

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 BD OF SELECTMEN APPROVED (2/5/24)	2024/2025 BD OF FINANCE APPROVED (3/11/24)	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	29,287	29,287		14,808	29,987	29,987	29,987	700	2.39%
51110	ADMINISTRATION	358,173	366,228		176,329	379,292	379,292	379,292	13,064	3.57%
51210	CLERICAL/TECHNICAL	128,913	147,730		67,499	153,942	153,942	153,942	6,212	4.20%
51810	OVERTIME	1,790	2,650		78	2,650	2,650	2,650	0	0.00%
51910	FRINGE BENEFITS	1,657	2,565		0	2,565	2,565	2,565	0	0.00%
51920	F.I.C.A	37,993	41,957		18,807	43,485	43,485	43,485	1,528	3.64%
	SUBTOTAL	557,813	590,417	0	277,521	611,921	611,921	611,921	21,504	3.64%
SERVICES										
52010	ADVERTISING	154	200		114	200	200	200	0	0.00%
52020	POSTAGE	4,605	4,000		1,836	4,080	4,080	4,080	80	2.00%
52030	PROFESSIONAL FEES	58,653	55,400		26,156	55,400	55,400	55,400	0	0.00%
52040	SERVICE CONT. & REPAIR	37,958	49,109	(1,600)	18,862	40,036	40,036	40,036	-9,073	-18.48%
52050	DUES, CONF. & EDUCATION	5,638	11,721		2,810	13,697	13,697	13,697	1,976	16.86%
52070	REIMBURSABLE EXPENSE	278	100		19	100	100	100	0	0.00%
52080	TELEPHONE	17,422	16,659		7,636	17,422	17,422	17,422	763	4.58%
	SUBTOTAL	124,708	137,189	(1,600)	57,433	130,935	130,935	130,935	-6,254	-4.56%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	33,407	20,000		13,368	25,000	25,000	25,000	5,000	25.00%
	SUBTOTAL	33,407	20,000	0	13,368	25,000	25,000	25,000	5,000	25.00%
OFFICE EQUIPMENT										
54010	OFFICE FURNITURE	2,399	115		0	0	0	0		
54060	OFFICE EQUIPMENT			1,600	2,329	0	0	0		
	SUBTOTAL	2,399	115	1,600	2,329	0	0	0	-115	-100.00%
	DEPARTMENT TOTAL	718,327	747,721	0	350,651	767,856	767,856	767,856	20,135	2.69%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET FUNCTION

The Department of Finance was created by Town of Waterford Ordinance 2.12.010 to manage the centralized financial functions of the town. These functions include processing and recording financial transactions such as payroll, accounts payable, accounts receivable, disbursements, receipts and revenue.

Major responsibilities include debt management, cash management and investment funds, pension administration, central purchasing and all accounting functions including expenditure and revenue transactions.

The department also provides financial advice and recommendations to the Board of Selectmen, the Board of Finance, the Representative Town Meeting, and other town boards, commissions and departments.

Connecticut Statutes Chapter 112 (Municipal Finance) outlines state regulations pertaining to how the finance department invests, expends and reports on town finances.

Information Technology

On October 30, 2022, Town Ordinance 2.12.020 was amended to add the Director of Finance's management of the town's technology functions to ensure standardization, security, and functionality across town services and departments.

The Information Technology functions include:

- provide support, security, and maintenance of town-wide IT functions
- maintaining user access across multiple systems to specific resources such (i.e. email)
- analyzing and continually addressing cyber security concerns
- maintaining all town technology equipment

The department has three positions, an IT Manager, a Systems Engineer, and a PC Technician. All information technology staff, supplies, and other expenditures are budgeted under department account 10147.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



FINANCE DEPARTMENT REVIEW

FY23/24 Highlights

- ✓ Completed the implementation of a new timekeeping system (from KRONOS to ADP)
- ✓ Successfully integrated the Police Department POS scheduling system with payroll
- ✓ Completed the integration of Volunteer Firefighters and Poll Workers into ADP Payroll system
- ✓ Completed a MUNIS financial system upgrade
- ✓ Set up new systems to accept credit card for town departments (Town Clerk, Police Department, Senior Services, Planning & Zoning and Recreation & Park Beach Gate)
- ✓ Successfully completed the Town's annual audit without any management issues
- ✓ Staff Certifications Received:
 - Certified Connecticut Municipal Officer (Director)
 - Certified Grant Administrator (Accountant I)

By The Numbers

- Total number of Accounts Payable Checks cut in FY23 – 4,825
- Total number of bids distributed in FY23 – 26
- Total number of purchase orders opened – 614
- New Hires Payroll Setup Up – 207
- Terminations Processed - 111
- Total number of payroll checks issued
 - Average Weekly – 495 checks/direct deposits
 - Peak (Summer) Times – 577 checks/direct deposits
- Number of Grants managed – 19 (\$657,984.12 received)

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY25 budget request is \$7671,761 which is an increase of \$14,040 (1.88%) over fiscal year 2024. The primary changes are in personnel costs, professional fees and dues, conferences and education.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
Elected Official raises calculated following the NUMP approved increases.
- 51110 – ADMINISTRATION
Raises for GGA personnel per negotiated contract. NUMP salary increases approved by RTM on 12/4/2023.
- 51210 – CLERICAL/TECHNICAL
Raises for 1303 personnel per negotiated contract.
- 51810 – OVERTIME (no changes from FY24)
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING (no change over FY24).
- 52020 – POSTAGE
Budget based on projected FY24 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY24 actuals with no expected changes in FY25.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)



- 52040 – SERVICE CONTRACTS & REPAIR
Requested FY25 budget includes a new lease to replace our paper cutter in the print shop but does show an overall decrease to reflect changes in the town-wide printer contract.
- 52050 – DUES, CONFERENCES & EDUCATION
FY25 budget request includes funding for staff training, conference attendance and education reimbursement per negotiated union contracts.
- 52070 – REIMBURSEABLE EXPENSE (no changes from FY24)
- 52080 – TELEPHONE
Request is based on FY24 projected actuals.

MATERIALS & SUPPLIES

- 53010 – OFFICE SUPPLIES
There is an increase over FY24 that is based on actual town-wide expenditures.

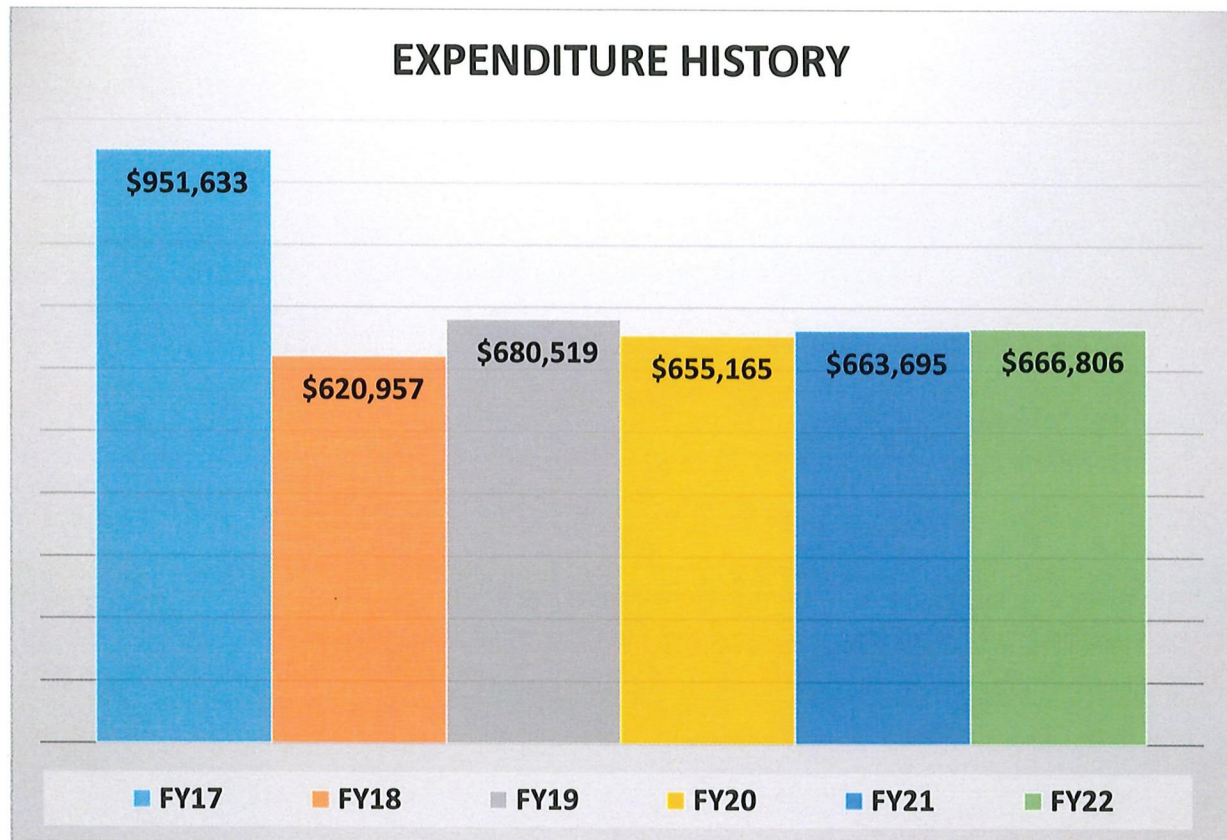
Equipment

- 54060 – OFFICE EQUIPMENT & FURNISHINGS
There are no expected needs for FY25.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



EXPENDITURE HISTORY



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 07 FINANCE
2024-2025 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIALS								
1/6/2020	TREAS		N/A	29,616.24	29,986.44	N/A	29,986.44	2,293.96
	TOTALS			29,616.24	29,986.44	0.00	29,986.44	2,293.96
51110 - ADMINISTRATION								
03/09/2020	FINANCE DIRECTOR	40	N/A	125,704.28	129,342.73	N/A	129,342.73	9,894.72
05/30/2000	ACCOUNTANT	40	N/A	92,920.88	95,610.56	1,912.21	97,522.77	7,460.49
8/15/2022	ACCOUNTANT	40	N/A	74,069.32	76,213.04	0.00	76,213.04	5,830.30
8/22/2022	PURCHASING AGENT	40	N/A	74,069.32	76,213.04	0.00	76,213.04	5,830.30
	TOTALS			366,763.80	377,379.38	1,912.21	379,291.59	29,015.81
51210 - CLERICAL/TECHNICAL								
10/25/2021	FINANCE COORDINATOR	35	\$ 28.5943	49,070.66	52,241.71	0.00	52,241.71	3,996.49
8/16/2023	ADMINISTRATIVE ASSISTANT	35	\$ 24.3120	42,389.07	44,418.07	0.00	44,418.07	3,397.98
03/24/2014	PRINTER	32.5	\$ 33.6177	55,428.28	57,032.43	250.00	57,282.43	4,382.11
	TOTALS			146,888.01	153,692.21	250.00	153,942.21	11,776.58
51810 - OVERTIME								
				2,650.00	2,650.00	0.00	2,650.00	202.73
51910 - FRINGE/F.I.C.A.								
							2,565.00	196.22
TOTALS - FINANCE								
				545,918.05	563,708.03	2,162.21	568,435.24	43,485.30
BUDGET TOTAL W/F.I.C.A								
							611,920.53	

TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	154	200	0	200	0	0.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

No new bids for Finance are expected; however, \$200 is budgeted for unforeseen bids that may arise.

5-year Expenditure History				
	FY19	FY20	FY21	FY22
				FY23
\$	205.60	\$ -	\$ 616.40	\$ -
				\$ 153.68

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,605	4,000	371	4,080	80	2.00%

ACCOUNT JUSTIFICATION

REGULAR MAIL AND POSTAGE DUE
 PERMIT - UNITED STATES POSTAL SERVICE
 FED EX
 CARTRIDGES FOR MACHINE
TOTALS

2022-2023 ACTUAL	2023-2024 APPROVED	2024-2025 PROPOSED
4,024.77	3,500.00	3,500.00
580.00	500.00	580.00
0.00	0.00	0.00
0.00	0.00	0.00
4,604.77	4,000.00	4,080.00

5-year Expenditure History				
	FY19	FY20	FY21	FY22
				FY23
\$	3,706.48	\$ 3,873.50	\$ 3,531.63	\$ 4,099.00
				\$ 4,604.77

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	58,653	55,400	9,153	55,400	0	0.00%

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 BUDGETED	2024-2025 PROPOSED
ADP-PAYROLL OUTSOURCING							
TOWN PAYROLL	41,994.85	44,095	48,380	51,101	58,653	54,900	54,900
RETIREE PAYROLL ¹	2,804.55	0	0	0	0	0	0
HEART AND HYPERTENSION ²	6,710.34	6,908	0	0	0	0	0
MISCELLANEOUS ³				2,500	500	500	500
TOTALS	51,509.74	51,003.00	48,380.00	53,601.00	59,153.00	55,400.00	55,400.00

¹ Retiree payroll was outsourced to Wells Fargo eff. 01.01.2017.

² Heart & Hypertension is now budgeted under the Retirement Commission.

³ Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	37,958	49,109	5,802	40,036	(9,073)	-18.48%

ACCOUNT JUSTIFICATION

OFFSET PRESS & PLATE MAKER	6,659	\$554.93/month lease
FOLDER/INSERTER MACHINE	3,425	\$856.23/quarterly lease
PRESS PREVENTIVE MAINT.	500	Unexpected repairs to printing press
PAPER CUTTER	6,095	\$507.92/monthly lease
REPAIRS TO EQUIPMENT	500	PRINT SHOP MISCELLANEOUS REPAIRS
DOCUMENT DESTROY/DISPOSAL	420	\$35/PICKUP (ESTIMATE 12 PICKUPS)
COPIER-LEASE	1,980	\$165/MONTH
PRINTER SERVICES CONTRACT	15,000	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE PRINTERS
PHOTO COPIER- COPIES	440	ACTUAL (FY23 - \$141.80) (FY22 - \$848.30), (FY21 - \$331.00)
OFFSITE FILE STORAGE	720	\$60/month
POSTAGE METER RENTAL	4,297	\$1,074.15/quarterly lease
	<u>40,036</u>	

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 38,243.23	\$ 23,072.93	\$ 20,905.59	\$ 26,721.97	\$ 37,958.26

Town of Waterford PrintShop Budget Request #1 - July 2024

Challenge CHAMP 185 Hydraulic Paper Cutter - \$24,015* - Purchase (with Second Blade, Foot Pedal Clamping and 1 Year Extended Warranty) or **\$507.92* - 60 Month Lease** (with Second Blade, Foot Pedal Clamping and 1 Year Extended Warranty)

*Pricing is provided for budgetary purposes and is subject to change.

The Town PrintShop would like to replace our current Challenge Model 20 Paper Cutter with the new Challenge CHAMP 185 Paper Cutter. The current paper cutter, Challenge Model 20, based on the serial number, #937, was built in 1986. The unit is no longer supported by Challenge, meaning parts may no longer be available. The Model 20, is also pre-ANSI B65.3-2001 Paper Cutter Safety Standard. Although the cutter has been a reliable piece of equipment, it has had a few service issues come up in the past few years, and there may be a time soon when it breaks down and a Service Tech will not be able to get the parts needed to keep it operational. The paper cutter is a major part of the PrintShop, and is used often.

The new Challenge Champ 185 Paper Cutter, is the direct replacement for the Model 20. This cutter would meet the current safety standards, and unlike our current cutter, comes with a hydraulic clamp. The hydraulic clamp automatically comes down to hold the paper in place while cutting, and releases when the cut is finished. The current clamping system requires the operator to manually tighten and release the clamp, which could create inconsistent paper sizes.

In my 30+ years experience in the printing industry, I have used several different Challenge paper cutter models, and never had any trouble with reliability. I feel confident with a purchase of the Challenge 185 Paper Cutter, that could last for the next 37+ years.

- Bert Monton, Town Printer



Challenge CHAMP 185 Pro 18.5" Hydraulic Paper Cutter

Cut hard stocks with Challenge CHAMP 185 18.5" Hydraulic Paper Cutter w/ Pro Light Beam. This powerful machine can cut stock up to 19 inches thick with its hydraulic power. Thick cold rolled steel weldment frame can accurately cut piles of hard stocks up to 3.25 inches high. Holding the stock in place during the cutting cycle is a 2,350 lb. of clamp force. For precision, a red LED optical cut line-light indicator shines a thin line of light onto the stack of material to be cut, indicating where the cut will be made. As standard, the machine comes with one HHS knife, three cutting sticks, wood jogging aid, tool kit, knife change holder assembly, and operator's manual as standard. Proudly manufactured in Michigan, USA.

Key Benefits/Features:

- Hydraulic power cutting and clamping
- Maximum cut 19" / minimum cut .75" (or 1.75" with false clamp plate).
- Maintenance free Red LED optical cut line-light indicator.
- Narrow footprint allows machine to roll through a 36" doorway
- Built-in "lock out" power switch
- Strong 2,350 lbs. of clamp force – holds stock in place during the cut cycle
- Adjustable clamp pressure
- Cuts full stacks and thick stocks accurately
- Heavy-duty welded frame
- Power cable fits standard 120V outlet
- Micro adjustment backgauge knob
- One HHS knife, three cutting sticks, wood jogging aid, tool kit, knife change holder assembly, and operators manual included.
- 120 volt 1-phase power / optional 220 volt motor.
- 1-year manufacturer's warranty.
- CE and UL/cUL certification pending.
- Manufactured in the USA.

Programmable "Pro" Model:

- 7.1" color touch screen controller
- 99 program capacity/ 99 cuts per program
- Automatic false clamp plate detection



Proposal for Challenge Champ 185 Pro Paper Cutter



PREPARED BY:

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Email: Meghan.Roscoe@ricoh-usa.com

Date: November 27, 2023

PREPARED FOR:

Town of Waterford

Waterford, CT

RICOH
imagine. change.

Budgetary Pricing

Budgetary Pricing for Future Purchase/Lease:

Challenge CHAMP 185 Pro Series, Installation/Training

Purchase:

Challenge CHAMP 185 Pro Cutter	\$20,395
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Optional Accessories

Foot Pedal Clamping	\$ 495
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Inlaid Carbon Alloy Knife	\$ 325
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60 Month Lease:

Challenge CHAMP 185 Pro Cutter	\$ 430.54
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Optional Accessories

Foot Pedal Clamping	\$ 11.03
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Inlaid Carbon Alloy Knife	\$ 7.24
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Optional - Extended Warranty – 1 yr (after Manufacturers Warranty)

Purchase Price	\$ 2,800
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60 Month Lease	\$ 59.11
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Pricing is provided for budgetary purposes and is
subject to change!!

Town of Waterford PrintShop Budget Request #2 - July 2024

XANTÉ X-98 UV Inkjet Flatbed Printer - \$2402.32* - 60 Month Lease

(with 5 Year Extended Warranty)

*Pricing is provided for budgetary purposes and is subject to change.

The XANTÉ X-98 UV Inkjet Flatbed Printer would be able to print 55" x 98", and up to 3" thick on a wide variety of media, including PVC plastic, styrene, wood, aluminum, metal, acrylics, ceramics, fabric, leather composites, paperboard, foamboard, glass, carpet, and tile. This printer would be able to print white ink on color materials, making details within the images stand out that would otherwise be lost in the background. With the XANTÉ X-98 UV Inkjet Flatbed Printer, the Town PrintShop would have the ability to meet the increasing request for weather resistant signage.

Possible uses:

- ▶ Community Informational Signage
- ▶ Community Event Signage
- ▶ Community Announcement Signage
- ▶ Student ID Cards
- ▶ ADA-Compliant Braille Signs
- ▶ Reuseable Temporary Event Parking Signs
- ▶ Photo-Realistic Signs
- ▶ Name Plates
- ▶ Presentation Boards
- ▶ Interior and Exterior Building Signs
- ▶ Baseballs and Golf Balls (*Event Memorabilia or Fundraising*)
- ▶ Glass or Acrylic Signs
- ▶ Safety Signs
- ▶ Election Polling Signs (*Registrar's Office*)
- ▶ Display Maps
- ▶ Awards/Certificates
- ▶ Certificate/Presentation Folders
- ▶ Plaques
- ▶ Lawn Signs
- ▶ Trail Map Signs
- ▶ Office Décor

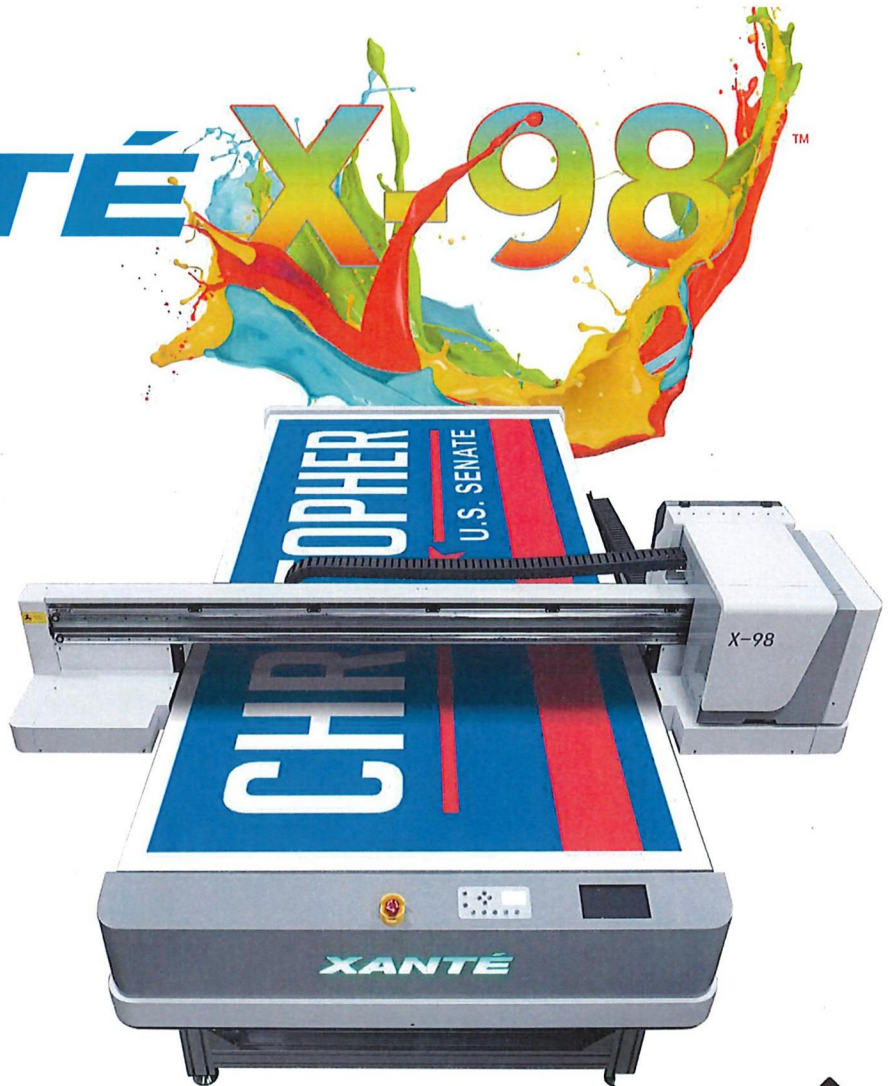
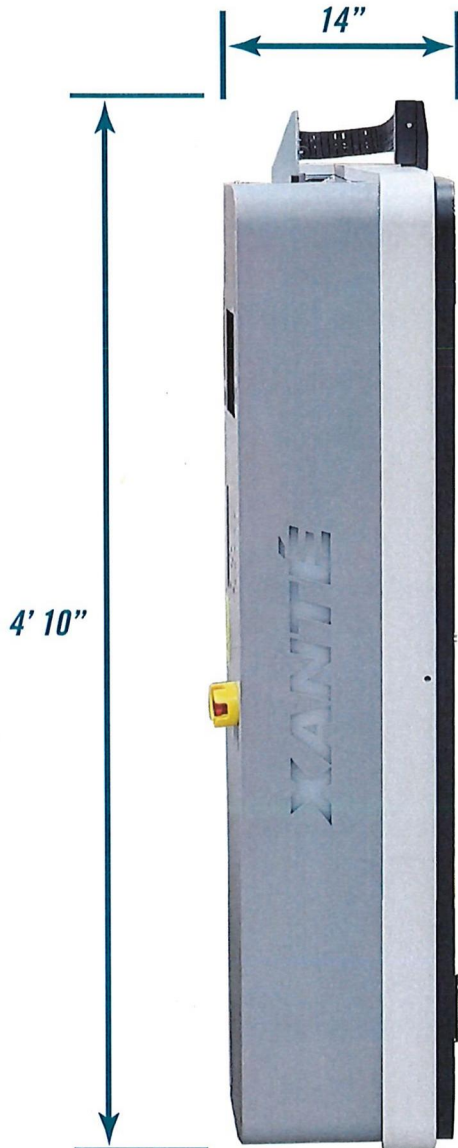
The XANTÉ X-98 UV Inkjet Flatbed Printer comes with UV Unlimited Decal feature. The UV Decal Feature allows us to print directly onto adhesive material and stick it to virtually any surface including glass, metal, cups, containers, plastics, sporting goods, industrial equipment, and more. Since the UV Unlimited system utilizes UV-cured ink, the results are durable and can be applied to objects of any shape.

Possible uses for the UV Unlimited Decal feature:

- ▶ Seals and Logos for Town and B.O.E. Vehicles and Equipment
- ▶ Hardhats and Other PPE
- ▶ Decals (*Event Memorabilia or Fundraising*)
- ▶ Mugs (*Event Memorabilia or Fundraising*)



XANTÉ X-98™



Larger 55"x98" Full Bleed!

**CAN FIT THROUGH
ANY DOORWAY!**

PRINT ON VIRTUALLY ANY MEDIA!

CMYK + WWW

UP TO 2880 DPI RESOLUTION

PHOTO-REALISTIC COLOR

12-UP SIGN PRODUCTION

PRINT ON MEDIA UP TO 3 INCHES TALL

POWERFUL DUAL LED LAMPS
(Instant Ink Curing)



Ultra-Wide Gamut Eco-UV Inks



US: 251.473.6502
EU: +31 (0) 26.319.3210
xante.com

BEST. EVER.

The ECO-UV Printer More Versatile Than Ever

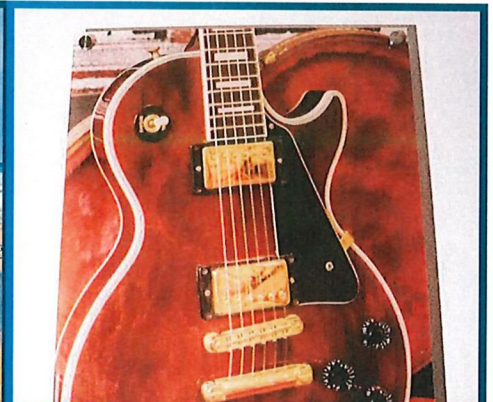
Designed for high-volume, large sign production, the X-98 is also more photo-realistic. Speed and quality are not sacrificed. Whether it's long-life outdoor signage or indoor photo-realistic UV prints, the X-98 can do it all. The 55"x98" full bleed bed is large enough and small enough for your shop.



Large flatbed printers designed for signage and graphics print at high speeds, but are limited by substrate thickness. Small format printers designed for specialty items print at slower speeds and are limited by substrate length and width.

*The Xanté family of X-UV Printers do **BOTH**.
It's the best of both worlds.*

Signage • Manufacturing • Specialty Items • Industrial



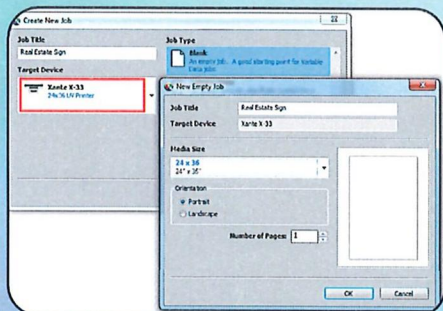


Simply Brilliant Color Workflow

Welcome to iQueue Prepress Software

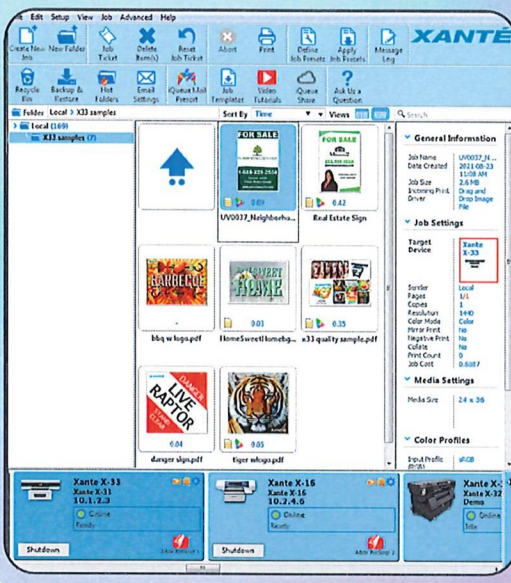
Xante builds on its innovative workflow software with powerful team-based productivity in iQueue 14. True server-client operation enhances your workflow to optimize the talents and time of everyone involved in production. Take advantage of your entire team of IT

Create a new job or simply drag and drop your file into the queue.



iQueue features include:

- Fully Independent CMYK Controls
- PANTONE® Color Library
- Right-ON® Spot Color Matching
- Full Imposition and Tiling
- QR Code Generator
- PDF-Out AND SO MUCH MORE!

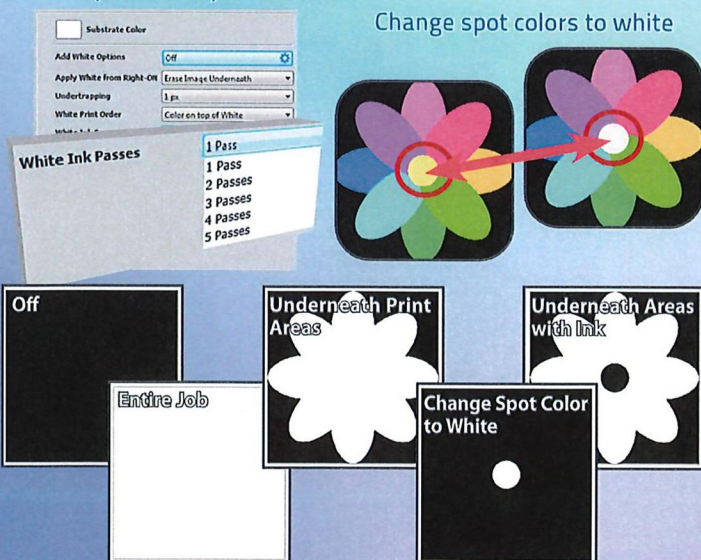


specialists, designers, and printer operators to simplify prepress tasks such as job sharing and job cost estimating, file editing tools, patented Right-ON® Spot Color Matching and much more. Create attention-grabbing displays with VividHD-UV ink. And, with instant curing, your customers will appreciate the fast, durable results.

White Options

Build depth with layers of white

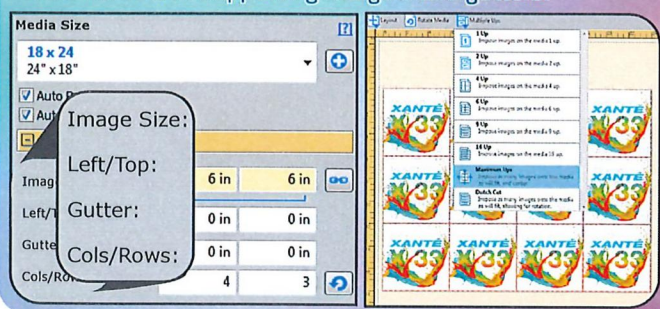
Change spot colors to white



Edit Job Images



Imposition allows you to optimize your page layout by placing images in the maximum number of columns and rows while also supporting margins and gutters.



Applications/ Rigid Media



PVC plastic, styrene, wood, aluminum, metal, acrylics, coroplast, ceramics, fabric, leather, composites, paperboard, foamboard, glass, carpet, tile and more



SPECIFICATIONS



PRINTING CAPABILITIES

Imaging area:	55" x 98" (139.7cm x 248cm)
Max. media size:	55" x 98" (139.7cm x 248cm)
Min. media size:	.5" x .5"
Max. print height:	3" (7.62cm)
Print colors:	CMYK + WWW
Resolution:	720/1080/1440/2160/2880 DPI Resolutions
UV lamp:	Dual LED, low heat curing lamps

INK AND MEDIA

Ink type:	UV, 500 mL bottles per color The maximum shelf life is 1 (one) year from Date of Manufacture (DoM). Once opened, the shelf life is 2 (two) months or 1 (one) year from DoM, whichever comes first.
Media types:	PVC plastic, styrene, wood, aluminum, metal, acrylics, coroplast, ceramics, fabric, leather composites, paperboard, foamboard, glass, carpet, tile and more

PRINTER CONNECTIVITY

1-Gigabit Ethernet

PREPRESS SOFTWARE

Xanté iQueue Workflow:	Adobe® PostScript® 3™/PDF Workflow, Independent CMYK Density Control, Spot Color Matching, Imposition, Digital File Editing, Variable Printing, and much more
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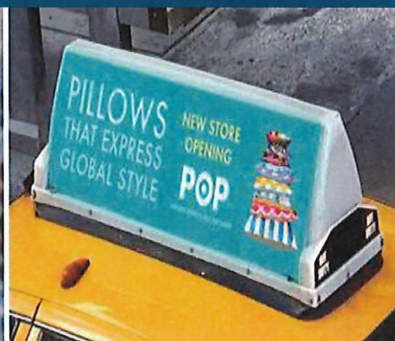
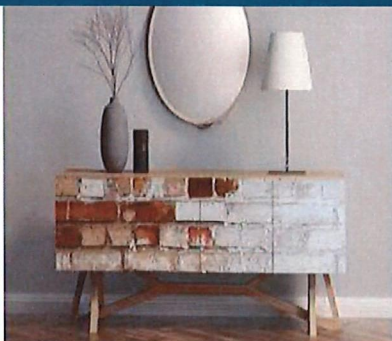
WEIGHTS, DIMENSIONS

Dimensions:	135"L x 95"W x 50"H (343 x 242 x 127cm)
Net/Gross weight:	1166lbs (530kg)
Power supply:	110v or 220v 50-60hz

WORKING CONDITION

Operating temperature:	22-26°C (68°F - 78°F)
Relative humidity:	50-80RH

Logistics, Installation, Training, Supplies & Consumables – Ala Carte Cost (Sample)



Logistics

- The Xante X Series products are delivered by Ricoh Logistics Delivery Team

Install & Training provided by Xante

- Ricoh/Xante Schedules Installation and Training – 2 days on-site
- All Service and Warranty support is provided by Xante
- Xante Technical Support & Service. Monday – Friday - 7 AM – 6 PM

Supplies and Consumables (ala carte)

Inks		List Price
200-100447	Cyan VHD/UV Ink 500ml	\$122.00
200-100448	Magenta VHD/UV Ink 500ml	\$122.00
200-100449	Yellow VHD/UV Ink 500ml	\$122.00
200-100450	Black VHD/UV Ink 500ml	\$122.00
200-100451	White VHD/UV Ink 500ml	\$122.00
200-100452	Cleaner VHD/UV Ink 500ml	\$74.00
Consumables		List Price
200-100439	Pulita 3000 UV Cleaning Solution	\$31.00
200-100454-MOD	X55 / X98 Epson i3200 Printhead	\$1,680.00
X32-100033	Luer Lock Syringe	\$3.00
X32-100032-50PK	Foam Cleaning Swabs – 50pack	\$16.00
X55-100033-ASSY	X55 / X98 Damper and Clip Assy	\$22.00
X55-100020	X55 / X98 Cap Top	\$22.00
X16-1006045	Wiper & Holder Assembly	\$10.00
X33-1009016	Ink Absorbent Cotton Pad 5mm	\$3.00
122-100304	Jig (golf, baseball, & credit card)	\$112.00

Proposal for Digital Production UV Flat Bed Printer Solutions



PREPARED BY:

Karen Stirlen

Production Solution Specialist

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Email: Karen.Stirlen@ricoh-usa.com

Meghan Roscoe

Account Manager

Phone: 203-233-1634

Email: Meghan.Roscoe@ricoh-usa.com

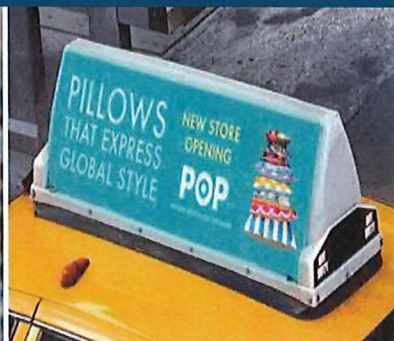
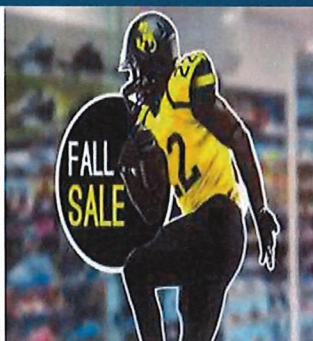
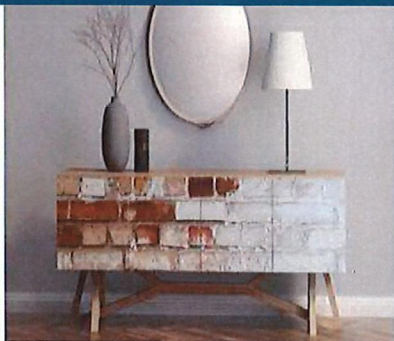
DATE: August 8, 2023

PREPARED FOR:

Town of Waterford

Waterford, CT

Xante X-98 UV Flat Bed Printer – What's Included



☐ Xante X98 UV Flatbed Printer with 4 Printheads w/Stand

- ☐ 2 (1/2) liters each CMYK,
 - ☐ 6 (1/2) liters White,
 - ☐ 1 (1/2) liter Maintenance Cleaner
 - ☐ Foam Cleaning Swabs – 50 pack
 - ☐ Luer Lock Syringe
 - ☐ Jig (golf, baseball, & credit card)
 - ☐ Xante i-Queue RIP Workflow Software – NOTE: Requires Windows PC
 - ☐ UV Unlimited Transfer System Startup Bundle
 - ☐ One Year X-98 RightCare Service Warranty & Phone Support
- ☐ Standard Freight and Delivery included.
- ☐ Xante On-Site 2 day Installation and Training

Xante X-98 UV Flat Bed Printer

- 60 Month FMV Lease \$1,831.29

Optional:

- Extended Warranty 4 yrs for total of 5 years \$ 571.03

Note: Special rigging is NOT included.

A video walk through of your facility will be required to determine any special rigging requirements/costs prior to installation.

Any additional special rigging costs would be the customer's responsibilities.

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	5,638	11,721	2,275	13,697	1,976	16.86%

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 3,193.94	\$ 1,687.67	\$ 2,324.00	\$ 3,773.54	\$ 5,637.89

**TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR**

DUES	
Public Purchasing Association of CT (PPAC)	Annual Dues (Purchasing Agent) 200
National GFOA Membership	Annual Dues (Director & Accountant) 380
National Institute of Governmental Procurement	Annual Dues (Purchasing Agent) 250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent) 1,560
<i>Purchasing Agent utilizes this membership for RFPs, Contracts and providing documentation for capital projects. Membership is split with Public Works Department.</i>	
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer) 195
SE TCT Council of Governments	Annual Dues (Purchasing Consortium) 500
<i>The Town utilizes the consortium to procure gas, diesel, heating oil, fertilizer, recycling bins and treated rock salt. There are also a variety of other bids the consortium puts out that the Town can utilize as a member of the consortium. The cost of the membership is offset by the savings in advertising costs.</i>	
	SUBTOTAL 3,085

CONFERENCES	
New England States GFOA Annual Conference	
Seminar Registration (Estimated)	200
Estimated Mileage (200 miles @ \$.65/mile)	130
Per Diem (35*1)	35
	SUBTOTAL 365

CT GFOA Fall & Spring Conference	
Seminar Registration (x2)	280
Estimated Mileage (30 miles @ \$.65/mile x 2)	39
	SUBTOTAL 319

Nat'l Inst. of Government Purchasing Trng Academy	
<i>(4 day classroom training academy)</i>	
Tuition/Registration	975
Airline/Hotel	750
Per Diem (\$35x4)	140
	SUBTOTAL 1,865

Miscellaneous	
Cost of registration for Director and Staff to attend the five CT Government Finance Officer's Meetings. Two staff	
Two(2) meetings per year for Treasurer and Director @ \$50/ meeting	240
CCM Annual Conference	200
Director	179
	SUBTOTAL 619

EDUCATION	
CCMO Certification Annual Continuing Education Fee	50
College Tuition Reimbursement per GGA Contract	6,400
Training Sessions for Accountants	200
Training Sessions NIGP Purchasing Agent	200
Training Sessions for Payroll/Taxes	100
Finance Technician	
	SUBTOTAL 6,950

Miscellaneous	
The New London Day	
	494
	SUBTOTAL 494
	GRAND TOTAL 13,697

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	278	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 150 miles at 65.5 cents/mile (IRS 2023 rate)

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 148.57	\$ 169.58	\$ 85.07	\$ 85.07	\$ 278.35

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	17,422	14,475	2,935	17,422	2,947	20.36%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 23 based upon FY 21 Actuals.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 14,532.62	\$ 13,825.51	\$ 14,782.94	\$ 16,564.55	\$ 17,422.05

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/5/22	\$1,389.16	Verizon Business	7/15/22	\$54.95	Verizon Wireless	8/5/22	\$41.13	\$1,485.24
FRONTIER	860-442-0553	9/2/22	\$1,345.13	Verizon Business	8/19/22	\$76.47	Verizon Wireless	9/16/22	\$41.13	\$1,462.73
FRONTIER	860-442-0553	10/14/22	\$1,313.60	Verizon Business	9/30/22	\$68.86	Verizon Wireless	10/14/22	\$41.05	\$1,423.51
FRONTIER	860-442-0553	11/10/22	\$1,335.02	Verizon Business	10/28/22	\$73.62	Verizon Wireless	11/10/22	\$41.02	\$1,428.24
FRONTIER	860-442-0553	12/9/22	\$1,351.02	Verizon Business	11/23/22	\$48.26	Verizon Wireless	12/9/22	\$41.02	\$1,440.30
FRONTIER	860-442-0553	1/6/23	\$1,334.31	Verizon Business	12/23/22	\$71.54	Verizon Wireless	1/20/23	\$40.98	\$1,446.83
FRONTIER	860-442-0553	2/3/23	\$1,311.52	Verizon Business	1/20/23	\$49.07	Verizon Wireless	3/3/23	\$41.00	\$1,401.59
FRONTIER	860-442-0553	3/3/23	\$1,310.15	Verizon Business	3/3/23	\$58.81	Verizon Wireless	3/17/23	\$41.00	\$1,409.96
FRONTIER	860-442-0553	4/14/23	\$1,415.07	Verizon Business	3/17/23	\$105.16	Verizon Wireless	4/14/23	\$41.00	\$1,561.23
FRONTIER	860-442-0553	5/12/23	\$1,338.01	Verizon Business	4/28/23	\$5.99	Verizon Wireless	5/12/23	\$41.00	\$1,385.00
FRONTIER	860-442-0553	6/1/23	\$1,405.18	Verizon Business	5/26/23	\$48.07	Verizon Wireless	6/23/23	\$40.97	\$1,484.22
FRONTIER	860-442-0553	6/23/23	\$1,367.91	Verizon Business	6/23/23	\$52.90	Verizon Wireless	6/30/23	\$40.97	\$1,461.78
ACTUAL - 2022/2023			\$16,216.08	Total		\$713.70	Total		\$492.27	\$17,422.05
AVERAGE MONTHLY COST			\$1,351.34			\$59.48			\$41.02	
PROJECTED 2024/2025										\$17,422.08

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/15/21	\$1,358.12	Verizon Business	7/23/21	\$83.59	Verizon Wireless	8/6/21	\$41.14	\$1,462.85
FRONTIER	860-442-0553	8/15/21	\$1,328.80	Verizon Business	8/20/21	\$70.24	Verizon Wireless	9/17/21	\$41.14	\$1,440.18
FRONTIER	860-442-0553	9/15/21	\$1,228.87	Verizon Business	10/1/21	\$69.69	Verizon Wireless	10/15/21	\$41.08	\$1,337.64
FRONTIER	860-442-0553	10/15/21	\$1,236.23	Verizon Business	10/29/21	\$95.67	Verizon Wireless	11/12/21	\$41.05	\$1,383.59
FRONTIER	860-442-0553	11/15/21	\$1,253.40	Verizon Business	11/24/21	\$83.04	Verizon Wireless	12/23/21	\$41.05	\$1,377.49
FRONTIER	860-442-0553	12/15/21	\$1,235.65	Verizon Business	12/3/21	\$78.79	Verizon Wireless	1/21/22	\$41.05	\$1,355.49
FRONTIER	860-442-0553	1/15/22	\$1,243.46	Verizon Business	2/4/22	\$19.15	Verizon Wireless	2/18/22	\$41.02	\$1,303.63
FRONTIER	860-442-0553	2/15/22	\$1,224.13	Verizon Business	3/4/22	\$81.37	Verizon Wireless	3/18/22	\$41.02	\$1,346.52
FRONTIER	860-442-0553	3/15/22	\$1,216.55	Verizon Business	4/1/22	\$70.07	Verizon Wireless	4/14/22	\$41.02	\$1,327.64
FRONTIER	860-442-0553	4/15/22	\$1,345.98	Verizon Business	4/29/22	\$81.10	Verizon Wireless	5/13/22	\$71.00	\$1,498.08
FRONTIER	860-442-0553	5/15/22	\$1,345.98	Verizon Business	5/27/22	\$68.01	Verizon Wireless	6/10/22	\$41.01	\$1,455.00
FRONTIER	860-442-0553	6/15/22	\$1,255.71	Verizon Business	6/24/22	\$64.56	Verizon Wireless	6/30/22	\$41.01	\$1,361.28
ACTUAL - 2021/2022			\$15,270.88	Total		\$865.28	Total		\$522.59	\$16,658.75

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/24/20	\$1,091.76	Verizon Business	7/29/21	\$52.93	Verizon Wireless	2/18/21	\$110.12	\$1,254.81
FRONTIER	860-442-0553	8/20/20	\$1,089.62	Verizon Business	8/17/20	\$72.31	Verizon Wireless	2/18/21	\$51.28	\$1,213.21
FRONTIER	860-442-0553	9/24/20	\$1,090.22	Verizon Business	8/28/20	\$50.51	Verizon Wireless	3/2/21	(\$27.00)	\$1,113.73
FRONTIER	860-442-0553	10/16/20	\$1,093.67	Verizon Business	9/21/20	\$96.70	Verizon Wireless	3/17/21	\$75.82	\$1,262.74
FRONTIER	860-442-0553	11/23/20	\$1,091.51	Verizon Business	10/1/20	\$51.92	Verizon Wireless	4/16/21	\$90.03	\$1,233.46
FRONTIER	860-442-0553	1/12/21	\$1,091.51	Verizon Business	10/16/20	\$87.05	Verizon Wireless	4/16/21	\$41.16	\$1,219.72
FRONTIER	860-442-0553	1/26/21	\$2,219.60	Verizon Business	11/3/20	\$51.23	Verizon Wireless	5/14/21	\$41.17	\$2,312.00
FRONTIER	860-442-0553	2/18/21	\$13.07	Verizon Business	11/17/20	\$194.33	Verizon Wireless	5/28/21	\$92.59	\$299.99
FRONTIER	860-442-0553	3/24/21	\$1,096.05	Verizon Business	12/11/20	\$51.23	Verizon Wireless	6/4/21	\$41.17	\$1,188.45
FRONTIER	860-442-0553	4/30/21	\$1,128.78	Verizon Business	1/8/21	\$77.68	Verizon Wireless	6/30/21	\$60.61	\$1,267.07
FRONTIER	860-442-0553	5/28/21	\$1,138.06	Verizon Business	1/8/21	\$51.23	Verizon Wireless	6/30/21	\$41.17	\$1,230.46
FRONTIER	860-442-0553	6/25/21		Verizon Business	2/3/21	\$50.00	Verizon Wireless			\$1,183.85
ACTUAL - 2020/2021			\$13,277.70	Total		\$887.12	Total		\$618.12	\$14,782.94

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/22/19	\$1,002.26	Verizon Business	8/2/19	\$52.39	Verizon Wireless	2/4/20	\$52.15	\$1,106.80
FRONTIER	860-442-0553	8/23/19	\$1,002.32	Verizon Business	8/23/19	\$84.79	Verizon Wireless	2/25/20	\$69.74	\$1,156.85
FRONTIER	860-442-0553	9/28/02	\$1,002.28	Verizon Business	8/29/19	\$52.39	Verizon Wireless	3/6/20	\$52.15	\$1,106.82
FRONTIER	860-442-0553	10/23/19	\$1,005.43	Verizon Business	9/17/19	\$72.65	Verizon Wireless	3/20/20	\$98.05	\$1,176.13
FRONTIER	860-442-0553	11/22/19	\$1,002.78	Verizon Business	9/30/21	\$52.39	Verizon Wireless	4/2/20	\$52.15	\$1,107.32
FRONTIER	860-442-0553	12/26/19	\$1,002.80	Verizon Business	10/18/19	\$73.52	Verizon Wireless	4/24/20	\$88.24	\$1,164.56
FRONTIER	860-442-0553	1/22/20	\$999.97	Verizon Business	11/8/19	\$52.46	Verizon Wireless	5/1/20	\$51.99	\$1,104.42
FRONTIER	860-442-0553	2/25/20	\$1,003.70	Verizon Business	11/13/19	\$57.10	Verizon Wireless	5/27/20	\$97.67	\$1,168.47
FRONTIER	860-442-0553	3/24/20	\$997.90	Verizon Business	12/10/19	\$52.46	Verizon Wireless	6/9/20	\$51.99	\$1,102.35
FRONTIER	860-442-0553	4/24/20	\$996.69	Verizon Business	12/26/19	\$70.10	Verizon Wireless	6/22/20	\$187.36	\$1,254.15
FRONTIER	860-442-0553	5/27/20	\$1,114.47	Verizon Business	1/10/20	\$52.46	Verizon Wireless	6/30/20	\$10.82	\$1,177.75
FRONTIER	860-442-0553	6/22/20	\$1,082.94	Verizon Business	1/22/20	\$54.96	Verizon Wireless	6/30/20	\$51.99	\$1,199.89
ACTUAL - 2019/2020			\$12,213.54	Total		\$747.67	Total		\$864.30	\$13,825.51

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	33,407	20,000	5,778	25,000	5,000	25.00%

ACCOUNT JUSTIFICATION

The Finance Department provides standard office supplies to departments. The purchasing agent purchases standard supplies to take advantage of state contract pricing. Supplies include, printer toner, envelopes, general office supplies, copier paper, AP check stock.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 25,232.27	\$ 20,622.73	\$ 29,329.61	\$ 24,996.32	\$ 33,407.19

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (9/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	2,399	115	0	0	(115)	-100.00%

ACCOUNT JUSTIFICATION

No furniture needs for FY25.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ -	\$ -	\$ -	\$ -	\$ 2,399.05