

# Annual Report

City of Milford, Connecticut  
2013 – 2014



*Benjamin G. Blake, Mayor  
City of Milford*

**MAYOR**

BENJAMIN G. BLAKE



**BOARD OF ALDERMEN**

**FIRST DISTRICT**

Greta Stanford  
Anthony S. Giannattasio, Minority Leader  
Brian Bier

**SECOND DISTRICT**

Janet A. Golden  
Nick Veccharelli, Jr., Majority Leader  
Susan Fontana

**THIRD DISTRICT**

Frank J. Smith  
Martin B. Hardiman  
Michael S. Casey

**FOURTH DISTRICT**

Susan Shaw  
Philip J. Vetro, Chairman  
Daniel J. German

**FIFTH DISTRICT**

Dora Kubek  
Bryan N. Anderson  
Raymond G. Vitali

**TO:     *The Honorable Board of Aldermen***

**FROM: *Benjamin G. Blake, Mayor***

In accordance with the provisions of Article 3, Section 2 of the Charter of the City of Milford, I hereby submit the *Annual Report* for the fiscal year 2013-2014.

I thank the members of the Board of Aldermen, past and present, for their cooperation during this past year.

I would also like to take this opportunity to acknowledge the hard work of all city employees who labor throughout the year to provide Milford's citizens with a safe, healthy and pleasant place to live. I know that they take pride in the work that they do and I greatly appreciate their efforts. Below is a list of all employees who have retired or passed away during this year.

### **Retirees July 1, 2013 to June 30, 2014**

**Board of Education**

JoAnne Czaplicki  
John Dini, Jr.  
Loryn Johnson  
Theodore Kobeli  
Kathleen Krochko  
Emma Sicotte  
Alexandra Stephen  
Thomas Tupka  
Nancy Walker  
Patricia Willox

**Registrars of Voters**

Antoinette Carey

**Public Works Department**

Peter Fenga  
Bruce Kolwicz  
Irwin Langewisch  
Robert Renzoni  
Jeffrey Takasch

**Animal Control Department**

Richard George

**Engineering Department**

Robin Lynch

**Assessor's Office**

Sandra Marren

**Library**

Judith Ferguson

**Fire Department**

Carlos Rios  
Steven Romano  
John Slyman

**Police Department**

Daniel Bothwell  
Gerald Butler, Jr.  
Melissa Dempsey  
Noel Luth  
Kevin Walsh

### **Retirees Deceased July 1, 2013 to June 30, 2014**

**Board of Education**

Beatrice Belanger  
Robert Calabrese  
Flora DeLise  
Daniel Dickinson  
Marjorie Dixon  
Timothy Glover, Jr.  
Charlene Mashia  
Peter Massa  
Helen Peterson

**Fire Department**

Robert Brantley  
Pearley DeForge  
Craig MacAulay  
Catherine Phelan  
Philip Swanson  
David Witham

**Purchasing Department**

Lawrence Tomasco

**Police Department**

Stephen Ambrisco

**City Clerk's Office**

Linda Stock  
Jeanne Connolly

**Public Works Department**

Henry Larkin  
Vernon Veach

**Harbor Commission**

Richard Hosking

**Library**

Janet Mead

**Engineering Department**

John Rolfe

**Deceased Supplement Recipients July 1, 2013 to June 30, 2014**

**Police Department**

Stephen Ambrisco

Betty Chernock

Wanda Hornack

**Fire Department**

Robert Brantley

Craig MacAulay

Philip Swanson

Sandra Toronto

David Whitham

**CITY OF MILFORD**

**GENERAL FUND  
UNAUDITED OPERATING RESULTS  
BUDGETARY BASIS  
FOR THE YEAR ENDED JUNE 30, 2014**

Total Estimated Revenues.....	\$ 195,783,311
Total Estimated Expenditures.....	(192,051,176)
Cash Advance to Fiscal Year 2014/2015.....	(4,000,000)
Operational Results.....	\$ (267,865)*

\*This amount is due, in part, to better than expected tax collections. Surplus revenues were offset by lower than expected fee and other income. There were also savings in the operating budgets of city departments due to prudent management. These savings were offset by using \$4,000,000 of fund balance in the FY15 budget. This was \$1,000,000 less than was used for FY14 budget.

## ***FINANCIAL AFFAIRS***

### **FINANCE DEPARTMENT**

In June of 2014, the city was notified that it was awarded a Certificate of Excellence in financial reporting from the Government Finance Officers Association of the United States and Canada for its FY13 Comprehensive Annual Financial Report. This is the tenth year the city has received this prestigious award. This past year, the city retained its AA+ bond rating from Fitch and Aa1 and AA+ from Moody's and Standard and Poor's respectively, with a stable outlook. The city finished the year with positive results of approximately \$3.7 million (audit adjustments could change this figure). This was accomplished with a combination of better than expected tax collections and expenditure savings in city departments along with surplus revenues. These better than expected revenues and lower than expected expenditures were offset by lower than expected fees, and other income. The use of fund balance was \$5 million for FY14 and \$4 million for FY15. The city's operating expenditures increased \$5.5 million, a 7.56% increase to \$78.8 million, and the Board of Education expenditures increased \$2.4 million or 2.15% to \$112.6 million. State aid to the city is approximately \$442,000 less than budgeted. Total state aid to the city decreased by approximately \$1,306,652. For FY15, the state legislature voted to increase the level of Education Cost Sharing funding. The availability of financial information continued to allow each city department to manage expenditures to ensure that they did not exceed budget. This same ability allowed the Finance Department to optimize both the city's cash flow and investment earnings. The city collected \$650,822 for the debt service assessment for the sewer renovation from the \$25 surcharge in the sewer fee. Total sewer renovation loan repayment was \$2.8 million of which approximately \$933,106 was paid for by the Debt Service Assessment and Debt Service Reserve Fund.

### **ANNUAL AUDITOR'S REPORT**

The city's financial records are audited each year with the most recent audit being received December 2013, for the fiscal year ending June 30, 2013. A citywide statement of net assets, excluding pension and other fiduciary funds, and a statement of activities were presented as is required by generally accepted accounting principles. These statements were prepared on the accrual basis of accounting, which includes all current assets and liabilities, capital assets, infrastructure (roads, bridges, sewers, etc), long-term obligations, accruals for interest income, and interest expense and depreciation. The city's net assets decreased by \$4.8 million compared to FY12. While total assets grew \$14.7 million (mainly \$16.6 million in capital assets not being depreciated), the liabilities grew \$19.5 million mainly due to

\$18 million in the Other Post Employment Benefits (OPEB) obligation for the city and Board of Education. Unrestricted net assets, the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, decreased by \$12.7 million to a deficit of \$48.9 million in the governmental activities in FY13. This was mainly due to the increased net OPEB obligation of \$18 million. The "Funds" financial statements, which follow the citywide statements, are required to be prepared on the modified accrual basis. The Funds statements only include current assets and liabilities. Information for long-term obligations and capital assets is disclosed in the notes to the financial statements, in financial schedules, and in the statistical tables. The Audit Report from the firm of Blum Shapiro & Company, P.C. placed the city's total net assets for FY13 on the Statement of Net Assets at \$108.6 million (FY12: \$113.4 million ). This is the sixth consecutive year the total net assets have decreased. The Pension Trust Fund had net assets of \$327.6 million (FY12 \$329.2 million) with the city's pension fund being 100% funded. The OPEB Trust Fund had net assets of \$3 million. The city's total net assets plus the trust assets listed above equals \$439.2 million. The city's General Fund (the fund covering city services and recording property tax revenues) ended the year with an unassigned fund balance of \$14.945 million. Copies of the audited financial statements are on file with the City Clerk, in the Library, and on the city's website ([www.ci.milford.ct.us](http://www.ci.milford.ct.us)) under the Finance Department.

#### ASSESSOR'S OFFICE

The Assessor's Office continued its primary function as custodians of the city's Grand List. Maintenance of the Grand List encompasses the development and maintenance of all the assessments for both taxable and non-taxable real estate, motor vehicles, and business and personal property, and the processing and administration of the various property tax exemptions and benefits that are available to taxpayers. The extensive audit of city of Milford business' personal property accounts continued and proved to be an excellent source of revenue for the city.

#### TAX OFFICE

During the past fiscal year, the city sold tax liens netting \$243,373 in extra collection of tax dollars. Total tax collections for the aggregate budget closed with a collection rate of 100.77%. Overall collection efforts resulted in a current tax collection of \$164,572,272, prior year taxes totaled \$1,640,469, and interest and liens totaled \$1,085,272. Taxpayers can now find totals for their taxes paid in the last calendar year on the Tax Collector's website.

## PURCHASING DEPARTMENT

In fiscal year 2013-2014, the Purchasing Department processed 2,794 purchase orders with an approximate total value of \$16,410,019 and issued 68 invitations to bid. A request for an ordinance amendment was approved and implemented on February 3, 2014, resulting in the dollar threshold for competitive bidding being raised from \$7,500 to \$25,000, bringing the bid process up to date. The amendment reduces the city's cost of acquisition for goods and services equal to or less than \$25,000 by eliminating the cost of legal ads associated with the formal sealed bid process. The format for office supplies bidding was updated to add an option for two (2) additional one-year extensions to the new contract term. The previous format held pricing for a period of one year with no optional term extensions.

## MANAGEMENT INFORMATION SYSTEMS (MIS) DEPARTMENT

The MIS Department completed the redesign of the city's Public Safety Answering Point (PSAP), and successfully merged the Fire and Police Departments' dispatch systems, resulting in a unified Public Safety System. MIS assisted with the implementation of the Emergency Management Services (EMS) charts interface to the PSAP and Computer-Aided Design (CAD) systems. New network firewalls were installed at crucial locations providing enhanced network traffic management. An additional Web traffic filter was installed at the Police Department, balancing the ever-growing demands on the Internet. Milford launched a new look to its website. Every existing departments' content was converted and new pages were added for any missing departments.

## PENSION AND RETIREMENT BOARD

The Pension and Retirement Board is comprised of 15 members that meet monthly to administer the provisions of the various pension contracts and monitor the performance of the pension fund. At the close of the fiscal year, the pension fund was valued in excess of \$353,027,000. A total of 28 employees retired from city service bringing the number of people receiving a pension from the city of Milford to 701.

## **PUBLIC SERVICES**

## RECREATION DEPARTMENT

The Recreation Department began accepting online credit card payments, completing the transition to a computer-based registration system. Many of



the department's facilities were upgraded. The Anderson Avenue basketball courts were resurfaced and reconfigured from one court to two; Old Field Playground was rejuvenated with a new playscape; the skate park at Washington Field was overhauled; and the game lines on all city outdoor basketball courts were repainted. The Orchards golf course received improvements and additional carts and a new maintenance building is being added. The new James R. Mattioli Playground was built at the Academy. This ADA (Americans with Disabilities Act) accessible playground, built in cooperation with the Where Angels Play Foundation and the Milford Professional Firefighters, celebrates the life of James R. Mattioli in an effort to honor and provide a lasting and living memorial to the lives lost at Sandy Hook Elementary School.

### TRANSIT DISTRICT

The district's program to maintain the transit facility in a state of good repair continued with the installation of concrete curbing throughout the property, the installation of a sidewalk for easy access for vehicle operators to the facility, the repair of a sinkhole at the rear of the property, and the installation of a new building sign. All outdoor lighting at the Milford Rail Station has been upgraded with a no interest loan and financial incentives from the United Illuminating Company. The roof of the Eastbound Rail Station, which is occupied by the Fine Arts Council, was replaced through Community Development Block Grant funds. Work on a transit hub at Westfield Connecticut Post Mall will begin in late July 2014.

### MILFORD PUBLIC LIBRARY

The Milford Public Library continued to meet its mission as an educational and cultural center. Library patrons are offered a physical collection, 24/7 online offerings, reference services, and a myriad of programming options including story times, book discussion groups, cultural programs, craft instruction, computer classes, and more. A review of existing policies led to changes in the library's online database offerings. Consumer Reports Online, Mango Languages, and a Literacy Reference Center were added to existing e-resources, which include databases focused on genealogy assistance, job assistance, auto repair, testing practice, and legal forms. Upgrades were done to the Integrated Library System allowing users to have remote access to the library's catalog and their own accounts through a mobile app.

## PUBLIC WORKS DEPARTMENT

In the execution of its duties, the Public Works Department works closely with other city departments and agencies, as well as state and federal agencies. In addition to many other duties, office staff process purchase requisitions for their office, as well as Highway/Parks, Building Maintenance, Garage, and Solid Waste divisions. The office maintains various computerized data such as telephone complaints, fuel usage, vehicle and equipment inventory, operational costs for buildings, vehicles, and equipment and tonnages for regular garbage pickup, recycling, bulk pickup, and leaves.

### Highway/Parks Division

The Highway/Parks Division is responsible for the public's safe use and maintenance of all city streets, sidewalks, trees, parks/playgrounds, municipal buildings' grounds, beaches, tennis courts, ball fields, and greens. This division is also responsible for the city's leaf pickup program and assists civic organizations/functions such as the Oyster Festival, Fire Muster, Woodmont Day, all parades, and most functions on the green.

### Building Maintenance Division

This division is responsible for the maintenance of all city buildings. This responsibility includes security, maintenance, repair, and utilities at all municipal buildings, the city green, and park and recreation areas. The division responded to and completed over 400 work order requests in addition to regular work responsibilities.

### Engineering Division

The Engineering Division continued its emphasis on construction inspection to ensure that improvements constructed under engineering permits were completed in accordance with approved plans and specifications and were in compliance with city ordinances and regulations to safeguard the health, safety, and welfare of the general public. Technical inspection services were provided for sanitary sewer installations, repairs, or relocations in conjunction with several private development projects, single family homes, and commercial projects. Engineering also inspects new roadways and drainage systems that are installed on projects. They are responsible for field survey work including providing line and grade for roadside improvements where curbs, driveway

aprons, and sidewalks were required to be constructed within city or state rights-of-way.

### Wastewater Division

The Wastewater Division operates and maintains all of their plants, pump stations, and sewer lines to the best of their ability within budget. The division has been working on getting new nitrogen measuring equipment on line at both the Beaverbrook and Housatonic plants using in-house personnel to keep the costs down. The division received and treated a total of 2.79 billion gallons of sewage, which was a decrease from last year. A total of 3,612 tons of sludge was generated from both wastewater facilities. There were 339,150 feet of sewer lines hydraulically pressure cleaned, 68,840 feet televised, and 25,490 feet of roots hydraulically cut. A total of 97 complaints were answered by the division and 50 sewers were repaired.

### Garage Division

The Garage Division is responsible for the repair and maintenance of over 300 vehicles and pieces of equipment including refuse trucks, dump trucks, payloaders, cars, vans, mowers, and other assorted small equipment. In addition to these vehicles, repairs and maintenance are done on specialty equipment such as beach maintenance equipment, catch basin cleaners, snow clearing equipment, and asphalt recycling equipment. The garage also operates a full in-house machine, welding, and fabrication shop to reduce outsourcing costs of some repairs to garbage trucks and other heavy equipment.

### Solid Waste Division

The Solid Waste Division is responsible for the collection of garbage, recyclables, and bulky waste from residences and removal of garbage from public buildings, containers, beaches, and schools. This past year, the division collected 10,930.74 tons of residential garbage, 4,222.14 tons of residential recycling, 5,131.86 tons of bulk trash, 162 tires, 881.60 tons of leaves, and 27.16 tons of bulk metal. Residents brought 2,257 tons of garbage and recycling to the Transfer Station.

## HARBOR MANAGEMENT COMMISSION

This past year, the marina dredging project was completed. This improvement was critical to the further operation of Lisman Landing and was completed within the funds budgeted. During the month of July, a transmitter was

installed on the property providing customers and anyone else within a 300 foot range with free Wi-Fi.

## ***HUMAN SERVICES***

### HEALTH DEPARTMENT

The Milford Health Department continued to manage preparedness-focused grants to support local public health and pandemic influenza planning and to enrich the Medical Reserve Corps, Milford's volunteer group. Enforcement of the anti-blight ordinance, public health code, and housing code, as well as the needs of individuals living in troubled housing conditions are addressed by the department. In collaboration with the Visiting Nurse Association of South Central Connecticut, *First Visit Program* was implemented for Milford residents. This program provides one to three home visits to new mothers and fathers from a specially trained, registered nurse who gives them guidance and counseling about their new baby and valuable available resources within the community. As a public health leader in the State of Connecticut on compulsive hoarding and troubled housing, the department conducted a joint conference entitled "*Cutting Through the Clutter: Understanding Hoarding and Its Impact on Public Health and Housing.*"

### MILFORD COUNCIL ON AGING/ELDERLY SERVICES

This past year, the Milford Senior Center hosted many healthy living presentations and free health screenings. Members were also offered educational presentations including *Introduction to Apps* and *Keeping Your Grandkids Safe*. The center collaborated with a Calf Pen Meadow fourth grade teacher to establish an *Intergenerational Book Club* utilizing Kindles. A new beginners bridge class and a bi-monthly writing class were implemented with volunteer teachers, and an *AARP 55 Alive Driving Course* is now hosted at the center on a monthly basis.

### DEPARTMENT OF HUMAN SERVICES

The Department of Human Services saw an uptick in service demand. This demand resulted in increases in programs created by the struggling economy, loss of employment and underemployment, rising health care costs, rising costs to single parent families, budget cuts to services, and the faltering economy in general. The department approached the challenges placed on Milford residents with innovative programming, creativity, and collaboration. Marriage and Family Therapy staff served as consultants to Milford public schools for various issues on either an individual basis or on committees as they arose.

### Milford Youth and Family Services

Milford Youth and Family Services conducted *Family Therapy, Satellite Family Therapy, In-school Therapy Groups, Family Fun Nights, a Social Expedition Program, Rent-A-Kid, Improvisations*, and other prevention based youth and family programs. Innovative, new partnership programs were created with Milford public schools that ranged from year long, schoolwide behavioral curriculums that targeted children, staff, and parents, to anti bullying and self esteem programs at the elementary school level, to a range of personal development and work readiness programmatic curriculums at the secondary school level.

### Youth Services Network

Approximately 30 different youth-serving providers and agencies meet bi-monthly to collaborate regarding the scope of services to youth and their families and to discuss any obstacles, issues, or problems. Additionally, a youth subcommittee, under the direction of the YMCA, continued to meet separately.

## ***PUBLIC HEALTH AND SAFETY***

### ANIMAL CONTROL DEPARTMENT

The Animal Control Department continued to play an active role in disaster preparedness in the State of Connecticut Region 2. The feral cat program grew with the trapping of 135 feral cats, which were spayed/neutered and released. Thanks to the generosity of the community, the Pet Food Bank continued to be a success with over 100 families utilizing the service. The department is in the process of transitioning reporting procedures from the Mayor's Office to the Police Department.

### FIRE DEPARTMENT

Once again, the Fire Department received the prestigious distinction as a Class One community for fire protection by the Insurance Services Organization. The department responded to 7,868 calls over the past year. Several improvements to service were made ranging from rewriting the department's mission statement and core values, to optimizing fire inspectors office schedules, to inception of certain serious life safety initiatives. The department continued to maintain a comprehensive Emergency Operations Plan, as well as provided input for various emergency planning organizations such as hazard mitigation, flood rating systems, and disaster recovery.

## POLICE DEPARTMENT

The Police Department continued to provide quality police services to the residents of the city of Milford. During the past year, the department experienced unprecedented personnel turnover due to retirements, promotions, and transfers. While such a transition of key personnel could have resulted in significant disruption and instability, the resultant changes proved to be almost seamless. The department completed Tier III of its accreditation process, which requires an agency to demonstrate, through written policies and protocols, that they adhere to a proven, reliable, and up-to-date set of guidelines and policies.

## **COMMUNITY DEVELOPMENT AND PLANNING**

### SEWER COMMISSION

The Board of Sewer Commissioners oversaw the construction of Sanitary Sewer Infill Project No. 1 and the New Haven Avenue, Grove Street, Rosemary Court Infills project, as well as the beginning of Infill No. 2. The Indian River Interceptor project was delayed due to environmental concerns, and the Edgefield Avenue Sanitary Sewer project is under design. Over the past year, the commission processed 42 applications for commercial connections to the city sewer system, and ten (10) residential applications for multi-family or subdivisions were approved for Planning and Zoning. These applications represent an increase inflow of 64,000 gallons per day to the two sewage treatment plants.

## ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

The Economic and Community Development Department takes an integrative approach to positioning Milford as a place to live, work, and play, combining efforts with several departments and encompassing strategies through housing, community development, tourism, and business development. Total Mortgage Services, LLC announced it established national headquarters in Milford, promising an additional 140 new jobs. Tesla has opened Supercharger stations on both the northbound and southbound sides of I-95. FCP Euro, an online retailer of automotive parts and accessories, opened their new corporate headquarters in Milford. Redevelopment of 230 Cherry Street will be the eventual site of ShopRite, Hobby Lobby will be taking over the old Sports Authority site, and redevelopment plans for the former Smiles Entertainment site continued through the process. Downtown parking is moving in the right direction with recent notification that Milford has been chosen for technical assistance through the Connecticut Transit Oriented Technical Assistance

Program. This will allow the city to focus on parking inventory, recommendations for parking requirements and ongoing management, as well as review of a rail station walkshed and pedestrian connectivity, with recommendations for strategic pedestrian improvements.

### DEPARTMENT OF PERMITTING AND LAND USE (DPLU)

The Department of Permitting and Land Use oversees the Planning and Zoning Division, the Building Inspection Division, and the Inland Wetlands Division. It also provides oversight to virtually all property development activities in the city of Milford, ensuring that construction is safe and consistent with state statutes, the state building code, the city's Zoning Regulations, and the Plan of Conservation and Development. DPLU also ensures that natural resources are protected.

#### *Building Inspection Division*

The Building Inspection Division is charged, through state statute, with enforcing the Connecticut State Building Code for all construction in the city. Construction subject to permit includes: new buildings and alterations and repairs to commercial and residential structures. The upturn in commercial construction experienced last year sustained and even increased, with several new apartment complex projects completed and more on the horizon and the always busy Westfield Connecticut Post Mall. Residential construction was also still robust.

#### *Planning and Zoning Division*

The Planning and Zoning Division staffs the Planning and Zoning Board and the Zoning Board of Appeals, enforces regulations, manages the approval process for projects requiring zoning approval, and provides assistance in the city's floodplain management. The Planning and Zoning Board meets twice a month to conduct site plan reviews, coastal area management approvals, and holds public hearings for Special Permit and Special Exception applications for residential and commercial properties. The board approved a moratorium on marijuana dispensaries and growth activities approved by the state legislature and is considering revisions to the regulations. Applications for repair and reconstruction of storm damaged properties continued to be a major part of the division's workload.

### Inland Wetlands Division

The Milford Inland Wetlands Division held 19 public meetings, six (6) site walks and special meetings, and three (3) public hearings to evaluate proposed impacts on the city's natural resources. The division reviewed nine (9) applications, 26 pre-applications, issued 26 jurisdictional rulings, processed approximately 240 findings of no significant impact, and issued two (2) violations. The division monitored several large projects including: the Grove Street Pump Station project, Indian River Interceptor Mitigation area, Sanitary Sewer Infills No. 2, Garden Homes Cascade project, Grace Baptist Church Youth Center, several Eagle Scout projects, and a number of single family homes and homeowner additions, sheds, decks, and pools. The division also worked on the Hazard Mitigation Plan Committee and the Community Rating service project.

### **ADMINISTRATIVE SERVICES**

#### TOWN AND CITY CLERK'S OFFICE

This past year, the city of Milford was saddened by the loss of City Clerk Linda Stock. Despite their loss, the office continued its high level of records management and service. In February, land records were updated and enhanced with Cott Systems. As these documents were recorded, they were immediately updated on the staff's computers and the Internet. A \$7,500 grant was received from the Connecticut State Library allowing the office to continue with a back file conversion (images) of 100 land record books. Three large records books for the city clerk's vault were re-bound, and all Trade Names from January 1967 through June 2014 have been scanned into the city clerk's database, making it easier for staff to search and print from their computers.

#### REGISTRARS OF VOTERS OFFICE

The office completed, as required by state statutes, all preparations for the Democratic Board of Education primary election (September 10, 2013), the municipal election (November 5, 2013), and the recount of two races (November 13, 2013) including recount and audit. In August, the office hosted a moderator recertification class, which was attended by nine (9) Milford moderators, as well as several moderators from other cities and towns in Connecticut. An Access database was developed to manage poll workers information. Approximately 140 workers are trained for each November election. Voters were notified of changes to their polling locations, due to redistricting, via postcards, notices in the newspapers, and online.



## HUMAN RESOURCES DEPARTMENT

The Human Resources Department includes the activities of the Civil Service Commission and the Pension and Retirement Board. The department kept individual records on 254 employees in the classified service. There were six (6) grievances heard by the personnel director, and the department administered testing for the filling of 15 separate classifications. A total of 19 civil service positions were filled from the 323 employment applications received. The department implemented some new initiatives to include but not limited to: establishing an Employee of the Month Program and Wellness Committee; revamping the department's webpage on the city's site to include a mission statement, all union and pension contracts, and employment applications; created a new employment application to ensure compliance with local/state/federal laws; and in collaboration with MIS, began the process of converting a time and attendance tracking system for employees located in the Parsons Government Center from a manual to an electronic/automated system. The department also updated various internal forms, policies, and procedures in keeping with current industry standards and benchmarking trends.

## EMPLOYMENT AND TRAINING OFFICE

The Milford Employment and Training Office primarily runs three major programs, all of which are funded to serve those who are either economically disadvantaged, receive state assistance, or have substantial barriers to employment. These three programs include a Certified Nursing Assistant Program, a Summer Youth Program, and a Resume Power Program. The office functions as a source of information regarding local, state, and federal social service programs and services throughout the area. The goal is to provide state of the art training to all people who apply for their programs, be sensitive to their needs, and find quality jobs for all they serve. The office successfully met their contractual performance criteria for all aforementioned programs.

## LAW DEPARTMENT

In fiscal year 2013-2014, the Law Department was instrumental in drafting and implementing the Greater Bridgeport Regional Solid Waste Interlocal Agreement for disposal of municipal solid waste at Wheelabrator, L.P. In the labor arena, pension agreements for two (2) of the nine (9) unions expired on June 30, 2012 and negotiations are in progress. The department assisted with the hire of four (4) department heads: Human Resources Director, Public Works Director, Library Director, and Economic and Community Development

Director. They also worked closely with the Police Department in drafting use and indemnification agreements for shared use of the Virtra Tactical Simulator and Shoothouse by other municipal police departments.