

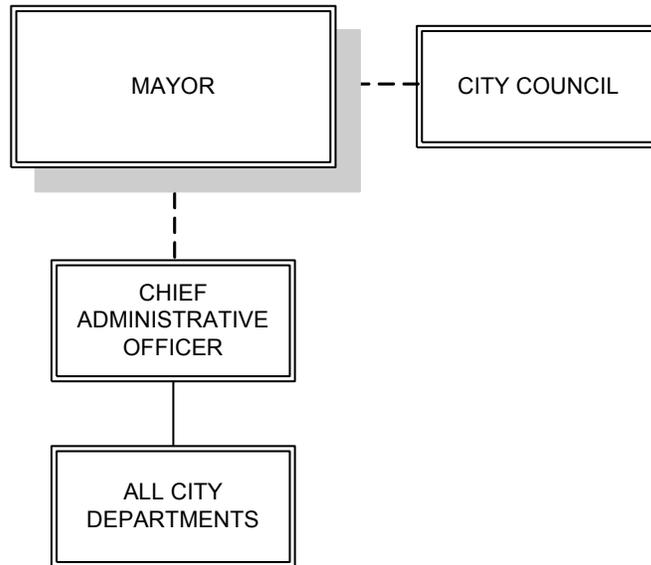
GENERAL GOVERNMENT DIVISIONS
OFFICE OF THE MAYOR

MISSION STATEMENT

To set the direction of City government and oversee the administration of all City Departments.

OBJECTIVES

- To set policy.
- To develop, communicate, and implement a long-term agenda that ensures the fiscal health of the City and a high quality of life for its citizens.
- To act as a representative and liaison to the entire community, including the citizens, media, public and private agencies, state and federal officials, and City departments.
- To direct the receipt and resolution of constituent complaints.
- To serve as a liaison for other City departments in order to ensure that the citizens of Bridgeport receive effective public service expeditiously and courteously.
- To provide guidance and direction to all Department Managers in order to improve services offered to the City of Bridgeport.
- To serve as a liaison with various governmental agencies and to influence local, state and federal legislation that is necessary and favorable to the City.



Honorable Bill Finch
 Mayor

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01001000 OFFICE OF THE MAYOR	819,069	950,242	983,762	983,762	33,520
1 PERSONAL SERVICES	625,752	722,396	737,833	737,833	15,437
2 OTHER PERSONAL SERVICES	15,212	3,000	5,325	5,325	2,325
3 FRINGE BENEFITS	146,191	191,739	207,497	207,497	15,758
4 OPERATING EXPENSES	24,333	25,481	25,481	25,481	0
6 SPECIAL SERVICES	7,581	7,626	7,626	7,626	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1001 MAYOR	1.00		132,459	132,459	
1050 CHIEF OF STAFF - MAYOR'S OFFIC	1.00		131,115	131,115	
1051 MAYOR SAIDE	1.00		81,600	72,916	8,684
1123 ADMINISTRATIVE ASSISTANT	1.00		42,840	42,840	
1254 RECEPTIONIST	1.00		40,800	37,167	3,633
1330 PROJECT MANAGER	1.00		91,304	91,304	
G044 ADMIN. ASSISTANT	1.00		42,799	42,799	
G094 EXECUTIVE OFFICE MANAGER	1.00		81,586	78,466	3,120
G217 MAYOR SAIDE	1.00		93,330	93,330	
OFFICE OF THE MAYOR	9.00		737,833	722,396	15,437

FY 2013-2014 GOALS

- 1) Continue to implement long-term financial goals which will provide greater budget transparency, decrease the city's historic reliance on one-time revenues and improve the City's financial standing.
- 2) Continue to grow the city's tax base by increasing the city's ability to attract and retain sustainable economic and community development.
- 3) Reduce tax delinquencies by continuing to pursue an aggressive zero-tolerance tax collection policy to increase revenues.
- 4) Continue to implement the Mayor's Sustainable Bridgeport initiative – BGreen2020 – to lower the city's carbon footprint, increase recycling rates, improve energy efficiency in city facilities and address brownfield remediation.
- 5) Continue to promote efficiency and accountability throughout city government through the CitiStat program, QAlert technology (the City's online citizen service request form), labor-management cooperative and employee training.
- 6) Continue to work together with the Board of Education to improve Bridgeport schools by continuing our investment in building new state-of-the-art schools (planned Interdistrict Magnet High School, Roosevelt and Harding High School) and renovating several other City schools.
- 7) Strengthen alliances with community groups and support initiatives that will benefit the City's quality of life.
- 8) Support diversity at all levels in government through progressive hiring practices, human resources and labor relations, and by supporting our Small and Minority Business Resource Office, which provides resources and support for local minority contractors, develops best practices, policies and procedures to ensure that the City's Minority Contracting Business Enterprise Goals are achieved.
- 9) Focus efforts to combat blight and strengthen neighborhoods through a comprehensive city program of neighborhood stabilization, which will include promoting and increasing the number of Neighborhood Revitalization Zones, and unifying the efforts of the City's Housing Code and Blight offices to work together to reduce blighted buildings and properties throughout the City.
- 10) In partnership with the Police Chief, work together to formulate strategic initiatives that combat crime and support successful neighborhood policing by expanding the Neighborhood Watch program, allowing more residents to take part in being responsible for their neighborhoods.
- 11) In partnership with the Fire Chief, the American Red Cross and RYASAP's Safe Neighborhoods AmeriCorps Partnership (SNAP) ensure that every resident in Bridgeport benefits from a free smoke detector through the City's Safe Asleep program.
- 12) Continue to improve the City's Parks and Green Spaces, and increase the number of parks available to city residents within a 15-minute walk of their home.

FY 2012-2013 GOAL STATUS

- 1) Continue to implement long-term financial goals which will provide greater budget transparency, decrease the city's historic reliance on one-time revenues and improve the City's financial standing.
6 MONTH STATUS: Health insurance premium cost sharing negotiated across nearly all unions, except police department. Of employees hired before 2011, are almost all at 25% PCS; new hires will start at 25% and increase one-percent per year with a cap of 50%. City continues to negotiate additional concessions in order to find more savings. Fire department pension moved to state MERF as of April 1, 2012. City received award from the Government Finance Officers Association for the fifth year in a row for budget clarity and transparency. The City received positive ratings from S&P and Moody's.

- 2) Continue to grow the city's tax base by increasing the city's ability to attract and retain sustainable economic and community development.
6 MONTH STATUS: *Renovation work at 333 State Street was completed, creating 65 rental apartments and 15,000 square feet of commercial space in a building that had sat vacant at a critical downtown corner for more than a decade. Infrastructure work has begun on the Steelpointe peninsula using the \$11 million TIGER grant. Bass Pro Shops has signed a letter of intent to be the first anchor tenant and will open a 150,000 square foot retail store. Through the NY-CT Sustainable Communities grant, a unique bi-state, seven-city partnership that will bring transit-oriented development to the New York-CT corridor, a feasibility study was completed with federal funding for a new train station on the City's East Side. The train station will be one facet of the planned East Side Development Corridor that will stretch from the waterfront at Seaview Avenue all the way up to the Stratford border. Through a creative collaboration with the City and Kuchma Corporation, the next phase of the Bijou Square Development has launched in the Golden Hill section of Downtown with the construction of a new senior center, and the first of two new apartment buildings. Seven developers are on board in Downtown North, each with proven track records, who will bring hundreds of new apartment units and several new businesses to grow the City's Grand List. With the assistance of the administration, downtown developers, including Forestone Capital and Urban Green won \$12 million in state grants to help build units of affordable housing. Through a partnership with Fuel Cell Energy and Dominion Resources, the largest fuel cell plant in the world will be built in the Eco-Industrial Park.*
- 3) Reduce tax delinquencies by continuing to pursue an aggressive zero-tolerance tax collection policy to increase revenues.
6 MONTH STATUS: *The City saw an increase in the collection rate for FY 2012 ending June 2012. This is primarily to the aggressive efforts to reach delinquent tax payers by the following collection methods: Motor Vehicle booting program, third party Collection Agency, tax lien sales for real estate and the City is in process of procuring a collection agency for delinquent personal property. The Tax Collector, Tax Assessor and the City attorney's offices are working collaboratively to enhance the collection of delinquent taxes.*
- 4) Continue to implement the Mayor's Sustainable Bridgeport initiative – BGreen2020 – to lower the city's carbon footprint, increase recycling rates, improve energy efficiency in city facilities and address brownfield remediation.
6 MONTH STATUS: *Recycling rates are up 60% since the City's successful transition to single stream recycling. The Eco-Industrial Park is home to Park City Green, a mattress recycling facility, Bridgeport Biodiesel, which converts cooking grease into diesel fuel, EnviroExpress, a liquefied and compressed natural gas filling station, Flexipave, which converts old tires into permeable pavement. The City is continuing to work with energy partner UI to install solar panels on the closed landfill adjacent to Seaside Park. In conjunction with Sylvania and UI the City replaced the regular deco light bulbs throughout the city with energy efficient LED bulbs, which already has resulted in energy savings of \$15,000. The Environmental Protection Agency (EPA) recognizes the City as a leader in brownfield remediation. Since the EPA began giving out grants for brownfield remediation nearly two decades ago, The City has been awarded over \$7 million in grants - the most of any municipality in New England. The City's Municipal consolidation plan continues as the Purchasing Department and several offices of the Health Department, and Finance Department have been relocated to the Margaret E. Morton Government Center.*
- 5) Continue to promote efficiency and accountability throughout city government through the CitiStat program, BConnected (the City's online citizen service request form), labor-management cooperative and employee training.
6 MONTH STATUS: *BConnected was formally launched and is now available to Bridgeport citizens online, through an application available on iPad, iPhones and Android personal devices as well as by phone. More than 135,000 uses have been recorded since it was launched in 2010.*
- 6) Continue to work together with the Board of Education to improve Bridgeport schools by continuing our investment in building new state-of-the-art schools (planned Interdistrict

Magnet High School, Roosevelt and Harding High School) and renovating several other City schools.

6 MONTH STATUS: *Superintendent of Schools Paul G. Vallas' contract was extended for three years. Fairchild Wheeler Interdistrict Magnet School with three new STEM academies will open in Fall of 2013 along with a First Responders High School. Demolition on Roosevelt School was completed to build new school. Demolition on Longfellow School will soon begin to build a new school. Plans are in place for an addition to Black Rock School to expand to K-8 and to expand Central High School. The City has selected land on a portion of the old General Electric site on Boston Avenue to build a new Harding High School.*

- 7) Strengthen alliances with community groups and support initiatives that will benefit the City's quality of life.

6 MONTH STATUS: *The City proudly supports arts and cultural events as well as parades held throughout the year, including Downtown Thursdays, Bridgeport Arts Fest, Bridgeport Art Trail, the Columbus Day Parade, Greater Bridgeport St. Patrick's Day Parade, Puerto Rican Parade of Fairfield County, Juneteenth of Fairfield County Parade and the Barnum Festival.*

- 8) Support diversity at all levels in government through progressive hiring practices, human resources and labor relations, and by supporting our Small and Minority Business Resource Office, which provides resources and support for local minority contractors, develops best practices, policies and procedures to ensure that the City's Minority Contracting Business Enterprise Goals are achieved.

6 MONTH STATUS: *The City received \$2 million to implement the first Bonding Guarantee Program for Minority Business Enterprises. The Small, Minority Business Resource Office has hosted 22 Capacity Building Seminars and Pre-Bid Conferences. The SMBRO also registered 85 new businesses. The City has collected over \$15,000 in fines from companies that violated the MBE Ordinance.*

- 9) Focus efforts to combat blight and strengthen neighborhoods through a comprehensive city program of neighborhood stabilization, which will include promoting and increasing the number of Neighborhood Revitalization Zones, and unifying the efforts of the City's Housing Code and Blight offices to work together to reduce blighted buildings and properties throughout the City.

6 MONTH STATUS: *Neighborhood Revitalization Zones will be established in the Mill Hill and Reservoir neighborhoods in 2013, to add to the six established NRZs. The City has increased its number of blight hearing officers. The Anti-Blight Department has collected \$164,374 in blight fines.*

- 10) In partnership with the Police Chief, work together to formulate strategic initiatives that combat crime and support successful neighborhood policing by expanding the Neighborhood Watch program, allowing more residents to take part in being responsible for their neighborhoods.

6 MONTH STATUS: *With the assistance of donations made by private organizations and the business community, the City and the Bridgeport Police Department held the largest gun buyback program in its history, collecting nearly 800 guns. Bridgeport Police Department working in conjunction with the Board of Education has created the "Safe Corridors Initiative" to ensure safe routes to and from school for every student and safer and more secure school buildings.*

- 11) In partnership with the Fire Chief, the American Red Cross and RYASAP's Safe Neighborhoods AmeriCorps Partnership (SNAP) ensure that every resident in Bridgeport benefits from a free smoke detector through the City's Safe Asleep program.

6 MONTH STATUS: *The Bridgeport Fire Department has sworn in 21 new recruits. The Safe Asleep Program continues to lead the nation with 35,000 smoke alarms installed throughout the city, saving hundreds of residents' lives from structure fires. Free smoke alarms are now available through the City's BConnected application, making it even easier for residents to have smoke alarms installed.*

- 12) Continue to improve the City's Parks and Green Spaces, and increase the number of parks available to city residents within a 15-minute walk of their home.

FY 2013-2014 GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

6 MONTH STATUS: *The City has opened a new waterfront park in the East Side, with the completion of Phase 1 of Knowlton Park, with Phases 2 and 3 soon to begin. The first Parks Master Plan in 100 years was completed by world renowned firm, Sasaki. The City has also made significant improvements to Washington Park, with the addition of a new splash pad and improvements to the park's gazebo, and Newfield Park which now is also home to a splash pad and a new barbecue hut. The Pleasure Beach Fishing Pier which provides waterfront access for fishing to the East End is completed. The City has acquired water taxis, which will transport visitors to and from Pleasure Beach when it reopens.*

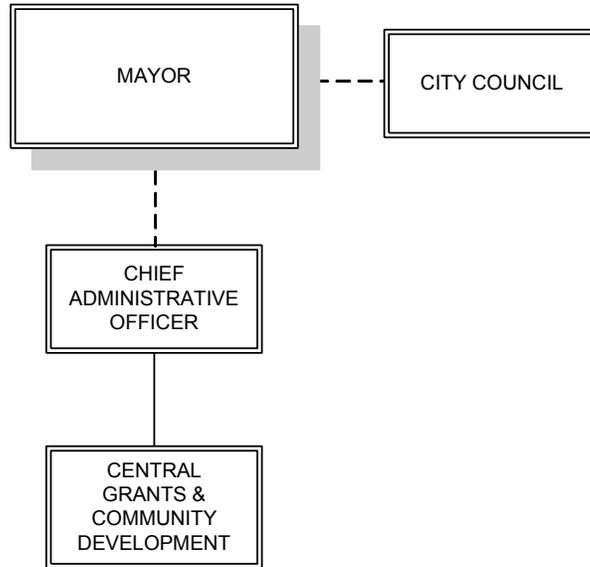
APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01001000 OFFICE OF THE MAYOR	819,069	950,242	983,762	983,762	33,520
51000 FULL TIME EARNED PAY	604,051	680,396	737,833	737,833	57,437
51099 CONTRACTED SALARIES	21,701	42,000	0	0	-42,000
51140 LONGEVITY PAY	2,175	3,000	5,325	5,325	2,325
51156 UNUSED VACATION TIME PAYOUT	13,037	0	0	0	0
52360 MEDICARE	7,541	8,928	9,072	9,072	144
52385 SOCIAL SECURITY	1,867	5,169	2,654	2,654	-2,515
52504 MERF PENSION EMPLOYER CONT	66,060	85,089	96,612	96,612	11,523
52917 HEALTH INSURANCE CITY SHARE	70,723	92,553	99,159	99,159	6,606
53605 MEMBERSHIP/REGISTRATION FEES	0	57	57	57	0
53705 ADVERTISING SERVICES	0	20	20	20	0
53750 TRAVEL EXPENSES	1,692	5,619	5,619	5,619	0
53905 EMP TUITION AND/OR TRAVEL REIM	723	798	798	798	0
54595 MEETING/WORKSHOP/CATERING FOOD	8,008	8,450	8,450	8,450	0
54650 LANDSCAPING SUPPLIES	0	140	140	140	0
54675 OFFICE SUPPLIES	6,602	4,636	4,636	4,636	0
54705 SUBSCRIPTIONS	0	36	36	36	0
54720 PAPER AND PLASTIC SUPPLIES	0	171	171	171	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	7,309	5,534	5,534	5,534	0
55530 OFFICE FURNITURE	0	20	20	20	0
56110 FINANCIAL SERVICES	6,784	4,500	4,500	4,500	0
56175 OFFICE EQUIPMENT MAINT SRVCS	797	2,010	2,010	2,010	0
56180 OTHER SERVICES	0	719	719	719	0
56240 TRANSPORTATION SERVICES	0	218	218	218	0
56250 TRAVEL SERVICES	0	179	179	179	0

GENERAL GOVERNMENT DIVISIONS
CENTRAL GRANTS

MISSION STATEMENT

To further the Administration's mission to make Bridgeport the cleanest, greenest, safest, most affordable city with schools and neighborhoods that improve every year by strategically applying for funding and increasing community collaborations and regionalism where cost effective and appropriate in order to provide quality services to the public without increasing the tax burden of city taxpayers.



FY 2013-2014 GENERAL FUND BUDGET
CENTRAL GRANTS

BUDGET DETAIL

Alexandra McGoldrick
Acting Director

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01005000 CENTRAL GRANTS OFFICE	283,457	409,860	472,340	472,340	62,479
1 PERSONAL SERVICES	220,149	313,559	327,516	327,516	13,957
2 OTHER PERSONAL SERVICES	0	975	2,025	2,025	1,050
3 FRINGE BENEFITS	53,224	72,450	119,922	119,922	47,472
4 OPERATING EXPENSES	8,079	9,583	9,583	9,583	0
6 SPECIAL SERVICES	2,005	10,853	10,853	10,853	0
7 SUPPORTIVE CONTRIBUTIONS	0	2,440	2,440	2,440	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1319 GRANT WRITER	1.00		58,939	58,939	
1319 GRANT WRITER	1.00		58,939	58,939	
G018 DIRECTOR CENTRAL GRANTS	1.00		78,540	74,909	3,631
G041 ADMINISTRATIVE ASSISTANT	1.00		39,834	36,031	3,803
G151 OPM POLICY ANALYST	1.00		63,240	62,000	1,240
CENTRAL GRANTS	5.00		299,492	290,818	8,674

FY 2013-2014 GENERAL FUND BUDGET

CENTRAL GRANTS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
CENTRAL GRANTS								
Number of Grant applications filed	129	19	58	43	49	60	67	51
Number of Grant Applications Funded	58	10	29	18	35	36	48	25
Number of Grant Applications Pending	31	0	6	14	0	0	0	17
Number of Grant Applications Denied	40	9	23	11	14	24	19	9
% of Grant applications funded	45%	53%	50%	42%	71%	60%	72%	49%
Total dollars awarded to the City of Bridgeport	\$189,000,000	\$6,458,439	\$10,278,221	\$11,234,681	\$28,177,366	\$30,000,000	\$11,874,776	\$10,527,266
Total Dollars Pending	N/A	0	\$805,967	\$27,356,641	\$0	0	N/A	\$5,204,100
Total dollars awarded to Community Organizations	N/A	\$450,316	\$3,790,629	\$3,200,000	N/A	N/A	N/A	N/A

FY 2013-2014 GOALS

- 1) Continue to strategically apply for formula and competitive funding for City priority projects and programs and to strive for a 90% award rate for grant applications.
- 2) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
- 3) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.
- 4) Cultivate relationships with area and national foundations to benefit Bridgeport grant applications.
- 5) Work with National Community Development Association (NCDA), Area Office of the U.S. Department of Housing and Urban Development (HUD) Office, and others to advocate for Bridgeport's fair share of federal formula, competitive and stimulus funding.
- 6) Work with Connecticut Community Development Association (CCDA), the State of Connecticut and in particular the Department of Economic and Community Development as well as the Department of Environmental Protection and others to advocate for Bridgeport's fair share of state funding.
- 7) Encourage funding entities to visit Bridgeport to see firsthand the many opportunities present here.
- 8) Host a Legislative Breakfast to highlight the City's accomplishments and to present funding needs.

FY 2012-2013 GOAL STATUS

- 1) Continue to strategically apply for formula and competitive funding for City priority projects and programs and to strive for a 90% award rate for grant applications.
6 MONTH STATUS: *The CGO has continued to pursue grant opportunities at the federal, state and foundation levels for priority projects that have been identified in the City's Master Plan for Conservation and Development, Parks Master Plan, and B-Green 2020 Plan as well as priority projects for public safety, public health and education.*
- 2) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
6 MONTH STATUS: *CGO has continued to partner with agencies such as United Way, ABCD and RYASAP as well as other not-for-profits that promote the Superintendent's education initiatives. The grants applied for with our partners include U.S. Dept. of Education Promise Neighborhood, Robert Wood Johnson Foundation's Promoting Opportunities for the Health and Success of Young Men of Color. The City is also working very closely with The Center for Women and Families, the Bridgeport PD, and the State Judicial Branch on bringing a Family Justice Center to Bridgeport. This collaborative will seek funding from the U.S. Department of Justice early next year. The City also applied for funding in collaboration with CWF to DOJ on a Children Exposed to Violence grant.*
- 3) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.
6 MONTH STATUS: *Current Status: The CGO Office is working very closely with the City's Sustainability Director on the implementation of various components of the BGreen 2020 Plan. Local Sustainability Match Fund from Funder's Network with FCCF and Save the Sound as partners for public outreach on green infrastructure projects and an GIS mapping layer displaying GI projects throughout the City; DEEP 319 Non-Point Source of Pollution for*

implementation of phases of the Watershed Based Plan including waterfront recapture on Knowlton Park; Redirecting Lead Prevention Funding for Conservation Corps work; DEEP's grant program for Diesel Reduction projects on city vehicles; U.S. DOT's CMAQ Bikeshare Program partnership with GBRC; EPA Brownfields – 3 cleanups and area-wide planning grant. We also received USCM award for recognition for the City's Brownfields Program. We were awarded DECD Brownfields grants for a BF GS layer, the relocation of MOVE Yacht Club, and partnered with GBRC and were awarded funding for a regional GIS inventory of BF properties. There are also 2 grant applications pending at the State DECD under the Local Brownfields Remediation Program for Chrome Pacelli and Trashmore clean-up as well as clean-up of Spinnaker property in Downtown North.

- 4) Cultivate relationships with area and national foundations to benefit Bridgeport grant applications.

6 MONTH STATUS: Fairfield County Community Foundation – Together with the Assistant CAO, the Acting Director of Central Grants attended a roundtable workshop in September 2012 hosted by FCCF to discuss regional and local needs and the type of assistance that is sought.

- 5) Work with National Community Development Association (NCDCA), Area Office of the U.S. Department of Housing and Urban Development (HUD) Office, and others to advocate for Bridgeport's fair share of federal formula, competitive and stimulus funding.

6 MONTH STATUS: Current Status: CGO continues to have a regular rapport with these agencies and will also work with the federal legislative delegation to advocate for funding.

- 6) Work with Connecticut Community Development Association (CCDA), the State of Connecticut and in particular the Department of Economic and Community Development as well as the Department of Environmental Protection and others to advocate for Bridgeport's fair share of state funding.

6 MONTH STATUS: CGO continues to have a regular rapport with these agencies and will also work with the state and federal legislative delegation to advocate for funding.

- 7) Encourage funding entities to visit Bridgeport to see firsthand the many opportunities present here.

6 MONTH STATUS: In the Spring of 2012, the Mayor held a roundtable meeting with representatives from the U.S. EPA, HUD, and DOT to discuss the Sustainable Communities Initiative and advocate for the many initiatives in Bridgeport that currently underway. The representatives were also given a tour to visit the site of the future Barnum Train Station on the East Side along the Seaview Avenue Corridor. The CGO was involved in putting this event together.

- 8) Host a Legislative Breakfast to highlight the City's accomplishments and to present funding needs.

6 MONTH STATUS: The CGO plans to host another Legislative Breakfast in February of 2013 to highlight its accomplishments as well as needs.

FY 2013-2014 GENERAL FUND BUDGET
CENTRAL GRANTS APPROPRIATION SUPPLEMENT

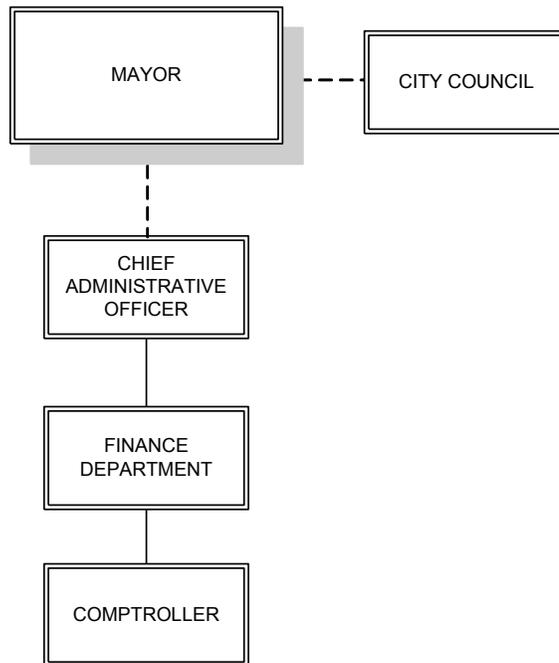
ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01005000 CENTRAL GRANTS OFFICE	283,457	409,860	472,340	472,340	62,479
51000 FULL TIME EARNED PAY	184,714	285,535	299,492	299,492	13,957
51099 CONTRACTED SALARIES	35,435	28,024	28,024	28,024	0
51140 LONGEVITY PAY	0	975	2,025	2,025	1,050
52360 MEDICARE	2,568	4,112	4,113	4,113	1
52385 SOCIAL SECURITY	1,211	3,654	3,654	3,654	0
52504 MERF PENSION EMPLOYER CONT	18,770	38,454	39,197	39,197	743
52917 HEALTH INSURANCE CITY SHARE	30,675	26,230	72,958	72,958	46,728
53605 MEMBERSHIP/REGISTRATION FEES	0	133	133	133	0
53705 ADVERTISING SERVICES	0	0	0	0	0
53720 TELEPHONE SERVICES	0	0	0	0	0
53750 TRAVEL EXPENSES	0	562	562	562	0
53905 EMP TUITION AND/OR TRAVEL REIM	695	782	782	782	0
54595 MEETING/WORKSHOP/CATERING FOOD	842	304	304	304	0
54675 OFFICE SUPPLIES	1,452	2,300	2,300	2,300	0
54700 PUBLICATIONS	700	393	393	393	0
54705 SUBSCRIPTIONS	30	132	132	132	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	3,975	4,477	4,477	4,477	0
55530 OFFICE FURNITURE	385	500	500	500	0
56085 FOOD SERVICES	349	500	500	500	0
56165 MANAGEMENT SERVICES	522	495	495	495	0
56175 OFFICE EQUIPMENT MAINT SRVCS	1,133	1,180	1,180	1,180	0
56250 TRAVEL SERVICES	0	720	720	720	0
56998 SPECIAL SERVICES FREEZE	0	7,958	7,958	7,958	0
59500 SUPPORTIVE CONTRIBUTIONS	0	2,440	2,440	2,440	0

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FINANCE DIVISIONS
COMPTROLLER'S OFFICE

MISSION STATEMENT

The mission of the Comptroller's Office is to prepare and maintain all financial records of the City of Bridgeport. The Department's objectives include receiving, recording and depositing all City revenues, completing all expenditure transactions and producing all payroll payments, and preparing monthly, quarterly and annual journal entries. Also, to monitor and establish procedures for grant account fiscal activity and to maintain the financial records and books of entry for all capital improvement projects. In addition, the Comptroller's Office analyzes and prepares monthly reconciliations of all fiscal balance sheet accounts and handles all transactions in accordance with all local, state and federal accounting standards.



FY 2013-2014 GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE

BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01010000 COMPTROLLERS OFFICE	3,115,764	2,556,022	3,260,860	5,545,958	2,989,936
41277 RESTITUTION RECOVERY	381,334	5,000	5,000	5,000	0
41290 RETAIL SALES REVENUE	0	0	0	0	0
41392 DEBT SERVICE PARENT CENTER	60,000	60,000	60,000	60,000	0
41538 MISC CASH	17,427	50,000	50,000	50,000	0
41549 BILLED SERVICES	0	0	0	0	0
41551 O.T.B INCOME	460,526	450,000	450,000	450,000	0
41552 STATE BINGO	38	200	200	200	0
41553 BOOKS/ MAP SALES	0	100	100	100	0
41555 CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	0
41559 COURT FINES	17,693	5,000	5,000	5,000	0
41560 PROPERTY RENTAL	27,217	25,000	25,000	25,000	0
41561 DEBTSERVICEPRINCIPALREIMBURSEM	115,249	115,249	115,249	115,249	0
41562 DEBTSERVICEIN TERESTREIMBURSEME	143,375	110,069	110,069	110,069	0
41563 HEALTHINSURANCE/WORKERSCOM.REI	0	0	0	0	0
41564 ADMINISTRATIVEFEE/OVERHEADALLO	0	70,000	70,000	70,000	0
44550 TOWN AID	666,404	665,404	1,370,242	1,370,242	704,838
45354 WPCACOLLECTIONSERVICEIMBURSE	727,500	500,000	500,000	500,000	0
47565 PORTAUTHORITYANNUALPILOTPAYMEN	0	0	0	0	0
47566 TOWN AID ROAD GRANT	-1,000	0	0	0	0
41561 STATE LoCIP for DEBT SERVICE REIMBURSEMENT	0	0	0	2,285,098	2,285,098

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01010000 COMPTROLLERS OFFICE	1,122,875	1,125,230	1,144,161	1,144,161	18,931
1 PERSONAL SERVICES	615,972	581,995	587,250	587,250	5,255
2 OTHER PERSONAL SERVICES	13,901	7,125	6,525	6,525	-600
3 FRINGE BENEFITS	182,979	193,791	208,067	208,067	14,276
4 OPERATING EXPENSES	4,919	7,920	7,920	7,920	0
6 SPECIAL SERVICES	305,104	334,399	334,399	334,399	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
0531 FINANCIAL MANAGEMENT SUPERVISOR	1.00		75,420	75,420	
1239 ACCOUNTING CLERK I (35 HOURS)	1.00		35,184	35,184	
1239 ACCOUNTING CLERK I (35 HOURS)	1.00		43,783	41,884	1,899
1239 ACCOUNTING CLERK I (35 HOURS)	1.00		36,779	35,184	1,595
1244 ACCOUNTING CLERK II (35 HOURS)	1.00		42,654	42,654	
1244 ACCOUNTING CLERK II (35 HOURS)	1.00		42,654	42,654	
1244 ACCOUNTING CLERK II	1.00		50,246	52,282	-2,036
1301 ACCOUNTING CLERK I	1.00		36,779	31,422	5,357
1310 ACCOUNTANT	1.00		75,138	74,764	374
1313 CHIEF ACCOUNTANT	1.00		72,810	74,744	-1,934
G382 CAPITOL PROJECTS FIXED ASSETS	1.00		75,803	75,803	
COMPTROLLER'S OFFICE	11.00		587,250	581,995	5,255

FY 2013-2014 GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
COMPTROLLER'S OFFICE									
Number of:									
Accounts Payable Checks Issued	33,655	32,108	31,055	29,495	21,786	22,876	21,648	19,710	20,104
Manual checks processed	81	88	117	55	49	49	54	53	53
Manual checks processed payroll	N/A	N/A	838	804	802	325	271	194	250
Vendor checks processed	33,655	32,774	31,710	29,495	21,786	22,876	21,648	19,710	20,104
Pay Roll Vendor checks processed							123	4,926	4,715
Travel requests processed	224	235	215	67	111	100	131	90	100
Payment Vouchers processed	36,450	38,504	36,637	36,330	50,073	52,503	49,599	46,447	47,375
Scanned Back Pages for Invoices (2)	N/A	N/A	N/A	N/A	500,730	525,030	495,990	464,470	473,750
Capital Project checks processed	307	292	363	288	41	40	34	14	0
Capital Project wires processed	0	0	0	0	0	0	153	180	198
Cash Receipts processed	4,999	4,641	3,513	3,617	5,603	5,600	4,906	4,971	5,000
Journal Entries posted (3)	1,012	1,441	1,086	1,205	1,700	1,600	60	75	70
Federal 1099 Forms issued	535	556	920	526	423	500	462	431	460
W-2 Statements issued	6,408	6,408	6,467	5,784	5,784	5,670	5,670	5,501	5,414
Payroll Checks Issued (1)	218,632	200,379	199,276	60,315	54,481	51,000	48,335	43,269	35,908
Payroll Direct Deposit (1)	N/A	N/A	N/A	134,292	129,447	126,520	127,805	131,884	135,801
Payroll Vendor Checks Issued	N/A	N/A	N/A	804	5,403	5,150	4,971	4,926	4,715
Payroll Vendor Direct Deposit	N/A	N/A	N/A	792	815	850	858	1,044	1,136
Pension checks issued (Police, Fire, Janitors)	11,964	11,829	12,850	11,382	10,980	12,000	10,842	10,560	10,300
Financial report delivery date	29-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec
General ledger fiscal year end close	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun

(1) Decrease in actual pay checks: working toward paperless system via direct deposit.

(2) Actual is based on an estimated 10 pages per invoice.

(3) Increase due to account change re-classes needed.

FY 2013-2014 GOALS

- 1) Streamline account payable process with City departments. Main function would be to train all staff related to accounts payable on the process.
- 2) Automate accounts receivable process with new banking relationship.
- 3) Reorganize resources for increased efficiency.
- 4) Document all job functions for continuity and coverage at all times.

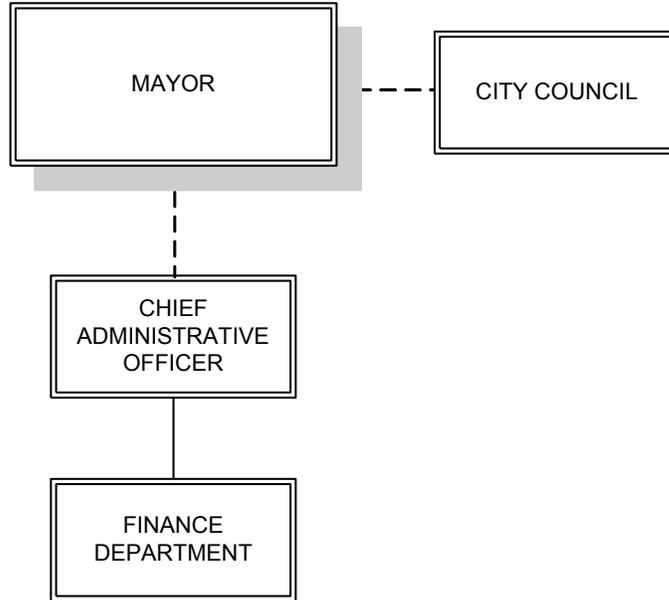
FY 2012-2013 GOAL STATUS

- 1) Creating new reporting to streamline relevant financial information to assist all departments and to better inform the Mayor, City Council and Administration of the current and future financial status of the City.
6 MONTH STATUS: *Monthly reports were automated and now are being refined. Reports are being filed on a monthly basis.*
- 2) Work with unions, labor and civil service to reallocate efficiencies so as to improve departmental effectiveness, initiating better processes and consolidating financial functions while allowing for guidance to eliminate exposure.
6 MONTH STATUS: *Ongoing goal with the change of Finance Director.*
- 3) Reorganize responsibilities to offer real-time monitoring of grant treatment development to better assess financial conditions of various programs and analyze to keep the City funds whole.
6 MONTH STATUS: *Ongoing goal with the change of Finance Director.*
- 4) Develop an approach within the department toward a force of cooperation working to put the well being of the whole ahead of the individual, implement a mindset to raise the level of integrity among the work force by raising morale through solid ethical direction.
6 MONTH STATUS: *The level of accountability and responsibility have been raised with the new internal monthly reporting process.*

FINANCE DIVISIONS
FINANCE DEPARTMENT

MISSION STATEMENT

To plan and prepare all official statements for short and long term financing as well as the City's Comprehensive Annual Financial Report and to oversee all financial departments. Our objectives include ensuring adherence to all provisions of the Government Accounting Standards Board (GASB), preparing monthly financial reports on the fiscal condition of the City in relation to the budget, acting as a liaison to all financial institutions on matters relating to City business, and ensuring all debt obligations of the City are paid in accordance with borrowing provisions.



Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01015000 FINANCE ADMINISTRATION	388,100	511,670	542,988	542,988	31,318
1 PERSONAL SERVICES	288,240	414,157	408,198	408,198	-5,959
2 OTHER PERSONAL SERVICES	32,144	2,775	2,775	2,775	0
3 FRINGE BENEFITS	64,511	88,009	125,286	125,286	37,277
4 OPERATING EXPENSES	2,730	5,886	5,886	5,886	0
6 SPECIAL SERVICES	476	843	843	843	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1038 DIRECTOR OF FINANCE	1.00		125,544	125,544	
1047 DEPUTY DIRECTOR OF FINANCE	1.00		114,845	114,845	
1131 ADMINISTRATIVE ASSISTANT - COM	1.00		68,157	74,116	-5,959
G433 DEPUTY DIRECTOR OF FINANCE/MAN	1.00		99,652	99,652	
FINANCE ADMINISTRATION	4.00		408,198	414,157	-5,959

FY 2013-2014 GENERAL FUND BUDGET
 FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
FINANCE DEPARTMENT									
Risk Management	0	0	0	0	0	0	0	0	0
Annual CAFR Report	1	1	1	1	1	1	1	1	1
Unreserved Fund Balance	\$24,686,939	\$29,241,106	\$10,605,102	\$10,752,753	\$15,611,351	\$16,511,351	\$16,560,510	12,720,514	12,720,514
Unreserved Fund Balance as % of General Fund									
Expenditures	5.36%	11.70%	3.98%	4.08%	5.95%	6.28%	3.31%	2.40%	2.40%
Fund Balance Appropriated	\$ 8,000,000	\$2,000,000	\$18,636,004	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Debt	\$685,480,000	\$710,095,000	\$684,228,000	\$654,200,000	\$662,665,000	\$656,429,000	\$701,133,522	\$738,928,108	\$738,928,108
Debt per Capita	\$4,899	\$4,749	\$4,904	\$4,689	\$4,796	\$4,796	\$4,520	\$5,104	\$5,104
GFOA certificate for excellence in financial reporting	yes	yes	yes	yes	yes	yes	yes	yes	yes
# of annual audit management letter comments		7	1	1	1	1	2	1	1
Governmental Activities Net Capital Assets	\$610,934,000	\$722,395,000	\$837,156,000	\$911,322,000	\$940,113,222	\$940,000,000	\$846,535,639	\$897,033,761	\$897,033,761
BOND AND CREDIT RATINGS									
Credit Rating: Moody's	Aaa	Aaa	Aaa	Aa3	A1	A1	A1	A1	A1
Standard & Poor's	AAA	AAA	AAA	AAA	A-	A-	A-	A-	A-
Fitch	AAA	AAA	AAA	N/A	A	A	A	A	A
Bond Rating: Moody's	Baa1	Baa1	Baa1	Baa1	AA3	AA3	AA3	AA3	AA3
Standard & Poor's	A-	A-	A-	A-	AA+	AA+	AA-	AA-	AA-
Fitch	A-	A-	A-	BBB+	N/A	N/A	A	A	A

FY 2013-2014 GOALS

- 1) Change the internal monthly reporting process to achieve accountability and undated analysis of the City's financials.
- 2) Change the internal processes of cash flow and cash deposit reporting.
- 3) Update the audit timeline and internal process for increased productivity and timely CAFR (Comprehensive Annual Financial Report) filing.
- 4) Continue to improve the rating for long and short term borrowing by putting a plan in place to grow the City's strong financial stability.
- 5) Cross train employees for efficiencies and continuity of department functions.
- 6) Receive Governmental Finance Officers Association certificate of achievement for excellence in financial reporting.

FY 2012-2013 GOAL STATUS

- 1) Increase effectiveness and incur cost savings by continuing to update processes using a new monthly report approach which holds individual departments responsible for their actual to budget ratios.
6 MONTH STATUS: *Monthly report has been automated and now schedules are being developed by department to hold each department head accountable for their budgets.*
- 2) Preserve and strive to improve the City's rating for long and short term borrowing by putting a plan in place to continue to grow the City's strong financial stability.
6 MONTH STATUS: *The City has received the highest rating from its TANS (tax anticipation notes) by Standard and Poor's and is now working to maximize its Long-Term borrowing rating.*
- 3) Endorse actions to achieve the City's priorities and change inconsistent ideas and progressions that oblige the City to be feeble. Specifically, to Grow the Fund Balance – by following fund balance policy and continuing to reduce expenses & to reduce the City's reliance on TANS (tax anticipation notes) by working toward decreasing borrowing amounts.
6 MONTH STATUS: *This goal is on-going in the current market especially as the City economic development projects are increasing.*
- 4) Assess the department performance and processes to seek a maximum organizational effectiveness in cash control by restructuring duties and positions within the Finance department that meets with the City's priorities and objectives.
6 MONTH STATUS: *This goal is on-going the City migrates to a new bank relationship which will enable the City to reduce costs and increase efficiencies.*
- 5) Receive Governmental Finance Officers Association certificate of achievement for excellence in financial reporting.
6 MONTH STATUS: *The City received the FY 2011 award in July 2012 and is expected to receive the FY 2012 in July 2013.*

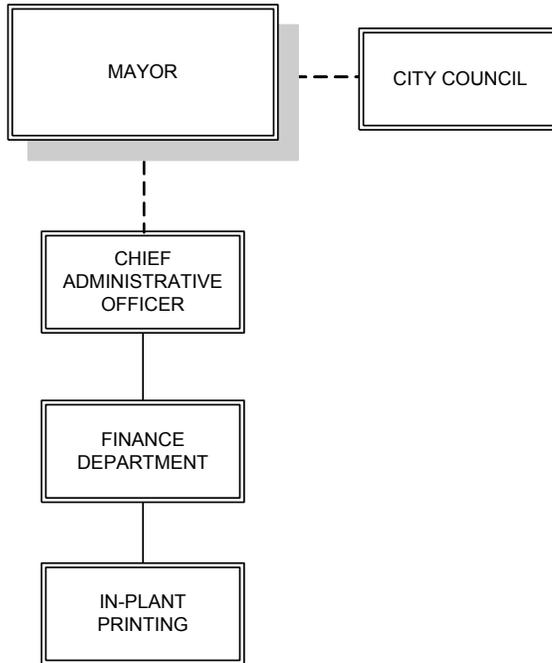
FY 2013-2014 GENERAL FUND BUDGET
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01015000 FINANCE ADMINISTRATION	388,100	511,670	542,988	542,988	31,318
51000 FULL TIME EARNED PAY	288,240	414,157	408,198	408,198	-5,959
51140 LONGEVITY PAY	2,625	2,775	2,775	2,775	0
51156 UNUSED VACATION TIME PAYOUT	29,519	0	0	0	0
52360 MEDICARE	4,557	5,924	5,688	5,688	-236
52385 SOCIAL SECURITY	0	6,622	6,826	6,826	204
52504 MERF PENSION EMPLOYER CONT	33,177	48,906	53,427	53,427	4,521
52917 HEALTH INSURANCE CITY SHARE	26,776	26,557	59,345	59,345	32,788
53605 MEMBERSHIP/REGISTRATION FEES	125	445	445	445	0
53610 TRAINING SERVICES	0	91	91	91	0
53905 EMP TUITION AND/OR TRAVEL REIM	0	2,243	2,243	2,243	0
54555 COMPUTER SUPPLIES	0	122	122	122	0
54675 OFFICE SUPPLIES	2,293	2,477	2,477	2,477	0
54705 SUBSCRIPTIONS	312	356	356	356	0
55150 OFFICE EQUIPMENT	0	152	152	152	0
56175 OFFICE EQUIPMENT MAINT SRVCS	0	132	132	132	0
56250 TRAVEL SERVICES	463	411	411	411	0
59010 MAILING SERVICES	13	300	300	300	0

FINANCE DIVISIONS
IN-PLANT PRINTING

MISSION STATEMENT

To provide all printing needs including typesetting, printing, binding, graphic arts and desktop design for all City departments.



FY 2013-2014 GENERAL FUND BUDGET
 IN-PLANT PRINTING

BUDGET DETAIL

Shequilla Robertson
 Acting Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01030000 IN-PLANT PRINTING	801,863	769,797	818,922	748,945	-20,852
1 PERSONAL SERVICES	376,512	355,287	386,615	328,615	-26,672
2 OTHER PERSONAL SERVICES	9,220	5,245	5,805	5,805	560
3 FRINGE BENEFITS	107,249	95,917	113,154	101,177	5,260
4 OPERATING EXPENSES	252,071	257,198	257,198	257,198	0
6 SPECIAL SERVICES	56,812	56,150	56,150	56,150	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
8217 MESSENGER	1.00		32,693	31,428	1,265
8519 PRESSMAN	1.00		58,000	58,000	
8519 PRESSMAN		1.00		29,000	-29,000
8523 PRINTER FOREMAN	1.00		76,775	76,775	
8527 BOOKBINDER	1.00		58,000	58,000	
8529 PRINTER	1.00		58,000	58,000	
8530 PRINT SHOP AIDE	0.50		15,756	15,298	458
G363 ANNEX MAIL COURIER (35 HOURS)	1.00		29,391	28,786	605
IN-PLANT PRINTING	6.50	1.00	328,615	355,287	-26,672

FY 2013-2014 GENERAL FUND BUDGET
 IN-PLANT PRINTING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
PRINT SHOP									
8 1/2 x 11 forms & letterhead	2,204,742	2,750,000	3,125,000	2,888,000	2,750,000	2,250,000	2,125,000	2,103,750	2,075,000
Black & White Copying	173,743	179,000	176,000	286,000	446,000	750,000	800,000	825,000	900,000
Color Copying	37,411	78,000	68,000	105,000	260,000	650,000	700,000	800,000	900,000
Envelopes Printed	532,345	765,000	695,000	790,000	920,000	1,000,000	1,000,000	1,000,000	950,000
Index/cover/coated paper	991,707	850,000	785,000	765,000	780,000	850,000	850,000	900,000	900,000
BINDING SERVICES									
Folding	1,741,176	1,950,000	2,350,212	2,100,000	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000
Stapling	21,375	52,000	74,500	156,000	86,000	80,000	80,000	75,000	75,000
Automatic bookletmaker	18,750	45,000	26,000	39,000	15,000	0	0	0	0
Numbering/Die-cutting	102,500	122,000	185,000	210,000	190,000	200,000	200,000	190,000	190,000
Scoring/perforation	24,916	60,000	69,300	96,000	55,000	50,000	50,000	45,000	45,000
Large format Poster Printing			55	112	245	400	400	500	750
Number of Departments Serviced	69	69	69	72	72	72	72	72	72
TOTAL IMPRESSIONS/PIECES HANDLED	5,848,734	6,851,069	7,553,998	7,435,112	7,252,317	7,330,472	7,305,472	7,439,322	7,535,822
MAIL DISTRIBUTION CENTER									
Mail run through postage machine	365,500	552,079	554,000	550,000	555,000	555,000	555,000	545,000	545,000
Amount Spent*	\$ 142,545	\$ 204,251	\$ 205,000	\$ 206,000	\$ 208,000	\$ 208,000	\$ 208,000	\$ 209,000	\$ 210,000

FY 2013-2014 GOALS

- 1) In the process of exploring the different alternatives. Different types of plates and different methods. To convert our current plate production to a chemical free option. Thus saving money on the chemicals and this will be a more environmentally friendly option.
- 2) Exploring the concept of interns working in the print shop, with the different parties.
- 3) Continue to support every department and the Board of Education by performing normal printing services and be fully involved in projects during their critical time periods.
- 4) Continue to investigate cost savings for printing and postage.
- 5) Continue the use of our large format printer at a great cost savings.
- 6) We will continue with the responsibility of working with Finance using our folding/Stuffing Machine. The machine takes the Payroll Checks, Vendor Checks, Pension Checks, Police outside Overtime Invoices and Purchases Orders insert them into an envelope, seals it and then we take it to the mail room. Also special mailing for the Mayor's Office, Tax Assessors and other departments when needed.
- 7) Continue to stay upgraded with our graphic software so we can communicate with all the departments and outside vendors.

FY 2012-2013 GOAL STATUS

- 1) Continue to maintain and provide professional service in a timely manner for all of the City's departments and the Board of Education.
6 MONTH STATUS: *We have continually provided timely printing and mail services to all departments and the Board of Education.*
- 2) Continue to stay upgraded with our graphic software so we can communicate with all the departments and outside vendors.
6 MONTH STATUS: *We are currently waiting for upgrades on Adobe Photoshop, Adobe Illustrator and Corel Draw.*
- 3) Continue to support every department and the Board of Education by performing normal printing services and be fully involved in projects during their critical time periods.
6 MONTH STATUS: *We are working with the different departments and the Board of Education on updating their letterheads and envelopes from their moves from one building to the other. Also staying on top of some of the major projects they have need of printing for.*
- 4) Continue to investigate cost savings for printing and postage.
6 MONTH STATUS: *We are currently looking into upgrading our plate making area going from chemical based to chemical free.*
- 5) Continue the use of our large format printer at a great cost savings.
6 MONTH STATUS: *By purchasing the paper, ink and foam board and spreading the cost throughout the different departments that utilize our large format printer we are saving more by printing in-house than by outsourcing these jobs.*

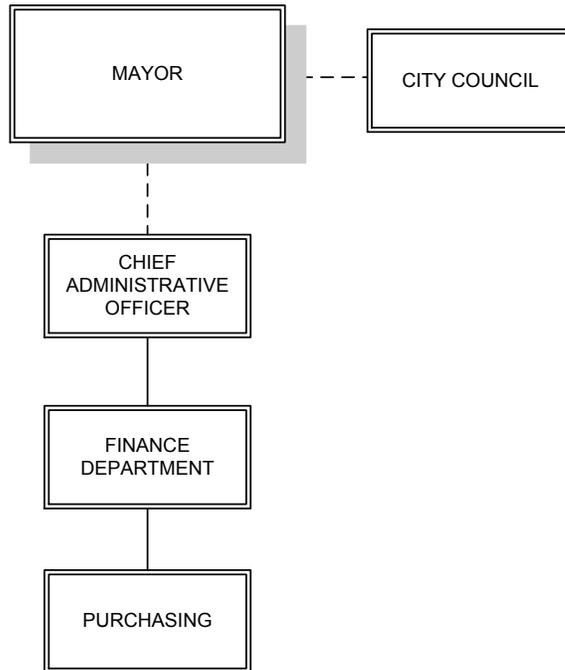
FY 2013-2014 GENERAL FUND BUDGET
 IN-PLANT PRINTING APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01030000 IN-PLANT PRINTING	801,863	769,797	818,922	748,945	-20,852
51000 FULL TIME EARNED PAY	376,512	355,287	386,615	328,615	-26,672
51106 REGULAR STRAIGHT OVERTIME	207	0	0	0	0
51108 REGULAR 1.5 OVERTIME PAY	186	0	0	0	0
51140 LONGEVITY PAY	5,960	5,245	5,805	5,805	560
51156 UNUSED VACATION TIME PAYOUT	2,867	0	0	0	0
52360 MEDICARE	4,256	3,863	5,451	4,610	747
52385 SOCIAL SECURITY	0	0	3,596	0	0
52504 MERF PENSION EMPLOYER CONT	43,672	42,291	51,016	43,476	1,185
52917 HEALTH INSURANCE CITY SHARE	59,321	49,763	53,091	53,091	3,328
53605 MEMBERSHIP/REGISTRATION FEES	450	450	450	450	0
53750 TRAVEL EXPENSES	350	350	350	350	0
53905 EMP TUITION AND/OR TRAVEL REIM	550	550	550	550	0
54675 OFFICE SUPPLIES	22,044	20,848	20,848	20,848	0
54725 POSTAGE	199,750	200,000	200,000	200,000	0
54730 PRINTING SUPPLIES	4,672	5,000	5,000	5,000	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	24,255	30,000	30,000	30,000	0
56170 OTHER MAINTENANCE & REPAIR S	9,975	8,812	8,812	8,812	0
56175 OFFICE EQUIPMENT MAINT SRVCS	6,375	7,538	7,538	7,538	0
59010 MAILING SERVICES	8,962	8,300	8,300	8,300	0
59015 PRINTING SERVICES	31,500	31,500	31,500	31,500	0

FINANCE DIVISIONS
PURCHASING

MISSION STATEMENT

Provide our customers with professional services, support, and advice for the carrying out of departmental objectives. Strive for the cost-effective procurement of quality goods and services resulting in high quality and cost effective services to the city.



FY 2013-2014 GENERAL FUND BUDGET

PURCHASING

BUDGET DETAIL

Bernd Tardy
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01035000 PURCHASING	461,861	481,907	556,409	556,409	74,502
1 PERSONAL SERVICES	329,601	345,204	409,306	409,306	64,102
2 OTHER PERSONAL SERVICES	10,105	6,150	7,125	7,125	975
3 FRINGE BENEFITS	90,675	96,100	105,525	105,525	9,425
4 OPERATING EXPENSES	4,942	6,448	6,448	6,448	0
6 SPECIAL SERVICES	26,538	28,005	28,005	28,005	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1404 BUYER	1.00		57,167	54,688	2,479
1404 BUYER	1.00		57,167	54,688	2,479
1404 BUYER	1.00		57,167	54,688	2,479
G079 CONTRACT COMPLIANCE OFFICER	1.00	-1.00	56,665		56,665
1405 ASSISTANT PURCHASING AGENT	1.00		75,611	75,611	
1410 PURCHASING AGENT	1.00		105,529	105,529	
PUBLIC PURCHASING	6.00	-1.00	409,306	345,204	64,102

FY 2013-2014 GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
PURCHASING								
Purchase orders issued	22,422	20,040	9,568	*	22,818	20,000	15,849	15,000
Board of Education Purchase orders	4,378	3,286	1,786	*	5,308	4,000	3,306	3,500
Food & Nutrition Purchase orders	2,247	1,733	757	*	3,146	2,000	575	300
Board of Education Grants	5,065	4,563	1,676	*	3,699	2,000	2,143	50
Total Board of Education Purchase orders	11,690	9,582	4,219	*	12,153	8,000	6,024	3,850
Board of Education Purchase orders as a % of Total	52.14%	47.81%	44.09%		53.26%	40.00%	38%	26%
PURCHASING MODIFICATIONS								
Purchase Modifications done					8,631	5,000	7,124	5,000
Board of Education Modifications					2,467	1,100	1,436	2,000
Food & Nutrition Modifications					41	60	206	100
Board of Education Grants Modifications					1,442	400	666	25
Total Board of Education Modifications					3,950	1,560	2,308	2,125
PURCHASES								
Qualified	51	131	148	0	213	250	215	200
Emergency		11	21	1	0	0	0	0
Waivers	11	1	1	0	0	0	0	0
Sole Source	5	58	55	65	53	80	32	30
State	20	35	37	59	34	40	41	50
ICMA INDICATORS								
Percentage of Employees using the online purchasing system	5%	5%	20%					
Number of FTES in the purchasing department	6.7	8	8					
% of purchases made by women & minority-owned businesses	N/A	N/A	2.77%					
Bid requests processed	N/A	166	157	79	116	120	121	125
Informal Bids: days from requisition to P.O. issuance	13	12	12	9	34	40	5	5
Construction Bids: days from requisition to P.O. issuance	95	6	1	5	21	20	21	25
All other formal Bids: days from requisition to P.O. issuance	56	160	82	74	95	100	100	100

(1) * due to the transition to Munis, I am unable to acquire the data that is requested.

FY 2013-2014 GOALS

- 1) Develop better/closer relationship with our internal customers since most of them are now under one roof.
- 2) Spend more time discussing with departments their needs & whether these needs are best served by doing RFQ/RFP/BID/ informal process et cetera.
- 3) Encourage departments to scan invoices (if applicable) into the system to cut down on overall approval time.
- 4) Encourage back up to be automatically put on requisition at time requisition is put in MUNIS.
- 5) Cut down on approval time for requisition to purchase order by one day.
- 6) Work on more expedient means for Minority Business Enterprise (MBE) approval to cut down on time from award to notice to proceed.
- 7) Make Board of Public Purchases calendar available in Purchasing Office for others viewing.
- 8) Make use of other existing competitively bid contracts. Ex: US Communities, National Joint Purchasing Alliance, WSCA Western States Contracting Alliance (purchasing consortium) & CRCOG Capitol Region of Council of Governments (purchasing consortium in Hartford).

FY 2012-2013 GOAL STATUS

- 1) Assist in integrating the merger of Public Facilities & Board of Education Maintenance into one entity from a purchasing perspective.
6 MONTH STATUS: *The departments are still two separate entities. No integration has occurred as it affects purchasing.*
- 2) Integrate duties and responsibilities of the Contract Compliance Office into Purchasing.
6 MONTH STATUS: *We were not very successful in this goal, the job cannot be handled on a part-time basis and the purchasing department did not have the resources to perform purchasing duties and take on the responsibilities of the contract compliance function.*

FY 2013-2014 GENERAL FUND BUDGET

PURCHASING

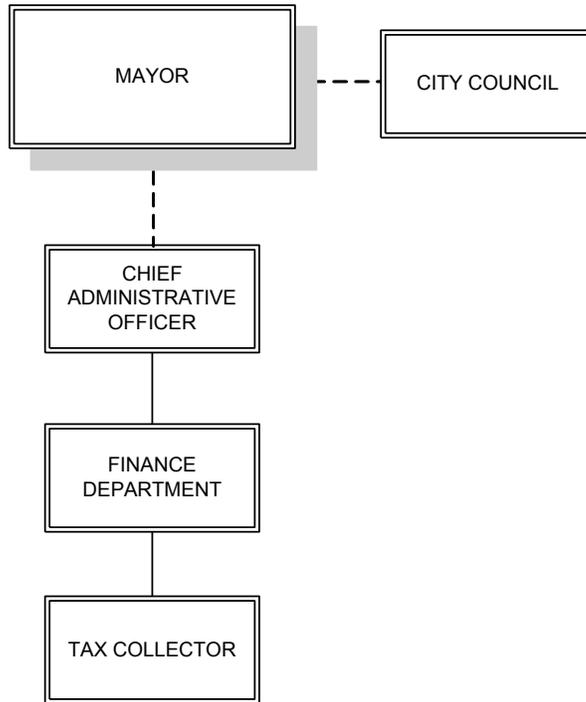
APPROPRIATION SUPPLEMENT

ORG CODE/ OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01035000 PURCHASING	461,861	481,907	556,409	556,409	74,502
51000 FULL TIME EARNED PAY	329,601	345,204	409,306	409,306	64,102
51140 LONGEVITY PAY	5,250	6,150	7,125	7,125	975
51156 UNUSED VACATION TIME PAYOU	4,855	0	0	0	0
52360 MEDICARE	2,953	2,969	3,039	3,039	70
52504 MERF PENSION EMPLOYER CONT	38,195	41,215	46,769	46,769	5,554
52917 HEALTH INSURANCE CITY SHARE	49,527	51,916	55,717	55,717	3,801
53605 MEMBERSHIP/REGISTRATION FEES	505	760	760	760	0
54675 OFFICE SUPPLIES	3,475	4,429	4,429	4,429	0
54705 SUBSCRIPTIONS	312	421	421	421	0
55150 OFFICE EQUIPMENT	650	838	838	838	0
56175 OFFICE EQUIPMENT MAINT SRVCS	433	1,800	1,800	1,800	0
56180 OTHER SERVICES	26,105	26,205	26,205	26,205	0

FINANCE DIVISIONS
TAX COLLECTOR

MISSION STATEMENT

The overall mission of the Tax Collector is to collect all tax revenue due to the City in accordance with Connecticut State Statutes and to provide the taxpayers of the City with information and assistance in a prompt and courteous manner.



FY 2013-2014 GENERAL FUND BUDGET

TAX COLLECTOR

BUDGET DETAIL

Veronica Jones
Acting Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01040000 TAX COLLECTOR	275,318,493	285,683,587	305,792,810	294,559,891	8,876,304
41305 TAX COLLECTOR: 3030 PARK	860,247	860,246	860,246	860,246	0
41343 ROOM OCCUPANCY TAX	0	34,000	0	0	-34,000
41355 TAX COLLECTOR: ATM FEES	486	1,500	1,500	1,500	0
41538 COPIES	0	2,500	2,500	2,500	0
41697 ARREARS TAXES	2,368,135	3,200,000	1,600,000	1,600,000	-1,600,000
41702 PENALTIES: CURRENT TAXES	1,943,694	1,705,480	1,705,480	1,705,480	0
41703 PENALTIES: ARREARS TAXES	1,218,336	1,160,000	1,160,000	1,210,000	50,000
41704 LIEN FEES	167,847	175,000	175,000	175,000	0
44319 LAFAYETTE BLVD LOFTS PILOT	134,620	0	0	0	0
44320 BROAD STREET PILOT	28,991	29,861	29,861	29,861	0
44321 CITY TRUST PILOT	218,165	224,709	224,709	224,709	0
44322 EAST MAIN STREET PILOT	18,555	18,835	18,835	18,835	0
44323 ARCADE PILOT	39,677	34,862	34,862	34,862	0
44324 CAPTAIN COVE PILOT	98,858	120,000	120,000	120,000	0
44325 CASA PILOT	6,974	14,089	14,089	14,089	0
44340 ARTSPACE READS BUILDING PILOT	72,983	73,183	73,183	73,183	0
44346 UNITED CEREBRAL PALSY PILOT	14,071	14,352	14,352	14,352	0
44347 144 GOLDEN HILL STREET PILOT	79,003	69,415	69,415	69,415	0
44348 GOODWILL-HELMSHOUSING PILOT	7,632	6,140	6,140	6,140	0
44349 PARK CITY RCH PILOT	69,678	0	0	0	0
44358 JEFFERSON SCHOOL PILOT	12,035	20,169	20,169	20,169	0
44373 WASHINGTON PARK PILOT	39,245	21,500	21,500	21,500	0
44392 881 LAFAYETTE BLVD PILOT	71,251	49,696	49,696	49,696	0
44393 PREMIUM ON LIEN SALE	0	0	0	0	0
44460 CLINTON COMMONS PILOT	0	0	26,780	26,780	26,780
44689 MISCELLANEOUS PILOTS	0	10,000	755,603	10,000	0
44698 TELECOMM. ACCESS INE TAXES	288,010	400,000	400,000	400,000	0
45205 C.R.R.A PILOT PAYMENT	0	0	0	0	0
47278 BHA RENTAL PROPERTY PILOT PMT	0	2,500	0	0	-2,500
45201 PARI-MUTUEL TAX REVENUE	383				0
41693 CURRENT TAXES: ALL PROPERTIES	267,559,617	270,687,339	291,660,679	280,993,776	10,306,437
41694 ONE MIL TAX FOR LIBRARY SERVICES	0	6,748,211	6,748,211	6,877,798	129,587

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01040000 TAX COLLECTOR	1,301,220	1,468,900	1,496,929	1,396,361	-72,539
1 PERSONAL SERVICES	696,051	801,442	833,389	750,034	-51,408
2 OTHER PERSONAL SERVICES	44,473	42,650	43,625	43,625	975
3 FRINGE BENEFITS	268,383	291,187	286,294	269,081	-22,106
4 OPERATING EXPENSES	30,720	43,383	43,383	43,383	0
6 SPECIAL SERVICES	261,594	290,238	290,238	290,238	0

FY 2013-2014 GENERAL FUND BUDGET

TAX COLLECTOR

BUDGET DETAIL

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1239 ACCOUNTING CLERK I (35 HOURS)	1.00		43,783	41,884	1,899
1260 TAX COLLECTOR CLERK (35 HOURS)		1.00		39,580	-39,580
1260 TAX COLLECTOR CLERK (35 HOURS)		1.00		43,775	-43,775
1260 TAX COLLECTOR CLERK (35 HOURS)	1.00		47,354	45,301	2,053
1260 TAX COLLECTOR CLERK (35 HOURS)	1.00		47,354	45,301	2,053
1260 TAX COLLECTOR CLERK (35 HOURS)	1.00		47,354	45,301	2,053
1261 TAX COLL CLERK SPAN(35 HOURS)	1.00		43,775	43,775	
1261 TAX COLL CLERK SPAN(35 HOURS)	1.00		47,354	43,775	3,579
1262 SENIOR TAX COLLECTOR CLERK	1.00		42,654	42,654	
1263 TAX COLL CUSTOMER SVC	1.00		43,249	41,373	1,876
1263 TAX COLL CUSTOMER SVC	1.00		43,249	41,373	1,876
1263 TAX COLL CUSTOMER SVC	1.00		43,249	41,373	1,876
1263 TAX COLL CUSTOMER SVC	1.00		43,249	41,373	1,876
1310 ACCOUNTANT	1.00		75,138	75,138	
1602 DEPUTY TAX COLLECTOR	1.00		82,620	69,904	12,716
1612 TAX COLLECTOR	1.00		99,652	99,562	90
TAX COLLECTOR'S OFFICE	14.00	2.00	750,034	801,442	-51,408

FY 2013-2014 GENERAL FUND BUDGET

TAX COLLECTOR

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
TAX COLLECTOR									
Total Taxes Collectible	\$ 210,738,976	\$ 228,247,472	\$ 222,282,166	\$ 239,233,754	\$ 300,043,991	\$ 310,031,825	\$ 307,251,742	\$ 312,560,538	\$ 312,560,538
Total Taxes Collected	\$ 203,245,668	\$ 215,271,182	\$ 215,712,695	\$ 230,499,269	\$ 262,654,440	\$ 262,654,440	\$ 269,003,157	\$ 270,246,151	\$ 270,246,151
Taxes: current A/R	\$ 7,716,799	\$ 10,214,685	\$ 6,569,471	\$ 8,734,485	\$ 7,648,520	\$ 7,648,520	\$ 6,789,925	\$ 7,559,254	\$ 7,559,254
Taxes: arrears A/R	\$ 36,158,220	\$ 35,092,192	\$ 29,334,465	\$ 24,475,667	\$ 29,733,995	\$ 29,733,995	\$ 31,458,659	\$ 34,755,132	\$ 34,755,132
Interest: current (1)	N/A	Note	\$ 2,193,505	\$ 2,356,592	\$ 2,459,053	\$ 2,459,053	\$ 2,088,542	\$ 1,944,056	\$ 1,944,056
Interest: arrears (1)	N/A	Note	\$ 3,209,986	\$ 1,414,126	\$ 1,415,387	\$ 1,415,387	\$ 1,185,198	\$ 1,305,048	\$ 1,305,048
Bulk Assignment: taxes current	\$ 2,821,777	\$ 5,887,091	\$ 4,539,762	\$ 7,890,230	\$ 9,467,749	\$ 9,467,749	\$ 9,401,445	\$ 7,541,203	\$ 7,541,203
Bulk Assignment: taxes arrears	\$ 409,976	\$ 78,834	\$ 610,372	N/A	N/A	N/A	N/A	N/A	N/A
Bulk Assignment: interest current	\$ 292,000	\$ 669,620	\$ 496,944	\$ 791,534	\$ 1,033,364	\$ 1,033,364	\$ 1,031,835	\$ 786,290	\$ 786,290
Bulk Assignment: interest arrears	\$ 125,883	\$ 28,377	\$ 227,193	N/A	N/A	N/A	N/A	N/A	N/A
CURRENT YEAR COLLECTED									
Percent collected (current year)	96.44%	96.20%	97.04%	97.22%	97.14%	97.00%	97.52%	97.25%	
Permits - approvals	5,928	4,650	2,478	2,661	2,341	2,341	1,987	1,895	2,000
INFORMATION REQUESTS									
Telephone	N/A	98,562	65,271	56,253	8,597	8,597	7,562	7,320	7,250
Mail/fax - Sent (2)	5,200	7,951	7,537	5,231	2,487	2,487	2,354	1,965	1,890
Walk-in Request (3)	N/A	38,962	31,462	25,365	18,524	18,524	18,524	16,524	16,000
Mortgage company tapes	11	11	11	10	10	10	10	10	10
Tax bills	225,154	183,185	185,297	171,635	209,736	209,736	210,856	209,656	209,600
Transfers to suspense	704,274	1,653,753	60,215	23,873	3,891,044	1,500,000	406,860	406,860	400,700
Liens filed (4)	4,500	3,751	1,688	3,120	2,681	2,681	2,968	2,514	2,500
Delinquent demands and warrants (4)	35,000	33,931	68,490	38,610	27,458	27,458	35,625	48,480	480,000

(1) Not available at this time.

(2) Requests from lawyers, mortgage companies, et cetera.

(3) With office upgrades, we anticipate fewer walk-in requests.

(4) Liens, Demands & Warrants information are an estimate.

FY 2013-2014 GOALS

- 1) Cross-train staff in ensure office efficiency and expediency.
- 2) Finalize Tax bill look up on City website.
- 3) Continue collaborative efforts with the City Attorney and Tax Assessor to clean up delinquent personal property accounts.
- 4) Increase efficiencies for payment processing.
- 5) Provide Customer Service training for staff.

FY 2012-2013 GOAL STATUS

- 1) Finalize new tax bill look up software on new City web site, pending banking RFP.
6 MONTH STATUS: *Implementation ongoing.*
- 2) Continue collaborative collection effort with City Attorney and Tax Assessor on delinquent taxes and concise records. Clean up personal property records that are not viable tax receivables.
6 MONTH STATUS: *Audit of Personal Property starting in two months.*
- 3) Continue to offer additional hours during tax season with coverage from the Assessor's office.
6 MONTH STATUS: *Successful and ongoing.*
- 4) Looking to change lockbox service vendor to reduce costs and increase efficiencies for bulk payment processing, pending banking RFP.
6 MONTH STATUS: *Being implemented in July 2013.*
- 5) Using technology to enhance customer service, mass e-mail notifications of tax due dates, looking into "e-billing" that would fit in with the Mayor's B-Green initiatives et cetera. Automate credit/debit card payments with tax software vendor. This will reduce a 2 hour procedure down to a 30 minute procedure.
6 MONTH STATUS: *Ongoing and pending new banking implementation.*

FY 2012-2013 ADDITIONAL ACCOMPLISHMENTS

- 1) Decreased the volume of constituents within the Tax Office.
- 2) Decreased wait time for constituents who opt to pay in Tax Office.
- 3) Created a variety of options for paying and researching tax bills.
- 4) Started Cross training of staff.

FY 2013-2014 GENERAL FUND BUDGET
TAX COLLECTOR APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01040000 TAX COLLECTOR	1,301,220	1,468,900	1,496,929	1,396,361	-72,539
51000 FULL TIME EARNED PAY	696,051	801,442	833,389	750,034	-51,408
51106 REGULAR STRAIGHT OVERTIME	14,038	10,000	10,000	10,000	0
51108 REGULAR 1.5 OVERTIME PAY	13,107	17,000	17,000	17,000	0
51116 HOLIDAY 2X OVERTIME PAY	0	500	500	500	0
51140 LONGEVITY PAY	14,325	15,150	16,125	16,125	975
51156 UNUSED VACATION TIME PAYOUT	3,003	0	0	0	0
52360 MEDICARE	9,107	9,926	10,385	9,176	-750
52385 SOCIAL SECURITY	0	5,099	10,527	5,359	260
52504 MERF PENSION EMPLOYER CONT	84,117	95,786	110,439	99,603	3,817
52917 HEALTH INSURANCE CITY SHARE	175,160	180,376	154,943	154,943	-25,433
53430 OTHER INSURANCE	9,020	9,020	9,020	9,020	0
53605 MEMBERSHIP/REGISTRATION FEES	604	521	521	521	0
53610 TRAINING SERVICES	1,590	1,546	1,432	1,432	-114
53705 ADVERTISING SERVICES	4,285	3,544	3,544	3,544	0
53710 OTHER COMMUNICATION SERVICES	841	1,010	1,010	1,010	0
53905 EMP TUITION AND/OR TRAVEL REIM	2,663	1,797	1,797	1,797	0
54675 OFFICE SUPPLIES	9,890	22,394	22,508	22,508	114
55145 EQUIPMENT RENTAL/LEASE	0	1,251	1,251	1,251	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	1,826	2,300	2,300	2,300	0
56040 BOOKBINDING SERVICES	0	222	222	222	0
56045 BUILDING MAINTENANCE SERVICE	0	388	388	388	0
56105 BANKING SERVICES	16,993	24,000	24,000	24,000	0
56110 FINANCIAL SERVICES	41,474	51,000	51,000	51,000	0
56130 LEGAL SERVICES	124,398	109,212	109,212	109,212	0
56175 OFFICE EQUIPMENT MAINT SRVCS	20,586	25,000	25,000	25,000	0
56180 OTHER SERVICES	0	17	17	17	0
56225 SECURITY SERVICES	387	399	399	399	0
59015 PRINTING SERVICES	57,755	80,000	80,000	80,000	0

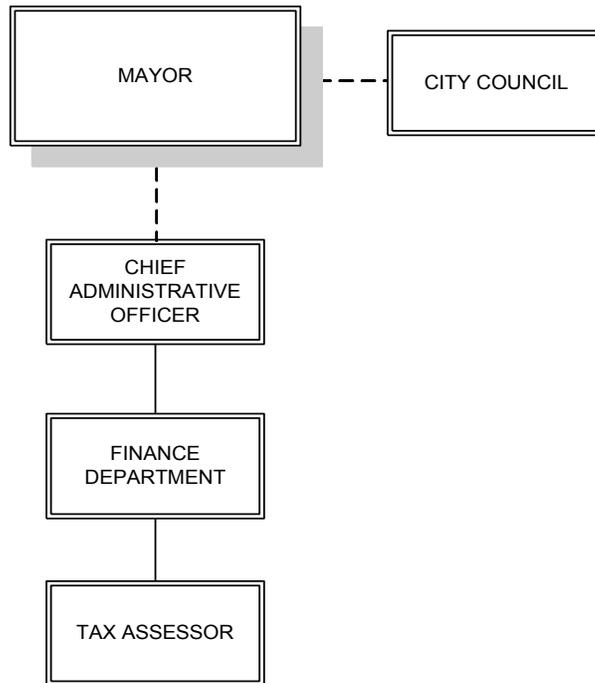
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FINANCE DIVISIONS
TAX ASSESSOR

MISSION STATEMENT

The primary statutory responsibility of the Department of Assessment is to develop the annual Grand List of Taxable and Exempt properties and to assure fair valuation and equitable distribution of assessment for all property owners. The statutory obligation of the Assessment Department is to discover, value, and list real and personal property consistent with state law. The Department of Assessment staffed by nine full-time employees.

Grand List includes three principal categories: 1) Real Estate; 2) Personal Property; and 3) Motor Vehicles. The net taxable Grand List for October 1, 2010 (FY 2011-2012) was composed of approximately 34,650 parcels of Real Estate, approximately 4,875 Personal Property accounts, and approximately 72,500 Motor Vehicles. Included in the continuous maintenance of the Grand List is the administration of approximately 10,000 personal exemptions, 1,245 elderly tax credits, and approximately 150 Commercial Personal Property Exemptions. There are approximately 1,930 parcels of Tax Exempt Real Property (churches, schools, charitable organizations, etc.) totaling approximately \$2.89 Billion.



FY 2013-2014 GENERAL FUND BUDGET

TAX ASSESSOR

BUDGET DETAIL

Elaine Carvalho
Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01041000 TAX ASSESSOR	20,052,437	19,548,095	8,549,491	15,465,514	-4,082,581
41538 COPIES	3,555	3,500	3,500	3,500	0
44357 MUNI VIDEO COMPETITION TST REV	302,282	8,000	8,000	150,000	142,000
44680 ELDERLY/DISABLED FREEZETAXREIMB	16,334	16,334	16,334	16,334	0
44681 DCA TAX ABATEMENT	135,180	0	0	0	0
44682 ELDERLY EXEMPTION-OWNERS PROGRAM	695,652	650,000	650,000	650,000	0
44683 ELDERLY EXEMPTION-TOTALLY DISABL	16,019	15,000	15,000	15,000	0
44684 ELDERLY EXEMPTION-ADDITIONAL VET	38,172	36,000	36,000	36,000	0
44686 TAX EXEMPT HOSPITALS	8,537,526	8,537,526	7,501,142	6,788,275	-1,749,251
44687 STATE-OWNED PROPERTY PILOT	2,931,955	2,927,289	0	2,411,952	-515,337
44688 STATE-OWNED PRISONS PILOT	0	0	0	0	0
44690 DISTRESSED MUNICIPALITY TAX EXEMP	319,515	319,515	319,515	319,515	0
44691 MANUFACTURING MACHINERY & EQUIPME	818,652	797,626	0	0	-797,626
44692 MASHANTUCKET PEQUOT/MOHEGAN FD	6,237,594	6,237,305	0	5,074,938	-1,162,367

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01041000 TAX ASSESSOR	754,928	1,080,809	1,076,462	1,076,462	-4,347
1 PERSONAL SERVICES	466,945	622,484	631,809	631,809	9,325
2 OTHER PERSONAL SERVICES	34,692	59,300	57,350	57,350	-1,950
3 FRINGE BENEFITS	142,717	172,344	160,622	160,622	-11,722
4 OPERATING EXPENSES	20,753	34,709	34,709	34,709	0
6 SPECIAL SERVICES	89,821	191,972	191,972	191,972	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		39,580	45,301	-5,721
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		47,354	45,301	2,053
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		47,354	45,301	2,053
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		44,212	44,212	
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		47,354	45,301	2,053
1245 TAX ASSESSMENT CLERK (35 HOURS	1.00		47,354	45,301	2,053
1246 PROPERTY APPRAISER I (35 HOURS	1.00		52,537	50,259	2,278
1246 PROPERTY APPRAISER I (35 HOURS	1.00		52,537	50,259	2,278
1246 PROPERTY APPRAISER I (35 HOURS	1.00		52,537	50,259	2,278
1611 TAX ASSESSOR	1.00		110,398	110,398	
1613 DEPUTY TAX ASSESSOR	1.00		90,592	90,592	
TAX ASSESSOR'S OFFICE	11.00		631,809	622,484	9,325

FY 2013-2014 GENERAL FUND BUDGET

TAX ASSESSOR

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
TAX ASSESSOR									
Real estate parcels	34,397	34,489	34,658	34,737	34,692	34,700	34,799	34,605	34,550
Income and expense analysis	2,833	2,951	2,697	2,701	3,250	3,275	3,250	3,275	3,285
Real estate adjustments value adds	2,588	2,612	2,628	2,050	1,448	1,500	240	209	undeterminable
Real estate adjustments value deletes	2,117	1,387	1,402	1,440	1,685	1,500	157	125	undeterminable
Real estate adjustments changes	4,705	3,999	3,825	3,650	3,133	3,050	1,670	1,681	undeterminable
Deed transfers	5,928	5,700	3,600	3,250	3,110	3,200	3,047	5,399	4,500
Fire and demolition activity reviews	98	134	147	175	179	180	156	157	170
Tax map changes	92	118	87	85	49	60	56	131	60
New Building permits reviewed	668	636	465	398	555	500	529	559	560
Active Building permits (open)	2,372	2,563	2,478	2,020	1,975	2,000	2,020	1,438	1,650
Exempt applications	426	80	62	65	78	90	68	65	65
Exemption prorates	9	6	16	27	32	40	36	55	50
Certificates of occupancy/prorates	166	135	208	158	401	250	230	409	340
Personal Property Accounts	3,341	4,028	5,280	5,281	4,686	4,750	5,400	4,566	4,500
Pers. Prop. Accts. Audit	60	95	60	150	120	150	500	350	undeterminable
Pers. Prop. Accts. Adds (Net Change)	43	687	640	642	375	450	350	255	undeterminable
Pers. Prop. Accts. Value Changes	3,340	3,989	5,280	5,281	4,686	3,500	4,000	3,500	undeterminable
Motor Vehicles	94,886	92,789	73,837	72,659	72,082	73,500	71,527	72,460	undeterminable
Motor vehicles add-ons - By Referrals	565	232	289	280	270	250	255	198	undeterminable
Motor vehicles add-ons - By Discovery	235	1,275	1,350	890	500	1,000	95	25	undeterminable
Motor vehicles deletes	6,250	4,235	4,150	3,125	3,050	3,000	2,760	3,120	3,000
Motor vehicles changes Pro-rates	10,937	8,487	8,120	7,690	7,800	8,500	7,950	8,700	8,450
Elderly tax relief # of annual apps	1,348	1,350	1,186	1,225	1,312	1,300	1,312	1,296	1,300
Economic development programs	51	61	53	59	62	65	61	64	60
Veteran exemptions, SS, & Blind	7,552	7,461	7,345	7,020	6,985	7,200	5,451	5,170	5,000
Information requests									
Telephone	124,410	136,851	137,690	138,450	130,800	130,500	128,400	125,000	122,000
Mail/fax/Email	5,200	4,100	4,500	5,100	5,250	5,200	5,160	5,275	5,275
Walk-in Requests for Information	36,076	34,234	34,658	33,790	33,250	33,000	34,400	33,950	34,000
Revaluation Activity:									
GRAND LIST									
Assessor's Grand List	\$5.4 Billion	\$5.5 Billion	\$5.6 Billion	\$6.99 Billion	\$7.19 Billion	\$7.20 Billion	\$7.16 Billion	\$7.16 Billion	undeterminable
Exempt property activity	\$2.4 Billion	\$2.4 Billion	\$2.5 Billion	\$3. Billion	2.95 Billion	\$2.95 Billion	\$3.15 Billion	3.155 Billion	undeterminable
Exemptions (personal) activity	\$75.1 Million	\$86.3 Million	\$87. Million	\$100. Million	\$165.7 Million	\$165.7 Million	\$178. Million	\$166.3 Million	undeterminable
Board of Assessment Appeal changes	(\$14.1 Million)	(\$7.1 Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	undeterminable
Increases in Grand List	\$63.4 Million	\$80.4 Million	\$230. Million	\$112.2 Million	\$87.5 Million	\$90.0 Million	(\$33.6 Million)	\$65.9 Million	undeterminable
Final net taxable Grand List	\$5.3 Billion	\$5.4 Billion	\$5.6 Billion	\$6.9 Billion	\$6.9 Billion	\$6.9 Billion	\$6.9 Billion	\$7.0 Billion	undeterminable

Please note: Changes in the Grand List, in light of the current conditions in the housing market and economy, are hard to predict.

FY 2013-2014 GOALS

- 1) Coordinate with senior centers to reach out to all eligible applicants for the Elderly/Totally Disabled Program.
- 2) Conduct Personal Property audits on property in excess of \$100,000 assessed value.
- 3) Per CGS12-81 2013 Quadrennial Reports for tax exempt entities will be reviewed.
- 4) Additional training for tax assessment clerks.

FY 2012-2013 GOAL STATUS

- 1) To continue to serve the constituents of the City of Bridgeport in the most effective manner, with all of our resources available.
6 MONTH STATUS: *Ongoing.*
- 2) Tackle the out of town and out of state motor vehicle registration issues that continue to plague the City of Bridgeport's tax roll, with the assistance of the City of Bridgeport's Police Department.
6 MONTH STATUS: *Ongoing with the Bridgeport Police Department.*
- 3) Maintain a close working relationship with the Tax Collector's Office, in order to simplify and streamline our taxpayer's needs.
6 MONTH STATUS: *Ongoing.*

FY 2013-2014 GENERAL FUND BUDGET

TAX ASSESSOR

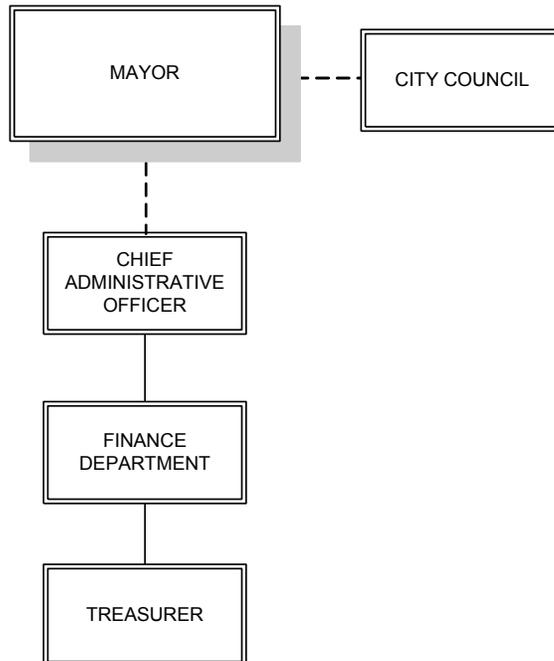
APPROPRIATION SUPPLEMENT

ORG CODE/ OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01041000 TAX ASSESSOR	754,928	1,080,809	1,076,462	1,076,462	-4,347
51000 FULL TIME EARNED PAY	466,945	622,484	631,809	631,809	9,325
51106 REGULAR STRAIGHT OVERTIME	7,251	10,000	10,000	10,000	0
51108 REGULAR 1.5 OVERTIME PAY	2,760	0	0	0	0
51140 LONGEVITY PAY	10,575	11,175	9,225	9,225	-1,950
51156 UNUSED VACATION TIME PAYOUT	5,025	0	0	0	0
51403 ASSESSMENT APPEALS STIPENDS	9,082	38,125	38,125	38,125	0
52360 MEDICARE	6,409	9,191	9,160	9,160	-31
52385 SOCIAL SECURITY	0	8,358	10,812	10,812	2,454
52399 UNIFORM ALLOWANCE	1,200	0	600	600	600
52504 MERF PENSION EMPLOYER CONT	55,611	74,327	83,334	83,334	9,007
52917 HEALTH INSURANCE CITY SHARE	79,497	80,468	56,716	56,716	-23,752
53605 MEMBERSHIP/REGISTRATION FEES	935	1,884	1,884	1,884	0
53610 TRAINING SERVICES	150	3,393	3,393	3,393	0
53705 ADVERTISING SERVICES	647	909	909	909	0
53720 TELEPHONE SERVICES	11	694	694	694	0
53905 EMP TUITION AND/OR TRAVEL REIM	0	1,126	1,126	1,126	0
54555 COMPUTER SUPPLIES	129	1,080	1,080	1,080	0
54595 MEETING/WORKSHOP/CATERING FOOD	564	384	384	384	0
54640 HARDWARE/TOOLS	0	101	101	101	0
54675 OFFICE SUPPLIES	4,686	3,725	3,725	3,725	0
54705 SUBSCRIPTIONS	2,038	1,615	1,615	1,615	0
54720 PAPER AND PLASTIC SUPPLIES	0	25	25	25	0
54725 POSTAGE	7,747	9,654	9,654	9,654	0
55055 COMPUTER EQUIPMENT	0	1,706	1,706	1,706	0
55145 EQUIPMENT RENTAL/LEASE	0	3,488	3,488	3,488	0
55150 OFFICE EQUIPMENT	0	1,350	1,350	1,350	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	3,846	3,575	3,575	3,575	0
56040 BOOKBINDING SERVICES	10,000	10,606	10,606	10,606	0
56055 COMPUTER SERVICES	30,771	30,369	30,369	30,369	0
56095 APPRAISAL SERVICES	43,550	43,000	43,000	43,000	0
56100 AUDITING SERVICES	0	373	373	373	0
56175 OFFICE EQUIPMENT MAINT SRVCS	0	675	675	675	0
56180 OTHER SERVICES	5,500	106,949	106,949	106,949	0

FINANCE DIVISIONS
TREASURY

MISSION STATEMENT

Our mission is to act as the custodian of all funds belonging to the City of Bridgeport. Our objectives include maximizing on-line Banking Services from each Financial Institution to expedite wire transfers, stop payments, and check retention needed for research purposes. We work with Financial Institutions to implement on-line investment practices, and deposit and invest all funds in any national or state bank/trust company. We comply with all regulations, orders and ordinances made by the City Council. Our activities include the distribution of all payroll and vendor checks. In addition, we make all payments for Debt Service and prepare and maintain all records of monetary transactions for the City of Bridgeport.



FY 2013-2014 GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Ronald Preston
Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01045000 TREASURY	72,663	200,000	125,000	125,000	-75,000
41246 EARNINGS ON INVESTMENTS	72,663	150,000	75,000	75,000	-75,000
41564 ADMINISTRATIVE FEE/OVERHEAD ALLO	0	50,000	50,000	50,000	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01045000 TREASURY	239,015	350,096	418,251	375,378	25,282
1 PERSONAL SERVICES	122,941	211,512	211,512	175,977	-35,535
2 OTHER PERSONAL SERVICES	1,725	1,800	900	900	-900
3 FRINGE BENEFITS	38,978	44,247	38,056	30,718	-13,529
4 OPERATING EXPENSES	5,762	12,808	12,973	12,973	165
6 SPECIAL SERVICES	69,610	79,729	154,810	154,810	75,081

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1010 CITY TREASURER	1.00		78,466	78,466	
1200 PAYROLL PROCESSOR	0.50		22,373	22,373	
1239 ACCOUNTING CLERK I (35 HOURS)		1.00		35,535	-35,535
1310 ACCOUNTANT	1.00		75,138	75,138	
TREASURY	2.50	1.00	175,977	211,512	-35,535

FY 2013-2014 GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
TREASURER								
Pension Checks issued	12,168	11,760	N/A	11,382	11,111	10,842	10,560	10,300
Vendor Checks mailed	33,655	34,782	N/A	29,495	21,835	21,648	19,249	21,173
Payroll Checks distributed	218,632	220,692	206,905	201,349	190,146	182,240	181,317	177,810
DEBT ISSUANCES								
Total bank accounts	109	111	111	112	112	108	88	84
Checking	45	45	47	46	46	43	37	35
Savings	35	37	35	41	42	41	38	37
Investment	7	7	7	9	8	8	11	10
ZBA	2	2	2	2	2	2	2	2
R & T accounts	20	20	20	14	14	14	0	0
TOTAL BANK BALANCES								
Checking	\$ 8,693,662	\$ 12,801,307	\$ 9,000,000	\$ 13,826,205	\$ 11,407,073	11,046,815	\$ 12,456,200	\$ 11,500,000
Savings	\$ 27,319,032	\$ 13,976,949	\$ 72,740,814	\$ 40,264,816	\$ 7,274,420	14,054,442	\$ 20,704,321	\$ 18,500,000
Reich & Tang	\$ 18,662,165	\$ 37,595,982	\$ 44,204,461	\$ 19,467,148	\$ 19,740,246	\$ 9,483,191	0	0
Investment	\$ 96,035,888	\$ 98,652,466	\$ 23,836,223	\$ 24,708,780	\$ 51,151,383	\$ 85,952,311	\$ 117,034,387	\$ 85,000,000

FY 2013-2014 GOALS

- 1) To successfully implement the new banking system from the City of Bridgeport's new Banking Services Provider, selected through an RFP process.
- 2) To provide exceptional Treasury services for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.

FY 2012-2013 GOAL STATUS

- 1) To provide exceptional Treasury service for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.
6 MONTH STATUS: *Treasury has continued to provide exceptional service to the Community and Employees of the City of Bridgeport whenever called upon.*

FY 2013-2014 GENERAL FUND BUDGET

TREASURY

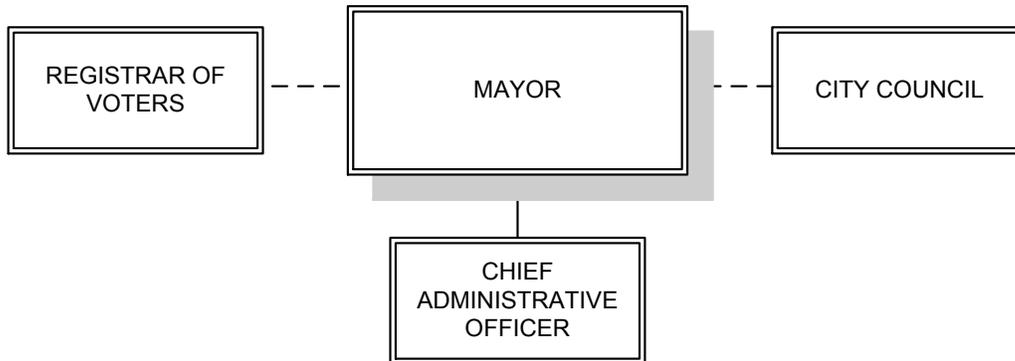
APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01045000 TREASURY	239,015	350,096	418,251	375,378	25,282
51000 FULL TIME EARNED PAY	122,941	211,512	211,512	175,977	-35,535
51140 LONGEVITY PAY	1,725	1,800	900	900	-900
52360 MEDICARE	1,772	3,018	3,046	2,531	-487
52385 SOCIAL SECURITY	0	2,203	2,203	0	-2,203
52504 MERF PENSION EMPLOYER CONT	14,220	22,397	24,706	20,086	-2,311
52917 HEALTH INSURANCE CITY SHARE	22,986	16,629	8,101	8,101	-8,528
53605 MEMBERSHIP/REGISTRATION FEES	275	435	600	600	165
53720 TELEPHONE SERVICES	0	68	68	68	0
53750 TRAVEL EXPENSES	0	360	360	360	0
53905 EMP TUITION AND/OR TRAVEL REIM	0	84	84	84	0
54555 COMPUTER SUPPLIES	5,036	8,815	8,815	8,815	0
54595 MEETING/WORKSHOP/CATERING FOOD	135	200	200	200	0
54675 OFFICE SUPPLIES	316	2,000	2,000	2,000	0
54705 SUBSCRIPTIONS	0	96	96	96	0
55150 OFFICE EQUIPMENT	0	750	750	750	0
56105 BANKING SERVICES	59,147	59,919	135,000	135,000	75,081
56175 OFFICE EQUIPMENT MAINT SRVCS	800	800	800	800	0
56180 OTHER SERVICES	260	260	260	260	0
56205 PUBLIC SAFETY SERVICES	9,403	18,750	18,750	18,750	0

GENERAL GOVERNMENT DIVISIONS
REGISTRAR OF VOTERS

MISSION STATEMENT

To seek better ways to provide services to encourage all eligible residents to exercise their right to vote; conduct elections in a fair, accurate and efficient manner; maintain a continuous professional level of service to the public; and develop new techniques to improve outreach services which acknowledge the diversity of the city of Bridgeport.



FY 2013-2014 GENERAL FUND BUDGET
 REGISTRAR OF VOTERS

BUDGET DETAIL

Santa Ayala / Linda Grace
 Registrars

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01050000 REGISTRAR OF VOTERS	100	100	100	100	0
41260 DISKETTE FEES	100	100	100	100	0
41538 COPIES	0	0	0	0	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01050000 REGISTRAR OF VOTERS	706,880	703,596	710,331	710,331	6,735
1 PERSONAL SERVICES	279,278	285,514	287,420	287,420	1,906
2 OTHER PERSONAL SERVICES	222,346	179,384	157,534	157,534	-21,850
3 FRINGE BENEFITS	88,894	92,495	97,460	97,460	4,965
4 OPERATING EXPENSES	40,486	60,735	77,449	77,449	16,714
6 SPECIAL SERVICES	75,875	85,468	90,468	90,468	5,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1027 REGISTRAR OF VOTERS	1.00		69,375	69,375	
1027 REGISTRAR OF VOTERS	1.00		69,375	69,375	
1028 DEPUTY REGISTRAR OF VOTERS	1.00		52,352	52,352	
1028 DEPUTY REGISTRAR OF VOTERS	1.00		52,351	52,351	
G329 SEASONAL EMPLOYEES UNDER GRANT			120,000	135,000	-15,000
G453 SECRETARIAL ASSISTANT	1.00		43,968	42,061	1,907
REGISTRAR OF VOTERS	5.00		407,421	420,514	-13,093

MANDATED SERVICES

The Registrar of Voters is responsible for registering voters and conducting Federal, State, Special and Local elections. The Registrar prepares the published notices of elections and lists of offices for which candidates are to be nominated. It is the Registrars' duty to accept and check the nominating petitions of candidates for office. The Registrar is also required to establish and revise voting precincts, provide for the tabulation of returns on election night and conduct the official canvass of votes cast. The Registrar is also responsible for the following:

- 1) Responsible for conducting hand count of machine read ballots after elections if jurisdiction is subject to audit.
- 2) Responsible for completing and filing audit paperwork with the Secretary of State.
- 3) Able to hire additional officials on Election Day, the day after the election if the need arises.
- 4) Mandated to electronically update voter file with information as to who voted after every election.
- 5) All challenge and provisional ballot supplies which used to be provided by the Town Clerk must now be provided by the Registrar.
- 6) Responsible to determining the amount of ballots that will be ordered for use at each polling place (Registrar must now pay for the printing of the ballots).
- 7) Able to determine if two shifts of election officials will be used at an election without legislative body approval.
- 8) Assume the Town Clerk's responsibility for providing polling place supplies to moderators on the day before the election.
- 9) Responsible for training poll workers on the proper procedures to follow including the procedure to accommodate an individual who is at the polls but are unable to enter the polling place (curb-side voting).
- 10) Responsible for storage of all voted ballots after the election and up until the 14 day lock-down period has expired or the audit is complete. After the 14 day lock-down the Registrar must (1) transmit the absentee ballots for long-term storage and (2) keep all voted ballots used at the polls for long term storage.
- 11) Responsible for training Absentee Ballot election officials; and poll workers on the proper procedures to follow including the procedure to accommodate an individual who is at the polls but are unable to enter the polling place (curb-side voting).
- 12) Responsible for storage of all voted ballots after the election and up until the 14 day lock-down period has expired or the audit is complete. After the 14 day lock-down the Registrar must (1) transmit the absentee ballots for long-term storage and (2) keep all voted ballots used at the polls for long term storage.
- 13) Responsible for training Absentee Ballot election officials.
- 14) Responsible for providing supplies for a paper ballot election. An Election where no voting tabulators are used.
- 15) Responsible for assisting and ensuring that the Head Moderator completes and files the Head Moderator's Return with the Secretary of the State.

FY 2013-2014 GENERAL FUND BUDGET
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01050000 REGISTRAR OF VOTERS	706,880	703,596	710,331	710,331	6,735
51000 FULL TIME EARNED PAY	279,278	285,514	287,420	287,420	1,906
51100 PT TEMP/SEASONAL EARNED PA	187,340	135,000	120,000	120,000	-15,000
51106 REGULAR STRAIGHT OVERTIME	5,698	10,000	8,000	8,000	-2,000
51108 REGULAR 1.5 OVERTIME PAY	22,288	30,000	25,000	25,000	-5,000
51140 LONGEVITY PAY	2,475	2,625	2,775	2,775	150
51156 UNUSED VACATION TIME PAYOUT	4,545	0	0	0	0
51804 CITY-OWNED VEHICLE BENEFIT	0	1,759	1,759	1,759	0
52360 MEDICARE	5,510	5,908	3,956	3,956	-1,952
52385 SOCIAL SECURITY	6,420	6,622	6,622	6,622	0
52504 MERF PENSION EMPLOYER CONT	32,513	33,800	37,727	37,727	3,927
52917 HEALTH INSURANCE CITY SHARE	44,451	46,165	49,155	49,155	2,990
53050 PROPERTY RENTAL/LEASE	297	2,000	2,000	2,000	0
53605 MEMBERSHIP/REGISTRATION FEES	110	500	500	500	0
53705 ADVERTISING SERVICES	341	1,000	1,000	1,000	0
53750 TRAVEL EXPENSES	0	525	525	525	0
53905 EMP TUITION AND/OR TRAVEL REIM	106	6,000	6,000	6,000	0
54675 OFFICE SUPPLIES	2,588	5,500	5,500	5,500	0
54705 SUBSCRIPTIONS	0	245	245	245	0
55090 ELECTION EQUIPMENT	37,044	41,286	58,000	58,000	16,714
55155 OFFICE EQUIPMENT RENTAL/LEAS	0	3,679	3,679	3,679	0
56170 OTHER MAINTENANCE & REPAIR S	0	2,207	2,207	2,207	0
56175 OFFICE EQUIPMENT MAINT SRVCS	1,540	0	0	0	0
56180 OTHER SERVICES	74,335	83,261	88,261	88,261	5,000

GENERAL GOVERNMENT DIVISIONS

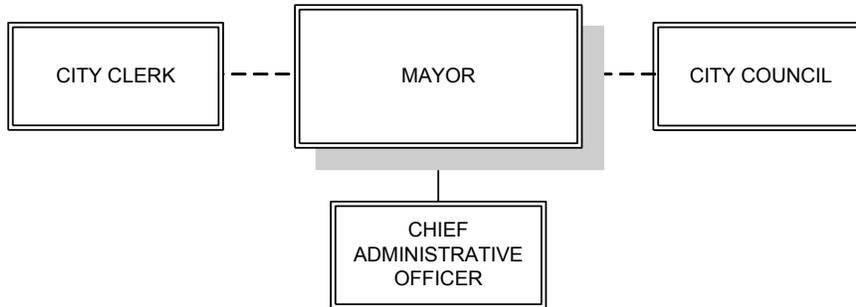
CITY CLERK

MISSION STATEMENT

To provide clerical staff and support to the City Council and their standing and special committees; to provide accurate records of actions and proceedings of the City Council to all Council members, municipal departments, and interested citizens under the requirements of the State of Connecticut's Freedom of Information Act. To act as guardian of the City seal, affixing only to proper and valid municipal documents and to accept and record all services, summonses and writs against the City.

Under the City Hall Committee division, the staff provides clerical assistance to the City Hall Committee (a three-member board) consisting of the City Clerk, the City Council President, and the Director of Finance. This committee is charged by Charter with the upkeep of the City Hall building, the assignment of office space, the sale of various City owned properties, and the assignment, questions, and complaints relating to the City Hall parking facilities.

We value: responsiveness to the needs of all customers; neutrality and professionalism; fostering honest, open communication between the public, Council and staff; personal and professional commitment to quality customer service; and consistency, fairness, mutual respect and courtesy in our work environment.



FY 2013-2014 GENERAL FUND BUDGET

CITY CLERK

BUDGET DETAIL

Fleeta Hudson
City Clerk

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01050000 REGISTRAR OF VOTERS	706,880	703,596	710,331	710,331	6,735
1 PERSONAL SERVICES	279,278	285,514	287,420	287,420	1,906
2 OTHER PERSONAL SERVICES	222,346	179,384	157,534	157,534	-21,850
3 FRINGE BENEFITS	88,894	92,495	97,460	97,460	4,965
4 OPERATING EXPENSES	40,486	60,735	77,449	77,449	16,714
6 SPECIAL SERVICES	75,875	85,468	90,468	90,468	5,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1006 CITY CLERK	1.00		33,620	33,620	
1120 ASSISTANT CITY CLERK	1.00		73,330	69,521	3,809
1230 TYPIST I (35 HOURS)	1.00		36,779	32,884	3,895
1232 TYPIST II (35 HOURS)		1.00		42,238	-42,238
1251 TYPIST III (35 HRS)	1.00		45,059	43,105	1,954
G456 LEGISLATIVE LIAISON	1.00		42,799	42,238	561
CITY CLERK'S OFFICE	5.00	1.00	231,587	263,606	-32,019

FY 2013-2014 GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
CITY CLERK								
Incoming files processed	320	315	214	245	270	156	271	300
Finalized/Outgoing files Processed	290	272	185	175	185	144	263	270
Council/Committee Agendas Processed	123	205	159	173	191	186	169	200
Council/Committee Minutes Processed	123	205	132	114	126	129	175	190
INTERDEPARTMENTAL SERVICES								
Requests for records research fulfilled	500	1000	1080	973	1070	993	984	1000
Requests for certifications fulfilled	300	624	600	500	550	534	521	550
CONSTITUENT SERVICES								
Records research requests pursuant to FOIA	150	670	540	600	660	552	563	600
Certified record requests	50	55	50	75	82	53	51	60
Filings/Postings pursuant to FOIA	650	674	665	1119	1230	1310	1356	1380
Claims/Summonses/Writs against the City Processed	567	512	512	560	616	622	605	620

FY 2013-2014 GOALS

- 1) Begin discussion with Municode to set up and host the City of Bridgeport Code on the City Clerk's website. Municode will update the Code online after the completion of every supplement and post current ordinances in between annual updates. This will be a benefit for the Citizens of Bridgeport and City Staff.
- 2) Continue to maintain and provide professional service despite staff shortage.

FY 2012-2013 GOAL STATUS

- 1) Hire an additional full-time employee to fill vacant Typist 1 position.
6 MONTH STATUS: *This process was started but is still ongoing.*
- 2) Continue to maintain and provide professional service despite staff shortage.
6 MONTH STATUS: *This is ongoing.*

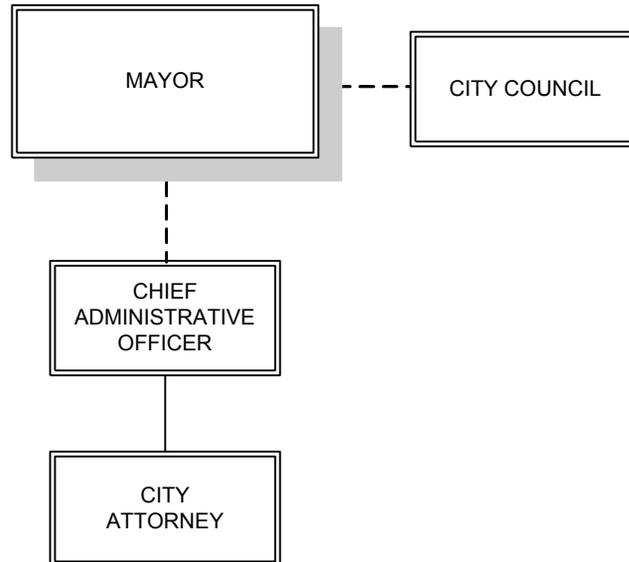
FY 2013-2014 GENERAL FUND BUDGET
 CITY CLERK APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01055000 CITY CLERK	291,306	392,606	406,971	367,297	-25,309
51000 FULL TIME EARNED PAY	175,673	263,606	264,471	231,587	-32,019
51140 LONGEVITY PAY	3,750	2,700	3,675	3,675	975
51156 UNUSED VACATION TIME PAYOUT	1,255	0	0	0	0
52360 MEDICARE	2,556	3,057	3,681	3,204	147
52385 SOCIAL SECURITY	0	2,619	2,039	0	-2,619
52504 MERF PENSION EMPLOYER CONT	20,448	26,284	34,858	30,584	4,300
52917 HEALTH INSURANCE CITY SHARE	40,524	42,605	46,512	46,512	3,907
53605 MEMBERSHIP/REGISTRATION FEES	290	550	550	550	0
53705 ADVERTISING SERVICES	5,380	9,500	9,500	9,500	0
53750 TRAVEL EXPENSES	0	4,500	4,500	4,500	0
54675 OFFICE SUPPLIES	4,199	4,200	4,200	4,200	0
54700 PUBLICATIONS	0	24	24	24	0
54720 PAPER AND PLASTIC SUPPLIES	15	17	17	17	0
55055 COMPUTER EQUIPMENT	2,076	2,400	2,400	2,400	0
55150 OFFICE EQUIPMENT	0	2,360	2,360	2,360	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	2,442	0	0	0	0
55530 OFFICE FURNITURE	7,356	0	0	0	0
56055 COMPUTER SERVICES	961	2,500	2,500	2,500	0
56085 FOOD SERVICES	221	340	340	340	0
56175 OFFICE EQUIPMENT MAINT SRVCS	514	2,200	2,200	2,200	0
56180 OTHER SERVICES	23,646	23,144	23,144	23,144	0

CITY ATTORNEY

MISSION STATEMENT

We provide legal representation in accordance with the City Charter to the City, its officers, City Council, and its boards and commissions. We provide prosecution and defense services for all civil actions brought in any state or federal court or before any administrative board or agency.



FY 2013-2014 GENERAL FUND BUDGET

CITY ATTORNEY

BUDGET DETAIL

Mark Anastasi
Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01060000 CITY ATTORNEY	0	5,000	5,000	5,000	0
41543 FORECLOSURE COST RECOVERY	0	5,000	5,000	5,000	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01060000 CITY ATTORNEY	5,345,842	4,875,123	4,642,473	4,391,534	-483,590
1 PERSONAL SERVICES	1,568,154	1,660,504	1,838,609	1,796,388	135,884
2 OTHER PERSONAL SERVICES	53,907	24,300	25,800	25,800	1,500
3 FRINGE BENEFITS	414,374	423,715	512,303	503,584	79,869
4 OPERATING EXPENSES	2,627,396	2,102,146	1,276,303	1,276,303	-825,843
6 SPECIAL SERVICES	682,011	664,458	989,458	789,458	125,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1014 DEPUTY CITY ATTORNEY	1.00		99,652	99,652	
1015 ASSISTANT CITY ATTORNEY	1.00		52,647	52,647	
1015 ASSISTANT CITY ATTORNEY	1.00		52,647	52,647	
1015 ASSISTANT CITY ATTORNEY	1.00	-1.00	52,647		52,647
1015 ASSISTANT CITY ATTORNEY	1.00	-1.00	52,647		52,647
1110 LEGAL SECRETARY (35 HOURS)	1.00		51,089	48,873	2,216
1110 LEGAL SECRETARY (35 HOURS)	1.00		51,089	48,873	2,216
1248 COLLECTION AIDE (35 HRS)	1.00		44,134	42,221	1,913
1248 COLLECTION AIDE (35 HRS)		1.00		42,221	-42,221
1248 COLLECTION AIDE (35 HRS)	1.00		35,233	33,706	1,527
1258 PARALEGAL	1.00	-1.00	47,523		47,523
1258 PARALEGAL	1.00		50,916	47,084	3,832
1258 PARALEGAL	1.00		50,916	47,084	3,832
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
1705 ASSOCIATE CITY ATTORNEY	1.00		123,406	122,187	1,219
OFFICE OF THE CITY ATTORNEY	20.00	-2.00	1,628,388	1,492,504	135,884

FY 2013-2014 GENERAL FUND BUDGET

CITY ATTORNEY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
CITY ATTORNEY									
Defense Claims/Litigation (Opened)	376	283	275	300	323	350	302	300	305
Claims/Suits Settlement/Judgment (PAID)	89	75	\$85	85	N/A	N/A	N/A	75	80
Amount Paid	\$639,392	\$723,996	\$ 2,118,578	\$1,016,171	\$ 984,799	\$984,799	\$643,683	\$2,551,302	\$1,800,000
OCA Collections -GEN	28	15	25	30	35(A)	35(A)	40	30	35
8.76 Anti-blight -Collection	142	248	250	225	N/A	N/A	70	N/A	N/A
8.60 Unlawful Dumping - Collection	960	1200	600	400	N/A	N/A	N/A	N/A	N/A
FOI Requests/Complaints	50	*40	60	70	108	125	136	162	175
Business Development (inc/ Contract Draft/Review)	266	242	225	200	350 (A)	375	400(E)	425	450
Ordinance Draft/Review	106	85	75	75	75	85	65	60	60
Public Meetings Attended	456	428	450	475	525	500	500	525	525
WPCA COLLECTION									
Legal Demand (2/3 of TOT)	2,336	2,282	2,342	1,858	2,523	2,600	2,646	2,846	3,000
Amount Collected	\$1,576,878	\$1,391,957	\$1,550,630	\$1,505,206	\$2,218,916	\$2,300,000	\$2,365,234	\$2,752,634	\$2,763,000
Civil Suits	935	593	706	1,114	767	800	629	576	450
Amount Collected	\$1,428,580	\$1,169,255	\$703,295	\$1,599,929	\$1,800,914	\$1,900,000	\$1,494,863	\$1,295,357	\$900,000
Foreclosures (Outside Legal Service Employed)	36	143	275	259	449	500	460	447	520
Amount Collected	\$323,436	\$402,376	\$713,797	\$1,747,320	\$1,504,597	\$1,600,000	\$1,699,324	\$1,717,006	\$1,760,000
Bank /Wage Executions	0	5	2	1	1	0	1	0	0
Amount Collected		3,913	6,624	3,529	872	0	1,540	0	0
Receivership	18	1	0	0	0	0	0	0	0
Amount Collected	\$401,330	\$31,900	0	0	0	0	0	0	0

* Estimates only due to layoff of Legal Administrative support.

** Estimates only until Abacus system calculates.

FY 2013-2014 GOALS

- 1) Maintain improved collection rate for arrears real property taxes through expanded execution of tax warrants and transition to use of outside collection services.
- 2) Continue to dispose (via strict foreclosure) of newly acquired city inventory of vacant and unwanted municipally owned real property through auction sales.
- 3) Continue to increase the number of condemnation, anti-blight and unlawful deposit hearings to support the ongoing "Clean City" campaign, as part of restructured anti-blight program under leadership of CAO and Citistat Offices.
- 4) Increase substantially the collection of fines for anti-blight and unlawful depositing to enable these quality of life projects so that they become revenue neutral, as part of restructures anti-blight program under leadership of CAO and Citistat Offices.
- 5) Together with the City Council's Special Rules Committee, draft and obtain adoption of revised Rules of the City Council to facilitate efficient Council proceedings.
- 6) Reduce reliance on outside legal counsel by supplementing in-house personnel resources as a means of reducing overall net City operating costs.
- 7) Increase legal support for the elected Board Of Education, with particular attention to facilitating enhanced procedures at board and board committee public meetings.
- 8) Provide additional litigation defense services to the Bridgeport School District, particularly with respect to labor and employment law matters, in order to reduce overall City net operating costs.
- 9) Continue to refine City's Freedom of Information Act (FOIA) legal review procedures to ensure timely responsiveness to requests for access to public information.
- 10) In conjunction with the Administration and Finance Department, analyze the viability of procurement of excess liability insurance coverage.
- 11) Expand legal support to the Administration and the City's lobbyists with respect to managing priority City legislative initiatives.
- 12) Support major infrastructure projects that the office is partnering on with other departments (i.e. Airports runway relocation & safety zone installation, WPCA regionalization, and Schools Building Committee constructions).

FY 2012-2013 GOAL STATUS

- 1) Maintain improved collection rate for arrears real property taxes through expanded execution of tax warrants and transition to use of outside collection services.
6 MONTH STATUS: *Satisfactory improvement achieved.*
- 2) Continue to dispose (via strict foreclosure) of newly acquired city inventory of vacant and unwanted municipally owned real property through auction sales.

FY 2013-2014 GENERAL FUND BUDGET

CITY ATTORNEY PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

6 MONTH STATUS: *Satisfactory progress; current need to fill vacant Collection Aide position in order to maintain momentum.*

- 3) Continue to increase number of condemnation, anti-blight and unlawful deposit hearings to support the on-going "Clean City" campaign, as part of restructured anti-blight program under leadership of CAO and CitiStat Offices.

6 MONTH STATUS: *Engaged in restructuring of anti-blight program under the leadership of CAO and CitiStat Offices.*

- 4) Increase substantially the collection of fines for anti-blight and unlawful depositing to enable these "QUALITY OF LIFE" projects so that they become revenue neutral, as part of restructured anti-blight program under leadership of CAO and CitiStat Offices.

6 MONTH STATUS: *Under the leadership of CAO and CitiStat Offices, the number of Anti-blight fines and illegal depositing fine hearings that our office staff has to handle has dramatically increased, with enhanced emphasis now placed upon enhanced collection methodologies.*

- 5) Together with the City Council's Special Rules Committee draft and obtain adoption of revised Rules of the City Council to facilitate efficient Council proceedings.

6 MONTH STATUS: *Inactive: awaiting City Council initiative.*

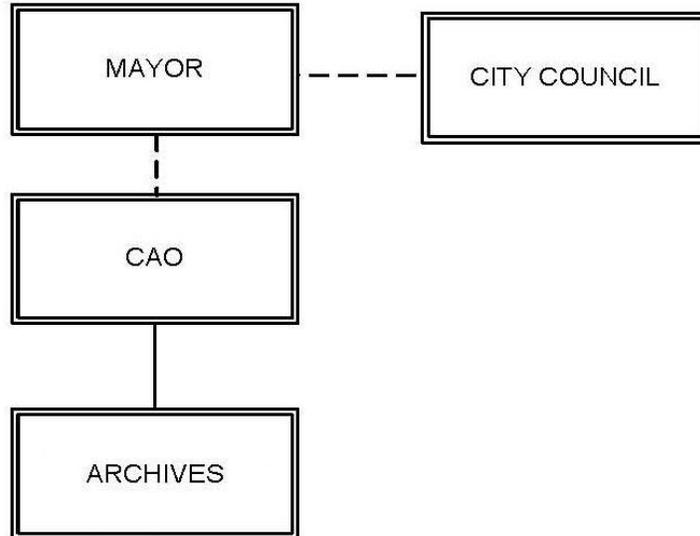
APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01060000 CITY ATTORNEY	5,345,842	4,875,123	4,642,473	4,391,534	-483,590
51000 FULL TIME EARNED PAY	1,450,154	1,492,504	1,670,609	1,628,388	135,884
51099 CONTRACTED SALARIES	118,000	168,000	168,000	168,000	0
51106 REGULAR STRAIGHT OVERTIME	1,630	5,000	5,000	5,000	0
51108 REGULAR 1.5 OVERTIME PAY	7,006	7,000	7,000	7,000	0
51140 LONGEVITY PAY	13,363	12,300	13,800	13,800	1,500
51156 UNUSED VACATION TIME PAYOUT	31,908	0	0	0	0
52360 MEDICARE	19,364	19,083	19,841	19,229	146
52385 SOCIAL SECURITY	0	0	5,205	2,587	2,587
52504 MERF PENSION EMPLOYER CONT	167,922	176,515	199,110	193,621	17,106
52917 HEALTH INSURANCE CITY SHARE	227,089	228,117	288,147	288,147	60,030
53005 PERSONAL PROPERTY CLAIMS AWARD	235,038	200,000	200,000	200,000	0
53010 PERSONAL PROPERTY CLAIMS ATTY	2,316,324	1,825,000	1,000,000	1,000,000	-825,000
53605 MEMBERSHIP/REGISTRATION FEES	4,335	6,643	5,800	5,800	-843
53610 TRAINING SERVICES	855	5,074	5,074	5,074	0
53705 ADVERTISING SERVICES	0	3,375	3,375	3,375	0
53905 EMP TUITION AND/OR TRAVEL REIM	8,293	8,010	8,010	8,010	0
54675 OFFICE SUPPLIES	16,328	16,970	16,970	16,970	0
54700 PUBLICATIONS	23,084	13,394	13,394	13,394	0
54705 SUBSCRIPTIONS	13,601	10,605	10,605	10,605	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	9,538	13,076	13,076	13,076	0
56095 APPRAISAL SERVICES	4,175	1,063	1,063	1,063	0
56130 LEGAL SERVICES	669,790	650,000	975,000	575,000	-75,000
56175 OFFICE EQUIPMENT MAINT SRVCS	4,691	7,095	7,095	7,095	0
56180 OTHER SERVICES	3,355	6,300	6,300	6,300	0
56131 LITIGATION SERVICES	0	0	0	200,000	200,000

FY 2013-2014 GENERAL FUND BUDGET
ARCHIVES & RECORDS

MISSION STATEMENT

This department directs the orderly and systematic maintenance, preservation, and disposition of the records of the City of Bridgeport in compliance with State and Federal laws. To do so it operates a records center for the storage of non-current records, and an archive for the City's permanent and historical documents. The program encourages the efficient and economical organization and retrieval of information. The Records Manager/Archivist assists other departments in solving records and filing problems, arranges for the destruction of obsolete materials, microfilms permanent records, and answers a variety of questions from the public about the City's past and present operations.



FY 2013-2014 GENERAL FUND BUDGET
 ARCHIVES & RECORDS

BUDGET DETAIL

Patricia P. Ulatowski
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01065000 ARCHIVES	73,540	87,350	86,108	86,108	-1,242
1 PERSONAL SERVICES	48,830	50,867	53,279	53,279	2,412
2 OTHER PERSONAL SERVICES	936	0	0	0	0
3 FRINGE BENEFITS	20,027	22,403	18,749	18,749	-3,654
4 OPERATING EXPENSES	1,177	5,300	5,300	5,300	0
6 SPECIAL SERVICES	2,570	8,780	8,780	8,780	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1125 RECORDS MANAGER	0.50		53,279	50,867	2,412
ARCHIVES & RECORDS	0.50		53,279	50,867	2,412

APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01065000 ARCHIVES	73,540	87,350	86,108	86,108	-1,242
51000 FULL TIME EARNED PAY	48,830	50,867	53,279	53,279	2,412
51156 UNUSED VACATION TIME PAYOUT	936	0	0	0	0
52360 MEDICARE	659	666	721	721	55
52504 MERF PENSION EMPLOYER CONT	5,569	5,967	6,926	6,926	959
52917 HEALTH INSURANCE CITY SHARE	13,800	15,770	11,102	11,102	-4,668
53710 OTHER COMMUNICATION SERVICES	0	1,500	1,500	1,500	0
54660 LIBRARY SUPPLIES	0	500	500	500	0
54675 OFFICE SUPPLIES	1,177	1,500	1,500	1,500	0
55150 OFFICE EQUIPMENT	0	1,800	1,800	1,800	0
56055 COMPUTER SERVICES	1,500	1,800	1,800	1,800	0
56175 OFFICE EQUIPMENT MAINT SRVCS	528	2,500	2,500	2,500	0
56210 RECYCLING SERVICES	542	4,480	4,480	4,480	0

FY 2013-2014 GENERAL FUND BUDGET

ARCHIVES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
ARCHIVES AND RECORDS CENTER									
Full box	59	25	8	45	32	25	25	130	42
Original	186	180	165	192	211	211	211	290	420
Folder	133	150	90	150	142	140	140	80	175
Microcopy	2	8	32	80	45	45	45	30	25
Photocopy	360	200	175	350	300	300	300	325	530
Other Expenses	222	200	200	200	200	200	200	200	200
Total Requests	962	763	660	1,025	930	921	921	1,055	1,567
BOXES									
Received	186	500	2,393	2,150	2,075	2,150	2,000	2,030	2,044
Destroyed	181	N/A	N/A	1,000	1,500	500	325	N/A	1,010
Total Boxes as of end of period	11,156	11,156	13,321	14,571	14,842	15,000	15,000	15,439	16,473
Total internal requests	782	700	523	900	975	1,000	975	1,200	2,282
Total requests by the public	180	250	7	10	15	20	15	1	0

FY 2013-2014 GOALS

- 1) Reactivate microfilming of select permanent city records.
- 2) Reinstate destruction and recycling of inactive records ready for legal disposal.
- 3) Work with department employees to organize & purge records on a more regular schedule.

FY 2012-2013 GOAL STATUS

- 1) Reinstate annual program of microfilming oldest permanent records to make space in records center.
6 MONTH STATUS: *On-going planning stage.*
- 2) Assist departments at City Hall who are being relocated to other areas and buildings during 2013.
6 MONTH STATUS: *Assisted Civil Service, Labor Relations, Benefits, Human Resources, Social Services with relocation and recycling and destruction of inactive records.*

FY 2012-2013 ADDITIONAL ACCOMPLISHMENTS

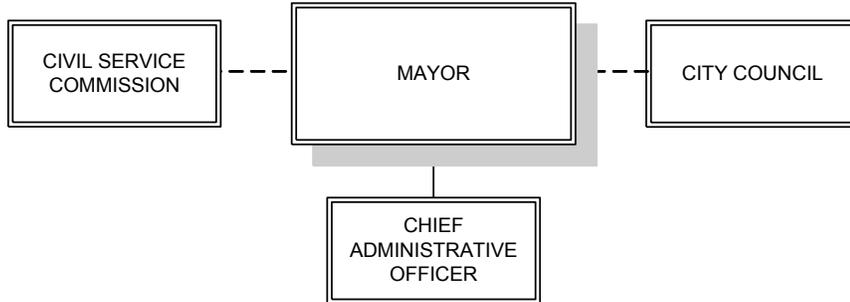
- 1) Appointed permanent Assistant Registrar of Vital Records in addition to serving as City's Record Manager and Archivist. Successfully managing two city departments by merging job duties under supervision of one manager to conserve budget dollars.

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GENERAL GOVERNMENT DIVISIONS
CIVIL SERVICE

MISSION STATEMENT

To serve as the central personnel office for the City of Bridgeport as prescribed by the City Charter.



FY 2013-2014 GENERAL FUND BUDGET

CIVIL SERVICE

BUDGET DETAIL

David Dunn
 Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01070000 CIVIL SERVICE	93,342	90,100	90,100	90,100	0
41538 COPIES	72	100	100	100	0
41547 RESIDENT APPLICATION/ADMINISTRA	13,680	15,000	15,000	15,000	0
41548 NON-RESIDENT APPLICATION/ADMINI	79,590	75,000	75,000	75,000	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01070000 CIVIL SERVICE	935,572	843,253	961,477	961,477	118,224
1 PERSONAL SERVICES	516,111	431,041	442,057	442,057	11,016
2 OTHER PERSONAL SERVICES	47,902	45,050	62,050	62,050	17,000
3 FRINGE BENEFITS	133,431	114,573	127,062	127,062	12,489
4 OPERATING EXPENSES	59,415	93,885	103,604	103,604	9,719
6 SPECIAL SERVICES	178,713	158,704	226,704	226,704	68,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1101 CLERICAL ASSISTANT	1.00		35,665	35,665	
1115 ADMINISTRATIVE ASSISTANT	1.00		75,222	73,330	1,892
1121 RETIREMENT ADMINISTRATOR	1.00		54,173	51,824	2,349
1259 CLERICAL ASSISTANT	1.00		36,525	34,941	1,584
1502 PERSONNEL ASSISTANT II	1.00		73,394	70,212	3,182
1507 PERSONNEL TRAINEE	1.00		46,338	44,329	2,009
1510 PERSONNEL DIRECTOR	1.00		120,740	120,740	
CIVIL SERVICE	7.00		442,057	431,041	11,016

FY 2013-2014 GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2012-2013
CIVIL SERVICE	
Purged Files Destroyed	32,000
Retirement Processing	220
Library Hiring	21
Candidates tested for positions	1,182
Positions Advertised	
Clerical, Admin, Supervisory & Technical Applications	1,900
Seasonal, Crossing Guard & Custodial Applications	4,160
Total Applications Processed	6,060

FY 2013-2014 GOALS

- 1) Conduct a 2013-2014 entry level police officer examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations and Federal Uniform Selection Procedures.
- 2) Successfully manage and administer Police Detective, Sergeant, and Lieutenant examinations.
- 3) Successfully manage and administer Fire Pumper Engineer, Lieutenant, Fire Inspector and Superintendent of Maintenance examinations.
- 4) Successfully manage and administer Custodian I and Custodian IV examinations.
- 5) Continue successful expansion of the non-competitive division through the systematic elimination and restructuring of the competitive division for civilian jobs.
- 6) Successful integration of Police personnel into MERF pension, subject to Labor negotiations.
- 7) Fully integrate Civil Service office, Human Resources, Grants Personnel, Benefits and Labor Relations.
- 8) Process and hire an additional Fire Academy class, using the results of the 2012 Fire department hiring list.
- 9) Adopt high density filing system, including conversion of Civil Service, Human Resources, Grants, Workers' Compensation & Benefits files into 1 efficient location.
- 10) Continue Civil Service *green* efforts to expand the use and availability of the online application "applicant tracking" feature of MUNIS to eliminate the walk-in traffic and paper applications.

FY 2012-2013 GOAL STATUS

- 1) Begin planning process for 2013 entry level police officer examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations and Federal Uniform Selection Procedures.
6 MONTH STATUS: Plans to conduct a 2013 entry level police officer examination are complete, however, they will be postponed until 2014, and "contingent" job offers will be made to the remaining candidates on the current 2011 police officer hiring list which expires April 25, 2013, for the next police class, which is tentatively scheduled to begin on or before July 2013.
- 2) Successfully manage and administer Police Detective, Sergeant and Lieutenant exams.
6 MONTH STATUS: Successfully engaged consultant, Selection Works, Inc., Logistical planning and administrative issues currently taking place. Exam dates to be announced on or about April 1st.
- 3) Successfully manage and administer Fire Pumper Engineer, Lieutenant, and Superintendent of Maintenance examinations.
6 MONTH STATUS: Successfully engaged consultant, Resource Management Associates (RMA), Logistical planning and administrative issues currently taking place. Exam dates to be announced on or about March 15th.
- 4) Successfully manage and administer Custodian I and IV examinations.
6 MONTH STATUS: Civil Service planning completed. Awaiting Labor discussions with AFSCME, NAGE, and BCSA unions.
- 5) Successfully manage and administer the selection for Assistant Police Chief.

6 MONTH STATUS: *Successfully completed. Assistant Police Chief James Nardozzi hired 12/1/2012.*

- 6) Continue successful expansion of non-competitive division through systematic elimination and restructuring of the competitive division for civilian jobs.

6 MONTH STATUS: *Civil Service Commission approved the changeover of 3 classifications into the non-competitive Division. As opportunities continue to arise additional Civil Service Commission approvals will be sought.*

- 7) Successful integration of Fire personnel and possibly Police personnel into MERF (Municipal Employees Retirement Fund) pension system.

6 MONTH STATUS: *Fire department personnel successfully integrated into MERF; awaiting further direction from Labor Relations regarding Police department negotiations.*

- 8) Successfully manage the physical relocation of Civil Service offices.

6 MONTH STATUS: *Successfully completed January 2013.*

- 9) Fully integrate the Civil Service office into a City-wide Human Resources department that includes Grants Personnel, Benefits and Labor Relations.

6 MONTH STATUS: *In process. All hiring is now processed through Civil Service department.*

FY 2012-2013 ADDITIONAL ACCOMPLISHMENTS

- 1) Successfully streamlined seasonal hiring process for Fall 2012 and will apply same process for Spring of 2013. All hiring is now under Civil Service.
- 2) Successfully completed the hiring of the 2nd Police class from the 2011 certified examination list. Academy graduation January 2013.
- 3) In the process of adopting a high density filing system to work in conjunction with Human Resources, Grants, Workers' Compensation & Benefits, which will fully integrate all the above noted files into 1 location and system. It is a move in a very positive direction, recommended by department personnel, Civil Service Commission and the City's Archivist Patricia Ulatowski.
- 4) We have successfully expanded the use of college interns in conjunction with CitiStat in partnership with Fairfield University, University of New Haven and Sacred Heart University. Presently, 4 interns are working in Labor, HR, Benefits, and Civil Service. Participating interns have been both graduate and undergraduate students.
- 5) Successfully completed the hiring of the 1st CPAT-certified Fire Academy class. 21 rookie Firefighters were trained at the Connecticut State Fire Academy. The entire class graduated at the Klein Memorial Auditorium on December 5, 2012. All 21 new firefighters have been successfully integrated into fire companies throughout the City.

FY 2013-2014 GENERAL FUND BUDGET
 CIVIL SERVICE APPROPRIATION SUPPLEMENT

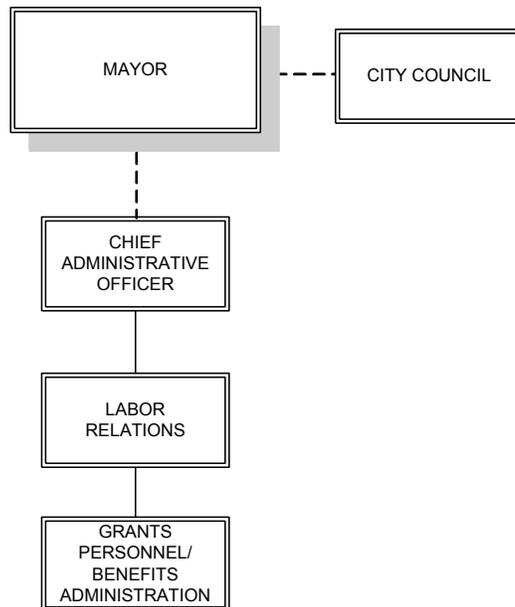
ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01070000 CIVIL SERVICE	935,572	843,253	961,477	961,477	118,224
51000 FULL TIME EARNED PAY	516,111	431,041	442,057	442,057	11,016
51106 REGULAR STRAIGHT OVERTIME	1,195	6,000	6,000	6,000	0
51108 REGULAR 1.5 OVERTIME PAY	8,309	5,000	5,000	5,000	0
51140 LONGEVITY PAY	4,650	4,050	1,050	1,050	-3,000
51146 PROCTOR PAY	30,251	30,000	50,000	50,000	20,000
51156 UNUSED VACATION TIME PAYOU	3,498	0	0	0	0
52360 MEDICARE	6,717	6,027	6,152	6,152	125
52385 SOCIAL SECURITY	1,912	4,651	2,211	2,211	-2,440
52504 MERF PENSION EMPLOYER CONT	57,152	46,855	57,603	57,603	10,748
52917 HEALTH INSURANCE CITY SHARE	67,650	57,040	61,096	61,096	4,056
53050 PROPERTY RENTAL/LEASE	23,775	24,781	24,781	24,781	0
53605 MEMBERSHIP/REGISTRATION FEES	190	275	350	350	75
53705 ADVERTISING SERVICES	27,037	55,356	65,000	65,000	9,644
53905 EMP TUITION AND/OR TRAVEL REIM	340	461	461	461	0
54560 COMMUNICATION SUPPLIES	386	450	450	450	0
54640 HARDWARE/TOOLS	2,188	2,531	2,531	2,531	0
54675 OFFICE SUPPLIES	2,143	3,000	3,000	3,000	0
54700 PUBLICATIONS	265	265	265	265	0
54725 POSTAGE	0	16	16	16	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	1,800	5,400	5,400	5,400	0
55530 OFFICE FURNITURE	1,291	1,350	1,350	1,350	0
56085 FOOD SERVICES	4,001	5,000	5,000	5,000	0
56110 FINANCIAL SERVICES	0	87	87	87	0
56155 MEDICAL SERVICES	41,989	52,000	85,000	85,000	33,000
56165 MANAGEMENT SERVICES	123,592	90,000	125,000	125,000	35,000
56175 OFFICE EQUIPMENT MAINT SRVCS	3,084	3,232	3,232	3,232	0
56180 OTHER SERVICES	6,047	7,500	7,500	7,500	0
59010 MAILING SERVICES	0	480	480	480	0
59015 PRINTING SERVICES	0	405	405	405	0

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FY 2013-2014 GENERAL FUND BUDGET
GRANTS PERSONNEL /
BENEFITS ADMINISTRATION

MISSION STATEMENT

The Benefit Administration Office administers the group benefits and workers' compensation programs for the City and manages the benefits and workers' compensation expenditures for both the City and the Board of Education. The mission of the Benefits Office is to assure accurate, timely and efficient administration of employee benefit programs at fair cost to both the City's taxpayers, and its active and retired employees and their eligible dependents and to manage the distribution of financial resources and the delivery of these benefits with frugality, skill and professional judgment.



FY 2013-2014 GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS BUDGET DETAIL

Janet Finch / Richard Weiner
Managers

REVENUE SUMMARY

Not applicable.

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01075000 HEALTH BENEFIT ADMINISTRATION	18,158,807	18,000,848	18,003,027	17,762,527	-238,321
1 PERSONAL SERVICES	667,116	850,350	873,038	873,038	22,688
2 OTHER PERSONAL SERVICES	25,554	12,225	15,750	15,750	3,525
3 FRINGE BENEFITS	17,440,247	17,076,800	17,050,404	16,809,904	-266,896
4 OPERATING EXPENSES	5,901	12,623	14,585	14,585	1,962
6 SPECIAL SERVICES	19,990	48,850	49,250	49,250	400
01080000 EMPLOYEE & ORGNZTNL DVLPMNT	963	17,503	54,753	54,753	37,250
3 FRINGE BENEFITS	0	753	753	753	0
4 OPERATING EXPENSES	335	16,000	52,000	52,000	36,000
6 SPECIAL SERVICES	627	750	2,000	2,000	1,250

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1044 BENEFITS MANAGER	1.00		91,306	91,306	
1119 PAYROLL CLERK II	1.00		72,330	69,194	3,136
1119 PAYROLL CLERK II	1.00		72,330	69,194	3,136
1123 ADMINISTRATIVE ASSISTANT	1.00		41,204	41,204	
1511 HUMAN RESOURCE MANAGER	1.00		105,495	105,495	
G008 CLERK A	1.00		33,156	31,719	1,437
G008 CLERK A	1.00		26,157	31,719	-5,562
G008 CLERK A	1.00		31,719	31,719	
G057 PROJECT MANAGER	1.00		91,304	87,444	3,860
G064 PAYROLL MANAGER	1.00		91,304	87,444	3,860
G189 BENEFITS COORDINATOR	1.00		54,697	54,697	
G221 HUMAN RESOURCES GENERALIST (35	1.00		47,546	47,546	
G334 EMPLOYEE SERVICES COORDINATOR	1.00		50,880	50,880	
G442 SENIOR PAYROLL ADMINISTRATOR (1.00		63,610	50,789	12,821
HUMAN RESOURCES/BENEFITS ADMIN.	14.00		873,038	850,350	22,688

FY 2013-2014 GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
BENEFITS OFFICE								
Number of plans managed	12	12	14	14	14	14	14	14
Annual Expenditure City and BOE, Active & Retired, Group & WC	\$75,489,237	\$80,536,660	\$86,223,264	\$86,641,700	\$95,236,498	\$100,521,382	\$108,731,099	\$103,700,000
Annual Expenditure City and BOE, Active & Retired, Group Only	\$65,438,759	\$69,318,675	\$73,821,688	\$75,565,571	\$83,214,369	\$88,174,808	\$95,593,091	\$92,500,000
Annual Expenditure City and BOE, Active & Retired, WC Only	\$10,050,478	\$11,217,985	\$12,401,576	\$11,076,129	\$12,022,129	\$12,346,574	\$13,138,008	\$11,200,000
Annual group benefit expenses for City & BOE Employees Only	\$41,544,206	\$41,776,563	\$44,752,996	\$45,466,267	\$49,102,355	\$53,524,970	\$58,358,120	\$51,895,117
City and BOE Employees under administration	4,584	4,536	4,352	4,078	4,183	3,975	4,208	5,186
Annual benefit cost per active employee	\$9,063	\$9,210	\$10,215	\$11,149	\$11,739	\$13,465,40	\$13,868,37	\$10,007,00
Annual group benefit expenses for All retired employees	\$24,130,200	\$26,743,768	\$29,451,573	\$30,099,304	\$34,057,564	\$34,649,838	\$10,874,837	\$39,248,336
Annual benefit cost per Medicare-eligible retired employee	\$3,551	\$3,719	\$3,986	\$3,452	\$3,985	\$5,362	\$4,390	\$5,051
Annual benefit cost per non-Medicare retired employee	\$12,044	\$15,420	\$10,582	\$15,600	\$18,134	\$14,975	\$22,607	\$22,834
Medicare-Eligible Retirees	2,071	2,137	2,220	2,298	2,320	2,390	2,477	2,594
Non-Medicare Eligible Retirees	1,393	1,219	1,425	1,345	1,355	1,458	1,261	1,166
Medicare-B reimbursements processed	733	758	759	781	785	771	796	816
Retiree Drug Subsidy Payments Received	\$132,367	\$802,669	\$652,502	\$1,007,079	\$786,237	\$826,823	\$1,183,000	\$200,000
Employer Group Waiver Plan Subsidy (New)						\$300,000	\$389,574	\$1,300,000
Employee/Retiree Benefit orientations conducted	15	37	26	41	50	30	91	88
COBRA enrollments administered	32	30	43	63	60	35	63	53
Worker's Compensation Open Claims: start of year	229	318	560	601	682	482	578	534
Worker's Compensation Open Claims: end of year	318	560	576	682	482	588	534	281
WC Indemnity claims active at start of year	203	274	396	393	360	321	365	337
WC Indemnity claims filed (new)	175	174	125	106	123	124	133	51
WC Indemnity claims active at year end	274	396	391	360	321	358	337	232
WC Medical claims active at start of year	26	44	164	208	322	161	213	197
WC Medical claims filed (new)	532	475	539	493	456	502	454	234
WC Medical claims active at year end	44	164	185	322	161	230	51	49
WC Indemnity payments	\$3,231,104	\$3,758,830	\$3,356,374	\$3,028,519	\$3,314,255	\$3,227,331	\$2,899,788	\$3,198,000
WC Medical payments	\$3,507,736	\$3,268,161	\$4,503,524	\$3,616,505	\$4,543,187	\$4,616,404	\$5,915,880	\$4,523,000
WC Medical bills reviewed	13,189	14,741	14,202	11,470	7,683	7,883	9,103	9,552
Savings from Medical bill reviews	\$1,605,378	\$1,915,951	\$1,686,488	\$1,735,490	\$1,554,164	\$2,258,924	\$2,066,829	\$2,720,080
H & H Medical claims active at start of year	98	89	71	63	69	61	55	51
H&H Medical claims filed (new)	19	23	2	3	2	1	0	0
H&H Medical claims active at year end	102	90	73	69	61	57	51	53
H&H Indemnity claims active at start of year	239	244	247	266	254	246	248	234
H&H Indemnity claims filed (new)	3	2	14	7	19	9	1	2
H&H Indemnity claims active at year end	233	247	266	254	246	248	234	236
Heart & Hypertension Payments	\$2,684,086	\$3,270,880	\$3,356,374	\$2,624,931	\$3,127,297	\$3,636,198	\$3,385,931	\$2,628,000
Safety meetings conducted	116	78	65	76	38	18	43	34
WC accident investigation conducted	197	403	414	401	329	429	297	288
Accident prevention training sessions conducted	25	3	3	14	12	8	9	8
Transitional duty assignments administered	242	263	203	186	212	215	139	196

*Non-Medicare retirees only.

FY 2013-2014 GOALS

- 1) Workers Compensation RFP: The Berkley contract expires 6/30/14. During the coming fiscal year and RFP for third party administrative services will be prepared which will result in the selection of a vendor.
- 2) Medicare Programs: Prescription and Medical: The prescription benefit plan, called, Employer Group Waiver Plan is producing savings to the City however additional time is needed to determine if the savings are sufficient to expand the program to other Medicare groups. Medicare Advantage Program may be replaced by traditional Medicare Supplement Plans as it appears that the federal government will no longer be supporting these programs as they once did.
- 3) Wellness Programs: These programs are an essential component of medical claims management. We will look to expand voluntary programs as well as proposing Wellness language in future collective bargaining agreement.
- 4) Healthcare Reform: As more provisions of the Affordable Care Act take effect the City must develop strategies to comply with the Act.
- 5) An RFP for the prescription plan is planned for fiscal year 2014.

FY 2012-2013 GOAL STATUS

- 1) Medicare-D Programs: We will evaluate the effectiveness of the employer Group Waiver Plan and decide whether to expand it or continue with participation in the Retiree Drug Subsidy program or take another course in pursuit of cost control goals.
6 MONTH STATUS: *Prescription benefit contract with Express Scripts was concluded which contained EGWP provisions.*

- 2) Wellness Programs: To deal with the continuing growth of medical claims, we will be looking to implement wellness initiatives where feasible.
6 MONTH STATUS: Many programs were conducted during the past six months, including weight management, walk programs, educational seminars on nutrition and proper diet, biometric testing, CIGNA Mobile Learning Lab, sleep health, smoking cessation. Wellness language has been proposed for one of the bargaining agreements under negotiation.
- 3) Medical RFP: The CIGNA contract expires on 6/30/13. We will begin evaluating our options and whether an RFP is the appropriate course.
6 MONTH STATUS: An agreement with CIGNA was reached to extend the existing contract through June 30, 2015 with very favorable rates.
- 4) Health Care Reform: There are various provisions of the Affordable Care Act taking effect which we will need to monitor.
6 MONTH STATUS: Preventive care services with no co-pays have been implemented. Work commenced on the preparation of Summaries of Benefits and Coverage which will be issued with open enrollment this summer.

FY 2012-2013 ADDITIONAL ACCOMPLISHMENTS

- 1) An RFP for Long Term Care was published and a vendor selected. This is a voluntary but important form of insurance for many people. Presently we are evaluating the program advanced by the vendor.
- 2) The City prevailed in a court case in which a retired police officer challenged the bargaining agreement language calling for him to be enrolled in Medicare upon attainment of Medicare eligibility.
- 3) The City, through Berkley, concluded a contract re-negotiation with St. Vincent's Immediate Health Care for initial treatment of workplace injuries took effect June 1. We anticipate additional annual savings of \$335k from this agreement.
- 4) With the aid of a consultant, alternatives to the existing group medical plans were developed with the intention of producing the long term savings while protecting the essential quality of our plans. These alternatives have been introduced in with collective bargaining for two unions, thus far.
- 5) An RFP for group life insurance with issued in anticipation of an expiring contract and a new vendor was selected.

FY 2013-2014 GENERAL FUND BUDGET
 GRANTS PERSONNEL/BENEFITS APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01075000 HEALTH BENEFIT ADMINISTRATION	18,158,807	18,000,848	18,003,027	17,762,527	-238,321
51000 FULL TIME EARNED PAY	667,116	850,350	873,038	873,038	22,688
51106 REGULAR STRAIGHT OVERTIME	168	0	0	0	0
51108 REGULAR 1.5 OVERTIME PAY	263	0	0	0	0
51140 LONGEVITY PAY	10,950	12,225	15,750	15,750	3,525
51156 UNUSED VACATION TIME PAYOUT	14,173	0	0	0	0
52008 DENTAL HMO - COBRA/RETIREE	400	4,300	3,000	3,000	-1,300
52024 DENTAL PPO - COBRA/RETIREE	2,100	2,700	2,300	2,300	-400
52108 VISION FEE - COBRA/RETIREE	600	100	0	0	-100
52129 VISION CLMS-CITY RETIREES	5,200	5,200	4,400	4,400	-800
52154 LIFE INSURANCE CIVIL SERVICE	0	0	173,900	0	0
52155 LIFE INSURANCE GRANT EMPLOYEES	0	0	12,300	0	0
52166 CLMS DNTL- CITY RETIREES	157,130	57,900	69,600	69,600	11,700
52202 ST DISABILITY UNAFFILIATED	0	0	28,500	0	0
52203 ST DISABILITY TEAMSTERS	0	0	1,200	1,200	1,200
52204 LT DISABILITY UNAFFILIATED	0	14	25,800	0	-14
52205 LT DISABILITY TEAMSTERS	0	0	1,200	1,200	1,200
52258 STATE OF CT ANNUAL ASMT FEE	302,000	265,100	162,000	162,000	-103,100
52260 CT 2ND INJURY FUND ASSESSM	251,700	265,100	264,000	264,000	-1,100
52262 WORKERS COMP ADM FEE	430,000	445,200	455,000	455,000	9,800
52270 WORKERS COMP INDM - GEN G	100,000	51,600	110,100	110,100	58,500
52286 WORKERS COMP MED - GEN GO	200,000	9,700	115,200	115,200	105,500
52360 MEDICARE	8,514	8,770	9,546	9,546	776
52385 SOCIAL SECURITY	33	9,338	6,537	6,537	-2,801
52436 RX CLAIMS- CITY RET & COBRA	2,445,500	2,156,600	2,225,300	2,225,300	68,700
52504 MERF PENSION EMPLOYER CONT	81,955	97,458	105,238	105,238	7,780
52704 HEALTH ASO FEES: CITY RETIREES	8,380	297,100	251,600	251,600	-45,500
52890 CLAIMS DR/HSP TLS-CITY RETIREES	6,389,633	6,614,800	8,525,700	8,525,700	1,910,900
52891 MEDICAL MEDICARE RETIREES F/P	1,029,400	1,061,500	1,123,100	1,123,100	61,600
52892 MEDICAL MEDICARE CSG	5,719,300	5,285,600	3,151,866	3,151,866	-2,133,734
52899 ASO FEES: MEDICAL MEDICARE CSG	48,400	249,800	69,400	69,400	-180,400
52916 EMPLOYEE ASSISTANCE PROGRAM	38,000	38,000	40,000	40,000	2,000
52917 HEALTH INSURANCE CITY SHARE	125,001	150,920	113,617	113,617	-37,303
52920 HEALTH BENEFITS BUYOUT	97,000	0	0	0	0
53605 MEMBERSHIP/REGISTRATION FEES	0	250	250	250	0
53705 ADVERTISING SERVICES	0	2,000	3,000	3,000	1,000
53710 OTHER COMMUNICATION SERVICES	0	1,000	1,000	1,000	0
53905 EMP TUITION AND/OR TRAVEL REIM	183	188	450	450	262
54595 MEETING/WORKSHOP/CATERING FOOD	0	250	250	250	0
54675 OFFICE SUPPLIES	4,300	4,300	5,000	5,000	700
55155 OFFICE EQUIPMENT RENTAL/LEAS	1,418	4,635	4,635	4,635	0
56090 ACTUARIAL SERVICES	12,000	12,000	12,000	12,000	0
56115 HUMAN SERVICES	0	20,000	20,000	20,000	0
56165 MANAGEMENT SERVICES	7,895	15,000	15,000	15,000	0
56175 OFFICE EQUIPMENT MAINT SRVCS	95	1,250	1,250	1,250	0
59015 PRINTING SERVICES	0	600	1,000	1,000	400
01080000 EMPLOYEE & ORGNZTNL DVLPMNT	963	17,503	54,753	54,753	37,250
52917 HEALTH INSURANCE CITY SHARE	0	753	753	753	0
53610 TRAINING SERVICES	0	15,000	50,000	50,000	35,000
55145 EQUIPMENT RENTAL/LEASE	335	1,000	2,000	2,000	1,000
56085 FOOD SERVICES	627	750	2,000	2,000	1,250

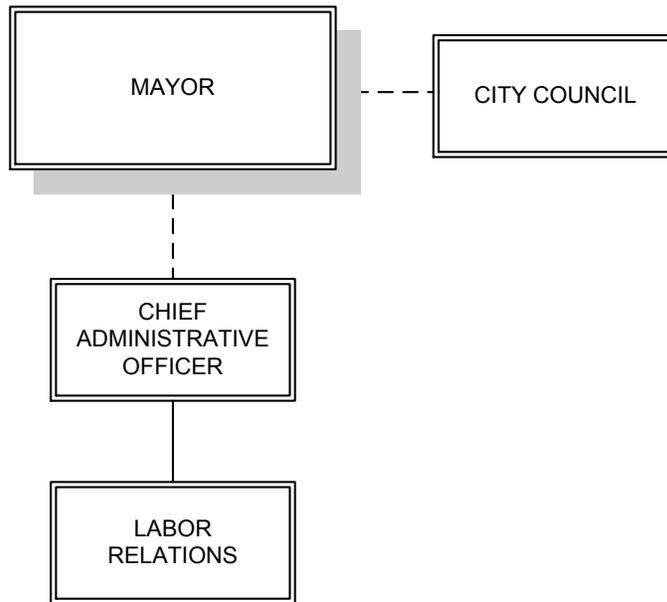
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GENERAL GOVERNMENT DIVISIONS

LABOR RELATIONS

MISSION STATEMENT

The Labor Department negotiates and administers the collective bargaining agreements between the City of Bridgeport and all Unions and Associations. We manage and/or coordinate human resources activities, counsel and advise management on labor relations and human resources issues, and resolve grievances and labor relations disputes. In addition, we handle arbitrations, State Labor Relations Board (SLRB) hearings and related or similar proceedings. Our objectives include: negotiating open collective bargaining agreements on time and within budget; arbitration, if necessary, to achieve an acceptable collective bargaining agreement, reducing the number of grievances filed, increasing the number of successful grievance arbitrations, and improving coordination and management of human resource issues.



FY 2013-2014 GENERAL FUND BUDGET

LABOR RELATIONS BUDGET DETAIL

Lawrence Osborne
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01085000 LABOR RELATIONS	606,001	692,744	999,633	999,633	306,889
1 PERSONAL SERVICES	429,159	483,365	519,518	519,518	36,153
2 OTHER PERSONAL SERVICES	13,268	4,800	5,025	5,025	225
3 FRINGE BENEFITS	123,207	143,240	161,603	161,603	18,363
4 OPERATING EXPENSES	7,193	7,717	9,865	9,865	2,148
6 SPECIAL SERVICES	33,174	53,622	303,622	303,622	250,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1042 DEPUTY DIRECTOR OF LABOR RELAT	1.00		114,748	99,652	15,096
1124 ADMINISTRATIVE ASSISTANT (40 H	1.00		74,116	74,116	
1255 SECRETARY	1.00		48,223	48,223	
G037 DIRECTOR LABOR RELATIONS	1.00		125,544	125,544	
G061 LABOR RELATIONS OFFICER	1.00		65,583	65,583	
G416 SENIOR LABOR RELATIONS OFFICER	1.00		91,304	70,247	21,057
LABOR RELATIONS	6.00		519,518	483,365	36,153

FY 2013-2014 GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
LABOR RELATIONS								
Total contracts processed	13	14	15	0	9	14	5	2
<i>Open</i>	13	14	0	11	5	3	2	2
<i>Settled</i>	0	8	13	0	9	7	5	2
<i>Average length of time to settle</i>	N/A	21 months	9 months	18 months	3 months	9 months	12 months	12 months
Total grievances processed	255	188	210	136	101	185	140	130
# of State Labor Relations Board Complaints	35	32	35	69	24	31	25	42
# of other Complaints/Investigations	N/A	135	135	78	62	35	31	52
# of Disciplinary Hearings	45	51	56	58	53	73	98	104
# of Policies Developed	5	5	5	0	0	2	0	2

FY 2013-2014 GOALS

- 1) Started Negotiations for contracts that expired on June 30, 2012 (Police, Local 1159 and Nurses, Local 1199). Also, have started open communications with unions who contracts will expire on June 30, 2013.
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.
- 3) Successfully represent the City's interests in mediation, arbitrations, Connecticut State Board of Labor Relations hearings and American Arbitration Association (AAA).
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.
- 6) Continue to work with LIUNA (Laborers' International Union of North America) as necessary on the reclassification study. Rewriting of existing job descriptions of LIUNA bargaining unit positions is complete. Reclassification and wage survey analysis continues.
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
- 8) Issue an RFP for our Random Drug Testing Company, complete selection process and conclude new contract with the vendor.
- 9) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
- 10) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
- 11) Labor Relations along with Benefits Administration will continue to place a strong emphasis on wellness initiatives to improve employee health and morale using the skills and services of our current health care and EAP (employee assistance program) providers. Seminars, trainings and informative fairs will continue to be scheduled on regular intervals to help employees understand the many wellness educational programs available to them.

FY 2012-2013 GOAL STATUS

- 1) Start Negotiations for contracts that will expire on July 1, 2012.
6 MONTH STATUS: *Ongoing.*
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.
6 MONTH STATUS: *Ongoing*
- 3) Successfully represent the City's interests in mediation, arbitrations, Connecticut State Board of Labor Relations hearings and American Arbitration Association (AAA).
6 MONTH STATUS: *Ongoing*
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.
6 MONTH STATUS: *Ongoing*
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.
6 MONTH STATUS: *Ongoing*

- 6) Continue to work with LIUNA (Laborers' International Union of North America) as necessary on the reclassification study. Rewriting of existing job descriptions of LIUNA bargaining unit positions is complete. Reclassification and wage survey analysis continues.
6 MONTH STATUS: *Ongoing*
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
6 MONTH STATUS: *Ongoing*
- 8) Continue to negotiate to implement a Reasonable Suspicion Drug Testing Policy for the Fire Department, mimicking the Drug Testing Policy for the Police Department.
6 MONTH STATUS: *Ongoing*
- 9) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
6 MONTH STATUS: *Ongoing*
- 10) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
6 MONTH STATUS: *Ongoing*

FY 2013-2014 GENERAL FUND BUDGET
 LABOR RELATIONS APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01085000 LABOR RELATIONS	606,001	692,744	999,633	999,633	306,889
51000 FULL TIME EARNED PAY	429,159	483,365	519,518	519,518	36,153
51140 LONGEVITY PAY	4,575	4,800	5,025	5,025	225
51156 UNUSED VACATION TIME PAYOUT	8,693	0	0	0	0
52360 MEDICARE	3,275	3,935	4,444	4,444	509
52385 SOCIAL SECURITY	0	4,355	4,355	4,355	0
52504 MERF PENSION EMPLOYER CONT	49,490	57,263	68,191	68,191	10,928
52917 HEALTH INSURANCE CITY SHARE	70,441	77,687	84,613	84,613	6,926
53605 MEMBERSHIP/REGISTRATION FEES	80	890	890	890	0
53905 EMP TUITION AND/OR TRAVEL REIM	1,419	852	3,000	3,000	2,148
54675 OFFICE SUPPLIES	2,388	1,914	1,914	1,914	0
54705 SUBSCRIPTIONS	3,306	4,061	4,061	4,061	0
56175 OFFICE EQUIPMENT MAINT SRVCS	2,843	3,622	3,622	3,622	0
56180 OTHER SERVICES	30,331	50,000	300,000	300,000	250,000

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GENERAL GOVERNMENT DIVISIONS
PENSIONS/BENEFITS
 BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01086000 PENSIONS	80,387	124,100	124,100	124,100	0
3 FRINGE BENEFITS	66,637	90,000	90,000	90,000	0
6 SPECIAL SERVICES	13,750	34,100	34,100	34,100	0
01088000 OTHER FRINGE BENEFITS	1,909,267	1,638,976	1,701,875	1,701,875	62,899
2 OTHER PERSONAL SERVICES	593,396	614,375	614,375	614,375	0
3 FRINGE BENEFITS	1,180,815	1,024,601	1,087,500	1,087,500	62,899
6 SPECIAL SERVICES	135,057	0	0	0	0

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01086000 PENSIONS	80,387	124,100	124,100	124,100	0
52515 LIUNA PENSION	44,849	50,000	50,000	50,000	0
52519 ICMA PENSION EMPLOYER CONTRIBU	21,788	40,000	40,000	40,000	0
56090 ACTUARIAL SERVICES	13,750	34,100	34,100	34,100	0
01088000 OTHER FRINGE BENEFITS	1,909,267	1,638,976	1,701,875	1,701,875	62,899
51154 UNUSED SICK TIME PAYOUT	219,809	137,500	137,500	137,500	0
51156 UNUSED VACATION TIME PAYOUT	21,743	271,875	271,875	271,875	0
51314 UNUSED VACATION PAY RETIREMENT	316,304	175,000	175,000	175,000	0
51318 PERSONAL DAY PAYOUT RETIREMENT	35,540	30,000	30,000	30,000	0
52360 MEDICARE	4,901	0	0	0	0
52385 SOCIAL SECURITY	393	0	0	0	0
52397 UNEMPLOYMENT	880,719	670,000	670,000	670,000	0
52504 MERF PENSION EMPLOYER CONT	283,976	312,101	375,000	375,000	62,899
52602 TUITION: SUPERVISORS	700	10,000	10,000	10,000	0
52604 TUITION: LIUNA	3,816	12,500	12,500	12,500	0
52608 TUITION: OTHER UNIONS	0	10,000	10,000	10,000	0
52610 TUITION: AFSCME	6,300	10,000	10,000	10,000	0
52917 HEALTH INSURANCE CITY SHARE	9	0	0	0	0
56130 LEGAL SERVICES	135,057	0	0	0	0

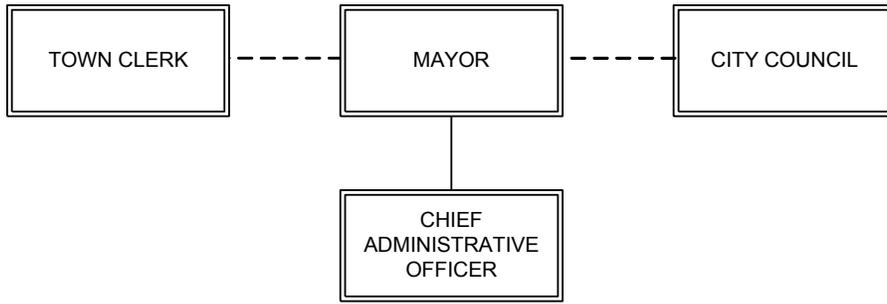
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GENERAL GOVERNMENT DIVISIONS

TOWN CLERK

MISSION STATEMENT

To protect the interests of the City and its citizens by acting as a registry for the recording and/or filing of documents, collecting conveyance taxes, issuing licenses and handling election duties in accordance with State Statutes and the City Charter.



FY 2013-2014 GENERAL FUND BUDGET

TOWN CLERK

BUDGET DETAIL

Alma L. Maya
Town Clerk

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01090000 TOWN CLERK	1,440,025	1,552,100	1,352,100	1,352,100	-200,000
41208 DEEDS/CERTIFICATIONS	503,632	400,000	400,000	400,000	0
41209 CERTIFIED COPIES	26,530	25,000	25,000	25,000	0
41210 LIQUOR APPLICATION/PERMIT	765	700	700	700	0
41211 DOG LICENSES	754	500	500	500	0
41225 CONVEYANCE TAX ASSIGNMENT	876,939	1,100,000	900,000	900,000	-200,000
41237 TRADENAMES	4,135	3,000	3,000	3,000	0
41238 TRADENAMES CERTIFIED COPIES	172	0	0	0	0
41244 NOTARY COMMISSION	2,736	2,800	2,800	2,800	0
41245 POLITICALCOMMITTEELATEFLINGFE	0	100	100	100	0
41306 CITY FARM FUND	18,163	0	0	0	0
41381 VACANT PROPERTY FEES	6,200	20,000	20,000	20,000	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01090000 TOWN CLERK	614,330	756,168	751,434	751,434	-4,734
1 PERSONAL SERVICES	255,605	338,452	327,178	327,178	-11,274
2 OTHER PERSONAL SERVICES	14,211	6,825	5,700	5,700	-1,125
3 FRINGE BENEFITS	109,718	138,927	146,592	146,592	7,665
4 OPERATING EXPENSES	23,618	48,964	48,964	48,964	0
6 SPECIAL SERVICES	211,178	223,000	223,000	223,000	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1007 TOWN CLERK	1.00		33,620	33,620	
1128 ASSISTANT TOWN CLERK II	1.00		52,915	57,931	-5,016
1127 ASSISTANT TOWN CLERK I	1.00		59,669	59,669	
1230 TYPIST I (35 HOURS)	1.00		34,374	32,884	1,490
1230 TYPIST I (35 HOURS)	1.00		40,923	39,149	1,774
1230 TYPIST I (35 HOURS)	1.00		34,374	45,301	-10,927
1259 CLERICAL ASSISTANT	1.00		32,410	31,005	1,405
SEASONAL EMPLOYEES UNDER GRANT			38,893	38,893	
OFFICE OF THE TOWN CLERK	7.00		327,178	338,452	-11,274

FY 2013-2014 GENERAL FUND BUDGET

TOWN CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2012-2013
TOWN CLERK									
Total documents (1)	43,166	45,393	34,895	29,611	28,851	32,194	30,491	23,649	41,385
Copies (2)	25,387	28,780	23,322	29,113	22,659	34,634	16,974	6,797	11,894
Certifications	3,671	11,659	14,245	5,308	6,976	8,360	8,370	3,970	6,947
Dog licenses (including transfers & duplicates)	1,079	822	1,086	949	813	724	891	503	880
Liquor Licenses	289	289	299	289	266	322	255	151	264
Sportsmen Licenses (3)	1,233	1,169	716	93	0	0	0	0	0
Notary Public Services (4)	350	261	465	468	378	604	427	302	527
Trade Names	1,135	1,133	1,026	863	747	411	557	417	729
Vacant Property Filings (5)					97	604	61	0	0

- (1) Includes the recording of all documents pertaining to land records (i.e. warranties, mortgages, liens, releases, judgments et cetera.
- (2) Copies of any documents filed in the Town Clerk's Office.
- (3) We no longer sell sportsman's licenses. They are available online from the CT Department of Environmental Protection.
- (4) Includes change of address & name change
- (5) We are responsible for registering vacant properties. Public Act 09-144 Neighborhood Protection Act requires owners of foreclosed properties to maintain specified standards to prevent blight. Registration with the Town Clerk is now a \$53 fee. This is currently treated as a recording.

FY 2013-2014 GOALS

- 1) Continue the second phase of the conversion of old records to new books and availability on computers.
- 2) Continue digitizing and microfilming of maps.
- 3) Merge of over twenty years of index books into smaller more manageable books.
- 4) Complete two election cycles.
- 5) Continue to increase teamwork among staff.
- 6) Cross training off staff on all functions of the department.
- 7) Fully staff the Town Clerk's office.
- 8) Implement and automated absentee balloting system as soon as possible.
- 9) Upgrade to the new bar code scanning system for the land records.
- 10) Making electronic recording available. Pending approval from Legislature and Secretary of the State.

FY 2012-2013 GOAL STATUS

- 1) Hire an additional full-time employee in order to increase office hours to five days per week.
6 MONTH STATUS: *Completed, although we have a new full time employee, we remain understaffed. This is especially evident during election time.*
- 2) Add more shelving in the vault to accommodate more permanent land records.
6 MONTH STATUS: *Still in progress.*
- 3) Archive older maps to increase present map storage.
6 MONTH STATUS: *This project is currently underway.*
- 4) Continue the second phase of conversion of old records to new books and availability on computers.
6 MONTH STATUS: *Still in progress.*
- 5) Continue map project to digitize and microfilm maps for easier storage and access of maps. Also continue the preservation of hard copies of maps with help from the historic preservation grant.
6 MONTH STATUS: *Still in progress.*
- 6) Research ways to automate the absentee ballot process.
6 MONTH STATUS: *We are currently waiting for the Secretary of the State and Xerox to finalize testing of their systems.*
- 7) Dispose of old records.
6 MONTH STATUS: *Waiting for Connecticut State approval.*
- 8) Delegate more duties to online staff to increase teamwork among staff.
6 MONTH STATUS: *Completed.*

- 9) Continue to apply for historic preservation grant.
6 MONTH STATUS: *We will apply for next cycle.*
- 10) Add more shelving to storage closet and organize election records.
6 MONTH STATUS: *Shelving is waiting for installation.*
- 11) Complete five (5) election cycles.
6 MONTH STATUS: *Successfully completed.*
- 12) Scan all Tax Liens and put them in the vault.
6 MONTH STATUS: *Completed.*
- 13) We have approached Xerox about putting our land records online. This will be done at no cost to the City.
6 MONTH STATUS: *Completed.*
- 14) Fill the position of Assistant Town Clerk II.
6 MONTH STATUS: *Completed.*

FY 2012-2013 ADDITIONAL ACCOMPLISHMENTS

- 1) Replaced one employee.
- 2) City of Bridgeport land records online at US Land Records on our website.
- 3) Successfully completed 6 election cycles.
- 4) Tax liens scanned and books created for 2003-2006 tax years.
- 5) 3,075 maps scanned in step 1 of map project so far.

FY 2013-2014 GENERAL FUND BUDGET
TOWN CLERK APPROPRIATION SUPPLEMENT

ORG CODE/ OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01090000 TOWN CLERK	614,330	756,168	751,434	751,434	-4,734
51000 FULL TIME EARNED PAY	255,605	338,452	327,178	327,178	-11,274
51100 PT TEMP/SEASONAL EARNED PA	1,600	0	0	0	0
51106 REGULAR STRAIGHT OVERTIME	2,718	1,100	1,100	1,100	0
51108 REGULAR 1.5 OVERTIME PAY	1,389	1,900	1,900	1,900	0
51140 LONGEVITY PAY	7,813	3,825	2,700	2,700	-1,125
51156 UNUSED VACATION TIME PAYOUT	692	0	0	0	0
52360 MEDICARE	3,076	3,987	4,315	4,315	328
52385 SOCIAL SECURITY	238	3,592	2,411	2,411	-1,181
52504 MERF PENSION EMPLOYER CONT	30,078	40,149	37,829	37,829	-2,320
52917 HEALTH INSURANCE CITY SHARE	76,326	91,199	102,037	102,037	10,838
53605 MEMBERSHIP/REGISTRATION FEES	500	2,500	2,500	2,500	0
53705 ADVERTISING SERVICES	6,838	7,500	7,500	7,500	0
53725 TELEVISION SERVICES	899	1,000	1,000	1,000	0
54555 COMPUTER SUPPLIES	803	810	810	810	0
54675 OFFICE SUPPLIES	6,930	4,520	4,520	4,520	0
54680 OTHER SUPPLIES	68	7,000	7,000	7,000	0
54705 SUBSCRIPTIONS	0	34	34	34	0
55090 ELECTION EQUIPMENT	7,580	25,000	25,000	25,000	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	0	600	600	600	0
56055 COMPUTER SERVICES	210,000	219,750	219,750	219,750	0
56175 OFFICE EQUIPMENT MAINT SRVCS	1,178	3,250	3,250	3,250	0

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GENERAL GOVERNMENT DIVISIONS
LEGISLATIVE DEPARTMENT
BUDGET DETAIL

Thomas McCarthy
City Council President

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01095000 LEGISLATIVE DEPARTMENT	178,566	287,446	287,446	287,446	0
1 PERSONAL SERVICES	47,959	0	0	0	0
2 OTHER PERSONAL SERVICES	107,692	180,000	180,000	180,000	0
3 FRINGE BENEFITS	11,550	0	0	0	0
4 OPERATING EXPENSES	5,625	8,777	8,777	8,777	0
6 SPECIAL SERVICES	2,741	98,669	98,669	98,669	0
7 SUPPORTIVE CONTRIBUTIONS	3,000	0	0	0	0

PERSONNEL SUMMARY

Not Applicable

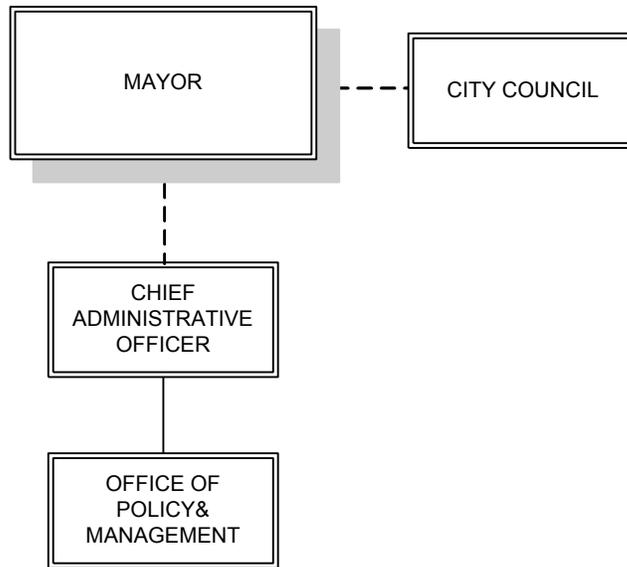
FY 2013-2014 GENERAL FUND BUDGET
 LEGISLATIVE APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01095000 LEGISLATIVE DEPARTMENT	178,566	287,446	287,446	287,446	0
51000 FULL TIME EARNED PAY	47,959	0	0	0	0
51156 UNUSED VACATION TIME PAYOUT	1,820	0	0	0	0
51402 CITY COUNCIL STIPENDS	105,872	180,000	180,000	180,000	0
52360 MEDICARE	1,478	0	0	0	0
52385 SOCIAL SECURITY	1,758	0	0	0	0
52504 MERF PENSION EMPLOYER CONT	5,470	0	0	0	0
52917 HEALTH INSURANCE CITY SHARE	2,844	0	0	0	0
53605 MEMBERSHIP/REGISTRATION FEES	0	188	188	188	0
53610 TRAINING SERVICES	0	113	113	113	0
53705 ADVERTISING SERVICES	0	188	188	188	0
53905 EMP TUITION AND/OR TRAVEL REIM	0	200	200	200	0
54650 LANDSCAPING SUPPLIES	388	750	750	750	0
54675 OFFICE SUPPLIES	0	1,100	1,100	1,100	0
54705 SUBSCRIPTIONS	200	650	650	650	0
54725 POSTAGE	0	38	38	38	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	5,037	5,550	5,550	5,550	0
56085 FOOD SERVICES	1,844	2,000	2,000	2,000	0
56165 MANAGEMENT SERVICES	0	1,813	1,813	1,813	0
56175 OFFICE EQUIPMENT MAINT SRVCS	0	231	231	231	0
56180 OTHER SERVICES	790	93,500	93,500	93,500	0
56250 TRAVEL SERVICES	0	125	125	125	0
59015 PRINTING SERVICES	107	1,000	1,000	1,000	0
59500 SUPPORTIVE CONTRIBUTIONS	3,000	0	0	0	0

GENERAL GOVERNMENT DIVISIONS
OFFICE OF POLICY & MANAGEMENT

MISSION STATEMENT

To integrate financial and operational planning and control; to relate dollars to results and to insure the cost effectiveness of City services. This office will prepare and review the City's budget; guide the System for Performance Management and oversee the implementation of Management Improvement Projects. O.P.M. is the focus for management, policy and program analysis for the City. The office is the liaison between departments, the Mayor, and the City Council.



FY 2013-2014 GENERAL FUND BUDGET
POLICY & MANAGEMENT

BUDGET DETAIL

Thomas R. Sherwood
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01100000 OFFICE OF POLICY & MANAGEMENT	694,547	734,386	735,551	735,551	1,165
1 PERSONAL SERVICES	531,373	566,450	568,316	568,316	1,866
2 OTHER PERSONAL SERVICES	20,328	7,350	5,550	5,550	-1,800
3 FRINGE BENEFITS	131,613	147,380	147,783	147,783	403
4 OPERATING EXPENSES	10,758	10,635	11,331	11,331	696
6 SPECIAL SERVICES	475	2,571	2,571	2,571	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1132 ADMINISTRATIVE ASSISTANT - OPM	1.00		74,116	74,116	
1322 BUDGET/POLICY ANALYST	1.00		76,180	76,180	
1322 BUDGET/POLICY ANALYST	1.00		76,180	73,954	2,226
1326 PROJECT MANAGER OPM SYSTEMS	1.00		89,514	89,514	
1327 PROJECT MANAGER OPM MANAGEMENT	1.00		89,514	89,514	
G066 DIRECTOR OPM	1.00		125,544	125,544	
G151 OPM POLICY ANALYST	0.50		37,268	37,628	-360
POLICY & MANAGEMENT	6.50		568,316	566,450	1,866

FY 2013-2014 GOALS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.
- 2) To collect data reflecting performance levels for service for all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods and integrate these measures into the City budgets. To support related endeavors in the CitiStat Program, and to work to make this a performance-based culture.
- 3) Continue to support City departments financially and operationally in providing necessary services to their customers.
- 4) To maintain and control through the fiscal year, the City-wide and department budgets.
- 5) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.
- 6) To provide support and guidance in budgeting and financial management decision making to other departments.
- 7) To work with the Finance Department, and other stakeholders to insure that the transition to the new Financial System is as painless as possible.
- 8) To provide budgeting support to all grants received by the City of Bridgeport.
- 9) To support the payroll system and their team.

FY 2012-2013 GOAL STATUS

- 1) To prepare a City budget that connects the missions, goals and objectives for all City departments and divisions to the service and performance of that work.
6 MONTH STATUS: For the fourth time, the Bridgeport Budget book received a distinguished budget award from the Government Financial Officer's Association. This awards program was established in 1984 to encourage and assist local governments to prepare budget documents of the very highest quality. Budget reviews are conducted by selected members of the GFOA professional staff and outside reviewers. Only those budgets that meet the criteria outlined in the process receive awards. Criteria are based upon guidelines established by the National Advisory Council on State and Local budgeting and the GFOA's recommended practices on budgeting.
- 2) To maintain an effective City-wide System for Performance Management.
6 MONTH STATUS: We continue to refine our performance management templates and use the information from them to enhance our budget book.
- 3) Continue to support City departments financially and operationally in providing necessary services to their customers.
6 MONTH STATUS: This process is continuous.
- 4) To maintain and control through the fiscal year, the City-wide and department budgets.
6 MONTH STATUS: This process is continuous.
- 5) To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures.
6 MONTH STATUS: OPM closely monitors spending and revenues continuously. Monthly reports are produced by the Finance Department in concert with OPM.
- 6) To provide support and guidance in budgeting and financial management decision making to other departments.
6 MONTH STATUS: OPM has played a central role in the support and training of all departments in the new financial system. We continue to provide a variety of budgeting and financial management support mechanisms to other departments throughout the year.

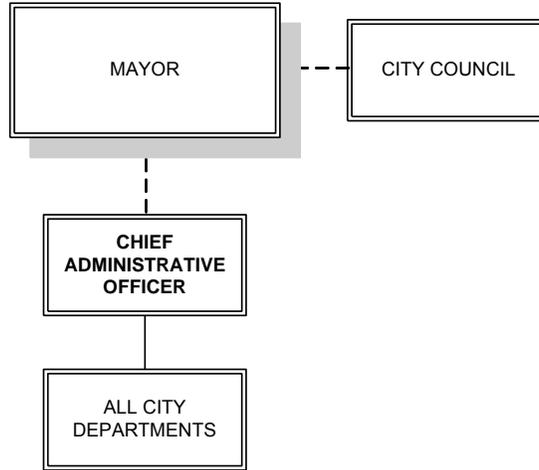
FY 2013-2014 GENERAL FUND BUDGET
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01100000 OFFICE OF POLICY & MANAGEMENT	694,547	734,386	735,551	735,551	1,165
51000 FULL TIME EARNED PAY	531,373	566,450	568,316	568,316	1,866
51140 LONGEVITY PAY	8,188	7,350	5,550	5,550	-1,800
51156 UNUSED VACATION TIME PAYOUT	12,141	0	0	0	0
52360 MEDICARE	5,719	5,678	6,945	6,945	1,267
52385 SOCIAL SECURITY	0	0	5,550	5,550	5,550
52504 MERF PENSION EMPLOYER CONT	57,359	62,893	58,121	58,121	-4,772
52917 HEALTH INSURANCE CITY SHARE	68,535	78,809	77,167	77,167	-1,642
53605 MEMBERSHIP/REGISTRATION FEES	435	522	522	522	0
53610 TRAINING SERVICES	0	150	150	150	0
53750 TRAVEL EXPENSES	0	600	600	600	0
53905 EMP TUITION AND/OR TRAVEL REIM	0	225	225	225	0
54555 COMPUTER SUPPLIES	1,386	558	1,254	1,254	696
54595 MEETING/WORKSHOP/CATERING FOOD	452	505	505	505	0
54675 OFFICE SUPPLIES	2,156	1,980	1,980	1,980	0
54700 PUBLICATIONS	0	225	225	225	0
54705 SUBSCRIPTIONS	0	170	170	170	0
54720 PAPER AND PLASTIC SUPPLIES	0	180	180	180	0
55095 FOOD SERVICE EQUIPMENT	120	135	135	135	0
55150 OFFICE EQUIPMENT	0	375	375	375	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	4,608	4,610	4,610	4,610	0
55530 OFFICE FURNITURE	1,600	400	400	400	0
56175 OFFICE EQUIPMENT MAINT SRVCS	475	1,820	1,820	1,820	0
56240 TRANSPORTATION SERVICES	0	151	151	151	0
56250 TRAVEL SERVICES	0	600	600	600	0

GENERAL GOVERNMENT DIVISIONS
CHIEF ADMINISTRATIVE OFFICE

MISSION STATEMENT

To coordinate all department management and operational policies and practices for the Mayor. The Chief Administrative Officer is positioned between the Mayor and department heads and reports directly to the Mayor. This office has the responsibility and authority of running the daily business activities of the City.



GENERAL FUND BUDGET
CHIEF ADMINISTRATIVE OFFICE

BUDGET DETAIL

Andrew Nunn
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01105000 ETHICS COMMISSION	1,110	3,344	3,344	3,344	0
4 OPERATING EXPENSES	0	244	244	244	0
6 SPECIAL SERVICES	1,110	3,100	3,100	3,100	0
01106000 CHIEF ADMINISTRATIVE OFFICE	1,000,631	1,059,692	1,078,404	1,078,404	18,712
1 PERSONAL SERVICES	638,827	649,201	649,201	649,201	0
2 OTHER PERSONAL SERVICES	9,177	2,325	2,400	2,400	75
3 FRINGE BENEFITS	177,355	180,618	199,255	199,255	18,637
4 OPERATING EXPENSES	120,273	127,514	127,514	127,514	0
6 SPECIAL SERVICES	55,000	100,034	100,034	100,034	0
01113000 CITISTAT	10,333	10,239	10,239	10,239	0
2 OTHER PERSONAL SERVICES	1,333	0	0	0	0
4 OPERATING EXPENSES	8,260	8,947	8,947	8,947	0
6 SPECIAL SERVICES	740	1,292	1,292	1,292	0

Note: Appropriation Summary Includes funding for Ethics Commission. Pursuant to the City Charter, Chapter 1, Section 15: "The city council shall provide, by ordinance, for the establishment of an ethics commission for the City of Bridgeport." The funding provided in the budget for the ethics commission supports their transcription and mailing expenses.

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1049 DEPUTY CHIEF ADMINISTRATIVE OF	1.00		96,445	96,445	
1130 ADMINISTRATIVE ASSISTANT - CAO	1.00		74,116	74,116	
G190 CHIEF ADMINISTRATIVE OFFICER	1.00		131,114	131,114	
G216 ASSISTANT SPECIAL PROJECT MANA	1.00		58,752	58,752	
G216 ASSISTANT SPECIAL PROJECT MANA	1.00		48,507	48,507	
G216 ASSISTANT SPECIAL PROJECT MANA	1.00		48,507	48,507	
G419 SPECIAL PROJECTS COORDINATOR	1.00		63,240	63,240	
G455 ASSISTANT CHIEF ADMIN OFFICER	1.00		128,520	128,520	
C.A.O. / CITISTAT	8.00		649,201	649,201	

GENERAL FUND BUDGET

CHIEF ADMINISTRATIVE OFFICE

PROGRAM HIGHLIGHTS

FY 2013-2014 GOALS

- 1) Oversee all departmental management and operational policies and practices.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies and procedures.
- 3) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.
- 4) Create and maintain continuity among municipal services and strategic planning, budgeting and capital project programs.
- 5) Continue to support and champion the Mayor's sustainable "BGreen 2020" Bridgeport effort, education initiatives and access to waterfront projects.
- 6) Ensure that the City's Minority Business Enterprise (MBE) goals are achieved.
- 7) Continue role as Acting Executive Director of the Bridgeport Port Authority.
- 8) Implement a performance evaluation system utilizing CitiStat data as one of the performance factors.

FY 2012-2013 GOAL STATUS

- 1) Oversee all departmental management and operational policies and practices.
6 MONTH STATUS: Hired Assistant Police Chief, Public Information Officer for the Police Department, Department of Planning & Economic Development Director, Deputy CAO for Education.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies, and procedures.
6 MONTH STATUS: Moved the Health Department's Administrative Office, Purchasing Department, Finance Department and City Treasurer into the Margaret E. Morton Government Center. Relocated Labor Relations, Human Resources and Civil Service offices at 45 Lyon Terrace. Chaired monthly Cabinet meetings. Regularly met with key department heads to ensure executive initiatives and goals are completed. Initiated internship arrangements with local universities such as Fairfield University. Filling vacancies on municipal boards and commissions.
- 3) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.
6 MONTH STATUS: Ongoing. Chaired quarterly Safety Committee meetings. Attended Mayor's Community Cabinet; regular meetings with local businesses, agencies and non-profit organizations to work together on common goals for the betterment of the City of Bridgeport.
- 4) Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.
6 MONTH STATUS: Chaired internal Capital Project working group to better manage all aspects of the City's Capital work across Departments; Member of the CitiStat Panel and directed staff to follow-up and improve processes where appropriate; Directed Departments to provide the necessary resources following Tropical Storm Sandy; Attended and supported Joint Services Inspection Committee meetings which resulted in increased information sharing among departments, successfully targeted more than 70 problem properties within the City, and submitted a number of legislative proposals submitted to the state to the State as well as recommendations for local ordinance changes.
- 5) Continue to support and champion the Mayor's sustainable "BGreen 2020" Bridgeport effort, education initiatives and access to waterfront projects.
6 MONTH STATUS: Completed \$2 million Knowlton Park on Pequonnock River; Bid out over \$1 million in Phase II Water's Edge Improvement to Expand Knowlton Park on Pequonnock River; Completed Improvements (benches, grass, lighting) to provide access at Congress Street Piers on Pequonnock River; Acquired via foreclosure the 3-acre AGI site on the Pequonnock River; Prosecuted 4 successful zoning enforcement actions against polluters on the Pequonnock, Yellow Mill, and Johnson's Creek; Executed Access Agreement to Allow Connecticut Community Boating to operate out of the Downtown Waterfront Park; Commercial PACE Program – Energy Efficiency for commercial buildings; Solarize Program for City homeowners – residential solar program; Energy Aggregation for City residents – lowers city residents' electrical costs; Recycle Bank- Continues to offer recycling rebates to

GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE

PROGRAM HIGHLIGHTS

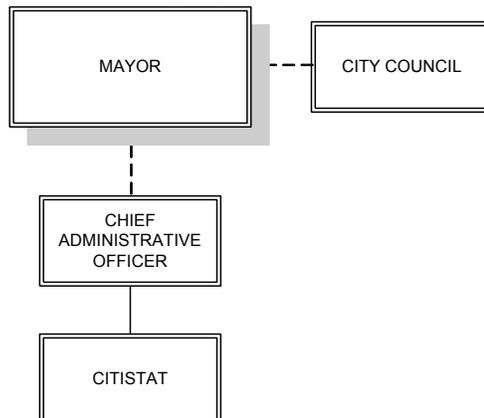
city residents providing revenue of up to \$15/month; Solar RFP results-selecting firm to provide solar energy on selected city/school buildings; Anaerobic Digester finalist selected for WPCA which will lower sludge disposal cost and energy cost for WPCA and City; Finalizing city buildings for Energy Performance Contracting with Constellation; Blackham and Cesar Batalla on track for solar this Spring with Main Street Power; Beginning Green Infrastructure Program in Downtown Bridgeport to reduce CSO by 10% on selected projects; Knowlton Park Phase completed and Phase 2 starting; Pleasure Beach rehabilitation beginning; NE Flood Control and OxBrook Flood Control design re-starting; Lincoln Boulevard Phase 1 Design Complete; Downtown Urban Enhancement Design complete; South Avenue Green Infrastructure Design complete. Secured \$3.5 million loan from the State to the City for education reform efforts agreed upon with BOE; Executed Classroom Technology Grant; Implemented "Safe Corridors" Initiative.

- 6) Ensure that the City's Minority Business Enterprise (MBE) goals are achieved.
6 MONTH STATUS: Chairman of the Contract Compliance Committee which meets monthly. Over the last year, 57% of City physical development contracts were awarded to minority or women owned businesses. Additionally, 21% of the subcontracts awarded went to minority or women owned businesses. \$26,997 has been collected in penalties over the past six months.
- 7) Continue role as Acting Executive Director of the Bridgeport Port Authority.
6 MONTH STATUS: Working with the Army Corps of Engineers and Federal Delegation on Bridgeport Harbor dredging; Received funds from the Army Corps of Engineers to repair jetties in Bridgeport Harbor; Moved Bridgeport Port Authority Offices to the Margaret Morton Government Center; Working with Bridgeport Port Jefferson Steamship Company on expansion plans; Established close working relationship with Harbormaster and Harbor Commission; Plans for high speed ferry service being developed with Federal and State agencies; Secured new tenant for the former Derecktor site and continue to work with CT Development Authority and DECD on future expansion. Re-bid Seaview Plaza and negotiating with a potential tenant; Working with O.P.E.D. and local developer on South Avenue development; Member of the Regional Area Maritime Security Steering Committee, Connecticut Maritime Coalition and the Long Island Sound Dredged Material Management Plan Working Group.

CITISTAT

MISSION STATEMENT

To utilize continuous data collection, timely assessment, and regularly scheduled meetings to enable the City of Bridgeport to gain unprecedented performance-based knowledge about its departments and operations. This knowledge will enable the city to execute strategies to improve citizen service delivery, and within each city department, it will promote increased accountability and efficiency while improving the quality and cost of delivering city services.



GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2009-2010	ACTUAL 2010-2011	PROJECTED 2011-2012	ACTUAL 2011-2012	PROJECTED 2012-13	6 MONTH 2012-2013	PROJECTED 2013-14
CITISTAT							
Total Requests	14,131	25,500	35,000	45,856	45,000	30,517	50,000
Blight Issues	669	958	700	1,121	700	769	800
Conservation Corps	1,313	2,075	1,500	1,786	1,800	1,412	2,000
General Information	2,489	7,995	10,000	15,166	15,000	7,509	17,000
Housing Issues	941	965	1,000	969	1,500	232	750
Recycling & Sanitation Issues	411	895	700	799	2,000	318	750
Road & Street Issues	1,258	4,000	3,000	2,167	4,000	2,891	4,000
Tax Issues	4,361	5,000	5,000	7,029	6,000	3,733	6,000
City employees trained on the system	233	275	325	263	280	367	375

Note: The QAlert Citizen response system began 10/1/2009.

FY 2013-2014 GOALS

- 1) Continue to promote usage of BConnected and improve customer service throughout the City. Use feedback provided by citizens who fill out the employee surveys to create a training program. This training program will focus not only on servicing the citizens of the City, but also on improving the skills and communication of our employees.
- 2) Work in coordination with the CAO, ITS, and other department heads to get all departments to track their data digitally, which will make it easier for departments to share data.
- 3) Continue to work with the Joint Inspection Services Committee (JISC) to increase communication between all inspection departments, align tracking of work and how it is processed, and to help find creative and proactive solutions to solving the blight problems in the City. JISC will focus its efforts on proposed legislative changes which will assist Bridgeport and all municipalities in processing blight and other code violations. CitiStat will also focus on working with the JISC member departments to streamline the procedures for Housing Court.
- 4) Continue to work with the Anti-Blight department to streamline the entire process from the initial warning letter through the appeal hearing and lien. We will look to be more proactive in going after property owners who owe blight fines and have not paid them, especially those property owners whose properties are still blighted.
- 5) Improve response time for city services. Set goals with departments to meet response times as established in BConnected for the various service request types. Work with those departments not meeting those goals and make necessary adjustments.

FY 2012-2013 GOAL STATUS

- 1) Continue to promote usage of BConnected. Ideally we would like to encourage citizens to use the system themselves and submit a service request via the City's website or by using the free app that we developed which is available on iPads, iPhones, and other mobile devices.
6 MONTH STATUS: *CitiStat has attended and is currently scheduled to attend a number of expos and other public events where we have promoted the use of the BConnected system to the residents.*
- 2) Continue to work with the Joint Inspection Services Committee (JISC) to increase communication between all inspection departments, align tracking of work and how it is processed, and to help find creative and proactive solutions to solving the blight problems in the City.
6 MONTH STATUS: *The JISC has been successfully working together for the past year. We have submitted a number of legislative proposals to the State, and we will also make recommendations for local ordinance changes/adoption as well. We have made great strides with information sharing among departments and have successfully targeted more than 70 problem properties within the City.*

GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE

PROGRAM HIGHLIGHTS/ APPROPRIATION SUPPLEMENT

- 3) Improve customer service throughout the City. Use feedback provided by citizens who fill out the employee surveys to create a training program. This training program will focus not only on servicing the citizens of the City, but also on improving the skills and communication of our employees.

6 MONTH STATUS: *CitiStat has been using BConnected as a method to improve customer service to City residents. We have not implemented an official employee training program, but this is an ongoing project and we will continue to work toward this goal for the remainder of this fiscal year and going into the next.*

- 4) Bring at least three (3) more City departments onto the BConnected system so that they can track their work in a more organized and timely manner.

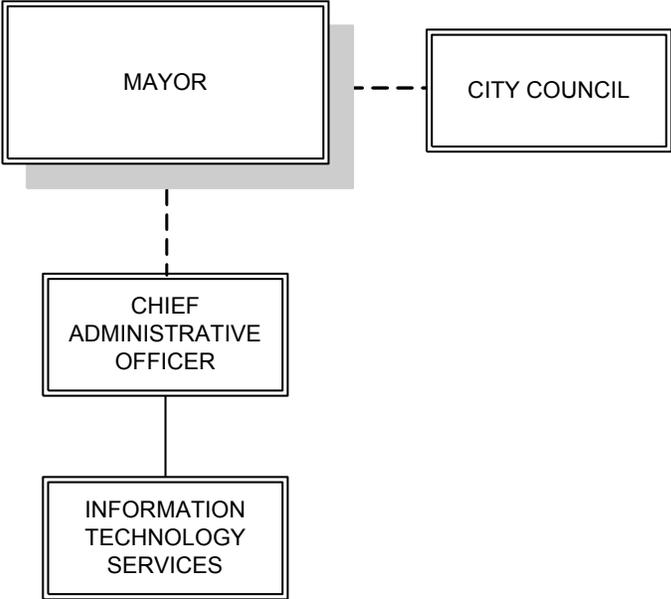
6 MONTH STATUS: *CitiStat has created new BConnected categories for both NRZ (Neighborhood Revitalization Zone) Project Tracking and School & Board Of Education. In addition we have revised and/or added a number of new service request types to a number of other departments that were already using BConnected (i.e. – police, zoning, emergency management, fire, golf course).*

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01105000 ETHICS COMMISSION	1,110	3,344	3,344	3,344	0
54725 POSTAGE	0	214	214	214	0
54998 OPERATIONAL EXPENSE FREEZE	0	30	30	30	0
56180 OTHER SERVICES	1,110	2,875	2,875	2,875	0
56998 SPECIAL SERVICES FREEZE	0	225	225	225	0
01106000 CHIEF ADMINISTRATIVE OFFICE	1,000,631	1,059,692	1,078,404	1,078,404	18,712
51000 FULL TIME EARNED PAY	638,827	649,201	649,201	649,201	0
51140 LONGEVITY PAY	975	2,325	2,400	2,400	75
51156 UNUSED VACATION TIME PAYOUT	8,202	0	0	0	0
52360 MEDICARE	9,017	9,044	8,964	8,964	-80
52385 SOCIAL SECURITY	1,941	3,788	2,841	2,841	-947
52504 MERF PENSION EMPLOYER CONT	69,314	76,425	84,709	84,709	8,284
52917 HEALTH INSURANCE CITY SHARE	97,083	91,361	102,741	102,741	11,380
53605 MEMBERSHIP/REGISTRATION FEES	115,840	115,841	115,841	115,841	0
53705 ADVERTISING SERVICES	0	87	87	87	0
53750 TRAVEL EXPENSES	1,140	1,161	1,161	1,161	0
53905 EMP TUITION AND/OR TRAVEL REIM	86	2,168	2,168	2,168	0
54580 SCHOOL SUPPLIES	0	30	30	30	0
54595 MEETING/WORKSHOP/CATERING FOOD	390	546	546	546	0
54675 OFFICE SUPPLIES	1,258	1,710	1,710	1,710	0
54705 SUBSCRIPTIONS	362	978	598	598	-380
55155 OFFICE EQUIPMENT RENTAL/LEAS	1,196	4,993	5,373	5,373	380
56180 OTHER SERVICES	55,000	100,000	100,000	100,000	0
56240 TRANSPORTATION SERVICES	0	34	34	34	0
01113000 CITISTAT	10,333	10,239	10,239	10,239	0
51100 PT TEMP/SEASONAL EARNED PA	1,333	0	0	0	0
53605 MEMBERSHIP/REGISTRATION FEES	0	1,000	1,000	1,000	0
53705 ADVERTISING SERVICES	2,000	0	0	0	0
53750 TRAVEL EXPENSES	0	1,500	1,500	1,500	0
54675 OFFICE SUPPLIES	2,993	3,000	3,000	3,000	0
54705 SUBSCRIPTIONS	195	0	0	0	0
54725 POSTAGE	0	375	375	375	0
55155 OFFICE EQUIPMENT RENTAL/LEAS	3,072	3,072	3,072	3,072	0
56175 OFFICE EQUIPMENT MAINT SRVCS	740	792	792	792	0
59015 PRINTING SERVICES	0	500	500	500	0

GENERAL GOVERNMENT DIVISIONS
INFORMATION TECHNOLOGY SERVICES

MISSION STATEMENT

To provide the City of Bridgeport, its employees, and the residents with accurate, timely, and secure information via technology and customer focused communication services.



FY 2013-2014 GENERAL FUND BUDGET
 INFO TECH SERVICES

BUDGET DETAIL

Adam Heller
 Manager

REVENUE SUMMARY

ORG OBJECT DESC	FY2012 ACTUAL	FY2013 BUDGET	FY2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01108000 INFORMATION TECHNOLOGY SERVICE	7	250	250	250	0
41610 FREEDOM OF INFORMATION FEES	7	250	250	250	0

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01108000 INFORMATION TECHNOLOGY SERVICE	2,871,656	3,173,091	3,203,062	3,203,062	29,971
1 PERSONAL SERVICES	876,061	956,067	957,553	957,553	1,486
2 OTHER PERSONAL SERVICES	16,424	26,025	21,975	21,975	-4,050
3 FRINGE BENEFITS	224,495	250,275	271,034	271,034	20,759
4 OPERATING EXPENSES	1,020,631	1,192,088	1,175,000	1,175,000	-17,088
6 SPECIAL SERVICES	734,045	748,636	777,500	777,500	28,864

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1045 ITS DIRECTOR	1.00		125,544	125,544	
1212 NETWORK ARCHITECT	1.00		69,578	69,578	
1215 SERVER SPECIALIST	1.00		60,995	47,194	13,801
1325 PROJECT MANAGER OPED	1.00		91,304	91,304	
G437 DATA ARCHITECT	1.00		82,380	82,380	
G438 SUPPORT SPECIALIST I (35 HRS)	1.00		60,710	61,110	-400
G441 SUPPORT SPECIALIST I (35 HRS)	1.00		43,489	41,603	1,886
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		47,194	60,995	-13,801
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		48,139	48,139	
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		48,139	48,139	
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		47,194	47,194	
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		47,194	47,194	
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		47,194	47,194	
G445 SUPPORT SPECIALIST II (35 HRS)	1.00		47,194	47,194	
G447 ENTERPRISE SERVICES MANAGER (4	1.00		91,305	91,305	
INFO. TECHNOLOGY SVCS.	15.00		957,553	956,067	1,486

FY 2013-2014 GENERAL FUND BUDGET
INFO TECH SERVICES **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
INFORMATION TECHNOLOGY SERVICES									
Network lines planned (WAN)(1)	0	0	0	0	0	0	0	0	0
Network lines planned (LAN)	0	200	0	0	0	270	420	150	200
Total connected	0	200	0	0	0	270	420	150	200
Connected as % of total	0	100	0	0	0	100	100	100	100
Hardware upgrades	0	0	52	0	125	136	0	0	2
Software upgrades	0	0	2	0	1	1	0	0	0
COMPUTER PURCHASES									
Laptops and Tablets	21	20	15	17	19	14	15	22	50
Desktops	27	127	166	210	176	174	175	252	300
Installed	48	90	166	210	176	160	160	252	N/A
Printers	2	10	0	0	2	0	15	11	20
No. of new servers	3	5	2	12	0	2	16	10	6
Service requests	1,929	2,038	2,626	1,940	2,220	2,315	2,645	4,053	3,500
Completed	1,929	2,038	2,626	1,759	3,350	1,600	2,645	4,036	N/A
Completed as % of requests	100%	100%	100%	91%	66%	69%	100	100%	N/A
Completed within 24 hours of request	739	713	997	564	449	350	950		N/A
Outstanding	0	0	0	0	0	715	3	17	N/A
Help desk calls	1,929	2,038	2,626	1,940	2,220	2,400	2,700	4,053	3,500
AMAC PCs (2)	16	37	132	190	164	175	180	294	220

- (1) A complete update of our WAN (Wide Area Network) and LAN (Local Area Network) was completed in December 2007. We do not anticipate any new activity in this area unless there are building changes, which are difficult to predict. This accounts for the zeroes in WAN & LAN lines planned & total connected in the 2008-2009 column.
- (2) AMACs are requests filed when workers need their computers added, moved or changed.

FY 2013-2014 GOALS

- 1) Domain upgrade and Active Directory reconfiguration
- 2) Upgrade Exchange
- 3) Upgrade LAN to 10 Gb/sec
- 4) Reconfigure and expand wireless access
- 5) Management tools implementation for mobile devices
- 6) Unified communications
- 7) Complete migration from legacy servers
- 8) Complete Windows desktop upgrades
- 9) Complete VoIP (Voice over Internet Protocol) rollout
- 10) Modify back-up procedures to disk

FY 2012-2013 GOAL STATUS

- 1) Continue domain upgrade.
6 MONTH STATUS: *Continuing analysis*
- 2) Migrate applications on legacy rack servers to blade server.
6 MONTH STATUS: *50% completed.*
- 3) Write and disseminate a Request for Proposal (RFP) for unified communications platform and purchase platform.
6 MONTH STATUS: *Planning stage*
- 4) Finalize Munis upgrade and create future upgrade plan.
6 MONTH STATUS: *Upgrade complete and finalizing future upgrade plan*
- 5) Upgrade all desktops to Windows 7.
6 MONTH STATUS: *75% complete*
- 6) Reconfigure active directory.
6 MONTH STATUS: *Analyzing*
- 7) Migrate all remaining desktops to Office 2010.
6 MONTH STATUS: *Planning to move to 2013*

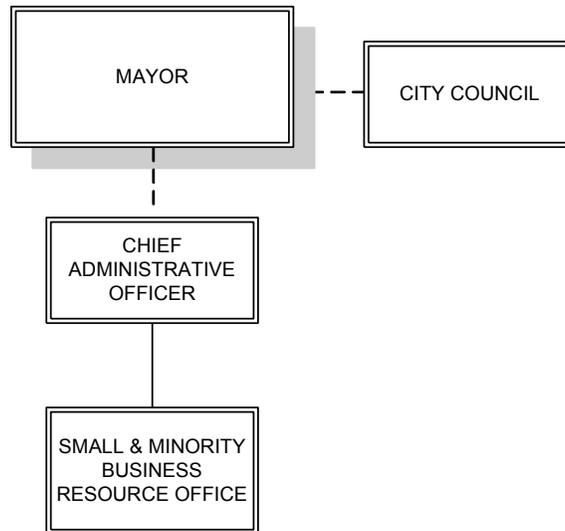
FY 2013-2014 GENERAL FUND BUDGET
 INFO TECH SERVICES APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01108000 INFORMATION TECHNOLOGY SERVICE	2,871,656	3,173,091	3,203,062	3,203,062	29,971
51000 FULL TIME EARNED PAY	840,908	956,067	957,553	957,553	1,486
51099 CONTRACTED SALARIES	35,154	0	0	0	0
51106 REGULAR STRAIGHT OVERTIME	0	6,000	6,000	6,000	0
51108 REGULAR 1.5 OVERTIME PAY	0	3,000	3,000	3,000	0
51116 HOLIDAY 2X OVERTIME PAY	0	1,000	1,000	1,000	0
51138 NORMAL STNDRD SHIFT DIFFER	0	5,000	5,000	5,000	0
51140 LONGEVITY PAY	10,575	11,025	6,975	6,975	-4,050
51156 UNUSED VACATION TIME PAYOUT	5,849	0	0	0	0
52360 MEDICARE	8,430	12,188	12,097	12,097	-91
52385 SOCIAL SECURITY	3,177	18,944	16,018	16,018	-2,926
52504 MERF PENSION EMPLOYER CONT	90,681	113,440	119,252	119,252	5,812
52917 HEALTH INSURANCE CITY SHARE	122,206	105,703	123,667	123,667	17,964
53610 TRAINING SERVICES	300	1,070	0	0	-1,070
53720 TELEPHONE SERVICES	809,167	975,170	1,000,000	1,000,000	24,830
53905 EMP TUITION AND/OR TRAVEL REIM	0	245	1,000	1,000	755
54020 COMPUTER PARTS	1,526	100	0	0	-100
54550 COMPUTER SOFTWARE	3,221	3,600	0	0	-3,600
54555 COMPUTER SUPPLIES	30,016	16,467	20,000	20,000	3,533
54675 OFFICE SUPPLIES	12,114	5,500	4,000	4,000	-1,500
55055 COMPUTER EQUIPMENT	164,285	189,936	150,000	150,000	-39,936
56050 COMPUTER EQUIP MAINT SERVICE	251,312	252,076	210,000	210,000	-42,076
56055 COMPUTER SERVICES	204,606	216,067	510,000	510,000	293,933
56165 MANAGEMENT SERVICES	278,164	279,993	57,000	57,000	-222,993
59010 MAILING SERVICES	-37	500	500	500	0

GENERAL GOVERNMENT DIVISIONS
SMALL & MINORITY BUSINESS RESOURCE OFFICE

MISSION STATEMENT

The mission of the Small & Minority Business Resource Office is to provide the resources and information small, minority, and women-owned businesses need to compete for business opportunities with the City of Bridgeport.



FY 2013-2014 GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE

BUDGET DETAIL

Deborah Caviness
 Senior Program Administrator

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG/APPR	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01112000 MINORITY BUSINESS RESOURCE OFF	195,279	230,183	234,161	234,161	3,978
1 PERSONAL SERVICES	146,449	171,635	171,635	171,635	0
2 OTHER PERSONAL SERVICES	3,409	0	750	750	750
3 FRINGE BENEFITS	31,733	39,498	42,726	42,726	3,228
4 OPERATING EXPENSES	13,688	19,050	19,050	19,050	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2014	BUDGET FY 2013	VARIANCE
1331 SENIOR PROJECT MANAGER (MEB)	1.00		91,304	91,304	
G216 ASSISTANT SPECIAL PROJECT MANA	1.00		48,507	48,507	
G330 CONSTITUENT SERVICES REP.	1.00		31,824	31,824	
SMALL & MINORITY BUSINESS OFFICE	3.00		171,635	171,635	

FY 2013-2014 GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ESTIMATED 2012-2013
SMALL & MINORITY BUSINESS DEVELOPMENT OFFICE						
Public Awareness Events	20	22	25	30	22	25
Attendance at Public Awareness Events	698	575	750	811	265	350
Total Number of people impacted by programming	825	700	925	650	200	300
New Businesses Registered	127	70	75	92	85	80
African American Businesses	74	50	50	65	49	50
Hispanic Businesses	23	10	25	16	26	30
Women Owned Businesses	30	17	15	35	28	20
<i>Value of Contracts Awarded</i>						
Contracts Awarded for Physical Development Projects	\$30,951,449	\$17,720,851	unknown	\$13,464,905		
Prime: Minority & Women-Owned Businesses	\$14,641,468	\$2,277,123	unknown	\$4,137,916		
Subcontracts: Minority & Women-Owned Businesses	\$ 7,515,757	\$4,587,825	unknown	\$3,354,670		

Please note the Small & Minority Business Development Office is a new department, so service indicators reflect recent history only. Statistics for service indicators were always compiled by Contract Compliance.

FY 2013-2014 GOALS

- 1) To identify and enroll local Bridgeport-based businesses.
- 2) Continue to provide educational workshops/seminars to build capacity of small, minority and women-owned businesses.
- 3) Increase partnerships and resources to accommodate training requests to prepare contractors for upcoming projects.
- 4) Work with Purchasing Department to increase establish bid threshold to expedite bid process.
- 5) Work with local developers to expand contracting opportunities for small, minority and women-owned businesses.
- 6) Work with BEDCO to implement Minority Bonding Program.

FY 2012-2013 GOAL STATUS

- 1) To identify and enroll local Bridgeport-based businesses in the Sheltered Market Program.
6 MONTH STATUS: *40 New Bridgeport-based Businesses & 10 New Businesses from surrounding towns.*
- 2) Continue to provide educational workshops/seminars to build capacity of small, minority and women-owned businesses.
6 MONTH STATUS: *Conducted 15 Professional Development Workshops.*
- 3) Increase partnerships and resources to accommodate financial requests.
6 MONTH STATUS: *5 New Partnerships.*

FY 2013-2014 GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE APPROPRIATION SUPPLEMENT

ORG CODE/OBJECT DESC	FY2012 ACTUAL	FY2013 CURRENT BUDGET	FY 2014 MAYOR PROPOSED	FY2014 COUNCIL ADOPTED	VARIANCE
01112000 MINORITY BUSINESS RESOURCE OFF	195,279	230,183	234,161	234,161	3,978
51000 FULL TIME EARNED PAY	146,449	171,635	171,635	171,635	0
51140 LONGEVITY PAY	0	0	750	750	750
51156 UNUSED VACATION TIME PAYOUT	3,409	0	0	0	0
52360 MEDICARE	2,168	2,457	2,466	2,466	9
52385 SOCIAL SECURITY	760	1,973	1,973	1,973	0
52504 MERF PENSION EMPLOYER CONT	15,346	20,133	22,410	22,410	2,277
52917 HEALTH INSURANCE CITY SHARE	13,459	14,935	15,877	15,877	942
53605 MEMBERSHIP/REGISTRATION FEES	1,000	1,000	1,000	1,000	0
53705 ADVERTISING SERVICES	4,000	4,000	4,000	4,000	0
53750 TRAVEL EXPENSES	0	1,375	1,375	1,375	0
54675 OFFICE SUPPLIES	8,688	9,000	9,000	9,000	0
55150 OFFICE EQUIPMENT	0	3,675	3,675	3,675	0