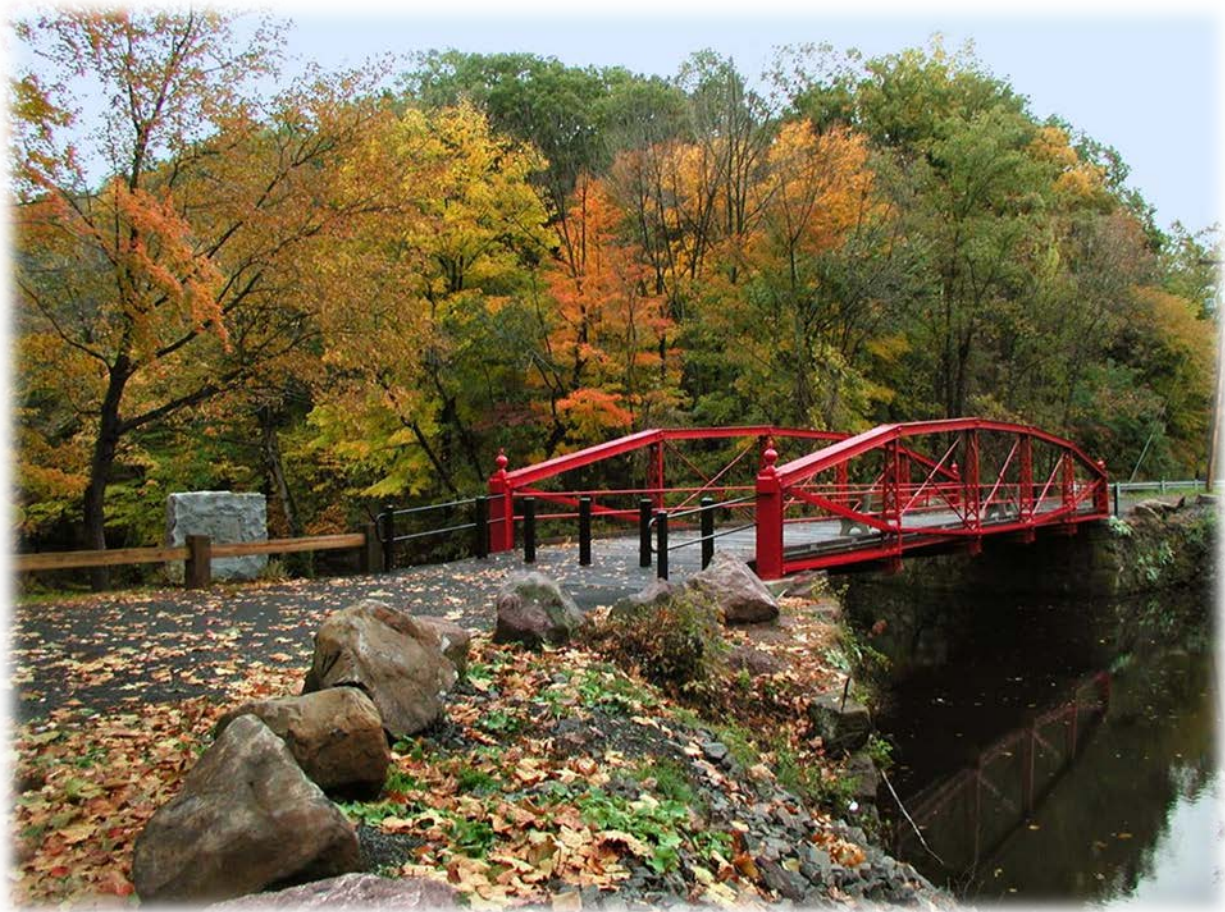


**City Manager's Proposed Budget
Budget FY 2016-2017
City of Meriden, CT**



Red Bridge photo courtesy of Joseph Zajac

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SECTION 1

INTRODUCTION



LAWRENCE J. KENDZIOR
CITY MANAGER

City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

142 East Main Street, City Hall

Meriden, CT 06450-5667

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

March 7, 2016

Mayor Scarpati and Members of the City Council:

Changes in State revenues, both good and bad, and necessary expenditure increases, most notably for public safety, debt service and benefits, are the factors that have the greatest impact on the budget proposal for the next fiscal year. If approved by the Legislature, the combination of the proposed State municipal revenue sharing payment, intended to provide tax relief to local taxpayers and the cuts to State funding approved during the current fiscal year will provide additional revenue in the net amount of \$1,671,550. The State imposed cap on the mill rate that can be levied on motor vehicles, approved in the last legislative session, will reduce motor vehicle tax revenue. A new State grant in the amount of \$1,245,477 will not quite make up for that revenue loss. That change will affect taxpayers differently depending on the value of any real estate and personal property owned by them compared to the value of their motor vehicles. Expenditure increases in the public safety budgets for police, fire and emergency communications total \$1,322,167. Payments on bonded indebtedness are higher by \$1,179,186, resulting mainly from the high school and other school building projects. The cost of certain employee benefits (health, OPEB, pension, various police and fire benefits) is higher by \$932,340. Although the proposed budget cuts departmental expenditure requests by \$4,959,680, the overall increase in the budget is 2.06% (\$3,875,489).

To balance the budget an increase in the mill rate from 36.63 to 37.47 (.84 of a mill or 2.29%) is necessary. However, this will be partially offset by a decrease in the motor vehicle mill rate from 36.63 to 32 mills, a reduction of 4.63 mills or 12.64%. As indicated, these two changes will affect taxpayers in different ways dependent on individual circumstances. However, the owner of the median value single family home with the average number of motor vehicles of average value would pay an additional tax of \$28 per year if this budget is adopted as proposed.

As indicated above, projected revenues in State funded programs will change more than other revenue sources. The new Municipal Revenue Sharing Account, funded from sales tax and hotel tax proceeds, was approved as part of the two year State budget and, if it remains in the State budget as finally approved, will provide new revenue of \$1,893,412. The new Special Pilot Fund similarly would increase revenues by \$259,564. Cuts in other State funds approved this fiscal year to address the State budget deficit- the State property PILOT (\$216,757), hospital PILOT (\$14,068), school transportation (\$64,088) and the Pequot/Mohegan grant (\$47,807), offset

those increases, as does the elimination of the State Housing Authority PILOT (\$138,706). Those cuts total \$481,426. Also as indicated, the State approved a cap on the motor vehicle tax mill rate and approved funding intended to make up for that revenue loss. The proposed funding of \$1,245,477 is based on the prior year grand list and the prior year mill rate. This results in a loss of \$69,752 in revenue from motor vehicle taxes. I have included the new revenues in my proposed budget, but given the State's fiscal situation, the decisions of the Legislature on the State budget must be closely monitored during the budget review. Like the current year budget, the proposed budget anticipates higher revenues from Building Division fees (\$100,000) and in City Clerk fees (\$35,000) based on current year experience to date and other signs of better economic conditions. Additional revenue in the amount of \$409,896 will result from growth of the Grand List. Those and other higher revenues are offset by projected decreases in interest on delinquent taxes (\$75,000), special education and transfers-in (\$574,039) and E 9-1-1 revenue. I have not included the additional revenue -the current year estimate was \$370,551- that would be received from the State following implementation of emergency medical dispatch.

The increase of \$1,322,167 in the public safety budgets results from a variety of causes. The Police Department budget salary line for regular officers is higher by \$517,222 because it incorporates two salary increases because the police contract was not settled until after the current year budget was adopted. In addition, one position, crisis intervention specialist, has been moved from the Health Department budget to the police budget to more accurately reflect the duties of that position. I have added one new Police Service Technician position to handle NCIC duties and proposed a civilian training coordinator position to free up a regular police officer position. The additional wage cost of those positions is \$125,817. In addition, the proposed police budget includes new funding for body cameras and taser replacement in the amount of \$131,000. Overall, the police department budget is \$742,298 higher than the current year. The Fire Department budget is higher by \$344,361. Contractual settlements have increased the firefighter wage line by \$269,514. I am recommending funding a new position to relieve some of the workload on the Chief and Deputy Chief regarding building renovations and other similar functions and to assist the Fire Mechanic, at a cost of \$57,595. In addition, I have increased overtime funding by \$50,000 to reflect past and current year experience and the wage increases. The Emergency Communications Department budget reflects the recommendations of the outside consultant's recently completed study and the team of city officials working with the Department. The budget would fund two new dispatch shift supervisors, so that there is a supervisory dispatcher on each shift, and three new regular dispatch positions. The funding necessary to bring staffing up to the recommended level is \$231,264.

The proposed budget is again significantly affected by the increase in the payments due on bonded indebtedness, which for this budget will be \$1,179,186. 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 \$74.8 million in borrowing during that period for the renovation of the two high schools and other Board of Education projects. However, in the 2015-16 budget, payments on bonded indebtedness for school projects increased by \$3,133,990. That increase was offset to some extent by bond premiums from the last bond sale. There is no such offset in the proposed budget. Of the total amount due, \$5,255,087 is debt service for school construction projects. Additional borrowing of approximately \$11,135,000 for the high school projects is anticipated in 2016, which should be sufficient to complete the projects based on their approved budgets.

As noted above, various employee benefit costs are increasing by a total of \$877,754. This includes higher health benefit funding in the amount of \$192,252. The amount necessary to restore the cut in funding in the current year budget for Other Post-Employment Benefits (OPEB) is an additional \$271,173. Required contributions to both the defined benefit and defined contribution pension plans are \$166,005 higher. I have recommended an increase in the police and fire benefit lines of \$151,189 to account for the increase in wages and based on the past two years actual experience. It should continue to be kept in mind that the budget funds police and fire pension and retiree health obligations that were not properly funded in the past. Had these obligations been funded when accrued, this budget would be reduced by \$6,898,847 for pensions and \$5,649,236 for retiree health, a reduction in the tax rate equal to 4.34 mills.

Most of the other departmental budgets do not significantly differ from the current year, some being lower and some higher by relatively small amounts. I have included funding for the Associate Planner and Chief Surveyor positions, which previously had been handled by one individual with both qualifications who has since retired. Both positions were approved for the current year by the Finance Committee. In addition, per our recent discussion, I have included funding for the new position of Special Projects Manager, the funding for which is partially offset by the decrease in funding for the Purchasing Officer position. Also, I have included funding for two part-time positions to provide services for the new downtown park. Funding for capital equipment is \$221,580 higher than the current year, the budget for which was reduced by purchases made in the prior fiscal year. Other budget lines for commodities such as heating oil and gasoline have been reduced to reflect the excellent pricing obtained for the next year. The budget for outside legal fees has been reduced by \$60,000 due to the conclusion of some prior litigation. I have included an increase in funding for economic development projects of \$25,000. These funds are used to complete studies and tasks that leverage much higher

amounts of grant funds and to assist other economic development efforts. I also have modified the special events budget to include certain events which the City has funded on an ad hoc basis, to provide needed funding for the Daffodil Festival and in anticipation of events to be held at the new downtown park. No additional funding is included for wages of bargaining units which have contracts due to expire at the end of the current fiscal year.

The Board of Education will not receive significant new State assistance under the Governor's budget proposal. State ECS funding directly to the Board did increase significantly in past years and the proposed State budget maintains that increased level of funding. The Board budget also has benefited from past changes in the magnet school funding formula. The City has not increased its local appropriation to the Board since 2010 except for an increase of \$150,000 in the current year. However, as I stated in last year's budget message, the City has significantly increased education expenditures related to capital facility improvements as requested by the Board. This includes funding for the high school projects, elementary school roof replacement projects and boiler replacement projects. Since 2010 The City has issued bonds for these projects in the amount of \$44,741,427 and paid \$6,103,408 on that debt during that period of time. The City will pay an additional \$3,631,751 on that indebtedness in the proposed budget. All of that represents additional support for the educational system which should be taken into account. Decisions made to fund these necessary repairs, renovations and improvements clearly have had a significant impact on the City budget. The City also increased funding for the share of retiree health benefits attributable to Board employees during the same period. Of the total funding for OPEB in this budget, \$1,199,205 is attributable to benefits due to Board employees. The Board's payment to the health fund for health benefits will decrease again this year, providing additional funding for other purposes in the amount of \$69,421, in addition to last year's reduction of \$1,066,004.

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. As has been the case for the past two years, the Board administration has demonstrated a capacity to prefund some or all of its increased expenses out of anticipated surplus in the current year budget. Additionally, as has been the case during my tenure as City Manager, the amount of actual expenditure from certain Board line items has consistently been less than the Board budgeted amount, which in turn has been less than the amount of the Board request for those line items. Given these factors, I believe that the Board can maintain current services within its existing budget. Therefore, I am not recommending an increase to the general appropriation to the Board for the next year. That said, if State funding to the Board

is not increased in future years, it will be necessary for the City to find a way to increase its appropriation.

There will be a slight increase in the inner district mill rate of .09 of a mill from 2.14 mills to 2.23 due to a decrease in the inner district real estate portion of the Grand List.

Water division enterprise fund expenditures will increase due mostly to bond payments required to pay the bonded indebtedness incurred for the Broad Brook water treatment upgrade. The proposed budget will require a rate increase of 13 cents. Once again, there will be no increase in the sewer rate. The overall impact to the average family would be approximately \$15 a year.

The Capital Improvement Plan (CIP) also is included in the budget proposal. The Capital Improvement Plan sets out planned capital projects for the next year and those 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 of 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 fiscal restraint in adhering to this policy, which has significantly reduced payments on bonded indebtedness for such projects from prior levels. However, it should be noted that it has become increasingly difficult to fit the cost of necessary capital projects under the cap.

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 meets with each Department and reviews the required information accompanying each individual request. The Committee then prioritizes 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 \$4,225,949, which is \$298,152 less than the current year. The cost of the recommended projects is \$109,949 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. I am recommending funding for the

Roger Sherman roof replacement project, with a cost net of anticipated grants of \$802,176 and for Casmir Pulaski blacktop replacement at a cost of \$225,937.

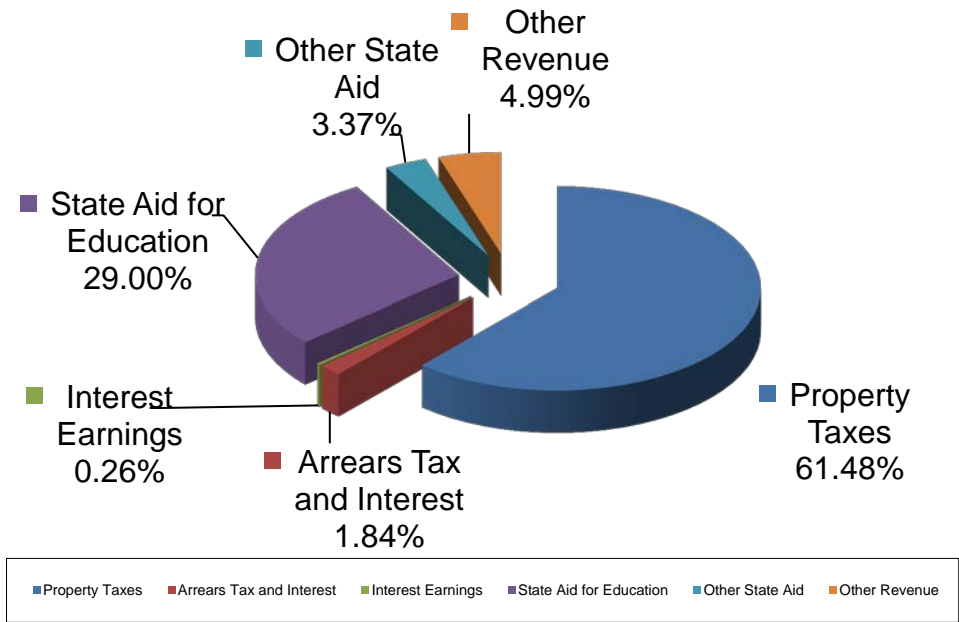
This is my twelfth, and last, budget proposal. I am proud that during those years, we have adopted and adhered to our approved financial policies, increased the City reserves from a negative balance to an a reserve level funded at the recommended amount, taken many steps to cut future expenses, addressed budgeting deficiencies rooted in the past and balanced our annual budgets in a reasonable and prudent manner. All of those efforts have consistently received support from the City Council. In that period of time, we have received very positive feedback on the City's financial management from bond rating agencies and our bond rating has been raised four times to the AA level. Finding the means to provide the funding necessary for the essential services that our residents and local businesses expect and deserve while maintaining the sound fiscal status the City has achieved without unduly burdening has been and will continue to be difficult. Fully sharing information and ideas and having a full discussion of the City's priorities is the best means to achieve that goal. As always, City staff and I stand ready to assist you as you review and discuss this proposal

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lawrence J. Kendzior". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

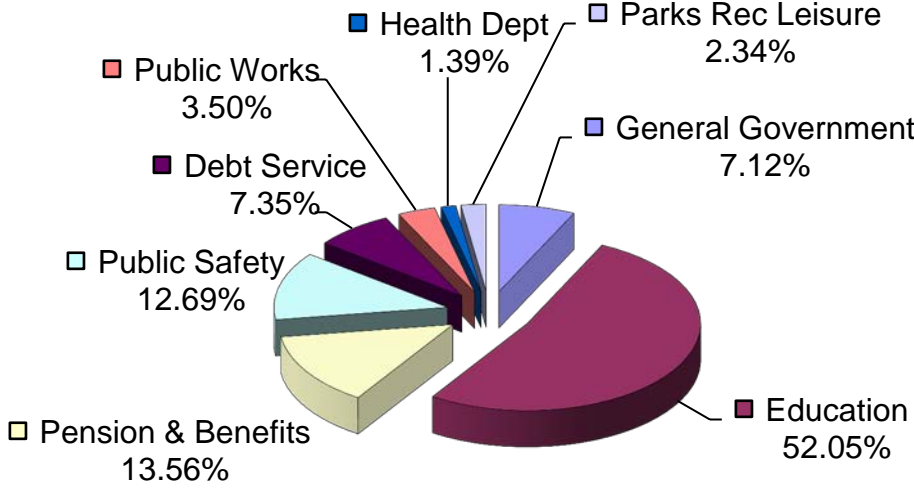
Lawrence J. Kendzior
City Manager

Source of General Fund Revenues



Source:	Amount
Property Taxes	117,839,420
Arrears Tax and Interest	3,524,750
Interest Earnings	501,500
State Aid for Education	53,783,711
Other State Aid	6,454,592
Other Revenue	9,556,677
	<u>191,660,650</u>

How General Fund Dollars are Expended

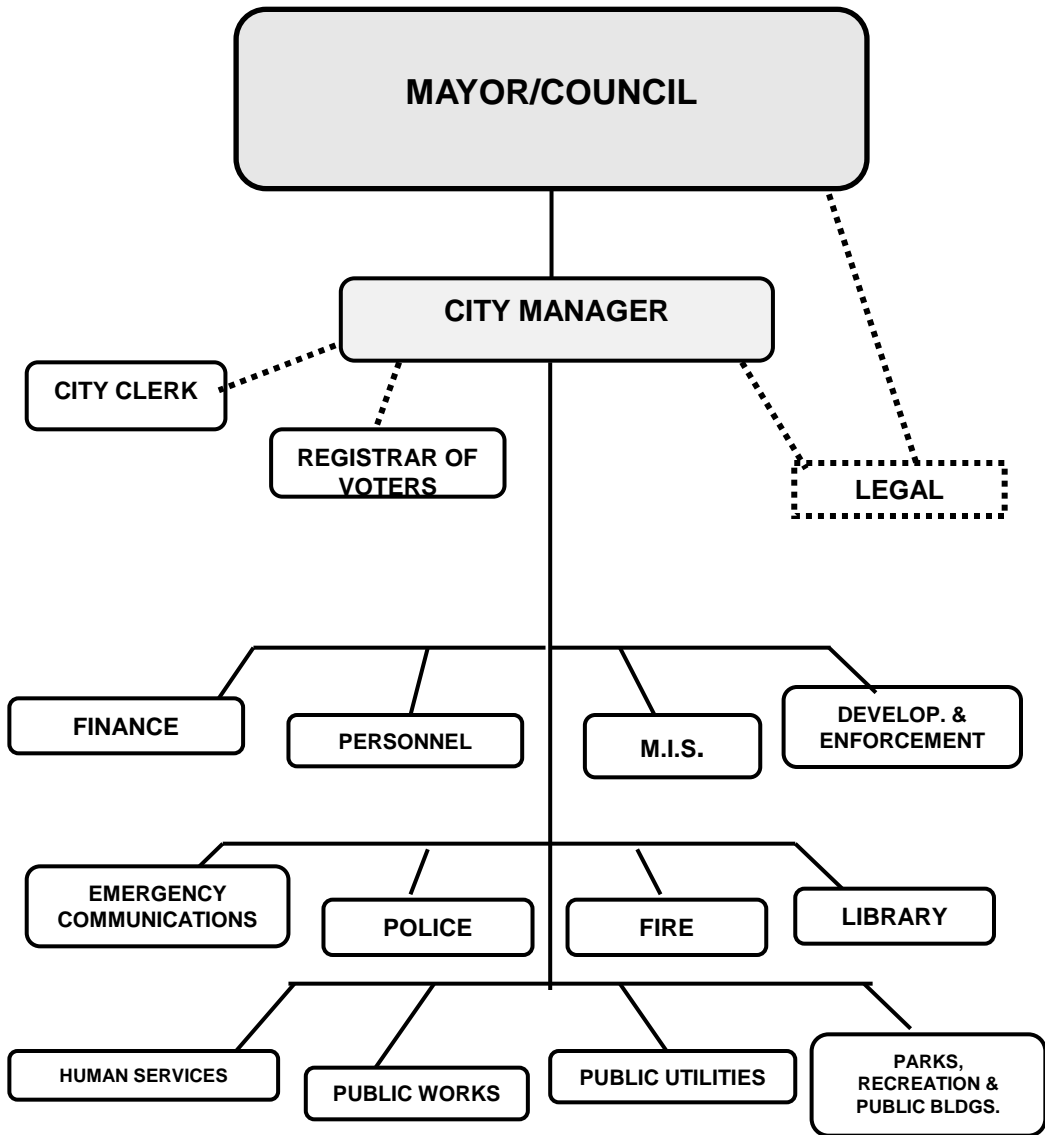


■ General Government	■ Education	□ Pension & Benefits
□ Public Safety	■ Debt Service	■ Public Works
■ Health Dept	□ Parks Rec Leisure	

<u>Function:</u>	<u>Amount</u>
General Government	13,647,913
Education	99,759,840
Pension & Benefits	25,987,426
Public Safety	24,330,995
Debt Service	14,094,970
Public Works	6,704,844
Health Dept	2,657,777
Parks Rec Leisure	4,476,885
	<u>191,660,650</u>

**CITY OF MERIDEN
BUDGET CALENDAR
FY 2016-2017**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
12/16/2015	Budget Estimates	Departments	Finance Director	At least 180 days before end of the fiscal year
12/31/2015	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
03/02/2016	Manager's Budget	City Manager	City Council	No later than 120 days from end of fiscal year
by 4/15/2016	Hold one (1) or more public hearings	City Council	Public	No later than 75 days from end of fiscal year
05/02/2016	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing
05/09/2016	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 business days of adoption
05/12/2016	Set Tax Rate	City Council	-----	Within 10 days of final adoption



Elected Officials

Kevin M. Scarpati, Mayor

Michael P. Cardona, Deputy Mayor

Brian P. Daniels, Majority Leader

Catherine R. Battista, Deputy Majority Leader

David D. Lowell, Deputy Majority Leader

Daniel R. Brunet, Minority Leader

Walter A. Shamrock, Deputy Minority Leader

Joseph Carabetta, III, Councilor

Miguel Castro, Councilor

Larue Graham, Councilor

Sonya R. Jelks, Councilor

Leonard F. Rich, Councilor

Bob Williams, Jr., Councilor

Denise Grandy, City Clerk

Maureen E. Flynn, Registrar (D)

L. Toni Soboleski, Registrar (R)

Appointed Officials

Lawrence Kendzior, City Manager

Michael Quinn, Corporation Counsel

Robert Seale, Director - Development and Enforcement

Frank Kiernan, Director - Emergency Communications

Michael Lupkas, Finance Director

Ken Morgan, Fire Chief

Lea Crown, 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-

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

- FINANCIAL POLICIES AND BENCHMARKS-

ACCOUNTING POLICIES/PROCESSES

FISCAL YEAR

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

BALANCED BUDGET

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

THE BUDGET PROCESS

CITY MANAGER'S BUDGET PROPOSAL

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

BUDGET ADOPTION

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

BUDGET CALENDAR 2016-2017

DATE	ACTION	BY WHOM	TO WHOM	CHARTER OBLIGATIONS
12/16/2015	Budget Estimates	Departments	Director of Finance	At least 180 days before the end of the fiscal year.
12/31/2015	Budget Estimates	Director of Finance	City Manager	At least 180 days before the end of the fiscal year.
03/02/2016	Manager's Budget	City Manager	City Council	No later than 120 days before the end of the fiscal year.
04/15/2016	Public Hearing	City Council	Public	No later than 75 days before the end of the fiscal year.
05/02/2016	Adopt Budget	City Council	-----	Within 20 days of last Public Hearing.
05/09/2016	Mayoral Veto (Line Item Basis)	Mayor	City Council	Within 5 days of adoption.
05/12/2016	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 \$827,176,000. All long-term debt obligations are retired through General Fund appropriations or user charges. As of

June 30, 2015, the City recorded long-term debt of \$118.7 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: 37.47 Mills (.03747) \$119,777 X .03747 = \$4,488

Properties are assessed based on a formula that calculates 70% of their appraised fair market value. For Fiscal Year 2017 property in Meriden continued to be valued as of the latest revaluation. Grand List 2011 was re-evaluated 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 2014 Grand List is \$3.287 billion with a Net Taxable Grand List of \$3.217 billion (after Board of Assessment Appeals). The 2015 Grand List is expected to be signed February 29, 2016. Preliminary estimates for the 2015 Grand List is \$3.308 billion with a Net Taxable Grand List of \$3.232 billion (prior to Board of Assessment Appeals hearings).

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

Taxpayer	Assessment	Rank	Percentage of Total
Connecticut Light & Power	\$ 62,129,118	1	1.89%
Meriden Square Partnership	61,596,406	2	1.87
Yankee Gas	27,413,640	3	.83
Computer Sciences Corp.	22,867,640	4	.69
Urstadt Biddle Properties, Inc.	22,050,000	5	.67
Meriden Square #3 LLC et al	19,991,770	6	.61
Radio Frequency System	18,073,420	7	.55
Newbury Village Development	15,960,000	8	.48
Carabetta Enterprises, Inc.	13,003,260	9	.40
Merritt Station LLC	11,207,820	10	.34
Total	\$ 274,273,128		8.33%

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, 2016 (est)	16,296,211	17,668,570	187,785,161	8.68%	9.41%
June 30, 2015	16,296,211	17,668,570	185,007,719	8.81%	9.55%
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)	3,227,412	108,607,000	3.37%
2013	2015	3,227,412	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 (est)	12,916	187,785	6.88%
2015	11,162	184,757	6.04%
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	108,607	66.10%
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
2016	108,607	187,785	57.80%
2015	118,715	184,757	64.30%
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, 2016

Purpose	Original Authorization	Anticipated Grant Proceeds	Previous Borrowings	Open Authorization
Education	216,169,648	166,300,478	38,539,772	11,329,398
General	16,638,000	1,242,289	1,297,800	14,097,911
Sewer	1,045,000	0	0	1,045,000
Water	2,365,000	0	0	2,365,000
Golf	0	0	0	0
Total	236,217,648	167,542,767	39,837,572	28,837,309

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>3,218,884</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	Actual	3,250,000	25,421,669
2016	Adopted Budget	3,500,000	27,819,403 (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, 2015	97.59%	97.46%	97.46%
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%

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 2016.

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 \$8,110,716 or .25% 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 Net Grand List (following the Board of Review changes) decreased in total by \$8,407,054 or .26% from the 2013 Net Grand List. Real Estate accounted for 82.80% of the Grand List. Personal Property and Motor Vehicles were 8.03% and 9.17% respectively.

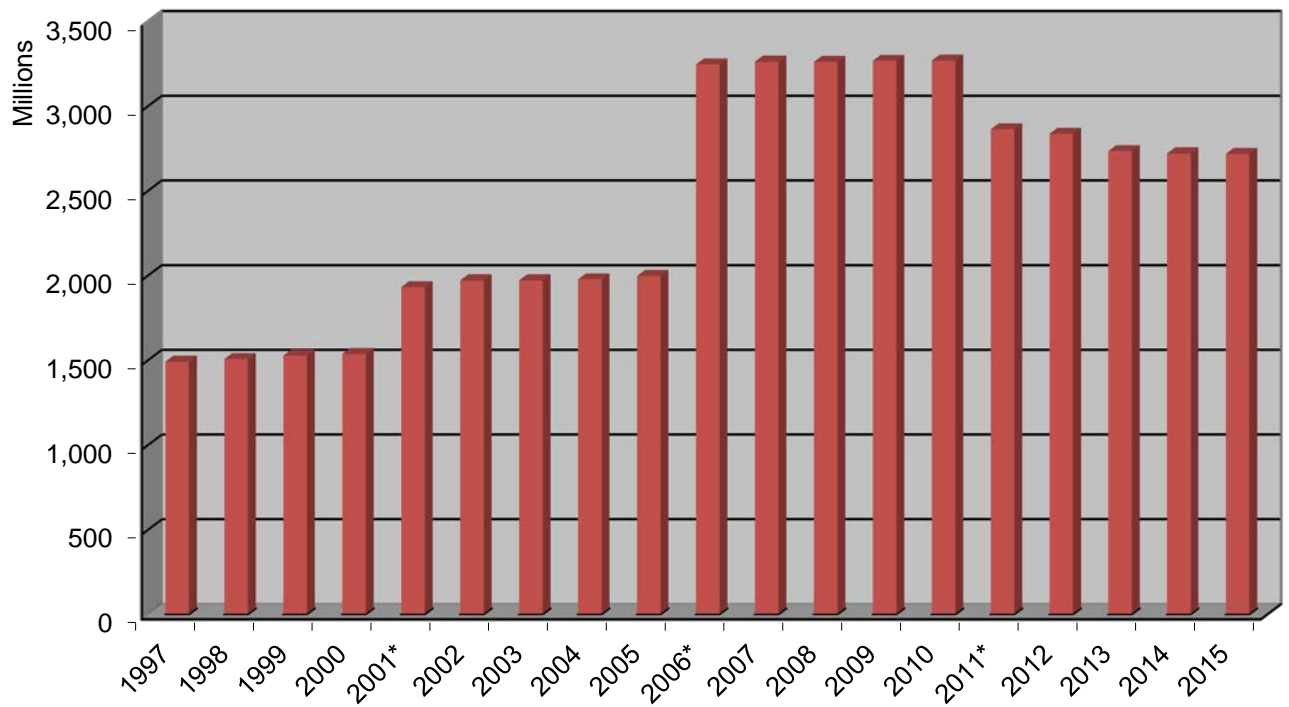
The 2015 Net Grand List

The 2015 Net Grand List (following the Board of Review changes) increased in total by \$12,367,397 or .38% from the 2014 Net Grand List. Real Estate accounted for 82.20% of the Grand List. Personal Property and Motor Vehicles were 8.44% and 9.36% respectively.

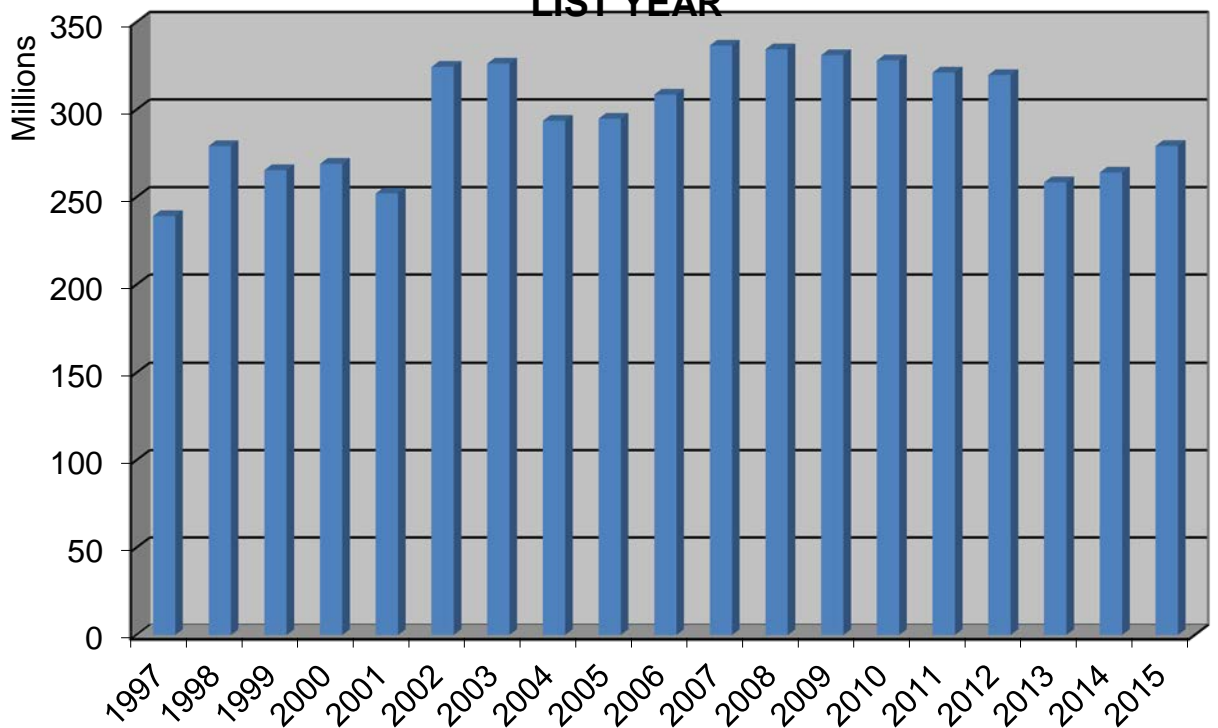
The 2015 Grand List was signed by the assessor on February 26, 2016

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

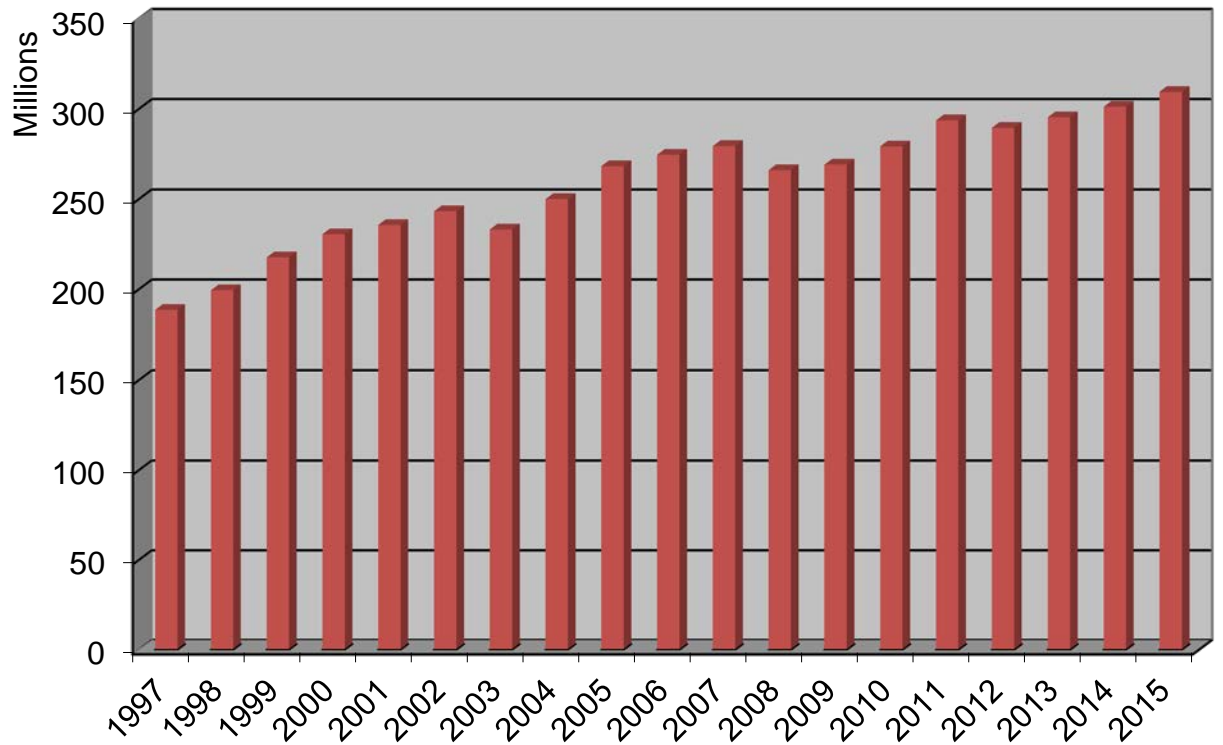


GROSS PERSONAL PROPERTY BY GRAND LIST YEAR

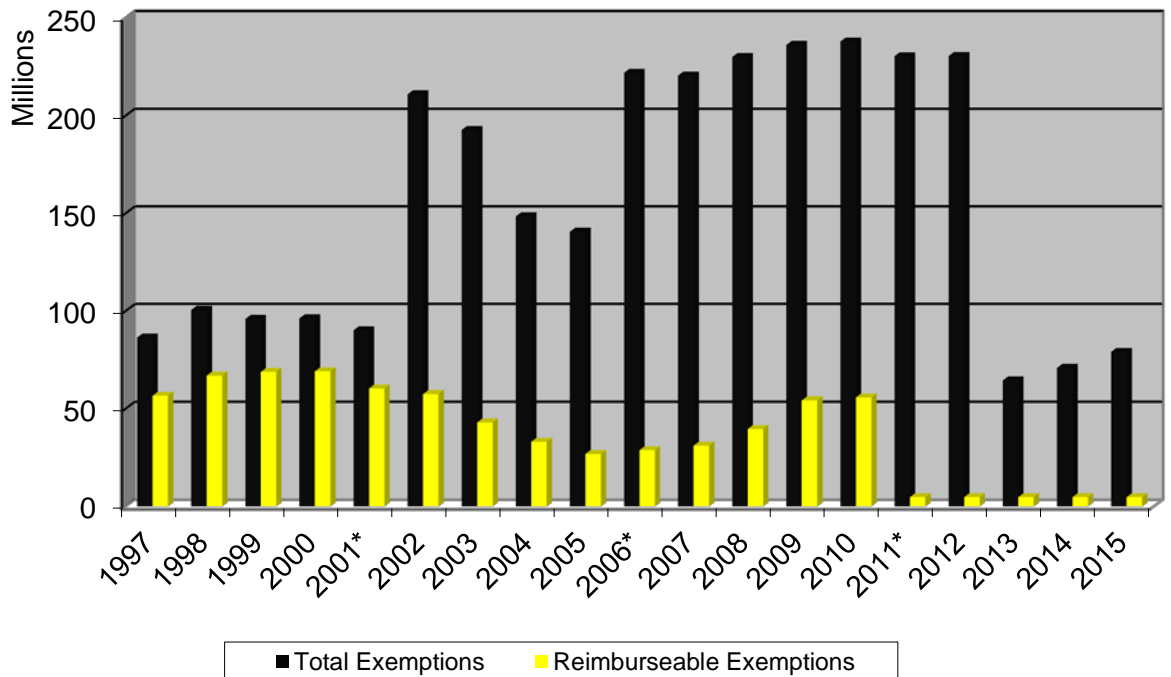


Note: Grand List 2014 expected to be signed by February 28, 2015

GROSS MOTOR VEHICLE BY GRAND LIST YEAR

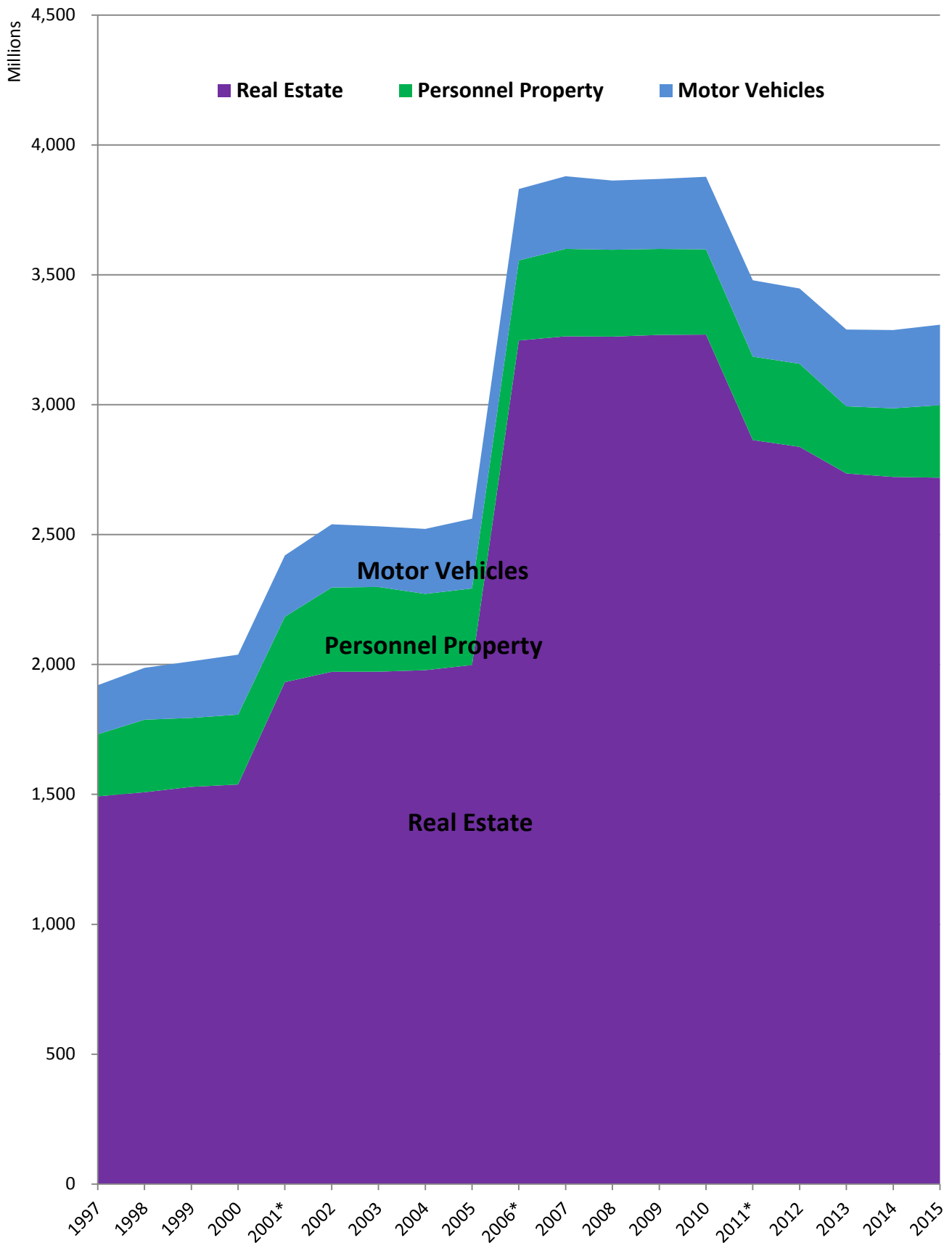


TOTAL EXEMPTIONS VS. REIMBURSEABLE EXEMPTIONS



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

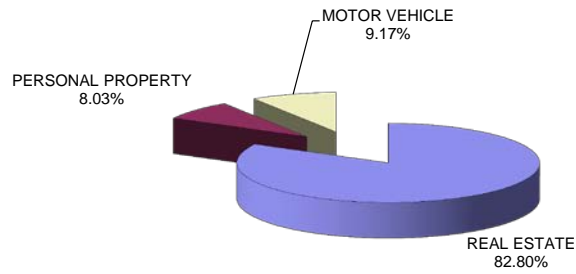
Grand List Makeup



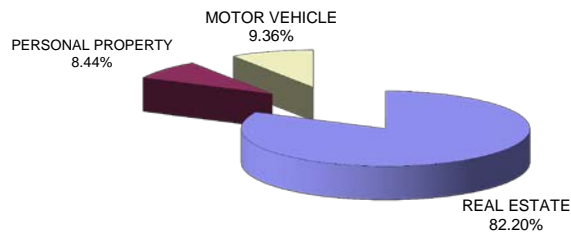
GRAND LIST COMPARISON
2014 TO 2015

	2014 GRAND LIST AFTER B.O.R.	2015 GRAND LIST BEFORE B.O.R.	CHANGE %	CHANGE dollars
REAL ESTATE	2,721,934,598	2,719,023,135	-0.11	(2,911,463)
PERSONAL PROPERTY	264,076,930	279,245,660	5.74	15,168,730
MOTOR VEHICLE	301,368,045	309,671,875	2.76	8,303,830
TOTAL GROSS GRAND LIST	3,287,379,573	3,307,940,670	0.63	20,561,097
EXEMPTIONS	70,883,850	79,077,550	11.56	8,193,700
TOTAL NET GRAND LIST	3,216,495,723	3,228,863,120	0.38	12,367,397

2014 GROSS GRAND LIST AFTER BAA



2015 GROSS GRAND LIST BEFORE BAA



SECTION 2

GENERAL GOVERNMENT

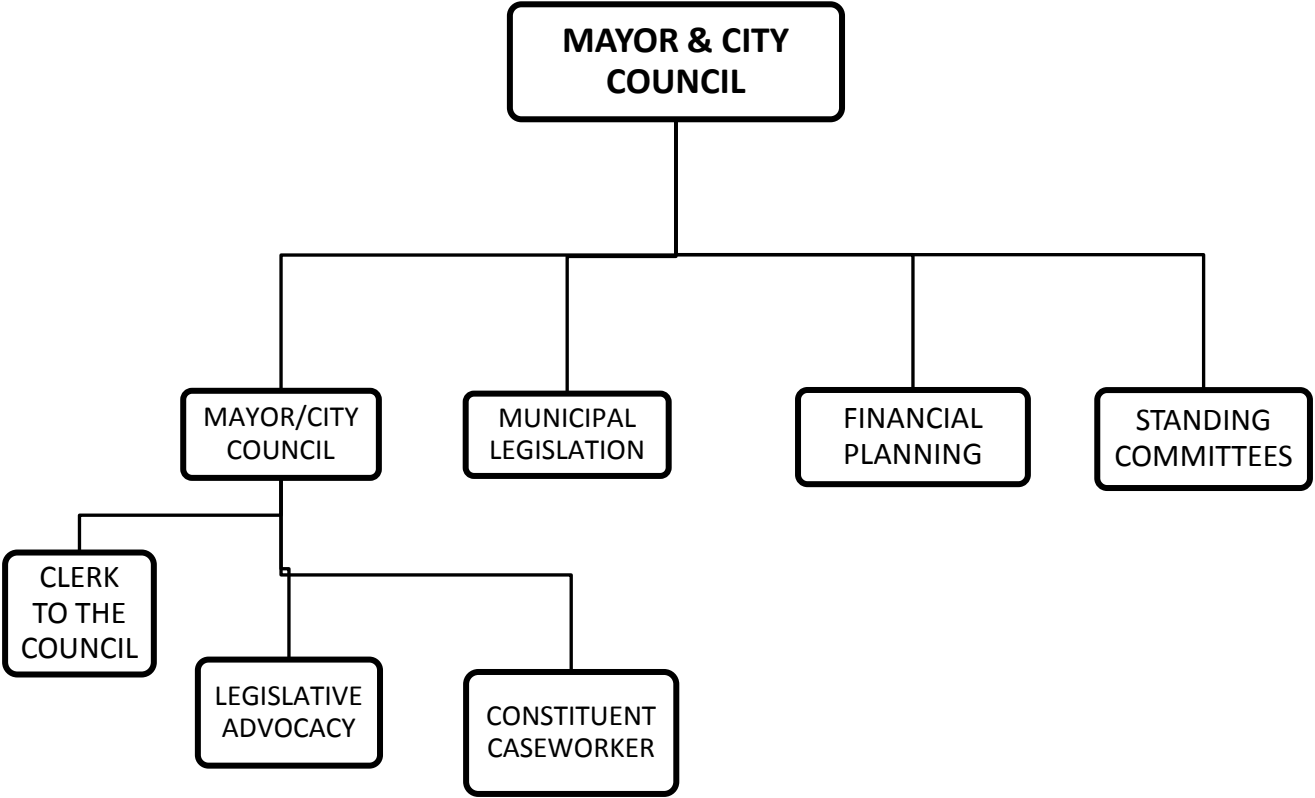
City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0210-30-0-0000-660	FINANCE (0210)	FINES LOST & DAMAGED BOOKS	13,471	13,582	12,750	5,222	13,525	13,525	
0001-0210-30-0-0000-669	FINANCE (0210)	TELECOMMUNICATIONS PERSONAL PROPERTY	273,807	288,122	273,807	-	288,122	288,122	
0001-0210-30-0-0000-670	FINANCE (0210)	STATE EDUCATION ECS GRANT	53,597,816	53,436,187	53,783,711	26,891,856	53,783,711	53,783,711	
0001-0210-30-0-0000-673	FINANCE (0210)	VIDEO COMPETITION PA 07-253	13,906	-	-	-	-	-	
0001-0210-30-0-0000-674	FINANCE (0210)	TRANSPORTATION PUBLIC SCHOOLS	474,002	508,196	503,794	-	452,062	453,573	
0001-0210-30-0-0000-675	FINANCE (0210)	SPECIAL EDUCATION	1,254,191	1,295,297	1,300,000	-	1,000,000	1,150,000	
0001-0210-30-0-0000-677	FINANCE (0210)	FEDERAL GRANTS	-	-	-	35,735	-	-	
0001-0210-30-0-0000-678	FINANCE (0210)	MISC. STATE GRANTS	26,055	136	-	49,926	-	-	
0001-0210-30-0-0000-679	FINANCE (0210)	MUNICIPAL FUND REV SHARE	840,468	840,468	893,641	-	893,641	893,641	
0001-0210-30-0-0000-680	FINANCE (0210)	INCOME FROM INVESTMENT - GENERAL	314,579	281,985	275,000	11,109	356,000	356,000	
0001-0210-30-0-0000-681	FINANCE (0210)	INCOME - BOND ACCOUNT	65,333	65,333	65,333	-	145,500	145,500	
0001-0210-30-0-0000-683	FINANCE (0210)	AVIATION-FUEL SALES	219,892	287,732	229,500	236,415	321,750	336,375	
0001-0210-30-0-0000-685	FINANCE (0210)	AVIATION RENT & FEES	84,480	81,251	87,072	59,051	82,865	82,865	
0001-0210-30-0-0000-686	FINANCE (0210)	COST ALLOCATION ENTERPRISE FUNDS	1,886,232	1,942,818	1,964,973	1,964,969	2,061,135	2,023,921	
0001-0210-30-0-0000-687	FINANCE (0210)	USE OF FUND BALANCE	-	-	-	-	-	-	
0001-0210-30-0-0000-691	FINANCE (0210)	INTEREST - COE ESTATE	8,056	8,381	8,202	4,458	8,380	8,380	
0001-0210-30-0-0000-693	FINANCE (0210)	NRG CONTRACT	500,000	-	-	-	-	-	
0001-0210-30-0-0000-695	FINANCE (0210)	OTHER REVENUE	(243,585)	(252,618)	54,997	32,379	10,000	62,899	
0001-0210-30-0-0000-696	FINANCE (0210)	SALE OF SURPLUS PROPERTY	256,012	38,066	50,000	20,665	38,000	38,000	
0001-0210-30-0-0000-698	FINANCE (0210)	BULKY WASTE FEES	33,200	38,720	33,200	26,240	38,700	38,700	
0001-0210-30-0-0000-700	FINANCE (0210)	PARKING COMMISSION REVENUE	130,213	125,587	130,000	86,904	125,600	130,000	
0001-0210-30-0-0000-730	FINANCE (0210)	FIRE RECRUITMENT REVENUE	5,750	-	-	7,248	-	-	
0001-0210-30-0-0000-731	FINANCE (0210)	MISC. REVENUE - RENTAL INCOME	17,821	17,820	18,000	11,782	17,820	17,820	
0001-0210-30-0-0000-732	FINANCE (0210)	MISC. REVENUE - POLICE	48,776	46,437	50,000	17,675	47,600	47,600	
0001-0210-30-0-0000-733	FINANCE (0210)	MISC. REVENUE - ENGINEERING	20,970	16,470	21,000	13,596	18,700	18,700	
0001-0210-30-0-0000-734	FINANCE (0210)	MISC. REVENUE - PLANNING & IWWC	12,965	14,769	11,000	11,870	13,850	13,850	
0001-0210-30-0-0000-735	FINANCE (0210)	E911 QUARTERLY	12,276	12,249	382,776	9,159	12,225	12,225	
0001-0210-30-0-0000-736	FINANCE (0210)	MISC. REVENUE - ASSESS & COLLECT	1,863	744	2,000	404	1,300	1,300	
0001-0210-30-0-0000-737	FINANCE (0210)	MISC. REVENUE - FIRE	2,571	632	2,500	412	1,600	1,600	
0001-0210-30-0-0000-738	FINANCE (0210)	MISC. REVENUE - RECYCLING	14,371	16,342	14,250	6,923	15,300	15,300	
0001-0210-30-0-0000-739	FINANCE (0210)	MISC. REVENUE - PURCHASING	266	-	250	-	-	-	
0001-0210-30-0-0000-740	FINANCE (0210)	MISC. REVENUE - THOM EDISON REIMB	30,198	33,576	29,750	7,245	31,850	31,850	
0001-0210-30-0-0000-741	FINANCE (0210)	MISC. REVENUE - PERSONNEL	-	24	-	15	-	-	
0001-0210-30-0-0000-742	FINANCE (0210)	MISC. REVENUE - AIRCRAFT REGISTRATI	3,290	2,590	2,850	2,590	2,590	2,590	
0001-0210-30-0-0000-748	FINANCE (0210)	PRINCIPAL REV-IRRIG LOAN	37,345	43,543	37,059	-	43,574	43,574	
0001-0210-30-0-0000-749	FINANCE (0210)	INTEREST REV-IRRIG LOAN	41,075	41,283	41,283	-	41,252	41,252	
0001-0210-30-0-0000-751	FINANCE (0210)	MISC REV-RECOMM HOLD (RECYCLING)	-	8,671	9,600	5,818	8,675	8,675	
0001-0210-30-0-0000-752	FINANCE (0210)	MISC. REVENUE - AIRPORT	-	90	-	33	-	-	

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0210-30-0-0000-753	FINANCE (0210)	BANK OF AMERICA PCARD REBATE	-	13,199	15,000	19,259	19,250	19,250	
0001-0210-30-0-0106-699	FINANCE (0210)	TRANSFERS IN - CDBG FUND (106)	30,057	-	-	-	-	-	
0001-0210-30-0-0122-699	FINANCE (0210)	TRANSFERS IN - FUND (122)	-	-	55,402	55,402	41,363	41,363	
0001-0210-30-0-0401-699	FINANCE (0210)	TRANSFER IN- BOND (0401) PROJ CLOSE	430,000	-	235,000	235,000	-	-	
0001-0210-30-0-0651-699	FINANCE (0210)	TRANSFERS IN - HEALTH FUND (116)	200,000	200,000	200,000	200,000	100,000	150,000	
0001-0210-30-0-0681-699	FINANCE (0210)	TRANSFERS IN - BOND FUND (401)	107,125	220,079	125,000	125,000	-	-	
	FINANCE (0210) Total		68,288,213	68,320,506	69,177,005	35,842,907	70,939,828	71,569,980	-
0001-0260-30-0-0000-661	TAX COLLECTOR(0260)	PROPERTY TAXES CURRENT YEAR	109,676,864	112,389,099	115,131,906	67,580,537	113,789,831	116,642,260	
0001-0260-30-0-0000-662	TAX COLLECTOR(0260)	PROPERTY TAXES PRIOR YEARS	2,232,728	2,353,045	2,250,000	1,632,606	1,901,134	2,250,000	
0001-0260-30-0-0000-663	TAX COLLECTOR(0260)	PROPERTY TAXES MV SUPPLEMENT	1,096,019	1,270,902	1,225,000	155,867	1,272,443	1,197,160	
0001-0260-30-0-0000-664	TAX COLLECTOR(0260)	PROPERTY TAXES SUSPENSE	-	-	1,250	-	1,250	1,250	
	TAX COLLECTOR(0260) Total		113,005,611	116,013,046	118,608,156	69,369,010	116,964,658	120,090,670	-
	Grand Total		181,293,824	184,333,552	187,785,161	105,211,917	187,904,486	191,660,650	-
		State Aid	60,314,473	60,280,634	60,983,050	30,110,035	63,018,500	63,377,192	-

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.

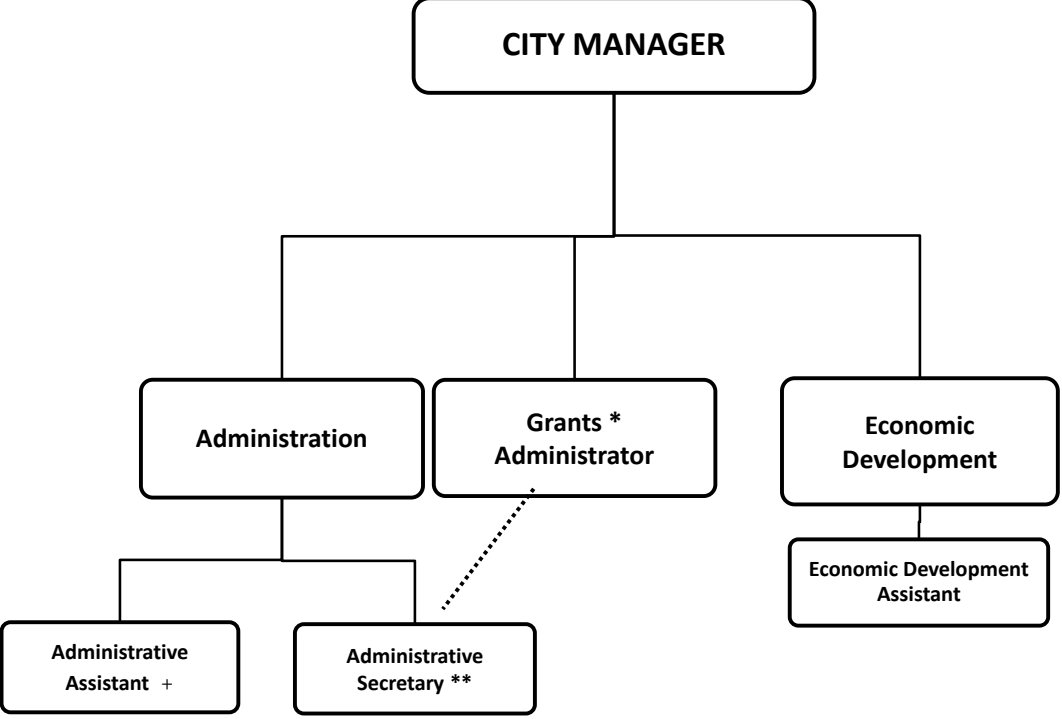
Financial Planning - The Council has the exclusive fiscal and budget-making authority of the City. It has the authority to set the charges to be made for all City services. The Council has the authority to approve capital expenditures. The Council has the power to levy taxes on real and personal property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

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
		EXPENDITURES							
			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0110-40-0-0000-188	COUNCIL (0110)	ELECTED OFFICIALS	69,388	69,388	69,388	39,576	68,388	68,388	
0001-0110-40-0-0000-190	COUNCIL (0110)	ADMINISTRATIVE	50,396	41,236	41,226	25,003	46,968	46,968	
0001-0110-40-0-0000-196	COUNCIL (0110)	MME	68,155	68,337	66,738	41,535	66,556	66,556	
0001-0110-40-0-0000-386	COUNCIL (0110)	COUNCIL OF GOVERNMENTS	16,000	16,000	16,300	16,300	16,300	16,300	
0001-0110-40-0-0000-440	COUNCIL (0110)	OFFICE EXPENSE & SUPPLIES	28,629	33,390	28,400	17,986	35,000	28,400	
0001-0110-40-0-0000-640	COUNCIL (0110)	MEETINGS & MEMBERSHIPS	4,605	3,536	4,400	1,015	4,500	4,500	
	COUNCIL (0110) Total		237,173	231,887	226,452	141,415	237,712	231,112	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
COUNCIL (0110)							
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	4,400.00		
COUNCIL ELECTED	0001	0110	188	100.000	5,800.00		
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	3,400.00		
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00		
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00		
COUNCIL ELECTED	0001	0110	188	100.000	4,800.00		
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00		
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00		
MAYOR ELECTED	0001	0110	188	100.000	16,788.00	68,388.00	
CONSTITUENT CASEWORKER	0001	0110	190	100.000	46,967.11	46,967.11	
CLERK TO THE CITY COUNCIL	0001	0110	196	100.000	66,555.14	66,555.14	
					181,910.25	181,910.25	

CITY MANAGER



+ additional responsibilities include support to risk management

* 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.

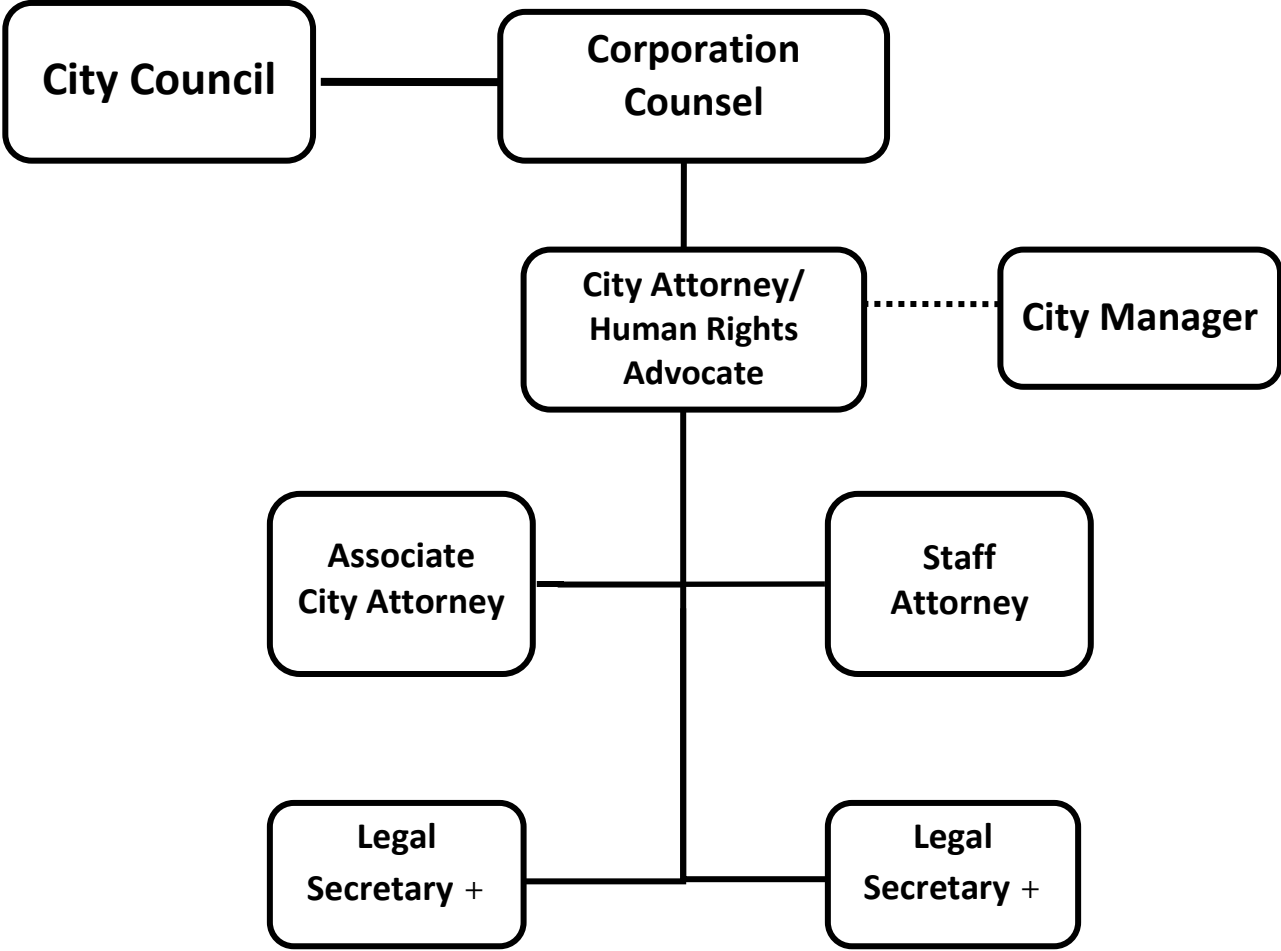
Grants Office - The Grants Administrator administers federal, state and local grants and performs other administrative functions for the city in the areas of housing, community and economic development spanning all aspects of city activities. The Administrator oversees the administration of the City's 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.

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0120-40-0-0000-189	CITY MANAGER (0120)	SEASONAL WORKERS	2,014	-	-	-	-	-	
0001-0120-40-0-0000-190	CITY MANAGER (0120)	ADMINISTRATIVE	324,595	322,822	324,511	195,862	333,311	333,311	
0001-0120-40-0-0000-196	CITY MANAGER (0120)	MME	88,760	89,830	91,174	54,120	90,925	90,925	
0001-0120-40-0-0000-198	CITY MANAGER (0120)	SUPERVISORS	62,930	-	-	-	-	-	
0001-0120-40-0-0000-240	CITY MANAGER (0120)	DEFERRED COMPENSATION	12,548	12,548	12,500	7,356	12,500	12,500	
0001-0120-40-0-0000-352	CITY MANAGER (0120)	VEHICLE MAINTENANCE	3,600	3,600	6,000	2,100	6,000	6,000	
0001-0120-40-0-0000-390	CITY MANAGER (0120)	MANAGEMENT NON UNION	-	-	40,000	-	50,000	50,000	
0001-0120-40-0-0000-440	CITY MANAGER (0120)	OFFICE EXPENSE & SUPPLIES	27,879	43,195	29,000	4,196	50,000	29,000	
0001-0120-40-0-0000-640	CITY MANAGER (0120)	MEMBERSHIP & MEETINGS	44,568	45,058	44,880	42,322	48,800	48,800	
CITY MANAGER (0120) Total			566,894	517,053	548,065	305,956	591,536	570,536	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
CITY MANAGER (0120)							
CITY MANAGER	0001	0120	190	100.000	148,284.38		
ECONOMIC DEVELOPMENT ASSI	0001	0120	190	100.000	63,885.95		
ECONOMIC DEVELOPMENT DIRE	0001	0120	190	100.000	101,414.99		
GRANTS ADMINISTRATOR	0001	0120	190	25.000	19,725.51	333,310.83	
ADMINISTRATIVE ASSISTANT	0001	0120	196	100.000	66,555.14		
ADMINISTRATIVE SECRETARY	0001	0120	196	40.000	24,369.48	90,924.62	
					424,235.46	424,235.46	
ADMINISTRATIVE SECRETARY	1110	0120	190	60.000	36,554.23		
GRANTS ADMINISTRATOR	1110	0120	190	75.000	59,176.54		
					95,730.76		

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 collect delinquent accounts or commence foreclosure activity for property taxes and/or water & sewer use charges.	1
	7	Collections	1	Undertake collection efforts to recoup sums owed to the City of Meriden.	1
	8	Insurance Defense- Manage & Review	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
	10	Code Enforcement Support	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	1

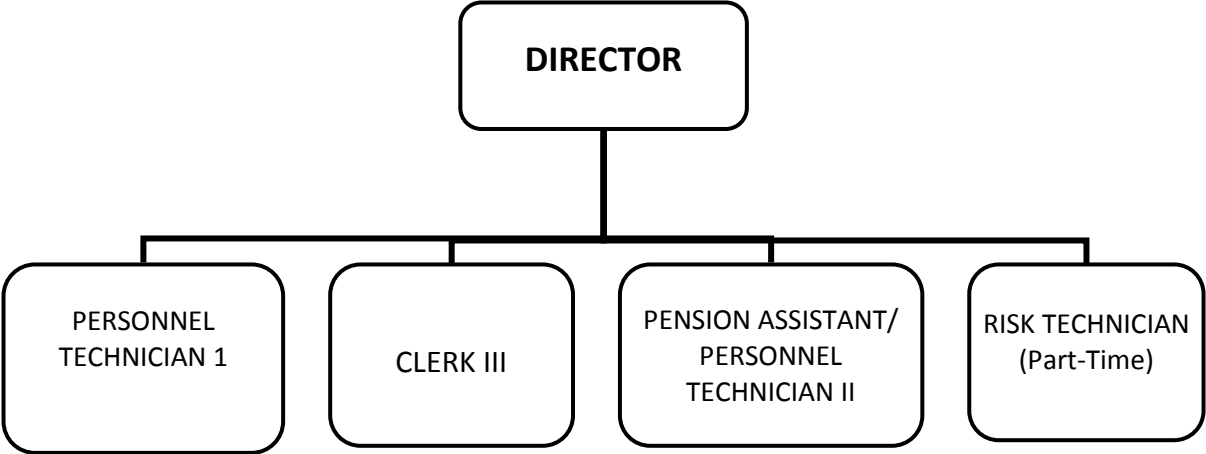
				compliance under the applicable Code provisions. Examples include: Demolition liens & Property Maintenance liens.	
			3	Provide advice and guidance and undertake collection efforts regarding the Anti-blight program.	1
	11	Review & Update City Code	1	Conduct comprehensive review of the City Code to update 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
	12	Document & File Review	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
	13	Scan Law Department Records	1	Develop an effective procedure to file & retrieve law department documents.	1
			2	Scan & digitize archived files for permanent retention and prompt retrieval.	1
	14	Insurance procurement & Risk Management	1	Work with City's insurance agent to obtain best coverage for city and municipal operations at the best price	1
			2	Ensure that the City has adequate insurance coverage for municipal operations	1
			3	Work with City departments and staff to increase understanding of insurance coverage, reporting incidents and submitting claims	1
			4	Issue Certificates of Insurance for proof of insurance and indemnification agreements as needed.	1
			5	Work with insurance companies to identify risks and minimize exposure	1
			6	Determine appropriate insurance requirements for vendors and activities	1

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0130-40-0-0000-189	LEGAL (0130)	SEASONAL WORKERS	3,821	3,176	-	1,655	3,500	3,500	
0001-0130-40-0-0000-190	LEGAL (0130)	ADMINISTRATIVE	247,477	250,738	253,528	150,254	257,231	257,231	
0001-0130-40-0-0000-191	LEGAL (0130)	OVERTIME CONTINGENCY	2,396	2,421	-	13	-	-	
0001-0130-40-0-0000-196	LEGAL (0130)	MME	128,390	130,604	133,475	78,116	133,111	133,111	
0001-0130-40-0-0000-198	LEGAL (0130)	SUPERVISORS	70,277	83,842	87,354	51,653	93,621	93,621	
0001-0130-40-0-0000-356	LEGAL (0130)	SAFETY & RISK CLAIMS	14,961	165	10,000	1,214	10,000	10,000	
0001-0130-40-0-0000-357	LEGAL (0130)	LEGAL FEES & DEDUCTIBLES	778,756	582,890	410,000	221,771	425,000	350,000	
0001-0130-40-0-0000-390	LEGAL (0130)	ASSESSMENT APPEALS FEES	39,254	55,769	45,000	18,783	30,000	30,000	
0001-0130-40-0-0000-440	LEGAL (0130)	OFFICE EXPENSE & SUPPLIES	29,074	36,443	29,000	13,221	32,000	29,000	
0001-0130-40-0-0000-640	LEGAL (0130)	MEMBERSHIPS & MEETINGS	4,189	4,096	6,000	1,478	6,000	6,000	
	LEGAL (0130) Total		1,318,595	1,150,144	974,357	538,158	990,463	912,463	-

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Payroll Projection Report							
Program : PR815L				7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
LEGAL (0130)							
ASSOCIATE CITY ATTORNEY	0001	0130	190	100.000	104,973.22		
CITY ATTORNEY	0001	0130	190	100.000	123,257.37		
CORPORATION COUNSEL	0001	0130	190	100.000	29,000.00	257,230.59	
LEGAL SECRETARY	0001	0130	196	100.000	66,555.14		
LEGAL SECRETARY	0001	0130	196	100.000	66,555.14	133,110.28	
STAFF ATTORNEY	0001	0130	198	100.000	93,620.09	93,620.09	
					483,960.96	483,960.96	

PERSONNEL



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

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

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

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.

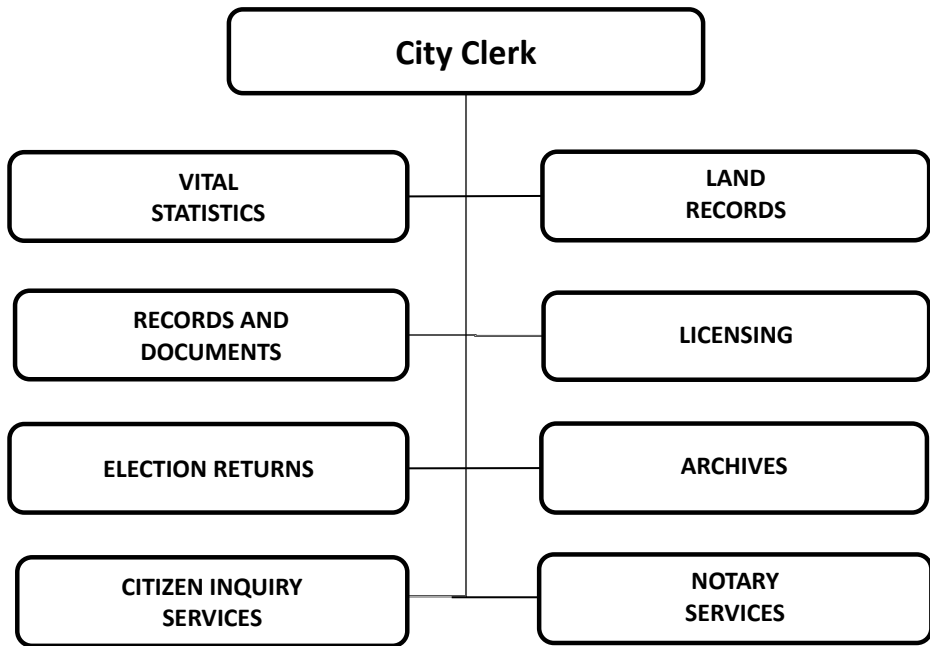
Department	Goal Num	Description	Obj Num	Objective	Quarter
PERSONNEL	1	Collective Bargaining	1	Continue MME negotiations	1
			2	Continue Dispatch negotiations	1
			3	Continue nurses negotiations	1
			4	Prepare for coalition health negotiations	2
	2	Wellness	1	Continue IHS blood draw	3
			2	Continue to offer a full slate of Fitness classes	5
			3	Continue to find creative ways to engage employees in mental, physical and financial wellness.	5
			4	Target programs to issues identified by health insurance carriers.	5
	6	Safety and Risk	1	Continue to offer a variety of risk management activities to staff	5
			2	Work on functional job descriptions	5
	7	Supervisory Training	1	Offer quarterly supervisory trainings	5

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0150-40-0-0000-189	PERSONNEL (0150)	SEASONAL WORKERS	5,472	6,692	-	7,407	20,540	5,500	
0001-0150-40-0-0000-190	PERSONNEL (0150)	ADMINISTRATION	166,629	172,923	173,269	103,355	176,017	176,017	
0001-0150-40-0-0000-191	PERSONNEL (0150)	OVERTIME CONTINGENCY	-	52	-	-	-	-	
0001-0150-40-0-0000-196	PERSONNEL (0150)	MME	53,942	54,864	56,072	36,228	55,918	55,918	
0001-0150-40-0-0000-210	PERSONNEL (0150)	EAP SERVICES	3,996	4,144	5,000	130	4,964	4,964	
0001-0150-40-0-0000-357	PERSONNEL (0150)	FEES	3,310	2,425	13,250	6,650	5,400	2,000	
0001-0150-40-0-0000-381	PERSONNEL (0150)	TRAINING	-	-	-	-	2,500	-	
0001-0150-40-0-0000-384	PERSONNEL (0150)	TUITION REIMBURSEMENT	9,555	11,229	10,900	7,270	12,000	11,000	
0001-0150-40-0-0000-391	PERSONNEL (0150)	ALCOHOL/DRUG TESTING	5,625	7,783	7,650	3,850	9,500	7,500	
0001-0150-40-0-0000-440	PERSONNEL (0150)	OFFICE EXPENSE & SUPPLY	10,002	8,903	9,500	5,108	13,475	9,500	
0001-0150-40-0-0000-443	PERSONNEL (0150)	SAFETY & RISK SERVICES	-	-	-	-	15,000	15,000	
0001-0150-40-0-0000-640	PERSONNEL (0150)	MEETINGS & MEMBERSHIPS	3,645	3,582	6,600	1,032	9,695	6,600	
	PERSONNEL (0150) Total		262,176	272,597	282,241	171,030	325,009	293,999	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
PERSONNEL (0150)							
DIRECTOR OF PERSONNEL	0001	0150	190	100.000	128,507.90		
PERSONNEL TECHNICIAN I	0001	0150	190	100.000	47,508.66	176,016.56	
CLERK III	0001	0150	196	100.000	55,918.00	55,918.00	
					231,934.56	231,934.56	
PERSONNEL TECHNICIAN I	0503	3910	***	66.666%*****	-		
PENSION ASST/PERSONNEL TE	0620	0210	196	33.334	21,914.43		
PENSION ASST/PERSONNEL TE	0621	0210	196	33.333	21,914.43		
PENSION ASST/PERSONNEL TE	0622	0210	196	33.333	21,914.43		
					65,743.28		

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.

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0170-40-0-0000-188	CITY CLERK (0170)	ELECTED OFFICIALS	80,627	82,227	77,487	47,802	73,197	73,197	
0001-0170-40-0-0000-191	CITY CLERK (0170)	OVERTIME CONTINGENCY	3,092	6,264	3,200	3,384	6,400	5,000	
0001-0170-40-0-0000-192	CITY CLERK (0170)	OTHER NON-UNION	-	-	-	-	36,993	-	
0001-0170-40-0-0000-196	CITY CLERK (0170)	MME	230,469	223,498	234,284	147,479	238,832	238,832	
0001-0170-40-0-0000-354	CITY CLERK (0170)	LAND RECORDS	46,014	47,159	50,000	20,481	60,000	50,000	
0001-0170-40-0-0000-355	CITY CLERK (0170)	VITAL STATISTICS	2,218	2,437	3,500	376	4,500	4,500	
0001-0170-40-0-0000-440	CITY CLERK (0170)	OFFICE EXPENSE & SUPPLIES	15,656	12,246	15,500	11,040	18,000	16,000	
0001-0170-40-0-0000-446	CITY CLERK (0170)	ELECTIONS	738	2,954	3,000	3,985	5,000	4,000	
0001-0170-40-0-0000-640	CITY CLERK (0170)	MEMBERSHIPS & MEETINGS	3,580	3,008	3,000	1,787	3,300	3,300	
	CITY CLERK (0170) Total		382,394	379,793	389,971	236,334	446,222	394,829	-

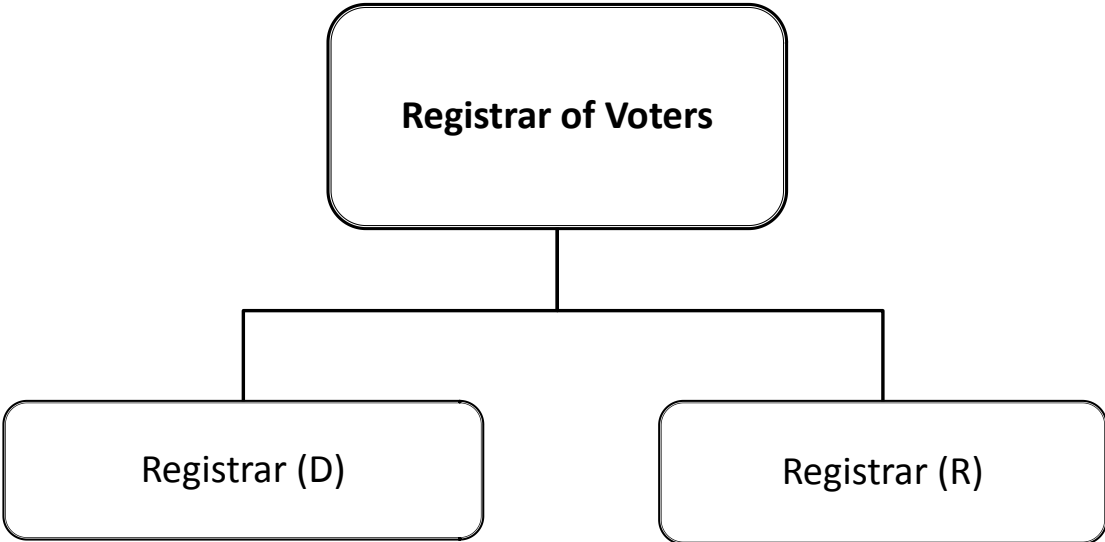
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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
CITY CLERK (0170)							
CITY CLERK	0001	0170	188	100.000	73,196.54	73,196.54	
ACCOUNTS SUPERVISOR	0001	0170	196	100.000	36,992.75		
ASSISTANT CITY CLERK, REG	0001	0170	196	100.000	58,235.75		
ASSISTANT CITY CLERK, REG	0001	0170	196	100.000	58,235.75		
CLERK III	0001	0170	196	100.000	40,848.40		
CLERK III	0001	0170	196	100.000	44,518.75	238,831.40	
					312,027.94	312,027.94	

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0181-40-0-0000-189	AVIATION (0181)	SEASONAL WORKERS	-	57,284	63,858	35,800	66,453	66,453	
0001-0181-40-0-0000-390	AVIATION (0181)	OTHER PURCHASED SERVICES	514	1,028	2,000	-	12,000	2,000	
0001-0181-40-0-0000-440	AVIATION (0181)	OFFICE EXPENSE & SUPPLIES	2,275	4,186	3,500	2,082	12,200	4,200	
0001-0181-40-0-0000-445	AVIATION (0181)	AVIATION MAINTENANCE	63,266	67,824	82,500	18,637	85,400	85,400	
0001-0181-40-0-0000-448	AVIATION (0181)	OPERATING COSTS	67,508	-	-	-	-	-	
0001-0181-40-0-0000-449	AVIATION (0181)	FUEL COSTS	193,226	235,804	202,500	194,924	292,500	292,500	
	AVIATION (0181) Total		326,789	366,126	354,358	251,443	468,553	450,553	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
AVIATION (0181)							
AIRPORT MANAGER	0001	0181	189	100.000	42,757.14		
CLERK	0001	0181	189	100.000	13,331.40		
CLERK	0001	0181	189	100.000	5,182.00		
CLERK	0001	0181	189	100.000	5,182.00	66,452.54	
					66,452.54	66,452.54	

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.

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0182-40-0-0000-188	ELECTIONS (0182)	ELECTED OFFICIALS	54,970	57,037	57,071	33,492	57,071	57,071	
0001-0182-40-0-0000-189	ELECTIONS (0182)	SEASONAL WORKERS	3,555	4,086	-	2,439	-	-	
0001-0182-40-0-0000-192	ELECTIONS (0182)	OTHER NON-UNION	46,612	44,350	37,387	26,130	38,031	36,619	
0001-0182-40-0-0000-196	ELECTIONS (0182)	MME	-	-	-	1,553	-	-	
0001-0182-40-0-0000-390	ELECTIONS (0182)	PRIMARIES	805	36,755	70,000	-	70,000	35,000	
0001-0182-40-0-0000-440	ELECTIONS (0182)	OFFICE EXPENSE & SUPPLIES	12,325	10,479	13,500	3,361	20,000	13,500	
0001-0182-40-0-0000-446	ELECTIONS (0182)	ELECTIONS	56,494	62,970	70,000	55,313	91,000	83,000	
0001-0182-40-0-0000-640	ELECTIONS (0182)	MEMBERSHIPS & MEETINGS	656	2,080	1,500	680	7,000	5,500	
	ELECTIONS (0182) Total		175,417	217,757	249,458	122,968	283,102	230,690	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
ELECTIONS (0182)							
REGISTRAR ELECTED	0001	0182	188	100.000	28,535.18		
REGISTRAR ELECTED	0001	0182	188	100.000	28,535.18	57,070.36	
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	18,309.18		
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	18,309.18	36,618.36	
					93,688.72	93,688.72	

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0212-40-0-0000-460	INSURANCE (0212)	BOILERS & MACHINERY	-	-	5,963	-	7,154	7,154	
0001-0212-40-0-0000-461	INSURANCE (0212)	BONDS MONEY & SECURITIES	6,075	1,034	7,084	-	5,231	5,231	
0001-0212-40-0-0000-462	INSURANCE (0212)	FIRE & VANDALISM	168,323	191,662	220,317	216,529	227,779	227,779	
0001-0212-40-0-0000-463	INSURANCE (0212)	LIABILITY INSURANCE	1,050,360	985,370	1,083,500	1,030,760	1,085,057	1,053,500	
0001-0212-40-0-0000-469	INSURANCE (0212)	POLICE PROFESS LIAB	141,863	136,369	157,000	122,058	154,000	130,000	
0001-0212-40-0-0000-470	INSURANCE (0212)	PUB OFFICIAL LIAB	78,648	66,896	81,704	59,079	107,820	80,000	
0001-0212-40-0-0000-476	INSURANCE (0212)	WORKERS COMP INDEMNITY PMTS.	431,727	914,817	567,621	567,621	593,164	593,164	
0001-0212-40-0-0000-477	INSURANCE (0212)	WORKERS COMP MEDICAL	23,744	462,203	382,379	382,379	399,586	399,586	
0001-0212-40-0-0000-478	INSURANCE (0212)	SECOND INJURY FUND	166,975	196,318	154,000	154,000	138,985	138,985	
0001-0212-40-0-0000-479	INSURANCE (0212)	WORKERS COMP EXCESS LIAB. INS	104,040	121,485	125,000	122,679	134,949	130,000	
	INSURANCE (0212) Total		2,171,755	3,076,154	2,784,568	2,655,105	2,853,725	2,765,399	-

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			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016	Department	City Manager	Finance
						Actual	Budget Request	Budget	Committee
0001-0213-40-0-0000-201	BENEFITS (0213)	CITY MEDICAL BENEFITS	1,826,099	2,700,964	2,413,793	1,247,897	2,646,725	2,506,302	
0001-0213-40-0-0000-202	BENEFITS (0213)	POST RETIREMENT BENEFITS (OPEB)	3,178,394	3,220,997	2,970,997	2,240,891	4,752,608	3,242,170	
0001-0213-40-0-0000-207	BENEFITS (0213)	LIFE INSURANCE	68,089	71,174	78,750	46,160	75,500	75,500	
0001-0213-40-0-0000-220	BENEFITS (0213)	LONGEVITY	87,513	84,534	84,550	83,396	83,400	83,400	
0001-0213-40-0-0000-231	BENEFITS (0213)	EMPLOYEE RETIREMENT	1,964,910	1,998,382	2,830,308	1,651,013	2,888,372	2,888,372	
0001-0213-40-0-0000-235	BENEFITS (0213)	DEFINED CONTRIB PLAN EXP	182,636	256,796	250,000	184,641	320,000	320,000	
0001-0213-40-0-0000-236	BENEFITS (0213)	POLICE DEFINED CONTRIB PLAN EXP	3,229	5,537	8,500	4,504	9,500	9,500	
0001-0213-40-0-0000-241	BENEFITS (0213)	UNEMPLOYMENT COMPENSATION	263,002	150,359	165,000	82,280	165,000	155,000	
0001-0213-40-0-0000-242	BENEFITS (0213)	UNUSED SICK LEAVE	349,606	350,177	350,000	351,486	347,000	347,000	
0001-0213-40-0-0000-243	BENEFITS (0213)	HYPERTENSION	380,852	233,192	359,521	359,521	757,739	365,000	
0001-0213-40-0-0000-244	BENEFITS (0213)	SOCIAL SECURITY	2,739,692	2,853,455	2,798,996	1,781,898	2,798,996	2,966,237	
0001-0213-40-0-0000-250	BENEFITS (0213)	POLICE BENEFITS	954,397	904,809	962,370	648,644	2,888,943	1,008,983	
0001-0213-40-0-0000-253	BENEFITS (0213)	POLICE SOC SEC MEDICARE	69,724	67,675	115,885	45,601	127,844	127,844	
0001-0213-40-0-0000-254	BENEFITS (0213)	POLICE RETIREMENT	4,201,553	4,227,288	4,441,422	2,590,830	4,464,984	4,464,984	
0001-0213-40-0-0000-255	BENEFITS (0213)	POLICE MEDICAL	627,161	1,164,095	1,060,085	530,043	1,191,849	1,121,397	
0001-0213-40-0-0000-256	BENEFITS (0213)	POLICE LIFE	17,281	17,160	18,893	10,520	19,495	19,495	
0001-0213-40-0-0000-257	BENEFITS (0213)	POLICE HYPERTENSION	159,780	524,081	553,285	553,285	444,252	437,000	
0001-0213-40-0-0000-260	BENEFITS (0213)	FIRE BENEFITS	1,343,627	1,226,546	1,100,000	934,984	1,100,000	1,204,576	
0001-0213-40-0-0000-263	BENEFITS (0213)	FIRE SOC SEC MEDICARE	49,819	47,845	78,995	31,841	60,185	60,185	
0001-0213-40-0-0000-264	BENEFITS (0213)	FIRE RETIREMENT	2,808,242	2,823,649	3,040,690	1,773,736	3,054,069	3,054,069	
0001-0213-40-0-0000-265	BENEFITS (0213)	FIRE MEDICAL	554,173	995,183	941,604	470,802	1,076,910	983,035	
0001-0213-40-0-0000-266	BENEFITS (0213)	FIRE LIFE	13,637	13,649	14,977	8,033	14,977	14,977	
0001-0213-40-0-0000-267	BENEFITS (0213)	FIRE HYPERTENSION	359,160	547,787	395,301	395,301	390,781	457,000	
0001-0213-40-0-0000-274	BENEFITS (0213)	CASA MEDICAL	2,411	-	-	-	-	-	
0001-0213-40-0-0000-277	BENEFITS (0213)	POLICE LONGEVITY	46,600	46,600	47,000	48,300	48,300	48,300	
0001-0213-40-0-0000-278	BENEFITS (0213)	FIRE LONGEVITY	27,317	25,296	25,500	23,850	23,850	23,850	
0001-0213-40-0-0000-282	BENEFITS (0213)	UNIFORMS GUARDS	174	687	3,250	566	3,250	3,250	
	BENEFITS (0213) Total		22,279,078	24,557,917	25,109,672	16,100,023	29,754,529	25,987,426	-

City of Meriden
2017 City Manager Recommended Budget

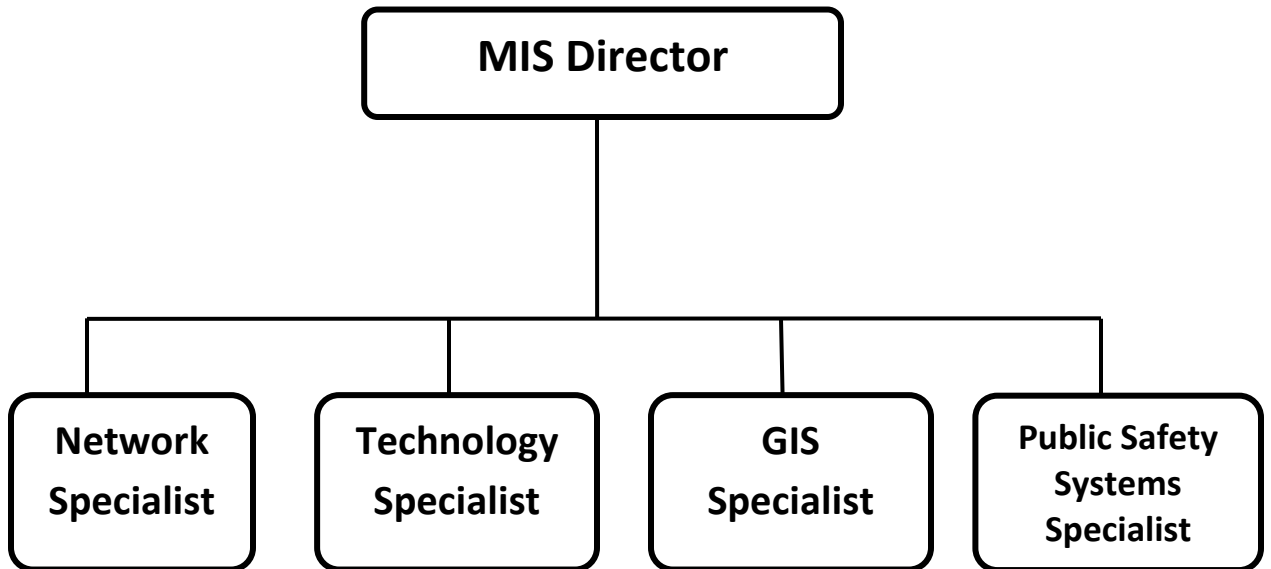
			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0214-40-0-0000-310	GENERAL ADMIN(0214)	TRANSIT	262,861	252,982	291,653	142,713	291,653	291,653	
0001-0214-40-0-0000-331	GENERAL ADMIN(0214)	PUPIL TRANSPORTATION	874,142	954,456	981,585	714,084	1,049,309	1,049,309	
0001-0214-40-0-0000-341	GENERAL ADMIN(0214)	STREET LIGHTING	606,035	688,791	655,000	447,683	732,000	692,500	
0001-0214-40-0-0000-342	GENERAL ADMIN(0214)	WATER	144,640	168,786	175,500	126,815	185,000	185,000	
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	113,137	125,489	115,000	75,311	140,000	140,000	
0001-0214-40-0-0000-371	GENERAL ADMIN(0214)	MALONEY SCHOLARSHIP	24,000	24,000	24,000	18,000	24,000	24,000	
0001-0214-40-0-0000-372	GENERAL ADMIN(0214)	VETERANS ORGANIZATION	17,300	13,098	18,000	12,419	18,000	18,000	
0001-0214-40-0-0000-374	GENERAL ADMIN(0214)	AMBULANCE	144,909	149,257	149,257	111,942	153,735	153,735	
0001-0214-40-0-0000-375	GENERAL ADMIN(0214)	EMERGENCY MEDICAL DISPATCH	38,723	38,723	1	49,091	38,723	38,723	
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	124,203	199,298	23,300	-	124,222	23,276	
0001-0214-40-0-0000-388	GENERAL ADMIN(0214)	AUDIT	74,205	67,100	76,000	72,050	86,000	76,000	
0001-0214-40-0-0000-395	GENERAL ADMIN(0214)	PROBATE COURT	14,646	16,145	15,000	9,005	15,000	15,000	
0001-0214-40-0-0000-440	GENERAL ADMIN(0214)	ZONING EXP & SUPPLIES & P/T	9,229	5,045	10,000	2,598	10,000	7,500	
0001-0214-40-0-0000-441	GENERAL ADMIN(0214)	ECONOMIC DEVELOPMENT	39,787	41,404	75,000	53,243	75,000	100,000	
0001-0214-40-0-0000-442	GENERAL ADMIN(0214)	COMMISSION FOR DISABLED	903	-	-	-	-	-	
0001-0214-40-0-0000-718	GENERAL ADMIN(0214)	REPAY HOUSING AUTHORITY	11,411	11,411	11,411	-	11,411	11,411	
0001-0214-40-0-0000-719	GENERAL ADMIN(0214)	TEXTBOOK LOAN	25,000	24,934	20,000	-	20,000	20,000	
0001-0214-40-0-0000-724	GENERAL ADMIN(0214)	SPECIAL DAY SPECIAL PEOPLE	-	1,500	1,500	-	1,500	-	
0001-0214-40-0-0000-726	GENERAL ADMIN(0214)	SPECIAL EVENTS & CELEBRATIONS	50,730	25,145	28,250	17,021	88,500	88,500	
0001-0214-40-0-0000-727	GENERAL ADMIN(0214)	SOLOMON GOFFE HOUSE	420	(500)	500	-	500	500	
0001-0214-40-0-0000-730	GENERAL ADMIN(0214)	CONSERVATION COMMITTEE	16	100	100	-	100	100	
0001-0214-40-0-0000-731	GENERAL ADMIN(0214)	MARKETING PROMOTION	9,961	10,000	20,000	-	20,000	20,000	
0001-0214-40-0-0000-732	GENERAL ADMIN(0214)	ENERGY TASK FORCE	-	-	500	-	500	500	
0001-0214-40-0-0000-737	GENERAL ADMIN(0214)	FLOOD CONTROL AGENCY	26	41	500	24	500	500	
0001-0214-40-0-0000-746	GENERAL ADMIN(0214)	MERIDEN SCHOLASTIC SCHOLARSHIP	45,137	35,500	45,000	39,000	45,000	45,000	
0001-0214-40-0-0000-748	GENERAL ADMIN(0214)	NEIGHBORHOOD ASSOCIATIONS	502	3,288	5,000	-	5,000	5,000	
0001-0214-40-0-0000-749	GENERAL ADMIN(0214)	ROD & GUN FISH CLUB	1,000	-	-	-	1	1,000	
0001-0214-40-0-0000-751	GENERAL ADMIN(0214)	CULTURAL DIVERSITY FUND	2,378	1,684	-	-	-	-	
0001-0214-40-0-0000-759	GENERAL ADMIN(0214)	CURTIS UTILIZATION	2,200	2,200	2,200	2,200	2,200	2,200	
0001-0214-40-0-0000-760	GENERAL ADMIN(0214)	YOUTH ACTIVITIES	74,375	76,250	80,000	59,375	80,000	80,000	
0001-0214-40-0-0000-779	GENERAL ADMIN(0214)	PROJECT GRADUATION	2,000	2,000	2,000	-	2,000	2,000	
0001-0214-40-0-0000-783	GENERAL ADMIN(0214)	LINEAR TRAIL ADVISORY COMMITTEE	1,943	882	2,000	13	2,000	2,000	
GENERAL ADMIN(0214) Total			2,820,819	3,044,009	2,933,257	2,057,587	3,326,854	3,198,407	-

Prepared: 11/24/15, 9:09:57		2016-2017 Budget			Page 1		
Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
					<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>	<u>Comments</u>
GENERAL ADMINISTRATION (0214)							
TRANSIT ADMINISTRATOR	0001	0214	310	100.000	19,814.28	19,814.28	
					19,814.28	19,814.28	

City of Meriden
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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0215-40-0-0000-500	CAPITAL (0215)	CAPITAL EQUIPMENT	502,657	-	-	-	-	-	
0001-0215-40-0-0000-699	CAPITAL (0215)	TRANSFERS OUT - AIRPORT IMP FUND	-	7,525	-	-	-	-	
0001-0215-40-0-0160-500	CAPITAL (0215)	CAPITAL EQUIPMENT-LIBRARY	-	-	10,500	7,281	12,400	2,400	
0001-0215-40-0-0270-500	CAPITAL (0215)	CAPITAL EQUIPMENT-MIS	-	67,126	104,700	57,313	111,410	87,730	
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)	14,794	20,000	-	-	-	-	
0001-0215-40-0-0510-699	CAPITAL (0215)	CAPITAL EQUIPMENT-PLANNING & ENFOR	-	-	-	-	90,000	18,000	
0001-0215-40-0-0801-500	CAPITAL (0215)	CAPITAL EQUIPMENT-PARKS	-	28,432	-	-	10,000	21,000	
0001-0215-40-0-2605-500	CAPITAL (0215)	CAPITAL EQUIPMENT-POLICE	-	210,323	113,900	83,949	443,800	225,900	
0001-0215-40-0-2605-699	CAPITAL (0215)	TRANSFER OUT - BULLET PROOF V 1000	-	17,002	-	-	-	-	
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	-	12,179	-	-	10,000	7,500	
0001-0215-40-0-2619-500	CAPITAL (0215)	CAPITAL EQUIPMENT-SMVFD	-	7,095	-	-	-	-	
0001-0215-40-0-2690-500	CAPITAL (0215)	CAPITAL EQUIPMENT-EMERG MGMT	-	-	-	-	3,500	1,800	
0001-0215-40-0-3310-500	CAPITAL (0215)	CAPITAL EQUIPMENT-ENGINEERING	-	10,796	3,900	3,630	7,900	50,900	
0001-0215-40-0-3351-500	CAPITAL (0215)	CAPITAL EQUIPMENT-GARAGE	-	-	-	-	25,000	25,000	
0001-0215-40-0-3354-500	CAPITAL (0215)	CAPITAL EQUIPMENT-HIGHWAY	-	13,333	5,050	-	-	-	
0001-0215-40-0-3359-500	CAPITAL (0215)	CAPITAL EQUIPMENT-BULKY WASTE	-	-	3,600	-	-	-	
0001-0215-40-0-3940-500	CAPITAL (0215)	CAPITAL EQUIPMENT-PARKING	-	5,000	-	-	15,000	15,000	
0001-0215-40-0-4710-500	CAPITAL (0215)	CAPITAL EQUIPMENT-HEALTH	-	-	-	-	-	18,000	
	CAPITAL (0215) Total		1,017,451	398,811	251,650	152,173	729,010	473,230	-

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 function 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 affordable 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/City Council videos, special 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 and AP check processing, tax/water bill processing, job scheduling, data exchange, 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	Continue with the planning, configuration, testing and migration to of the SunGard ONESolution Financials applications including General Ledger, Payroll and Purchasing.	1	Continue with the planning, configuration, data conversion, testing and migration from SunGard's Naviline applications to SunGard's ONESolution system. Target date for cut over, January 2017.	3
			2	Establish ONESolution training sessions for end users prior to GO LIVE date of Jan 2017.	3
	2	Continue to improve the functionality of the City's website and use of social media applications such as Facebook, Twitter and our local government access channels to enhance communications between City departments and City residents/businesses.	1	Add page on City website highlighting all energy related projects completed to date or in process.	1
			2	Work with City staff to improve various department webpages to better support the City department operations.	5
	3	Continue to work with the Energy Task Force to identify potential energy savings opportunities.	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 Solar City to insure completion of 1 Megawatt Solar System at Meriden Markham Airport. Target date for completion is Summer/Fall 2016.	2
			3	Work with New England Hydropower to complete Hanover Pond Dam Hydroelectric Project. Target date for construction after all approvals are received is Summer 2016.	1

			5	Provided City Council adopts plan to purchase our City streetlights from Eversource, work closely with Tanko Lighting to insure streetlights are purchased and LED lights installed to achieve energy and cost savings.	3
	5	Update City's MIS Disaster Recovery Plan as needed.	1	As a result of new hardware and software systems installed over the past 5 years and changes to the City's network infrastructure, the City's IT Disaster Recovery Plan will be updated to reflect the new technologies where appropriate.	4
	6	Continue building and enhancing the City's GIS to better support the informational needs and operations of our City departments, businesses and citizens.	1	Work with Water Dept. to create a network lining and maintenance mapping solution similar to the one done for the Sewer Dept.	5
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	
6			Rebuild the GIS web site to comply with emerging changes in technology.	5	

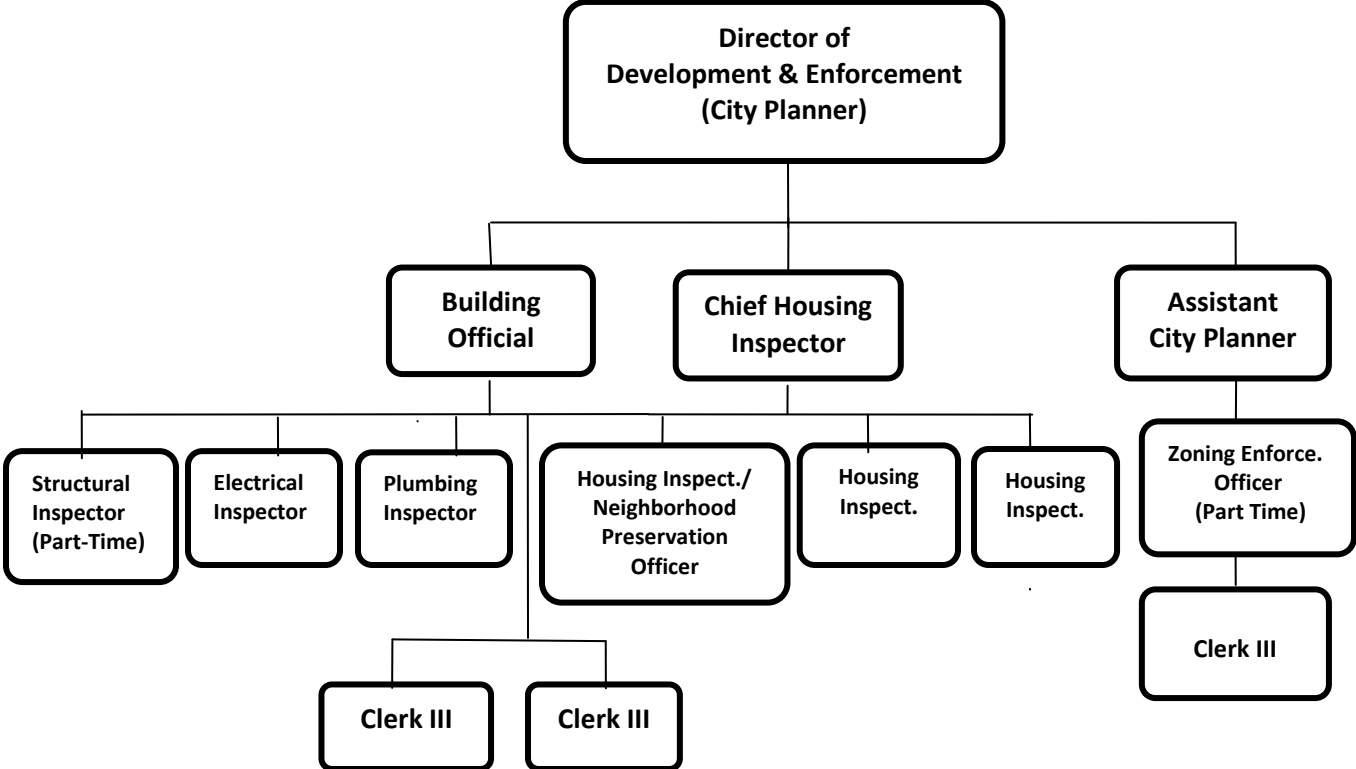
	7	Pending grant funding approval, establish a public WiFi Zone in the Choice Neighborhoods area to provide free internet access for residents and businesses in the zone.	1	Pending grant funding approval, plan and implement a free WiFi zone in the Choice Neighborhoods area to provide free internet access for residents and businesses in the zone.	4
	8	Pending funding approval, upgrade existing ISDN circuits to fiber circuits to better support the SCADA operations of the Public Utilities Department.	1	Replace the existing antiquated and highly troublesome ISDN SCADA circuits with fiber circuits. ISDN circuits are costly, limited in functionality and highly problematic. Fiber circuits allow for greater stability of the SCADA infrastructure and SCADA system which the Public Utilities Department relies on heavily for their daily operations. Fiber also gives the Public Utilities Department the option of using video cameras to enhance the security of their many water treatment facilities.	4

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			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0270-40-0-0000-190	MIS(0270)	ADMINISTRATIVE	108,065	110,073	110,400	66,048	112,300	112,300	
0001-0270-40-0-0000-191	MIS(0270)	OVERTIME CONTINGENCY	434	34	500	9	1,000	500	
0001-0270-40-0-0000-196	MIS(0270)	MME	151,906	154,509	157,882	92,400	157,451	157,451	
0001-0270-40-0-0000-198	MIS(0270)	SUPERVISORS	168,651	172,413	172,732	101,090	179,482	179,482	
0001-0270-40-0-0000-325	MIS(0270)	RENTALS	365,144	381,836	389,075	320,324	383,920	383,920	
0001-0270-40-0-0000-353	MIS(0270)	TELEPHONES	46,474	42,075	50,160	28,173	52,940	52,940	
0001-0270-40-0-0000-381	MIS(0270)	TRAINING	4,250	4,250	4,500	-	4,500	4,500	
0001-0270-40-0-0000-440	MIS(0270)	OFFICE EXPENSE & SUPPLIES	5,142	5,583	6,500	2,476	6,565	6,000	
0001-0270-40-0-0000-510	MIS(0270)	SOFTWARE	6,451	8,499	8,500	4,473	8,500	8,500	
0001-0270-40-0-0000-640	MIS(0270)	MEMBERSHIP & MEETINGS	1,669	2,436	2,630	390	2,675	2,630	
	MIS(0270) Total		858,186	881,708	902,879	615,383	909,333	908,223	-

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Payroll Projection Report							
Program : PR815L				7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
MANAGEMENT INFORMATION (0270)							
M.I.S. DIRECTOR	0001	0270	190	100.000	112,299.81	112,299.81	
NETWORK SUPPORT SPECIALIS	0001	0270	196	100.000	84,012.57		
SYSTEM SUPPORT SPECIALIST	0001	0270	196	100.000	73,438.00	157,450.57	
GIS SPECIALIST	0001	0270	198	100.000	93,620.09		
TECHNOLOGY SPECIALIST	0001	0270	198	100.000	85,861.88	179,481.97	
					449,232.35	449,232.35	

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	OBJ NUM	OBJECTIVE	QUARTER
DEVELOPMENT ENFORCEMENT	1	Implement the Plan of Conservation and Development	1	Continue to work with City Administration , Staff, Consultants and Developers implementing the TOD plan by zoning reviews/permits/site & building plans	5
			2	Establish a strategy and develop regs for adaptive reuse of underutilized /vacant buildings	1
			3	South Mtn. Road: Develop land use regulations to increase the development potential of these two hundred plus acres per recent economic development/ traffic report.	2
			4	Develop, adopt and change the properties to new zone "central commercial corridor"(CCC Dist ?). This is for properties remaining C-1 after TOD, C-1, and C-1A change	3
			5	Examine R-3 zone & code to determine appropriate zoning for neighborhoods and reduce the density	4
	2	Preserve and Improve the quality of life through the continued coordinated code enforcement program	1	Continue to implement the View Permit, View Inspection and View Enforcement programs to create /track inspections in both the Building and Housing	5

				Divisions	
			2	Building Division's ongoing inspections and monitoring of construction at Platt and Maloney High Schools	5
	3	Insure the efficient planning and completion of capital improvements	1	Work on the "Interdepartmental Review Committee for Capital Projects" to track, coordinate, insure POCD compliance, insure grants/payments and completion of capital projects	1
	4	Implement the land use directives of Commissions/Boards and city Council	1	Update subdivision Regulations re Street trees (species and Planting standards/detail to prevent sidewalk/pavement heaving	3
			2	Per ZBA action of their November meeting: "look into amending the POCD and zoning regs to allow assisted living facilities at 406 Bee St	1

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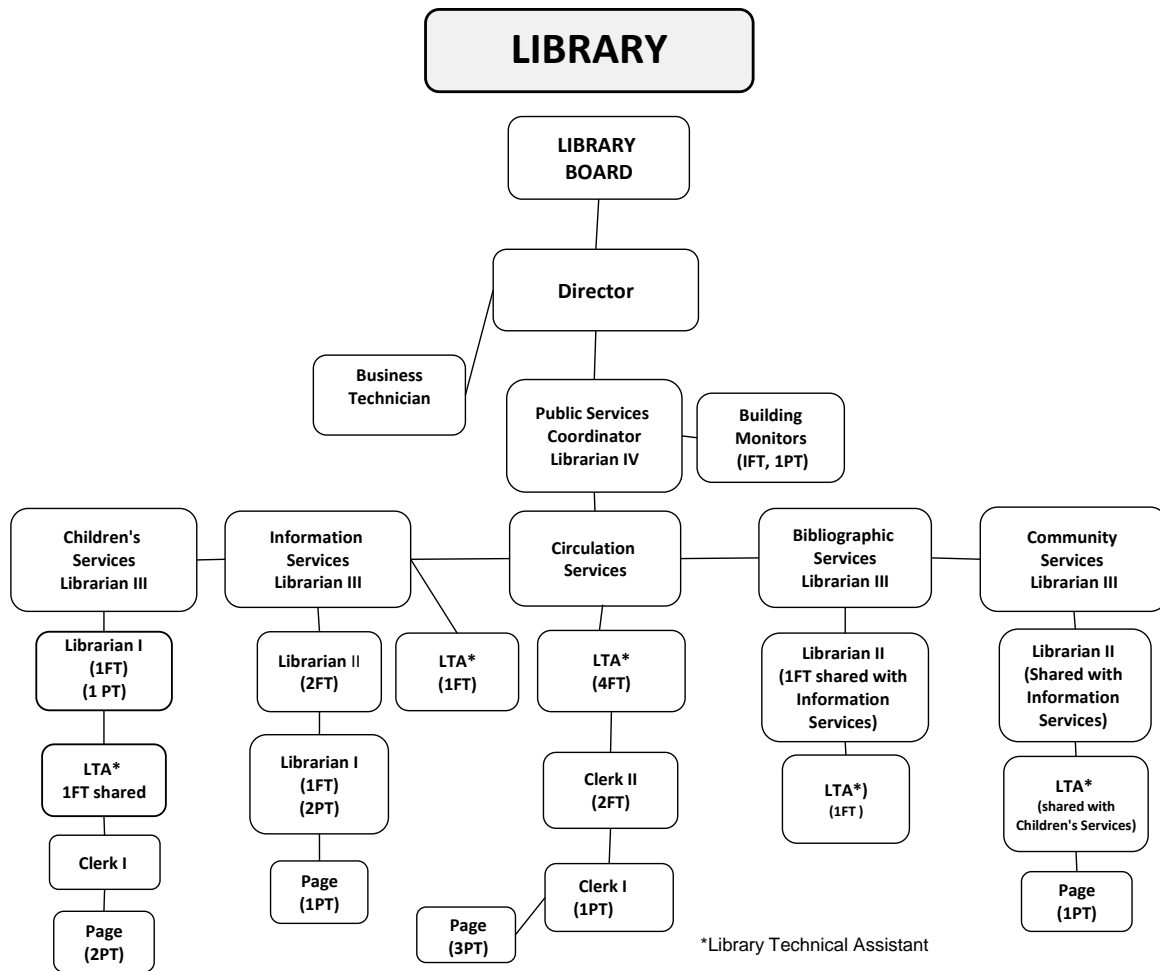
			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0510-40-0-0000-189	DEVELOP & ENFORCE(0510	MISC PART TIME	-	-	-	2,372	-	-	
0001-0510-40-0-0000-190	DEVELOP & ENFORCE(0510	ADMINISTRATIVE	114,264	116,539	116,731	128,877	120,323	120,323	
0001-0510-40-0-0000-191	DEVELOP & ENFORCE(0510	OVERTIME	5,173	8,202	5,000	8,497	6,500	6,500	
0001-0510-40-0-0000-196	DEVELOP & ENFORCE(0510	MME	381,306	439,437	438,244	246,803	473,339	462,831	
0001-0510-40-0-0000-198	DEVELOP & ENFORCE(0510	SUPERVISORS	195,130	152,525	154,983	90,587	164,303	164,303	
0001-0510-40-0-0000-350	DEVELOP & ENFORCE(0510	GASOLINE	3,411	3,425	3,000	2,056	4,500	3,000	
0001-0510-40-0-0000-352	DEVELOP & ENFORCE(0510	VEHICLE MAINTENANCE	5,565	4,757	5,000	3,215	5,000	5,200	
0001-0510-40-0-0000-440	DEVELOP & ENFORCE(0510	OFFICE EXPENSE & SUPPLIES	23,229	21,384	20,000	12,645	20,000	20,000	
0001-0510-40-0-0000-640	DEVELOP & ENFORCE(0510	MEMBERSHIPS & MEETINGS	2,637	3,782	3,200	1,109	4,500	3,500	
DEVELOP & ENFORCE(0510) Total			730,715	750,051	746,158	496,161	798,465	785,657	-
0001-0520-40-0-0000-390	INLAND WETLAND (0520)	OTHER PURCHASE SERVICES	-	-	-	-	2,000	2,000	
0001-0520-40-0-0000-440	INLAND WETLAND (0520)	OFFICE EXPENSE & SUPPLIES	872	536	700	573	1,000	1,000	
0001-0520-40-0-0000-640	INLAND WETLAND (0520)	MEMBERSHIPS & MEETINGS	60	140	150	-	300	300	
INLAND WETLAND (0520) Total			932	676	850	573	3,300	3,300	-

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Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
DEVELOPMENT & ENFORCEMENT (0510)							
DIRECTOR OF PLANNING	0001	0510	190	100.000	120,322.96	120,322.96	
CHIEF HOUSING INSPECTOR	0001	0510	196	25.000	19,496.22		
CLERK III	0001	0510	196	100.000	55,918.00		
CLERK III	0001	0510	196	100.000	55,918.00		
CLERK III	0001	0510	196	50.000	27,959.00		
HOUSING INSPECTOR	0001	0510	196	25.000	16,638.79		
HOUSING INSPECTOR	0001	0510	196	25.000	16,638.79		
NPP/NSP/HOUSING	0001	0510	196	40.000	31,193.94		
PLUMBING/MECHANICAL INSPE	0001	0510	196	100.000	33,903.28		
STRUCTURAL INSPECTOR	0001	0510	196	100.000	49,816.00		
STRUCTURAL INSPECTOR	0001	0510	196	100.000	65,521.77		
ASSOCIATE PLANNER	0001	0510	196	100.000	89,827.00	462,830.78	
ASSISTANT PLANNING DIRECT	0001	0510	198	100.000	81,917.58		
BUILDING OFFICIAL	0001	0510	198	100.000	82,384.81	164,302.39	
					747,456.13	747,456.13	
NPP/NSP/HOUSING							
NPP/NSP/HOUSING	1110	0120	192	60.000	46,790.92		
CHIEF HOUSING INSPECTOR	1110	0510	804	75.000	58,488.65		
CLERK III	1110	0510	804	50.000	27,959.00		
HOUSING INSPECTOR	1110	0510	804	75.000	49,916.36		
HOUSING INSPECTOR	1110	0510	804	75.000	49,916.36		
					233,071.27		

City of Meriden
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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3940-40-0-0000-192	PARKING (3940)	PAYROLL	69,415	65,679	71,476	42,218	80,438	74,181	
0001-3940-40-0-0000-198	PARKING (3940)	SUPERVISORS	47,051	49,008	49,107	28,740	51,026	51,026	
0001-3940-40-0-0000-323	PARKING (3940)	MAINTENANCE	750	1,439	1,500	(296)	2,500	2,000	
0001-3940-40-0-0000-350	PARKING (3940)	GASOLINE	922	1,021	900	545	900	900	
0001-3940-40-0-0000-352	PARKING (3940)	VEHICLE MAINTENANCE	251	39	250	-	250	250	
0001-3940-40-0-0000-353	PARKING (3940)	TELEPHONES	840	837	900	591	900	900	
0001-3940-40-0-0000-414	PARKING (3940)	UTILITIES	11,107	11,302	19,284	5,534	19,284	15,000	
0001-3940-40-0-0000-440	PARKING (3940)	GENERAL EXPENSES	2,299	2,109	2,500	1,293	2,500	2,500	
	PARKING (3940) Total		132,635	131,434	145,917	78,625	157,798	146,757	-

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Payroll Projection Report							
Program : PR815L				7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
PARKING (3940)							
SECURITY ATTENDANT	0001	3940	192	100.000	15,192.85		
SECURITY ATTENDANT	0001	3940	192	100.000	14,289.28		
SECURITY ATTENDANT	0001	3940	192	100.000	15,642.85		
SECURITY ATTENDANT	0001	3940	192	100.000	15,642.85		
SECURITY ATTENDANT	0001	3940	192	100.000	13,412.50	74,180.33	
MANAGER / SECURITY ATTEND	0001	3940	198	100.000	51,025.99	51,025.99	
					125,206.32	125,206.32	



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	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
LIBRARY	1	Early Childhood Education Children from birth to age five will have programs, services, and materials designed to help them enter Meriden schools ready to read and succeed.	1	Increase the number of preschoolers participating in the library's programs and services	5
			2	Continue and expand bi-lingual preschool programs	5
			3	Provide parenting programs on the topic of emerging literacy	5
			3	Partner with public schools and other organizations serving young children	5
	2	Technology Residents will have access to digital resources, computers, Internet and basic computer applications to meet their personal, educational and informational needs.	1	Complete upgrades of software on public computers	1
			2	Acquire and install equipment that will foster creativity, experimentation, invention, and development of technical skills	3
			3	Redesign the Library website to facilitate access to the Library's resources	3
	3	Public Awareness and Outreach Meriden residents will be aware of the resources available at the Library and will know how to access and use them to satisfy their personal, educational, or informational needs.	1	Convene at least one public survey/suggestion event, and one public meeting for the public to share ideas and/or concerns with the Library Board	1
			2	Review all library policies for relevance	5
			3	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
			4	Work on increasing participation of community members through support of the Board of Trustees and Friends of the Library	5
	4	Building/Facility Residents will find the library safe, attractive and comfortable	1	Plan for the expansion and total renovation of the Children's area, and improvements to public restroom facilities.	5
			2	Work with the City and Volunteers to keep the grounds attractive	5
			3	Work with other City Departments to assure the public that the Library is comfortable and safe	5

City of Meriden
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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0160-40-0-0000-189	LIBRARY (0160)	MISC PART-TIME	47,341	64,287	64,675	33,140	68,250	68,250	
0001-0160-40-0-0000-190	LIBRARY (0160)	ADMINISTRATIVE	95,443	97,300	97,507	58,253	99,185	99,185	
0001-0160-40-0-0000-191	LIBRARY (0160)	OVERTIME CONTINGENCY	235	555	-	1,144	-	-	
0001-0160-40-0-0000-196	LIBRARY (0160)	MME	625,022	639,949	677,371	423,687	678,108	678,108	
0001-0160-40-0-0000-198	LIBRARY (0160)	SUPERVISORS	847,257	907,018	852,207	486,842	905,111	905,111	
0001-0160-40-0-0000-321	LIBRARY (0160)	PUBLIC UTILITIES	112,294	122,091	125,000	78,553	125,000	120,000	
0001-0160-40-0-0000-350	LIBRARY (0160)	GASOLINE	1,099	1,172	1,100	585	1,100	1,100	
0001-0160-40-0-0000-352	LIBRARY (0160)	VEHICLE MAINTENANCE	1,746	551	950	22	950	950	
0001-0160-40-0-0000-353	LIBRARY (0160)	TELEPHONES	4,010	3,891	4,081	2,116	4,081	4,081	
0001-0160-40-0-0000-389	LIBRARY (0160)	SECURITY SERVICE	1,000	700	700	-	700	700	
0001-0160-40-0-0000-390	LIBRARY (0160)	OTHER PURCHASED SERVICES	89,718	67,178	83,002	55,910	84,544	84,544	
0001-0160-40-0-0000-391	LIBRARY (0160)	VIDEO SERVICES	18,000	19,650	21,000	8,250	21,000	21,000	
0001-0160-40-0-0000-413	LIBRARY (0160)	BUILDING SUPPLIES & MATERIALS	39,708	48,575	50,000	26,729	56,304	51,304	
0001-0160-40-0-0000-430	LIBRARY (0160)	LIBRARY BOOKS & MATERIALS	151,833	162,321	175,000	102,308	175,000	175,000	
0001-0160-40-0-0000-440	LIBRARY (0160)	OFFICE EXPENSE & SUPPLIES	28,351	29,373	30,000	11,973	35,000	30,000	
0001-0160-40-0-0000-640	LIBRARY (0160)	MEMBERSHIP & MEETINGS	3,849	4,042	3,700	1,605	3,700	3,700	
	LIBRARY (0160) Total		2,066,906	2,168,653	2,186,293	1,291,117	2,258,033	2,243,033	-

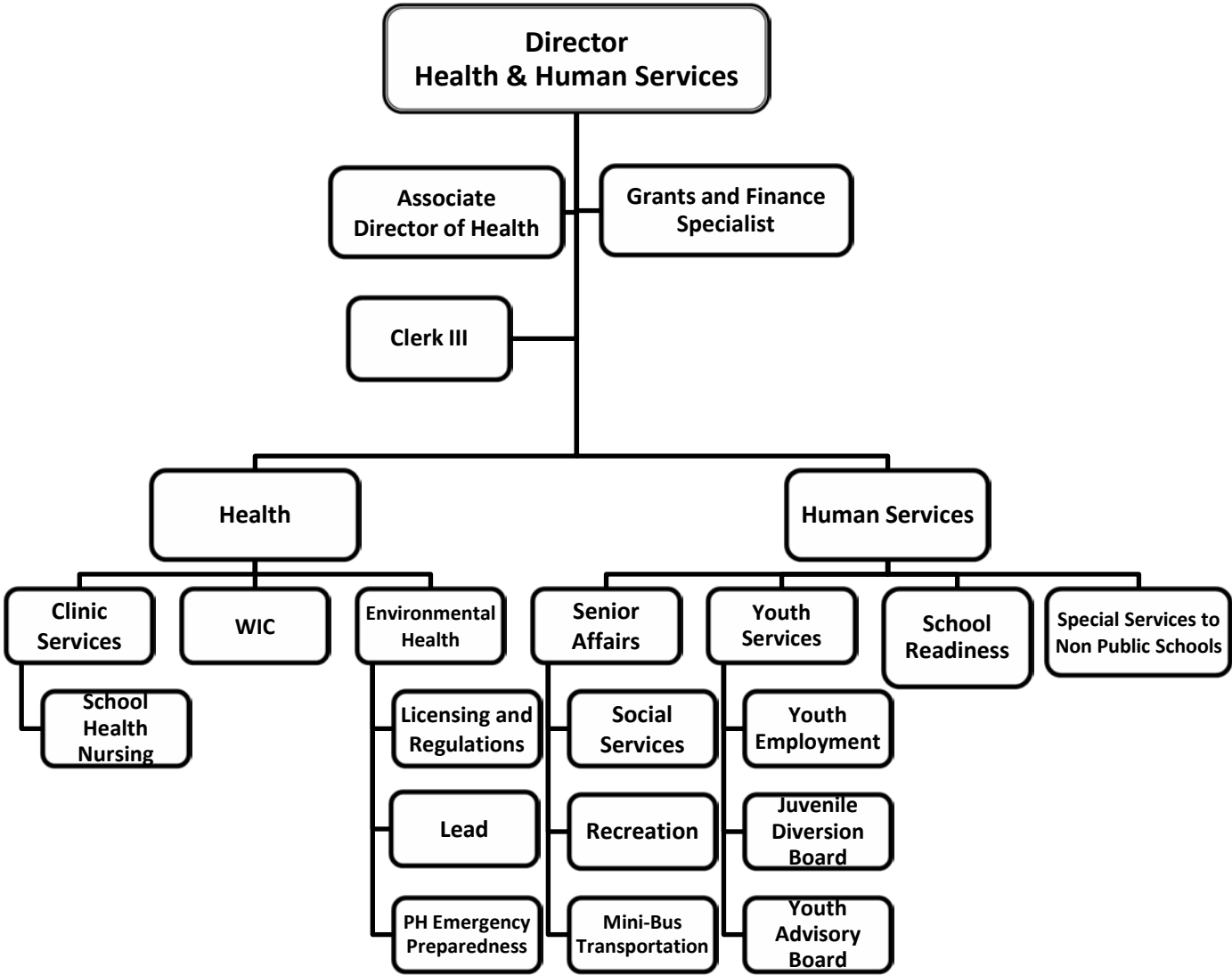
Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
LIBRARY (0160)							
DIRECTOR OF LIBRARY SERVI	0001	0160	190	100.000	99,184.58	99,184.58	
BUSINESS OPERATIONS TECH-	0001	0160	196	100.000	67,262.57		
LIBRARY BUILDING MONITOR	0001	0160	196	100.000	22,888.42		
LIBRARY CLERK I	0001	0160	196	100.000	18,045.62		
LIBRARY CLERK I	0001	0160	196	100.000	17,717.62		
LIBRARY CLERK II	0001	0160	196	100.000	44,175.43		
LIBRARY CLERK II	0001	0160	196	100.000	44,173.01		
LIBRARY CLERK II	0001	0160	196	100.000	44,175.43		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,923.71		
SECURITY GUARD	0001	0160	196	100.000	45,852.85	669,833.21	plus extra hou

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
LIBRARY (cont'd)							
LIBRARIAN I	0001	0160	198	100.000	30,294.05		
LIBRARIAN I	0001	0160	198	100.000	55,977.75		
LIBRARIAN I	0001	0160	198	100.000	72,149.18		
LIBRARIAN I	0001	0160	198	100.000	33,195.14		
LIBRARIAN I	0001	0160	198	100.000	30,294.05		
LIBRARIAN II	0001	0160	198	100.000	78,686.12		
LIBRARIAN II	0001	0160	198	100.000	75,517.60		
LIBRARIAN II	0001	0160	198	100.000	81,863.25		
LIBRARIAN III	0001	0160	198	100.000	89,338.94		
LIBRARIAN III	0001	0160	198	100.000	75,448.24		
LIBRARIAN III	0001	0160	198	100.000	89,338.94		
LIBRARIAN III	0001	0160	198	100.000	89,338.94		
LIBRARIAN IV	0001	0160	198	100.000	97,314.48	898,756.69	plus extra hou
					1,667,774.48	1,667,774.48	

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-1000-40-1-0000-149	BOARD OF EDUCATION (1000)	BOARD OF EDUCATION	85,581,929	85,662,129	86,878,133	47,099,280	86,947,554	86,947,554	
0001-1000-40-1-0000-201	BOARD OF EDUCATION (1000)	HEALTH INSURANCE	14,026,411	13,946,211	12,880,207	7,217,601	12,810,786	12,810,786	
BOARD OF EDUCATION (1000) Total			99,608,340	99,608,340	99,758,340	54,316,881	99,758,340	99,758,340	-
0001-1184-40-1-0000-160	SCHOOL BUILD COMM(1184)	SALARY EXPENSE	-	-	1,500	-	1,500	1,500	
0001-1184-40-1-2320-160	SCHOOL BUILD COMM(1184)	SALARY EXPENSE	1,136	1,500	-	1,598	-	-	
SCHOOL BUILD COMM(1184) Total			1,136	1,500	1,500	1,598	1,500	1,500	-

HEALTH & HUMAN SERVICES



The Health & Human Services Department provides core and essential public health services, including:

1. Monitoring health status to identify and solve community health problems.
2. Diagnosing and investigate health problems and health hazards in the community.
3. Informing, educating, and empowering people about health issues.
4. Mobilizing community partnerships and action to identify and solve health problems.
5. Developing policies and plans that support individual and community health efforts.
6. Enforcing laws and regulations that protect health and ensure safety.
7. Linking people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assuring competent public and personal health care workforce.
9. Evaluating effectiveness, accessibility, and quality of personal and population-based health services.
10. Researching for new insights and innovative solutions to health problems.

In addition, the Department maintains fiduciary responsibility for Casa Boricua de Meriden. Offices are located at 165 Miller Street; the Senior Affairs is located at 22 West Main Street.

Health Services: Programs include Clinic Services; School Health Services; Environmental Health Services; Women, Infants and Children Program (WIC); and Public Health Emergency Preparedness.

Human Services: Human Services includes School Readiness, Senior Affairs, Special Services to Non-Public Schools, and Youth Services.

School Readiness - provides affordable, high quality preschool opportunities to 3 and 4 year old children in Meriden. The School Readiness program works to improve the transition from preschool to Kindergarten and ensures that each program adheres to quality standards as outlined by the National Association for the Education of Young Children (NAEYC) and that program staff meet State of CT Office of Early Childhood Education requirements and standards.

Senior Affairs – 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. The Senior Center houses the Bilingual Social Services Worker, who 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.

Special Services to Non-Public Schools - provides part-time health and welfare services to students attending 5 non-public schools in Meriden. Staff include a School Psychologist, Language/Speech Pathologist, and a Social Worker.

Youth Services –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 Juvenile Assistance and Diversion Board (JAD), case management, Summer Youth Employment Program, education, information and referral.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
HEALTH AND HUMAN SERVICES	1	Document daily and programmatic operations by creating standard operating procedures (SOPs)	1	Supervisors will be required to complete a minimum of 5 SOPs per quarter (by the end of September, December, March, and June).	5
			2	The Director of Health and Associate Director of Health will review the SOPs with each supervisor as they are developed.	5
			3	Supervisors will share SOPs with staff during their monthly staff meetings and maintain a SOP binder that is accessible to all staff.	5
			4	The Director of Health and Associate Director of Health will lead staff in developing a strategic plan for the Department.	5
	2	Health and Human Services operations will be data driven and evidence based.	1	Supervisors will review best practices when developing and implementing new programming, or when reviewing existing programming.	5
			2	Staff will utilize computer programs such as Access and Excel to track service data.	5
			3	All new and existing programs will have evaluations and outcome measures.	5
			4	Programming will be based on or linked to the 10 Essential Public Health Services.	5
	3	Create a workforce development plan.	1	Three (3) professional development days will be provided for all staff; topics will be based on current evidence-based and modern public health/human services practices.	5
			2	Staff will be surveyed bi-annually (November and March) regarding topic(s) of need/interest in order to provide or improve services.	5
	4	Review and revise current policies and procedures to meet Public Health Accreditation Board (PHAB) standards and measures.	1	Revise a minimum of 10 current policies and procedures to conform to PHAB standards and measures.	5

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			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-4710-40-0-0000-189	HEALTH (4710)	SEASONAL WORKERS	2,810	6,264	-	1,786	-	-	
0001-4710-40-4-0000-149	HEALTH (4710)	CERTIFIED SALARIES	107,557	120,212	146,871	78,194	146,872	125,000	
0001-4710-40-4-0000-189	HEALTH (4710)	MISC. PART-TIME	5,004	5,004	5,160	3,336	5,160	5,160	
0001-4710-40-4-0000-190	HEALTH (4710)	ADMINISTRATION	102,819	80,599	105,043	52,744	105,791	105,791	
0001-4710-40-4-0000-191	HEALTH (4710)	OVERTIME	4,204	3,067	3,000	435	5,000	4,000	
0001-4710-40-4-0000-193	HEALTH (4710)	PUBLIC HEALTH NURSES	899,222	941,910	938,864	553,664	929,230	929,230	
0001-4710-40-4-0000-196	HEALTH (4710)	MME	483,536	490,258	537,014	306,031	539,558	539,558	
0001-4710-40-4-0000-198	HEALTH (4710)	SUPERVISORS	244,459	239,430	281,612	138,499	281,600	281,600	
0001-4710-40-4-0000-350	HEALTH (4710)	GASOLINE	1,917	1,735	2,500	1,124	2,500	2,000	
0001-4710-40-4-0000-352	HEALTH (4710)	VEHICLE MAINTENANCE	4,318	3,270	3,400	2,104	3,400	3,400	
0001-4710-40-4-0000-440	HEALTH (4710)	OFFICE EXPENSES & SUPPLIES	8,382	9,618	10,000	6,785	11,000	10,000	
0001-4710-40-4-0000-474	HEALTH (4710)	ENVIRONMENTAL SUPPLIES	3,810	3,817	4,700	2,829	4,700	4,000	
0001-4710-40-4-0000-478	HEALTH (4710)	HEALTH SUPPLIES	7,781	7,942	10,000	6,337	12,050	10,000	
0001-4710-40-4-0000-482	HEALTH (4710)	P.A. 10-217A SUPPLIES	2,311	2,618	3,000	2,543	3,395	3,000	
0001-4710-40-4-0000-490	HEALTH (4710)	LEAD PROGRAM	3,000	3,797	4,100	1,644	4,100	4,100	
0001-4710-40-4-0000-640	HEALTH (4710)	MEMBERSHIPS & MEETINGS	1,963	1,841	3,000	1,965	4,400	3,000	
0001-4710-40-4-0000-706	HEALTH (4710)	SPECIAL PROJECTS	-	-	-	4,860	-	-	
	HEALTH (4710) Total		1,883,093	1,921,382	2,058,264	1,164,880	2,058,756	2,029,839	-
0001-4720-40-4-0000-196	SOCIAL SERVICES (4720)	MME	81,701	79,113	-	-	-	-	
0001-4720-40-4-0000-390	SOCIAL SERVICES (4720)	EVICTIONS	34,800	42,800	35,000	26,400	35,000	35,000	
0001-4720-40-4-0000-440	SOCIAL SERVICES (4720)	OFFICE EXPENSE & SUPPLIES	835	564	900	236	-	-	
0001-4720-40-4-0000-640	SOCIAL SERVICES (4720)	MEMBERSHIPS & MEETINGS	-	-	250	250	-	-	
	SOCIAL SERVICES (4720) Total		117,336	122,477	36,150	26,886	35,000	35,000	-
0001-4730-40-4-0000-187	SENIOR CENTER (4730)	M.O.W. SALARIES	26,179	-	-	-	-	-	
0001-4730-40-4-0000-189	SENIOR CENTER (4730)	OTHER NON-UNION	-	-	-	1,326	-	-	
0001-4730-40-4-0000-192	SENIOR CENTER (4730)	OTHER NON-UNION	25,929	28,247	28,275	15,947	30,275	30,275	
0001-4730-40-4-0000-196	SENIOR CENTER (4730)	MME	275,185	202,783	297,835	134,679	308,480	308,480	
0001-4730-40-4-0000-198	SENIOR CENTER (4730)	SUPERVISORS	113,798	78,283	82,050	48,507	89,818	89,818	
0001-4730-40-4-0000-199	SENIOR CENTER (4730)	ELDERLY NUTRITION	30,667	30,593	30,900	15,390	9,000	9,000	
0001-4730-40-4-0000-350	SENIOR CENTER (4730)	GASOLINE	14,503	16,486	13,000	9,808	13,000	13,000	
0001-4730-40-4-0000-352	SENIOR CENTER (4730)	VEHICLE MAINTENANCE	7,325	6,741	5,900	4,229	5,900	5,900	
0001-4730-40-4-0000-440	SENIOR CENTER (4730)	OFFICE EXPENSE & SUPPLIES	10,539	10,559	11,000	4,679	17,900	15,900	
0001-4730-40-4-0000-640	SENIOR CENTER (4730)	MEETINGS & MEMBERSHIPS	50	1,281	1,500	1,037	1,750	1,750	
	SENIOR CENTER (4730) Total		504,175	374,973	470,460	235,602	476,123	474,123	-

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			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
s	#N/A	MME	64,196	65,302	66,738	39,058	-	-	
0001-4745-40-4-0000-198	YOUTH SERVICES (4745)	SUPERVISORS	91,436	85,007	93,655	54,811	97,315	97,315	
0001-4745-40-4-0000-440	YOUTH SERVICES (4745)	OFFICE EXPENSE & SUPPLIES	1,421	1,477	1,450	726	1,450	1,450	
0001-4745-40-4-0000-490	YOUTH SERVICES (4745)	YOUTH ACTIVITIES	1,148	1,350	1,350	165	1,350	1,350	
0001-4745-40-4-0000-640	YOUTH SERVICES (4745)	MEMBERSHIPS & MEETINGS	700	394	700	580	700	700	
YOUTH SERVICES (4745) Total			158,901	153,530	163,893	95,340	100,815	100,815	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
HEALTH (4710)							
SCHOOL PSYCHOLOGIST	0001	4710	149	100.000	52,393.26		
SOCIAL WORKER	0001	4710	149	100.000	42,811.56		
SPEECH THERAPIST	0001	4710	149	100.000	51,666.32		
SPEECH THERAPIST	0001	4710	149	100.000	(21,872.00)	124,999.14	
HUMAN SERVICES DIRECTOR	0001	4710	190	100.000	105,790.04	105,790.04	
Per diem RNs	0001	4710	193	100.000	16,200.00		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,418.55		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,323.77		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,418.55		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,323.77		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	48,204.50		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	66,888.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,323.77		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,418.55		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	45,696.67		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	57,323.77		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	55,115.28		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,418.55		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	25,454.45		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	26,850.90		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	66,888.86		
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	19,361.15		
Lab Coat Pay/Education Pay	0001	4710	193	100.000	4,600.00		
PUBLIC HEALTH PROGRAM COO	0001	4710	193	100.000	78,999.75	929,229.70	

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
HEALTH (4710)							
CLERK III	0001	4710	196	100.000	55,918.00		
GRANT & FINANCIAL SPECIAL	0001	4710	196	100.000	77,984.86		
HEALTH AIDE I	0001	4710	196	100.000	20,719.36		
HEALTH AIDE I	0001	4710	196	100.000	18,787.86		
HEALTH AIDE I	0001	4710	196	100.000	20,719.36		
HEALTH AIDE I	0001	4710	196	100.000	20,719.36		
HEALTH AIDE I	0001	4710	196	100.000	22,056.79		
HEALTH SECRETARY	0001	4710	196	100.000	60,923.71		
SANITARIAN	0001	4710	196	100.000	63,053.75		
SANITARIAN	0001	4710	196	43.000	25,512.22		
SANITARIAN II	0001	4710	196	100.000	84,012.57		
SANITARIAN II	0001	4710	196	100.000	69,149.25	539,557.09	
ASSOC DIR HEALTH & HUMAN	0001	4710	198	100.000	101,943.33		
ENVIRONMENTAL HEALTH ADMI	0001	4710	198	100.000	97,314.48		
PUB HEALTH NURSE ADMINIST	0001	4710	198	100.000	82,341.34	281,599.15	
					1,981,175.12	1,981,175.12	
<hr/>							
SANITARIAN	0116	4718	192	57.000	33,818.53		
HEALTH AIDE I BILINGUAL	0001	4710	706	100.000	41,855.00		
SCHOOL READINESS COORDINA	0001	4710	706	100.000	64,864.28		
					140,537.81		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
SENIOR CENTER (4730)							
RENTERS REBATE CLERK	0001	4730	196	100.000	8,100.00		
CLERK III	0001	4730	196	100.000	37,064.75		
MINI BUS DISPATCHER	0001	4730	196	100.000	46,044.75		
MINI BUS DRIVER	0001	4730	196	100.000	38,653.50		
MINI BUS DRIVER	0001	4730	196	100.000	19,115.04		
MINI BUS DRIVER	0001	4730	196	100.000	11,043.86		
MINI BUS DRIVER	0001	4730	196	100.000	21,811.62		
NUTRITION SITE WORKER	0001	4730	199	100.000	11,842.95		TO MME?? 199
NUTRITION SITE WORKER 2	0001	4730	199	100.000	13,902.59		TO MME?? 199
RECREATION COORDINATOR	0001	4730	196	100.000	40,807.10		
Overtime hours	0001	4730	196	100.000	2,706.75		
SOCIAL SERVICES WRKR BILI	0001	4730	196	100.000	57,386.25	308,479.16	
SENIOR AFFAIRS ADMINISTRA	0001	4730	198	100.000	89,817.04	89,817.04	
					398,296.20	398,296.20	
MINI BUS DRIVER	0116	4730	192	100.000	16,878.90		
					16,878.90		

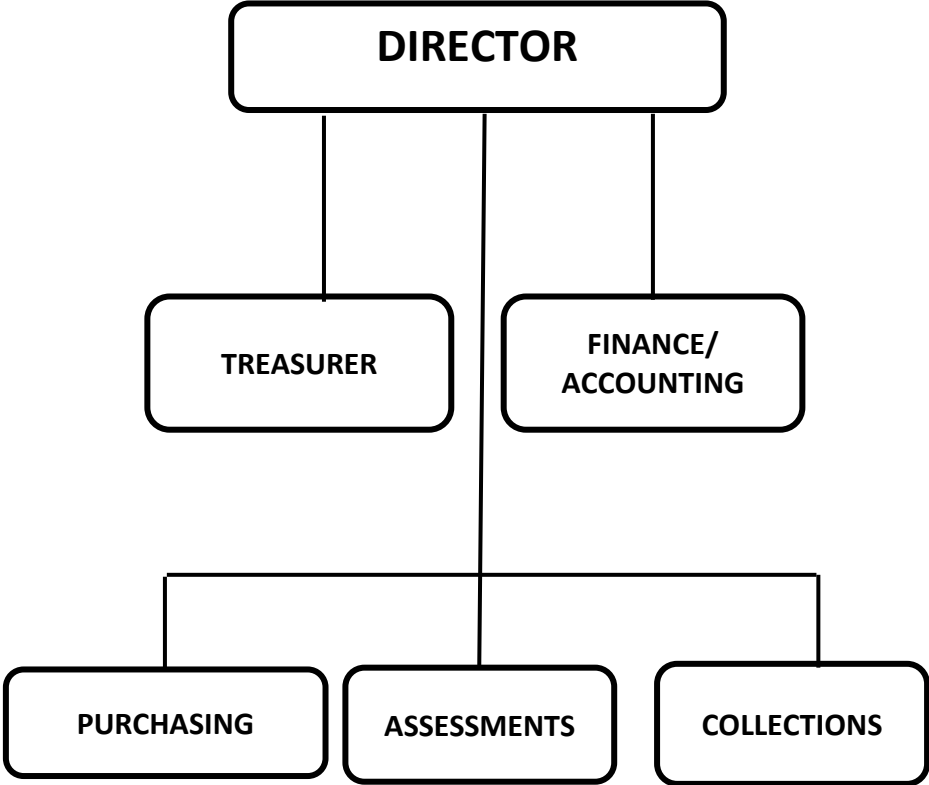
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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
YOUTH SERVICES (4745)							
CRISIS INTERVENTION SPECI	0001	4745	196	100.000	-	-	to police line ?
YOUTH SERVICES MANAGER	0001	4745	198	100.000	97,314.48	97,314.48	
					97,314.48	97,314.48	

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
FINANCE	1	To improve current accounting procedures.	1	Streamlining accounting procedures within the accounting division to perform additional tasks, which could have a impact on City operations.	5
			2	Use accounting software to make all departments more efficient.	5
			3	Provide training classes for departmental users. Personnel turnover has created proper training opportunity.	1
	2	To expand and improve the City's internal financial reporting and to ensure departments and other users have easy access to those reports.	1	Train employees on the usage of installed financial systems.	5
			2	Reporting is the end result or the output of the accounting process. It is feedback on the City's financial performance and financial position. Information in reports can be critical to a manager's decision process.	5
			3	Key personnel in each department will be trained to ensure they know all the available reports and to be able to access those reports.	5
	3	Perform Fraud Risk Assessment	1	Review and implement recommendations from Fraud Risk Assessment.	1
	4	Fraud Reporting Hotline	1	Establish and maintain Fraud Hotline as response to audit recommendation.	5
	5	Prepare accounting manual	1	Prepare an accounting manual outlining all processes and procedures in the office.	5
	6	Revaluation Review and Implementation	1	Continue the revaluation process and review results prior to implementation.	4
	7	Continue implementation of SunGard Financial applications upgrade.	1	Continue towards the conversion of One Solution. The upgraded version of SunGard applications for accounting purposes.	5
			2	Develop the timeline of the upgrade.	1
			3	Use installed financial applications as of June 30, 2016.	5
	8	To improve the budget document.	1	Provide more information to make it easier to formulate final	3

				budget figures.	
9	To improve current office procedures in the assessment and collection division.	1		Streamlining office procedures will free up time to perform more important tasks such as processing tax bills in a timelier manner and sending out delinquent notices more often.	5
10	To improve the requisitioning process.	1		Some requisitions, depending on the nature of the purchase, need not go thru the current authorization process. Many transactions can be processed at the department level. This will save time in Finance and process payments more efficiently.	5
		2		Implementation of new accounting system to make office more efficient.	5
11	Tax: Training	1		Continue to encourage full certification of staff for CCMC designations and also offer customer service training to better serve the public.	5
12	Tax: Increase Collection Rate	1		Continue to increase real estate and personal property collection efforts with use of a marshal and tax sales wherever needed.	5
		2		Explore different methods to increase motor vehicle collections, including skip tracing, booting vehicles, etc.	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 the convenience of the taxpayers.	5
13	Assessor Office: Training	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
14	Assessor's Office: Revaluation	1		To continue the process of the state-mandated valuation of all real estate parcels located within the city.	5
15	Purchasing: Expand the use of the Purchasing Card system.	1		Pcard transactions are less costly than the traditional purchase order process. Attain levels of	5

				use that will result in rebates back to the City.	
	16	Purchasing: Electronic administration of the Purchasing Card system.	1	Expand the current pcard process by making it electronic. Pcard holders have the ability to review their purchases, credit limit and 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.	5
	17	Purchasing: Negotiation of discounts based on quick payments.	1	Negotiate payment discounts for quick payment through educating the departments processing payments.	5
			2	Expanded use of the Purchase Card system; this may ultimately increase the efficiency of the payment process within the Finance Department.	5
	18	Purchasing - update policies and procedures.	1	Update policies for best practice compliance.	5
			2	Update procedures to comply with new accounting software.	5
	19	Update and standardize language contained in contracts.	1	Make more efficient use of time needed during the contract process.	5
	20	Purchasing: Further use of technology	1	Continue to clean/purge the existing vendor listing.	5

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0200-40-0-0000-601	CONTINGENCY (0200)	CONTINGENCY	-	-	482,000	-	500,000	500,000	
	CONTINGENCY (0200) Total		-	-	482,000	-	500,000	500,000	-
0001-0210-40-0-0000-189	FINANCE (0210)	SEASONAL WORKERS	3,720	4,146	-	1,977	-	-	
0001-0210-40-0-0000-190	FINANCE (0210)	ADMINISTRATIVE	126,611	129,407	129,342	76,994	131,569	131,569	
0001-0210-40-0-0000-191	FINANCE (0210)	OVERTIME CONTINGENCY	2,611	7,782	1,000	3,015	5,000	5,000	
0001-0210-40-0-0000-196	FINANCE (0210)	MME	157,923	133,930	162,537	91,078	157,931	157,931	
0001-0210-40-0-0000-198	FINANCE (0210)	SUPERVISORS	249,611	248,969	255,678	141,878	262,128	262,128	
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	117,522	91,467	125,000	40,537	126,000	126,000	
0001-0210-40-0-0000-440	FINANCE (0210)	OFFICE EXPENSE & SUPPLIES	74,083	29,102	24,000	17,723	29,000	29,000	
0001-0210-40-0-0000-601	FINANCE (0210)	BANKING FEES	63,109	67,144	65,600	24,434	65,100	65,100	
0001-0210-40-0-0000-640	FINANCE (0210)	MEMBERSHIP & MEETINGS	4,336	1,630	5,300	1,000	5,300	5,300	
0001-0210-40-0-0000-703	FINANCE (0210)	GENERAL OFFICE SUPPLIES	(58,437)	1	1	16,026	1	1	
	FINANCE (0210) Total		743,489	715,978	770,858	416,062	784,429	784,429	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FINANCE (0210)							
DIRECTOR OF FINANCE	0001	0210	190	100.000	131,568.42	131,568.42	
FINANCE SPECIALIST	0001	0210	196	75.000	45,692.78		
FINANCE SPECIALIST	0001	0210	196	100.000	54,817.88		
PAYROLL CLERK	0001	0210	196	100.000	57,419.71	157,930.37	
ACCOUNTANT II	0001	0210	198	100.000	84,123.34		
ACCOUNTANT II	0001	0210	198	100.000	84,123.34		
DIRECTOR OF ACCOUNTING	0001	0210	198	100.000	93,880.87	262,127.56	
					551,626.35	551,626.35	
FINANCE SPECIALIST	0620	0210	196	8.334	5,076.77		
FINANCE SPECIALIST	0621	0210	196	8.333	5,076.77		
FINANCE SPECIALIST	0622	0210	196	8.333	5,076.77		
					15,230.32		

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-5211-40-5-0000-301	DEBT SERVICE (5211)	PRINCIPAL BONDS	8,234,000	9,048,203	10,107,700	6,962,000	10,318,700	10,318,700	
0001-5211-40-5-0000-302	DEBT SERVICE (5211)	INTEREST BONDS	3,247,944	2,900,225	5,324,880	4,049,507	4,001,217	4,001,217	
0001-5211-40-5-0000-309	DEBT SERVICE (5211)	BABS FEDERAL SUBSIDY	(235,133)	(227,945)	(235,919)	(109,939)	(224,947)	(224,947)	
0001-5211-40-5-0000-699	DEBT SERVICE (5211)	TRANSFER IN - PREMIUM	(84,147)	(558,112)	(2,280,877)	-	-	-	
	DEBT SERVICE (5211) Total		11,162,664	11,162,371	12,915,784	10,901,568	14,094,970	14,094,970	-
	Grand Total		180,941,820	184,757,059	187,785,161	111,579,878	196,620,330	191,660,650	-
		City Expenditures (not including the BOE)			88,026,821		96,861,990	91,902,310	-
		Second Taxing District (dept. 3357)			1,454,800		1,521,350	1,508,850	-
		TOTAL EXPENDITURES	180,941,820	184,757,059	187,785,161	111,579,878	196,620,330	191,660,650	-
		TOTAL REVENUES	181,293,824	184,333,552	187,785,161	105,211,917	187,904,486	191,660,650	-
		Variance	352,004	(423,507)	-	(6,367,961)	(8,715,844)	-	-

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0250-40-0-0000-191	PURCHASING (0250)	OVERTIME	21	53	500	1,013	1,000	1,000	
0001-0250-40-0-0000-196	PURCHASING (0250)	MME	158,777	145,774	168,834	81,398	155,968	155,968	
0001-0250-40-0-0000-198	PURCHASING (0250)	SUPERVISORS	104,762	109,855	111,327	65,100	115,678	202,678	
0001-0250-40-0-0000-440	PURCHASING (0250)	OFFICE EXPENSE & SUPPLIES	4,673	5,356	5,000	2,684	7,240	5,500	
0001-0250-40-0-0000-640	PURCHASING (0250)	MEMBERSHIP & MEETINGS	1,624	2,434	5,000	1,841	7,910	6,160	
0001-0250-40-0-0000-702	PURCHASING (0250)	STOREROOM	(14)	-	1	251	1	1	
	PURCHASING (0250) Total		269,843	263,472	290,662	152,287	287,797	371,307	-

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Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
PURCHASING (0250)							
CLERK II	0001	0250	196	100.000	28,488.25		
PROCUREMENT SPECIALIST	0001	0250	196	100.000	66,555.14		
PURCHASING SPECIALIST	0001	0250	196	100.000	60,923.71	155,967.10	
PURCHASING OFFICER	0001	0250	198	100.000	87,000.00		
SPECIAL PROJECTS - PURCHASING	0001	0250	198	100.000	115,677.75	202,677.75	
					358,644.85	358,644.85	

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0260-40-0-0000-189	TAX COLLECTOR(0260)	SEASONAL WORKERS	-	1,918	-	1,655	-	-	
0001-0260-40-0-0000-191	TAX COLLECTOR(0260)	OVERTIME	-	3,039	4,500	1,957	4,500	4,500	
0001-0260-40-0-0000-196	TAX COLLECTOR(0260)	MME	-	182,826	190,069	102,210	203,617	203,617	
0001-0260-40-0-0000-198	TAX COLLECTOR(0260)	SUPERVISORS	-	147,740	152,654	89,340	160,619	160,619	
0001-0260-40-0-0000-440	TAX COLLECTOR(0260)	OFFICE EXPENSE & SUPPLIES	-	88,907	80,000	22,228	80,535	80,535	
0001-0260-40-0-0000-640	TAX COLLECTOR(0260)	MEMBERSHIPS & MEETINGS	-	371	1,485	873	1,485	1,485	
TAX COLLECTOR(0260) Total			-	424,801	428,708	218,263	450,756	450,756	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
COLLECTIONS (0260)							
ACCOUNT CLERK	0001	0260	196	100.000	55,918.00		
ACCOUNT CLERK	0001	0260	196	100.000	45,419.71		
ACCOUNT CLERK	0001	0260	196	100.000	55,918.00		
ACCOUNT CLERK	0001	0260	196	100.000	46,360.68	203,616.39	make full time
DELINQUENT REVENUE COLLEC	0001	0260	198	100.000	60,631.40		
TAX COLLECTOR	0001	0260	198	100.000	99,987.47	160,618.87	
					364,235.26	364,235.26	

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-0275-40-0-0000-189	ASSESS & COLLECT(0275)	SEASONAL WORKERS	295	-	-	-	-	-	
0001-0275-40-0-0000-191	ASSESS & COLLECT(0275)	OVERTIME	12,630	-	-	-	-	-	
0001-0275-40-0-0000-196	ASSESS & COLLECT(0275)	MME	365,849	-	-	-	-	-	
0001-0275-40-0-0000-198	ASSESS & COLLECT(0275)	SUPERVISORS	220,604	-	-	-	-	-	
0001-0275-40-0-0000-350	ASSESS & COLLECT(0275)	GASOLINE	155	-	-	-	-	-	
0001-0275-40-0-0000-352	ASSESS & COLLECT(0275)	VEHICLE MAINTENANCE	166	-	-	-	-	-	
0001-0275-40-0-0000-388	ASSESS & COLLECT(0275)	AUDIT	2,000	-	-	-	-	-	
0001-0275-40-0-0000-390	ASSESS & COLLECT(0275)	REVALUATION	6,945	-	-	-	-	-	
0001-0275-40-0-0000-440	ASSESS & COLLECT(0275)	OFFICE EXPENSE & SUPPLIES	97,591	-	-	5	-	-	
0001-0275-40-0-0000-640	ASSESS & COLLECT(0275)	MEMBERSHIP & MEETINGS	1,772	-	-	-	-	-	
ASSESS & COLLECT(0275) Total			708,007	-	-	5	-	-	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
ASSESSMENT (0280)							
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	57,419.87		
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	60,923.71		
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	60,923.71	179,267.29	
CITY ASSESSOR	0001	0280	198	100.000	106,811.22		
DEPUTY CITY ASSESSOR	0001	0280	198	100.000	60,997.91	167,809.13	
					347,076.42	347,076.42	

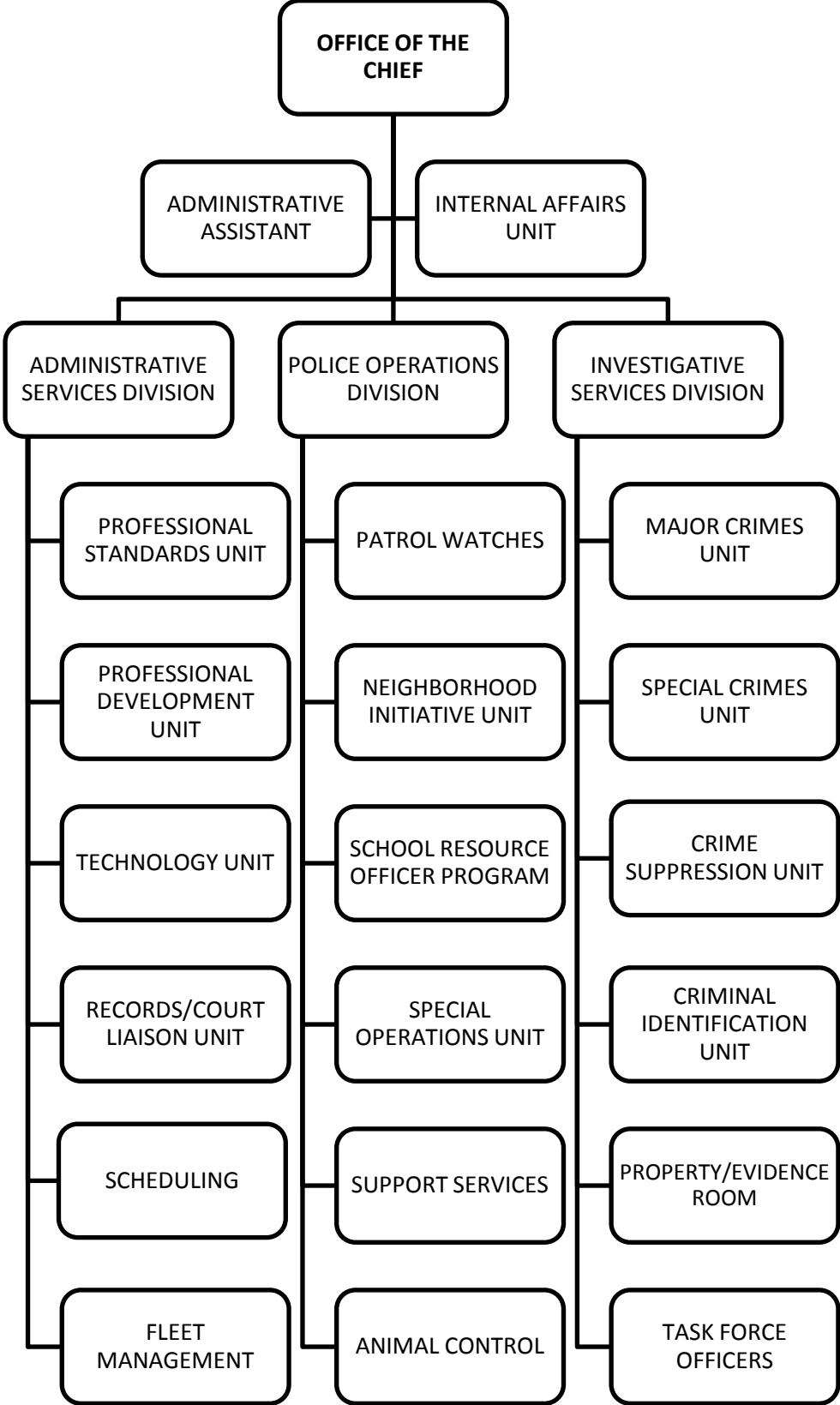
Prepared: 11/24/15, 9:09:57		2016-2017 Budget			Page 1		
Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
ASSESSMENT APPEALS (0281)							
BOARD OF TAX RELIEF	0001	0281	189	100.000	1,000.00		
BOARD OF TAX RELIEF	0001	0281	189	100.000	1,000.00		
BOARD OF TAX RELIEF	0001	0281	189	100.000	1,000.00		
BOARD OF TAX RELIEF	0001	0281	189	100.000	1,000.00		
BOARD OF TAX RELIEF	0001	0281	189	100.000	1,000.00	5,000.00	
					5,000.00	5,000.00	

SECTION 4

PUBLIC SAFETY

**Police, Fire, South Meriden Volunteer
Fire Department, Emergency
Communications, Emergency
Management**

POLICE DEPARTMENT



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; Agency Owned Property; Plant and Facility Managements; 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.

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 use of force, and any other internal investigations deemed appropriate by the Chief of Police in order to ensure the Department's integrity and public's trust. In addition, the Internal Affairs Unit is responsible for conducting pre-employment background investigations, audits and inspections within the Department. The Internal Affairs Unit is commanded by a Lieutenant. A Sergeant is also assigned to the Unit. Both serve as investigators.

Police Operations Division - The Operations Division, commanded by a Captain, consists of three (3) watches of uniformed Patrol; the Neighborhood Initiative Unit; Police Services Technicians; School Resources Officers; Traffic/Accident Investigation Unit; ATV Patrol; Bicycle Patrol; SWAT/CNT (special operations); 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.

Detective Division – The Detective Division consists of the Major Crimes Unit, Criminal Identification Unit, the Special Crimes Unit, and Crime Suppression Unit. Each unit is responsible for the investigation of all major 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 four (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 the Criminal Identification Unit. He is also in charge of the Medication Drop Box Program.

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.

Neighborhood Initiative Unit – The Neighborhood Initiative Unit is made up of ten (10) neighborhood patrol areas and six (6) 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 addresses 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.

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.

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 assigned to the elementary schools on a “floating” basis.

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 and reports to the Operations Commander.

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.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
POLICE	1	To continue to meet the service demands of the community by responding to calls for service in a timely & efficient manner; To maintain adequate police coverage & staffing levels, as determined by workload analyses and continual community feedback.	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
	2	To maintain selective enforcement efforts in the City to reduce personal injuries, fatalities, and property damage associated with careless, distracted, and aggressive driving.	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
	3	To maintain the quality of life for our citizens, businesses, and schools by providing personalized police service through our highly successful and proven community outreach programs (SRO Program & Neighborhood Initiative Program).	1	Maintain or expand current staffing levels within the Neighborhood Initiative Program.	1
			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	1

				partnership with the Council of Neighborhoods and the established neighborhood associations and block watches in an effort to address pervasive community concerns.	
			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
	5	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.	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
	6	Implementing a Body Camera Project for all uniformed personnel.	1	To provide training and policy as it relates to the use of body-worn cameras.	1
			2	To increase transparency as it relates to police-citizen interaction.	1
	7	To migrate to digital evidence where practical with cloud storage for better efficiency and interoperability	1	Implement evidence.com for capturing and retrieving digital evidence for body cameras.	1
			2	Implement digital evidence and cloud storage as it relates to interview rooms and photographic evidence.	1
			3	Implement digital evidence storage and retrieval and share this cloud access with local prosecutors on an immediate basis in order to improve the efficiency of the criminal justice system.	1

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-2605-40-2-0000-190	POLICE (2605)	ADMINISTRATIVE	224,030	228,418	228,794	135,302	232,127	232,127	
0001-2605-40-2-0000-191	POLICE (2605)	OVERTIME	1,212,360	1,390,073	1,053,000	840,900	1,050,000	1,050,000	
0001-2605-40-2-0000-192	POLICE (2605)	OTHER NON UNION	70,091	62,925	89,408	37,470	118,886	104,025	
0001-2605-40-2-0000-194	POLICE (2605)	PUBLIC WORKS	76,466	80,320	80,479	47,100	80,259	80,259	
0001-2605-40-2-0000-196	POLICE (2605)	MME	509,120	508,625	496,094	309,556	624,405	624,405	
0001-2605-40-2-0000-197	POLICE (2605)	POLICE PATROL	8,375,196	8,296,639	9,038,146	5,294,057	9,493,094	9,555,368	
0001-2605-40-2-0000-198	POLICE (2605)	SUPERVISORS	67,799	69,308	69,436	40,637	72,150	72,150	
0001-2605-40-2-0000-199	POLICE (2605)	CROSSING GUARDS	288,591	269,548	309,222	135,048	261,170	261,170	
0001-2605-40-2-0000-350	POLICE (2605)	GASOLINE	276,924	279,556	175,000	140,330	182,600	170,050	
0001-2605-40-2-0000-352	POLICE (2605)	VEHICLE MAINTENANCE	54,509	57,311	75,000	7,213	104,000	60,000	
0001-2605-40-2-0000-380	POLICE (2605)	COMMUNICATIONS & MAINTENANCE	68,097	94,857	100,800	65,359	114,000	100,800	
0001-2605-40-2-0000-381	POLICE (2605)	TRAINING	169,774	176,650	184,800	100,071	227,000	198,500	
0001-2605-40-2-0000-382	POLICE (2605)	SOUTH CENTRAL JUSTICE	11,800	12,125	12,125	12,125	12,325	12,325	
0001-2605-40-2-0000-390	POLICE (2605)	EXPLORERS/AUXILIARY POLICE	5,750	7,175	7,500	7,500	7,500	7,500	
0001-2605-40-2-0000-391	POLICE (2605)	CANINE UNIT	3,092	4,910	5,000	483	7,000	5,000	
0001-2605-40-2-0000-392	POLICE (2605)	BICYCLE PATROL	2,151	2,314	2,500	-	3,000	2,500	
0001-2605-40-2-0000-443	POLICE (2605)	POLICE EXPENSE & SUPPLIES	102,403	101,122	108,000	60,524	128,050	104,950	
0001-2605-40-2-0000-490	POLICE (2605)	ACCREDITATION	-	135	-	-	550	-	
0001-2605-40-2-0000-491	POLICE (2605)	CRIME PREVENTION	9,908	1,000	1,000	-	6,000	3,000	
0001-2605-40-2-0000-492	POLICE (2605)	HOSTAGE CRISIS	22,446	19,183	20,000	18,459	33,000	20,000	
0001-2605-40-2-0000-510	POLICE (2605)	MIS TECHNOLOGY	198,857	217,197	258,045	181,205	265,416	256,516	
0001-2605-40-2-0000-511	POLICE (2605)	BODY CAMERA / TASER EXPENSE	-	-	-	-	131,000	131,000	
0001-2605-40-2-0000-640	POLICE (2605)	MEMBERSHIP & MEETINGS	6,537	5,997	6,000	3,672	8,050	6,000	
0001-2605-40-2-0000-699	POLICE (2605)	TRANSFER OUT - DOG FUND	10,000	-	10,000	-	15,000	15,000	
0001-2605-40-2-0191-699	POLICE (2605)	TRANSFER OUT - LAW ENF BLOCK (152)	(653)	9,668	-	35,093	-	-	
0001-2605-40-2-0000-709	POLICE (2605)	POLICE PRIVATE DUTY	17,821	2,886	-	-	-	-	
	POLICE (2605) Total		11,783,069	11,897,942	12,330,349	7,472,104	13,176,582	13,072,645	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (2605)							
POLICE CHIEF	0001	2605	190	100.000	122,903.06		
POLICE DEPUTY CHIEF	0001	2605	190	100.000	109,223.12	232,126.18	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71		ncic person
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	-		new
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71		
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,860.71	104,024.97	
AUTOMOTIVE MECHANIC	0001	2605	194	100.000	80,258.29	80,258.29	
ADMINISTRATIVE ASSISTANT	0001	2605	196	100.000	66,555.14		
ASSISTANT DOG WARDEN	0001	2605	196	100.000	51,592.97		
ASSISTANT DOG WARDEN	0001	2605	196	100.000	58,235.71		
CRISIS INTERVENTION SPECI	0001	2605	196	100.000	66,555.14		from health ??
DOG WARDEN	0001	2605	196	100.000	68,471.03		
DOG WARDEN ASSISTANT	0001	2605	196	100.000	12,514.28		
POLICE RECORDS CLERK	0001	2605	196	100.000	41,411.54		
POLICE RECORDS CLERK	0001	2605	196	100.000	41,030.74		
POLICE RECORDS/FLEET CLER	0001	2605	196	100.000	51,162.57		
PROPERTY TECHNICIAN	0001	2605	196	100.000	66,555.14		
SCHEDULING CLERK - POLICE	0001	2605	196	100.000	55,918.00		
TRAINING COORDINATOR	0001	2605	196	100.000	44,402.22	624,404.48	new

Payroll Projection Report							
Program : PR815L			7/01/16 to 6/30/17				
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE CAPTAIN	0001	2605	197	100.000	102,452.16		
POLICE CAPTAIN	0001	2605	197	100.000	102,452.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE B	0001	2605	197	100.000	80,827.16		
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.000	97,824.32		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	88,931.21		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	88,931.21		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	88,931.21		
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	88,931.21		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE LIEUTENANT	0001	2605	197	100.000	93,132.51		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	72,807.32		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	73,597.51		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	66,213.01		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	73,597.51		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	71,885.43		
POLICE OFFICER	0001	2605	197	100.000	75,286.91		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		

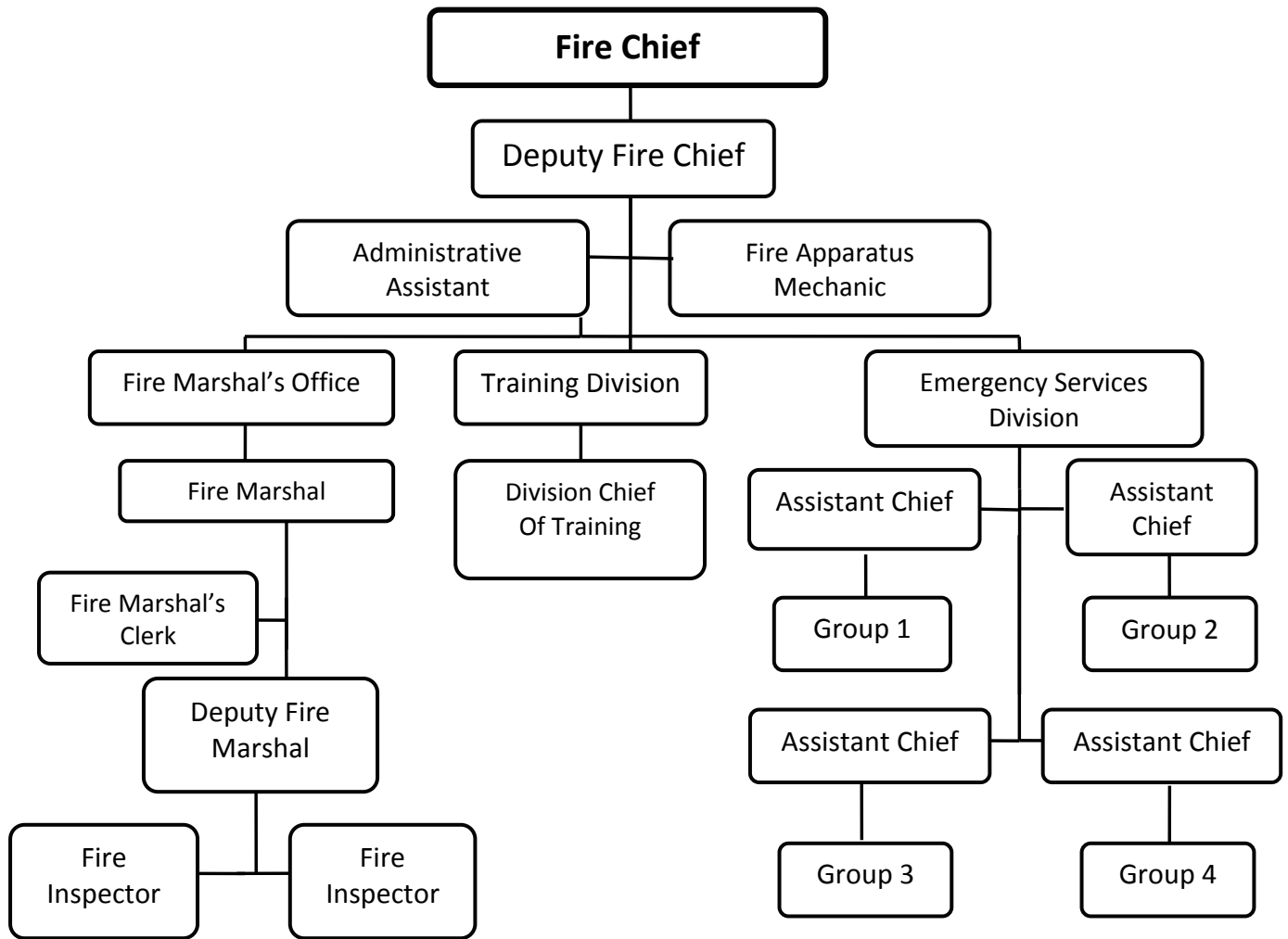
Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	73,597.51		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	72,807.32		
POLICE OFFICER	0001	2605	197	100.000	71,885.43		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		

Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	70,163.95		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	76,967.08		
POLICE OFFICER	0001	2605	197	100.000	(50,440.00)		
POLICE OFFICER	0001	2605	197	100.000	(50,440.00)		
POLICE OFFICER	0001	2605	197	100.000	(50,440.00)		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92		
POLICE SERGEANT	0001	2605	197	100.000	84,665.92	9,555,367.65	
TECHNOLOGY SUPPORT SPECIA	0001	2605	198	100.000	72,149.18	72,149.18	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,888.64		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	10,606.05		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	5,809.05		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,138.17		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		

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Payroll Projection Report							
Program : PR815L				7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
POLICE (cont'd)							
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,138.17		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,888.64		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,138.17		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,954.44		
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,138.17		
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,809.05		
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,809.05		
SUBSTITUTE CROSSING GUARD	0001	2605	199	100.000	5,809.05	261,169.89	
					10,929,500.65	10,929,500.65	

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 fire personnel and fire Marshal's staff 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 five 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 (NASH).

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. As with Hazardous Materials, The Fire Department is working on a cooperative plan to regionalize Technical Rescue assets and operations to better serve the communities, while remaining fiscally responsible.

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. Our deployment model gives us the ability to arrive on scene with well trained and equipped personnel within an average of four minutes, often before an ambulance can arrive. This 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 that our firefighters provide.

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
FIRE	1	Continue to ensure that the MFD provides safe, cost effective, and professional services to the citizens	1	Continue to review operations to ensure that effective services are being provided, Firefighter safety is insured and that service to the citizens are provided in a cost effective manor	5
			2	Finalize the feasibility study to expand the service level of first response Emergency Medical Services provided to the citizens, and begin planning to initiate a first responder paramedic (non-transport) program	3
			3	Continue the research regarding "Best Practices" on MFD operations to ensure the department stays ahead of technology, and remains safe, efficient, and cost responsible.	5
			4	Continue to seek to make the department more efficient through targeted staffing increases, focusing the priority on the Mechanical/facility Division and Administration.	5
			5	Continue to seek grant funding opportunities to address specific needs of the MFD, including computer based medical charting and staffing; Fire Prevention props for education, and expanding services.	3
	2	Continue to monitor service connected injuries to reduce loss time of staff.	1	Follow up on work related injuries to determine if current safety policies were followed and are effective.	5
			2	Follow up on all workers compensation claims to ensure the cases are moving toward desired outcomes.	5
			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	5
			4	Continue to provide incentives for participation in wellness checks aimed at reducing loss time incidents.	5
	3	Seek targeted increases in staffing to address identified operational challenges.	1	Obtain funding for a part time Mechanical Assistant/Parts Runner, and small engine repair person to assist the mechanic on maintaining	1

				the aging Fire Fleet and to conduct preventative maintenance on the newer apparatus to extend useful life.	
			2	Obtain funding for a part time Facilities/Warehouse person to remedy numerous facility issues, and to do small vendor (local) purchases to free up time from administrative and mechanical staff.	1
			3	Monitor overtime expense to ensure appropriate use of overtime and to keep overtime expense within appropriate levels.	5
			4	Formalize planning to address changes in city infrastructure to ensure continuity of service and prompt fire and medical response to citizen requests for service.	1
	4	Continue the technology upgrades that are focusing department efficiency and risk reduction.	1	Finalize the project of installing the I Pad based Mobile Data Computer, system into the apparatus.	2
			2	Research transitioning daily Staffing duties into a computer program that feeds payroll directly.	2
			3	Continue the research into obtaining a computer based Electronic Patient Care Record" (EPCR) to collect date on Medical Patients more accurately and efficiently	1
			4	Continue to research better radio communications options, including the additions of a second tactical channel, and a tactical repeater system.	1
	5	Continue the process of Accreditation through the Center of Fire Accreditation International	1	Attend the Accreditation workshops (Chief and Deputy Chief) to gain knowledge on the accreditation process	1
			2	Finalize the core assessment documents for beginning the accreditation process (Self assessment, Community Risk Analysis, Standards of Coverage and The Strategic Plan)	2
			3	Submit and become a agency seeking accreditation.	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
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2610-40-2-0000-189	FIRE (2610)	ADMINISTRATIVE	-	758	-	4,515	-	-	
0001-2610-40-2-0000-190	FIRE (2610)	ADMINISTRATIVE	214,457	198,465	208,906	121,486	300,397	209,478	
0001-2610-40-2-0000-191	FIRE (2610)	OVERTIME CONTINGENCY	956,603	1,137,501	950,000	723,350	1,050,000	1,000,000	
0001-2610-40-2-0000-194	FIRE (2610)	PUBLIC WORKS	72,661	73,924	74,058	43,432	111,459	137,854	
0001-2610-40-2-0000-195	FIRE (2610)	FIRE	6,762,126	6,863,119	7,271,948	4,045,893	7,237,974	7,541,462	
0001-2610-40-2-0000-196	FIRE (2610)	MME	105,612	108,642	111,034	64,982	110,731	110,731	
0001-2610-40-2-0000-350	FIRE (2610)	GASOLINE	58,104	61,455	45,000	28,599	50,000	40,000	
0001-2610-40-2-0000-352	FIRE (2610)	VEHICLE MAINTENANCE	54,097	65,793	61,557	34,468	76,090	60,000	
0001-2610-40-2-0000-380	FIRE (2610)	COMMUNICATIONS & MAINTENANCE	23,249	15,090	35,960	10,991	42,660	35,000	
0001-2610-40-2-0000-381	FIRE (2610)	TRAINING	30,111	23,426	40,000	14,551	51,500	40,000	
0001-2610-40-2-0000-390	FIRE (2610)	PHYSICALS	29,790	12,824	30,000	6,105	50,723	30,000	
0001-2610-40-2-0000-394	FIRE (2610)	RECRUITMENT	12,892	-	3,000	2,427	3,000	3,000	
0001-2610-40-2-0000-413	FIRE (2610)	MAINT SUPPLIES	34,787	42,775	35,000	27,148	54,500	39,000	
0001-2610-40-2-0000-414	FIRE (2610)	HEAT ENERGY LIGHTS	122,942	137,654	167,216	87,142	160,000	130,000	
0001-2610-40-2-0000-440	FIRE (2610)	OFFICE EXPENSE & SUPPLIES	16,968	14,470	16,000	8,190	23,700	17,000	
0001-2610-40-2-0000-503	FIRE (2610)	FIRE EQUIPMENT	79,072	71,730	75,000	40,315	134,100	75,000	
0001-2610-40-2-0000-640	FIRE (2610)	MEMBERSHIP & MEETINGS	4,764	5,718	11,150	7,086	11,665	11,665	
	FIRE (2610) Total		8,578,235	8,833,344	9,135,829	5,270,680	9,468,499	9,480,190	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FIRE (2610)							
DEPUTY FIRE CHIEF	0001	2610	190	100.000	99,967.64		
FIRE CHIEF	0001	2610	190	100.000	109,509.91	209,477.55	
SUPPORT & LOGISTICS WORKER	0001	2610	194	100.000	57,595.00		new position**
AUTOMOTIVE MECHANIC	0001	2610	194	100.000	80,258.29	137,853.29	
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	97,023.27		
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	97,023.27		
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	97,023.27		
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	97,023.27		
DEPUTY FIRE MARSHALL	0001	2610	195	100.000	87,926.39		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE CAPTAIN	0001	2610	195	100.000	87,918.78		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FIRE (cont'd)							
FIRE FIGHTER	0001	2610	195	100.000	68,655.66		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	58,580.68		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	58,580.68		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	68,655.66		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	71,243.19		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	70,987.63		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	58,580.68		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FIRE (cont'd)							
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	68,655.66		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	71,243.19		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	64,805.25		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	71,243.19		
FIRE FIGHTER	0001	2610	195	100.000	67,738.43		
FIRE FIGHTER	0001	2610	195	100.000	64,805.25		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	66,935.85		

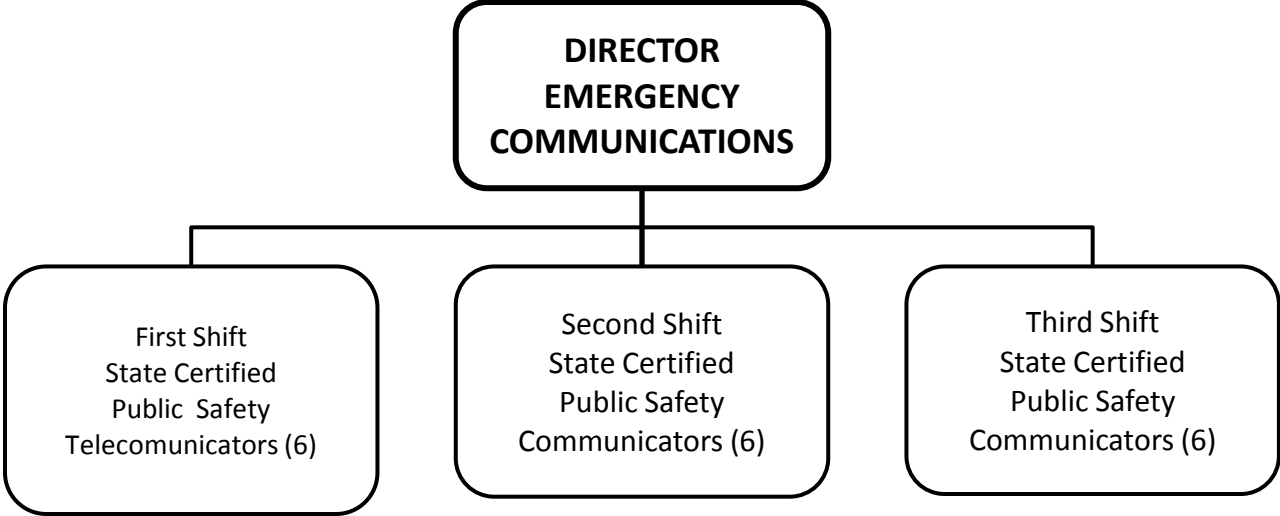
Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FIRE (cont'd)							
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	54,992.02		
FIRE FIGHTER	0001	2610	195	100.000	54,992.02		
FIRE FIGHTER	0001	2610	195	100.000	64,805.25		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	58,136.07		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE FIGHTER	0001	2610	195	100.000	72,904.36		
FIRE INSPECTOR	0001	2610	195	100.000	79,994.32		
FIRE INSPECTOR	0001	2610	195	100.000	79,994.32		
FIRE INSPECTOR	0001	2610	195	100.000	79,994.32		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
FIRE (cont'd)							
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE LIEUTENANT	0001	2610	195	100.000	80,046.48		
FIRE MARSHAL	0001	2610	195	100.000	97,031.96		
TRAINING/COMMUNICATIONS O	0001	2610	195	100.000	97,031.96	7,541,461.54	include 2/2.15%
ADMINISTRATIVE ASSISTANT	0001	2610	196	100.000	66,555.14		
CLERK II	0001	2610	196	100.000	44,175.43	110,730.57	
					7,999,522.95	7,999,522.95	

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2619-40-2-0000-200	S.M.V.F.D. (2619)	FIREFIGHTER PHYSICALS	4,168	3,310	6,000	4,852	10,000	4,500	
0001-2619-40-2-0000-235	S.M.V.F.D. (2619)	SMVFD MERIT PLAN	85,000	85,000	45,000	30,700	45,000	45,000	
0001-2619-40-2-0000-236	S.M.V.F.D. (2619)	SMVFD MERIT PLAN ADMINISTRATION	-	-	10,000	-	10,000	-	
0001-2619-40-2-0000-271	S.M.V.F.D. (2619)	HEPATITIS VACINE	-	-	1,000	-	1,000	-	
0001-2619-40-2-0000-350	S.M.V.F.D. (2619)	GASOLINE	3,776	3,443	2,500	1,367	2,500	2,500	
0001-2619-40-2-0000-352	S.M.V.F.D. (2619)	VEHICLE MAINTENANCE	1,644	1,695	2,500	-	2,500	2,500	
0001-2619-40-2-0000-380	S.M.V.F.D. (2619)	COMMUNICATION & MAINTENANCE	5,891	4,326	6,000	3,075	6,000	6,000	
0001-2619-40-2-0000-381	S.M.V.F.D. (2619)	TRAINING	6,406	3,515	6,000	650	6,000	5,000	
0001-2619-40-2-0000-413	S.M.V.F.D. (2619)	MAINTENANCE SUPPLIES	574	419	500	215	1,000	750	
0001-2619-40-2-0000-414	S.M.V.F.D. (2619)	HEAT ENERGY LIGHTS	11,408	12,870	20,558	6,421	20,558	12,000	
0001-2619-40-2-0000-415	S.M.V.F.D. (2619)	FOOD	2,493	1,841	2,000	-	2,000	2,000	
0001-2619-40-2-0000-416	S.M.V.F.D. (2619)	FIRE PREVENTION & EDUCATION	250	-	250	-	250	-	
0001-2619-40-2-0000-440	S.M.V.F.D. (2619)	OFFICE EXPENSE & SUPPLIES	320	542	600	20	100	100	
0001-2619-40-2-0000-503	S.M.V.F.D. (2619)	FIRE EQUIPMENT	21,404	20,314	23,000	4,684	23,000	23,000	
0001-2619-40-2-0000-640	S.M.V.F.D. (2619)	MEETINGS & MEMBERSHIPS	615	-	750	450	750	750	
	S.M.V.F.D. (2619) Total		143,949	137,275	126,658	52,434	130,658	104,100	-

EMERGENCY COMMUNICATIONS



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

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
EMERGENCY COMMUNICATIONS	1	Radio System upgrade	1	Secure CIP funding	1
			2	Utilize funding to improve the Public Safety Radio system for the City of Meriden	1
			3	Provide training and instruction on radio system improvements	2
	2	Training	1	Establish Continuing Dispatch Education (CDE) Program to meet national standards for Telecommunicator certification.	1
			2	Evaluate CDE Program and make necessary adjustments	3
	3	Increase Staffing	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
	4	APCO 9-1-1 Adviser Software implementation	1	Continue with the training of staff in APCO Emergency Medical Dispatch, Law Enforcement and Fire Communications	5
			2	Implement Computer 9-1-1 Adviser software	1

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
							<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2617-40-0-0000-500	EMERGENCY COMM(2617)	CAPITAL EQUIPMENT	-	-	-	-	-	-	
0001-2617-40-2-0000-190	EMERGENCY COMM(2617)	ADMINISTRATION	81,499	81,571	81,647	47,725	81,424	81,424	
0001-2617-40-2-0000-191	EMERGENCY COMM(2617)	OVERTIME	240,241	222,418	180,000	193,208	180,000	180,000	
0001-2617-40-2-0000-196	EMERGENCY COMM(2617)	DISPATCH	789,907	771,257	879,403	450,024	1,101,217	1,113,136	
0001-2617-40-2-0000-380	EMERGENCY COMM(2617)	COMMUNICATIONS & MAINTENANCE	2,055	1,406	5,300	1,990	5,300	5,300	
0001-2617-40-2-0000-381	EMERGENCY COMM(2617)	TRAINING	27,114	46,626	30,000	24,067	30,000	30,000	
0001-2617-40-2-0000-440	EMERGENCY COMM(2617)	OFFICE EXPENSE & SUPPLIES	26,488	21,791	18,000	17,644	18,000	20,000	
EMERGENCY COMM(2617) Total			1,167,304	1,145,069	1,194,350	734,658	1,415,941	1,429,860	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
EMERGENCY COMMUNICATIONS (2617)							
DIR OF EMERGENCY COMMUNIC	0001	2617	190	100.000	81,423.16	81,423.16	
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	56,314.28		
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	56,314.28		New position
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	56,314.28		New position
TRAINING COORDINATOR/ASST DIR.	0001	2617	196	100.000	-		New position,
NCIC Entry	0001	2617	196	100.000	15,600.00		New position/p
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		New position
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		New position
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	49,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	44,644.68		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	46,114.45		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		

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Payroll Projection Report							
Program : PR815L				7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
EMERGENCY COMMUNICATIONS (cont'd)							
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,183.43		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14		
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	39,545.14	1,113,135.68	
					1,194,558.84	1,194,558.84	

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-2690-40-2-0000-189	EMERGENCY MGMT(2690)	MISC PART-TIME	8,000	8,000	8,000	4,667	8,000	8,000	
0001-2690-40-2-0000-383	EMERGENCY MGMT(2690)	CIVIL PREPAREDNESS	-	-	1,600	-	1,600	-	
0001-2690-40-2-0000-440	EMERGENCY MGMT(2690)	OFFICE EXPENSE & SUPPLIES	710	753	1,500	462	2,600	1,000	
EMERGENCY MGMT(2690) Total			8,710	8,753	11,100	5,129	12,200	9,000	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</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

AND

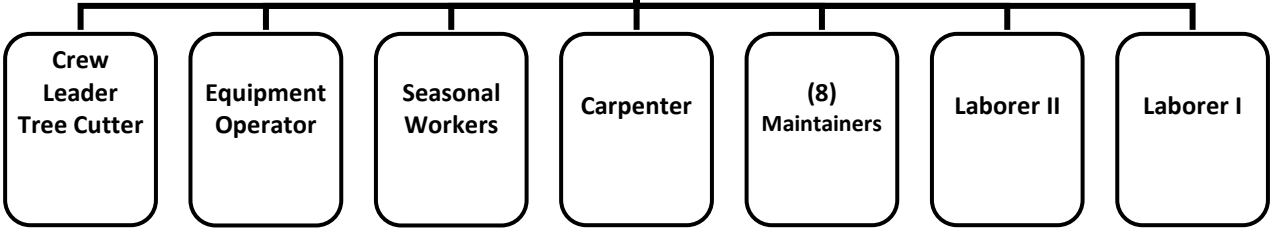
PUBLIC WORKS

PARKS DEPARTMENT

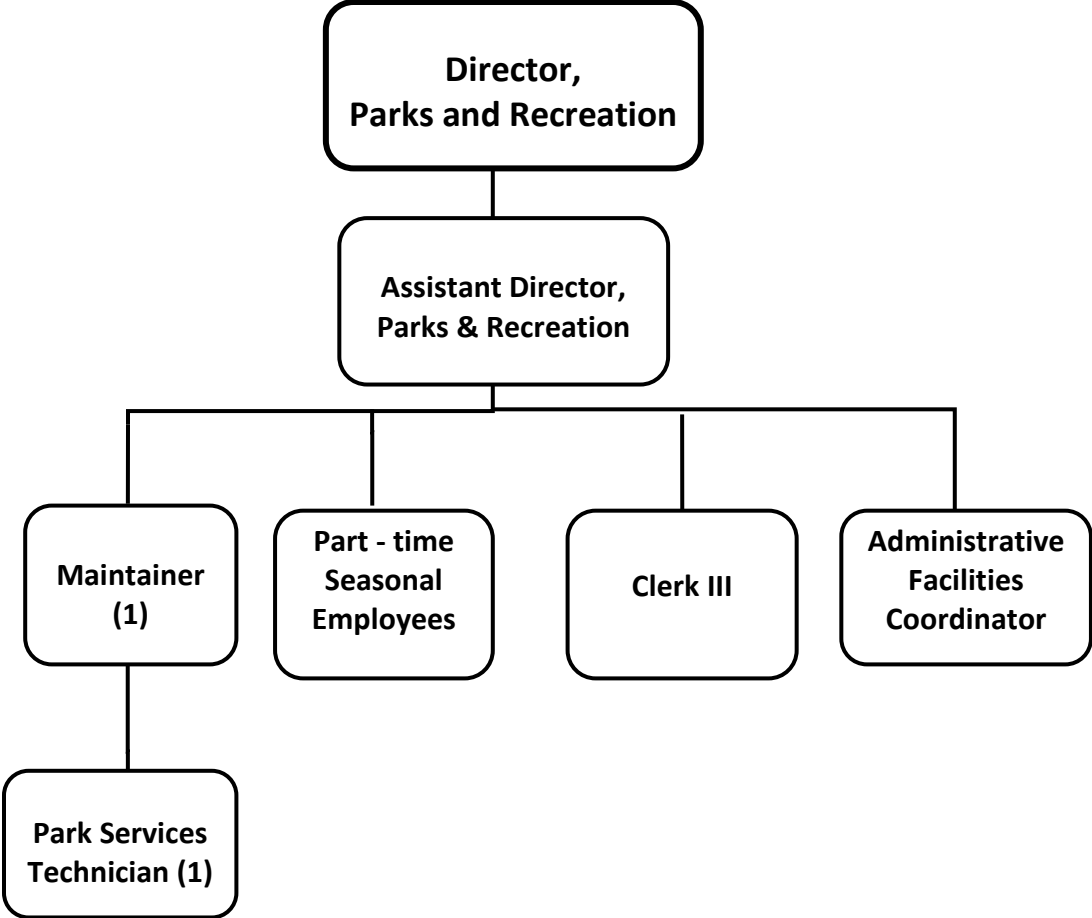
**Director
Parks and Recreation
Public Buildings**

**Assistant Director
Parks & Recreation**

**Crew
Leader**



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.

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
PARKS	1	Implement the Capital Improvement Programs (CIP) for Parks & Public Buildings	1	Develop 2016-2017 priorities	4
	2	Completion of CIP projects from previous years.	1	Complete CIP projects from previous years	5
	3	Continue a City-wide program on sporting turf upgrade on our sports facilities.	2	Continue sporting turf upgrades at Falcon Field	2
			4	Continue sporting turf upgrade on sports facilities	4
	4	Continue to improve our energy efficiency in City buildings.	1	Continue to improve our energy efficiency in City buildings	5
	5	Identify invasive species of plants in our Parks system.	1	Identify invasive species of plants in our Parks system	5
	6	Develop leadership succession plan for the Daffodil Festival and the Hubbard Park Holiday Lighting.	1	Develop leadership succession plan for the Daffodil Festival	5
			2	Develop leadership succession plan for the Festival of Silver Lights Holiday Lighting Display	5

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-0801-40-0-0000-500	PARKS (0801)	CAPITAL EQUIPMENT	-	6,499	-	-	-	-	
0001-0801-40-3-0000-189	PARKS (0801)	MISC PART-TIME	58,020	66,080	60,000	34,245	72,000	101,722	
0001-0801-40-3-0000-190	PARKS (0801)	ADMINISTRATIVE	117,527	119,263	120,063	72,274	122,130	122,130	
0001-0801-40-3-0000-191	PARKS (0801)	OVERTIME CONTINGENCY	90,529	96,037	95,000	76,586	107,000	95,000	
0001-0801-40-3-0000-194	PARKS (0801)	PUBLIC WORKS	860,882	857,207	870,584	507,145	877,836	877,836	
0001-0801-40-3-0000-198	PARKS (0801)	SUPERVISORS	47,055	81,270	85,079	50,588	91,708	91,708	
0001-0801-40-3-0000-345	PARKS (0801)	PARK & REC EXPENSE & SUPPLIES	75,483	83,422	73,000	49,050	90,000	80,000	
0001-0801-40-3-0000-346	PARKS (0801)	CEMETARY MAINTENANCE	7,035	8,040	8,500	3,015	10,000	10,000	
0001-0801-40-3-0000-350	PARKS (0801)	GASOLINE	51,519	56,203	40,000	28,256	56,000	50,000	
0001-0801-40-3-0000-352	PARKS (0801)	VEHICLE MAINTENANCE	66,131	71,302	65,000	24,425	72,000	68,000	
0001-0801-40-3-0000-414	PARKS (0801)	HEAT, ENERGY, & LIGHTS	193,396	204,026	210,000	117,511	220,000	200,000	
0001-0801-40-3-0000-485	PARKS (0801)	SECURITY	1,881	1,813	3,500	269	8,500	2,000	
0001-0801-40-3-0000-640	PARKS (0801)	MEETINGS & MEMBERSHIPS	1,569	2,500	2,500	597	3,600	2,500	
0001-0801-40-3-0000-642	PARKS (0801)	DOWNTOWN	2,001	3,473	5,000	-	7,000	5,000	
0001-0801-40-3-0000-645	PARKS (0801)	HUB MAINTENANCE	-	-	-	-	-	-	
0001-0801-40-3-0000-646	PARKS (0801)	PARKS LITTER CONTROL	-	-	-	-	20,000	20,000	
0001-0801-40-3-0000-647	PARKS (0801)	TURF MANAGEMENT	-	-	-	-	18,000	18,000	
	PARKS (0801) Total		1,573,028	1,657,135	1,638,226	963,961	1,775,774	1,743,896	-
0001-0802-40-0-0000-500	RECREATION (0802)	CAPITAL EQUIPMENT	-	7,687	-	-	-	-	
0001-0802-40-3-0000-191	RECREATION (0802)	OVERTIME	8,597	9,235	8,000	3,562	8,000	8,000	
0001-0802-40-3-0000-192	RECREATION (0802)	OTHER NON-UNION	94,121	128,503	115,000	99,667	135,000	130,000	
0001-0802-40-3-0000-194	RECREATION (0802)	PUBLIC WORKS	120,683	122,510	123,018	71,996	122,682	122,682	
0001-0802-40-3-0000-196	RECREATION (0802)	MME	118,183	138,192	122,809	71,873	122,474	122,474	
0001-0802-40-3-0000-345	RECREATION (0802)	RECREATION PROGRAM EXPENSE	11,245	16,262	10,500	7,470	14,000	14,000	
0001-0802-40-3-0000-348	RECREATION (0802)	LEAGUE SUBSIDY	29,496	20,000	31,500	-	31,500	31,500	
0001-0802-40-3-0000-349	RECREATION (0802)	SAFETY SURFACE REPLACEMENT	-	4,320	5,000	2,030	5,400	5,400	
0001-0802-40-3-0000-440	RECREATION (0802)	OFFICE EXPENSE & SUPPLIES	9,841	10,541	9,000	6,298	11,000	10,000	
0001-0802-40-3-0000-443	RECREATION (0802)	FIREWORKS DISPLAY	-	18,800	20,000	15,100	20,000	20,000	
0001-0802-40-3-0000-640	RECREATION (0802)	MEETINGS & MEMBERSHIPS	2,495	2,565	2,500	2,337	2,500	2,500	
0001-0802-40-3-0192-699	RECREATION (0802)	TRANSFER OUT (MISC GRANTS)	20,000	-	-	-	-	-	
	RECREATION (0802) Total		414,661	478,615	447,327	280,333	472,556	466,556	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
PARKS (0801)							
POLICE SERVICE TECHNICIAN	0001	0801	189	100.000	14,860.71		
POLICE SERVICE TECHNICIAN	0001	0801	189	100.000	14,860.71	29,721.42	
DIR OF PARKS,REC.,& PUB.	0001	0801	190	100.000	122,129.52	122,129.52	
ARBORIST/TREE CUTTER/EQUI	0001	0801	194	100.000	73,855.14		
EQUIPMENT OPERATOR 3/CREW	0001	0801	194	100.000	68,640.86		
LABORER I	0001	0801	194	100.000	52,622.57		
LABORER II	0001	0801	194	100.000	48,200.85		
PARK CARPENTER	0001	0801	194	100.000	68,244.57		
PARK HIGHWAY MASON	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	56,627.14		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTAINER	0001	0801	194	100.000	61,340.86		
PARK MAINTENANCE/CREW LEA	0001	0801	194	100.000	80,258.29	877,835.44	
ASST DIR PARKS,REC & PUB	0001	0801	198	100.000	91,707.70	91,707.70	
					1,121,394.08	1,121,394.08	

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
RECREATION (0802)							
PARK MAINTAINER	0001	0802	194	100.000	61,340.86		
PARK SERVICES TECHNICIAN	0001	0802	194	100.000	61,340.86	122,681.72	
CLERK III	0001	0802	196	100.000	55,918.00		
FACILITIES COORDINATOR -	0001	0802	196	100.000	66,555.14	122,473.14	
					245,154.86	245,154.86	

PUBLIC BUILDINGS

Director

Supervisor Building
Maintenance

Custodian I
(6)

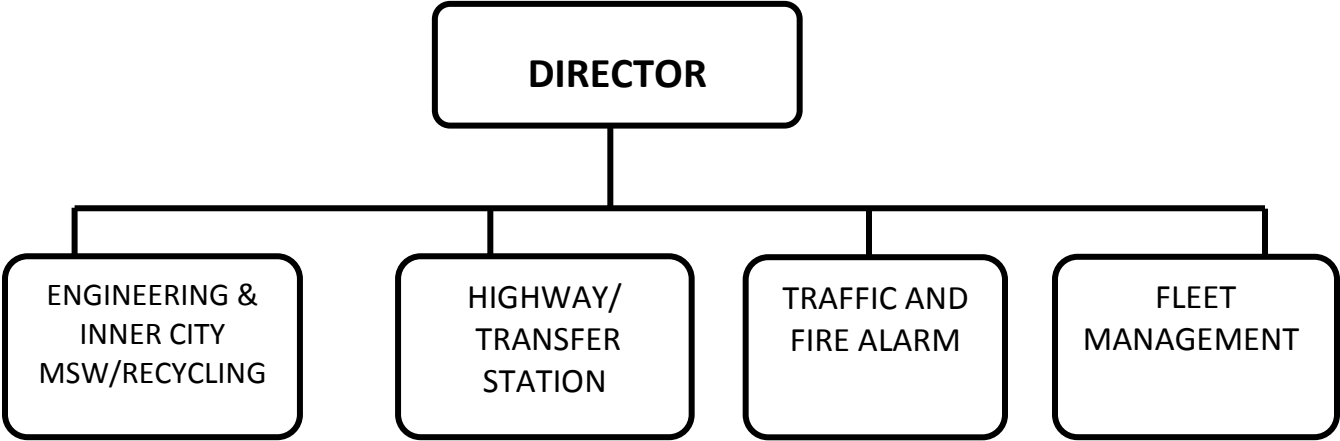
Custodian II
(1)

City of Meriden
2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u>	<u>Department</u>	<u>City Manager</u>	<u>Finance</u>
						<u>Actual</u>	<u>Budget Request</u>	<u>Budget</u>	<u>Committee</u>
0001-3360-40-3-0000-189	BUILDING MAINT(3360)	MISC PART-TIME	3,391	23,184	30,195	17,820	30,504	25,000	
0001-3360-40-3-0000-191	BUILDING MAINT(3360)	OVERTIME CONTINGENCY	39,629	48,785	40,000	25,042	50,000	45,000	
0001-3360-40-3-0000-194	BUILDING MAINT(3360)	PUBLIC WORKS	387,315	377,937	373,736	222,250	352,736	352,736	
0001-3360-40-3-0000-198	BUILDING MAINT(3360)	SUPERVISORS	80,415	82,422	85,979	50,319	89,339	89,339	
0001-3360-40-3-0000-350	BUILDING MAINT(3360)	GASOLINE	2,059	1,652	1,700	997	1,700	1,700	
0001-3360-40-3-0000-352	BUILDING MAINT(3360)	VEHICLE MAINTENANCE	2,718	2,144	2,000	1,264	2,500	2,500	
0001-3360-40-3-0000-412	BUILDING MAINT(3360)	REPAIRS & UPGRADES	21,110	23,300	20,000	12,727	20,000	20,000	
0001-3360-40-3-0000-413	BUILDING MAINT(3360)	MAINTENANCE SUPPLIES	42,121	41,206	43,000	20,576	48,000	43,000	
0001-3360-40-3-0000-414	BUILDING MAINT(3360)	HEAT ENERGY LIGHTS	524,570	598,022	834,379	339,633	834,379	580,000	
BUILDING MAINT(3360) Total			1,103,328	1,198,652	1,430,989	690,628	1,429,158	1,159,275	-

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
BUILDING MAINTENANCE (3360)							
CUSTODIAN	0001	3360	189	100.000	15,251.78		
CUSTODIAN	0001	3360	189	100.000	15,251.78	30,503.56	
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,622.57		
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,622.57		
BUILDING CUSTODIAN I	0001	3360	194	100.000	45,802.28		
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,622.57		
BUILDING CUSTODIAN I	0001	3360	194	100.000	41,088.57		
BUILDING CUSTODIAN I	0001	3360	194	100.000	52,622.57		
BUILDING CUSTODIAN II	0001	3360	194	100.000	55,354.86	352,735.99	
CUSTODIAL SUPERINTENDENT	0001	3360	198	100.000	89,338.94	89,338.94	
					472,578.49	472,578.49	

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.

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

The transfer station is also home to the City's e-waste collection program. Residents may dispose of electrical waste at no cost during normal hours.

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

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
PUBLIC WORKS	1	Traffic/Fleet	1	Continue the disposal of surplus vehicles utilizing through public auctions.	5
			2	Continue the installation of video detection at signalized intersections where in ground detection has failed or has been damaged.	5
			3	Begin replacement of regulatory signs to meet FHWA standards. SCRCOG completed study in FY 15 indicating which signs need replacement.	5
	2	Highway	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 with salt brine. Begin wetting of salt with brine at the point of discharge from the plow truck, when available, to enhance the effectiveness of the salt.	2
			3	Begin in-house restoration of driveways and grass strips after contracted Citywide paving is completed.	3
	3	Solid Waste/Recycling	1	Continue monitoring the volume of solid waste and recycling generated within 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
			4	Review bidding process to determine what cost savings could be realized if rebates from recycling remain with the vendor collecting recycling rather than being returned to the City.	5
	4	Transfer Station	1	Continue monitoring/reporting of Saw Mill Well to ensure	5

				compliance with DEEP parameters associated with the elimination of pumping operations. Both DEEP and Town of Wallingford are included in reporting program.	
			2	Review current fee structure to determine if changes are required to ensure fees are in line with those of other communities.	5

DEPARTMENT	GOAL NUM	DESCRIPTION	OBJ NUM	OBJECTIVE	QUARTER
ENGINEERING	1	Street and Sidewalk Construction	1	Continue use of alternative pavement methods. Methods include: hot in place recycling, micro-surfacing and novachip. Streets completed include: Baldwin Ave, Johnson Ave, Research Parkway, Lone Drive, Melody Lane and Yale Ave.	5
			2	Refine the five year paving and sidewalk program. Coordinate program with utility companies to minimize conflicts.	5
			3	Evaluate sidewalks located within the Inner District for inclusion in the CDBG program.	5
	2	Harbor Brook Flood Control	1	Begin design of channel improvements between Coe/Bradley Avenues and Cooper Street	5
			2	Begin design of sewer bridge which is located behind the homes on Leslie Drive.	5
			3	Construct the AMTRAK relief culvert. The contractor for the Meriden train station will be hired for this project to help reduce overall project costs.	5
			4	Continue the design of the Cooper St, Center St and S. Butler St bridges.	5
			5	Begin design of additional flood control measures between Mill St and Cedar St	5
	3	Standard Details	1	Continue updating/improving details to incorporate latest design products and construction standards.	5
	4	Survey/Call Before You Dig/Construction Services	1	Continue to provide engineering and construction services as needed to Platt and Maloney renovations.	5
			2	Continue to refine record keeping procedures for completed/pending CBYD requests	5
			3	As time permits, locate storm drainage structures and associated drain lines as required by the MS4 Permit	5
			4	Continue to refine electronic permitting process in order to streamline the time it takes from application to issuance of permits.	5

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2017 City Manager Recommended Budget

			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-3310-40-3-0000-189	P.W. - ENGINEERING (3310)	SEASONAL WORKERS	3,994	1,754	-	3,502	-	-	
0001-3310-40-3-0000-190	P.W. - ENGINEERING (3310)	ADMINISTRATIVE	108,791	111,319	111,449	66,476	113,367	113,367	
0001-3310-40-3-0000-191	P.W. - ENGINEERING (3310)	OVERTIME	3,514	6,773	4,000	4,782	5,000	5,000	
0001-3310-40-3-0000-196	P.W. - ENGINEERING (3310)	MME	365,389	352,197	298,094	170,130	360,465	331,793	
0001-3310-40-3-0000-198	P.W. - ENGINEERING (3310)	SUPERVISORS	187,882	192,057	194,336	112,608	201,931	201,931	
0001-3310-40-3-0000-320	P.W. - ENGINEERING (3310)	INSPECTIONS - DAMS & BRIDGES	4,000	3,500	4,500	-	4,500	4,000	
0001-3310-40-3-0000-350	P.W. - ENGINEERING (3310)	GASOLINE	8,459	9,246	7,500	5,074	8,500	8,000	
0001-3310-40-3-0000-352	P.W. - ENGINEERING (3310)	VEHICLE MAINTENANCE	6,156	7,177	5,000	4,309	6,000	6,000	
0001-3310-40-3-0000-440	P.W. - ENGINEERING (3310)	OFFICE EXPENSE & SUPPLIES	11,404	11,885	10,000	5,573	11,625	10,000	
0001-3310-40-3-0000-640	P.W. - ENGINEERING (3310)	MEMBERSHIPS & MEETINGS	1,980	2,167	2,500	952	2,500	2,500	
P.W. - ENGINEERING (3310) Total			701,569	698,075	637,379	373,406	713,888	682,591	-
0001-3320-40-3-0000-308	NOW & ICE CONTROL (332)	SNOW & ICE CONTROL	980,401	1,223,435	575,000	360,726	575,000	575,000	
SNOW & ICE CONTROL (3320) Total			980,401	1,223,435	575,000	360,726	575,000	575,000	-
0001-3351-40-0-0000-500	P.W. - GARAGE (3351)	CAPITAL EQUIPMENT	-	-	15,000	-	-	-	
0001-3351-40-3-0000-191	P.W. - GARAGE (3351)	OVERTIME	6,086	6,179	4,000	1,080	4,000	4,000	
0001-3351-40-3-0000-194	P.W. - GARAGE (3351)	PUBLIC WORKS	388,504	362,942	371,083	216,891	372,134	372,134	
0001-3351-40-3-0000-196	P.W. - GARAGE (3351)	MME	50,979	49,303	50,380	29,485	50,243	50,243	
0001-3351-40-3-0000-323	P.W. - GARAGE (3351)	REPAIRS & MAINTENANCE SERVICE	6,483	3,817	6,000	5,446	6,000	5,000	
0001-3351-40-3-0000-350	P.W. - GARAGE (3351)	GASOLINE	2,349	1,964	2,350	1,063	2,100	2,100	
0001-3351-40-3-0000-352	P.W. - GARAGE (3351)	VEHICLE MAINTENANCE	37	1,452	1	1,178	1,500	1,500	
0001-3351-40-3-0000-440	P.W. - GARAGE (3351)	OFFICE EXPENSE & SUPPLIES	8,115	7,103	7,500	4,861	7,500	7,500	
0001-3351-40-3-0000-640	P.W. - GARAGE (3351)	MEMBERSHIPS & MEETINGS	220	206	500	-	500	500	
0001-3351-40-3-0000-710	P.W. - GARAGE (3351)	GARAGE MATERIALS	(31,855)	32,226	1	15,052	-	-	
0001-3351-40-3-0000-755	P.W. - GARAGE (3351)	INVENTORY OVER/SHORT	12,133	-	-	-	-	-	
0001-3351-40-3-0000-756	P.W. - GARAGE (3351)	CNG FUELING STATION	-	24,399	7,200	5,437	7,500	7,500	
P.W. - GARAGE (3351) Total			443,051	489,591	464,015	280,493	451,477	450,477	-

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			2014	2015	2016	2016	2017	2017	2017
			Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget	Finance Committee
0001-3353-40-3-0000-189	P.W. - TRAFFIC (3353)	PART TIME SUMMER HELP	11,782	21,575	16,000	9,899	16,800	16,000	
0001-3353-40-3-0000-191	P.W. - TRAFFIC (3353)	OVERTIME CONTINGENCY	9,260	15,279	10,000	9,641	12,000	12,000	
0001-3353-40-3-0000-196	P.W. - TRAFFIC (3353)	MME	190,837	199,735	203,727	112,382	204,442	204,442	
0001-3353-40-3-0000-198	P.W. - TRAFFIC (3353)	SUPERVISORS	99,767	101,999	102,188	59,805	106,181	106,181	
0001-3353-40-3-0000-341	P.W. - TRAFFIC (3353)	STREET LIGHT MAINTENANCE	2,947	4,119	3,000	432	3,000	3,000	
0001-3353-40-3-0000-350	P.W. - TRAFFIC (3353)	GASOLINE	8,775	12,566	8,500	6,352	11,000	9,500	
0001-3353-40-3-0000-352	P.W. - TRAFFIC (3353)	VEHICLE MAINTENANCE	10,624	10,274	11,500	13,004	11,500	11,500	
0001-3353-40-3-0000-365	P.W. - TRAFFIC (3353)	SAFETY EQUIPMENT	397	294	1,100	-	5,100	5,100	
0001-3353-40-3-0000-366	P.W. - TRAFFIC (3353)	SIGNALIZATION	61,140	67,321	55,000	39,648	58,000	58,000	
0001-3353-40-3-0000-367	P.W. - TRAFFIC (3353)	SIGNS & LINES	10,777	92,952	80,000	40,254	75,000	75,000	
0001-3353-40-3-0000-368	P.W. - TRAFFIC (3353)	ALARM SYSTEMS	900	778	1,000	(220)	1,000	1,000	
0001-3353-40-3-0000-440	P.W. - TRAFFIC (3353)	OFFICE EXPENSE	1,767	4,611	1,750	742	1,750	1,750	
0001-3353-40-3-0000-640	P.W. - TRAFFIC (3353)	MEMBERSHIP & MEETINGS	1,065	1,452	1,200	735	1,200	1,200	
	P.W. - TRAFFIC (3353) Total		410,038	532,955	494,965	292,674	506,973	504,673	-
0001-3354-40-3-0000-191	P.W. - HIGHWAY (3354)	OVERTIME CONTINGENCY	27,660	35,454	30,000	26,348	31,000	31,000	
0001-3354-40-3-0000-194	P.W. - HIGHWAY (3354)	PUBLIC WORKS	912,481	946,903	980,414	535,326	956,373	956,373	
0001-3354-40-3-0000-196	P.W. - HIGHWAY (3354)	MME	-	-	20,937	-	-	-	
0001-3354-40-3-0000-198	P.W. - HIGHWAY (3354)	SUPERVISORS	83,967	115,445	85,979	47,381	86,672	86,672	
0001-3354-40-3-0000-350	P.W. - HIGHWAY (3354)	GASOLINE	119,471	123,310	100,000	44,448	99,600	95,000	
0001-3354-40-3-0000-352	P.W. - HIGHWAY (3354)	VEHICLE MAINTENANCE	250,114	236,707	195,000	105,614	195,000	195,000	
0001-3354-40-3-0000-359	P.W. - HIGHWAY (3354)	STREET MAINT SUPPLIES	14,033	17,450	16,000	8,124	17,000	16,000	
0001-3354-40-3-0000-360	P.W. - HIGHWAY (3354)	SIDEWALK,BASIN CONSTRUCTION	2,925	3,013	3,000	810	3,000	3,000	
0001-3354-40-3-0000-363	P.W. - HIGHWAY (3354)	STORM DRAIN CONSTRUCTION	6,368	6,442	6,500	844	6,500	6,500	
0001-3354-40-3-0000-390	P.W. - HIGHWAY (3354)	ROADSIDE BULKY WASTE	-	515	1,000	69	1,000	1,000	
0001-3354-40-3-0000-391	P.W. - HIGHWAY (3354)	SAFETY & HEALTH PLAN	2,980	2,325	3,500	600	3,500	3,500	
0001-3354-40-3-0000-440	P.W. - HIGHWAY (3354)	OFFICE EXPENSE & SUPPLIES	7,502	6,076	6,000	5,331	7,000	6,000	
0001-3354-40-3-0000-442	P.W. - HIGHWAY (3354)	CLOTHING	4,844	6,164	10,000	3,476	8,800	7,500	
0001-3354-40-3-0000-485	P.W. - HIGHWAY (3354)	SOIL/CATCH BASIN DISPOSAL	32,394	21,168	45,000	13,382	40,000	40,000	
0001-3354-40-3-0000-640	P.W. - HIGHWAY (3354)	MEMBERSHIP & MEETINGS	150	250	550	225	550	550	
	P.W. - HIGHWAY (3354) Total		1,464,889	1,521,222	1,503,880	791,978	1,455,995	1,448,095	-

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0001-3355-40-3-0000-191	.W. - TRANS STATION (3355)	OVERTIME	22,849	17,854	20,000	12,773	20,000	20,000	
0001-3355-40-3-0000-339	.W. - TRANS STATION (3355)	MONITORING	79,922	79,539	81,000	35,740	81,000	81,000	
0001-3355-40-3-0000-342	.W. - TRANS STATION (3355)	HUB FINANCIAL ASSURANCE FUND	-	-	-	-	7,500	7,500	
0001-3355-40-3-0000-350	.W. - TRANS STATION (3355)	GASOLINE	1,192	1,373	1,900	1,888	1,500	1,500	
0001-3355-40-3-0000-352	.W. - TRANS STATION (3355)	VEHICLE MAINTENANCE	6,788	12,582	13,000	1,435	13,000	10,000	
0001-3355-40-3-0000-390	.W. - TRANS STATION (3355)	OTHER PURCHASED SERVICES	232	2,643	1,500	455	1,500	1,500	
0001-3355-40-3-0000-440	.W. - TRANS STATION (3355)	OFFICE EXPENSE & SUPPLY	3,524	2,816	3,000	110	3,000	3,000	
	P.W. - TRANS STATION (3355) Total		114,507	116,807	120,400	52,401	127,500	124,500	-
0001-3357-40-3-0000-340	.W. - WASTE COLLECT(3357)	RECYCLING	9,120	-	10,000	-	10,000	10,000	
0001-3357-40-3-0000-369	.W. - WASTE COLLECT(3357)	DUMPING FEES	504,517	573,269	503,000	292,277	552,000	539,500	
0001-3357-40-3-0000-390	.W. - WASTE COLLECT(3357)	CONTRACT	879,275	888,391	926,300	577,657	934,100	934,100	
0001-3357-40-3-0000-440	.W. - WASTE COLLECT(3357)	OFFICE EXPENSE & SUPPLY	497	705	15,500	-	25,250	25,250	
	P.W. - WASTE COLLECT(3357) Total		1,393,409	1,462,365	1,454,800	869,934	1,521,350	1,508,850	-
0001-3359-40-3-0000-191	P.W. - BULKY WASTE (3359)	OVERTIME	154	885	-	213	-	-	
0001-3359-40-3-0000-194	P.W. - BULKY WASTE (3359)	PUBLIC WORKS	72,661	73,924	74,058	43,342	73,856	73,856	
0001-3359-40-3-0000-196	P.W. - BULKY WASTE (3359)	MME	11,229	7,078	20,937	9,712	22,302	22,302	
0001-3359-40-3-0000-350	P.W. - BULKY WASTE (3359)	GASOLINE	2,371	3,273	2,000	2,353	2,400	2,000	
0001-3359-40-3-0000-352	P.W. - BULKY WASTE (3359)	VEHICLE MAINTENANCE	1,169	6,427	2,500	2,992	3,000	3,000	
0001-3359-40-3-0000-390	P.W. - BULKY WASTE (3359)	DUMP FEES	65,067	66,110	70,000	40,736	71,500	71,500	
0001-3359-40-3-0000-440	P.W. - BULKY WASTE (3359)	OFFICE EXPENSE & SUPPLY	2,085	1,742	2,150	695	2,100	2,100	
0001-3359-40-3-0000-442	P.W. - BULKY WASTE (3359)	CLOTHING ALLOWANCE	315	368	800	204	725	725	
	P.W. - BULKY WASTE (3359) Total		155,051	159,807	172,445	100,247	175,883	175,483	-

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
P.W. - ENGINEERING (3310)							
DIRECTOR OF PUBLIC WORKS	0001	3310	190	100.000	113,366.39	113,366.39	
CLERK III	0001	3310	196	100.000	55,918.00		
CLERK III	0001	3310	196	50.000	22,301.86		
CONSTRUCTION/SURVEY TECHN	0001	3310	196	100.000	72,061.43		
DRAFTSPERSON	0001	3310	196	100.000	62,654.86		
SURVEY ASSISTANT II	0001	3310	196	100.000	46,360.68		
CHIEF SURVEYOR	0001	3310	196	100.000	72,495.46	331,792.29	
ASSOCIATE CITY ENGINEER	0001	3310	198	100.000	101,943.33		
ASSOCIATE CITY ENGINEER	0001	3310	198	100.000	99,987.47	201,930.80	
					647,089.47	647,089.47	
CLERK III	0001	3359	196	50.000	22,301.86		
CONSTRUCTION/SURVEY TECHN	0503	3910	196	100.000	72,061.43		
RESIDENT REPRESENTATIVE	0401	7370	235	100.000	45,625.00		
					45,625.00		

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
P.W. - GARAGE (3351)							
AUTOMOTIVE MECHANIC	0001	3351	194	100.000	73,855.14		
AUTOMOTIVE MECHANIC	0001	3351	194	100.000	73,855.14		
AUTOMOTIVE MECHANIC	0001	3351	194	100.000	70,309.43		
AUTOMOTIVE MECHANIC	0001	3351	194	100.000	73,855.14		
MAINT MECH II/GARAGE CREW	0001	3351	194	100.000	80,258.29	372,133.14	
PUBLIC WORKS CLERK	0001	3351	196	100.000	50,242.25	50,242.25	
					422,375.39	422,375.39	

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
P.W. - TRAFFIC (3353)							
ELECTRICIAN	0001	3353	196	100.000	67,806.57		
ELECTRONIC TECHNICIAN TRA	0001	3353	196	100.000	84,012.57		
TRAFFIC SIGN MAINTAINER	0001	3353	196	100.000	52,622.57	204,441.71	
SUPT TRAFFIC OPER/VEHICLE	0001	3353	198	100.000	106,181.00	106,181.00	
					310,622.71	310,622.71	

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
P.W. - HIGHWAY (3354)							
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.000	68,640.86		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.000	68,640.86		
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.000	68,640.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	51,107.03		
HIGHWAY MAINTAINER	0001	3354	194	100.000	53,456.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	61,340.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	61,340.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	61,340.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	55,083.71		
HIGHWAY MAINTAINER	0001	3354	194	100.000	61,340.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	61,340.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	60,172.86		
HIGHWAY MAINTAINER	0001	3354	194	100.000	51,107.03		
HWY MAINT/CREW LEAD/COMPE	0001	3354	194	100.000	80,258.29		
LABORER II	0001	3354	194	100.000	45,819.25		
LABORER II	0001	3354	194	100.000	46,740.85	956,372.76	
HIGHWAY FOREMAN	0001	3354	198	100.000	86,671.60	86,671.60	
					1,043,044.36	1,043,044.36	

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
P.W. - BULKY WASTE (3359)							
EQUIP OPER III/CR LDR COM	0001	3359	194	100.000	73,855.14	73,855.14	
CLERK III	0001	3359	196	50.000	22,301.86	22,301.86	
					96,157.00	96,157.00	
CLERK III	0001	3310	196	50.000	22,301.86		
					22,301.86		

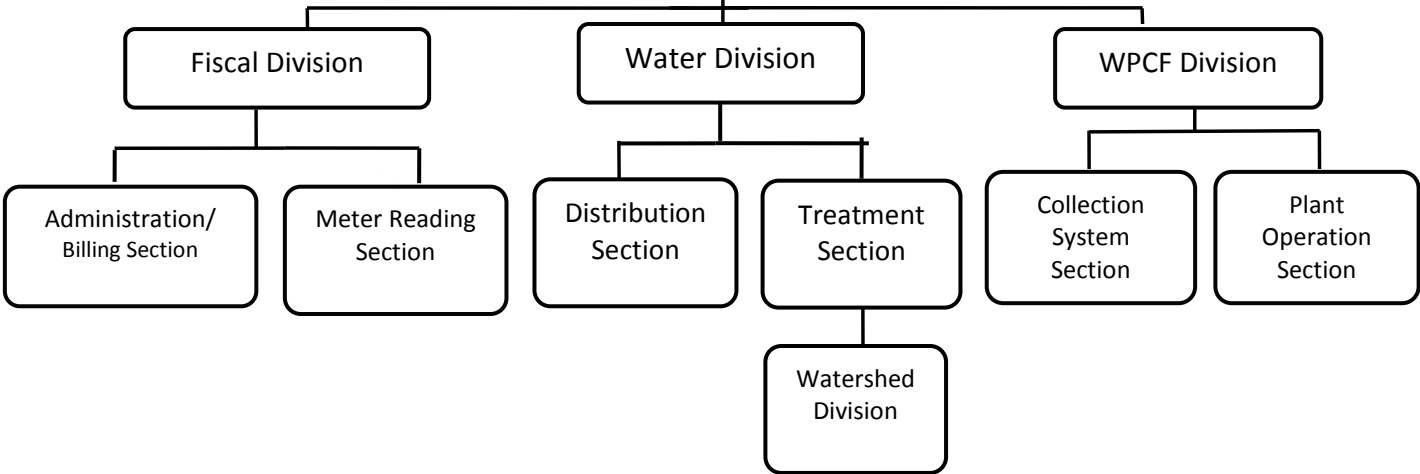
SECTION 6

ENTERPRISE

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
PUBLIC UTILITIES	1	Fiscal Division	1	Continue with our Meter Change Out Program (5th year). This program enable 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
	2	Water Division	1	Continue exposure/training for treatment plant staff at the Broad Brook Water Treatment Plant and Pump Station	5
			2	Continue to maintain, update and replace portions of our aging infrastructure that dates back to the late 1980's. This infrastructure encompasses water sources, treatment and 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	Planning/Design of the following upcoming projects: Storage Tank Rehab/Replacement Elmere Water Treatment Plant and Storage Tank, Williams St Pump Station.	5
			5	Final road restoration on Swain Ave. Complete Water Main Replacement project.	5
			6	Start the rehabilitation/replacement process of our water storage tanks.	5
	3	Water Pollution Control Division	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	Continue the sale of Nitrogen credits. Last calendar year Meriden was in the top 5 highest sellers of credits in the State.	5
			3	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 last 1800's. This program reduce the amount of ground water being treated at the WPCF and increases the life of the sanitary sewer collection system.	5
			4	Planning/Design of WPCF to remove phosphorus to revised DEEP standards.	5

		2014	2015	2016	2016	2017	2017
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u> <u>Actual</u>	<u>Department</u> <u>Budget Request</u>	<u>City Manager</u> <u>Budget</u>
FISCAL DIVISION (0503-3910)							
	REVENUES						
0503-3910-30-0-0000-648	REVENUE WATER DEPT	848,368	901,505	964,472	-	925,545	949,247
0503-3910-30-0-0000-649	REVENUE SEWER DEPT	774,680	813,035	858,627	-	833,711	845,147
	TOTAL FISCAL REVENUES	1,623,048	1,714,540	1,823,099	-	1,759,256	1,794,394
	EXPENDITURES						
0503-3910-45-0-0000-189	PART TIME SEASONAL LABOR	2,593	11,858	-	413	1	1
0503-3910-45-0-0000-190	ADMINISTRATION	193,549	118,393	117,910	51,308	119,940	119,940
0503-3910-45-0-0000-191	OVERTIME	10,189	2,614	5,000	3,967	5,000	5,000
0503-3910-45-0-0000-194	PUBLIC WORKS	108,907	110,814	111,010	36,386	110,710	110,710
0503-3910-45-0-0000-196	MME	59,321	60,918	140,066	60,764	69,940	142,002
0503-3910-45-0-0000-198	SUPERVISORS	146,020	155,417	190,640	81,834	200,627	200,627
0503-3910-45-0-0000-200	EMPLOYEE BENEFITS	291,379	250,237	292,519	156,823	288,046	251,122
0503-3910-45-0-0000-202	POST RETIREMENT BENEFITS (OPEB)	55,564	59,320	59,320	29,660	40,992	40,992
0503-3910-45-0-0000-350	GASOLINE	3,869	3,911	5,100	1,008	5,000	5,000
0503-3910-45-0-0000-352	VEHICLE MAINTENANCE	5,007	4,173	6,900	1,992	6,900	6,900
0503-3910-45-0-0000-357	ATTORNEY FEES	8,970	2,272	9,000	(532)	9,000	9,000
0503-3910-45-0-0000-390	OTHER PURCHASED SERVICES	51,895	49,533	86,575	17,469	86,575	86,575
0503-3910-45-0-0000-391	MEDICAL EXPENSE	-	-	650	-	650	650
0503-3910-45-0-0000-443	OFFICE EXPENSES AND SUPPLIES	1,504	1,501	1,550	738	2,200	2,200
0503-3910-45-0-0000-463	LIABILITY INSURANCE	46,948	134,511	145,881	129,734	143,858	143,858
0503-3910-45-0-0000-487	METER MATERIALS	14,970	13,899	12,000	3,254	12,000	12,000
0503-3910-45-0-0000-489	TAX COLLECTOR SERVICES	591,930	609,688	627,978	-	646,817	646,817
0503-3910-45-0-0000-712	WATER METERS	5,789	5,437	11,000	(3,506)	11,000	11,000
	TOTAL FISCAL EXPENDITURES	1,598,404	1,594,496	1,823,099	571,312	1,759,256	1,794,394
	TOTAL FISCAL EXPENDITURES	1,598,404	1,594,496	1,823,099	571,312	1,759,256	1,794,394
	TOTAL FISCAL REVENUES	1,623,048	1,714,540	1,823,099	-	1,759,256	1,794,394
	Variance	24,644	120,044	-	(571,312)	-	-

		2014	2015	2016	2016	2017	2017
		Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget
WATER (0503-3920)							
	REVENUES						
0503-3920-30-0-0000-633	MUNICIPAL HYDRANT FEES	93,000	93,600	93,000	28,700	93,600	93,600
0503-3920-30-0-0000-634	FIRE SERVICE CHARGE	87,350	88,600	88,600	89,144	88,600	88,600
0503-3920-30-0-0000-641	INTEREST	403,682	91,805	210,000	107,315	210,000	210,000
0503-3920-30-0-0000-642	LIEN FEES	112,290	41,573	58,500	9,416	42,000	42,000
0503-3920-30-0-0000-680	INTEREST ON INVESTMENTS	15,019	9,398	15,000	(195)	9,400	9,400
0503-3920-30-0-0000-687	BASIC SERVICE CHARGE	1,041,922	831,152	834,588	415,019	762,479	831,311
0503-3920-30-0-0000-691	BB NEW CINGULAR WIRELESS LEASE INC	-	5,290	15,870	6,613	15,870	15,870
0503-3920-30-0-0000-692	VERIZON WIRELESS LEASE INCOME	-	8,800	26,400	13,200	26,400	26,400
0503-3920-30-0-0000-693	T-MOBILE WIRELESS LEASE INCOME	-	16,052	38,400	17,922	35,844	35,844
0503-3920-30-0-0000-694	JH NEW CINGULAR WIRELESS LEASE INC	-	12,097	24,000	14,000	-	-
0503-3920-30-0-0000-695	MISC. INCOME	140,074	131,085	134,417	77,624	52,886	45,668
0503-3920-30-0-0000-696	SALE OF SURPLUS PROPERTY	886	-	-	-	-	-
0503-3920-30-0-0000-699	NET ASSETS	-	-	-	-	243,892	-
0503-3920-30-0-0000-984	WATER SALES	7,818,338	8,032,984	8,848,000	4,386,601	9,296,000	8,956,000
0503-3920-30-0-0714-745	Premium	-	-	-	-	-	-
	TOTAL WATER REVENUES	9,712,561	9,362,436	10,386,775	5,165,359	10,876,971	10,354,693
	EXPENDITURES						
0503-3920-45-0-0000-189	PART TIME / SEASONAL	-	-	-	-	1	1
0503-3920-45-0-0000-191	OVERTIME	157,084	153,240	155,000	66,012	158,100	158,100
0503-3920-45-0-0000-194	PUBLIC WORKS	1,450,174	1,653,679	1,527,990	665,293	1,588,375	1,591,408
0503-3920-45-0-0000-196	MME	123,471	125,574	128,331	55,470	127,980	127,980
0503-3920-45-0-0000-198	SUPERVISORS	83,960	85,368	85,979	37,164	89,339	89,339
0503-3920-45-0-0000-200	EMPLOYEE'S BENEFITS	1,247,065	796,961	1,325,189	345,400	919,789	916,452
0503-3920-45-0-0000-202	POST RETIREMENT BENEFITS (OPEB)	161,573	135,356	123,488	61,744	147,255	147,255
0503-3920-45-0-0000-301	DEBT SERVICE-PRINCIPAL	1,230,000	1,166,726	906,900	743,000	914,000	914,000
0503-3920-45-0-0000-302	DEBT SERVICE-INTEREST	496,688	452,364	462,582	254,091	395,475	395,475
0503-3920-45-0-0000-305	DEBT SERVICE CLOSING COST	-	4,709	-	-	-	-
0503-3920-45-0-0000-306	TAXES TO OTHER TOWNS	55,876	56,344	63,656	59,006	62,885	62,885

		2014	2015	2016	2016	2017	2017
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016 Actual</u>	<u>Department Budget Request</u>	<u>City Manager Budget</u>
0503-3920-45-0-0000-309	BABS FEDERAL SUBSIDY	(14,835)	(14,381)	(14,884)	-	(14,191)	(14,191)
0503-3920-45-0-0000-314	PRINCIPAL CWF-BROADBROOK DESIGN	112,849	66,981	68,333	28,306	69,712	69,712
0503-3920-45-0-0000-315	INTEREST CWF-BROADBROOK DESIGN	42,330	29,074	27,723	11,717	26,343	26,343
0503-3920-45-0-0000-316	FUTURE DEBT SERV-BROADBROOK DESIGN	-	-	514,153	-	535,676	-
0503-3920-45-0-0000-317	PRINCIPAL CWF-BROADBROOK CONSTRUCTION	-	-	-	-	745,496	745,496
0503-3920-45-0-0000-318	INTEREST CWF-BROADBROOK CONSTRUCTION	-	-	-	-	332,537	332,537
0503-3920-45-0-0000-321	PUBLIC UTILITIES	720,098	742,623	1,049,100	303,092	1,049,100	1,049,100
0503-3920-45-0-0000-323	REPAIRS & MAINTENANCE	25,297	22,451	25,000	8,314	25,000	25,000
0503-3920-45-0-0000-350	GASOLINE	51,328	62,483	45,000	23,215	50,000	40,000
0503-3920-45-0-0000-352	VEHICLE MAINTENANCE	53,457	61,066	75,000	20,359	65,000	65,000
0503-3920-45-0-0000-388	AUDIT	9,160	8,554	13,000	7,300	23,500	23,500
0503-3920-45-0-0000-390	WATER PURCHASED	211,513	387,685	347,620	145,191	124,150	124,150
0503-3920-45-0-0000-398	FISCAL DIVISION SERVICE	848,368	901,505	964,472	-	925,545	949,247
0503-3920-45-0-0000-399	ASSESSMENT GENERAL FUND	647,151	666,565	686,559	-	707,159	707,159
0503-3920-45-0-0000-440	OFFICE EXPENSE & SUPPLIES	67,395	50,245	68,000	17,003	68,000	68,000
0503-3920-45-0-0000-489	MEDICAL EXPENSE	1,705	4,170	3,600	75	3,600	3,600
0503-3920-45-0-0000-490	WATERSHED LAND ACQUISITION STUDY	-	-	-	-	1	1
0503-3920-45-0-0000-491	MAINT OF MAINS & ACCESS	35,557	20,692	35,000	11,488	35,000	35,000
0503-3920-45-0-0000-492	MAINTENANCE OF RESERVOIR	45,751	43,193	45,000	25,926	45,000	45,000
0503-3920-45-0-0000-493	MAINT OF PUMP STATIONS	41,590	33,511	40,000	4,135	40,000	40,000
0503-3920-45-0-0000-494	SERVICES-MATERIALS	11,522	(3,004)	5,000	(2,490)	5,000	5,000
0503-3920-45-0-0000-495	TREATMENT EXPENSE	556,834	387,260	557,000	150,582	557,000	557,000
0503-3920-45-0-0000-501	CAPITAL OUTLAY	437,963	42,593	-	-	-	-
0503-3920-45-0-0000-502	DEPRECIATION EXPENSE	1,688,442	1,753,724	-	-	-	-
0503-3920-45-0-0000-504	WATER EQUIPMENT	9,604	15,523	15,000	1,525	16,000	16,000
0503-3920-45-0-0000-506	HYDRANTS-MATERIALS	3,930	8,881	15,000	156	15,000	15,000
0503-3920-45-0-0000-640	MEMBERSHIPS & MEETINGS	11,049	12,122	31,575	28,047	11,951	11,951
0503-3920-45-0-0000-643	INSURANCE	269,227	880,600	931,409	866,247	952,192	952,192
0503-3920-45-0-0000-713	NEW MAINS & ACCESSORIES	-	-	-	-	1	1
0503-3920-45-0-0000-714	REPAIR TRENCHES	61,818	38,707	60,000	-	60,000	60,000
0503-3920-45-0-0000-760	BAD DEBT EXPENSE	36,899	-	-	-	-	-
	TOTAL WATER EXPENDITURES	10,991,893	10,853,144	10,386,775	3,937,368	10,876,971	10,354,693

	2014	2015	2016	2016	2017	2017
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>2/23/2016</u> <u>Actual</u>	<u>Department</u> <u>Budget Request</u>	<u>City Manager</u> <u>Budget</u>
TOTAL WATER EXPENDITURES	10,991,893	10,853,144	10,386,775	3,937,368	10,876,971	10,354,693
TOTAL WATER REVENUES	9,712,561	9,362,436	10,386,775	5,165,359	10,876,971	10,354,693
Variance	(1,279,332)	(1,490,708)	-	1,227,991	-	-

					2016	2017	2017
	SEWER (0502-3930)	2014	2015	2016	2/23/2016	Department	City Manager
		Actual	Actual	Budget	Actual	Budget Request	Budget
	REVENUES						
0502-3930-30-0-0000-641	SEWER CONNECTION ASSESS	5,350	2,250	10,000	-	10,000	2,300
0502-3930-30-0-0000-642	INTEREST & LIEN FEES	551,383	116,209	306,680	116,643	306,680	306,680
0502-3930-30-0-0000-644	SEWER ASSESSMENT REVENUE	11,812	5,771	-	5,251	-	-
0502-3930-30-0-0000-680	INTEREST ON INVESTMENTS	16,627	13,508	16,625	1,320	16,625	13,500
0502-3930-30-0-0000-687	BASIC SERVICE FEE	886,659	706,771	886,658	352,973	706,771	703,324
0502-3930-30-0-0000-690	NITROGEN CREDIT	-	295,988	295,988	351,776	266,390	100,000
0502-3930-30-0-0000-695	MISC. INCOME	23,270	321,172	26,054	11,834	23,000	27,000
0502-3930-30-0-0000-696	SALE OF SURPLUS PROPERTY	67,445	-	-	-	-	-
0502-3930-30-0-0000-699	NET ASSETS	-	-	350,000	-	(10,154)	485,700
0502-3930-30-0-0000-984	SEWER USE CHARGES	7,701,846	7,413,263	8,140,000	3,907,104	8,496,590	8,140,000
0502-3930-30-0-0714-745	BOND PREMIUM REVENUE	-	-	-	-	-	-
	TOTAL REVENUES	9,264,392	8,874,932	10,032,005	4,746,901	9,815,902	9,778,504
	EXPENDITURES						
0502-3930-45-0-0000-189	PART TIME / SEASONAL	-	-	-	-	1	1
0502-3930-45-0-0000-191	OVERTIME	99,164	101,628	110,000	38,492	105,000	105,000
0502-3930-45-0-0000-194	LABOR PUBLIC WORKS	551,168	687,001	660,224	246,545	671,407	665,819
0502-3930-45-0-0000-196	MME	58,787	59,791	61,091	26,406	60,924	60,924
0502-3930-45-0-0000-198	SUPERVISORS	401,668	365,227	431,117	181,668	441,255	441,255
0502-3930-45-0-0000-200	EMPLOYEE BENEFITS	531,723	499,779	718,827	221,332	669,304	699,304
0502-3930-45-0-0000-202	POST RETIREMENT BENEFITS (C	81,280	71,327	58,465	29,233	60,033	60,033
0502-3930-45-0-0000-301	PRINCIPAL RETIREMENT	376,000	390,071	508,700	260,000	515,500	515,500
0502-3930-45-0-0000-302	INTEREST	176,798	203,841	228,800	131,126	180,931	180,931
0502-3930-45-0-0000-305	DEBT SERVICE CLOSING COST	-	3,484	-	-	-	-
0502-3930-45-0-0000-307	PRINCIPAL RETIREMENT CWF	86,579	28,568	28,568	11,903	28,568	28,568

		2014	2015	2016	2016	2017	2017
	SEWER (0502-3930)	Actual	Actual	Budget	2/23/2016 Actual	Department Budget Request	City Manager Budget
0502-3930-45-0-0000-308	INTEREST CWF	2,648	1,738	1,167	556	596	596
0502-3930-45-0-0000-309	BABS FEDERAL SUBSIDY	(29,594)	(28,693)	(29,703)	-	(28,329)	(28,329)
0502-3930-45-0-0000-310	PRINCIPAL CWF PLANT UPGRAD	1,534,266	1,565,234	1,596,827	661,469	1,629,058	1,629,058
0502-3930-45-0-0000-311	INTEREST CWF PLANT UPGRADI	622,447	591,479	559,885	237,161	527,654	527,654
0502-3930-45-0-0000-312	PRINCIPAL CWF I&I	74,881	76,393	77,935	32,284	79,508	79,508
0502-3930-45-0-0000-313	INTEREST CWF I&I	32,504	30,992	29,450	12,460	27,878	27,878
0502-3930-45-0-0000-321	UTILITIES	950,661	1,097,417	1,235,900	417,505	1,100,000	1,100,000
0502-3930-45-0-0000-323	REPAIRS AND MAINTENANCE	99,150	92,793	110,000	23,335	100,000	100,000
0502-3930-45-0-0000-342	WATER / SEWER BILL	8,269	8,074	10,000	4,728	10,000	10,000
0502-3930-45-0-0000-350	GASOLINE	14,251	18,410	15,500	6,857	15,500	15,500
0502-3930-45-0-0000-352	VEHICLE MAINTENANCE	13,209	17,132	16,000	6,779	16,000	16,000
0502-3930-45-0-0000-388	AUDIT	9,160	8,554	13,000	7,300	23,500	23,500
0502-3930-45-0-0000-391	HEPATITIS B SHOTS	3,244	2,018	4,000	273	3,000	3,000
0502-3930-45-0-0000-398	SERV PROV BY FISCAL DIV.	774,680	813,035	858,627	-	905,773	845,147
0502-3930-45-0-0000-399	ASSESSMENT GENERAL FUND	647,151	666,565	650,432	-	671,129	669,945
0502-3930-45-0-0000-463	CLAIMS	-	-	5,000	-	5,000	5,000
0502-3930-45-0-0000-484	SEWER EXPENSE AND SUPPLIE	514,296	424,933	550,000	145,607	475,000	475,000
0502-3930-45-0-0000-485	BIOSOLID DISPOSAL	685,169	675,090	710,000	210,953	700,000	700,000
0502-3930-45-0-0000-486	PUMP STATION OPR AND MAINT	46,643	47,813	55,000	6,147	55,000	55,000
0502-3930-45-0-0000-501	CAPITAL OUTLAY	443,405	300,000	-	-	1	1
0502-3930-45-0-0000-502	DEPRECIATION EXPENSE	3,846,932	4,019,474	-	-	-	-
0502-3930-45-0-0000-640	MEMBERSHIPS & MEETINGS	4,086	8,000	8,000	2,674	8,000	8,000
0502-3930-45-0-0000-643	INSURANCE	609,523	712,575	749,193	713,000	758,711	758,711
0502-3930-45-0-0000-760	BAD DEBT EXPENSE	30,746	(67,278)	-	-	-	-
	TOTAL EXPENDITURES	13,300,894	13,492,465	10,032,005	3,635,793	9,815,902	9,778,504
	TOTAL EXPENDITURES	13,300,894	13,492,465	10,032,005	3,635,793	9,815,902	9,778,504
	TOTAL REVENUES	9,264,392	8,874,932	10,032,005	4,746,901	9,815,902	9,778,504
	Variance	(4,036,502)	(4,617,533)	-	1,111,108	-	-

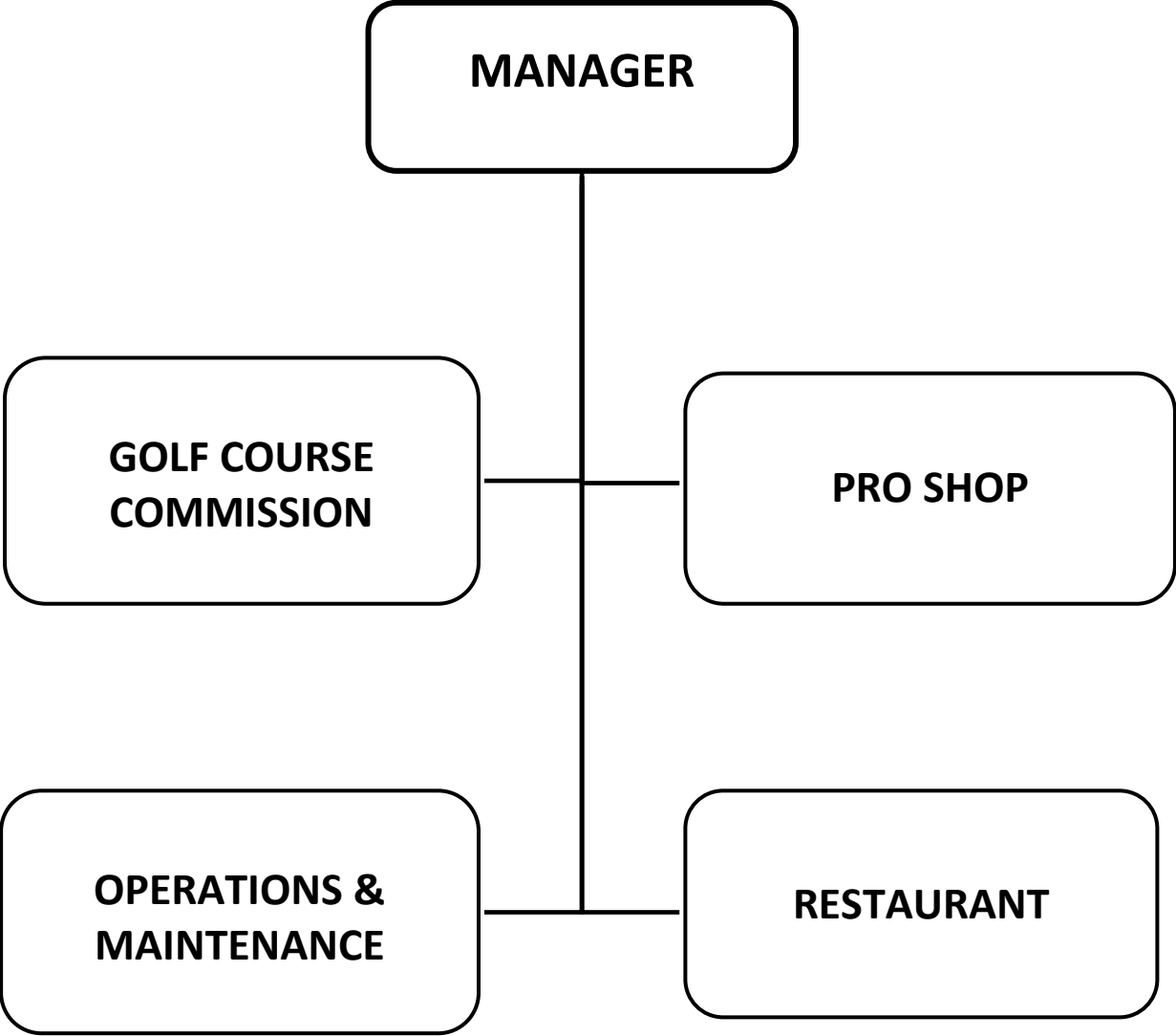
Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
WATER (0503-3920)							
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	73,855.14		
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	73,855.14		
EQUIPMENT OPERATOR 3/CREW	0503	3920	194	100.000	73,855.14		
LAB TECH SOURC WATER INSP	0503	3920	194	100.000	68,640.86		
UTILITYPERSON III	0503	3920	194	100.000	68,640.86		
UTILITYPERSON III	0503	3920	194	100.000	68,640.86		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	55,083.71		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	61,340.86		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	53,456.86		
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	51,913.37		
WATER PLANT OPERATOR I	0503	3920	194	100.000	61,340.86		
WATER PLANT OPERATOR I	0503	3920	194	100.000	58,116.00		
WATER PLANT OPERATOR II	0503	3920	194	100.000	68,640.86		
WATER PLANT OPERATOR II	0503	3920	194	100.000	68,640.86		
WATER PLANT OPERATOR II	0503	3920	194	100.000	68,640.86		
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,258.29		
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,258.29		
WATER PLANT OPERATOR III	0503	3920	194	100.000	80,258.29		
WATER SERVICE TECHNICIAN	0503	3920	194	100.000	80,258.29		
WATERSHED EQ OP III TREEC	0503	3920	194	100.000	80,258.29		

Prepared: 11/24/15, 9:09:57		2016-2017 Budget			Page 1		
Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
WATER (cont'd)							
WATERSHED MAINTAINER	0503	3920	194	100.000	53,456.86		
WATERSHED MAINTAINER	0503	3920	194	100.000	55,083.71		
WATERSHED MAINTAINER	0503	3920	194	100.000	53,456.86		
WATERSHED MAINTAINER	0503	3920	194	100.000	53,456.86	1,591,407.98	
ACCOUNT CLERK	0503	3920	196	100.000	55,918.00		
CROSS CONNECTION INSPECTO	0503	3920	196	100.000	72,061.43	127,979.43	
WATER DISTRIBUTION SUPERV	0503	3920	198	100.000	89,338.94	89,338.94	
					1,808,726.35	1,808,726.35	

Prepared: 11/24/15, 9:09:57					2016-2017 Budget		Page 1	
Payroll Projection Report								
Program : PR815L					7/01/16 to 6/30/17			
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>	
FISCAL DIVISION (0503-3910)								
DIRECTOR OF PUBLIC UTILIT	0503	3910	190	100.000	119,939.52	119,939.52		
WATER SERVICEPERSON	0503	3910	194	100.000	55,354.86			
WATER SERVICEPERSON	0503	3910	194	100.000	55,354.86	110,709.72		
CONSTRUCTION/SURVEY TECHN	0503	3910	196	100.000	72,061.43			per dennis
PUBLIC UTIL BILLING & ADM	0503	3910	196	100.000	69,939.83	142,001.26		
SUPERINT/OPERATIONS-WATER	0503	3910	198	100.000	111,287.95			
WATER SERVICE SUPERVISOR	0503	3910	198	100.000	89,338.94	200,626.89		
					573,277.39	573,277.39		

Payroll Projection Report							
Program : PR815L					7/01/16 to 6/30/17		
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
SEWER (0502 - 3930)							
LABORATORY TECHNICIAN	0502	3930	194	100.000	61,340.86		
MAINTENANCE MECHANIC I	0502	3930	194	100.000	64,552.86		
MAINTENANCE MECHANIC III	0502	3930	194	100.000	80,258.29		
SEWER PLANT OPERATOR I	0502	3930	194	100.000	61,340.86		
SEWER PLANT OPERATOR I	0502	3930	194	100.000	51,913.00		
SEWER PLANT OPERATOR I	0502	3930	194	100.000	61,340.86		
SEWER PLANT OPERATOR I	0502	3930	194	100.000	53,453.93		
SEWER PLANT OPERATOR I	0502	3930	194	100.000	51,913.00		
SEWER PLANT OPERATOR II	0502	3930	194	100.000	58,108.00		
SEWER PLANT OPERATOR II	0502	3930	194	100.000	58,108.00		
SEWER PLANT OPERATOR II	0502	3930	194	100.000	63,489.00	665,818.66	
ADMINISTRATIVE SECRETARY	0502	3930	196	100.000	60,923.71	60,923.71	
CHEMIST	0502	3930	198	100.000	85,861.88		
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.000	72,149.18		
WPCF ASSISTANT MANAGER	0502	3930	198	100.000	91,200.07		
WPCF FACILITY MANAGER	0502	3930	198	100.000	106,181.00		
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.000	85,862.12	441,254.25	
					1,167,996.62	1,167,996.62	

GOLF



2016-2017

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.

					2016	2017	2017	2017
	GOLF COURSE	2014	2015	2016	2/23/2016	Department	City Manager	Finance
		Actual	Actual	Budget	Actual	Budget Request	Budget	Committee
	REVENUES							
0509-0810-30-0-0000-650	RECOVERY FROM GOLF PRO	50,990	20,495	50,990	47,607	50,990	50,990	-
0509-0810-30-0-0000-655	GREENS FEES	371,001	358,366	427,328	231,326	456,979	456,979	-
0509-0810-30-0-0000-656	SEASONS PASSES	133,302	142,624	150,157	9,724	150,965	150,965	-
0509-0810-30-0-0000-657	TOURNAMENTS	60,407	54,252	59,200	31,605	60,299	60,299	-
0509-0810-30-0-0000-658	LEAGUES	54,428	56,978	54,000	24,959	56,393	56,393	-
0509-0810-30-0-0000-690	RENT	36,300	6,600	39,600	19,800	44,400	44,400	-
0509-0810-30-0-0000-692	GOLF CART FEES	37,186	36,349	37,500	26,082	37,217	37,217	-
0509-0810-30-0-0000-693	GOLF CART FEES - GOLF PRO	198,323	193,859	198,323	139,104	193,859	193,859	-
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	-	-	-	-	-
0509-0810-30-0-0716-745	Premium	-	822	-	-	-	-	-
	TOTAL REVENUES	942,339	870,385	1,017,098	530,207	1,051,102	1,051,102	-
	EXPENDITURES							
0509-0810-45-0-0000-189	MISC PART-TIME	116,483	90,925	92,050	49,258	93,190	93,190	-
0509-0810-45-0-0000-191	OVERTIME	12,614	11,572	15,325	7,395	12,100	12,100	-
0509-0810-45-0-0000-194	PUBLIC WORKS	60,222	103,539	99,337	43,827	103,556	103,556	-
0509-0810-45-0-0000-198	SUPERVISORS	91,786	93,482	93,654	40,481	97,315	97,315	-
0509-0810-45-0-0000-200	EMPLOYEE BENEFITS	77,241	125,081	109,268	51,580	125,765	125,765	-
0509-0810-45-0-0000-202	POST RETIREMENT BENEFITS (OPEB)	10,804	8,583	20,872	10,436	9,550	9,550	-
0509-0810-45-0-0000-301	BOND PAYMENTS	15,000	15,000	37,000	14,000	41,800	41,800	-
0509-0810-45-0-0000-302	BOND & BAN INTEREST	3,640	3,459	3,640	2,071	2,548	2,548	-
0509-0810-45-0-0000-305	Debt Service Closing Cost	-	52	-	-	-	-	-
0509-0810-45-0-0000-306	PRINCIPAL EXP-IRRIG PRJT	(37,345)	(43,543)	-	-	-	-	-
0509-0810-45-0-0000-307	INTEREST EXP-IRRIG PRJT	-	-	-	-	-	-	-
0509-0810-45-0-0000-309	BABS FEDERAL SUBSIDY	(247)	(239)	(258)	-	(258)	(258)	-
0509-0810-45-0-0000-345	GOLF EXPENSE & SUPPLY	196,844	202,364	175,437	109,659	200,437	200,437	-
0509-0810-45-0-0000-346	REIMBURSABLE GOLF PRO EXP	50,990	20,495	50,990	47,607	50,990	50,990	-
0509-0810-45-0-0000-347	GOLF CART - GOLF PRO EXP	198,323	193,859	198,323	139,103	193,859	193,859	-
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	34,596	24,859	34,500	27,658	27,500	27,500	-
0509-0810-45-0-0000-463	LIABILITY & GENERAL INSURANCE	60,454	66,247	60,500	66,618	66,250	66,250	-
0509-0810-45-0-0000-500	CAPITAL EQUIPMENT	12,762	16,316	15,000	4,561	15,000	15,000	-
0509-0810-45-0-0000-502	DEPRECIATION EXPENSE	119,598	(462,193)	-	-	-	-	-
0509-0810-45-0-0000-640	MEETINGS & MEMBERSHIPS	1,075	1,503	1,460	425	1,500	1,500	-
	TOTAL EXPENDITURES	1,034,840	481,361	1,017,098	619,679	1,051,102	1,051,102	-
	TOTAL EXPENDITURES	1,034,840	481,361	1,017,098	619,679	1,051,102	1,051,102	-
	TOTAL REVENUES	942,339	870,385	1,017,098	530,207	1,051,102	1,051,102	-
	Variance	(92,501)	389,024	-	(89,472)	-	-	-

SECTION 7

CAPITAL

IMPROVEMENT PLAN

5-Year Capital Improvement Plan

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 16/17 - 21/22					(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
GENERAL PURPOSE										
FIRE	Replace a Fire Pumper			450,000					450,000	
	<i>Grant proceeds</i>			<i>(405,000)</i>					<i>(405,000)</i>	
	Limited Refurbishment of Pumper	125,000							125,000	
	Replace Assistant Chiefs Vehicle (Car 3)	55,000							55,000	
	Training Ground/Facility Improvements			35,000					35,000	
	Replace Fire Equipment (Phase 2)			30,000					30,000	
	Technical Rescue Equipment/ Tactical Medical Upgrade (Regional Grant Assisted)	150,000	<i>(145,000)</i>						5,000	
	Technical Rescue Equipment Trailer	10,000							10,000	
	Extrication (Hurst) Tool Upgrades (Phase 2)			30,000					30,000	
	Station Facility Repair/Furniture Replacement/Security (access) upgrades			25,000					25,000	
	Station 2 Relocation or Renovation				3,800,000				3,800,000	
	Equipment for Apparatus (Phase 3)			20,000					20,000	
	PPE Gear Dryers				20,000				20,000	
	Replace a Fire Pumper (Engine 4 w/Quint)					425,000			425,000	
	Replace Staff Vehicles					30,000	30,000		60,000	
	Training Ground/Facility Improvements				20,000				20,000	
	Replace Fire Equipment (Phase 4)				20,000				20,000	
	Station Facility Repair/Furniture Replacement				30,000				30,000	
	Station 5 Renovation/Mitigation						1,500,000		1,500,000	
	Replace Staff Vehicles						65,000		65,000	
	Replace ATV					25,000			25,000	
	Replace Staff Vehicles						70,000		70,000	
	Communications infrastructure and radio upgrades						100,000		100,000	
	Replace Staff Vehicles							112,500	112,500	
	Training Ground/Facility Improvements							40,000	40,000	
									-	
	TOTAL	340,000	(145,000)	185,000	3,890,000	480,000	1,765,000	152,500	6,667,500	
POLICE	Building Improvements			25,000	25,000	25,000	25,000		100,000	
	Locker Room Remodeling			45,000	45,000				90,000	
	Telephone System	50,000							50,000	
	Office Equipment			25,000	25,000				50,000	
									-	
	TOTAL	50,000	-	95,000	95,000	25,000	25,000	-	290,000	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level		C.I.P. FY 16/17 - 21/22						(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
LIBRARY	Re-Carpet remainder of Main Adult Area	60,000							60,000	
	Architect Fees-Design to Bid Specs			150,000					150,000	
	Library Renovation and Expansion					6,000,000			6,000,000	
	<i>Grant proceeds</i>					(1,000,000)			(1,000,000)	
	TOTAL	60,000	-	150,000	-	5,000,000	-	-	5,210,000	
AVIATION	Paint S. Hangars and Roof Repair	60,000							60,000	
	Fuel tank	40,000							40,000	
	TOTAL	100,000	-	-	-	-	-	-	100,000	
HEALTH	Senior Center - Ford Transit			20,735					20,735	
	Mini-Bus: Senior Center (2)			60,000		60,000			120,000	
	<i>Grant proceeds</i>			(40,000)		(40,000)			(80,000)	
	Senior Center Kitchen Equipment				15,000				15,000	
	TOTAL	-	-	40,735	15,000	20,000	-	-	75,735	
PLANNING	Development & Enforcement Acquisition & Demo	60,000		75,000	75,000	75,000	75,000	75,000	435,000	
	C.I.D.E.W.A.L.K. Program	50,000		75,000	75,000	75,000	75,000	75,000	425,000	
	TOTAL	110,000	-	150,000	150,000	150,000	150,000	150,000	860,000	
SMVFD	Station Renovations 2nd Floor Addition (Eng. 10) - 1996 Replacement				520,000		200,000		200,000	
	Rescue 14 Replacement (Eng. 11) - 2000 Replacement						300,000	620,000	300,000	
	TOTAL	-	-	-	520,000	-	500,000	620,000	1,640,000	
CIVIL PREPA	Emergency Generator - 500 South Broad Radio To	30,000	(15,000)						15,000	
	TOTAL	30,000	(15,000)	-	-	-	-	-	15,000	
EMER COMM	MPD Radio System Microwave upgrade	50,000							50,000	
	MFD Radio System simulcast upgrade			100,000					100,000	
	MFD Portable and Mobile Radio replacement				200,000				200,000	
	MPD/MFD System upgrade to trunked 800Mhz					750,000			750,000	
	TOTAL	50,000	-	100,000	200,000	750,000	-	-	1,100,000	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level		C.I.P. FY 16/17 - 21/22						(3/1/16)	
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL
PARKS, REC	Parks Building Doors, Roofs, Windows Phase V	35,000		50,000	50,000	50,000	50,000	50,000	285,000
	Washington Park Patio Rehabilitation Phase II	25,000							25,000
	Hubbard Park Material Covers			17,000					17,000
	City Wide Irrigation Phase V	15,000		15,000					30,000
	Parks-Paving, Curbs & Sidewalks Phase III	100,000		100,000	100,000	100,000	150,000	150,000	700,000
	Downtown Carilon Tower Music Replacement			30,000					30,000
	Hubbard Park Power Phase V	20,000		20,000					40,000
	Playscape Replacement & Safety Surfacing	50,000		100,000	100,000	100,000	100,000	100,000	550,000
	Tower Road Rehab Phase II	25,000		100,000	100,000	100,000			325,000
	Hubbard Park Pool Repairs			75,000			750,000	25,000	850,000
	City Wide Tennis/Basketball Resurface & Color Co	30,000		60,000	35,000				125,000
	City Wide Fence Replacement Phase VI	25,000		25,000					50,000
	Artificial Turf for Infield of Dunn Championship Field							120,000	120,000
	Special Event Staging Equipment	15,000							15,000
	City Wide Turf Upgrade Equipment/Material Phase	20,000		20,000	20,000	20,000	20,000	20,000	120,000
	Concrete Curbing on Broad St Memorial Phase I	60,000		60,000					120,000
	Castle Craig Repointing			30,000					30,000
	5 Yard Dump Truck With Plow Replacement	90,000					100,000		190,000
	14 Foot Mower Replacement			120,000					120,000
	Turf Utility Vehicle Replacement	25,000							25,000
	Pick Up Truck With Plow Replacement	40,000		40,000	40,000	40,000	40,000	40,000	240,000
	Stainless Steel Dump Body	35,000							35,000
	Sweeper Rehab				45,000				45,000
	Light Tower Replacement			10,000					10,000
	Backhoe Replacement	130,000							130,000
	One Ton Dump Truck Replacement			75,000			75,000		150,000
	Mower Replacement			55,000			55,000		110,000
	Park Litter Cart Replacement	11,000							11,000
	Brush Chipper Replacement			55,000					55,000
	Custodian Van Replacement			30,000					30,000
	Stoddard Building Parking Lots			100,000					100,000
	Police Department Water Tower	325,000							325,000
	Senior Center Improvements Phase II	30,000		30,000	30,000				90,000
	Senior Center Roof Replacement			260,000					260,000
	City Hall HVAC System Replacement	250,000		2,000,000					2,250,000
	City Hall Interior Upgrade	15,000		35,000	35,000	35,000	35,000	35,000	190,000
	Stoddard Building Phase IV	30,000		30,000	30,000	40,000	40,000	40,000	210,000
	Bucket Truck Replacement						180,000		180,000
	Fork Lift Replacement						28,000		28,000
	Scissor Lift Replacement							24,000	24,000
	City Hall Stairs Reset			75,000					75,000
									-
	TOTAL	1,401,000	-	3,617,000	585,000	485,000	1,623,000	604,000	8,315,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level		C.I.P. FY 16/17 - 21/22						(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
PUBLIC WORKS										
ENGINEERING	City-Wide Road Reconstruction	500,000		500,000	500,000	500,000	500,000	500,000	3,000,000	
	City-Wide Road Reconstr LoCIP Funding	525,697	(525,697)	525,697	525,697	525,697	525,697	525,697	2,628,485	
	<i>Grant proceeds</i>			(525,697)	(525,697)	(525,697)	(525,697)	(525,697)	(2,628,485)	
	City-Wide Sidewalks	350,000		350,000	350,000	350,000	350,000	350,000	2,100,000	
	Guiderail Replacement-Misc. Locations			30,000	30,000	30,000	30,000	30,000	150,000	
	Misc. Sidewalk Repairs	100,000		100,000	100,000	100,000	100,000	100,000	600,000	
	City-Wide Drainage			50,000	50,000	50,000	50,000	50,000	250,000	
	Downtown Improvements	250,000		250,000	250,000	250,000	250,000	250,000	1,500,000	
	Linear Trail Projects			750,000	750,000	500,000			2,000,000	
	Kensington Ave Box Culvert	30,000							30,000	
	Preston Ave Recon (Design only)							700,000	700,000	
	Williams St Reconstruction				400,000				400,000	
	Baldwin Ave Reconstruction			700,000					700,000	
	Jordan Brook Phase 3							550,000	550,000	
	Allen Ave Reconstruction (Design Only)							700,000	700,000	
	Finch Ave Reconstruction (lower end)						450,000	550,000	1,000,000	
	Johnson Ave Reconstruction Phase 1						700,000		700,000	
	Westfield Rd Recon (Design only)							700,000	700,000	
	Hicks Ave Drainage/Road Improvements							400,000	400,000	
									-	
	TOTAL ENGINEERING	1,755,697	(525,697)	2,730,000	2,430,000	1,780,000	2,430,000	4,880,000	15,480,000	
SNOW	Dump Body Replacement	80,000							80,000	
									-	
	TOTAL SNOW	80,000	-	-	-	-	-	-	80,000	
GARAGE	Welding Truck	150,000							150,000	
	Extend Overhead Crane			90,000					90,000	
	Machine Shop Equipment			90,000					90,000	
	CNG Fueling Station Rehabilitation					30,000			30,000	
									-	
	TOTAL GARAGE	150,000	-	180,000	-	30,000	-	-	360,000	
TRAFFIC	Signal Upgrade Program	195,000		220,000	278,100	289,500	251,800	528,200	1,762,600	
	Pavement Markings	100,000		175,000	150,000	150,000	150,000	200,000	925,000	
	Signal Detection Program			30,000	30,000				60,000	
	Fire Alarm System Upgrade			20,000	20,000				40,000	
	East Main Street Closed Loop Expansion	25,000		30,000					55,000	
	Pickup Truck				50,000				50,000	
									-	
	TOTAL TRAFFIC	320,000	-	475,000	528,100	439,500	401,800	728,200	2,892,600	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level		C.I.P. FY 16/17 - 21/22						(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
HIGHWAY	Dump Truck	220,000		230,000	240,000	250,000	260,000	270,000	1,470,000	
	Sweeper Rehabilitation	45,000							45,000	
	One Ton Dump, Sander and Plow			95,000					95,000	
	Multi-purpose Tractor	55,000							55,000	
	Skid Steer	35,000							35,000	
	Curbing machine and conveyor			29,000					29,000	
	Street Sweepers			210,000				250,000	460,000	
	Replace Storage Facilities			200,000			150,000	275,000	625,000	
	Front End Loader						275,000		275,000	
	Utility Truck				75,000				75,000	
	Pickup Truck				50,000			50,000	100,000	
	Triaxle Replacement							250,000	250,000	
									-	
	TOTAL HIGHWAY	355,000	-	764,000	365,000	250,000	685,000	1,095,000	3,514,000	
TRANSFER STATION									-	
	TOTAL TRANSFER STATION	-	-	-	-	-	-	-	-	
BULKY WASTE	Bulky Waste Crane Truck			240,000					240,000	
									-	
	TOTAL BULKY WASTE	-	-	240,000	-	-	-	-	240,000	
	TOTAL GENERAL PURPOSE	4,801,697	(685,697)	8,726,735	8,778,100	9,409,500	7,579,800	8,229,700	46,839,835	
CAPITAL PLAN IMPOSED CAP CALCULATION										
	<i>Cap Calculation FY2016 Principal Paydown</i>	10,107,700								
	<i>Less New High Schools Principal</i>	1,655,801								
	<i>Balance of Principal Paydown</i>	8,451,899								
	<i>Self Imposed Cap @ 50%</i>	4,225,949								
	<i>Total General Purpose less grants (see above)</i>	4,116,000								
	<i>Imposed Cap less CIP Plan</i>	109,949								

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 16/17 - 21/22					(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
BOARD OF EDUCATION										
	* Roger Sherman Roof Replacement	2,293,484	(1,490,768)						802,716	
	Roger Sherman Boiler Replacement			574,000					574,000	
	Casimir Pulaski Blacktop Replacement	225,937							225,937	
	Roger Sherman Blacktop Replacement			199,796					199,796	
	Thomas Hooker Code Update, Accessibility and Renovation Study			25,000					25,000	
	* Hanover Roof Replacement				166,000	1,900,000			2,066,000	
	<i>Grant Proceeds</i>					(1,342,900)			(1,342,900)	
									-	
	TOTAL BOARD OF EDUCATION	2,519,421	(1,490,768)	798,796	166,000	557,100	-	-	2,550,549	
WATER										
SOURCES:										
	Hallmere Reservoir Spillway			750,000					750,000	
	Kenmere Reservoir								-	
	Gatehouse Intake Levels/Gates			300,000					300,000	
	Well Redevelopment (All except Evansville)	185,000						195,000	380,000	
	Bradley/Hubbard Aerator Reservoir								-	
	Dam Improvements					150,000			150,000	
	Merimere Reservoir								-	
	Dam/Spillway Improvements				75,000				75,000	
	Broad Brook Reservoir								-	
	Dam Improvements						100,000		100,000	
	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	
									-	
	SUBTOTAL - SOURCES	185,000	-	1,105,000	75,000	400,000	100,000	195,000	2,060,000	
FACILITIES/PLANTS:										
	Elmire Treatment Plant (New) & Storage Tank								-	
	Design				1,440,000				1,440,000	
	Construction					20,000,000			20,000,000	
	<i>Grant proceeds</i>				(108,000)	(1,500,000)			(1,608,000)	
	Merimere Treatment Plant (new)								-	
	Design						1,500,000		1,500,000	
	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	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 16/17 - 21/22					(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
	FACILITIES/PLANTS: (cont'd)									
	Platt/Lincoln Treatment Plant Upgrade								-	
	Evaluation/Design					30,000			30,000	
	Construction						150,000		150,000	
	<i>Grant proceeds</i>						(9,000)		(9,000)	
	Generator Installation only	110,000							110,000	
	Electrical Improvements			35,000					35,000	
	Parker Ave Improvements-Generator	50,000							50,000	
	Merimere Treatment Plant								-	
	Filter Improvements	150,000							150,000	
	Evansville Well Complex VFD	10,000							10,000	
	Evansville Improvements			55,000					55,000	
									-	
	SUBTOTAL FACILITIES/PLANTS	395,000	-	220,000	1,445,500	18,530,000	141,000	1,500,000	22,231,500	
	PUMP STATIONS:									
	East Road Pump Station								-	
	Equipment Improvements			55,000					55,000	
	Carpenter Ave Zone Improvements								-	
	Williams Street Pump Station								-	
	Design					120,000			120,000	
	Construction						1,000,000		1,000,000	
	<i>Grant proceeds</i>					(9,000)	(75,000)		(84,000)	
	Kenmere Pump Station								-	
	Equipment Improvements					50,000			50,000	
									-	
	SUBTOTAL - PUMP STATIONS	-	-	55,000	-	161,000	925,000	-	1,141,000	
	TANKS:									
	Fleming Rd 2,000,000 gal								-	
	Construct New Tanks w/mixer				2,200,000				2,200,000	
	Planning/Design			200,000					200,000	
	<i>Grant proceeds</i>			(15,000)	(165,000)				(180,000)	
									-	
	SUBTOTAL - TANKS	-	-	185,000	2,035,000	-	-	-	2,220,000	
	ADMINISTRATION:									
	Meter Replacement Program	45,000		45,000	45,000	45,000	45,000	45,000	270,000	
									-	
	SUBTOTAL - ADMINISTRATION	45,000	-	45,000	45,000	45,000	45,000	45,000	270,000	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level		C.I.P. FY 16/17 - 21/22					(3/1/16)			
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
	EQUIPMENT:									
	Dump Truck (6/8 yds.)-Distribution	120,000			120,000				240,000	
	One Ton 4 x 4 Pickup -Watershed					50,000			50,000	
	Horizontal Boring Tool System	10,000							10,000	
	Roller (1/2 Ton)			30,000					30,000	
	Compressor Replacement				40,000				40,000	
	Pipe Thawing Machine			10,000					10,000	
	Skid Steer Loader	100,000							100,000	
	Backhoe					150,000			150,000	
	Distribution Equipment	13,500							13,500	
	One Ton 4x4 Pickup w/Utility Body					60,000			60,000	
									-	
	SUBTOTAL - EQUIPMENT	243,500	-	40,000	160,000	260,000	-	-	703,500	
	DISTRIBUTION SYSTEM:									
	Distribution Improvements	500,000		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								-	
	Water Main Improvements								-	
	Design				15,000				15,000	
	Improvements					700,000			700,000	
	Distribution Valve Replacement	250,000		250,000	250,000	250,000	250,000	250,000	1,500,000	
	Distribution Materials/Accessories	50,000			50,000		50,000		150,000	
									-	
	SUBTOTAL - DISTRIBUTION SYSTEM	860,000	-	780,000	1,725,000	1,450,000	860,000	750,000	6,425,000	
	TOTAL WATER DIVISION	1,773,500	-	2,475,000	5,530,500	20,891,000	2,116,000	2,535,000	35,321,000	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS										
City Manager Recommendation Level			C.I.P. FY 16/17 - 21/22					(3/1/16)		
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL	
WATER POLLUTION CONTROL FACILITY									-	
	COLLECTION SYSTEM IMPROVEMENTS	500,000		500,000	500,000	500,000	500,000	500,000	3,000,000	
	SILVER LAKE PUMP STATION UPGRADE	1,000,000							1,000,000	
	PUMP STATION EMERGENCY ALT PUMPNG			50,000					50,000	
	1/2 TON 4 X 4 PICK-UP TRUCK			40,000			45,000		85,000	
	CEDARWOOD VALLEY PUMP STATION SIPHON UPGRADE			200,000					200,000	
	PHOSPHORUS DESIGN	1,250,000							1,250,000	
	PHOSPHORUS BID AND CONSTRUCTION			20,000,000					20,000,000	
	<i>Grant proceeds</i>			(10,000,000)					(10,000,000)	
	PHOSPHORUS UPGRADE - PROFESSIONAL SERVICES				2,000,000				2,000,000	
	MANHOLE FRAMES & COVERS	30,000			30,000		30,000		90,000	
	LABORATORY EQUIPMENT REPLACEMENT			70,000					70,000	
	STORAGE FACILITY	15,000							15,000	
	PROCESS EQUIPMENT IMPROVEMENTS	20,000							20,000	
	WPCF BUILDING REPAIRS							40,000	40,000	
	COLLECTION SYSTEM EQUIPMENT UPGRADES	15,000							15,000	
	ROOFS ON WPCF BUILDINGS			250,000					250,000	
									-	
	Total WATER POLLUTION CONTROL FACILITY	2,830,000	-	11,110,000	2,530,000	500,000	575,000	540,000	18,085,000	
ENTERPRISE FUNDS										
GOLF	Cart Path Improvements	200,000							200,000	
Enterprise	Equipment Replacement	343,400							343,400	
	2 Turf Utility Vehicles	38,000							38,000	
	1 Mason Style Dump Truck	58,000							58,000	
	Furnace review	20,000							20,000	
	Parking Lot Paving			300,000					300,000	
									-	
	TOTAL	659,400	-	300,000	-	-	-	-	959,400	
	TOTAL ENTERPRISE FUNDS	5,262,900	-	13,885,000	8,060,500	21,391,000	2,691,000	3,075,000	54,365,400	

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
City Manager Recommendation Level			C.I.P. FY 16/17 - 21/22					(3/1/16)	
Dept.	Project Name	FY 16/17	GRANTS	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	TOTAL
HARBOR BROOK FLOOD CONTROL PROJECTS									
DRAINAGE IMP	Program Management	150,000		100,000	100,000	100,000	100,000	100,000	650,000
	Bradley Ave to Columbus Ave Channel	2,000,000							2,000,000
	Leslie Drive Sewer Relocation	2,000,000							2,000,000
	Columbus Ave to Cooper St Channel	1,500,000							1,500,000
	State St Improvements	450,000			50,000	50,000	50,000	50,000	650,000
	Mill St Area Improvements			2,650,000	2,000,000				4,650,000
	Center St Bridge			3,500,000					3,500,000
	<i>HPP Funds from Columbus Ave Project</i>			<i>(1,000,000)</i>					<i>(1,000,000)</i>
	Cooper St to Amtrak Bridge - Channel (1)			750,000	2,000,000	2,000,000			4,750,000
	Amtrak Bridge to Perkins Square			200,000	1,000,000	1,000,000			2,200,000
	Property Acquisitions					500,000	1,000,000		1,500,000
	South Butler St Bridge (Const) (2)				750,000	2,250,000	2,500,000		5,500,000
	Cedar to Camp Channel (Design/Const)						1,500,000	3,000,000	4,500,000
	Cedar St Bridge Replacement						1,250,000	1,500,000	2,750,000
	Hanover Pond to Coe Ave Channel (3)							700,000	700,000
	Camp St to Westfield Road							1,200,000	1,200,000
	<i>Broad Street Bridge (Future >FY2022)</i>							4,500,000	4,500,000
	NOTES								-
	1) Includes Overflow Culvert/Ped Bridge/Rec Area								-
	2) Includes Bank Acquisition								-
	3) Includes Legion Acquisition								-
	Note: Projects are listed in order of priority								-
TOTAL HARBOR BROOK DRAINAGE IMPVTS.		6,100,000	-	6,200,000	5,900,000	5,900,000	6,400,000	11,050,000	41,550,000

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Payroll Projection Report							
Program : PR815L		7/01/16 to 6/30/17					
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>Budget Amount</u>	<u>Object Total</u>	<u>Comments</u>
GOLF COURSE (509-0810)							
LABORER II	0509	0810	194	100.000	48,200.85		
LABORER II	0509	0810	194	100.000	55,354.86	103,555.71	
SUPT. / MANAGER GOLF FACI	0509	0810	198	100.000	97,314.48	97,314.48	
					200,870.19	200,870.19	