

**TOWN OF TRUMBULL
NOTICE OF MEETING
BOARD OF FINANCE**

DATE: December 10, 2015
TIME: 7:00 P.M.
PLACE: Council Chambers

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

ELECTION OF OFFICERS

TOWN TREASURER'S REPORT – Anthony Musto

INTERNAL AUDIT – Therese Keegan

RULES OF PROCEDURE – TRUMBULL BOARD OF FINANCE

CALENDAR YEAR 2016 – BOARD OF FINANCE MEETINGS

POLICY AND PROCEDURE – INTRA-DEPARTMENTAL TRANSFERS LESS THAN \$1,000

FISCAL YEAR 2015-2016 SUPPLEMENTAL APPROPRIATION

12-15-01	James Haselkamp Director of Labor Relations	From: General Fund	\$ 6,137
		To: Social Services Salaries FT 01050000-501101	2,965
		To: Senior Center Salaries FT 01050600-501101	3,172
		To reorganize Social Services and Senior Center	

FISCAL YEAR 2015-2016 TRANSFER

12-15-02	James Haselkamp Director of Labor Relations	From: Social Services Salaries PT 01050000-501102	\$ 8,406
		To: Social Services Salaries FT 01050000-501101	8,406
		Transfer funds to cover reorganization between Social services and Senior Center	

FISCAL YEAR 2015-2016 TRANSFER

12-15-03	James Haselkamp Director of Labor Relations	From: Senior Center Salaries PT 01050600-501102	\$ 8,199
		To: Senior Center Salaries FT 01050600-501101	8,199
		Transfer funds to cover reorganization between Social services and Senior Center	

FISCAL YEAR 2015-2016 TRANSFER

12-15-04	Coleen Figliuzzi Director of Nursing/ Counseling Center	From: Counseling Center-Salaries-PT 01050200-501102	\$ 4,871
		To: Counseling Center-Salaries-OT 01050200-501105	4,871
		To cover overage in OT	

FISCAL YEAR 2015-2016 TRANSFER

12-15-05	Jamie Brätt	From: Planning and Zoning FT Salary 01014200-501101	\$16,000
		To: Planning and Zoning Seasonal Temp 01014200-501103	16,000
		To cover costs of seasonal temporary hire from 7/1/2015 – 11/23/2015.	

FISCAL YEAR 2015-2016 TRANSFER

12-15-06	Allen White Director of Bldgs/ Fac. Maintenance	From: Bldg Maintenance-Salaries-FT 01030200-501101	\$14,797
		To: Bldg Maintenance-Salaries-Seasonal 01030200-501103	\$14,797
		Employee currently on work related injury. Funds transferred to cover seasonal help while he is out.	

DISCUSSION ITEMS

- Year to Date Budget to Actual Report –Expenditures FY 2016
- Year to Date Special Agency Funds Report – FYE 2016
- Year to Date Special Detail Report – FYE 2016

APPROVAL OF MINUTES

- November 12, 2015

ADJOURNMENT



Trumbull Police Department Overtime Follow-up

TOWN OF TRUMBULL, CT

December 2, 2015
Therese Keegan, Internal Audit

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December 2, 2015

Mrs. Elaine Hammers, Chairperson
Town of Trumbull Board of Finance
5866 Main Street
Trumbull, CT 06611

Dear Mrs. Hammers:

I respectfully submit the attached report entitled Trumbull Police Department Overtime Follow-up. The objectives of the report are to:

1. Evaluate the Trumbull Police Department overtime management
2. Review compliance with regulations and labor contracts
3. Identify the causes and drivers for overtime costs
4. Evaluate the potential for overtime reduction
5. Provide an action plan and next steps for potential overtime reduction

This report was a joint effort with Michael Lombardo, Trumbull Chief of Police. I would like to thank him and his staff for their cooperation and assistance in preparing this document.

Respectfully submitted,

Therese Keegan
Internal Audit

Executive Summary

In November 2014 a review of Police Department overtime was presented to the Town of Trumbull Board of Finance. In an effort to decrease police overtime, the report offered four observations with 15 separate recommendations designed to achieve the following goals:

- Reliable budgeting and monthly overtime review
- Timely, expedited hiring process
- Expanded use of part-time sworn officers and civilian personnel
- Implementation of automated time keeping system including improved management reports
- Assignment of calls to officers with sufficient time on regular shift
- Limit compensatory time / limited duty status

In general the Department agreed with recommendations except where recommendation implementation would conflict with the Trumbull Police Union contract. The Department's sworn personnel are represented by the Trumbull Police Union Local 1745 Council #15, AFSCME, AFL-CIO. Civilians employed by the Police Department are represented by UPSEU, LOCAL 424, (MATE).

Background

The Trumbull Police Department has budgeted 78 sworn officer positions for fiscal year 2015-16 but is not currently fully staffed. The Department pays officers overtime and premium pay based on contractual obligations negotiated with the collective bargaining unit.

The Police Department's union contract was extended for 2015/2016 and will be renegotiated for the period beginning July 1, 2016. The extension provided a 2.5% salary increase which in itself could raise overtime by 3.75%.

Overtime has been incurred as follows:

<u>FYE</u>	<u>Amount</u>
6/12	613,868
6/13	707,632
6/14	704,021
6/15	675,042

In January 2015, the Town employed Michael Lombardo as the new Chief of Police. Subsequently, Board of Finance requested Chief Lombardo compile and analyze six months of overtime cost, now complete, and the substance of this report.

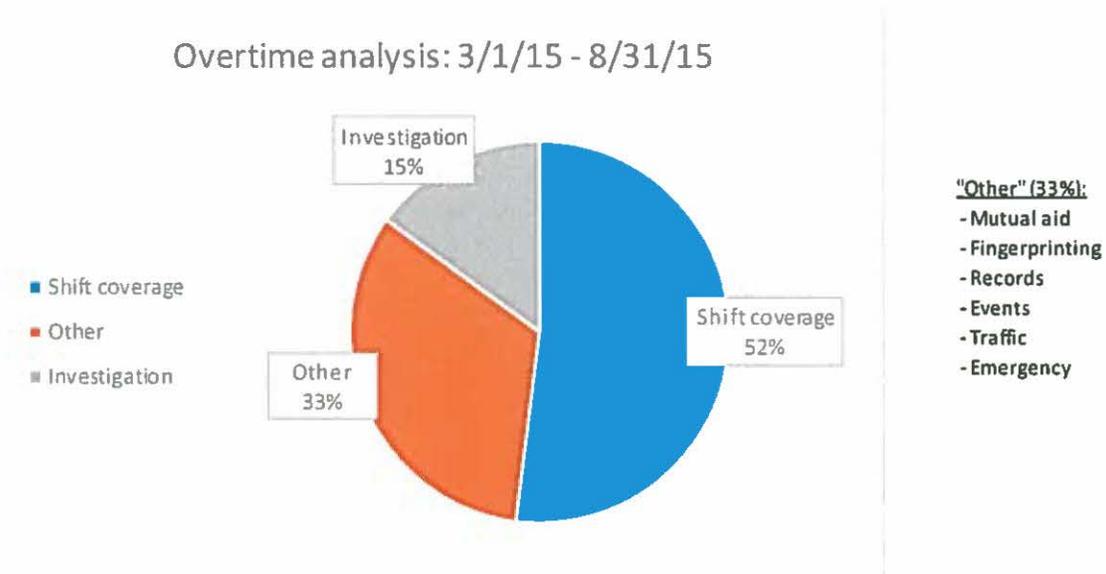
Methodology

Reviewed budget and actual cost of overtime historically, and detailed overtime drivers for the six months ended September 2015. This analysis provided insight to the current manual overtime request and approval process, as well as an understanding of the accounting systems utilized and the associated reports available for overtime review and planning purposes.

- Reviewed current union contract to determine compliance requirements; highlighted clauses that drive overtime costs which should be considered during future negotiations.
- Engaged Police Departments of proximate towns to obtain comparative information.
- Investigated software solutions designed to accommodate the special needs of Police Departments.
- Formulated next steps to improve overtime management and potentially reduce overtime costs on a go-forward basis.

Observations & Recommendations

The following chart provides the analysis of overtime incurred for the six month period ended August 31, 2015; we will review **Shift Coverage**, **Other** and **Investigations** as they are the significant drivers.



1. 52% of overtime cost is driven by minimum shift coverage requirements:

- A. Overtime is attributable to the lack of officers available to meet minimum staffing requirements on patrol shifts. The Department utilizes three work shifts a day:
- 8am-4pm with 7am-3pm overlap
 - 3pm-11pm with 4pm-12am overlap
 - 11pm-7am with 12pm-8am overlap

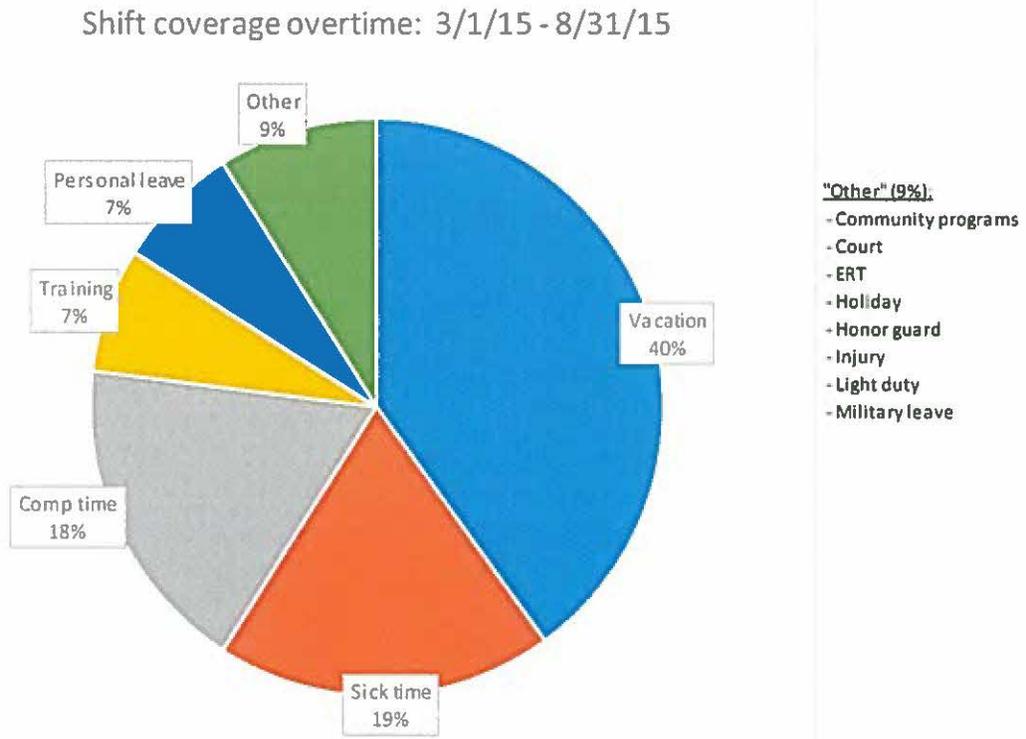
The Trumbull Police Department has budgeted 78 sworn officer positions for fiscal year 2015-16 but is currently staffed as follows:

Workforce authorization	78
Vacancies - 2 officers, 1 dispatcher	(3)
Recruit training	(2)
Sick/injury leave (fluctuates)	(5)
	<u>68</u>

Additionally, twenty-seven officers (35% of force) are eligible to retire at any time.

- Recommendation:** Recruitment and hiring has been slow to occur and once hired, by State law, new officers require 10 - 12 months training before they are eligible for regular duty. The original 2014 Police Overtime audit recommended the Human Resources Department increase hiring and recruitment efforts and place a high priority on filling officer vacancies; the hiring process needs to be expedited. Recruitment, preliminary interviews and testing should be completed in advance of scheduled transfer and retirement dates. The balance of the hiring requirements, such as secondary interviews, background checks, etc. would only progress once hiring dates became imminent. Recommendation requires implementation.

B. Contractual time-off clauses limit the Police Department's ability to meet minimum staffing requirements. The following chart provides the analysis of shift coverage overtime cost:



The following analysis identifies the root cause of all significant components of shift coverage overtime are driven by current union contract compliance.

Category	%	Contract driven	Contract limit
Vacation	40%	Yes	Now 5; up to 7 weeks if grandfathered
Sick time	19%	Yes	Unlimited up to 1 year
Comp time	18%	Yes	Up to 300 hrs
Personal leave	7%	Yes	3 days/year
Training	7%	Yes	State unfunded mandates
	<u>91%</u>		

Calling in sick takes on a whole new meaning for Police Department scheduling. To properly ensure public and officer safety, levels of staffing are mandated by union contract, so someone's hours will need to be extended, or someone will have to be called in to cover an officer out sick. Per union contract, overtime must be awarded to "next in line".

Determining "next in line" is currently a manual, time consuming process complicated by these same time off provisions. Officer after officer "next in line" may be utilizing personal time, vacation, sick time, unlimited per union contract, or compensatory time, repaid at time and 1/2.

Per union contract, sick time usage is reviewed for abuse and patterns of use. Additionally, if sick in excess of 3 days, a doctor's note is required. So although sick time is "unlimited up to 1 year" on average, use is as follows over the past two years:

Year	Average days used	Average excluding long-term illness
2014	10.25	4.79
2015	8.99	4.77

- **Recommendation:** When the new contract is negotiated, the effect of contractual time-off clauses must be realistically considered, especially with regard to cash payments for compensatory hours rather than repayment at 1 ½ time off. Revisions to current practice, if deemed necessary, could be enacted to affect current workforce, or might be negotiated to only affect new hires.
- **Recommendation:** Union contract should be simplified to allow automated scheduling. Software is available, some specific to Police Departments, designed to schedule efficiently and cost effectively. Current scheduling process is manual and time consuming as contract complexity requires excessive time be spent on determining the hierarchical order of "next in line" for overtime.

2. 33% of overtime cost is driven by “Other” which is primarily comprised of:

- Mutual aid (65%) – emergency assistance to proximate towns
- Fingerprinting (18%) – now 4 FTE, was 8; one position will fill end of October
- Records (13%) – remain short 1 full-time records clerk
- All other (4%) - event coverage, traffic assignments, emergency, etc.

15% of overtime is driven by Investigations - incurred when there is a sense of urgency, when time is of the essence, or when public safety is at risk.

These responsibilities are non-discretionary and must be completed timely by the available workforce even if overtime is incurred.

- **Recommendation:** Again, the Human Resources Department must increase hiring and recruitment efforts and place a high priority on filling officer and support staff vacancies; the hiring process needs to be expedited.

Comparative Information

In an effort to share experience and best practices and to benchmark Trumbull’s overtime drivers and cost, Police Departments of proximate towns were contacted for information.

Town	Population 2012	Households 2012	# of Police Officers	2015 Overtime		2016 Budget	Max Comp hours	Max Vacation	Max Sick time
				Budget	Actual				
Monroe	19,529	6,530	43	\$285k	\$292k	\$260k	60	25	Unlimited
Westport	26,516	9,382	64	\$1.1 mil	~\$900k	\$1.2 mil	120	25	12 days
Trumbull	36,008	12,140	78	\$525k	\$670k	\$625k	300	42	Unlimited to 1 year
Shelton	39,641	15,019	49	\$643k	\$466k	\$660k	NA	18	12 days
Stratford	51,440	20,169	108	\$889k	\$1.1 mil	\$970k	256	28	Was unlimited, now 15 days
Fairfield	59,562	20,227	108	\$2 mil	\$2.3 mil	\$2.37 mil	300	28	120 days

Trumbull is closest to Shelton in population, number of households and cost of overtime, but closest to Westport in number of Police Officers. Westport’s population 74% that of Trumbull, but overtime budget is almost double for both 2015 and 2016, in spite of Westport’s lower allowances for comp time accumulation, vacation days and sick time. Of the 5 towns providing information, only Monroe, with a population approximately half that of Trumbull’s has a lesser budget for overtime.

Consistent monitoring and “tone at the top” contribute to the effective effort of limiting overtime cost. The tone at the top is often considered to permeate an entire organization, and is considered a prerequisite of internal control, solid governance and ethical conduct. During this 6 month report period, not only was overtime escalation halted, an estimated \$30,000 was saved. This is at least in part due to the diligence and messaging of PD senior management.

- **Recommendation:** Senior Management must continue to monitor time off and overtime and consistently provide staff guidance and feedback. An automated system will simplify approval, scheduling and monitoring, and allow for improved analysis of overtime drivers and comparative information.

Summary

This report is the result of the manual compilation and analysis of information. The ongoing effort is time consuming for the Department and it requires redundancy of effort, but it is currently the only way available for them to effectively manage their scheduling and overtime. The manual analysis is helpful but reactive, as it is prepared after the overtime is incurred. Additionally, the analysis does not provide a multi-dimensional view; it presents information as a cause and effect relationship when often overtime may be driven by a chain of scheduling events rather than by the effect of a single incident. The exploration of department specific software has been undertaken as a means of proactively managing, reporting and monitoring overtime in an efficient and cost effective manner.

Finally, we must consider that the Trumbull Police Department is the face of our community. Like any progressive police department, the Trumbull Police Department assists other towns, ensures event safety, educates, and performs community outreach.

- The Department must address heightened public safety concerns by educating residents and business owners on such topics as:
 - identifying suspicious activity
 - fraudulent acts
 - identity theft
 - a variety of scams

In 2014, 102 cases of identity theft and fraud were reported to the department. So far in 2015 over 200 incidents have been reported. Senior centers, shopping areas and local organizations such as the YMCA have requested the Department schedule time to perform this outreach, as awareness is key.

- The Trumbull Mall has more than eight million visitors a year and now demands a constant police presence and rapid response to emergency calls ranging from medical to civil disturbance matters.
- Public and private industries are requesting site specific security assessments of business facilities. Assessments are time consuming and require written reports to the owner. Industries are calling upon the Department to review emergency planning and to present security information and lockdown procedures to employees.

Public safety now demands increased police presence and security assistance. The Police Department considers education and outreach as non-discretionary. The town must consider whether they agree.

TRUMBULL BOARD OF FINANCE

RULES OF PROCEDURE

1. Roberts Rules of Order shall govern the conduct of all meetings of the Trumbull Board of Finance unless substituted for herein or otherwise required by law.
2. The regular monthly meeting of the Trumbull Board of Finance will be held on the second Thursday of each month beginning at 7:00 except for such other dates or times as otherwise adopted by the Board, or by the Chairman after consultation with the Board.
3. Agendas for the regular monthly meeting of the Trumbull Board of Finance shall be delivered to all Board members and alternates seven (7) days prior to the meeting as originally scheduled or rescheduled by the Chairman per Rule #2 above. The Department of Finance shall put forth all requests to be placed on the agenda during the first week of the month in which the meeting is to take place consistent with the requisite mailing schedule.
4. Board members should review the agenda in advance of the meeting and, if they have any concerns or need any additional information regarding specific Agenda items, should contact the Director of Finance so that the requested additional information should be made available at or prior to the meeting.

Any Board member making a request directly to an individual or department head for other information will copy all members of the Board of Finance.

The Chairman shall request all responses be returned either to the Chairman via email, or, if not possible, to all members directly.

The Chairman shall disseminate all responses received from department heads directly to all Board members.

5. In the absence of the Chairman, the Vice Chairman shall have sole authority to cancel meetings except in the case of inclement weather or emergencies, where the decision is made consistent with the closing of Town Hall.
6. Special meetings of the Board can be called by the Chairman or the Vice Chairman or any two members of the Board may petition for a special meeting by a letter to the Chairman or the Vice Chairman. Any meeting called under this section must be held within fourteen calendar days of the date of receipt of the request.

7. If a regular member is absent and does not designate an alternate to act, the majority of the regular members Chairman of the Board of Finance may designate an alternate subject to the provisions of section 9-167a of the Connecticut General Statutes to act in the absent members place. In all matters, except voting, alternative members of the Board have the same rights, privileges and responsibilities as sitting members.

8. The Financial/Accounting Controls Analyst shall report monthly to the Board of Finance on all activities and findings for the prior month and, as such, is available to all members for the purpose of providing information on Town Finance matters; however, his/her work priorities are determined by the Chairman. All requests for information from the Financial/Accounting Controls Analyst may go through the Chairman or if made direct, include all members of the Board on copy.

9. The Board will review the Financial/Accounting Controls Analyst's performance annually in June and make appropriate recommendations.

10. All members of the Board are entitled to have a brief summary of their remarks as they pertain to a specific agenda item included as a part of the minutes by so requesting at the applicable time.

11. With the exception of budget hearings and budget voting sessions, the monthly meetings shall adjourn no later than 10:30 p.m. However, such adjournment at 10:30 p.m. may be waived by an appropriate motion and majority vote of all voting members.

12. The agenda and available backup will be placed on the official Town website three (3) days prior to the meeting date.

13. Minutes shall be posted in accordance with the time requirements of FOI (Freedom of Information Act) and Town Charter noted as DRAFT – Subject to Modification and Approval. After minutes are approved at a subsequent meeting, they will be updated and posted as final in place of the draft.

**BOARD OF FINANCE
2016 MEETING SCHEDULE**

**2nd Thursday of the month – 7:00 p.m.
Council Chambers Town Hall
(unless otherwise specified)**

Thursday, January 14, 2016

Thursday, February 11, 2016

Thursday, March 10, 2016

Thursday, April 14, 2016

Thursday, May 12, 2016

Special Meeting - Thursday, May 19, 2016 (placeholder to set mill rate)

Thursday, June 9, 2016

Thursday, July 14, 2016

Thursday, August 11, 2016

Thursday, September 8, 2016

Thursday, October 13, 2016

Thursday, November 10, 2016

Thursday, December 8, 2016

BOARD OF FINANCE

INTRA-DEPARTMENTAL TRANSFERS LESS THAN \$1000

POLICY AND PROCEDURE

Purpose: In order to promote departmental efficiency, it is the intent of the Board of Finance to give the Director of Finance for the Town of Trumbull limited authority to perform intra-departmental transfers without prior approval of the Board of Finance.

Scope: The Director of Finance shall have the authority to perform intra-departmental transfers in an amount less than \$1,000 per transfer without prior approval of the Board of Finance. In no case, without exception, may the Director of Finance perform intra-departmental transfers in amounts of \$1,000 or more or inter-departmental transfers of any amount without prior approval of the Board of Finance.

Duration: This policy shall go into effect on December 10, 2015 and expire on December 9, 2016. The Board of Finance reserves the right to cancel or modify this policy by majority vote of the Board of Finance and with notice to the Director of Finance. This policy may be renewed by unanimous vote of the Board of Finance after the expiration date of December 9, 2016.

Procedure: Upon request of a Department head for a transfer of funds between department accounts of less than \$1,000, the Director of Finance may make such transfer under the authority granted by this policy. At the next Board of Finance meeting, the Director of Finance will list all such transfers and present this information to the entire Board. At that time, any member of the Board of Finance may ask any questions concerning these transfers

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-01
AMOUNT: \$ 6,137

2015-2016

(A) APPROPRIATION [X] FROM: ACCOUNT NAME General Fund \$6,137
ACCOUNT NO.

(B) TRANSFER []

TO: ACCOUNT NAME Social Services Salaries FT \$2,965
ACCOUNT NO. 01050000-501101

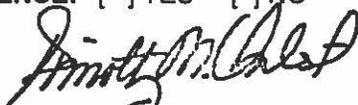
TO: ACCOUNT NAME Senior Center Salaries FT \$3,172
ACCOUNT NO. 01050600-501101

(C) SUMMARY OF REQUEST: To reorganize Social Services and Senior Center

(D) REQUESTED BY: James Haselkamp, Director of Labor Relations

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

H. James Haselkamp, Jr.
Director of Labor Relations
jhaselkamp@trumbull-ct.gov

Town of Trumbull
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611
Phone: 203.452.5031
Fax: 203.452.3856



MEMORANDUM

TO: BOARD OF FINANCE
FR: H. JAMES HASELKAMP, JR.
RE: ADMINISTRATIVE SUPPORT
DT: December 3, 2015
CC: TIMOTHY M. HERBST

I was requested by the Administration to provide some context to the request for full time administrative support at the Senior Center. The current budget provides two part-time positions providing support for the Senior/Social Services functions. There have been ongoing problems retaining part time administrative staff. The turnover of staff creates a lack of continuity to the Senior Center population and it further creates challenges to adequately cover the Senior Center operating hours. In addition, we have ongoing difficulties keeping the part time employees under their budgeted hours. Staff turnover results in increased hours for the other part time staff person. This creates concerns about benefit eligibility and it further strains coverage as hours need to be reduced to keep the part time employee below the number of hours for benefits eligibility. This is not a new position but a change from two part time positions to one full time.

These positions are the “face” of the Center and they provide one of the primary points of contact with the senior population. Continuity and coverage are critical to the effective operation of the Senior Center. The addition of a full time administrative professional will help address some of these concerns.

It is important to note that the Senior Center currently houses Senior and Social Services as well as Nursing Services. Nursing Services is currently budgeted for a full time clerical support position that is currently being filled on a part time basis. There may be a way to deploy support staff assigned to the building so that there is minimal budgetary impact in the future.

SOCIAL SERVICES AND SENIOR CITIZENS						
#01050000, #01050600						
12-15-01	SUPPLEMENTAL APPROPRIATION			Request	Transfer	Suppl
	From General fund					6,137.00
	Salaries -FT	01050000-501101		11,371.00	(8,406.00)	2,965.00
	FT Mate employee-1820 hours @\$24.99=\$45,481.80					
	\$45,481/2 depts=\$20,383 for 1/2 year=\$11,370.45					
	Salaries -FT	01050600-501101		11,371.00	(8,199.00)	3,172.00
						6,137.00
	To reorganize social Services and Senior Citizens					

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-02
AMOUNT: \$ 8,406

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Social Services Salaries PT \$8,406
ACCOUNT NO. 01050000-501102

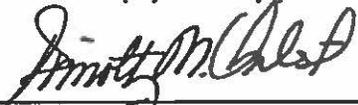
(B) TRANSFER [X] TO: ACCOUNT NAME Social Services Salaries FT \$8,406
ACCOUNT NO. 01050000-501101

(C) SUMMARY OF REQUEST: Transfer funds to cover reorganization between Social Services and Senior Center

(D) REQUESTED BY: James Haselkamp Director of Labor Relations

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

SOCIAL SERVICES AND SENIOR CITIZENS
#01050000, #01050600

TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
12-15-02	FROM:						
	Social Services-Salaries-PT	01050000-501102	10,286.70	1,880.70	8,406.00	(8,406.00)	-
	TO:						
	Social Services-Salaries-FT	01050000-501101	60,144.07	60,144.07	0.00	8,406.00	8,406.00
	Transfer funds to cover reorganization between Social services and Senior Citizens						
12-15-03	FROM:						
	Senior citizen's-Salaries-PT	01050600-501102	48,573.81	40,374.81	8,199.00	(8,199.00)	-
	TO:						
	Senior Citizen's-Salaries-FT	01050600-501101	22,256.71	22,256.71	-	8,199.00	8,199.00
	Transfer funds to cover reorganization between Social services and Senior Citizens						

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-03
AMOUNT: \$ 8,199

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Senior Center Salaries PT \$8,199
ACCOUNT NO. 01050600-501102

(B) TRANSFER [X] TO: ACCOUNT NAME Senior Center Salaries FT \$8,199
ACCOUNT NO. 01050600-501101

(C) SUMMARY OF REQUEST: Transfer funds to cover reorganization between Social Services and Senior Center

(D) REQUESTED BY: James Haselkamp Director of Labor Relations

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-04
AMOUNT: \$4,871

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Counseling Center-Salaries-PT \$4,871
ACCOUNT NO. 01050200-501102

(B) TRANSFER [X] TO: ACCOUNT NAME Counseling Center-Salaries-OT \$4,871
ACCOUNT NO. 01050200-501105

(C) SUMMARY OF REQUEST: To cover overage in OT

(D) REQUESTED BY: Coleen Figliuzzi, Director of Nursing/Counseling Center

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___



Memorandum

To: Board of Finance

From: Coleen Figliuzzi, Director of Nursing/Counseling Center

Date: December 4, 2015

RE: Transfer of Funds from Part time to Full time salaries to cover overtime expenditures

In order to meet the needs of the client base at the Counseling Center, overtime hours were necessary. This increased need will be met by the part time Counselor who has now been hired and will start February 1, 2016.

TOWN OF TRUMBULL						
TRANSFERS						
FYE 6/30/2016						
ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER		AMOUNT OF TRANSFER		BALANCE AFTER TRANSFER
FROM						
Salaries PT/Permanent	01050200-501102	33,161.67		(4,871.00)		28,290.67
TO						
Salaries-Overtime	01050200-501105	(5,358.04)		4,871.00		1,341.96
		1,829.00	*			
			**	A journal entry was made to move a \$1,829 to the Youth Service Grant		

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-05
AMOUNT: \$16,000

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Planning and Zoning FT Salary \$16,000
ACCOUNT NO. 01014200-501101

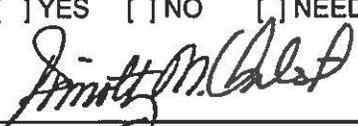
(B) TRANSFER [X] TO: ACCOUNT NAME Planning and Zoning Seasonal Temp \$16,000
ACCOUNT NO. 01014200-501103

(C) SUMMARY OF REQUEST: To cover costs of seasonal temporary hire from 7/1/2015 - 11/23/2015

(D) REQUESTED BY: Jamie Bratt Director of Community & Economic Development

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___
5. OTHER___

**ECONOMIC & COMMUNITY
DEVELOPMENT**

Town Hall
5866 Main Street
Trumbull, Connecticut 06611



December 2, 2015
Re: Transfer of Funds

Dear Board of Finance Members:

By writing, I wish to request the following transfer of funds in the amount of \$16,000 as follows:

FROM:

ORG	ACCOUNT	DESCRIPTION
01014200	501101	FT Salary

TO:

ORG	ACCOUNT	DESCRIPTION
01014200	501103	Seasonal Temp

Approximately \$15,000 of the requested amount would be transferred to cover the costs of a seasonal temporary hire in the Planning & Zoning office from July 1 through November 23, 2015. The Planning & Zoning office was short staffed during this time because the incumbent planner had been promoted to the role of Economic Development Director. The exhaustive search for a new Town Planner took six months total and two full civil service recruitment efforts. Gladly, a new full time planner joined the team on Nov. 23. The temporary staff person was critical to maintaining office coverage and service to the public during the search period. Furthermore, the cost of temporary professional assistance was well under what had been budgeted for a full-time salaried planner. Therefore, please rest assured that we will not need any supplemental to cover this salary need in the part time account – just the transfer.

I have proposed approximately \$1,000 extra to the Seasonal Temp line item in anticipation of a potential summer intern. We have not determined yet whether such a position will be brought on in summer of 2016, but by making the transfer now we would be in a position to make a nimble decision next spring.

Many thanks for your time and consideration.

Sincerely,

Jamie Bratt
Director of Community & Economic Development

TOWN OF TRUMBULL						
TRANSFERS						
FYE 6/30/2016						
ACCOUNT DESCRIPTION	ACCOUNT NUMBER	BALANCE BEFORE TRANSFER		AMOUNT OF TRANSFER		BALANCE AFTER TRANSFER
FROM						
Full Time Salaries	501101	194,739.74		(16,000.00)		178,739.74
TO						
Seasonal Temp	501103	(14,945.00)		16,000.00		1,055.00

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-03
AMOUNT: \$ 8,199

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Senior Center Salaries PT \$8,199
ACCOUNT NO. 01050600-501102

(B) TRANSFER [X] TO: ACCOUNT NAME Senior Center Salaries FT \$8,199
ACCOUNT NO. 01050600-501101

(C) SUMMARY OF REQUEST: Transfer funds to cover reorganization between Social Services and Senior Center

(D) REQUESTED BY: James Haselkamp Director of Labor Relations

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

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TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 12-10-2015
AGENDA: 12-15-06
AMOUNT: \$14,797

2015-2016

(A) APPROPRIATION [] FROM: ACCOUNT NAME Bldg Maintenance-Salaries-FT \$14,797
ACCOUNT NO. 01030200-501101

(B) TRANSFER [X] TO: ACCOUNT NAME Bldg Maintenance-Salaries-Seasonal \$14,797
ACCOUNT NO. 01030200-501103

(C) SUMMARY OF REQUEST: To cover the department until the end of February. Approximate weekly \$1,170 for 12 weeks = \$14,040
Employee currently on work related injury. Funds transferred to cover seasonal help while he is out.

(D) REQUESTED BY: Allen White Director of Bldgs/ Facilities. Maintenance

(E) SUPPORTING DATA: SEE ATTACHED.

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
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BUILDING MAINTENANCE							
#01030200							
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
12-15-06	FROM:						
	Bldg Maintenance-Salaries-FT	01030200-501101	311,351.06	280,851.06	30,500.00	(14,796.82)	15,703.18
	TO:						
	Bldg Maintenance-Salaries-Seasonal	01030200-501103	(756.82)	14,040.00	(14,796.82)	14,796.82	-
	To cover the department until the end of February						
	Approximately weekly \$1,170 for 12 weeks=\$14,040						
	Employee currently on work related injury. Funds transferred to cover seasonal help while he's out.						



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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
01 GENERAL GOVERNMENT							
01010000 TOWN COUNCIL							
01010000 522201 CLERICAL	14,971	1,440	16,411	6,092.95	.00	10,318.05	37.1%
01010000 522202 PROFESSION	56,500	-1,440	55,060	13,000.00	41,500.00	560.00	99.0%
01010000 545501 LEGAL NOTI	18,000	0	18,000	5,426.36	.00	12,573.64	30.1%
TOTAL TOWN COUNCIL	89,471	0	89,471	24,519.31	41,500.00	23,451.69	73.8%
01010100 THE TRUMBULL NATURE COMMISSION							
01010100 522201 SVS-CLRC	240	0	240	180.00	.00	60.00	75.0%
01010100 590011 UTIL-HEAT	3,513	0	3,513	.00	.00	3,513.00	.0%
01010100 590012 UTIL-ELECT	960	0	960	183.68	.00	776.32	19.1%
01010100 590013 UTIL-WATER	241	0	241	67.27	.00	173.73	27.9%
01010100 590014 UTIL-PHONE	474	0	474	153.01	.00	320.99	32.3%
TOTAL THE TRUMBULL NATURE COMMISSION	5,428	0	5,428	583.96	.00	4,844.04	10.8%
01010200 ETHICS COMMISSION							
01010200 522201 CLERICAL F	120	0	120	.00	.00	120.00	.0%
TOTAL ETHICS COMMISSION	120	0	120	.00	.00	120.00	.0%
01010400 FIRST SELECTMAN							
01010400 501101 FULL TIME/	274,935	0	274,935	107,695.26	.00	167,239.74	39.2%
01010400 522202 PROFESSION	20,000	0	20,000	1,190.00	3,810.00	15,000.00	25.0%
01010400 556601 PRF DV-SEM	3,500	0	3,500	2,195.02	.00	1,304.98	62.7%
01010400 567704 EXPENSE AC	5,000	0	5,000	4,001.74	.00	998.26	80.0%



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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL FIRST SELECTMAN	303,435	0	303,435	115,082.02	3,810.00	184,542.98	39.2%
01010600 PROBATE							
01010600 522203 ANCILLARY	2,216	0	2,216	2,216.00	.00	.00	100.0%
01010600 534401 OFFICE SUP	1,940	0	1,940	1,940.00	.00	.00	100.0%
01010600 545504 POSTAGE	3,325	0	3,325	3,325.00	.00	.00	100.0%
01010600 556604 PRF DV-PUB	166	0	166	166.00	.00	.00	100.0%
01010600 589901 ANNUAL REN	1,607	0	1,607	1,607.00	.00	.00	100.0%
01010600 590014 TELEPHONE	1,871	0	1,871	1,871.00	.00	.00	100.0%
TOTAL PROBATE	11,125	0	11,125	11,125.00	.00	.00	100.0%
01010800 ELECTIONS							
01010800 501101 FULL TIME/	46,774	0	46,774	25,370.37	.00	21,403.63	54.2%
01010800 501102 SAL-PT/PER	19,434	0	19,434	7,698.64	.00	11,735.36	39.6%
01010800 501105 OVERTIME	2,000	0	2,000	276.76	.00	1,723.24	13.8%
01010800 522202 PROFESSION	3,400	0	3,400	1,481.90	.00	1,918.10	43.6%
01010800 522203 ANCILLARY	31,770	0	31,770	11,440.00	.00	20,330.00	36.0%
01010800 522205 PROGRAMEXP	13,551	0	13,551	9,255.26	5,685.00	-1,389.26	110.3%
01010800 534402 PROGRAM SU	6,000	0	6,000	4,493.94	291.00	1,215.06	79.7%
01010800 545501 LEGAL NOTI	325	0	325	.00	.00	325.00	.0%
01010800 545504 POSTAGE	4,580	0	4,580	2,939.79	.00	1,640.21	64.2%
01010800 556601 PRF DV-SEM	780	0	780	1,240.00	.00	-460.00	159.0%
01010800 556602 PRF DV-PRF	150	0	150	130.00	.00	20.00	86.7%
01010800 556605 PRF DV-TRP	575	0	575	220.80	.00	354.20	38.4%
01010800 578801 MNTNCE-SV	3,000	0	3,000	3,000.00	.00	.00	100.0%
01010800 590014 TELEPHONE	2,549	0	2,549	.00	.00	2,549.00	.0%
TOTAL ELECTIONS	134,888	0	134,888	67,547.46	5,976.00	61,364.54	54.5%
01011000 FINANCE DEPARTMENT							
01011000 501101 FULL TIME/	485,029	0	485,029	183,335.73	.00	301,693.27	37.8%
01011000 501102 PART TIME/	51,047	0	51,047	26,529.06	.00	24,517.94	52.0%
01011000 501105 OVERTIME	500	0	500	.00	.00	500.00	.0%





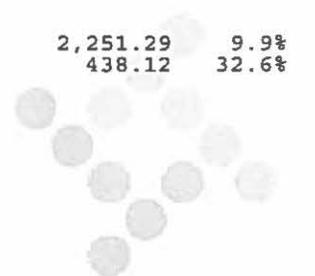
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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011000 501106 LONGEVITY	425	0	425	.00	.00	425.00	.0%
01011000 556601 PRF DV-SEM	2,000	0	2,000	.00	.00	2,000.00	.0%
01011000 556602 PRF DV-PRF	460	0	460	130.00	.00	330.00	28.3%
01011000 556603 PRF DV-INS	2,000	0	2,000	.00	.00	2,000.00	.0%
01011000 556604 PRF DV-PUB	400	0	400	.00	.00	400.00	.0%
01011000 567704 TRNSP-EXP	300	0	300	.00	.00	300.00	.0%
TOTAL FINANCE DEPARTMENT	542,161	0	542,161	209,994.79	.00	332,166.21	38.7%
 01011400 BOARD OF FINANCE							
01011400 501101 FULL TIME/	73,362	0	73,362	29,063.31	.00	44,298.69	39.6%
01011400 522201 CLERICAL F	3,125	0	3,125	.00	.00	3,125.00	.0%
01011400 545501 LEGAL NOTI	1,100	0	1,100	.00	.00	1,100.00	.0%
01011400 556602 PRF DV-PRF	140	0	140	.00	.00	140.00	.0%
TOTAL BOARD OF FINANCE	77,727	0	77,727	29,063.31	.00	48,663.69	37.4%
 01011600 TAX ASSESSOR							
01011600 501101 FULL TIME/	264,867	0	264,867	104,393.24	.00	160,473.76	39.4%
01011600 501102 SAL-PT/PER	33,626	0	33,626	13,231.57	.00	20,394.43	39.3%
01011600 501105 SAL-OVRTIM	2,250	0	2,250	846.29	.00	1,403.71	37.6%
01011600 501888 UNIFORM AL	150	0	150	.00	.00	150.00	.0%
01011600 522202 PROFESSION	185,000	0	185,000	9,360.00	.00	175,640.00	5.1%
01011600 522204 SVS-CONTRC	21,650	0	21,650	19,375.00	.00	2,275.00	89.5%
01011600 534402 PROGRAM SU	865	0	865	500.00	.00	365.00	57.8%
01011600 545501 LEGAL NOTI	250	0	250	216.48	.00	33.52	86.6%
01011600 556601 PRF DV-SEM	4,300	0	4,300	2,811.59	.00	1,488.41	65.4%
01011600 556602 PRF DV-PRF	500	0	500	45.00	.00	455.00	9.0%
01011600 581888 CAPITAL OU	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL TAX ASSESSOR	514,458	0	514,458	150,779.17	.00	363,678.83	29.3%
 01011800 BOARD OF ASSESSMENT APPEALS							
01011800 522201 CLERICAL F	2,500	0	2,500	248.71	.00	2,251.29	9.9%
01011800 545501 LEGAL NOTI	650	0	650	211.88	.00	438.12	32.6%





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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011800 556601 PRF DV-SEM	200	0	200	.00	.00	200.00	.0%
TOTAL BOARD OF ASSESSMENT APPEALS	3,350	0	3,350	460.59	.00	2,889.41	13.7%
01012000 TAX COLLECTOR							
01012000 501101 FULL TIME/	241,310	0	241,310	70,908.14	.00	170,401.86	29.4%
01012000 501102 PART TIME/	23,708	0	23,708	9,138.66	.00	14,569.34	38.5%
01012000 501103 SEASONAL/T	3,011	0	3,011	3,566.25	.00	-555.25	118.4%
01012000 501105 OVERTIME	2,200	0	2,200	1,964.30	.00	235.70	89.3%
01012000 501106 LONGEVITY	425	0	425	.00	.00	425.00	.0%
01012000 522203 SVS-ANCLRY	11,450	0	11,450	1,127.79	.00	10,322.21	9.8%
01012000 522204 SVS-CONTRC	26,225	0	26,225	18,350.00	.00	7,875.00	70.0%
01012000 534401 OFFICE SUP	8,000	0	8,000	1,099.36	940.77	5,959.87	25.5%
01012000 545501 LEGAL NOTI	3,000	0	3,000	1,102.94	.00	1,897.06	36.8%
01012000 545504 POSTAGE	25,000	0	25,000	.00	.00	25,000.00	.0%
01012000 556601 PRF DV-SEM	730	0	730	101.00	.00	629.00	13.8%
01012000 556602 PRF DV-PRF	200	0	200	50.00	.00	150.00	25.0%
TOTAL TAX COLLECTOR	345,259	0	345,259	107,408.44	940.77	236,909.79	31.4%
01012200 PURCHASING							
01012200 501101 FULL TIME/	74,184	0	74,184	29,388.17	.00	44,795.83	39.6%
01012200 545501 LEGAL NOTI	7,500	0	7,500	3,475.60	.00	4,024.40	46.3%
01012200 556601 PRF DV-SEM	550	0	550	.00	.00	550.00	.0%
01012200 556602 PRF DV-PRF	240	0	240	150.00	.00	90.00	62.5%
TOTAL PURCHASING	82,474	0	82,474	33,013.77	.00	49,460.23	40.0%
01012400 TREASURER							
01012400 501101 FULL TIME/	23,159	0	23,159	8,825.04	.00	14,333.96	38.1%
TOTAL TREASURER	23,159	0	23,159	8,825.04	.00	14,333.96	38.1%
01012600 TECHNOLOGY							
01012600 501101 FULL TIME/	306,984	0	306,984	120,330.51	.00	186,653.49	39.2%



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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01012600 501105 OVERTIME	5,000	0	5,000	1,062.40	.00	3,937.60	21.2%
01012600 522202 PROFESSION	9,200	0	9,200	525.00	5,899.00	2,776.00	69.8%
01012600 522204 CONTRACTUA	294,556	0	294,556	160,825.06	121,407.27	12,323.67	95.8%
01012600 556601 PRF DV-SEM	14,580	0	14,580	.00	.00	14,580.00	.0%
01012600 556602 PRF DV-PRF	185	0	185	.00	.00	185.00	.0%
01012600 556603 PRF DV-INS	1,000	0	1,000	.00	.00	1,000.00	.0%
01012600 578802 EQUIPMENT/	10,000	0	10,000	119.13	986.70	8,894.17	11.1%
TOTAL TECHNOLOGY	641,505	0	641,505	282,862.10	128,292.97	230,349.93	64.1%
01012800 TOWN ATTORNEYS							
01012800 522202 PROFESSION	319,020	0	319,020	132,925.00	.00	186,095.00	41.7%
TOTAL TOWN ATTORNEYS	319,020	0	319,020	132,925.00	.00	186,095.00	41.7%
01013000 HUMAN RESOURCES							
01013000 501101 FULL TIME/	240,857	0	240,857	87,793.77	.00	153,063.23	36.5%
01013000 501105 SAL-OVRTIM	1,250	0	1,250	124.56	.00	1,125.44	10.0%
01013000 501106 LONGEVITY	425	0	425	.00	.00	425.00	.0%
01013000 522201 CLERICAL F	420	0	420	60.00	.00	360.00	14.3%
01013000 522202 PROFESSION	14,000	0	14,000	.00	.00	14,000.00	.0%
01013000 522203 SVS-ANCLRY	2,000	0	2,000	165.00	.00	1,835.00	8.3%
01013000 522204 SVS-CONTRC	7,500	0	7,500	.00	.00	7,500.00	.0%
01013000 545501 LEGAL NOTI	3,500	0	3,500	751.94	.00	2,748.06	21.5%
01013000 556601 PRF DV-SEM	2,500	0	2,500	.00	.00	2,500.00	.0%
01013000 556602 PRF DV-PRF	300	0	300	100.00	.00	200.00	33.3%
01013000 556604 PRF DV-PUB	1,000	0	1,000	79.80	.00	920.20	8.0%
TOTAL HUMAN RESOURCES	273,752	0	273,752	89,075.07	.00	184,676.93	32.5%
01013400 EMPLOYEE BENEFITS							
01013400 511150 FRNGE-FICA	1,631,257	0	1,631,257	636,167.21	.00	995,089.79	39.0%
01013400 511151 FRINGE-M/D	5,182,000	0	5,182,000	1,960,359.85	.00	3,221,640.15	37.8%
01013400 511152 FRINGE-WC	1,125,000	0	1,125,000	710,768.49	.00	414,231.51	63.2%
01013400 511153 FRINGE-UN	36,000	0	36,000	4,610.00	.00	31,390.00	12.8%



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TOWN OF TRUMBULL
YEAR-TO-DATE BUDGET REPORT

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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01013400	511154	FB-MEDADM	15,200	0	15,200	18,403.65	.00	-3,203.65	121.1%
01013400	511155	FRINGE-LIF	42,900	0	42,900	17,209.17	.00	25,690.83	40.1%
01013400	511159	FRINGE-CLE	600	0	600	.00	.00	600.00	.0%
01013400	522106	PENS-POL	2,907,000	0	2,907,000	1,453,500.00	.00	1,453,500.00	50.0%
01013400	522107	PEN-TN&BE	4,144,000	0	4,144,000	1,762,000.00	.00	2,382,000.00	42.5%
01013400	522108	POLRETMED	125,000	0	125,000	.00	.00	125,000.00	.0%
01013400	522110	DEFCONTR	217,204	0	217,204	53,309.65	.00	163,894.35	24.5%
01013400	522202	SVS-PROF	22,000	0	22,000	5,638.40	.00	16,361.60	25.6%
TOTAL EMPLOYEE BENEFITS			15,448,161	0	15,448,161	6,621,966.42	.00	8,826,194.58	42.9%
01013600 TOWN CLERK									
01013600	501101	FULL TIME/	233,447	0	233,447	90,005.12	.00	143,441.88	38.6%
01013600	501105	OVERTIME	3,200	0	3,200	1,789.70	.00	1,410.30	55.9%
01013600	501106	LONGEVITY	850	0	850	.00	.00	850.00	.0%
01013600	522204	SVS-CONTRC	23,000	0	23,000	6,318.17	16,681.83	.00	100.0%
01013600	522205	PROGRAMEXP	5,000	0	5,000	1,240.34	.00	3,759.66	24.8%
01013600	534402	PROGRAM SU	3,200	0	3,200	.00	1,215.00	1,985.00	38.0%
01013600	545501	LEGAL NOTI	3,000	0	3,000	1,012.80	.00	1,987.20	33.8%
01013600	556601	PRF DV-SEM	2,080	0	2,080	512.00	.00	1,568.00	24.6%
01013600	556602	PROFESSION	800	0	800	.00	.00	800.00	.0%
01013600	578801	SERVICE CO	300	0	300	.00	.00	300.00	.0%
01013600	578803	PROGRAM-RE	2,500	0	2,500	309.10	603.90	1,587.00	36.5%
01013600	598889	STCTFISHGA	0	0	0	1,823.00	.00	-1,823.00	100.0%
01013600	598890	STCTMAR	0	0	0	950.00	.00	-950.00	100.0%
TOTAL TOWN CLERK			277,377	0	277,377	103,960.23	18,500.73	154,916.04	44.1%
01013800 TOWN HALL									
01013800	501116	CONTINGENC	486,488	0	486,488	.00	.00	486,488.00	.0%
01013800	511160	P&L INS	963,109	0	963,109	470,468.51	.00	492,640.49	48.8%
01013800	522202	PROFESSION	0	10,000	10,000	104.00	.00	9,896.00	1.0%
01013800	522205	PROGRAM EX	20,000	0	20,000	.00	.00	20,000.00	.0%
01013800	522208	CONTRIBUT	12,750	0	12,750	4,250.00	.00	8,500.00	33.3%
01013800	534401	OFFICE SUP	32,000	0	32,000	14,156.22	2,196.39	15,647.39	51.1%
01013800	534402	PROGRAM SU	1,000	0	1,000	337.50	.00	662.50	33.8%
01013800	534403	MTLS-CLNG	1,000	0	1,000	359.80	.00	640.20	36.0%
01013800	545502	PUBLIC REP	1,000	0	1,000	.00	.00	1,000.00	.0%



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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01013800	545504	POSTAGE	45,000	0	45,000	14,236.82	6,695.56	24,067.62	46.5%
01013800	578801	SERVICE CO	8,840	0	8,840	4,602.98	4,841.09	-604.07	106.8%
01013800	578804	REFUSE REM	2,124	0	2,124	865.64	1,248.76	9.60	99.5%
01013800	589901	ANNUAL REN	19,980	0	19,980	8,692.64	12,614.10	-1,326.74	106.6%
01013800	590011	HEAT	13,380	0	13,380	1,637.26	.00	11,742.74	12.2%
01013800	590012	ELECTRICIT	96,717	0	96,717	30,542.34	.00	66,174.66	31.6%
01013800	590013	WATER	2,234	0	2,234	503.77	.00	1,730.23	22.6%
01013800	590014	TELEPHONE	96,267	0	96,267	32,806.07	.00	63,460.93	34.1%
TOTAL TOWN HALL			1,801,889	10,000	1,811,889	583,563.55	27,595.90	1,200,729.55	33.7%
01014200 PLANNING AND ZONING									
01014200	501101	FULL TIME/	278,170	-1,200	276,970	76,677.72	.00	200,292.28	27.7%
01014200	501103	SAL-SEASON	0	1,200	1,200	16,145.00	.00	-14,945.00	1345.4%
01014200	501105	OVERTIME	5,000	0	5,000	1,519.67	.00	3,480.33	30.4%
01014200	501106	LONGEVITY	425	0	425	.00	.00	425.00	.0%
01014200	522201	SVS-CLRC	180	0	180	.00	.00	180.00	.0%
01014200	522202	SVS-PROF	23,000	0	23,000	6,649.85	.00	16,350.15	28.9%
01014200	522205	PROG EXP	11,279	0	11,279	11,014.00	.00	265.00	97.7%
01014200	534401	OFFICE SUP	1,000	0	1,000	536.27	181.36	282.37	71.8%
01014200	534402	PROGSUPPL	150	0	150	.00	.00	150.00	.0%
01014200	545501	LEGAL NOTI	20,000	0	20,000	8,703.00	.00	11,297.00	43.5%
01014200	556601	PRF DV-SEM	2,500	0	2,500	315.00	.00	2,185.00	12.6%
01014200	556602	PRF DV-PRF	550	0	550	.00	.00	550.00	.0%
01014200	556604	PRF DV-PUB	150	0	150	.00	.00	150.00	.0%
TOTAL PLANNING AND ZONING			342,404	0	342,404	121,560.51	181.36	220,662.13	35.6%
01014600 ECONOMIC DEVELOPMENT									
01014600	501101	SAL-FT/PER	99,730	0	99,730	36,396.65	.00	63,333.35	36.5%
01014600	522201	CLERICAL F	720	0	720	.00	.00	720.00	.0%
01014600	522202	SVS-PROF	7,000	0	7,000	1,360.00	.00	5,640.00	19.4%
01014600	522205	PROG EXP	5,500	0	5,500	100.00	.00	5,400.00	1.8%
01014600	534402	PROGSUPPL	1,800	0	1,800	32.06	.00	1,767.94	1.8%
01014600	545503	COM-PUB RL	6,500	0	6,500	1,641.00	.00	4,859.00	25.2%
01014600	556601	PRF DV-SEM	1,000	0	1,000	572.67	.00	427.33	57.3%
01014600	556602	PRF DV-PRF	350	0	350	150.00	.00	200.00	42.9%
TOTAL ECONOMIC DEVELOPMENT			122,600	0	122,600	40,252.38	.00	82,347.62	32.8%





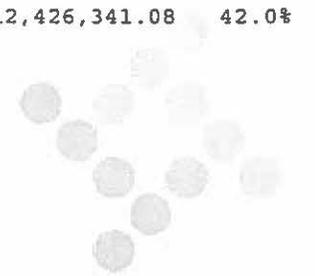
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01014800 INLAND WETLANDS COMMISSION							
01014800 522201 CLERICAL F	1,400	0	1,400	126.59	.00	1,273.41	9.0%
01014800 534401 MTL5-OFFCE	750	0	750	.00	.00	750.00	.0%
01014800 534402 PROGRAM SU	100	0	100	.00	.00	100.00	.0%
01014800 545501 LEGAL NOTI	13,000	0	13,000	1,984.48	.00	11,015.52	15.3%
01014800 556601 SEMINARS/C	2,000	0	2,000	95.00	.00	1,905.00	4.8%
01014800 556604 PUBLICATIO	175	0	175	.00	.00	175.00	.0%
TOTAL INLAND WETLANDS COMMISSION	17,425	0	17,425	2,206.07	.00	15,218.93	12.7%
01015400 CONSERVATION COMMISSION							
01015400 522201 SVS-CLRC	600	0	600	120.00	.00	480.00	20.0%
01015400 545502 COM-PUB RP	75	0	75	.00	.00	75.00	.0%
01015400 545503 COM-PUB RL	250	0	250	.00	.00	250.00	.0%
01015400 556601 PRF DV-SEM	210	0	210	130.00	.00	80.00	61.9%
01015400 556602 PRF DUES	240	0	240	.00	.00	240.00	.0%
TOTAL CONSERVATION COMMISSION	1,375	0	1,375	250.00	.00	1,125.00	18.2%
01015600 CLEAN ENERGY FUND							
01015600 522205 PROG EXP	1,600	0	1,600	.00	.00	1,600.00	.0%
TOTAL CLEAN ENERGY FUND	1,600	0	1,600	.00	.00	1,600.00	.0%
01015800 TRANSIT DISTRICT							
01015800 522205 PROGRAM EX	44,084	0	44,084	44,084.00	.00	.00	100.0%
TOTAL TRANSIT DISTRICT	44,084	0	44,084	44,084.00	.00	.00	100.0%
TOTAL GENERAL GOVERNMENT	21,424,247	10,000	21,434,247	8,781,108.19	226,797.73	12,426,341.08	42.0%
02 PUBLIC SAFETY							
01022000 POLICE							





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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022000	501101	FULL TIME/	6,551,824	0	6,551,824	2,665,291.66	.00	3,886,532.34	40.7%
01022000	501102	PART TIME/	53,435	0	53,435	19,335.34	.00	34,099.66	36.2%
01022000	501104	RELIEF/VAC	47,157	0	47,157	5,220.55	.00	41,936.45	11.1%
01022000	501105	OVERTIME	625,000	0	625,000	241,059.52	.00	383,940.48	38.6%
01022000	501106	LONGEVITY	19,650	0	19,650	.00	.00	19,650.00	.0%
01022000	501109	COLLEGE IN	27,900	0	27,900	.00	.00	27,900.00	.0%
01022000	501112	SHIFTDIFF	54,000	0	54,000	2,700.00	.00	51,300.00	5.0%
01022000	501113	HOLIDAY	313,000	0	313,000	97,489.63	.00	215,510.37	31.1%
01022000	501114	TRAINING	150,000	0	150,000	68,365.18	.00	81,634.82	45.6%
01022000	501887	POLICE UNI	17,000	0	17,000	7,254.90	.00	9,745.10	42.7%
01022000	501888	UNIFORM AL	48,000	0	48,000	8,378.94	18,264.00	21,357.06	55.5%
01022000	522203	ANCILLARY	15,000	0	15,000	932.50	.00	14,067.50	6.2%
01022000	534401	OFFICE SUP	15,500	0	15,500	4,831.70	2,529.69	8,138.61	47.5%
01022000	534402	PROGRAM SU	39,200	0	39,200	9,814.32	1,786.70	27,598.98	29.6%
01022000	534403	MTLS-CLNG	5,800	0	5,800	2,211.03	436.74	3,152.23	45.7%
01022000	545503	PUBLIC REL	2,500	0	2,500	462.20	1,183.50	854.30	65.8%
01022000	556601	SEMINARS/C	6,000	0	6,000	1,350.00	.00	4,650.00	22.5%
01022000	556602	PRF DV-PRF	1,500	0	1,500	1,490.00	.00	10.00	99.3%
01022000	556603	PRF DV-INS	34,000	0	34,000	21,688.89	1,961.65	10,349.46	69.6%
01022000	556604	PRF DV-PUB	500	0	500	82.50	.00	417.50	16.5%
01022000	567702	VEHICLE RE	55,000	0	55,000	41,854.99	5,825.19	7,319.82	86.7%
01022000	567704	EXPENSE AC	14,500	0	14,500	1,178.17	404.84	12,916.99	10.9%
01022000	578801	SERVICE CO	121,280	0	121,280	59,649.86	8,110.12	53,520.02	55.9%
01022000	578803	PROGRAM-RE	6,000	0	6,000	1,746.72	540.00	3,713.28	38.1%
01022000	578804	REFUSE REM	2,114	0	2,114	865.63	1,248.89	-.52	100.0%
01022000	581888	CAPITAL OU	199,802	0	199,802	28,297.30	35,399.92	136,104.78	31.9%
01022000	589901	ANNUAL REN	15,300	0	15,300	6,727.20	3,254.00	5,318.80	65.2%
01022000	590011	UTIL-HEAT	7,808	0	7,808	1,295.97	.00	6,512.03	16.6%
01022000	590012	ELECTRICIT	86,545	0	86,545	22,881.82	.00	63,663.18	26.4%
01022000	590013	WATER	2,919	0	2,919	663.99	.00	2,255.01	22.7%
01022000	590014	TELEPHONE	20,385	0	20,385	6,263.61	.00	14,121.39	30.7%
01022000	590015	TRAFFICLIT	11,072	0	11,072	2,567.61	.00	8,504.39	23.2%
TOTAL POLICE			8,569,691	0	8,569,691	3,331,951.73	80,945.24	5,156,794.03	39.8%
01022400 ANIMAL CONTROL									
01022400	501101	FULL TIME/	58,025	0	58,025	23,878.16	.00	34,146.84	41.2%
01022400	501102	PART TIME/	25,768	0	25,768	11,428.17	.00	14,339.83	44.4%
01022400	501105	OVERTIME	3,290	0	3,290	1,368.33	.00	1,921.67	41.6%
01022400	501887	UNIFORMCLG	400	-366	34	.00	.00	33.99	.0%





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01022400	501888	UNIFORMALL	600	0	600	.00	.00	600.00	.0%
01022400	522202	SVS-PROF	6,500	0	6,500	3,226.96	.00	3,273.04	49.6%
01022400	522203	SVS-ANCLRY	3,300	-300	0	.00	.00	.00	.0%
01022400	534402	PROGSUPPL	4,000	0	4,000	2,558.63	.00	1,441.37	64.0%
01022400	545501	COM-LEGAL	850	0	850	275.65	.00	574.35	32.4%
01022400	556603	PRF DV-INS	150	666	816	816.01	.00	.00	100.0%
01022400	578801	MNTNCE-SV	798	0	798	220.00	440.00	138.00	82.7%
01022400	578802	MNTNCE-EQP	2,760	0	2,760	109.95	.00	2,650.05	4.0%
01022400	578804	MNTNCE-RFS	692	0	692	288.52	416.24	-12.76	101.8%
01022400	590011	UTIL-HEAT	2,592	0	2,592	439.55	.00	2,152.45	17.0%
01022400	590012	UTIL-ELECT	7,105	0	7,105	1,542.34	.00	5,562.66	21.7%
01022400	590013	UTIL-WATER	642	0	642	124.63	.00	517.37	19.4%
01022400	590014	UTIL-PHONE	330	0	330	126.87	.00	203.13	38.4%
TOTAL ANIMAL CONTROL			114,802	0	114,802	46,403.77	856.24	67,541.99	41.2%
01022600 EMERGENCY MEDICAL SERVICES									
01022600	501101	FULL TIME/	148,595	0	148,595	58,686.32	.00	89,908.68	39.5%
01022600	501102	PART TIME/	674	0	674	116.64	.00	557.36	17.3%
01022600	501105	OVERTIME	1,550	0	1,550	519.16	.00	1,030.84	33.5%
01022600	501888	UNIFORM AL	7,000	0	7,000	601.20	2,766.00	3,632.80	48.1%
01022600	522202	PROFESSION	935,576	0	935,576	435,269.70	446,612.14	53,694.16	94.3%
01022600	522203	ANCILLARY	61,825	0	61,825	21,649.70	.00	40,175.30	35.0%
01022600	522205	PROGRAM EX	2,500	0	2,500	500.00	.00	2,000.00	20.0%
01022600	534401	OFFICE SUP	1,500	0	1,500	85.97	63.27	1,350.76	9.9%
01022600	534402	PROGRAM SU	55,590	0	55,590	27,690.31	11,325.34	16,574.35	70.2%
01022600	534403	MTLS-CLNG	400	0	400	.00	.00	400.00	.0%
01022600	545503	PUBLIC REL	1,500	0	1,500	.00	.00	1,500.00	.0%
01022600	556601	PRF DV-SEM	4,000	0	4,000	.00	.00	4,000.00	.0%
01022600	556603	PRF DV-INS	5,575	0	5,575	595.00	.00	4,980.00	10.7%
01022600	567703	TRNSP-TRV	500	0	500	.00	.00	500.00	.0%
01022600	578801	SERVICE CO	2,312	0	2,312	258.70	205.74	1,847.56	20.1%
01022600	578802	EQUIPMENT/	6,300	0	6,300	926.25	2,355.00	3,018.75	52.1%
01022600	578804	REFUSE REM	692	0	692	288.52	416.24	-12.76	101.8%
01022600	581888	CAPITAL OU	25,697	0	25,697	.00	.00	25,697.00	.0%
01022600	589901	ANNUAL REN	1,932	0	1,932	959.09	229.75	743.16	61.5%
01022600	590011	HEAT	5,151	0	5,151	440.44	.00	4,710.56	8.6%
01022600	590012	ELECTRICIT	17,527	0	17,527	4,143.83	.00	13,383.17	23.6%
01022600	590013	WATER	641	0	641	134.03	.00	506.97	20.9%
01022600	590014	TELEPHONE	9,686	0	9,686	2,477.08	2,345.98	4,862.94	49.8%
TOTAL EMERGENCY MEDICAL SERVICES			1,296,723	0	1,296,723	555,341.94	466,319.46	275,061.60	78.8%



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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022800 FIRE MARSHAL									
01022800	501101	FULL TIME/	263,669	0	263,669	104,287.71	.00	159,381.29	39.6%
01022800	501105	OVERTIME	12,000	0	12,000	4,784.55	.00	7,215.45	39.9%
01022800	501122	CERTSTIPEN	2,250	0	2,250	.00	.00	2,250.00	.0%
01022800	501887	UNIFORMCLG	600	0	600	.00	.00	600.00	.0%
01022800	501888	UNIFORMALL	3,000	0	3,000	.00	.00	3,000.00	.0%
01022800	522203	ANCILLARY	200	0	200	95.95	.00	104.05	48.0%
01022800	522204	SVS-CONTRC	2,500	0	2,500	.00	.00	2,500.00	.0%
01022800	522205	PROGRAM EX	350	0	350	.00	.00	350.00	.0%
01022800	534401	MTLS-OFFCE	700	0	700	207.26	82.41	410.33	41.4%
01022800	534402	PROGRAM SU	800	0	800	.00	.00	800.00	.0%
01022800	556601	PRF DV-SEM	1,800	0	1,800	600.00	.00	1,200.00	33.3%
01022800	556602	PRF DV-PRF	1,700	0	1,700	730.00	.00	970.00	42.9%
01022800	556604	PRF DV-PUB	1,350	0	1,350	.00	.00	1,350.00	.0%
01022800	581888	CAPITAL OU	9,000	0	9,000	.00	8,280.50	719.50	92.0%
01022800	589901	RNTLS-A/LS	7,508	0	7,508	.00	.00	7,508.00	.0%
	TOTAL FIRE MARSHAL		307,427	0	307,427	110,705.47	8,362.91	188,358.62	38.7%
01022824 FIRE MARSHAL-FIRE HYDRANTS									
01022824	590016	UTIL-FIRE	1,360,901	0	1,360,901	333,377.36	.00	1,027,523.64	24.5%
	TOTAL FIRE MARSHAL-FIRE HYDRANTS		1,360,901	0	1,360,901	333,377.36	.00	1,027,523.64	24.5%
01023200 BUILDING OFFICIAL									
01023200	501101	FULL TIME/	345,623	0	345,623	135,514.00	.00	210,109.00	39.2%
01023200	501105	OVERTIME	5,000	0	5,000	1,429.21	.00	3,570.79	28.6%
01023200	501106	LONGEVITY	500	0	500	.00	.00	500.00	.0%
01023200	501888	UNIFORM AL	450	0	450	.00	259.50	190.50	57.7%
01023200	522204	CONTRACTUA	250	0	250	.00	.00	250.00	.0%
01023200	534401	OFFICE SUP	2,850	0	2,850	352.64	69.44	2,427.92	14.8%
01023200	545501	LEGAL NOTI	75	0	75	-199.20	.00	274.20	-265.6%
01023200	556601	SEMINARS/C	600	0	600	.00	.00	600.00	.0%
01023200	556602	PROFESSION	452	0	452	255.00	.00	197.00	56.4%
01023200	556604	PUBLICATIO	1,500	0	1,500	.00	.00	1,500.00	.0%



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01023200 578801 MNTNCE-SV	2,800	0	2,800	1,318.60	1,318.60	162.80	94.2%
01023200 581888 CAPITAL OU	4,526	0	4,526	.00	.00	4,526.00	.0%
TOTAL BUILDING OFFICIAL	364,626	0	364,626	138,670.25	1,647.54	224,308.21	38.5%
01023400 EMERGENCY MANAGEMENT							
01023400 501102 SAL-PT/PER	39,884	0	39,884	18,211.19	.00	21,672.81	45.7%
01023400 501888 UNIFORMALL	600	0	600	212.00	.00	388.00	35.3%
01023400 534402 PROGSUPPL	3,000	0	3,000	1,192.05	.00	1,807.95	39.7%
01023400 578801 MNTNCE-SV	8,585	0	8,585	8,585.00	.00	.00	100.0%
01023400 578802 MNTNCE-EQP	1,625	0	1,625	.00	.00	1,625.00	.0%
01023400 581888 CAPITAL OU	4,000	0	4,000	1,499.98	.00	2,500.02	37.5%
01023400 590014 TELEPHONE	6,843	0	6,843	3,143.49	.00	3,699.51	45.9%
TOTAL EMERGENCY MANAGEMENT	64,537	0	64,537	32,843.71	.00	31,693.29	50.9%
TOTAL PUBLIC SAFETY	12,078,707	0	12,078,707	4,549,294.23	558,131.39	6,971,281.38	42.3%
03 PUBLIC WORKS							
01030000 PUBLIC WORKS DIRECTOR							
01030000 501101 FULL TIME/	180,396	0	180,396	88,313.17	.00	92,082.83	49.0%
01030000 501105 SAL-OVRTIM	500	0	500	148.93	.00	351.07	29.8%
01030000 556601 PRF DV-SEM	2,000	0	2,000	251.72	.00	1,748.28	12.6%
01030000 556602 PRF DV-PRF	291	0	291	50.00	.00	241.00	17.2%
01030000 567704 EXPENSE AC	242	0	242	35.00	.00	207.00	14.5%
01030000 590014 TELEPHONE	621	0	621	305.64	.00	315.36	49.2%
TOTAL PUBLIC WORKS DIRECTOR	184,050	0	184,050	89,104.46	.00	94,945.54	48.4%
01030025 PUBLIC WORKS -STREET LIGHTS							
01030025 590015 STREET AND	400,800	0	400,800	101,196.38	.00	299,603.62	25.2%
TOTAL PUBLIC WORKS -STREET LIGHTS	400,800	0	400,800	101,196.38	.00	299,603.62	25.2%
01030100 PUBLIC WORKS - HIGHWAY							





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YEAR-TO-DATE BUDGET REPORT

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FOR 2016 13

			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030100	501101	FULL TIME/	1,851,833	0	1,851,833	740,188.62	.00	1,111,644.38	40.0%
01030100	501102	SAL-PT/PER	26,634	0	26,634	9,462.33	.00	17,171.67	35.5%
01030100	501103	SEASONAL/T	7,500	0	7,500	9,036.00	.00	-1,536.00	120.5%
01030100	501105	OVERTIME	90,000	0	90,000	47,419.35	.00	42,580.65	52.7%
01030100	501106	LONGEVITY	2,000	0	2,000	.00	.00	2,000.00	.0%
01030100	501888	UNIFORM AL	28,465	0	28,465	7,047.56	.00	21,417.44	24.8%
01030100	522203	ANCILLARY	35,890	0	35,890	1,349.00	30,400.00	4,141.00	88.5%
01030100	534401	OFFICE SUP	2,425	0	2,425	752.39	149.81	1,522.80	37.2%
01030100	534402	PROGRAM SU	155,200	0	155,200	54,010.99	1,396.51	99,792.50	35.7%
01030100	534403	MTLS-CLNG	388	0	388	.00	.00	388.00	.0%
01030100	545503	PUBLIC REL	7,469	0	7,469	4,281.30	.00	3,187.70	57.3%
01030100	556601	PRF DV-SEM	4,000	0	4,000	3,550.00	.00	450.00	88.8%
01030100	578801	SERVICE CO	2,095	0	2,095	1,314.16	315.42	465.42	77.8%
01030100	578803	PROGRAM-RE	35,000	0	35,000	14,370.25	.00	20,629.75	41.1%
01030100	578804	MNTNCE-RFS	6,220	0	6,220	2,595.78	3,744.90	-120.68	101.9%
01030100	581888	CAPITAL OU	137,179	0	137,179	8,979.99	.00	128,199.01	6.5%
01030100	589901	ANNUAL REN	3,120	0	3,120	1,326.00	1,794.00	.00	100.0%
01030100	589902	OCCASIONAL	14,550	0	14,550	1,040.00	.00	13,510.00	7.1%
01030100	590011	HEAT	33,413	0	33,413	3,284.39	.00	30,128.61	9.8%
01030100	590012	ELECTRICIT	118,060	0	118,060	19,643.59	.00	98,416.41	16.6%
01030100	590013	WATER	6,038	0	6,038	1,788.02	.00	4,249.98	29.6%
01030100	590014	TELEPHONE	30,109	0	30,109	7,106.17	.00	23,002.83	23.6%
TOTAL PUBLIC WORKS - HIGHWAY			2,597,588	0	2,597,588	938,545.89	37,800.64	1,621,241.47	37.6%
01030101 HW-SNOW REMOVAL									
01030101	501105	SAL-OVRTIM	165,000	0	165,000	.00	.00	165,000.00	.0%
01030101	522203	SVS-ANCLRY	30,000	0	30,000	.00	.00	30,000.00	.0%
01030101	534402	PROGRAM SU	324,950	0	324,950	101,801.56	136,082.84	87,065.60	73.2%
TOTAL HW-SNOW REMOVAL			519,950	0	519,950	101,801.56	136,082.84	282,065.60	45.8%
01030105 HW-CONSTRUCTION									
01030105	522205	PROG EXP	98,392	0	98,392	43,908.20	.00	54,483.80	44.6%
TOTAL HW-CONSTRUCTION			98,392	0	98,392	43,908.20	.00	54,483.80	44.6%
01030200 PUBLIC WORKS - BLD MAINTENANCE									
01030200	501101	FULL TIME/	480,846	0	480,846	169,494.94	.00	311,351.06	35.2%

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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030200	501103	SAL-SEASON	4,800	0	4,800	5,556.82	.00	-756.82	115.8%
01030200	501105	SAL-OVRTIM	12,000	0	12,000	7,724.96	.00	4,275.04	64.4%
01030200	501106	SAL-LNGVIT	425	0	425	.00	.00	425.00	.0%
01030200	501888	UNIFORM AL	1,225	0	1,225	1,118.96	.00	106.04	91.3%
01030200	522203	SVS-ANCLRY	104,150	0	104,150	36,578.81	64,773.19	2,798.00	97.3%
01030200	522204	SVS-CONTRC	5,700	0	5,700	4,686.87	.00	1,013.13	82.2%
01030200	534402	PROGRAM SU	4,850	0	4,850	2,054.31	.00	2,795.69	42.4%
01030200	578802	MNTNCE-EQP	158,400	0	158,400	49,828.05	61,327.81	47,244.14	70.2%
01030200	581888	CAPITAL OU	9,778	0	9,778	.00	.00	9,778.00	.0%
01030200	589902	OCCASIONAL	1,164	0	1,164	1,164.00	.00	.00	100.0%
01030200	590017	SEWER FEE	154,500	0	154,500	98,300.20	.00	56,199.80	63.6%
TOTAL PUBLIC WORKS - BLD MAINTENANCE			937,838	0	937,838	376,507.92	126,101.00	435,229.08	53.6%
01030300 FLEET MAINTENANCE									
01030300	501101	SAL-FT/PER	497,196	0	497,196	181,292.45	.00	315,903.55	36.5%
01030300	501105	SAL-OVRTIM	10,200	0	10,200	8,002.54	.00	2,197.46	78.5%
01030300	501106	SAL-LNGVIT	500	0	500	.00	.00	500.00	.0%
01030300	501888	UNIFORMALL	5,225	0	5,225	1,466.08	.00	3,758.92	28.1%
01030300	567701	TRNSP-GAS	381,124	0	381,124	80,949.94	.00	300,174.06	21.2%
01030300	567702	TRNSP-VEH	291,560	0	291,560	149,283.87	77,074.13	65,202.00	77.6%
01030300	578801	MNTNCE-SV	2,450	0	2,450	.00	.00	2,450.00	.0%
TOTAL FLEET MAINTENANCE			1,188,255	0	1,188,255	420,994.88	77,074.13	690,185.99	41.9%
01030400 RECYCLING CENTER									
01030400	501101	FULL TIME/	121,855	0	121,855	49,955.11	.00	71,899.89	41.0%
01030400	501105	OVERTIME	24,000	0	24,000	11,912.89	.00	12,087.11	49.6%
01030400	501106	SAL-LNGVIT	500	0	500	.00	.00	500.00	.0%
01030400	501888	UNIFORMALL	500	0	500	225.00	.00	275.00	45.0%
01030400	522204	CONTRACTUA	1,874,310	0	1,874,310	475,301.12	1,755.35	1,397,253.53	25.5%
01030400	522207	SPECCONTR	69,600	0	69,600	5,278.00	47,158.25	17,163.75	75.3%
01030400	534402	PROGRAM SU	5,000	0	5,000	1,458.85	85.98	3,455.17	30.9%
01030400	578801	MNTNCE-SV	1,377	0	1,377	.00	.00	1,377.00	.0%
01030400	581886	HAZARDOUS	15,000	0	15,000	10,003.50	.00	4,996.50	66.7%
TOTAL RECYCLING CENTER			2,112,142	0	2,112,142	554,134.47	48,999.58	1,509,007.95	28.6%
01030500 TOWN ENGINEER									
01030500	501101	FULL TIME/	518,220	0	518,220	194,623.53	.00	323,596.47	37.6%



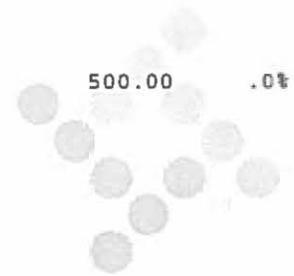
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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030500 501105 OVERTIME	10,000	0	10,000	4,812.27	.00	5,187.73	48.1%
01030500 501106 LONGEVITY	850	0	850	.00	.00	850.00	.0%
01030500 501888 UNIFORMALL	900	0	900	127.62	.00	772.38	14.2%
01030500 522202 PROFESSION	50,000	0	50,000	1,576.25	13,923.75	34,500.00	31.0%
01030500 522203 SVS-ANCLRY	4,000	0	4,000	.00	.00	4,000.00	.0%
01030500 522204 SVS-CONTRC	12,300	0	12,300	4,400.00	.00	7,900.00	35.8%
01030500 534401 OFFICE SUP	2,800	0	2,800	806.08	30.99	1,962.93	29.9%
01030500 534402 PROGRAM SU	2,500	0	2,500	977.36	464.23	1,058.41	57.7%
01030500 545501 LEGAL NOTI	600	0	600	.00	.00	600.00	.0%
01030500 556601 PRF DV-SEM	2,000	0	2,000	510.00	.00	1,490.00	25.5%
01030500 556602 PRF DUES	955	0	955	100.00	.00	855.00	10.5%
01030500 578802 EQUIPMENT/	1,800	0	1,800	.00	.00	1,800.00	.0%
TOTAL TOWN ENGINEER	606,925	0	606,925	207,933.11	14,418.97	384,572.92	36.6%
TOTAL PUBLIC WORKS	8,645,940	0	8,645,940	2,834,126.87	440,477.16	5,371,335.97	37.9%
 04 PUBLIC HEALTH							
<hr/> 01040000 HEALTH DEPARTMENT							
01040000 501101 FULL TIME/	200,151	0	200,151	40,247.60	.00	159,903.40	20.1%
01040000 501102 PART TIME/	46,200	0	46,200	46,976.28	.00	-776.28	101.7%
01040000 522201 CLERICAL F	720	0	720	180.00	.00	540.00	25.0%
01040000 522205 PROGRAM EX	12,048	0	12,048	1,700.12	2,375.96	7,971.92	33.8%
01040000 534401 OFFICE SUP	6,720	0	6,720	4,535.16	175.89	2,008.95	70.1%
01040000 534404 FLU VACINE	16,874	0	16,874	10,983.76	.00	5,890.24	65.1%
01040000 545504 COM-PSTAGE	1,038	0	1,038	19.84	.00	1,018.16	1.9%
01040000 556601 PRF DV-SEM	3,250	0	3,250	160.00	.00	3,090.00	4.9%
01040000 567701 TRNSP-GAS	4,543	-1,500	3,043	.00	.00	3,043.00	.0%
01040000 567703 TRAVEL REI	0	1,500	1,500	442.76	.00	1,057.24	29.5%
01040000 578802 EQUIPMENT/	3,500	0	3,500	3,477.05	.00	22.95	99.3%
01040000 590012 UTIL-ELECT	3,500	0	3,500	888.34	.00	2,611.66	25.4%
01040000 590014 TELEPHONE	1,947	0	1,947	687.74	.00	1,259.26	35.3%
TOTAL HEALTH DEPARTMENT	300,491	0	300,491	110,298.65	2,551.85	187,640.50	37.6%
 01040200 VITAL STATISTICS							
01040200 522205 PROGRAM EX	500	0	500	.00	.00	500.00	.0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01040200 578803 PROGRAM-RE	600	0	600	.00	.00	600.00	.0%
TOTAL VITAL STATISTICS	1,100	0	1,100	.00	.00	1,100.00	.0%
01040400 NURSING - SENIORS							
01040400 501102 SAL-PT/PER	34,028	0	34,028	9,043.90	.00	24,984.10	26.6%
01040400 522205 PROGRAM EX	185	0	185	.00	.00	185.00	.0%
01040400 534402 MTLs-PROG	300	0	300	.00	.00	300.00	.0%
01040400 556601 PRF DV-SEM	100	0	100	22.00	.00	78.00	22.0%
01040400 556602 PRF DUES	25	0	25	.00	.00	25.00	.0%
01040400 567703 TRNSP-TRV	200	0	200	.00	.00	200.00	.0%
TOTAL NURSING - SENIORS	34,838	0	34,838	9,065.90	.00	25,772.10	26.0%
01060400 NON PUBLIC SCHOOL							
01060400 501101 SAL-FT/PER	302,800	-11,003	291,797	91,628.12	.00	200,168.88	31.4%
01060400 501102 SAL-PT/PER	22,097	11,003	33,100	13,845.96	.00	19,254.04	41.8%
01060400 501104 SAL-VAC, W	3,750	0	3,750	.00	.00	3,750.00	.0%
01060400 501106 SAL-LNGVIT	425	0	425	.00	.00	425.00	.0%
01060400 534402 MTLs-PROG	900	0	900	.00	144.45	755.55	16.1%
01060400 556601 PRF DV-SEM	1,690	0	1,690	.00	.00	1,690.00	.0%
01060400 567703 TRNSP-TRV	200	0	200	.00	.00	200.00	.0%
TOTAL NON PUBLIC SCHOOL	331,862	0	331,862	105,474.08	144.45	226,243.47	31.8%
TOTAL PUBLIC HEALTH	668,291	0	668,291	224,838.63	2,696.30	440,756.07	34.0%
05 SOCIAL SERVICES							
01050000 SOCIAL SERVICES							
01050000 501101 FULL TIME/	99,289	0	99,289	39,144.93	.00	60,144.07	39.4%
01050000 501102 PART TIME/	16,813	0	16,813	6,526.30	.00	10,286.70	38.8%
01050000 501105 SAL-OVRTIM	500	0	500	.00	.00	500.00	.0%
01050000 501106 LONGEVITY	675	0	675	.00	.00	675.00	.0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050000 522204 SVS-CONTRC	800	0	800	.00	.00	800.00	.0%
01050000 534401 MTL5-OFFCE	1,400	0	1,400	477.33	.00	922.67	34.1%
01050000 556601 PRF DV-SEM	200	0	200	.00	.00	200.00	.0%
01050000 578801 MNTNCE-SV	800	0	800	.00	.00	800.00	.0%
01050000 581888 CAPITAL OU	1,645	0	1,645	.00	.00	1,645.00	.0%
01050000 589901 ANNUAL REN	500	0	500	.00	.00	500.00	.0%
01050000 590014 TELEPHONE	1,986	0	1,986	750.57	.00	1,235.43	37.8%
TOTAL SOCIAL SERVICES	124,608	0	124,608	46,899.13	.00	77,708.87	37.6%
01050200 MARY SHERLACH COUNSELING CTR							
01050200 501101 FULL TIME/	218,886	0	218,886	86,297.79	.00	132,588.21	39.4%
01050200 501102 SAL-PT/PER	33,442	0	33,442	280.33	.00	33,161.67	.8%
01050200 501105 SAL-OVRTIM	1,000	0	1,000	6,358.04	.00	-5,358.04	635.8%
01050200 501106 SAL-LNGVIT	850	0	850	.00	.00	850.00	.0%
01050200 522202 SVS-PROF	3,820	0	3,820	250.00	.00	3,570.00	6.5%
01050200 534401 MTL5-OFFCE	1,500	0	1,500	525.06	112.16	862.78	42.5%
01050200 534402 MTL5-PROG	750	0	750	.00	.00	750.00	.0%
01050200 545503 PUB REL	500	0	500	.00	.00	500.00	.0%
01050200 556602 PRF DUES	1,021	0	1,021	686.00	.00	335.00	67.2%
01050200 567703 TRNSP-TRV	1,000	0	1,000	134.09	.00	865.91	13.4%
01050200 578801 MNTNCE-SV	2,413	0	2,413	602.88	.00	1,810.12	25.0%
01050200 590011 UTIL-HEAT	2,367	0	2,367	.00	.00	2,367.00	.0%
01050200 590012 UTIL-ELECT	2,477	0	2,477	913.24	.00	1,563.76	36.9%
01050200 590013 UTIL-WATER	219	0	219	48.89	.00	170.11	22.3%
01050200 590014 UTIL-PHONE	2,459	0	2,459	1,154.78	.00	1,304.22	47.0%
TOTAL MARY SHERLACH COUNSELING CTR	272,704	0	272,704	97,251.10	112.16	175,340.74	35.7%
01050600 SENIOR CITIZENS' SERVICES							
01050600 501101 FULL TIME/	36,858	0	36,858	14,601.29	.00	22,256.71	39.6%
01050600 501102 PART TIME/	77,053	0	77,053	28,479.19	.00	48,573.81	37.0%
01050600 501106 LONGEVITY	250	0	250	.00	.00	250.00	.0%
01050600 522201 CLERICAL F	600	0	600	120.00	.00	480.00	20.0%
01050600 522205 PROGRAM EX	47,350	0	47,350	13,693.41	.00	33,656.59	28.9%
01050600 534401 OFFICE SUP	3,343	0	3,343	848.32	41.45	2,453.23	26.6%
01050600 534403 MTL5-CLNG	3,440	0	3,440	.00	.00	3,440.00	.0%
01050600 545502 PUBLIC REP	400	0	400	.00	.00	400.00	.0%



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			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050600	545504	POSTAGE	1,800	0	1,800	417.02	.00	1,382.98	23.2%
01050600	567703	TRAVEL REI	300	0	300	14.96	.00	285.04	5.0%
01050600	578801	SERVICE CO	9,902	0	9,902	1,860.15	1,085.76	6,956.09	29.8%
01050600	578802	EQUIPMENT/	4,000	0	4,000	.00	.00	4,000.00	.0%
01050600	578804	MNTNCE-RFS	1,383	0	1,383	577.04	832.48	-26.52	101.9%
01050600	581888	CAPITAL OU	14,587	0	14,587	.00	.00	14,587.00	.0%
01050600	590011	UTIL-HEAT	10,120	0	10,120	1,316.86	.00	8,803.14	13.0%
01050600	590012	ELECTRICIT	26,536	0	26,536	5,622.88	.00	20,913.12	21.2%
01050600	590013	WATER	1,606	0	1,606	378.87	.00	1,227.13	23.6%
01050600	590014	TELEPHONE	3,483	0	3,483	1,235.93	.00	2,247.07	35.5%
TOTAL SENIOR CITIZENS' SERVICES			243,011	0	243,011	69,165.92	1,959.69	171,885.39	29.3%
TOTAL SOCIAL SERVICES			640,323	0	640,323	213,316.15	2,071.85	424,935.00	33.6%
06 EDUCATION									
01060000 EDUCATION									
01060000	511152	FRINGE-WC	0	0	0	25,069.99	.00	-25,069.99	100.0%
01060000	522204	SVS-CONTRC	185,000	0	185,000	21,033.76	.00	163,966.24	11.4%
01060000	522205	PROG EXP	97,216,380	0	97,216,380	31,308,967.95	.00	65,907,412.05	32.2%
01060000	567703	TRNSP-TRV	940,000	0	940,000	413,630.73	.00	526,369.27	44.0%
01060000	589901	RNTLS-A/LS	260,000	0	260,000	71,099.89	.00	188,900.11	27.3%
01060000	595888	INT-BOND	1,999,626	0	1,999,626	1,028,938.13	.00	970,687.87	51.5%
01060000	597888	PRINC-BOND	5,485,500	0	5,485,500	4,806,500.00	.00	679,000.00	87.6%
TOTAL EDUCATION			106,086,506	0	106,086,506	37,675,240.45	.00	68,411,265.55	35.5%
01060200 SCHOOL NURSES									
01060200	501101	FULL TIME/	770,291	-16,505	753,786	221,199.59	.00	532,586.41	29.3%
01060200	501102	PART TIME/	44,831	16,505	61,336	18,124.73	.00	43,211.27	29.5%
01060200	501104	RELIEF/VAC	11,000	0	11,000	4,043.75	.00	6,956.25	36.8%
01060200	501106	LONGEVITY	1,275	0	1,275	.00	.00	1,275.00	.0%
01060200	534401	OFFICE SUP	750	0	750	175.36	.00	574.64	23.4%
01060200	534402	PROGSUPPL	2,058	0	2,058	171.41	.00	1,886.59	8.3%
01060200	545503	COM-PUB RL	100	0	100	.00	.00	100.00	.0%
01060200	545504	POSTAGE	120	0	120	.00	.00	120.00	.0%





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01060200 556601 PRF DV-SEM	2,719	0	2,719	1,656.95	.00	1,062.05	60.9%
01060200 556602 PRF DV-PRF	2,168	0	2,168	669.00	.00	1,499.00	30.9%
01060200 567703 TRAVEL REI	1,530	0	1,530	.00	.00	1,530.00	.0%
01060200 578801 MNTNCE-SV	1,397	0	1,397	365.98	471.38	559.64	59.9%
01060200 581888 CAPITAL OU	23,512	0	23,512	5,942.00	.00	17,570.00	25.3%
TOTAL SCHOOL NURSES	861,751	0	861,751	252,348.77	471.38	608,930.85	29.3%
01060600 TRUMBULL COMM TV / BUS ED INIT							
01060600 522202 SVS-PROF	27,000	0	27,000	7,862.19	.00	19,137.81	29.1%
01060600 522204 CONTRACTUA	5,200	0	5,200	.00	.00	5,200.00	.0%
01060600 522205 PROG EXP	50,000	0	50,000	18,506.25	.00	31,493.75	37.0%
01060600 534401 OFFICE SUP	600	0	600	56.33	.00	543.67	9.4%
01060600 534402 PROGRAM SU	550	0	550	69.23	.00	480.77	12.6%
01060600 545502 PUBLIC REP	500	0	500	62.48	.00	437.52	12.5%
01060600 567703 TRNSE-TRV	2,600	0	2,600	.00	.00	2,600.00	.0%
01060600 590011 HEAT	3,204	0	3,204	423.10	.00	2,780.90	13.2%
01060600 590012 ELECTRICIT	3,473	0	3,473	1,207.34	.00	2,265.66	34.8%
01060600 590014 TELEPHONE	331	0	331	126.87	.00	204.13	38.3%
TOTAL TRUMBULL COMM TV / BUS ED INIT	93,458	0	93,458	28,313.79	.00	65,144.21	30.3%
TOTAL EDUCATION	107,041,715	0	107,041,715	37,955,903.01	471.38	69,085,340.61	35.5%
07 LIBRARIES							
01070000 LIBRARIES							
01070000 501101 FULL TIME/	891,704	0	891,704	351,395.85	.00	540,308.15	39.4%
01070000 501102 PART TIME/	324,381	0	324,381	116,807.84	.00	207,573.16	36.0%
01070000 501105 LIBRARY -O	22,990	0	22,990	6,264.01	.00	16,725.99	27.2%
01070000 501106 LONGEVITY	1,675	0	1,675	.00	.00	1,675.00	.0%
01070000 522201 CLERICAL F	720	0	720	240.00	.00	480.00	33.3%
01070000 522205 PROGRAM EX	11,600	0	11,600	6,622.95	264.26	4,712.79	59.4%
01070000 534401 OFFICE SUP	24,000	-3,180	20,820	3,043.93	3,844.30	13,931.77	33.1%
01070000 534402 PROGRAM SU	174,400	0	174,400	69,808.24	36,813.16	67,778.60	61.1%
01070000 545504 POSTAGE	250	0	250	50.39	.00	199.61	20.2%
01070000 578801 SERVICE CO	5,626	-2,100	3,526	933.00	1,153.20	1,439.80	59.2%





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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01070000 578802 EQUIPMENT/	29,521	0	29,521	26,864.37	.00	2,656.63	91.0%
01070000 578803 PROGRAM-RE	4,000	0	4,000	299.36	287.64	3,413.00	14.7%
01070000 578804 REFUSE REM	2,541	0	2,541	1,045.30	1,508.06	-12.36	100.5%
01070000 581888 CAPITAL OU	22,835	0	22,835	9,497.00	6,250.00	7,088.00	69.0%
01070000 589901 ANNUAL REN	29,688	5,280	34,968	10,807.32	12,096.68	12,064.00	65.5%
01070000 590011 HEAT	15,675	0	15,675	2,135.97	.00	13,539.03	13.6%
01070000 590012 ELECTRICIT	66,133	0	66,133	13,350.35	.00	52,782.65	20.2%
01070000 590013 WATER	1,825	0	1,825	439.13	.00	1,385.87	24.1%
01070000 590014 TELEPHONE	7,934	0	7,934	3,034.15	.00	4,899.85	38.2%
TOTAL LIBRARIES	1,637,498	0	1,637,498	622,639.16	62,217.30	952,641.54	41.8%
TOTAL LIBRARIES	1,637,498	0	1,637,498	622,639.16	62,217.30	952,641.54	41.8%
08 RECREATION AND PARKS							
01080000 PUBLIC EVENTS							
01080000 522205 PROGRAM EX	20,000	0	20,000	8,182.16	.00	11,817.84	40.9%
TOTAL PUBLIC EVENTS	20,000	0	20,000	8,182.16	.00	11,817.84	40.9%
01080300 TRUMBULL DAY COMMISSION							
01080300 522201 SVS-CLRC	360	0	360	.00	.00	360.00	.0%
01080300 522205 PROG EXP	7,000	15,000	22,000	22,000.00	.00	.00	100.0%
TOTAL TRUMBULL DAY COMMISSION	7,360	15,000	22,360	22,000.00	.00	360.00	98.4%
01080400 RECREATION							
01080400 501101 FULL TIME/	162,312	-18,085	144,227	54,974.89	.00	89,252.11	38.1%
01080400 501102 PART TIME/	0	18,085	18,085	10,792.60	.00	7,292.40	59.7%
01080400 501102 YOUTH SAL-PT/PER	0	49,350	49,350	21,133.41	.00	28,216.59	42.8%
01080400 501105 SAL-OVRTIM	3,800	0	3,800	2,175.81	.00	1,624.19	57.3%
01080400 501106 SAL-LNGVIT	925	0	925	.00	.00	925.00	.0%
01080400 522204 SVS-CONTRC	61,984	-58,250	3,734	.00	.00	3,734.00	.0%





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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01080400 522205 PROG EXP	277,500	0	277,500	259,558.96	.00	17,941.04	93.5%
01080400 522205 YOUTH PROG EXP	0	8,900	8,900	1,503.09	.00	7,396.91	16.9%
01080400 534402 PROGSUPPL	11,200	0	11,200	6,295.57	2,796.11	2,108.32	81.2%
01080400 556601 PRF DV-SEM	400	0	400	.00	.00	400.00	.0%
01080400 556602 PRF DV-PRF	400	0	400	.00	.00	400.00	.0%
01080400 567703 TRNSP-TRV	2,300	0	2,300	1,733.05	.00	566.95	75.4%
01080400 578801 MNTNCE-SV	360	0	360	164.56	174.53	20.91	94.2%
01080400 578804 MNTNCE-RFS	692	0	692	288.52	416.24	-12.76	101.8%
01080400 589901 RNTLS-A/LS	2,820	0	2,820	1,202.50	1,617.50	.00	100.0%
TOTAL RECREATION	524,693	0	524,693	359,822.96	5,004.38	159,865.66	69.5%
01080600 PARKS							
01080600 501101 FULL TIME/	1,049,042	0	1,049,042	429,475.37	.00	619,566.63	40.9%
01080600 501103 SEASONAL/T	112,830	0	112,830	48,555.39	.00	64,274.61	43.0%
01080600 501105 OVERTIME	55,000	0	55,000	27,618.93	.00	27,381.07	50.2%
01080600 501106 LONGEVITY	2,000	0	2,000	.00	.00	2,000.00	.0%
01080600 501120 AED STIP	1,200	0	1,200	800.00	.00	400.00	66.7%
01080600 501888 UNIFORM AL	12,250	0	12,250	3,678.39	.00	8,571.61	30.0%
01080600 522201 SVS-CLRC	4,400	0	4,400	1,833.30	.00	2,566.70	41.7%
01080600 522203 SVS-ANCLRY	209,400	0	209,400	69,800.00	139,600.00	.00	100.0%
01080600 534401 MTLN-OFFCE	750	0	750	393.35	.00	356.65	52.4%
01080600 534402 PROGRAM SU	69,000	0	69,000	24,058.26	38,052.20	6,889.54	90.0%
01080600 534403 MTLN-CLNG	6,000	0	6,000	1,831.24	3,168.76	1,000.00	83.3%
01080600 545503 PUBLIC REL	5,500	0	5,500	.00	5,000.00	500.00	90.9%
01080600 556601 PRF DV-SEM	750	0	750	.00	.00	750.00	.0%
01080600 578801 SERVICE CO	18,000	0	18,000	7,395.02	4,451.98	6,153.00	65.8%
01080600 578802 EQUIPMENT/	22,000	0	22,000	4,789.12	16,496.11	714.77	96.8%
01080600 578803 PROGRAM-RE	51,300	0	51,300	21,380.87	5,784.26	24,134.87	53.0%
01080600 578804 MNTNCE-RFS	439	0	439	179.69	259.27	.04	100.0%
01080600 581888 CAPITAL OU	68,507	0	68,507	8,500.01	.00	60,006.99	12.4%
01080600 589902 OCCASIONAL	7,000	0	7,000	696.17	3,000.00	3,303.83	52.8%
01080600 590011 HEAT	10,112	0	10,112	959.58	.00	9,152.42	9.5%
01080600 590012 ELECTRICIT	102,213	0	102,213	33,253.26	.00	68,959.74	32.5%
01080600 590013 WATER	76,735	0	76,735	42,136.97	.00	34,598.03	54.9%
01080600 590014 TELEPHONE	16,052	0	16,052	5,981.50	.00	10,070.50	37.3%
TOTAL PARKS	1,900,480	0	1,900,480	733,316.42	215,812.58	951,351.00	49.9%
01080800 TREE WARDEN							
01080800 501101 FULL TIME/	22,693	0	22,693	8,989.84	.00	13,703.16	39.6%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01080800 522205 PROGRAM EX	100,000	0	100,000	63,378.00	.00	36,622.00	63.4%
01080800 578806 EMERG SERV	24,150	0	24,150	.00	.00	24,150.00	.0%
TOTAL TREE WARDEN	146,843	0	146,843	72,367.84	.00	74,475.16	49.3%
TOTAL RECREATION AND PARKS	2,599,376	15,000	2,614,376	1,195,689.38	220,816.96	1,197,869.66	54.2%
 09 DEBT SERVICE							
<hr/>							
01090000 DEBT SERVICE							
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01090000 595888 INTEREST G	1,885,027	0	1,885,027	865,262.71	.00	1,019,764.29	45.9%
01090000 596888 INTEREST -	123,219	0	123,219	.00	.00	123,219.00	.0%
01090000 597888 G/O BONDS	3,650,568	0	3,650,568	3,000,375.00	.00	650,193.00	82.2%
TOTAL DEBT SERVICE	5,658,814	0	5,658,814	3,865,637.71	.00	1,793,176.29	68.3%
TOTAL DEBT SERVICE	5,658,814	0	5,658,814	3,865,637.71	.00	1,793,176.29	68.3%
TOTAL GENERAL FUND	160,394,911	25,000	160,419,911	60,242,553.33	1,513,680.07	98,663,677.60	38.5%
TOTAL EXPENSES	160,394,911	25,000	160,419,911	60,242,553.33	1,513,680.07	98,663,677.60	
GRAND TOTAL	160,394,911	25,000	160,419,911	60,242,553.33	1,513,680.07	98,663,677.60	38.5%
** END OF REPORT - Generated by Maria Pires **							



TOWN OF TRUMBULL										
SPECIAL AGENCY ACCOUNTS										
FISCAL YEAR ENDING JUNE 30, 2016 AS OF NOVEMBER 30, 2015										
ACCOUNT	ORG DESCRIPTION	7/1/2015 CARRYFWD	TRNFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMB. & REQ.	BALANCE AS OF 11/30/2015	YEAR CREATED	DEPT	USAGE OF FUNDS
72 -01-0136-00-522205	POSTAGE/CALL CARDS - ARMED FOI	1,275	0	1,275	0	0	1,275			
72 -02-0226-00-522205	EMERGENCY MEDICAL SERVICES	3,037	0	3,037	0	0	3,037			
72 -02-0226-00-581888	EMERGENCY MEDICAL SERVICES	28,985	0	28,985	1,304	0	27,682	2015	EMS	Donations received for equipment
72 -03-0301-00-522205	ALTERNATIVE FUEL-CLEAN AIR	2,400	0	2,400	0	0	2,400			
72 -06-0600-00-581888	EARLY LEARNING CTR PLAYGROUND	709	0	709	0	0	709			
72 -08-0800-65-522205	TOWN WIDE EVENTS	4,054	0	4,054	0	0	4,054			
72 -13-0130-00-522205	POLICE TESTING	10,723	0	10,723	2,923	0	7,800	2006	HR	Application fee collected and payment made for testing materials
72 -13-0146-00-522205	ECO DEV RED CARPET DAY	1,934	0	1,934	575	0	1,934			
72 -13-0234-00-522205	TRUMBULL DISASTER TRAILER FUNE	1,901	0	1,901	0	0	1,901			
72 -13-0504-00-522205	YOUTH COMMISSION	33,797	79,201	112,998	76,652	0	36,346			
72 -13-0606-00-522205	BUSINESS ED INITIATIVE-VIDEO	1,055	280	1,335	0	0	1,335			
72 -13-0809-00-522205	EXP TRUST - ARTS COMMISSIONS	4,664	1,980	6,644	14,399	0	(7,755)			Deficit in account will be funded by the Recreation-Activity Account at year end
72 -13-1300-00-522205	INSURANCE CLAIMS - TOWN PROPS	65,913	4,553	70,466	4,553	42,417	23,497	2001	FINANCE	Ins proceeds from third party accident, pay for repairs, replacements (\$42,417 for Police vehicle da
72 -13-1300-14-522205	KACHELE FARM IRRIGATION	(7,959)	0	(7,959)	0	0	(7,959)			
72 -13-1300-15-522205	FERAL CAT PROJECT	(2,785)	0	(2,785)	0	0	(2,785)			
72 -13-1300-15-522205	ASPCA GRANT	5,000	0	5,000	0	0	5,000			
72 -13-1300-16-522205	TRUMBULL TRIAD	414	0	414	0	0	414			
72 -13-1300-18-522205	HALLOWEEN HAPPENING	(1,981)	0	(1,981)	0	0	(1,981)			
72 -13-1300-20-522205	PARKS	1,395	0	1,395	0	0	1,395			
72 -13-1300-21-522205	TRUMBULL SOFTBALL LIGHTS	49,184	2,400	51,584	0	0	51,584	2001	PARKS	Funds collected from Leagues for usage of field lights, exp to repair lights, etc
72 -13-1300-22-522205	INDIAN LEDGE PLAYGROUND	8,351	(5,000)	3,351	0	2,500	851			
72 -13-1300-43-522205	VIETNAM MEMORIAL	(4,664)	0	(4,664)	0	0	(4,664)			
72 -13-1300-53-522205	PARK STICKERS	18,148	896	19,044	1,701	0	17,343	2014	REC	Last year collected \$5 per park sticker and payments for stickers/personnel
72 -13-1300-54-522205	PARK PERMITS	20,366	4,500	24,866	2,325	0	22,542	2001	PARKS	Fees Collected for Parks usage by town residents/picnics
72 -13-1300-55-522205	RECREATION - ADULT	6,859	0	6,859	2,758	0	4,101	2001	REC	Fees collected for mens' softball, coed softball and volleyball
72 -13-1300-56-522205	RECREATION - FIELD USE	19,684	3,950	23,634	5,640	11,280	6,714	2001	REC	Field use and maintenance
72 -13-1300-57-522205	RECREATION - COED	18,393	5,425	23,818	6,412	0	17,406	2001	REC	Fees collected from leagues and payment for referees/umpires for Rec sports programs
72 -13-1300-59-522205	BID DEPOSITS	8,306	0	8,306	0	0	8,306			
72 -13-1300-60-522205	KIDS FIRST	1,296	0	1,296	0	0	1,296			
72 -13-1300-61-522205	SAFE RIDES	11	0	11	0	0	11			
72 -13-1300-62-522205	TEAM	(26)	0	(26)	0	0	(26)			
72 -13-1300-63-522205	RECREATION FEES	151,628	107,947	259,575	6,597	0	252,978	2001	REC	Activity fees for rec programs, also used at YE to offset deficit in GF budget
72 -13-1300-65-522205	SPECIAL PROJECTS	(275)	0	(275)	0	0	(275)			
72 -13-1300-66-522205	COUNSELING CENTER	3,183	0	3,183	0	0	3,183			
72 -13-1300-68-522205	AED ACCOUNT - POLICE	4,031	0	4,031	0	0	4,031			
72 -13-1300-69-522205	LAW ENFORC-BLOCK GRANT	5,883	0	5,883	0	0	5,883			
72 -13-1300-70-522205	FRIENDS OF THE LIBRARY	825	0	825	0	0	825			
72 -13-0222-00-501110	SPECIAL DETAIL SERVICES	1,132,450	481,680	1,614,130	818,386	17,327	778,417	2008	POLICE	Special detail jobs, revenue from contractors and payments to officers and FICA BOF APPROVED TO USE FUNDS FOR VEHICLES FYE 2016
72 -13-1300-71-501105	EXPENDABLE-POLICE (SALARIES OT)	(210,378)	24,805	(185,573)	31,744	0	(217,317)		POLICE	
72 -13-1300-71-522205	EXPENDABLE-POLICE (PROG. EXP.)	202,169	2,490	204,659	0	0	204,659		POLICE	
72 -13-1300-72-522205	SEIZED PROPERTY & FORFEITURE	71,011	2,490	73,501	500	40,000	33,001	2002	POLICE	Property Seizure account, encumbrance of \$40k for uniforms as approv during budget

TOWN OF TRUMBULL										
SPECIAL AGENCY ACCOUNTS										
FISCAL YEAR ENDING JUNE 30, 2016 AS OF NOVEMBER 30, 2015										
ACCOUNT	ORG DESCRIPTION	7/1/2015 CARRYFWD	TRNFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMB. & REQ.	BALANCE AS OF 11/30/2015	YEAR CREATED	DEPT	USAGE OF FUNDS
72 -13-1300-73-522205-	POLICE-YOUTH PROGRAM	28,850	0	28,850	0	0	28,850	2001	POLICE	Funds for DARE program
72 -13-1300-74-522205-	REGIONAL DISPATCH	1,075	0	1,075	0	0	1,075			
72 -13-1300-44-522205-	POLICE TECHNOLOGY	27,235	0	27,235	0	0	27,235	2002	POLICE	Upgrade Police Technology equipment
72 -13-1300-75-522205-	SR CITIZEN'S ACTIVITIES	51,322	5,287	56,609	2,785	0	53,824	2001	SR CNTR	Fees collected to provide activities for seniors
72 -13-1300-76-522205-	SENIOR CENTER FUNDRAISING	535	0	535	0	0	535	2001	SR CNTR	
72 -13-1300-76-581888-	SENIOR CTR FUNDRAISING - CAPITA	1,228	0	1,228	0	0	1,228	2001	SR CNTR	
72 -13-1300-77-522205-	FOOD BASKETS	41,521	3,009	44,530	3,065	0	41,465	2001	SR CNTR	Donations to provide gift certificates for food for the need
72 -13-1300-78-522205-	SOC SERV EMERGENCY FUND	57,281	360	57,641	550	0	57,091	2001	SR CNTR	Donations/other to assist seniors to pay for fuel/electric bills, displaced taxpayers due to fire, etc
72 -13-1300-79-522205-	BEAUTIFICATION COMMISSION	4,395	0	4,395	0	0	4,395			
72 -13-1300-80-522205-	TR COMMUNITY PREVENTION	1,155	0	1,155	0	0	1,155			
72 -13-1300-81-522205-	STREET SIGNS	2,908	0	2,908	0	0	2,908			
72 -13-1300-82-522205-	MEMORIAL WALKWAY	350	0	350	0	0	350			
72 -13-1300-84-522205-	TRUMBULL DAY-SENIOR BINGO	(383)	0	(383)	0	0	(383)			
72 -13-1300-85-522205-	LONG HILL ASSOCIATION	(2,901)	0	(2,901)	0	0	(2,901)			
72 -13-1300-86-522205-	CELL TOWER BONUS	45,017	0	45,017	2,980	0	42,037	2014	FINANCE	Funds collected from cell tower as a sign up bonus to cover improv and other related expenses
72 -13-1300-87-522205-	LIBRARY- LOST BOOK A/C	42,088	17,503	59,591	0	0	59,591	2001	LIBRARY	Fees collected for book replacement
72 -13-1300-88-522205-	EMT COURSE/OTHER PROGRAMS	44,293	11,868	56,161	13,370	180	42,611	2001	EMS	Fees collected for classes and donors to pay for class material, instructor and equip from donations
72 -13-1300-89-522205-	OUTDOOR PLANTING	20	0	20	0	0	20			
72 -13-1300-90-522205-	MALLETT TRUST	418	0	418	0	0	418			
72 -13-1300-91-522205-	NICHOLS FUND	8,161	0	8,161	0	0	8,161			
72 -13-1300-92-522205-	KAULBACH GIVING TRUST - GOLF	94,026	54	94,080	0	0	94,080	2001	GOLF	Funds are in a separate Inv A/C (STIF). Trust set to be controlled and used by Golf Commission
72 -13-1300-93-522205-	COPYING FEES	7,834	2,547	10,381	0	0	10,381			
72 -13-1300-94-522205-	MERRILL BEACH TRUST	(1,100)	11	(1,089)	0	0	(1,089)			
72 -13-1300-97-522205-	P&Z PROJECT - CALLABLE BONDS	4,938	0	4,938	0	0	4,938			
72 -13-1300-98-522205-	DISPOSABLE-TRANSFER STATION	280,669	14,010	294,679	1,369	4,862	288,448	2001	PW	Funds collected from Trumbull, Monroe and Easton to make repairs to transfer station
72 -13-1300-99-522205-	TOWN HALL CODE COMPL REBATE	12,439	0	12,439	0	0	12,439	2001	FINANCE	Building Code upgrades-Old account, need to do some research
	TOTAL									
NOTE: Report was generated from Munis and dropped into Excel to make it easier to understand.										
*MUNIS system was implemented for FYE 2001, therefore any start date prior to MUNIS had a 2001 date which was carried over from the previous software vendor										

TOWN OF TRUMBULL										
POLICE SPECIAL DETAIL REVENUE AND EXPENDITURES										
BY FISCAL YEAR AS OF NOVEMBER 30, 2015										
	*					**		Audited	UNAUDITED	
	06/30/08	06/30/09	06/30/10	06/30/11	06/30/12	06/30/13	06/30/14	06/30/14	YEAR TO DATE	6/30/2015
									6/30/2015	6/30/2016
CARRYFORWARD BALANCE		211,076	463,781	650,408	1,005,211	1,269,293	1,489,558	1,503,921	1,503,921	1,132,450
REVENUE	1,241,977	1,293,181	1,292,844	1,516,071	1,496,062	1,294,050	1,364,794	1,325,223	1,325,223	481,680
EXPENDITURE/ENCUMBRANCE	1,030,901	1,040,476	1,106,217	1,161,268	1,231,980	1,073,785	1,170,431	1,096,694	1,096,694	535,713
TRANSFER TO GENERAL FUND							(180,000)	(600,000)	(600,000)	(300,000)
SURPLUS	211,076	252,705	186,627	354,803	264,082	220,265	14,363	14,363	(371,471)	(354,033)
BALANCE CARRYFORWARD	211,076	463,781	650,408	1,005,211	1,269,293	1,489,558	1,503,921	1,503,921	1,132,450	778,417
PER AUDIT REPORT						1,489,558	1,503,921			
DIFFERENCE						(0)	(0)			
* Previously to fiscal year 2008, Police Special Detail was a department of the General Fund										
** First year the special detail was segregated from all other Special Agency Funds for financial report presentation										

**SUBJECT TO MODIFICATION AND APPROVAL
BOARD OF FINANCE
Minutes
November 12, 2015**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:00 pm at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance. The Chair then thanked all the Veterans who were present for their contribution, since yesterday was Veteran's Day.

ATTENDANCE

Present

Elaine Hammers, Chairman
Paul Lavoie
Roy Molgard
Bill Haberlin, Alternate
Lainie McHugh
Andrew Palo
Thomas Kelly
Karen Egri, Alternate
Vincent DeGennaro, Alternate

Absent

Also present:

Maria Pires, Finance Director; John Ponzio, Treasurer; John Annick, BEI/TCT; Kate Donahue, BEI/TCT; Byron Campbell, BEI/TCT; Lynn Arnow, Chief of Staff; First Selectman, Timothy M. Herbst.

PUBLIC COMMENT

First Selectman Timothy M. Herbst came before the Board of Finance to congratulate Mr. Haberlin on his election and to publicly thank the Town Treasurer, John Ponzio who was elected with him in 2009. He credited him with being the architect of a plan to refinance existing debt as well as being instrumental in bringing the Pension reform that you see now in the Town of Trumbull. At the time they took office, the Pension Fund was funded at 27%. Through his efforts, he and the First Selectman were able to come up with a Plan to fully fund the Annual Required Contribution through the operating budget while also working to change the employee labor agreement so all new hires would go into a Defined Contribution Plan. These are the reasons that at a time when State and Federal credit was being downgraded, Trumbull saw an upgrade in their credit rating. It is a testament to his leadership in this regard and he thanked him on behalf of all Trumbull residents for all of his hard work because the Town of Trumbull is much better off financially than it was 6 years ago and it was in a large part due to John Ponzio.

TREASURER'S REORT – John Ponzio

Mr. Ponzio thanked First Selectman Herbst for giving him the opportunity to assist the administration in the areas mentioned, as well as several others. Many have thought the Treasurer's job was a part time position where you come in and move money around on a Thursday morning. With the First Selectman's support, he was able to make some changes. He went on to wish the First Selectman and his team much success over the next two years indicating that will be available, if needed, and then went on to add that he truly appreciated his comments.

Mr. Ponzio discussed the following items:

- October is a quarterly collection month and we did very well. Our cash balance increased from \$49.7 million at the end of September to \$62.2 million at the end of October.
- The use of the web portal for tax payments continues to increase, and contributed to a very smooth collection month, most noticeably over the last few days of the month.

- Interest earned for the month was \$28,398, an increase of \$5,544 over this same month last year.
- Interest year to date is \$18,000 ahead of last year, and we are in good shape towards making our budget this year, which is \$50,000 higher than last year.
- He was able to invest \$250,000 in a CD at 64 basis points; a first, since he has never been able to get over 55 bps. He feels that the Fed's will probably increase rates before the end of the year.
- The Pension is currently at \$28.5 million. The Board has adopted a conservative investment strategy and we have made changes to the investment managers and portfolio, which has positioned us to weather any events that may occur in the market. We are happy with our investment managers and we continue to monitor the portfolio regularly to see if there are any changes we should make.
- We use the STIF, i.e., the State Treasurer's Investment Fund for unspent Bond funds and currently it now contains all of the unspent Bond funds that were available. Today, he moved \$616,000 and there is currently a balance of \$6.5 million.

Mr. Ponzio thanked the Board of Finance for their hard work and attention to detail. He also congratulated those who had won the election and went on to thank the Board for having him on board for the last six (6) years.

The Chair expressed her thanks and gratitude to him on behalf of the Board of Finance and went on to add that she agreed with all that had been said by the First Selectman regarding his time with the Town. She went on to add that it was nice to receive a concise report and have a comfort level with all that he did and she was sure that he would pass it off in great hands.

Mr. Ponzio indicated to the Board that the dedication of the Finance Department, specifically Maria Pires and her staff do not get the recognition that they deserve. They are consummate professionals. Whenever he ask for something he received it; when it is budget time and they are going crazy and he needed something he would always get it. Maria and her people are always there for you and he wanted it to go on the record how much of a pleasure it has been working with Maria and her staff over the last six (6) years. The Town is in very, very good hands with the Director of Finance.

Mr. Palo also expressed his thanks going back to when they first devised the form currently being used for the Treasurer's report.

11-15-01

Mr. Lavoie moved, seconded by Mr. Molgard, to appropriate \$37,748 from the fund balance to account number 01060600-581888 B.E.I. Capital Outlay \$37,748.

Vote: 3-3-0 motion fails (against: Hammers, Lavoie, Molgard)

Ms. Kate Donahue, Mr. John Annick and Mr. Byron Campbell spoke to the Board on behalf of the BEI/TCT regarding the request for funding for a new system to replace the video recording system in the Council Chambers at the Town Hall. Mr. Palo requested a history of what had been done and when with the equipment.

Mr. Annick indicated that the current three camera system was installed in September 2004 along with the additional equipment to enhance the ability to see. A new audio system was installed last year. Ms. Donahue indicated that there was still a problem with the audio system due to the problem with the camera system.

Mr. Annick indicated that various Boards have asked to see more of what is going on. Mr. Campbell indicated that they do not want to replace the audio system just the upgrade, which will allow for better audio and more visual. Mr. Molgard asked if they receive donations; they responded no, and in addition they do not have advertising income. Mr. Annick indicated that they serve the community, government and education sectors. Mr. Campbell indicated that with the upgrade they will be able to broadcast live and stream it.

Mr. Kelly inquired about High Definition. Mr. Campbell indicated that the request for HD cameras was less than it would have been for SD cameras. Mr. Palo asked where the wall mounted display monitors would be. Mr. Campbell indicated that different requests have been coming in from different boards, not just the Planning and Zoning Commission. The new camera would provide for live streaming and you would be able to watch the meeting on an I-phone, android, etc.

Mr. DeGennaro asked if the audio would be integrated and Mr. Campbell indicated that it would. Mr. DeGennaro then asked if the overheads would be eliminated once the system was integrated with television. Mr. Campbell noted that if it is needed, they would leave it; otherwise, television. Mr. DeGennaro also asked about WIFI and was told that it wouldn't take place immediately but it would be looked into eventually. Mr. DeGennaro asked if they would be using the internet bandwidth to broadcast out of here, and was told yes.

Mr. Lavoie indicated that he hoped they were coming to the Board of Finance for a supplemental as a last resort and asked what other measures they have taken to obtain funding. Mr. Annick indicated that the equipment didn't fail until after the budget was done. He was told by Carl Massaro to apply to the Mallet Trust for funding. Lynn Arnow, Chief of Staff, pursued the Mallet Trust and was informed that the funding was no longer available for this year. This is only the second equipment request the station has made where the Town has been asked to provide funding. Each month, there is a \$7 charge in your cable bill which goes towards a Grant and you need to request funding where you must compete with all Towns. Mr. Lavoie asked if they had looked into leasing. Mr. Campbell indicated that you could lease but it would cost the same if you went for a loan. You can do buyouts but the leasing is higher and they didn't look into it. This system has been installed for 10 years, so the idea is the next system will also be here for 10 years and it could be used if the Town Hall were to move or expand.

The Chair asked about the funds from the \$134,000 grant received from the State. Mr. Annick indicated that \$84,000 went to the studio at THS and the remaining to the other 2 high schools in the Town. Mr. Campbell indicated the equipment is used for both the Town and the school. He went on to add that the new monitors would be on the walls facing the audience and would make sure the second one was in the front.

Ms. McHugh asked why they can't wait until the next budget. Mr. Annick indicated that they have been in the process since May to get this equipment. The Chair indicated that May was after the budget season and they should wait until the next budget season or try again to the Mallett grant. She is not comfortable with making the supplemental at this time.

Vote: 3 – 3 motion fails (against: Hammers, Lavoie, Molgard)

DISCUSSION ITEMS

Fall Festival – 2015

Ms. Arnow indicated that she was proud to say we came back under budget, but we are pretty disappointed with the revenues. The weather was not with us; however, we did very well from noon to about 5:30 pm when the weather turned. We were very proud of our sponsorships and their assistance. Overall, she would have to call the event a success. We also had assistance from other towns so we were able to keep expenses down. She went on to add that she feels it would be a good idea to hold it in the fall. We also promoted the Arts Festival and kept the two events separate. When asked about the \$22,000 that was reduced to \$15,000, Ms. Pires indicated we added \$15,000 to the existing \$7,000 balance.

Mr. Kelly indicated that since the \$15,000 wasn't necessary in light of what we just did with TCT the \$15,000 should revert to the General Fund this year. Ms. Pires indicated that the books are closed and we are being audited so there is no way we can go back and move the funds. She went on to add that it would be used as start-up money for next year. Mr. Kelly indicated that the revenues and expenses

should match each event; therefore, next year there should be a separate budget request and the \$15,000 should revert to the General Fund now.

The Chair asked if the funds were in a Special Fund account. Ms. Pires indicated that it was put in the operating budget, to be transferred to the Special Fund account for the Fall Festival, so it is outside the budget. The Chair indicated that it was not necessary to move the funds back to the General Fund.

Ms. McHugh asked if a date had been set for next year and if a committee has been set-up. She went on to add that the funds should be returned to the General Fund. Ms. Arnow indicated that we should start going out to bid for next year now, since amusement vendors do not favor doing 1 day events. Ms. McHugh asked who would be taking ownership of the event for next year and did we want the Town employees to get involved again. She went on to ask how these issues get decided upon before you put money into an account.

The Chair indicated that Ms. Arnow would need to ask the First Selectman how he wants it to be handled and if it will be in the budget next year, since those issues are not the responsibility of the Board of Finance. Until then, all decisions regarding the funds will be put on hold, since we are still waiting for the auditors to tell us how funds can be moved in and out of that fund. She then thanked Ms. Arnow for her very detailed report.

Fund Balance Report FYE 2016

Ms. Pires indicated that we have an unaudited balance of \$16,644,081, since the auditors are still auditing the books. We had a \$25,000 supplemental last month; \$15,000 for Fall Festival and \$10,000 for the Senior/Library building committee. If the appropriation request of \$37,748 was approved this evening the Fund Balance would have been at 10.34%.

Mr. Lavoie indicated that \$579,590 is our cushion in the fund and although \$37,748 isn't a lot of money, this fund should be used for emergency purposes and he is not comfortable with having only a \$579,590 cushion given what can happen with the weather and any other unforeseen events over the remainder of the fiscal year.

Mr. Kelly agreed that we needed a cushion; however, we do have \$1 million in the Police Special Detail account to use. He understands that we cannot use funds from that account unless the expense is related to special detail but we can transfer the funds into the General Fund.

Ms. Pires noted to Mr. Kelly that we cannot move these funds into the General Fund unless it is done through the budget process. We can decide to use funds in that account as a revenue item during the budget process.

Mr. Lavoie went on to add that using these funds for operating expenses would create a funding cliff. You need to use those funds in that account for one-time expenses. Mr. Kelly went on to add that the Special Detail account should be an Agenda Item. He feels that we need to address the \$1 million dollars in the account and we need to figure out what is the best use of those funds and how we deal with it.

Ms. Pires reminded him that we just used \$100,000 in funds from that account to purchase two vehicles for the Police Department. Mr. Kelly indicated that the fund keeps growing. The Chair concurred that the fund will continue to grow but there will be expenses every year and once we get to the right balance point the same amount will come out each year. The Chair went on to add that the funds are not just "sitting there" but are being invested. We have asked the auditors what are considered legitimate uses and how can we move the money.

Mr. Lavoie indicated that there is a Police Special Detail Revenue and Expenditure Report in the Agenda Package that shows the fund has gone from \$1.5 million in FY 14 to \$748,000, which means we have taken roughly over one-half the fund over the last two years and invested it either into the budget or the police department and he believes that we are using those funds judiciously. He does agree with Mr. Kelly that we should continue to review the fund; however, he doesn't want to see the Police Special

Detail fund used as the rainy day fund. It defeats the purpose of having a good, healthy General Fund and getting great ratings from bonding agencies.

Year to Date Budget to Actual Report – Expenditures FY 2016

Ms. Pires indicated there are some overtime accounts that are over budget due to vacant positions; however, once the full time positions are filled funds will be transferred. Planning and Zoning currently fall under this category.

Mr. Lavoie noted that Workers Comp is currently at 52%; Ms. Pires indicated that we are currently settling a lot more claims at this time and it is not a straight line. She indicated that it was too soon to determine if that account would be over budget.

Mr. Palo asked about the overage in the Public Works Seasonal Salary budget and Ms. Pires indicated that she would need to look into it.

Year to Date Special Agency Funds Report – FYE 2016

Ms. Pires indicated that she asked the Auditors how other towns were handling their accounts. Ms. Keegan has been asked to perform an audit at the Board of Education in two areas where revenue increased and expenses declined. The Chair indicated that she wanted Ms. Keegan to stay involved with those departments that she has audited. Mr. Lavoie indicated his support and Mr. Palo indicated that he wants to make sure that she gets to everything we have asked for.

The Chair indicated that if you want Ms. Keegan to address any issue to please contact the Chair via e-mail and copy the rest of the Board members.

APPROVAL OF MINUTES

By unanimous consent, the Board of Finance moved to accept the minutes of the October 8, 2015 meeting as presented.

OTHER

The Chair thanked Mr. Lavoie and Ms. McHugh wishing them the best in their future endeavors. Mr. Palo thanked Mr. Lavoie for being a part of the great communication process of the Board of Finance and commended Ms. McHugh on how well she did while she was on the Board. Mr. Lavoie thanked the Chair and indicated the Board of Finance will be in good hands with her at the helm for the next four years. He indicated to Ms. Mc Hugh that it took him a good year to become full aware of all that went on with the Board, and he went on to thank and commended Ms. McHugh for the positive contribution she made in the short time she was with them. Ms. McHugh indicated that she enjoyed working to understand the role each department plays and how it flows relates to the budget process.

ADJOURNMENT

Mr. Molgard moved, seconded by Mr. Palo, to adjourn the meeting at 8:10 p.m.

Vote: 6-0-0 motion carries.

Respectfully submitted,

Phyllis C. Collier
Board of Finance Clerk