	<i>2,830,308</i>	<i>100.0%</i>	<i>4,441,422</i>	<i>100.0%</i>	<i>3,021,712</i>	<i>100.0%</i>
<i>6/30/15</i>	<i>2,307,742</i>	<i>100.0%</i>	<i>4,227,288</i>	<i>100.0%</i>	<i>2,823,649</i>	<i>100.0%</i>
<i>6/30/14</i>	<i>2,304,669</i>	<i>100.1%</i>	<i>4,201,533</i>	<i>100.0%</i>	<i>2,808,242</i>	<i>100.0%</i>
<i>6/30/13</i>	<i>2,038,150</i>	<i>100.9%</i>	<i>4,066,540</i>	<i>100.0%</i>	<i>2,643,414</i>	<i>100.0%</i>
<i>6/30/12</i>	<i>1,898,009</i>	<i>100.4%</i>	<i>4,028,938</i>	<i>100.0%</i>	<i>2,620,905</i>	<i>100.0%</i>
<i>6/30/11</i>	<i>479,981</i>	<i>102.0%</i>	<i>3,683,113</i>	<i>100.0%</i>	<i>2,441,615</i>	<i>100.0%</i>
<i>6/30/10</i>	<i>354,382</i>	<i>102.3%</i>	<i>3,646,850</i>	<i>100.0%</i>	<i>2,419,234</i>	<i>100.0%</i>
<i>6/30/09</i>	<i>764,137</i>	<i>100.0%</i>	<i>3,556,861</i>	<i>100.0%</i>	<i>2,464,361</i>	<i>100.0%</i>
<i>6/30/08</i>	<i>649,414</i>	<i>101.6%</i>	<i>3,509,801</i>	<i>100.0%</i>	<i>2,435,594</i>	<i>100.0%</i>
<i>6/30/07</i>	<i>185,534</i>	<i>105.4%</i>	<i>3,601,118</i>	<i>100.3%</i>	<i>2,605,081</i>	<i>100.4%</i>
<i>6/30/06</i>	<i>74,741</i>	<i>100.0%</i>	<i>3,540,516</i>	<i>91.5%</i>	<i>2,574,201</i>	<i>85.7%</i>
<i>6/30/05</i>	<i>0</i>	<i>N/A</i>	<i>3,413,205</i>	<i>99.0%</i>	<i>1,906,328</i>	<i>100.0%</i>

#### 4) Funding of Other Post Employment Benefits (OPEB)

**Purpose**

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

**Policy**

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

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

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

<i>Fiscal Year</i>	<i>Actual or Budget</i>	<i>Amount</i>	<i>Trust Assets (including earnings)</i>
2009	Actual	500,000	1,726,497
2010	Actual	1,000,000	2,706,682
2011	Actual	2,000,000	5,205,368
2012	Actual	3,500,000	8,855,324
2013	Actual	3,500,000	14,673,865
2014	Actual	3,500,000	20,830,636
2015	Adopted Budget	3,500,000	26,137,087 (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, 2014	97.33%	97.40%	97.40%
June 30, 2013	97.46% *as adjusted	97.42%	97.42%
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%

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# **GRAND LIST 2011 REVALUATION and GRAND LIST DISCUSSION**

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

The values from the revaluation of the 2011 Grand List were used to calculate the mil rate for the fiscal year beginning with the 2013 budget and will continue to be used in the calculation of property tax bills that will be issued in July 2015.

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

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

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

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

Personal Property typically averages 8% to 10% on a yearly basis. The 2011 Gross Taxable Grand list was 3.48 billion dollars.

## **The 2013 Net Grand List**

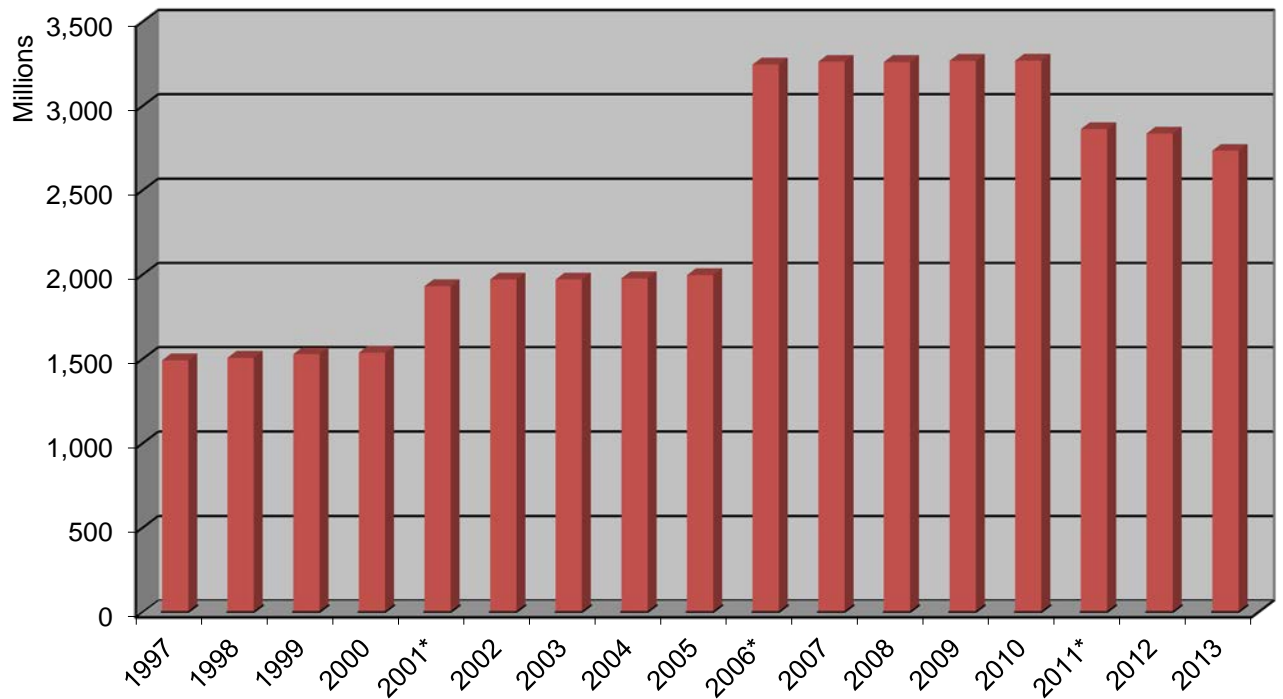
The 2013 Net Grand List (following the Board of Review changes) increased in total by \$6,432,571 or .20% from the 2012 Net Grand List. Real Estate accounted for 83.16% of the Grand List. Personal Property and Motor Vehicles were 7.86% and 8.99% respectively.

## **The 2014 Net Grand List**

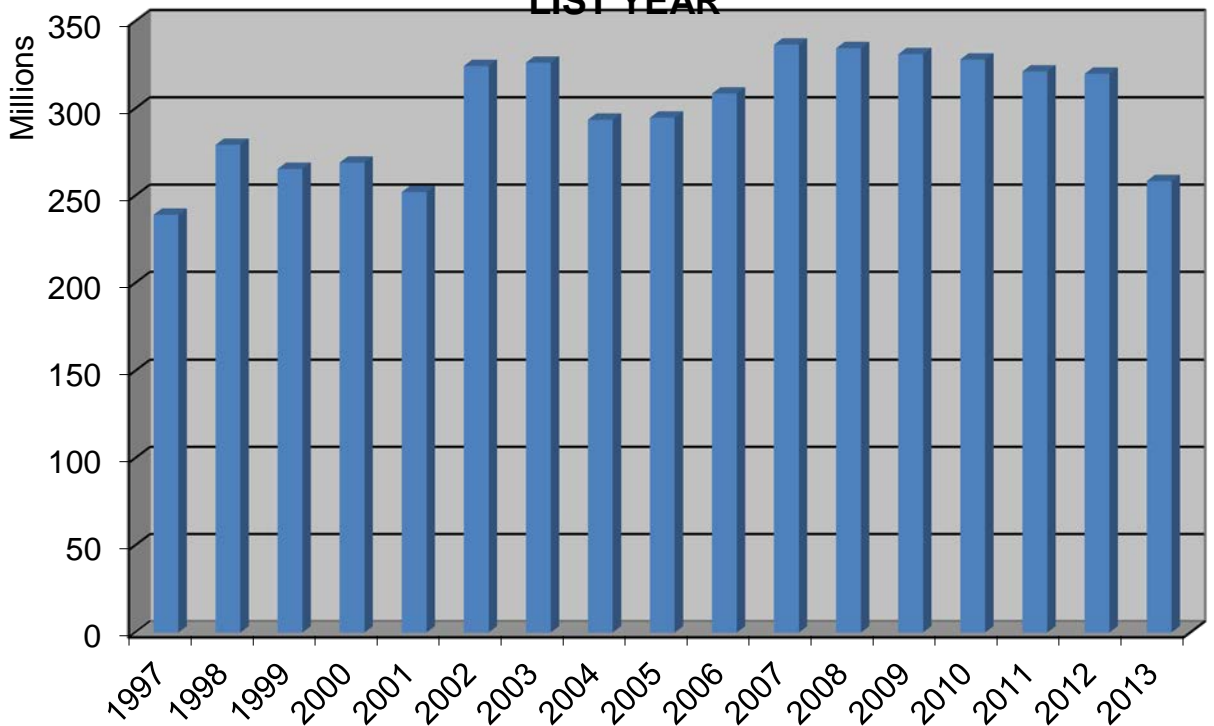
The 2014 Grand List is not available at the time of this printing and is expected to be signed by the assessor by February 28, 2015

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

## GROSS REAL ESTATE BY GRAND LIST YEAR

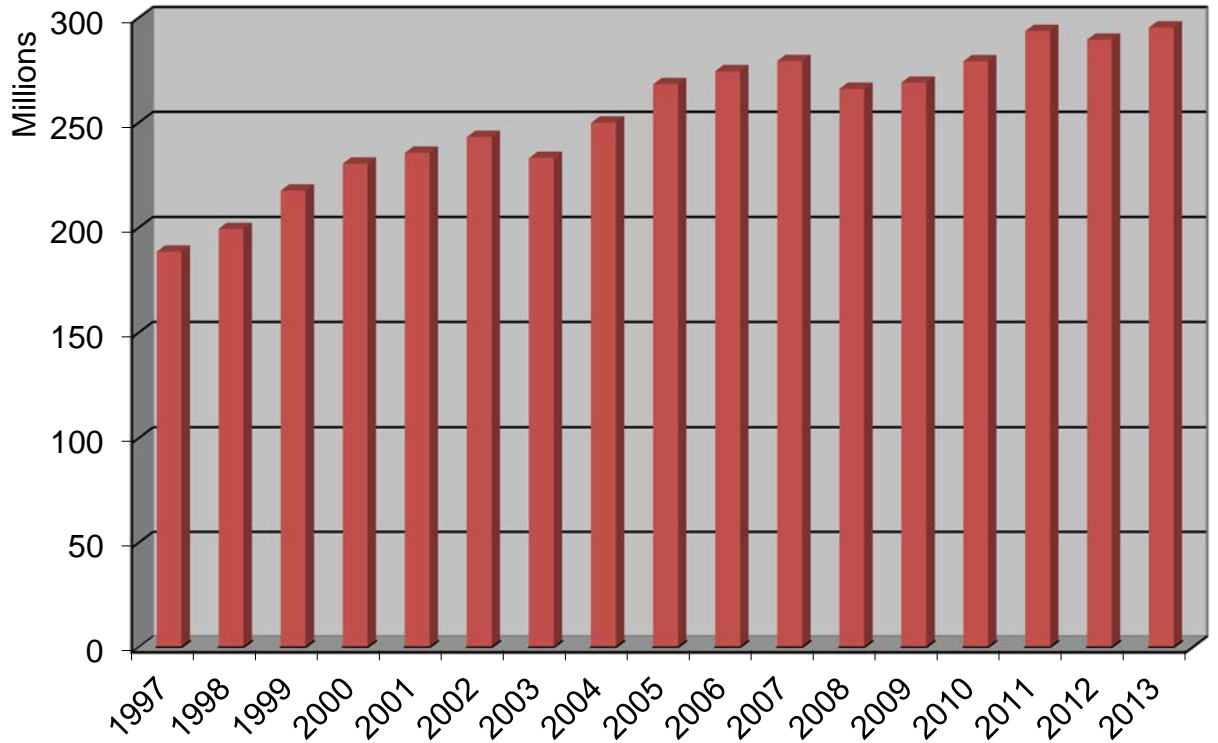


## GROSS PERSONAL PROPERTY BY GRAND LIST YEAR

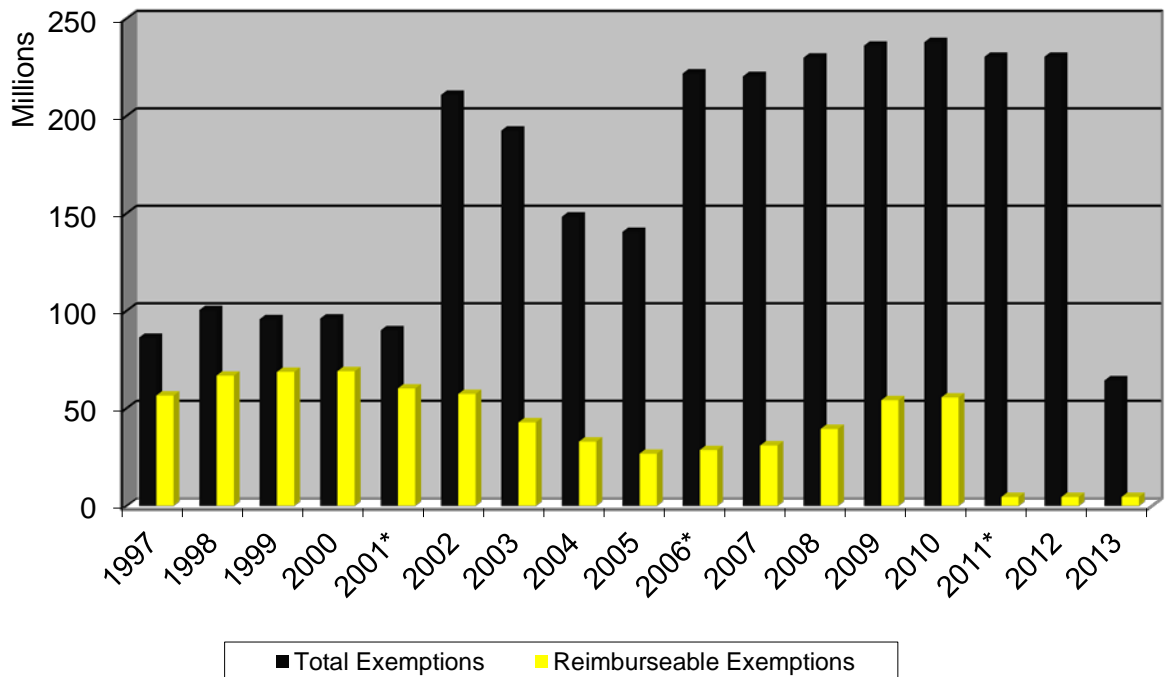


Note: Grand List 2014 expected to be signed by February 28, 2015

## GROSS MOTOR VEHICLE BY GRAND LIST YEAR



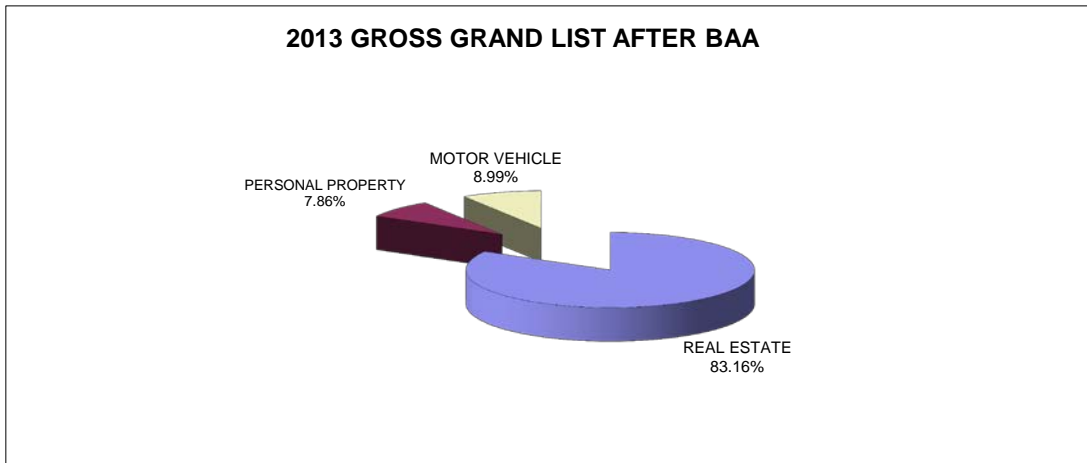
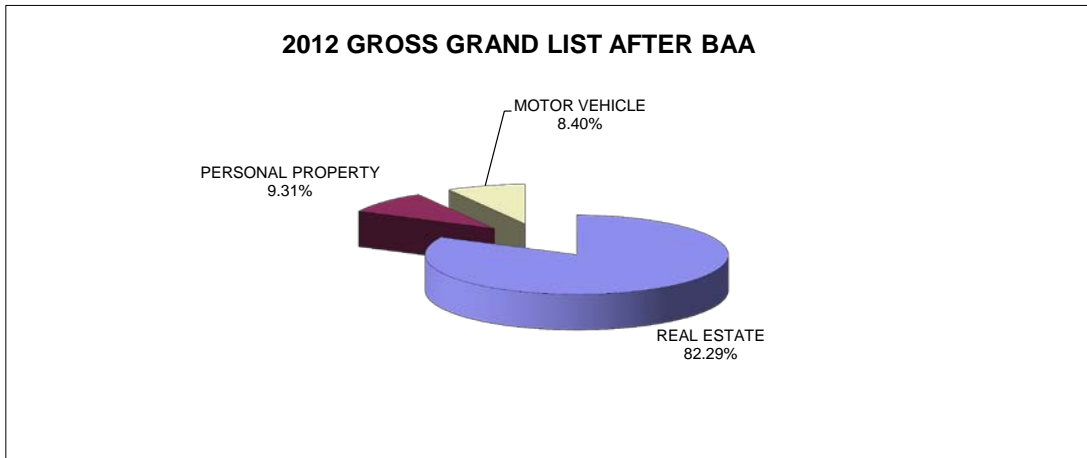
## TOTAL EXEMPTIONS VS. REIMBURSEABLE EXEMPTIONS



Note: Grand List 2014 expected to be signed by February 28, 2015

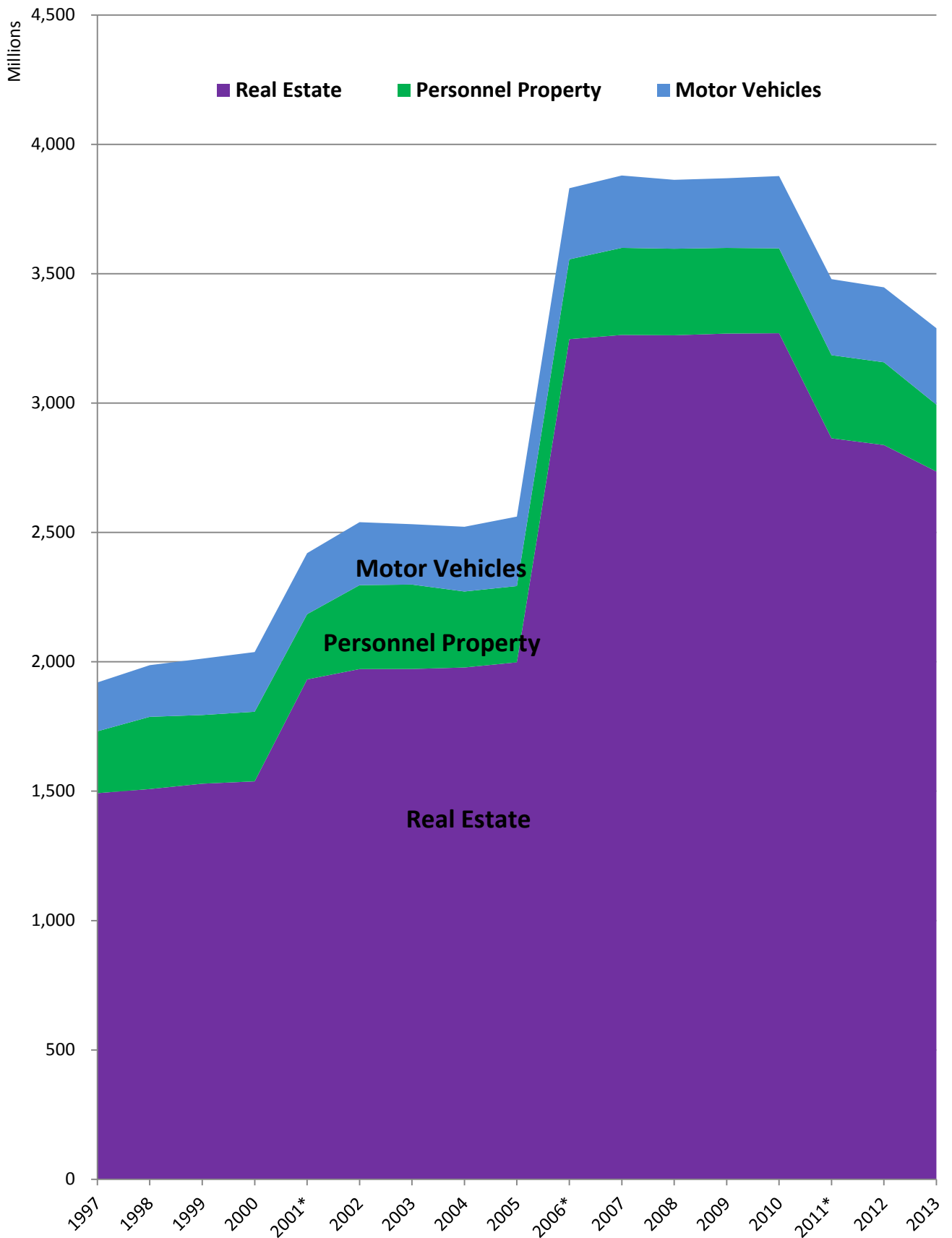
**GRAND LIST COMPARISON**  
**2012 TO 2013**

	2012 GRAND LIST <b>AFTER B.O.R.</b>	2013 GRAND LIST <b>AFTER B.O.R.</b>	CHANGE %	CHANGE dollars
REAL ESTATE	2,838,031,198	2,735,387,141	-3.62	(102,644,057)
PERSONAL PROPERTY	321,214,250	258,410,998	-19.55	(62,803,252)
MOTOR VEHICLE	289,739,580	295,566,278	2.01	5,826,698
<b>TOTAL GROSS GRAND LIST</b>	<b>3,448,985,028</b>	<b>3,289,364,417</b>	<b>-4.63</b>	<b>(159,620,611)</b>
EXEMPTIONS	230,514,822	64,461,640	-72.04	(166,053,182)
<b>TOTAL NET GRAND LIST</b>	<b>3,218,470,206</b>	<b>3,224,902,777</b>	<b>0.20</b>	<b>6,432,571</b>





# Grand List Makeup



# **SECTION 2**

# **GENERAL GOVERNMENT**

City of Meriden  
2016 City Manager Recommended Budget

		<b>REVENUES</b>							
						<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2016</b>
			<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2/18/2015</b>	<b>Department</b>	<b>City Manager</b>	<b>Finance</b>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0210-30-0-0000-603	FINANCE (0210)	STATE PROPERTY PILOT	400,169	398,534	408,581	432,065	432,065	410,619	
0001-0210-30-0-0000-604	FINANCE (0210)	CIRCUIT COURT RENT & FEES	129,252	129,252	129,252	71,117	129,252	129,252	
0001-0210-30-0-0000-605	FINANCE (0210)	PA 217A PRIVATE SCHOOLS	56,851	55,573	56,850	65,215	55,573	65,215	
0001-0210-30-0-0000-606	FINANCE (0210)	STATE PILOT HOUSING AUTHORITIES	123,035	137,590	95,853	-	137,590	137,590	
0001-0210-30-0-0000-608	FINANCE (0210)	STATE PILOT HOSPITALS & COLLEGES	964,037	1,206,728	1,255,333	1,256,048	1,256,048	1,199,079	
0001-0210-30-0-0000-610	FINANCE (0210)	TOWN AID TO ROADS	336,747	671,706	671,706	669,183	669,183	669,183	
0001-0210-30-0-0000-613	FINANCE (0210)	TRANSPORTATION NON-PUBLIC SCHOOLS	183,809	158,495	161,213	-	158,495	188,215	
0001-0210-30-0-0000-615	FINANCE (0210)	FEMA RECOVERY	660,287	(10,732)	-	-	-	-	
0001-0210-30-0-0000-617	FINANCE (0210)	STATE PEQUOT/MOHEGAN GRANT	902,765	900,769	911,396	302,344	900,769	915,592	
0001-0210-30-0-0000-618	FINANCE (0210)	REIMBURSED EXEMPTIONS	554,590	577,095	577,095	532,519	580,213	532,519	
0001-0210-30-0-0000-620	FINANCE (0210)	TRANSIT DISTRICT	209,728	247,087	227,450	131,657	247,000	247,000	
0001-0210-30-0-0000-621	FINANCE (0210)	CRRA RESERVE REFUND	146,943	-	115,000	133,462	1	-	
0001-0210-30-0-0000-625	FINANCE (0210)	POLICE PARKING TAG FUND	10,858	18,712	21,000	7,365	18,750	21,000	
0001-0210-30-0-0000-626	FINANCE (0210)	LICENSES & PERMITS	36,420	5,145	35,000	13,310	35,000	20,000	
0001-0210-30-0-0000-627	FINANCE (0210)	ADMIN. CHARGES	79,404	62,020	80,000	36,675	70,000	90,000	
0001-0210-30-0-0000-628	FINANCE (0210)	ABANDONED MOTOR VEHICLES	-	-	1,000	-	1,000	1,000	
0001-0210-30-0-0000-629	FINANCE (0210)	ALARM FEES	-	-	10,000	-	10,000	10,000	
0001-0210-30-0-0000-630	FINANCE (0210)	BUILDING DEPARTMENT FEES	455,658	550,745	610,000	460,292	534,600	700,000	
0001-0210-30-0-0000-632	FINANCE (0210)	ANTI-BLIGHT FINES	190	-	1,000	-	1	-	
0001-0210-30-0-0000-635	FINANCE (0210)	CITY CLERK FEES	988,753	1,113,645	1,150,000	849,237	900,000	1,200,000	
0001-0210-30-0-0000-636	FINANCE (0210)	Tunxis Recycling	36,250	-	-	-	-	-	
0001-0210-30-0-0000-640	FINANCE (0210)	TAX COLLECTOR FEES	699	657	850	427	750	750	
0001-0210-30-0-0000-641	FINANCE (0210)	TAX COLLECTOR INTEREST	1,124,952	1,045,875	1,265,000	796,847	1,157,000	1,275,000	
0001-0210-30-0-0000-642	FINANCE (0210)	TAX COLLECTOR LIEN FEES	20,349	23,373	21,000	11,940	21,000	21,000	
0001-0210-30-0-0000-643	FINANCE (0210)	BILLBOARD RENTAL CBS	30,000	57,125	76,500	44,625	76,500	76,500	
0001-0210-30-0-0000-644	FINANCE (0210)	HISPANOS UNIDOS, INC RENTAL	-	5,854	5,000	2,084	5,000	5,000	
0001-0210-30-0-0000-645	FINANCE (0210)	RECORD JOURNAL RENTAL	-	4,704	-	14,113	28,225	28,225	
0001-0210-30-0-0000-646	FINANCE (0210)	TAX COLLECTOR DMV FEES	-	69,522	-	-	69,500	69,500	
0001-0210-30-0-0000-650	FINANCE (0210)	HEALTH LICENSES & FEES	78,967	80,511	80,000	61,155	80,000	80,000	
0001-0210-30-0-0000-651	FINANCE (0210)	HEALTH REIMB SPECIAL PROJECTS	-	-	-	-	-	-	
0001-0210-30-0-0000-656	FINANCE (0210)	RECREATION FEES	7,916	7,363	10,000	2,810	7,650	7,650	
0001-0210-30-0-0000-657	FINANCE (0210)	PARK CONC LEASES	8,617	6,017	12,500	7,117	7,300	7,300	
0001-0210-30-0-0000-659	FINANCE (0210)	LICENSES & FEES - FIRE	-	-	-	-	-	-	
0001-0210-30-0-0000-660	FINANCE (0210)	FINES LOST & DAMAGED BOOKS	12,236	13,471	12,000	7,999	12,750	12,750	
0001-0210-30-0-0000-669	FINANCE (0210)	TELECOMMUNICATIONS PERSONAL PROPERTY	269,902	273,807	273,807	-	273,807	273,807	
0001-0210-30-0-0000-670	FINANCE (0210)	STATE EDUCATION ECS GRANT	53,648,710	53,597,816	53,783,711	26,891,856	53,783,711	53,783,711	

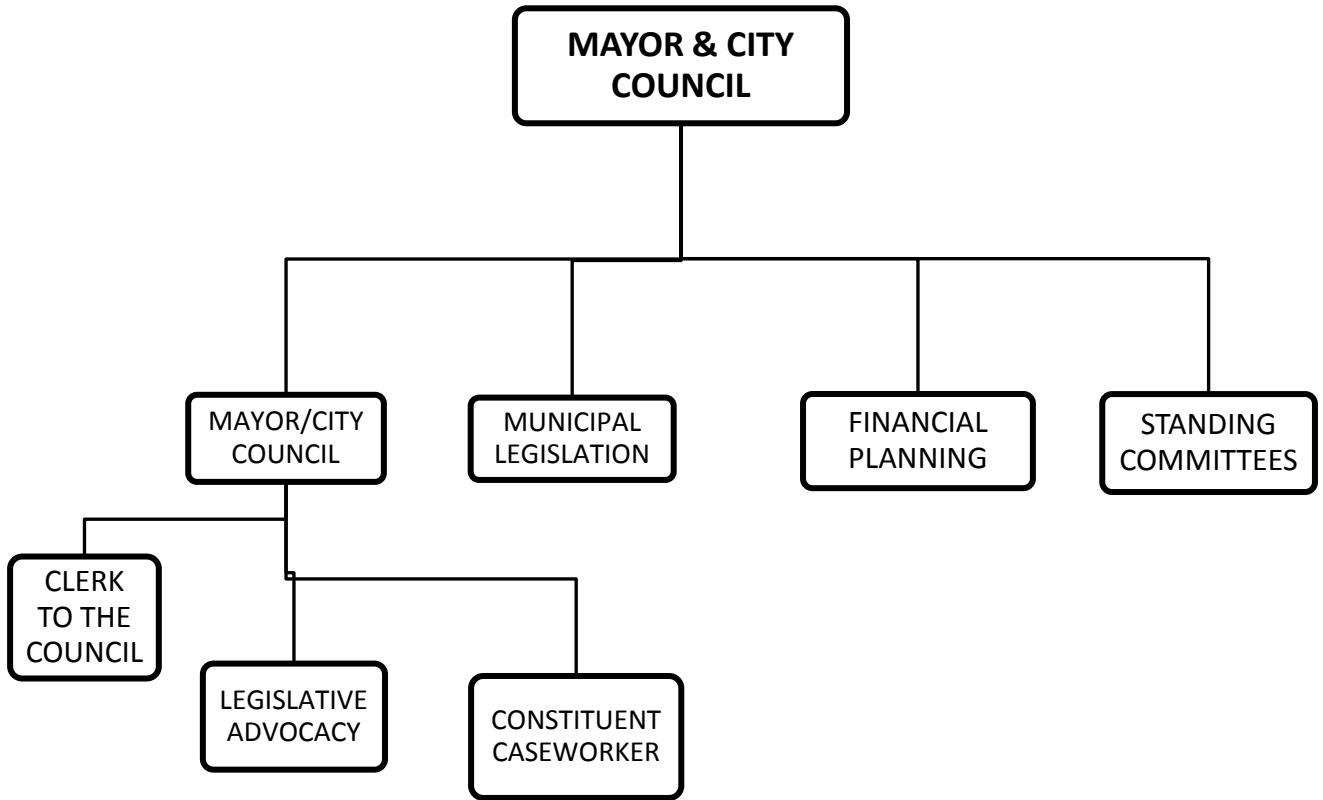
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-673	FINANCE (0210)	VIDEO COMPETITION PA 07-253	40,400	13,906	27,153	-	13,906	13,906	
0001-0210-30-0-0000-674	FINANCE (0210)	TRANSPORTATION PUBLIC SCHOOLS	453,269	474,002	483,498	-	474,002	503,794	
0001-0210-30-0-0000-675	FINANCE (0210)	SPECIAL EDUCATION	1,439,577	1,254,191	1,400,000	-	1,250,000	1,250,000	
0001-0210-30-0-0000-676	FINANCE (0210)	EDUCATION OF THE BLIND	67,200	-	67,200	-	-	-	
0001-0210-30-0-0000-678	FINANCE (0210)	MISC. STATE GRANTS	11,820	26,055	-	136	-	-	
0001-0210-30-0-0000-679	FINANCE (0210)	MUNICIPAL FUND REV SHARE	1,316,708	840,468	1,096,234	-	840,468	893,641	
0001-0210-30-0-0000-680	FINANCE (0210)	INCOME FROM INVESTMENT - GENERAL	212,419	314,579	250,000	100,921	275,000	275,000	
0001-0210-30-0-0000-681	FINANCE (0210)	INCOME - BOND ACCOUNT	146,467	65,333	146,450	-	65,333	65,333	
0001-0210-30-0-0000-683	FINANCE (0210)	AVIATION-FUEL SALES	201,352	219,891	275,000	167,261	229,500	229,500	
0001-0210-30-0-0000-684	FINANCE (0210)	AVIATION-TIE DOWN FEES	35,002	-	-	-	-	-	
0001-0210-30-0-0000-685	FINANCE (0210)	AVIATION RENT & FEES	53,142	84,480	88,000	49,599	87,072	87,072	
0001-0210-30-0-0000-686	FINANCE (0210)	COST ALLOCATION ENTERPRISE FUNDS	1,831,291	1,886,232	1,942,817	1,942,818	2,001,102	1,964,973	
0001-0210-30-0-0000-687	FINANCE (0210)	USE OF FUND BALANCE	-	-	-	-	-	-	
0001-0210-30-0-0000-691	FINANCE (0210)	INTEREST - COE ESTATE	7,861	8,056	8,202	6,152	8,202	8,202	
0001-0210-30-0-0000-693	FINANCE (0210)	NRG CONTRACT	4,338,991	500,000	-	-	-	-	
0001-0210-30-0-0000-695	FINANCE (0210)	OTHER REVENUE	(29,056)	(243,585)	145,672	13,858	50,000	49,877	
0001-0210-30-0-0000-696	FINANCE (0210)	SALE OF SURPLUS PROPERTY	-	256,012	25,000	475	25,000	25,000	
0001-0210-30-0-0000-698	FINANCE (0210)	BULKY WASTE FEES	33,500	33,200	35,000	22,720	33,200	33,200	
0001-0210-30-0-0000-699	FINANCE (0210)	TRANSFERS IN-HEALTH FUND (116)	-	-	-	-	-	-	
0001-0210-30-0-0000-700	FINANCE (0210)	PARKING COMMISSION REVENUE	122,106	130,213	130,000	69,758	130,000	130,000	
0001-0210-30-0-0000-730	FINANCE (0210)	FIRE RECRUITMENT REVENUE	-	5,750	-	-	-	-	
0001-0210-30-0-0000-731	FINANCE (0210)	MISC. REVENUE - RENTAL INCOME	23,820	17,821	25,000	10,395	18,000	18,000	
0001-0210-30-0-0000-732	FINANCE (0210)	MISC. REVENUE - POLICE	28,432	48,776	40,000	23,058	40,000	50,000	
0001-0210-30-0-0000-733	FINANCE (0210)	MISC. REVENUE - ENGINEERING	18,152	20,970	20,000	10,927	21,000	21,000	
0001-0210-30-0-0000-734	FINANCE (0210)	MISC. REVENUE - PLANNING & IWWC	9,580	12,965	10,500	8,845	11,000	11,000	
0001-0210-30-0-0000-735	FINANCE (0210)	E911 QUARTERLY	12,309	12,276	382,956	9,187	134,000	382,776	
0001-0210-30-0-0000-736	FINANCE (0210)	MISC. REVENUE - ASSESS & COLLECT	3,453	1,863	3,500	275	2,600	2,000	
0001-0210-30-0-0000-737	FINANCE (0210)	MISC. REVENUE - FIRE	2,489	2,571	2,500	410	2,500	2,500	
0001-0210-30-0-0000-738	FINANCE (0210)	MISC. REVENUE - RECYCLING	9,493	14,371	9,000	5,183	14,250	14,250	
0001-0210-30-0-0000-739	FINANCE (0210)	MISC. REVENUE - PURCHASING	121	266	1,000	-	250	250	
0001-0210-30-0-0000-740	FINANCE (0210)	MISC. REVENUE - THOM EDISON REIMB	29,286	30,198	29,250	7,274	29,750	29,750	
0001-0210-30-0-0000-742	FINANCE (0210)	MISC. REVENUE - AIRCRAFT REGISTRATI	4,340	3,290	2,850	2,590	3,300	2,850	
0001-0210-30-0-0000-748	FINANCE (0210)	PRINCIPAL REV-IRRIG LOAN	37,525	37,345	37,267	-	37,059	37,059	
0001-0210-30-0-0000-749	FINANCE (0210)	INTEREST REV-IRRIG LOAN	40,817	41,075	41,075	-	41,283	41,283	
0001-0210-30-0-0000-751	FINANCE (0210)	MISC REV-RECOMM HOLD (RECYCLING)	-	-	-	3,820	9,600	9,600	
0001-0210-30-0-0000-752	FINANCE (0210)	MISC. REVENUE - AIRPORT	-	-	-	51	-	-	
0001-0210-30-0-0000-753	FINANCE (0210)	BANK OF AMERICA PCARD REBATE	-	-	-	13,199	13,000	13,000	
0001-0210-30-0-0000-801	FINANCE (0210)	Premium on Refunding Bonds	-	-	-	-	-	-	
0001-0210-30-0-0000-802	FINANCE (0210)	Refunding bonds	-	-	-	-	-	-	
0001-0210-30-0-0106-699	FINANCE (0210)	TRANSFERS IN - CDBG FUND (106)	-	30,057	-	-	-	-	

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0210-30-0-0122-699	FINANCE (0210)	<b>TRANSFERS IN - FUND (122)</b>						55,402	
0001-0210-30-0-0401-699	FINANCE (0210)	<b>TRANSFER IN- BOND (0401) PROJ CLOSE</b>	-	430,000	-	-	-	160,000	
0001-0210-30-0-0651-699	FINANCE (0210)	<b>TRANSFERS IN - HEALTH FUND (116)</b>	200,000	200,000	200,000	200,000	200,000	200,000	
0001-0210-30-0-0681-699	FINANCE (0210)	<b>TRANSFERS IN - BOND FUND (401)</b>	-	107,125	-	-	125,000	125,000	
	<b>FINANCE (0210) Total</b>		72,179,957	68,288,211	68,983,221	35,470,371	67,844,110	68,882,675	-
0001-0260-30-0-0000-661	TAX COLLECTOR(0260)	<b>PROPERTY TAXES CURRENT YEAR</b>	109,324,952	109,676,864	112,398,273	65,666,381	112,398,273	115,408,113	
0001-0260-30-0-0000-662	TAX COLLECTOR(0260)	<b>PROPERTY TAXES PRIOR YEARS</b>	2,313,556	2,232,728	2,523,225	2,168,427	1,901,134	2,300,000	
0001-0260-30-0-0000-663	TAX COLLECTOR(0260)	<b>PROPERTY TAXES MV SUPPLEMENT</b>	1,100,501	1,096,019	1,100,500	242,952	1,096,000	1,096,000	
0001-0260-30-0-0000-664	TAX COLLECTOR(0260)	<b>PROPERTY TAXES SUSPENSE</b>	2,308	-	2,500	-	1,250	1,250	
	<b>TAX COLLECTOR(0260) Total</b>		112,741,317	113,005,611	116,024,498	68,077,760	115,396,657	118,805,363	-
	<b>Grand Total</b>		184,921,274	181,293,822	185,007,719	103,548,131	183,240,767	187,688,038	-
		<b>State Aid</b>	61,172,282	60,314,472	61,378,779	30,158,553	60,686,023	60,945,840	-

**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.

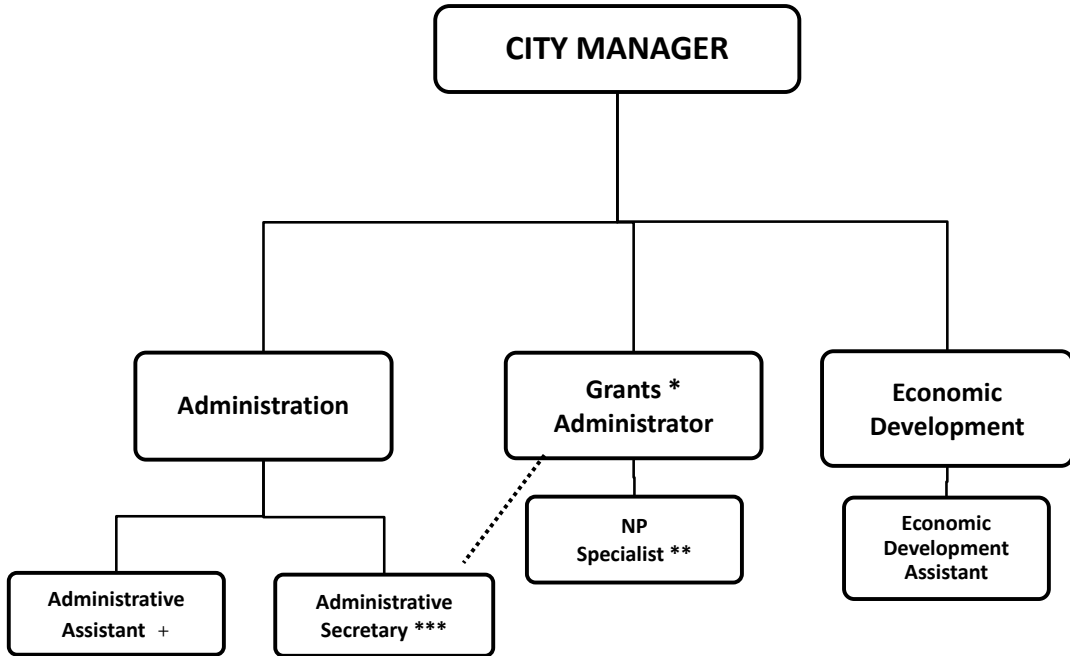
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/18/2015</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
			2013	2014	2015	2/18/2015	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>
0001-0110-40-0-0000-188	COUNCIL (0110)	<b>ELECTED OFFICIALS</b>	69,221	69,388	69,388	40,476	69,388	69,388	
0001-0110-40-0-0000-190	COUNCIL (0110)	<b>ADMINISTRATIVE</b>	40,833	50,396	41,113	24,363	41,226	41,226	
0001-0110-40-0-0000-196	COUNCIL (0110)	<b>MME</b>	64,523	68,155	65,243	39,755	66,738	66,738	
0001-0110-40-0-0000-386	COUNCIL (0110)	<b>COUNCIL OF GOVERNMENTS</b>	16,000	16,000	16,000	16,000	16,000	16,300	
0001-0110-40-0-0000-440	COUNCIL (0110)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	31,114	28,629	29,400	15,223	29,400	29,400	
0001-0110-40-0-0000-640	COUNCIL (0110)	<b>MEETINGS &amp; MEMBERSHIPS</b>	4,353	4,605	4,500	1,410	4,500	4,400	
	<b>COUNCIL (0110) Total</b>		226,044	237,172	225,644	137,227	227,252	227,452	-



2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>COUNCIL (0110)</b>						
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	5,800.00	
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	4,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	
COUNCIL ELECTED	0001	0110	188	100.000	4,800.00	
MAYOR ELECTED	0001	0110	188	100.000	16,788.00	69,388.00
CONSTITUENT CASEWORKER	0001	0110	190	100.000	41,225.46	41,225.46
CLERK TO THE CITY COUNCIL	0001	0110	196	100.000	66,737.49	66,737.49
					<b>177,350.95</b>	<b>177,350.95</b>

**CITY MANAGER**



+ additional responsibilities include support to risk management

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

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

\*\* 60% Salary pd - CD, 40% - 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. Staff provides support to Safety & Risk issues involving the City's Worker's Compensation, Heart and Hypertension, and self-insured exposure programs, various risk management and safety activities.

**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 Grants Administrator administers federal, state and local grants and performs other administrative functions for the city in the areas of housing, community and economic development spanning all aspects of city activities. The Administrator oversees the administration of the City's Community Development Block Grant (CDBG) Program, which funds various city departments and local non-profit agencies that operate programs benefiting low and moderate income persons. The Administrator also provides support to other municipal departments in preparing, submitting, and implementing grants.

Department	Goal Num	Description	Obj Num	Objective	Quarter
<b>CITY MANAGER</b>	<b>1</b>	<b>Continue Economic Development efforts for new and existing businesses.</b>	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	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
	<b>2</b>	<b>Continue managing and administering existing grants.</b>	1	Manage and administer City's allocation of HUD/CDBG Funding.	5
			2	Manage existing CDBG funding.	5
			3	Apply for and manage new CDBG funds.	5
			4	Research and apply for grants.	5
			5	Participate in and/or manage other grant related projects such as TOD, HUB Remediation project, HUD Challenge, Choice Neighborhoods, Energy Task Force, and Neighborhood Tax Assistance.	5
			6	Manage existing grants related to transportation, Brownfields, energy, public safety, fire.	5

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0120-40-0-0000-189	CITY MANAGER (0120)	<b>SEASONAL WORKERS</b>	2,174	2,014	-	-	-	-	
0001-0120-40-0-0000-190	CITY MANAGER (0120)	<b>ADMINISTRATIVE</b>	298,927	324,595	320,290	190,829	324,511	324,511	
0001-0120-40-0-0000-196	CITY MANAGER (0120)	<b>MME</b>	114,995	88,760	115,901	53,179	91,174	91,174	
0001-0120-40-0-0000-198	CITY MANAGER (0120)	<b>SUPERVISORS</b>	97,446	62,929	82,344	-	82,570	-	
0001-0120-40-0-0000-240	CITY MANAGER (0120)	<b>DEFERRED COMPENSATION</b>	12,500	12,548	12,500	7,404	12,500	12,500	
0001-0120-40-0-0000-352	CITY MANAGER (0120)	<b>VEHICLE MAINTENANCE</b>	6,000	3,600	6,000	2,100	6,000	6,000	
0001-0120-40-0-0000-390	CITY MANAGER (0120)	<b>MANAGEMENT NON UNION</b>	-	-	35,000	-	40,000	40,000	
0001-0120-40-0-0000-440	CITY MANAGER (0120)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	27,996	27,879	30,000	10,183	44,500	30,000	
0001-0120-40-0-0000-640	CITY MANAGER (0120)	<b>MEMBERSHIP &amp; MEETINGS</b>	43,199	44,568	46,880	44,087	46,880	44,880	
<b>CITY MANAGER (0120) Total</b>			603,236	566,893	648,915	307,782	648,135	549,065	-

**2015-2016 Budget**

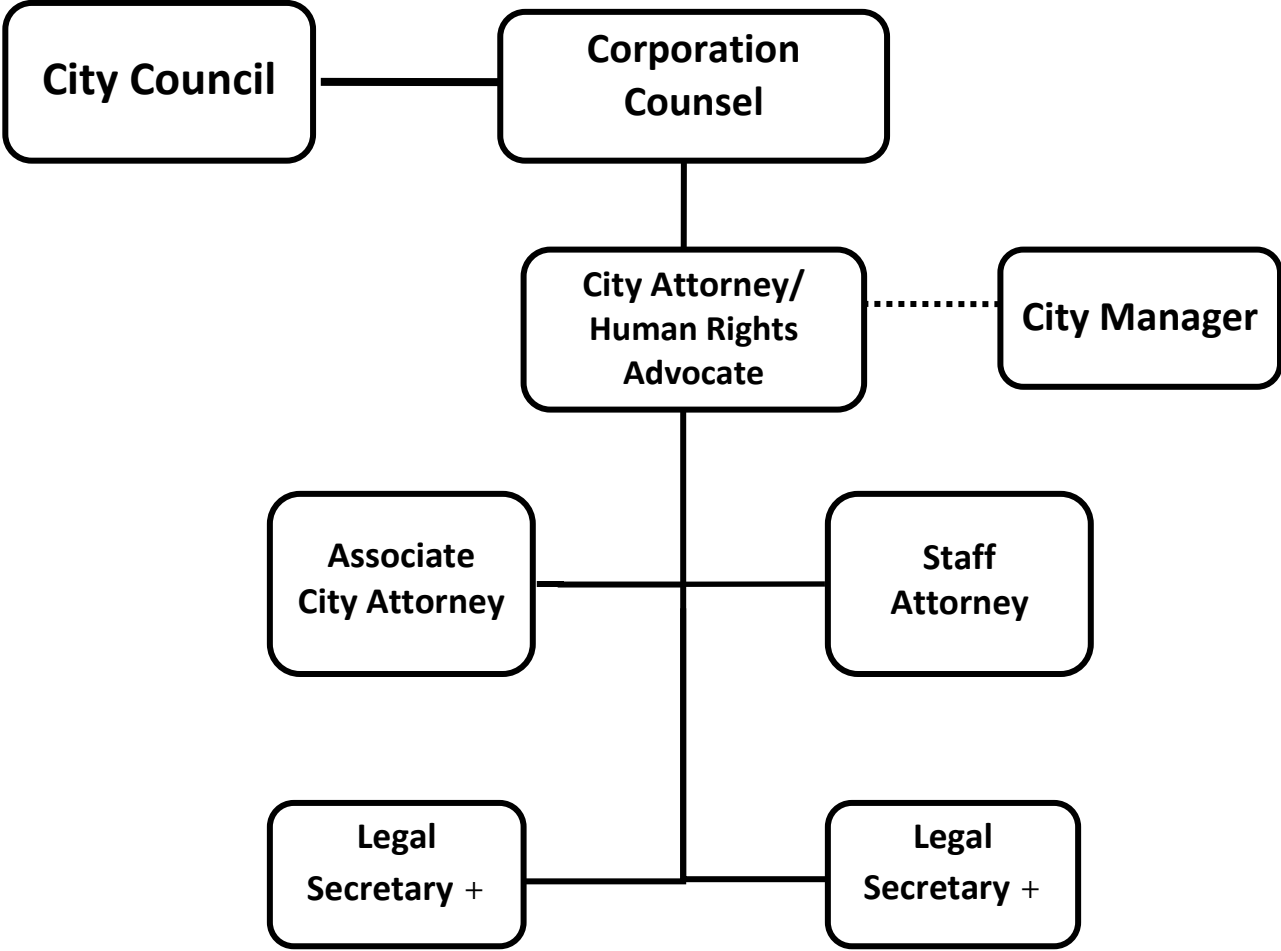
**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>CITY MANAGER (0120)</b>						
<b>CITY MANAGER</b>	<b>0001</b>	<b>0120</b>	<b>190</b>	<b>100.000</b>	<b>148,690.65</b>	
<b>ECONOMIC DEVELOPMENT ASSI</b>	<b>0001</b>	<b>0120</b>	<b>190</b>	<b>100.000</b>	<b>59,324.16</b>	
<b>ECONOMIC DEVELOPMENT DIRE</b>	<b>0001</b>	<b>0120</b>	<b>190</b>	<b>100.000</b>	<b>97,671.29</b>	
<b>GRANTS ADMINISTRATOR</b>	<b>0001</b>	<b>0120</b>	<b>190</b>	<b>25.000</b>	<b>18,824.56</b>	<b>324,510.66</b>
<b>ADMINISTRATIVE ASSISTANT</b>	<b>0001</b>	<b>0120</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	
<b>ADMINISTRATIVE SECRETARY</b>	<b>0001</b>	<b>0120</b>	<b>196</b>	<b>40.000</b>	<b>24,436.25</b>	<b>91,173.74</b>
<b>RISK MANAGER</b>	<b>0001</b>	<b>0130</b>	<b>198</b>	<b>100.000</b>	<b>-</b>	<b>-</b>
					<b>415,684.40</b>	<b>415,684.40</b>
<b>ADMINISTRATIVE SECRETARY</b>	<b>1110</b>	<b>0120</b>	<b>190</b>	<b>60.000</b>	<b>36,654.38</b>	
<b>GRANTS ADMINISTRATOR</b>	<b>1110</b>	<b>0120</b>	<b>190</b>	<b>75.000</b>	<b>56,473.67</b>	
					<b>93,128.05</b>	

**LAW DEPARTMENT**



+ additional responsibilities include support to risk management

**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 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.

**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 Street & Sidewalk exposure programs, the negotiations and placement of all municipal insurance coverage, determination of appropriate insurance coverage for all municipal contracts, and various risk management and safety activities.



DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
LEGAL	1	Provide Legal Counsel to City of Meriden Officials	1	Provide Legal Counsel to City's Elected Officials, Boards & Commissions and City Staff.	1
	2	Defend litigation and claims brought against the City of Meriden	1	Defend claims brought in labor/personnel matters, working with the Personnel Department.	1
			2	Defend litigation in State & Federal Court brought against the City of Meriden.	1
	3	Negotiate Legal Documents	1	Prepare, negotiate & review City documents of a legal nature. Examples include: contracts, leases, licenses, purchase & sale agreements.	1
			2	Encourage City departments to forward important documents to the Law Department for retention and retrieval.	1
	4	Administrative Appeals	1	Represent the City's interests before State Agencies in Administrative appeals matters. Examples include: Freedom of Information Commission (FOI); CT Commission on Human Rights & Opportunities (CHRO); CT Department of Public Health (DPH); CT Department of Consumer Protection and the CT Siting Council.	1
	5	Revaluation & Assessment Appeals	1	Work with the Assessor and valuation experts on the assessment appeal lawsuits and challenges to property valuations.	1
	6	Collection & Foreclosure of Property Taxes, Water & Sewer Use Charges	1	Monitor collections & foreclosure activities by outside counsel of delinquent accounts.	1
			2	Work with tax office to	1

				collect delinquent accounts or commence foreclosure activity for property taxes and/or water & sewer use charges.	
	<b>7</b>	<b>Collections</b>	1	Undertake collection efforts to recoup sums owed to the City of Meriden.	1
	<b>8</b>	<b>Insurance Defense- Manage &amp; Review</b>	1	Monitor, review and manage litigation defense that is provided by insurance counsel hired by the City's insurance carriers in effort to reduce costs & potential exposure to the City of Meriden.	1
2			In certain instances, the Law Department will handle the defense in cases upon agreement with the insurance carrier.	1	
3			Work with Risk Manager address Risk/Insurance/Litigation issues. Examples include: insurance coverage, deductibles, litigation costs and assignment of counsel.	1	
	<b>10</b>	<b>Code Enforcement Support</b>	1	Advise City officials on legal issues involving City Code enforcement, compliance, and preparing for civil hearings.	1
2			Assist City officials with the collection of monies expended to bring properties into compliance under the applicable Code provisions. Examples include: Demolition liens & Property Maintenance liens.	1	
3			Provide advice and guidance and undertake collection efforts regarding the Anti-blight program.	1	

	<b>11</b>	<b>Review &amp; Update City Code</b>	1	Conduct comprehensive review of the City Code to update and revise it.	1
			2	Work with City officials and City staff to update particular sections of the City Code which are most applicable to their departments.	1
	<b>12</b>	<b>Document &amp; File Review</b>	1	Compile a listing of current Lease & Agreements. Summarize their important terms and create a reminder system to call attention to important dates.	1
			2	Review legal documents to develop an improved system of document management in order to facilitate the filing, updating & retrieval of legal documents.	1
			3	Encourage departments throughout the City of Meriden to provide the Law Department with copies of their most important Leases & Agreements and other legal documents.	1
	<b>13</b>	<b>Scan Law Department Records</b>	1	Develop an effective procedure to file & retrieve law department documents.	1
			2	Scan & digitize archived files for permanent retention and prompt retrieval.	1

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0130-40-0-0000-189	LEGAL (0130)	<b>SEASONAL WORKERS</b>	2,143	3,821	-	2,221	3,500	-	
0001-0130-40-0-0000-190	LEGAL (0130)	<b>ADMINISTRATIVE</b>	231,658	247,477	249,515	146,707	241,070	253,528	
0001-0130-40-0-0000-191	LEGAL (0130)	<b>OVERTIME CONTINGENCY</b>	-	2,396	-	2,421	-	-	
0001-0130-40-0-0000-196	LEGAL (0130)	<b>MME</b>	127,708	128,390	130,486	77,053	133,475	133,475	
0001-0130-40-0-0000-198	LEGAL (0130)	<b>SUPERVISORS</b>	23,110	70,277	79,028	48,463	87,354	87,354	
0001-0130-40-0-0000-356	LEGAL (0130)	<b>STREETS &amp; SIDEWALKS</b>	9,875	14,960	10,000	165	10,000	10,000	
0001-0130-40-0-0000-357	LEGAL (0130)	<b>ATTORNEY FEES</b>	842,095	778,756	288,000	257,418	625,000	425,000	
0001-0130-40-0-0000-358	LEGAL (0130)	<b>FORECLOSURE ACTIVITIES</b>	32,863	-	-	-	-	-	
0001-0130-40-0-0000-390	LEGAL (0130)	<b>ASSESSMENT APPEALS FEES</b>	5,850	39,254	20,000	18,332	50,000	30,000	
0001-0130-40-0-0000-440	LEGAL (0130)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	30,229	29,074	32,000	14,058	40,000	30,000	
0001-0130-40-0-0000-640	LEGAL (0130)	<b>MEMBERSHIPS &amp; MEETINGS</b>	3,728	4,189	4,000	1,790	8,000	6,000	
0001-0130-40-0-0000-699	LEGAL (0130)	<b>TRANSFER OUT - FORECLOSE FUND (164)</b>	15,000	-	-	-	-	-	
	<b>LEGAL (0130) Total</b>		1,324,260	1,318,595	813,029	568,627	1,198,399	975,357	-

**2015-2016 Budget**

**Payroll Projection Report**

<b>Program : PR815L</b>		<b>7/01/15 to 7/01/16</b>			<u>Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>LEGAL (0130)</b>						
<b>ASSOCIATE CITY ATTORNEY</b>	<b>0001</b>	<b>0130</b>	<b>190</b>	<b>100.000</b>	<b>103,196.84</b>	
<b>CITY ATTORNEY</b>	<b>0001</b>	<b>0130</b>	<b>190</b>	<b>100.000</b>	<b>121,171.57</b>	
<b>CORPORATION COUNSEL</b>	<b>0001</b>	<b>0130</b>	<b>190</b>	<b>100.000</b>	<b>29,159.43</b>	<b>253,527.84</b>
<b>LEGAL SECRETARY</b>	<b>0001</b>	<b>0130</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	
<b>LEGAL SECRETARY</b>	<b>0001</b>	<b>0130</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	<b>133,474.98</b>
<b>STAFF ATTORNEY</b>	<b>0001</b>	<b>0130</b>	<b>198</b>	<b>100.000</b>	<b>87,353.49</b>	<b>87,353.49</b>
					<b>474,356.31</b>	<b>474,356.31</b>

PERSONNEL

DIRECTOR

PERSONNEL  
TECHNICIAN 1

CLERK III

PENSION ASSISTANT  
PERSONNEL TECHNICIAN II

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

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

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

**Worker Safety & Risk Management** – The Personnel Director is responsible for the City's Comprehensive Risk Management 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 various risk management and safety activities.

**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	Continue 740 Negotiations	1
			2	Continue Supervisor Negotiations	1
			3	Begin Dispatch Negotiations	3
			4	Begin MME Negotiations	3
			5	Begin Nurse's Negotiations	3
			6	Continue Fire	1
	2	Wellness	1	Continue IHS Blood Draw	3
			2	Continue to Offer 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	Start new IHS Tie-In Program	1
	4	Health Insurance	1	Continue to Staff Health Benefits Committee - City/BOE	5
			2	Work with carriers on new ideas and innovations to cut costs.	5
			3	Schedule Utilization Review meetings with CIGNA and Unions.	5
			4	Schedule Utilization Review meetings with Express Scripts and Unions.	5
	5	Personnel Service Delivery	1	Streamline Files	5
			2	Continue to clean department	5
			3	Work with staff on customer service issues they require training in	5
			4	Work on cleaning up Job Descriptions	5
	6	Training	1	Quarterly supervisory trainings	5
	7	Safety & Risk	1	Continue to offer a variety of risk management seminars and activities	5
			2	Continue working on Functional Job Descriptions	5



City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0150-40-0-0000-189	PERSONNEL (0150)	<b>SEASONAL WORKERS</b>	2,701	5,472	-	4,619	8,420	-	
0001-0150-40-0-0000-190	PERSONNEL (0150)	<b>ADMINISTRATION</b>	152,461	166,629	169,457	102,067	159,232	173,269	
0001-0150-40-0-0000-191	PERSONNEL (0150)	<b>OVERTIME CONTINGENCY</b>	68	-	310	52	350	-	
0001-0150-40-0-0000-196	PERSONNEL (0150)	<b>MME</b>	52,656	53,942	54,810	32,368	56,072	56,072	
0001-0150-40-0-0000-210	PERSONNEL (0150)	<b>EAP SERVICES</b>	4,440	3,996	7,400	4,144	7,400	5,000	
0001-0150-40-0-0000-357	PERSONNEL (0150)	<b>FEES</b>	11,865	3,310	2,500	2,350	15,000	15,000	
0001-0150-40-0-0000-381	PERSONNEL (0150)	<b>TRAINING</b>	-	-	1,500	-	1,500	-	
0001-0150-40-0-0000-384	PERSONNEL (0150)	<b>TUITION REIMBURSEMENT</b>	12,901	9,555	13,000	7,645	13,000	10,000	
0001-0150-40-0-0000-391	PERSONNEL (0150)	<b>ALCOHOL/DRUG TESTING</b>	6,517	5,625	7,584	2,850	9,500	6,800	
0001-0150-40-0-0000-394	PERSONNEL (0150)	<b>RECRUITMENT</b>	500	-	-	-	-	-	
0001-0150-40-0-0000-440	PERSONNEL (0150)	<b>OFFICE EXPENSE &amp; SUPPLY</b>	10,681	10,002	10,016	4,803	13,475	10,000	
0001-0150-40-0-0000-640	PERSONNEL (0150)	<b>MEETINGS &amp; MEMBERSHIPS</b>	4,559	3,644	9,695	826	9,695	6,600	
<b>PERSONNEL (0150) Total</b>			259,348	262,175	276,272	161,723	293,644	282,741	-

**2015-2016 Budget**

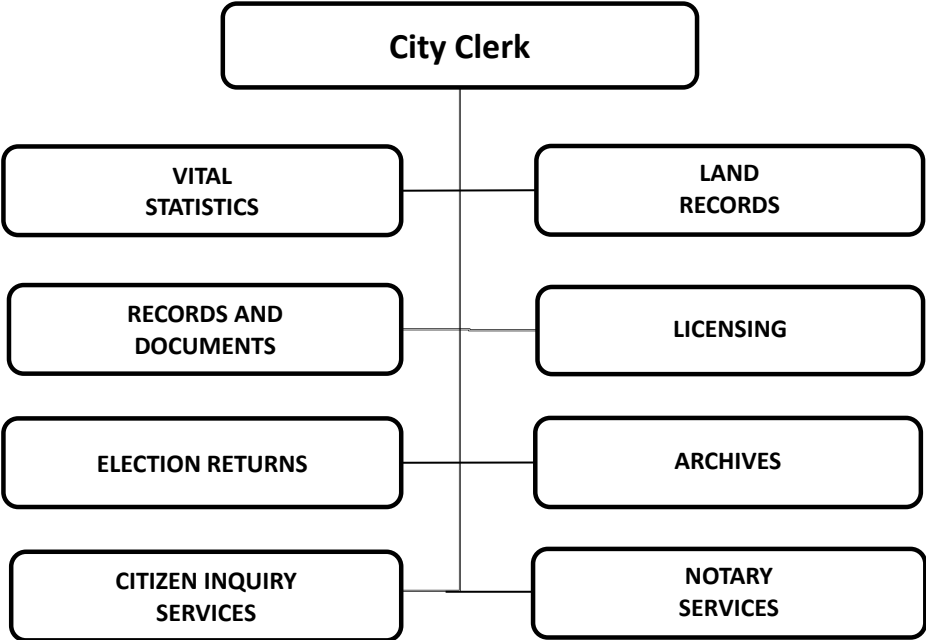
**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>PERSONNEL (0150)</b>						
<b>DIRECTOR OF PERSONNEL</b>	<b>0001</b>	<b>0150</b>	<b>190</b>	<b>100.000</b>	<b>126,333.44</b>	
<b>PERSONNEL TECHNICIAN I</b>	<b>0001</b>	<b>0150</b>	<b>190</b>	<b>100.000</b>	<b>46,934.79</b>	<b>173,268.23</b>
<b>CLERK III</b>	<b>0001</b>	<b>0150</b>	<b>196</b>	<b>100.000</b>	<b>56,071.20</b>	<b>56,071.20</b>
					<b>229,339.43</b>	<b>229,339.43</b>
<b>PERSONNEL TECHNICIAN I</b>	<b>0503</b>	<b>3910</b>	<b>***</b>	<b>66.666%*****</b>	<b>-</b>	
<b>PENSION ASST/PERSONNEL TE</b>	<b>0620</b>	<b>0210</b>	<b>196</b>	<b>33.334</b>	<b>21,334.92</b>	
<b>PENSION ASST/PERSONNEL TE</b>	<b>0621</b>	<b>0210</b>	<b>196</b>	<b>33.333</b>	<b>21,334.28</b>	
<b>PENSION ASST/PERSONNEL TE</b>	<b>0622</b>	<b>0210</b>	<b>196</b>	<b>33.333</b>	<b>21,334.28</b>	
					<b>64,003.47</b>	

**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 daily 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 receives 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  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0170-40-0-0000-188	CITY CLERK (0170)	<b>ELECTED OFFICIALS</b>	78,561	80,627	83,793	47,847	83,768	83,768	
0001-0170-40-0-0000-191	CITY CLERK (0170)	<b>OVERTIME CONTINGENCY</b>	3,173	3,092	2,000	3,821	3,200	3,200	
0001-0170-40-0-0000-192	CITY CLERK (0170)	<b>OTHER NON-UNION</b>	-	-	-	-	34,862	-	
0001-0170-40-0-0000-196	CITY CLERK (0170)	<b>MME</b>	247,620	230,469	237,216	130,593	255,630	234,284	
0001-0170-40-0-0000-354	CITY CLERK (0170)	<b>LAND RECORDS</b>	54,936	46,014	50,000	21,936	60,000	50,000	
0001-0170-40-0-0000-355	CITY CLERK (0170)	<b>VITAL STATISTICS</b>	3,930	2,218	4,500	44	4,500	4,500	
0001-0170-40-0-0000-440	CITY CLERK (0170)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	15,546	15,656	16,000	8,480	18,000	16,000	
0001-0170-40-0-0000-446	CITY CLERK (0170)	<b>ELECTIONS</b>	2,428	738	1,800	2,954	3,000	3,000	
0001-0170-40-0-0000-640	CITY CLERK (0170)	<b>MEMBERSHIPS &amp; MEETINGS</b>	3,058	3,580	3,000	1,805	3,300	3,000	
<b>CITY CLERK (0170) Total</b>			409,252	382,395	398,309	217,480	466,260	397,752	-

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>CITY CLERK (0170)</b>						
<b>CITY CLERK</b>	<b>0001</b>	<b>0170</b>	<b>188</b>	<b>100.000</b>	<b>83,767.51</b>	<b>83,767.51</b>
<b>ACCOUNTS SUPERVISOR</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>53,454.30</b>	
<b>ASSISTANT CITY CLERK, REG</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>58,395.30</b>	
<b>ASSISTANT CITY CLERK, REG</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>58,395.30</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>21,346.10</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>42,692.20</b>	<b>234,283.20</b>
					<b>318,050.71</b>	<b>318,050.71</b>

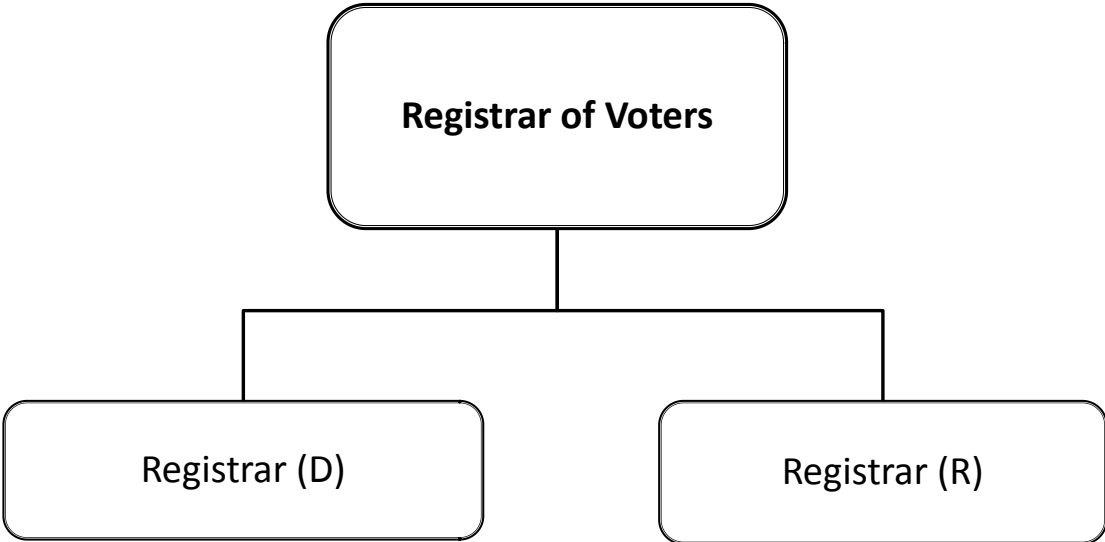
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0181-40-0-0000-189	AVIATION (0181)	<b>SEASONAL WORKERS</b>	-	-	65,150	33,894	63,858	63,858	
0001-0181-40-0-0000-390	AVIATION (0181)	<b>OTHER PURCHASED SERVICES</b>	-	514	5,000	296	10,000	5,000	
0001-0181-40-0-0000-440	AVIATION (0181)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	3,817	2,275	7,500	2,225	5,500	5,500	
0001-0181-40-0-0000-445	AVIATION (0181)	<b>AVIATION MAINTENANCE</b>	80,772	63,266	76,800	24,677	110,100	87,500	
0001-0181-40-0-0000-448	AVIATION (0181)	<b>OPERATING COSTS</b>	66,609	67,508	-	-	-	-	
0001-0181-40-0-0000-449	AVIATION (0181)	<b>FUEL COSTS</b>	177,761	193,226	250,000	124,106	202,500	202,500	
	<b>AVIATION (0181) Total</b>		328,958	326,789	404,450	185,198	391,958	364,358	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>AVIATION (0181)</b>						
<b>AIRPORT MANAGER</b>	<b>0001</b>	<b>0181</b>	<b>189</b>	<b>100.000</b>	<b>44,520.00</b>	
<b>CLERK</b>	<b>0001</b>	<b>0181</b>	<b>189</b>	<b>100.000</b>	<b>3,127.00</b>	
<b>CLERK</b>	<b>0001</b>	<b>0181</b>	<b>189</b>	<b>100.000</b>	<b>16,211.00</b>	<b>63,858.00</b>
					<b>63,858.00</b>	<b>63,858.00</b>



**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  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0182-40-0-0000-188	ELECTIONS (0182)	<b>ELECTED OFFICIALS</b>	53,619	54,970	57,088	33,615	57,071	57,071	
0001-0182-40-0-0000-189	ELECTIONS (0182)	<b>SEASONAL WORKERS</b>	4,353	3,555	-	3,503	-	-	
0001-0182-40-0-0000-192	ELECTIONS (0182)	<b>OTHER NON-UNION</b>	47,800	46,612	48,626	28,466	42,646	37,387	
0001-0182-40-0-0000-390	ELECTIONS (0182)	<b>PRIMARIES</b>	67,334	805	36,755	36,755	70,000	70,000	
0001-0182-40-0-0000-440	ELECTIONS (0182)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	13,898	12,325	15,000	5,335	18,000	15,000	
0001-0182-40-0-0000-446	ELECTIONS (0182)	<b>ELECTIONS</b>	64,187	56,494	72,245	63,812	78,000	70,000	
0001-0182-40-0-0000-640	ELECTIONS (0182)	<b>MEMBERSHIPS &amp; MEETINGS</b>	1,025	656	2,000	1,320	3,500	1,500	
	<b>ELECTIONS (0182) Total</b>		252,217	175,417	231,714	172,806	269,217	250,958	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
ELECTIONS (0182)						
REGISTRAR ELECTED	0001	0182	188	100.000	28,535.07	
REGISTRAR ELECTED	0001	0182	188	100.000	28,535.07	57,070.14
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	19,387.54	
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	17,999.46	37,387.00
					94,457.14	94,457.14

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0212-40-0-0000-460	INSURANCE (0212)	<b>BOILERS &amp; MACHINERY</b>	-	-	5,421	-	5,963	5,963	
0001-0212-40-0-0000-461	INSURANCE (0212)	<b>BONDS MONEY &amp; SECURITIES</b>	4,177	6,075	6,683	1,034	7,084	7,084	
0001-0212-40-0-0000-462	INSURANCE (0212)	<b>FIRE &amp; VANDALISM</b>	148,728	168,323	175,288	191,662	203,817	203,817	
0001-0212-40-0-0000-463	INSURANCE (0212)	<b>LIABILITY INSURANCE</b>	1,225,221	1,050,360	1,056,142	971,579	1,221,359	1,100,000	
0001-0212-40-0-0000-469	INSURANCE (0212)	<b>POLICE PROFESS LIAB</b>	87,102	141,863	157,049	136,369	177,072	157,000	
0001-0212-40-0-0000-470	INSURANCE (0212)	<b>PUB OFFICIAL LIAB</b>	43,668	78,648	76,513	65,114	91,704	81,704	
0001-0212-40-0-0000-476	INSURANCE (0212)	<b>WORKERS COMP INDEMNITY PMTS.</b>	859,497	431,727	914,817	914,817	955,984	567,621	
0001-0212-40-0-0000-477	INSURANCE (0212)	<b>WORKERS COMP MEDICAL</b>	428,280	23,744	487,454	487,454	509,390	382,379	
0001-0212-40-0-0000-478	INSURANCE (0212)	<b>SECOND INJURY FUND</b>	182,150	166,975	196,318	196,318	205,152	154,000	
0001-0212-40-0-0000-479	INSURANCE (0212)	<b>WORKERS COMP EXCESS LIAB. INS</b>	89,264	104,040	117,045	121,485	128,750	125,000	
<b>INSURANCE (0212) Total</b>			<b>3,068,087</b>	<b>2,171,755</b>	<b>3,192,730</b>	<b>3,085,832</b>	<b>3,506,275</b>	<b>2,784,568</b>	<b>-</b>

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0213-40-0-0000-201	BENEFITS (0213)	<b>CITY MEDICAL BENEFITS</b>	2,867,056	1,826,099	2,676,036	1,365,518	2,646,409	2,413,793	
0001-0213-40-0-0000-202	BENEFITS (0213)	<b>POST RETIREMENT BENEFITS (OPEB)</b>	3,344,913	3,178,394	3,737,267	2,415,748	5,204,976	3,220,997	
0001-0213-40-0-0000-207	BENEFITS (0213)	<b>LIFE INSURANCE</b>	66,423	68,089	70,000	45,125	78,750	78,750	
0001-0213-40-0-0000-220	BENEFITS (0213)	<b>LONGEVITY</b>	88,596	87,513	88,000	84,534	84,550	84,550	
0001-0213-40-0-0000-231	BENEFITS (0213)	<b>EMPLOYEE RETIREMENT</b>	1,739,239	1,964,910	1,980,469	1,155,273	2,178,516	2,830,308	
0001-0213-40-0-0000-235	BENEFITS (0213)	<b>DEFINED CONTRIB PLAN EXP</b>	98,740	182,636	200,000	143,870	280,000	250,000	
0001-0213-40-0-0000-236	BENEFITS (0213)	<b>POLICE DEFINED CONTRIB PLAN EXP</b>	925	3,229	7,500	3,236	8,500	8,500	
0001-0213-40-0-0000-241	BENEFITS (0213)	<b>UNEMPLOYMENT COMPENSATION</b>	165,911	263,002	175,000	116,126	175,000	175,000	
0001-0213-40-0-0000-242	BENEFITS (0213)	<b>UNUSED SICK LEAVE</b>	377,972	349,606	350,000	350,177	350,000	350,000	
0001-0213-40-0-0000-243	BENEFITS (0213)	<b>HYPERTENSION</b>	1,078,742	380,852	236,239	236,239	619,984	359,521	
0001-0213-40-0-0000-244	BENEFITS (0213)	<b>SOCIAL SECURITY</b>	2,752,824	2,739,692	2,798,996	1,726,233	2,798,996	2,798,996	
0001-0213-40-0-0000-250	BENEFITS (0213)	<b>POLICE BENEFITS</b>	879,108	954,397	925,000	692,852	2,366,499	962,370	
0001-0213-40-0-0000-253	BENEFITS (0213)	<b>POLICE SOC SEC MEDICARE</b>	72,216	69,724	116,218	41,953	115,885	115,885	
0001-0213-40-0-0000-254	BENEFITS (0213)	<b>POLICE RETIREMENT</b>	4,066,540	4,201,553	4,227,288	2,465,918	4,650,017	4,441,422	
0001-0213-40-0-0000-255	BENEFITS (0213)	<b>POLICE MEDICAL</b>	1,602,759	627,161	1,164,095	582,048	1,158,247	1,060,085	
0001-0213-40-0-0000-256	BENEFITS (0213)	<b>POLICE LIFE</b>	17,750	17,281	18,816	9,970	18,893	18,893	
0001-0213-40-0-0000-257	BENEFITS (0213)	<b>POLICE HYPERTENSION</b>	143,124	159,780	524,081	524,081	472,885	553,285	
0001-0213-40-0-0000-260	BENEFITS (0213)	<b>FIRE BENEFITS</b>	1,017,067	1,343,627	1,100,000	965,520	1,100,000	1,100,000	
0001-0213-40-0-0000-263	BENEFITS (0213)	<b>FIRE SOC SEC MEDICARE</b>	48,486	49,819	76,387	29,981	78,995	78,995	
0001-0213-40-0-0000-264	BENEFITS (0213)	<b>FIRE RETIREMENT</b>	2,643,414	2,808,242	2,823,649	1,647,128	3,106,014	3,021,712	
0001-0213-40-0-0000-265	BENEFITS (0213)	<b>FIRE MEDICAL</b>	1,424,743	554,173	995,183	497,592	1,030,659	941,604	
0001-0213-40-0-0000-266	BENEFITS (0213)	<b>FIRE LIFE</b>	13,608	13,637	13,130	7,961	14,977	14,977	
0001-0213-40-0-0000-267	BENEFITS (0213)	<b>FIRE HYPERTENSION</b>	240,009	359,160	547,787	547,787	504,238	395,301	
0001-0213-40-0-0000-274	BENEFITS (0213)	<b>CASA MEDICAL</b>	8,629	2,411	-	-	-	-	
0001-0213-40-0-0000-277	BENEFITS (0213)	<b>POLICE LONGEVITY</b>	28,500	46,600	47,000	46,600	47,000	47,000	
0001-0213-40-0-0000-278	BENEFITS (0213)	<b>FIRE LONGEVITY</b>	25,396	27,317	27,500	25,296	25,500	25,500	
0001-0213-40-0-0000-282	BENEFITS (0213)	<b>UNIFORMS GUARDS</b>	10,164	174	9,200	687	11,100	9,200	
	<b>BENEFITS (0213) Total</b>		24,822,854	22,279,079	24,934,841	15,727,452	29,126,590	25,356,644	-

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0214-40-0-0000-310	GENERAL ADMIN(0214)	TRANSIT	228,237	262,861	241,495	116,726	296,153	291,653	
0001-0214-40-0-0000-331	GENERAL ADMIN(0214)	PUPIL TRANSPORTATION	845,033	874,142	948,930	569,207	948,930	981,585	
0001-0214-40-0-0000-340	GENERAL ADMIN(0214)	ADVERTISING,PRINTING,BINDING	-	-	1,000	-	1,000	1,000	
0001-0214-40-0-0000-341	GENERAL ADMIN(0214)	STREET LIGHTING	654,367	606,035	655,000	352,756	655,000	655,000	
0001-0214-40-0-0000-342	GENERAL ADMIN(0214)	WATER	139,185	144,639	147,500	112,536	147,500	175,500	
0001-0214-40-0-0000-343	GENERAL ADMIN(0214)	HYDRANTS	65,000	65,000	65,000	65,000	65,000	65,000	
0001-0214-40-0-0000-344	GENERAL ADMIN(0214)	SEWERS	111,867	113,137	140,000	77,606	140,000	115,000	
0001-0214-40-0-0000-371	GENERAL ADMIN(0214)	MALONEY SCHOLARSHIP	24,000	24,000	24,000	24,000	24,000	24,000	
0001-0214-40-0-0000-372	GENERAL ADMIN(0214)	VETERANS ORGANIZATION	12,959	17,300	18,000	12,098	18,000	18,000	
0001-0214-40-0-0000-374	GENERAL ADMIN(0214)	AMBULANCE	144,909	144,909	153,733	111,942	149,257	149,257	
0001-0214-40-0-0000-375	GENERAL ADMIN(0214)	EMERGENCY MEDICAL DISPATCH	38,723	38,723	1	47,610	1	1	
0001-0214-40-0-0000-376	GENERAL ADMIN(0214)	NERDEN RTC DAY CAMP	40,000	40,000	40,000	40,000	40,000	40,000	
0001-0214-40-0-0000-379	GENERAL ADMIN(0214)	C-MED	128,230	124,203	124,222	29,059	124,222	35,000	
0001-0214-40-0-0000-388	GENERAL ADMIN(0214)	AUDIT	74,125	74,205	84,000	68,307	76,000	76,000	
0001-0214-40-0-0000-395	GENERAL ADMIN(0214)	PROBATE COURT	14,219	14,645	15,000	9,802	15,000	15,000	
0001-0214-40-0-0000-440	GENERAL ADMIN(0214)	ZONING EXP & SUPPLIES & P/T	11,067	9,229	10,000	2,407	10,000	10,000	
0001-0214-40-0-0000-441	GENERAL ADMIN(0214)	ECONOMIC DEVELOPMENT	20,588	39,787	40,000	26,040	40,000	100,000	
0001-0214-40-0-0000-442	GENERAL ADMIN(0214)	COMMISSION FOR DISABLED	509	903	-	-	-	-	
0001-0214-40-0-0000-493	GENERAL ADMIN(0214)	REGIONAL MENTAL HEALTH	1,000	-	-	-	-	-	
0001-0214-40-0-0000-718	GENERAL ADMIN(0214)	REPAY HOUSING AUTHORITY	11,411	11,411	11,411	11,411	11,411	11,411	
0001-0214-40-0-0000-719	GENERAL ADMIN(0214)	TEXTBOOK LOAN	24,856	25,000	25,000	-	25,000	20,000	
0001-0214-40-0-0000-724	GENERAL ADMIN(0214)	SPECIAL DAY SPECIAL PEOPLE	1,500	-	1,500	-	1,500	1,500	
0001-0214-40-0-0000-726	GENERAL ADMIN(0214)	SPECIAL EVENTS & CELEBRATIONS	49,789	50,730	32,951	11,796	33,250	33,250	
0001-0214-40-0-0000-727	GENERAL ADMIN(0214)	SOLOMON GOFFE HOUSE	-	420	500	-	500	500	
0001-0214-40-0-0000-730	GENERAL ADMIN(0214)	CONSERVATION COMMITTEE	83	16	500	100	500	500	
0001-0214-40-0-0000-731	GENERAL ADMIN(0214)	MARKETING PROMOTION	7,726	9,961	10,000	8,000	10,000	20,000	
0001-0214-40-0-0000-732	GENERAL ADMIN(0214)	ENERGY TASK FORCE	-	-	1,000	-	1,000	1,000	
0001-0214-40-0-0000-737	GENERAL ADMIN(0214)	FLOOD CONTROL AGENCY	212	26	1,000	-	1,000	1,000	
0001-0214-40-0-0000-746	GENERAL ADMIN(0214)	MERIDEN SCHOLASTIC SCHOLARSHIP	37,500	45,137	50,000	35,500	50,000	50,000	
0001-0214-40-0-0000-748	GENERAL ADMIN(0214)	NEIGHBORHOOD ASSOCIATIONS	-	502	5,000	2,270	5,000	5,000	
0001-0214-40-0-0000-749	GENERAL ADMIN(0214)	ROD & GUN FISH CLUB	-	1,000	-	-	-	-	
0001-0214-40-0-0000-751	GENERAL ADMIN(0214)	CULTURAL DIVERSITY FUND	8,167	2,378	3,000	1,684	3,000	3,000	
0001-0214-40-0-0000-759	GENERAL ADMIN(0214)	CURTIS UTILIZATION	4,400	2,200	2,200	2,200	2,200	2,200	
0001-0214-40-0-0000-760	GENERAL ADMIN(0214)	YOUTH ACTIVITIES	68,750	74,375	80,000	57,500	80,000	80,000	
0001-0214-40-0-0000-779	GENERAL ADMIN(0214)	PROJECT GRADUATION	2,000	2,000	3,000	-	3,000	3,000	
0001-0214-40-0-0000-781	GENERAL ADMIN(0214)	SUMMER CAMPERSHIP PROGRAM	5,000	-	-	-	-	-	
0001-0214-40-0-0000-783	GENERAL ADMIN(0214)	LINEAR TRAIL ADVISORY COMMITTEE	3,258	1,943	1,500	181	2,000	2,000	
<b>GENERAL ADMIN(0214) Total</b>			<b>2,778,669</b>	<b>2,820,816</b>	<b>2,936,443</b>	<b>1,795,738</b>	<b>2,979,424</b>	<b>2,986,357</b>	<b>-</b>

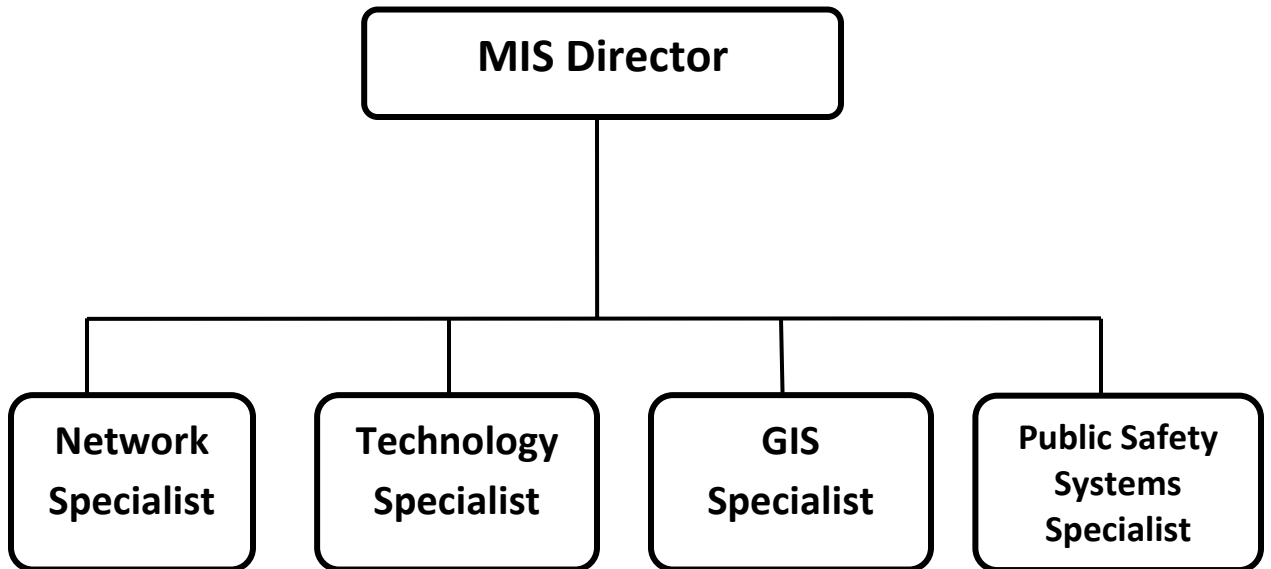
2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
GENERAL ADMINISTRATION (0214)						
TRANSIT ADMINISTRATOR	0001	0214	310	100.000	19,868.57	19,868.57
					19,868.57	19,868.57



City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0215-40-0-0000-500	CAPITAL (0215)	CAPITAL EQUIPMENT	475,943	502,657	-	-	-	-	
0001-0215-40-0-0160-500	CAPITAL (0215)	CAPITAL EQUIPMENT-LIBRARY	-	-	-	-	13,500	10,500	
0001-0215-40-0-0270-500	CAPITAL (0215)	CAPITAL EQUIPMENT-MIS	-	-	66,400	40,612	136,250	104,700	
0001-0215-40-0-0401-699	CAPITAL (0215)	CAP OUTLAY XFER OUT - BOND (401)	-	500,000	-	-	-	-	
0001-0215-40-0-0500-699	CAPITAL (0215)	TRANSFER OUT - VEH REPL FUND (162)	76,212	14,794	20,000	20,000	-	-	
0001-0215-40-0-0801-500	CAPITAL (0215)	CAPITAL EQUIPMENT-PARKS	-	-	35,000	23,932	20,000	-	
0001-0215-40-0-2605-500	CAPITAL (0215)	CAPITAL EQUIPMENT-POLICE	-	-	215,563	183,735	443,800	113,900	
0001-0215-40-0-2610-500	CAPITAL (0215)	CAPITAL EQUIPMENT-FIRE	-	-	-	-	-	10,000	
0001-0215-40-0-2617-500	CAPITAL (0215)	CAPITAL EQUIPMENT-EMERGENCY COMM	-	-	25,000	498	-	-	
0001-0215-40-0-2619-500	CAPITAL (0215)	CAPITAL EQUIPMENT-SMVFD	-	-	12,700	-	-	-	
0001-0215-40-0-2690-500	CAPITAL (0215)	CAPITAL EQUIPMENT-EMERG MGMT	-	-	-	-	3,500	-	
0001-0215-40-0-3310-500	CAPITAL (0215)	CAPITAL EQUIPMENT-ENGINEERING	-	-	13,000	10,796	7,800	3,900	
0001-0215-40-0-3351-500	CAPITAL (0215)	CAPITAL EQUIPMENT-GARAGE	-	-	-	-	7,200	-	
0001-0215-40-0-3354-500	CAPITAL (0215)	CAPITAL EQUIPMENT-HIGHWAY	-	-	14,700	7,554	8,300	5,050	
0001-0215-40-0-3359-500	CAPITAL (0215)	CAPITAL EQUIPMENT-BULKY WASTE	-	-	-	-	3,600	3,600	
0001-0215-40-0-4710-500	CAPITAL (0215)	CAPITAL EQUIPMENT-HEALTH	-	-	30,000	-	-	-	
	<b>CAPITAL (0215) Total</b>		552,155	1,017,451	432,363	287,126	643,950	251,650	-

**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 assisting departments in determining their technology needs, 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 of 4 full-time employees 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 Committees** - 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 service to the public.

**Social Media Services** - Efficient communication between City staff and with our citizens is essential in today's social media driven society. As such, the MIS Department maintains the City's email system, internet access, city website, and City Facebook and Twitter accounts. In addition, the MIS Department maintains the Cox and U-Verse local government channels and broadcasts taped City Council meetings, Mayor's videos and City events, and posts government related informational notices on a regular basis.

**Data Processing Services** - The MIS Department staff also has the responsibility for supporting key, fundamental data processing duties such as payroll check processing, tax/water bill processing, job scheduling, data exchange, and data backups responding to FOI requests and so forth. Such duties help to facilitate and support the operations of all City departments.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
MIS	1	Begin planning for the migration to of the SunGard ONESolution Financials applications including General Ledger, Payroll and Purchasing.	1	Start the planning process for the installation of ONESolution applications including General Ledger, Accounts Payable, and Purchasing System starting July 1, 2015.	1
			2	Start installation phase of SunGard applications and set up end user access. This should start around September 2015	2
			3	Begin conversion of data and from Naviline system to ONESolution system as well as testing of data by January 1, 2016.	3
			4	Continue testing of new system and begin training end users in ONESolution procedures. Target GO LIVE date is July 1, 2016.	4
	2	Continue implementation of the City's Five Year Computer Equipment Replacement Plan.	2	Begin replacement of City Hall Xen Servers (8yo) with new Xen Servers and upgrade operating system from Windows Server 2003 to Windows Server 2012 for all 5 Windows Server 2003 virtual servers.	2
			1	Continue deployment of tablets/WiFi to other Fire Depts to support the operations of Fire personnel for Inspections, CAD access, etc. Also, add mobile technology to Housing Dept for inspectors to use on premise during their building inspections.	4
			3	Budget permitting, replace Xen Servers at P.D. with new Xen Servers and upgrade all Windows Server 2003 virtual servers to Windows Server 2012 operating system.	4
			4	Continue replacement of non-functional/outdated equipment with new equipment as needed. This includes servers, PC's, printers, monitors, tablets, network equipment, etc	5

	<b>3</b>	<b>Continue to improve and enhance the functionality of the City's website as needed.</b>	1	Work with the Director of Emergency Operations to improve/enhance the Emergency Operations website.	4
			3	Work with City staff to improve various department webpages to better support the City department operations.	5
	<b>4</b>	<b>Continue to work with the Energy Task Force to identify potential energy savings opportunities.</b>	1	Continue working with the City's Energy Task Force and energy experts to identify and implement viable energy conservation measures aimed at reducing our energy usage, saving money, and protecting the environment.	5
			2	Work with Greenskies Inc. to insure completion of 1.2 Megawatt Solar Farm at City Landfill. Target date for completion is Summer 2015.	1
			3	Continue progress on Hanover Pond Dam Hydroelectric Project. Target date for construction after all approvals are received is Summer/Fall FY 15/16.	3
			4	Implement solar systems at specific sites including Evansville Ave Water Treatment Plan and Markham Airport if all required approvals are met.	4
			5	Research purchase of City street lights and conversion to LED's. Make appropriate recommendation as needed.	2
	<b>5</b>	<b>Relocate video equipment in the Ground Floor video room to MIS Department.</b>	1	Relocate video computers and related equipment currently in the video recording studio on the ground floor to the MIS Department equipment room. This is to create more space in the recording studio and enables MIS to better secure and manage the video equipment. This project depends on available funds.	4
	<b>6</b>	<b>Continue building and enhancing the City's GIS</b>	1	Work with Water Dept. to create a network lining and maintenance mapping solution	5

		<b>to better support the informational needs and operations of our City departments, businesses and citizens.</b>		similar to the one done for the Sewer Dept.	
			2	Continue working on building the Storm water drainage system in GIS by indexing and digitizing storm maps, using GPS to do field collection and digitize pipes based on GPS locations.	5
			3	Continue working to convert Quinnipiac River Watershed Lidar points into a digital elevation model, hill shade mapping, and slope mapping as required by Planning Dept.	5
			4	Upgrade GIS ESRI software to newest versions to bring software versions up to current levels.	1
			5	Modify Goals & Objectives website to be more intuitive for end users.	1

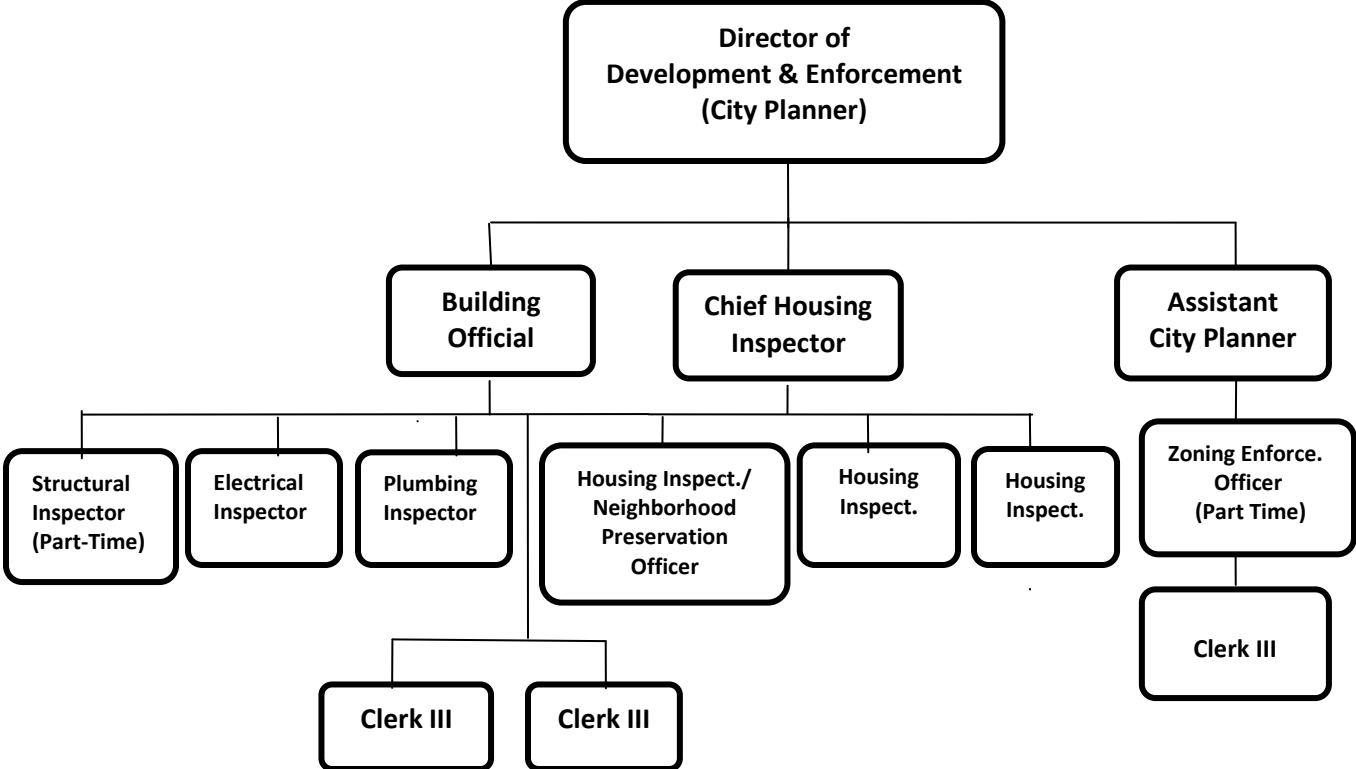
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0270-40-0-0000-189	MIS(0270)	SEASONAL WORKERS	723	-	-	-	-	-	
0001-0270-40-0-0000-190	MIS(0270)	ADMINISTRATIVE	105,496	108,065	107,971	65,033	110,400	110,400	
0001-0270-40-0-0000-191	MIS(0270)	OVERTIME CONTINGENCY	118	434	1,000	34	1,000	500	
0001-0270-40-0-0000-196	MIS(0270)	MME	148,297	151,906	154,362	91,156	157,882	157,882	
0001-0270-40-0-0000-198	MIS(0270)	SUPERVISORS	164,726	168,651	172,259	101,716	172,732	172,732	
0001-0270-40-0-0000-325	MIS(0270)	RENTALS	367,398	365,144	385,370	325,205	389,075	389,075	
0001-0270-40-0-0000-353	MIS(0270)	TELEPHONES	60,037	46,474	50,400	25,599	50,160	50,160	
0001-0270-40-0-0000-381	MIS(0270)	TRAINING	3,199	4,250	5,000	-	5,000	4,500	
0001-0270-40-0-0000-440	MIS(0270)	OFFICE EXPENSE & SUPPLIES	7,213	5,142	7,185	4,263	7,115	7,115	
0001-0270-40-0-0000-510	MIS(0270)	SOFTWARE	9,608	6,451	8,500	6,722	8,500	8,500	
0001-0270-40-0-0000-640	MIS(0270)	MEMBERSHIP & MEETINGS	610	1,669	2,650	770	2,630	2,630	
	<b>MIS(0270) Total</b>		867,423	858,186	894,697	620,498	904,494	903,494	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
MANAGEMENT INFORMATION (0270)						
M.I.S. DIRECTOR	0001	0270	190	100.000	110,399.46	110,399.46
NETWORK SUPPORT SPECIALIS	0001	0270	196	100.000	84,242.75	
SYSTEM SUPPORT SPECIALIST	0001	0270	196	100.000	73,639.20	157,881.95
GIS SPECIALIST	0001	0270	198	100.000	90,098.75	
TECHNOLOGY SPECIALIST	0001	0270	198	100.000	82,632.35	172,731.10
					441,012.51	441,012.51



**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. 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	OJB NUM	OBJECTIVE	QUARTER
<b>DEVELOPMENT ENFORCEMENT</b>	<b>1</b>	<b>Implement Plan of Conservation and Development and the Transit Oriented District plan.</b>	1	Continue to work with City administration, staff, consultants and developers implementing the TOD	5
			2	South Mtn. Road: research development strategies , set goals and develop land use regs . to increase the development potential of these 200+ acres.	3
			3	Change the zone of the residual C1 and C1A parcels not changed to TOD to insure compatibility with the TOD plan and POCD.	3
			4	Establish a strategy and develop regs. for adaptive reuse of underutilized/vacant buildings.	4
			5	Update and set strategy for City owned parcels.	1
	<b>2</b>	<b>Preserve and Improve the quality of life of our citizens through the continued coordinated code enforcement program</b>	1	Continue to implement the View Permit, View Inspection and View Enforcement programs to create/track Permits, schedule/track inspections in both the Building and Housing Divisions.	1
			2	Building Division's ongoing inspections and monitoring of construction at Platt and Maloney High Schools.	5
			3	Research MHA's Sect 8 housing inspection procedures to determine whether there could be a sharing of efforts with the City's Housing inspections.	2
	<b>3</b>	<b>Insure the efficient planning and completion of Capital Improvements</b>	1	Work on the "Interdepartmental Review Committee for Capital Projects" to track, coordinate, POCD compliant, insure grants/payments and completion of capital projects.	1
	<b>4</b>	<b>Implement the land use directives of Commissions /Boards and City Council</b>	1	Update Subdivision Regs. re: street trees (species and planting standards/detail to prevent pavement heaving.	1
			2	work with council and staff to develop a facade program for the TOD	2

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-0510-40-0-0000-190	DEVELOP & ENFORCE(0510)	<b>ADMINISTRATIVE</b>	111,647	114,264	114,163	68,763	116,731	116,731	
0001-0510-40-0-0000-191	DEVELOP & ENFORCE(0510)	<b>OVERTIME</b>	2,589	5,173	4,000	3,822	6,500	5,000	
0001-0510-40-0-0000-196	DEVELOP & ENFORCE(0510)	<b>MME</b>	416,136	381,306	384,141	277,864	502,112	404,301	
0001-0510-40-0-0000-198	DEVELOP & ENFORCE(0510)	<b>SUPERVISORS</b>	167,309	195,130	175,596	90,477	154,983	154,983	
0001-0510-40-0-0000-350	DEVELOP & ENFORCE(0510)	<b>GASOLINE</b>	3,845	3,411	4,500	2,120	4,500	3,000	
0001-0510-40-0-0000-352	DEVELOP & ENFORCE(0510)	<b>VEHICLE MAINTENANCE</b>	5,309	5,565	5,000	2,418	5,000	5,000	
0001-0510-40-0-0000-440	DEVELOP & ENFORCE(0510)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	24,218	23,229	15,000	10,572	20,000	20,000	
0001-0510-40-0-0000-640	DEVELOP & ENFORCE(0510)	<b>MEMBERSHIPS &amp; MEETINGS</b>	3,217	2,637	3,200	1,929	4,500	3,200	
<b>DEVELOP &amp; ENFORCE(0510) Total</b>			734,270	730,715	705,600	457,965	814,326	712,215	-

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>DEVELOPMENT &amp; ENFORCEMENT (0510)</b>						
<b>DIRECTOR OF PLANNING</b>	<b>0001</b>	<b>0510</b>	<b>190</b>	<b>100.000</b>	<b>116,730.74</b>	<b>116,730.74</b>
<b>CHIEF HOUSING INSPECTOR</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>25.000</b>	<b>19,549.63</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>100.000</b>	<b>56,071.20</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>100.000</b>	<b>56,071.20</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>50.000</b>	<b>28,035.60</b>	
<b>ELECTRICAL INSPECTOR</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>100.000</b>	<b>69,810.86</b>	
<b>HOUSING INSPECTOR</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>25.000</b>	<b>-</b>	
<b>HOUSING INSPECTOR</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>25.000</b>	<b>16,684.37</b>	
<b>HOUSING INSPECTOR</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>25.000</b>	<b>16,684.37</b>	
<b>NP SPECIALIST/NSP</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>40.000</b>	<b>31,279.41</b>	
<b>PLUMBING/MECHANICAL INSPE</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>100.000</b>	<b>67,992.35</b>	
<b>ZONING ENF OFF/ENVIRON PL</b>	<b>0001</b>	<b>0510</b>	<b>196</b>	<b>50.000</b>	<b>42,121.38</b>	<b>404,300.37</b>
<b>ASSISTANT PLANNING DIRECT</b>	<b>0001</b>	<b>0510</b>	<b>198</b>	<b>100.000</b>	<b>78,836.40</b>	
<b>BUILDING OFFICIAL</b>	<b>0001</b>	<b>0510</b>	<b>198</b>	<b>100.000</b>	<b>76,146.06</b>	<b>154,982.46</b>
					<b>676,013.57</b>	<b>676,013.57</b>
<b>CHIEF HOUSING INSPECTOR</b>	<b>1110</b>	<b>0510</b>	<b>804</b>	<b>75.000</b>	<b>58,648.89</b>	
<b>ZONING ENF OFF/ENVIRON PL</b>	<b>0001</b>	<b>3310</b>	<b>196</b>	<b>50.000</b>	<b>42,121.38</b>	
<b>CLERK III</b>	<b>1110</b>	<b>0510</b>	<b>804</b>	<b>50.000</b>	<b>28,035.60</b>	
<b>NP SPECIALIST/NSP</b>	<b>1110</b>	<b>0120</b>	<b>192</b>	<b>60.000</b>	<b>46,919.11</b>	
<b>HOUSING INSPECTOR</b>	<b>1110</b>	<b>0510</b>	<b>804</b>	<b>75.000</b>	<b>-</b>	
<b>HOUSING INSPECTOR</b>	<b>1110</b>	<b>0510</b>	<b>804</b>	<b>75.000</b>	<b>50,053.12</b>	
<b>HOUSING INSPECTOR</b>	<b>1110</b>	<b>0510</b>	<b>804</b>	<b>75.000</b>	<b>50,053.12</b>	
					<b>275,831.21</b>	

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0520-40-0-0000-390	INLAND WETLAND (0520)	<b>OTHER PURCHASE SERVICES</b>	-	-	-	-	2,000	-	
0001-0520-40-0-0000-440	INLAND WETLAND (0520)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	1,287	872	700	55	1,000	700	
0001-0520-40-0-0000-640	INLAND WETLAND (0520)	<b>MEMBERSHIPS &amp; MEETINGS</b>	-	60	150	140	300	150	
<b>INLAND WETLAND (0520) Total</b>			1,287	932	850	195	3,300	850	-

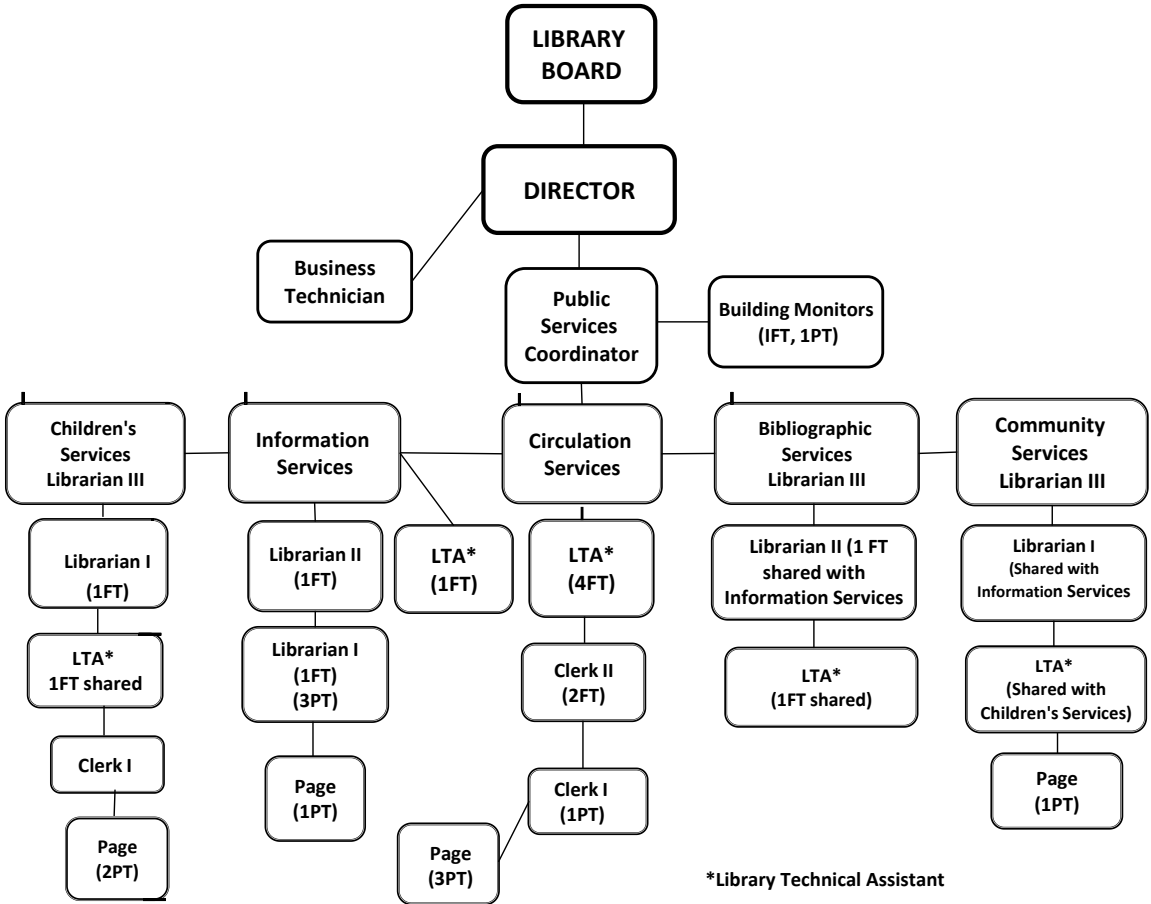
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-3940-40-0-0000-192	PARKING (3940)	<b>PAYROLL</b>	69,079	69,415	68,294	38,144	71,149	71,476	
0001-3940-40-0-0000-198	PARKING (3940)	<b>SUPERVISORS</b>	45,005	47,051	48,973	28,909	49,107	49,107	
0001-3940-40-0-0000-323	PARKING (3940)	<b>MAINTENANCE</b>	832	750	2,000	494	2,500	1,500	
0001-3940-40-0-0000-350	PARKING (3940)	<b>GASOLINE</b>	860	922	900	689	900	900	
0001-3940-40-0-0000-352	PARKING (3940)	<b>VEHICLE MAINTENANCE</b>	417	251	500	-	250	250	
0001-3940-40-0-0000-353	PARKING (3940)	<b>TELEPHONES</b>	834	840	900	559	900	900	
0001-3940-40-0-0000-414	PARKING (3940)	<b>UTILITIES</b>	12,516	11,107	13,000	5,543	13,860	19,284	
0001-3940-40-0-0000-440	PARKING (3940)	<b>GENERAL EXPENSES</b>	2,467	2,298	2,500	737	2,500	2,500	
	<b>PARKING (3940) Total</b>		132,010	132,635	137,067	75,073	141,166	145,917	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>PARKING (3940)</b>						
SECURITY ATTENDANT	0001	3940	192	100.000	13,884.94	
SECURITY ATTENDANT	0001	3940	192	100.000	13,672.38	
SECURITY ATTENDANT	0001	3940	192	100.000	15,685.71	
SECURITY ATTENDANT	0001	3940	192	100.000	12,547.20	
SECURITY ATTENDANT	0001	3940	192	100.000	15,685.71	71,475.95
MANAGER / SECURITY ATTEND	0001	3940	198	100.000	49,106.74	49,106.74
					120,582.69	120,582.69



# LIBRARY



**Mission:** The Meriden Public Library is the informational, educational, cultural and recreational resource of the city. In order to meet individual and community needs, the Library's goal is to provide free access to books, audio and visual recordings, educational programs, and digital information accessed by ever-changing technology in an atmosphere that is welcoming, respectful, and businesslike.

**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 goals of the Children's Library are to build a lifelong love of reading in children and to support families in preparing their children to enter school ready to learn and succeed. 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	DESCRIPTIONI	OBJ NUM	OBJECTIVE	QUARTER
LIBRARY	1	<b>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.</b>	1	Seek grant funds to increase hours that the Bookmobile is serving neighborhoods. The Bookmobile brings services and information to segments of the population who cannot easily use the main library	3
			2	Make major changes in webpage and social networking tools to identify needs and personalize services to patrons	5
			3	Work on increasing participation of community members through support of the Board of Trustees and Friends of the Library	5
			4	Review all library policies for relevance	5
			5	Convvene at least one public survey/suggestion event, and one public meeting for the patrons to share ideas and/or concerns with the Library Board	4
	2	<b>Early Childhood Education -- Children from birth to age 5 will have programs, services and materials designed to help them enter Meriden schools ready to read and succeed.</b>	1	Continue to increase the number of preschoolers participating in the library's programs and services	5
			2	Continue and expand bilingual preschool programs	5
			3	Provide parenting programs on the topic of emerging literacy	5
			4	Partner with public schools and other organizations serving young children	5
	3	<b>Technology -- Residents will have access to digital resources, computers, Internet and basic computer applications to meet their personal, educational</b>	1	Increase the number of group and individual sessions of computer, e-reader and other digital equipment training perhaps in collaboration with other organizations	4
			2	Complete upgrades of software on public computers	3

		<b>and informational needs.</b>	3	Install a digital display "bulletin board" to list events and highlight the library's resources	1
			4	Acquire a "smart board" for meeting room use	1
	4	<b>Building/Facility -- Residents will find the library safe, attractive and comfortable.</b>	1	Plan for the expansion and total renovation of the Children's area, and improvements to public restroom facilities	5
			2	Continue work on small renovation and remodeling projects to give the 1973 building a "facelift" including reupholstering and refinishing furniture, shifting service areas and creating space for collections.	5
			3	Work with the City and Volunteers to keep the grounds attractive.	5

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0160-40-0-0000-189	LIBRARY (0160)	MISC PART-TIME	34,846	47,341	39,603	35,934	64,675	64,675	
0001-0160-40-0-0000-190	LIBRARY (0160)	ADMINISTRATIVE	92,990	95,443	95,361	57,438	97,507	97,507	
0001-0160-40-0-0000-191	LIBRARY (0160)	OVERTIME CONTINGENCY	509	235	-	272	-	-	
0001-0160-40-0-0000-196	LIBRARY (0160)	MME	668,968	625,022	662,831	373,209	684,285	677,371	
0001-0160-40-0-0000-198	LIBRARY (0160)	SUPERVISORS	771,013	847,257	888,804	549,509	890,824	852,207	
0001-0160-40-0-0000-321	LIBRARY (0160)	PUBLIC UTILITIES	116,668	112,294	115,000	71,669	116,000	116,000	
0001-0160-40-0-0000-350	LIBRARY (0160)	GASOLINE	1,102	1,099	1,100	723	1,100	1,100	
0001-0160-40-0-0000-352	LIBRARY (0160)	VEHICLE MAINTENANCE	280	1,746	500	315	950	950	
0001-0160-40-0-0000-353	LIBRARY (0160)	TELEPHONES	3,997	4,010	4,081	2,426	4,081	4,081	
0001-0160-40-0-0000-389	LIBRARY (0160)	SECURITY SERVICE	203	1,000	700	-	700	700	
0001-0160-40-0-0000-390	LIBRARY (0160)	OTHER PURCHASED SERVICES	99,531	89,718	98,899	47,828	83,002	83,002	
0001-0160-40-0-0000-391	LIBRARY (0160)	VIDEO SERVICES	21,000	18,000	21,000	9,450	21,000	21,000	
0001-0160-40-0-0000-413	LIBRARY (0160)	BUILDING SUPPLIES & MATERIALS	56,776	39,708	47,875	34,578	52,965	50,000	
0001-0160-40-0-0000-430	LIBRARY (0160)	LIBRARY BOOKS & MATERIALS	152,161	151,833	160,000	108,184	160,000	175,000	
0001-0160-40-0-0000-440	LIBRARY (0160)	OFFICE EXPENSE & SUPPLIES	31,202	28,351	29,200	17,426	34,986	32,000	
0001-0160-40-0-0000-640	LIBRARY (0160)	MEMBERSHIP & MEETINGS	3,462	3,849	3,700	1,485	3,700	3,700	
	<b>LIBRARY (0160) Total</b>		2,054,708	2,066,905	2,168,654	1,310,446	2,215,775	2,179,293	-

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>LIBRARY (0160)</b>						
<b>DIRECTOR OF LIBRARY SERVI</b>	<b>0001</b>	<b>0160</b>	<b>190</b>	<b>100.000</b>	<b>97,506.33</b>	<b>97,506.33</b>
<b>BUSINESS OPERATIONS TECH-</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>72,258.86</b>	
<b>LIBRARY BUILDING MONITOR</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>21,956.23</b>	
<b>LIBRARY CLERK I</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>16,741.37</b>	
<b>LIBRARY CLERK I</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>15,961.37</b>	
<b>LIBRARY CLERK II</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>44,296.46</b>	
<b>LIBRARY CLERK II</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>43,412.46</b>	
<b>LIBRARY CLERK II</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>44,296.46</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>LIBRARY TECHNICAL ASSISTA</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	
<b>SECURITY GUARD</b>	<b>0001</b>	<b>0160</b>	<b>196</b>	<b>100.000</b>	<b>43,989.26</b>	<b>669,456.25</b>
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>61,048.80</b>	
<b>LIBRARIAN II</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>72,678.00</b>	
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>24,282.00</b>	
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>69,603.00</b>	
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>30,524.40</b>	
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>24,282.00</b>	

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

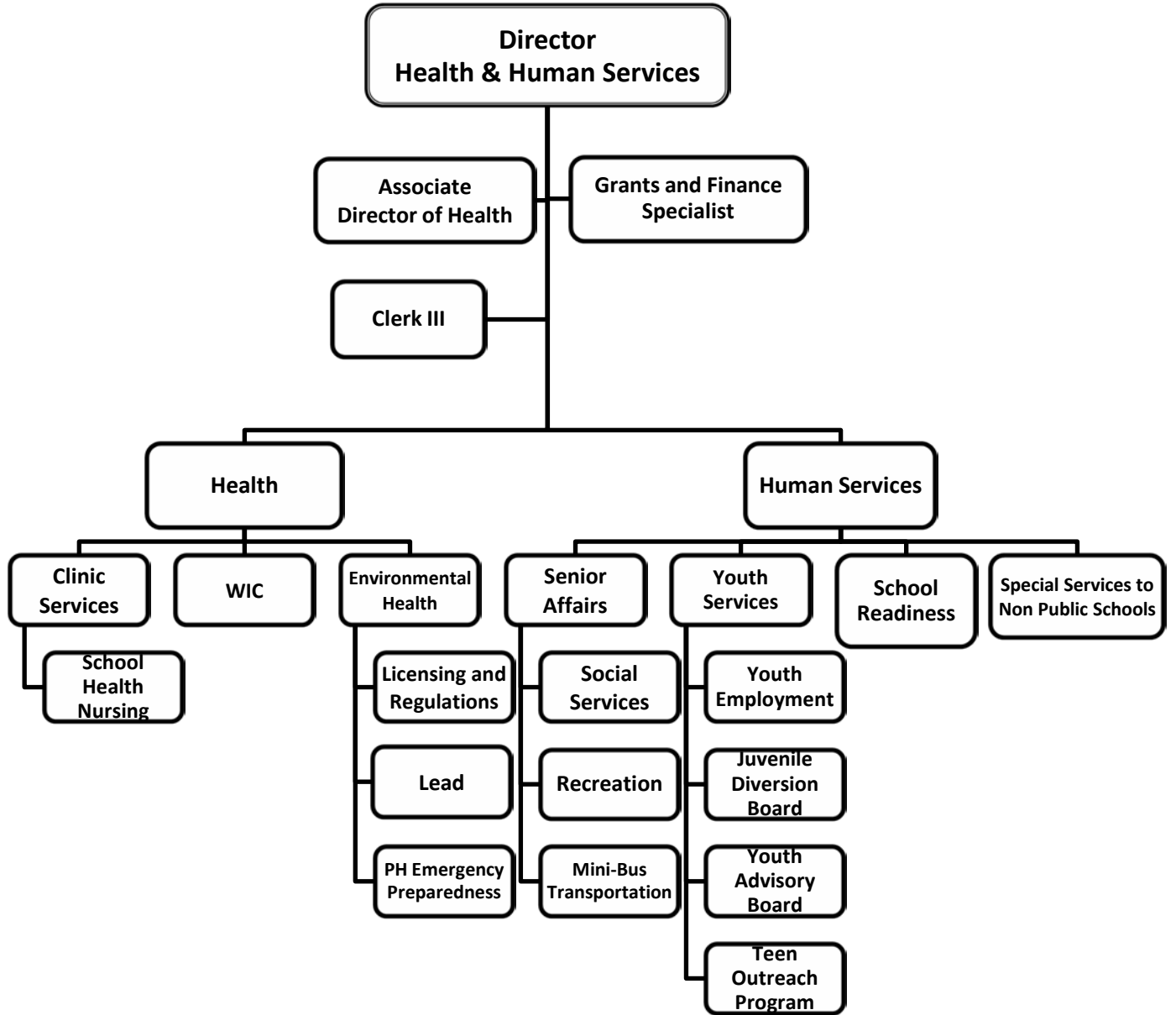
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>LIBRARY (0160) cont'd</b>						
<b>LIBRARIAN II</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>-</b>	
<b>LIBRARIAN I</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>69,435.42</b>	
<b>LIBRARIAN II</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>78,784.12</b>	
<b>LIBRARIAN III</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>85,978.63</b>	
<b>LIBRARIAN III</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>85,978.63</b>	
<b>LIBRARIAN III</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>63,893.00</b>	
<b>LIBRARIAN III</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>85,978.63</b>	
<b>LIBRARIAN IV</b>	<b>0001</b>	<b>0160</b>	<b>198</b>	<b>100.000</b>	<b>93,654.18</b>	<b>846,120.81</b>
					<b>1,613,083.39</b>	<b>1,613,083.39</b>



City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-1000-40-1-0000-149	BOARD OF EDUCATION (1000)	BOARD OF EDUCATION	86,569,382	85,344,035	85,662,129	43,946,230	86,600,144	86,750,144	
0001-1000-40-1-0000-201	BOARD OF EDUCATION (1000)	HEALTH INSURANCE	12,166,383	14,142,759	13,946,211	6,834,698	13,008,196	13,008,196	
<b>BOARD OF EDUCATION (1000) Total</b>			98,735,765	99,486,794	99,608,340	50,780,928	99,608,340	99,758,340	-
0001-1184-40-1-0000-160	SCHOOL BUILD COMM(1184)	SALARY EXPENSE	1,501	1,136	1,500	-	1,500	1,500	
<b>SCHOOL BUILD COMM(1184) Total</b>			1,501	1,136	1,500	-	1,500	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. Programs include Clinic Services; School Health Services; Special Services to Non-Public Schools; Environmental Health Services; Women, Infants and Children Program (WIC); Public Health Emergency Preparedness; and School Readiness; in addition, the department maintains fiduciary responsibility for Casa Boricua de Meriden.

**Social Services** –The Bilingual Social Services Worker provides social work assessment, consultation and referrals to any resident of Meriden. The services most frequently requested include financial, healthcare access, health insurance counseling, housing, and entitlement eligibility. This position is housed at the Meriden Senior Center.

**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 (JAD), case management, Summer Youth Employment Program, Special Services to High School Youth, Teen Outreach Program (TOP), Meriden Action Researchers (MARS), education, information and referral.

**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	OJB NUM	OJECTIVE	QUARTER
HEALTH AND HUMAN SERVICES	1	Continue to streamline operations, building on and adding to those set last year.	1	All staff will be required to complete and submit Standard Operating Procedures for their section by the first quarter.	1
			2	The Director of Health and the Associate Director of Health will compile a combined Standard Operating Procedure for the Department	1
			3	Clerical staff will be cross trained in each other's daily tasks	1
	2	Operations will be data driven and evidence based.	1	Monthly report data will be more useful and measurable. Data will be collected in a more meaningful manner.	1
			2	Staff will move from paper-based to computer-based data collection, storage, and management.	1
			3	The data collected will be analyzed and will guide the direction of work done.	1
			4	All Departments will develop/enhance programs that data shows there is a need for.	1
	3	Continue to retain current grants and look for new grants.	1	All Departments will be responsible for seeking funding to sustain and compliment the work they are already doing.	1
			2	All Departments will be responsible for seeking grant funding that will provide new and innovative programming to meet the needs of the community.	1

	<b>4</b>	<b>Provide continuing education/training to staff to keep them abreast of current evidence-based and modern public health/human service practices.</b>	1	Utilize the trainings offered by CT DPH and other organizations.	1
			2	Offer more peer-to-peer training throughout the year.	1
	<b>5</b>	<b>Assess the needs of the community including gaps in services, redundancy and ineffective programming</b>	1	Complete focus groups as a means of gathering qualitative data.	1
			2	Apply participatory action culture in our program development, implementation, and evaluation.	1
			3	Complete a community needs assessment and an inventory of health and human services in Meriden.	1

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-4710-40-0-0000-189	HEALTH (4710)	SEASONAL WORKERS	1,592	2,810	-	5,889	-	-	
0001-4710-40-4-0000-149	HEALTH (4710)	CERTIFIED SALARIES	116,733	107,557	144,034	75,998	146,871	146,871	
0001-4710-40-4-0000-189	HEALTH (4710)	MISC. PART-TIME	5,004	5,004	5,520	3,336	5,160	5,160	
0001-4710-40-4-0000-190	HEALTH (4710)	ADMINISTRATION	100,198	102,819	102,731	61,877	105,043	105,043	
0001-4710-40-4-0000-191	HEALTH (4710)	OVERTIME	219	4,204	3,000	2,528	3,000	3,000	
0001-4710-40-4-0000-193	HEALTH (4710)	PUBLIC HEALTH NURSES	1,011,097	899,222	1,001,661	567,628	938,864	938,864	
0001-4710-40-4-0000-196	HEALTH (4710)	MME	465,844	483,536	509,256	283,866	537,014	537,014	
0001-4710-40-4-0000-198	HEALTH (4710)	SUPERVISORS	223,368	244,459	243,111	140,509	281,612	281,612	
0001-4710-40-4-0000-350	HEALTH (4710)	GASOLINE	1,366	1,917	2,000	1,070	2,500	2,500	
0001-4710-40-4-0000-352	HEALTH (4710)	VEHICLE MAINTENANCE	3,163	4,318	3,400	1,774	3,400	3,400	
0001-4710-40-4-0000-440	HEALTH (4710)	OFFICE EXPENSES & SUPPLIES	10,140	8,382	9,650	6,511	11,000	10,000	
0001-4710-40-4-0000-474	HEALTH (4710)	ENVIRONMENTAL SUPPLIES	13,008	3,810	3,550	1,925	4,700	4,700	
0001-4710-40-4-0000-478	HEALTH (4710)	HEALTH SUPPLIES	8,913	7,781	7,822	6,668	12,050	10,000	
0001-4710-40-4-0000-482	HEALTH (4710)	P.A. 10-217A SUPPLIES	2,742	2,311	2,575	871	3,395	3,000	
0001-4710-40-4-0000-490	HEALTH (4710)	LEAD PROGRAM	4,200	3,000	4,100	1,921	4,100	4,100	
0001-4710-40-4-0000-640	HEALTH (4710)	MEMBERSHIPS & MEETINGS	2,271	1,963	3,000	896	3,000	3,000	
0001-4710-40-4-0000-706	HEALTH (4710)	SPECIAL PROJECTS	-	-	1	14,631	1	-	
	<b>HEALTH (4710) Total</b>		1,969,858	1,883,093	2,045,411	1,177,900	2,061,710	2,058,264	-
0001-4720-40-4-0000-196	SOCIAL SERVICES (4720)	MME	137,194	81,701	82,366	59,134	-	-	
0001-4720-40-4-0000-390	SOCIAL SERVICES (4720)	EVICCTIONS	34,685	34,800	30,000	28,800	30,000	35,000	
0001-4720-40-4-0000-440	SOCIAL SERVICES (4720)	OFFICE EXPENSE & SUPPLIES	875	835	900	186	900	900	
0001-4720-40-4-0000-640	SOCIAL SERVICES (4720)	MEMBERSHIPS & MEETINGS	-	-	50	-	250	250	
	<b>SOCIAL SERVICES (4720) Total</b>		172,754	117,336	113,316	88,120	31,150	36,150	-
0001-4730-40-4-0000-187	SENIOR CENTER (4730)	M.O.W. SALARIES	28,597	26,179	-	-	-	-	
0001-4730-40-4-0000-192	SENIOR CENTER (4730)	OTHER NON-UNION	27,426	25,929	39,200	15,656	28,275	28,275	
0001-4730-40-4-0000-196	SENIOR CENTER (4730)	MME	305,437	275,185	223,913	136,446	297,835	297,835	
0001-4730-40-4-0000-198	SENIOR CENTER (4730)	SUPERVISORS	89,312	113,798	78,212	45,849	82,050	82,050	
0001-4730-40-4-0000-199	SENIOR CENTER (4730)	ELDERLY NUTRITION	26,981	30,666	26,735	18,204	30,900	30,900	
0001-4730-40-4-0000-350	SENIOR CENTER (4730)	GASOLINE	12,993	14,503	13,000	10,128	13,000	13,000	
0001-4730-40-4-0000-352	SENIOR CENTER (4730)	VEHICLE MAINTENANCE	4,302	7,325	5,900	3,102	5,900	5,900	
0001-4730-40-4-0000-440	SENIOR CENTER (4730)	OFFICE EXPENSE & SUPPLIES	10,137	10,539	14,000	5,839	13,000	11,000	
0001-4730-40-4-0000-640	SENIOR CENTER (4730)	MEETINGS & MEMBERSHIPS	50	50	1,500	1,236	1,500	1,500	
0001-4730-41-0-0000-943	SENIOR CENTER (4730)	NOW CHORE PROJECT FOR ELDERS	3,750	-	-	-	-	-	
	<b>SENIOR CENTER (4730) Total</b>		508,985	504,175	402,460	236,460	472,460	470,460	-
0001-4745-40-4-0000-196	YOUTH SERVICES (4745)	MME	62,679	64,195	65,243	38,527	66,738	66,738	
0001-4745-40-4-0000-198	YOUTH SERVICES (4745)	SUPERVISORS	89,312	91,436	93,398	55,150	93,655	93,655	
0001-4745-40-4-0000-440	YOUTH SERVICES (4745)	OFFICE EXPENSE & SUPPLIES	1,752	1,421	1,450	540	1,450	1,450	
0001-4745-40-4-0000-490	YOUTH SERVICES (4745)	YOUTH ACTIVITIES	1,302	1,148	1,350	808	1,350	1,350	
0001-4745-40-4-0000-640	YOUTH SERVICES (4745)	MEMBERSHIPS & MEETINGS	800	700	700	376	700	700	
	<b>YOUTH SERVICES (4745) Total</b>		155,845	158,900	162,141	95,402	163,893	163,893	-

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>HEALTH (4710)</b>						
SCHOOL PSYCHOLOGIST	0001	4710	149	100.000	51,665.94	
SOCIAL WORKER	0001	4710	149	100.000	42,811.56	
SPEECH THERAPIST	0001	4710	149	100.000	52,393.26	146,870.76
HUMAN SERVICES DIRECTOR	0001	4710	190	100.000	105,042.27	105,042.27
EDUCATION STIPEND/LAB COAT	0001	4710	193	100.000	5,100.00	
Per diem RNs	0001	4710	193	100.000	16,200.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,586.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,480.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,586.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,480.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	24,611.49	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	67,072.12	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,480.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,586.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	19,480.29	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,480.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	51,637.11	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	45,821.86	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,586.82	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	67,072.12	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	24,611.49	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	67,072.12	

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
Job Title	Fund	Dept	Obl	Percentage	Amount	Total
<b>HEALTH (4710) cont'd</b>						
PUBLIC HEALTH PROGRAM COO	0001	4710	193	100.000	73,913.10	938,862.26
ACCOUNT CLERK	0001	4710	196	100.000	56,071.20	
GRANT & FINANCIAL SPECIAL	0001	4710	196	100.000	78,198.52	
HEALTH AIDE I	0001	4710	196	100.000	19,256.79	
HEALTH AIDE I	0001	4710	196	100.000	17,072.89	
HEALTH AIDE I	0001	4710	196	100.000	20,719.36	
HEALTH AIDE I	0001	4710	196	100.000	20,241.64	
HEALTH AIDE I	0001	4710	196	100.000	22,056.79	
HEALTH SECRETARY	0001	4710	196	100.000	61,090.63	
SANITARIAN	0001	4710	196	100.000	63,226.50	
SANITARIAN II	0001	4710	196	100.000	84,242.75	
SANITARIAN II	0001	4710	196	43.000	25,497.13	
SANITARIAN II	0001	4710	196	100.000	69,338.70	537,012.90
ASSOC DIR HEALTH & HUMAN	0001	4710	198	100.000	94,302.51	
ENVIRONMENTAL HEALTH ADMI	0001	4710	198	100.000	93,654.18	
PUB HEALTH NURSE ADMINIST	0001	4710	198	100.000	93,654.18	281,610.87
					2,009,399.06	2,009,399.06
SANITARIAN	0116	4718	192	57.000	33,798.52	
HEALTH AIDE I BILINGUAL	0001	4710	706	100.000	40,231.90	
					74,030.42	



2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>SENIOR CENTER (4730)</b>						
CLERK III	0001	4730	196	100.000	45,625.90	
RENTERS REBATE CLERK	0001	4730	196	100.000	7,657.20	
BILINGUAL SOCIAL WORKER	0001	4730	196	100.000	57,652.50	
MINI BUS DISPATCHER	0001	4730	196	100.000	46,335.60	
MINI BUS DRIVER	0001	4730	196	100.000	38,759.40	
MINI BUS DRIVER	0001	4730	196	100.000	19,728.67	
MINI BUS DRIVER	0001	4730	196	100.000	9,792.98	
MINI BUS DRIVER	0001	4730	196	100.000	19,837.07	
MINI BUS DRIVER OVERTIME	0001	4730	196	100.000	2,064.75	
RECREATION COORDINATOR	0001	4730	196	100.000	50,379.90	297,833.97
SENIOR AFFAIRS ADMINISTRA	0001	4730	198	100.000	82,048.11	82,048.11
					<b>379,882.08</b>	<b>379,882.08</b>
MINI BUS DRIVER	0116	4730	192	100.000	17,128.80	
					<b>17,128.80</b>	

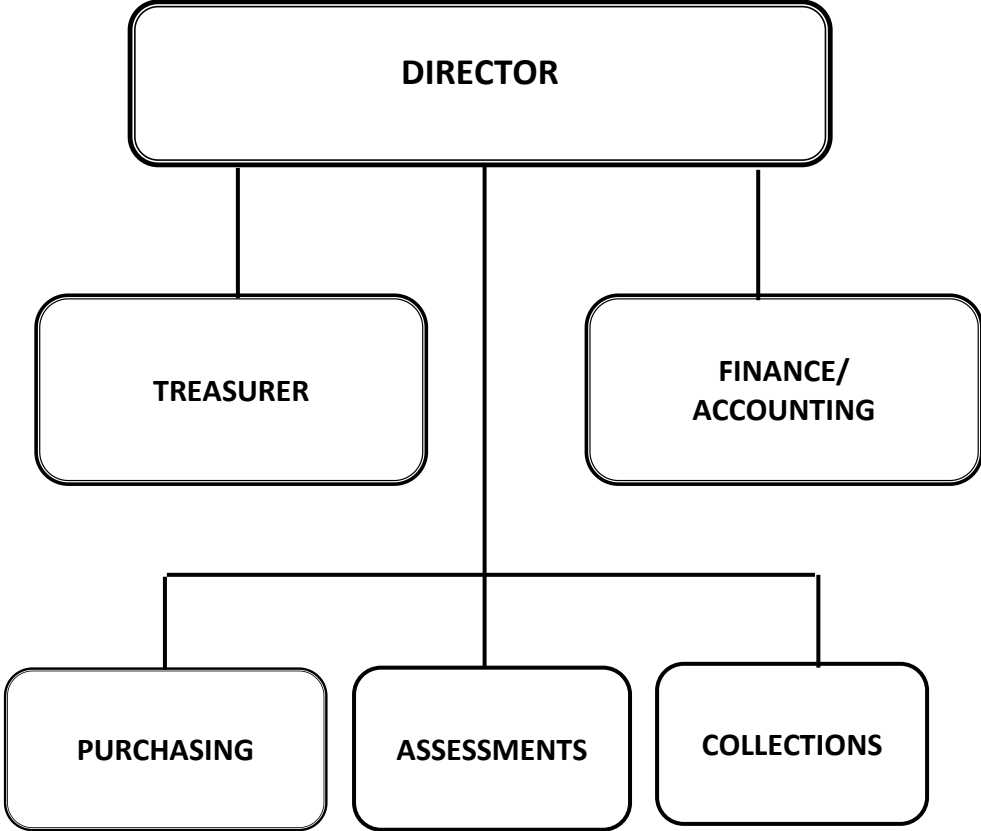
2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>YOUTH SERVICES (4745)</b>						
<b>CRISIS INTERVENTION SPECI</b>	<b>0001</b>	<b>4745</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	<b>66,737.49</b>
<b>YOUTH SERVICES MANAGER</b>	<b>0001</b>	<b>4745</b>	<b>198</b>	<b>100.000</b>	<b>93,654.18</b>	<b>93,654.18</b>
					<b>160,391.67</b>	<b>160,391.67</b>

# **SECTION 3**

# **FINANCE**

**Finance, Purchasing, Collections,  
Assessments, Assessments Appeals**

**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 Office of Assessment and Tax Collector's Office 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.

**Office of Assessments** - The Office of Assessments 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 values all real estate, business personal property and motor vehicles within the City of Meriden. The Office of Assessments is within the Finance Department as such reports to the Director of Finance and to the State of Connecticut.

**Tax Collector's Office** - The Tax Collector's Office is 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 Tax Collector's Office is within the Finance Department as such reports to the Director of Finance.

**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
<b>FINANCE</b>	<b>1</b>	<b>Continue implementation of SunGard Financial applications upgrade.</b>	1	Continue towards the conversion on One Solution. The upgraded version of SunGard applications for accounting purposes.	4
			2	Develop the timeline of the upgrade.	1
			3	Use installed financial applications as of June 30, 2015	5
	<b>2</b>	<b>To expand and improve the City's internal financial reporting and to ensure departments and other users have easy access to those reports.</b>	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
	<b>3</b>	<b>To improve current accounting procedures.</b>	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
			3	Provide training classes for departmental users. Personnel turnover has created proper training opportunity.	5
	<b>4</b>	<b>To improve the budget document</b>	1	Provide more information to make it easier to formulate final budget figures.	5
	<b>5</b>	<b>To improve current office procedures in the assessment and collection division.</b>	1	Streamlining office procedures will free up time to perform more important tasks such as processing tax bills in a timelier manner and sending out delinquent notices more often.	5
			2	Implementation of new accounting system to make office more efficient.	5
	<b>7</b>	<b>Tax: Training</b>	1	Continue to encourage full certification of staff for CCMC designations. This will result in a	5

				more educated staff to better serve the public.	
	<b>8</b>	<b>Tax: Increase Collection Rate</b>	1	Explore different methods of collecting delinquent taxes including tax sales and use of a marshal.	5
			2	Send delinquent motor vehicle bills to the collection agency sooner to improve collection rate.	5
			3	Publish in the local newspaper a list of delinquent taxpayers.	5
			4	Explore the possibility of accepting credit/debit cards in the office for tax payments.	5
	<b>9</b>	<b>Tax: Office Improvements</b>	1	Install upgraded safety glass and appropriate pass-through to improve counter security.	5
			2	Renovate existing counter to allow for handicap accessibility.	5
	<b>10</b>	<b>Assessor Office: Training</b>	1	Continue to encourage full certification of staff for CCMA designations. This will result in a more educated staff to better serve the public.	5
	<b>11</b>	<b>Assessor's Office: Revaluation</b>	1	To begin the process of the state-mandated valuation of all real estate parcels located within the city.	1
	<b>12</b>	<b>Purchasing: Further use of technology</b>	1	Continue to clean/purge the existing vendor listing.	5
	<b>13</b>	<b>Purchasing: Negotiation of discounts based on quick payments</b>	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.	5
	<b>14</b>	<b>Purchasing: Expand the use of the Purchasing Card system.</b>	1	PCard transactions are less costly than the traditional purchase order process. Attain levels of use that will result in rebates back to the City.	5
	<b>15</b>	<b>Purchasing: Electronic administration of the Purchasing Card system.</b>	1	Expand the current PCard process by making it electronic. PCard holders have the ability to review their purchases, credit limit and	2

				status of their transactions on an external webpage. Users will scan and insert a receipt for each transaction along with the proper general ledger account and approve it all electronically.	
	<b>16</b>	<b>Purchasing - update policies and procedures.</b>	1	Update policies for best practice compliance.	5
			2	Up procedures to comply with new accounting software.	5
	<b>17</b>	<b>Update and standardize language contained in contracts</b>	1	Make more efficient use of time needed during the contract process.	5



City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0200-40-0-0000-601	CONTINGENCY (0200)	CONTINGENCY	-	-	484,299	-	500,000	500,000	
	<b>CONTINGENCY (0200) Total</b>		-	-	484,299	-	500,000	500,000	-
0001-0210-40-0-0000-189	FINANCE (0210)	SEASONAL WORKERS	101	3,720	-	2,725	-	-	
0001-0210-40-0-0000-190	FINANCE (0210)	ADMINISTRATIVE	123,667	126,611	126,496	76,192	129,342	129,342	
0001-0210-40-0-0000-191	FINANCE (0210)	OVERTIME CONTINGENCY	1,096	2,611	1,000	370	1,000	1,000	
0001-0210-40-0-0000-196	FINANCE (0210)	MME	157,843	157,923	164,298	90,470	162,537	162,537	
0001-0210-40-0-0000-198	FINANCE (0210)	SUPERVISORS	236,482	249,611	254,979	150,561	255,678	255,678	
0001-0210-40-0-0000-352	FINANCE (0210)	VEHICLE MAINTENANCE	2,400	2,400	2,400	1,400	2,400	2,400	
0001-0210-40-0-0000-353	FINANCE (0210)	TELEPHONE	122,541	117,522	115,000	45,644	150,000	150,000	
0001-0210-40-0-0000-440	FINANCE (0210)	OFFICE EXPENSE & SUPPLIES	24,889	74,083	24,000	13,661	24,000	24,000	
0001-0210-40-0-0000-601	FINANCE (0210)	BANKING FEES	51,169	63,109	45,500	12,650	65,600	65,600	
0001-0210-40-0-0000-640	FINANCE (0210)	MEMBERSHIP & MEETINGS	5,318	4,336	3,000	1,075	5,300	5,300	
0001-0210-40-0-0000-703	FINANCE (0210)	GENERAL OFFICE SUPPLIES	(4,485)	(58,437)	1	22,516	1	1	
	<b>FINANCE (0210) Total</b>		721,021	743,488	736,674	417,264	795,858	795,858	-

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-5211-40-5-0000-301	DEBT SERVICE (5211)	<b>PRINCIPAL BONDS</b>	8,597,000	8,234,000	9,048,203	7,228,000	10,107,700	10,107,700	
0001-5211-40-5-0000-302	DEBT SERVICE (5211)	<b>INTEREST BONDS</b>	2,806,101	3,247,944	2,900,225	2,180,910	5,324,880	5,324,880	
0001-5211-40-5-0000-309	DEBT SERVICE (5211)	<b>BABS FEDERAL SUBSIDY</b>	(248,715)	(235,133)	(245,895)	(113,972)	(235,919)	(235,919)	
0001-5211-40-5-0000-310	DEBT SERVICE (5211)	<b>PMT TO REFUNDED BOND ESCROW AC</b>	-	-	-	-	-	-	
0001-5211-40-5-0000-311	DEBT SERVICE (5211)	<b>REFUNDING INTEREST EXPENSE</b>	-	-	-	-	-	-	
0001-5211-40-5-0000-699	DEBT SERVICE (5211)	<b>TRANSFER IN - PREMIUM</b>	-	(84,147)	(558,112)	(558,112)	(2,280,877)	(2,280,877)	
		<b>DEBT SERVICE (5211) Total</b>	11,154,386	11,162,664	11,144,421	8,736,826	12,915,784	12,915,784	-
		<b>Grand Total</b>	183,950,599	180,820,253	185,007,719	105,742,252	193,836,902	187,688,038	-
		City Expenditures (not including the BOE)			85,399,379		94,228,562	87,929,698	-
		Second Taxing District (dept. 3357)			1,433,204		1,444,800	1,454,800	-
		<b>TOTAL EXPENDITURES</b>	183,950,599	180,820,253	185,007,719	105,742,252	193,836,902	187,688,038	-
		<b>TOTAL REVENUES</b>	184,921,274	181,293,822	185,007,719	103,548,131	183,240,767	187,688,038	-
		Variance	970,675	473,569	-	(2,194,121)	(10,596,135)	-	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>FINANCE (0210)</b>						
DIRECTOR OF FINANCE	0001	0210	190	100.000	129,341.79	129,341.79
FINANCE SPECIALIST	0001	0210	196	75.000	45,817.97	
FINANCE SPECIALIST	0001	0210	196	100.000	61,090.63	
PAYROLL CLERK	0001	0210	196	100.000	55,628.23	162,536.83
ACCOUNTANT	0001	0210	198	100.000	78,784.12	
ACCOUNTANT	0001	0210	198	100.000	78,784.12	
DIRECTOR OF ACCOUNTING	0001	0210	198	100.000	98,108.92	255,677.16
					<b>547,555.78</b>	<b>547,555.78</b>
FINANCE SPECIALIST	0620	0210	196	8.334	5,091.29	
FINANCE SPECIALIST	0621	0210	196	8.333	5,090.68	
FINANCE SPECIALIST	0622	0210	196	8.333	5,090.68	
					<b>15,272.66</b>	

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0250-40-0-0000-191	PURCHASING (0250)	<b>OVERTIME</b>	299	21	1,000	53	1,000	1,000	
0001-0250-40-0-0000-196	PURCHASING (0250)	<b>MME</b>	145,799	158,777	167,329	86,842	168,834	168,834	
0001-0250-40-0-0000-198	PURCHASING (0250)	<b>SUPERVISORS</b>	101,901	104,762	104,640	64,290	111,327	111,327	
0001-0250-40-0-0000-440	PURCHASING (0250)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	4,848	4,673	5,000	3,330	6,700	5,000	
0001-0250-40-0-0000-640	PURCHASING (0250)	<b>MEMBERSHIP &amp; MEETINGS</b>	1,043	1,624	2,500	1,576	5,970	5,000	
0001-0250-40-0-0000-702	PURCHASING (0250)	<b>STOREROOM</b>	1	(13)	1	138	1	1	
<b>PURCHASING (0250) Total</b>			253,891	269,844	280,470	156,229	293,832	291,162	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>PURCHASING (0250)</b>						
<b>CLERK II</b>	<b>0001</b>	<b>0250</b>	<b>196</b>	<b>100.000</b>	<b>41,005.14</b>	
<b>PROCUREMENT SPECIALIST</b>	<b>0001</b>	<b>0250</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	
<b>PURCHASING SPECIALIST</b>	<b>0001</b>	<b>0250</b>	<b>196</b>	<b>100.000</b>	<b>61,090.63</b>	<b>168,833.26</b>
<b>PURCHASING OFFICER</b>	<b>0001</b>	<b>0250</b>	<b>198</b>	<b>100.000</b>	<b>111,326.75</b>	<b>111,326.75</b>
					<b>280,160.01</b>	<b>280,160.01</b>

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0260-40-0-0000-189	TAX COLLECTOR(0260)	<b>SEASONAL WORKERS</b>	-	-	-	1,918	-	-	
0001-0260-40-0-0000-191	TAX COLLECTOR(0260)	<b>OVERTIME</b>	-	-	6,188	3,039	6,188	6,188	
0001-0260-40-0-0000-196	TAX COLLECTOR(0260)	<b>MME</b>	-	-	213,699	107,951	211,924	190,069	
0001-0260-40-0-0000-198	TAX COLLECTOR(0260)	<b>SUPERVISORS</b>	-	-	147,696	86,878	152,654	152,654	
0001-0260-40-0-0000-440	TAX COLLECTOR(0260)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	-	-	85,000	35,607	92,000	85,000	
0001-0260-40-0-0000-640	TAX COLLECTOR(0260)	<b>MEMBERSHIPS &amp; MEETINGS</b>	-	-	1,450	288	1,485	1,450	
<b>TAX COLLECTOR(0260) Total</b>			-	-	454,033	235,681	464,251	435,361	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>COLLECTIONS (0260)</b>						
ACCOUNT CLERK	0001	0260	196	100.000	56,071.20	
ACCOUNT CLERK	0001	0260	196	100.000	56,071.20	
ACCOUNT CLERK	0001	0260	196	100.000	21,854.91	
ACCOUNT CLERK	0001	0260	196	100.000	56,071.20	190,068.51
DELINQUENT REVENUE COLLEC	0001	0260	198	100.000	58,350.86	
TAX COLLECTOR	0001	0260	198	100.000	94,302.52	152,653.38
					342,721.89	342,721.89

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0280-40-0-0000-191	TAX ASSESSOR(0280)	OVERTIME	-	-	6,188	2,286	6,188	6,188	
0001-0280-40-0-0000-196	TAX ASSESSOR(0280)	MME	-	-	244,845	103,793	179,759	179,759	
0001-0280-40-0-0000-198	TAX ASSESSOR(0280)	SUPERVISORS	-	-	93,379	58,179	151,540	151,540	
0001-0280-40-0-0000-350	TAX ASSESSOR(0280)	GASOLINE	-	-	275	105	275	275	
0001-0280-40-0-0000-352	TAX ASSESSOR(0280)	VEHICLE MAINTENANCE	-	-	150	158	150	150	
0001-0280-40-0-0000-388	TAX ASSESSOR(0280)	AUDIT	-	-	3,000	-	3,000	3,000	
0001-0280-40-0-0000-390	TAX ASSESSOR(0280)	REVALUATION	-	-	15,000	6,945	230,160	230,160	
0001-0280-40-0-0000-440	TAX ASSESSOR(0280)	OFFICE EXPENSE & SUPPLIES	-	-	12,000	10,323	12,000	12,000	
0001-0280-40-0-0000-640	TAX ASSESSOR(0280)	MEMBERSHIPS & MEETINGS	-	-	1,550	45	1,550	1,550	
<b>TAX ASSESSOR(0280) Total</b>			-	-	376,387	181,834	584,622	584,622	-
0001-0281-40-0-0000-189	ASSESSMENT APPEALS (0281)	MISC PART-TIME	2,500	1,500	2,500	500	5,000	2,500	
0001-0281-40-0-0000-440	ASSESSMENT APPEALS (0281)	OFFICE EXPENSE & SUPPLIES	-	222	250	233	250	250	
<b>ASSESSMENT APPEALS (0281) Total</b>			2,500	1,722	2,750	733	5,250	2,750	-



2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>ASSESSMENT (0280)</b>						
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	61,090.63	
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	61,090.63	
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	57,577.03	179,758.29
CITY ASSESSOR	0001	0280	198	100.000	98,610.86	
DEPUTY CITY ASSESSOR	0001	0280	198	100.000	52,928.27	151,539.13
					331,297.42	331,297.42

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0275-40-0-0000-189	ASSESS & COLLECT(0275	SEASONAL WORKERS	-	295	-	-	-	-	-
0001-0275-40-0-0000-191	ASSESS & COLLECT(0275	OVERTIME	14,872	12,630	-	-	-	-	-
0001-0275-40-0-0000-196	ASSESS & COLLECT(0275	MME	444,250	365,848	-	-	-	-	-
0001-0275-40-0-0000-198	ASSESS & COLLECT(0275	SUPERVISORS	276,003	220,604	-	-	-	-	-
0001-0275-40-0-0000-350	ASSESS & COLLECT(0275	GASOLINE	197	155	-	-	-	-	-
0001-0275-40-0-0000-352	ASSESS & COLLECT(0275	VEHICLE MAINTENANCE	14	166	-	-	-	-	-
0001-0275-40-0-0000-388	ASSESS & COLLECT(0275	AUDIT	2,500	2,000	-	-	-	-	-
0001-0275-40-0-0000-390	ASSESS & COLLECT(0275	REVALUATION	7,895	6,945	-	-	-	-	-
0001-0275-40-0-0000-440	ASSESS & COLLECT(0275	OFFICE EXPENSE & SUPPLIES	95,679	97,591	-	-	-	-	-
0001-0275-40-0-0000-500	ASSESS & COLLECT(0275	CAPITAL EQUIPMENT	239	-	-	-	-	-	-
0001-0275-40-0-0000-640	ASSESS & COLLECT(0275	MEMBERSHIP & MEETINGS	2,495	1,772	-	-	-	-	-
<b>ASSESS &amp; COLLECT(0275) Total</b>			<b>844,145</b>	<b>708,006</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

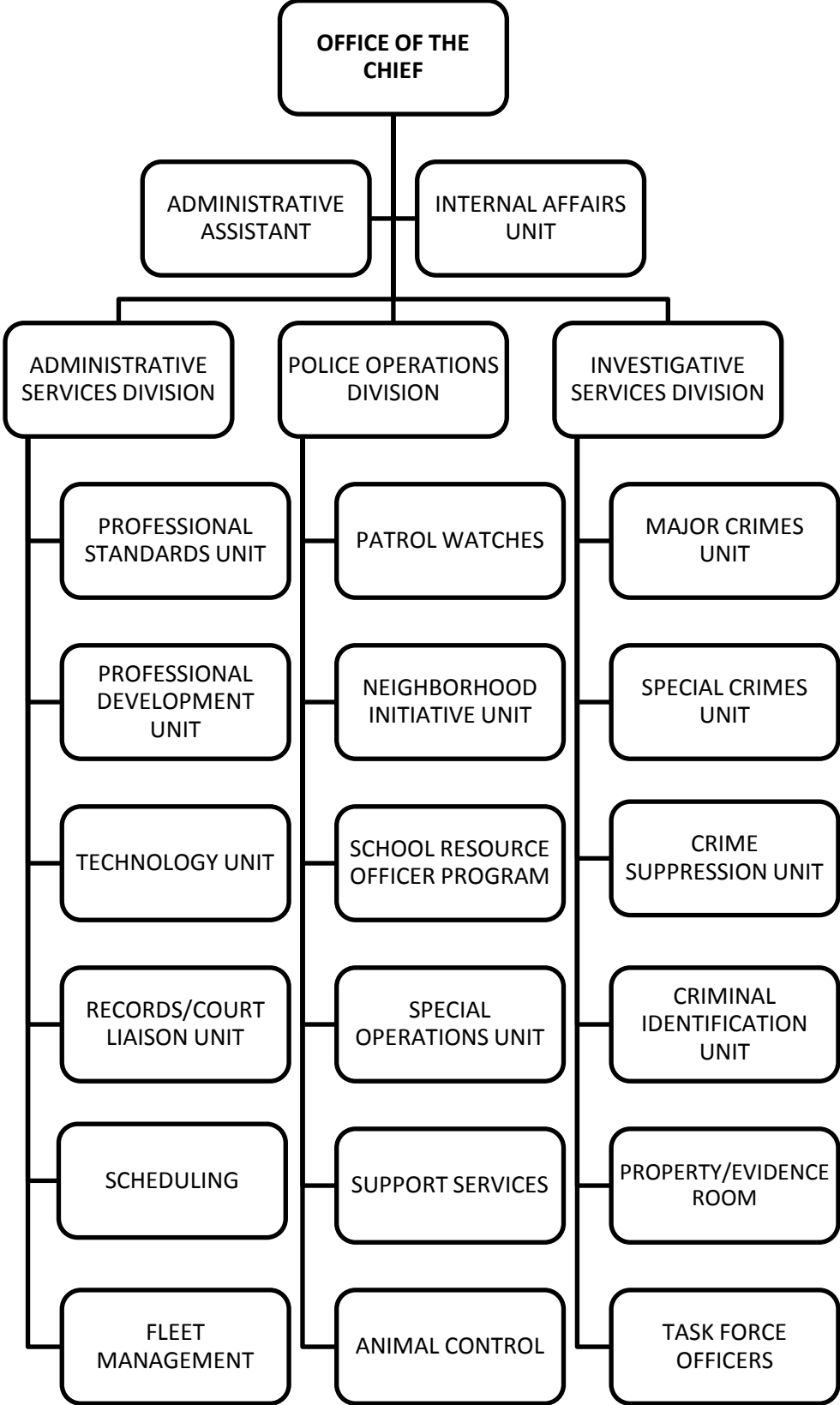
2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>ASSESSMENT APPEALS (0281)</b>						
<b>BOARD OF TAX RELIEF</b>	<b>0001</b>	<b>0281</b>	<b>189</b>	<b>100.000</b>	<b>1,000.00</b>	
<b>BOARD OF TAX RELIEF</b>	<b>0001</b>	<b>0281</b>	<b>189</b>	<b>100.000</b>	<b>1,000.00</b>	
<b>BOARD OF TAX RELIEF</b>	<b>0001</b>	<b>0281</b>	<b>189</b>	<b>100.000</b>	<b>1,000.00</b>	
<b>BOARD OF TAX RELIEF</b>	<b>0001</b>	<b>0281</b>	<b>189</b>	<b>100.000</b>	<b>1,000.00</b>	
<b>BOARD OF TAX RELIEF</b>	<b>0001</b>	<b>0281</b>	<b>189</b>	<b>100.000</b>	<b>1,000.00</b>	<b>5,000.00</b>
					<b>5,000.00</b>	<b>5,000.00</b>

# **SECTION 4**

# **PUBLIC SAFETY**

**Police, Fire, South Meriden Volunteer  
Fire(SMVF), Emergency Communications,  
Emergency Management**

**POLICE DEPARTMENT**



**POLICE OPERATIONS DIVISION:** The Operations Division, commanded by a Captain, consists of three (3) watches of uniformed patrol, the Neighborhood Initiative 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 are two Sergeants (Supervisors) assigned to the unit as well. 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 assigned 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. An SRO is also assigned to the elementary schools on a "floating" basis.

**INTERNAL AFFAIRS UNIT** - Officers assigned to the Internal Affairs 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 Internal Affairs Unit is responsible for conducting pre-employment background investigations, audits and inspections within the Department, policy development, and accreditation compliance. The Internal Affairs Unit is commanded by a Lieutenant. A Sergeant is also assigned to the Unit. Both serve 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) which 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 Unit, Criminal 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 (4) Detective Sergeants assigned as unit supervisors. DEA & Statewide Narcotics Task Force Officers report to the Detective Division Commander. The Property/Evidence Room is supervised by the Detective Sergeant assigned to Criminal Identification Unit. He is also in charge of the Medication Drop Box Program.

**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. The Captain is also responsible for the agency's accreditation effort.

**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.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
<b>POLICE</b>	<b>1</b>	<b>To continue to meet the service demands of the community by responding to calls for service in a timely &amp; efficient manner; To maintain adequate police coverage &amp; staffing levels, as determined by workload analyses and continual community feedback.</b>	1	Maintain authorized staffing level of 124 sworn officers	1
			2	Fill staffing vacancies asap by maintaining active eligibility lists, both certified and entry-level	1
			3	Continue the effort to reduce work-related injuries by holding regular Safety Committee Meetings	1
			4	Maintain working relationship with PMA and the Personnel Department to review claims and get injured officers back to work asap.	1
	<b>2</b>	<b>To maintain selective enforcement efforts in the City to reduce personal injuries, fatalities, and property damage associated with careless, distracted, and aggressive driving.</b>	1	Maintain the effort by the Patrol Division to regularly enforce motor vehicle violations, to include: Speeding (Radar Enforcement), Stop Sign Violations, Red Light Running, Seatbelt Violations, DWI, Cell Phone Violations, Parking Violations, etc.	1
			2	Maintain the designated Traffic Officer position to address hazardous vehicle operation at peak hours of travel	1
			3	Continue to participate in State DOT Grants to conduct random DWI checkpoints & DWI patrols	1
			4	Continue to participate in Rushford Grants & State Consumer Protection Grants to address the sale of alcohol to minors and underage drinking.	1
			5	Gather statistical data from CAD and RMS software components to effectively determine known locations of frequent violations and effectively deploy resources during high incident periods.	1
	<b>3</b>	<b>To maintain the quality of life for our citizens,</b>	1	Maintain or expand current staffing levels within the Neighborhood Initiative Program.	1



		<b>businesses, and schools by providing personalized police service through our highly successful and proven community outreach programs (SRO Program &amp; Neighborhood Initiative Program).</b>	2	Maintain or expand current staffing levels within the SRO Program, to include continued outreach to the elementary schools.	1
			3	To continue to work in close partnership with the Council of Neighborhoods and the established neighborhood associations and block watches in an effort to address pervasive community concerns.	1
			4	To actively seek funding in order to expand our successful community outreach programs	1
			5	Maintain the Medication Drop Box Program as a convenience to our citizens and help to prevent tragic overdoses .	1
	<b>4</b>	<b>To continue to fully implement a modern, state-of the-art, Public Safety Software &amp; Computer Infrastructure to increase the efficiency of operation.</b>	1	Implement new Scheduling Software with a Payroll Interface.	1
			2	To Continue to build the necessary software components and modules to assist in data collection to efficiently deploy resources to address "Hot Spots".	1
			3	To implement alarm billing software.	1
	<b>5</b>	<b>To continue to work in collaboration and partnership with clergy, various private organizations, municipal departments, and the BOE which comprise C4R to address the problem of youth violence in our community.</b>	1	Continue to receive funding from the State Youth Violence Prevention Grant.	1
			2	Implement various programs in which police officers can develop positive relationships through interaction with city youth, to include mentoring, basketball activities, music, etc.	1
	<b>6</b>	<b>To continue to pursue federal and state pass-through grants to enhance the police mission and maximize Department resources.</b>	1	Secure funding through available grant programs such as USDOJ Byrne/Jag Grants.	1
			2	Secure funding for Body Worn Cameras (BWCs) and implement their use as a pilot program	1

				through the Neighborhood Initiative Unit in which officers will record their daily interactions with citizens residing in the inner city.	
	<b>7</b>	<b>To maintain public trust and confidence in our agency</b>	1	To maintain state accreditation status with POSTC.	1
			2	To successfully become Tier 1 Re-accredited by demonstrating that our policies and procedures meet or exceed state standards and reflect the best practices in law enforcement with regard to the delivery of police services.	1

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-2605-40-0-0000-500	POLICE (2605)	<b>CAPITAL EQUIPMENT</b>	12,735	-	-	-	-	-	
0001-2605-40-2-0000-190	POLICE (2605)	<b>ADMINISTRATIVE</b>	218,999	224,030	223,760	134,775	228,794	228,794	
0001-2605-40-2-0000-191	POLICE (2605)	<b>OVERTIME</b>	1,367,843	1,212,360	950,000	833,568	1,050,000	1,050,000	
0001-2605-40-2-0000-192	POLICE (2605)	<b>OTHER NON UNION</b>	89,300	70,091	94,064	36,025	119,212	109,169	
0001-2605-40-2-0000-194	POLICE (2605)	<b>PUBLIC WORKS</b>	108,209	76,466	77,401	47,381	80,479	80,479	
0001-2605-40-2-0000-196	POLICE (2605)	<b>MME</b>	663,205	509,120	528,683	323,162	542,733	496,094	
0001-2605-40-2-0000-197	POLICE (2605)	<b>POLICE PATROL</b>	8,330,302	8,375,196	8,745,271	4,940,849	8,810,431	8,687,184	
0001-2605-40-2-0000-198	POLICE (2605)	<b>SUPERVISORS</b>	66,207	67,799	69,246	40,888	69,436	69,436	
0001-2605-40-2-0000-199	POLICE (2605)	<b>CROSSING GUARDS</b>	324,252	288,591	306,599	159,159	340,144	309,222	
0001-2605-40-2-0000-350	POLICE (2605)	<b>GASOLINE</b>	294,315	276,924	270,000	155,731	269,750	200,000	
0001-2605-40-2-0000-352	POLICE (2605)	<b>VEHICLE MAINTENANCE</b>	80,035	54,509	85,000	40,389	85,000	85,000	
0001-2605-40-2-0000-380	POLICE (2605)	<b>COMMUNICATIONS &amp; MAINTENANCE</b>	64,257	68,097	75,000	66,482	100,800	100,800	
0001-2605-40-2-0000-381	POLICE (2605)	<b>TRAINING</b>	159,577	169,774	179,000	106,450	194,800	155,800	
0001-2605-40-2-0000-382	POLICE (2605)	<b>SOUTH CENTRAL JUSTICE</b>	11,800	11,800	12,125	12,125	12,125	12,125	
0001-2605-40-2-0000-390	POLICE (2605)	<b>EXPLORERS/AUXILIARY POLICE</b>	7,500	5,750	7,500	7,175	9,100	7,500	
0001-2605-40-2-0000-391	POLICE (2605)	<b>CANINE UNIT</b>	4,730	3,092	9,000	2,521	8,000	5,000	
0001-2605-40-2-0000-392	POLICE (2605)	<b>BICYCLE PATROL</b>	-	2,151	2,500	-	5,500	2,500	
0001-2605-40-2-0000-443	POLICE (2605)	<b>POLICE EXPENSE &amp; SUPPLIES</b>	95,203	102,403	107,500	59,762	110,000	107,500	
0001-2605-40-2-0000-490	POLICE (2605)	<b>ACCREDITATION</b>	50	-	1,750	50	1,750	1,000	
0001-2605-40-2-0000-491	POLICE (2605)	<b>CRIME PREVENTION</b>	11,755	9,908	6,000	1,000	11,000	6,000	
0001-2605-40-2-0000-492	POLICE (2605)	<b>HOSTAGE CRISIS</b>	18,532	22,446	20,000	4,537	33,000	20,000	
0001-2605-40-2-0000-510	POLICE (2605)	<b>MIS TECHNOLOGY</b>	217,955	198,857	247,843	175,655	266,045	258,045	
0001-2605-40-2-0000-640	POLICE (2605)	<b>MEMBERSHIP &amp; MEETINGS</b>	7,176	6,537	6,000	4,997	8,050	6,000	
0001-2605-40-2-0000-699	POLICE (2605)	<b>TRANSFER OUT - DOG FUND</b>	10,000	10,000	15,000	-	15,000	10,000	
0001-2605-40-2-0191-699	POLICE (2605)	<b>TRANSFER OUT - LAW ENF BLOCK (152)</b>	6,950	(653)	-	-	-	-	
0001-2605-40-2-0000-709	POLICE (2605)	<b>POLICE PRIVATE DUTY</b>	19,543	17,821	1	212,709	1	-	
	<b>POLICE (2605) Total</b>		12,190,430	11,783,067	12,039,243	7,365,390	12,371,150	12,007,648	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>POLICE (2605)</b>						
POLICE CHIEF	0001	2605	190	100.000	121,418.42	
POLICE DEPUTY CHIEF	0001	2605	190	100.000	107,374.73	228,793.15
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	-	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	-	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	
TOWING ENFORCEMENT OFFICER	0001	2605	192	100.000	19,760.00	109,168.58
AUTOMOTIVE MECHANIC	0001	2605	194	100.000	80,478.18	80,478.18
ADMINISTRATIVE ASSISTANT	0001	2605	196	100.000	66,737.49	
ASSISTANT DOG WARDEN	0001	2605	196	100.000	47,882.17	
ASSISTANT DOG WARDEN	0001	2605	196	100.000	56,370.63	
DOG WARDEN	0001	2605	196	100.000	65,598.75	
DOG WARDEN ASSISTANT	0001	2605	196	100.000	12,548.57	
POLICE RECORDS CLERK	0001	2605	196	100.000	36,422.43	
POLICE RECORDS CLERK	0001	2605	196	100.000	36,422.43	
POLICE RECORDS CLERK	0001	2605	196	100.000	-	
POLICE RECORDS/FLEET CLER	0001	2605	196	100.000	51,302.74	
PROPERTY TECHNICIAN	0001	2605	196	100.000	66,737.49	
SCHEDULING CLERK - POLICE	0001	2605	196	100.000	56,071.20	496,093.90

**2015-2016 Budget**

**Payroll Projection Report**

<b>Program : PR815L</b>						
<b>7/01/15 to 7/01/16</b>						
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>POLICE (2605) cont'd</b>						
<b>POLICE CAPTAIN</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>96,101.15</b>	
<b>POLICE CAPTAIN</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>96,101.15</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE B</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>75,793.37</b>	
<b>POLICE DETECTIVE LIEUTENA</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>91,730.06</b>	
<b>POLICE DETECTIVE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>83,385.26</b>	
<b>POLICE DETECTIVE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>83,385.26</b>	
<b>POLICE DETECTIVE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>83,406.18</b>	
<b>POLICE DETECTIVE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>83,385.26</b>	

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>POLICE (2605) cont'd</b>						
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE LIEUTENANT	0001	2605	197	100.000	87,338.06	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	68,277.95	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	69,885.72	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	62,105.15	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>POLICE (2605) cont'd</b>						
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	65,796.35	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	62,105.15	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	65,796.35	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	57,798.75	
POLICE OFFICER	0001	2605	197	100.000	67,415.55	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>POLICE (2605) cont'd</b>						
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	69,017.15	
POLICE OFFICER	0001	2605	197	100.000	65,796.35	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	62,105.15	
POLICE OFFICER	0001	2605	197	100.000	57,798.75	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	69,017.15	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	72,196.12	
POLICE OFFICER	0001	2605	197	100.000	47,433.60	
POLICE OFFICER	0001	2605	197	100.000	47,433.60	
POLICE OFFICER	0001	2605	197	100.000	47,433.60	



**2015-2016 Budget**

**Payroll Projection Report**

<b>Program : PR815L</b>		<b>7/01/15 to 7/01/16</b>			<u>Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>POLICE (2605) cont'd</b>						
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>47,433.60</b>	
<i>POLICE OFFICER</i>	<i>0001</i>	<i>2605</i>	<i>197</i>	<i>100.000</i>	<i>(47,433.60)</i>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>71,466.52</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<b>POLICE OFFICER</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>72,196.12</b>	
<i>POLICE OFFICER</i>	<i>0001</i>	<i>2605</i>	<i>197</i>	<i>100.000</i>	<i>(43,624.67)</i>	
<i>POLICE OFFICER</i>	<i>0001</i>	<i>2605</i>	<i>197</i>	<i>100.000</i>	<i>(43,624.67)</i>	
<i>POLICE OFFICER</i>	<i>0001</i>	<i>2605</i>	<i>197</i>	<i>100.000</i>	<i>(45,760.00)</i>	
<i>POLICE OFFICER</i>	<i>0001</i>	<i>2605</i>	<i>197</i>	<i>100.000</i>	<i>(45,760.00)</i>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	
<b>POLICE SERGEANT</b>	<b>0001</b>	<b>2605</b>	<b>197</b>	<b>100.000</b>	<b>79,411.55</b>	



**2015-2016 Budget**

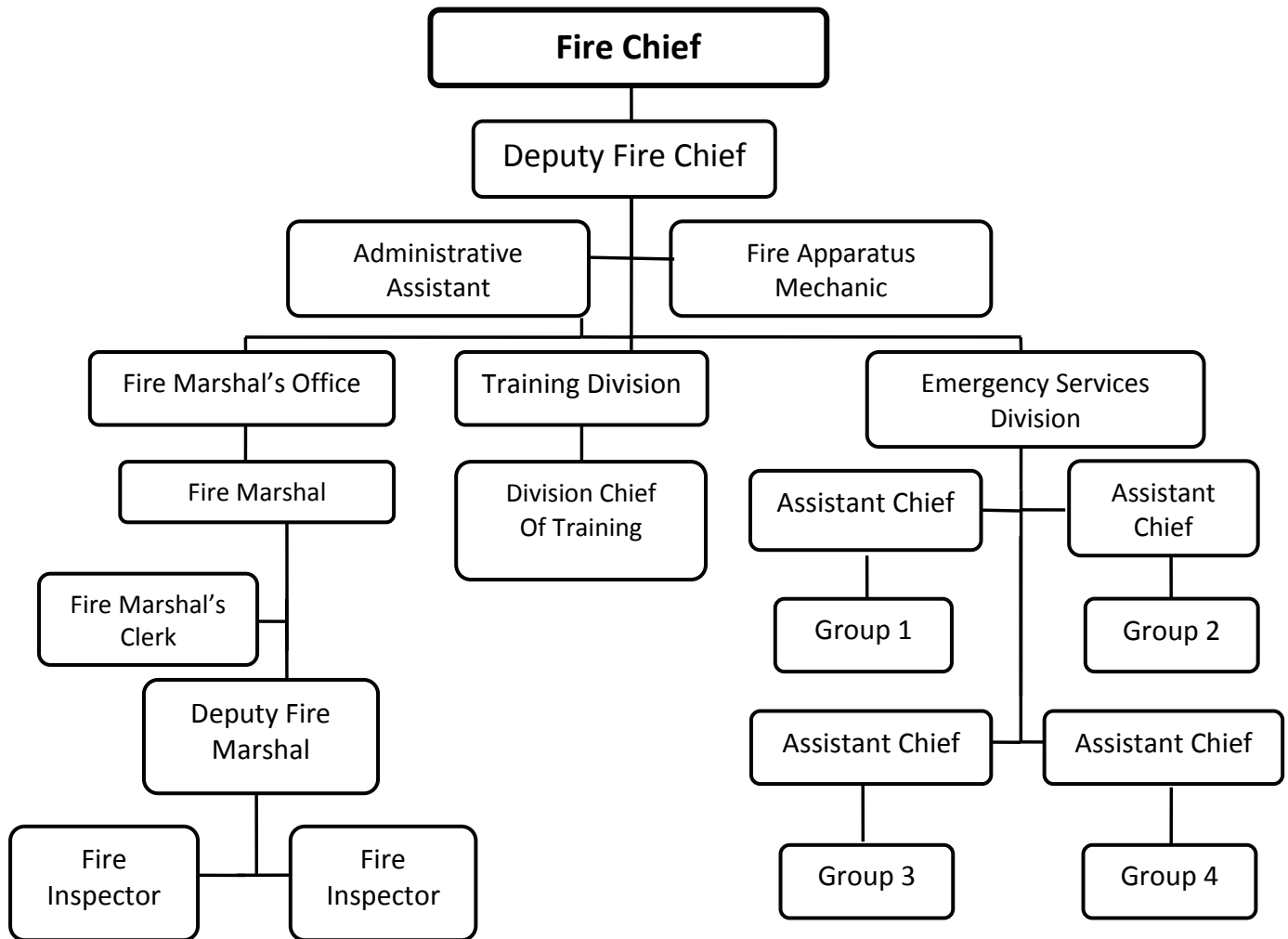
**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>POLICE (2605) cont'd</b>						
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	12,669.77	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	8,771.40	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,186.91	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,186.91	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,502.45	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,818.18	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,818.18	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,818.18	
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,818.18	309,221.42
					<b>9,980,373.42</b>	<b>9,980,373.42</b>

# FIRE AND EMERGENCY SERVICES



The City of Meriden Department of Fire and Emergency Services, is rich in tradition and pride. For over 140 years the MFD has provided emergency services. Under the leadership of Fire Chief Kenneth E. Morgan, our firefighters provide quality fire and emergency services to the community. Coupled with the City's commitment to staying abreast of the newest in technology and equipment, the Meriden Fire Department ensures to add value to Meriden's standard of living. In addition to emergency response the department provides continued emphasis on public fire education and prevention. Our highly trained firefighters strive to continue quality service to the public and our City's visitors well on into the future.

It is 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 the following programs by the staff and the 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, who 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, the Training Division, and administrative staff to deliver fire education programs to all age groups; 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 company, who are led by an Assistant Chief (Shift Commander) 24/7 to suppress fires in buildings, vehicles and the woodlands. Buildings range from single and multiple family dwellings, health-care facilities, commercial and manufacturing businesses to high rise structures. The Incident Command System, along with standard operating procedures, is utilized to provide for life safety to civilians and firefighters, incident stabilization and property conservation. Fire companies also conduct annual building surveys to preplan target 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 planning for and managing incidents that involve hazardous materials or substances. The Department members are trained at the defensive operational level with regards to dyking, patching, controlling hazardous products, and provide decontamination to responders and civilians. The incident command system is used to provide control and coordinate operations including evacuating residents, activating other support agencies such as the State of Connecticut Department of Energy and Environmental Services, the State Department of Transportation, the State Fire Marshals Office, and other public or private entities as required. The Department is part of the northern division of the DEMHS Region 2 New Haven Area Special Hazards Team.

**Technical Rescue** - The Department delivers an array of technical rescue services with on duty fire companies trained in high angle rope rescue, confined space, water and ice rescue, as well as elevator, vehicle, and machinery extrication.

**Emergency Medical Services** - The Meriden Fire Department has provided basic life support to the community since the 1940s. Firefighters are trained as emergency medical technicians and are first responders to calls involving heart attacks, strokes, trauma from injury or accidents, pre-hospital child delivery or medical emergencies from illness. The ability to arrive on scene with well trained and equipped 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. The Meriden Fire Department has a critical role in Emergency Medical Services for the citizens of Meriden, and as such, we continue to advance the services and skills of our firefighters.

**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, the Meriden Public School System, 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 and non-profit organizations is vital to maintaining and improving the quality of life in Meriden.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
<b>FIRE</b>	<b>1</b>	<b>Continue to ensure that the MFD provides a cost effective, and professional services to the citizens</b>	1	Continue to review operations to ensure effective services are being provided in a cost conscious manner, and with citizens and Firefighter safety in mind.	1
			2	Continue the feasibility study to expand the level of First response Emergency Medical Services provided to the Citizens	1
			3	Expand the research regarding "State of the art" operations to ensure the department stays ahead of technology, and remains efficient and cost responsible.	1
			4	Continue to seek to make the department more efficient through targeted staffing increase, specifically in the Fire Marshal's Office, Mechanical/facility Division and Administration.	1
			5	Continue to seek grant funding opportunities to address specific needs of the MFD, including computer based medical charting and staffing; Fire Prevention programs for education, and expanding services.	1
	<b>2</b>	<b>Continue to monitor service connected injuries to reduce loss time of staff.</b>	1	Follow up on work related injuries to determine if current safety policies were followed and are effective.	1
			2	Follow up on all workers compensation claims to ensure the cases are moving toward desired outcomes.	1
			3	In association with case managers, continue periodic reviews of staff members who are out on workers comp related injuries to ensure cases are progressing towards desired outcomes	1
			4	Continue to provide incentives for participation in wellness checks aimed at reducing loss time incidents.	1
	<b>3</b>	<b>Seek targeted increases in staffing to address identified operational challenges.</b>	1	Seek an increase in administrative staffing to ensure accountability, and efficiency.	1
			2	Seek to increase the Fire Marshal's Office by 1 inspector to address the increase demand for fire inspections, and to ensure the City is meeting its inspections obligation	1
			3	Creates a part time Facilities/Parts Runner, and small engine repair person to remedy	1

				numerous facility issues, and to allow the mechanic to focus more on larger mechanical issues.	
	<b>4</b>	<b>Continue the technology upgrades aimed at making the department more efficient</b>	1	Continue the project of installing the I Pad based Mobile data Computer, system into the apparatus.	1
			2	Research the possibility of transitioning daily Staffing duties into a computer program that feeds payroll directly.	1
			3	Begin the research into obtaining a computer based Electronic Patient Care Record" (EPCR) to collect date on Medical Patients more accurately and efficiently	1
			4	begin research into a better fire reporting program that is more user friendly when researching statistics and information	1
	<b>5</b>	<b>Continue the process of Accreditation through the Center of Fire Accreditation International</b>	1	Continue the development of the Standards of Cover Document	1
			2	Continue the collections of data and elements necessary to prepare for the peer review from CFAI	1
			3	Begin the peer review process by filing to become a Candidate Department	2
			4	Prepare for the initial peer review assessment, and have the pre review completed	3
			5	Address the deficiencies identified in the pre review process and make necessary adjustments.	4



City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-2610-40-2-0000-190	FIRE (2610)	ADMINISTRATIVE	199,044	214,457	204,310	123,060	307,928	208,906	
0001-2610-40-2-0000-191	FIRE (2610)	OVERTIME CONTINGENCY	950,903	956,603	950,000	690,911	950,000	950,000	
0001-2610-40-2-0000-194	FIRE (2610)	PUBLIC WORKS	70,954	72,661	72,583	43,613	104,058	74,058	
0001-2610-40-2-0000-195	FIRE (2610)	FIRE	6,679,063	6,762,125	6,951,997	4,021,103	7,129,361	7,129,361	
0001-2610-40-2-0000-196	FIRE (2610)	MME	101,435	105,612	108,536	64,096	111,034	111,034	
0001-2610-40-2-0000-350	FIRE (2610)	GASOLINE	56,696	58,104	55,000	35,577	59,000	45,000	
0001-2610-40-2-0000-352	FIRE (2610)	VEHICLE MAINTENANCE	50,541	54,097	58,000	43,533	71,710	61,557	
0001-2610-40-2-0000-380	FIRE (2610)	COMMUNICATIONS & MAINTENANCE	18,026	23,249	31,997	7,500	40,360	35,960	
0001-2610-40-2-0000-381	FIRE (2610)	TRAINING	21,677	30,111	38,665	19,703	59,503	40,000	
0001-2610-40-2-0000-390	FIRE (2610)	PHYSICALS	30,106	29,789	37,778	3,823	39,883	30,000	
0001-2610-40-2-0000-394	FIRE (2610)	RECRUITMENT	-	12,891	-	-	3,000	3,000	
0001-2610-40-2-0000-413	FIRE (2610)	MAINT SUPPLIES	34,663	34,787	34,000	26,566	49,500	35,000	
0001-2610-40-2-0000-414	FIRE (2610)	HEAT ENERGY LIGHTS	125,675	122,942	120,000	74,190	123,000	167,216	
0001-2610-40-2-0000-440	FIRE (2610)	OFFICE EXPENSE & SUPPLIES	15,666	16,968	16,000	8,722	28,200	17,000	
0001-2610-40-2-0000-503	FIRE (2610)	FIRE EQUIPMENT	73,286	79,071	75,000	29,199	151,383	75,000	
0001-2610-40-2-0000-640	FIRE (2610)	MEMBERSHIP & MEETINGS	5,058	4,764	12,000	4,284	11,150	11,150	
	<b>FIRE (2610) Total</b>		8,432,792	8,578,230	8,765,866	5,195,880	9,239,070	8,994,242	-

**2015-2016 Budget**

**Payroll Projection Report**

<b>Program : PR815L</b>		<b>7/01/15 to 7/01/16</b>			<u>Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>FIRE (2610)</b>						
<b>DEPUTY FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>190</b>	<b>100.000</b>	<b>101,248.68</b>	
<b>DEPUTY FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>190</b>	<b>100.000</b>	<b>-</b>	
<b>FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>190</b>	<b>100.000</b>	<b>107,656.82</b>	<b>208,905.50</b>
<b>Part time Facility/Auto Mechanic</b>	<b>0001</b>	<b>2610</b>	<b>194</b>	<b>100.000</b>	<b>-</b>	
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>2610</b>	<b>194</b>	<b>100.000</b>	<b>74,057.49</b>	<b>74,057.49</b>
<b>ASSISTANT FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>91,551.25</b>	
<b>ASSISTANT FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>91,551.25</b>	
<b>ASSISTANT FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>91,551.25</b>	
<b>ASSISTANT FIRE CHIEF</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>91,551.25</b>	
<b>DEPUTY FIRE MARSHALL</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,966.98</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE CAPTAIN</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>82,942.92</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>68,178.12</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>68,058.00</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>68,778.72</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>68,778.72</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>68,778.72</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>67,577.52</b>	
<b>FIRE FIGHTER</b>	<b>0001</b>	<b>2610</b>	<b>195</b>	<b>100.000</b>	<b>67,087.80</b>	

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>FIRE (2610) cont'd</b>						
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	67,217.16	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	59,481.00	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	64,240.68	
FIRE FIGHTER	0001	2610	195	100.000	67,217.16	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	64,025.64	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	67,087.80	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	59,481.00	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	
FIRE FIGHTER	0001	2610	195	100.000	68,778.72	



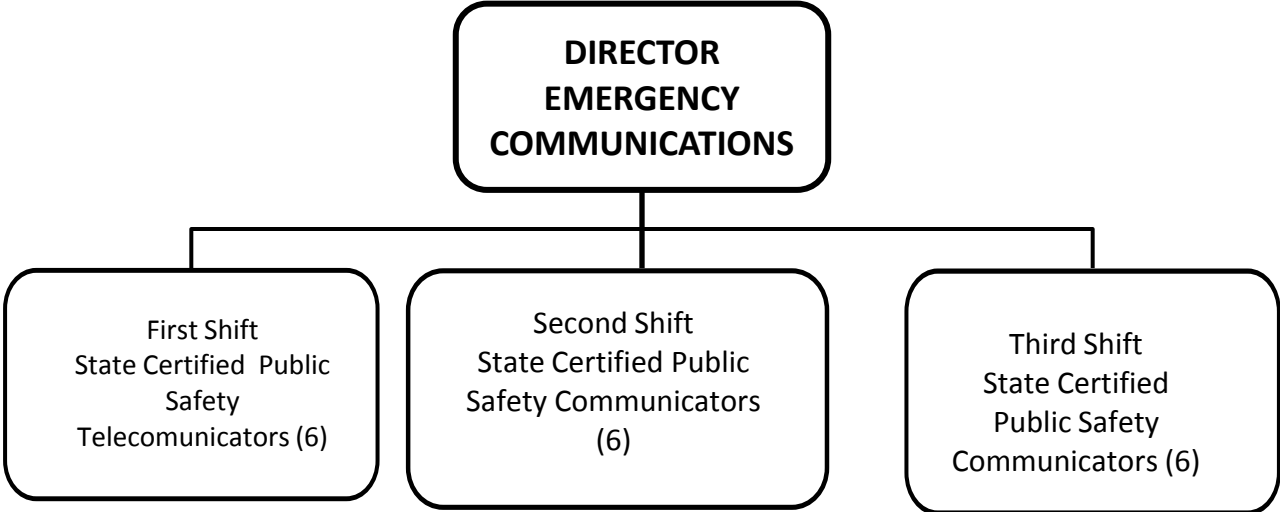


2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
FIRE (2610) cont'd						
FIRE LIEUTENANT	0001	2610	195	100.000	75,520.44	
FIRE LIEUTENANT	0001	2610	195	100.000	75,520.44	
FIRE LIEUTENANT	0001	2610	195	100.000	75,520.44	
FIRE LIEUTENANT	0001	2610	195	100.000	75,520.44	
FIRE LIEUTENANT	0001	2610	195	100.000	75,520.44	
FIRE MARSHAL	0001	2610	195	100.000	91,541.83	
TRAINING/COMMUNICATIONS O	0001	2610	195	100.000	91,541.83	7,129,359.78
ADMINISTRATIVE ASSISTANT	0001	2610	196	100.000	66,737.49	
CLERK II	0001	2610	196	100.000	44,296.46	111,033.95
					<b>7,523,356.72</b>	<b>7,523,356.72</b>

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-2619-40-2-0000-200	S.M.V.F.D. (2619)	<b>FIREFIGHTER PHYSICALS</b>	7,122	4,168	6,500	2,674	6,500	6,000	
0001-2619-40-2-0000-235	S.M.V.F.D. (2619)	<b>SMVFD MERIT PLAN</b>	85,000	85,000	85,000	42,500	85,000	85,000	
0001-2619-40-2-0000-236	S.M.V.F.D. (2619)	<b>SMVFD MERIT PLAN ADMINISTRATION</b>	-	-	10,000	-	10,000	10,000	
0001-2619-40-2-0000-271	S.M.V.F.D. (2619)	<b>HEPATITIS VACINE</b>	1,176	-	1,000	-	1,000	1,000	
0001-2619-40-2-0000-350	S.M.V.F.D. (2619)	<b>GASOLINE</b>	2,098	3,776	2,500	2,146	2,500	2,500	
0001-2619-40-2-0000-352	S.M.V.F.D. (2619)	<b>VEHICLE MAINTENANCE</b>	3,438	1,644	3,500	830	3,500	2,500	
0001-2619-40-2-0000-380	S.M.V.F.D. (2619)	<b>COMMUNICATION &amp; MAINTENANCE</b>	6,411	5,891	6,500	952	6,500	6,000	
0001-2619-40-2-0000-381	S.M.V.F.D. (2619)	<b>TRAINING</b>	5,113	6,405	6,000	2,176	6,000	6,000	
0001-2619-40-2-0000-413	S.M.V.F.D. (2619)	<b>MAINTENANCE SUPPLIES</b>	437	574	500	282	500	500	
0001-2619-40-2-0000-414	S.M.V.F.D. (2619)	<b>HEAT ENERGY LIGHTS</b>	12,390	11,408	12,500	5,499	12,500	20,558	
0001-2619-40-2-0000-415	S.M.V.F.D. (2619)	<b>FOOD</b>	1,803	2,493	2,000	-	2,500	2,000	
0001-2619-40-2-0000-416	S.M.V.F.D. (2619)	<b>FIRE PREVENTION &amp; EDUCATION</b>	185	250	250	-	250	250	
0001-2619-40-2-0000-440	S.M.V.F.D. (2619)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	508	319	600	195	600	600	
0001-2619-40-2-0000-503	S.M.V.F.D. (2619)	<b>FIRE EQUIPMENT</b>	23,841	21,404	25,500	7,185	31,850	23,000	
0001-2619-40-2-0000-640	S.M.V.F.D. (2619)	<b>MEETINGS &amp; MEMBERSHIPS</b>	429	615	750	-	750	750	
	<b>S.M.V.F.D. (2619) Total</b>		149,951	143,947	163,100	64,439	169,950	166,658	-

**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
<b>EMERGENCY COMMUNICATIONS</b>	<b>1</b>	<b>Emergency Medical Dispatch</b>	1	Continue to monitor EMD Program.	1
			2	Evaluate the EMD program with Medical Control and EMS providers	2
			3	Use information gathered from Medical Control and EMS providers to improve EMD program.	3
			4	Provide continuing education for the telecommunicators.	1
	<b>2</b>	<b>Fill open funded positions in the communications center.</b>	1	Complete the hiring process and have 2 Telecommunicators in the training program.	1
			2	Have the new Telecommunicators assigned to a CTO and training in the Comm. Center.	2
			3	Have the new telecommunicators complete the CTO program and assigned to a shift.	4
			4	Evaluate the new telecommunicators and the training program.	4
	<b>3</b>	<b>Radio System upgrade</b>	1	Secure CIP funding.	1
			2	Utilize funding to improve the Public Safety Radio system for the City of Meriden.	1
	<b>4</b>	<b>Training</b>	1	Continue to provide the telecommunicators with advanced training.	1
	<b>5</b>	<b>Increase Staffing</b>	1	Fill the additional positions requested.	1
			2	Train the new positions in the areas necessary.	1
			3	Place the new positions on the schedule.	1
			4	Evaluate the positions.	3
	<b>6</b>	<b>CMED</b>	1	Complete the transition from South Central CMED to Northwest Public Safety Dispatch.	1
			2	Complete the necessary CAD to CAD interface with NWPSD so that the flow of information will be seamless.	1
			3	Continue to monitor and improve the CMED radio system in the City of Meriden.	2

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-2617-40-2-0000-190	MERGENCY COMM(2617)	<b>ADMINISTRATION</b>	79,999	81,499	81,423	48,095	81,647	81,647	
0001-2617-40-2-0000-191	MERGENCY COMM(2617)	<b>OVERTIME</b>	350,648	240,241	160,000	131,196	200,000	180,000	
0001-2617-40-2-0000-196	MERGENCY COMM(2617)	<b>DISPATCH</b>	669,253	789,907	861,481	456,215	879,403	879,403	
0001-2617-40-2-0000-380	MERGENCY COMM(2617)	<b>COMMUNICATIONS &amp; MAINTENANCE</b>	1,129	2,055	1,200	757	9,050	5,300	
0001-2617-40-2-0000-381	MERGENCY COMM(2617)	<b>TRAINING</b>	21,427	27,114	25,000	37,084	30,000	30,000	
0001-2617-40-2-0000-440	MERGENCY COMM(2617)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	20,837	26,488	18,000	12,474	33,250	18,000	
<b>EMERGENCY COMM(2617) Total</b>			1,143,293	1,167,305	1,147,104	685,822	1,233,350	1,194,350	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16				
<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	100.000	81,646.24	81,646.24
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	56,468.57	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	47,301.37	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	42,933.71	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	44,415.77	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	44,415.77	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,323.66	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,653.49	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,653.49	879,402.43
					961,048.67	961,048.67

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-2690-40-2-0000-189	EMERGENCY MGMT(2690)	<b>MISC PART-TIME</b>	8,000	8,000	8,000	4,667	8,000	8,000	
0001-2690-40-2-0000-383	EMERGENCY MGMT(2690)	<b>CIVIL PREPAREDNESS</b>	-	-	1,600	-	1,600	1,600	
0001-2690-40-2-0000-440	EMERGENCY MGMT(2690)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	1,543	710	1,500	323	1,500	1,500	
<b>EMERGENCY MGMT(2690) Total</b>			9,543	8,710	11,100	4,989	11,100	11,100	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
EMERGENCY MANAGEMENT (2690)						
CO-DIRECTOR OF CIVIL DEFE	0001	2690	189	100.000	4,000.00	
CO-DIRECTOR OF CIVIL DEFE	0001	2690	189	100.000	4,000.00	8,000.00
					8,000.00	8,000.00

# **SECTION 5**

# **PARKS**

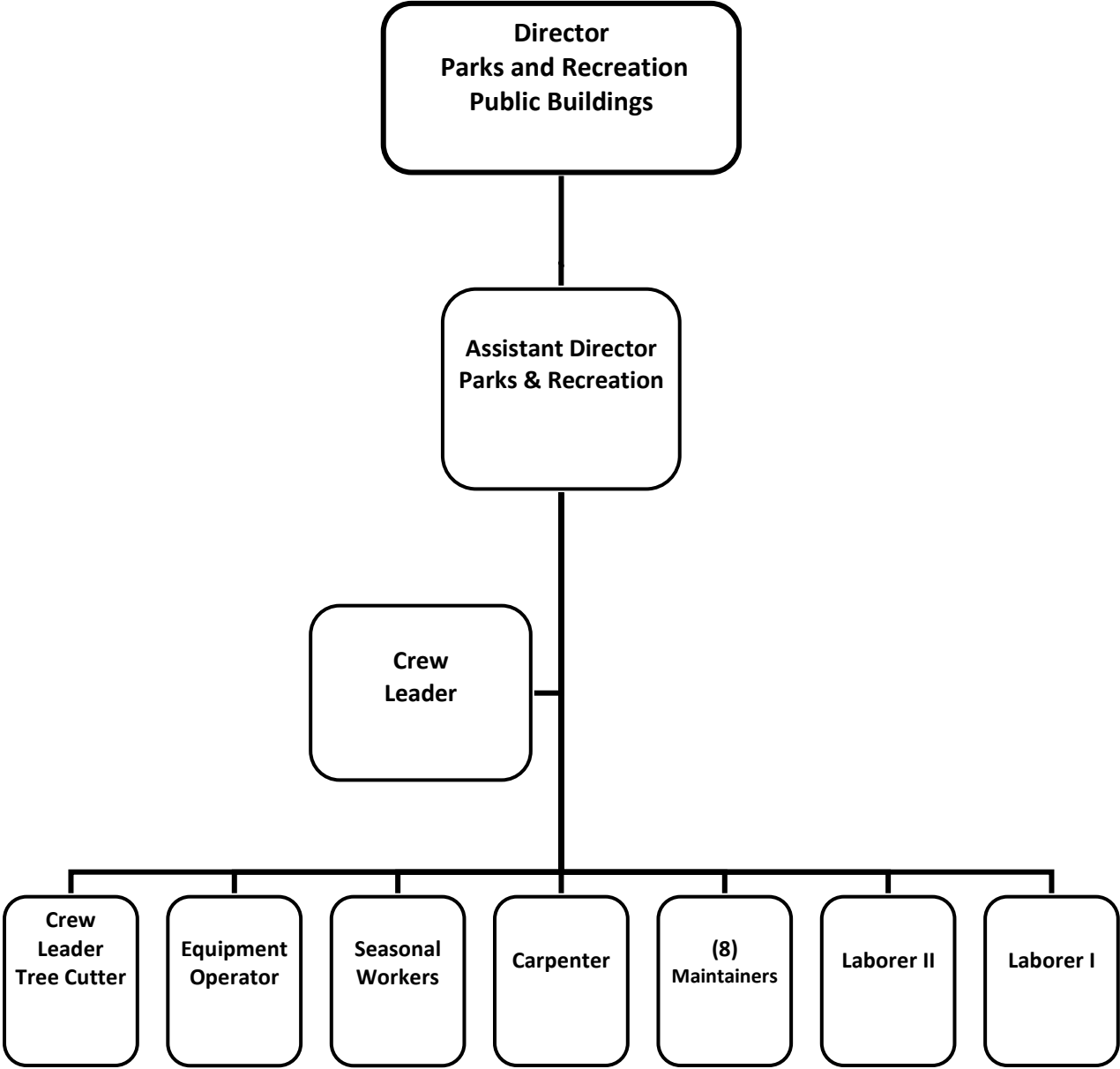
**Parks, Recreation and Public Buildings**

**AND**

# **PUBLIC WORKS**

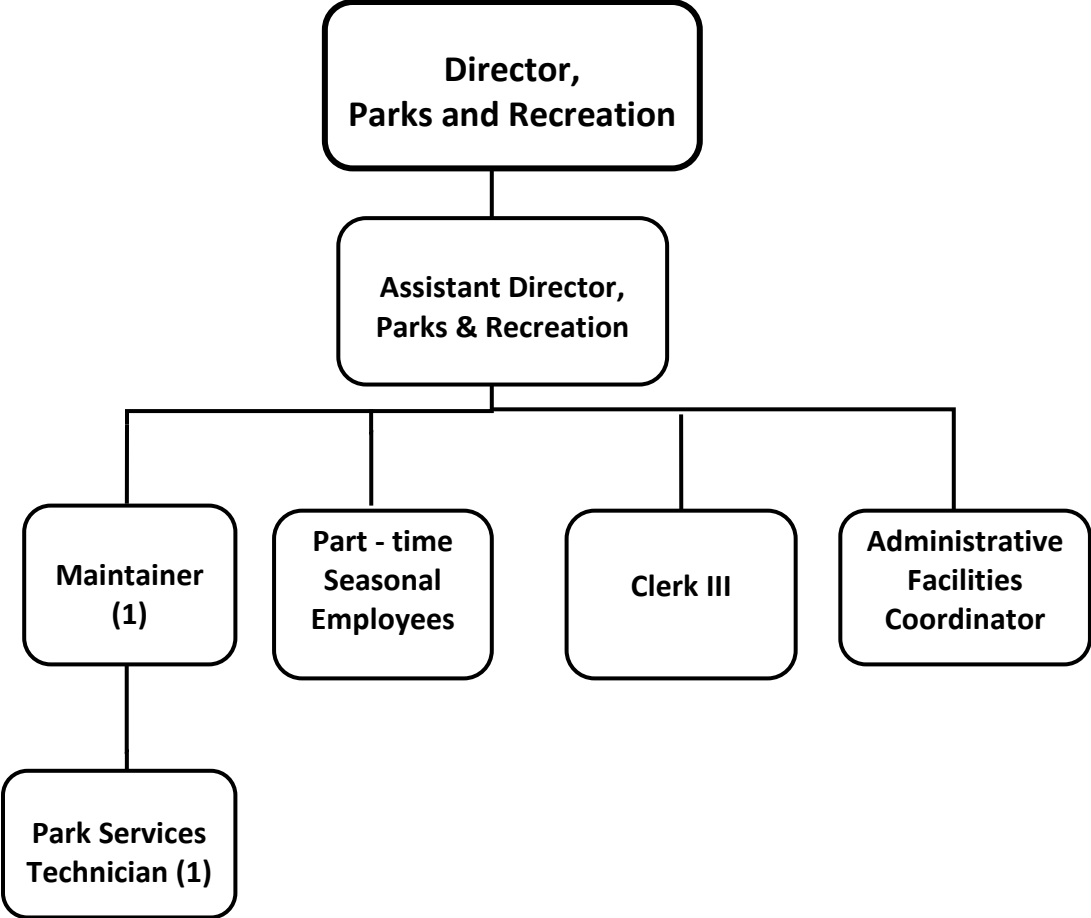
**Engineering, Garage, Highway, Waste Collection, Traffic, Bulky Waste**

**PARKS DEPARTMENT**





**RECREATION DIVISION**



**Building Maintenance Services** – The Division coordinates and facilitates the maintenance, preventative maintenance, energy conservation, mechanical HVAC systems and custodial services for City Hall, Augusta Curtis Cultural Center, Senior Center, Public Works Complex, Police Complex, Stoddard Building. This program coordinates repairs and maintenance and upkeep of the City’s public buildings, 116 Cook Avenue, 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, 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 Division also maintains the downtown, City-owned housing lots and bulky waste in the inner core. 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.

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0801-40-0-0000-500	PARKS (0801)	<b>CAPITAL EQUIPMENT</b>	-	-	6,500	6,499	-	-	
0001-0801-40-3-0000-189	PARKS (0801)	<b>MISC PART-TIME</b>	57,628	58,020	62,760	44,152	70,000	60,000	
0001-0801-40-3-0000-190	PARKS (0801)	<b>ADMINISTRATIVE</b>	114,794	117,527	117,422	70,726	120,063	120,063	
0001-0801-40-3-0000-191	PARKS (0801)	<b>OVERTIME CONTINGENCY</b>	99,071	90,529	90,000	58,464	105,000	95,000	
0001-0801-40-3-0000-194	PARKS (0801)	<b>PUBLIC WORKS</b>	875,681	860,882	866,593	502,591	870,584	870,584	
0001-0801-40-3-0000-198	PARKS (0801)	<b>SUPERVISORS</b>	81,205	47,055	80,801	47,347	85,079	85,079	
0001-0801-40-3-0000-345	PARKS (0801)	<b>PARK &amp; REC EXPENSE &amp; SUPPLIES</b>	72,769	75,482	73,000	59,496	97,400	75,000	
0001-0801-40-3-0000-346	PARKS (0801)	<b>CEMETARY MAINTENANCE</b>	8,040	7,035	8,500	6,030	10,000	8,500	
0001-0801-40-3-0000-350	PARKS (0801)	<b>GASOLINE</b>	51,326	51,519	48,000	32,885	52,000	40,000	
0001-0801-40-3-0000-352	PARKS (0801)	<b>VEHICLE MAINTENANCE</b>	70,030	66,131	70,000	39,971	70,000	65,000	
0001-0801-40-3-0000-414	PARKS (0801)	<b>HEAT, ENERGY, &amp; LIGHTS</b>	203,309	193,396	190,000	109,904	220,000	210,000	
0001-0801-40-3-0000-485	PARKS (0801)	<b>SECURITY</b>	3,914	1,881	5,000	-	8,500	3,500	
0001-0801-40-3-0000-640	PARKS (0801)	<b>MEETINGS &amp; MEMBERSHIPS</b>	280	1,569	2,500	2,485	3,600	2,500	
0001-0801-40-3-0000-642	PARKS (0801)	<b>DOWNTOWN</b>	5,500	2,001	5,000	572	7,000	5,000	
	<b>PARKS (0801) Total</b>		1,643,546	1,573,028	1,626,076	981,121	1,719,226	1,640,226	-
0001-0802-40-0-0000-500	RECREATION (0802)	<b>CAPITAL EQUIPMENT</b>	-	-	7,500	7,500	-	-	
0001-0802-40-3-0000-191	RECREATION (0802)	<b>OVERTIME</b>	6,676	8,597	8,000	7,289	8,000	8,000	
0001-0802-40-3-0000-192	RECREATION (0802)	<b>OTHER NON-UNION</b>	120,405	94,121	106,001	96,451	131,000	115,000	
0001-0802-40-3-0000-194	RECREATION (0802)	<b>PUBLIC WORKS</b>	117,870	120,683	120,554	72,462	123,018	123,018	
0001-0802-40-3-0000-196	RECREATION (0802)	<b>MME</b>	119,880	118,183	120,052	90,465	122,809	122,809	
0001-0802-40-3-0000-345	RECREATION (0802)	<b>RECREATION PROGRAM EXPENSE</b>	10,006	11,245	12,000	8,558	14,000	12,000	
0001-0802-40-3-0000-348	RECREATION (0802)	<b>LEAGUE SUBSIDY</b>	22,800	29,496	29,500	-	31,500	31,500	
0001-0802-40-3-0000-349	RECREATION (0802)	<b>SAFETY SURFACE REPLACEMENT</b>	-	-	5,000	4,320	5,400	5,000	
0001-0802-40-3-0000-440	RECREATION (0802)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	6,306	9,841	10,000	5,015	12,000	10,000	
0001-0802-40-3-0000-443	RECREATION (0802)	<b>FIREWORKS DISPLAY</b>	-	-	20,000	18,800	20,000	20,000	
0001-0802-40-3-0000-640	RECREATION (0802)	<b>MEETINGS &amp; MEMBERSHIPS</b>	2,500	2,495	2,500	2,565	2,500	2,500	
0001-0802-40-3-0000-699	RECREATION (0802)	<b>TRANSFER OUT (MISC GRANTS)</b>	-	20,000	-	-	-	-	
	<b>RECREATION (0802) Total</b>		406,444	414,661	441,107	313,424	470,227	449,827	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>PARKS (0801)</b>						
<b>DIR OF PARKS,REC.,&amp; PUB.</b>	<b>0001</b>	<b>0801</b>	<b>190</b>	<b>100.000</b>	<b>120,062.91</b>	<b>120,062.91</b>
<b>ARBORIST/TREE CUTTER/EQUI</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>74,057.49</b>	
<b>EQUIPMENT OPERATOR 3/CREW</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>68,828.92</b>	
<b>LABORER I</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>52,766.74</b>	
<b>LABORER II</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>45,793.71</b>	
<b>PARK CARPENTER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>64,729.72</b>	
<b>PARK HIGHWAY MASON</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>53,366.52</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK MAINTENANCE/CREW LEA</b>	<b>0001</b>	<b>0801</b>	<b>194</b>	<b>100.000</b>	<b>80,478.18</b>	<b>870,583.72</b>
<b>ASST DIR PARKS,REC &amp; PUB</b>	<b>0001</b>	<b>0801</b>	<b>198</b>	<b>100.000</b>	<b>85,078.75</b>	<b>85,078.75</b>
					<b>1,075,725.38</b>	<b>1,075,725.38</b>

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>RECREATION (0802)</b>						
<b>PARK MAINTAINER</b>	<b>0001</b>	<b>0802</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>PARK SERVICES TECHNICIAN</b>	<b>0001</b>	<b>0802</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	<b>123,017.84</b>
<b>CLERK III</b>	<b>0001</b>	<b>0802</b>	<b>196</b>	<b>100.000</b>	<b>56,071.20</b>	
<b>FACILITIES COORDINATOR -</b>	<b>0001</b>	<b>0802</b>	<b>196</b>	<b>100.000</b>	<b>66,737.49</b>	<b>122,808.69</b>
					<b>245,826.53</b>	<b>245,826.53</b>

**PUBLIC BUILDINGS**

**Director**

Supervisor Building  
Maintenance

Custodian I  
(6)

Custodian II  
(1)

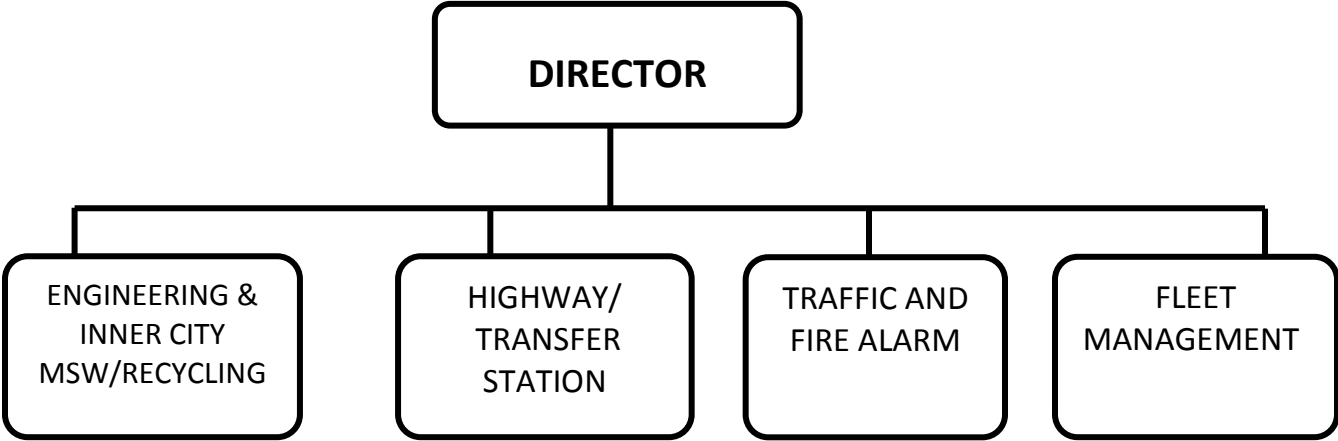
City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3360-40-3-0000-189	BUILDING MAINT(3360)	MISC PART-TIME	-	3,391	-	10,666	30,195	30,195	
0001-3360-40-3-0000-191	BUILDING MAINT(3360)	OVERTIME CONTINGENCY	39,760	39,629	38,000	27,927	40,000	40,000	
0001-3360-40-3-0000-194	BUILDING MAINT(3360)	PUBLIC WORKS	373,555	387,315	367,419	222,800	373,736	373,736	
0001-3360-40-3-0000-198	BUILDING MAINT(3360)	SUPERVISORS	75,211	80,415	83,867	48,602	85,979	85,979	
0001-3360-40-3-0000-350	BUILDING MAINT(3360)	GASOLINE	2,013	2,059	1,700	862	1,700	1,700	
0001-3360-40-3-0000-352	BUILDING MAINT(3360)	VEHICLE MAINTENANCE	376	2,718	2,000	1,788	4,000	2,000	
0001-3360-40-3-0000-412	BUILDING MAINT(3360)	REPAIRS & UPGRADES	17,955	21,110	20,000	7,886	20,000	20,000	
0001-3360-40-3-0000-413	BUILDING MAINT(3360)	MAINTENANCE SUPPLIES	42,688	42,121	43,000	23,695	48,000	43,000	
0001-3360-40-3-0000-414	BUILDING MAINT(3360)	HEAT ENERGY LIGHTS	579,400	524,570	585,000	315,334	785,000	834,379	
<b>BUILDING MAINT(3360) Total</b>			1,130,959	1,103,327	1,140,986	659,559	1,388,610	1,430,989	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>BUILDING MAINTENANCE (3360)</b>						
CUSTODIAN	0001	3360	189	100.000	15,293.57	
CUSTODIAN	0001	3360	189	100.000	14,901.43	30,195.00
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,766.74	
BUILDING CUSTODIAN II	0001	3360	194	100.000	55,506.52	
BUILDING CUSTODIAN II	0001	3360	194	100.000	54,395.43	373,735.65
CUSTODIAL SUPERINTENDENT	0001	3360	198	100.000	85,978.63	85,978.63
					<b>489,909.28</b>	<b>489,909.28</b>



**PUBLIC WORKS**



The Department of Public Works is responsible for 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 City owned watercourses are the responsibility of the Department of Public Works.

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

The Department employs 36 full time employees, 1 part time employees and 1 contract employee for construction administration.

### *Engineering*

Several highly visible projects are managed by Engineering. These projects include the Harbor Brook Flood Control and Liner Trail Project, Citywide Paving, Citywide Sidewalks, CDBG Sidewalks and the preparation of preliminary roadway design plans to complement the Transit Oriented Development roadway improvements. Engineering managed the design work for the Reconstruction of Gravel Street and Baldwin Avenue. The construction oversight of this project is the responsibility of CTDOT with completion Fall 2015.

Several major projects associated with the Harbor Brook Flood Control Project are moving forward. The relief box culvert parallel to the existing Columbus Avenue Bridge is expected to be completed Spring 2015, the Falcon Field Detention Basin was completed in December 2014, the Church and Morse/Liseo Buildings were demolished late 2014 and design contracts were awarded for the bridge work at Cooper Street, South Butler Street and Center Street.. The most significant of the Harbor Brook projects currently under construction is the creation of a detention pond/park at the HUB. This work is expected to be completed by the end of 2015.

Engineering is the administrator of the City's Flood Insurance Mapping and Floodplain Ordinance evaluates drainage complaints submitted by Meriden residents and is responsible for 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 a variety of permits including road opening and utility repairs, dumpster permits, sewer capping permits. Additionally, staff reviews all residential and commercial site plan applications, plot plans/foundation plans for residential construction, and reviews record drawings of newly installed watermains, sanitary sewers and storm sewers installed in conjunction with new developments.

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 or private organizations working 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, Frontier, and Cox Communications. The facility inspector observes construction on all subdivisions, site plans and work performed on the City's water and sanitary sewer systems.

### *Traffic and Fire Alarm*

This division maintains 64 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 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, senior busses, bucket trucks, etc. In addition to the 375 plated vehicles, the mechanics maintain nearly 300 pieces of non-plated equipment (snow throwers, line painting machines, paving box, lawn mowers, etc.). 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 of +/- \$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 also uses private contractors to augment City staff.

### *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. The collection of solid waste and recycling is through an automated process using 96 gallon totes. The volume of recycling has increased in the inner City since introduction of the 96 gallon totes.

The City's contract with Tunxis Recycling Operating Committee ended June 30, 2014 which resulted in the City securing the services of a vendor that will pay the City for recycling collected within the inner tax district. Staff anticipates the yearly payment to be roughly \$5,000.

The City issues permits to 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.

### *Transfer Station*

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, 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.

<b>Vehicle</b>	<b>Cost</b>
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.

The Transfer Station disposes roughly 510 tons of bulky waste, 79 tons of metal, 7 tons of tires and 32 tons of e-waste yearly.

The Transfer Station is opened one Saturday in May and October for the free disposal of acceptable materials. Additionally, the Transfer Station has extended weekday hours generally in May and November for the disposal of leaves and brush. Lastly, extended weekend hours are provided in May and November for leave and brush disposal.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
<b>PUBLIC WORKS</b>	<b>1</b>	<b>Traffic/Fleet</b>	1	Continue disposal of surplus vehicles utilizing local auction firms to secure the greatest dollar value.	5
			2	Continue the installation of video detection at signalized intersections where in ground detection has failed or has been damaged.	5
			3	Complete inventory of traffic signs to determine conformance with new Federal regulations. This is an extension of work started through a SCRCOG grant.	5
	<b>2</b>	<b>Highway</b>	1	Continue year round use of patch track. Complaints have lessen since the program started several years ago.	5
			2	Continue to evaluate streets for pre-treatment using salt brine as a means of improving snow removal. Pre-treat salt at the point of application to enhance effectiveness.	4
	<b>3</b>	<b>Solid Waste/Recycling</b>	1	Continue monitoring the volume of solid waste and recycling generated by the inner tax district.	5
			2	Continue to fine tune the number of units in the inner district eligible for solid waste and recycling collection.	5

			3	Complete revisions to City's Solid Waste Ordinance.	5
	<b>4</b>	<b>Transfer Station</b>	1	Continue monitoring of Saw Mill Well to ensure compliance with latest parameters associated with the shut down of pumping operations. Both DEEP and Town of Wallingford are included in reporting program.	5
			2	Review current fee structure to determine if changes are required to ensure fees are in line with those of other communities with a similar population.	5

City of Meriden  
2016 City Manager Recommended Budget

			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3310-40-3-0000-189	W. - ENGINEERING (331	SEASONAL WORKERS	2,643	3,994	-	1,476	-	-	
0001-3310-40-3-0000-190	W. - ENGINEERING (331	ADMINISTRATIVE	105,997	108,791	108,698	65,651	111,449	111,449	
0001-3310-40-3-0000-191	W. - ENGINEERING (331	OVERTIME	6,183	3,514	4,000	4,253	4,500	4,000	
0001-3310-40-3-0000-196	W. - ENGINEERING (331	MME	438,768	365,389	378,415	207,599	340,215	298,094	
0001-3310-40-3-0000-198	W. - ENGINEERING (331	SUPERVISORS	311,587	187,882	193,805	113,305	194,336	194,336	
0001-3310-40-3-0000-320	W. - ENGINEERING (331	INSPECTIONS - DAMS & BRIDGES	4,149	4,000	4,500	3,500	4,500	4,500	
0001-3310-40-3-0000-350	W. - ENGINEERING (331	GASOLINE	7,208	8,459	9,000	5,520	8,900	7,500	
0001-3310-40-3-0000-352	W. - ENGINEERING (331	VEHICLE MAINTENANCE	4,305	6,156	5,000	3,236	6,000	5,000	
0001-3310-40-3-0000-440	W. - ENGINEERING (331	OFFICE EXPENSE & SUPPLIES	10,312	11,404	10,000	5,709	11,800	11,800	
0001-3310-40-3-0000-640	W. - ENGINEERING (331	MEMBERSHIPS & MEETINGS	2,510	1,980	2,500	1,767	2,500	2,500	
0001-3310-40-0-0500-699	W. - ENGINEERING (331	TRANSFER OUT-BROWNFIELDS (159)	40,000	-	-	-	-	-	
	<b>P.W. - ENGINEERING (3310) Total</b>		933,663	701,568	715,918	412,015	684,200	639,179	-
0001-3320-40-3-0000-308	OW & ICE CONTROL (33	SNOW & ICE CONTROL	917,793	980,401	575,000	411,996	575,000	575,000	
	<b>SNOW &amp; ICE CONTROL (3320) Total</b>		917,793	980,401	575,000	411,996	575,000	575,000	-
0001-3351-40-3-0000-191	P.W. - GARAGE (3351)	OVERTIME	2,765	6,086	4,000	2,182	4,000	4,000	
0001-3351-40-3-0000-194	P.W. - GARAGE (3351)	PUBLIC WORKS	361,014	388,504	361,809	213,087	371,083	371,083	
0001-3351-40-3-0000-196	P.W. - GARAGE (3351)	MME	47,329	50,979	49,265	29,087	50,380	50,380	
0001-3351-40-3-0000-323	P.W. - GARAGE (3351)	REPAIRS & MAINTENANCE SERVICE	6,160	6,483	6,200	2,015	6,400	6,000	
0001-3351-40-3-0000-350	P.W. - GARAGE (3351)	GASOLINE	2,354	2,349	2,530	1,030	2,350	2,350	
0001-3351-40-3-0000-352	P.W. - GARAGE (3351)	VEHICLE MAINTENANCE	(2,530)	37	1	(500)	500	500	
0001-3351-40-3-0000-440	P.W. - GARAGE (3351)	OFFICE EXPENSE & SUPPLIES	7,142	8,115	5,000	3,817	7,800	7,500	
0001-3351-40-3-0000-640	P.W. - GARAGE (3351)	MEMBERSHIPS & MEETINGS	565	220	500	206	500	500	
0001-3351-40-3-0000-710	P.W. - GARAGE (3351)	GARAGE MATERIALS	65,921	(31,855)	1	17,939	1	1	
0001-3351-40-3-0000-755	P.W. - GARAGE (3351)	INVENTORY OVER/SHORT	19,709	12,133	-	-	-	7,200	note add ne
0001-3351-40-3-0000-756	P.W. - GARAGE (3351)	CNG FUELING STATION	-	-	-	13,255	-	-	
	<b>P.W. - GARAGE (3351) Total</b>		510,430	443,050	429,306	282,118	443,014	449,514	-

City of Meriden  
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			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-3353-40-3-0000-189	P.W. - TRAFFIC (3353)	<b>PART TIME SUMMER HELP</b>	6,000	11,782	47,594	12,518	19,200	16,000	
0001-3353-40-3-0000-191	P.W. - TRAFFIC (3353)	<b>OVERTIME CONTINGENCY</b>	11,735	9,260	10,000	5,784	10,000	10,000	
0001-3353-40-3-0000-196	P.W. - TRAFFIC (3353)	<b>MME</b>	207,380	190,837	199,571	117,473	203,727	203,727	
0001-3353-40-3-0000-198	P.W. - TRAFFIC (3353)	<b>SUPERVISORS</b>	97,446	99,767	101,908	60,175	102,188	102,188	
0001-3353-40-3-0000-341	P.W. - TRAFFIC (3353)	<b>STREET LIGHT MAINTENANCE</b>	6,799	2,947	5,000	3,776	5,000	3,000	
0001-3353-40-3-0000-350	P.W. - TRAFFIC (3353)	<b>GASOLINE</b>	9,628	8,775	9,500	7,042	11,200	8,500	
0001-3353-40-3-0000-352	P.W. - TRAFFIC (3353)	<b>VEHICLE MAINTENANCE</b>	12,118	10,624	12,300	5,929	11,500	11,500	
0001-3353-40-3-0000-365	P.W. - TRAFFIC (3353)	<b>SAFETY EQUIPMENT</b>	216	397	800	-	1,100	1,100	
0001-3353-40-3-0000-366	P.W. - TRAFFIC (3353)	<b>SIGNALIZATION</b>	53,471	61,140	50,000	47,527	61,000	55,000	
0001-3353-40-3-0000-367	P.W. - TRAFFIC (3353)	<b>SIGNS &amp; LINES</b>	79,758	10,777	98,700	69,567	90,000	80,000	
0001-3353-40-3-0000-368	P.W. - TRAFFIC (3353)	<b>ALARM SYSTEMS</b>	336	900	900	778	1,000	1,000	
0001-3353-40-3-0000-440	P.W. - TRAFFIC (3353)	<b>OFFICE EXPENSE</b>	1,535	1,767	1,600	1,632	1,750	1,750	
0001-3353-40-3-0000-640	P.W. - TRAFFIC (3353)	<b>MEMBERSHIP &amp; MEETINGS</b>	1,019	1,065	1,500	682	1,200	1,200	
<b>P.W. - TRAFFIC (3353) Total</b>			487,441	410,037	539,373	332,883	518,865	494,965	-
0001-3354-40-3-0000-189	P.W. - HIGHWAY (3354)	<b>MISC PART-TIME</b>	24	-	-	-	-	-	
0001-3354-40-3-0000-191	P.W. - HIGHWAY (3354)	<b>OVERTIME CONTINGENCY</b>	47,326	27,660	33,000	19,463	32,000	30,000	
0001-3354-40-3-0000-194	P.W. - HIGHWAY (3354)	<b>PUBLIC WORKS</b>	975,785	912,481	966,429	579,600	980,414	980,414	
0001-3354-40-3-0000-196	P.W. - HIGHWAY (3354)	<b>MME</b>	-	-	-	-	20,937	20,937	
0001-3354-40-3-0000-198	P.W. - HIGHWAY (3354)	<b>SUPERVISORS</b>	82,009	83,967	85,744	95,440	85,979	85,979	
0001-3354-40-3-0000-350	P.W. - HIGHWAY (3354)	<b>GASOLINE</b>	107,777	119,471	89,000	60,396	120,000	100,000	
0001-3354-40-3-0000-352	P.W. - HIGHWAY (3354)	<b>VEHICLE MAINTENANCE</b>	174,511	250,114	186,250	129,754	200,000	195,000	
0001-3354-40-3-0000-359	P.W. - HIGHWAY (3354)	<b>STREET MAINT SUPPLIES</b>	17,625	14,033	17,500	10,582	19,000	16,000	
0001-3354-40-3-0000-360	P.W. - HIGHWAY (3354)	<b>SIDEWALK,BASIN CONSTRUCTION</b>	-	2,925	3,000	1,597	3,000	3,000	
0001-3354-40-3-0000-363	P.W. - HIGHWAY (3354)	<b>STORM DRAIN CONSTRUCTION</b>	6,448	6,368	6,500	410	6,500	6,500	
0001-3354-40-3-0000-390	P.W. - HIGHWAY (3354)	<b>ROADSIDE BULKY WASTE</b>	800	-	2,500	-	1,000	1,000	
0001-3354-40-3-0000-391	P.W. - HIGHWAY (3354)	<b>SAFETY &amp; HEALTH PLAN</b>	2,273	2,980	2,500	205	5,500	3,500	
0001-3354-40-3-0000-440	P.W. - HIGHWAY (3354)	<b>OFFICE EXPENSE &amp; SUPPLIES</b>	4,219	7,501	5,000	3,406	7,400	6,000	
0001-3354-40-3-0000-442	P.W. - HIGHWAY (3354)	<b>CLOTHING</b>	7,340	4,844	7,400	2,481	7,400	10,000	
0001-3354-40-3-0000-485	P.W. - HIGHWAY (3354)	<b>SOIL/CATCH BASIN DISPOSAL</b>	-	32,394	60,000	12,580	49,300	45,000	
0001-3354-40-3-0000-640	P.W. - HIGHWAY (3354)	<b>MEMBERSHIP &amp; MEETINGS</b>	430	150	550	-	550	550	
<b>P.W. - HIGHWAY (3354) Total</b>			1,426,568	1,464,888	1,465,373	915,914	1,538,980	1,503,880	-



City of Meriden  
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			2013	2014	2015	2015	2016	2016	2016
			Actual	Actual	Budget	2/18/2015	Department	City Manager	Finance
			Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
0001-3355-40-3-0000-191	V. - TRANS STATION (33	OVERTIME	18,785	22,849	19,000	7,209	22,800	20,000	
0001-3355-40-3-0000-339	V. - TRANS STATION (33	MONITORING	64,119	79,922	82,000	32,058	82,000	81,000	
0001-3355-40-3-0000-350	V. - TRANS STATION (33	GASOLINE	2,431	1,192	2,900	643	1,900	1,900	
0001-3355-40-3-0000-352	V. - TRANS STATION (33	VEHICLE MAINTENANCE	19,678	6,788	17,500	333	13,000	13,000	
0001-3355-40-3-0000-390	V. - TRANS STATION (33	OTHER PURCHASED SERVICES	2,757	232	2,300	-	1,500	1,500	
0001-3355-40-3-0000-440	V. - TRANS STATION (33	OFFICE EXPENSE & SUPPLY	3,007	3,524	3,100	335	3,900	3,000	
<b>P.W. - TRANS STATION (3355) Total</b>			110,778	114,507	126,800	40,577	125,100	120,400	-
0001-3357-40-3-0000-340	V. - WASTE COLLECT(33	RECYCLING	7,120	9,120	17,000	-	15,000	10,000	
0001-3357-40-3-0000-369	V. - WASTE COLLECT(33	DUMPING FEES	513,375	504,517	540,000	278,500	503,000	503,000	
0001-3357-40-3-0000-390	V. - WASTE COLLECT(33	CONTRACT	855,729	879,275	875,704	482,955	926,300	926,300	
0001-3357-40-3-0000-440	V. - WASTE COLLECT(33	OFFICE EXPENSE & SUPPLY	141	497	500	200	500	15,500	
<b>P.W. - WASTE COLLECT(3357) Total</b>			1,376,365	1,393,408	1,433,204	761,655	1,444,800	1,454,800	-
0001-3359-40-3-0000-189	W. - BULKY WASTE (335	MISC PART-TIME	8,151	-	-	-	-	-	
0001-3359-40-3-0000-191	W. - BULKY WASTE (335	OVERTIME	-	154	-	1,559	-	-	
0001-3359-40-3-0000-194	W. - BULKY WASTE (335	PUBLIC WORKS	56,594	72,661	72,583	43,613	74,058	74,058	
0001-3359-40-3-0000-196	W. - BULKY WASTE (335	MME	-	11,229	16,850	2,924	20,937	20,937	
0001-3359-40-3-0000-350	W. - BULKY WASTE (335	GASOLINE	3,325	2,371	3,000	2,429	3,000	2,000	
0001-3359-40-3-0000-352	W. - BULKY WASTE (335	VEHICLE MAINTENANCE	842	1,169	3,000	1,032	2,500	2,500	
0001-3359-40-3-0000-390	W. - BULKY WASTE (335	DUMP FEES	74,021	65,067	76,000	43,331	72,000	70,000	
0001-3359-40-3-0000-440	W. - BULKY WASTE (335	OFFICE EXPENSE & SUPPLY	2,156	2,085	1,650	900	2,150	2,150	
0001-3359-40-3-0000-442	W. - BULKY WASTE (335	CLOTHING ALLOWANCE	85	315	1,300	138	800	800	
<b>P.W. - BULKY WASTE (3359) Total</b>			145,173	155,051	174,383	95,925	175,445	172,445	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>P.W. - ENGINEERING (3310)</b>						
DIRECTOR OF PUBLIC WORKS	0001	3310	190	100.000	111,448.05	111,448.05
CLERK III	0001	3310	196	50.000	20,936.91	
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.000	72,258.86	
DRAFTSPERSON	0001	3310	196	100.000	62,826.52	
PUBLIC WORKS CLERK	0001	3310	196	100.000	61,090.63	
SURVEY ASSISTANT II	0001	3310	196	100.000	38,858.74	
ZONING ENF OFF/ENVIRON PL	0001	3310	196	50.000	42,121.38	298,093.04
ASSOCIATE CITY ENGINEER	0001	3310	198	100.000	98,108.92	
ASSOCIATE CITY ENGINEER	0001	3310	198	100.000	96,226.63	194,335.55
					603,876.64	603,876.64
CLERK III	0001	3359	196	50.000	20,936.91	
ZONING ENF OFF/ENVIRON PL	0001	0510	196	50.000	42,121.38	
RESIDENT REPRESENTATIVE	0401	7370	235	100.000	45,750.00	
					108,808.29	

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>P.W. - GARAGE (3351)</b>						
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>74,057.49</b>	
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>74,057.49</b>	
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>68,431.55</b>	
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>74,057.49</b>	
<b>MAINT MECH II/GARAGE CREW</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>80,478.18</b>	<b>371,082.20</b>
<b>PUBLIC WORKS CLERK</b>	<b>0001</b>	<b>3351</b>	<b>196</b>	<b>100.000</b>	<b>50,379.90</b>	<b>50,379.90</b>
					<b>421,462.10</b>	<b>421,462.10</b>

**2015-2016 Budget**

**Payroll Projection Report**

**Program : PR815L**

**7/01/15 to 7/01/16**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>P.W. - HIGHWAY (3354)</b>						
<b>EQUIPMENT OPERATOR 3/CREW</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>67,469.49</b>	
<b>EQUIPMENT OPERATOR 3/CREW</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>68,828.92</b>	
<b>EQUIPMENT OPERATOR 3/CREW</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>68,828.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>51,422.06</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>53,603.32</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>60,337.72</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HIGHWAY MAINTAINER</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>61,508.92</b>	
<b>HWY MAINT/CREW LEAD/COMPE</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>80,478.18</b>	
<b>LABORER II</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>55,506.52</b>	
<b>LABORER II</b>	<b>0001</b>	<b>3354</b>	<b>194</b>	<b>100.000</b>	<b>43,376.23</b>	<b>980,413.80</b>
<b>HIGHWAY FOREMAN</b>	<b>0001</b>	<b>3354</b>	<b>198</b>	<b>100.000</b>	<b>85,978.63</b>	<b>85,978.63</b>
					<b>1,066,392.43</b>	<b>1,066,392.43</b>

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>P.W. - TRAFFIC (3353)</b>						
<b>ELECTRICIAN</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>67,992.35</b>	
<b>ELECTRONIC TECHNICIAN TRA</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>84,242.75</b>	
<b>TRAFFIC SIGN MAINTAINER</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>51,490.97</b>	<b>203,726.07</b>
<b>SUPT TRAFFIC OPER/VEHICLE</b>	<b>0001</b>	<b>3353</b>	<b>198</b>	<b>100.000</b>	<b>102,187.21</b>	<b>102,187.21</b>
					<b>305,913.28</b>	<b>305,913.28</b>

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
P.W. - BULKY WASTE (3359)						
CLERK III	0001	3354	196	50.000	20,936.91	20,936.91
EQUIP OPER III/CR LDR COM	0001	3359	194	100.000	74,057.49	74,057.49
					94,994.40	94,994.40
CLERK III	0001	3310	196	50.000	20,936.91	
					20,936.91	

# **SECTION 6**

## **ENTERPRISE FUNDS**

**Water**

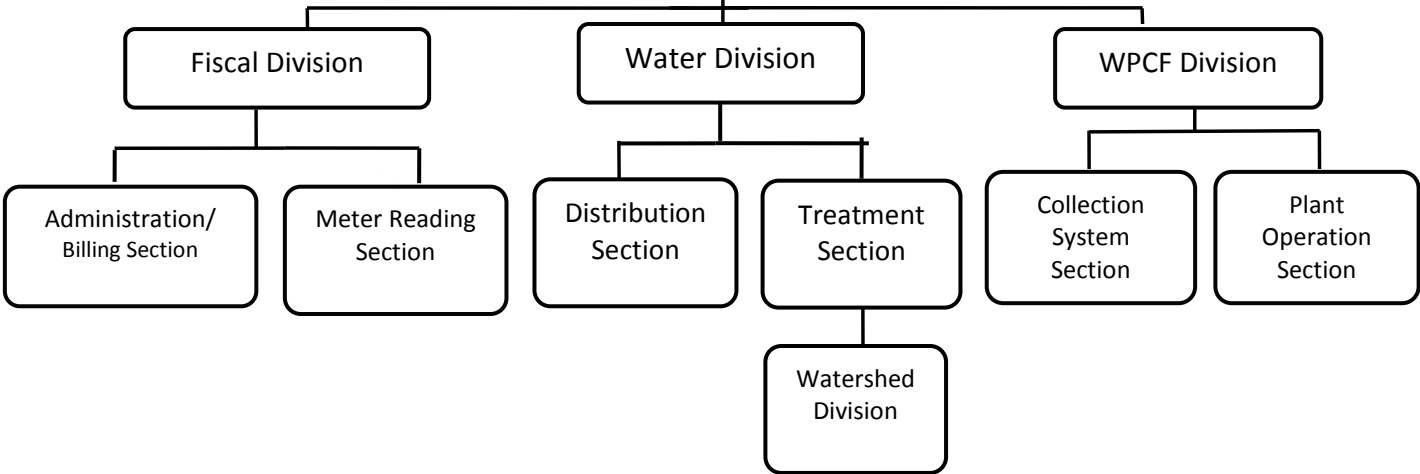
**Water Fiscal, Sewer**

**Golf**

**PUBLIC UTILITIES**

**DIRECTOR**

**Superintendent of Operations  
Water/Wastewater**





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

Fiscal Division  
Water Division  
Water Pollution Control Facility Division

### **Fiscal Division**

The department is charged with the responsibility of determining consumption, preparing, printing and mailing water and sewer bills on a quarterly basis to some 17, 880 accounts. It also monitors the delinquent account program (payment plans), shut offs/foreclosure accounts.

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

The Division continues with its 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 2014 was 10.26 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 Class 3 and 4 food preparation establishments throughout the City.

The Water Pollution Control Division has established a sanitary sewer collection system improvement program which entails the rehabilitation of existing sanitary sewers employing a cured-in-place pipe lining system, manhole frame and cover replacement, and manhole structure rehabilitation. Approximately 56,000 linear feet of sanitary sewer have been rehabilitated to date.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
<b>PUBLIC UTILITIES</b>	<b>1</b>	<b>FISCAL DIVISION</b>	1	Continue with our Meter Change Out Program ( 4th year ). This program enables staff to replace old meters at the end of their useful life with new, more accurate meters to measure water usage.	5
			2	Provide ongoing training and certification opportunities for the Superintendent of Operations.	5
	<b>2</b>	<b>WATER DIVISION</b>	1	Oversee construction upgrade of Broad Brook Treatment Plant and Pump Station. Last upgrade was mid 1970's. This upgrade (plant/ pump station) requires a change in process technology to address water quality issues Broad Brook reservoir encounters.	5
			2	Continue to maintain, update and replace portions of our aging infrastructure that dates back to the late 1800's. This infrastructure encompasses water sources, treatment & pumping facilities, storage tanks and distribution system. Will continue to bring forward capital needs for these projects.	5
			3	Continue our annual water main cleaning and lining/ replacement program. This addresses our aging water pipes to help improve water quality and fire flow issues. The State Health Dept. strongly recommends this program.	5
			4	Oversee the replacement of ten (10) emergency generators funded through a FEMA grant program. All generators are 19 yrs old or older.	5
			5	Oversee the replacement of the six (6) inch water main in Swain Ave with a (12) inch water main. This will help address customer complaints in the area.	5

			6	Start the rehabilitation/replacement process of our water storage tanks.	5
	<b>3</b>	<b>Water Pollution Control Division</b>	1	Continue working with effected communities, DEEP, and Legislators to reach a cooperative agreement on future phosphorus limits to protect the water quality of the Quinnipiac River.	5
			2	Oversee the replacement of six (6) emergency generators for the WPCF funded through a FEMA grant program. All generators are 19 yrs old or older.	5
			3	Continue the sale of Nitrogen credits. Last calendar year Meriden was in the top 5 highest sellers of credits in the State.	5
			4	Continue our annual program of rehabilitating the sanitary sewer collection system. This system has Inflow and Infiltration issues that are being addressed by this program ( pipe lining/manholes )The collection system dates back to the late 1800's. This program reduces the amount of ground water being treated at the WPCF and increases the life of the sanitary sewer collection system.	5
			5	Conduct a Pilot Study to determine the most effective technology to remove Phosphorus from the WPCF effluent stream.	5

		2013	2014	2015	2015	2016	2016	2016	2016
		Actual	Actual	Budget	2/18/2015 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
<b>FISCAL DIVISION (0503-3910)</b>									
	<b>REVENUES</b>								
0503-3910-30-0-0000-648	REVENUE WATER DEPT	820,106	848,368	901,505	901,505	921,117	964,472		
0503-3910-30-0-0000-649	REVENUE SEWER DEPT	740,514	774,680	813,035	813,035	829,723	858,627		
	<b>TOTAL FISCAL REVENUES</b>	1,560,620	1,623,048	1,714,540	1,714,540	1,750,840	1,823,099	-	-
	<b>EXPENDITURES</b>								
0503-3910-45-0-0000-189	PART TIME SEASONAL LABOR	-	2,593	-	9,191	-	-		
0503-3910-45-0-0000-190	ADMINISTRATION	113,694	193,549	116,294	69,457	117,910	117,910		
0503-3910-45-0-0000-191	OVERTIME	5,390	10,189	5,000	1,401	5,000	5,000		
0503-3910-45-0-0000-194	PUBLIC WORKS	106,374	108,907	108,791	65,377	111,010	111,010		
0503-3910-45-0-0000-196	MME	57,397	59,321	63,896	35,940	67,807	140,066		
0503-3910-45-0-0000-198	SUPERVISORS	182,118	146,020	196,766	78,154	190,640	190,640		
0503-3910-45-0-0000-200	EMPLOYEE BENEFITS	267,539	291,379	274,994	213,581	292,519	292,519		
0503-3910-45-0-0000-202	POST RETIREMENT BENEFITS (C	7,551	55,564	59,320	44,490	59,320	59,320		
0503-3910-45-0-0000-350	GASOLINE	6,204	3,869	5,100	2,468	5,100	5,100		
0503-3910-45-0-0000-352	VEHICLE MAINTENANCE	5,823	5,007	6,900	2,110	6,900	6,900		
0503-3910-45-0-0000-357	ATTORNEY FEES	(3,513)	8,970	9,000	10,724	9,000	9,000		
0503-3910-45-0-0000-390	OTHER PURCHASED SERVICES	58,060	51,895	86,575	20,236	86,575	86,575		
0503-3910-45-0-0000-391	MEDICAL EXPENSE	-	-	650	-	650	650		
0503-3910-45-0-0000-443	OFFICE EXPENSES AND SUPPLI	1,640	1,504	1,550	402	1,550	1,550		
0503-3910-45-0-0000-463	LIABILITY INSURANCE	56,267	46,948	147,016	67,397	145,881	145,881		
0503-3910-45-0-0000-487	METER MATERIALS	14,515	14,970	15,000	6,650	12,000	12,000		
0503-3910-45-0-0000-489	TAX COLLECTOR SERVICES	574,689	591,930	609,688	609,688	627,978	627,978		
0503-3910-45-0-0000-712	WATER METERS	10,253	5,789	8,000	443	11,000	11,000		
	<b>TOTAL FISCAL EXPENDITURES</b>	1,464,000	1,598,403	1,714,540	1,237,708	1,750,840	1,823,099	-	-
	<b>TOTAL FISCAL EXPENDITURES</b>	1,464,000	1,598,403	1,714,540	1,237,708	1,750,840	1,823,099	-	-
	<b>TOTAL FISCAL REVENUES</b>	1,560,620	1,623,048	1,714,540	1,714,540	1,750,840	1,823,099	-	-
	Variance	96,620	24,645	-	476,832	-	-	-	-

		2013	2014	2015	2015	2016	2016	2016	2016
		Actual	Actual	Budget	2/18/2015	Department	City Manager	Public Utilities	Finance
					Actual	Budget Request	Budget	Commission	Committee
<b>WATER (0503-3920)</b>									
	<b>REVENUES</b>								
0503-3920-30-0-0000-633	MUNICIPAL HYDRANT FEES	92,800	93,000	62,240	65,000	93,000	93,000		
0503-3920-30-0-0000-634	FIRE SERVICE CHARGE	88,456	87,350	115,350	-	88,600	88,600		
0503-3920-30-0-0000-641	INTEREST	210,395	403,682	210,000	129,679	210,000	210,000		
0503-3920-30-0-0000-642	LIEN FEES	65,046	112,290	58,500	12,743	58,500	58,500		
0503-3920-30-0-0000-680	INTEREST ON INVESTMENTS	9,648	15,019	9,650	4,485	15,000	15,000		
0503-3920-30-0-0000-687	BASIC SERVICE CHARGE	765,229	1,041,922	835,415	-	834,588	834,588		
0503-3920-30-0-0000-691	BB NEW CINGULAR WIRELESS L	-	-	-	-	15,870	15,870		
0503-3920-30-0-0000-692	VERIZON WIRELESS LEASE INCO	-	-	-	-	26,400	26,400		
0503-3920-30-0-0000-693	T-MOBILE WIRELESS LEASE INCO	-	-	-	2,122	38,400	38,400		
0503-3920-30-0-0000-694	JH NEW CINGULAR WIRELESS L	-	-	-	1,323	24,000	24,000		
0503-3920-30-0-0000-695	MISC. INCOME	131,519	140,074	120,592	44,947	30,931	134,417		
0503-3920-30-0-0000-696	SALE OF SURPLUS PROPERTY	-	886	-	-	-	-		
0503-3920-30-0-0000-699	NET ASSETS	-	-	41,500	-	-	-		
0503-3920-30-0-0000-984	WATER SALES	6,956,506	7,818,338	8,400,000	2,900	8,848,000	8,848,000		
0503-3920-30-0-0714-745	Premium	11,322	-	-	81,383	-	-		
	<b>TOTAL WATER REVENUES</b>	<b>8,330,920</b>	<b>9,712,562</b>	<b>9,853,247</b>	<b>344,583</b>	<b>10,283,289</b>	<b>10,386,775</b>	<b>-</b>	<b>-</b>
	<b>EXPENDITURES</b>								
0503-3920-45-0-0000-189	PART TIME / SEASONAL	-	-	-	-	-	-		
0503-3920-45-0-0000-191	OVERTIME	142,593	157,084	140,000	92,305	155,000	155,000		
0503-3920-45-0-0000-194	PUBLIC WORKS	1,426,828	1,450,174	1,545,393	883,245	1,527,990	1,527,990		
0503-3920-45-0-0000-196	MME	120,534	123,471	125,464	74,085	128,331	128,331		
0503-3920-45-0-0000-198	SUPERVISORS	82,009	83,960	85,744	50,630	85,979	85,979		
0503-3920-45-0-0000-200	EMPLOYEE'S BENEFITS	1,242,282	1,247,065	1,142,645	955,915	1,228,610	1,325,189		
0503-3920-45-0-0000-202	POST RETIREMENT BENEFITS (C	602,518	161,573	138,413	103,810	138,413	123,488		
0503-3920-45-0-0000-301	DEBT SERVICE-PRINCIPAL	1,310,000	1,230,000	1,166,726	1,090,000	906,900	906,900		
0503-3920-45-0-0000-302	DEBT SERVICE-INTEREST	447,636	496,688	408,411	379,442	462,582	462,582		
0503-3920-45-0-0000-305	DEBT SERVICE CLOSING COST	1,563	-	-	4,709	-	-		
0503-3920-45-0-0000-306	TAXES TO OTHER TOWNS	49,229	55,876	63,656	56,344	63,656	63,656		
0503-3920-45-0-0000-309	BABS FEDERAL SUBSIDY	(15,693)	(14,835)	(15,514)	(7,191)	(14,884)	(14,884)		

		2013	2014	2015	2015	2016	2016	2016	2016
		Actual	Actual	Budget	2/18/2015 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
0503-3920-45-0-0000-314	PRINCIPAL CWF-BROADBROOK	-	112,849	66,981	38,909	68,333	68,333		
0503-3920-45-0-0000-315	INTEREST CWF-BROADBROOK	-	42,330	29,075	17,123	27,723	27,723		
0503-3920-45-0-0000-316	FUTURE DEBT SERV-BROADBROOK	-	-	315,636	-	535,676	514,153		
0503-3920-45-0-0000-321	PUBLIC UTILITIES	769,512	720,098	825,000	385,150	1,049,100	1,049,100		
0503-3920-45-0-0000-323	REPAIRS & MAINTENANCE	18,897	25,297	20,000	10,251	25,000	25,000		
0503-3920-45-0-0000-350	GASOLINE	44,055	51,328	45,000	36,453	45,000	45,000		
0503-3920-45-0-0000-352	VEHICLE MAINTENANCE	50,304	53,457	75,000	25,429	75,000	75,000		
0503-3920-45-0-0000-388	AUDIT	8,800	9,160	10,500	7,950	13,000	13,000		
0503-3920-45-0-0000-390	WATER PURCHASED	171,073	211,513	327,880	212,659	347,620	347,620		
0503-3920-45-0-0000-398	FISCAL DIVISION SERVICE	820,106	848,368	901,505	901,505	921,117	964,472		
0503-3920-45-0-0000-399	ASSESSMENT GENERAL FUND	628,301	647,151	666,565	666,565	686,559	686,559		
0503-3920-45-0-0000-440	OFFICE EXPENSE & SUPPLIES	67,105	67,395	61,000	26,266	68,000	68,000		
0503-3920-45-0-0000-489	MEDICAL EXPENSE	2,588	1,705	3,600	900	3,600	3,600		
0503-3920-45-0-0000-490	WATERSHED LAND ACQUISITION	-	-	-	-	-	-		
0503-3920-45-0-0000-491	MAINT OF MAINS & ACCESS	14,232	35,557	25,000	14,845	35,000	35,000		
0503-3920-45-0-0000-492	MAINTENANCE OF RESERVOIR	34,364	45,751	40,000	9,083	45,000	45,000		
0503-3920-45-0-0000-493	MAINT OF PUMP STATIONS	37,289	41,590	40,000	5,527	40,000	40,000		
0503-3920-45-0-0000-494	SERVICES-MATERIALS	10,657	11,521	5,000	(9,081)	5,000	5,000		
0503-3920-45-0-0000-495	TREATMENT EXPENSE	579,269	556,834	536,700	213,018	557,000	557,000		
0503-3920-45-0-0000-501	CAPITAL OUTLAY	60,158	437,963	41,500	-	-	-		
0503-3920-45-0-0000-502	DEPRECIATION EXPENSE	1,719,530	1,688,442	-	-	-	-		
0503-3920-45-0-0000-504	WATER EQUIPMENT	15,810	9,604	15,000	5,829	15,000	15,000		
0503-3920-45-0-0000-506	HYDRANTS-MATERIALS	6,749	3,930	10,000	7,557	15,000	15,000		
0503-3920-45-0-0000-640	MEMBERSHIPS & MEETINGS	14,626	11,049	11,575	7,684	11,575	11,575		
0503-3920-45-0-0000-643	INSURANCE	288,319	269,227	939,792	313,901	951,409	951,409		
0503-3920-45-0-0000-713	NEW MAINS & ACCESSORIES	-	-	-	-	-	-		
0503-3920-45-0-0000-714	REPAIR TRENCHES	26,940	61,818	40,000	37,127	60,000	60,000		
0503-3920-45-0-0000-760	BAD DEBT EXPENSE	55,780	36,899	-	-	-	-		
	<b>TOTAL WATER EXPENDITURES</b>	<b>10,853,966</b>	<b>10,991,890</b>	<b>9,853,247</b>	<b>6,617,942</b>	<b>10,283,289</b>	<b>10,386,775</b>	<b>-</b>	<b>-</b>
	<b>TOTAL WATER EXPENDITURES</b>	<b>10,853,966</b>	<b>10,991,890</b>	<b>9,853,247</b>	<b>6,617,942</b>	<b>10,283,289</b>	<b>10,386,775</b>	<b>-</b>	<b>-</b>
	<b>TOTAL WATER REVENUES</b>	<b>8,330,920</b>	<b>9,712,562</b>	<b>9,853,247</b>	<b>344,583</b>	<b>10,283,289</b>	<b>10,386,775</b>	<b>-</b>	<b>-</b>
	Variance	(2,523,046)	(1,279,328)	-	(6,273,359)	-	-	-	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>
<b>WATER (0503-3920)</b>						
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	74,057.49	
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	74,057.49	
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.000	74,057.49	
LAB TECH SOURC WATER INSP	0503	3920	194	100.000	68,828.92	
UTILITYPERSON III	0503	3920	194	100.000	68,828.92	
UTILITYPERSON III	0503	3920	194	100.000	68,828.92	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	53,603.32	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	61,508.92	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	51,018.86	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	53,603.32	
WATER PLANT OPERATOR I	0503	3920	194	100.000	61,508.92	
WATER PLANT OPERATOR I	0503	3920	194	100.000	53,603.32	
WATER PLANT OPERATOR II	0503	3920	194	100.000	68,828.92	
WATER PLANT OPERATOR II	0503	3920	194	100.000	67,469.49	
WATER PLANT OPERATOR II	0503	3920	194	100.000	68,828.92	
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,478.18	
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,478.18	
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,478.18	
WATER SERVICE TECHNICIAN	0503	3920	194	100.000	80,478.18	
WATERSHED EQ OP III TREEC	0503	3920	194	100.000	80,478.18	
WATERSHED MAINTAINER	0503	3920	194	100.000	52,055.66	
WATERSHED MAINTAINER	0503	3920	194	100.000	53,603.32	
WATERSHED MAINTAINER	0503	3920	194	100.000	51,306.86	1,527,989.96



2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
WATER (0503-3920) cont'd						
ACCOUNT CLERK	0503	3920	196	100.000	56,071.20	
CROSS CONNECTION INSPECTO	0503	3920	196	100.000	72,258.86	128,330.06
WATER DISTRIBUTION SUPERV	0503	3920	198	100.000	85,978.63	85,978.63
					1,742,298.65	1,742,298.65

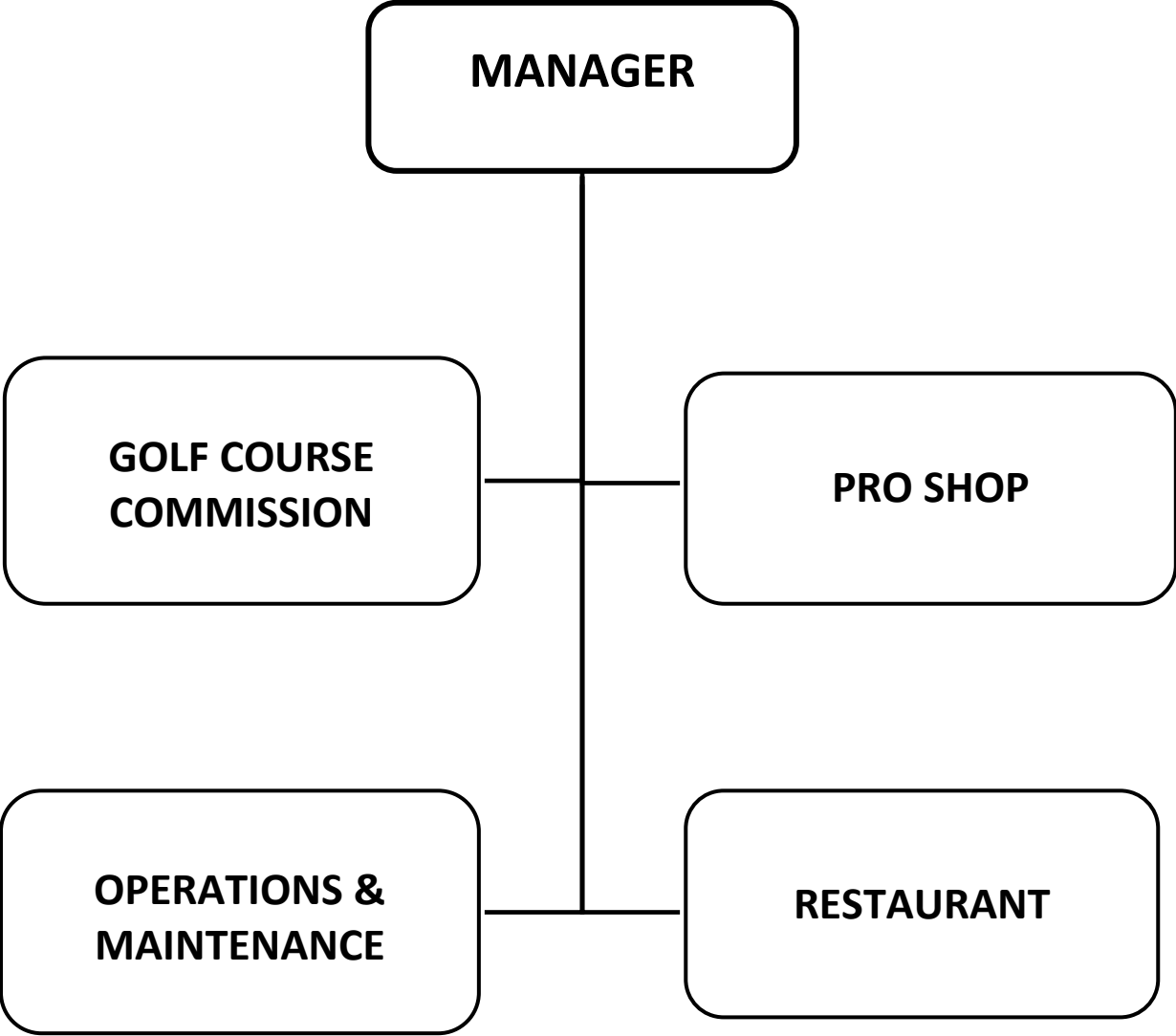
2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>FISCAL DIVISION (0503-3910)</b>						
DIRECTOR OF PUBLIC UTILIT	0503	3910	190	100.000	117,909.78	117,909.78
WATER SERVICEPERSON	0503	3910	194	100.000	55,506.52	
WATER SERVICEPERSON	0503	3910	194	100.000	55,506.52	111,013.04
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.000	72,258.86	
PUBLIC UTIL BILLING & ADM	0503	3910	196	100.000	65,816.35	138,075.21
SUPERINT/OPERATIONS-WATER	0503	3910	198	100.000	104,288.69	
WATER SERVICE SUPERVISOR	0503	3910	198	100.000	85,978.63	190,267.32
					557,265.35	557,265.35

					2015	2016	2016	2016	2016
	SEWER (0502-3930)	2013	2014	2015	2015	2016	2016	2016	2016
		Actual	Actual	Budget	2/18/2015	Department	City Manager	Public Utilities	Finance
					Actual	Budget Request	Budget	Commission	Committee
	<b>REVENUES</b>								
0502-3930-30-0-0000-641	SEWER CONNECTION ASSESS	15,427	5,350	10,000	1,500	10,000	10,000		
0502-3930-30-0-0000-642	INTEREST & LIEN FEES	304,633	551,383	306,680	143,993	306,680	306,680		
0502-3930-30-0-0000-644	SEWER ASSESSMENT REVENUE	178,741	11,812	-	1,561	-	-		
0502-3930-30-0-0000-680	INTEREST ON INVESTMENTS	11,858	16,627	11,850	6,696	16,625	16,625		
0502-3930-30-0-0000-687	BASIC SERVICE FEE	651,052	886,658	707,288	-	886,658	886,658		
0502-3930-30-0-0000-690	NITROGEN CREDIT	294,797	-	222,155	295,988	266,389	295,988		
0502-3930-30-0-0000-695	MISC. INCOME	3,806	23,270	49,156	14,378	23,000	23,998		
0502-3930-30-0-0000-696	SALE OF SURPLUS PROPERTY	-	67,445	-	-	-	-		
0502-3930-30-0-0000-699	NET ASSETS	-	-	66,983	-	-	300,000		
0502-3930-30-0-0000-984	SEWER USE CHARGES	7,379,020	7,701,845	8,140,000	2,900	8,496,590	8,140,000		
0502-3930-30-0-0714-745	BOND PREMIUM REVENUE	15,106	-	-	67,025	-	-		
	<b>TOTAL REVENUES</b>	8,854,441	9,264,391	9,514,112	534,042	10,005,942	9,979,949	-	-
	<b>EXPENDITURES</b>								
0502-3930-45-0-0000-189	PART TIME / SEASONAL	-	-	1	-	-	-		
0502-3930-45-0-0000-191	OVERTIME	113,140	99,164	120,000	64,707	110,000	110,000		
0502-3930-45-0-0000-194	LABOR PUBLIC WORKS	563,638	551,168	640,872	379,092	608,168	608,168		
0502-3930-45-0-0000-196	MME	57,397	58,787	59,754	35,275	133,349	61,091		
0502-3930-45-0-0000-198	SUPERVISORS	363,585	401,668	419,250	225,294	431,117	431,117		
0502-3930-45-0-0000-200	EMPLOYEE BENEFITS	417,274	531,723	630,773	254,716	651,277	718,827		
0502-3930-45-0-0000-202	POST RETIREMENT BENEFITS (C	277,893	81,280	72,523	54,392	72,523	58,465		
0502-3930-45-0-0000-301	PRINCIPAL RETIREMENT	401,000	376,000	390,071	248,000	508,700	508,700		
0502-3930-45-0-0000-302	INTEREST	177,637	176,798	160,880	107,599	228,800	228,800		
0502-3930-45-0-0000-305	DEBT SERVICE CLOSING COST	2,085	-	-	3,484	-	-		
0502-3930-45-0-0000-307	PRINCIPAL RETIREMENT CWF	144,592	86,579	28,568	16,664	28,568	28,568		

	SEWER (0502-3930)	2013	2014	2015	2015	2016	2016	2016	2016
		Actual	Actual	Budget	2/18/2015 Actual	Department Budget Request	City Manager Budget	Public Utilities Commission	Finance Committee
0502-3930-45-0-0000-308	INTEREST CWF	5,298	2,648	1,738	1,083	1,167	1,167		
0502-3930-45-0-0000-309	BABS FEDERAL SUBSIDY	(31,299)	(29,594)	(30,952)	(14,346)	(29,703)	(29,703)		
0502-3930-45-0-0000-310	PRINCIPAL CWF PLANT UPGRAD	1,503,910	1,534,266	1,565,234	909,250	1,596,827	1,596,827		
0502-3930-45-0-0000-311	INTEREST CWF PLANT UPGRADI	652,802	622,447	591,479	348,832	559,885	559,885		
0502-3930-45-0-0000-312	PRINCIPAL CWF I&I	126,161	74,881	76,393	44,377	77,935	77,935		
0502-3930-45-0-0000-313	INTEREST CWF I&I	34,665	32,504	30,992	18,265	29,450	29,450		
0502-3930-45-0-0000-321	UTILITIES	963,310	950,661	975,000	564,059	1,235,900	1,235,900		
0502-3930-45-0-0000-323	REPAIRS AND MAINTENANCE	114,592	99,150	115,000	56,193	110,000	110,000		
0502-3930-45-0-0000-342	WATER / SEWER BILL	6,706	8,269	10,000	4,718	10,000	10,000		
0502-3930-45-0-0000-350	GASOLINE	14,385	14,251	15,500	10,793	15,500	15,500		
0502-3930-45-0-0000-352	VEHICLE MAINTENANCE	16,674	13,209	21,500	8,733	16,000	16,000		
0502-3930-45-0-0000-388	AUDIT	8,800	9,160	10,500	7,950	13,000	13,000		
0502-3930-45-0-0000-391	MEDICAL EXPENSE	3,111	3,244	5,000	273	4,000	4,000		
0502-3930-45-0-0000-398	SERV PROV BY FISCAL DIV.	740,514	774,680	813,035	813,035	829,723	858,627		
0502-3930-45-0-0000-399	ASSESSMENT GENERAL FUND	628,301	647,151	666,565	666,565	686,561	650,432		
0502-3930-45-0-0000-463	CLAIMS	-	-	5,000	-	5,000	5,000		
0502-3930-45-0-0000-484	SEWER EXPENSE AND SUPPLIE	466,991	514,296	604,341	193,220	550,000	550,000		
0502-3930-45-0-0000-485	BIOSOLID DISPOSAL	726,144	685,169	710,000	317,163	710,000	710,000		
0502-3930-45-0-0000-486	PUMP STATION OPR AND MAINT	51,337	46,643	60,000	19,307	55,000	55,000		
0502-3930-45-0-0000-501	CAPITAL OUTLAY	-	443,405	1	-	-	-		
0502-3930-45-0-0000-502	DEPRECIATION EXPENSE	3,986,301	3,846,932	-	-	-	-		
0502-3930-45-0-0000-640	MEMBERSHIPS & MEETINGS	14,304	4,086	8,000	4,776	8,000	8,000		
0502-3930-45-0-0000-643	INSURANCE	679,330	609,523	737,094	712,425	749,193	749,193		
0502-3930-45-0-0000-760	BAD DEBT EXPENSE	67,264	30,746	-	-	-	-		
	<b>TOTAL EXPENDITURES</b>	13,297,842	13,300,891	9,514,112	6,075,893	10,005,940	9,979,949	-	-
	<b>TOTAL EXPENDITURES</b>	13,297,842	13,300,891	9,514,112	6,075,893	10,005,940	9,979,949	-	-
	<b>TOTAL REVENUES</b>	8,854,441	9,264,391	9,514,112	534,042	10,005,942	9,979,949	-	-
	Variance	(4,443,401)	(4,036,500)	-	(5,541,851)	2	-	-	-

2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
SEWER (0502 - 3930)						
LABORATORY TECHNICIAN	0502	3930	194	100.000	61,508.92	
MAINTENANCE MECHANIC I	0502	3930	194	100.000	64,729.72	
MAINTENANCE MECHANIC III	0502	3930	194	100.000	80,478.18	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	61,508.92	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	52,055.66	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	61,508.92	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	53,603.32	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	61,508.92	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	53,603.32	
SEWER PLANT OPERATOR II	0502	3930	194	100.000	57,662.40	608,168.28
ADMINISTRATIVE SECRETARY	0502	3930	196	100.000	61,090.63	61,090.63
CHEMIST	0502	3930	198	100.000	82,632.35	
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.000	68,076.00	
WPCF ASSISTANT MANAGER	0502	3930	198	100.000	92,242.44	
WPCF FACILITY MANAGER	0502	3930	198	100.000	102,187.21	
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.000	85,978.63	431,116.63
					1,100,375.54	1,100,375.54

**GOLF**



2015-2016

**GOLF COURSE**

**Description of Services**

**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.

					2015	2016	2016	2016
	GOLF COURSE	2013	2014	2015	2015	Department	City Manager	Finance
		Actual	Actual	Budget	2/18/2015	Budget Request	Budget	Committee
	REVENUES							
0509-0810-30-0-0000-650	RECOVERY FROM GOLF PRO	45,062	50,990	45,500	15,465	50,990	50,990	
0509-0810-30-0-0000-655	GREENS FEES	364,707	371,001	459,051	212,190	419,749	427,328	
0509-0810-30-0-0000-656	SEASONS PASSES	140,474	133,302	150,157	7,970	150,157	150,157	
0509-0810-30-0-0000-657	TOURNAMENTS	49,747	60,407	56,323	32,522	59,200	59,200	
0509-0810-30-0-0000-658	LEAGUES	43,528	54,428	47,416	27,303	50,420	54,000	
0509-0810-30-0-0000-690	RENT	39,600	36,300	39,600	-	39,600	39,600	
0509-0810-30-0-0000-692	GOLF CART FEES	36,168	37,186	36,000	22,225	33,583	37,500	
0509-0810-30-0-0000-693	GOLF CART FEES - GOLF PRO	192,892	198,323	195,500	118,532	198,323	198,323	
0509-0810-30-0-0000-695	INTEREST INCOME	-	-	-	-	-	-	
0509-0810-30-0-0000-696	SALE OF SURPLUS PROPERTY	-	402	-	-	-	-	
0509-0810-30-0-0000-705	CIP FEES	-	-	-	40	-	-	
0509-0810-30-0-0000-746	REFUNDING BOND SAVINGS	113	-	-	-	-	-	
0509-0810-30-0-0716-745	Premium	-	-	-	822	-	-	
	<b>TOTAL REVENUES</b>	<b>912,291</b>	<b>942,338</b>	<b>1,029,547</b>	<b>437,069</b>	<b>1,002,022</b>	<b>1,017,098</b>	<b>-</b>
	<b>EXPENDITURES</b>							
0509-0810-45-0-0000-189	MISC PART-TIME	100,127	116,483	92,050	59,345	92,050	92,050	
0509-0810-45-0-0000-191	OVERTIME	16,266	12,614	16,350	6,479	15,325	15,325	
0509-0810-45-0-0000-194	PUBLIC WORKS	112,115	60,222	101,533	53,019	99,337	99,337	
0509-0810-45-0-0000-198	SUPERVISORS	89,312	91,786	93,398	55,150	93,654	93,654	
0509-0810-45-0-0000-200	EMPLOYEE BENEFITS	130,103	77,241	130,500	63,597	102,315	109,268	
0509-0810-45-0-0000-202	POST RETIREMENT BENEFITS (OPEB)	33,764	10,804	8,747	6,560	12,750	20,872	
0509-0810-45-0-0000-301	BOND PAYMENTS	12,000	15,000	40,000	14,000	37,000	37,000	
0509-0810-45-0-0000-302	BOND & BAN INTEREST	4,149	3,640	3,201	2,832	3,640	3,640	
0509-0810-45-0-0000-305	Debt Service Closing Cost	-	-	-	52	-	-	
0509-0810-45-0-0000-306	PRINCIPAL EXP-IRRIG PRJT	(37,525)	(37,345)	-	-	-	-	
0509-0810-45-0-0000-307	INTEREST EXP-IRRIG PRJT	113	-	-	-	-	-	
0509-0810-45-0-0000-309	BABS FEDERAL SUBSIDY	(261)	(247)	(258)	(120)	(258)	(258)	
0509-0810-45-0-0000-345	GOLF EXPENSE & SUPPLY	166,441	196,844	175,437	121,271	175,437	175,437	
0509-0810-45-0-0000-346	REIMBURSABLE GOLF PRO EXP	45,062	50,990	45,500	15,465	50,990	50,990	
0509-0810-45-0-0000-347	GOLF CART - GOLF PRO EXP	192,892	198,323	195,500	118,532	198,322	198,323	
0509-0810-45-0-0000-396	GOLF PRO	10,000	10,000	10,000	5,000	10,000	10,000	
0509-0810-45-0-0000-441	CLUBHOUSE EXPENSE	35,404	34,596	35,500	19,902	34,500	34,500	
0509-0810-45-0-0000-463	LIABILITY & GENERAL INSURANCE	80,339	60,454	65,339	66,247	60,500	60,500	
0509-0810-45-0-0000-500	CAPITAL EQUIPMENT	15,093	12,762	15,000	16,316	15,000	15,000	
0509-0810-45-0-0000-502	DEPRECIATION EXPENSE	122,455	119,598	-	-	-	-	
0509-0810-45-0-0000-640	MEETINGS & MEMBERSHIPS	1,414	1,075	1,750	825	1,460	1,460	
	<b>TOTAL EXPENDITURES</b>	<b>1,129,262</b>	<b>1,034,841</b>	<b>1,029,547</b>	<b>624,471</b>	<b>1,002,022</b>	<b>1,017,098</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,129,262</b>	<b>1,034,841</b>	<b>1,029,547</b>	<b>624,471</b>	<b>1,002,022</b>	<b>1,017,098</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>912,291</b>	<b>942,338</b>	<b>1,029,547</b>	<b>437,069</b>	<b>1,002,022</b>	<b>1,017,098</b>	<b>-</b>
	Variance	(216,971)	(92,503)	-	(187,402)	-	-	-



2015-2016 Budget						
Payroll Projection Report						
Program : PR815L		7/01/15 to 7/01/16			Budget	Object
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Amount</u>	<u>Total</u>
<b>GOLF COURSE (509-0810)</b>						
LABORER I	0509	0810	194	100.000	43,830.17	
LABORER II	0509	0810	194	100.000	55,506.52	99,336.69
SUPT. / MANAGER GOLF FACI	0509	0810	198	100.000	93,654.18	93,654.18
					<b>192,990.87</b>	<b>192,990.87</b>

# **SECTION 7**

# **CAPITAL IMPROVEMENT PLAN**

**5-Year Capital Improvement Plan**

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)	
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
<b>BOE</b>	*Roger Sherman Roof Replacement			2,293,489					2,293,489
	<i>Grant proceeds</i>			(1,490,768)					(1,490,768)
	Roger Sherman Blacktop Replacement				199,796				199,796
	Casimir Pulaski Blacktop Replacement					225,937			225,937
	Thomas Hooker Blacktop Replacement						288,976		288,976
	Nathan Hale Chiller Replacement	195,000.00							195,000
	Benjamin Franklin Chiller Replacement					148,000			148,000
	Roger Sherman Boiler Replacement				485,000				485,000
	Thomas Hooker Code Update, Accessibility and Renovation Study			25,000					25,000
									-
	<b>TOTAL</b>	<b>195,000.00</b>	<b>-</b>	<b>827,721</b>	<b>684,796</b>	<b>373,937</b>	<b>288,976</b>	<b>-</b>	<b>2,370,430</b>
<b>FIRE</b>	SCBA Mobile Compressor	121,000.00	(108,899.00)						12,101
	PPE Washer/Extractor and Dryer	30,000.00							30,000
	Station 1 HVAC Upgrade	63,000.00							63,000
	Access Control System					29,000			29,000
	Training Facility Addition/ Upgrades	10,000.00			40,000		20,000		70,000
	Replace Staff Car (Car 9)	55,000.00							55,000
	Equipment for Apparatus	15,000.00			15,000		15,000		45,000
	Hurst Tool for E5/E1	27,500.00		27,500					55,000
	Station Facility Repair/Furniture Replacement	30,000.00		20,000	20,000				70,000
	Replace Pumper Truck Engine 4				810,000				810,000
	<i>Grant proceeds</i>				(410,000)				(410,000)
	Replace Staff Car (Car 3)			55,000					55,000
	Station 2 Renovations					3,500,000			3,500,000
	PPE Washer/Extractor and Dryer						30,000		30,000
	Replace Pumper Truck Engine 2						660,000		660,000
	Replace Fire Inspector Vehicle						40,000		40,000
	Replace Pumper Engine 1							675,000	675,000
	Replace 3 Fire Marshals Vehicles					40,000	40,000	40,000	120,000
	Replace Gator							18,000	18,000
									-
	<b>TOTAL</b>	<b>351,500.00</b>	<b>(108,899.00)</b>	<b>102,500</b>	<b>475,000</b>	<b>3,569,000</b>	<b>805,000</b>	<b>733,000</b>	<b>5,927,101</b>
<b>POLICE</b>	Cell Block Repairs			25,000					25,000
	Building Improvements			25,000	25,000		25,000	25,000	100,000
	West Stairs Enclosure (OSHA)	75,000.00							75,000
	Locker Room Upgrade					75,000			75,000
	Telephone System Upgrade	25,000.00							25,000
									-
	<b>TOTAL</b>	<b>100,000.00</b>	<b>-</b>	<b>50,000</b>	<b>25,000</b>	<b>75,000</b>	<b>25,000</b>	<b>25,000</b>	<b>300,000</b>
<b>LIBRARY</b>	Library Utilization Review	50,000.00							50,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)	
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
	TOTAL	50,000.00	-	-	-	-	-	-	50,000
<b>AVIATION</b>									-
	TOTAL	-	-	-	-	-	-	-	-
<b>HEALTH</b>	Mini-Bus: Senior Center	60,000.00							60,000
	TOTAL	60,000.00	-	-	-	-	-	-	60,000
<b>PLANNING</b>	Development & Enforcement Acquisition & Demo	120,000.00			120,000		120,000	75,000	435,000
	C.I.D.E.W.A.L.K. Program	75,000.00		75,000	75,000	75,000			300,000
	TOTAL	195,000.00	-	75,000	195,000	75,000	120,000	75,000	735,000
<b>SMVFD</b>	Station Renovation 2nd floor addition				200,000				200,000
	Replacement (27 Years Old) Breathing Air Compressor (Eng 10) - 1996 Replacement	60,000.00	(54,000.00)				610,000		6,000
	Rescue 14 Replacement							200,000	610,000
	New Fire Fighter Turn Out Gear 12 X \$2,000					24,000			200,000
	TOTAL	60,000.00	(54,000.00)	-	200,000	24,000	610,000	200,000	1,040,000
<b>PARKS, RECREATION</b>	Parks Building doors, roofs, window phase IV	50,000.00		50,000	50,000		50,000	50,000	250,000
	Washington Park Patio Rehab Phase I	75,000.00		75,000					150,000
	Beaver Pond Rehab Phase II				40,000				40,000
	City Wide irrigation Phase IV			15,000	15,000				30,000
	Parks paving, curbs and sidewalks Phase III	150,000.00		100,000	200,000		200,000	200,000	850,000
	Andrew's Homestead Rehab Phase III					25,000			25,000
	Hubbard Park power phase IV	20,000.00		20,000	20,000				60,000
	Playscape replacement and safety surfacing	25,000.00		50,000	100,000	50,000	100,000	50,000	375,000
	Hubbard Park pool repairs	22,000.00			25,000				47,000
	Citywide tennis /basketball resurface and color coating	35,000.00		35,000					70,000
	Citywide fence replacement Phase VI			25,000	25,000				50,000
	South Meriden Memorial Park			50,000	50,000				100,000
	Gilman Park development Phase II	15,000.00							15,000
	Citywide turf upgrade equipment /material Phase III	20,000.00			40,000		20,000	20,000	100,000
	1711 House Rehab	20,000.00							20,000
	Granite curbing on Broad Street Memorial Phase I	60,000.00		60,000	60,000				180,000
	Castle Craig Rehab	5,000.00							5,000
	Brookside Park Phase I	40,000.00		150,000	150,000				340,000
	City Park Improvement Phase III	30,000.00							30,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)	
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
	Turf utility vehicle with plow and sander	31,000.00							31,000
	Replace pickup trucks with plows	40,000.00		40,000	40,000		40,000	40,000	200,000
	Garbage Truck	135,000.00							135,000
	Sweeper Rehab			25,000					25,000
	Light tower replacement	10,000.00							10,000
	Backhoe replacement			130,000					130,000
	One ton Dump truck	75,000.00							75,000
	Replace mower	50,000.00			55,000				105,000
	VAC vehicle replacement	55,000.00							55,000
	Brush Chipper replacement			55,000					55,000
	Police Department Boiler Phase II	130,000.00							130,000
	Police Department Tower			135,000					135,000
	Senior Center improvements Phase II	30,000.00		30,000	30,000				90,000
	Replace Senior Center Roof				260,000				260,000
	City Hall replace HVAC system			2,300,000					2,300,000
	Security Cameras Phase II	25,000.00		25,000					50,000
	City Hall interior upgrade	35,000.00			35,000		35,000	35,000	140,000
	Stoddard Building Phase III	25,000.00		30,000	35,000	40,000	40,000	40,000	210,000
									-
	<b>TOTAL</b>	<b>1,208,000.00</b>	<b>-</b>	<b>3,400,000</b>	<b>1,230,000</b>	<b>115,000</b>	<b>485,000</b>	<b>435,000</b>	<b>6,873,000</b>
	<b>PUBLIC WORKS</b>								
<b>ENGINEER</b>	City-Wide Road Reconstruction	500,000.00		500,000	500,000	500,000	500,000	500,000	3,000,000
	City-Wide Road Reconst LoCIP Funding	509,499.00	(509,499.00)	509,499	509,499	509,499	509,499	509,499	2,547,495
	Grant proceeds			(509,499)	(509,499)	(509,499)	(509,499)	(509,499)	(2,547,495)
	City-Wide Road Sidewalks	300,000.00		300,000	300,000	300,000	300,000	300,000	1,800,000
	Guiderail Replacement-Misc. Locations	40,000.00			40,000		40,000	40,000	160,000
	Misc. Sidewalk Repairs	100,000.00		100,000	100,000	100,000	100,000	100,000	600,000
	City-Wide Drainage	64,000.00			100,000		100,000		264,000
	Downtown Improvements	250,000.00		250,000	250,000	250,000	250,000	250,000	1,500,000
	Centennial Ave/Coe Ave Reconstruction	800,000.00	(557,000.00)						243,000
	Johnson Ave Reconstruction (design only)							700,000	700,000
	Pratt Street Blvd.	300,000.00							300,000
	Linear Trail Projects			750,000	750,000	500,000			2,000,000
	Jordan Brook Phase 3						250,000	250,000	500,000
	Williams St Reconstruction				400,000				400,000
	Hicks Ave Drainage/Road Improvements							400,000	400,000
	Baldwin Ave Reconstruction						700,000		700,000
	Finch Ave Reconstruction (lower end)						450,000	550,000	1,000,000
	Allen Ave Reconstruction (Design Only)						700,000		700,000
	Preston Ave Recon (Design only)				700,000				700,000
	Westfield Rd Recon (Design only)							700,000	700,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)		
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL	
	<b>TOTAL ENGINEERING</b>	<b>2,863,499.00</b>	<b>(1,066,499.00)</b>	<b>1,900,000</b>	<b>3,140,000</b>	<b>1,650,000</b>	<b>3,390,000</b>	<b>3,790,000</b>	<b>15,667,000</b>	
<b>SNOW</b>	Snow Plows	10,000.00							10,000	
	Dump Body Replacement	77,500.00		80,000					157,500	
	<b>TOTAL SNOW</b>	<b>87,500.00</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>167,500</b>	
<b>GARAGE</b>	Welding Truck			160,000					160,000	
	Extend Overhead Crane			90,000					90,000	
	Machine Shop Equipment			90,000					90,000	
	CNG Fueling Station Rehabilitation						30,000		30,000	
	<b>TOTAL GARAGE</b>	<b>-</b>	<b>-</b>	<b>340,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>370,000</b>	
<b>TRAFFIC</b>	Signal Upgrade Program			205,000	215,000	220,000	225,000	230,000	1,095,000	
	Pavement Markings	150,000.00			200,000	200,000	200,000	200,000	950,000	
	Signal Detection Program	30,000.00		35,000	40,000				105,000	
	Fire Alarm System Upgrade			25,000	25,000				50,000	
	East Main Street Closed Loop Expansion			30,000	30,000				60,000	
	Pickup Truck					50,000			50,000	
	<b>TOTAL TRAFFIC</b>	<b>180,000.00</b>	<b>-</b>	<b>295,000</b>	<b>510,000</b>	<b>470,000</b>	<b>425,000</b>	<b>430,000</b>	<b>2,310,000</b>	
<b>HIGHWAY</b>	Dump Truck	120,000.00		220,000	230,000	240,000	250,000	260,000	1,320,000	
	Compressor Truck	175,000.00							175,000	
	Sweeper Rehabilitation	40,000.00			40,000				80,000	
	Cold Planer			20,000					20,000	
	Curbing Machine and Auger			12,000					12,000	
	Street Sweepers			230,000				270,000	500,000	
	Replace Storage Facilities				200,000	275,000	125,000		600,000	
	Front End Loader				275,000				275,000	
	Utility Truck				75,000				75,000	
	One Ton Dump, Sander and Plow						90,000		90,000	
	Pickup Truck					50,000	50,000		100,000	
	Triaxle Replacement							250,000	250,000	
	<b>TOTAL HIGHWAY</b>	<b>335,000.00</b>	<b>-</b>	<b>482,000</b>	<b>820,000</b>	<b>565,000</b>	<b>515,000</b>	<b>780,000</b>	<b>3,497,000</b>	
<b>TRANSFE STATION</b>	Four Wheel Excavator - Inner District	275,000.00							275,000	
	<b>TOTAL TRANSFER STATION</b>	<b>275,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>275,000</b>	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)	
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
<b>BULKY WASTE</b>	Bulky Waste Crane Truck				240,000				240,000
	<b>TOTAL BULKY WASTE</b>	-	-	-	240,000	-	-	-	240,000
	<b>TOTAL PUBLIC WORKS</b>	3,740,999.00	(1,066,499.00)	3,097,000	4,710,000	2,685,000	4,360,000	5,000,000	22,526,500
<b>GOLF</b>				32,000					32,000
	<b>Non Enterprise</b>								-
	<b>TOTAL</b>	-	-	32,000	-	-	-	-	32,000
<b>GOLF</b>	Purchase New Spray Rig				55,000				55,000
<b>Enterprise</b>	Purchase New Fairway Mower					42,000	42,000		84,000
	Purchase New GM 3100 Greens Mower							40,000	40,000
	<b>TOTAL</b>	-	-	-	55,000	42,000	42,000	40,000	179,000
	<b>PUBLIC UTILITIES</b>								
<b>WATER</b>	<b>SOURCES:</b>								
	Hallmere Reservoir Spillway				750,000				750,000
	Kenmere Reservoir								-
	Gatehouse Intake Levels/gates							300,000	300,000
	Reservoir Improvements	20,000.00							20,000
	Well Redevelopment (All except Evansville)			185,000					185,000
	Bradley/Hubbard Aerator Reservoir								-
	Reservoir Management Upgrades	100,000.00							100,000
	Dam Improvements					150,000			150,000
	Merimere Reservoir								-
	Dam/Spillway Improvements				75,000				75,000
	Broad Brook Reservoir						100,000		100,000
	Dam Improvements								-
	Watershed Canal Improvements					150,000			150,000
	Evaluate/Design Dam/spillway Improvements			55,000					55,000
	Evansville Well (East/West) Redevelopment						100,000		100,000
	Mule Well	20,000.00							20,000
	Process Equipment Upgrades	10,000.00							10,000
	<b>SUBTOTAL - SOURCES</b>	150,000.00	-	240,000	825,000	300,000	200,000	300,000	2,015,000
	<b>FACILITIES/PLANTS:</b>								
	Elmere Treatment Plant (New)								-

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)		
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL	
	Design			1,200,000					1,200,000	
	Construction				18,000,000				18,000,000	
	<i>Grant proceeds</i>				(5,760,000)				(5,760,000)	
	Merimere Treatment Plant (new)								-	
	Design							1,200,000	1,200,000	
	<i>Grant proceeds</i>							(360,000)	(360,000)	
	Bradley & Hubbard Treatment Plt Upgrade								-	
	Construction Upgrade				100,000				100,000	
	Bradley & Hubbard-Building Upgrade					20,000			20,000	
	Evansville Treatment Plant Upgrade								-	
	Evaluation/Design			30,000					30,000	
	Construction				100,000				100,000	
	<i>Grant proceeds</i>				(6,500)				(6,500)	
	Process Upgrades (greensand filters)			75,000					75,000	
	Platt/Lincoln Treatment Plant Upgrade								-	
	Evaluation/Design					30,000			30,000	
	Construction						150,000		150,000	
	<i>Grant proceeds</i>						(9,000)		(9,000)	
	Disinfection Upgrades Wells/Plants	90,000.00							90,000	
	Scada Study	35,000.00							35,000	
	Parker Ave Improvements	225,000.00							225,000	
	Merimere Treatment Plant								-	
	Process Equipment Upgrades	10,000.00							10,000	
	Filter Improvements			150,000					150,000	
	Broad Brook Caretakers House								-	
	Heating Improvements	11,000.00							11,000	
	Roof/Building Improvements	12,000.00							12,000	
	Broad Brook Garage								-	
	Heating System	17,000.00							17,000	
	Bradley Hubbard Garage								-	
	Heating System	20,000.00							20,000	
									-	
	<b>SUBTOTAL FACILITIES/PLANTS</b>	<b>420,000.00</b>	<b>-</b>	<b>1,455,000</b>	<b>12,433,500</b>	<b>50,000</b>	<b>141,000</b>	<b>840,000</b>	<b>15,339,500</b>	
	<b>PUMP STATIONS:</b>									
	East Road Pump Station								-	
	Equipment Improvements			55,000					55,000	
	Carpenter Ave Zone Improvements								-	
	Williams Street Pump Station								-	
	Design			100,000					100,000	
	Construction				1,000,000				1,000,000	
	Johnson Hill Pump Station								-	



INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)	
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
	Equipment Improvements	20,000.00							20,000
	Kenmere Pump Station								-
	Equipment Improvements					50,000			50,000
									-
	<b>SUBTOTAL - PUMP STATIONS</b>	<b>20,000.00</b>	<b>-</b>	<b>155,000</b>	<b>1,000,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>1,225,000</b>
	<b>TANKS:</b>								
	Merimere 500,000 gals								-
	Rehab/Interior, Exterior Coating	800,000.00							800,000
	Elmere 1,000,000 gals								-
	Rehab/Interior, Exterior Coating			900,000					900,000
	Fleming Rd 2,000,000 gal								-
	Construct New Tanks w/mixer				2,200,000				2,200,000
									-
	<b>SUBTOTAL - TANKS</b>	<b>800,000.00</b>	<b>-</b>	<b>900,000</b>	<b>2,200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,900,000</b>
	<b>ADMINISTRATION:</b>								
	Meter Replacement Program	45,000.00		45,000	45,000	45,000	45,000	45,000	270,000
									-
	<b>SUBTOTAL - ADMINISTRATION</b>	<b>45,000.00</b>	<b>-</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>270,000</b>
	<b>EQUIPMENT:</b>								
	Dump Truck (6/8 yds.)-Distribution					100,000			100,000
	1/2 Ton 4x4 Pickup (meter)	35,000.00							35,000
	Tractor (Slope/Bank Cutting)	220,000.00							220,000
	Roller (1/2 Ton)			30,000					30,000
	Compressor Replacement				40,000				40,000
	Mini Excavator Zero-Swing	120,000.00							120,000
	Skid Steer Loader			100,000					100,000
	Backhoe						150,000		150,000
	Maintenance Truck - Utility Body	55,000.00							55,000
	One Tone 4x4 Pickup - Watershed							50,000	50,000
									-
	<b>SUBTOTAL - EQUIPMENT</b>	<b>430,000.00</b>	<b>-</b>	<b>130,000</b>	<b>40,000</b>	<b>100,000</b>	<b>150,000</b>	<b>50,000</b>	<b>900,000</b>
	<b>DISTRIBUTION SYSTEM:</b>								
	Distribution Improvements	500,000.00		500,000	500,000	500,000	500,000	500,000	3,000,000
	Leak Study			60,000		60,000		60,000	180,000
	Water Mains on Bridges								-
	Design			30,000					30,000
	Construction				850,000				850,000
	E. Main St Water Main - Under I91								-

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)		
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL	
	Water Main Improvements								-	
	Design				15,000				15,000	
	Improvements					700,000			700,000	
									-	
	<b>SUBTOTAL - DISTRIBUTION SYSTEM</b>	<b>500,000.00</b>	<b>-</b>	<b>590,000</b>	<b>1,365,000</b>	<b>1,260,000</b>	<b>500,000</b>	<b>560,000</b>	<b>4,775,000</b>	
	<b>TOTAL WATER DIVISION</b>	<b>2,365,000.00</b>	<b>-</b>	<b>3,515,000</b>	<b>17,908,500</b>	<b>1,805,000</b>	<b>1,036,000</b>	<b>1,795,000</b>	<b>28,424,500</b>	
	<b>WATER POLLUTION CONTROL FACILITY</b>								-	
	Collection System Improvements	500,000.00		500,000	500,000	500,000	500,000	500,000	3,000,000	
	Silver Lake Pump Station Assessment and Design	50,000.00							50,000	
	Silver Lake Pump Station Upgrade			700,000					700,000	
	Pump Station Emergency Alt.Pumping				75,000				75,000	
	1/2 Ton 4 x 4 Pick-Up			35,000					35,000	
	Cedarwood Valley Siphon Upgrade			200,000					200,000	
	Camp Street Sanitary Sewer Study	30,000.00							30,000	
	Camp Street Sanitary Sewer Upgrade			200,000					200,000	
	Maintenance Truck w/Utility Body	55,000.00							55,000	
	Phosphorus Design Study	80,000.00		900,000					980,000	
	Phosphorus Project Bid & Construction				16,250,000				16,250,000	
	Phosphorus Upgrade Professional Services					1,850,000			1,850,000	
	Manhole Frames and Covers			30,000		30,000		30,000	90,000	
	WPCF Building Repairs	150,000.00				250,000			400,000	
	Lathe & Bridgeport Replacement	20,000.00							20,000	
	SCADA Evaluation Communication Survey	15,000.00							15,000	
	Process Equipment Improvements	30,000.00							30,000	
	Lab Equipment Replacement				70,000				70,000	
	Process System Gates and Weir Replacement	30,000.00							30,000	
	Sludge Handling Building Compressor Replacement	15,000.00							15,000	
	Easement Cleaning Machine	70,000.00							70,000	
	Sodom Brook Sewer Relocation						500,000		500,000	
									-	
	<b>Total WATER POLLUTION CONTROL FACILITY</b>	<b>1,045,000.00</b>	<b>-</b>	<b>2,565,000</b>	<b>16,895,000</b>	<b>2,630,000</b>	<b>1,000,000</b>	<b>530,000</b>	<b>24,665,000</b>	
	<b>TOTAL PUBLIC UTILITIES</b>	<b>3,410,000.00</b>	<b>-</b>	<b>6,080,000</b>	<b>34,803,500</b>	<b>4,435,000</b>	<b>2,036,000</b>	<b>2,325,000</b>	<b>53,089,500</b>	
	<b>Total</b>	<b>9,370,499.00</b>	<b>(1,229,398.00)</b>	<b>13,664,221</b>	<b>42,378,296</b>	<b>11,393,937</b>	<b>8,771,976</b>	<b>8,833,000</b>	<b>93,182,531</b>	
	<b>Board of Education</b>	<b>(195,000.00)</b>	<b>-</b>	<b>(827,721)</b>	<b>(684,796)</b>	<b>(373,937)</b>	<b>(288,976)</b>	<b>-</b>	<b>(2,370,430)</b>	
	<b>Enterprise Funds</b>	<b>(3,410,000.00)</b>	<b>-</b>	<b>(6,080,000)</b>	<b>(34,858,500)</b>	<b>(4,477,000)</b>	<b>(2,078,000)</b>	<b>(2,365,000)</b>	<b>(53,268,500)</b>	
	<b>Inner District Funds</b>	<b>(275,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(275,000)</b>	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 15/16 - 20/21					(2/17/14)		
Dept.	Project Name	FY 15/16	GRANTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL	
	<i>Total w/o BOE, Enterprise Funds, Inner District</i>	5,490,499.00	(1,229,398.00)	6,756,500	6,835,000	6,543,000	6,405,000	6,468,000	37,268,601	
	<i>Total w/o BOE, Enterprise Funds net of grants</i>	4,261,101.00								
	<i>Cap Calculation FY2015 Principal Paydown \$9,048,203 * 50%</i>	4,524,101.00								
	<i>Imposed Cap less CIP Plan</i>	263,000.00								
<b>****HARBOR BROOK FLOOD CONTROL PROJECTS (Recommend these projects be funded separate from CIP as they will exceed the cap)</b>										
<b>HARBOR BROOK</b>										
<b>DRAINAG</b>	Program Management	400,000		100,000	100,000	100,000	100,000	100,000	900,000	
	Center St Bridge				3,500,000				3,500,000	
	Cooper St Bridge	1,750,000							1,750,000	
	Bradley Ave to Columbus Ave Channel	550,000		2,000,000					2,550,000	
	Leslie Drive Sewer Relocation	325,000		2,000,000					2,325,000	
	Columbus Ave to Cooper St Channel	2,150,000		1,500,000					3,650,000	
	State Street	250,000		500,000					750,000	
	Cooper St to Perkins Square - Channel				550,000		3,500,000		4,050,000	
	South Butler St Bridge (Const) (1)					5,500,000			5,500,000	
	Hanover Towers Overflow Channel (3)							400,000	400,000	
	Mill St Area Improvements				500,000				500,000	
	Hanover Pond to Coe Ave Channel (2)							700,000	700,000	
	Cedar St Bridge Replacement						2,500,000	2,500,000	5,000,000	
	Property Acquisitions				900,000	600,000			1,500,000	
	Cedar to Camp Channel (Design/Const)						500,000	3,000,000	3,500,000	
	<i>Subtotal Harbor Brook</i>								36,575,000	
	Camp St to Westfield Road (Future)								1,200,000	
	<i>Broad Street Bridge (Future)</i>								4,500,000	
	<i>Subtotal Future Harbor Brook Projects</i>								5,700,000	
									-	
	NOTES								-	
									-	
	1) Includes Bank Acquisition									
	2) Includes Legion Acquisition									
	3) Includes Ped Bridge/Recreational Area									
	Note: Projects are listed in order of priority									
									-	
	<b>TOTAL HARBOR BROOK DRAINAGE IMPVTS.</b>	5,425,000.00	-	6,100,000	5,550,000	6,200,000	6,600,000	6,700,000	42,275,000	