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Chapter 47. FUNDS

[HISTORY: Adopted by the Common Council of the City of Middletown as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Walter C. Jones Fund Committee — See Ch. [14](#), Art. [II](#).

Investment policy — See Ch. [58](#).

Retirement Fund — See Ch. [74](#), Art. [IV](#).

Petty Expenditures Revolving Fund — See Ch. [78](#), § [78-11](#).

Article I. General Liability Fund

[Adopted 2-8-1978 as § 8-60 of the 1978 Code; amended in its entirety 12-2-2002]

§ 47-1. Establishment; purpose.

There shall be a fund known as the "General Liability Fund" for the purpose of paying the costs of investigation and preparation of defense, including, but not limited to, depositions and expert witnesses, of claims for personal injury, property damage and other damage, loss or injury, and payment of such claims, settlements thereof and judgments against the City, which claims or judgments are not defended by or covered by insurance on behalf of the City.

§ 47-2. Annual appropriation.

Annually, there shall be appropriated to such fund sufficient funds as determined by the Common Council to maintain an adequate balance in such fund.

§ 47-3. Payments.

Payments from such fund shall be made by the Director of Finance upon orders approved by the Insurance and Claims Committee.

Article II. Economic Development Fund

[Adopted 10-5-1981; amended in its entirety 12-2-2002]

§ 47-4. Establishment; purpose.

There shall be a fund known as the "Economic Development Fund" for the purpose of stimulating economic development and creating new employment opportunities. The Fund shall be used to study, evaluate, and finance development programs to promote social, cultural, educational, physical, tourism, housing, industrial, transportation, recreation and commercial improvements in the City. For such purposes, the funds may be expended for engineering, surveying, legal, and other consultants' services, for the purchase of options, leases,

easements or other interests in real property, for rehabilitation or new construction of recreational, residential, commercial, industrial, transportation or other facilities, for relocation expenses, for property management including repair, insurance, and other incidental expenses, for loans and grants for rehabilitation of properties or facilities, for administrative services, for development projects, and for all things necessary and incidental to carrying out the purposes for which the fund is created.

§ 47-5. Requests for use of funds.

All requests for use of the fund shall be reviewed by the Economic Development Committee. In considering such requests, the Committee shall consider the availability of monies from any other City agency or from any external source, public or private. To the extent practical, the fund shall be used to initiate new start-up projects with an emphasis on new business creation and business expansion/retention.

§ 47-6. Additions and expenditures.

- A. The Common Council may, in its discretion, provide for additions to the fund from any sources which it determines are best used for economic development purposes.
- B. Expenditures from such funds shall be made by the Director of Finance upon orders approved by the Mayor and the Common Council.

Article III. Old Farm Hill Cemetery Fund

[Adopted 5-2-1983; amended in its entirety 12-2-2002]

§ 47-7. Duties of Treasurer; deposit and use of monies.

The Treasurer of the City shall have custody of all monies held by the City for the Old Farm Hill Cemetery. The Treasurer, from time to time during each fiscal year and at the end of each fiscal year, shall deposit all income accrued during the fiscal year from the investment of such monies to the general fund of the City in part payment of the cost of maintaining the Old Farm Hill Cemetery.

Article IV. Reserve Fund for Capital and Nonrecurring Expenditures - General Government

[Adopted 8-1-1983; amended in its entirety 12-2-2002]

§ 47-8. Establishment; purpose.

There shall be a fund known as the "Reserve Fund for Capital and Nonrecurring Expenditures - General Government" for the purpose of financing the planning, construction and acquisition of capital improvements and the purchase of equipment, materials and supplies of a capital nature, in accordance with the General Statutes.

§ 47-9. Expenditures.

Expenditures from the fund shall be made by the Director of Finance in accordance with the resolutions of the Common Council. *Editor's Note: Provisions regarding the Fund for Landfill, Waste Disposal and Recycling, adopted 5-12-1988, which immediately followed this section, were repealed 12-2-2002.*

Article V. Fund for the Orderly Installation of Sidewalks

[Adopted 8-7-1989; amended in its entirety 12-2-2002]

§ 47-10. Establishment; purpose.

There shall be a fund created to be known as the "Fund for the Orderly Installation of Sidewalks" for the purpose of constructing sidewalks deemed necessary and designated by the Public Works Director. All monies collected

pursuant to Subsection B of § [262-40](#), Construction of sidewalks in subdivisions and new developments, of Chapter [262](#) of the Middletown Code of Ordinances will be deposited in this fund.

§ 47-11. Expenditures.

Expenditures from this fund shall be made by the Director of Finance upon orders approved by the Mayor and the Common Council.

Article VI. Self Insurance Workers' Compensation Fund

[Adopted 5-6-1991; amended in its entirety 12-2-2002]

§ 47-12. Establishment; purpose.

There shall be a fund created to be known as the "Self Insurance Workers' Compensation Fund" to incorporate all income and expenses associated with the City of Middletown's and its Board of Education's self-insured workers' compensation program.

§ 47-13. Income.

Such income to the fund shall include but not be limited to the amount budgeted by the Common Council for workers' compensation in each fiscal year, investment return accrued with respect to retained reserves and retrospective and experience-rated insurance premium refunds relating to workers' compensation, subrogation returns and indemnity checks processed by the City's Third-Party Administrator, and heart and hypertension and such expenses to include but not be limited to insurance premiums, retentions (deductibles and self-insurance), administration and staffing relating to workers' compensation and such other expenses as are properly incurred incident to the operation of a self-insured workers' compensation program.

§ 47-14. Expenditures.

Expenditures shall only be made from the fund for the City's self-insured workers' compensation program by the Director of Finance in accordance with the directions of the City's Third-Party Administrator of the City's workers' compensation program and the City's Risk Manager. Said fund shall be subject to normal budgetary procedures and appropriation action, provided that due consideration shall be given to the recommendations of the City's Risk Manager and any actuary hired by the City to review said fund and the City's self-insured workers' compensation program, in taking such action with respect to said fund.

Article VII. Employee Health and Life Insurance Benefit Plan Fund

[Adopted 6-3-1991; amended in its entirety 12-2-2002]

§ 47-15. Establishment; purpose.

There shall be a fund created to be known as the "Employee Health and Life Insurance Benefit Plan Fund" to incorporate all income and expenses associated with the City of Middletown's and its Board of Education's employee health and life insurance benefit plans.

§ 47-16. Income.

Such income to the fund shall include but not be limited to the amount budgeted by the Common Council for employee health and life insurance benefits in each fiscal year, investment return accrued with respect to retained reserves and retrospective and experience-rated insurance premium refunds relating to employee health and life insurance benefits and such expenses to include but not be limited to insurance premiums, retentions, administration and staffing relating to employee health and life insurance benefits and such other expenses as are properly incurred incident to the operation of an Administrative Services Only program for employee health and life insurance benefits.

§ 47-17. Expenditures.

Expenditures shall only be made from the fund for the City's employee health and life insurance benefit plan by the Director of Finance in accordance with the directions of the claims administrator/insurance carrier in conjunction with the City's Risk Manager. Said fund shall be subject to normal budgetary procedures and appropriation action, provided that due consideration shall be given to the recommendations of the City's Risk Manager and any actuary and/or health consultant, hired by the City to review said fund and the City's employee health and life insurance benefits plan, in taking such action with respect to said fund.

Article VIII. Property and Casualty Insurances Fund

[Adopted 7-6-1993; amended in its entirety 12-2-2002]

§ 47-18. Establishment; purpose.

There shall be a fund created to be known as the "Property and Casualty Insurances Fund" to incorporate all income and expenses associated with the City of Middletown's and its Board of Education's property and casualty insurances.

§ 47-19. Income.

Such income to the fund shall include but not be limited to the amounts budgeted by the Common Council to the various budgets to cover the costs associated with the property and casualty insurances commencing with the funds appropriated for fiscal year 1994 and such expenses to include but not be limited to insurance premiums, claims adjustment, settlement and judgment amounts, administration and such other expenses as are properly incurred incident to the property and casualty insurances.

§ 47-20. Expenditures.

Expenditures shall only be made from the fund for the City's property and casualty insurances by the Director of Finance in accordance with the directions of the City Attorney, as authorized pursuant to § [31-28](#) of the Middletown Code of Ordinances, as amended, and/or the Insurance and Claims Committee and/or the City's Risk Manager. Said fund shall be subject to normal budgetary procedures and appropriation action, provided that due consideration shall be given to the recommendations of the City Attorney, Risk Manager and/or Insurance and Claims Committee, in taking such action with respect to said fund.

Article IX. Foreclosure Fund

[Adopted 8-5-1996; amended in its entirety 12-2-2002]

§ 47-21. Establishment; purpose.

There shall be a Foreclosure Fund created to incorporate all income and expenses associated with the foreclosure of delinquent real property taxes and water, sewer and sanitation use charges.

§ 47-22. Income.

Income shall include but not be limited to the amount budgeted or appropriated by the Common Council for this purpose, fees, costs and expenses, including attorney's fees awarded by the court upon the entry of a foreclosure judgment, and grant monies for the acquisition of properties by the City through strict foreclosure judgments, payable to the City of Middletown.

§ 47-23. Expenditures.

Expenditures shall only be made from the fund for the costs, fees and expenses associated with the commencement and the prosecution of a foreclosure lawsuit including only entry fees; sheriff's fees; appraisal fees; and attorney's fees in an amount not to exceed \$500 in the event that outside counsel is not able to be awarded attorney's fees by the Superior Court. Said expenditures shall be made from the fund by the Director of Finance in

accordance with the directions of the City Attorney and/or Mayor and shall be subject to normal budgetary procedures and appropriation action.

Article X. Senior Center Program and Activity Fund

[Adopted 12-7-1998; amended in its entirety 12-2-2002]

§ 47-24. Establishment; purpose.

There shall be a fund created to be known as the "Senior Center Program and Activity Fund" to incorporate all income and expenses associated with the Senior Center fee-based programs for social and recreational activities, including but not limited to bus trips, dinners, dances, and sales of craft supplies.

§ 47-25. Administration.

- A. The monies collected will be held in a checking account with authorized signatories on the Senior Center's administrative staff.
- B. This fund shall be subject to audit in the same manner as other City funds.
- C. The Senior Services Director shall file a quarterly income, expense and cash balance report with the Mayor and the Director of Finance.

Article XI. Parks and Recreation Department Program and Activity Fund

[Adopted 6-7-1999; amended in its entirety 12-2-2002]

§ 47-26. Establishment; purpose.

There shall be a fund created to be known as the "Parks and Recreation Department Program and Activity Fund" to incorporate all income and expenses associated with the Parks and Recreation Department fee-based programs for recreational activities, including but not limited to bus trips, cookouts, pizza parties, crafts, prizes, staffing, materials and supplies, and equipment rentals.

§ 47-27. Administration.

- A. The monies collected will be held in a checking account with authorized signatures on the Parks and Recreation Department administrative staff.
- B. This fund shall be subject to audit in the same manner as other City funds.
- C. The Parks and Recreation Department Director shall file a quarterly income, expense and cash balance report with the Mayor, the Director of Finance, the Parks and Recreation Commission and the Finance and Budget Committee.

Article XII. City's 350th Anniversary Fund

[Adopted 5-1-2000; amended in its entirety 12-2-2002]

§ 47-28. Establishment; purpose.

There shall be a fund created to be known as the "City's 350th Anniversary Fund" to incorporate all income and expenses associated with the anniversary's activities, including but not limited to staffing, memorabilia, materials and supplies, and equipment rentals.

§ 47-29. Administration.

- A. The monies appropriated by the City, donated or collected, will be held in a checking account with authorized signatures of one of the Co-Chairmen.

B. This fund shall be subject to audit in the same manner as other City funds.

C. The Co-Chairmen shall file a quarterly income, expense and cash balance report with the Mayor, the Director of Finance and the Finance and Government Operations Commission. The fund shall close no later than March 31, 2002.

Article XIII. Bulky waste, Construction Waste and Oversized Municipal Waste Fees Fund

[Adopted 12-2-2002]

§ 47-30. Establishment; purpose.

There shall be a fund created to be known as the "Bulky Waste, Construction Waste and Oversized Municipal Solid Waste Fees Fund" to incorporate all income and expenses associated with the collection and disposal of such waste at the City of Middletown's transfer station.

§ 47-31. Income and expenses.

Such income to the fund shall include but not be limited to the amount budgeted by the Common Council in each fiscal year for the operation of the Middletown transfer station and tipping fees collected in accordance with § [253-15](#) of this Code of Ordinances, and such expenses shall include the cost of the operation of the Middletown transfer station and such other expenses as are properly incurred incident to the processing and disposal of such waste.

§ 47-32. Expenditures.

Expenditures shall only be made from the fund for the operation of the Middletown transfer station and the disposal of bulky waste, construction waste and oversized municipal solid waste by the Director of Finance, upon application of the Director of Public Works or his designee. Said fund shall be subject to normal budgetary procedures and appropriation action, provided that due consideration shall be given to the recommendation of the Director of Public Works in taking such action with respect to said fund.

Article XIV. Commission on the Arts Program and Activity Fund

[Adopted 5-5-2003]

§ 47-33. Purpose.

There shall be a fund created to be known as the "Middletown Commission on the Arts Program and Activity Fund" to incorporate certain income and expenses associated with the Commission on the Arts.

§ 47-34. Administration.

[Amended 11-6-2006 by Ord. No. 25-06]The moneys collected will be held in a checking account with authorized signatures by the Middletown Commission on the Arts Chairperson or Acting Chairperson and the Mayor. This fund shall be subject to audit in the same manner as other City funds by MCA Coordinator and Chair. The MCA Coordinator shall file a quarterly income, expense and cash balance report with the Mayor, the Director of Finance, the Middletown Commission on the Arts and the Finance and Government Operations Commission.

Article XV. Middletown Senior Center Fund

[Adopted 5-2-2011 by Ord. No. 06-11 *Editor's Note: This ordinance also repealed former Art. XV, Community Center Campaign Fund, adopted 2-16-2006 by Ord. No. 06-06, as amended.*]

§ 47-35. Purpose.

There shall be a fund created to be known as the "Middletown Senior Center Fund" to supplement income and expenses associated with the programming for the Middletown Senior Center, including but not limited to materials, supplies, equipment, program coordination, facilitators, rentals, renovation costs and travel in support of activities associated directly with the needs of the center.

§ 47-36. Administration.

This fund shall be subject to audit in the same manner as other City funds. The oversight and administration of this fund will rest with the Director of Parks and Recreation, who shall file a quarterly income, expense and cash balance report on behalf of the Middletown Senior Center Fund, to the Director of Finance and the Finance and Government Operations Committee. The fund shall remain open until this article is repealed by the Common Council.

§ 47-37. Waiver.

The provisions of Code § [44-11](#), financial procedures concerning the receipt of grants, are hereby waived for donations to this fund. Grants or contracts received by the fund, however, if any, shall comply with the provisions of Code § [44-11](#) as well as any other applicable provisions of the Code of Ordinances or state or federal law.

Article XVI. Parking Fund

[Adopted 4-6-2009 by Ord. No. 10-09]

§ 47-38. Establishment; purpose; deposits and expenditures.

There shall be a fund known as the "Parking Fund." The Parking Fund shall be used for expenses related to parking, such as signage, equipment purchase, collections, paving, general maintenance, and capital improvements. The Common Council may, in its discretion, provide for additions to the fund from any sources which it determines are best used for parking purposes. Expenditures from such fund shall be made by the Director of Finance upon review by the Parking Advisory Committee and the approval of the Common Council. Parking revenue shall be deposited into the General Fund. Each year parking revenue in excess of the parking revenue collected during the 2008-2009 fiscal year, minus any annual increase in the Parking Department operating budget, shall be transferred into the Parking Fund.

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