

# CITY MANAGER'S PROPOSED BUDGET

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**FY 2022-2023**

**City of Meriden,  
Connecticut March 1, 2022**



# City of Meriden, Connecticut

## OFFICE OF THE CITY MANAGER

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Timothy P. Coon

*City Manager*

1 Mar 2022

Mayor Scarpati and Members of the Meriden City Council,

In accordance with applicable charter requirements, I am pleased to present to you the City of Meriden FY2023 budget. The budget plan presented herein is designed to effectively manage City operations, provide necessary services, and meet long-term financial, social, economic and environmental goals.

There are several major impacts on the FY23 budget that create some ambiguity at this time in the budget development calendar; specifically the re-valuation for the FY21 Grand List, American Rescue Funds and Federal Infrastructure funding. As a result, my proposed budget will likely see significant changes beyond the usual Council driven actions.

This budget has been developed with the assumption of a 1% growth in the grand list. This assumption is a conservative placeholder that will be more fully developed as the Grand List is finalized. It is strongly believed that the Grand List will see significantly greater growth than assumed.

The budget presents a 2.8% increase in expenditures that is primarily driven by a \$1.05 million dollar increase (16.8%) in the Actuarially Required Contribution (ARC) for employee pensions, as well. These two items, at this time, translate to a 2.8% increase in the mill rate. As a result, this budget projects a 0.43 mill increase in the tax rate, from 40.86 to 41.29.

Also included in the budget is the Governor's proposed Motor Vehicle Tax rebate. The proposed rebate for Meriden is \$4,643,178.

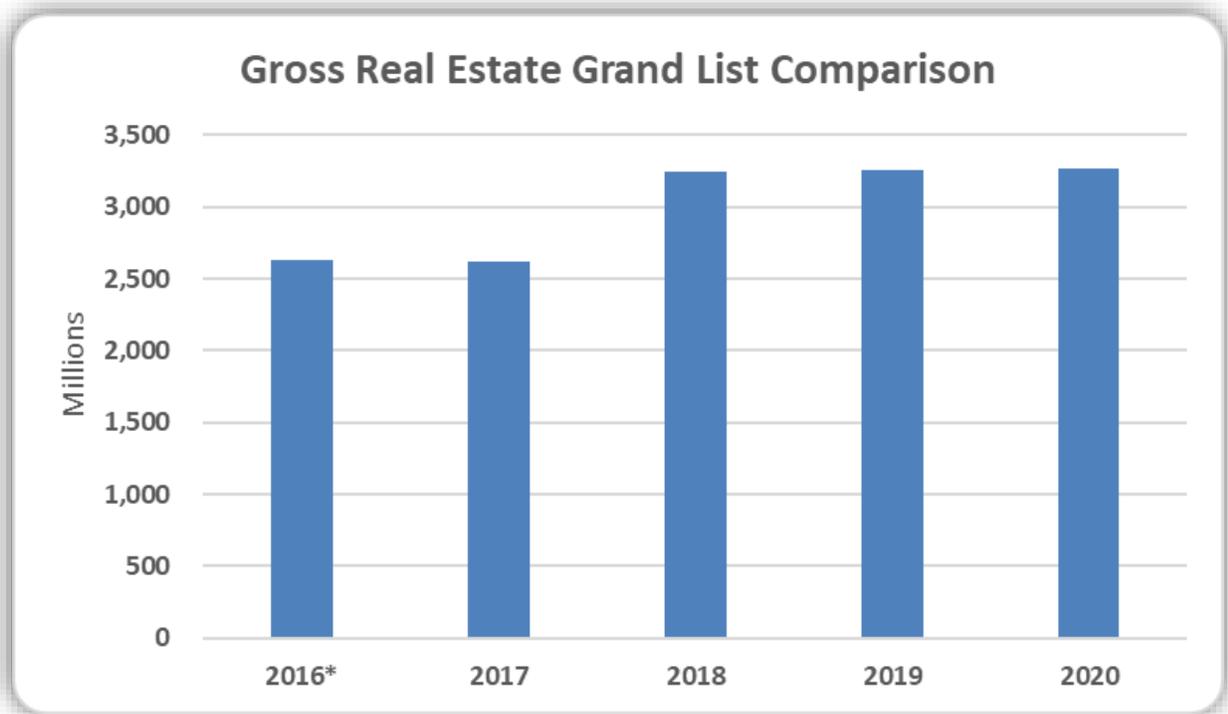
There are still some variables that have not yet been adequately calculated, that may positively affect the FY2023 budget. These will become more evident as we move through the budget approval cycle.

### **Background**

The City continues on its strong financial footing as evidenced in the repeated yearly audits and in Meriden's current credit rating of AA from S&P. This year also saw the removal of a negative outlook and a return to a stable on its General Obligation bonds.

## Grand List

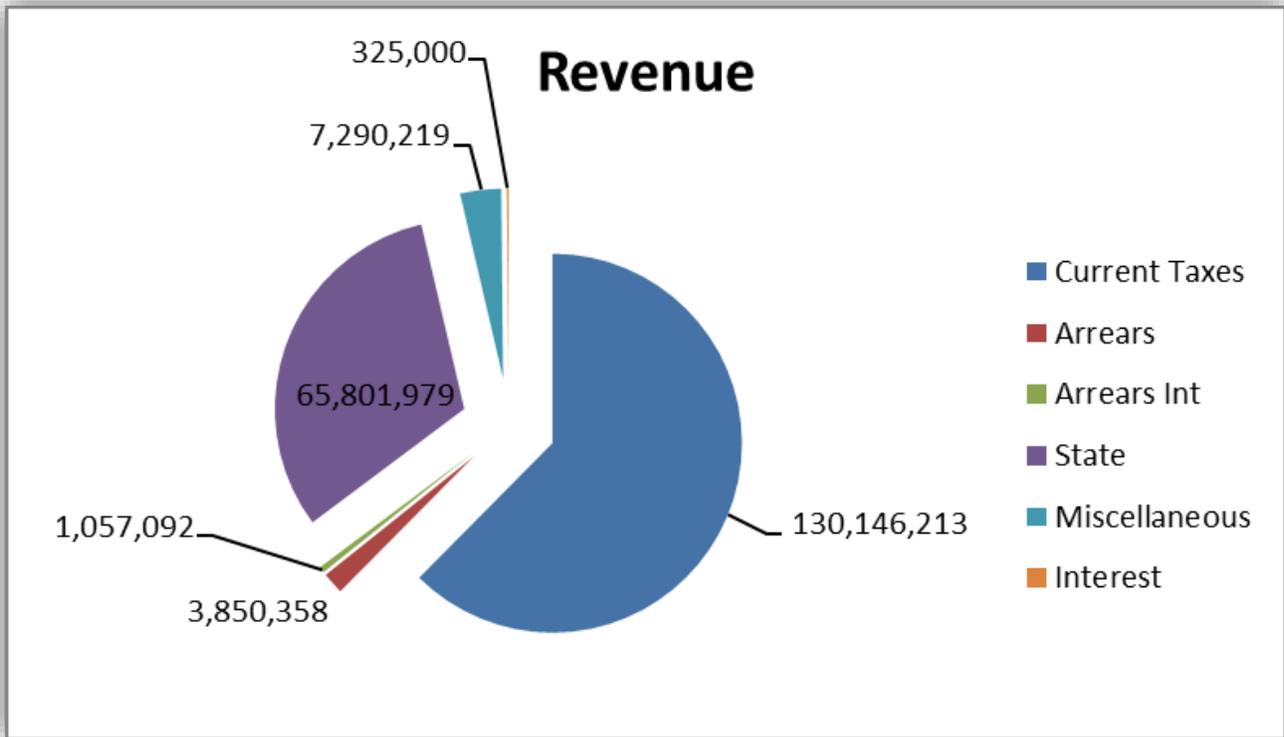
The 2021 Grand List is not available at the time of this printing. A supplemental update to this budget will be issued as soon as the list is finalized. **For educational purposes, the 2020 Grand List showing a net grand list growth of 0.99% is displayed below.**



NOTE: ABOVE CHART IS FROM 2020 GRAND LIST. 2021 GRAND LIST IS NOT AVAILABLE YET AT THE TIME OF THIS PRINTING.

## Revenue

This budget contains revenue totaling \$208,470,860. It should be noted that there is an increase in State revenue of \$6,531,099 over FY 2022. The City's revenue categories are shown in the chart below.

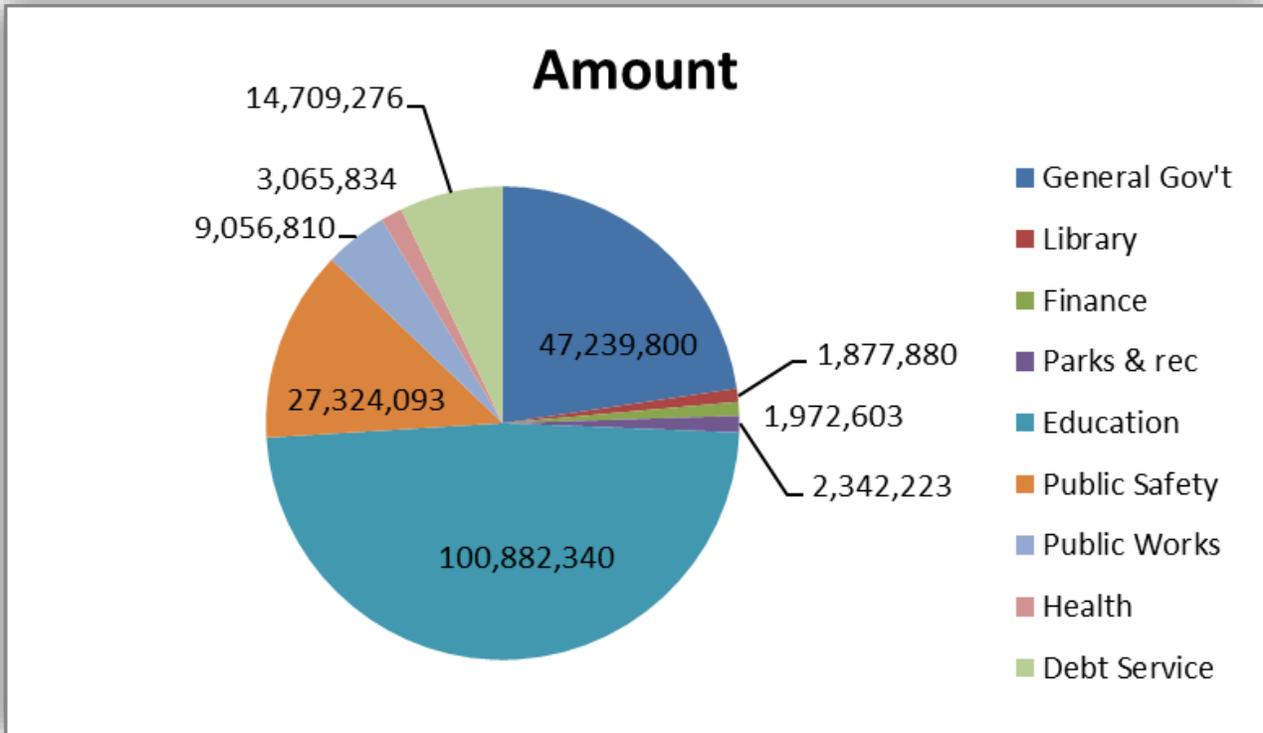


Revenue for Current Taxes total \$130,146,213, Arrears total \$3,850,538, Arrears Interest total \$1,057,092, and revenues from the State total \$65,801,979. Miscellaneous revenues total \$7,290,219 and Interest total \$325,000.

<b>Current Taxes</b>	<b>130,146,213</b>
<b>Arrears</b>	<b>3,850,358</b>
<b>Arrears Int</b>	<b>1,057,092</b>
<b>State</b>	<b>65,801,979</b>
<b>Miscellaneous</b>	<b>7,290,219</b>
<b>Interest</b>	<b>325,000</b>

## Expenditures

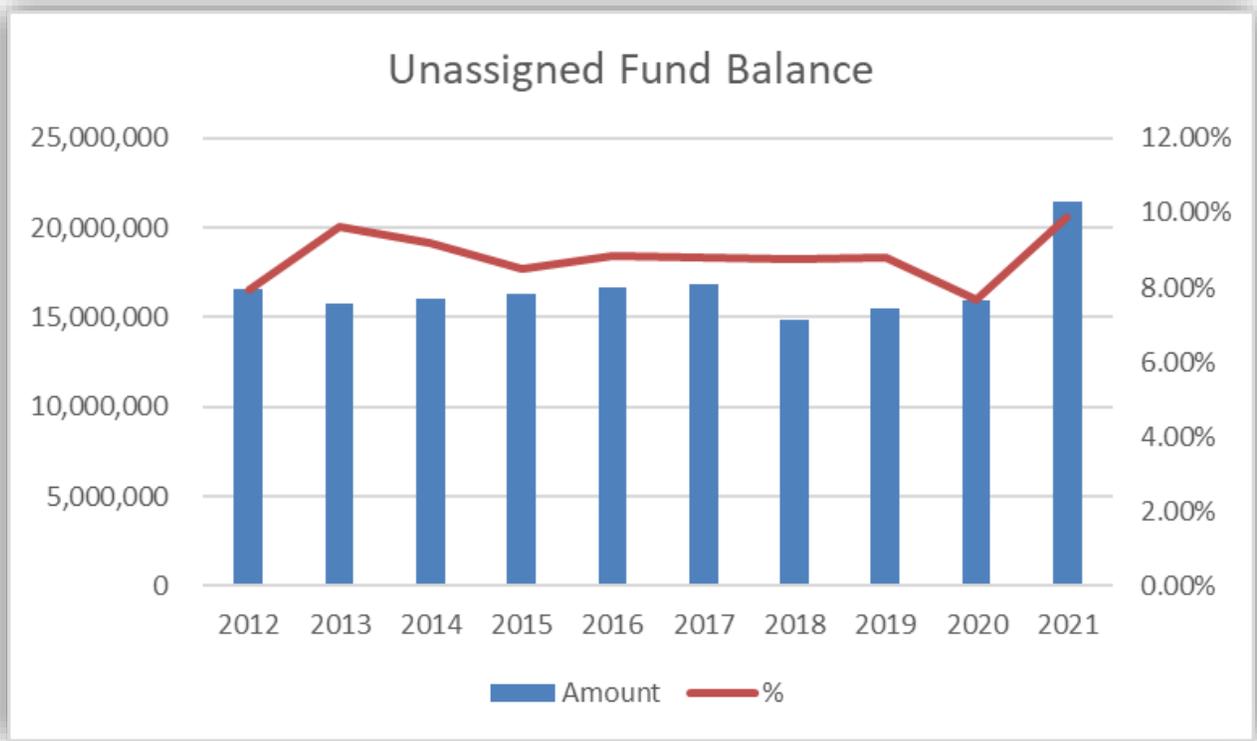
The chart and table below indicates FY2023 expenditures by general City function. Of the 423 budget lines that comprise City expenditures, exclusive of the Enterprise lines and Debt Service, 241 lines (57%) are either flat or reduced. Some of the key budget drivers; Employee Benefits increased 5.8%, Capital Equipment increased 41.4%, and Police increased 6.3%.



Function	Amount
<b>General Gov't</b>	<b>47,239,800</b>
<b>Library</b>	<b>1,877,880</b>
<b>Finance</b>	<b>1,972,603</b>
<b>Parks &amp; rec</b>	<b>2,342,223</b>
<b>Education</b>	<b>100,882,340</b>
<b>Public Safety</b>	<b>27,324,093</b>
<b>Public Works</b>	<b>9,056,810</b>
<b>Health</b>	<b>3,065,834</b>
<b>Debt Service</b>	<b>14,709,276</b>

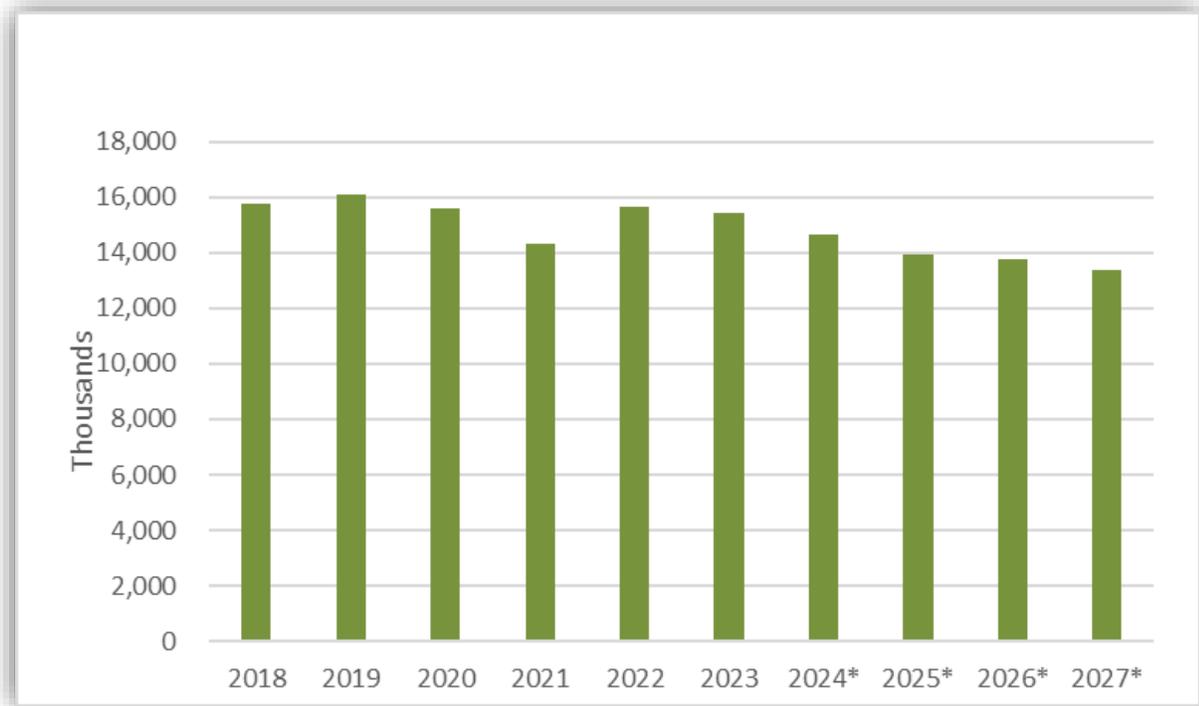
## General Fund Balance

A positive factor in the City's financial outlook is the increase in the City's Unassigned Fund Balance to 9.9% of the annual budget. This is looked upon very favorably by rating agencies.



## Debt Service History

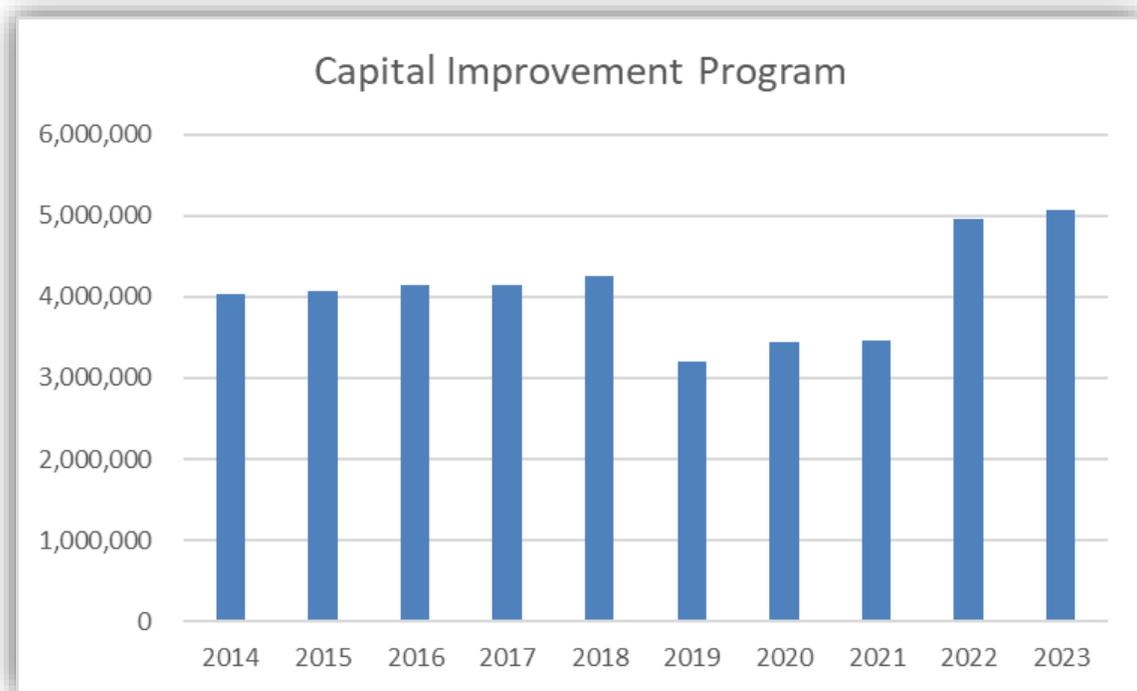
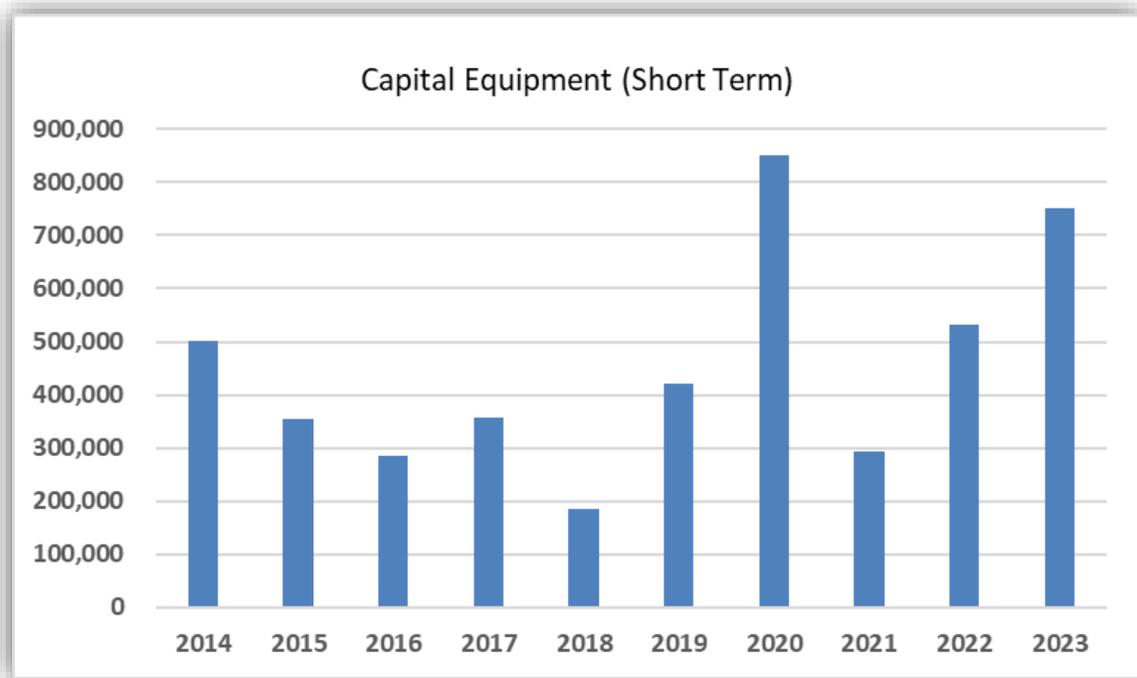
The FY23 budget also reflects the continued trend of reduced debt service impact on the expenditure portion of the budget. The reduction year over year from 2022 to 2023 of \$216,405 does not reflect the recent refinancing of the City's General Obligation bonds. This will further increase the downward trend seen below.



## Capital Equipment and Capital Improvement Program

The Capital Equipment account continues the philosophy of being a more appropriate place for items of a lesser dollar amount or a shorter life span. This account increase from FY22 of \$530,975 to the FY23 amount of \$750,945 is mostly attributable to the delay in purchasing of items in the movement to establish a second year of no mill rate increase. These purchases now show up in this budget year.

The current Capital Improvement Program, at \$5,067,392 is under the cap requirement of \$5,071,555 by \$4,163. The total CIP program (minus Harbor Brook, Water and Sewer) requests totaled \$10,535,315, a reduction from initial requests of \$19,539,993. There is a reduction from the \$10,535,315 number of \$5,467,923 that represents grants to the City. Some major components of the CIP include \$1.2 million dollars for the BOE building roof, \$750k for a Citywide Enterprise Resource Planning software package and \$280,000 for a dump truck for the Highway Department.

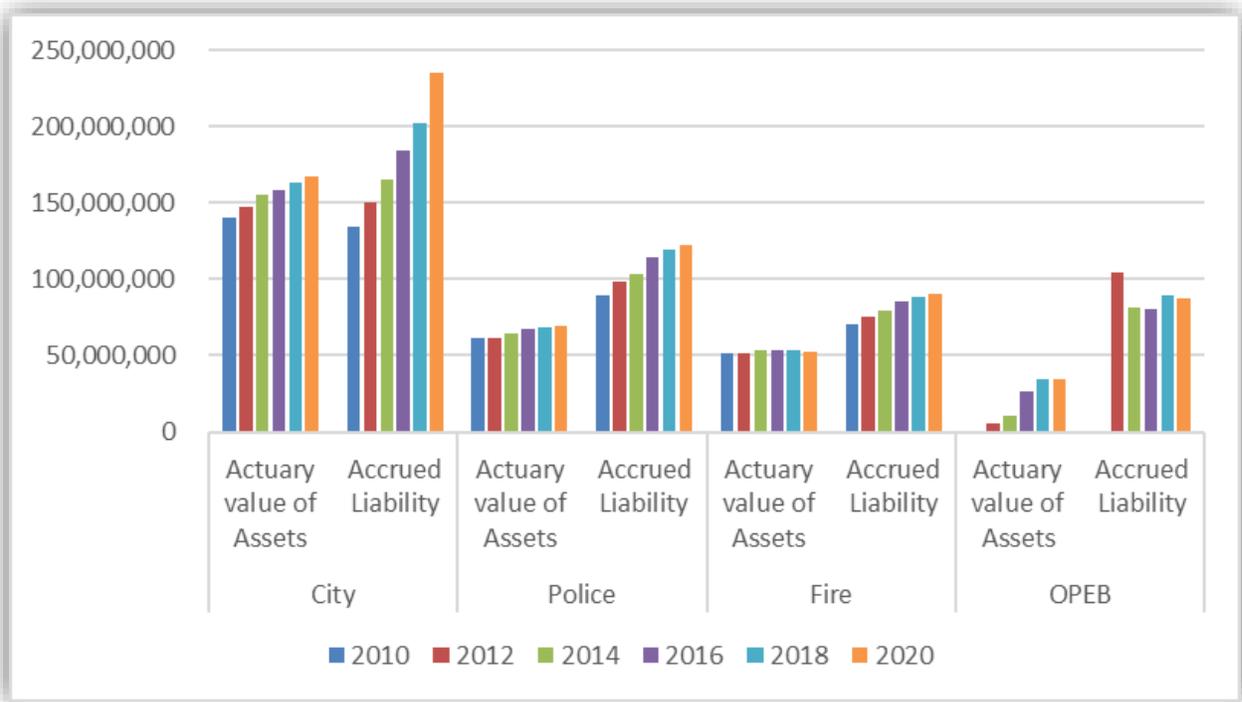


### Health Insurance

The City has worked extensively with the Board of Education and the City's health insurance consultant to manage health insurance costs as prudently as possible. We project a 2.8% increase in health care costs. This number is notoriously variable but we are optimistic that this number is conservative.

## Pension

The City has historically done a good job funding its pension obligations. This budget continues that trend. It includes the adjusted ARC increase mentioned earlier. The chart below shows accrued assets vs accrued liabilities to give a sense of trends related to pension obligations.



## Conclusion

This budget represents the professional opinions of myself, the Finance Director and the Department Heads, all of whom were involved in constructing it. I greatly appreciate all the hard work that these professionals provided to me as this budget was crafted. I thank them greatly for it. We feel that this is a strong budget that puts the City in a good position to provide the essential services as efficiently and financially prudently as the City's citizens expect. As always, I look forward to working with the Council and the Mayor as we review and amend this budget as needed.

Respectfully submitted,

Timothy Coon  
City Manager

**CITY OF MERIDEN, CT**  
**PROPOSED 2022-23 ANNUAL BUDGET**

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# **SECTION 1**

# **INTRODUCTION**

<u>DATE</u>	<u>ACTION</u>	<u>BY WHOM</u>	<u>TO WHOM</u>	<u>CHARTER OBLIGATIONS</u>
1/1/2022	Budget Estimates	Finance Director	City Manager	At least 180 days before end of the fiscal year
03/01/2022	Manager's Budget	City Manager	City Council	No later than 120 days from end of the fiscal year

The below dates are subject to Council schedule and adjustment and as listed below, are possible dates.

<i>by 4/15/2022</i>	<i>Hold one (1) or more public hearings</i>	<i>City Council</i>	<i>Public</i>	<i>No later than 75 days from end of fiscal year</i>
<i>5/05/2022</i>	<i>Adopt Budget</i>	<i>City Council</i>	<i>-----</i>	<i>Within 20 days of last Public Hearing</i>
<i>05/10/2022</i>	<i>Mayoral Veto (Line Item Basis)</i>	<i>Mayor</i>	<i>City Council</i>	<i>Within 5 days of adoption</i>
<i>05/15/2022</i>	<i>Set Tax Rate</i>	<i>City Council</i>	<i>-----</i>	<i>Within 10 days of final adoption</i>

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## **Elected Officials**

Mayor Kevin M. Scarpati

*Meriden City Council:*

Deputy Mayor Michael P. Cardona (At Large)

Sonya R. Jelks, Majority Leader (Area 1)

Larue A. Graham, Deputy Majority Leader (Area 2)

Bruce A. Fontanella, Deputy Majority Leader (At Large)

Daniel R. Brunet, Minority Leader (Area 3)

Bob Williams, Jr. Deputy Minority Leader (Area 4)

Nicole Tomassetti, (Area 2)

Yvette Cortez, (Area 1)

Ray Ouellet, (At Large)

Krystle Blake, (Area 3)

Michael Rohde, (At Large)

Michael Carabetta, (Area 4)

City Clerk, Denise L. Grandy

Registrar (D), Maureen E. Flynn

Registrar (R), Susan Flynn

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## **Appointed Officials**

Timothy Coon, City Manager

Matthew McGoldrick, Corporation Counsel

Paul Dickson, Director - Development and Enforcement

Joseph Feest, Director – Economic Development

Doree Price, Director – Emergency Communications

Kevin McNabola, Finance Director

Ken Morgan, Fire Chief

Thomas J. De Vaux, Golf Facility Manager

Lea M. Crown, Director – Human Services

Charles Carrozza, Manager – Information Technology

Clevelle Roseboro, Director – Library

Constance Castillo, Airport Manager – Meriden Markham Airport

Christian Bourdon, Director – Parks and Recreation

Josephine Angello-Veley, Personnel Director

Robert Rosado, Police Chief

Howard Weissberg, Director - Public Works

Richard Meskill, Director - Public Utilities

# Financial Policies of the City of Meriden

Council Approved February 1, 2010

Amended November 19, 2012

## Unassigned Fund Balance

### *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.

**History of Fund Balance**

<b>FY Ended</b>	<b>Unassigned (*Unreserved, Undesignated prior to 2011) Fund Balance</b>	<b>Total Fund Balance</b>	<b>Operating Budget and Transfers Out</b>	<b>Policy Percentage Unassigned (*Unreserved, Undesignated prior to 2011) Fund Balance</b>	<b>Policy Percentage Fund Balance</b>
June 30, 2021	21,440,368	22,964,737	196,519,830	9.80%	8.35%
June 30, 2020	15,980,509	17,633,307	197,757,102	7.39%	8.33%
June 30, 2019	15,480,791	16,960,125	198,981,434	7.78%	8.52%
June 30, 2018	14,822,351	16,310,125	193,485,249	7.66%	8.43%
June 30, 2017	16,839,359	18,331,584	191,261,548	8.80%	9.58%
June 30, 2016	16,664,792	18,145,295	190,835,874	8.73%	9.51%
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%

## **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.

### **CAPITAL IMPROVEMENT PLAN**

In executing this policy the City prepares a multi-year Capital Improvement Plan for consideration and adoption by the City Council as part of the City's budget process. The Capital Plan identifies capital projects for the forthcoming year and the next succeeding five fiscal years. As part of the capital project planning process, the City evaluates the financial impact of each proposed project. The plan is updated annually. The status of authorized capital projects is reviewed periodically during each fiscal year to ensure that project costs do not exceed authorized funding. The City evaluates its current debt obligations and future debt funding scenarios as part of its Five-Year Capital Improvement Program process in order to prioritize its future financing needs and ensure that authorized long term bonding is within its capacity to pay and adheres to these policies.

The City is guided by three principles in selecting a funding source for capital improvements: equity, effectiveness and efficiency. It is the policy of the City that the beneficiaries of a project pay the costs of the project. For example, a project that is a general function of government that benefits the entire community, such as a school, police station or library, will be paid for with general tax revenues or financed with general obligation bonds. If, however, the project, such as a water or sewer facility, benefits specific users, the revenues are to be derived through user fees, charges and assessments. In selecting a source or sources for financing projects the City elects one or more financing options that effectively funds the total cost of the project. The City seeks first to fund projects with grants and funding from other than City sources, from funds that have been reserved for the purpose of the project or from current revenues. If such sources are not sufficient the City selects a financing technique that provides for the lowest total cost consistent with acceptable risk factors and principals of equity and effectiveness.

It is the policy of the City to budget sufficient current revenues to finance ongoing maintenance needs to keep the City's capital facilities and infrastructure systems in good repair and to maximize the useful life of each capital asset. Each City department with capital needs periodically reviews, plans and schedules the replacement of existing capital assets and the acquisition of new capital assets.

Debt is issued consistent with limitations imposed by federal and state law or regulation and the City Charter and City Code. Connecticut statutes limit the amount of indebtedness the City may have outstanding to seven times the total annual tax collections including interest and lien fees plus the reimbursement for revenue loss on tax relief programs. The City by resolution of the City Council has further limited the amount of indebtedness it may have outstanding to one half the amount allowed by state statute.

## **DEBT LIMITATIONS**

Section C8-13 of the Charter sets forth the general power of the City to issue debt:

### *§ C8-13. Borrowing.*

*The city shall have the power to incur indebtedness by issuing its bonds or notes as provided by the General Statutes of the State of Connecticut, as the same may be from time to time amended, and subject to the limitations thereof and of this Charter. The issuance of all municipal bonds and notes shall be authorized by resolution of the City Council.*

*The City Council or such officials as it shall designate shall determine the rate of interest of such bonds and notes and shall determine the amount of each issue of bonds or notes, their form, their date, the dates of principal and interest payments, the manner of issuing such bonds or notes and by whom such bonds and notes shall be signed or countersigned and all other particulars thereof.*

Section 23-2 of the City Code further limits new borrowing as follows:

*The amount of new bonded indebtedness authorized in each fiscal year, except for bonded indebtedness incurred to fund school building projects, expenditures that are mandated or reimbursed by the State of Connecticut or bonded indebtedness to be paid from enterprise funds shall be limited in amount to no more than one-half the (principal)\* amount of such bonded indebtedness retired in the preceding fiscal year, unless approved by a vote of two-thirds of the entire membership of the City Council.*

\*-Inserted for policy clarification.

The City plans long-term and short-term debt issuances to finance the City's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. In order to limit further its reliance on long term debt, it is the policy of the City to finance capital projects through the issuance of debt for the shortest period practical. Borrowings by the City are not to be of a duration that exceeds the economic life of the improvement that it finances and where feasible should be shorter than the projected economic life. Debt is not issued for the cost of current operations. Debt is not issued for the acquisition of capital equipment having a useful life of five years or less. Moreover, to the extent possible, the City designs the repayment of the debt so as to recapture rapidly its credit capacity for future use. Duly taking into account its capacity to pay and the other goals enunciated in these policies, it is the preference of the City to pay for capital projects in a period of ten years, except for such improvements that have a life greater than twenty years, such as school construction and except for such projects that are funded by enterprise fund user fees. At the time

of establishing the structure of a bond issue, the impact on the mill rate is evaluated so as to minimize overall tax increases and maintain level payments on bonded indebtedness as a percentage of the general fund.

**DEBT BENCHMARKS**

The City uses a number of debt ratios to assess its debt burden, including those most commonly used in comparable communities and those developed by bond rating agencies. The City recognizes that such ratios are useful guides but not the exclusive means by which it should measure its debt burden and creditworthiness. The City recognizes that from time to time extraordinary capital needs, financial emergencies or unusual changes in the value of its grand list may cause the City to exceed such ratio. With regard to each of the goals set forth below, the City excludes enterprise fund debt from its calculations.

The City employs the following debt ratios when reviewing the City’s capacity to issue debt:

- **Total outstanding debt as a percentage of Net Taxable Grand List (Moody’s Median: 3.3 %):**

The goal of the City is for its general obligation bonded indebtedness to be no more than three percent of the value of its net taxable grand list.

<b>Moody’s Median: 3.3%</b>				
<b>Grand List of October 1,</b>	<b>Fiscal year Ending June 30,</b>	<b>Net Taxable Grand List (000)</b>	<b>Total General Fund Debt (1)</b>	<b>Total General Fund Debt as a % of the NTGL</b>
2019	2021	3,170,031	142,854,312	4.51%
2018	2020	3,139,320	123,786,400	3.94%
2017	2019	3,069,921	135,764,700	4.42%
2016	2018	3,098,514	145,821,000 (2)	4.71%
2015	2017	3,225,473	157,110,602 (2)	4.87%
2014	2016	3,218,337	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%

(1) Excludes Enterprise Fund Debt

(2) Excludes \$11,427,000 Crossover Refunding Debt

• **Annual general obligation debt service as a percentage of General Fund operating budget expenditures. Moody’s Median: 10%):**

The goal of the City is for its general obligation debt service, excluding debt service for school construction projects, to be no more than five percent of its general fund operating budget. The policy of the City is to adhere to its self imposed annual bond authorization cap, which limits new authorizations, with some exceptions, to no more than one-half of the amount of principal on such debt retired in the preceding fiscal year, until that goal is achieved.

<b>Moody’s Median: less than 10%</b>			
<b>Fiscal year Ending June 30,</b>	<b>General Obligation Debt Service (P+I) (000) (1)</b>	<b>General Fund Operating Expenditures (000)</b>	<b>General Fund Debt Service as a % of Operating Exp.</b>
2022	15,667	202,862	7.72%
2021	14,401	196,519	7.33%
2020	15,601	197,109	7.91%
2019	15,483	198,981	7.78%
2018	15,698	193,485	8.11%
2017	14,110	191,384	7.37%
2016	12,932	188,386	6.86%
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%

(1) Excludes Enterprise Fund Debt and net of transfers

• **Retirement rate of principal in 10 years for new debt issuances (Moody’s Median: greater than 50%):**

The goal of the City is to maintain a retirement rate greater than 66%.

<b>Moody’s Median: greater than 50%</b>		
<b>Fiscal year Ending June 30,</b>	<b>Total General Fund Principal Outstanding (000) (1)</b>	<b>% of Debt Retired after 10 Years</b>
2021	142,854	67.10%
2020	123,786	74.33%
2019	135,765	69.88%
2018(2)	145,821	65.74%
2017(2)	157,111	62.42%
2016	108,607	66.10%
2015	118,715	63.75%
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%

• **Amount of outstanding debt as a percentage of general fund budget:**

The goal of the City is that outstanding debt be no more than fifty percent of its general fund budget.

Fiscal year Ending June 30,	Total General Fund Principal Outstanding (000) (1)	General Fund Operating Expenditures (000)	Outstanding Principal as a % of Operating Budget
2021	142,854	196,519	72.69%
2020	123,786	197,109	62.81%
2019	135,765	198,981	68.23%
2018(2)	145,821	193,485	75.37%
2017(2)	157,111	191,384	82.09%
2016	108,607	188,386	57.65%
2015	118,715	184,757	64.25%
2014	77,383	181,481	42.64%
2013	85,617	185,260	46.21%
2012	68,629	181,157	37.88%
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%

(1) Excludes Enterprise Fund Debt

(2) Excludes \$11,427,000 Crossover Refunding Debt

**Overlapping Debt**

There is no overlapping municipal debt in the City.

**METHODS OF SALE**

**Competitive Sale:** The City, as a matter of policy, shall seek to issue its debt obligations in a competitive sale unless it is determined by the Director of Finance with the concurrence of the City Manager that such a sale method will not produce the best results for the City. In such instances where the City, in a competitive bidding for its debt securities (whether general obligation or non-general obligation debt), deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the Finance Director with the concurrence of the City Manager, enter into negotiation for sale of the securities.

**Negotiated Sale:** When determined appropriate by the Director of Finance, with the concurrence of the City Manager, the City may elect to sell its debt obligations through a negotiated sale. Such determination may be made on an issue by issue basis, for a series of issues, or for part or all of a specific financing program. Selection of the underwriting team shall be made pursuant to selection procedures set forth in this debt policy under "Selection of Consultants and Service Providers".

**Private Placement:** When determined appropriate by the Director of Finance, with the concurrence of the City Manager, the City may elect to sell its debt obligations through a private

placement of limited public offering. Selection of a placement agent shall be made pursuant to selection procedures developed by the Director of Finance.

## **DISCLOSURE AND ARBITRAGE COMPLIANCE**

**Rating Agencies:** Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies. A credit rating will be sought from one or more of Moody's, Standard & Poor's and FitchRating credit rating agencies as recommended by the Director of Finance, with the concurrence of the City Manager in conjunction with the City's financial advisor.

**Arbitrage:** The Director of Finance shall establish a system of record keeping and reporting to meet the arbitrage rebate compliance requirement of the federal tax code. This effort shall include tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebateable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the City's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants shall be monitored to ensure compliance to all covenants.

**Continuing Disclosure:** The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities and will abide by the Provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure.

## **SELECTION OF CONSULTANTS AND SERVICE PROVIDERS**

**Solicitation:** The City's Director of Finance shall be responsible for solicitation and the selection process for securing professional services that are required to develop and implement the City's debt program. Goals of the solicitation and selection process shall include encouraging participation from qualified service providers, both local and national, and securing services at competitive prices. The solicitation and selection shall conform to the requirements of the City Charter and Code and the policies developed in conformity thereto with regard to the selection of providers of professional services.

**Financing Team:** The City may employ outside financial specialists, such as bond counsel and a financial advisor, to assist it in developing a bond issuance strategy and preparing bond documents and marketing bonds to investors. Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, auditing, or printing services are retained as required.

## **INVESTMENT OF PROCEEDS**

All idle funds are invested in conformity with federal and state laws, rules and regulations, the City Charter and Code and internal policies and procedures. Besides legality, the City's foremost investment objective is safety of principal. The City will maintain sufficient liquidity to meet project expenditure requirements.

## 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 as allowed by GASB Statement Number 68. 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.

### **History of Contributions:**

<i>Fiscal Year Ended</i>	<i>Employees’ Retirement Plan</i>		<i>Police Pension Plan</i>		<i>Firefighters’ Pension Plan</i>	
	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>	<i>Annual Required Contribution</i>	<i>Percentage Contributed</i>
6/30/21	5,698,548	101%	5,025,145	100%	3,514,375	100%
6/30/20	5,698,548	100%	5,025,145	100%	3,514,375	100%
6/30/19	4,061,085	100.4%	4,769,583	100.0%	3,201,799	100.0%
6/30/18	4,044,454	100.0%	4,769,583	100.0%	3,201,799	100.0%
6/30/17	3,316,370	101.0%	4,464,984	100.0%	3,054,069	100.0%
6/30/16	3,264,731	101.4%	4,441,422	100.0%	3,040,690	100.0%
6/30/15	2,307,742	100.0%	4,227,288	100.0%	2,823,649	100.0%
6/30/14	2,304,669	100.1%	4,201,533	100.0%	2,808,242	100.0%
6/30/13	2,038,150	100.9%	4,066,540	100.0%	2,643,414	100.0%
6/30/12	1,898,009	100.4%	4,028,938	100.0%	2,620,905	100.0%

## **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 75. 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.

### **OPEB Funding Plan**

<i>Fiscal Year</i>	<i>Actual or Budget/Plan</i>	<i>Amount</i>	<i>Trust Assets (including earnings)</i>
<b>2013</b>	<b>Actual</b>	<b>3,500,000</b>	<b>14,673,865</b>
<b>2014</b>	<b>Actual</b>	<b>3,500,000</b>	<b>20,830,636</b>
<b>2015</b>	<b>Actual</b>	<b>3,500,000</b>	<b>25,421,669</b>
<b>2016</b>	<b>Actual</b>	<b>3,250,000</b>	<b>27,180,098</b>
<b>2017</b>	<b>Actual</b>	<b>2,450,000</b>	<b>32,514,135</b>
<b>2018</b>	<b>Actual</b>	<b>500,000</b>	<b>34,506,569</b>
<b>2019</b>	<b>Actual</b>	<b>900,000</b>	<b>35,912,836</b>
<b>2020</b>	<b>Actual</b>	<b>400,000</b>	<b>34,797,878</b>
<b>2021</b>	<b>Actual</b>	<b>400,000</b>	<b>45,007,669</b>

## 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.

### *History of the Collection Rate*

Fiscal Year Ended	Collection Rate %	Two-Year Average	Collection Rate Following Year
June 30, 2021	97.86	97.87	98.0
June 30, 2020	97.88	97.88	97.70
June 30, 2019	97.88	97.98	97.98
June 30, 2018	98.07	97.98	97.98
June 30, 2017	97.89	97.83	97.83
June 30, 2016	97.78	97.69	97.69
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

# Capital Assets

## Capital Assets

A capital asset is defined as a piece of equipment or investment in general infrastructure that has a value in excess of \$25,000 and has an expected useful life greater than one year. The annual value of such assets is reported in the Comprehensive Annual Financial Report in accordance with Governmental Accounting Standards (“GASB”) has Statement 34.

## Controllable Assets

Certain purchases made by the City do not meet the criteria established for designation as a capital asset. However, such items should be monitored for proper use and disposal, even though their value does not substantially impact the overall value of City assets. These controllable assets either render a critical function or put the City at risk by their absence (e.g. office equipment). Department heads make every effort to maintain adequate controls for such controllable assets and relay such controls to the purchasing agent.

## Capitalization Threshold

All assets with an initial individual cost of \$25,000 or greater shall be recorded as a distinct asset for the purposes of reporting asset values in the City's Comprehensive Annual Financial Report, Financial Statement, and all related reports. The City shall maintain of minimum the following information on such assets: description, acquisition cost, acquisition date, asset custodian, location, and condition.

The costs for improvements to current assets are to be added to the cost of the existing asset, where practical (in certain cases, improvements may be identified to be a unique asset). The costs of normal maintenance and repairs that do not add to the value of the asset, or materially extend asset lives, are not capitalized. Donated capital assets shall be recorded at the estimated fair market value at the date of donation. Assets shall be assigned to one of the following class groups, for the purposes of reporting in government-wide financial statements: land and land improvements, buildings and building improvements, equipment, construction work in progress, and infrastructure.

Certain assets valued less than \$25,000 but considered significant as to warrant the monitoring of their condition and location, shall additionally be tracked but not considered in the reporting of asset values as described in the City's Comprehensive Annual Financial Report or Financial Statement. Such items include but are not limited to computers, printers, minor furnishings, firearms, and general office equipment.

## Asset Classes

### Land and Land Improvements

Land and land improvements, including easements and rights of way, are assigned a useful life of 100 years; however, no depreciation is applied to land and land improvements.

## Construction

Construction includes all buildings and building-related structures. Construction-in-process is considered as a separate type of construction and is tracked as a separate asset until the time of completion, at which point the value is reclassified as either a new building or related structure, or added to the value of the construction renovated. Construction is divided into the following sub classes, with relevant useful life assigned to each subclass:

300	Buildings & Structures	50 years
301	Portable Structures	25 years
303	Swimming Pools	40 years
304	HVAC Systems	20 years
309	Electrical	30 years
310	Plumbing	30 years
311	Sprinklers/Fire Systems	25 years
312	Elevators	20 years

## Infrastructure

Investment in systems that provide a critical service to a municipality when considered as a system, but not a distinct separate asset, is recorded as infrastructure. By its nature, infrastructure is difficult to define as a separate system, and is difficult to define useful life on a broad basis. The Governmental Accounting Standards Board has recommended, and the City of Meriden has adopted, reporting of infrastructure using the following subclasses and relative useful life for the subclasses:

400	General Infrastructure	65 years
401	Bridges	50 years
410	Tunnels	60 years
412	Streets/alleys – subsurface	30 years
414	Streets/alleys - asphalt	20 years
417	Traffic control signals	20 years
420	Sidewalks and curbing	20 years
423	Dams, Basins, and levees	60 years
431	Street Lighting	20 years
435	Water/sewer collection (piping)	40 years

## Machinery and Equipment

Machinery and equipment typically comprises the largest number of assets, but comprises the smallest overall value in relation to other classes. Machinery and equipment are given consideration within the following sub classes, with related useful life:

500	Machinery & Equipment	15 years
502	Business Machines	7 years
503	Communications Equipment	10 years
504	Copiers	5 years
505	Custodial Equipment	15 years
506	Furniture & Accessories	20 years

507	Custodial/Kitchen Appliances	15 years
508	Machinery & Tools	15 years
509	Science & Engineering Equipment	10 years
510	Computer Software	5 years
513	Athletic Equipment	10 years
515	Books & Multimedia	7 years
518	Musical Instruments	10 years
519/520	Police and Fire Equipment	10 years
522	Contractor Equipment	10 years
523	Grounds Maintenance Equipment	15 years

The City of Meriden does not engage in the practice of tagging specific equipment; however, all machinery and equipment is monitored by departments on an annual basis.

### **Vehicles**

Consideration is made for vehicles separately from machinery & equipment, in one of the following subclasses:

6xx	Other Licensed Vehicles	8-15 years
602	Fire Protection Vehicles	10 years
603	Police Patrol Vehicles	5 years

Equipment such as forklifts, loaders, bulldozers, and backhoes are considered contractor’s equipment, and are not defined as a vehicle for purposes of asset reporting.

### **Property Accounting**

#### **Useful Life Assessments**

Normal useful life is defined as the physical life, in terms of years, that an asset is expected to endure before it deteriorates to an unusable condition. Asset classes as defined in this document have been assigned an estimated useful life; a useful life is assigned to each and every asset according to the values listed in the table of classes.

#### **Asset In-Service Dates**

An asset’s age is typically based on when the asset was acquired, or when the asset underwent its most recent major renovation. The current system uses the invoice date for determination of when the asset was acquired.

## **Fund Designations/Function Designations**

### **Fund Designations**

For accounting purposes, assets are associated with a fund type; either governmental or proprietary. Assets associated with governmental funds are intended primarily for general governmental use, serving such uses as public safety or public use. The source of the funds used to acquire these assets is typically, although not exclusively, derived from common collected taxes and fees. Assets associated with proprietary funds are intended primarily for the use of specific self-supporting units; for the City of Meriden, the Water Department, Sewer Department and Hunter Golf Course is an example of a self-supporting unit. The source of the funds used to acquire these assets is typically, although not exclusively, derived from specific fees associated with direct use of the services offered.

### **Function Designations**

Assets are additionally associated with a function (also referred to as program use).

The City of Meriden defines assets as relevant to one of the following functions:

- 1000 General Government
- 2000 Public Safety
- 3000 Public Works
- 4000 Health and Social Services
- 5000 Education
- 6000 Libraries
- 7000 Parks and Recreations

### **Depreciation Considerations**

Depreciation shall be applied to all capital assets, assigned on an annual basis. The straight line depreciation method shall be used, according to the following formula: Original cost less salvage value, divided by estimated useful life.

Depreciation is not applied to land or land improvements.

### **Property Control**

#### **Department Responsibilities**

City departments maintain all assets within their control in as good condition as may be in the asset's working environment. Departments take care that the working environment for the assets is appropriate and suitable for such assets. City departments must treat all assets in an ethical manner, and must not misuse the assets or use the assets for personal use or benefit.

City departments provide to the Public Works/Garage any relevant information or documents (e.g. vehicle titles, certificates of origin) for vehicle assets within their control. City departments consult with and

obtain approval of the Purchasing Department, for suitable and appropriate disposal method for assets no longer required by the department.

City departments annually report all additions and deletions of assets for their department to the Finance Department. Such annual report must be made within thirty days of the end of the fiscal year relevant to the annual report.

### **Finance Department Responsibilities**

The Finance Department maintains a full and comprehensive list of capitalized assets possessed by the City. Information on the asset history, location, and appropriate custodial responsibility is retained and managed in such list. The Finance Department is responsible for the continuing maintenance of asset records in the City's financial records system, including maintenance of tables relative to such asset records. The various departments reports asset additions and/or deletions to the Finance Office, for its consideration in the preparation of the Comprehensive Annual Financial Report ("CAFR"). The Director of Finance is responsible for the presentation of the value of all assets in the Comprehensive Annual Financial Report. Such reporting includes the reporting of assets both by fund and by function. The Finance Department is responsible for the calculation and application of all depreciation, and any and all adjustments to the appropriate fund(s). The Finance Department provides direction and management in the establishment of appropriate useful lives for asset classes.

### **Additions and Deletions**

All City departments are required to provide detailed information on all assets newly acquired during a fiscal year, no later than thirty (30) days after the last day of the fiscal year. Such information shall include, where possible: asset description, location funding source, acquisition date, purchase order number, serial number, and asset cost.

All City departments are required to provide detailed information on all asset deletions during a fiscal year, no later than thirty (30) days after the last day of the fiscal year. Such deletions shall be within guidelines established by the City regarding appropriate disposition of assets.

Additions and deletions of assets are to be reported directly to the Finance Department, who shall compile a summary of all additions and deletions.

### **Methods of Asset Disposition**

Assets owned by the City may be deleted from the list of assets by the following means:

- 1. Trade-in-** Assets may be considered for trade-in at the time of acquisition of replacement assets, subject to normal purchasing bidding guidelines, and written approval by the department head.
- 2. Surplus Sale-** In the event that no other City department has been identified as a potential recipient of surplus property, the Purchasing Department may sell surplus property by soliciting competitive bids. Such sales will be the result of public notice in a locally distributed newspaper, no less than ten days prior to the scheduled sale. Auctions and internet sales are also allowable disposal methods.

**3. Discard/Disposal** - A department head, with written approval by the City Manager and the Director of Finance, may recommend the disposal of assets that are both no longer in use and have been determined to have no remaining value.

### **Annual Reporting**

The total value of assets is reported in the Comprehensive Annual Financial Report (“CAFR”) as prepared by the Finance Department. The value of assets, reported by function, shall include the beginning value, a summary of additions, a summary of retirements, and an ending value for the fiscal year being reported.

City of Meriden		2020	2021	2022 Council	2022	2022 Council	Department Req.	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Forecast	2023 Budget	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21			Rec.		CY Budget
SUMMARY										
**** Cost Center Total **** Revenues		68,152,904	70,186,699	70,271,051	22,179,719	70,271,051	69,588,596	74,474,289	4,203,238	0.0%
**** Cost Center Total ****		129,604,199	131,641,994	132,591,149	69,585,590	132,591,149	141,291,847	133,996,571	1,405,422	1.1%
Revenue Total for Fund 0001		197,757,102	201,828,693	202,862,200	91,765,309	202,862,200	210,880,443	208,470,860	5,608,660	2.8%
**** Cost Center Total **** Council		253,582	255,293	251,345	130,664	251,345	256,184	256,684	5,339	2.1%
**** Cost Center Total **** City Manager		465,841	493,319	504,646	253,201	504,646	534,004	634,235	129,589	25.7%
**** Cost Center Total **** Law		848,783	867,072	1,020,867	366,661	1,020,867	1,344,811	1,069,811	48,944	4.8%
**** Cost Center Total **** Human Resources		272,740	264,927	277,568	142,400	277,568	358,384	350,884	73,316	26.4%
**** Cost Center Total **** Library		1,984,203	1,730,737	1,938,535	827,355	1,938,535	2,037,920	1,877,880	(60,655)	-3.1%
**** Cost Center Total **** City Clerk		396,386	466,633	459,835	185,360	459,835	452,598	448,099	(11,736)	-2.6%
**** Cost Center Total **** Aviation		337,385	358,603	391,861	137,555	391,861	520,464	474,531	82,670	21.1%
**** Cost Center Total **** Elections		202,650	266,321	241,186	120,361	241,186	254,496	253,787	12,601	5.2%
**** Cost Center Total **** Economic Development		255,572	226,237	277,226	64,430	277,226	282,502	290,502	13,276	4.8%
**** Cost Center Total **** Contingency		-	-	450,000	-	450,000	500,000	450,000	-	0.0%
**** Cost Center Total **** Finance		638,314	641,852	689,068	334,007	689,068	713,246	723,356	34,288	5.0%
**** Cost Center Total **** Insurance		4,245,911	4,815,232	4,765,204	1,830,199	4,765,204	5,088,565	5,106,565	341,361	7.2%
**** Cost Center Total **** Employee Benefits		28,750,110	29,281,670	31,393,718	25,993,376	31,393,718	32,978,487	33,206,329	1,812,611	5.8%
**** Cost Center Total **** Finance General Administration		2,097,266	1,505,905	1,739,900	787,129	1,739,900	1,756,062	1,726,821	(13,079)	-0.8%
**** Cost Center Total **** Capital Equipment		739,445	394,796	530,975	530,975	530,975	1,666,874	750,945	219,970	41.4%
**** Cost Center Total **** Purchasing		216,399	224,898	239,398	116,518	239,398	258,349	256,100	16,702	7.0%
**** Cost Center Total **** Information Technology		1,047,067	1,144,331	1,217,524	768,298	1,217,524	1,320,003	1,290,173	72,649	6.0%
**** Cost Center Total **** Tax Collector		440,560	415,058	479,968	197,415	479,968	505,345	497,035	17,067	3.6%
**** Cost Center Total **** Assessment		355,265	365,422	387,937	180,749	387,937	503,637	496,112	108,175	27.9%
**** Cost Center Total **** Development & enforcement		803,797	821,076	908,717	415,440	908,717	1,000,349	930,434	21,717	2.4%
**** Cost Center Total **** Parks		1,756,828	1,820,659	1,872,816	894,005	1,872,816	1,951,656	1,991,201	118,385	6.3%
**** Cost Center Total **** Recreation		315,659	271,694	345,474	152,859	345,474	356,022	351,022	5,548	1.6%
**** Cost Center Total **** Education		100,344,707	100,882,341	100,882,340	41,105,971	100,882,340	100,882,340	100,882,340	-	0.0%
**** Cost Center Total **** Education		1,253	-	-	-	-	-	-	-	-
**** Cost Center Total **** Police		13,346,250	13,597,874	14,030,404	6,995,588	14,030,404	14,802,984	14,912,919	882,515	6.3%
**** Cost Center Total **** Fire		10,269,987	10,517,568	10,454,310	5,395,098	10,454,310	10,889,260	10,867,851	413,541	4.0%
**** Cost Center Total **** Emergency Communications		1,443,291	1,673,287	1,499,488	1,011,867	1,499,488	1,623,354	1,543,323	43,835	2.9%
**** Cost Center Total **** Engineering		828,635	816,466	904,130	426,743	904,130	1,101,668	983,856	79,726	8.8%
**** Cost Center Total **** Snow and Ice Control		398,226	602,097	525,000	40,003	525,000	750,000	525,000	-	0.0%
**** Cost Center Total **** Garage and Warehouse		497,520	523,076	588,671	259,132	588,671	595,529	594,479	5,808	1.0%
**** Cost Center Total **** Traffic Engineering		754,050	810,908	743,472	283,669	743,472	917,595	810,888	67,416	9.1%
**** Cost Center Total **** Highway		1,474,532	1,571,609	1,733,560	740,578	1,733,560	1,918,014	1,790,044	56,484	3.3%
**** Cost Center Total **** Transfer Station / Landfill		195,525	148,879	163,500	50,423	163,500	219,480	175,480	11,980	7.3%
**** Cost Center Total **** Waste Collection		1,390,944	1,780,873	1,790,000	850,676	1,790,000	1,963,128	1,880,000	90,000	5.0%
**** Cost Center Total **** Bulky Waste		103,246	109,338	109,360	57,458	109,360	116,400	110,700	1,340	1.2%
**** Cost Center Total **** Building Maintenance		2,109,731	2,171,826	2,038,602	980,900	2,038,602	2,136,363	2,186,363	147,761	7.2%
**** Cost Center Total **** Parking		56,674	52,842	-	916	-	10,000	-	-	#DIV/0!
**** Cost Center Total **** Health		2,005,934	2,112,731	1,871,006	1,064,841	1,871,006	2,560,573	2,369,278	498,272	26.6%
**** Cost Center Total **** Social Services		26,800	10,355	30,000	9,200	30,000	30,000	30,000	-	0.0%
**** Cost Center Total **** Senior Services		512,106	478,108	597,232	277,440	597,232	622,844	666,556	69,324	11.6%
**** Cost Center Total **** Youth Services		-	-	-	-	-	-	-	-	-
**** Cost Center Total **** Debt Services		14,401,182	12,195,191	14,517,357	5,393,555	14,517,357	15,100,952	14,709,276	191,919	1.3%
**** Cost Center Total **** Transfers		524,826	-	-	-	-	-	-	-	-
Expenditure Total for Fund 0001		197,109,184	196,687,103	202,862,200	99,373,013	202,862,200	210,880,443	208,470,860	5,608,660	2.8%
Balance Surplus / (Deficit)		686,734						(0)	(0)	

City of Meriden		2020	2021	2022 Council	2022	2022 Council	Department Req.	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Forecast	2023 Budget	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21			Rec.		CY Budget
<b>REVENUES</b>										
<b>NON-TAX REVENUES</b>										
0001-0210-30-0-0000-602	SELECT PILOT - PENROSE	79,001	79,680	79,680	13,045	79,680	79,680	79,680	-	100.0%
0001-0210-30-0-0000-603	STATE PROPERTY PILOT	258,466	258,466	-		-	-	-	-	#DIV/0!
0001-0210-30-0-0000-604	CIRCUIT COURT RENT & FEES	23,542	23,542	23,542	11,771	23,542	23,542	23,542	-	0.0%
0001-0210-30-0-0000-605	PA 217A PRIVATE SCHOOLS	12,444	20,691	21,000		21,000	21,000	21,000	-	0.0%
0001-0210-30-0-0000-608	STATE PILOT HOSPITALS & COLLEGES	772,912	772,912	-		-	-	-	-	#DIV/0!
0001-0210-30-0-0000-610	TOWN AID TO ROADS	663,656	662,861	662,689	331,361	662,689	662,689	662,723	34	0.0%
0001-0210-30-0-0000-615	FEMA RECOVERY	-	1,064,960	-	15,936	15,936	-	-	-	
0001-0210-30-0-0000-617	STATE PEQUOT/MOHEGAN GRANT	698,609	698,609	698,609	232,870	698,609	698,609	698,609	-	0.0%
0001-0210-30-0-0000-618	REIMBURSED EXEMPTIONS	311,222	314,369	314,369	319,289	319,289	314,369	314,369	-	0.0%
0001-0210-30-0-0000-620	TRANSIT DISTRICT	260,031	294,541	260,031	118,397	294,541	260,031	260,031	-	0.0%
0001-0210-30-0-0000-622	New State Pilot	-	-	2,220,735	2,220,735	2,220,735	2,220,735	2,280,599	59,864	0.0%
0001-0210-30-0-0000-623	Motor Vehicle Mill Rate Cap	-	-	-	-	-	-	4,643,178	4,643,178	100.0%
0001-0210-30-0-0000-625	POLICE PARKING TAG FUND	34,144	24,983	36,156	4,710	24,983	36,156	36,156	-	0.0%
0001-0210-30-0-0000-626	LICENSES & PERMITS	15,899	56,213	26,453	28,410	56,213	26,453	26,453	-	0.0%
0001-0210-30-0-0000-627	ADMIN. CHARGES	133,951	103,377	105,525	47,722	105,525	105,525	105,525	-	0.0%
0001-0210-30-0-0000-628	ABANDONED MOTOR VEHICLES	-	-	-	-	-	-	-	-	#DIV/0!
0001-0210-30-0-0000-629	ALARM FEES	14,950	10,900	14,235	5,375	10,900	14,235	14,235	-	0.0%
0001-0210-30-0-0000-630	BUILDING DEPARTMENT FEES	848,989	922,765	1,055,000	465,170	1,055,000	1,055,000	1,055,000	-	0.0%
0001-0210-30-0-0000-635	CITY CLERK FEES	1,346,356	2,085,684	1,500,000	1,202,255	2,085,684	1,500,000	1,500,000	-	0.0%
0001-0210-30-0-0000-640	TAX COLLECTOR FEES	-	-	-	-	-	-	-	-	
0001-0210-30-0-0000-641	TAX COLLECTOR INTEREST	1,000,550	\$1,249,674	1,040,293	\$350,936	1,040,293	1,040,293	1,040,293	-	0.0%
0001-0210-30-0-0000-642	TAX COLLECTOR LIEN FEES	16,378	\$22,855	16,799	\$7,494	16,799	16,799	16,799	-	0.0%
0001-0210-30-0-0000-643	BILLBOARD RENTAL-CBS	86,400	\$88,875	83,525	\$44,850	88,875	83,525	83,525	-	0.0%
0001-0210-30-0-0000-644	HISPANOS UNIDOS, INC RENTAL	5,000	\$5,000	5,000	\$2,500	5,000	5,000	5,000	-	0.0%
0001-0210-30-0-0000-646	TAX COLLECTOR DMV FEES	76,425	69,792	78,737	-	78,737	78,737	78,737	-	0.0%
0001-0210-30-0-0000-650	HEALTH LICENSES & FEES	77,402	82,562	80,981	32,524	80,981	80,981	80,981	-	0.0%
0001-0210-30-0-0000-656	RECREATION FEES	10,706	15,235	13,000	8,443	13,000	13,000	15,000	-	0.0%
0001-0210-30-0-0000-657	PARK CONC LEASES	8,200	17,597	31,125	29,763	41,375	31,125	50,000	-	0.0%
0001-0210-30-0-0000-660	FINES LOST & DAMAGED BOOKS	4,228	189	5,927	9	100	1,000	1,000	(4,927)	-83.1%
0001-0210-30-0-0000-669	TELECOMMUNICATIONS PERSONAL PROPEF	159,035	178,065	177,422	-	178,065	178,065	178,065	643	0.4%
0001-0210-30-0-0000-670	STATE EDUCATION ECS GRANT	53,970,221	54,085,125	53,783,711	13,445,928	54,085,125	54,085,125	53,783,711	301,414	0.6%
0001-0210-30-0-0000-675	SPECIAL EDUCATION	753,062	1,139,946	1,036,166	-	1,036,166	1,036,166	1,036,166	-	0.0%
0001-0210-30-0-0000-677	Federal Grants	548	34,445	-	-	-	-	-	-	0.0%
0001-0210-30-0-0000-678	MISC. STATE GRANTS	-	52,747	-	8,790	8,790	-	-	-	
0001-0210-30-0-0000-679	GRANTS FOR MUNICIPAL PROJECTS	1,290,737	1,290,737	1,290,737	-	1,290,737	1,290,737	1,663,015	372,278	28.8%
0001-0210-30-0-0000-680	INCOME FROM INVESTMENT - GENERAL	1,220,395	272,320	1,045,000	-	75,000	325,000	325,000	(720,000)	-68.9%

City of Meriden		2020	2021	2022 Council	2022	2022 Council	Department Req.	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Appov. Budget	Y-T-D	Forecast	2023 Budget	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21			Rec.		CY Budget
0001-0210-30-0-0000-683	AVIATION-FUEL SALES	191,131	247,735	225,000	91,719	225,000	309,500	309,500	84,500	37.6%
0001-0210-30-0-0000-685	AVIATION RENT & FEES	131,176	231,789	174,512	93,165	225,000	174,512	282,768	-	0.0%
0001-0210-30-0-0000-686	COST ALLOCATION ENTERPRISE FUNDS	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	-	0.0%
0001-0210-30-0-0000-687	FUND BALANCE USED	-	-							0.0%
0001-0210-30-0-0000-689	AVIATION - RAMP FEES	1,745	700	1,450	5,616	10,000	1,450	1,500	-	0.0%
0001-0210-30-0-0000-690	AVIATION - LAND USE RENT	4,640	4,880	4,643	2,970	4,643	4,643	4,880	-	0.0%
0001-0210-30-0-0000-691	INTEREST - COE ESTATE	9,267	9,607	9,094	4,887	9,094	9,094	9,094	-	0.0%
0001-0210-30-0-0000-695	OTHER REVENUE	(118,637)	(137,286)	57,742	7,782	20,000	57,742	57,742	-	0.0%
0001-0210-30-0-0000-696	SALE OF SURPLUS PROPERTY	41,704	19,958	75,000	52,959	75,000	75,000	75,000	-	0.0%
0001-0210-30-0-0000-698	BULKY WASTE FEES	69,910	91,535	80,000	152,184	200,000	125,000	125,000	45,000	56.3%
0001-0210-30-0-0000-700	PARKING COMMISSION REVENUE	108,903	81,947	154,085	35,737	75,000	90,000	90,000	(64,085)	-41.6%
0001-0210-30-0-0000-705	RENT - MERIDEN HUMANE SOCIETY	2,800	3,300	3,600	2,100	3,600	3,600	3,600	-	0.0%
0001-0210-30-0-0000-706	FIRE MARSHAL FEES	118,385	73,814	120,000	99,347	120,000	120,000	120,000	-	0.0%
0001-0210-30-0-0000-707	PILOT Payment Meriden Commons	-	12,032	59,461	-	12,032	59,461	59,461	-	0.0%
0001-0210-30-0-0000-730	FIRE RECRUITMENT REVENUE	17,100	1,000	11,900	-	11,900	11,900	11,900	-	0.0%
0001-0210-30-0-0000-731	MISC. REVENUE - RENTAL INCOME	16,620	16,620	16,650	8,310	16,650	16,650	16,650	-	0.0%
0001-0210-30-0-0000-732	MISC. REVENUE - POLICE	48,947	39,595	42,000	20,235	42,000	42,000	42,000	-	0.0%
0001-0210-30-0-0000-733	MISC. REVENUE - ENGINEERING	25,609	29,413	26,884	11,915	26,884	26,884	26,884	-	0.0%
0001-0210-30-0-0000-734	MISC. REVENUE - PLANNING & IWWC	25,333	14,213	25,000	5,827	25,000	25,000	25,000	-	0.0%
0001-0210-30-0-0000-735	E911 QUARTERLY	12,045	12,045	12,525	9,203	12,525	12,525	12,525	-	0.0%
0001-0210-30-0-0000-736	MISC. REVENUE - ASSESS & COLLECT	442	(1,894)	1,239	869	1,239	1,239	1,239	-	0.0%
0001-0210-30-0-0000-737	MISC. REVENUE - FIRE	79	16	1,700	7	1,700	1,700	-	-	0.0%
0001-0210-30-0-0000-738	MISC. REVENUE - RECYCLING	7,594	7,126	4,268	5,210	4,268	4,268	8,000	-	0.0%
0001-0210-30-0-0000-739	MISC. REVENUE - PURCHASING	-	-	-	-	-	-	-	-	-
0001-0210-30-0-0000-740	MISC. REVENUE - THOM EDISON REIMB	41,554	44,967	-	-	-	-	-	-	#DIV/0!
0001-0210-30-0-0000-742	MISC. REVENUE - AIRCRAFT REGISTRATI	4,360	4,000	4,479	3,640	4,479	4,479	4,479	-	0.0%
0001-0210-30-0-0000-748	PRINCIPAL REV-IRRIG LOAN	67,718	65,984	56,252	-	56,252	56,252	56,252	-	0.0%
0001-0210-30-0-0000-749	INTEREST REV-IRRIG LOAN	37,143	35,413	37,293	-	37,293	37,293	37,293	-	0.0%
0001-0210-30-0-0000-750	TRANSFER IN	-	31,448	-	-	-	-	-	-	0.0%
0001-0210-30-0-0000-753	BANK OF AMERICA PCARD REBATE	63,521	60,643	63,521	59,258	63,521	63,521	63,521	-	0.0%
0001-0210-30-0-0000-754	Municipal Stabilization Grant New	622,306	622,306	622,306	622,306	622,306	622,306	698,609	-	0.0%
0001-0210-30-0-0000-755	Rebates Archimedes Screw	69,072	65,858	90,000	18,580	65,000	90,000	65,000	-	0.0%
0001-0210-30-0-0000-756	Rebates Solar Fields	184,640	114,342	191,000	43,534	110,000	191,000	120,000	-	0.0%
0001-0210-30-0-0000-757	Police Vehicle Outside O/T	451,620	358,875	343,000	174,075	355,000	343,000	343,000	-	0.0%
0001-0210-30-0-0122-699	TRANSFER IN-NPP (0122)	42,719	-	25,000	-	25,000	25,000	25,000	-	0.0%
0001-0210-30-0-0401-699	TRANSFER IN- (0401) CLOSED PROJECTS	-	-	-	-	-	-	-	-	-
0001-0210-30-0-0651-699	TRANSFERS IN - HEALTH FUND (116)	-	-	-	-	-	-	-	-	-
0001-0210-30-0-0681-699	TRANSFERS IN - BOND FUND (401)	-	325,000	325,000	-	325,000	-	-	(325,000)	-100.0%
**** Cost Center Total ****	Revenues	68,152,904	70,186,699	70,271,051	22,179,719	70,208,755	69,588,596	74,474,289	(1.00)	0.0%
<b>TAX REVENUES</b>										
0001-0260-30-0-0000-661	PROPERTY TAXES CURRENT YEAR	125,638,587	127,523,792	128,740,791	68,640,881	128,740,791	137,441,489	130,146,213	1,405,422	1.1%
0001-0260-30-0-0000-662	PROPERTY TAXES PRIOR YEARS	2,191,365	2,458,379	1,997,665	944,709	2,458,379	1,997,665	1,997,665	-	0.0%
0001-0260-30-0-0000-663	PROPERTY TAXES MV SUPPLEMENT	1,774,247	1,659,823	1,852,693	-	1,852,693	1,852,693	1,852,693	-	0.0%
0001-0260-30-0-0000-664	PROPERTY TAXES SUSPENSE	-	-	-	-	-	-	-	-	#DIV/0!
**** Cost Center Total ****		129,604,199	131,641,994	132,591,149	69,585,590	133,051,863	141,291,847	133,996,571	1,405,422	1.1%
Revenue	Total for Fund 0001	197,757,102	201,828,693	202,862,200	91,765,309	203,260,618	210,880,443	208,470,860	5,608,660	2.8%

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# **SECTION 2**

## **GENERAL GOVERNMENT:**

**City Council/Mayor**

**City Manager**

**Airport/Meriden Markham**

**City Clerk**

**Elections**

**Law**

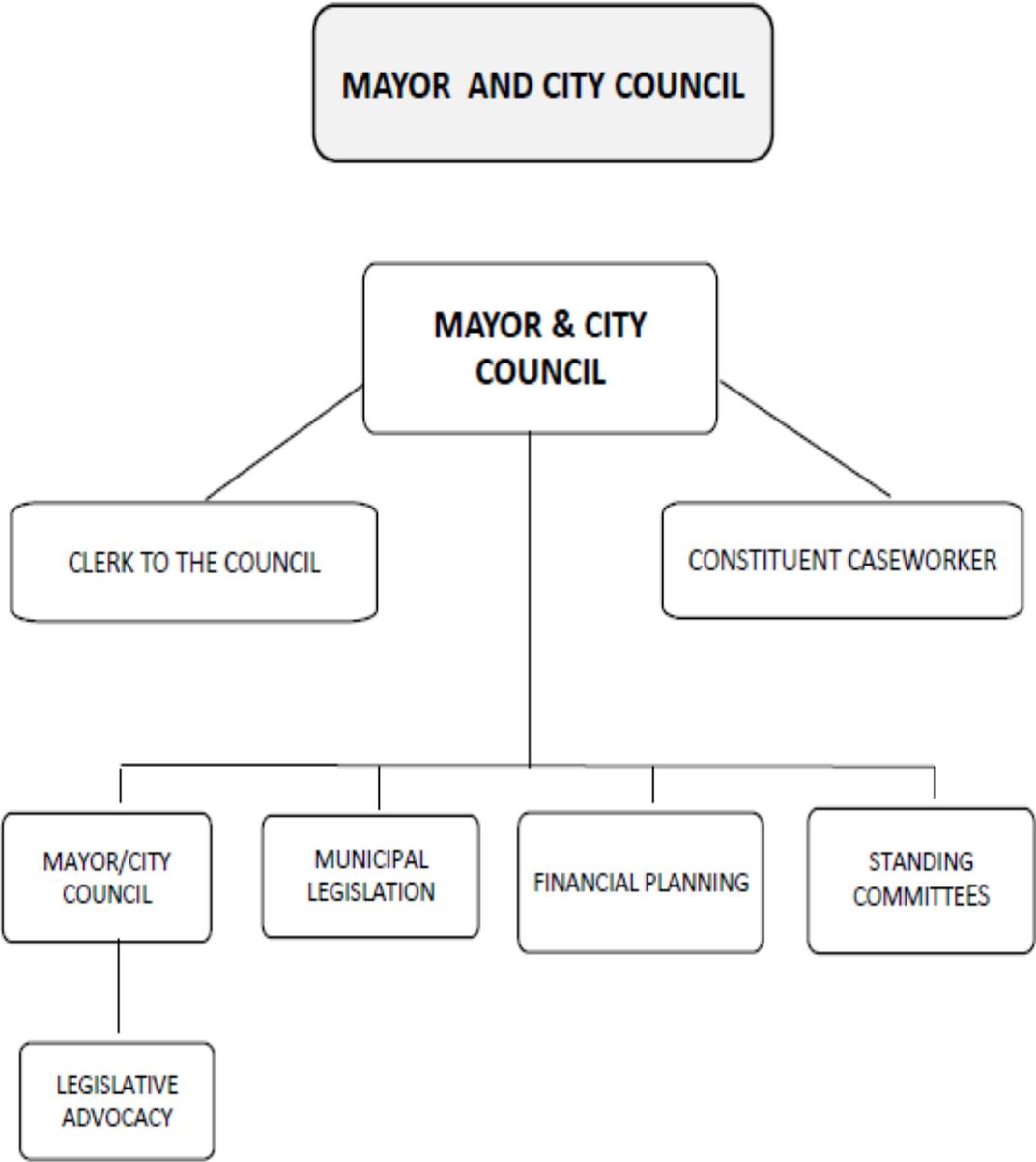
**Personnel/Human Resources**

**Information Technology**

**Insurance**

**Benefits**

**General Administration**



# MAYOR/CITY COUNCIL

## MISSION

**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.

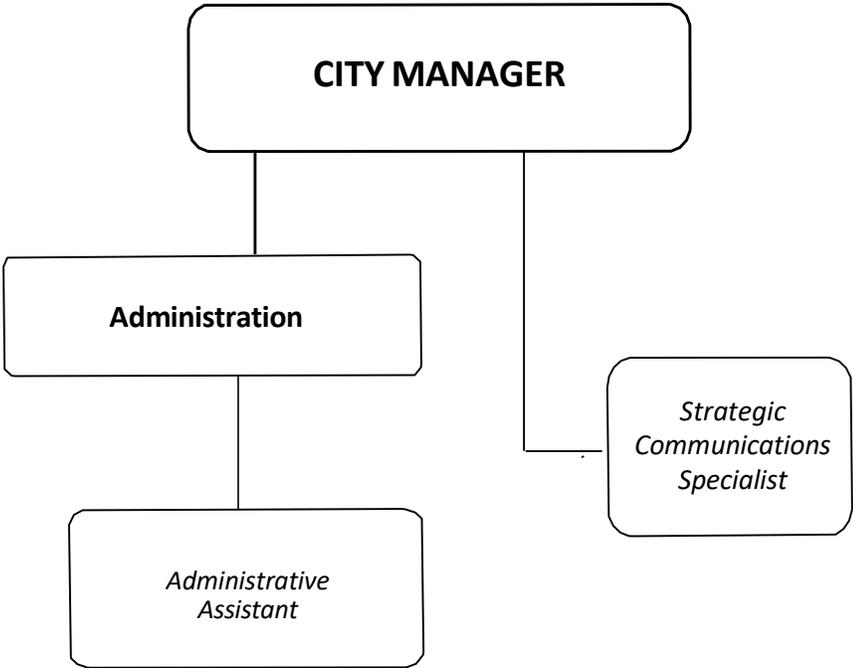
**Financial Planning** - The Council has the exclusive fiscal and budget-making authority of the City. It has the authority to set the charges to be made for all City services. The Council has the authority to approve capital expenditures. The Council has the power to levy taxes on real and personal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

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>COUNCIL (0110)</b>							
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	4,412.12	
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	5,414.83	
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00	2,406.59	
COUNCIL ELECTED	0001	0110	188	100.000	6,800.00	6,818.72	
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00	4,412.12	
COUNCIL ELECTED	0001	0110	188	100.000	4,400.00	3,409.30	
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00	4,412.12	
COUNCIL ELECTED	0001	0110	188	100.000	7,400.00	6,417.54	
COUNCIL ELECTED	0001	0110	188	100.000	2,400.00	5,815.89	
COUNCIL ELECTED	0001	0110	188	100.000	5,800.00	2,406.59	
COUNCIL ELECTED	0001	0110	188	100.000	5,400.00	3,409.30	
COUNCIL ELECTED	0001	0110	188	100.000	3,400.00	5,414.83	
MAYOR ELECTED	0001	0110	188	100.000	16,800.00	16,834.12	71,584.07
CONSTITUENT CASEWORKER	0001	0110	190	100.000	51,283.00	52,817.06	52,817.06
CLERK TO THE CITY COUNCIL	0001	0110	196	100.000	71,841.00	75,982.57	75,982.57
					<b>193,524.000</b>	<b>200,383.70</b>	<b>200,383.70</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>COUNCIL (0110)</b>								
0001-0110-40-0-0000-188	ELECTED OFFICIALS	71,388	71,388	71,388	\$29,745	71,584	196	0.3%
0001-0110-40-0-0000-190	ADMINISTRATIVE	51,394	51,730	51,394	\$25,554	52,817	1,423	2.8%
0001-0110-40-0-0000-191	OVERTIME CONTINGENCY	10,518	15,001	7,500	\$6,403	10,000	2,500	33.3%
0001-0110-40-0-0000-196	MME	72,049	73,122	72,049	\$36,292	75,983	3,934	5.5%
0001-0110-40-0-0000-386	COUNCIL OF GOVERNMENTS	20,400	20,200	20,400	\$20,200	20,400	-	0.0%
0001-0110-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	27,037	23,367	26,000	\$9,955	23,400	(2,600)	-10.0%
0001-0110-40-0-0000-640	MEETINGS & MEMBERSHIPS	796	485	2,614	\$2,516	2,500	(114)	-4.4%
<b>***** Cost Center Total ***** Council</b>		<b>253,582</b>	<b>255,293</b>	<b>251,345</b>	<b>130,664</b>	<b>256,684</b>	<b>5,339</b>	<b>2.1%</b>

**CITY MANAGER**



# CITY MANAGER

## MISSION

The City Manager and staff are responsible for the administration of City government except Education. 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. The City Manager is directly responsible to the Meriden City Council and is responsible for implementation of policies established by the Meriden City Council.

## SUCSESSES AND ACCOMPLISHMENTS

- Provided steady and supportive leadership to City staff during the continued COVID pandemic.
- Provided a budget framework that permitted City leadership to provide a zero increase in the mil rate, for a second straight year, as well as a reduction in the mil rate in the previous fiscal year.
- Received upgraded S&P rating outlook.
- Implemented a process to distribute American Rescue Plan funds.

## FUTURE GOALS AND INITIATIVES

- Complete Strategic Plan for City
- Enhance customer service and satisfaction
- Implement and coordinate processes for American Rescue Plan Steering committee
- Continue COVID mitigation and response activities
- Complete key projects, and advance or initiate new projects as needed.
- Promote a safe and healthy community.

## PERSONNEL AND EXPENDITURES SUMMARY

<b>CITY MANAGER (0120)</b>							
STRATEGIC COMMUNICATIONS SPECIALIST	0001	0120	190	75.000	76,146.04	62,625.00	
CITY MANAGER	0001	0120	190	100.000	162,831.72	166,088.35	358,713.35
ASST CITY MANAGER	0001	0120	190	100.00	-	130,000.00	
ADMINISTRATIVE ASSISTANT	0001	0120	196	100.000	73,041.71	80,982.57	
					-		80,982.57
					312,019.470	439,695.92	439,695.92
STRATEGIC COMMUNICATIONS SPECIALIST	ELC Grant			25.000		20,875.00	
CLERK III	1114	0120	190	10.00	39,560.51	4,546.98	4,546.98
					39,560.51	4,546.98	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>CITY MANAGER (0120)</b>								
0001-0120-40-0-0000-189	SEASONAL WORKERS	53,123	58,823	-	-	16,500	16,500	100.0%
0001-0120-40-0-0000-190	ADMINISTRATIVE	204,811	238,783	238,978	102,695	358,713	119,735	50.1%
0001-0120-40-0-0000-191	OVERTIME CONTINGENCY	1,231	1,360	1,000	379	1,000	-	100.0%
0001-0120-40-0-0000-196	MME	125,286	130,723	133,204	68,693	80,983	(52,221)	-39.2%
0001-0120-40-0-0000-240	DEFERRED COMPENSATION	8,267	8,211	8,164	4,075	8,164	-	0.0%
0001-0120-40-0-0000-205	TRAVEL ALLOWANCE	4,903	6,000	6,000	2,100	6,000	-	0.0%
0001-0120-40-0-0000-390	MANAGEMENT NON UNION	-	-	40,000	6,500	40,000	-	0.0%
0001-0120-40-0-0000-394	RECRUITMENT	89	-	-	-	-	-	
0001-0120-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	23,201	23,437	32,500	843	34,000	1,500	4.6%
0001-0120-40-0-0000-640	MEMBERSHIP & MEETINGS	44,930	25,983	44,800	67,916	68,000	23,200	51.8%
<b>***** Cost Center Total *****</b>	<b>City Manager</b>	<b>465,841</b>	<b>493,319</b>	<b>504,646</b>	<b>253,201</b>	<b>613,360</b>	<b>108,714</b>	<b>21.5%</b>

# AVIATION

## MERIDEN MARKHAM AIRPORT

### MISSION

To provide a safe & welcoming airport environment to the community and its pilots while insuring strict adherence to FAA requirements and regulations.

Also bolstering commerce as an economic engine to the City of Meriden and local businesses.

### SUCSESSES AND ACCOMPLISHMENTS

- Total restoration of runway and adjoining taxiway to include all FAA required runway and taxiway lighting upgraded to LED. New underground cables with additional lightening rod and copper cable for grounding. Project funded 100% by FAA.  
All work performed was overseen daily to ensure environmental compliance. The 75 day project was completed in 59 days
- Extensive site work done on westerly side of airport to include vegetation management to control invasive growth to meet obstruction clearance compliance with FAA. City parks dept. completed tree cutting project and stump removal to further comply with FAA obstruction requirements
- West side culvert area was identified with excessive runoff that was causing continuous flooding and erosion. Corrective measures were performed by City public works dept.
- Working with City health dept. to appoint Meriden Airport as regional distribution site with state emergency response preparedness program
- Received federal BIL funding to be used over next 5 years at approximately \$159,000 per year. To be used for much needed maintenance and terminal building reparation
- EAA youth programs reinstated after Covid shutdown. October 2021 young eagles rally flew a record of 50 children ages 8-17 yrs. thru volunteer pilot program
- New aircraft building weekend workshop instituted by EAA offered to select group of local youth to include 20 Meriden boy scouts. Will evolve into ongoing program
- Spotlight news
  - Airport reopening ribbon cutting event attended by City officials and district director Jeannine Lupo from congresswoman Hayes office

- Meriden volunteer pilots flew rescued pelican to FL in aircraft built by EAA's teen build project with Wilcox tech students
- Student pilot received full scholarship to attain license at MMK and was accepted into USAF Academy
- Civil Air Patrol student pilots earn license at MMK and go on to Air Force Academy, Naval Academy and Embry Riddle Aviation College

## FUTURE GOALS AND INITIATIVES

- Demo and replace failing asphalt and base on north apron. Repair existing drainage and fence line. Last work done in 2005. All work to be done in compliance with EPA. Will be funded 100% by FAA
- Upgrade security gates as a further step to insure standards expected by TSA and FAA. Relocate south ramp gate due to sharp turn on Evansville Ave with blind spot. In view of increased tenant traffic with new hangars, install paved access road and tenant parking at south apron. Funding is secured 97.5% by FAA.
- Applied for funding for maintenance building restoration. This building is over 80 yrs. old and requires both interior and exterior structural work. Remedies would include replacement of cinder block and mortar that has eroded. All windows are in poor condition due to rotting and has cracked glass that needs to be replaced. Other areas include blocking up obsolete entries that have fallen into disrepair. Interior office and restroom upgrades to include electrical panel and HVAC. Exterior façade will compliment current buildings in completion
- Terminal upgrades to include basement window replacement that are currently boarded over from past break-ins
- Create emergency response training workshops with Meriden and Wallingford fire and emergency response. Targeted to become on-going training program
- Institute a week long camp to offer summer aerospace workshops in conjunction with Middletown aerospace program
- Provide best possible services to tenants and pilot user groups by maintaining upkeep of all buildings and grounds
- Raise airport awareness to local businesses by hosting events such as an open house and community road race
- Support pilot organizations to encourage senior members to engage in monthly events and meetings
- Promote community involvement with airport events by supporting aviation groups; EAA-Experimental Aircraft Association local chapter 27, CAP-Civil Air Patrol Silver City Cadet Squadron, MAC-Meriden Aviation Center flight school, 99's-Women Pilots Association and on-field flying clubs which are all based at MMK

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>AVIATION (0181)</b>							
CLERK	0001	0181	189	100.000		12,514.28	
CLERK	0001	0181	189	100.000	22,500.00	12,514.28	
CLERK	0001	0181	189	100.000		8,017.37	
CLERK	0001	0181	189	100.000			33,045.93
AIRPORT MANAGER	0001	0181	198	100.000	60,360.57	74,731.14	74,731.14
					<b>82,860.570</b>	<b>107,777.07</b>	<b>107,777.07</b>

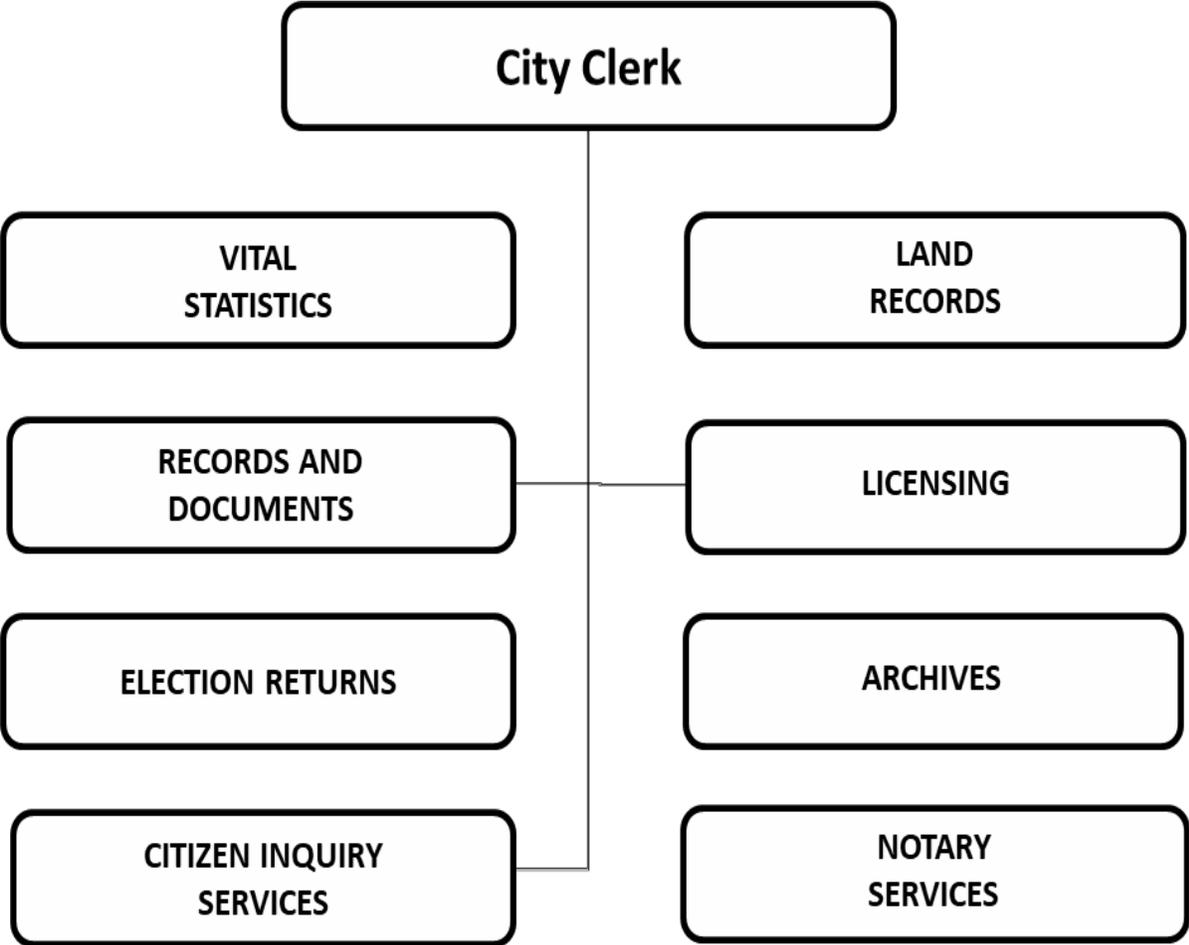
City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>AVIATION (0181)</b>								
0001-0181-40-0-0000-189	SEASONAL WORKERS	15,112	20,662	22,500	8,957	23,000	500	2.2%
0001-0181-40-0-0000-191	OVERTIME CONTINGENCY	1,842	1,783	2,000	1,349	2,300	300	15.0%
0001-0181-40-0-0000-198	SUPERVISORS	58,359	59,046	60,361	32,823	74,731	14,370	23.8%
0001-0181-40-0-0000-390	OTHER PURCHASED SERVICES	10,736	4,644	12,000	2,400	12,000	-	0.0%
0001-0181-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	4,038	3,857	5,000	1,855	5,000	-	0.0%
0001-0181-40-0-0000-445	AVIATION MAINTENANCE	107,816	58,217	110,000	11,685	110,000	-	0.0%
0001-0181-40-0-0000-449	FUEL COSTS	139,483	210,381	180,000	78,486	247,500	67,500	37.5%
0001-0181-40-0-0000-601	BANKING SERVICES	-	14				-	
<b>***** Cost Center Total ***** Aviation</b>		<b>337,385</b>	<b>358,603</b>	<b>391,861</b>	<b>137,555</b>	<b>474,531</b>	<b>82,670</b>	<b>21.1%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATE	FY2023 ESTIMATE
TENANT-HANGAR OCCUPANCY *construction/repairs completed	100%	95%	95%*	100%	100%
MAINTAIN LOWEST YET COMPETITIVE FUEL RATE IN CT WHILE SECURING SET PROFIT MARGINS	98%	95%	98%	98%	98%

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
<b>BASED AIRCRAFT:</b>	<b>58</b>	<b>68</b>	<b>70</b>	<b>77</b>
HANGARED	38	46	47	52
TIE-DOWNS	29	22	23	25
<b>FUEL SALES – GALLONS SOLD</b>				
*W/RUNWAY REHAB SHUTDOWN	48,985	38,298	*45,000	55,000



# CITY CLERK

## MISSION

To serve all who come into the Clerk's Office with prompt, friendly and professional customer service.

## SUCSESSES AND ACCOMPLISHMENTS

- Completed online map conversion into land record system.
- Automated online subscription signups and payments

## FUTURE GOALS AND INITIATIVES

- Continue adding years to land indexes and images to online database for searches
- Continued preservation to pre-1900 vital records using State Library grants

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>CITY CLERK (0170)</b>							
<b>CITY CLERK</b>	<b>0001</b>	<b>0170</b>	<b>188</b>	<b>100.000</b>	<b>82,636.52</b>	<b>82,636.52</b>	<b>82,636.52</b>
<b>UNCLASSIFIED ASST CITY CL</b>	<b>0001</b>	<b>0170</b>	<b>192</b>	<b>100.000</b>	<b>50,265.71</b>	<b>51,845.54</b>	<b>51,845.54</b>
<b>ASSISTANT CITY CLERK, REG</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>68,786.86</b>	<b>71,560.86</b>	
<b>ASSISTANT CITY CLERK, REG</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>68,786.86</b>	<b>71,560.86</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>54,429.03</b>	<b>59,182.97</b>	
<b>CLERK III</b>	<b>0001</b>	<b>0170</b>	<b>196</b>	<b>100.000</b>	<b>24,811.60</b>	<b>24,811.60</b>	<b>227,116.29</b>
					<b>349,716.580</b>	<b>361,598.35</b>	<b>361,598.35</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>CITY CLERK (0170)</b>								
0001-0170-40-0-0000-188	ELECTED OFFICIALS	81,773	82,727	82,637	40,432	82,637	-	0.0%
0001-0170-40-0-0000-191	OVERTIME CONTINGENCY	4,288	7,156	4,000	2,795	4,000	-	0.0%
0001-0170-40-0-0000-192	OTHER NON-UNION	49,694	50,216	50,266	5,206	51,846	1,580	3.1%
0001-0170-40-0-0000-196	MME	197,975	216,063	246,432	106,072	227,116	(19,316)	-7.8%
0001-0170-40-0-0000-351	CODIFICATION	5,874	4,404	5,000	1,195	5,000	-	0.0%
0001-0170-40-0-0000-354	LAND RECORDS	41,185	47,380	50,000	22,048	52,000	2,000	4.0%
0001-0170-40-0-0000-355	VITAL STATISTICS	2,166	2,374	2,500	68	3,000	500	20.0%
0001-0170-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	7,000	10,661	10,000	3,899	11,000	1,000	10.0%
0001-0170-40-0-0000-446	ELECTIONS	4,811	44,466	7,000	3,116	9,000	2,000	28.6%
0001-0170-40-0-0000-640	MEMBERSHIPS & MEETINGS	1,620	1,186	2,000	530	2,500	500	25.0%
<b>**** Cost Center Total ****</b>	<b>City Clerk</b>	<b>396,386</b>	<b>466,633</b>	<b>459,835</b>	<b>185,360</b>	<b>448,099</b>	<b>(11,736)</b>	<b>-2.6%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Revenue	1,348,778.55	2,121,616.52	1,950,000.00	2,000,000.00

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 AS OF 12/31/2021
Vitals				
Recorded Births	760	983	701	432
Recorded Deaths	720	898	811	442
Recorded Marriages	272	398	281	163
Land Records	8374	7483	9475	5420
Total Recorded Documents	10984	11026	12867	7255

# REGISTRAR OF VOTERS

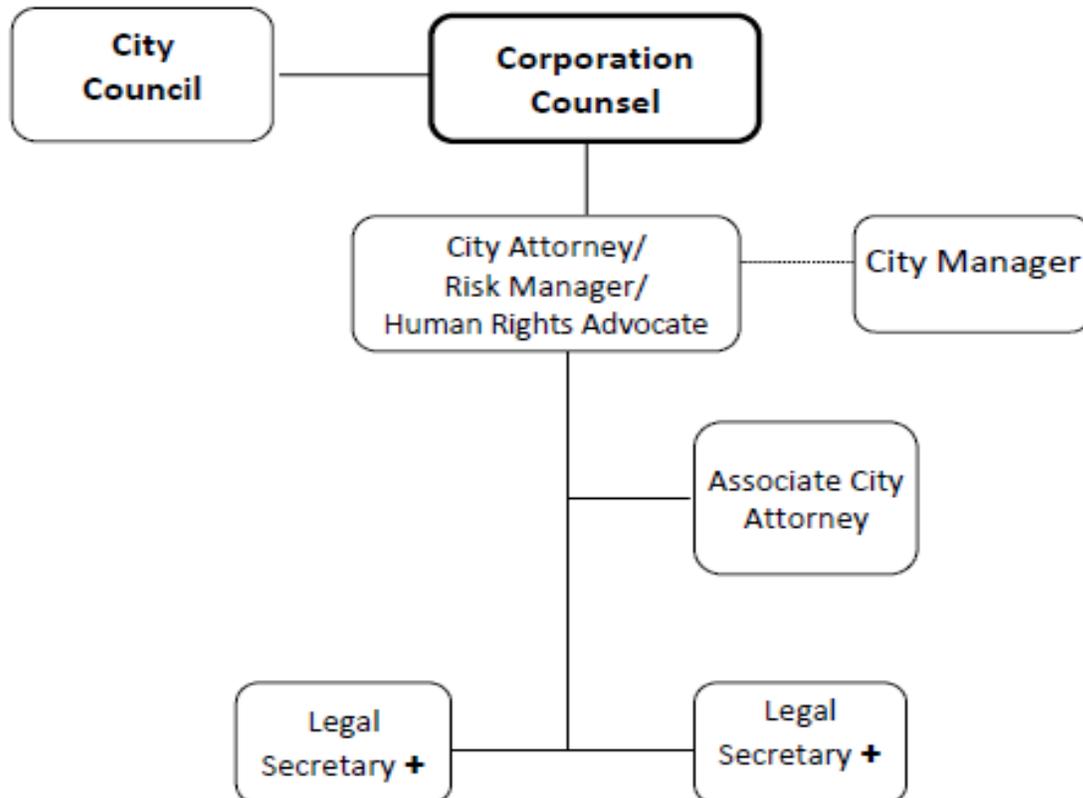
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>ELECTIONS (0182)</b>							
REGISTRAR ELECTED	0001	0182	188	100.000	31,302.93	32,160.67	
REGISTRAR ELECTED	0001	0182	188	100.000	31,302.93	32,160.67	64,321.34
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	18,865.28	15,251.78	
ASSISTANT REGISTRAR OF VO	0001	0182	192	100.000	20,214.48	20,214.48	35,466.26
					<b>101,685.620</b>	<b>99,787.60</b>	<b>99,787.60</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>ELECTIONS (0182)</b>								
0001-0182-40-0-0000-188	ELECTED OFFICIALS	62,842	64,271	62,606	31,332	64,321	1,715	2.7%
0001-0182-40-0-0000-189	SEASONAL WORKERS	4,440	218	5,000	-	5,000	-	100.0%
0001-0182-40-0-0000-191	OVERTIME CONTINGENCY	-	1,264	-	368	-	-	0.0%
0001-0182-40-0-0000-192	OTHER NON-UNION	46,657	45,887	39,080	20,172	35,466	(3,614)	-9.2%
0001-0182-40-0-0000-390	PRIMARIES	19,261	71,230	55,000	-	60,000	5,000	9.1%
0001-0182-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	13,619	19,833	13,500	4,582	17,000	3,500	25.9%
0001-0182-40-0-0000-446	ELECTIONS	53,820	61,465	65,000	63,721	70,000	5,000	7.7%
0001-0182-40-0-0000-640	MEMBERSHIPS & MEETINGS	2,011	2,155	1,000	185	2,000	1,000	100.0%
<b>***** Cost Center Total ***** Elections</b>		<b>202,650</b>	<b>266,321</b>	<b>241,186</b>	<b>120,361</b>	<b>253,787</b>	<b>12,601</b>	<b>5.2%</b>

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## LAW DEPARTMENT



+ additional responsibilities include support to risk management

# LEGAL DEPARTMENT

## MISSION

The mission of the Legal Department, through the office of Corporation Counsel, is to provide timely and quality legal services and legal advice to elected and appointed officials and the entire City staff. Where appropriate, the attorneys appear for and protect the City's interests in all actions, suits and proceedings brought by or against the City or any of its departments, officers, agencies, boards, or commissions. The Corporation Counsel is the legal advisor to the City Council, the City Manager, and all City officers, boards, and commissions in all matters affecting the City and furnishes written opinions of any question of law involving powers and duties. Upon request, contracts shall be reviewed and approved. The Law Department has the power to appeal from orders, decisions, and judgments and to compromise or settle any and all claims by or against the City.

## SUCSESSES AND ACCOMPLISHMENTS

- Appellate Courts Received favorable decision regarding Freedom of Information Act matter from Connecticut Supreme Court.
- Assessment Appeals Settled numerous tax assessment appeals prior to and during litigation
- Closings Conveyed three parcels to and from City.
- Collaboration worked with all City departments to accomplish their respective objectives and effectively provided legal advice and services.
- Collections work with numerous departments to collect outstanding balances owed. Collected payments on 34 liens; placed 21 liens on property; 2 tax sales effectuated to recoup delinquent taxes on and instituted and prosecuted foreclosure actions on liens and delinquent accounts.
- Freedom of Information Responded to 226 FOIA requests sent to various departments and coordinated production and compliance. Also represented City before Freedom of Information Commission.
- Pandemic Monitored and provided guidance to City departments regarding State Executive Orders, including vaccine requirements for covered employees.
- Written Opinions Provided written opinions upon request to City Boards, Commissions, and employees.
- Claim Resolution Worked to resolve claims prior to suit, as well as matters in litigation, to avoid legal fees and costs.

## FUTURE GOALS AND INITIATIVES

### I. LAW DEPARTMENT

1. General Counsel. Act as the City of Meriden's law firm and advocate, having a general recognition of and direct alignment with the City's strategic objectives. Develop and promulgate best-value legal services resulting in positive outcomes for City administration. Provide as-needed legal advice and counsel to City.
2. Litigation. Defend civil cases brought against the City in Federal and State courts; represent the City's interests before various state agencies in administrative appeals.
3. Litigation Management. Oversee and assist outside counsel retained for specialized matters and insurance counsel to maximize the delivery of outside legal services to obtain best value outcomes. Develop and manage positive working and tripartite relationships with external legal teams to maximize efficiency and positive results.
4. Labor/Employment. Partner with Human Resources as needed on various labor and employment matters; participate in labor/grievance proceedings; and provide and coordinate training to City staff on a wide variety of matters. Coordinate with Human Resources to review and monitor workers' compensation claims.
5. Legal Opinions. Research, draft, and issue legal opinions on municipal governance, policy issues, and legal matters in accordance with Federal and State law and the City Charter and Code in response to requests of City Council, appropriate City administration officials, and Department Heads.
6. Create Resolutions and Ordinances. Research relevant law and draft/prepare resolutions/ordinances to implement policy decisions of City Council and to update the City Code as needed.
7. Contracts. Draft, negotiate, and/or review contracts, agreements, and other legal instruments to which the City of Meriden is a party.
8. Closings/Conveyances of Real Property. Prepare deeds; facilitate closings of real property for the acquisition and disposition of real property.
9. Collections. Provide legal support to City departments having responsibility for collections or obligations owed to the City such as taxes, water, and sewer use charges, liens, and damage to City property.
10. Legal Representation. Represent City officials and defend the City's interests in all aspects of litigation, including but not limited to pleadings, discovery, document production, depositions, hearings, pretrial proceedings, trials, appeals, and other matters which may arise in the scope of officials' employment with the City.

11. Freedom of Information. Serve as the centralized department for Freedom of Information Act requests. Coordinate and review responses and production under the FOIA, sensitive to performing a review of compliance which may include privileged and exempt information.
12. Legal Counsel to Boards and Commissions. Serve as legal counsel to City Council and its committees, as well as other municipal Boards and Commissions. Upon request, attend meetings and provide legal advice.
13. Law Department Administration. Continue staff training and education to strengthen, develop, and grow legal knowledge to maximize employee utilization.

## **II. RISK MANAGEMENT**

Service delivery and seamless alignment of Risk Management Responsibilities with the Law Department and City administration team.

1. Insurance Coverage. Obtain insurance coverage on an annual basis for all municipal operations.
2. Certificates of Insurance. Review and recommend appropriate insurance coverage for external sources for activities/contracts with the City. Obtain and provide certificates of insurance as necessary.
3. Exposure identification, Risk Control and Analysis. Develop a team approach with City officials to identify areas of risk; review and make recommendations for appropriate risk control measures while balancing demands.
4. Claim and Litigation Management. Document and track all claims and potential claims brought against the City; obtain internal resolution or submit to insurance counsel to strengthen tripartite relationship to derive optimal results for the City with minimal risk and cost.
5. Establish Municipal Risk Management Protocol and Programs. Develop and/or review risk management protocol, policies, and procedures, working in conjunction and proactively with City's insurance agencies to decrease loss exposure.
6. Risk Management through Education and Training. Recommend, coordinate, and conduct training sessions as needed to reduce potential liability of the City; prepare memoranda as needed for same; and provide for continuing risk education and professional development across City departments.

## **III. ADA COORDINATOR/HUMAN RIGHTS ADVOCATE**

Position falls within Law Department but may be transitioned during FY22

1. ADA Coordinator. In conjunction with Engineering and Facilities Management, ensure physical and programmatic accessibility to municipal

- facilities and programs. Provide technical legal assistance as needed for municipal projects to ensure compliance with State and Federal Law.
2. Human Rights Advocate. The City Attorney is currently assigned as the Human Rights Advocate in the Meriden Code. The primary duty of the Human Rights Advocate is to ensure the objectivity of any investigations undertaken pursuant to the Meriden Equal Opportunities Ordinances. Liaise with the Human Rights Advisory Board; serve as a clearinghouse for information and referral source for Meriden citizens regarding human rights/legal issues on an as-needed basis.
  3. Disabilities Commission. City attorneys to serve as staff to Commission for Persons with Disabilities when such Commission has a full complement of members.
  4. Municipal Veterans' Representative. After training, serve as the municipal representative for information and resources available for Meriden Veterans.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>LEGAL (0130)</b>							
ASSOCIATE CITY ATTORNEY	0001	0130	190	100.000	105,288.42	112,408.31	
CITY ATTORNEY	0001	0130	190	100.000	121,833.87	122,334.97	
CORPORATION COUNSEL	0001	0130	190	100.000	29,159.22	29,079.55	263,822.83
LEGAL SECRETARY	0001	0130	196	100.000	66,002.36	71,560.86	
LEGAL SECRETARY	0001	0130	196	100.000	66,582.86	55,026.80	126,587.66
					<b>388,866.730</b>	<b>390,410.49</b>	<b>390,410.49</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>LEGAL (0130)</b>								
0001-0130-40-0-0000-189	SEASONAL WORKERS	1,642	-	-	-	3,000	3,000	100.0%
0001-0130-40-0-0000-190	ADMINISTRATIVE	219,839	264,287	256,282	105,124	263,823	7,541	2.9%
0001-0130-40-0-0000-191	OVERTIME CONTINGENCY	-	4,673	-	-	1,000	1,000	0.0%
0001-0130-40-0-0000-196	MME	118,177	133,190	132,585	51,595	126,588	(5,997)	-4.5%
0001-0130-40-0-0000-205	TRAVEL REIMBURSEMENT	2,532	-	3,400	-	2,400	(1,000)	-29.4%
0001-0130-40-0-0000-356	SAFETY & RISK CLAIMS	1,825	2,180	5,000	-	5,000	-	0.0%
0001-0130-40-0-0000-357	LITIGATION/INSURANCE	324,833	341,131	375,000	89,748	375,000	-	0.0%
0001-0130-40-0-0000-358	FORECLOSURE ACTIVITIES	1,500	35,471	35,000	26,463	40,000	5,000	100.0%
0001-0130-40-0-0000-359	OUTSIDE COUNSEL	134,557	38,811	145,000	78,122	145,000	-	0.0%
0001-0130-40-0-0000-381	TRAINING	-	-	2,000	-	2,000	-	100.0%
0001-0130-40-0-0000-390	ASSESSMENT APPEALS FEES	20,792	20,255	35,000	4,955	75,000	40,000	114.3%
0001-0130-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	19,967	24,704	26,600	8,261	26,000	(600)	-2.3%
0001-0130-40-0-0000-640	MEMBERSHIPS & MEETINGS	3,119	2,370	5,000	2,394	5,000	-	0.0%
*****	<b>Cost Center Total ***** Law</b>	<b>848,783</b>	<b>867,072</b>	<b>1,020,867</b>	<b>366,661</b>	<b>1,069,811</b>	<b>48,944</b>	<b>4.8%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Provide timely responses and legal advice when requested			YES	YES	YES
Provide support and response to FOIA requests received by City			YES	YES	YES
Actively defend City's interests in litigation			YES	YES	YES

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Tax Sales/Sold	8	2	5	5
Mailbox Claims Filed/Paid	88	55	60	50
Liens Placed on Property	63	21	20	20
Liens Paid and Released	41	34	40	30
Closings	4	3	5	5
Insurance Certificates	38	47	40	40
Claims forwarded to Insurance	119	87	120	120
Foreclosures	9	11	10	10
Assessment Appeals	4	22	60	25
State Cases	24	32	35	35
Federal Cases	4	11	10	10

Administrative Appeals	0	9	10	5
Appellate Court	7	3	5	3
Supreme Court	1	0	1	1
CHRO Complaints		8	6	6
FOIA Requests	87	226	250	250

**HUMAN RESOURCES**

Director of Human  
Resources

Human Resources  
Specialist

Clerk III

# HUMAN RESOURCES DEPARTMENT

## MISSION

The mission of the Human Resources Department is to create, recommend and administer the provisions of municipal Human Resources. This department is responsible for all personnel-related programs and procedures for the City's full-time and part-time employees, including but not limited to pre-employment screening of job applicants, control of internal personnel transactions, position control, benefits, compensation, other conditions of employment, recruitment, testing of new employees, maintenance of HR records, adherence to state and Federal employment and labor legislation, affirmative action and equal opportunity compliance, employee training and development, workers' compensation program, safety and health administration, as well as union negotiation.

## SUCSESSES AND ACCOMPLISHMENTS

- In 2021, the City hired 24 interns, 70 seasonal employees, 79 regular employees and 2 council members.
- In 2021, 158 employees departed from City employment, 14 were interns, 62 seasonal employees, 80 regular employees, and 2 council members.
- In 2021, 4 positions were reviewed for reopinting. This impacted 7 employees.
- In 2021, employees were asked to voluntarily provide COVID vaccination information so that the City can prepare for the possibility of mandating employees to provide evidence of vaccination status in the future. At this time, 23% of current employees have voluntarily indicated that they are vaccinated.
- Enhanced and formalized our existing exit interview process in order to determine the key retention factors that the City faces.
- The following collective bargaining contracts were updated:
  - MME Local 595, renewed on 7/1/21
  - Meriden Fire Local 1148, renewed on 7/1/21
  - Meriden Police Local 1016, renewed on 7/1/21
  - Meriden Supervisors and Professionals Local 424-48, renewed on 7/1/21

## FUTURE GOALS AND INITIATIVES

- Update the existing HR policies in accordance with any updates to legislation and current trends. It is the intent to publicize these policies and then post them on the City internet and intranet.

- Look for a vendor to handle all verification of employment and verification of income requests, in order to remove this time consuming task from Payroll and HR.
- Roll out a city wide training program on customer service for municipal employees.
- Select a vendor who is able to determine proficiency in a language other than English. There are currently 2 collective bargaining agreements (MME and Police) that allow for additional compensation to those employees who demonstrate foreign language capabilities.
- The renewal of Fire and Police pension contracts for spring 2022, as they will expire in 6/30/2022.
- The renewal of the following collective bargaining agreements will take place in 2022:
  - Crossing Guards, Local 3886 of Council 4, expires 6/30/2022
  - Public Safety Dispatch, Local 1303-405, expires 6/30/2022
  - Public Health Nurses, Unit 8, expires 6/30/2022

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>PERSONNEL (0150)</b>							
DIRECTOR OF HUMAN RESOURC	0001	0150	190	100.000	108,634.95	119,326.84	
PERSONNEL TECHNICIAN I	0001	0150	190	100.000	65,993.30	67,313.04	186,639.88
CLERK III	0001	0150	196	100.000	45,828.20	56,631.94	56,631.94
					220,456.450	243,271.82	243,271.82
HR TECH II/PENSION ASSIST	0620	0210	196	33.33	20,212.61	21,124.11	
HR TECH II/PENSION ASSIST	0621	0210	196	33.33	20,212.61	21,124.11	
HR TECH II/PENSION ASSIST	0622	0210	196	33.33	20,212.61	21,124.12	
					60,637.840	63,372.34	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>PERSONNEL (0150)</b>								
0001-0150-40-0-0000-189	SEASONAL WORKERS	12,026	-	3,500	-	3,500	-	0.0%
0001-0150-40-0-0000-190	ADMINISTRATION	163,252	173,188	174,628	93,881	186,640	12,012	6.9%
0001-0150-40-0-0000-191	OVERTIME CONTINGENCY	-	-	-	4,200	-	-	0.0%
0001-0150-40-0-0000-196	MME	38,877	42,965	45,828	24,273	56,632	10,804	23.6%
0001-0150-40-0-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,400	2,400	
0001-0150-40-0-0000-210	EAP SERVICES	4,981	9,962	9,962	4,981	9,962	-	0.0%
0001-0150-40-0-0000-352	VEHICLE MAINTENANCE	2,400	2,400	2,400	627	-	(2,400)	-100.0%
0001-0150-40-0-0000-357	FEES	800	1,800	2,000	2,099	2,000	500	25.0%
0001-0150-40-0-0000-381	TRAINING	-	-	1,500	-	50,000	48,500	3233.3%
0001-0150-40-0-0000-384	TUITION REIMBURSEMENT	30,200	18,417	20,000	5,244	20,000	5,000	25.0%
0001-0150-40-0-0000-390	PHYSICALS	9,392	7,457	5,000	2,202	8,000	5,000	100.0%
0001-0150-40-0-0000-391	ALCOHOL/DRUG TESTING	7,900	7,990	8,000	3,950	8,000	-	0.0%
0001-0150-40-0-0000-440	OFFICE EXPENSE & SUPPLY	2,762	648	4,000	367	3,000	(1,000)	-25.0%
0001-0150-40-0-0000-640	MEETINGS & MEMBERSHIPS	150	100	750	577	750	-	0.0%
**** Cost Center Total ****	Human Resources	272,740	264,927	277,568	142,400	350,884	80,816	29.1%

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATE
Greater retention of high performing employees. Determine measures.			13.3%	10%	
Policy Accessibility so that employees are aware of expected behaviors.				80%	Remaining 20%
Roll out of customer svc training to all City employees.					

# INFORMATION TECHNOLOGY DEPARTMENT

## MISSION

The Information Technology Department's mission is to provide innovative technology solutions that supports Meriden's departments in delivering quality services to the community.

## SUCSESSES AND ACCOMPLISHMENTS

- Virtual Desktop Infrastructure completed.
- Upgraded Backup system capacity.
- Proactive infrastructure monitoring systems have been updated.
- Upgraded server environment capacity.
- Department training and team building.
- Enhanced infrastructure security using several strategies.
- Expansion of the Wi-Fi system. This system enhances the City network security and offers a centrally managed platform. Public Wi-Fi access is available in Health, Senior Center, Police Department, Library, Fire, City Green and City Hall.
- GIS upgrades to modern platform.
- Core Switching upgrades to improve traffic efficiencies.
- Migration to new file management system.

## FUTURE GOALS AND INITIATIVES

- Continue building and enhancing the City's GIS to better support the informational needs and operations of our City departments, businesses and citizens.
- Review the City Disaster Recovery plan and make updates as needed.
- Review and update the City's Technology policy as needed.
- Install Cisco Smart rooms to allow for improved hybrid meetings.
- Continue to update Technology infrastructure on a scheduled cycle to ensure the City is current.

- Expand the City Permitting system to a solution with improved online functionality.
- Review the City's infrastructure security and make changes/upgrades as needed.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>INFORMATION TECHNOLOGY (0270)</b>							
TECHNICIAN	0001	0270	196	100.000	45,000.00	54,581.03	
GIS SPECIALIST	0001	0270	198	100.000	101,863.03	105,850.00	
MANAGER OF IT SERVICES	0001	0270	198	100.000	121,062.35	125,810.29	
NETWORK SUPPORT SPECIALIS	0001	0270	198	100.000	83,699.71	88,955.71	
TECHNOLOGY SPECIALIST	0001	0270	198	100.000	108,498.86	115,256.57	435,872.57
						<b>490,453.60</b>	<b>435,872.57</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>INFORMATION TECHNOLOGY (0270)</b>								
0001-0270-40-0-0000-190	ADMINISTRATIVE	-					-	
0001-0270-40-0-0000-191	OVERTIME CONTINGENCY	212	461	1,000	6,100	5,000	4,000	400.0%
0001-0270-40-0-0000-196	MME	-	-	45,000	-	54,581	9,581	21.3%
0001-0270-40-0-0000-198	SUPERVISORS	395,999	411,065	415,124	224,736	435,873	20,749	5.0%
0001-0270-40-0-0000-325	SOFTWARE LICENSES	479,360	503,645	502,415	439,687	543,138	40,723	8.1%
0001-0270-40-0-0000-340	COPIERS & COPY COSTS	-	51,532	45,000	19,268	53,496	8,496	18.9%
0001-0270-40-0-0000-350	GASOLINE	-	23	1,000	12	1,000	-	0.0%
0001-0270-40-0-0000-352	VEHICLE MAINTENANCE	-	905	1,600	-	1,000	(600)	-37.5%
0001-0270-40-0-0000-353	TELEPHONES	134,726	158,909	155,400	71,561	160,600	5,200	3.3%
0001-0270-40-0-0000-381	TRAINING	9,390	5,165	15,500	3,465	10,000	(5,500)	-35.5%
0001-0270-40-0-0000-391	VIDEO SERVICES	13,426	-	14,000	124	4,000	(10,000)	-71.4%
0001-0270-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	8,076	5,906	7,485	1,937	7,485	-	0.0%
0001-0270-40-0-0000-500	CAPITAL EQUIPMENT	-		-	-	-	-	
0001-0270-40-0-0000-510	SOFTWARE	5,229	6,111	8,000	-	8,000	-	0.0%
0001-0270-40-0-0000-640	MEMBERSHIP & MEETINGS	649	609	6,000	1,408	6,000	-	0.0%
<b>***** Cost Center Total *****</b>	<b>Information Technology</b>	<b>1,047,067</b>	<b>1,144,331</b>	<b>1,217,524</b>	<b>768,298</b>	<b>1,290,173</b>	<b>72,649</b>	<b>6.0%</b>

# INSURANCE

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>INSURANCE (0212)</b>								
0001-0212-40-0-0000-460	BOILERS & MACHINERY	-	-				-	
0001-0212-40-0-0000-461	BONDS MONEY & SECURITIES/CYBER	-	18,993	20,489	17,294	41,489	3,000	14.6%
0001-0212-40-0-0000-462	FIRE & VANDALISM	-	139,572	361,617	361,999	393,107	31,490	8.7%
0001-0212-40-0-0000-463	LIABILITY INSURANCE	1,416,788	1,409,094	1,083,697	976,838	1,192,067	108,370	10.0%
0001-0212-40-0-0000-469	POLICE PROFESS LIAB	-	203,028	233,482	172,729	256,830	23,348	10.0%
0001-0212-40-0-0000-470	PUB OFFICIAL LIAB	-	70,135	77,148	72,668	84,863	7,715	10.0%
0001-0212-40-0-0000-476	WORKERS COMP INDEMNITY PAYMENTS	2,654,264	2,729,264	2,729,264	-	2,865,727	136,463	5.0%
0001-0212-40-0-0000-479	WORKERS COMP EXCESS LIABILITY INS	174,859	245,146	259,507	228,671	272,482	12,975	5.0%
<b>***** Cost Center Total *****</b>	<b>Insurance</b>	<b>4,245,911</b>	<b>4,815,232</b>	<b>4,765,204</b>	<b>1,830,199</b>	<b>5,106,565</b>	<b>323,361</b>	<b>6.8%</b>

# BENEFITS AND CONTINGENCY

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>BENEFITS (0213)</b>								
0001-0213-40-0-0000-201	CITY MEDICAL BENEFITS	7,384,373	7,790,514	8,082,658	6,151,577	8,310,500	227,842	2.8%
0001-0213-40-0-0000-202	POST RETIREMENT (OPEB)	400,000	400,000	400,000	-	600,000	200,000	50.0%
0001-0213-40-0-0000-207	LIFE INSURANCE	137,873	127,347	140,873	71,717	140,873	-	0.0%
0001-0213-40-0-0000-220	LONGEVITY	43,243	38,187	41,843	38,514	41,843	-	0.0%
0001-0213-40-0-0000-231	EMPLOYEE RETIREMENT	5,226,905	5,226,905	6,276,672	6,276,672	7,331,661	1,054,989	16.8%
0001-0213-40-0-0000-235	DEFINED CONTRIB PLAN EXP	689,438	705,963	742,260	458,276	930,556	188,296	25.4%
0001-0213-40-0-0000-236	POLICE DEFINED CONTRIB PLAN EXP	18,359	26,404	30,000	14,968	30,000	-	0.0%
0001-0213-40-0-0000-237	FIRE DEFINED CONTRIB PLAN EXP	6,665	10,515	6,477	8,055	15,000	8,523	131.6%
0001-0213-40-0-0000-241	UNEMPLOYMENT COMPENSATION	151,045	132,006	130,000	33,059	130,000	-	0.0%
0001-0213-40-0-0000-242	UNUSED SICK LEAVE	188,531	194,850	188,531	238,975	240,000	51,469	27.3%
0001-0213-40-0-0000-244	SOCIAL SECURITY	3,503,328	3,598,835	3,643,471	1,877,071	3,720,471	77,000	2.1%
0001-0213-40-0-0000-250	POLICE BENEFITS	1,250,227	1,217,029	1,250,000	817,600	1,250,000	-	0.0%
0001-0213-40-0-0000-254	POLICE RETIREMENT	5,025,146	5,025,146	5,254,645	5,254,645	5,254,645	-	0.0%
0001-0213-40-0-0000-260	FIRE BENEFITS	1,118,014	1,186,911	1,318,737	878,522	1,318,737	-	0.0%
0001-0213-40-0-0000-264	FIRE RETIREMENT	3,514,375	3,514,735	3,794,759	3,794,759	3,794,759	-	0.0%
0001-0213-40-0-0000-277	POLICE LONGEVITY	50,050	45,051	50,050	41,350	50,050	-	0.0%
0001-0213-40-0-0000-278	FIRE LONGEVITY	37,742	39,188	37,742	37,617	37,742	-	0.0%
0001-0213-40-0-0000-282	UNIFORMS GUARDS	4,798	2,085	5,000	-	9,492	4,492	89.8%
***** Cost Center Total *****	Employee Benefits	28,750,110	29,281,670	31,393,718	25,993,376	33,206,329	1,812,611	5.8%

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>CONTINGENCY (0200)</b>			-		-			
0001-0200-40-0-0000-601	CONTINGENCY	-	-	450,000	-	450,000	-	0.0%
***** Cost Center Total *****	Contingency	-	-	450,000	-	450,000	-	0.0%

# GENERAL ADMINISTRATION

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>GENERAL ADMINISTRATION (0214)</b>								
0001-0214-40-0-0000-310	TRANSIT	268,549	302,743	297,482	80,899	302,743	5,261	1.8%
0001-0214-40-0-0000-331	PUPIL TRANSPORTATION	870,491	360,595	352,107	147,676	360,595	8,488	2.4%
0001-0214-40-0-0000-342	WATER	191,458	195,886	199,731	134,189	199,731	-	0.0%
0001-0214-40-0-0000-343	HYDRANTS	65,000	65,000	65,000	65,000	65,000	-	0.0%
0001-0214-40-0-0000-344	SEWERS	143,594	93,034	147,712	82,333	147,712	-	0.0%
0001-0214-40-0-0000-371	MALONEY SCHOLARSHIP	24,000	24,000	24,000	24,000	24,000	-	0.0%
0001-0214-40-0-0000-372	VETERANS ORGANIZATION	12,778	12,645	18,450	12,823	18,450	-	0.0%
0001-0214-40-0-0000-374	AMBULANCE	120,192	162,059	157,680	81,940	164,486	6,806	4.3%
0001-0214-40-0-0000-375	EMERGENCY MEDICAL DISPATCH/EMERGEN	35,496	38,723	38,723	16,135	42,000	3,277	8.5%
0001-0214-40-0-0000-376	NERDEN RTC DAY CAMP	40,000	40,000	40,000	40,000	40,000	-	0.0%
0001-0214-40-0-0000-388	AUDIT	72,230	72,145	77,007	20,000	77,007	-	0.0%
0001-0214-40-0-0000-395	PROBATE COURT	13,940	15,186	15,000	6,898	15,000	-	0.0%
0001-0214-40-0-0000-440	ZONING EXP & SUPPLIES & PART TIME	8,347	3,397	5,500	1,607	5,000	(500)	-9.1%
0001-0214-40-0-0000-718	REPAY HOUSING AUTHORITY	-	-	11,411	-	-	(11,411)	-100.0%
0001-0214-40-0-0000-719	TEXTBOOK LOAN	-	-	-	-	-	-	0.0%
0001-0214-40-0-0000-726	SPECIAL EVENTS & CELEBRATIONS	-	-	-	-	-	-	0.0%
0001-0214-40-0-0000-727	SOLOMON GOFFE HOUSE	-	-	-	-	-	-	0.0%
0001-0214-40-0-0000-730	CONSERVATION COMMITTEE	-	-	1,000	-	1,000	-	100.0%
0001-0214-40-0-0000-746	MERIDEN SCHOLASTIC SCHOLARSHIP FUN	28,000	23,000	30,000	29,500	30,000	-	0.0%
0001-0214-40-0-0000-748	NEIGHBORHOOD ASSOCIATIONS	3,452	2,578	3,500	-	3,500	-	0.0%
0001-0214-40-0-0000-760	TEEN SATELLITE PROGRAMS	76,250	80,000	80,000	24,375	80,000	-	0.0%
0001-0214-40-0-0000-779	PROJECT GRADUATION	-	-	1,000	-	1,000	-	0.0%
0001-0214-40-0-0000-783	LINEAR TRAIL ADVISORY COMMITTEE	833	1,000	1,000	-	1,000	-	0.0%
0001-0214-40-0-0000-784	GOLF SUPPORTIVE CONTRIBUTION	50,000	-	25,000	-	-	(25,000)	-100.0%
0001-0214-40-0-0000-785	MMBC SUPPORTIVE CONTRIBUTION	71,680	11,750	71,680	17,500	71,680	-	0.0%
0001-0214-40-0-0001-726	SPECIAL EVENTS Veterans Day	-	636	1,500	970	1,500	-	0.0%
0001-0214-40-0-0002-726	SPECIAL EVENTS Mayor's Cleanup	100	1,528	1,000	1,284	1,000	-	0.0%
0001-0214-40-0-0003-726	SPECIAL EVENTS Memorial Day Parade	-	-	2,500	-	2,500	-	0.0%
0001-0214-40-0-0004-726	SPECIAL EVENTS Fly In Airport	-	-	-	-	-	-	0.0%
0001-0214-40-0-0005-726	SPECIAL EVENTS Puerto Rican Festival	-	-	-	-	-	-	0.0%
0001-0214-40-0-0006-726	SPECIAL EVENTS FISHING DERBY/MISC.	875	-	1,000	-	1,000	-	100.0%
0001-0214-40-0-0010-726	SPECIAL EVENTS Daffodil Festival	-	-	70,917	-	70,917	-	0.0%
<b>***** Cost Center Total *****</b>	<b>Finance General Administration</b>	<b>2,097,266</b>	<b>1,505,905</b>	<b>1,739,900</b>	<b>787,129</b>	<b>1,726,821</b>	<b>(13,079)</b>	<b>-0.8%</b>

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# **SECTION 3**

## **FINANCE:**

Finance

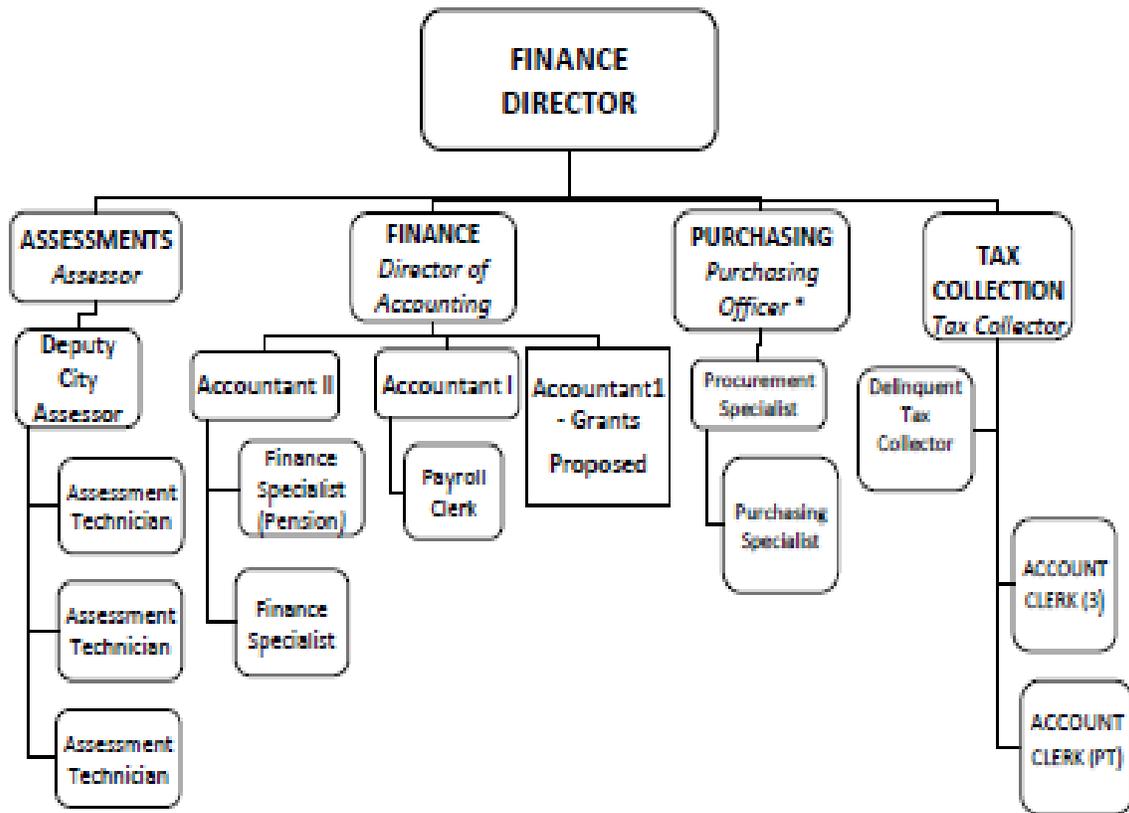
Assessor

Purchasing

Tax

Collection

# FINANCE



\* Administrative support to MMK

# FINANCE DEPARTMENT

## MISSION

It is the mission of the City of Meriden Finance Department to provide responsive, cost-effective timely support services to the City of Meriden residents, City employees, City retirees, and Meriden elected officials.

## SUCSESSES AND ACCOMPLISHMENTS

- Expected to receive a Certificate of Achievement of Excellence in Financial Reporting for the eighteenth straight year for our annual Financial Statements.
- Executed on a Bond Refunding for the 2014 Series A and 2011 Clean Water Funds based on historically low interest rates generating over \$2.9M of Budgetary Savings.
- Successfully delivered on increasing the City's Fund Balance to 10% within the recommended 10-12% range by our Rating Agencies.
- Continue to revamp Finance Department procedures to account for vendor modifications requiring alternative funding and/or payment methods.
- Initiated the process of collecting lease guidance information for the City to assist with compliance regarding GASB Standard # 87.

## FUTURE GOALS AND INITIATIVES

- Maintain the city's strong financial condition by developing realistic budgets resulting in balanced operations.
- Maintain the city's strong oversight over financial operations through regular revenue and expenditure forecasting. Prepare quarterly forecasts of revenues, expenditures, and changes in fund balance for the general fund.
- Prepare and update the city's three-year pro forma operating budget projection in advance of the annual budget process, in order to assist the City Manager in formulating his budgetary priorities.
- Work closely with Department Heads to drive process improvement in developing the 5 Year Capital Plan and Fleet Plan.
- Enhanced Staff Training including all staff within the Assessor's Office to obtain a Connecticut Certified Municipal Assessor's Designation.

- Maintain the city's excellence in financial reporting and compliance including providing guidance on the compliance testing for the American Rescue Plan which is the City's newest and largest grant program.
- Continue to implement good financial policies including building budgetary reserves targeting a 11% Undesignated Fund Balance by 2023.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>FINANCE (0210)</b>							
DIRECTOR OF FINANCE	0001	0210	190	100.000	\$ 135,631.15	138,251.05	138,251.05
FINANCE SPECIALIST	0001	0210	196	75.000	\$ 47,272.71	42,044.19	
FINANCE SPECIALIST	0001	0210	196	100.000	\$ 63,030.28	56,051.43	
PAYROLL CLERK/GRANT SPECIALIST	0001	0210	196	100.000	\$ 66,234.86	81,744.86	179,840.48
ACCOUNTANT	0001	0210	198	100.000	\$ 83,699.71	95,108.57	
ACCOUNTANT II	0001	0210	198	100.000	\$ 96,923.14	100,990.29	
DIRECTOR OF ACCOUNTING	0001	0210	198	100.000	\$ 110,626.29	123,265.72	319,364.58
					603,418.14	637,456.11	637,456.11
FINANCE SPECIALIST	0620	0210	196	8.33		4,669.08	
FINANCE SPECIALIST	0621	0210	196	8.33		4,669.08	
FINANCE SPECIALIST	0622	0210	196	8.34		4,669.08	
						14,007.24	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>FINANCE (0210)</b>								
0001-0210-40-0-0000-189	SEASONAL WORKERS	1,266	-		-		-	
0001-0210-40-0-0000-190	ADMINISTRATIVE	146,092	135,406	135,631	66,888	138,251	2,620	1.9%
0001-0210-40-0-0000-191	OVERTIME CONTINGENCY	1,031	1,111	1,500	1,294	1,500	-	0.0%
0001-0210-40-0-0000-196	MME	139,845	173,115	176,537	61,942	179,840	(6,806)	-3.9%
0001-0210-40-0-0000-198	SUPERVISORS	286,480	289,815	291,250	149,785	319,365	28,115	9.7%
0001-0210-40-0-0000-205	TRAVEL ALLOWANCE	-	-	-		2,400	2,400	#DIV/0!
0001-0210-40-0-0000-352	VEHICLE MAINTENANCE	2,503	2,400	2,400	1,000	-	(2,400)	-100.0%
0001-0210-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	27,142	-	27,000	4,977	27,000	-	0.0%
0001-0210-40-0-0000-601	BANKING SERVICES	33,073	19,509	50,000	5,295	50,000	-	0.0%
0001-0210-40-0-0000-640	MEMBERSHIP & MEETINGS	881	18,945	4,750	3,739	5,000	250	5.3%
0001-0210-40-0-0000-703	GENERAL OFFICE SUPPLIES	-	1,551	-	39,087	-	-	0.0%
<b>***** Cost Center Total ***** Finance</b>		<b>638,314</b>	<b>641,852</b>	<b>689,068</b>	<b>334,007</b>	<b>723,356</b>	<b>24,178</b>	<b>3.5%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL
Issue timely Financial Statements with no significant deficiencies or material weaknesses	YES	YES	YES	YES	YES
Achieve a tax collection rate that meet or exceed budgeted projections	YES	YES	YES	YES	YES
Complete grand list and required state assessment reports in a timely manner	YES	YES	YES	YES	YES

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL
<b>Purchasing Division Indicators</b>				
Purchase Orders Issued	1,703	1,332	1,339	1109
Bid Quotes Processed	19	24	11	4
Bids Processed	29	32	38	41
<b>Tax Division Indicators</b>				
Tax bills issued	77,491	77,989	77,232	76,401
<b>Assessor Division Indicators</b>				
Real estate accounts (taxable)	18,932	18,960	18,964	18,951
Real estate accounts (exempt)	616	583	571	571
Personal property accounts	1,879	2,016	2,017	2,076
Motor vehicle accounts	46,767	46,628	46,589	44,642
Motor vehicle supplemental accounts	9,913	10,622	8,853	11,212
<b>Finance Division Indicators</b>				
Accounts Payable checks issued	10,490	10,043	9,318	8,459
P-Card transactions processed	7,620	8,109	8,473	7,786
1099-MISC's issued	307	310	278	302
1095-C's issued	613	663	675	671

W-2's issued	780	795	737	743
1099-R's issued	840	896	907	902

# PURCHASING

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>PURCHASING (0250)</b>							
PROCUREMENT SPECIALIST	0001	0250	196	100.000	60,619.00	66,017.83	
PURCHASING SPECIALIST	0001	0250	196	100.000	63,030.28	65,574.86	131,592.69
PURCHASING OFFICER	0001	0250	198	100.000	108,498.86	115,256.57	115,256.57
					<b>232,148.140</b>	<b>246,849.26</b>	<b>246,849.26</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>PURCHASING (0250)</b>								
0001-0250-40-0-0000-191	OVERTIME	2,098	-	500	-	-	(500)	-100.0%
0001-0250-40-0-0000-196	MME	107,685	115,261	123,649	61,214	131,593	7,944	6.4%
0001-0250-40-0-0000-198	SUPERVISORS	101,750	106,446	108,499	53,909	115,257	6,758	6.2%
0001-0250-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	3,744	2,124	4,750	1,155	4,750	-	0.0%
0001-0250-40-0-0000-640	MEMBERSHIP & MEETINGS	1,122	1,067	2,000	240	4,500	2,500	125.0%
0001-0250-40-0-0000-702	STOREROOM	-	-	-	-	-	-	0.0%
<b>***** Cost Center Total *****</b>	<b>Purchasing</b>	<b>216,399</b>	<b>224,898</b>	<b>239,398</b>	<b>116,518</b>	<b>256,100</b>	<b>16,702</b>	<b>7.0%</b>

# TAX COLLECTOR

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>COLLECTIONS (0260)</b>							
ACCOUNT CLERK	0001	0260	196	100.000	65,754.52	69,537.71	
ACCOUNT CLERK	0001	0260	196	100.000	48,923.20	60,498.51	
ACCOUNT CLERK	0001	0260	196	100.000	61,989.94	65,574.86	
ACCOUNT CLERK	0001	0260	196	100.000	24,819.20	24,819.20	220,430.28
DELINQUENT REVENUE COLLEC	0001	0260	198	100.000	75,431.98	81,572.29	
TAX COLLECTOR	0001	0260	198	100.000	115,537.22	120,032.86	201,605.15
					392,456.056	422,035.43	422,035.43

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>TAX COLLECTOR (0260)</b>								
0001-0260-40-0-0000-189	SEASONAL WORKERS	420		-			-	100.0%
0001-0260-40-0-0000-191	OVERTIME	3,804	1,427	4,000	850	3,500	(500)	-12.5%
0001-0260-40-0-0000-196	MME	184,415	171,937	210,197	91,897	220,430	10,233	4.9%
0001-0260-40-0-0000-198	SUPERVISORS	188,246	174,496	192,271	93,721	201,605	9,334	4.9%
0001-0260-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	63,012	66,438	72,000	10,647	70,000	(2,000)	-2.8%
0001-0260-40-0-0000-640	MEMBERSHIP & MEETINGS	664	760	1,500	300	1,500	-	0.0%
****	<b>Cost Center Total ***** Tax Collector</b>	<b>440,560</b>	<b>415,058</b>	<b>479,968</b>	<b>197,415</b>	<b>497,035</b>	<b>17,067</b>	<b>3.6%</b>

# TAX ASSESSOR

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>ASSESSMENT (0280)</b>							
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	47,236.80	56,035.20	
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	47,236.80	56,035.20	
ASSESSMENT TECHNICIAN	0001	0280	196	100.000	56,035.20	61,422.40	173,492.80
CITY ASSESSOR	0001	0280	198	100.000	118,322.57	125,810.29	
DEPUTY ASSESSOR	0001	0280	198	100.000	81,947.71	87,203.71	
NEW DEPUTY ASSESSOR	0001	0280	198	100.000	81,947.71	79,830.40	292,844.40
						466,337.20	466,337.20

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>ASSESSMENT APPEALS (0281)</b>							
BOARD OF TAX RELIEF	0001	0280	189	100.000		500.00	
BOARD OF TAX RELIEF	0001	0280	189	100.000		500.00	
BOARD OF TAX RELIEF	0001	0280	189	100.000		500.00	
BOARD OF TAX RELIEF	0001	0280	189	100.000		500.00	
BOARD OF TAX RELIEF	0001	0280	189	100.000		500.00	2,500.00
						2,500.00	2,500.00

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>ASSESSMENT (0280)</b>								
0001-0280-40-0-0000-189	MISC PART-TIME	2,500	3,440	2,500	-	2,500	-	100
0001-0280-40-0-0000-191	OVERTIME	7,198	5,218	2,500	4,036	5,500	3,000	120.0%
0001-0280-40-0-0000-196	MME	135,034	132,617	158,292	71,296	173,493	15,201	9.6%
0001-0280-40-0-0000-198	SUPERVISORS	180,076	193,806	200,270	99,507	292,844	92,574	46.2%
0001-0280-40-0-0000-350	GASOLINE	396	296	500	26	400	(100)	-20.0%
0001-0280-40-0-0000-352	VEHICLE MAINTENANCE	221	162	375	-	375	-	0.0%
0001-0280-40-0-0000-388	AUDIT	-	-	3,000	-	-	(3,000)	-100.0%
0001-0280-40-0-0000-390	REVALUATION	17,674	8,652	-	-	-	-	0.0%
0001-0280-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	11,505	16,358	11,500	3,588	12,000	500	4.3%
0001-0280-40-0-0000-640	MEMBERSHIP & MEETINGS	662	4,873	9,000	2,295	9,000	-	0.0%
*****	Cost Center Total ***** Assessment	355,265	365,422	387,937	180,749	496,112	108,175	27.9%

# DEBT SERVICES

City of Meriden		2020	2021	2022 Council	2022	2022 Council	Department Req.	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Forecast	2023 Budget	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21			Rec.		CY Budget
<b>DEBT SERVICE (5211)</b>										
0001-5211-40-5-0000-301	PRINCIPAL BONDS	10,687,300	8,485,874	10,430,032	\$2,740,996	10,430,032	10,733,200	10,733,200	303,168	2.9%
0001-5211-40-5-0000-302	INTEREST BONDS	4,913,882	4,710,903	5,237,325	\$2,652,558	5,237,325	4,717,752	4,717,752	(519,573)	-9.9%
0001-5211-40-5-0000-311	REFUNDING INTEREST EXPENSE		148,413	-		-			-	0.0%
0001-5211-40-5-0000-699	TRANSFER IN - PREMIUM	(1,200,000)	(1,150,000)	(1,150,000)	-	(1,150,000)	(350,000)	(741,676)	408,324	-35.5%
<b>**** Cost Center Total ****</b>	<b>Debt Services</b>	<b>14,401,182</b>	<b>12,195,191</b>	<b>14,517,357</b>	<b>5,393,555</b>	<b>14,517,357</b>	<b>15,100,952</b>	<b>14,709,276</b>	<b>191,919</b>	<b>1.3%</b>

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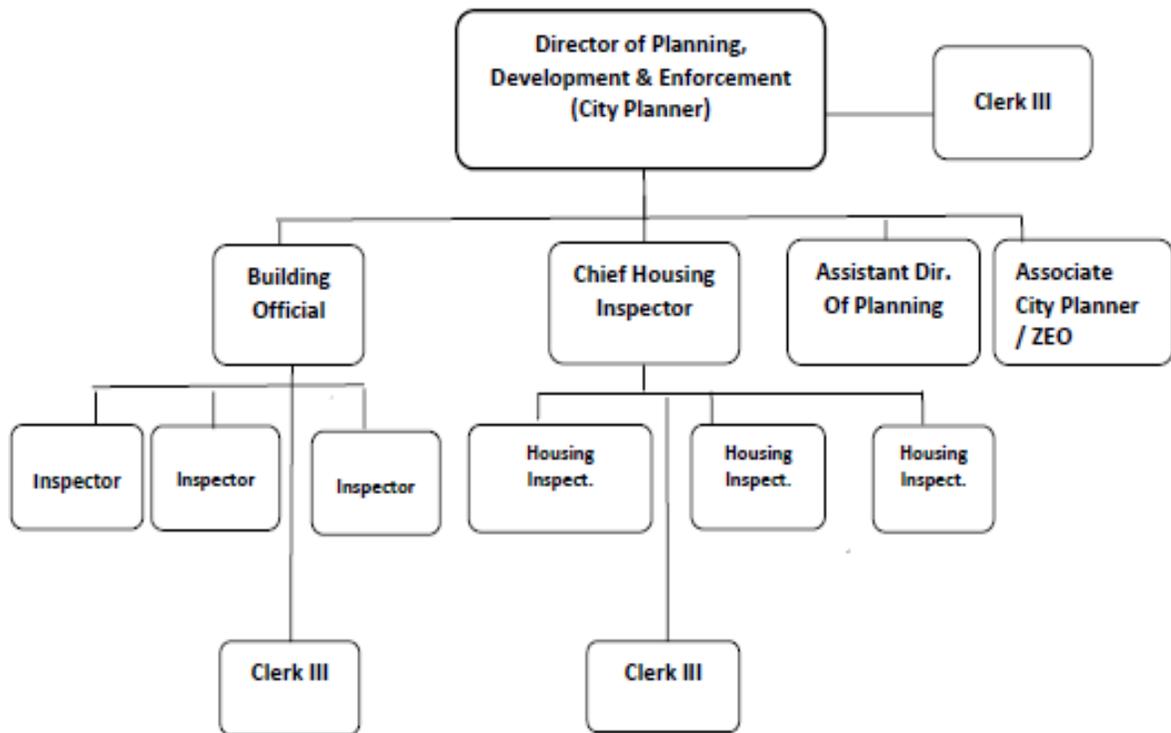
# **SECTION 4**

## **DEVELOPMENT & ENFORCEMENT**

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**DEVELOPMENT AND ENFORCEMENT**



# DEVELOPMENT AND ENFORCEMENT DEPARTMENT

## MISSION

The Development and Enforcement Department’s mission is:

- To provide outstanding planning, zoning and code enforcement services in order to ensure the highest quality of life in the City of Meriden.
- To work creatively and collaboratively to enhance the natural and built environment of the City of Meriden so that its population grows, its economy thrives, and it becomes the premier community of choice in the region

## SUCSESSES AND ACCOMPLISHMENTS

- The Planning division administered a total of 61 land use applications and plan reviews in :

Planning Commission	19
Zoning Board of Appeals	27
Inland Wetlands and Watercourses Commission	15
- The Building Division issued a total of 2,903 building permits and conducted 3,723 inspections.
- Zoning Enforcement
  - Closed 109 Zoning cases
  - Closed 112 Parking cases (front lawn/commercial vehicles)
- The Housing Division has conducted 9,332 inspections and closed out 3,280 housing code and blight ordinance violation cases.
- Updated the City Zoning Regulations in response to a highly active legislative session.
- Partnered with SCRCOG for a grant to produce the CGS required affordable housing plan scheduled to be complete mid-2022.
- Passage of Zoning Regulation Amendment regarding Zoning Citations as a tool to enable more rapid remediation of violations.
- Facilitated the increase of outdoor dining areas with an integrated city process including the Engineering and Economic Development Departments to help area restaurants succeed post-Covid.

- Completed initiative to organize and index planning department records to facilitate increased responsiveness to FOIA requests and staff efficiency.

## FUTURE GOALS AND INITIATIVES

- Continue to promote and seek out additional opportunities for the professional development of our Land Use Board and Commission members.
- Utilize property conditions survey to develop a targeted approach to neighborhood stabilization.
- Continue comprehensive review of the City zoning and subdivision regulations and propose the revisions as appropriate.
- Develop increased capabilities for online public viewing of land use applications, documents, and notifications to simplify and promote public access.
- Work with the Communication Director to educate the public about the services of the Development and Enforcement Department and provide information about current land use applications and meetings.
- Continue the implementation of POCD Action Agenda items.
- Evaluate the connectivity of neighborhoods to parks and city amenities to identify priority areas for investment.
- Evaluate commercial corridors to provide a framework for future re-zoning efforts to enable parcel assemblage while maintaining appropriate buffering to residential zones.
- Provide guidance and support to residents, businesses, and developers to encourage investment and economic growth for the City through offering superb customer service.
- As a part of the Adaptive Reuse initiative, continue to work with the State of CT, AIA, and various professionals on creating an incentives package for the adaptive reuse of buildings and sites within the Adaptive Reuse Overlay Zone.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>DEVELOPMENT &amp; ENFORCEMENT (0510)</b>							
DIRECTOR OF PLANNING	0001	0510	190	100.000	112,540.04	117,622.29	117,622.29
BUILDING INSPECTOR	0001	0510	196	100.000	85,652.11	90,269.71	
BUILDING INSPECTOR	0001	0510	196	100.000	86,765.71	90,269.71	
BUILDING INSPECTOR	0001	0510	196	100.000	78,050.86	84,936.97	
CHIEF HOUSING INSPECTOR	0001	0510	196	25.000	21,404.64	22,270.22	
CLERK III	0001	0510	196	100.000	52,031.94	52,031.94	
CLERK III	0001	0510	196	100.000	57,753.43	60,068.57	
CLERK III	0001	0510	196	50.000	28,871.71	30,034.29	
HOUSING INSPECTOR	0001	0510	196	25.000	14,909.22	16,336.92	
HOUSING INSPECTOR	0001	0510	196	25.000	16,587.72	17,890.22	
HOUSING INSPECTOR	0001	0510	196	25.000	16,790.72	17,890.22	481,998.77
ASSISTANT PLANNING DIRECT	0001	0510	198	100.000	101,863.03	93,281.14	
ASSOCIATE CITY PLANNER	0001	0510	198	100.000	97,486.29	103,701.71	
BUILDING OFFICIAL	0001	0510	198	100.000	92,028.80	92,028.80	289,011.65
						888,632.71	888,632.71
CHIEF HOUSING INSPECTOR	1114-0510-41-0-204			75.000	60,177.09	66,810.65	
CLERK III	1114-0510-41-0-204			50.000	21,817.72	30,034.29	
HOUSING INSPECTOR	1114-0510-41-0-204			75.000	46,890.52	53,670.65	
HOUSING INSPECTOR	1114-0510-41-0-204			75.000	39,084.77	49,010.75	
HOUSING INSPECTOR	1114-0510-41-0-204			75.000	47,432.32	53,670.65	
						215,402.41	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>DEVELOPMENT &amp; ENFORCEMENT (0510)</b>								
0001-0510-40-0-0000-189	MISC PART TIME	-	10,615	8,000	6,914	8,000	-	0.0%
0001-0510-40-0-0000-190	ADMINISTRATIVE	112,786	99,058	115,000	56,907	117,623	2,623	2.3%
0001-0510-40-0-0000-191	OVERTIME	95	1,318	2,000	2,954	3,500	1,500	75.0%
0001-0510-40-0-0000-196	MME	377,069	438,276	458,818	219,654	481,999	23,181	5.1%
0001-0510-40-0-0000-198	SUPERVISORS	285,583	247,838	294,599	121,036	289,012	(5,587)	-1.9%
0001-0510-40-0-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,400	2,400	#DIV/0!
0001-0510-40-0-0000-350	GASOLINE	3,141	2,162	3,000	204	3,000	-	0.0%
0001-0510-40-0-0000-352	VEHICLE MAINTENANCE	5,672	4,336	4,300	1,271	1,900	(2,400)	-55.8%
0001-0510-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	16,600	14,928	17,000	5,449	17,000	-	0.0%
0001-0510-40-0-0000-640	MEMBERSHIPS & MEETINGS	2,849	2,545	6,000	1,051	6,000	-	0.0%
<b>**** Cost Center Total **** Development &amp; enforcement</b>		<b>803,797</b>	<b>821,076</b>	<b>908,717</b>	<b>415,440</b>	<b>930,434</b>	<b>21,717</b>	<b>2.4%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY 2022 TO DATE
Land Use – PC	30 days	45	26	15
Land Use - ZBA	30 days	38	32	27
Land Use - TOD	15 days	5	15	15
Land Use - Wetlands	30	33	22	27
Land Use – Zoning Commission	30	65	54	42
Building Permit Issuance	5 days	3.5	3	3

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 YTD 7/1/21 – 1/31/22
Building permits	1681	2141	2903	1699
Building Dept. - Inspections	4143	4253	3723	2894
Housing Dept. – CofC Inspections	2232	1441	3573	1689
Housing Dept. – Inspections (total)	6810	8229	9332	4042
Planning Dept. – Land Use applications	110	97	61	19

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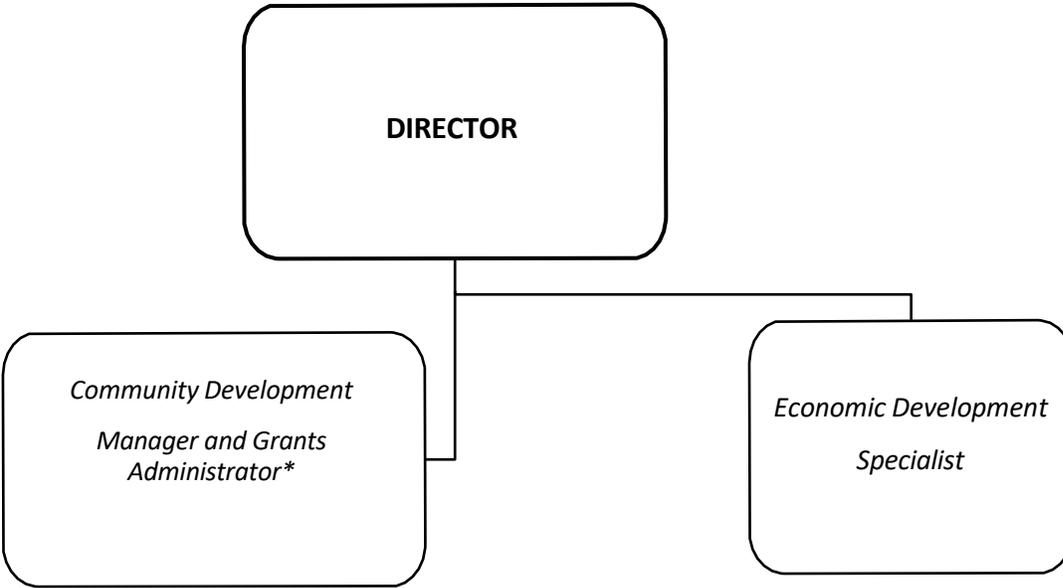
# **SECTION 5**

## **ECONOMIC DEVELOPMENT**

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**ECONOMIC DEVELOPMENT**



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

# ECONOMIC DEVELOPMENT DEPARTMENT

## MISSION

The mission of the Economic Development Department (EDD) is to support and foster economic growth in the City's tax base. Working with current and potential employers, the EDD will help create new jobs and opportunities for expansion within the Meriden community. Under the umbrella of the EDD is the Community Development Block Grant (CDBG), which is a Federal grant used to advance community development. The EDD staff advances its mission by working on the following objectives:

- Support and champion community leaders who work to make Meriden an attractive and economically viable place to live, work and recreate.
- Collaborate with private, public and non-profit organizations that create jobs and economic activity in Meriden.
- Increase investment in Meriden by attracting new businesses across diverse economic sectors while working to retain and grow existing businesses.
- Pursue funding for and help implement critical infrastructure improvements or other programs necessary to support and sustain economic growth.
- Engage in long-term planning while at the same time recognizing the short-term needs of Meriden business owners, residents and workers.
- Continue the strong partnership with CT Small Business Development Center (SBDC) to provide Technical Assistance to small business owners in Meriden at no cost to the City.
- In accordance with the Plan of Conservation and Development (POCD), the EDD will work closely with the Planning and Zoning Department to ensure developers understand the City's goals and objectives for future land use.
- Act in conjunction with State and the Federal government to provide guidance and services during this pandemic.

## SUCCESSES AND ACCOMPLISHMENTS

**Marketing:** We are in the process of revamping our marketing campaign. We will be launching a modernized Meridenbiz.com website.

- Following the launch last year of Discovermeriden.com, the EDD continues to grow our marketing outreach and participated in a media buy-in with the State DECD for advertisements in national trade magazines.
- Thousands of hours of public service announcements on Lamar billboard promoting Meriden announcements and events in 2021. This included information about Covid testing sites, Parks & Recreation department activities, Meriden Public Schools musicals, and several other programs and events fun by Meriden's non-profit partners.

- Continued promoting Discovermeriden.com, a community-wide calendar that crawl all Meriden activities and events in collaboration with the Communications Director and EDD staff that will populate events throughout the 20202/2023 year. Makes it accessible across multiple platforms

**Business Development & Retention, Real Estate Development:** The EDD works to foster small business developments and retention by assisting in the identification of available properties by referring businesses to lending institutions and other partners. City staff helped numerous businesses and property owners with their real estate needs in 2022.

- The EDD office continues to collaborate with Meriden Economic Development Corporation (MEDCO), Midstate Chamber of Commerce and CT/ NEXT to help Meriden entrepreneurs succeed. Over \$220,000 in grant funding was awarded to local small businesses to help them recover from the pandemic.
- The sale of the old Macy's building (179,975 square foot department store) to Yale New Haven Hospital. Their plans for medical and out-patient services calls for a multimillion dollar investment from the property owner. The facility will provide additional options for medical services to the City of Meriden.
- The property at 850 Murdock Ave has a 158,000 square foot distribution center nearing completion and possibility of further development.

**Economic Development and Planning Studies:** The EDD undertakes economic development and planning studies to advance long-term development in Meriden. Current studies include the following:

- Lewis Ave. Soccer fields: The City completed a study in 2019 to relocate the soccer fields adjacent to the hospital facility. This will allow for the hospital to continue their expansion for a new medical building.
- Bruns-Pak: feasibility study for a data center to be located in our opportunity zone. The study looked at 3 sites that could be used in the future.
- South Mountain Road: completed study has led to numerous companies investigating the property for future use.

**Brownfield Redevelopment and Transit-Oriented Development (TOD):** The City's EDD has been engaged in a long-term process to assess, remediate, and repurpose underutilized brownfield sites and foster transit-oriented development in Meriden's downtown. Ongoing projects include:

- 1 King Place - former Meriden Wallingford Hospital. \$4 million remediation project completed in 2019. Developer agreement expired in October 2021. EDD is currently developing plans for future use.
- Mills/144 Pratt Street. \$3.4 million demolition project completed. We are currently working with the State of Connecticut to close out all grants and expand the green.

- 11 Crown Street/2 South Colony Street. This 31 Million Dollar project. 81-unit mixed-income development project completed 2020. We are finishing up the ground water testing to close out the grant.
- 116 Cook Avenue. \$600,000 in site cleanup. Preferred developer agreement has expired in October 2021. EDD is currently developing plans for future use.
- 69 East Main Street. Phases I/II/III Environmental Site Assessment has been completed. Also, a supplemental Phase III Environmental Site assessment completed by Louriero. Currently exploring future uses which include a bus pull off lane to relieve traffic
- 5 properties were sold this past year to new owners, each with visions to rehabilitation and revive the street.
- The program design for the co-working space is complete and EDD continues to work with MEDCO and other partners across the state to secure additional funding.
- We partnered with a private developer and were awarded \$1.8 million from DECD for Brownfield remediation and clean up at 289 and 290 Pratt St to develop an upscale apartment building.

**City-owned Property transfers through the Economic Development Task**

**Force:** The EDD provides staff support for the Economic Development Task Force, which oversees the acquisition and disposition of city, owned properties. These responsibilities are outlined in Chapter 41 of the City Code. Working with the Planning Dept. and City Legal Department, we have ensured that the correct process is followed with the disposal of city owned properties. Staff is evaluating city-owned properties for future disposal.

**Incentives:** The City of Meriden offers several incentive programs for businesses of all sizes. The EDD staff determines if a business is qualified for one or more of the following business incentive programs. Then will forward submissions of applicants to City Management for final approval.

- East Main Street tax abatement
- West Main Street and Colony St tax abatement
- Created a manufacturing tax abatement incentive to encourage more development within the city to create more jobs and bolster our economy.
- Implemented the first city wide program for large scale projects.

**Grants:** The EDD manages grants related to economic and community development in the City of Meriden.

Launched \$300,000 Covid relief grant (up to \$10,000) for CDBG eligible nonprofit organizations to help them prepare, prevent and recover from the pandemic.

Current grants being administered include:

CDBG

- \$1,087,853 awarded from HUD for CDBG Year 47-21
- \$1,045,687 awarded from HUD for CDBG CV (CARES Act funding)

Brownfields

- The department continues to manage a portfolio of active state and federal grants for Brownfield Remediation and Reuse.
- \$1.8 million awarded from CT Dept of Economic Community Development for 289 Pratt

Parks & Recreation

- \$3,320 awarded from OPM for Neglected Cemeteries Grant/West Cemetery

Public Works

- \$27,690 CT DEEP Open Space Grant for watershed protection land acquisition

Emergency Management Center

- \$60,145 awarded from CT Dept of Emergency Services and Public Protection for Emergency Management Center

Police Department

- \$25,175 awarded from DOJ JAG for violence prevention (2016)
- \$27,790 awarded from DOJ JAG for violence prevention (2018)
- \$28,055 awarded from DOJ JAG for violence prevention (2020)
- \$93,985 awarded from DOJ JAG for COVID Response (2020)
- \$30,594.00 awarded from DOJ for violence prevention (2021)
- \$80,000 awarded from CT OPM for Covid related salaries
- \$30,000 awarded from CT DOT for distracted driving prevention
- \$7,842 awarded from CT DOT for seatbelt safety
- \$15,760 awarded from DOJ for Bullet Proof Vests
- \$20,000 awarded from CT Judicial Branch Youth Service Prevention/Cadet
- \$22,603 awarded from CT OPM for Violent Crime Prevention

Library

- \$75,000 awarded from the State Dept of Ed to Meriden Public Library

### Submitted Applications

- \$32,000 grant submitted to CT Urban Forestry Council for new tree plantings
- \$32,000 grant submitted to DOJ for School Violence Prevention
- \$400,000 grant application submitted to DOT for Consolidated Rail Infrastructure Improvements
- \$62,923 grant application submitted to CT Dept of Emergency Services and Public Protection

## FUTURE GOALS AND INITIATIVES

- *1 King Place/Former Meriden-Wallingford hospital site (city-owned)*: EDD plans to apply for another round of funding this summer to tear down portions of the old hospital. The vision is to leave the nurse's hospital building and the back addition along with the parking garage. Decreasing the square footage of the property will increase our ability to secure a new developer to see the project through completion and will also add some much needed green space to the area. This smaller site would be ideal for either senior or veteran housing.
- *116 Cook Ave (City-owned)*: The structure has deteriorated over the years and a recent study has shown that the work to rehab the property would be costly. Thus, it is the vision of EDD to tear down the building and add a few smaller buildings to the property for either senior or veteran housing. This new development would also add much needed green space to the area.
- Reinststate Blight and Brownfield Committee.
- Continue to develop a master plan for downtown co-working space. Grant funding continues to be researched for this project that will be managed by MEDCO.
- *Advance Transit-Oriented Development (TOD)* projects previously approved by Council, including Meriden on the Green: Arrange for transfer of the last development parcel at the Green to Pennrose under terms of Master Developer Agreement (extended in 2022), per Meriden's City Council.
- *Community Development Block Grant*: Administer the Community Development Block Grant program (\$1 million annual entitlement grant from HUD) and other grants supporting community and economic development goals.
- *Continue administration of City Incentive programs*: Ensure that businesses eligible for the city and state incentive know how to apply for them. Look to expand our city incentive programs to attract and help business owners succeed.
- Expand and support further activity on the Meriden Green. The increased programming will help create and support more economic activity around the TOD.

- Redevelopment our media presence.
- South Mountain Road potential for development will continue to be monitored.
- Meridenbiz.com revitalization.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>ECONOMIC DEVELOPMENT (0190)</b>							
COMMUNITY DEV MGR & GRANT	0001	0190	190	30	24,840.28	24,840.28	
ECONOMIC DEVELOPMENT DIRE	0001	0190	190	90	97,771.46	99,726.97	
ECONOMIC DEVELOP SPECIALI	0001	0190	190	70.0	47,775.00	47,775.00	172,342.25
						172,342.25	172,342.25
<b>ECONOMIC DEVELOPMENT (1116)</b>							
ECONOMIC DEVELOP SPECIALI	1116	0120	192	30.0	20,475.00	20,475.00	
COMMUNITY DEV MGR & GRANT	1116	0120	190	70.00	57,385.09	57,385.09	
ECONOMIC DEVELOPMENT DIRE	1116	0120	190	10.00	10,864.00	11,080.77	
<b>GENERAL ADMINISTRATION (0214)</b>							
TRANSIT ADMINISTRATOR	0001	0214	310	100.000		20,265.94	20,265.94
						20,265.94	20,265.94

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>ECONOMIC DEVELOPMENT (0190)</b>								
0001-0190-40-0-0000-190	ADMINISTRATIVE	136,367	156,466	171,226	63,505	172,342	1,116	0.7%
0001-0190-40-0-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,160		
0001-0190-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	5,721	3,263	5,000	409	5,000	-	0.0%
0001-0190-40-0-0000-441	ECONOMIC DEVELOPMENT	110,324	63,300	95,000	104	105,000	10,000	10.5%
0001-0190-40-0-0000-640	MEMBERSHIP & MEETINGS	3,160	3,208	6,000	412	6,000	-	0.0%
<b>***** Cost Center Total ***** Economic Development</b>		<b>255,572</b>	<b>226,237</b>	<b>277,226</b>	<b>64,430</b>	<b>290,502</b>	<b>11,116</b>	<b>4.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2022 ESTIMATED	FY2023-ESTIMATED
DiscoverMeriden/Meriden2020.com/Meridenbiz.com users	10,000	10,000	12,000
Brownfield/ Blights	3	1	1
City properties sold	5	0	5
Tax incentive programs	10	20	10
New businesses	10	20	10

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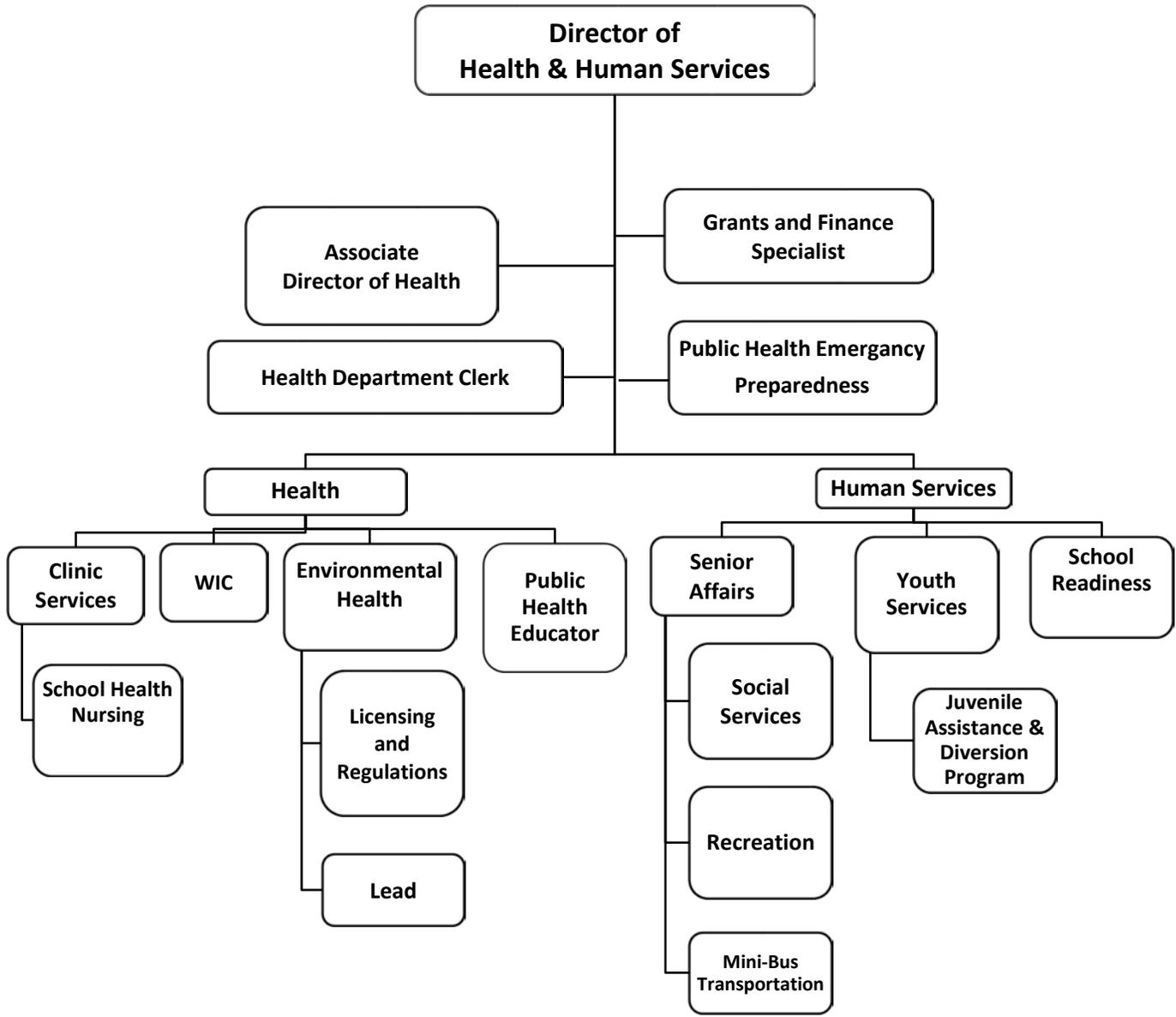
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# **SECTION 6**

**HEALTH**

**&**

**HUMAN SERVICES**



# HEALTH AND HUMAN SERVICES

## MISSION

To improve the quality of life for all Meriden residents through the promotion of health, prevention of disease, and by assuring a safe and clean environment.

## SUCCESSSES AND ACCOMPLISHMENTS FY21

- Maintained all public health and human services programs while addressing the COVID-19 pandemic.
- Provided 14,750 vaccines to our community, including the COVID-19 vaccine (12,818 COVID-19 shots given).
- Through our state Preventive Health and Human Services Block Grant, installed and checked 136 car seats at no cost to Meriden residents.
- Managed 2 large federal grants from the Substance Abuse and Mental Health Services Administration (SAMHSA) addressing the opioid crisis in our community. Held several in virtual, and later in the year in-person, Naloxone (Narcan ®) trainings for our community, and provided Naloxone to participants at no cost.
- Updated our Public Health Emergency Response Plan.
- Continued to be the lead public health agency in response to the COVID-19 pandemic.
  - Stayed current in CDC, CT DPH, and Office of Early Childhood guidance.
  - Wrote weekly updates on Meriden COVID-19 data and activities that were posted on city website and distributed to a list-serve
  - Provided guidance to the community, businesses, day cares, schools, regarding exposure, isolation, quarantine, testing, prevention, and vaccination.
  - Per Governor Executive Order, our Department was charged with enforcing Reopen Sector Rules for public health facilities (ended May 2021).
  - Conducted contact tracing for positive COVID cases 7 days per week.
  - Received a vaccine equity grant to coordinate vaccine clinics and outreach efforts in areas of the city with low rates of vaccination.
  - Received an Epidemiology and Lab Capacity (ELC) grant from the CT DPH, which allowed us to hire contact tracers and conduct our after-hours and weekend vaccination clinics.
- Our Department refers residents to our Annual Report for a complete list of successes, accomplishments, and challenges faced in fiscal year 2021.

## FUTURE GOALS AND INITIATIVES

- Increase marketing of the Department's services and the value of public health to our community, using the city branding policy and Public Health Accreditation Board (PHAB) standards and measures as a guide.

- Participate in a community needs assessment, develop a community health improvement plan, and develop a strategic plan for the Department (ongoing).
- Review policies and procedures, using a health equity lens.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>HEALTH (4710)</b>							
							-
HUMAN SERVICES DIRECTOR	0001	4710	190	100.000	117,414.24	124,762.50	124,762.50
Lab coat stipend	0001	4710	193	100.000	2,700.00	2,700.00	
Per Diem Nurse	0001	4710	193	100.000	21,000.00	21,000.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	56,365.00	56,365.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	28,183.76	28,183.76	
PUBLIC HEALTH NURSE I	0001	4710	193	100.001	50,601.31	50,601.31	
PUBLIC HEALTH NURSE I	0001	4710	193	100.002	63,835.63	63,835.63	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	55,096.00	56,647.40	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	28,404.92	28,404.92	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	63,835.63	63,835.63	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	54,391.00	54,391.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	44,020.00	45,931.01	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	53,140.00	51,426.60	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	62,039.00	63,835.63	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	63,835.00	63,835.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	53,355.00	49,847.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	29,068.98	31,179.32	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	65,031.78	66,462.59	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	53,355.00	56,929.42	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	63,836.00	63,836.00	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	35,489.00	63,835.63	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	30,709.00	32,833.54	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	21,109.00	53,140.52	

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	61,850.00	50,601.31	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	65,000.00	50,601.31	
PUBLIC HEALTH NURSE I	0001	4710	193	100.000	39,878.00	50,601.31	
PUBLIC HEALTH NURSE I	0001	4710	193	100.002	39,878.00	-	1,220,860.84
CLERK III	0001	4710	196	100.000	49,623.20	54,605.03	
COMMUNITY YOUTH SERVICE W	0001	4710	196	100.000	68,786.86	71,560.86	
GRANT & FINANCIAL SPECIAL	0001	4710	196	100.000	85,618.57	-	
PUBLIC HEALTH EDUCATOR	0001	4710	196	100.000	51,724.40	69,007.14	
HEALTH AIDE I	0001	4710	196	100.000	20,609.00	21,440.62	
HEALTH AIDE I	0001	4710	196	100.000	20,609.00	21,440.62	

HEALTH AIDE I	0001	4710	196	100.000	19,138.00	20,795.62	
HEALTH AIDE I	0001	4710	196	100.000	15,887.00	18,541.23	
HEALTH AIDE I	0001	4710	196	100.000	18,836.00	20,497.42	
HEALTH AIDE I	0001	4710	196	100.000	16,700.00	19,110.75	
HEALTH AIDE I	0001	4710	196	100.000	16,023.00	16,559.79	
HEALTH CLERK	0001	4710	196	100.000	57,753.43	60,068.57	
SANITARIAN	0001	4710	196	100.000	79,090.29	82,281.43	
SANITARIAN	0001	4710	196	100.000	66,632.23	72,535.26	
SANITARIAN II	0001	4710	196	100.000	92,230.29	95,942.86	
SANITARIAN II	0001	4710	196	100.000	86,765.71	90,269.71	734,656.91
ASSOC DIR HEALTH & HUMAN	0001	4710	198	100.000	125,862.18	130,774.29	
ENVIRONMENTAL HEALTH ADMI	0001	4710	198	100.000	105,873.56	110,000.57	240,774.86
						2,321,055.11	2,321,055.11
HEALTH AIDE 2 BILINGUAL	0001	4710	706	100.000	48,982.00	53,251.43	
SCHOOL READINESS COORDINA	0001	4710	706	100.000	80,850.45	80,850.45	
						134,101.88	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>HEALTH (4710)</b>								
0001-4710-40-0-0000-189	MISC. PART-TIME	5,160	6,000	6,000	2,000	6,000	-	
0001-4710-40-4-0000-149	CERTIFIED SALARIES	118,836	38,540	-	-	-	-	0.0%
0001-4710-40-4-0000-190	ADMINISTRATION	116,537	125,245	117,414	57,943	124,763	7,349	6.3%
0001-4710-40-4-0000-191	OVERTIME CONTINGENCY	6,076	20,769	3,750	21,504	3,750	-	0.0%
0001-4710-40-4-0000-193	PUBLIC HEALTH NURSES	888,641	952,079	754,153	456,521	1,220,283	466,130	61.8%
0001-4710-40-4-0000-196	MME	616,500	702,743	714,303	384,786	734,657	20,354	2.8%
0001-4710-40-4-0000-198	SUPERVISORS	226,852	231,350	231,736	114,818	240,775	9,039	3.9%
0001-4710-40-4-0000-205	Travel Reimbursement	-	-	-	-	2,400	2,400	#DIV/0!
0001-4710-40-4-0000-350	GASOLINE	1,541	1,610	1,750	119	1,900	150	8.6%
0001-4710-40-4-0000-352	VEHICLE MAINTENANCE	3,508	5,716	3,400	1,052	1,750	(1,650)	-48.5%
0001-4710-40-4-0000-440	OFFICE EXPENSES & SUPPLIES	7,068	5,832	9,000	1,638	9,000	-	0.0%
0001-4710-40-4-0000-474	ENVIRONMENTAL SUPPLIES	2,173	2,994	4,000	1,240	4,000	-	0.0%
0001-4710-40-4-0000-478	HEALTH SUPPLIES	8,496	13,674	12,500	4,569	12,500	-	0.0%
0001-4710-40-4-0000-482	P.A. 10-217A SUPPLIES	475	-	-	-	-	-	0.0%
0001-4710-40-4-0000-490	LEAD PROGRAM	1,968	4,009	9,000	88	3,500	(5,500)	-61.1%
0001-4710-40-4-0000-640	MEMBERSHIPS & MEETINGS	2,103	2,168	4,000	2,461	4,000	-	0.0%
0001-4710-40-4-0000-706	SPECIAL PROJECTS	-	-	-	16,102	-	-	0.0%
***** Cost Center Total ***** Health		2,005,934	2,112,731	1,871,006	1,064,841	2,369,278	498,272	26.6%

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>SOCIAL SERVICES (4720)</b>								
0001-4720-40-4-0000-390	EVICCTIONS	26,800	2,800	30,000	9,200	30,000	-	0.0%
0001-4720-40-4-0000-440	OFFICE EXPENSE & SUPPLIES	-	7,555	-	-	-	-	100.0%
***** Cost Center Total ***** Social Services		26,800	10,355	30,000	9,200	30,000	-	0.0%

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>YOUTH SERVICES (4745)</b>								
0001-4745-40-4-0000-198	SUPERVISORS	-	-		-		-	0.0%
0001-4745-40-4-0000-440	OFFICE EXPENSE & SUPPLIES	-	-		-		-	0.0%
0001-4745-40-4-0000-640	MEMBERSHIPS & MEETINGS	-	-		-		-	0.0%
<b>**** Cost Center Total ****</b>	<b>Youth Services</b>	-	-		-		-	<b>0.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED
Maintain immunization compliance rates for school vaccines	100%	100%	100%	100%	100%
Follow up with all communicable disease reports within 24 hours of receipt.	100%	n/a	100%	100%	100%
Follow up with all nuisance complaints within 48 business hours of receipt.	95%	n/a	n/a	93%	95%

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL	FY2021	FY2022 ESTIMATED
Vaccines Given (Adult and Child)	2543	2,345	14,750	5,000
Lead Screenings Provided	263	153	79	20 (machine was recalled in October 2021)

Food Service Establishment Inspections	1,005	818	774	800
Nuisance Complaints Addressed and Proactive Sweeps Conducted	939	1,056	751	800
Sick care visits in School Health offices (adults and children)	57,604	36,325*	14,850**	24,000
Juvenile Review Board cases	82	55*	38	60
WIC Participants (Region 8)	3,092	3,009	3,233	3,150

\*In FY20, schools closed March 13, 2020 due to COVID-19.

\*\*During FY21, due to COVID-19 school year non-urgent visits were limited to the nurses' office. Schools were also half-remote.

# SENIOR CENTER

(PART OF HEALTH AND HUMAN SERVICES)

## MISSION

To provide seniors in our community with a safe and welcoming space where they can gain access to information, programs and services to enhance their quality of life.

## SUCSESSES AND ACCOMPLISHMENTS

- The Senior Center closed in March 2020 due to the COVID-19 pandemic and did not reopen until June 2021.
- Staff continued to provide transportation to essential medical visits to seniors.
- Staff delivered frozen meals (5 in one delivery) to seniors in need. These meals were a lifeline to many of the seniors of our community. Included with the delivery were activity kits and items such as masks or hand sanitizer.
- Social Services continued to hold appointments by phone. Staff also met with clients at the front door to ensure seniors had access to important programs, such as Renters Rebate, Medicare and Medicaid assistance, and housing assistance.
- Recreation staff continued to provide weekly activity packets, virtual BINGO games, entertainment shows and webinars over Microsoft TEAMS every month. Special events included a volunteer appreciation event, a car parade, and a Veterans Day celebration.
- The Senior Center dedicated a half day to provide continuing education opportunities for all staff. In September 2020 trainings included blood-borne pathogens, confidentiality, and First Aid/AED training.
- The Social Services Worker hosted a holiday gift-giving event in December 2020, providing 124 member with a holiday gift donated by community members and businesses.

Our Department refers residents and city leadership to the Department of Health and Human Service's Annual Report for a complete list of success, accomplishments, and challenges faced in fiscal year 2021.

## FUTURE GOALS AND INITIATIVES

- Conduct in a city-wide community needs assessment of our senior population.
- Increase the marketing of our Senior Center by creating bilingual marketing materials for local area agencies and senior housing sites.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>SENIOR CENTER (4730)</b>							
RENTERS REBATE CLERK	0001	4730	192	100.000	0	-	-
CLERK III	0001	4730	196	100.000	46,498.00	53,294.63	
COMMUNITY SERVICES WORKER	0001	4730	196	100.000	32,795.00	51,749.17	
MINI BUS DISPATCHER	0001	4730	196	100.000	34,036.00	49,995.94	
MINI BUS DRIVER	0001	4730	196	65.700	31,846.10	39,257.14	
MINI BUS DRIVER	0001	4730	196	100.000	44,881.00	48,757.31	
MINI BUS DRIVER	0001	4730	196	100.000	41,534.00	45,970.28	
NUTRITION SITE WORKER 1	0001	4730	196	100.000	20,596.00	20,596.00	
RECREATION COORDINATOR	0001	4730	196	100.000	55,603.00	60,604.11	
SENIOR CENTER PROGRAM ASS	0001	4730	196	100.000	42,487.00	46,386.28	
SOCIAL SERVICES WRKR BILI	0001	4730	196	100.000	80,592.00	83,845.71	500,456.57
SENIOR AFFAIRS ADMINISTRA	0001	4730	198	100.000	101,863.03	105,850.00	105,850.00
						606,306.57	606,306.57
MINI BUS DRIVER	Grant	4730	196	34.300		16,625.90	
						16,625.90	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>SENIOR CENTER (4730)</b>								
0001-4730-40-4-0000-189	OTHER NON-UNION	-	-	-	-	-	-	-
0001-4730-40-4-0000-191	OVERTIME CONTINGENCY	857	577	1,750		1,000	(750)	-42.9%
0001-4730-40-4-0000-192	OTHER NON-UNION	18,951	-	25,000	9,561	25,000	-	0.0%
0001-4730-40-4-0000-196	MME	362,322	358,000	430,868	205,425	500,456	69,588	16.2%
0001-4730-40-4-0000-198	SUPERVISORS	101,998	101,707	101,864	50,475	105,850	3,986	3.9%
0001-4730-40-4-0000-199	ELDERLY NUTRITION	12,500	1,445	8,000	3,789	8,000	-	0.0%
0001-4730-40-4-0000-350	GASOLINE	219	119	9,500	36	9,500	-	0.0%
0001-4730-40-4-0000-352	VEHICLE MAINTENANCE	307	1,224	6,500	-	3,000	(3,500)	-53.8%
0001-4730-40-4-0000-440	OFFICE EXPENSE & SUPPLIES (Recreation)	13,987	14,382	13,000	7,750	13,000	-	0.0%
0001-4730-40-4-0000-640	MEETINGS & MEMBERSHIPS	966	655	750	404	750	-	0.0%
*****	<b>Cost Center Total ***** Senior Services</b>	<b>512,106</b>	<b>478,108</b>	<b>597,232</b>	<b>277,440</b>	<b>666,556</b>	<b>69,324</b>	<b>11.6%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2019 ACTUAL	FY2020 OACTU	FY2021 ACTUAL	FY2022 ESTIMATED
Increase number of volunteer hours at Senior Center.	10%	4,029	2,969	143*	2,000

\*NOTE: The Senior Center closed in late March 2020 due to the COVID-19 pandemic.

## ACTIVITY INDICATORS

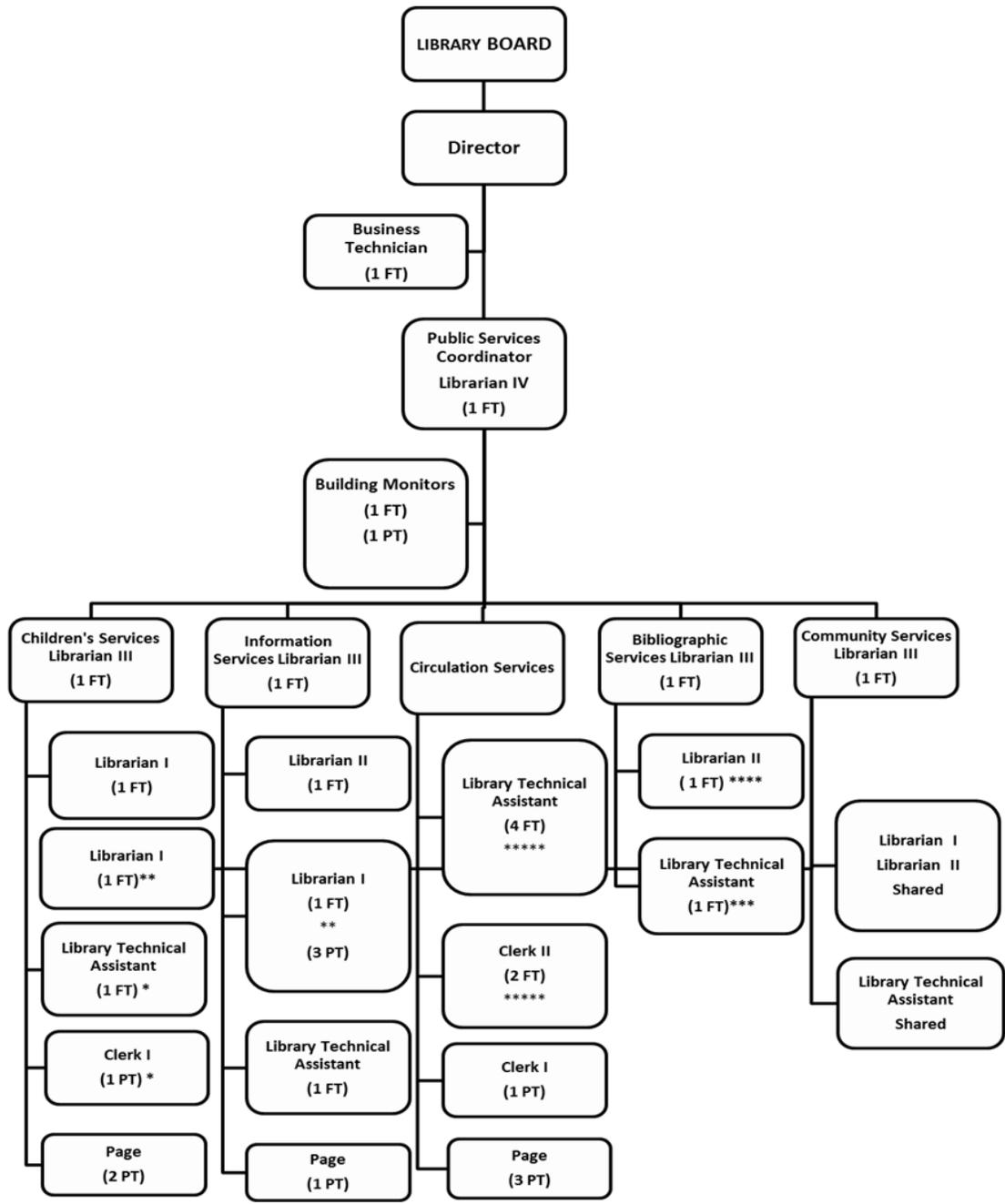
ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL*	FY2022 ESTIMATE
Social Work Clients Seen	1,144	1,316	1,828	1,400
Senior Center Annual Visits (Duplicated)	20,855	14,043	392	13,000
Senior Center Meals Served	11,085	11,455	2,636	5,000
Senior Center Transportation – Rides Provided	21,826	17,401	4,166	13,000
Volunteer Hours	4,029	2969	143	3,000
Renters Rebates Processed	1,307	1,190	1,146	1,300

\* NOTE: The Meriden Senior Center closed to the public in March 2020, yet services continued to be provided over the phone and virtually. Medical rides continued.

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# **SECTION 7**

# **LIBRARY**



# LIBRARY

## MISSION

The mission of the Meriden Public Library is to inspire lifelong learning, create possibilities and strengthen our community through our resources, programs, and professional assistance.

## SUCSESSES AND ACCOMPLISHMENTS

- The Library Board of Directors successfully acquired the 33 Catlin Street Property for the advancement of Meriden Public Library (the area designated for the construction of the expansion addition).
- City Council voted the approval of the Library's Renovation Expansion addition, as well as, approved funding for developing a temporary library operational space at the Meriden Mall.
- The Meriden Public School's Office of the Superintendent granted auxiliary site locations to support the Meriden Public Library's facility needs throughout the scheduled renovation period. In addition, the library staff will implement a strategic plan to improve collection development and supplementary programming to support learning initiatives.
- The Meriden Public Library was awarded three grants for a total of \$75,000 in summer 2021. These grants made it possible to offer low cost, high quality Playground Day Camps for children between the ages of 5 and 12. Due to high participation, we know these camps filled a need in our community. Week 1 had 128 students enrolled. The camp offered performers such as Circus moves, Abracadoodle drawing, Tie Dye and more. The library hosted a variety of STEAM, artistic, and educational programs each week. The combination of field trips, performers and library programs, made the camp experience dynamic and engaging. As a result of the funding, the library was able to invest in technology that included three sets of Oculus 2, two sets of Cubelets, Paper circuits, and Sphero's. Access to these updated technologies will impact the quality of programming held directly at the library for years to come.
- The Meriden Public Library obtained E-Rate Federal compliance and approval from the Universal Service Fund ([fcc.gov/general/universal-service-fund](http://fcc.gov/general/universal-service-fund)). The E-Rate program provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries.
- Meriden Public Library was awarded a grant in the amount of \$15,000 to support library programming from the Meriden Foundation.

## FUTURE GOALS AND INITIATIVES

- The main objective during the next fiscal year is to provide continued library services to our patrons at the Meriden Mall location, to consist with enhance programing that support the social, professional, and technical needs of the community.

- With regard to the Renovation Project - We will sustain status reporting with city officials and the community in the following ways: Monthly status reports provided by the Project manager that summarizes tasks completed in previous month, summary of tasks scheduled for next month, and summary of issue and resolutions.
- Develop innovative standard operational procedures and reevaluated staff job descriptions, roles & responsibilities.
- (Continued) Develop a staffing plan and provide staff training that supports new spaces, programs, collections and hours that reflect the needs and interest of the community. This includes improvements to the website, reinstating Bookmobile service, and maintaining library hours.
- (Continued) Improve marketing methods and materials to ensure the community is aware of the services and resources available to them.
- (Continued) Seek out government and/or private grant opportunities.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>LIBRARY (0160)</b>							
DIRECTOR OF LIBRARY SERVI	0001	0160	190	100.000	100,549.36	102,280.30	102,280.30
BUSINESS OPERATIONS TECH-	0001	0160	196	100.000	79,090.29	82,281.43	
LIBRARY BUILDING MONITOR	0001	0160	196	100.000	22,550.74	40,462.85	
LIBRARY CLERK I	0001	0160	196	100.000	17,025.54	21,135.80	
LIBRARY CLERK I	0001	0160	196	100.000	47,684.17	47,684.17	
LIBRARY CLERK II	0001	0160	196	100.000	48,472.00	50,411.71	
LIBRARY CLERK II	0001	0160	196	100.000	47,684.57	38,684.57	
LIBRARY CLERK II	0001	0160	196	100.000	46,705.46	45,138.28	
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	-	-	
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	66,847.14	69,537.71	
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	66,847.14	69,537.71	
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	60,591.88	65,574.86	
LIBRARY TECHNICAL ASSISTA	0001	0160	196	100.000	-	-	
SECURITY GUARD	0001	0160	196	100.000	51,972.00	52,549.26	582,998.35
LIBRARIAN I	0001	0160	198	100.000	35,728.28	40,786.14	
System Support Specialist	0001	0160	198	100.000	76,733.43	73,361.20	
LIBRARIAN I	0001	0160	198	100.000	75,431.98	70,361.20	
LIBRARIAN I	0001	0160	198	100.000	28,501.28	28,501.28	
LIBRARIAN I	0001	0160	198	100.000	28,501.28	-	
LIBRARIAN II	0001	0160	198	100.000	85,607.61	88,216.51	
LIBRARIAN II	0001	0160	198	100.000	85,607.61	88,955.71	
LIBRARIAN II	0001	0160	198	100.000	85,607.61	74,526.40	
LIBRARIAN II	0001	0160	198	100.001	85,607.61	31,098.00	
LIBRARIAN III	0001	0160	198	100.000	85,607.61	-	

					2022 Budget	2023 Budget	Object
Job Title	Fund	Dept	Obl	Percentage		Request	Total
LIBRARIAN III	0001	0160	198	100.000	85,632.21	97,090.00	
LIBRARIAN III	0001	0160	198	100.000	86,799.79	-	
LIBRARIAN III	0001	0160	198	100.000	86,089.87	97,090.00	
LIBRARIAN IV	0001	0160	198	100.000	105,873.56	110,000.57	799,987.01
						1,485,265.66	1,485,265.66

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>LIBRARY (0160)</b>								
0001-0160-40-0-0000-189	MISC PART-TIME	46,973	46,313	30,000	2,492	6,500	(23,500)	-78.3%
0001-0160-40-0-0000-190	ADMINISTRATIVE	91,786	100,385	100,550	49,485	102,280	1,730	1.7%
0001-0160-40-0-0000-191	OVERTIME CONTINGENCY	1,600	2,078	2,000	4,468	2,000	-	0.0%
0001-0160-40-0-0000-196	MME	674,165	631,107	618,501	268,255	582,998	(35,503)	-5.7%
0001-0160-40-0-0000-198	SUPERVISORS	865,367	689,296	902,364	345,296	799,987	(102,377)	-11.3%
0001-0160-40-0-0000-325	LIBRARY MALL LEASE	-	-	-	-	90,000	90,000	100.0%
0001-0160-40-0-0000-350	GASOLINE	54	21	600	27	600	-	0.0%
0001-0160-40-0-0000-352	VEHICLE MAINTENANCE	100	269	1,500	-	250	(1,250)	-83.3%
0001-0160-40-0-0000-389	SECURITY SERVICE	1,000	1,045	700	359	1,045	345	49.3%
0001-0160-40-0-0000-390	OTHER PURCHASED SERVICES	79,408	75,639	82,000	45,333	82,000	-	0.0%
0001-0160-40-0-0000-413	BUILDING SUPPLIES & MATERIALS	7,258	9,229	9,220	2,423	9,220	-	0.0%
0001-0160-40-0-0000-430	LIBRARY BOOKS & MATERIALS	185,876	150,508	160,000	97,455	171,000	11,000	6.9%
0001-0160-40-0-0000-440	OFFICE EXPENSE & SUPPLIES	28,522	23,922	24,100	10,837	25,000	900	3.7%
0001-0160-40-0-0000-640	MEMBERSHIP & MEETINGS	2,093	925	7,000	925	5,000	(2,000)	-28.6%
<b>**** Cost Center Total ****</b>	<b>Library</b>	<b>1,984,203</b>	<b>1,730,737</b>	<b>1,938,535</b>	<b>827,355</b>	<b>1,877,880</b>	<b>(60,655)</b>	<b>-3.1%</b>

## PERFORMANCE MEASURES

### PROGRAMMING FY 2021

Total Number of Synchronous Children's Programs (ages 0-11)	153
NEW in 2021: Number of Prerecorded (on-demand) Children's Programs (ages 0-11)	104
EDITED in 2021: In-Person Onsite Children's Program Attendance (count all those attending, including adults)	398
NEW in 2021: In-Person Offsite Children's Program Attendance (count all those attending, including adults)	1,000
EDITED in 2021: Live Virtual Children's Program Attendance (count all those attending, including adults)	5,330
Total Attendance at Synchronous Children's Programs (ages 0-11)	6,728
MOVED in 2021: Views of Prerecorded Children's Programs	11,626

### PROGRAMMING EXPENDITURES COLLECTION

Children's Program Expenditures	\$5,018
All Other Program Expenditures	\$4,154

### PHYSICAL COLLECTION

Adult Print Books	61,919				
YA Print Books	5,483				
Juvenile Print Books	37,642				
Audio - physical items (e.g. books on CD or audiocassette, music on CD, Playaways, etc.)	4,653				
Video - physical items (e.g. DVDs, videocassettes)	9,055				
All other physical library materials not included above (such as WI_FI-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.)	1,444				
Total Print Items (3.1 + 3.2 + 3.3)	105,044				
Total Non-Print items (3.4 + 3.5 + 3.6)	15,152				
Total Physical Items (3.7 + 3.8)	120,196				

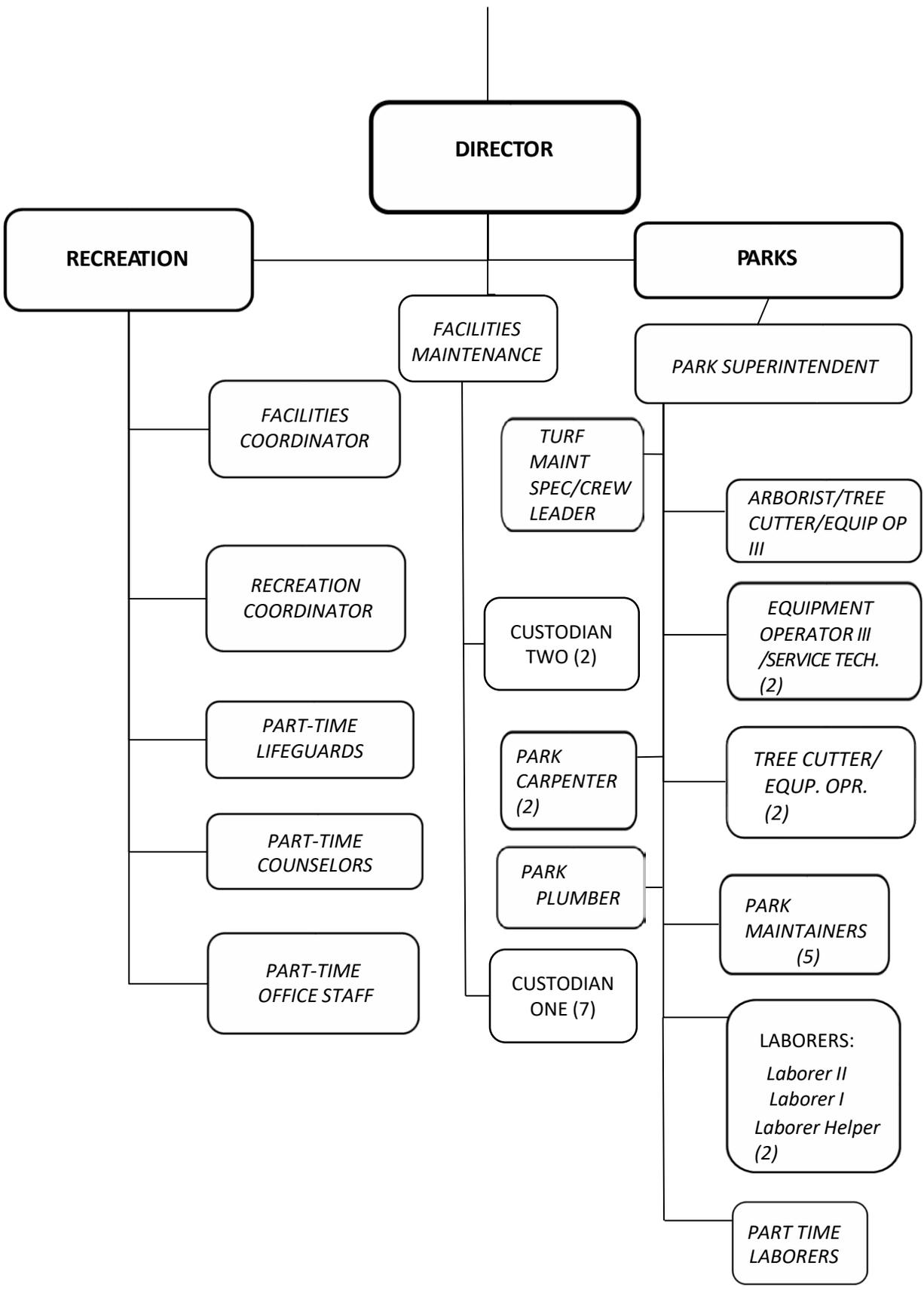
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# **SECTION 8**

# **PARKS, RECREATION & FACILITIES**

# PARKS AND RECREATION



# PARKS

## MISSION

The Parks Division is dedicated to enhancing the quality of life for all Meriden residents through the prudent stewardship of natural resources and provision of recreational opportunities.

## SUCSESSES AND ACCOMPLISHMENTS

- Completed major tree maintenance projects along Oregon Road, Hanover Street, Winthrop Terrace, at the Meriden-Markham Airport, and in the Royal Oak Circle neighborhood.
- Reconstructed the Columbus Park field #3 infield and did site improvements to accommodate the Silver City Girls Softball program.
- Planted the tree & shrub border between the Meriden Green expansion area and Meriden Commons.
- Helped relocate the Library to its temporary new home at the Meriden Mall.
- Initiated the Memorial Bench Program.

## FUTURE GOALS AND INITIATIVES

- Offer the Bulky Waste Pickup Program year-round to residents.
- Replace all basketball & tennis courts with post-tensioned concrete surfacing. Install pickleball courts at Hubbard Park & reconfigure the Columbus Park courts for elementary-aged use.
- Increase tree plantings throughout the city.
- Functionalize the new Meriden Green restroom/storage building.
- Continue improving the water quality at Parks pond locations, including Mirror Lake, Lily Pond, Baldwin Pond, & Beaver Pond.
- Revamp the Police Department station entrance area courtyard.

**PERSONNEL AND EXPENDITURES SUMMARY**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>PARKS (0801)</b>							
DIRECTOR OF PARKS & PUBLI	0001	0801	190	100.000	108,754.55	112,009.38	112,009.38
ARBORIST/TREE CUTTER/EQUI	0001	0801	194	100.000	71,383.42	79,987.14	
EQUIP OPER III / SERVICE	0001	0801	194	100.000	83,815.81	86,974.29	
EQUIP OPER III / SERVICE	0001	0801	194	100.000	85,500.11	86,974.29	
LABORER I	0001	0801	194	100.000	49,273.36	53,516.57	
LABORER II	0001	0801	194	100.000	55,145.39	60,256.28	
LABORER'S HELPER	0001	0801	194	100.000	41,360.40	43,758.28	
LABORER'S HELPER	0001	0801	194	100.000	-	42,707.88	
LABORER'S HELPER						39,544.92	
PARK CARPENTER	0001	0801	194	100.000	73,333.29	74,585.14	
PARK CARPENTER	0001	0801	194	100.000	61,669.06	66,519.77	
PARK MAINTAINER	0001	0801	194	100.000	71,028.47	72,249.14	
PARK MAINTAINER	0001	0801	194	100.000	71,028.47	72,249.14	
PARK MAINTAINER	0001	0801	194	100.000	71,028.47	72,249.14	
PARK MAINTAINER	0001	0801	194	100.000	71,028.47	72,249.14	
TREE CUTTER EQUIPMENT OPE	0001	0801	194	100.000	65,554.51	72,416.00	
PARK MAINTAINER	0001	0801	194	100.000	71,028.47	71,028.47	
PARK PLUMBER	0001	0801	194	100.000	74,729.48	76,003.43	
TREE CUTTER EQUIPMENT OPE	0001	0801	194	100.000	74,729.48	76,003.43	
TURF MAINT SPEC/CREW LEAD	0001	0801	194	100.000	81,023.43	87,349.71	1,306,622.16
PARK SUPERINTENDENT	0001	0801	198	100.000	91,674.11	100,990.29	100,990.29
					<b>1,373,088.771</b>	<b>1,519,621.83</b>	<b>1,519,621.83</b>

City of Meriden	2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget	Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021				as of 12/31/21	Rec.		CY Budget

<b>PARKS (0801)</b>								
0001-0801-40-0-0000-500	CAPITAL EQUIPMENT	37,382	20,865	-	-	-	-	0.0%
0001-0801-40-3-0000-189	MISC PART-TIME	73,335	70,915	80,000	39,548	80,000	-	0.0%
0001-0801-40-3-0000-190	ADMINISTRATIVE	108,992	110,705	109,813	54,192	112,009	2,196	2.0%
0001-0801-40-3-0000-191	OVERTIME CONTINGENCY	68,915	62,613	66,000	62,986	101,000	35,000	53.0%
0001-0801-40-3-0000-194	PUBLIC WORKS	1,109,746	1,170,591	1,229,500	592,975	1,306,622	77,122	6.3%
0001-0801-40-3-0000-198	SUPERVISORS	88,288	93,292	96,923	48,158	100,990	4,067	4.2%
0001-0801-40-3-0000-345	PARK & REC EXPENSE & SUPPLIES	93,882	84,655	85,000	33,091	85,000	-	0.0%
0001-0801-40-3-0000-346	CEMETARY MAINT.	10,354	11,340	10,080	5,040	10,080	-	0.0%
0001-0801-40-3-0000-350	GASOLINE	45,208	38,867	45,000	5,507	45,000	-	0.0%
0001-0801-40-3-0000-352	VEHICLE MAINTENANCE	51,647	83,740	70,000	29,121	70,000	-	0.0%
0001-0801-40-3-0000-485	SECURITY	-	-	-	-	-	-	-
0001-0801-40-3-0000-640	MEETINGS & MEMBERSHIPS	2,000	-	2,000	1,600	2,000	-	0.0%
0001-0801-40-3-0000-642	DOWNTOWN	3,500	1,894	3,500	425	3,500	-	0.0%
0001-0801-40-3-0000-643	TREE REMOVAL & REPLACEMENT	10,000	3,500	10,000	4,555	10,000	-	0.0%
0001-0801-40-3-0000-645	Meriden Green Maintenance	29,396	12,335	30,000	10,939	30,000	-	0.0%
0001-0801-40-3-0000-646	PARKS LITTER PROGRAM		30,410	10,000	1,087	10,000	-	0.0%
0001-0801-40-3-0000-647	Turf Management	24,182	24,937	25,000	4,781	25,000	-	0.0%
<b>***** Cost Center Total ***** Parks</b>		<b>1,756,828</b>	<b>1,820,659</b>	<b>1,872,816</b>	<b>894,005</b>	<b>1,991,201</b>	<b>118,385</b>	<b>6.3%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Major field renovations	2	100%	100%	100%	100%
Major tree maintenance projects	2	100%	100%	100%	100%
% of Bulky Waste program pickups of total pickups	75%	69%	52%	63%	70%

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Tree Plantings	58	55	66	70
Tree Maintenance Operations	964	875	826	775
Bulky Waste Pickups	725	650	417	475

# RECREATION

## MISSION

The Recreation Division is committed to providing high-quality recreational activities to positively impact health, well-being, and community spirit. Particular emphasis is paid to the betterment & celebration of the city's environment, culture, social needs, and improved overall quality of life for all residents and visitors.

## SUCSESSES AND ACCOMPLISHMENT

- Completed new trail markings and mapping of Hubbard Park's East Peak and South Mountain. Installed new trail map kiosks with QR codes at Hubbard Park, offering an improved design to communicate trail and safety information to users.
- Reformatted the annual Halloween and Easter events to include greater community collaboration with high school students & local businesses, along with incorporating COVID-related protocols.
- Launched a new online registration platform for the Summer Playground Program.
- Collaborated with the Meriden Public Library to secure and manage the Accelerate CT Summer Grant, allowing subsidized camp experienced for the city's underserved population.
- Expanded outdoor programming with Venture Academy students – snowshoeing, hiking, downtown flower plantings, and park trash pickups.
- Reactivated the free summer music series at Hubbard Park.
- Managed the "Get Kids to Camp Initiative" voucher program.
- Assumed scheduling responsibilities of Falcon Field.

## FUTURE GOALS AND INITIATIVES

- Increase the number of exercise programs.
- Obtain certification to offer water aerobics classes at the Hubbard Park pool.
- Secure donations of AEDs for the Hubbard Park pool and City Park splash pad.
- Launch paddleboard, kayak, and/or canoe programming.
- Expand the "Get Kids to Camp Initiative" voucher program to include all Meriden non-profit camps.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget Request</u>	<u>Object Total</u>
<b>RECREATION (0802)</b>							
FACILITIES COORDINATOR -	0001	0802	196	100.000	65,385.72	71,560.86	
RECREATION COORDINATOR	0001	0802	196	100.000	67,657.72	71,560.86	143,121.72
					<b>133,043.44</b>	<b>143,121.72</b>	<b>143,121.72</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>RECREATION (0802)</b>								
0001-0802-40-3-0000-191	OVERTIME	2,258	3,354	3,000	1,038	3,000	-	0.0%
0001-0802-40-3-0000-192	OTHER NON-UNION	106,620	64,477	130,000	53,618	130,000	-	0.0%
0001-0802-40-3-0000-196	MME	127,286	133,872	137,574	68,356	143,122	5,548	4.0%
0001-0802-40-3-0000-345	RECREATION PROGRAM EXPENSE	16,393	16,216	16,000	2,822	16,000	-	0.0%
0001-0802-40-3-0000-348	LEAGUE SUBSIDY	30,000	40,000	25,000	-	25,000	-	0.0%
0001-0802-40-3-0000-349	SAFETY SURFACE REPLACEMENT	4,400	4,386	4,400	2,193	4,400	-	0.0%
0001-0802-40-3-0000-440	OFFICE EXPENSE & SUPPLIES	6,678	6,957	7,000	1,294	7,000	-	0.0%
0001-0802-40-3-0000-443	FIREWORKS DISPLAY	19,525	-	20,000	22,000	20,000	-	0.0%
0001-0802-40-3-0000-640	MEETINGS & MEMBERSHIPS	2,500	2,432	2,500	1,537	2,500	-	0.0%
<b>***** Cost Center Total ***** Recreation</b>		<b>315,659</b>	<b>271,694</b>	<b>345,474</b>	<b>152,859</b>	<b>351,022</b>	<b>5,548</b>	<b>1.6%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Increase brand awareness by increasing following on social media: Facebook			3671	4.6k	4.8k	5k
Increase brand awareness by increasing following on social media: Instagram			595	1,101	1,250	1,450

## ACTIVITY INDICATORS

ACTIVITY INDICATORS		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Yoga Group Classes		13	36	40	45
Guided Hikes		13	57	62	67
Indoor/Outdoor Pool Tags Sold		1146	1346	1400	1500
Indoor Recreational Swim Participant Check In		181	288	338	350
Outdoor Recreation Swim Participant Check In		3323	3398	3450	3550

# FACILITIES

## MISSION

It is the primary function of the Facilities Division to provide a clean & safe environment for citizens & employees utilizing City-owned property. The division oversees all custodians & trade vendors and provides support maintenance staff for other departments as required.

## SUCSESSES AND ACCOMPLISHMENTS

- Continued savings through negotiating labor rates, materials selection, and more projects being completed in-house by department staff.
- Restored the Stoddard Building back to functional use from the July flooding damage.
- Facilitated the Recreation Division's operation of the Augusta Curtis Cultural Center.
- Constructed a new conference room in the Engineering Division office.
- Replaced two heat pump units and repainted six offices at the Police Department station building.
- Replaced damaged City Hall & Stoddard Building drain pipes.

## FUTURE GOALS AND INITIATIVES

- Continue negotiating labor rates and contracts to ensure the City is receiving the best ROI for funds spent.
- Continue to upgrade HVAC system to achieve a 90%-plus AFUE rating.
- Upgrade the City Hall fire alarm system.
- Replace the two Michael Drive building rooftop HVAC units.
- Replace the Police Department station building roof.
- Continue reshaping the workforce to have greater maintenance capability & less reliance on outside contractors.

**PERSONNEL AND EXPENDITURES SUMMARY**

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>BUILDING MAINTENANCE AND TECH (3360)</b>							
BUILDING CUSTODIAN I	0001	3360	194	100.000	49,908.30	53,936.57	
BUILDING CUSTODIAN I	0001	3360	194	100.000	53,010.95	57,232.00	
BUILDING CUSTODIAN II	0001	3360	194	100.000	60,878.37	65,157.71	
BUILDING CUSTODIAN I	0001	3360	194	100.000	60,878.37	61,924.86	
BUILDING CUSTODIAN I	0001	3360	194	100.000	49,978.06	53,276.57	
BUILDING CUSTODIAN I	0001	3360	194	100.000	47,536.99	53,276.57	
BUILDING CUSTODIAN I	0001	3360	194	100.000	60,715.14	61,924.86	
BUILDING CUSTODIAN I	0001	3360	194	100.000	59,358.54	51,885.88	
BUILDING CUSTODIAN II	0001	3360	194	100.000	64,069.67	65,157.71	603,772.73
HVAC TECHNICIAN	0001	3360	194	100.00	-	80,000.00	
<b>CUSTODIAL SUPERINTENDENT</b>	<b>0001</b>	<b>3360</b>	<b>198</b>	<b>100.000</b>	<b>93,363.23</b>	<b>97,090.00</b>	<b>97,090.00</b>
					<b>599,697.632</b>	<b>700,862.73</b>	<b>700,862.73</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>BUILDING MAINTENANCE (3360)</b>								
0001-3360-40-3-0000-189	MISC PART-TIME	15,657	5,472	-		-	-	0.0%
0001-3360-40-3-0000-190	ADMINISTRATIVE	-	-			-	-	
0001-3360-40-3-0000-191	OVERTIME CONTINGENCY	53,114	39,047	50,000	32,446	56,000	6,000	12.0%
0001-3360-40-3-0000-194	PUBLIC WORKS	427,607	499,865	505,738	258,977	603,773	98,035	19.4%
0001-3360-40-3-0000-198	SUPERVISORS	93,171	93,330	93,364	46,299	97,090	3,726	4.0%
0001-3360-40-3-0000-350	GASOLINE	1,934	1,420	2,000	90	2,000	-	0.0%
0001-3360-40-3-0000-352	VEHICLE MAINTENANCE	412	341	2,500	63	2,500	-	0.0%
0001-3360-40-3-0000-412	REPAIRS & UPGRADES	335,710	348,533	310,000	119,239	260,000	(50,000)	-16.1%
0001-3360-40-3-0000-413	MAINTENANCE SUPPLIES	49,477	40,575	45,000	16,746	45,000	-	0.0%
0001-3360-40-3-0000-414	HEAT ENERGY LIGHTS	1,132,649	1,143,243	1,030,000	507,041	1,120,000	90,000	8.7%
<b>***** Cost Center Total *****</b>	<b>Building Maintenance</b>	<b>2,109,731</b>	<b>2,171,826</b>	<b>2,038,602</b>	<b>980,900</b>	<b>2,186,363</b>	<b>147,761</b>	<b>7.2%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Modernize/update office areas.	4	4	5	4	4
Major upgrades through painting and/or floor replacement.	2	2	2	3	2
Perform previously outsourced operations/projects by in-house staff.	50%	20%	25%	27%	33%

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Employee trainings.	4	2	3	3

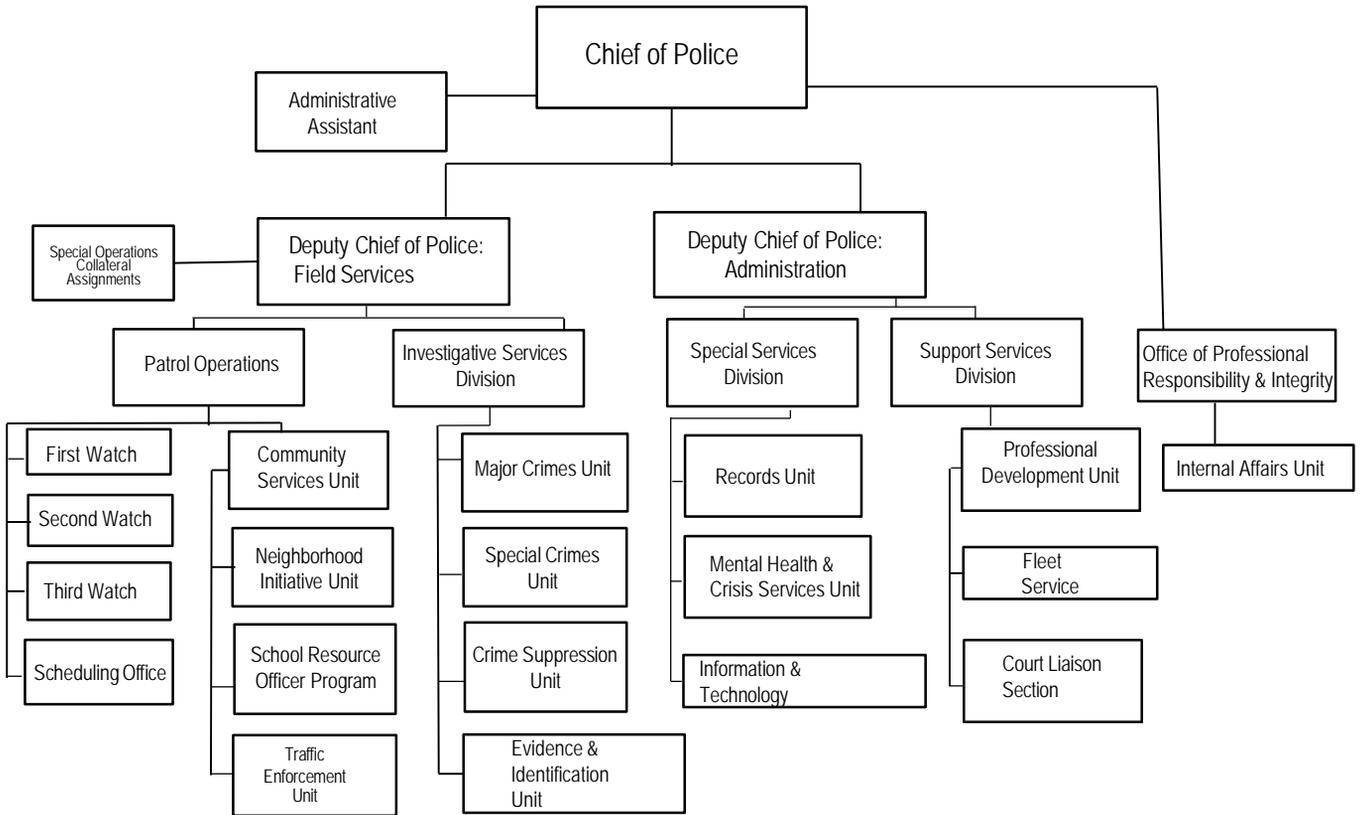
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# **SECTION 9**

## **PUBLIC SAFETY:**

**POLICE  
FIRE  
EMERGENCY  
TELECOMMUNICATIONS**

# Police Department



# MERIDEN POLICE DEPARTMENT

## MISSION

The mission of the Meriden Police Department is to protect life, safeguard property, and enforce the law in an ethical, compassionate, and constitutional manner while using procedural justice to promote fairness, transparency, giving the community a voice and being impartial. The Meriden Police Department will utilize 21<sup>st</sup> Century Policing concepts to provide community based and problem-solving services in an effort to reduce crime, the fear of crime, ensure the safety of our community, enhance the quality of life, and build trust and partnership with our community.

## SUCSESSES AND ACCOMPLISHMENTS

- The Police Department completed 153 years of service to the City of Meriden.
- The Meriden Police Department successfully achieved Tier II level Accreditation with the State of Connecticut. This was confirmed by the Connecticut Police Officers Standards and Training Council (POST-C) through a compliance review. Tier II Accreditation encompasses the Professional and Liability level certifications covering 209 state standards or guidelines for modern policing practices. The mission statement of Connecticut Police Accreditation is to “Enhance the professionalism of Connecticut Law Enforcement agencies through voluntary compliance with contemporary, internationally recognized standards of excellence.”
- Maintained excellent recruiting efforts by the department’s training and internal affairs division. The Meriden Police Department has set the goal towards increasing diversity and hiring more women in policing as recommended by the Police Transparency and Accountability Task Force. At the same time, we are striving towards filling all (few) remaining vacant positions. Since the 2021 calendar year, the Meriden Police Department has hired 10 certified lateral transfer officers as well as 6 new recruit police officers. Hiring 10 certified officers, has saved the City of Meriden and the Meriden Police Department approximately \$ (\$324,520 - Academy Training fee = \$38,000, Field Training = \$10,520 and salary during academy training = \$276,400)

During the 2021 calendar year, our agency has hired a total of 16 officers:

	Number of Hires	Percentage of Hires
<b>ENTRY LEVEL OFFICERS</b>	<b>06</b>	<b>37.5%</b>
<b>CERTIFIED OFFICERS</b>	<b>10</b>	<b>62.5%</b>
<b>TOTAL HIRES</b>	<b>16</b>	<b>100%</b>

2021 Agency Hires by Gender & Race

RACE	MALES	FEMALES	TOTAL	PERCENTAGE
African American / Black	2	1	3	18.75%
Asian	0	0	0	0%
Caucasian (White) Non-Hispanic	4	3	7	43.75%
Native American or Alaskan Native	0	0	0	0%
Native Hawaiian or Pacific Islander	0	0	0	0%
Two or more Races	0	1	1	6.25%
Hispanic Ethnicity	2	3	5	31.25%
<b>TOTAL:</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>100%</b>

- Established strong partnerships with Federal Law Enforcement Agencies to address and reduce gun violence, violent crime, and drug trafficking within the City of Meriden. Our specific partnerships are with the U.S. Postal Service, Drug Enforcement Agency (DEA), Federal Bureau of Investigations (FBI), and U.S. Marshal's Office. Each of these agencies have provided resources to our investigations at the local and federal level which have led to a large number of arrests made of violent or dangerous individuals, seizures of many firearms and significant narcotics seizures.

The following are some examples of the assistance received in 2021:

- Apprehension of fugitives (Wanted individuals for felony offenses)
- Short term and long term Narcotics investigations (High level traffickers)
- Firearms related investigations
- Gang Activity Investigations
- Violent Crime Investigations

- Sex Trafficking/Sexual Assault Investigations
- Investigative Resources
- Federal Asset Forfeiture Seizure

The following are results from the focus and joint efforts in 2021:

- Forty-Nine (49) firearms seized in 2021
  - Approximately Sixty-Five violent and/or dangerous felons arrested in 2021
  - Six (6) notable arrests made for homicides and/or extremely violent individuals
- Established a successful partnership with Rushford Hospital to provide social services to individuals who are in crisis whether it is from drug addiction, mental health or homelessness. We currently have two part-time clinicians working various days and hours to assist the officers and our community.
  - We have implemented new AXON Body Worn Cameras (BWC), In-Car and Tasers. This was an effort to maintain compliance with the police accountability bill and replace worn and outdated equipment. In fiscal year 2022/2023, all sworn officers will have their own BWC assigned to them. The frontline patrol vehicles will have the new Fleet 3 cameras and all marked police cruisers will have fleet cameras.

AXON camera program includes:

- AXON III body Camera with features:
  - GPS location services
  - Shot recognition turn on feature
  - Improved sound and video quality
  - Greater durability
- AXON Fleet Program
  - Install and activation of in-car (cruiser) cameras
  - Fleet 3 Cameras will have the ability to be used as License Plates Readers (LPRs)
  - Activates with lights and siren
  - New feature for Fleet 3 - rear facing camera to monitor prisoner compartment (Audio/Video)
- AXON interview cameras
  - Continuing service
  - Added two (2) covert cameras in the interview room
- AXON Taser 7
  - New close quarter and long distant cartridges to maximize effectiveness
  - Previous model (X2) shelf life of 5 years was expiring

- AXON Drone
  - Continuing service for Police and Fire
- Implemented the National Incident-Based Reporting System (NIBRS), which is a new and improved way to report crime to the Federal Government. This system replaces the Uniformed Crime Reporting System currently in place and is required by the FBI. All staff completed NIBRS training and the department is now in compliance. This year, the State of Connecticut will move away from gathering data through the Uniform Crime Reporting (UCR) manner. We will adjust to providing statistics in a new recommended manner.
- We are examining the opportunity for a new and upgraded Computer Aided Dispatching (CAD) software system provided by NexGen which is more current for Law Enforcement and Public Safety. The majority of agencies throughout the state and Connecticut State Police utilize NexGen for service. This can potentially save approximately \$379,248 by the fifth year.



The red column is the total cost this fiscal year related to RMS/CAD expenditures. It is a combination of the Central Square annual maintenance fee (yellow column bar) of 153,313 and the NexGen implementation cost of \$323,721 (red column bar). The yellow columns show the projected annual cost for Central Square if we were to stay with them. The blue columns show the projected annual costs for NexGen. This assumes a 5% increase year to year, which is the annual estimate. NexGen will not increase cost on the second year and said most of their increases are due to vendor increases and we should plan on 3-5% to be safe. The green area shows the total savings for the department and city. This year we would be paying for two so there is a net loss equal to the total cost of the NexGen implementation. We break even before the third year, and will have saved 379,248 by the fifth year. Once we break even we will save approximately \$120,000 per year when comparing annual maintenance fees.

The following categories are most of the tabs available through NexGen's computer system.

- Report Writing
  - E-Ticket (Electronic Ticket Printing)
  - Automatic information download (e.g., case disposition, traffic demographic data)
  - Internal Affairs (with early warning system)
  - Use of Force tracking
  - Personnel module
  - Supervisor oversight module
  - Training module
  - Interactive Police Activity/Crime Dashboard for Citizens
  - Fleet Management
  - Evidence & Property Room
  - Case Management (allows to track owed cases or warrants that need to be submitted)
  - Crime analysis/Interactive Map for Calls for service
  - Map for Officer locations
  - Computer Aided Dispatching (CAD)
  - Court Liaison Module
  - Booking Process (including photo system)
- Low record of Civilian Complaints compared to the overall volumes of calls, citizen interactions and to the previous year. In 2019, the Meriden Police Department generated a total of 45 internal affairs investigations (13 internally generated by staff & 32 citizen complaints). In 2020, a total of 27 internal affairs investigations were filed (8 internally generated by staff & 19 citizen complaints). In 2021, those numbers decline to a total of 23 internal affairs investigations (15 internally generated by staff & 8 citizen complaints). There were 11 less citizen complaints filed in 2021 compared to 2020.
  - Met and adhering to the Police Accountability Bill
    - CALEA Accreditation
    - Removing Consent Search opportunities
    - The requirement of De-escalation during Use of Force encounters
    - Body Worn Camera and In-Car Camera Requirement
    - Mental Health Screening
    - Drug Testing

## FUTURE GOALS AND INITIATIVES

- Implement Youth Leadership Academy. This will be an educational experience for youth and to help them grow for the future. We will educate the youth on drug and alcohol prevention, furthering their education, being role models, career opportunities and building a team spirit.
- Reinstate the Citizen Police Academy for the upcoming fiscal year to include:
  - UOF scenario training
  - Case studies
  - Community Policing Education
- Continue to increase overall community engagement. We will look for opportunities to attend more community functions, providing speakers for events, increase youth interactions through community and school partners. In 2021, we increased speaking engagements and our visibility at various functions.
- Cell Block renovation to reflect modern policing needs and practices. The renovation will aid in enhancing the safety of prisoners and police officers.
- Focus on our infrastructure
  - Repair the roof on the Police Complex
  - Upgrade the men's and women's locker room (running out of room in the women's locker room)
  - In drastic need of new vehicles
  - Purchase a records vault to increase storage of records/documents
  - Purchase of a storage shed to store traffic related equipment
- Increase training as a result of the Police Accountability Bill and to improve supervision and services to the community.
- In FY2022, the Meriden Police Department began the process for national accreditation through Commission on Accreditation for Law Enforcement Agencies (CALEA). This is the national standard for accreditation which is very similar to the standards of accreditation by the State of Connecticut POST Council. This is a mandatory requirement through the Police Accountability Bill.

EXPENDITURE, PERFORMANCE AND PERSONNEL SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>POLICE (2605)</b>							
POLICE CHIEF	0001	2605	190	100.000	130,357.15	132,964.29	
POLICE DEPUTY CHIEF	0001	2605	190	100.000	118,600.00	121,351.29	
POLICE DEPUTY CHIEF	0001	2605	190	100.000	118,600.00	121,351.29	375,666.87
PART TIME CLERK - NCIC	0001	2605	192	100.000	20,862.00	20,862.00	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	14,901.43	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	14,901.43	20,805.00	
IT TECHNICIAN	0001	2605	192	100.000	39,020.46	39,020.46	
POLICE SERVICE TECHNICIAN	0001	2605	192	100.000	-	14,901.43	155,194.61
AUTOMOTIVE MECHANIC	0001	2605	194	100.000		87,349.71	87,349.71
ADMINISTRATIVE ASSISTANT	0001	2605	196	100.000	71,840.57	75,982.57	
ASSISTANT DOG WARDEN	0001	2605	196	100.000	61,989.94	65,765.71	
ASSISTANT DOG WARDEN	0001	2605	196	100.000	45,406.00	61,765.71	
DOG WARDEN	0001	2605	196	100.000	77,780.23	82,281.43	
DOG WARDEN ASSISTANT	0001	2605	196	100.000	13,908.00	14,147.00	
POLICE RECORDS CLERK	0001	2605	196	100.000	40,613.49	55,179.94	
POLICE RECORDS CLERK	0001	2605	196	100.000	40,817.49	55,276.74	
POLICE RECORDS CLERK	0001	2605	196	100.000	38,792.00	46,252.23	
POLICE RECORDS/FLEET CLER	0001	2605	196	100.000	51,972.00	59,674.97	
PROPERTY TECHNICIAN	0001	2605	196	100.000	71,840.57	71,840.57	
SCHEDULING CLERK - POLICE	0001	2605	196	100.000	65,754.52	69,537.71	657,704.58
POLICE CAPTAIN	0001	2605	197	100.000	112,313.28	116,800.00	
POLICE CAPTAIN	0001	2605	197	100.000	112,313.28	116,800.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE B	0001	2605	197	100.000	88,576.09	92,196.00	
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.000	97,472.18	111,544.00	
POLICE DETECTIVE LIEUTENA	0001	2605	197	100.000	97,472.18	111,544.00	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	97,472.18	101,386.57	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.001	97,472.18	101,386.57	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.002	97,472.18	101,386.57	
POLICE DETECTIVE SERGEANT	0001	2605	197	100.000	97,472.18	101,386.57	
POLICE LIEUTENANT	0001	2605	197	100.000	102,069.93	106,162.86	
POLICE LIEUTENANT	0001	2605	197	100.000	102,069.93	106,162.86	
POLICE LIEUTENANT	0001	2605	197	100.000	102,069.93	106,162.86	
POLICE LIEUTENANT	0001	2605	197	100.000	102,069.93	106,162.86	
POLICE LIEUTENANT	0001	2605	197	100.000	102,069.93	106,162.86	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
POLICE OFFICER	0001	2605	197	100.000	67,542.02	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	78,353.60	83,908.29	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,306.69	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	85,842.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	68,771.71	83,306.69	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,137.71	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	80,825.41	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,306.69	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	57,670.00	
POLICE OFFICER	0001	2605	197	100.000	84,137.71	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,306.69	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	

POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	67,542.02	85,842.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	83,057.60	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	79,505.60	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	77,561.60	85,250.86	
POLICE OFFICER	0001	2605	197	100.000	79,943.85	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	82,253.89	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,908.29	
POLICE OFFICER	0001	2605	197	100.000	83,057.60	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,757.89	
POLICE OFFICER	0001	2605	197	100.000	83,057.60	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.001	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	79,505.60	86,878.86	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	84,214.86	
POLICE OFFICER	0001	2605	197	100.000	67,542.02	83,156.29	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	85,250.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	84,806.86	
POLICE OFFICER	0001	2605	197	100.000	67,542.02	81,351.49	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	72,483.14	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	81,674.50	83,647.20	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	

POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,678.40	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	79,799.88	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	87,766.86	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	81,351.49	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,647.20	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,647.20	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	83,647.20	
POLICE OFFICER	0001	2605	197	100.000	84,363.26	84,066.86	
POLICE OFFICER	0001	2605	197	100.001	57,670.00	-	
POLICE OFFICER	0001	2605	197	100.002	57,670.00	(78,500.00)	
POLICE OFFICER	0001	2605	197	100.003	57,670.00	(78,500.00)	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	92,767.52	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
POLICE SERGEANT	0001	2605	197	100.000	92,767.52	96,506.00	
Military reimbursement	0001	2605	197	100.000	(57,555.00)	(57,555.00)	9,997,348.27

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
POLICE RECORDS SUPERVISOR	0001	2605	198	100.000	66,237.64	73,375.43	73,375.43
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	8,739.90	8,739.90	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	8,739.90	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	8,739.90	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	10,087.93	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
CROSSING COORDINATOR	0001	2605	199	100.000	14,760.72	11,679.47	
CROSSING COORDINATOR ASST.	0001	2605	199	100.000	13,062.54	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	7,844.85	11,679.47	

SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,711.55	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	8,627.00	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,653.20	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,444.39	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	11,483.59	11,679.47	

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,278.10	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,278.10	11,679.47	
SCHOOL TRAFFIC GUARD	0001	2605	199	100.000	9,278.10	11,679.47	
SUBSTITUTE TRAFFIC GUARD	0001	2605	199	100.000	1,677.53	1,677.53	
SUBSTITUTE TRAFFIC GUARD	0001	2605	199	100.000	1,677.53	1,677.53	327,440.65
					10,875,573.056	11,674,080.12	11,674,080.12

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
PARKING (3940)							
SECURITY ATTENDANT	0001	3940	192	100.000		-	
SECURITY ATTENDANT	0001	3940	192	100.000		-	
SECURITY ATTENDANT	0001	3940	192	100.000		-	
SECURITY ATTENDANT	0001	3940	192	100.000		-	
SECURITY ATTENDANT	0001	3940	192	100.000		-	-
						-	-

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>POLICE (2605)</b>								
0001-2605-40-2-0000-189	MISC PART-TIME	4,152	12,650	4,000	1,667	4,000	-	100.0%
0001-2605-40-2-0000-190	ADMINISTRATIVE	250,066	316,310	367,200	182,209	375,667	8,467	2.3%
0001-2605-40-2-0000-191	OVERTIME	1,008,499	1,384,141	1,125,291	658,276	1,275,000	149,709	13.3%
0001-2605-40-2-0000-192	OTHER NON UNION	110,783	92,490	134,389	34,479	155,195	20,806	15.5%
0001-2605-40-2-0000-194	PUBLIC WORKS	75,752	79,302	81,024	40,498	87,350	6,326	7.8%
0001-2605-40-2-0000-196	MME	551,591	628,473	619,507	298,018	657,705	38,198	6.2%
0001-2605-40-2-0000-197	POLICE PATROL	9,723,815	9,631,817	9,787,157	4,759,623	9,997,348	210,191	2.1%
0001-2605-40-2-0000-198	SUPERVISORS	63,394	66,127	66,238	34,209	73,375	7,137	10.8%
0001-2605-40-2-0000-199	CROSSING GUARDS	192,708	213,881	230,000	107,529	220,000	(10,000)	-4.3%
0001-2605-40-2-0000-350	GASOLINE	163,964	110,548	165,000	53,271	180,000	15,000	9.1%
0001-2605-40-2-0000-352	VEHICLE MAINTENANCE	118,106	161,449	140,000	42,046	140,000	-	0.0%
0001-2605-40-2-0000-380	COMMUNICATIONS & MAINTENANCE	56,119	75,472	85,000	50,230	85,000	-	0.0%
0001-2605-40-2-0000-381	TRAINING	204,667	214,289	200,000	102,037	418,960	218,960	109.5%
0001-2605-40-2-0000-382	SOUTH CENTRAL JUSTICE	12,325	12,075	12,325	12,000	12,325	-	0.0%
0001-2605-40-2-0000-390	EXPLORERS/AUXILIARY POLICE	6,435	6,942	7,000	1,547	7,000	-	0.0%
0001-2605-40-2-0000-391	CANINE UNIT	6,053	4,247	5,000	1,435	6,500	1,500	30.0%
0001-2605-40-2-0000-392	BICYCLE PATROL	2,035	1,925	-	-	-	-	#DIV/0!
0001-2605-40-2-0000-443	POLICE EXPENSE & SUPPLIES	93,516	105,985	115,880	55,247	116,000	120	0.1%
0001-2605-40-2-0000-490	ACCREDITATION	92	-	20,500	11,450	10,500	(10,000)	-48.8%
0001-2605-40-2-0000-491	CRISIS INTERVENTION SERVICES	161	4,256	-	38	89,456	89,456	#DIV/0!
0001-2605-40-2-0000-492	HOSTAGE CRISIS	18,161	16,914	21,800	4,127	37,000	15,200	69.7%
0001-2605-40-2-0000-510	IT TECHNOLOGY	283,200	254,890	286,022	214,361	311,318	25,296	8.8%
0001-2605-40-2-0000-511	Body Camera / Taser Expense	130,600	121,869	221,021	221,021	317,170	96,149	43.5%
0001-2605-40-2-0000-640	MEMBERSHIP & MEETINGS	2,305	3,877	6,050	3,404	6,050	-	0.0%
0001-2605-40-2-0000-699	TRANSFER OUT - DOG FUND	10,000	-	10,000	-	10,000	-	0.0%
0001-2605-40-2-0000-709	POLICE PRIVATE DUTY	5,833	(57,604)	-	105,550	-	-	#DIV/0!
0001-2605-40-2-0001-191	OVERTIME - School Resource Officer	58,156	37,696	70,000	-	70,000	-	0.0%
0001-2605-40-2-0002-191	OVERTIME - Neighborhood Initiatives	193,761	97,853	250,000	1,315	250,000	-	0.0%
<b>***** Cost Center Total ***** Police</b>		<b>13,346,250</b>	<b>13,597,874</b>	<b>14,030,404</b>	<b>6,995,588</b>	<b>14,912,919</b>	<b>882,515</b>	<b>6.3%</b>
							<b>1,315,045</b>	<b>9.7%</b>
<b>PARKING (3940)</b>								
0001-3940-40-0-0000-191	OVERTIME CONTINGENCY	11,968	12,721	-	-	-	-	0.0%
0001-3940-40-0-0000-192	PAYROLL	44,099	40,122	-	916	-	-	0.0%
0001-3940-40-0-0000-198	SUPERVISORS	-	-	-	-	-	-	0.0%
0001-3940-40-0-0000-323	MAINTENANCE	-	-	-	-	-	-	0.0%
0001-3940-40-0-0000-350	GASOLINE	-	-	-	-	-	-	0.0%
0001-3940-40-0-0000-352	VEHICLE MAINTENANCE	-	-	-	-	-	-	0.0%
0001-3940-40-0-0000-440	GENERAL EXPENSES	607	-	-	-	-	-	#DIV/0!
<b>***** Cost Center Total ***** Parking</b>		<b>56,674</b>	<b>52,842</b>		<b>916</b>			<b>#DIV/0!</b>

EXPENDITURE SUMMARY (FY2022 YTD AS OF 2/1/2022)

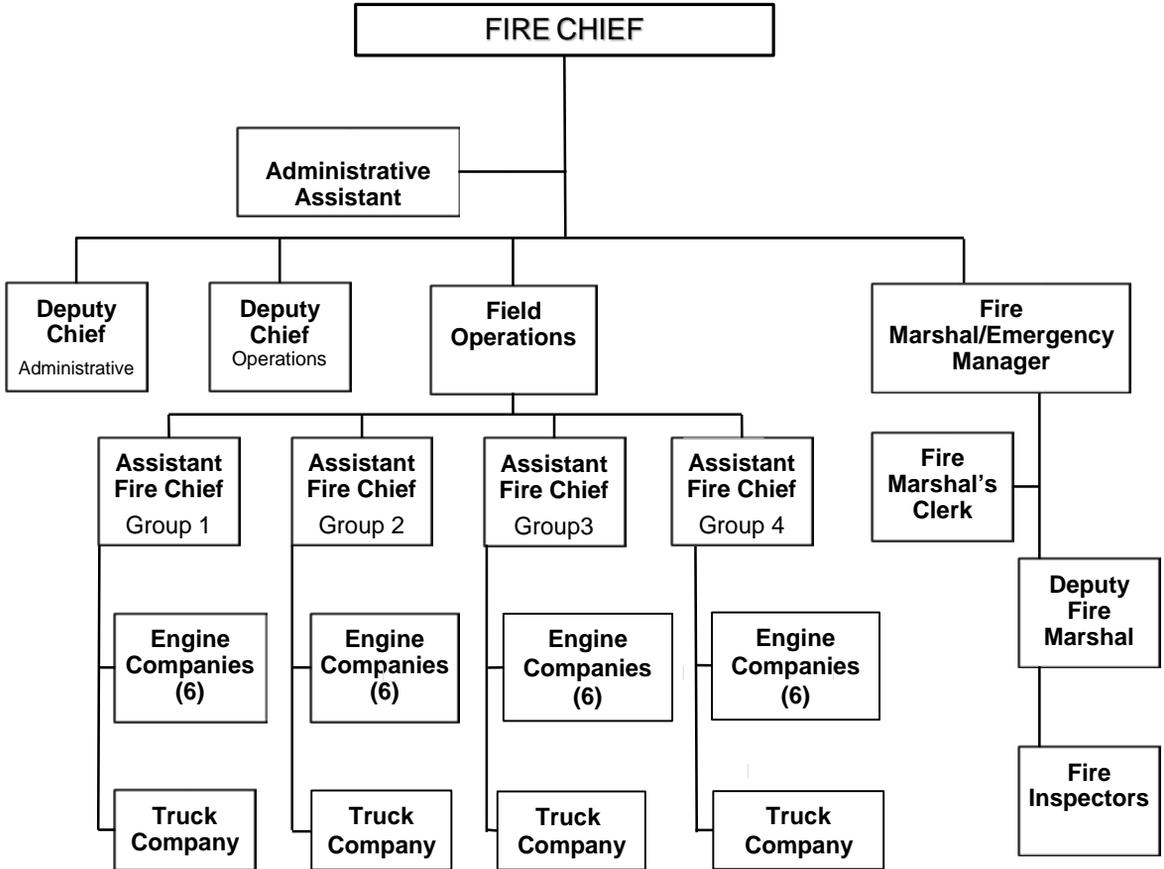
BUDGET MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 Actual	FY2022 YTD
Actual Budget Expenditure	N/A	12,667,251	13,081,725	13,336,250	13,597,876	6,110,935
Percent Used of FY Budgeted Amount	99%	99.90%	99.90%	99.70%	99%	58.23% 2/1/2022

PERFORMANCE MEASURES (AVERAGE IS BASED ON A 5-YEAR PERIOD)

PERFORMANCE MEASURES	CT Average	Goal	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL
Case Clearance Rate	CT Avg. 21.7%	30.00%	21.4%	28%	28.9%	30.95%	N/A
Violent Crime Index (per 1,000)	CT Avg. 2.18 U.S. Avg. 3.9	2.5	3.6	3.5	2.64	2.54	N/A

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of the following offenses: murder and non-negligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

**FIRE & EMERGENCY SERVICES**



# FIRE DEPARTMENT

## MISSION

It is the mission of the City of Meriden Department of Fire and Emergency Services to deliver the best fire and emergency protective services to benefit the quality of life for the citizens and visitors of our community

## SUCSESSES AND ACCOMPLISHMENTS

- Created a new Training Division with 4 Training and Safety officers:
  - Focused group training to address any deficiencies.
  - Facilitate department wide training to increase continuity between groups.
  - Respond to large and unusual incidents to function as the safety officer.
- Completed an upgrade to our technical rescue capability:
  - Addition of an Arizona Vortex tripod for rope evolutions.
  - Replaced aged out rope and support equipment.
  - Completed hands on training for rope rescue evolutions.
- Continued the fleet replacement process for staff vehicles
- Trained additional fire personnel for working in dispatch
- Conducted leadership assessment training for all department line officers and acting officers.
- ***Conducted inclusion and diversity awareness training for all personnel***
- Partnering with Wooster Polytechnic Institute on a radio signal loss and improvement study
- Promoted a 2nd Deputy Fire Chief
- Began the process to update the department strategic plan
- Responded to 7662 Incidents that resulted in 12824 responses.
  - 202 Fire,
  - 3788 EMS,
  - 715 Other Hazard,
  - 527 Service Calls,
  - 1593 Good Intent, and
  - 632 False Alarms
  - **3.7% Increase in incidents (20.99 incidents daily).**
  - **10.1% Increase in responses (35.13 responses per day).**
  - **Maintained an overall response time of Arrival of 4:59 87.72%**
  - **Maintained an overall response time of Arrival of 8:59 97.44%**

- Training
  - Completed 6108 hours of training for career personnel.
  - The Training Division coordinated with Cromwell Fire and Middletown Fire to respond to technical rescue incidents during the repair of the Cromwell TPC Cave in
  - Training division provided Leadership Training for all company officers.
  - The division coordinated Diversity and Inclusion training for all department personnel
  - The department trained and provide dispatchers to the Emergency communications to assist in Communications
- Community Risk Reduction
  - Completed 2414 building inspections
  - Completed 414 Cause and Origin investigations
  - The FMO collected \$149147.14 in the calendar year, 25.28% more than projected revenue for 2021.
  - 2.2% decrease in unintentional fires (31.57%)
  - 1.98% decrease in intentional fires (4.51%)

## FUTURE GOALS AND INITIATIVES

- Replace the departments Self Contained Breathing Apparatus, which is currently becoming difficult to maintain (Cost, Parts, etc.)
- Complete the build of a replacement Pumper for Engine 1, which will allow response under the Gypsy Lane Bridge.
- Complete the CAD program replacement and associated Records Management System.
- Begin rehabilitation of Station 2 (Pratt St) and Station 5 (East Main). Both station are in great need of kitchen replacement as well as
- Complete a new Strategic Plan.
- Revise the Standards of Cover to reflect the response changes in the city (movement of career unit into south Meriden).
- Continue to pursue grant opportunities for staffing and equipment:
  - Station Alerting system replacement
  - Grant funding for four firefighters.
- Continue to leverage technology to assist in increasing efficiency with in the department.
- Continue the complex evaluation of diversity in the fire department:
  - Application Process and associated costs.
  - Written exam evaluation.

- Oral exam evaluation.
  - Cost of CPAT.
  - Restricted Hiring Rules (rule of three).
  - Certification costs (FF1, EMT, etc.)
  - Outreach for Minority and disadvantaged citizens.
  - Diversity assessment & Training in the organization.
- Ensure that the MFD provides safe, cost effective, and professional services to the citizens today and in the future through continued planning of service delivery to address growth and re-development.
  - Continue to monitor service-connected injuries (lost time and non-lost time) and develop methods and training to reduce injuries to firefighting staff.
  - Continue the process of Accreditation through the Center Public Safety Excellence

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>FIRE (2610)</b>							
DEPUTY FIRE CHIEF	0001	2610	190	100.000	111,350.00	113,887.82	
DEPUTY FIRE CHIEF	0001	2610	190	100.000	109,083.08	111,655.07	
FIRE CHIEF	0001	2610	190	100.000	123,720.92	126,542.11	352,085.00
AUTOMOTIVE MECHANIC	0001	2610	194	100.000	92,879.98	81,942.57	81,942.57
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	105,798.90	110,354.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	105,798.90	110,354.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	105,798.90	110,354.10	
ASSISTANT FIRE CHIEF	0001	2610	195	100.000	105,798.90	110,354.10	
DEPUTY FIRE MARSHAL	0001	2610	195	100.000	95,880.00	102,012.99	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	
FIRE CAPTAIN	0001	2610	195	100.000	95,834.40	99,951.60	

					<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Object</b>
<b>Job Title</b>	<b>Fund</b>	<b>Dept</b>	<b>Obl</b>	<b>Percentage</b>		<b>Request</b>	<b>Total</b>
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,218.12	-	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	75,611.28	82,621.08	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,327.25	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	75,611.28	82,621.08	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	-	
FIRE FIGHTER	0001	2610	195	100.000	79,327.25	-	
FIRE FIGHTER	0001	2610	195	100.000	75,611.28	82,621.08	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	78,102.60	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	74,610.00	81,451.80	
FIRE FIGHTER					70,175.10	76,759.20	
FIRE FIGHTER	0001	2610	195	100.000	79,327.25	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,327.25	-	
FIRE FIGHTER	0001	2610	195	100.001	70,175.10	76,759.20	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	70,175.10	76,759.20	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	74,610.00	81,451.80	
FIRE FIGHTER	0001	2610	195	100.000	79,218.12	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	81,292.80	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	70,175.10	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,327.25	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	75,611.28	82,621.08	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	75,611.28	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	-	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	70,175.10	76,759.20	
FIRE FIGHTER	0001	2610	195	100.000	70,175.10	74,698.62	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	-	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	79,497.00	82,913.40	
FIRE FIGHTER	0001	2610	195	100.000	74,610.00	79,551.72	
FIRE INSPECTOR	0001	2610	195	100.000	91,398.79	92,793.43	
FIRE INSPECTOR	0001	2610	195	100.000	87,225.00	92,793.43	
FIRE INSPECTOR	0001	2610	195	100.000	87,225.00	92,793.43	
FIRE LIEUTENANT	0001	2610	195	100.001	87,271.50	91,016.40	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.001	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.001	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.001	87,271.50	91,016.40	
FIRE LIEUTENANT	0001	2610	195	100.000	87,271.50	91,016.40	
FIRE MARSHAL	0001	2610	195	100.000	105,787.43	114,797.72	
TRAINING/COMMUNICATIONS O	0001	2610	195	100.000	105,787.43	-	8,451,535.04
ADMINISTRATIVE ASSISTANT	0001	2610	196	100.000	73,041.71	75,982.57	
FIRE MARSHAL CLERK	0001	2610	196	100.000	49,623.20	54,605.03	130,587.60
					9,218,365.25	9,016,150.21	9,016,150.21

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
EMERGENCY MANAGEMENT (2690)							
DIRECTOR OF CIVIL DEFENSE	0001	2605	189	100.000	5,000.00	10,000.00	10,000.00
						10,000.00	10,000.00
DIRECTOR OF CIVIL DEFENSE	Grant funds					10,000.00	
						10,000.00	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>FIRE (2610)</b>								
0001-2610-40-2-0000-189	MISC PART-TIME	4,000	5,667	5,000	2,500	5,000	-	0.0%
0001-2610-40-2-0000-190	ADMINISTRATIVE	233,495	265,105	344,154	169,982	352,085	7,931	2.3%
0001-2610-40-2-0000-191	OVERTIME CONTINGENCY	1,261,462	1,506,761	1,170,000	1,108,959	1,350,000	180,000	15.4%
0001-2610-40-2-0000-194	PUBLIC WORKS	125,666	71,810	92,880	37,744	81,943	(10,937)	-11.8%
0001-2610-40-2-0000-195	FIRE	8,041,234	8,045,653	8,248,727	3,854,418	8,451,535	202,808	2.5%
0001-2610-40-2-0000-196	MME	107,038	120,181	115,476	60,432	130,588	15,112	13.1%
0001-2610-40-2-0000-235	TRANSFER IN - SMVFD MERIT PLAN	17,800	22,800	28,200	-	28,200	-	0.0%
0001-2610-40-2-0000-350	GASOLINE	44,088	36,709	40,000	3,188	40,000	-	0.0%
0001-2610-40-2-0000-352	VEHICLE MAINTENANCE	135,268	135,469	100,000	48,224	100,000	-	0.0%
0001-2610-40-2-0000-380	COMMUNICATIONS & MAINTENANCE	22,040	28,125	30,000	22,289	35,500	5,500	18.3%
0001-2610-40-2-0000-381	TRAINING	27,061	32,830	35,500	23,371	45,000	9,500	26.8%
0001-2610-40-2-0000-390	PHYSICALS	32,781	15,590	41,683	5,905	35,000	(6,683)	-16.0%
0001-2610-40-2-0000-394	RECRUITMENT	16,575	70	2,000	-	2,000	-	0.0%
0001-2610-40-2-0000-413	MAINT SUPPLIES	35,130	36,005	37,350	15,287	35,000	(2,350)	-6.3%
0001-2610-40-2-0000-440	OFFICE EXPENSE & SUPPLIES	21,159	27,440	17,340	8,732	20,000	2,660	15.3%
0001-2610-40-2-0000-500	CAPITAL EQUIPMENT	-	-	-	-	-	-	0.0%
0001-2610-40-2-0000-503	FIRE EQUIPMENT	71,087	84,759	70,000	25,277	70,000	-	0.0%
0001-2610-40-2-0000-505	Personnel Protective Equipment	69,968	78,376	68,000	6,177	81,000	13,000	19.1%
0001-2610-40-2-0000-640	MEMBERSHIP & MEETINGS	4,136	4,218	8,000	2,612	5,000	(3,000)	-37.5%
<b>**** Cost Center Total **** Fire</b>		<b>10,269,987</b>	<b>10,517,568</b>	<b>10,454,310</b>	<b>5,395,098</b>	<b>10,867,851</b>	<b>413,541</b>	<b>4.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 ESTIMATED
Maintain an initial arrival time for the first due company of 4 minutes and 30 seconds (excl. SM)(*w/SM)	95%	99%	96%*	93%*	95%*
Maintain a Total Effective Force arrival time for incidents of 8 minutes and 59 Seconds	100%	99%	99%	99%	99%
Deliver fire prevention information to all 3 <sup>rd</sup> grade classes in Meriden Schools	90%	99%	0%*	80%*	100%
Collect fees for inspection related services to offset related expenditures	90%	N/A	40%	143%	90%

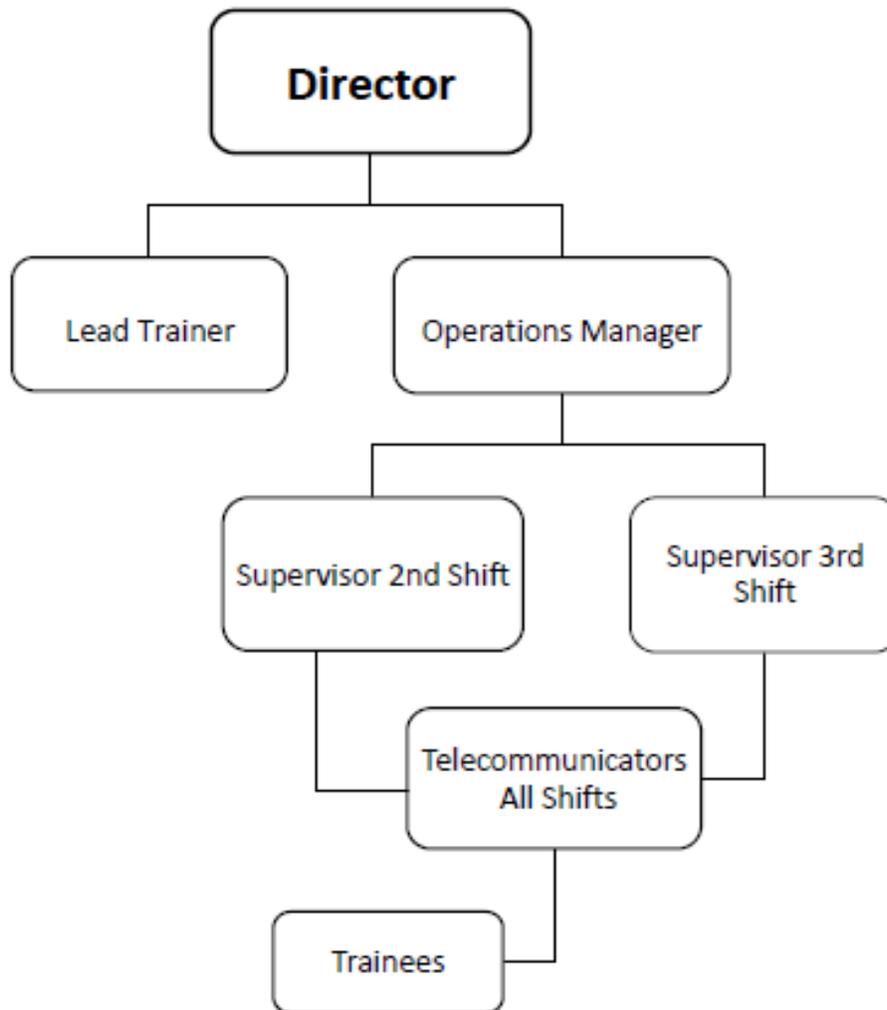
\*Due to COVID-19, The MFD was unable to get into the schools to provide education. For 2021, the ability to provide in-person educations is unknown.

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL*	FY2021 ACTUAL	FY2022 ESTIMATED
Incidents (All Categories)	8776	7213	7662	7850
Fire Incidents	223	215	205	220
EMS Incidents	5058	3372	3788	3950
False Alarms	552	618	632	660
Responses (All Units)	14276	11722	12824	13500
Inspections	1491	1046	2414	2600
Plans Reviewed	110	47	126	130
Burn Permits	56	9**	0**	0
Investigations	115	124	141	150
Training Hours	9261	7228.5	6896.5	7500
Fire	7099	6725	6364	7000
Fire Marshals	192	503.5	532.5	550
Property Fire Loss (Dollars)	\$3,503,727	\$2,268,263	1,495,768	
Property Fire Saved (Dollars)	\$11,687,227	\$\$	\$\$	
<p>* Modified response in early 2020 has a substantial effect on this data.  ** Burn permits suspended in 2020 due to COVID-19.  \$\$ Statistical Inference is inaccurate.</p>				

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## EMERGENCY COMMUNICATIONS



# EMERGENCY COMMUNICATIONS

## MISSION

The mission of the City of Meriden Department of Emergency Communications is to efficiently and compassionately answer the public's call for emergency service response, perform accurate and timely call handling and priority dispatch services for the public we serve, and to support police, fire and EMS responders in accomplishing their mission.

## SUCSESSES AND ACCOMPLISHMENTS

- Staffing, recruitment and retention continue to be the top priorities.
- The bonus program to attract certified candidates, both full and part time is still ongoing.
- Training has been focused on new employees. The training program was revised by the Assistant Director, David Boyce, which now includes a two week in-house training academy. Once the two week academy is completed the new employees are assigned to a trainer in the Center. This has proven to be beneficial to the new recruit as well as to the trainers.
- Implementation of the RapidSOS software on position 5, with hopes of adding to all positions when virtual desktops are available.
- Implemented a training program for firefighters and police officers to assist in the Center.
- We have hired 3 part time dispatchers to assist with vacancies and overtime.
- Continued efforts to coordinate training with the Fire Department and Police Department for new hires and veteran employees.

## FUTURE GOALS AND INITIATIVES

- **Recruit, Recruit and Recruit!** Top priority, is staffing and retention.
- Training: Implementation of Quality Assurance Software and Communication Training Officer for online training and graphs to measure progress.
- Researching and implementation of testing software for recruiting.
- Relocation of the Emergency Communications Center.
- Continue to research technology that will enhance the operations of the department.

PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
EMERGENCY COMMUNICATIONS (2617)							
ASST DIR EMERG COMMUNICAT	0001	2617	190	100.000	80,220.00	80,219.70	
DIR OF EMERGENCY COMMUNIC	0001	2617	190	100.000	104,459.00	106,548.19	186,767.89
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	64,923.58	64,923.58	
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	55,147.83	55,147.83	
PUBLIC SAFETY DISP SHFT S	0001	2617	196	100.000	53,978.28	53,978.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	58,523.54	25,935.85	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,235.43	25,935.85	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,934.28	56,766.86	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,235.43	61,445.14	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,235.43	61,445.14	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	59,353.22	53,586.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,235.43	53,429.48	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,235.43	61,445.14	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	60,737.94	53,429.48	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,484.34	54,371.83	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	57,035.66	60,382.74	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	53,860.68	54,061.43	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	53,037.48	53,429.48	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	(60,235.43)	(60,235.43)	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.001	(60,235.43)	(60,235.43)	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.002	(60,235.43)	(60,235.43)	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.001	51,934.28	51,934.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,934.28	51,934.28	
PUBLIC SAFETY DISPATCHER	0001	2617	196	100.000	51,934.28	51,934.28	824,810.94
						1,011,578.83	1,011,578.83

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>EMERGENCY COMMUNICATIONS (2617)</b>								
0001-2617-40-0-0000-189	SEASONAL WORKERS	-	-	32,000	-	-	(32,000)	100.0%
0001-2617-40-0-0000-379	C-MED	24,595	24,594	26,000	12,297	26,000	-	0.0%
0001-2617-40-2-0000-190	ADMINISTRATION	147,267	165,484	184,679	90,625	186,768	2,089	1.1%
0001-2617-40-2-0000-191	OVERTIME	561,778	862,066	425,000	590,816	438,970	13,970	3.3%
0001-2617-40-2-0000-196	MME	664,172	565,169	775,409	296,837	824,810	49,401	6.4%
0001-2617-40-2-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,400	2,400	#DIV/0!
0001-2617-40-2-0000-352	VEHICLE MAINTENANCE	2,400	2,400	2,400	1,000	-	(2,400)	-100.0%
0001-2617-40-2-0000-380	COMMUNICATIONS & MAINTENANCE	7,527	13,617	9,000	1,789	11,000	2,000	22.2%
0001-2617-40-2-0000-381	TRAINING	20,864	23,873	25,000	16,029	28,375	3,375	13.5%
0001-2617-40-2-0000-440	OFFICE EXPENSE & SUPPLIES	14,688	16,084	20,000	2,473	25,000	5,000	25.0%
<b>***** Cost Center Total *****Emergency Communications</b>		<b>1,443,291</b>	<b>1,673,287</b>	<b>1,499,488</b>	<b>1,011,867</b>	<b>1,543,323</b>	<b>43,835</b>	<b>2.9%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ESTIMATED	FY2022 ESTIMATED
Answer 911 calls within 10 seconds 90% of the time		92	91.51	90.76	90
Track Text-to-911 calls for sufficient staffing needs of the Center		N/A	125	102	110

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
911 Call Volume	25748	24457	25911	25074
CAD Call Volume	54431	60279	55428	54882

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# **SECTION 10**

## **PUBLIC WORKS:**

Engineering

Garage

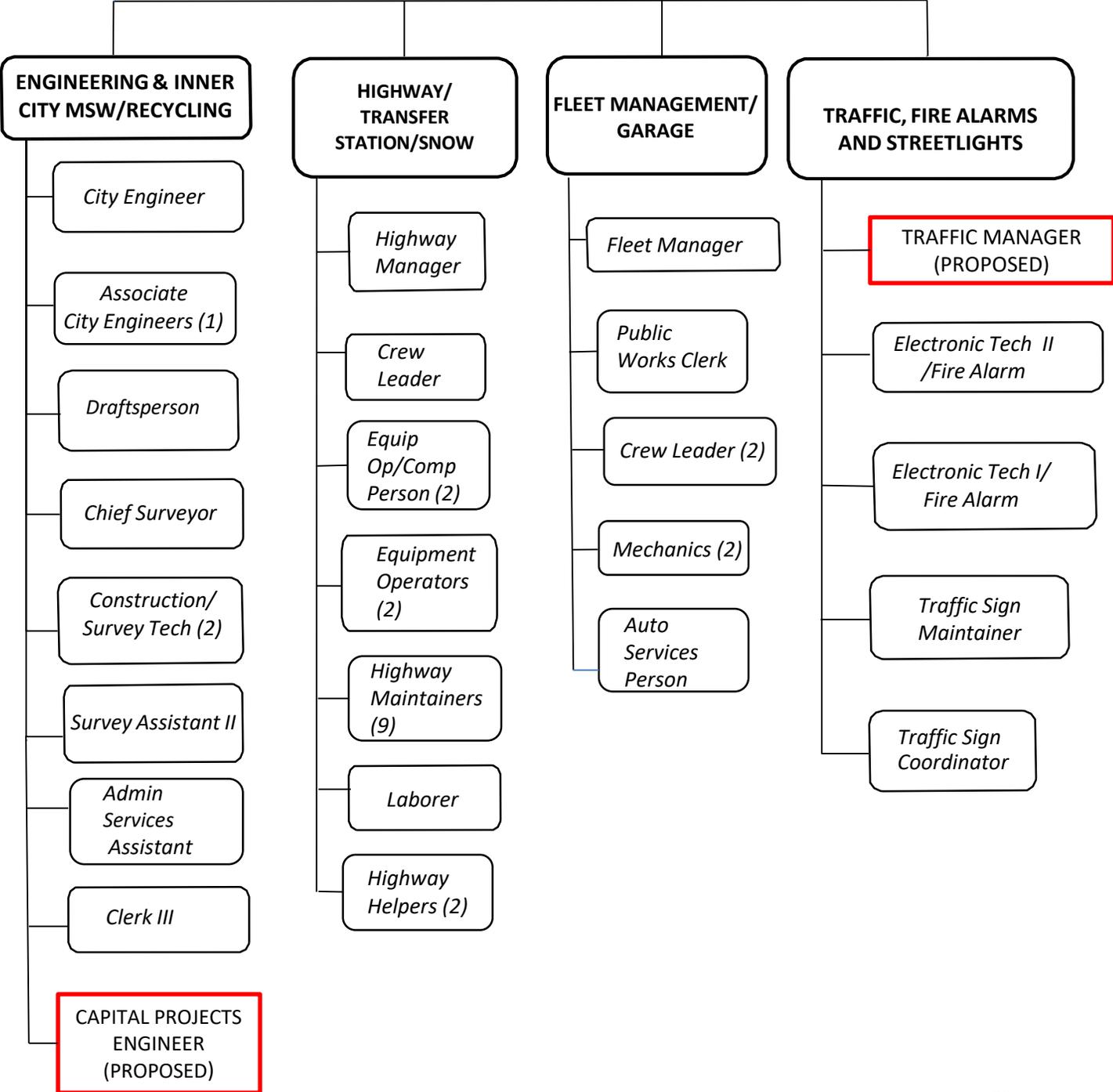
Highway

Traffic

Solid Waste

# PUBLIC WORKS

## DIRECTOR



# DEPARTMENT OF PUBLIC WORKS

## MISSION

DPW's mission is to provide the City of Meriden with cost-effective infrastructure management, environmental stewardship, and a safe and efficient transportation network.

The infrastructure under DPW's responsibility include roads, sidewalks, drainage structures, city-owned watercourses, bridges, dams, traffic signals, signs, pavement markings, fire alarms, streetlights, the transfer station and capped landfill.

The Department is comprised of four divisions: Engineering, Highways, Traffic/Fire/Alarm, and Fleet Management. Solid Waste is managed jointly by Engineering (Inner City / Public Building trash and recycling, along with environmental monitoring of the capped landfill) and Highways (Transfer Station operations and maintenance of the capped landfill).

DPW provides technical support for the Department of Public Utilities by maintaining mapping, permitting and inspecting water and sewer work, and marking out water and sewer utilities, representation on the PUC. DPW provides technical support to the Planning Department and other City Departments through plan reviews, and participation in Planning Commission and Inland Wetlands processes.

## SUCSESSES AND ACCOMPLISHMENTS

- Managed full-time workforce to meet operational demands of Department during pandemic with minimal disruption to public.
- Replaced significant number of employees leaving due to retirement or transfers.
- Restructured Fleet Division with two crew leaders and an auto services person, resulting in cost savings.
- Continued records disposition to reduce unnecessary and duplicated storage of materials in accordance with State Library guidelines.
- Lead agency of development of Sustainable Meriden Internship Program to help achieve Citywide sustainability goals with respect to equity, transportation, public spaces, solid waste, water quality, and sustainable development
- Review of asset management system.
- Held Public Works Week to recognize efforts of City's Public Works, Parks, and Utilities employees.
- SUSTAINABLE MERIDEN
  - Completion of first year of program with 8 students
  - Co-Collection Grant through DEEP
  - Bridge underpass fundraising

- Skatepark RFQ and project team
- Barristers Court outdoor dining
- Bus route survey

## FUTURE GOALS AND INITIATIVES

### Learning and Growth Goals

- Reinststitute Safety teams and training plans for all DPW employees
- Develop cross training opportunities with Utilities
- Recognition of Public Works Week

### Internal Business Processes

- Continued use of Construction Management with Appia
- Pursue records retention and electronic document management
- Update and improve City standard details to ensure latest design and construction practices are incorporated.
- The Department is also proposing a Capital Projects Manager to assist with this years' Capital Program. This position would be funded out of the Administration line item in Engineering. The position would be similar to the union-owned Assistant City Engineer position, minus the experience requirements. This would also allow the City to develop a workforce internally and provide for succession planning down the road.

### Customer Service

- Implement Work Order Management systems with Central Square
- Evaluate asset management software to provide the public with for real time project information
- Review alternatives for effective permitting
- Construct new conference room with multi-media capabilities for Engineering, IT, and general use.
- SUSTAINABLE MERIDEN
  - Evaluate how to incorporate other parties into program
  - Recruitment drive
  - Textile recycling
  - More public space murals

The Department of Public Works is proposing a Traffic Manager position in this year's budget. 0004-3353-40-3-0000-198 for \$103,400. A Job Description presently exists for Superintendent of Traffic Operations, presently a grade I.

The Department is also proposing a Capital Projects Manager to assist with this years' Capital Program. This position would be funded out of the Administration line item in Engineering. The position would be similar to the union-owned Assistant City Engineer position, minus the experience requirements. This would also allow the City to develop a workforce internally and provide for succession planning down the road.

# DPW ENGINEERING DIVISION

## MISSION

The mission of the Engineering Division is to oversee the City's flood control master plan, manage the paving, sidewalk and drainage infrastructure programs, address citizen concerns relating to infrastructure and traffic safety, manage the City's solid waste and streetlight programs, and provide engineering support for other departments.

Engineering is responsible for the management of the Harbor Brook Flood Control and Linear Trail Master Plan, Citywide Paving, Citywide Sidewalks, and CDBG Sidewalks.

Clerical staff issues and tracks a variety of permits including sewer capping permits, road openings, utility repairs, and dumpster permits. Clerical and Engineering personnel review all residential and commercial site plan applications, plot plans/foundation plans for residential construction, and review record drawings of newly installed water mains, sanitary sewers and storm sewers installed in conjunction with new developments. Staff manages the inner-district solid waste program, including management and complaint tracking.

Staff performs Survey/Call Before You Dig/Construction Services. Construction inspection and Survey personnel conduct surveys of City owned parcels, complete land record research, provide inspection services on City owned facilities, inspect work performed by contractors that impact the City facilities, and locate the City's infrastructure through the Call Before You Dig program in accordance with PURA rules/regulations. Over 2500 CBYD locations occur annually.

## SUCSESSES AND ACCOMPLISHMENTS

- Developed internal auditing process for capital projects
- Developed grants management processes
- Reprogrammed clerical position to Administrative Assistant to address budget and finance issues.
- Increased use of technology, i.e. construction management software, to improve operations on capital projects.
  
- FLOOD CONTROL
  - Completion of Kensington Ave Bridge
  - Completion of Cooper St Bridge
  - Contract awarded for Cooper St to Coe Ave channel work
  - Stream debris removal east of Broad St
- INFRASTRUCTURE
  - Successful pavement preservation program of 11 miles of roadway, including pilot for use of Stress Absorbing Membrane as a surface course over hot in place recycling.
  - Contract awarded for downtown paving

- Sidewalk replacements, including Continued management of the CIDEWALK City Sidewalk Cost Share program that provides assistance for property owners to repair their sidewalks.
- Continued coordination with the utility companies has lessened the number of conflicts and damage to newly worked roads and sidewalks.

## FUTURE GOALS AND INITIATIVES

- Implement partial two-way traffic downtown starting in Summer 2022.
- Construction of the Leslie Drive sewer bridge and Harbor Brook channel improvements, and Cooper Street signal in Spring 2021
- Construct Cooper St bridge replacement in Spring 2021
- Continue the design of the Center St bridge with construction anticipated for 2018
- Initiate design of Harbor Brook improvements from Hanover Pond to Coe Ave
- Begin final design on Research Parkway linear trail, funded through transportation alternatives program.
  
- CONSTRUCTION
  - Cedar St Bridge (LOTICIP)
  - Center St Bridge
  - Bradley to Cooper Channel Work
  - Downtown Paving (LOTICIP)
  - Downtown Signals (CMAQ)
  - Hanover / Coe Intersection Improvements
  - Sherman and Bunker Sidewalks
  - Citywide paving and Citywide sidewalks
  - Meriden Green Building
- DESIGN
  - Channel from Cedar to Center
  - Channel from Cooper to Amtrak
  - Center St Road Reconstruction
  - Broad St Signal Improvements
  - Meriden Green Expansion
  - Research Parkway Linear Trail
  - East Main St at Paddock left turn improvements
- INFRASTRUCTURE
  - New asset management technology to better manage City infrastructure
- WASTE MANAGEMENT
  - City Buildings and Public Spaces Contract

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>P.W. - ENGINEERING (3310)</b>							
<b>DIRECTOR OF PUBLIC WORKS</b>	0001	3310	190	100.000		128,552.48	
<b>CAPITAL PROJECT MANAGER</b>	0001	3310	190	100.000	-	68,785.60	New
<b>CHIEF SURVEYOR</b>	0001	3310	196	100.000		90,269.71	
<b>CLERK III</b>	0001	3310	196	100.000		59,773.37	
<b>ADMIN SERVICE</b>	0001	3310	196	100.000		71,560.86	
<b>CONSTRUCTION/SURVEY TECHN</b>	0001	3310	196	100.000		82,281.43	
<b>CONSTRUCTION/SURVEY TECHN</b>	0001	3310	196	100.000		77,400.86	
<b>DRAFTSPERSON</b>	0001	3310	196	100.000	68,786.86	71,560.86	
<b>SURVEY ASSISTANT II</b>	0001	3310	196	100.000		-	452,847.09
<b>CITY ENGINEER</b>	0001	3310	198	100.000		125,810.29	
<b>ASSOCIATE CITY ENGINEER</b>	0001	3310	198	100.000		115,256.57	241,066.86
						891,252.03	693,913.95
<b>RESIDENT REPRESENTATIVE</b>	0401	7370	235	100.000		13,466.18	
						13,466.18	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - ENGINEERING (3310)</b>								
0001-3310-40-0-0000-500	CAPITAL EQUIPMENT		-				-	
0001-3310-40-0-0000-510	SOFTWARE	6,605	6,910	6,645	-	3,485	(3,160)	-47.6%
0001-3310-40-3-0000-189	SEASONAL WORKERS	17,113	6,560	45,280	10,146	45,280	-	100.0%
0001-3310-40-3-0000-190	ADMINISTRATIVE	125,090	125,907	126,032	62,196	197,338	71,306	56.6%
0001-3310-40-3-0000-191	OVERTIME	9,169	6,238	5,500	11,929	13,500	8,000	145.5%
0001-3310-40-3-0000-196	MME	425,169	429,387	462,242	218,691	452,847	(9,395)	-2.0%
0001-3310-40-3-0000-198	SUPERVISORS	216,775	220,795	229,241	113,904	241,066	11,825	5.2%
0001-3310-40-3-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,400	2,400	#DIV/0!
0001-3310-40-3-0000-320	INSPECTIONS - DAMS & BRIDGES	10,225	3,300	6,700	3,500	6,700	-	0.0%
0001-3310-40-3-0000-350	GASOLINE	5,407	3,628	6,640	193	6,900	260	3.9%
0001-3310-40-3-0000-352	VEHICLE MAINTENANCE	3,212	3,857	5,000	2,533	3,200	(1,800)	-36.0%
0001-3310-40-3-0000-440	OFFICE EXPENSE & SUPPLIES	8,071	7,819	8,200	3,426	8,200	-	0.0%
0001-3310-40-3-0000-640	MEMBERSHIPS & MEETINGS	1,800	2,065	2,650	225	2,940	290	10.9%
<b>**** Cost Center Total ****</b>	<b>Engineering</b>	<b>828,635</b>	<b>816,466</b>	<b>904,130</b>	<b>426,743</b>	<b>983,856</b>	<b>79,726</b>	<b>8.8%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
Capital construction costs	Contingencies and incidentals				
Pavement Condition Rating	No Decrease				

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ESTIMATED	FY2020 ESTIMATED
Square feet of sidewalk installed				
Pavement miles improved				

# DPW FLEET MANAGEMENT

## MISSION

Staff 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 (cars, pick-up trucks, pay loaders, dump trucks, senior busses, bucket trucks, etc.) and nearly 300 pieces of non-plated equipment (snow throwers, line painting machines, paving box, lawn mowers, etc.). The City owns and maintains a fast fill Natural Gas fueling station on Michael Drive

## SUCSESSES AND ACCOMPLISHMENTS

- Restructured Fleet Division with two crew leaders and an auto services person, resulting in cost savings.
- Installed waste oil furnace for providing primary heat to garage while reducing need to haul and dispose of waste oil.
- Upgrading garage office layout to provide enhanced efficiency
- Developed 5-year Fleet Capital Improvement Plan
- Purchased bulky waste truck from existing inventory resulting in significant savings over budgeted price
- Purchased used paving box to allow for in-house paving.

## FUTURE GOALS AND INITIATIVES

- Work with Purchasing to ensure that all best practices for procurement are followed.
- Perform upgrades on the Natural Gas Station to ensure longevity and develop phase out plan for CNG station including a slow charging station for vehicles that will remain.
- Install covered canopy area for safer storage of large equipment and to generate power via solar
- Develop safety and training program to provide growth opportunities and expanded expertise for garage personnel
- Install a regulated waste area external of inner garage area

## PERSONNEL AND EXPENDITURES SUMMARY

<b>P.W. - GARAGE (3351)</b>								
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>78,777.43</b>	<b>82,782.00</b>		
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>76,587.43</b>	<b>80,362.57</b>		
<b>AUTOMOTIVE MECHANIC</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>78,777.43</b>	<b>67,994.28</b>		
<b>MAINT MECH II/GARAGE CREW</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>85,264.00</b>	<b>86,974.29</b>		
<b>MAINT MECH II/GARAGE CREW</b>	<b>0001</b>	<b>3351</b>	<b>194</b>	<b>100.000</b>	<b>92,626.57</b>	<b>86,666.51</b>	<b>404,779.65</b>	
<b>PUBLIC WORKS CLERK</b>	<b>0001</b>	<b>3351</b>	<b>196</b>	<b>100.000</b>	<b>63,030.28</b>	<b>55,545.83</b>	<b>55,545.83</b>	
<b>FLEET MANAGER</b>	<b>0001</b>	<b>3351</b>	<b>198</b>	<b>100.000</b>	<b>84,508.00</b>	<b>103,954.80</b>	<b>103,954.80</b>	
						<b>564,280.28</b>	<b>564,280.28</b>	

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - GARAGE (3351)</b>								
0001-3351-40-3-0000-189	SEASONAL WORKERS		-		-		-	
0001-3351-40-3-0000-191	OVERTIME	2,485	2,338	3,000	5,312	3,000	-	0.0%
0001-3351-40-3-0000-194	PUBLIC WORKS	386,482	389,920	412,033	163,699	404,780	(7,253)	-1.8%
0001-3351-40-3-0000-196	MME	62,125	55,064	63,030	22,212	55,545	(7,485)	-11.9%
0001-3351-40-3-0000-198	SUPERVISORS	26,775	47,550	84,508	48,433	103,954	19,446	100.0%
0001-3351-40-3-0000-323	REPAIRS & MAINTENANCE SERVICE	2,862	3,852	5,000	-	6,800	1,800	36.0%
0001-3351-40-3-0000-350	GASOLINE	770	708	1,000	52	1,000	-	0.0%
0001-3351-40-3-0000-352	VEHICLE MAINTENANCE	2,897	4,694	3,000	248	2,300	(700)	-23.3%
0001-3351-40-3-0000-440	OFFICE EXPENSE & SUPPLIES	3,318	6,217	6,000	1,105	6,000	-	0.0%
0001-3351-40-3-0000-640	MEMBERSHIP & MEETINGS	-	-	1,500	300	1,500	-	0.0%
0001-3351-40-3-0000-710	GARAGE MATERIALS	-	12,733		17,771	-	-	#DIV/0!
0001-3351-40-3-0000-755	INVENTORY OVER/SHORT	7,507	-		-	-	-	#DIV/0!
0001-3351-40-3-0000-756	FUELING STATIONS	2,298	-	9,600	-	9,600	-	0.0%
<b>***** Cost Center Total *****</b>	<b>Garage and Warehouse</b>	<b>497,520</b>	<b>523,076</b>	<b>588,671</b>	<b>259,132</b>	<b>594,479</b>	<b>5,808</b>	<b>1.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
Fleet Age (by type)	10yrs for dump				
Service response times	1 day vehicles, 1 week trucks				
Vehicles safety checks	100% of vehicles				

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ESTIMATED	FY2020 ESTIMATED
Service per day (2 small and 1 large)				

# DPW TRAFFIC / FIRE ALARMS

## MISSION

Division maintains 67 signal controlled intersections, 12 flashing lights and 3 closed loop traffic signal systems. Staff maintains the City's Fire Alarm system, which includes 240 call boxes, +/- 90 miles of cable and performs annual testing of the fire alarm system for all schools. Staff maintains and installs traffic signs (No Parking, Handicapped Parking, Fire Lane, etc.), and pavement markings. The Division is also responsible for the 4,000 streetlights acquired by the City in 2016 from Eversource.

## SUCSESSES AND ACCOMPLISHMENTS

- Speed awareness program implementation with radar signs and yard signs
- Design work completed on 5 intersections outside of downtown
- Development of design projects based on Route 5 Corridor study
- Continued efforts to more effectively manage street light program that city took over three years prior.
- Continue the replacement of in-ground vehicle detection with video detection at signalized intersections.
- Maximized pavement marking funds by utilizing different markings dependent on road type and location.
- Fire alarm Maintenance is performed once per year. Each City box gets checked when a facility operator asks to be us to take box off line for their facility systems maintenance or repairs. School fire boxes are checked 2x year: once in August once in February
- Signal Repair Calls: Estimate approximately 80-100 call per year.
- Downtown signal replacement project underway including the upgrade 13 signals in downtown Meriden as part of CMAQ two-way traffic grant.

## FUTURE GOALS AND INITIATIVES

- Explore Shared Service Agreement for traffic signal maintenance with surrounding towns and SCRCOG similar to existing agreement with Southington
- Signal maintenance goal is to be perform routine maintenance once per year. This year we have 32 signals scheduled. Next year we plan to perform all 67 signals.
- Upgrade signals and controllers citywide to ensure safe efficient operations.
- Perform one in-house signal replacement project per year.
- Continue replacing all non-conforming reflective signs to meet FHWA/MUTCD requirements for sign retro-reflectivity.
- Bike trail striping from Coe Ave to downtown and along Pratt St, Camp St and State St
- Update of signal specifications
- Signals – conflict monitoring and full signal evaluation/maintenance once/year

- Evaluate pavement marking usage by road type and volume
- IMSA training for all traffic personnel
- Streetlights review and development of new on-call contract. Development of internal management of streetlight complaints.
- Conduct review of fire alarm system to determine optimal strategies for ensure safety and cost-effectiveness.
- Hiring of a Traffic Manager to unite different traffic functions under one division, with additional personnel to manage streetlights and City facility electrical and data issues. Traffic Manager will oversee Signals, Fire Alarms and Streetlights.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>P.W. - TRAFFIC (3353)</b>							
<b>ELECTRONIC TECH I FIRE AL</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>80,592.00</b>	<b>83,845.71</b>	
<b>ELECTRONIC TECH II FIRE A</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>92,230.29</b>	<b>95,942.86</b>	
<b>TRAFFIC SIGN COORDINATOR</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>60,179.83</b>	<b>65,363.66</b>	
<b>TRAFFIC SIGN MAINTAINER</b>	<b>0001</b>	<b>3353</b>	<b>196</b>	<b>100.000</b>	<b>50,069.60</b>	<b>54,792.23</b>	<b>299,944.46</b>
<b>SUPT TRAFFIC OPER/VEHICLE</b>	<b>0001</b>	<b>3353</b>	<b>198</b>	<b>100.000</b>		<b>54,291.14</b>	<b>54,291.14</b>
						<b>354,235.60</b>	<b>354,235.60</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - TRAFFIC (3353)</b>								
0001-3353-40-3-0000-189	PART TIME SUMMER HELP	7,279	42,910	12,000	24,109	7,200	(4,800)	0.0%
0001-3353-40-3-0000-191	OVERTIME CONTINGENCY	4,458	6,702	10,000	3,996	10,000	-	0.0%
0001-3353-40-3-0000-196	MME	258,187	275,110	283,072	130,448	299,945	16,873	6.0%
0001-3353-40-3-0000-198	SUPERVISORS	74,472	-	-	-	44,843	44,843	0.0%
0001-3353-40-3-0000-341	STREET LIGHT MAINTENANCE	307,184	395,208	325,000	101,917	330,000	5,000	1.5%
0001-3353-40-3-0000-350	GASOLINE	8,024	7,451	8,500	567	10,000	1,500	17.6%
0001-3353-40-3-0000-352	VEHICLE MAINTENANCE	9,550	11,357	11,000	905	11,000	-	0.0%
0001-3353-40-3-0000-365	SAFETY EQUIPMENT	2,476	3,949	5,000	2,013	5,000	-	0.0%
0001-3353-40-3-0000-366	SIGNALIZATION	45,733	30,013	46,000	14,541	50,000	4,000	8.7%
0001-3353-40-3-0000-367	SIGNS & LINES	34,386	36,496	37,500	4,568	37,500	-	0.0%
0001-3353-40-3-0000-368	ALARM SYSTEMS	77	-	900	-	900	-	0.0%
0001-3353-40-3-0000-440	OFFICE EXPENSE	1,319	717	1,500	36	1,500	-	0.0%
0001-3353-40-3-0000-640	MEMBERSHIP & MEETINGS	905	995	3,000	570	3,000	-	0.0%
<b>**** Cost Center Total ****</b>	<b>Traffic Engineering</b>	<b>754,050</b>	<b>810,908</b>	<b>743,472</b>	<b>283,669</b>	<b>810,888</b>	<b>67,416</b>	<b>9.1%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
Upgrade for sign retroreflectivity requirements	15% per year				
Fire alarm maintenance	100%				

# DPW HIGHWAYS

## MISSION

The Highway Division is responsible for all maintenance activities associated with the City's +/- 190 miles of roads. Activities include paving, patching, pothole repair, curbing, street sweeping, catch basin cleaning, drainage maintenance and construction, collection of leaves / Christmas trees, and snow removal.

## SUCSESSES AND ACCOMPLISHMENTS

- Continued to maintain a high level of performance during COVID. Enacted safety protocols to keep personnel safe and efficient.
- Continue the year round use of the patch truck. Pothole complaints and the number of potholes continues to decline due to this program and through crack sealing. Use of high performance hot mix asphalt during the winter greater improves road quality.
- Continue to expand pre-treatment of roads using the salt brine truck. Additional brine trucks added to fleet allow for greater coverage and reduce the overall salt usage during events.
- Increased in house construction to include catch basins, storm drainage, and in-house paving. Staff repairs and installs new catch basins prior to paving instead of using contracted forces.
- Completed drainage construction on Hicks Ave, and on Thorpe Ave. to reduce drainage issues.
- Continued progress on sidewalk trip hazard elimination due to damage caused by tree roots
- Continued replacement of asphalt sidewalk sections damaged by tree roots in South Meriden
- Continued use of new concrete repair techniques for damaged sidewalks and stairs
- Implementation of VISTA Equipment training video series to provide on-demand training for staff.

## FUTURE GOALS AND INITIATIVES

### Snow removal

- Continue calibration of spreaders, and enhanced training on all pieces of equipment.
- Explore use of additional pretreatment strategies.
- Expand use of brine on roads, sidewalk and parking lots

### Construction

- Continue to identify construction activities that can be performed in-house as time permits: Drainage; Catch basin cleaning; Line jetting

Cleanliness

- Continue aggressive sweeping program
- Explore options for more effective removal of illegal bulky waste
- New techniques in removal of trash and pollutants from waterways

PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
P.W. - HIGHWAY (3354)							
EQUIP OPER III/CR LDR COM	0001	3354	194	100.000	85,500.11	86,974.29	
EQUIP OPER III/CR LDR COM	0001	3354	194	100.000	81,155.14	85,264.00	
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.000	77,692.86	79,257.14	
EQUIPMENT OPERATOR 3/CREW	0001	3354	194	100.000	77,692.86	80,800.57	
HIGHWAY HELPER	0001	3354	194	100.000	38,982.55	41,651.71	
HIGHWAY HELPER	0001	3354	194	100.000	38,982.55	39,670.28	
HIGHWAY MAINTAINER	0001	3354	194	100.000	59,725.77	62,717.20	
HIGHWAY MAINTAINER	0001	3354	194	100.000	59,528.97	62,508.40	
HIGHWAY MAINTAINER	0001	3354	194	100.000	70,830.86	72,249.14	
HIGHWAY MAINTAINER	0001	3354	194	100.000	67,368.57	70,851.71	
HIGHWAY MAINTAINER	0001	3354	194	100.000	63,593.43	66,680.28	
HIGHWAY MAINTAINER	0001	3354	194	100.000	59,528.97	62,508.40	
HIGHWAY MAINTAINER	0001	3354	194	100.000	69,454.28	70,851.71	
HIGHWAY MAINTAINER	0001	3354	194	100.000	59,725.77	62,717.20	
HIGHWAY MAINTAINER	0001	3354	194	100.000	66,370.17	66,680.28	
HIGHWAY MAINTAINER	0001	3354	194	100.000	67,368.57	70,851.71	
HWY MAINT/CREW LEAD/COMPE	0001	3354	194	100.000	92,626.57	94,482.86	
LABORER II	0001	3354	194	100.000	53,258.28	55,963.43	1,232,680.31
HIGHWAY MANAGER	0001	3354	198	100.000	105,578.66	110,000.57	110,000.57
						1,342,680.88	1,342,680.88
							36,770,953.85

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - HIGHWAY (3354)</b>								
0001-3354-40-3-0000-191	OVERTIME CONTINGENCY	54,295	78,500	86,200	63,066	86,364	164	0.2%
0001-3354-40-3-0000-194	PUBLIC WORKS	985,566	1,107,135	1,189,386	573,357	1,232,680	43,294	3.6%
0001-3354-40-3-0000-198	SUPERVISORS	101,760	105,695	105,874	52,456	110,000	4,126	3.9%
0001-3354-40-3-0000-350	GASOLINE	67,203	70,497	76,000	4,888	80,000	4,000	5.3%
0001-3354-40-3-0000-352	VEHICLE MAINTENANCE	179,884	158,681	180,000	15,732	180,000	-	0.0%
0001-3354-40-3-0000-359	STREET MAINT SUPPLIES	16,086	17,676	12,600	13,151	16,500	3,900	31.0%
0001-3354-40-3-0000-360	SIDEWALK,BASIN CONSTRUCTION	2,998	2,578	6,000	3,317	6,000	-	0.0%
0001-3354-40-3-0000-363	STORM DRAIN CONSTRUCTION	6,427	6,489	10,000	2,547	10,000	-	0.0%
0001-3354-40-3-0000-390	ROADSIDE BULKY WASTE	-	909	500	-	500	-	0.0%
0001-3354-40-3-0000-391	SAFETY & HEALTH PLAN	2,429	2,901	3,000	2,514	3,000	-	0.0%
0001-3354-40-3-0000-440	OFFICE EXPENSE & SUPPLIES	3,507	4,203	5,500	45	5,500	-	0.0%
0001-3354-40-3-0000-442	CLOTHING	5,172	6,754	7,000	3,301	7,000	-	0.0%
0001-3354-40-3-0000-485	SOIL/CATCH BASIN DISPOSAL	49,107	7,098	49,000	5,556	50,000	1,000	2.0%
0001-3354-40-3-0000-640	MEMBERSHIP & MEETINGS	99	2,494	2,500	648	2,500	-	0.0%
<b>**** Cost Center Total **** Highway</b>		<b>1,474,532</b>	<b>1,571,609</b>	<b>1,733,560</b>	<b>740,578</b>	<b>1,790,044</b>	<b>56,484</b>	<b>3.3%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>SNOW AND ICE CONTROL (3320)</b>								
0001-3320-40-3-0000-308	SNOW & ICE CONTROL	398,226	602,097	525,000	40,003	525,000	-	0.0%
<b>***** Cost Center Total ***** Snow and Ice Control</b>		<b>398,226</b>	<b>602,097</b>	<b>525,000</b>	<b>40,003</b>	<b>525,000</b>	<b>-</b>	<b>0.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
Snow time to clear roads – normal snow event, ice events					
Cost per event. Cost per inch per lane mile					
Pothole response time - winter/normal					

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED
Curb miles swept				190
Catch basins inspected / cleaned				102/98
Volume of material collected				40 tons
Total salt and sand used				4000 tons

# DPW SOLID WASTE / TRANSFER STATION

## MISSION

The mission of the Transfer Station is to serve greatest number of residents while maintaining cost neutrality in its operations. The transfer station allows for Meriden residents to dispose of brush, electrical waste and acceptable mattresses at no cost, and bulky waste items on a fee based schedule. Highways Staff operates the Transfer Station, located on Evansville Avenue. Highways also maintains the capped landfill adjacent to the Transfer Station, and Engineering monitors the landfill management and well reports.

The mission of the Solid Waste Operation is to safely and cost effectively manage Inner District and City building trash and recycling collection.

## SUCSESSES AND ACCOMPLISHMENTS

- The transfer station is home to the City's e-waste collection program and the mattress recycling program which began in 2017
- Free voucher program initiated in lieu of Free Bulky Waste Day
- Provided Hazardous Waste Disposal Day at Transfer Station in Meriden in September
- Continued cardboard recycling at Transfer Station
- Held electronics recycling event at City Hall in September.
- Implemented new contractor for inner city solid waste collection, and developed procures for reporting missing cans and requesting additional cans.

## FUTURE GOALS AND INITIATIVES

- Work with Sustainable CT to improve citywide recycling efforts through engagement with the Board of Education
- Review of extended transfer station hours to include late days on Mondays to determine if there is demand for additional hours.
- Explore opportunities for expansion of recycling at Transfer Station.
- Revise the City's Solid Waste Ordinance to comply with updated DEEP regulations.
- Continue to monitor the number of residential units in the inner district that are eligible for City sponsored recycling and MSW collection.
- Continue groundwater monitoring of the landfill to ensure there are no changes in the chemical composition due to the closing of the Saw Mill Well.

- Monitor operations of the solar farm to ensure there are no adverse impacts on the capped landfill.
- Review vehicle and materials fee structure, along with hours of operation, of transfer station
- Conduct additional household hazardous waste days in Meriden to provide easy disposal of hazardous materials.
- Encourage re-use and recycle events to reduce waste, such as Community swap/cleanup and acceptance of cardboard at transfer station

## PERSONNEL AND EXPENDITURES SUMMARY

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - TRANSFER STATION (3355)</b>								
0001-3355-40-3-0000-191	OVERTIME	16,878	28,930	21,000	11,010	41,480	20,480	97.5%
0001-3355-40-3-0000-339	MONITORING	53,200	61,569	70,000	32,896	65,000	(5,000)	-7.1%
0001-3355-40-3-0000-340	RECYCLING-HAZARDOUS WASTE	30,534	33,293	40,000	1,588	36,000	(4,000)	-10.0%
0001-3355-40-3-0000-342	Meriden Green Financial Assurance Fund	65,000	-	-	-	-	-	0.0%
0001-3355-40-3-0000-350	GASOLINE	5,206	4,977	5,000	341	5,500	500	10.0%
0001-3355-40-3-0000-352	VEHICLE MAINTENANCE	23,912	17,069	25,000	4,351	25,000	-	0.0%
0001-3355-40-3-0000-390	OTHER PURCHASED SERVICES	-	475	-	-	-	-	#DIV/0!
0001-3355-40-3-0000-440	OFFICE EXPENSE & SUPPLY	794	2,567	2,500	237	2,500	-	0.0%
<b>***** Cost Center Total *****</b>	<b>Transfer Station / Landfill</b>	<b>195,525</b>	<b>148,879</b>	<b>163,500</b>	<b>50,423</b>	<b>175,480</b>	<b>11,980</b>	<b>7.3%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>P.W. - WASTE COLLECTION (3357)</b>								
0001-3357-40-3-0000-340	RECYCLING-HAZARDOUS WASTE		284	-	-	-	-	
0001-3357-40-3-0000-369	DUMPING FEES	538,341	822,686	850,000	403,861	920,000	70,000	8.2%
0001-3357-40-3-0000-390	CONTRACT	852,603	957,415	940,000	446,816	960,000	20,000	2.1%
0001-3357-40-3-0000-440	OFFICE EXPENSE & SUPPLY	-	488	-	-	-	-	#DIV/0!
<b>***** Cost Center Total *****</b>	<b>Waste Collection</b>	<b>1,390,944</b>	<b>1,780,873</b>	<b>1,790,000</b>	<b>850,676</b>	<b>1,880,000</b>	<b>90,000</b>	<b>5.0%</b>
<b>P.W. - BULKY WASTE (3359)</b>								
0001-3359-40-3-0000-191	OVERTIME CONTINGENCY	193			-		-	
0001-3359-40-3-0000-350	GASOLINE	1,705	1,829	3,100	71	2,500	(600)	-19.4%
0001-3359-40-3-0000-352	VEHICLE MAINTENANCE	700	8,716	4,160	30	5,200	1,040	25.0%
0001-3359-40-3-0000-390	DUMP FEES	99,902	98,112	100,000	57,037	102,000	2,000	2.0%
0001-3359-40-3-0000-440	OFFICE EXPENSE & SUPPLY	746	682	2,100	320	1,000	(1,100)	-52.4%
<b>***** Cost Center Total *****</b>	<b>Bulky Waste</b>	<b>103,246</b>	<b>109,338</b>	<b>109,360</b>	<b>57,458</b>	<b>110,700</b>	<b>1,340</b>	<b>1.2%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED	FY2021 ESTIMATED
Recycling pickup rejection rate					
Recycling rate - inner district					

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ESTIMATED
Solid Waste Citations issued				
MSW disposal costs - inner district /				
Number of transfer station users (free				

# **SECTION 11**

## **EDUCATION**

# BOARD OF EDUCATION

## EXPENDITURES SUMMARY

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>BOARD OF EDUCATION</b>								
<b>(1000)</b>								
0001-1000-40-1-0000-149	BOARD OF EDUCATION	100,344,707	100,882,341	100,882,340	41,105,971	100,882,340	-	0.0%
0001-1000-40-1-0000-201	HEALTH INSURANCE	-	-		-		-	
<b>**** Cost Center Total ****</b>	<b>Education</b>	<b>100,344,707</b>	<b>100,882,341</b>	<b>100,882,340</b>	<b>41,105,971</b>	<b>100,882,340</b>	<b>-</b>	<b>0.0%</b>
<b>SCHOOL BUILDING</b>								
<b>COMMITTEE (1184)</b>								
0001-1184-40-1-0000-160	SALARY EXPENSE	-	-		-		-	0.0%
0001-1184-40-1-2320-160	SALARY EXPENSE	1,253					-	0.0%
<b>**** Cost Center Total ****</b>	<b>Education</b>	<b>1,253</b>	<b>-</b>		<b>-</b>		<b>-</b>	<b>#DIV/0!</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED

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# **SECTION 12**

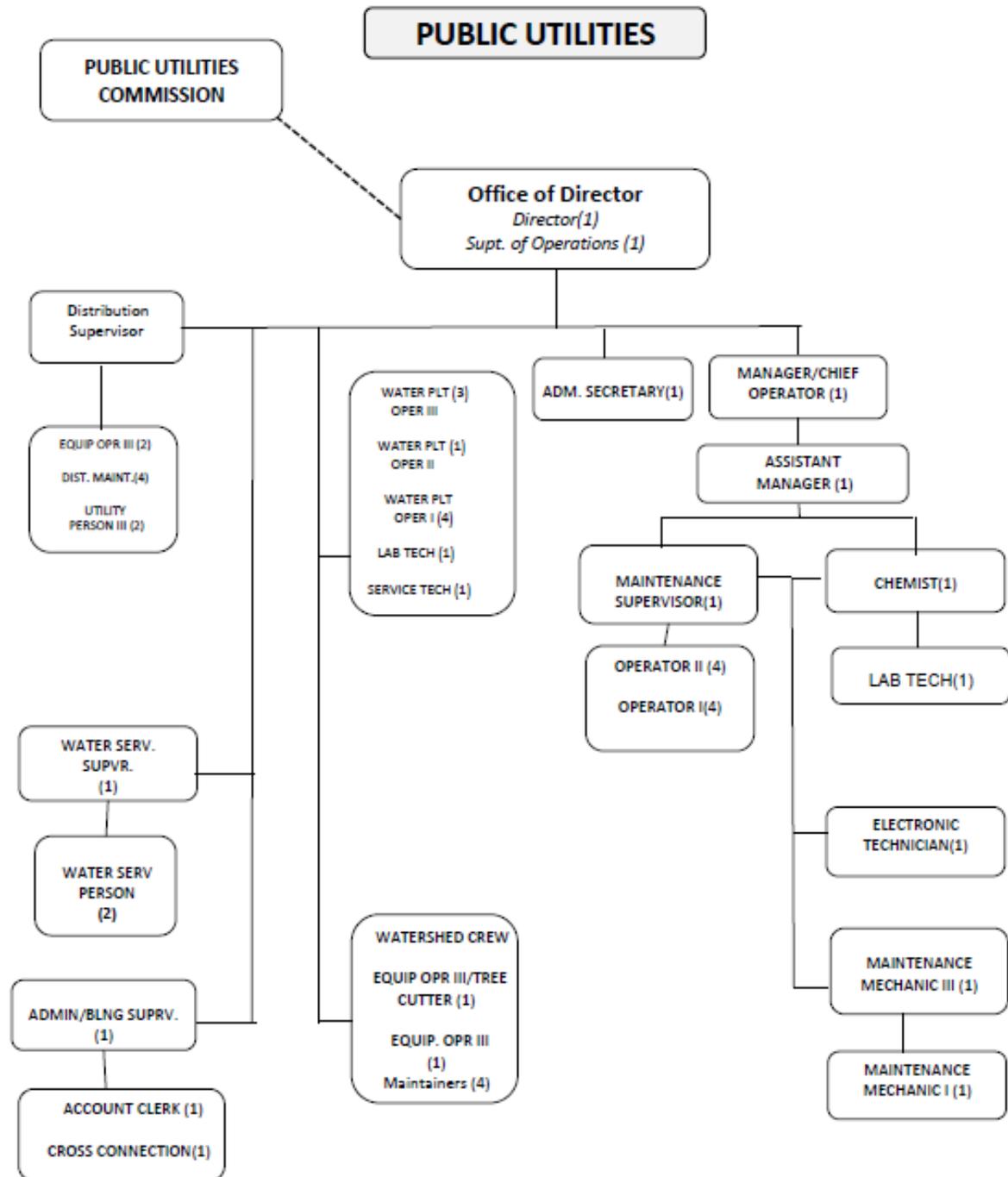
## **ENTERPRISE:**

Fiscal

Water

Sewer

Golf



# PUBLIC UTILITIES-WATER DIVISION

## MISSION

It is the mission of the Water Division to protect, treat, store, and deliver the highest quality water to its customers in accordance with the regulations of the Connecticut Department of Public Health, in addition to providing for the fire fighting and protection needs of the City in a fiscally prudent manner.

## SUCSESSES AND ACCOMPLISHMENTS

- Water treatment facilities process approximately 2 billion gallons of water annually.
- Completed 1230 watershed inspections on source of supply land located in Meriden, Berlin, Cheshire, and Wallingford.
- Conducted over 29,000 water quality test annually utilizing in house personnel and contracted laboratory services.
- Within the cross connection inspection program, which keeps potentially contaminated water from back feeding into the distribution system, the staff tested 1253 backflow prevention and reduced pressure devices annually
- Distribution crews worked to repair 57 service leaks, 25 main breaks, 46 fire hydrants and gate valves.
- Inspected and repaired (as needed) 1514 municipal and 347 private fire hydrants
- Safety training hours provided for 29 utility employees.

## FUTURE GOALS AND INITIATIVES

- Updating water treatment facilities to current technological standards to improve water treatment, reduce power consumption and enhance alarm system.
- Restore & improve dam structures and gatehouses to reduce long term maintenance.
- Continue rehabilitation of water mains to improve water quality, flow and reduce amount of unaccounted for water loss.
- Improve pump station performance to maintain better water supply and pressure in the distribution system on the East side of the City.
- Continue water main valve replacement program – current winter treatment of roadways results in corrosion and inoperability of water main valves
- Correspond with Public Works and large commercial facilities to reduce sodium chloride applied in aquifer protection areas to protect public drinking water wells
- Continue to work with neighboring town officials in addressing water quality issues that affect public drinking water supplies.

- Reduce the amount of billing delinquencies

PERSONNEL AND EXPENDITURES SUMMARY

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
<b>WATER (0503-3920)</b>							
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	78,777.43	73,625.77	
EQUIP OPER III/CR LDR COM	0503	3920	194	100.000	85,264.00	85,404.80	
LAB TECH SOURC WATER INSP	0503	3920	194	100.000	71,185.43	68,251.43	
DISTRIBUTION SYSTEM CHIEF OPERATOR	0503	3920	194	100.000	-	82,192.29	
UTILITYPERSON III	0503	3920	194	100.000	69,078.86	72,603.71	
UTILITYPERSON III	0503	3920	194	100.000	79,449.95	80,800.57	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	60,335.43	63,377.71	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	59,004.17	62,647.60	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	59,791.37	62,786.80	
WATER DISTRIBUTION MAINTA	0503	3920	194	100.000	63,593.43	68,724.28	
WATER PLANT OPERATOR I	0503	3920	194	100.000	65,366.28	68,724.28	
WATER PLANT OPERATOR I	0503	3920	194	100.000	69,654.44	70,851.71	
WATER PLANT OPERATOR II	0503	3920	194	100.000	79,215.43	80,800.57	
WATER PLANT OPERATOR II	0503	3920	194	100.000	75,440.28	79,257.14	
WATER PLANT OPERATOR III	0503	3920	194	100.000	85,639.43	90,019.43	
WATER PLANT OPERATOR III	0503	3920	194	100.000	92,879.98	94,482.86	
WATER PLANT OPERATOR III	0503	3920	194	100.000	92,879.98	94,482.86	
WATER SERVICE TECHNICIAN	0503	3920	194	100.000	92,879.98	94,482.86	
WATERSHED EQ OP III TREEC	0503	3920	194	100.000	80,800.57	84,805.14	
WATERSHED EQUIP OPER 3/CR	0503	3920	194	100.000	74,376.57	78,110.00	
WATERSHED MAINTAINER	0503	3920	194	100.000	59,594.57	59,268.28	
WATER PLANT OPERATOR I	0503	3920	194	100.000	60,879.43	61,951.60	
WATERSHED MAINTAINER	0503	3920	194	100.000	55,515.23	60,314.63	
WATERSHED MAINTAINER	0503	3920	194	100.001	55,515.23	62,578.00	
WATERSHED MAINTAINER	0503	3920	194		60,879.43	56,460.28	

					<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>		<u>Request</u>	<u>Total</u>
CROSS CONNECTION INSPECTO	0503	3920	196	100.000	79,090.29	82,281.43	1,857,004.60
UTILITY CLERK	0503	3920	196	100.000	63,030.28	65,574.86	147,856.29
WATER ASSISTANT MANAGER	0503	3920	198	100.000	86,202.00	86,202.00	

<b>WATER DISTRIBUTION SUPERV</b>	<b>0503</b>	<b>3920</b>	<b>198</b>	<b>100.000</b>	<b>91,270.86</b>	<b>97,090.00</b>	<b>183,292.00</b>
						<b>2,188,152.89</b>	<b>2,188,152.89</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>WATER (3920)</b>								
<b>REVENUES</b>								
0503-3920-30-0-0000-400	Primacy Fee - State of Connecticut	32,385	18,715	33,381	-	-	(33,381)	-100.0%
0503-3920-30-0-0000-633	MUNICIPAL HYDRANT FEES	94,800	94,900	94,800	65,000	94,800	-	0.0%
0503-3920-30-0-0000-634	FIRE SERVICE CHARGE	94,294	94,981	94,240	-	94,240	-	0.0%
0503-3920-30-0-0000-641	INTEREST	159,471	178,981	120,000	63,856	120,000	-	0.0%
0503-3920-30-0-0000-642	LIEN FEES	31,131	36,643	30,000	8,496	30,000	-	0.0%
0503-3920-30-0-0000-680	INTEREST ON INVESTMENTS	32,765	7,378	12,000	-	12,000	-	0.0%
0503-3920-30-0-0000-687	BASIC SERVICE CHARGE	834,792	836,923	834,792	209,331	836,923	2,131	0.3%
0503-3920-30-0-0000-691	BB NEW CINGULAR WIRELESS LEASE INC	15,076	15,076	15,077	7,538	15,077	-	0.0%
0503-3920-30-0-0000-692	VERIZON WIRELESS LEASE INCOME	27,720	30,360	30,360	15,180	33,960	3,600	11.9%
0503-3920-30-0-0000-693	T-MOBILE WIRELESS LEASE INCOME	33,607	33,607	34,237	16,804	36,128	1,891	5.5%
0503-3920-30-0-0000-695	MISC. INCOME	94,715	98,278	120,684	16,057	100,000	(20,684)	-17.1%
0503-3920-30-0-0000-696	FORESTRY MANAGEMENT	20,329	35,783	40,000	-	25,000	(15,000)	-37.5%
0503-3920-30-0-0717-745	PREMIUM	-	-	-	-	-	-	#DIV/0!
0503-3920-30-0-0000-699	RETAINED EARNINGS	-	-	89,148	-	-	(89,148)	0.0%
0503-3920-30-0-0000-984	WATER SALES	9,504,527	8,454,773	9,742,931	2,331,808	9,497,419	(245,512)	-2.5%
<b>***** Cost Center Total *****</b>	<b>Revenues</b>	<b>10,975,613</b>	<b>9,936,397</b>	<b>11,291,650</b>	<b>2,734,069</b>	<b>10,895,547</b>	<b>(396,103)</b>	<b>-3.5%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
EXPENSES								
0503-3920-45-0-0000-189	PART TIME SEASONAL	3,810		-				
0503-3920-45-0-0000-191	OVERTIME	188,897	207,805	180,000	108,621	180,000	-	0.0%
0503-3920-45-0-0000-194	PUBLIC WORKS	1,654,995	1,604,576	1,731,683	797,115	1,857,005	125,322	7.2%
0503-3920-45-0-0000-196	MME	219,225	141,535	142,121	70,612	147,856	5,735	4.0%
0503-3920-45-0-0000-198	SUPERVISORS	267,963	89,492	177,473	45,354	183,292	5,819	3.3%
0503-3920-45-0-0000-200	EMPLOYEE'S BENEFITS	755,757	728,976	1,130,454	309,907	768,033	(362,421)	-32.1%
0503-3920-45-0-0000-202	POST RETIREMENT BENEFITS	70,837	57,450	70,837	-	70,837	-	0.0%
0503-3920-45-0-0000-301	DEBT SERVICE-PRINCIPAL	953,000	671,000	1,482,500	1,103,500	1,390,100	(92,400)	-6.2%
0503-3920-45-0-0000-302	DEBT SERVICE-INTEREST	423,079	763,992	704,388	365,988	633,219	(71,169)	-10.1%
0503-3920-45-0-0000-306	TAXES TO OTHER TOWNS	63,088	65,861	68,000	72,976	73,000	5,000	7.4%
0503-3920-45-0-0000-309	BABS FEDERAL SUBSIDY	-	-	-	-	-	-	0.0%
0503-3920-45-0-0000-314	PRINCIPAL CWF-BROADBROOK DESIGN	74,019	75,513	77,037	31,912	78,592	1,555	2.0%
0503-3920-45-0-0000-315	INTEREST CWF-BROADBROOK DESIGN	22,036	20,542	19,018	8,111	17,463	(1,555)	-8.2%
0503-3920-45-0-0000-316	FUTURE DEBT SERV-BROADBROOK DESIGN	-	-	-	-	-	-	100.0%
0503-3920-45-0-0000-317	PRINCIPAL CWF-BROADBROOK CONSTRUCTION	740,416	755,361	770,608	319,216	786,162	15,554	2.0%
0503-3920-45-0-0000-318	INTEREST CWF-BROADBROOK CONSTRUCTION	278,095	263,150	247,903	105,164	232,350	(15,553)	-6.3%
0503-3920-45-0-0000-319	PRINCIPAL CWF- Swain Avenue	63,023	64,295	65,593	27,171	66,917	1,324	2.0%
0503-3920-45-0-0000-320	INTEREST CWF - Swain Avenue	24,980	23,708	22,411	9,497	21,411	(1,000)	-4.5%
0503-3920-45-0-0000-321	PUBLIC UTILITIES	847,672	838,075	825,000	292,033	825,000	-	0.0%
0503-3920-45-0-0000-323	REPAIRS & MAINTENANCE	9,083	6,961	20,000	3,705	10,000	(10,000)	-50.0%
0503-3920-45-0-0000-350	GASOLINE	44,141	36,237	45,000	2,539	45,000	-	0.0%
0503-3920-45-0-0000-352	VEHICLE MAINTENANCE	43,120	24,307	45,000	108,881	50,000	5,000	11.1%
0503-3920-45-0-0000-388	AUDIT	8,690	9,553	13,690	2,500	10,000	(3,690)	-27.0%
0503-3920-45-0-0000-390	WATER PURCHASED	43,105	39,780	45,000	12,307	45,000	-	0.0%
0503-3920-45-0-0000-398	FISCAL DIVISION SERVICE	870,425	801,889	831,450	831,450	840,207	8,757	1.1%
0503-3920-45-0-0000-399	ASSESSMENT GENERAL FUND	619,192	619,192	619,192	619,192	619,192	-	0.0%
0503-3920-45-0-0000-400	Primacy Fee - State of Connecticut	32,223	32,968	33,381	-	-	(33,381)	-100.0%
0503-3920-45-0-0000-440	OFFICE EXPENSE & SUPPLIES	105,170	102,023	80,000	32,296	80,000	-	0.0%
0503-3920-45-0-0000-489	MEDICAL EXPENSE	2,874	1,533	4,000	360	3,000	(1,000)	-25.0%
0503-3920-45-0-0000-491	MAINT OF MAINS & ACCESS	23,277	33,831	35,000	4,824	35,000	-	0.0%
0503-3920-45-0-0000-492	MAINTENANCE OF RESERVOIR	12,500	22,650	40,000	2,581	25,000	(15,000)	-37.5%
0503-3920-45-0-0000-493	MAINT OF PUMP STATIONS	33,988	38,444	40,000	8,180	40,000	-	0.0%
0503-3920-45-0-0000-494	SERVICES-MATERIALS	(13,394)	(19,400)	7,500	-	7,500	-	0.0%
0503-3920-45-0-0000-495	TREATMENT EXPENSE	566,459	665,791	600,000	303,887	650,000	50,000	8.3%
0503-3920-45-0-0000-501	CAPITAL OUTLAY	2,184	-	15,000	-	-	(15,000)	100.0%
0503-3920-45-0-0000-504	WATER EQUIPMENT	31,719	14,048	20,000	5,097	20,000	-	0.0%
0503-3920-45-0-0000-506	HYDRANTS-MATERIALS	14,151	7,495	15,000	1,657	15,000	-	0.0%
0503-3920-45-0-0000-602	FURLOUGH CONTINGENCY	-	-	-	-	-	-	0.0%
0503-3920-45-0-0000-640	MEMBERSHIPS & MEETINGS	18,520	15,476	23,000	14,167	25,000	2,000	8.7%
0503-3920-45-0-0000-643	INSURANCE	944,995	944,845	964,411	273,753	964,411	-	0.0%
0503-3920-45-0-0000-714	REPAIR TRENCHES	79,237	68,652	80,000	30,218	80,000	-	0.0%
<b>Expense Total for Fund 0503</b>		<b>10,142,551</b>	<b>9,837,601</b>	<b>11,291,650</b>	<b>5,924,769</b>	<b>10,895,547</b>	<b>(396,103)</b>	<b>-3.5%</b>
<b>Revenue Fund 0503</b>		<b>10,975,613</b>	<b>9,936,397</b>	<b>11,291,650</b>	<b>2,734,069</b>	<b>10,895,547</b>	<b>(396,103)</b>	<b>-3.5%</b>
<b>Balance Surplus / (Deficit)</b>		<b>833,062</b>	<b>98,796</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED
Flush 220 miles of water mains	100 %	100%	100%	100%	100%

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED
Inspect/repair 1514 Municipal Fire Hydrants	100%	100% 0	100%	100%

# PUBLIC UTILITIES – WATER POLLUTION CONTROL FACILITY

## MISSION

It is the mission of the WPCF to collect and treat wastewater generated by the City's residents, businesses, and industrial users in an environmentally and fiscally prudent manner while protecting the health and quality of life for the community along with the wildlife living downstream.

## SUCSESSES AND ACCOMPLISHMENTS

- Reached Substantial Completion of the 30-month Phosphorous construction project on time, in Dec of 2021.
- Started addressing punch list items on Phosphorous project Jan of 2022
- Meriden WPCF was once again, one of the highest nitrogen credit sellers in CT for all of 2021.
- Even with construction/ process interruptions throughout the year, Meriden continued to meet its interim Phosphorous limit of 0.70 mg/l or lower for all of 2021
- In January, Meriden WPCF was honored with a visit from Isabelle Guzman, President Biden's Small Business Administrator from Washington DC, Governor Lamont and his staff, Katie Dykes- Head Commissioner of the CT DEEP and her staff, Congresswoman Jahana Hayes, and Mayor Scarpati as well as multiple News Media Outlets both local and national, honored Meriden WPCF with a visit. During the visit, the Governor and Mayor recognized WPCF Staff for their dedication to both the environment and residents of Meriden during the Covid 19 Pandemic. Many guests had a tour of the Facility during this event.
- Completed design of the High Flow Project that will limit potential overflows of wastewater into the Quinnipiac River
- Successfully started up and performance tested the new Phosphorous removal equipment installed over the last 2.5 years.
- Meriden WPCF was awarded \$4 million in American Rescue Funds for collection system rehabilitation and lining in order to start to mitigate high wastewater flows that occur during storm events

## FUTURE GOALS AND INITIATIVES

- Continue to maintain our leadership as one of the top Nitrogen removal facilities in the State of CT.
- Meet or surpass our new Phosphorous permit limit of 0.094 mg/l starting on April 1<sup>st</sup> 2022.
- Start construction of the High Flow Project
- Start Phase 2A of our Infiltration study in order to identify and then compile a street-by-street listing of sewer lines that require lining and rehabilitation.
- Using American Rescue Funds, start lining underground pipes identified in Phase 2A study
- Line and protect over 4,000 feet of a 36” brick sewer main built in the 1890’s and early 1900’s

## PERSONNEL AND EXPENDITURES SUMMARY

<b>SEWER (0502 - 3930)</b>							
							<b>201,975,495</b>
LABORATORY TECHNICIAN	0502	3930	194	100.000	71,028.47	72,249.14	
MAINTENANCE MECHANIC I	0502	3930	194	100.000	73,125.14	61,048.00	
MAINTENANCE MECHANIC II	0502	3930	194	100.000	73,125.14	76,377.60	

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
MAINTENANCE MECHANIC III	0502	3930	194	100.000	92,879.98	94,482.86	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	69,454.28	62,299.60	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	65,554.51	56,460.28	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	57,809.40	61,045.03	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	69,454.28	70,851.71	
SEWER PLANT OPERATOR I	0502	3930	194	100.000	57,809.40	62,578.00	
SEWER PLANT OPERATOR II	0502	3930	194	100.000	79,449.95	80,800.57	
SEWER PLANT OPERATOR II	0502	3930	194	100.000	79,449.95	80,800.57	
SEWER PLANT OPERATOR II	0502	3930	194	100.000	77,898.62	79,257.14	933,002.50
SEWER PLANT OPERATOR II	0502	3930	194	100.000	-	74,752.00	
ADMINISTRATIVE SECRETARY	0502	3930	196	100.000	63,030.28	65,574.86	65,574.86
CHEMIST	0502	3930	198	100.000	93,189.71	97,090.00	
ELECTRONIC TECHNCIAN WPCF	0502	3930	198	100.000	78,503.86	81,572.29	
WPCF ASSISTANT MANAGER	0502	3930	198	100.000	105,873.56	110,000.57	
WPCF FACILITY MANAGER	0502	3930	198	100.000	115,537.22	120,032.86	
WPCF MAINTENANCE SUPERVIS	0502	3930	198	100.000	93,436.67	97,090.00	505,785.72
						1,504,363.08	1,504,363.08

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
		2020	2021	2022 Council	2022	City	\$	% Variance
		Actual	Y-T-D	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
			as of 6/30/21		as of 12/31/21	Rec.		CY Budget
0502-3930-30-0-0000-641	SEWER CONNECTION ASSESSMENTS	9,079	750	5,222	750	5,222	-	
0502-3930-30-0-0000-642	INTEREST & LIEN FEES	190,849	303,864	180,266	70,904	180,266	-	
0502-3930-30-0-0000-644	SEWER ASSESSMENT REVENUE	5,160	4,955	1,500	1,326	5,000	3,500	100.0%
0502-3930-30-0-0000-680	INTEREST ON INVESTMENTS	48,148	9,493	12,200	-	12,200	-	0.0%
0502-3930-30-0-0000-687	BASIC SERVICE FEE	711,117	711,401	694,923	178,363	711,401	16,478	2.4%
0502-3930-30-0-0000-690	NITROGEN CREDIT	508,846	242,383	75,486	75,486	43,000	(32,486)	-43.0%
0502-3930-30-0-0000-694	CONNECTIONS	-	-	5,560	-	-	(5,560)	-100.0%
0502-3930-30-0-0000-695	MISC. INCOME	4,354	6,448	14,635	18,511	14,635	-	0.0%
0502-3930-30-0-0000-699	RETAINED EARNINGS	-	-	365,527	-	-	(365,527)	0.0%
0502-3930-30-0-0000-984	SEWER USE CHARGE	9,310,091	8,621,307	9,716,665	2,342,132	9,652,250	(64,415)	-0.7%
<b>**** Cost Center Total **** Revenues</b>		<b>10,787,645</b>	<b>9,900,602</b>	<b>11,071,984</b>	<b>2,687,473</b>	<b>10,623,974</b>	<b>(448,010)</b>	<b>-4.0%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>EXPENSES</b>								
0502-3930-45-0-0000-191	OVERTIME	91,228	100,927	105,000	54,843	95,000	(10,000)	-9.5%
0502-3930-45-0-0000-194	LABOR PUBLIC WORKS	661,692	769,883	924,535	381,613	933,003	8,468	0.9%
0502-3930-45-0-0000-196	MME	57,423	60,956	63,030	31,313	65,575	2,545	4.0%
0502-3930-45-0-0000-198	SUPERVISORS	488,016	486,003	486,788	241,198	505,786	18,998	3.9%
0502-3930-45-0-0000-200	EMPLOYEE BENEFITS	637,985	431,755	776,188	231,129	475,000	(301,188)	-38.8%
0502-3930-45-0-0000-202	POST RETIREMENT BENEFITS	15,931	9,344	15,931	-	15,931	-	0.0%
0502-3930-45-0-0000-301	PRINCIPAL RETIREMENT	476,800	464,800	999,088	554,288	1,003,800	4,712	0.5%
0502-3930-45-0-0000-302	INTEREST	259,883	581,798	555,671	284,764	507,086	(48,585)	-8.7%
0502-3930-45-0-0000-307	PRINCIPAL RETIREMENT CWF	-	-	-	-	-	-	#DIV/0!
0502-3930-45-0-0000-308	INTEREST CWF	-	-	-	-	-	-	0.0%
0502-3930-45-0-0000-309	BABS FEDERAL SUBSIDY	-	-	-	-	-	-	0.0%
0502-3930-45-0-0000-310	PRINCIPAL CWF-UPGRADE PLANT	1,729,707	1,764,620	1,800,238	745,730	1,836,575	36,337	2.0%
0502-3930-45-0-0000-311	INTEREST CWF-UPGRADE PLANT	427,005	392,092	356,475	152,901	320,138	(36,337)	-10.2%
0502-3930-45-0-0000-312	PRINCIPAL CWF-I&I	84,420	86,124	87,862	36,396	89,636	1,774	2.0%
0502-3930-45-0-0000-313	INTEREST CWF-I&I	22,965	21,261	19,523	8,348	17,750	(1,773)	-9.1%
0502-3930-45-0-0000-321	UTILITIES	1,065,157	984,779	1,130,000	331,610	1,025,500	(104,500)	-9.2%
0502-3930-45-0-0000-323	REPAIRS AND MAINTENANCE	174,010	92,528	120,000	51,939	120,000	-	0.0%
0502-3930-45-0-0000-342	WATER / SEWER BILL	11,477	11,851	12,000	6,224	12,000	-	0.0%
0502-3930-45-0-0000-350	GASOLINE	11,163	7,789	16,000	687	16,000	-	0.0%
0502-3930-45-0-0000-352	VEHICLE MAINTENANCE	7,733	12,294	17,486	3,040	15,000	(2,486)	-14.2%
0502-3930-45-0-0000-388	AUDIT	8,690	9,553	13,690	2,500	10,000	(3,690)	-27.0%
0502-3930-45-0-0000-391	MEDICAL EXPENSES	1,481	1,229	5,000	-	2,000	(3,000)	-60.0%
0502-3930-45-0-0000-398	SERV PROV BY FISCAL DIV.	785,634	729,406	758,593	758,593	766,308	7,715	1.0%
0502-3930-45-0-0000-399	ASSESSMENT GENERAL FUND	541,910	541,910	541,910	541,910	541,910	-	0.0%
0502-3930-45-0-0000-484	SEWER EXPENSE AND SUPPLIES	441,010	429,300	560,000	175,859	550,000	(10,000)	-1.8%
0502-3930-45-0-0000-485	BIOSOLID DISPOSAL	865,924	776,389	894,000	278,592	900,000	6,000	0.7%
0502-3930-45-0-0000-486	PUMP STATION OPR AND MAINT	49,893	32,971	50,000	2,317	40,000	(10,000)	-20.0%
0502-3930-45-0-0000-501	CAPITAL OUTLAY	88,000	4,000	1,000	-	-	(1,000)	-100.0%
0502-3930-45-0-0000-640	MEMBERSHIPS & MEETINGS	11,828	9,046	16,000	3,043	14,000	(2,000)	-12.5%
0502-3930-45-0-0000-643	INSURANCE	702,968	729,330	745,976	220,595	745,976	-	0.0%
<b>Expense Total for Fund 0502</b>		<b>9,719,933</b>	<b>9,541,938</b>	<b>11,071,984</b>	<b>5,099,431</b>	<b>10,623,974</b>	<b>(448,010)</b>	<b>-4.0%</b>

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY 2021 ESTIMATED
Nitrogen Removal	>449 lbs./d	177 lbs./d	102.9 lbs./d	>200 lbs./d	>200 lbs./d
Phosphorus Removal	>0.70 mg/l	0.36 mg/l	.51 mg/l	0.33 mg/l	>0.60 mg/l

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATED
Lining (linear feet)	4,300 ft	2,000 ft	Phase II Study and Hanover St Planning	Hanover St brick 36" line rehab in place of lining
Cleaning (linear feet)	64,661 ft	39,818ft	71,635 ft	50,000 ft
Televising (linear feet)	7,390ft	4823 ft	7,582 ft	10,000 ft

## FISCAL DIVISION

### SUCSESSES AND ACCOMPLISHMENTS

- Continued with the Meter Replacement Program to update the metering system. We target the older style meters that have lead in the body casting and replace them with the new no-lead water meters, which are in line with the State's lead standard policy. Updating the meters also results in more accurate billing.
- Maintained Water Distribution Operator certification through the CT Department of Public Health Operator Certification Program for Public Utilities/Water Division employees.
- The water metering system of about 36,000 devices (water meters, radio transmitters) was kept above a 98% successful read rate, resulting in more accurate billing. We continuously monitor the status of the devices and make repairs as we become aware of the problems.
- We adjusted the way we schedule appointments to increase efficiency in repair work, allowing us to get notices to customers with issues in a timelier manner.
- This past year the meter department (2 servicemen):
  - Services about 18,000 accounts
  - Completed 1,194 interim readings
  - Replaced 668 water meters
  - Tested 683 water meters for accuracy
  - Replaced 372 radio transmitters
  - Responded to 3,532 total work orders/service calls

### FUTURE GOALS AND INITIATIVES

- Continue with the Meter Replacement Program on a consistent pace until all water meters with lead are out of the system.
- Continue with safety training and update written programs and procedures as required.
- Maintain water operator certifications for Public Utilities/Water Division employees through adequate training hours.
- Continue to maintain a 98% successful read rate for the water metering system and aim for a 99% and higher successful read rate to improve billing accuracy.
- Adapt to and use technology/industry trends to increase efficiency of the system when it is cost effective to do so.

## PERSONNEL AND EXPENDITURES

					2022 Budget	2023 Budget	Object
Job Title	Fund	Dept	Obl	Percentage		Request	Total
<b>FISCAL DIVISION (0503-3910)</b>							
DIRECTOR OF PUBLIC UTILIT	0503	3910	190	100.000	116,757.50	119,092.72	119,092.72
WATER SERVICEPERSON	0503	3910	194	100.000	62,675.71	63,927.14	
WATER SERVICEPERSON	0503	3910	194	100.000	55,626.00	58,525.14	122,452.28
PUBLIC UTIL BILLING & ADM	0503	3910	196	100.000	79,090.29	71,560.86	71,560.86
SUPERINT/OPERATIONS-WATER	0503	3910	198	100.000	120,742.00	125,810.29	
WATER SERVICE SUPERVISOR	0503	3910	198	100.000	81,843.43	89,289.43	215,099.72
						528,205.58	528,205.58

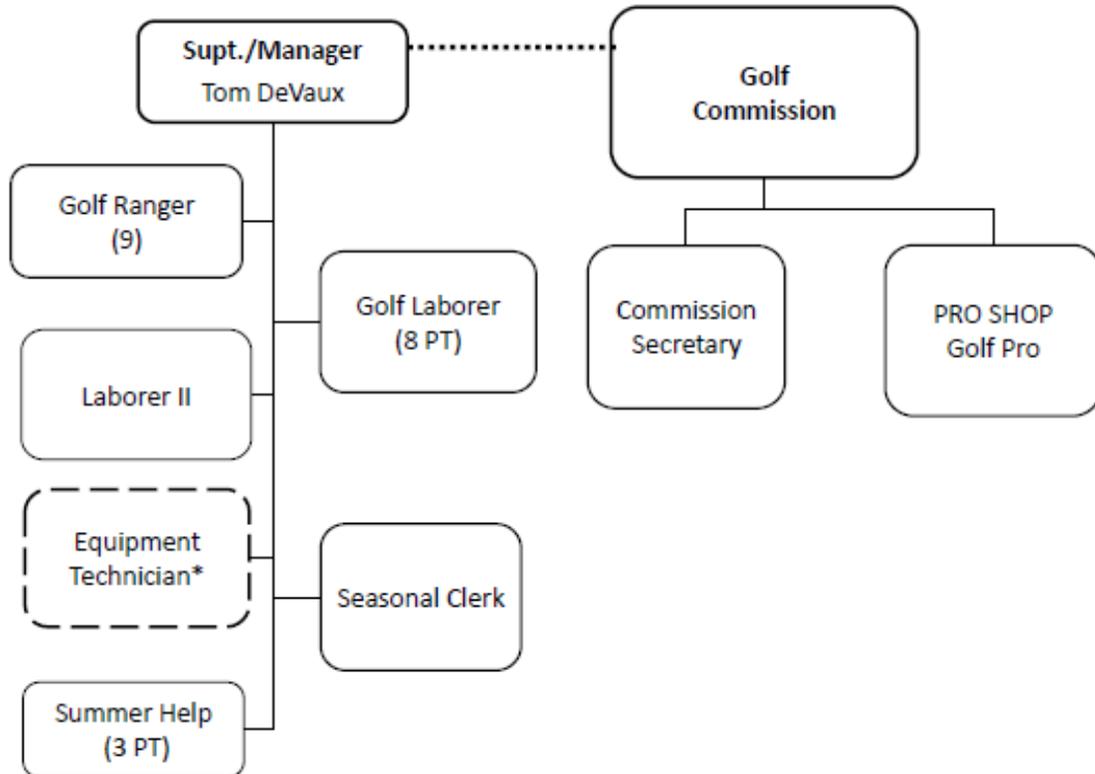
City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>FISCAL (3910)</b>								
<b>REVENUES</b>								
0503-3910-30-0-0000-648	REVENUE WATER DEPARTMENT	870,425	801,889	831,450	831,450	840,207	8,757	1.1%
0503-3910-30-0-0000-649	REVENUE SEWER DEPARTMENT	785,634	729,406	758,593	758,593	766,308	7,715	1.0%
0503-3910-30-0-0000-695	MISC INCOME	-	-	-	2,560			
<b>***** Cost Center Total ***** Revenues</b>		<b>1,656,059</b>	<b>1,531,295</b>	<b>1,590,043</b>	<b>1,592,603</b>	<b>1,606,515</b>	<b>16,472</b>	<b>1.0%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>EXPENSES</b>								
0503-3910-45-0-0000-190	ADMINISTRATION	115,885	116,978	116,758	57,282	119,093	2,335	2.0%
0503-3910-45-0-0000-191	OVERTIME	1,206	3,685	5,000	4,907	5,000	-	0.0%
0503-3910-45-0-0000-194	PUBLIC WORKS	107,646	112,710	118,302	57,628	122,453	4,151	3.5%
0503-3910-45-0-0000-196	MME	77,932	79,177	79,090	65,581	71,561	(7,529)	-9.5%
0503-3910-45-0-0000-198	SUPERVISORS	187,024	198,700	202,585	100,655	215,100	12,515	6.2%
0503-3910-45-0-0000-200	EMPLOYEE BENEFITS	280,242	754,270	290,000	67,847	290,000	-	0.0%
0503-3910-45-0-0000-202	POST RETIREMENT BENEFITS	26,584	21,559	26,584	-	26,584	-	0.0%
0503-3910-45-0-0000-205	TRAVEL ALLOWANCE	-	-	-	-	2,400	2,400	100.0%
0503-3910-45-0-0000-350	GASOLINE	4,845	2,933	5,000	228	5,000	-	0.0%
0503-3910-45-0-0000-352	VEHICLE MAINTENANCE	3,282	3,166	5,244	1,147	2,844	(2,400)	-45.8%
0503-3910-45-0-0000-357	ATTORNEY FEES	(435)	(125)	9,000	-	9,000	-	0.0%
0503-3910-45-0-0000-390	OTHER PURCHASED SERVICES	54,760	51,251	60,000	21,472	60,000	-	0.0%
0503-3910-45-0-0000-391	MEDICAL EXPENSE	-	-	650	-	650	-	0.0%
0503-3910-45-0-0000-443	OFFICE EXPENSES AND SUPPLIES	309	948	1,450	28	1,450	-	0.0%
0503-3910-45-0-0000-463	LIABILITY INSURANCE	24,826	108,064	109,482	27,437	109,482	-	0.0%
0503-3910-45-0-0000-487	METER MATERIALS	10,281	10,895	11,000	130	11,000	-	0.0%
0503-3910-45-0-0000-489	TAX COLLECTOR/IT SERVICES	538,898	538,898	538,898	538,898	538,898	-	0.0%
0503-3910-45-0-0000-494	SERVICE MATERIALS	-	-	-	-	-	-	0.0%
0503-3910-45-0-0000-712	WATER METERS	9,029	6,482	11,000	2,250	16,000	5,000	45.5%
<b>Expense Total for Fund 0503</b>		<b>1,442,314</b>	<b>2,009,592</b>	<b>1,590,043</b>	<b>945,488</b>	<b>1,606,515</b>	<b>16,472</b>	<b>1.0%</b>
<b>Revenue Fund 0503</b>		<b>1,656,059</b>	<b>1,531,295</b>	<b>1,590,043</b>	<b>1,592,603</b>	<b>1,606,515</b>	<b>16,472</b>	<b>1.0%</b>

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# GOLF



\* One Laborer II being promoted to Equipment Technician

# GOLF DEPARTMENT

## MISSION

The golf department provides a year-round recreational facility at the George Hunter Memorial Golf Course, with golf being the primary function. The golf season generally runs from early Spring to late Fall. Winter activities such as cross country skiing, sliding, and snowshoeing are permitted according to the rules set by the Golf Commission.

## SUCSESSES AND ACCOMPLISHMENTS

- Hunter Golf Club had one of its most successful years financially in the history of the club.
- Implemented an online tee sheet application with our partners from Teesnap.
- Purchased and new tent structure and created a wonderful space for events.
- Welcomed back charity golf events and leagues that had been postponed due to Covid-19 restrictions.
  - We have seen a significant growth in golf leagues and interest in charity events.

## FUTURE GOALS AND INITIATIVES

- Continue growth both financially and popularity within the states golfing community.
- Convert our current fleet of 60 gas powered golf carts to an all-electric fleet.

## PERSONNEL AND EXPENDITURES SUMMARY

<u>Job Title</u>	<u>Fund</u>	<u>Dept</u>	<u>Obl</u>	<u>Percentage</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Object</u>
						<u>Request</u>	<u>Total</u>
<b>GOLF COURSE (509-0810)</b>							
<b>GOLF COURSE EQUIP TECHNIC</b>	<b>0509</b>	<b>0810</b>	<b>194</b>	<b>100.000</b>	<b>67,256.00</b>	<b>70,851.71</b>	
<b>LABORER II</b>	<b>0509</b>	<b>0810</b>	<b>194</b>	<b>100.000</b>		<b>58,300.00</b>	<b>129,151.71</b>
<b>SUPT. / MANAGER GOLF FACI</b>	<b>0509</b>	<b>0810</b>	<b>198</b>	<b>100.000</b>	<b>108,766.56</b>	<b>110,000.57</b>	<b>110,000.57</b>
						<b>239,152.28</b>	<b>239,152.28</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>GOLF (0810)</b>							-	
<b>REVENUES</b>							-	
0509-0810-30-0-0000-650	RECOVERY FROM GOLF PRO	55,178	49,070	58,450	49,579	55,600	(2,850)	-4.9%
0509-0810-30-0-0000-655	GREENS FEES	447,474	731,175	503,779	396,015	656,000	152,221	30.2%
0509-0810-30-0-0000-656	SEASONS PASSES	106,000	167,360	113,500	20,200	155,000	41,500	36.6%
0509-0810-30-0-0000-657	TOURNAMENTS	39,891	30,442	36,800	45,269	50,600	13,800	37.5%
0509-0810-30-0-0000-658	LEAGUES	33,147	64,856	42,500	25,046	48,000	5,500	12.9%
0509-0810-30-0-0000-690	RENT	33,300	45,600	88,200	24,000	48,000	(40,200)	-45.6%
0509-0810-30-0-0000-692	GOLF CART FEES	44,182	61,520	37,500	33,756	47,500	10,000	26.7%
0509-0810-30-0-0000-693	GOLF CART FEES-PRO PORTION	235,543	328,008	250,000	184,621	235,000	(15,000)	-6.0%
0509-0810-30-0-0000-695	INTEREST INCOME	47,488		-		-	-	
<b>***** Cost Center Total *****</b>	<b>Revenues</b>	<b>1,042,203</b>	<b>1,478,031</b>	<b>1,130,729</b>	<b>778,485</b>	<b>1,295,700</b>	<b>164,971</b>	<b>14.6%</b>

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>EXPENSES</b>								
0509-0810-45-0-0000-189	MISC PART-TIME	108,101	115,077	110,840	61,770	120,240	9,400	8.5%
0509-0810-45-0-0000-191	OVERTIME	6,055	10,270	7,050	4,963	13,350	6,300	89.4%
0509-0810-45-0-0000-194	PUBLIC WORKS	61,413	64,164	67,256	32,873	129,069	61,813	91.9%
0509-0810-45-0-0000-198	SUPERVISORS	106,115	105,695	108,767	52,456	110,000	1,233	1.1%
0509-0810-45-0-0000-200	EMPLOYEE BENEFITS	81,854	37,433	82,860	32,458	114,650	31,790	38.4%
0509-0810-45-0-0000-202	POST RETIREMENT BENEFITS	4,991	4,762	4,991	-	7,000	2,009	40.3%
0509-0810-45-0-0000-301	BOND PAYMENTS	2,900	1,900	2,900	1,000	2,900	-	0.0%
0509-0810-45-0-0000-302	BOND & BAN INTEREST	1,318	1,259	1,401	600	1,401	-	0.0%
0509-0810-45-0-0000-303	General Fund PAYMENTS	-	-	25,000	-	25,000	-	0.0%
0509-0810-45-0-0000-309	IRRIGATION BOND	-	-	107,500	-	104,290	(3,210)	
0509-0810-45-0-0000-345	GOLF EXPENSE & SUPPLY	202,048	193,168	199,464	110,085	225,000	25,536	12.8%
0509-0810-45-0-0000-346	REIMBURSABLE GOLF PRO EXP	55,945	49,070	58,450	50,565	55,600	(2,850)	-4.9%
0509-0810-45-0-0000-347	GOLF CART FEES-PRO PORTION	235,543	328,008	228,000	184,621	235,700	7,700	3.4%
0509-0810-45-0-0000-396	GOLF PRO	10,000	10,000	10,000	5,000	10,000	-	0.0%
0509-0810-45-0-0000-441	CLUBHOUSE EXPENSE	15,579	44,161	57,800	16,772	31,200	(26,600)	-46.0%
0509-0810-45-0-0000-463	LIABILITY & GENERAL INSURANCE	51,152	52,390	51,250	39,895	53,800	2,550	5.0%
0509-0810-45-0-0000-500	CAPITAL EQUIPMENT	1,368	58,489	5,750		55,000	49,250	856.5%
0509-0810-45-0-0000-640	MEETINGS & MEMBERSHIPS	1,390	1,210	1,450	190	1,500	50	3.4%
<b>Expense Total for Fund 0509/510</b>		<b>945,772</b>	<b>1,077,055</b>	<b>1,130,729</b>	<b>593,249</b>	<b>1,295,700</b>	<b>164,971</b>	<b>14.6%</b>
<b>Revenue Fund 0509/510</b>		<b>1,042,203</b>	<b>1,478,031</b>	<b>1,130,729</b>	<b>778,485</b>	<b>1,295,700</b>	<b>164,971</b>	<b>14.6%</b>
<b>Balance Surplus / (Deficit)</b>		<b>96,431</b>	<b>400,976</b>			<b>-</b>	<b>-</b>	

## PERFORMANCE MEASURES

PERFORMANCE MEASURES	GOAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Increase total golf related revenue	\$930,000	\$626,917	\$993,833	\$923,746	\$937,000

## ACTIVITY INDICATORS

ACTIVITY INDICATORS	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ESTIMATED	FY2023 ESTIMATED
Daily Fee/Season Pass Revenue	\$553,879	\$898,535	\$835,200	\$845,000
League Revenue	\$33,147	\$64,856	\$58,046	\$60,000
Tournament Revenue	\$39,891	\$30,442	\$30,500	\$32,000

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# **SECTION 13**

# **Capital Equipment & CIP**

# CAPITAL EQUIPMENT

City of Meriden		2020	2021	2022 Council	2022	City	\$	% Variance
2022 Budget		Actual	as of 6/30/21	Approv. Budget	Y-T-D	Manager	Variance	CM Rec. vs
As of Dec 31, 2021					as of 12/31/21	Rec.		CY Budget
<b>CAPITAL (0215)</b>								
0001-0215-40-0-0280-500	CAPITAL EQUIPMENT- ASSESSOR		275,000	530,975	530,975	125,000	(405,975)	-76.5%
0001-0215-40-0-0270-500	CAPITAL EQUIPMENT-IT	211,000	101,796	-		408,000	408,000	100.0%
0001-0215-40-0-0510-500	CAPITAL EQUIPMENT-Planning & Enforc	15,000	-	-	-	20,000	20,000	100.0%
0001-0215-40-0-0801-500	CAPITAL EQUIPMENT-PARKS	-	-	-	-	85,000	85,000	0.0%
0001-0215-40-0-2605-500	CAPITAL EQUIPMENT-POLICE	166,600	-	-	-	-	-	100.0%
0001-0215-40-0-2605-699	TRANSFER OUT - Bullet Proof V 1000	(11,900)	-	-	-		-	100.0%
0001-0215-40-0-2610-500	CAPITAL EQUIPMENT-FIRE	20,245	-	-	-	-	-	100.0%
0001-0215-40-0-2617-500	CAPITAL EQUIPMENT-EMERGENCY COMM	42,500	-	-	-	18,700	18,700	100.0%
0001-0215-40-0-2619-500	CAPITAL EQUIPMENT-SMVPD	-	-	-	-	-	-	100.0%
0001-0215-40-0-3310-500	CAPITAL EQUIPMENT-ENGINEERING	6,100	-	-	-	6,245	6,245	100.0%
0001-0215-40-0-3351-500	CAPITAL EQUIPMENT-GARAGE	30,500	-	-	-	-	-	100.0%
0001-0215-40-0-3353-500	CAPITAL EQUIPMENT-TRAFFIC	59,400	18,000	-		18,000	18,000	#DIV/0!
0001-0215-40-0-3354-500	CAPITAL EQUIPMENT-HIGHWAY	-	-	-	-		-	100.0%
0001-0215-40-0-3360-500	CAPITAL EQUIPMENT-FACILITIES	200,000	-	-	-	70,000	70,000	100.0%
0001-0215-40-0-3940-500	CAPITAL EQUIPMENT-PARKING	-	-		-		-	100.0%
0001-0215-40-0-4710-500	CAPITAL EQUIPMENT-HEALTH	-	-	-	-		-	100.0%
<b>**** Cost Center Total **** Capital Equipment</b>		<b>739,445</b>	<b>394,796</b>	<b>530,975</b>	<b>530,975</b>	<b>750,945</b>	<b>219,970</b>	<b>41.4%</b>
<b>Expenditure Total for Fund 0001</b>		<b>197,109,184</b>	<b>196,687,103</b>	<b>202,862,200</b>	<b>99,373,013</b>	<b>208,449,985</b>	<b>5,587,785</b>	<b>2.8%</b>
<b>Revenue Fund 0001</b>		<b>197,757,102</b>	<b>201,828,693</b>	<b>202,862,200</b>	<b>91,765,309</b>	<b>208,470,860</b>	<b>5,608,660</b>	<b>2.8%</b>
<b>Balance Surplus / (Deficit)</b>		<b>647,919</b>	<b>5,141,590</b>	<b>-</b>		<b>20,875</b>		

# CAPITAL IMPROVEMENT PROGRAM

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
C.I.P. FY 2023 - 2027									
Department Request Level		FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>BOE</b>									-
	22 Liberty Street Roof Replacement	1,242,500	1,242,500	(434,875)					2,050,125
	John Barry Elementary School Chiller Replacement	260,000	260,000						520,000
	Edison Middle School Roof Replacement				3,660,000				3,660,000
	Washington Middle School Boiler Replacement					1,100,000			1,100,000
	Washington Middle School Chiller Replacement						290,000		290,000
	John Barry Elementary School Roof Replacement							2,300,000	2,300,000
									-
									-
	<b>TOTAL</b>	<b>1,502,500</b>	<b>1,502,500</b>	<b>(434,875)</b>	<b>3,660,000</b>	<b>1,100,000</b>	<b>290,000</b>	<b>2,300,000</b>	<b>9,920,125</b>
<b>FIRE</b>									-
	Self Contained Breathing Apparatus Replacement								-
	Radio Communications Safety Upgrade (repeaters)	30,000	30,000						60,000
	PPE Gear Dryers for Stations				25,000				25,000
	Station & Training Ground Improvements/Roof Replacement				350,000				350,000
	PPE Gear Dryers for Stations					37,500			37,500
	Extrication and Technical Rescue Tool Upgrades						85,000		85,000
	Station & Training Ground Improvements							350,000	350,000
									-
									-
	<b>TOTAL</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>375,000</b>	<b>37,500</b>	<b>85,000</b>	<b>350,000</b>	<b>907,500</b>
<b>POLICE</b>									-
	* MPD HQ Roof Replacement				-				-
	* Record Vault Renovation	96,500	96,500						193,000
1	* Men & Women's Locker Room Renovation	297,980	-						297,980
	* Back Parking Lot Repaving				52,000				52,000
	* Office Furniture Replacement				15,000				15,000
	* Storage Building Construction (Shed On-Site)	-	-		40,000				40,000
2	* Cell Block Renovation & Upgrade	1,400,000							1,400,000
3	* Upgrade & Expand Internal/External Cameras	120,000	120,000						240,000
4	* Upgrade Portable and Mobile Radios	90,000	90,000		90,000	90,000			360,000
									-
	<b>TOTAL</b>	<b>2,004,480</b>	<b>306,500</b>	<b>-</b>	<b>107,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,597,980</b>
<b>LIBRARY</b>									-
									-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
IT	City Wide Fiber Connectivity	1,500,000	-						1,500,000
	VDI	50,000	-		50,000	50,000	50,000	50,000	250,000
	Penetration Testing/Security Improvements	34,000	-						34,000
	Microsoft Windows Server Datacenter 2022 City/PD	45,000	-						45,000
	Camera System	50,000	-						50,000
	Water/Waste Water Infrastructure Upgrades	34,000	-						34,000
	City Wide Enterprise Resource Planning (ERP)	1,500,000	750,000		1,750,000	750,000			4,750,000
	TOTAL	3,213,000	750,000	-	1,800,000	800,000	50,000	50,000	6,663,000
HEALTH									-
TOTAL	-	-	-	-	-	-	-	-	-
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
DEVELOPMENT AND ENFORCEMENT									-
TOTAL	-	-	-	-	-	-	-	-	-
AVIATION	Maintenance Bldg. - Major Structural Repair & Replacement	267,000	-						267,000
	Terminal Building Repair & Upgrade				40,000				40,000
	Standby Generator					70,000			70,000
TOTAL		267,000	-	-	40,000	70,000	-	-	377,000
EMERGENCY COMMUNICATIONS	Relocation of ECC	4,782,000	4,000,000	(4,000,000)					4,782,000
	Furniture and Equipment	1,500,000	-						1,500,000
TOTAL		6,282,000	4,000,000	(4,000,000)	-	-	-	-	6,282,000
FACILITIES	Police Department Records Room Upgrade				125,000				125,000
	Police Department Cell Block Upgrades				1,450,000				1,450,000
	Police Department Ground Floor Epoxying					100,000			100,000
	Police Department Roof Replacement	400,000	400,000						800,000
	Fire Department Station 3 Emer. Comm. Upgrade					125,000			125,000
	Fire Department Station 5 Generator Replacement				130,000				130,000
	Fire Department Pavement Repairs					175,000			175,000
	City Hall Air Handling System Unit Replacements				3,500,000				3,500,000
	City Hall Air Handling System Pipe/Duct Replacement				3,330,000				3,330,000
	1711 Solomon Goffe House Repairs	125,000	-				150,000		275,000
	Fire Station 5 & 6 Roof Repair	225,000	-						225,000
TOTAL		750,000	400,000	-	8,535,000	400,000	150,000	-	10,235,000

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>ECON DEVELOPMENT</b>									
	TOTAL	-	-	-	-	-	-	-	-
<b>PARKS, RECREATION</b>									
	Parks Buildings & Grounds Improvements	100,000	100,000			150,000		150,000	500,000
	PD/Court Complex Courtyard Upgrade	75,000	75,000						150,000
	City Park Skatepark	150,000	60,000						210,000
	Parks Pond Cleanup				150,000			150,000	300,000
	Playground & Surfacing Improvements				200,000		200,000		400,000
	TOTAL	325,000	235,000	-	350,000	150,000	200,000	300,000	1,560,000
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
<b>PUBLIC WORKS</b>									
<b>ENGINEERING</b>									
	City-Wide Road Reconstruction	1,092,923	1,092,923	(592,923)	1,092,923	1,092,923	1,092,923	1,092,923	5,964,615
	Road Reconstruction- Bond	1,000,000	-		1,000,000	1,000,000	1,000,000		4,000,000
	City-Wide Drainage	110,000	110,000		75,000	75,000	75,000	75,000	520,000
	City-Wide Sidewalks	350,000	350,000		350,000	350,000	350,000	350,000	2,100,000
	Misc. Sidewalk Repairs	75,000	75,000		100,000	100,000	100,000	100,000	550,000
	Bituminous Sidewalk Replacement	100,000	100,000		100,000	-	-	-	300,000
	CIDEWALK Program	40,000	40,000		40,000	40,000	40,000	40,000	240,000
	Guiderail Replacement	30,000	30,000		30,000	30,000	30,000	30,000	180,000
	Downtown Paving - LOTCIP	-	-		-	-	-	-	-
	Beaver Pond Dam Rehabilitation	800,000	800,000	(800,000)	-	-	-	-	800,000
	Research Parkway Linear Trail Project	430,000	430,000		-	-	-	-	860,000
	Broad St Traffic Improvements- Design	90,000	90,000		350,000	-	-	-	530,000
	Center St Improvements- Design	90,000	90,000		350,000	-	-	-	530,000
	Coe Ave / Hanover St Intersection	94,000	94,000		-	-	-	-	188,000
	East Main St Traffic Improvements- Design	90,000	90,000		350,000	-	-	-	530,000
	Bus Route Project - Hubbard Park Connector	100,000	100,000		60,000	-	-	-	260,000
	New Cheshire Road Drainage Improvements	100,000	100,000		325,000	-	-	-	525,000
	Bridge/Culvert Rehabilitation	75,000	75,000		100,000	200,000	200,000	-	650,000
	Alcove Street Drainage	25,000	25,000		100,000	100,000	-	-	250,000
	Bicycle Lanes / Network	30,000	30,000		-	-	-	-	60,000
	Pond Inspections	20,000	20,000		50,000	-	-	-	90,000
	Ives Road Drainage				50,000	100,000	100,000	-	250,000
	MS4 Drainage Requirements					100,000	150,000	50,000	300,000
	Camp Street Amtrak Bridge					40,000	100,000	100,000	240,000
	Jordan Brook Phase 3						50,000	550,000	600,000
	TOTAL ENGINEERING	4,741,923	3,741,923	(1,392,923)	4,522,923	3,227,923	3,287,923	2,387,923	20,517,615

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>SNOW</b>									-
	<b>TOTAL SNOW</b>	-	-	-	-	-	-	-	-
<b>GARAGE</b>	Facility Improvements	15,000	-		15,000	15,000	15,000		60,000
	Truck Wash Rack	15,000	-		100,000				115,000
	CNG Fueling Station	20,000	-		10,000			50,000	80,000
	Lift Replacement					200,000			200,000
	Machine Shop Equipment							50,000	50,000
	<b>TOTAL GARAGE</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>215,000</b>	<b>15,000</b>	<b>100,000</b>	<b>505,000</b>
<b>TRAFFIC</b>	Road and Intersection Safety Program	200,000	170,000		200,000	200,000	200,000	200,000	1,170,000
	Pavement Markings	75,000	55,000		75,000	75,000	75,000	75,000	430,000
	<b>TOTAL TRAFFIC</b>	<b>275,000</b>	<b>225,000</b>	<b>-</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>1,600,000</b>
<b>HIGHWAY</b>	Facility Improvements-GARAGE DOORS	50,000	-		75,000				125,000
	<b>TOTAL HIGHWAY</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>TRANSFER STATION</b>	Facility Upgrades	10,000	10,000		15,000	15,000			50,000
	<b>TOTAL TRANSFER STATION</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>BULKY WASTE</b>									-
	<b>TOTAL BULKY WASTE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL PUBLIC WORKS</b>	<b>5,126,923</b>	<b>3,976,923</b>	<b>(1,392,923)</b>	<b>5,012,923</b>	<b>3,732,923</b>	<b>3,577,923</b>	<b>2,762,923</b>	<b>22,797,615</b>
	<b>FLEET</b>								
<b>FIRE</b>	Replace a Fire Pumper					655,000			655,000
	Replace Command Vehicle	68,000	-						68,000
	Replace Staff Vehicle(s)- Fire Marshal's Office	45,000	45,000		150,000	46,000		92,000	378,000
	Replace ATV & Recue Boat				45,000				45,000
	Replace Ladder Truck						1,425,000		1,425,000
	Replace tactical Support Unit							185,000	185,000
	<b>TOTAL FIRE</b>	<b>113,000</b>	<b>45,000</b>	<b>-</b>	<b>195,000</b>	<b>701,000</b>	<b>1,425,000</b>	<b>277,000</b>	<b>2,756,000</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>POLICE</b>	* Police Patrol Interceptor Vehicles (SUV) - Suprv				52,899		52,899		105,798
	* Police Patrol Interceptor Vehicles (SUV) - Unit 1	52,899	52,899			52,899			158,697
	* Police Patrol Interceptor Vehicles (SUV) - Unit 2	52,899	52,899			52,899			158,697
	* Police Patrol Interceptor Vehicles (SUV) - Unit 3	52,899	52,899				52,899		158,697
	* Police Patrol Interceptor Vehicles (SUV) - Unit 4	52,899	-				52,899		105,798
	* Police Patrol Interceptor Vehicles (SUV) - Unit 5				52,899			52,899	105,798
	* Police Patrol Interceptor Vehicles (SUV) - Unit 6				52,899			52,899	105,798
	* Police Patrol Interceptor Vehicles (SUV) - Unit 7				52,899				52,899
	* Police Patrol Interceptor Vehicles (SUV) - Unit 8				52,899				52,899
	* Detective Vehicle (SUV) - Major Crimes	38,799	38,799			38,799		38,799	155,196
	* Detective Vehicle (SUV) - Special Crimes	38,799	38,799			38,799		38,799	155,196
	* Detective Vehicle (SUV) - CSU	38,799	-				38,799		77,598
	* Detective Vehicle (SUV) - Evidence Unit				38,799		38,799		77,598
	* Medium Sized Transport Van - Animal Control	42,298	42,298			42,298			126,894
	* Administrative Support Vehicle (SUV)				38,799		38,799		77,598
	* Administrative Support Vehicle (SUV)	38,799	38,799			38,799		38,799	155,196
									-
	<b>TOTAL POLICE</b>	<b>409,090</b>	<b>317,392</b>	<b>-</b>	<b>342,093</b>	<b>264,493</b>	<b>275,094</b>	<b>222,195</b>	<b>1,830,357</b>
<b>LIBRARY</b>	Delivery Vehicle, Certified				25,000				25,000
	<b>TOTAL LIBRARY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>HEALTH</b>	Ford E-450 Mini Bus	75,000	75,000	(75,000)		80,000		82,000	237,000
	SUV AWD	29,500	29,500		31,500		32,500		123,000
	<b>TOTAL HEALTH</b>	<b>104,500</b>	<b>104,500</b>	<b>(75,000)</b>	<b>31,500</b>	<b>80,000</b>	<b>32,500</b>	<b>82,000</b>	<b>360,000</b>
<b>FINANCE / ASSESSOR</b>	Sedan					22,000			22,000
	<b>TOTAL FINANCE / ASSESSOR</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>22,000</b>
<b>PLANNING &amp; ZONING</b>	AWD Pickup (Housing)	-							-
	Sedan				20,000		24,000		44,000
	<b>TOTAL PLANNING &amp; ZONING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>24,000</b>	<b>-</b>	<b>44,000</b>
<b>AVIATION</b>	Used Pickup						28,000		28,000
	<b>TOTAL AVIATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,000</b>	<b>-</b>	<b>28,000</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>PARKS, RECREATION,</b>	Pickup Truck with Plow Replacement					61,000			61,000
<b>BUILDING MAINT.</b>	Tracked Aerial Bucket Replacement 72 HD Arbor Pro and Trailer				175,000				175,000
	Van - Building Maint.						31,000		31,000
	Pickup - Building Maint.							32,000	32,000
	<b>TOTAL PARKS, RECREATION, BUILDING MAINT.</b>	-	-	-	<b>175,000</b>	<b>61,000</b>	<b>31,000</b>	<b>32,000</b>	<b>299,000</b>
<b>ENGINEERING</b>	AWD Vehicle, Certified				\$25,000				25,000
	<b>TOTAL ENGINEERING</b>	-	-	-	<b>25,000</b>	-	-	-	<b>25,000</b>
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
<b>SNOW</b>	Dump Body Replacement	90,000	90,000		92,000	94,000	96,000	98,000	560,000
	Chassis/Rail Repairs				40,000				40,000
	<b>TOTAL SNOW</b>	<b>90,000</b>	<b>90,000</b>	-	<b>132,000</b>	<b>94,000</b>	<b>96,000</b>	<b>98,000</b>	<b>600,000</b>
<b>GARAGE</b>									-
	<b>TOTAL GARAGE</b>	-	-	-	-	-	-	-	-
<b>TRAFFIC</b>	Pickup Truck				53,000				53,000
	Aerial Bucket Truck							175,000	175,000
	<b>TOTAL TRAFFIC</b>	-	-	-	<b>53,000</b>	-	-	<b>175,000</b>	<b>228,000</b>
<b>HIGHWAY</b>	Dump Truck	280,000	280,000		290,000	300,000	310,000	320,000	\$1,780,000
	Triaxle				250,000				250,000.00
	Mini Excavator				110,000				110,000.00
	Pickup Truck					58,000			58,000.00
	Street Sweeper						325,000		325,000.00
	Utility Truck							80,000	80,000.00
	<b>TOTAL HIGHWAY</b>	<b>280,000</b>	<b>280,000</b>	-	<b>650,000</b>	<b>358,000</b>	<b>635,000</b>	<b>400,000</b>	<b>2,603,000</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>WATER</b>	Backhoe - Distribution	150,000							150,000
	Forklift-Distribution				40,000				40,000
	Utility Body-Pick up Truck-Watershed	60,000							60,000
	10 Wheel Dump Truck				160,000				160,000
	Road Saw Distribution				50,000				50,000
	Hoe Ram					20,000			20,000
	Half Ton 4x4 Pickup - Operators & Watershed	35,000							35,000
	Half Ton 4x4 Pickup - Operators & Watershed	35,000			35,000				70,000
	Dump Body-Pick up Truck-Watershed	65,000							65,000
	Utility Body-Pick up Truck-Watershed				60,000				60,000
	Compressor Truck - Distribution	70,000							70,000
	Utility Body-Pick up Truck-Distribution	65,000							65,000
	3/4 Ton Pickup for Distribution	65,000							65,000
	Box truck - Chemical Hauling - Operations					40,000			40,000
	<b>TOTAL WATER</b>	<b>545,000</b>	<b>-</b>	<b>-</b>	<b>345,000</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>950,000</b>
<b>WPCF</b>	WPCF Vehicle Replacement				35,000				35,000
	<b>TOTAL WPCF</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,000</b>
	<b>TOTAL FLEET</b>	<b>1,541,590</b>	<b>836,892</b>	<b>(75,000)</b>	<b>2,028,593</b>	<b>1,640,493</b>	<b>2,546,594</b>	<b>1,286,195</b>	<b>9,805,357</b>
	<i>Total</i>	<i>21,042,493</i>	<i>12,037,815</i>	<i>(5,902,798)</i>	<i>21,953,516</i>	<i>7,975,916</i>	<i>6,899,517</i>	<i>7,049,118</i>	<i>71,145,577</i>
	<i>Board of Education</i>	<i>(1,502,500)</i>	<i>(1,502,500)</i>	<i>434,875</i>	<i>(3,660,000)</i>	<i>(1,100,000)</i>	<i>(290,000)</i>	<i>(2,300,000)</i>	<i>(9,920,125)</i>
	<i>Total w/o BOE</i>	<i>19,539,993</i>	<i>10,535,315</i>	<i>(5,467,923)</i>	<i>18,293,516</i>	<i>6,875,916</i>	<i>6,609,517</i>	<i>4,749,118</i>	<i>61,225,452</i>
	<i>Total w/o BOE, net of grants</i>	<i>14,072,070</i>	<i>28,828,831</i>						
				<i>5,067,392</i>					
					<i>-</i>			<i>-</i>	
	<b>Self Imposed Cap @ 2.5% of G/F Revenue \$202,862,200</b>	<b>5,071,555</b>		<b>(4,163)</b>					
	<b>Imposed Cap less CIP Plan</b>	<b>(9,000,515)</b>							

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>****HARBOR BROOK FLOOD CONTROL PROJECTS</b>									
<b>HARBOR BROOK DRAINAGE IMPROVEMENTS</b>									
	Channel Work - Bradley to Cooper	500,000			-	-	-	-	500,000
	Cedar St Bridge Replacement	200,000			-	-	-	-	200,000
	Channel work - Amtrak to Perkins	2,000,000		(2,000,000)	-	-	-	-	-
	Crow Hollow Brook	200,000			300,000	2,000,000			2,500,000
	Meriden Green Expansion-Mill St Area Improvements	100,000			3,000,000				3,100,000
	Clark Brook Improvements	250,000			500,000	500,000			1,250,000
	Channel work - Cooper to Amtrak	2,750,000		(2,750,000)	2,000,000	2,275,000			4,275,000
	Channel work - Hanover Pond to Bradley / Coe Ave	50,000			1,500,000	1,500,000			3,050,000
	Property Acquisitions	500,000							500,000
	Channel work - Cedar to Center				1,000,000	1,000,000			2,000,000
	Channel work - Center to Camp					200,000		1,500,000	1,700,000
	Program Management					80,000	80,000	80,000	240,000
									-
	<b>TOTAL HARBOR BROOK DRAINAGE IMPVTS.</b>	<b>6,550,000</b>		<b>(4,750,000)</b>	<b>8,300,000</b>	<b>7,555,000</b>	<b>80,000</b>	<b>1,580,000</b>	<b>19,315,000</b>
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
<b>ENTERPRISE FUNDS</b>									
<b>GOLF Enterprise</b>		-							-
	<b>TOTAL</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER</b>									
	<b>PUBLIC UTILITIES SOURCES:</b>								
	Hallmere Reservoir Spillway				750,000				750,000
	Watershed Canal Improvements					150,000			150,000
	Well Redevelopment						100,000		100,000
	Merimere Dike Repair								-
	Engineering	100,000							100,000
	Construction	2,000,000							2,000,000
									-
	<b>SUBTOTAL - SOURCES</b>	<b>2,100,000</b>		<b>-</b>	<b>750,000</b>	<b>150,000</b>	<b>100,000</b>	<b>-</b>	<b>3,100,000</b>
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
<b>FACILITIES/PLANTS:</b>									
									-
	Elmere Treatment Plant (New) & Storage Tank								-
	Evaluation/Design								-
	Construction				33,500,000				33,500,000
	Grants								-
	Merimere Treatment Plant (new)								-
	Design						2,500,000		2,500,000
	Evansville Ave Treatment Plant								-
	Evaluation/Design	30,000							30,000
	Construction				100,000				100,000
	Platt/Lincoln Well Electrical Improvements							35,000	35,000
	BROADBROOK- Design/Evaluation	25,000							25,000
	<b>SUBTOTAL FACILITIES/PLANTS</b>	<b>55,000</b>		<b>-</b>	<b>33,600,000</b>	<b>-</b>	<b>2,500,000</b>	<b>35,000</b>	<b>36,190,000</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
	<b>PUMP STATIONS:</b>								
	Carpenter Ave Zone Improvements								-
	Evaluation/Design				30,000				30,000
	Construction								-
	East Road Pump Station / Flemming Tank Zone								-
	Engineering	52,000							52,000
	Construction / Rehabilitation	800,000							800,000
									-
	<b>SUBTOTAL - PUMP STATIONS</b>	<b>852,000</b>		-	<b>30,000</b>	-	-	-	<b>882,000</b>
	<b>STORAGE TANKS:</b>								
	Fleming Rd - 2,000,000 gal - Painting								-
	Painting				750,000				750,000
	Grant								-
	Carpenter Tank Cover Replacement	635,000							635,000
	Engineering	50,000							50,000
									-
	<b>SUBTOTAL - TANKS</b>	<b>685,000</b>		-	<b>750,000</b>	-	-	-	<b>1,435,000</b>
	<b>ADMINISTRATION:</b>								
	Water Meter Replacement Program	72,000			72,000	72,000	72,000	72,000	360,000
									-
	<b>SUBTOTAL - ADMINISTRATION</b>	<b>72,000</b>		-	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>	<b>360,000</b>
									-
	<b>SUBTOTAL - EQUIPMENT</b>	-		-	-	-	-	-	-
		<b>FY 22/23 Proposed</b>		<b>GRANTS</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
	<b>DISTRIBUTION SYSTEM:</b>								
	Distribution System Improvements	1,000,000			1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
	Leak Study				30,000		30,000		60,000
	Water Mains - Bridge Suspended								-
	Engineering Services				30,000				30,000
	Distribution Materials / Accessories				50,000		50,000		100,000
									-
	<b>SUBTOTAL - DISTRIBUTION SYSTEM</b>	<b>1,000,000</b>		-	<b>1,110,000</b>	<b>1,000,000</b>	<b>1,080,000</b>	<b>1,000,000</b>	<b>5,190,000</b>
	<b>TOTAL WATER DIVISION</b>	<b>4,764,000</b>		-	<b>36,312,000</b>	<b>1,222,000</b>	<b>3,752,000</b>	<b>1,107,000</b>	<b>47,157,000</b>

INTERDEPARTMENTAL REVIEW COMMITTEE FOR CAPITAL PROJECTS									
Department Request Level		C.I.P. FY 2023 - 2027							
Dept.	Project Name	FY 22/23 Proposed	CM Proposed	GRANTS	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
<b>WATER POLLUTION CONTROL FACILITY</b>									
	Collection System Improvements	1,000,000			500,000	500,000	500,000	500,000	3,000,000
	Cedarwood Valley Siphon Design					100,000			100,000
	Cedarwood Valley Siphon Construction						250,000		250,000
	Manhole Frames & Covers	30,000				30,000		30,000	90,000
	WPCF Building Repairs				100,000				100,000
	Collection System Equipment Upgrades	25,000					100,000		125,000
	Roofs on WPCF Buildings				250,000				250,000
	Inlet Grit Study/Design				150,000				150,000
	Inlet Grit Construction					750,000			750,000
	WPCF Maintenance Equipment	30,000				30,000		30,000	90,000
	WPCF Instrumentation Upgrades	25,000					50,000		75,000
	<b>Total WATER POLLUTION CONTROL FACILITY</b>	<b>1,110,000</b>		<b>-</b>	<b>1,000,000</b>	<b>1,410,000</b>	<b>900,000</b>	<b>560,000</b>	<b>4,980,000</b>
	<b>TOTAL PUBLIC UTILITIES</b>	<b>5,874,000</b>		<b>-</b>	<b>37,312,000</b>	<b>2,632,000</b>	<b>4,652,000</b>	<b>1,667,000</b>	<b>52,137,000</b>
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>5,874,000</b>		<b>-</b>	<b>37,312,000</b>	<b>2,632,000</b>	<b>4,652,000</b>	<b>1,667,000</b>	<b>52,137,000</b>
	<b>TOTAL WATER FUNDS</b>	<b>4,764,000</b>		<b>-</b>	<b>36,312,000</b>	<b>1,222,000</b>	<b>3,752,000</b>	<b>1,107,000</b>	<b>47,157,000</b>
	<b>TOTAL SEWER FUNDS</b>	<b>1,110,000</b>		<b>-</b>	<b>1,000,000</b>	<b>1,410,000</b>	<b>900,000</b>	<b>560,000</b>	<b>4,980,000</b>
	<b>TOTAL GOLF FUNDS</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>