

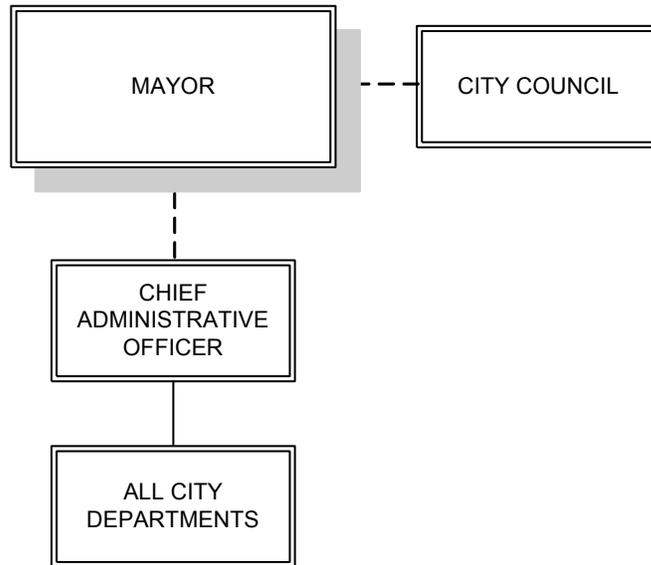
GENERAL GOVERNMENT DIVISIONS
OFFICE OF THE MAYOR

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.



FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 OFFICE OF THE MAYOR BUDGET DETAIL

Honorable Bill Finch
 Mayor

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01001	OFFICE OF THE MAYOR						
01	PERSONNEL SERVICES	738,294	706,908	736,247	736,247	736,247	0
02	OTHER PERSONNEL SERV	3,000	21,585	4,050	4,275	4,275	225
03	FRINGE BENEFITS	186,214	185,514	215,588	222,192	222,192	6,604
04	OPERATIONAL EXPENSES	24,129	21,587	25,481	25,481	25,481	0
05	SPECIAL SERVICES	10,695	5,970	7,626	7,626	7,626	0
		962,332	941,564	988,992	995,821	995,821	6,829

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	MAYOR	1.00			132,459	132,459	
	CHIEF OF STAFF - MAYOR'S OFFICE	1.00			131,115	131,115	
	ADMINISTRATIVE ASSISTANT	1.00			42,840	42,840	
	RECEPTIONIST	1.00			40,800	40,800	
	PROJECT MANAGER	2.00			171,304	171,304	
	EXECUTIVE OFFICE MANAGER	1.00			81,600	81,600	
	MAYOR'S SAIDE	1.00			93,330	93,330	
	SECRETARY (40HRS)	1.00			42,799	42,799	
OFFICE OF THE MAYOR		9.00			736,247	736,247	

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS

FY 2015-2016 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, BConnected (the City's online citizen service request program), 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 (a new Roosevelt Elementary School is nearly completed, a new high school to replace Harding High School is planned, construction of a new Longfellow Elementary School is underway) and renovating several other City schools (the addition to Black Rock Elementary School is now open, and a renovation to Central High School is planned).
- 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.
- 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 2014-2015 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: Moody's Investors Service improved its outlook for Bridgeport. Health insurance premium cost sharing negotiated across nearly all unions. 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 received award from the Government Finance Officers Association in FY 2014 (FY 2015 is awarded in 2014) for budget clarity and transparency.
- 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: After decades of broken promises, construction is finally happening at Steel Point. Starbucks, Bass Pro Shops, and Chipotle are all slated to open this fall. Once complete, the 52-acre peninsula and surrounding properties on Long Island Sound will be home to 1,400 apartments, retail, hotels, a grocery store, and more. It will create thousands

of jobs while adding tens of millions of dollars to our tax rolls. There will be many more exciting announcements regarding Steelpointe Harbor in the coming months. A short walk away from Steel Point is our improving downtown. It is home to hundreds of new apartments, several new businesses, and a wealth of companies that are choosing to move back to the heart of our city. Fletcher-Thompson, an architecture firm that was founded in Bridgeport more than one-hundred years ago, sadly left in 2002. But after seeing the progress being made here, Fletcher-Thompson decided to come back, bringing with it 60 new jobs. Downtown North will soon to be home to hundreds of new apartments, all within walking distance of a train station, and the premiere sports and entertainment venue in Fairfield County. We're also making progress on the East Bridgeport Development Corridor. The cornerstone of this revitalization project is Barnum Station, which will serve as our city's second Metro-North stop. Barnum Station will be a catalyst for economic development in East Bridgeport, spurring job creation at Bridgeport Hospital and throughout the whole neighborhood.

- 3) Reduce tax delinquencies by continuing to pursue an aggressive zero-tolerance tax collection policy to increase revenues.

6 MONTH STATUS: The City has held a 97% collection rate for the past two years. This is primarily due to the aggressive efforts to reach delinquent tax payers. 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: We're investing in Bridgeport's future by going green: creating green jobs and producing clean energy so our kids and grandkids will breathe easier. Climate change isn't just some debate for academics. It's something mayors and their cities are taking leadership on for the sake of future generations. As co-chair of the U.S. Conference of Mayors Climate Protection Task Force, I know all too well that growing cities like Bridgeport are the key to beating back climate change. Per capita, we account for significantly less pollution than suburbs. Preparing Bridgeport for a more sustainable future starts with job creation. That's why I set out to develop the Eco-Technology Park in Bridgeport's long-neglected West Side. It's all about encouraging green businesses to come here, thrive here, grow here, and most importantly, put more and more Bridgeporters to work here. The Eco-Technology Park is now home to dozens of green businesses, such as Tri-State Biodiesel, which is under construction in this, our state's largest city, adding even more green jobs. Our efforts at the Eco-Technology Park have resulted in hundreds of new jobs, and more than \$10 million in annual personal income. And, like so many other projects, it's growing and getting better every day. We're also leading the nation in clean energy production. We're home to North America's largest fuel cell, which powers 15,000 homes with clean energy. We'll soon be home to thousands of solar panels and another fuel cell atop an old and unused landfill. This project alone will power an additional 5,000 homes with clean energy, helping to reduce asthma rates, and bringing millions of dollars in revenue for our city. Together, these two projects will power 20,000 households with clean energy while ensuring our kids and grandkids breathe cleaner air.

- 5) Continue to promote efficiency and accountability throughout city government through the CitiStat program, BConnected (the City's online citizen service request program), labor-management cooperative and employee training.

6 MONTH STATUS: CitiStat continues to work with various city departments, especially those in direct contact with the public, on digital data tracking, policy revision, internal work process procedures, job duty alignment, and training. They collect data measuring the number of jobs/requests completed in addition to the average time frame it takes to complete a job. They will continue to gather data relative to citizen experience and feedback and will use this to help develop a comprehensive employee training program. The City continues to promote BConnected to both citizens and residents by attending a variety of events and meetings, advertising, and using social media.

- 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 and renovating several other City schools.

6 MONTH STATUS: *We're preparing Bridgeport kids to compete for the jobs of tomorrow. And, we're starting early. When it comes to early childhood education, the research is clear: If kids aren't reading at the level they should be by third grade, they're less likely to graduate from high school. Over the past year, we've added more than 360 new pre-K seats in Bridgeport. That's more than any other city in Connecticut and there's more to come. Soon, Bridgeport will become the first city in Connecticut to offer universal pre-k. With these new seats, we're giving more than 3,800 Bridgeport kids a fair shot at a better future. Whether it's pre-k—or high school—we need to ensure Bridgeport kids are learning in the right environment. For decades, thousands of Bridgeport kids have been attending schools in desperate need of repair. But that's changing. We're making smart investments in school construction. On my watch, we've launched the largest school construction effort in our city's history. We're renovating existing—and creating new—schools. Once complete, our school construction program will have created more than 3,000 jobs in Bridgeport. And, more than half of our public school kids will attend a new or newly renovated school, ensuring more and more kids are learning in the right environment.*

- 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: *One of Mayor Finch's first initiatives after being elected, the Small and Minority Business Resource Office (SMBRO) provides training and connections for entrepreneurs to create businesses and compete for city contracts, such as school construction projects. Since that time, the city has hired its first African-American construction manager for a school project and seen four minority owned businesses create joint ventures with established firms. Recently, through the efforts of SMBRO, more than \$50 million has been awarded to small, minority and women-owned businesses on our four most recent school construction projects. On these four construction projects—Black Rock Elementary School, Fairchild Wheeler Magnet High School, Roosevelt Elementary School and Longfellow Elementary School—100 out of 101 subcontracting opportunities were awarded to minority or women-owned businesses. This means we have helped 100 small businesses get an opportunity to succeed, grow and create jobs for Bridgeport residents.*

- 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: *By going green, we're also revitalizing run-down properties across the city. Several buildings have served as I-95 eyesores. They've been vacant and run-down for decades. Now, these same buildings are being revitalized, and will serve as beacons of our new economy. One project is being driven by U-Haul, which involves restoring a beat up and old industrial building. Once U-Haul's revitalization efforts are complete, this building and its neighbors will serve as home to hundreds of new jobs. Another project, led by Gary Flocco, involves converting an old industrial complex off of Cherry Street into hundreds of new apartments, a grocery store, and a school. The City established Joint Inspection Services Committee (JISC) meetings, which has resulted in increased information sharing among*

Departments successfully targeting more than 150 problem properties within the City and submitting legislative proposals to the State to assist the JISC in their work cleaning up properties in the City. New Neighborhood Revitalization Zones have been established in the Upper East Side and Reservoir neighborhoods.

- 10) In partnership with the Police Chief, work together to formulate strategic initiatives that combat crime and support successful neighborhood policing.

6 MONTH STATUS: The Park City is also dedicated to keeping Bridgeport kids and families safe and secure. Our city is seeing its lowest crime rates in nearly a half-century. We've experienced a more significant drop in crime than any other city in New England. And, crime continues to decline. There are many reasons for this, including our work with the re-entry community, which is aimed at making sure people are set up for success after serving time. In partnership with Project Longevity, The Workplace, and John Santa's group—The Knights of Malta—we're ensuring that there are jobs for those re-entering our community. Bridgeport has the most diverse police department in the state. But I believe our police force must be even more representative of our community. These efforts are critical to ensuring our police department and communities are working together as one. We've launched a major police recruiting effort. We're incentivizing Bridgeport residents to join this proud force and help make our city even safer. I'm committed to making sure our police department is even more representative of our community.

- 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: Our smoke detector program has absolutely saved lives. We know of at least 200 cases where people were alerted to a fire in their homes by smoke detectors provided and installed by the city. This program is an investment in keeping kids and families across our city safe, and it is money well spent. Over the last decade, the department in partnership with non-profit RYASAP has installed nearly 50,000 free smoke detectors in city homes. Anyone city resident wanting a smoke alarm can call 203-335-8835. Someone will come out and install one—or several—free of charge.

- 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.

6 MONTH STATUS: For nearly two decades, Bridgeport residents couldn't get out to Pleasure Beach. Last summer, the wait was over. More than 25,000 people who visited the barrier island last year. We're looking forward to another successful summer at Pleasure Beach. It's like a little piece of Nantucket right here in Bridgeport. In addition to our investments in Pleasure Beach—and all of our existing parks—we're building new parks across the Park City. One of these is Knowlton Park, which sits where the Acme Shear Company used to be, and was long in need of regeneration. The new park serves as a catalyst for a nicer community, thriving businesses, higher quality of life in the neighborhood, and, giving hardworking Bridgeporters long overdue access to the waterfront. We've renovated and created over 100 acres of parkland on my watch, and we're just getting started.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

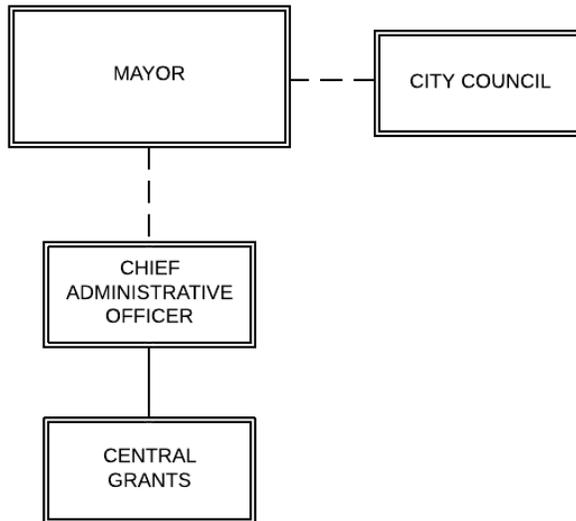
Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01001	OFFICE OF THE MAYOR								
		51000	FULL TIME EARNED PAY	707,662	675,060	736,247	736,247	736,247	0
		51099	CONTRACTED SALARIES	30,632	31,848	0	0	0	0
01	PERSONNEL SERVICES			738,294	706,908	736,247	736,247	736,247	0
		51140	LONGEVITY PAY	3,000	3,150	4,050	4,275	4,275	225
		51156	UNUSED VACATION TIME PAYOUT	0	18,435	0	0	0	0
02	OTHER PERSONNEL SERV			3,000	21,585	4,050	4,275	4,275	225
		52360	MEDICARE	8,999	8,497	8,998	8,904	8,904	-94
		52385	SOCIAL SECURITY	790	5,005	2,232	2,232	2,232	0
		52504	MERF PENSION EMPLOYER CONT	81,761	77,120	96,239	80,791	80,791	-15,448
		52917	HEALTH INSURANCE CITY SHARE	94,664	94,893	108,119	130,265	130,265	22,146
03	FRINGE BENEFITS			186,214	185,514	215,588	222,192	222,192	6,604
		53605	MEMBERSHIP/REGISTRATION FEES	0	0	57	57	57	0
		53705	ADVERTISING SERVICES	0	0	20	20	20	0
		53750	TRAVEL EXPENSES	5,173	2,870	5,619	5,619	5,619	0
		53905	EMP TUITION AND/OR TRAVEL REIM	780	304	798	798	798	0
		54595	MEETING/WORKSHOP/CATERING FOOD	7,842	8,416	8,450	8,450	8,450	0
		54650	LANDSCAPING SUPPLIES	0	0	140	140	140	0
		54675	OFFICE SUPPLIES	5,693	4,982	4,636	4,636	4,636	0
		54705	SUBSCRIPTIONS	0	0	36	36	36	0
		54720	PAPER AND PLASTIC SUPPLIES	0	0	171	171	171	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,641	5,015	5,534	5,534	5,534	0
		55530	OFFICE FURNITURE	0	0	20	20	20	0
04	OPERATIONAL EXPENSES			24,129	21,587	25,481	25,481	25,481	0
		56110	FINANCIAL SERVICES	8,284	4,974	6,416	4,500	4,500	-1,916
		56175	OFFICE EQUIPMENT MAINT SRVCS	2,411	996	1,210	2,010	2,010	800
		56180	OTHER SERVICES	0	0	0	719	719	719
		56240	TRANSPORTATION SERVICES	0	0	0	218	218	218
		56250	TRAVEL SERVICES	0	0	0	179	179	179
05	SPECIAL SERVICES			10,695	5,970	7,626	7,626	7,626	0
01001	OFFICE OF THE MAYOR			962,332	941,564	988,992	995,821	995,821	6,829

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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 2015-2016 ADOPTED GENERAL FUND BUDGET
 CENTRAL GRANTS BUDGET DETAIL

Christina B. Smith
 Director

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01005	CENTRAL GRANTS OFFICE						
01	PERSONNEL SERVICES	320,513	303,380	320,604	320,604	320,604	0
02	OTHER PERSONNEL SERV	1,950	2,100	2,250	1,200	1,200	-1,050
03	FRINGE BENEFITS	102,872	98,872	115,062	88,815	88,815	-26,247
04	OPERATIONAL EXPENSES	9,581	9,541	8,882	8,882	8,882	0
05	SPECIAL SERVICES	3,610	10,535	2,895	2,895	2,895	0
		438,526	424,428	449,693	422,396	422,396	-27,297

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	GRANT WRITER	2.00			117,878	117,878	
	DIRECTOR CENTRAL GRANTS	1.00			99,652	99,652	
	ADMINISTRATIVE ASSISTANT	1.00			39,834	39,834	
	OPM POLICY ANALYST	1.00			63,240	63,240	
CENTRAL GRANTS		5.00			320,604	320,604	

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
CENTRAL GRANTS											
Number of Grant applications filed	129	19	58	43	49	60	67	33	55	53	60
Number of Grant Applications Funded	58	10	29	18	35	36	48	13	33	25	30
Number of Grant Applications Pending	31	0	6	14	0	0	0	1	1	5	0
Number of Grant Applications Denied	40	9	23	11	14	24	19	19	21	23	30
% of Grant applications funded	45%	53%	50%	42%	71%	60%	72%	39%	60%	47%	50%
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	\$3,555,055	\$10,373,552	\$1,803,000	\$3,500,000
Total Dollars Pending	N/A	0	\$805,967	\$27,356,641	\$0	0	N/A	N/A	N/A	\$1,000,000	N/A
Total dollars awarded to Community Organizations	N/A	\$450,316	\$3,790,629	\$3,200,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CENTRAL GRANTS FY 2015-2016 GOALS

- 1) Strategically apply for formula and competitive funding for City priority projects and programs by confirming needs with department heads on a quarterly basis.
- 2) Strive to improve grant application success rate by 20% through more focused application efforts.
- 3) Cultivate relationships with area and national foundations and partners to benefit Bridgeport grant applications by participating in at least 12 meetings and events.
- 4) Demonstrate our ability to effectively manage and spend awarded funds through quarterly updates to State and Federal entities and constituents.
- 5) Work to ensure that procedures and processes are in place to assure compliance with Federal, State and local requirements.
- 6) Work with departments to improve understanding of grant management and oversight responsibilities by hosting workshops to review the various phases and responsible parties.

CENTRAL GRANTS FY 2014-2015 GOAL STATUS

- 1) Strategically apply for formula and competitive funding for City priority projects and programs by confirming needs with department heads on a quarterly basis.
6 MONTH STATUS: *Ongoing goal; progress slowed due to a temporary reduction in staffing capacity.*
- 2) Strive to improve grant application success rate by 20% through more focused application efforts.
6 MONTH STATUS: *Progress is ongoing; even with a temporary reduction in grant-writing staff there will likely be an increase in the number of overall applications submitted for the year but a more competitive funding environment makes the target more challenging to achieve.*
- 3) Cultivate relationships with area and national foundations and partners to benefit Bridgeport grant applications by participating in at least 12 meetings and events.
6 MONTH STATUS: *Have attended and signed up to participate in a number of initiatives with area foundations and partners including the StriveTogether Cradle to Career Collective Impact initiative led by the United Way, the PT Partners collective impact initiative, the East Side Promise Neighborhood initiative, among others.*
- 4) Demonstrate our ability to effectively manage and spend awarded funds through regular updates to State and Federal entities and constituents.
6 MONTH STATUS: *Currently in the midst of working on this project with the help of an intern.*
- 5) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
6 MONTH STATUS: *Worked together with Stamford and New Haven on the 100 Resilient Cities application for which we were a finalist; looking into partnering on other similar grants that reward regional collaboration.*
- 6) 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: *Have submitted applications focused on resilient cities, public art, historic preservation, and arts festivals, among others.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
CENTRAL GRANTS APPROPRIATION SUPPLEMENT

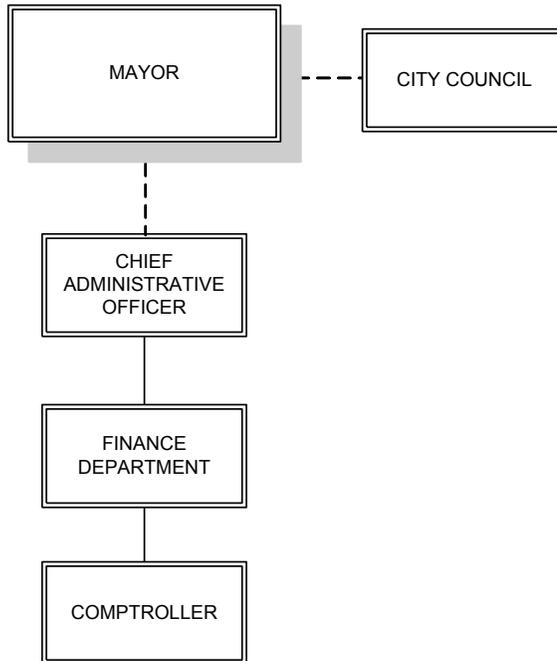
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01005	CENTRAL GRANTS OFFICE								
		51000	FULL TIME EARNED PAY	293,788	300,080	303,354	320,604	320,604	17,250
		51099	CONTRACTED SALARIES	26,724	3,300	17,250	0	0	-17,250
01	PERSONNEL SERVICES			320,513	303,380	320,604	320,604	320,604	0
		51140	LONGEVITY PAY	1,950	2,100	2,250	1,200	1,200	-1,050
02	OTHER PERSONNEL SERV			1,950	2,100	2,250	1,200	1,200	-1,050
		52360	MEDICARE	4,066	4,214	4,453	4,529	4,529	76
		52385	SOCIAL SECURITY	540	3,020	3,654	3,654	3,654	0
		52504	MERF PENSION EMPLOYER CONT	33,699	32,124	41,971	35,108	35,108	-6,863
		52917	HEALTH INSURANCE CITY SHARE	64,567	59,514	64,984	45,524	45,524	-19,460
03	FRINGE BENEFITS			102,872	98,872	115,062	88,815	88,815	-26,247
		53605	MEMBERSHIP/REGISTRATION FEES	110	0	400	100	100	-300
		53725	TELEVISION SERVICES	147	269	311	311	311	0
		53750	TRAVEL EXPENSES	549	0	0	0	0	0
		53905	EMP TUITION AND/OR TRAVEL REIM	128	61	150	150	150	0
		54555	COMPUTER SUPPLIES	199	0	0	0	0	0
		54595	MEETING/WORKSHOP/CATERING FOOD	459	760	650	650	650	0
		54675	OFFICE SUPPLIES	2,392	2,809	1,950	1,950	1,950	0
		54700	PUBLICATIONS	210	0	49	49	49	0
		54705	SUBSCRIPTIONS	132	1,172	894	1,194	1,194	300
		55080	ELECTRICAL EQUIPMENT	277	0	0	0	0	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,477	4,470	4,477	4,477	4,477	0
		55530	OFFICE FURNITURE	500	0	0	0	0	0
04	OPERATIONAL EXPENSES			9,581	9,541	8,882	8,882	8,882	0
		56085	FOOD SERVICES	916	657	735	735	735	0
		56130	LEGAL SERVICES	0	7,656	0	0	0	0
		56165	MANAGEMENT SERVICES	322	152	495	495	495	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,679	1,659	1,180	1,180	1,180	0
		56250	TRAVEL SERVICES	693	411	485	485	485	0
05	SPECIAL SERVICES			3,610	10,535	2,895	2,895	2,895	0
01005	CENTRAL GRANTS OFFICE			438,526	424,428	449,693	422,396	422,396	-27,297

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE

BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01010	COMPTROLLER'S OFFICE							
	41277	RESTITUTION RECOVERY	59,005	2,751	5,000	5,000	5,000	0
	41278	MUNICIPAL ID FEE	0	0	0	0	200,000	200,000
	41392	DEBT SERVICE PARENT CENTER	60,000	60,000	60,000	60,000	60,000	0
	41538	COPIES	510,767	45,515	50,000	50,000	50,000	0
	41551	O.T.B INCOME	437,955	400,541	450,000	450,000	450,000	0
	41552	STATE BINGO	49	57	200	200	200	0
	41553	BOOKS/ MAP SALES	0	0	100	100	100	0
	41555	CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	500,000	0
	41559	COURT FINES	58,446	69,214	5,000	35,000	35,000	30,000
	41560	PROPERTY RENTAL	22,840	20,940	25,000	25,000	25,000	0
	41561	STATE LOCIP FOR DEBT SERVICES	134,325	194,888	970,184	1,031,564	1,031,564	61,380
	41562	DEBT SERVICE INTEREST REIMBURSEME	168,755	188,424	225,318	225,318	225,318	0
	41563	HEALTH INSURANCE WORKERS COM. REI	1,572	1,288	0	0	0	0
	41564	ADMINISTRATIVE FEE/OVERHEAD ALLO	22,500	13,000	70,000	70,000	70,000	0
	41610	FREEDOM OF INFORMATION FEES	0	46	0	0	0	0
	44550	TOWN AID	685,121	2,350,167	1,379,983	1,383,106	1,383,106	3,123
	45354	WPCACOLLECTION SERVICE REIMBURSE	666,062	722,649	500,000	697,623	697,623	197,623
01010	COMPTROLLER'S OFFICE		3,327,395	4,569,480	4,240,785	4,532,911	4,732,911	492,126

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance	
01010	COMPTROLLER'S OFFICE							
	01	PERSONNEL SERVICES	581,911	438,210	596,894	614,987	614,987	18,093
	02	OTHER PERSONNEL SERV	7,781	5,138	3,675	4,575	4,575	900
	03	FRINGE BENEFITS	189,286	142,694	274,611	233,962	233,962	-40,649
	04	OPERATIONAL EXPENSES	6,526	3,508	6,260	6,260	6,260	0
	05	SPECIAL SERVICES	333,713	283,504	334,399	334,399	334,399	0
			1,119,217	873,053	1,215,839	1,194,183	1,194,183	-21,656

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	ACCOUNTING CLERK I (35 HOURS)	4.00			155,867	163,787	7,920
	ACCOUNTING CLERK II (35 HOURS)	3.00			142,406	144,330	1,924
	FINANCIAL MANAGEMENT SUPER	1.00			75,420	75,420	
	ACCOUNTANT	1.00			66,888	75,138	8,250
	CHIEF ACCOUNTANT	1.00			80,510	80,510	
	CAPITOL PROJECTS FIXED ASSETS	1.00			75,803	75,803	
COMPTOLLER'S OFFICE		11.00			596,894	614,988	18,094

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
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	18,050	18,294	8,453	17,906
Manual checks processed	81	88	117	55	49	49	54	53	383	110	88	150
ACH Vendor Payments processed **SEE NOTES										315	519	1200
Manual checks processed payroll	N/A	N/A	838	804	802	325	271	194	164	217	117	230
Travel requests processed	224	235	215	67	111	100	131	90	96	125	63	136
Payment Vouchers processed	36,450	38,504	36,637	36,330	50,073	52,503	49,599	46,447	48,762	51,903	23,994	53,979
Scanned Back Pages for Invoices (2)	N/A	N/A	N/A	N/A	500,730	525,030	495,990	464,470	487,620	519,030	239,940	539,790
Capital Project checks processed	307	292	363	288	41	40	34	14	18	456	290	600
Capital Project wires processed	0	0	0	0	0	0	153	180	173	172	64	150
Cash Receipts processed	4,999	4,641	3,513	3,617	5,603	5,600	4,906	4,971	4,945	5,140	2,552	5,200
Journal Entries posted (3)	1,012	1,441	1,086	1,205	1,700	1,600	60	75	61	2,387	1,289	2,470
Federal 1099 Forms issued	535	556	920	526	423	500	462	431	537	645	645	650
W-2 Statements issued	6,408	6,408	6,467	5,784	5,784	5,670	5,670	5,501	5,440	5,590	5,590	5,590
Payroll Checks Issued (1)	218,632	200,379	199,276	60,315	54,481	51,000	48,335	43,269	32,454	30,136	12,792	27,500
Payroll Direct Deposit (1)	N/A	N/A	N/A	134,292	129,447	126,520	127,805	131,884	137,001	141,827	70,432	142,700
Payroll Vendor Checks Issued	N/A	N/A	N/A	804	5,403	5,150	4,971	4,926	4,594	4,028	1,723	3,500
Payroll Vendor Direct Deposit	N/A	N/A	N/A	792	815	850	858	1,044	1,208	1,321	658	1,335
Pension checks issued (Police, Fire, Janitors)	11,964	11,829	12,850	11,382	10,980	12,000	10,842	10,560	10,546	10,054	4,915	9,900
<i>Grants Administration:</i>												
number of new and recurring grants	224	146	148	139	134	150	125	123	128	126	126	126
number of grants closed	8	78	60	56	54	70	203	55	85	65	65	65
Financial report delivery date	29-Dec	31-Dec	31-Dec	31-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	30-Jun	30-Jun	30-Jun

- (1) Decrease/increase 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 2015-2016 GOALS

- 1) The reduction of unnecessary paper being submitted to Accounts Payable in accordance with the Mayor's B-Green initiative.
- 2) Continue to increase the level of Vendors being set up on EFT for payment.
- 3) Initiate training of Department MUNIS users.

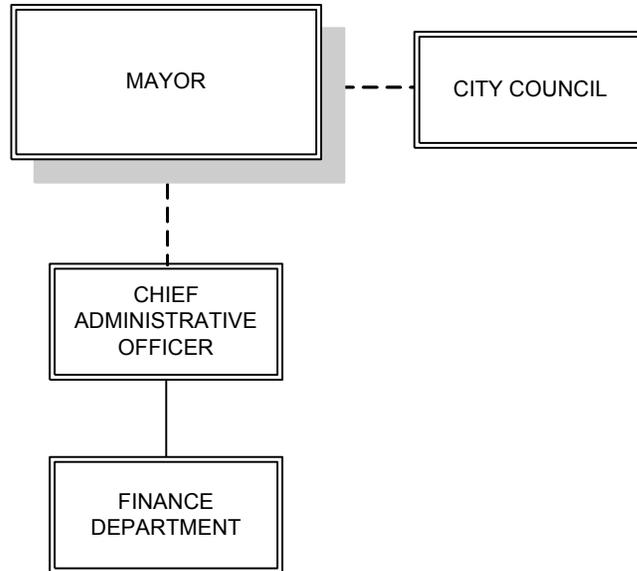
FY 2014-2015 GOAL STATUS

- 1) Move all weekly vendor payment to EFT (electronic funds transfer) processing. This will enhance cash flow tracking and reduce the time spent by office resources to track outstanding checks.
6 MONTH STATUS: *The process was started late 2014 and is still ongoing in its implementation.*
- 2) Continue to require City departments to provide controller's office with documentation on a timelier basis.
6 MONTH STATUS: *This goal progressed with procedures being put in place by Accounts Payable to increase the efficiency of the various City departments in processing their payments*

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.



FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01015	FINANCE ADMINISTRATION						
01	PERSONNEL SERVICES	329,059	392,919	457,674	589,071	589,071	131,397
02	OTHER PERSONNEL SERV	2,869	7,958	3,000	3,900	3,900	900
03	FRINGE BENEFITS	97,329	132,859	147,012	178,814	178,814	31,802
04	OPERATIONAL EXPENSES	5,380	5,323	5,886	8,886	8,886	3,000
05	SPECIAL SERVICES	278	508	693	1,693	1,693	1,000
		434,915	539,566	614,265	782,364	782,364	168,099

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	DIRECTOR OF FINANCE	1.00			125,544	125,544	
	DEPUTY DIRECTOR OF FINANCE	1.00			101,110	101,110	
	EXECUTIVE ASSISTANT FINANCE	1.00			68,157	80,157	12,000
	PROJECT MANAGER	1.00	0.75		31,605	91,304	59,699
	PAYROLL MANAGER	1.00	0.75		31,605	91,304	59,699
	DEPUTY DIRECTOR OF FINANCE/MAN	1.00			99,652	99,652	
FINANCE DEPARTMENT		6.00	1.50		457,673	589,071	131,398

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT 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	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
FINANCE DEPARTMENT											
Risk Management	0	0	0	0	0	0	0	0	0	0	0
Annual CAFR Report	1	1	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	\$16,560,510	\$12,720,514	\$12,924,082	\$13,395,816	\$13,395,816	\$13,395,816
Unreserved Fund Balance as % of General Fund	5.36%	11.70%	3.98%	4.08%	5.95%	3.31%	2.40%	2.40%	2.40%	2.40%	2.40%
Expenditures	\$ 8,000,000	\$2,000,000	\$18,636,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriated	\$685,480,000	\$710,095,000	\$ 684,228,000	\$ 654,200,000	\$662,665,000	\$701,133,522	\$738,928,108	\$704,991,981	\$664,534,053	\$664,534,053	\$664,534,053
Outstanding Debt	\$4,899	\$4,749	\$ 4,904	\$ 4,689	\$ 4,796	\$ 4,520	\$5,104	\$4,828	\$4,618	\$4,618	\$4,618
Debt per Capita	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
GFOA certificate for excellence in financial reporting	7	1	1	1	1	2	1	1	1	1	1
# of annual audit management letter comments	\$610,934,000	\$722,395,000	\$837,156,000	\$911,322,000	\$940,113,222	\$846,535,639	\$897,034,000	\$967,164,000	\$1,009,927	\$1,009,927	\$1,009,927
Governmental Activities Net Capital Assets	BOND AND CREDIT RATINGS										
Credit Rating: Moody's	Aaa	Aaa	Aaa	Aa3	A1	A1	A1	A2	A2	A2	A2
Standard & Poor's	AAA	AAA	AAA	AAA	A-	A-	A-	A-	A-	A-	A-
Fitch	AAA	AAA	AAA	N/A	A	A	A	A	A	A	A
Bond Rating: Moody's	Baa1	Baa1	Baa1	Baa1	AA3	AA3	AA3	AA3	AA3	AA3	AA3
Standard & Poor's	A-	A-	A-	A-	AA+	AA-	AA-	AA-	AA-	AA-	AA-
Fitch (1)	A-	A-	A-	BBB+	N/A	A	A	N/A	N/A	N/A	N/A

(1) - Fitch does not currently rate

FY 2015-2016 GOALS

- 1) Eliminate reliance on TANS (tax anticipation notes).
- 2) Improve monthly reconciliations of all accounts when office restructure is finalized.
- 3) Implement ACH payments for enhanced cash flow and reduced costs.
- 4) Continue the Grants filing on a timely basis.
- 5) Reconciliation and clean up of old Grant and Capital accounts in collaboration with OPM.

FY 2014-2015 GOAL STATUS

- 1) Reduce level of TANS (tax anticipation notes) needed.
6 MONTH STATUS: *The TANS for spring 2014 were reduced from 25M to 20m and the TANS for fall was reduced from 71m to 50m. The reliance on TANS as been eliminated for spring of 2015 and we are looking at a line of credit for the fall of 2015.*
- 2) Improve monthly reconciliations of all accounts when office restructure is finalized.
6 MONTH STATUS: *The hiring of the Fixed Asset accountant has made a tremendous impact in the consistency and accuracy of the Capital accounts and Fixed Asset module. The general Accountant was hired last 2014 and is currently being trained.*
- 3) Enhance cash flow with integration with the City's Financial System (MUNIS).
6 MONTH STATUS: *Cash flow has been tightened up and is one of the factors that is contributing to the reduction of TANS.*
- 4) Implement Fixed Asset audit.
6 MONTH STATUS: *The audit is ongoing with the hiring and training of the Capital and Fixed asset accountant.*

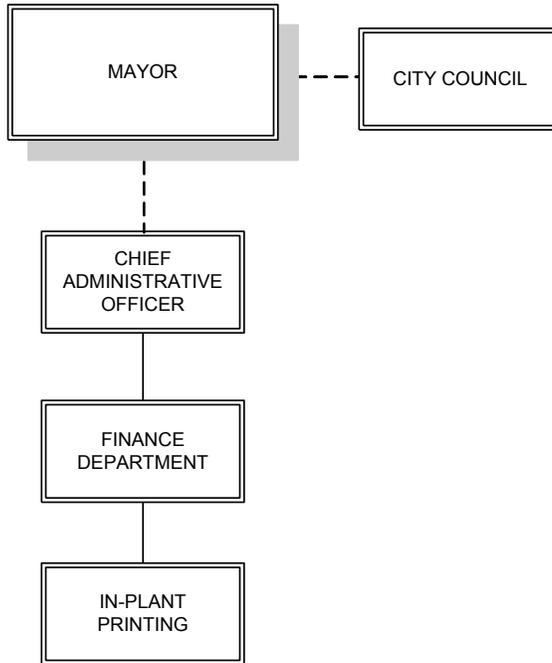
FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01015	FINANCE ADMINISTRATION								
		51000	FULL TIME EARNED PAY	329,059	392,919	457,674	589,071	589,071	131,397
01	PERSONNEL SERVICES			329,059	392,919	457,674	589,071	589,071	131,397
		51140	LONGEVITY PAY	2,869	2,850	3,000	3,900	3,900	900
		51156	UNUSED VACATION TIME PAYOUT	0	5,108	0	0	0	0
02	OTHER PERSONNEL SERV			2,869	7,958	3,000	3,900	3,900	900
		52360	MEDICARE	4,641	5,450	5,360	6,787	6,787	1,427
		52385	SOCIAL SECURITY	0	0	6,826	6,826	6,826	0
		52504	MERF PENSION EMPLOYER CONT	39,031	51,450	51,671	64,695	64,695	13,024
		52917	HEALTH INSURANCE CITY SHARE	53,656	75,959	83,155	100,506	100,506	17,351
03	FRINGE BENEFITS			97,329	132,859	147,012	178,814	178,814	31,802
		53605	MEMBERSHIP/REGISTRATION FEES	425	525	445	1,445	1,445	1,000
		53610	TRAINING SERVICES	0	1,074	1,074	3,074	3,074	2,000
		53905	EMP TUITION AND/OR TRAVEL REIM	2,232	1,250	1,261	1,261	1,261	0
		54555	COMPUTER SUPPLIES	0	0	122	122	122	0
		54675	OFFICE SUPPLIES	2,464	2,475	2,477	2,477	2,477	0
		54705	SUBSCRIPTIONS	258	0	356	356	356	0
		55150	OFFICE EQUIPMENT	0	0	152	152	152	0
04	OPERATIONAL EXPENSES			5,380	5,323	5,886	8,886	8,886	3,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	95	0	132	132	132	0
		56250	TRAVEL SERVICES	100	398	411	1,411	1,411	1,000
		59010	MAILING SERVICES	83	110	150	150	150	0
05	SPECIAL SERVICES			278	508	693	1,693	1,693	1,000
01015	FINANCE ADMINISTRATION			434,915	539,566	614,265	782,364	782,364	168,099

FINANCE DIVISIONS
PRINT SHOP

MISSION STATEMENT

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



FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 PRINT SHOP BUDGET DETAIL

Shequilla Robertson
 Acting Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01030	IN-PLANT PRINTING						
01	PERSONNEL SERVICES	326,072	319,257	330,253	326,982	326,982	-3,271
02	OTHER PERSONNEL SERV	5,071	7,328	4,760	5,105	5,105	345
03	FRINGE BENEFITS	93,753	99,084	106,953	115,934	115,934	8,981
04	OPERATIONAL EXPENSES	257,263	289,629	257,198	257,198	257,198	0
05	SPECIAL SERVICES	56,114	56,142	56,150	56,150	56,150	0
		738,273	771,439	755,314	761,369	761,369	6,055

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	MESSENGER	1.00			34,331	31,060	-3,271
	PRESSMAN	1.00			58,000	58,000	
	PRINTER FOREMAN	1.00			76,775	76,775	
	BOOKBINDER	1.00			58,000	58,000	
	PRINTER	1.00			58,000	58,000	
	PRINT SHOP AIDE	0.50			15,756	15,756	
	ANNEX MAIL COURIER (35 HOURS)	1.00			29,391	29,391	
IN-PLANT PRINTING		6.50			330,253	326,982	-3,271

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
PRINT SHOP **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	ACTUAL 2012-2013	ACTUAL 2013-2014	ESTIMATE 2014-2015
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	2,095,000	2,100,000	2,100,000
Black & White Copying	173,743	179,000	176,000	286,000	446,000	750,000	800,000	825,000	900,000	900,400	901,000
Color Copying	37,411	78,000	68,000	105,000	260,000	650,000	700,000	800,000	900,000	900,000	910,000
Envelopes Printed	532,345	765,000	695,000	790,000	920,000	1,000,000	1,000,000	1,000,000	950,000	900,000	900,000
Index/cover/coated paper	991,707	850,000	785,000	765,000	780,000	850,000	850,000	900,000	900,000	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	1,250,000	1,200,000
Stapling	21,375	52,000	74,500	156,000	86,000	80,000	80,000	75,000	75,000	70,000	70,000
Automatic bookletmaker	18,750	45,000	26,000	39,000	15,000	0	0	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	150,000	140,000
Scoring/perforation	24,916	60,000	69,300	96,000	55,000	50,000	50,000	45,000	45,000	45,000	45,000
Large format Poster Printing			55	112	245	400	400	500	750	1,000	1,500
Number of Departments Serviced	69	69	69	72	72	72	72	72	72	72	80
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	7,136,472	7,167,500
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	540,000	500,000
Amount Spent*	\$ 142,545	\$ 204,251	\$ 205,000	\$ 206,000	\$ 208,000	\$ 208,000	\$ 208,000	\$ 209,000	\$ 210,000	\$ 234,080	\$ 210,000

FY 2015-2016 GOALS

- 1) To incorporate interns into our every day work force. This will incur no cost for the city and will provide interns with school credit. Interns will come from two of our city schools: Bullard Havens and Harding High.
- 2) Implement a new web-to-print system for job submission that will automate everything from job ordering, ordering supplies, budget information and job pricing.

FY 2014-2015 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 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. Also brought in some outside work to increase the revenue of the department.
6 MONTH STATUS: *We have been working with the departments to staying on top of some of the major projects they have need of printing for such as the Mayor's Office, Credit Union, and the Lighthouse Program.*
- 4) Continue to investigate cost savings for printing and postage.
6 MONTH STATUS: *We are in the process of investigating postage saving with Stamps.com and other online resources.*
- 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 then by outsourcing these jobs. We are also printing for some outside customers.*

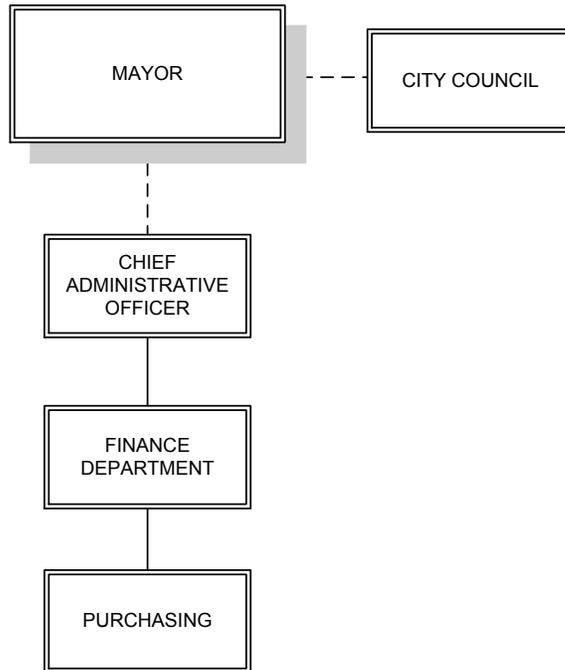
FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 PRINT SHOP APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01030	IN-PLANT PRINTING								
		51000	FULL TIME EARNED PAY	326,072	319,257	320,253	326,982	326,982	6,729
		51099	CONTRACTED SALARIES	0	0	10,000	0	0	-10,000
01	PERSONNEL SERVICES			326,072	319,257	330,253	326,982	326,982	-3,271
		51108	REGULAR 1.5 OVERTIME PAY	332	0	0	0	0	0
		51140	LONGEVITY PAY	4,739	4,375	4,760	5,105	5,105	345
		51156	UNUSED VACATION TIME PAYOUT	0	2,953	0	0	0	0
02	OTHER PERSONNEL SERV			5,071	7,328	4,760	5,105	5,105	345
		52360	MEDICARE	4,565	4,509	4,592	4,457	4,457	-135
		52385	SOCIAL SECURITY	0	147	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	38,923	41,762	43,553	36,231	36,231	-7,322
		52917	HEALTH INSURANCE CITY SHARE	50,266	52,667	58,808	75,246	75,246	16,438
03	FRINGE BENEFITS			93,753	99,084	106,953	115,934	115,934	8,981
		53605	MEMBERSHIP/REGISTRATION FEES	450	449	450	450	450	0
		53750	TRAVEL EXPENSES	350	347	350	350	350	0
		53905	EMP TUITION AND/OR TRAVEL REIM	775	545	550	550	550	0
		54675	OFFICE SUPPLIES	20,548	17,070	20,848	20,848	20,848	0
		54725	POSTAGE	200,090	234,076	200,000	200,000	200,000	0
		54730	PRINTING SUPPLIES	5,000	5,525	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	30,050	31,618	30,000	30,000	30,000	0
04	OPERATIONAL EXPENSES			257,263	289,629	257,198	257,198	257,198	0
		56170	OTHER MAINTENANCE & REPAIR S	8,812	8,812	8,812	8,812	8,812	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	7,538	7,538	7,538	7,538	7,538	0
		59010	MAILING SERVICES	8,264	8,324	8,300	8,300	8,300	0
		59015	PRINTING SERVICES	31,500	31,468	31,500	31,500	31,500	0
05	SPECIAL SERVICES			56,114	56,142	56,150	56,150	56,150	0
01030	IN-PLANT PRINTING			738,273	771,439	755,314	761,369	761,369	6,055

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 2015-2016 ADOPTED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS

Bernd Tardy
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01035	PURCHASING						
01	PERSONNEL SERVICES	345,205	404,761	408,006	459,105	459,105	51,099
02	OTHER PERSONNEL SERV	6,150	14,471	7,425	7,725	7,725	300
03	FRINGE BENEFITS	96,243	120,434	149,946	139,427	139,427	-10,519
04	OPERATIONAL EXPENSES	2,092	5,586	5,910	5,910	10,910	5,000
05	SPECIAL SERVICES	27,382	27,949	28,005	28,005	28,005	0
		477,072	573,201	599,292	640,172	645,172	45,880

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	BUYER	3.00			171,501	177,601	6,100
	ASSISTANT PURCHASING AGENT	1.00			75,611	75,611	
	PURCHASING AGENT	1.00			105,529	105,529	
	CONTRACT COMPLIANCE OFFICER	1.00			55,365	55,365	
PUBLIC PURCHASES		6.00			408,006	414,106	6,100

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	ESTIMATE 2014-2015
PURCHASING										
<i>Purchase orders issued</i>	22,422	20,040	9,568	*	22,818	20,000	15,849	14,933	15,398	16,000
Board of Education Purchase orders	4,378	3,286	1,786	*	5,308	4,000	3,306	4,918	5,392	5,500
Food & Nutrition Purchase orders	2,247	1,733	757	*	3,146	2,000	575	395	302	400
Board of Education Grants	5,065	4,563	1,676	*	3,699	2,000	2,143	**	**	**
Total Board of Education Purchase orders	11,690	9,582	4,219	*	12,153	8,000	6,024	5,313	5,694	5,900
Board of Education Purchase orders as a % of Total	52.14%	47.81%	44.09%		53.26%	40.00%	38%			
PURCHASING MODIFICATIONS										
Purchase Modifications done					8,631	5,000	7,124	7,783	9,904	8,000
Board of Education Modifications					2,467	1,100	1,436	2,420	3,753	3,000
Food & Nutrition Modifications					41	60	206	215	377	300
Board of Education Grants Modifications					1,442	400	666	**	**	**
Total Board of Education Modifications					3,950	1,560	2,308	2,635	4,130	3,300
PURCHASES										
Qualified	51	131	148	0	213	250	215	213	144	150
Emergency		11	21	1	0	0	0	0	0	0
Waivers	11	1	1	0	0	0	0	0	1	2
Sole Source	5	58	55	65	53	80	32	25	38	40
State	20	35	37	59	34	40	41	56	60	60
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%							
<i>Bid requests processed</i>	N/A	166	157	79	116	120	121	133	110	140
Informal Bids: days from requisition to P.O. issuance	13	12	12	9	34	40	5	12	11	10
Construction Bids: days from requisition to P.O. issuance	95	6	1	5	21	20	21	5	?	4
All other formal Bids: days from requisition to P.O. issuance	56	160	82	74	95	100	100	128	136	136

- (1) * Due to the transition to Munis, I am unable to acquire the data that is requested.
 (2) **BOE discontinued the use of Dept 899, so I can no longer distinguish between Board of Education & Board of Education Grants.

FY 2015-2016 GOALS

- 1) Become more proficient and independent in the risk management function. To better analyze project specifications/requirements to determine level/type of insurance coverage. Review endorsements to insure that they adequately meet City requirements.
- 2) The expeditious transition of contract compliance responsibilities to a contract compliance officer. Currently responsibilities reside with consultants and office personnel. These tasks include certified payrolls, Minority Business Enterprise (MBE) compliance, site visitation and reporting.
- 3) Work with Finance Director to ultimately reorganize the Purchasing Department. This would include regular meetings with the Acting Purchasing Agent to discuss issues, needs and accomplishments.
- 4) To further aid the administrations green procurement initiative.
- 5) Continue the archive process which has fallen behind because of temporary staff reductions.
- 6) To continue to be transparent and open with regards to city procurement transaction.
- 7) Spend more time discussing with departments their needs & whether they are best served by doing RFQ/RFP/BID/ informal process.
- 8) Work on more expedient means for MBE (Minority Business Enterprise) approval to cut down on time from award to notice to proceed.
- 9) Work with Board of Public Purchases to develop Purchasing Policies.
- 10) Investigate and make use of additional features and capabilities offered by BidSync, our procurement partner.

FY 2014-2015 GOAL STATUS

- 1) Develop better/closer relationship with our internal customers since most of them are now under one roof.
6 MONTH STATUS: Achieved.
- 2) Spend more time discussing with departments their needs & whether they are best served by doing RFQ/RFP/BID/ informal process.
6 MONTH STATUS: This is ongoing process.
- 3) Work on more expedient means for MBE (Minority Business Enterprise) approval to cut down on time from award to notice to proceed.
6 MONTH STATUS: This is ongoing process. Pending Ordinance Changes.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 4) Make use of other existing competitively bid contracts. Ex: US Communities, National Joint Purchasing Alliance, WSCA (Western States Contracting Alliance) & CROG (Capitol Region Council of Governments).
6 MONTH STATUS: Achieved.
- 5) Work with Board of Public Purchases to develop Purchasing Policies.
6 MONTH STATUS: Work in progress.
- 6) Investigate and make use of additional features and capabilities offered by BidSync.
6 MONTH STATUS: This is ongoing.

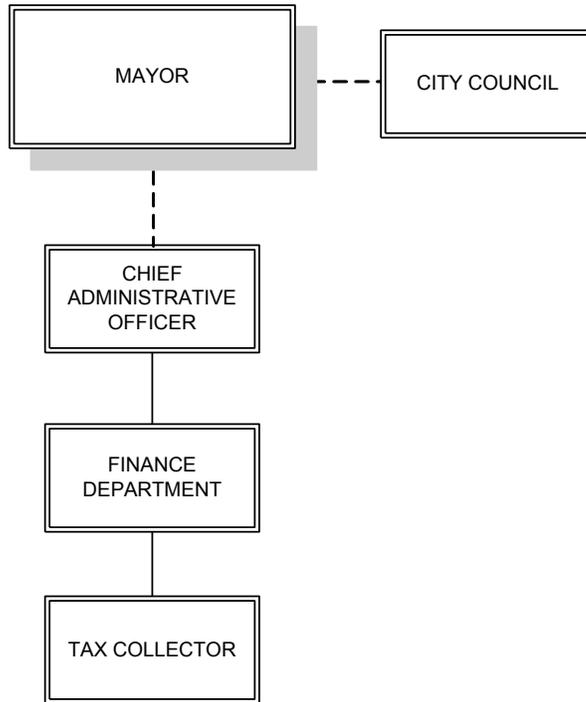
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01035	PURCHASING								
		51000	FULL TIME EARNED PAY	345,205	365,669	293,006	414,105	414,105	121,099
		51099	CONTRACTED SALARIES	0	39,093	115,000	45,000	45,000	-70,000
01	PERSONNEL SERVICES			345,205	404,761	408,006	459,105	459,105	51,099
		51140	LONGEVITY PAY	6,150	8,700	7,425	7,725	7,725	300
		51156	UNUSED VACATION TIME PAYOUT	0	5,771	0	0	0	0
02	OTHER PERSONNEL SERV			6,150	14,471	7,425	7,725	7,725	300
		52360	MEDICARE	3,027	3,269	3,678	3,765	3,765	87
		52385	SOCIAL SECURITY	0	0	3,009	3,009	3,009	0
		52504	MERF PENSION EMPLOYER CONT	41,298	48,668	54,006	46,022	46,022	-7,984
		52917	HEALTH INSURANCE CITY SHARE	51,918	68,497	89,253	86,631	86,631	-2,622
03	FRINGE BENEFITS			96,243	120,434	149,946	139,427	139,427	-10,519
		53605	MEMBERSHIP/REGISTRATION FEES	255	265	760	760	760	0
		54675	OFFICE SUPPLIES	4,193	4,646	4,809	4,429	4,429	-380
		54705	SUBSCRIPTIONS	264	0	41	421	421	380
		55150	OFFICE EQUIPMENT	-2,619	675	300	300	5,300	5,000
04	OPERATIONAL EXPENSES			2,092	5,586	5,910	5,910	10,910	5,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,327	1,800	1,800	1,800	1,800	0
		56180	OTHER SERVICES	26,055	26,149	26,205	26,205	26,205	0
05	SPECIAL SERVICES			27,382	27,949	28,005	28,005	28,005	0
01035	PURCHASING			477,072	573,201	599,292	640,172	645,172	45,880

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 2015-2016 ADOPTED GENERAL FUND BUDGET
TAX COLLECTOR **BUDGET DETAIL**

Veronica Jones
Tax Collector

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01040	TAX COLLECTOR							
41305		TAX COLLECTOR: 3030 PARK	860,247	860,247	903,269	903,269	903,269	0
41355		TAX COLLECTOR: ATM FEES	590	0	1,500	1,500	1,500	0
41538		COPIES	0	0	2,500	2,500	2,500	0
41693		CURRENT TAXES: ALL PROPERTIES	278,372,505	284,351,697	281,345,755	285,845,755	285,845,755	4,500,000
41694		ONE MILL TAX FOR LIBRARY SERV	0	0	6,829,089	6,829,089	6,829,089	0
41697		ARREARS TAXES	3,533,459	2,496,125	2,600,000	4,100,000	4,100,000	1,500,000
41699		FORECLOSED PROPERTIES	0	12,624	0	0	0	0
41702		PENALTIES: CURRENT TAXES	1,911,390	2,023,291	1,705,480	1,705,480	1,705,480	0
41703		PENALTIES: ARREARS TAXES	1,046,170	497,028	1,810,000	1,810,000	1,810,000	0
41704		LIEN FEES	163,702	183,021	175,000	175,000	175,000	0
44319		LAFAYETTE BLVD LOFTS PILOT	134,147	137,367	0	0	0	0
44320		BROAD STREET PILOT	27,758	28,560	65,684	65,684	65,684	0
44321		CITY TRUST PILOT	210,761	214,918	231,451	231,451	231,451	0
44322		EAST MAIN STREET PILOT	15,365	19,400	26,650	26,650	26,650	0
44323		ARCADE PILOT	35,497	0	35,907	35,907	35,907	0
44324		CAPTAIN COVE PILOT	112,355	50,000	120,000	120,000	120,000	0
44325		CASA PILOT	14,228	14,512	14,231	14,231	14,231	0
44340		ARTSPACE READS BUILDING PILOT	75,377	77,855	75,804	75,804	75,804	0
44346		UNITED CEREBRAL PALSY PILOT	14,352	14,639	14,932	14,932	14,932	0
44347		144 GOLDEN HILL STREET PILOT	70,679	0	91,572	91,572	91,572	0
44348		GOODWILL-HELMSHOUSING PILOT	6,669	8,730	6,140	6,140	6,140	0
44349		PARK CITY RCH PILOT	71,769	73,922	73,922	73,922	73,922	0
44358		JEFFERSON SCHOOL PILOT	18,662	18,747	20,169	20,169	20,169	0
44372		DOMINION BPT FUEL CELL PILOT	0	0	0	0	0	0
44373		WASHINGTON PARK PILOT	38,086	39,573	39,753	39,753	39,753	0
44392		881 LAFAYETTE BLVD PILOT	83,017	81,239	49,696	0	0	-49,696
44393		PREMIUM ON LIEN SALE	0	130,784	0	0	0	0
44460		CLINTON COMMONS PILOT	26,000	27,583	27,583	27,583	27,583	0
44689		MISCELLANEOUS PILOTS	43,885	125,000	35,000	35,000	35,000	0
44698		TELECOMM. ACCESS INE TAXES	256,084	256,854	400,000	400,000	400,000	0
47279		HOUSING TAX PILOT OFFSET BILL	0	239,160	0	0	0	0
01040	TAX COLLECTOR		287,142,752	291,982,876	296,701,087	302,651,391	302,651,391	5,950,304

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01040	TAX COLLECTOR						
01	PERSONNEL SERVICES	650,212	666,215	752,046	778,575	778,575	26,529
02	OTHER PERSONNEL SERV	43,466	40,420	43,550	44,975	44,975	1,425
03	FRINGE BENEFITS	236,746	261,857	314,061	311,335	311,335	-2,726
04	OPERATIONAL EXPENSES	33,338	31,090	35,014	35,014	35,014	0
05	SPECIAL SERVICES	282,112	260,542	304,236	304,596	304,596	360
		1,245,873	1,260,125	1,448,907	1,474,495	1,474,495	25,588

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	ACCOUNTING CLERK I (35 HOURS)	1.00			43,783	45,340	1,557
	ACCOUNTING CLERK II (35 HOURS)	1.00			44,147	44,147	
	TAX COLLECTOR CLERK (35 HOURS)	7.00			315,058	336,661	21,603
	TAX COLL CLERK SPAN(35 HOURS)	2.00			94,708	98,077	3,369
	ACCOUNTANT	1.00			75,138	75,138	
	DEPUTY TAX COLLECTOR	1.00			79,560	79,560	
	TAX COLLECTOR	1.00			99,652	99,652	0
TAX COLLECTOR		14.00			752,046	778,574	26,528

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015
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	\$ 324,525,415	\$ 336,641,533	\$ 340,806,195
Total Taxes Collected	\$ 203,245,668	\$ 215,271,182	\$ 215,712,695	\$ 230,499,269	\$ 262,654,440	\$ 262,654,440	\$ 269,003,157	\$ 270,248,151	\$ 281,439,779	\$ 289,259,683	\$ 171,668,670
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	\$ 7,473,927	\$ 8,918,080	\$ 170,502,406
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	\$ 35,611,710	\$ 38,463,769	\$ 1,564,272
Interest current (1)		Note	\$ 2,193,505	\$ 2,356,592	\$ 2,459,053	\$ 2,459,053	\$ 2,088,542	\$ 1,944,056	\$ 1,915,545	\$ 2,023,293	\$ 2,042,047
Interest arrears (1)	N/A	Note	\$ 3,209,986	\$ 1,414,126	\$ 1,415,387	\$ 1,415,387	\$ 1,185,198	\$ 1,305,048	\$ 1,170,615	\$ 729,705	\$ 378,825
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	\$ 7,174,508	\$ 7,711,155	\$ 448,857
Bulk Assignment: taxes arrears	\$ 409,976	\$ 78,834	\$ 610,372	N/A	N/A	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	\$ 715,692	\$ 785,187	0
Bulk Assignment: interest arrears	\$ 125,883	\$ 28,377	\$ 227,193	N/A	N/A	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%	97.39%	96.96%	57.61%
Permits - approvals	5,928	4,650	2,478	2,661	2,341	2,341	1,987	1,895	1,900	1,850	
INFORMATION REQUESTS											
Telephone	N/A	98,562	65,271	56,253	8,597	8,597	7,562	7,320	7,250	7,500	3,000
Mailfax - Sent (2)	5,200	7,951	7,537	5,231	2,487	2,487	2,354	1,965	1,950	1,800	350
Walk-in Request (3)	N/A	38,962	31,462	25,365	18,524	18,524	18,524	16,524	16,524	16,450	7,000
Mortgage company tapes	11	11	11	10	10	10	10	10	10	10	5
Tax bills	225,154	183,185	185,297	171,635	209,736	209,736	210,856	209,656	173,692	165,655	80,000
Transfers to suspense	704,274	1,653,753	60,215	23,873	3,891,044	1,500,000	406,860	406,860	891,177	106,684	75,000
Liens filed (4)	4,500	3,751	1,688	3,120	2,681	2,681	2,968	2,514	2,153	2,315	0
Delinquent demands and warrants (4)	35,000	33,931	68,490	38,610	27,458	27,458	35,625	48,480	45,189	58,467	29,222

- (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 2015-2016 GOALS

- 1) Continue staff development through education and cross-training to maximize the customer service experience.
- 2) Continue to decrease wait time for constituents by opening all 7 windows for payment processing during peak collection months.
- 3) Continue to decrease expenses by enhancing fee collection.
- 4) Set up a suggestion box.
- 5) Continue to clean up personal property records to improve collections efforts.
- 6) Continue to offer extended hours during peak collection months

FY 2014-2015 GOAL STATUS

- 1) Continue staff development through cross-training and education opportunities to maximize customer service experience.
6 MONTH STATUS: *ongoing and continued success, 8 out of 13 staff members attending or attended Tax Collection's education courses.*
- 2) Streamline Tax Bill look-up/payments on-line to make it easier for constituents.
6 MONTH STATUS: *Successful and completed. Online look up and payment system is now user friendly.*
- 3) Continue efforts to clean up personal property records to enhance collection efforts.
6 MONTH STATUS: *Continuing and ongoing. Liens filed on all delinquent personal property accounts.*
- 4) Reinstigate having Assessor's department personnel located in the Collector's office to enhance customers experience.
6 MONTH STATUS: *Continuing and ongoing.*
- 5) Institute suggestion box to better understand customer issues.
6 MONTH STATUS: *Continuing and ongoing.*
- 6) Continue to decrease wait time for constituents.
6 MONTH STATUS: *Continuing and successful. The average wait-time was reduced by 20%*
- 7) Increase efficiency in payment process by sending reminder notices to include the payment stub.
6 MONTH STATUS: *Implementing.*
- 8) Decrease expenses by enhancing fee collection.
6 MONTH STATUS: *Implementing.*
- 9) Provide Customer Service training for staff.
6 MONTH STATUS: *Ongoing and continuing.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
TAX COLLECTOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS

- 1) Staff trained in most procedures of tax collections.
- 2) Increased payment processing time thereby decreasing volume of incoming calls.
- 3) Online Tax bill look-up and payment options now user friendly.

APPROPRIATION SUPPLEMENT

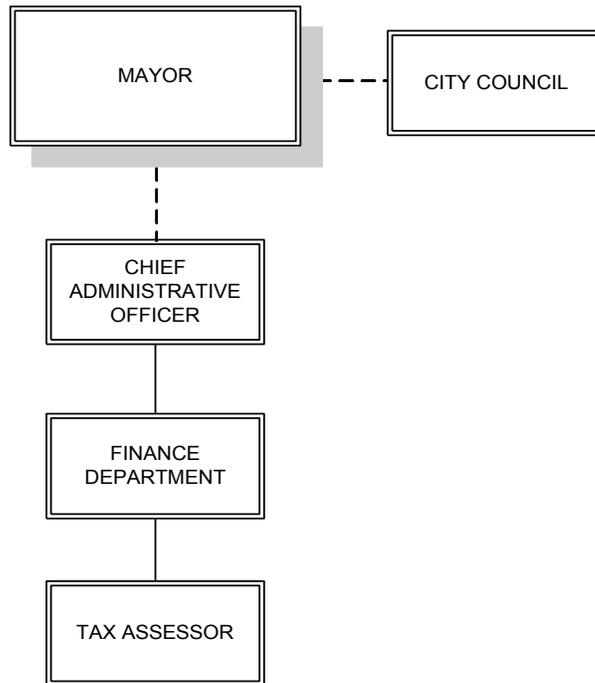
Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01040	TAX COLLECTOR								
		51000	FULL TIME EARNED PAY	650,212	666,215	752,046	778,575	778,575	26,529
01	PERSONNEL SERVICES			650,212	666,215	752,046	778,575	778,575	26,529
		51106	REGULAR STRAIGHT OVERTIME	14,946	12,410	11,000	10,000	10,000	-1,000
		51108	REGULAR 1.5 OVERTIME PAY	13,264	11,458	16,000	17,000	17,000	1,000
		51116	HOLIDAY 2X OVERTIME PAY	0	0	500	500	500	0
		51140	LONGEVITY PAY	15,256	15,375	16,050	17,475	17,475	1,425
		51156	UNUSED VACATION TIME PAYOUT	0	1,178	0	0	0	0
02	OTHER PERSONNEL SERV			43,466	40,420	43,550	44,975	44,975	1,425
		52360	MEDICARE	8,237	8,244	8,956	9,206	9,206	250
		52385	SOCIAL SECURITY	0	2,296	2,327	2,327	2,327	0
		52504	MERF PENSION EMPLOYER CONT	81,518	86,639	99,854	86,849	86,849	-13,005
		52917	HEALTH INSURANCE CITY SHARE	146,991	164,679	202,924	212,953	212,953	10,029
03	FRINGE BENEFITS			236,746	261,857	314,061	311,335	311,335	-2,726
		53430	OTHER INSURANCE	9,020	0	9,020	9,020	9,020	0
		53605	MEMBERSHIP/REGISTRATION FEES	316	201	521	521	521	0
		53610	TRAINING SERVICES	1,515	1,548	1,432	1,432	1,432	0
		53705	ADVERTISING SERVICES	4,837	3,991	3,577	3,544	3,544	-33
		53710	OTHER COMMUNICATION SERVICES	848	267	900	900	900	0
		53905	EMP TUITION AND/OR TRAVEL REIM	474	1,441	1,797	1,797	1,797	0
		54675	OFFICE SUPPLIES	13,863	21,389	15,000	15,000	15,000	0
		55145	EQUIPMENT RENTAL/LEASE	450	250	467	500	500	33
		55155	OFFICE EQUIPMENT RENTAL/LEAS	2,015	2,004	2,300	2,300	2,300	0
04	OPERATIONAL EXPENSES			33,338	31,090	35,014	35,014	35,014	0
		56040	BOOKBINDING SERVICES	0	0	210	220	220	10
		56045	BUILDING MAINTENANCE SERVICE	127	175	38	388	388	350
		56105	BANKING SERVICES	23,775	7,017	23,021	23,021	23,021	0
		56110	FINANCIAL SERVICES	51,000	41,009	51,000	51,000	51,000	0
		56130	LEGAL SERVICES	109,212	104,947	125,563	125,563	125,563	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	21,502	22,649	23,979	23,979	23,979	0
		56225	SECURITY SERVICES	399	414	426	426	426	0
		59015	PRINTING SERVICES	76,097	84,330	80,000	80,000	80,000	0
05	SPECIAL SERVICES			282,112	260,542	304,236	304,596	304,596	360
01040	TAX COLLECTOR			1,245,873	1,260,125	1,448,907	1,474,495	1,474,495	25,588

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 TAX ASSESSOR BUDGET DETAIL

Elaine Carvalho
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01041	TAX ASSESSOR							
	41538	COPIES	3,932	3,967	3,500	3,500	3,500	0
	44357	MUNI VIDEO COMPETITION TST REV	537,909	151,391	150,000	150,000	150,000	0
	44680	ELDERLY/DISABLED FREEZETAXREMB	14,000	10,000	16,334	16,334	16,334	0
	44681	DCA TAX ABATEMENT	135,701	261,405	0	0	0	0
	44682	ELDERLYEXEMPTION-OWNERSPROGRAM	710,968	711,592	650,000	700,000	700,000	50,000
	44683	ELDERLYEXEMPTION-TOTALLYDISABL	17,929	16,936	15,000	17,000	17,000	2,000
	44684	ELDERLYEXEMPTION-ADDITIONALVET	35,116	33,196	36,000	36,000	36,000	0
	44686	TAX EXEMPT HOSPITALS	8,045,926	7,563,747	7,958,258	7,500,503	7,500,503	-457,755
	44687	STATE-OWNED PROPERTY PILOT	2,834,257	2,754,074	2,934,499	2,828,175	2,828,175	-106,324
	44690	DISTRESSED MUNICIPALITY TAX EXEMP	218,829	211,002	211,000	211,000	211,000	0
	44691	MANUFACTURING MACHINERY & EQUIPME	3,638,613	2,333,181	896,106	896,106	896,106	0
	44692	MASHANTUCKET PEQUOT/MOHEGAN FD	6,170,270	6,156,637	6,226,406	6,255,073	6,255,073	28,667
01041	TAX ASSESSOR		22,363,448	20,207,126	19,097,103	18,613,691	18,613,691	-483,412

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance	
01041	TAX ASSESSOR							
	01	PERSONNEL SERVICES	438,492	584,247	638,609	654,730	654,730	16,121
	02	OTHER PERSONNEL SERV	52,225	29,734	56,675	58,625	58,625	1,950
	03	FRINGE BENEFITS	121,548	158,251	184,465	187,727	187,727	3,262
	04	OPERATIONAL EXPENSES	18,554	26,008	33,813	33,813	33,813	0
	05	SPECIAL SERVICES	190,582	194,028	191,297	431,348	431,348	240,051
			821,401	992,268	1,104,859	1,366,243	1,366,243	261,384

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	TAX ASSESSMENT CLERK (35 HOURS)	5.00			231,983	240,234	8,251
	PROPERTY APPRAISER I (35 HOURS)	4.00			203,370	208,976	5,606
	TAX ASSESSOR	1.00			110,398	110,398	
	DEPUTY TAX ASSESSOR	1.00			92,858	95,122	2,264
TAX ASSESSOR		11.00			638,609	654,730	16,121

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
TAX ASSESSOR PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ESTIMATED 2014-2015
TAX ASSESSOR										
Real estate parcels	34,397	34,489	34,658	34,737	34,692	34,799	34,605	34,634	34,682	34,746
Income and expense analysis	2,833	2,951	2,697	2,701	3,250	3,250	3,275	3,583	3,189	3,205
Real estate adjustments value adds	2,588	2,612	2,628	2,050	1,448	240	209	114	279	290
Real estate adjustments value deletes	2,117	1,387	1,402	1,440	1,685	157	125	236	164	160
Real estate adjustments changes	4,705	3,999	3,825	3,650	3,133	1,670	1,681	1,720	1,152	1,200
Deed transfers	5,928	5,700	3,600	3,250	3,110	3,047	5,399	6,619	6,650	6,800
Fire and demolition activity reviews	98	134	147	175	179	156	157	137	136	140
Tax map changes	92	118	87	85	49	56	131	92	110	100
New Building permits reviewed	668	636	465	398	555	529	559	727	816	900
Active Building permits (open)	2,372	2,563	2,478	2,020	1,975	2,020	1,438	1,386	595	700
Exempt applications	426	80	62	65	78	68	65	72	82	84
Exemption prorates	9	6	16	27	32	36	55	52	75	60
Certificates of occupancy/prorates	166	135	208	158	401	230	409	607	325	400
Personal Property Accounts	3,341	4,028	5,280	5,281	4,686	5,400	4,566	4,604	4,412	4,438
Pers. Prop. Accts. Audit	60	95	60	150	120	500	350	400	450	450
Pers. Prop. Accts. Adds (Net Change)	43	687	640	642	375	350	255	350	400	400
Pers. Prop. Accts. Value Changes	3,340	3,989	5,280	5,281	4,686	4,000	3,500	4,015	4,400	4,500
Motor Vehicles	94,886	92,789	73,837	72,659	72,082	71,527	72,460	72,867	73,881	74,903
Motor vehicles add-ons - By Referrals	565	232	289	280	270	255	198	220	297	300
Motor vehicles add-ons - By Discovery	235	1,275	1,350	890	500	95	25	30	40	50
Motor vehicles deletes	6,250	4,235	4,150	3,125	3,050	2,760	3,120	2,740	2,650	2,700
Motor vehicles changes Pro-rates	10,937	8,487	8,120	7,690	7,800	7,950	8,700	8,210	8,100	8,200
Elderly tax relief # of annual apps	1,348	1,350	1,186	1,225	1,312	1,312	1,296	1,310	1,289	1,350
Economic development programs	51	61	53	59	62	61	64	64	61	70
Veteran exemptions, SS, & Blind	7,552	7,461	7,345	7,020	6,985	5,451	5,170	5,170	4,860	5,000
<i>Information requests</i>										
Telephone	124,410	136,851	137,690	138,450	130,800	128,400	125,000	130,000	131,000	132,000
Mail/fax/Email	5,200	4,100	4,500	5,100	5,250	5,160	5,275	5,170	5,210	5,400
Walk-in Requests for Information	36,076	34,234	34,658	33,790	33,250	34,400	33,950	34,600	34,750	36,000
<i>Revaluation Activity:</i>										
GRAND LIST										
Assessor's Grand List	\$5.4 Billion	\$5.5 Billion	\$5.6 Billion	\$6.99 Billion	\$7.19 Billion	\$7.16 Billion	\$7.16 Billion	\$7.19 billion	\$6.99 Billion	\$7.01 Billion
Exempt property activity	\$2.4 Billion	\$2.4 Billion	\$2.5 Billion	\$3. Billion	2.95 Billion	\$3.15 Billion	\$3.155 Billion	\$3.203 billion	\$3.241 Billion	\$3.107 Billion
Exemptions (personal) activity	\$75.1 Million	\$86.3 Million	\$87. Million	\$100. Million	\$165.7 Million	\$178. Million	\$166.3 Million	\$174.9 million	\$180.9 Million	\$182.2 Million
Board of Assessment Appeal changes	(\$14.1 Million)	(\$7.1 Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14 Million)	(\$11 million)	(\$7.0 Million)	(\$7.0 Million)
Increases in Grand List	\$63.4 Million	\$80.4 Million	\$230. Million	\$112.2 Million	\$87.5 Million	(\$33.6 Million)	\$65.9 Million	\$65.9 million	(\$200 Million)	\$75.8 Million
Final net taxable Grand List	\$5.3 Billion	\$5.4 Billion	\$5.6 Billion	\$6.9 Billion	\$6.9 Billion	\$6.9 Billion	\$7 Billion	\$7 billion	\$6.9 Billion	\$7 Billion

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

FY 2015-2016 GOALS

- 1) Prepare and implement the 2015 Grand List Statistical Revaluation of the City.
- 2) Assist the taxpayers to the best of our ability in an informative, prompt and courteous manner, whether by phone, email or in our office.
- 3) Resolve remaining tax appeals.
- 4) Meet with business owners bi-monthly, to resolve any potential valuation issues.

FY 2014-2015 GOAL STATUS

- 1) Continue to work with The Bridgeport Police Department to stop the out of town and out of state motor vehicle registration issues that continue to plague the City of Bridgeport's tax roll. We have added approximately \$37,500 in assessed value to the 2013 Grand List thus far. We will continue to add quarterly any new discoveries.
6 MONTH STATUS: *Very successful team effort with the Bridgeport Police Department. This will be an ongoing project.*
- 2) Monitor the use of exempt entities. We have completed the Quadrennial filings for the 2013 Grand List.
6 MONTH STATUS: *Exempt entities very cooperative with Assessor. Ongoing inspections throughout the year.*
- 3) Reach out to senior citizens to assist them with the State of CT Homeowner's Program. Reinstate home visits for those who are unable to apply otherwise.
6 MONTH STATUS: *Assisted nearly 700 Senior Citizens and Disabled taxpayers in our office. Expect the same amount this application period. We have a total of approximately 1,280 on the program this year.*

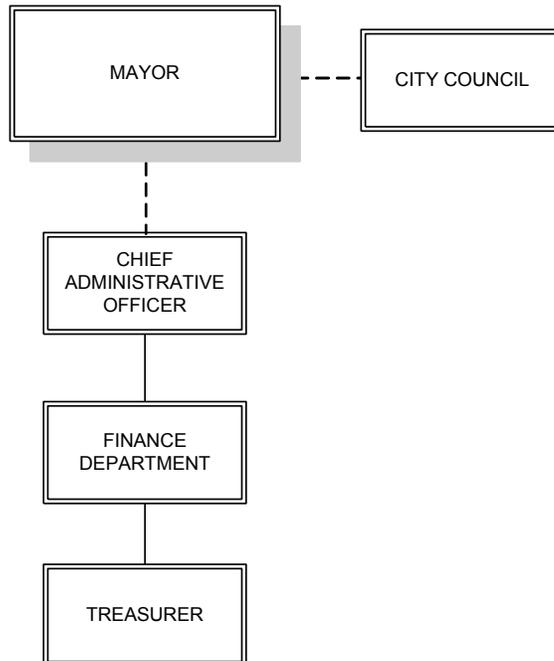
FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 TAX ASSESSOR APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01041	TAX ASSESSOR								
		51000	FULL TIME EARNED PAY	438,492	584,247	638,609	654,730	654,730	16,121
01	PERSONNEL SERVICES			438,492	584,247	638,609	654,730	654,730	16,121
		51106	REGULAR STRAIGHT OVERTIME	2,199	387	10,000	10,000	10,000	0
		51108	REGULAR 1.5 OVERTIME PAY	337	273	0	0	0	0
		51140	LONGEVITY PAY	10,294	8,025	8,550	10,500	10,500	1,950
		51156	UNUSED VACATION TIME PAYOUT	0	5,229	0	0	0	0
		51403	ASSESSMENT APPEALS STIPENDS	39,395	15,821	38,125	38,125	38,125	0
02	OTHER PERSONNEL SERV			52,225	29,734	56,675	58,625	58,625	1,950
		52360	MEDICARE	6,560	8,639	9,098	9,273	9,273	175
		52385	SOCIAL SECURITY	1,123	3,004	2,427	2,427	2,427	0
		52399	UNIFORM ALLOWANCE	600	600	600	800	800	200
		52504	MERF PENSION EMPLOYER CONT	50,815	70,862	84,133	72,577	72,577	-11,556
		52917	HEALTH INSURANCE CITY SHARE	62,450	75,145	88,207	102,650	102,650	14,443
03	FRINGE BENEFITS			121,548	158,251	184,465	187,727	187,727	3,262
		53605	MEMBERSHIP/REGISTRATION FEES	1,218	2,369	1,384	1,384	1,384	0
		53610	TRAINING SERVICES	500	2,146	3,393	3,393	3,393	0
		53705	ADVERTISING SERVICES	431	519	909	909	909	0
		53720	TELEPHONE SERVICES	0	0	0	194	194	194
		53905	EMP TUITION AND/OR TRAVEL REIM	314	741	1,126	1,126	1,126	0
		54555	COMPUTER SUPPLIES	236	698	0	1,080	1,080	1,080
		54595	MEETING/WORKSHOP/CATERING FOOD	154	446	884	884	884	0
		54675	OFFICE SUPPLIES	4,779	7,818	11,273	5,455	5,455	-5,818
		54705	SUBSCRIPTIONS	1,740	3,508	1,615	1,615	1,615	0
		54725	POSTAGE	5,931	4,274	9,654	9,654	9,654	0
		55055	COMPUTER EQUIPMENT	0	0	0	1,706	1,706	1,706
		55145	EQUIPMENT RENTAL/LEASE	0	0	0	1,488	1,488	1,488
		55150	OFFICE EQUIPMENT	0	0	0	1,350	1,350	1,350
		55155	OFFICE EQUIPMENT RENTAL/LEAS	3,251	3,489	3,575	3,575	3,575	0
04	OPERATIONAL EXPENSES			18,554	26,008	33,813	33,813	33,813	0
		56040	BOOKBINDING SERVICES	10,606	7,500	10,606	10,606	10,606	0
		56055	COMPUTER SERVICES	32,526	38,632	34,369	34,369	34,369	0
		56095	APPRAISAL SERVICES	43,000	12,925	13,000	43,000	43,000	30,000
		56100	AUDITING SERVICES	0	0	373	373	373	0
		56180	OTHER SERVICES	104,449	134,972	132,949	343,000	343,000	210,051
05	SPECIAL SERVICES			190,582	194,028	191,297	431,348	431,348	240,051
01041	TAX ASSESSOR			821,401	992,268	1,104,859	1,366,243	1,366,243	261,384

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 2015-2016 ADOPTED GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Ronald Preston
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01045	TREASURY							
	41246	EARNINGS ON INVESTMENTS	50,325	41,467	75,000	75,000	75,000	0
	41564	ADMINISTRATIVE/FEE/OVERHEAD/ALLO	0	18,083	50,000	50,000	50,000	0
01045	TREASURY		50,325	59,550	125,000	125,000	125,000	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01045	TREASURY						
	01	PERSONNEL SERVICES	177,730	174,707	175,977	175,977	0
	02	OTHER PERSONNEL SERV	825	900	975	1,050	75
	03	FRINGE BENEFITS	30,561	32,626	31,602	28,999	-2,603
	04	OPERATIONAL EXPENSES	5,285	8,787	12,849	11,534	-1,315
	05	SPECIAL SERVICES	74,180	68,766	80,800	80,800	0
			288,581	285,786	302,203	298,360	-3,843

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	CITY TREASURER	1.00			78,466	78,466	
	PAYROLL PROCESSOR	0.50			22,373	22,373	
	ACCOUNTANT	1.00			75,138	75,138	
TREASURY		2.50			175,977	175,977	

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
TREASURER											
Pension Checks issued	12,168	11,760	N/A	11,382	11,111	10,842	10,560	10,546	10,526	4,915	9,900
Vendor Checks mailed	33,655	34,782	N/A	29,495	21,835	21,648	19,249	18,433	18,972	8,541	18,056
Payroll Checks distributed	218,632	220,692	206,905	201,349	190,146	182,240	181,317	175,608	174,899	85,605	175,035
DEBT ISSUANCES											
Total bank accounts	109	111	111	112	112	108	88	85	80	74	70
Checking	45	45	47	46	46	43	37	31	30	33	31
Savings	35	37	35	41	42	41	38	37	35	26	25
Investment	7	7	7	9	8	8	11	14	12	11	10
ZBA	2	2	2	2	2	2	2	3	3	4	4
R & T accounts	20	20	20	14	14	14	0	0	0	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	\$ 22,662,746	\$ 23,000,000	\$ 31,600,217	\$ 33,000,000
Savings	\$ 27,319,032	\$ 13,976,949	\$ 72,740,814	\$ 40,264,816	\$ 7,274,420	\$ 14,054,442	\$ 20,704,321	\$ 7,106,608	\$ 7,500,000	\$ 6,940,167	\$ 8,000,000
Reich & Tang	\$ 18,662,165	\$ 37,595,982	\$ 44,204,461	\$ 19,467,148	\$ 19,740,246	\$ 9,483,191	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Investment	\$ 96,035,888	\$ 98,652,466	\$ 23,836,223	\$ 24,708,780	\$ 51,151,383	\$ 85,952,311	\$ 117,034,387	\$ 120,177,012	\$ 122,000,000	\$ 114,081,152	\$ 118,000,000

FY 2015-2016 GOALS

- 1) To provide exceptional Treasury services for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.
- 2) To create new and maintain excellent relationships with our banking partners to benefit the City of Bridgeport

FY 2014-2015 GOAL STATUS

- 1) To provide exceptional Treasury services for the City of Bridgeport to residents, pensioners, employees, visitors and the business community.
6 MONTH STATUS: *The Treasurer's Office continues to provide exceptional service to all constituents and stakeholders who contact our office.*
- 2) To maintain excellent relationships with our banking partners to benefit the City of Bridgeport.
6 MONTH STATUS: *The Treasurer's Office continues to maintain excellent relationships with our banking partners.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 TREASURY APPROPRIATION SUPPLEMENT

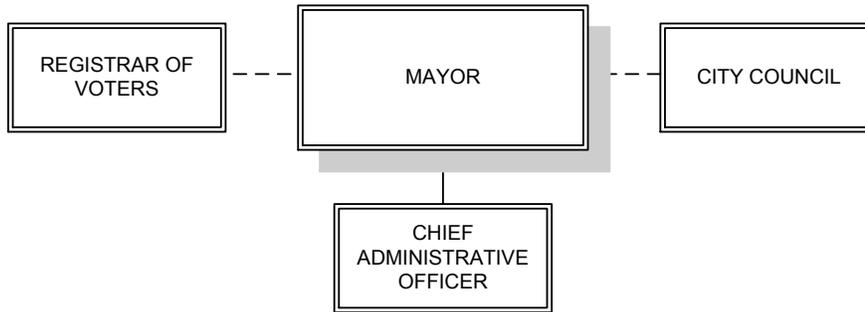
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01045	TREASURY								
		51000	FULL TIME EARNED PAY	177,730	174,707	175,977	175,977	175,977	0
01	PERSONNEL SERVICES			177,730	174,707	175,977	175,977	175,977	0
		51140	LONGEVITY PAY	825	900	975	1,050	1,050	75
02	OTHER PERSONNEL SERV			825	900	975	1,050	1,050	75
		52360	MEDICARE	2,587	2,542	2,529	2,527	2,527	-2
		52504	MERF PENSION EMPLOYER CONT	18,236	19,813	20,096	16,873	16,873	-3,223
		52917	HEALTH INSURANCE CITY SHARE	9,738	10,271	8,977	9,599	9,599	622
03	FRINGE BENEFITS			30,561	32,626	31,602	28,999	28,999	-2,603
		53605	MEMBERSHIP/REGISTRATION FEES	230	245	400	400	400	0
		53750	TRAVEL EXPENSES	292	0	600	600	600	0
		53905	EMP TUITION AND/OR TRAVEL REIM	0	0	84	84	84	0
		54555	COMPUTER SUPPLIES	2,800	7,378	8,815	7,500	7,500	-1,315
		54595	MEETING/WORKSHOP/CATERING FOOD	165	0	200	200	200	0
		54675	OFFICE SUPPLIES	894	1,163	2,000	2,000	2,000	0
		55150	OFFICE EQUIPMENT	905	0	750	750	750	0
04	OPERATIONAL EXPENSES			5,285	8,787	12,849	11,534	11,534	-1,315
		56105	BANKING SERVICES	59,919	60,474	65,000	65,000	65,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	800	800	800	800	0
		56205	PUBLIC SAFETY SERVICES	14,261	7,492	15,000	15,000	15,000	0
05	SPECIAL SERVICES			74,180	68,766	80,800	80,800	80,800	0
01045	TREASURY			288,581	285,786	302,203	298,360	298,360	-3,843

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 REGISTRAR OF VOTERS BUDGET DETAIL

Santa Ayala / Linda Grace
 Registrars

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01050		REGISTRAR OF VOTERS						
	41260	DISKETTE FEES	100	0	100	100	100	0
01050		REGISTRAR OF VOTERS	100	0	100	100	100	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01050	REGISTRAR OF VOTERS						
	01 PERSONNEL SERVICES	503,995	471,123	407,420	408,984	408,984	1,564
	02 OTHER PERSONNEL SERV	33,625	36,370	38,425	42,875	42,875	4,450
	03 FRINGE BENEFITS	94,971	100,439	104,776	81,541	81,541	-23,235
	04 OPERATIONAL EXPENSES	42,374	45,651	77,204	84,924	84,924	7,720
	05 SPECIAL SERVICES	43,256	31,458	60,468	66,515	66,515	6,047
		718,221	685,040	688,293	684,840	684,840	-3,453

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	REGISTRAR OF VOTERS	2.00			138,750	138,750	
	DEPUTY REGISTRAR OF VOTERS	2.00			104,702	104,702	
	SEASONAL EMPLOYEES UNDER GRANT				120,000	120,000	
	SECRETARIAL ASSISTANT	1.00			43,968	45,532	1,564
REGISTRAR OF VOTERS		5.00			407,420	408,984	1,564

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 REGISTRAR OF VOTERS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013
ELECTION STATISTICS			
Registered Voters	67,525	71,825	70,322
Total Voters	12,316	37,510	8,161
Percentage Turnout	18.24%	52.22%	11.61%

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01050	REGISTRAR OF VOTERS								
		51000	FULL TIME EARNED PAY	285,513	285,482	287,420	288,984	288,984	1,564
		51100	PT TEMP/SEASONAL EARNED PA	218,482	185,641	120,000	120,000	120,000	0
01	PERSONNEL SERVICES			503,995	471,123	407,420	408,984	408,984	1,564
		51106	REGULAR STRAIGHT OVERTIME	726	1,163	8,000	8,800	8,800	800
		51108	REGULAR 1.5 OVERTIME PAY	30,000	25,410	27,500	30,250	30,250	2,750
		51116	HOLIDAY 2X OVERTIME PAY	275	0	0	0	0	0
		51140	LONGEVITY PAY	2,625	2,775	2,925	3,825	3,825	900
		51156	UNUSED VACATION TIME PAYOUT	0	7,023	0	0	0	0
02	OTHER PERSONNEL SERV			33,625	36,370	38,425	42,875	42,875	4,450
		52360	MEDICARE	5,927	5,764	5,668	5,814	5,814	146
		52385	SOCIAL SECURITY	7,674	6,435	7,254	7,979	7,979	725
		52504	MERF PENSION EMPLOYER CONT	34,433	40,126	37,745	31,946	31,946	-5,799
		52917	HEALTH INSURANCE CITY SHARE	46,937	48,113	54,109	35,802	35,802	-18,307
03	FRINGE BENEFITS			94,971	100,439	104,776	81,541	81,541	-23,235
		53050	PROPERTY RENTAL/LEASE	137	675	2,000	2,200	2,200	200
		53605	MEMBERSHIP/REGISTRATION FEES	110	0	500	550	550	50
		53705	ADVERTISING SERVICES	286	168	1,000	1,100	1,100	100
		53750	TRAVEL EXPENSES	0	0	525	578	578	53
		53905	EMP TUITION AND/OR TRAVEL REIM	433	24	6,000	6,600	6,600	600
		54675	OFFICE SUPPLIES	2,297	2,174	5,500	6,050	6,050	550
		55090	ELECTION EQUIPMENT	39,111	42,610	58,000	63,800	63,800	5,800
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	3,679	4,047	4,047	368
04	OPERATIONAL EXPENSES			42,374	45,651	77,204	84,924	84,924	7,720
		56170	OTHER MAINTENANCE & REPAIR S	0	0	2,207	2,428	2,428	221
		56180	OTHER SERVICES	43,256	31,458	58,261	64,087	64,087	5,826
05	SPECIAL SERVICES			43,256	31,458	60,468	66,515	66,515	6,047
01050	REGISTRAR OF VOTERS			718,221	685,040	688,293	684,840	684,840	-3,453

GENERAL GOVERNMENT DIVISIONS

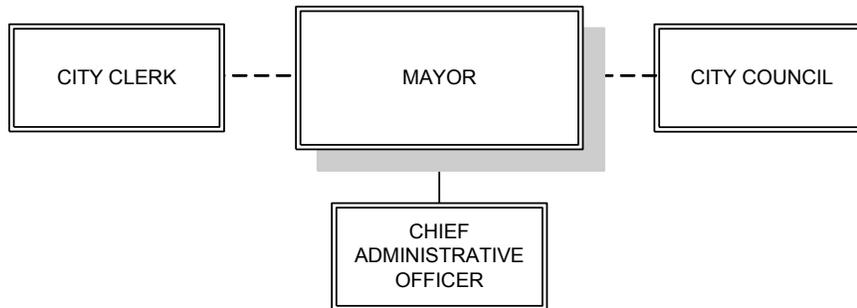
CITY CLERK

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 CITY CLERK BUDGET DETAIL

Fleeta Hudson
 City Clerk

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01055	CITY CLERK						
01	PERSONNEL SERVICES	217,582	232,469	275,901	283,693	283,693	7,792
02	OTHER PERSONNEL SERV	3,450	4,968	3,900	4,875	4,875	975
03	FRINGE BENEFITS	75,988	83,257	106,236	80,655	80,655	-25,581
04	OPERATIONAL EXPENSES	14,985	13,503	23,552	23,552	28,552	5,000
05	SPECIAL SERVICES	23,715	25,314	33,884	33,884	33,884	0
		335,719	359,512	443,473	426,659	431,659	-11,814

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	CITY CLERK	1.00			33,620	33,620	
	ASSISTANT CITY CLERK	1.00			75,222	75,598	376
	TYPIST I (35 HOURS)	1.00			38,531	33,899	-4,632
	TYPIST III (35 HRS)	2.00			85,729	97,776	12,047
	LEGISLATIVE LIAISON	1.00			42,799	42,799	
OFFICE OF THE CITY CLERK		6.00			275,901	283,693	7,792

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATED 2014-2015
CITY CLERK											
Incoming files processed	320	315	214	245	270	156	271	180	193	83	250
Finalized/Outgoing files Processed	290	272	185	175	185	144	263	174	179	68	200
Council/Committee Agendas Processed	123	205	159	173	191	186	169	236	206	90	240
Council/Committee Minutes Processed	123	205	132	114	126	129	175	148	132	69	150
INTERDEPARTMENTAL SERVICES											
Requests for records research fulfilled	500	1,000	1,080	973	1,070	993	984	1,001	1,063	521	1,100
Requests for certifications fulfilled	300	624	600	500	550	534	521	631	625	295	650
CONSTITUENT SERVICES											
Records research requests pursuant to FOIA	150	670	540	600	660	552	563	575	544	240	550
Certified record requests	50	55	50	75	82	53	51	65	47	16	40
Filings/Postings pursuant to FOIA	650	674	665	1,119	1,230	1,310	1,356	1,387	1,392	719	1,400
Claims/Summonses/Writs against the City Processed	567	512	512	560	616	622	605	451	443	199	500

FY 2015-2016 GOALS

- 1) To continue to provide support to the City Council, City Departments and residents by preparing and distributing materials in a timely, efficient, and streamlined manner, with an emphasis on electronic access initiatives that increase information availability while reducing cost where possible.
- 2) Begin implementing new internal forms for City Clerk Staff for processing of City Council Submissions and resolution form for City Council members as well. The prior forms are outdated with information having to be written or manually typed. The new forms will have fields already entered and more user friendly for quick input of City Council Submission items.
- 3) Begin discussion with City Clerk on re-opening office to five days a week.

FY 2014-2015 GOAL STATUS

- 1) Request that the Typist 1 position be funded in order to hire an additional full-time employee. The additional full-time employee is needed in order to process the claims and lawsuits that are served to the City in a timely manner. This full time employee will also assist with phones, counter help and research projects and other responsibilities as directed by the Assistant City Clerk.
6 MONTH STATUS: *Completed.*
- 2) Upgrading our Laser Fiche Program which is currently outdated to the most recent version. The City Clerk's Office utilizes this program to scan all council records electronically and perform research requests made by the public, departments and council members.
6 MONTH STATUS: *Completed.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
CITY CLERK APPROPRIATION SUPPLEMENT

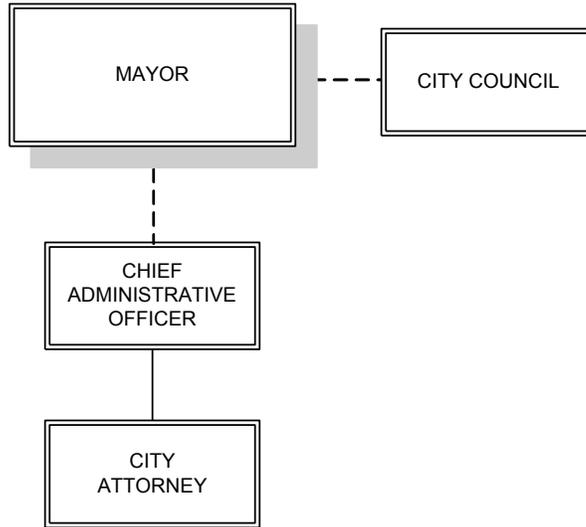
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01055	CITY CLERK								
		51000	FULL TIME EARNED PAY	217,582	232,469	275,901	283,693	283,693	7,792
01	PERSONNEL SERVICES			217,582	232,469	275,901	283,693	283,693	7,792
		51140	LONGEVITY PAY	3,450	3,675	3,900	4,875	4,875	975
		51156	UNUSED VACATION TIME PAYOUT	0	1,293	0	0	0	0
02	OTHER PERSONNEL SERV			3,450	4,968	3,900	4,875	4,875	975
		52360	MEDICARE	3,083	3,301	3,271	3,990	3,990	719
		52385	SOCIAL SECURITY	0	0	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	25,982	30,699	51,932	31,483	31,483	-20,449
		52917	HEALTH INSURANCE CITY SHARE	46,923	49,257	51,033	45,182	45,182	-5,851
03	FRINGE BENEFITS			75,988	83,257	106,236	80,655	80,655	-25,581
		53605	MEMBERSHIP/REGISTRATION FEES	300	310	550	550	550	0
		53705	ADVERTISING SERVICES	6,632	6,377	9,500	9,500	9,500	0
		53750	TRAVEL EXPENSES	0	0	4,500	4,500	4,500	0
		54675	OFFICE SUPPLIES	4,193	4,832	4,200	4,200	4,200	0
		54700	PUBLICATIONS	0	15	24	24	24	0
		54720	PAPER AND PLASTIC SUPPLIES	17	18	18	18	18	0
		55055	COMPUTER EQUIPMENT	1,489	0	2,400	2,400	2,400	0
		55150	OFFICE EQUIPMENT	2,354	1,952	2,360	2,360	7,360	5,000
04	OPERATIONAL EXPENSES			14,985	13,503	23,552	23,552	28,552	5,000
		56055	COMPUTER SERVICES	961	961	6,400	6,400	6,400	0
		56085	FOOD SERVICES	0	268	340	340	340	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,334	2,168	3,000	3,000	3,000	0
		56180	OTHER SERVICES	21,420	21,917	24,144	24,144	24,144	0
05	SPECIAL SERVICES			23,715	25,314	33,884	33,884	33,884	0
01055	CITY CLERK			335,719	359,512	443,473	426,659	431,659	-11,814

GENERAL GOVERNMENT DIVISIONS
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 2015-2016 ADOPTED GENERAL FUND BUDGET
 CITY ATTORNEY BUDGET DETAIL

Mark Anastasi
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01060	CITY ATTORNEY							
	41543	FORECLOSURE COST RECOVERY	2,565	0	5,000	5,000	5,000	0
01060	CITY ATTORNEY		2,565	0	5,000	5,000	5,000	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance	
01060	CITY ATTORNEY							
	01	PERSONNEL SERVICES	1,606,024	1,744,811	1,792,839	1,987,260	1,987,260	194,421
	02	OTHER PERSONNEL SERV	23,217	65,050	26,400	14,025	14,025	-12,375
	03	FRINGE BENEFITS	449,377	540,938	599,902	610,332	610,332	10,430
	04	OPERATIONAL EXPENSES	1,802,982	1,330,587	1,298,371	1,278,362	1,278,362	-20,010
	05	SPECIAL SERVICES	850,957	1,125,279	758,300	708,300	708,300	-50,000
			4,732,556	4,806,666	4,475,812	4,598,279	4,598,279	122,466

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	DEPUTY CITY ATTORNEY	1.00			99,652	99,652	
	ASSISTANT CITY ATTORNEY	4.00	1.00		157,941	210,588	52,647
	DEPUTY CHIEF ADMINISTRATIVE OFF	1.00			52,647	95,123	42,476
	LEGAL SECRETARY (35 HOURS)	2.00			94,115	97,463	3,348
	COLLECTION AIDE (35 HRS)	2.00			80,491	91,407	10,916
	PARALEGAL	3.00			152,745	161,691	8,946
	ASSOCIATE CITY ATTORNEY	8.00			987,248	1,063,334	76,086
CITY ATTORNEY		21.00	1.00		1,624,839	1,819,258	194,419

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
CITY ATTORNEY												
Defense Claims/Litigation (Opened)	376	283	275	300	323	350	302	300	327	321	149	350
Claims/Suits Settlement/Judgment (PAID)	89	75	\$85	85	N/A	N/A	N/A	75	125	92	28	65
Amount Paid	\$639,392	\$723,996	\$ 2,118,578	\$1,016,171	\$ 984,799	\$984,799	\$643,683	\$2,551,302	\$905,623	\$1,249,783	\$524,565	\$1,230,000
OCA Collections -GEN	28	15	25	30	35(A)	35(A)	40	30	23	14	26	50
8.76 Anti-blight -Collection	142	248	250	225	N/A	N/A	70	N/A	N/A	N/A	N/A	N/A
8.60 Unlawful Dumping - Collection	960	1200	600	400	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FOI Requests/Complaints	50	*40	60	70	108	125	136	162	170	136	66	135
Business Development (Incl/ Contract Draft)	266	242	225	200	350	375	400	425	428	347	167	350
Ordinance Draft/Review	106	85	75	75	75	85	65	60	65	58	30	60
Public Meetings Attended	456	428	450	475	525	500	500	525	560	540	272	550
WPCA COLLECTION												
Legal Demand (2/3 of TOT)	2,336	2,282	2,342	1,858	2,523	2,600	2,646	2,846	2,895	3,076	2,921	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	\$2,591,538	\$2,666,436	\$1,927,613	\$3,380,000
Civil Suits	935	593	706	1,114	767	800	629	576	461	606	713	675
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	\$971,313	\$1,126,112	\$706,321	\$1,200,000
Foreclosures (Outside Legal Service Empl)	36	143	275	259	449	500	460	447	485	387	409	400
Amount Collected	\$323,436	\$402,376	\$713,797	\$1,747,320	\$1,504,597	\$1,600,000	\$1,699,324	\$1,717,006	\$1,607,486	\$1,208,877	\$955,003	\$1,600,000
Bank /Wage Executions	0	5	2	1	1	0	1	0	1	0	0	0
Amount Collected		3,913	6,624	3,529	872	0	1,540	0	300	0	\$0	\$0
Receivership	18	1	0	0	0	0	0	0	0	0	0	0
Amount Collected	\$401,330	\$31,900	0	0	0	0	0	0	0	0	0	0

* Estimates only due to layoff of Legal Administrative support.

** Estimates only until Abacus system calculates.

FY 2015-2016 GOALS

- 1) Together with the City Council's Special Rules Committee, draft and procure adoption of revised Rules of the City Council to facilitate efficient Council proceedings.
- 2) Supplement in-house personnel resources to further reduce reliance on outside legal counsel.
- 3) Refine legal support to the Administration and the City's lobbyists with respect to managing priority City legislative initiatives.
- 4) Support major infrastructure projects that the office is partnering on with other departments (i.e. The Airport's runway relocation & safety zone installation, WPCA regionalization, School Building Committee constructions and Green Initiatives).
- 5) In conjunction with the CAO and Purchasing Department, present proposed amendments to the City Council regarding the City's current Purchasing Ordinance and Purchasing Board's rules, regulations, policies and procedures of procurement of excess liability insurance coverage.
- 6) Reorganize staff attorney work groups (litigation, business/development, administrative law support, and legal opinions/advice) to maximize delivery of legal services.
- 7) Maximize workload and performance data via Abacus Law program to increase efficiency of service delivery.
- 8) Analyze workload and performance data via Abacus Law program to produce risk and loss management initiatives for discussion with Administration and City Council.
- 9) Continue to reduce number and dollar amounts of payouts for claims and lawsuits filed against the City, its officers and employees.
- 10) Increase our percentage of green procurement of supplies and materials, in accordance with City policy.
- 11) Encourage/foster professional training to improve personnel performance.
- 12) Increase legal services level to standing agencies, boards, commissions and committees.

FY 2014-2015 GOAL STATUS

- 1) Accelerate collection rate to maximize arrears real property tax receipts through expanded execution of tax warrants and transition to use of outside collection services.
6 MONTH STATUS: *Office issued RFP for outside legal 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.
6 MONTH STATUS: *Properties acquired via strict foreclosure are systematically disposed of through OPED.*
- 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.
6 MONTH STATUS: *Office works in conjunction with Anti-Blight Office to achieve targeted goals.*

- 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.
6 MONTH STATUS: *Provide legal support for anti-blight office staff and appeals hearing officers, on an as-requested basis.*
- 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: *Continue to coordinate legal support to City Council President with respect to revision to City Council rules.*
- 6) Reduce reliance on outside legal counsel by supplementing in-house personnel resources as a means of reducing overall net City operating costs.
6 MONTH STATUS: *There has been a continuing significant reduction of usage and cost of outside legal counsel.*
- 7) Increase legal support for the elected Board of Education, with particular attention to facilitating enhanced procedures at board and board committee public meetings.
6 MONTH STATUS: *Issued RFQ in conjunction with BOE which led to the engagement of the firm of Shipman and Goodwin as successor BOE outside counsel.*
- 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.
6 MONTH STATUS: *Issued RFQ in conjunction with BOE which led to the engagement of the firm of Shipman and Goodwin as successor BOE outside counsel.*
- 9) Continue to refine City's Freedom of Information Act (FOIA) legal procedures to ensure timely responsiveness to requests for access to public information.
6 MONTH STATUS: *On target – have established effective interoffice procedures for coordinating timely FOIA responses.*
- 10) In conjunction with the Administration and Finance Department, analyze the viability of procurement of excess liability insurance coverage.
6 MONTH STATUS: *Analysis of insurance options disclosed that the City is well served by continuing its long-standing policy of reliance on self insurance status.*
- 11) 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 construction).
6 MONTH STATUS: *On target.*
- 12) In conjunction with the CAO and Purchasing Department, proposed amendments to the City Council regarding the City's current Purchasing Ordinance and Purchasing Board's rules, regulations, policies and procedures of procurement of excess liability insurance coverage.
6 MONTH STATUS: *Office staff is major participant on CAO's Office task force charged with comprehensive rewrite of City's procurement ordinances.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
CITY ATTORNEY APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

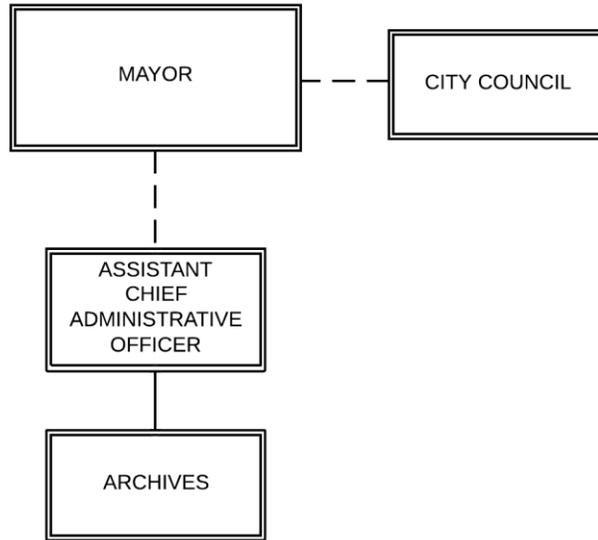
Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01060	CITY ATTORNEY								
		51000	FULL TIME EARNED PAY	1,482,524	1,579,311	1,624,839	1,819,260	1,819,260	194,421
		51099	CONTRACTED SALARIES	123,500	165,500	168,000	168,000	168,000	0
01	PERSONNEL SERVICES			1,606,024	1,744,811	1,792,839	1,987,260	1,987,260	194,421
		51102	ACTING PAY	0	0	0	0	0	0
		51106	REGULAR STRAIGHT OVERTIME	2,077	2,939	5,000	0	0	-5,000
		51108	REGULAR 1.5 OVERTIME PAY	8,839	9,931	7,000	0	0	-7,000
		51140	LONGEVITY PAY	12,300	15,700	14,400	14,025	14,025	-375
		51156	UNUSED VACATION TIME PAYOUT	0	36,480	0	0	0	0
02	OTHER PERSONNEL SERV			23,217	65,050	26,400	14,025	14,025	-12,375
		52360	MEDICARE	19,456	20,703	20,444	22,983	22,983	2,539
		52385	SOCIAL SECURITY	1,186	821	2,258	2,258	2,258	0
		52504	MERF PENSION EMPLOYER CONT	174,469	207,345	213,100	200,010	200,010	-13,090
		52917	HEALTH INSURANCE CITY SHARE	254,266	312,070	364,100	385,081	385,081	20,981
03	FRINGE BENEFITS			449,377	540,938	599,902	610,332	610,332	10,430
		53005	PERSONAL PROPERTY CLAIMS AWARD	99,489	175,186	176,500	160,000	160,000	-16,500
		53010	PERSONAL PROPERTY CLAIMS ATTY	1,644,210	1,074,597	1,050,000	1,050,000	1,050,000	0
		53605	MEMBERSHIP/REGISTRATION FEES	7,350	6,485	5,800	5,800	5,800	0
		53610	TRAINING SERVICES	60	0	1,000	1,000	1,000	0
		53705	ADVERTISING SERVICES	427	256	3,375	2,375	2,375	-1,000
		53905	EMP TUITION AND/OR TRAVEL REIM	9,167	6,129	8,010	6,000	6,000	-2,010
		54675	OFFICE SUPPLIES	11,906	15,474	13,000	15,000	15,000	2,000
		54700	PUBLICATIONS	7,691	10,103	2,894	2,894	2,894	0
		54705	SUBSCRIPTIONS	10,430	29,168	24,605	22,105	22,105	-2,500
		55155	OFFICE EQUIPMENT RENTAL/LEAS	12,251	13,188	13,188	13,188	13,188	0
04	OPERATIONAL EXPENSES			1,802,982	1,330,587	1,298,371	1,278,362	1,278,362	-20,010
		56095	APPRAISAL SERVICES	0	0	500	500	500	0
		56130	LEGAL SERVICES	837,702	946,814	550,000	500,000	500,000	-50,000
		56131	LITIGATION SERVICES	2,534	170,714	197,500	200,000	200,000	2,500
		56175	OFFICE EQUIPMENT MAINT SRVCS	4,494	4,472	9,000	6,500	6,500	-2,500
		56180	OTHER SERVICES	6,226	3,278	1,300	1,300	1,300	0
05	SPECIAL SERVICES			850,957	1,125,279	758,300	708,300	708,300	-50,000
01060	CITY ATTORNEY			4,732,556	4,806,666	4,475,812	4,598,279	4,598,279	122,466

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GENERAL GOVERNMENT DIVISIONS
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 2015-2016 ADOPTED GENERAL FUND BUDGET
 ARCHIVES & RECORDS BUDGET DETAIL

Patricia P. Ulatowski
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01065	ARCHIVES						
01	PERSONNEL SERVICES	52,395	53,484	55,680	58,087	58,087	2,407
03	FRINGE BENEFITS	17,285	18,843	20,228	20,497	20,497	269
04	OPERATIONAL EXPENSES	5,280	5,037	5,300	5,800	5,800	500
05	SPECIAL SERVICES	8,536	6,705	8,780	8,780	8,780	0
		83,495	84,068	89,988	93,164	93,164	3,176

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	ASSISTANT REGISTRAR OF VITAL	0.50			55,680	58,087	2,407
ARCHIVES & RECORDS		0.50			55,680	58,087	2,407

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
ARCHIVES AND RECORDS CENTER												
Full box	59	25	8	45	32	25	25	130	51	60	25	25
Original	186	180	165	192	211	211	211	290	415	500	375	375
Folder	133	150	90	150	142	140	140	80	225	300	285	300
Microcopy	2	8	32	80	45	45	45	30	35	48	35	50
Photocopy	360	200	175	350	300	300	300	325	725	700	215	300
Other Expenses	222	200	200	200	200	200	200	200	200	200	200	200
Total Requests	962	763	660	1,025	930	921	921	1,055	1,651	1,808	1,135	1,250
BOXES												
Received	186	500	2,393	2,150	2,075	2,150	2,000	2,030	4,025	1,495	599	1,000
Destroyed	181	N/A	N/A	1,000	1,500	500	325	N/A	2,609	1,600	0	3,000
Total Boxes as of end of period	11,156	11,156	13,321	14,571	14,842	15,000	15,000	15,439	16,855	16,750	17,349	15,349
Total internal requests	782	700	523	900	975	1,000	975	1,200	1,310	1,090	514	500
Total requests by the public	180	250	7	10	15	20	15	1	7	2	0	5

FY 2015-2016 GOALS

- 1) Complete inventory of all in-active records on top level of records center. This includes identifying all boxes and certifying their locations within the center and in the data base.
- 2) Continue with destruction and recycling of inactive records.
- 3) Work with the Department of Aging on purging of records.

FY 2014-2015 GOAL STATUS

- 1) Reactivate microfilming of select permanent city records.
6 MONTH STATUS: *Project remains on the planning board.*
- 2) Develop schedule for microfilming of select permanent city records.
6 MONTH STATUS: *Project remains on the planning board.*
- 3) Continue with destruction and recycling of inactive department records.
6 MONTH STATUS: *Major purge of +2,000 boxes will be accomplished this fiscal year. Initiate discussions with employees to organize and purge records from their offices.*
- 4) Identify and notify departments for major purge of inactive records.
6 MONTH STATUS: *Working with several departments to purge records that have reached retention periods and archive those that have reached in-active status.*

FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS

- 1) Continue to manage the Archives and Vital Records Departments with one manager rather than two, saving the City the expense of two salaries.
- 2) Organize department records in designated areas within the Center.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 ARCHIVES & RECORDS APPROPRIATION SUPPLEMENT

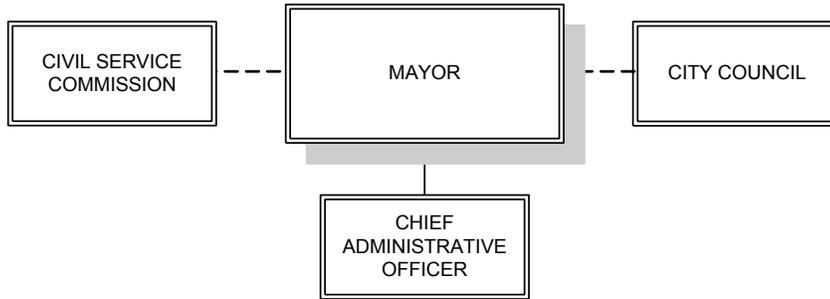
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01065	ARCHIVES								
		51000	FULL TIME EARNED PAY	52,395	53,484	55,680	58,087	58,087	2,407
01	PERSONNEL SERVICES			52,395	53,484	55,680	58,087	58,087	2,407
		52360	MEDICARE	711	724	751	780	780	29
		52504	MERF PENSION EMPLOYER CONT	6,158	6,953	7,239	6,337	6,337	-902
		52917	HEALTH INSURANCE CITY SHARE	10,415	11,165	12,238	13,380	13,380	1,142
03	FRINGE BENEFITS			17,285	18,843	20,228	20,497	20,497	269
		53710	OTHER COMMUNICATION SERVICES	1,487	1,495	1,500	2,000	2,000	500
		54660	LIBRARY SUPPLIES	498	500	500	500	500	0
		54675	OFFICE SUPPLIES	1,496	1,264	1,500	1,500	1,500	0
		55150	OFFICE EQUIPMENT	1,799	1,778	1,800	1,800	1,800	0
04	OPERATIONAL EXPENSES			5,280	5,037	5,300	5,800	5,800	500
		56055	COMPUTER SERVICES	1,800	1,800	1,800	1,800	1,800	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	2,500	2,500	2,500	2,500	2,500	0
		56210	RECYCLING SERVICES	4,236	2,405	4,480	4,480	4,480	0
05	SPECIAL SERVICES			8,536	6,705	8,780	8,780	8,780	0
01065	ARCHIVES			83,495	84,068	89,988	93,164	93,164	3,176

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE BUDGET DETAIL

David Dunn
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01070	CIVIL SERVICE							
	41538	COPIES	110	507	200	200	200	0
	41547	RESIDENT APPLICATION/ADMINISTRA	7,560	0	15,000	15,000	15,000	0
	41548	NON-RESIDENT APPLICATION/ADMINI	0	1,350	75,000	65,000	65,000	-10,000
01070	CIVIL SERVICE		7,670	1,857	90,200	80,200	80,200	-10,000

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance	
01070	CIVIL SERVICE							
	01	PERSONNEL SERVICES	407,715	424,589	450,850	445,449	445,449	-5,401
	02	OTHER PERSONNEL SERV	15,460	32,354	67,125	67,200	67,200	75
	03	FRINGE BENEFITS	112,928	126,703	150,893	102,467	102,467	-48,426
	04	OPERATIONAL EXPENSES	46,857	24,554	93,968	68,968	68,968	-25,000
	05	SPECIAL SERVICES	167,381	186,930	249,587	219,587	219,587	-30,000
			750,342	795,130	1,012,423	903,671	903,671	-108,752

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	CLERICAL ASSISTANT			-1.00	28,418		-28,418
	ADMINISTRATIVE ASSISTANT	1.00			75,598	75,598	
	RETIREMENT ADMINISTRATOR	1.00			55,891	70,831	14,940
	CLERICAL ASSISTANT	1.00			36,525	37,824	1,299
	PERSONNEL ASSISTANT I	1.00			60,284	64,451	4,167
	PERSONNEL ASSISTANT II	1.00			73,394	76,005	2,611
	PERSONNEL DIRECTOR	1.00			120,740	120,740	
CIVIL SERVICE		6.00		-1.00	450,850	445,448	-5,402

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
CIVIL SERVICE				
Purged Files Destroyed	32,000	6,000	1,000	1,500
Retirement Processing	220	443	344	380
Library Hiring	21	11	18	20
Candidates tested for positions	1,182	353	325	2,000
Positions Advertised				
Clerical, Admin, Supervisory & Technical Applications	1,900	2,560	1,528	2,200
Seasonal, Crossing Guard & Custodial Applications	4,160	3,610	1,687	3,650
Total Applications Processed	6,060	6,170	3,215	5,850

FY 2015-2016 GOALS

- 1) Conduct a 2015-2016 entry level firefighter examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations, and State of Connecticut Fire Academy CPAT (Candidate Physical Ability Test).
- 2) Conduct Police department promotional exams for Lieutenant, Captain, and Deputy Chief.
- 3) Conduct Fire department promotional exams for Lieutenant, Assistant Chief, Deputy Chief Executive Officer, and Maintenance Mechanic.
- 4) Conduct examinations for the Emergency Operations Center for Telecommunicators and Supervisors.
- 5) Conduct Custodian I entry level exam and Custodian IV promotional exam.
- 6) Continue successful expansion of the non-competitive division through the systemic elimination and restructuring of the competitive division for civilian jobs.
- 7) 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.
- 8) Continue and expand the use of social media such as Twitter, Facebook, Instagram etc. to post testing and hiring opportunities.

FY 2014-2015 GOAL STATUS

- 1) Conduct a 2014-2015 lateral transfer entry level police officer examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations, State of Connecticut POST requirements and Federal Uniform Selection Procedures.
6 MONTH STATUS: *Postponed to 2016-2017FY/Charter issues.*
- 2) Conduct a 2014-2015 traditional entry level police officer examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations, State of Connecticut POST requirements and Federal Uniform Selection Procedures.
6 MONTH STATUS: *In process; scheduled for April 11, 2015. Expect over 1,000 applicants.*
- 3) Conduct a 2014-2015 entry level firefighter examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations, and State of Connecticut Fire Academy CPAT (Candidate Physical Ability Test).
6 MONTH STATUS: *In planning stages.*
- 4) Conduct Police department promotional exams for Detective, Captain, and Deputy Chief.
6 MONTH STATUS: *Sergeant completed; Detective scheduled for March 14, 2015; Captain and Deputy Chief in planning stages.*
- 5) Conduct Fire department promotional exams for Maintenance Mechanic, Inspector, and Captain.
6 MONTH STATUS: *Inspector completed; Captain scheduled for May 2015; Maintenance Mechanic no vacancy-postponed.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
CIVIL SERVICE PROGRAM HIGHLIGHTS

- 6) Conduct examinations for the Emergency Operations Center for Telecommunicators and Supervisors.
6 MONTH STATUS: *Completed; list in place.*
- 7) Conduct Custodian I entry level exam and Custodian IV promotional exam.
6 MONTH STATUS: *In planning stages.*
- 8) Continue successful expansion of the non-competitive division through the systemic elimination and restructuring of the competitive division for civilian jobs.
6 MONTH STATUS: *2 positions in Vital Statistics pending Council approval.*
- 9) Fully integrate Civil Service, Human Resources, Grants and Benefits.
6 MONTH STATUS: *Completed.*
- 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.
6 MONTH STATUS: *Ongoing.*
- 11) Continue and expand the use of social media such as Twitter, Facebook, etc. to post testing and hiring opportunities.
6 MONTH STATUS: *Ongoing; joint venture with Mayor's press office.*

FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS

- 1) Successfully completed the hiring of the 3rd CPAT-certified Fire Academy Class. 9 rookie Firefighters were sent for training at the Connecticut State Fire Academy. 7 Firefighters graduated and have been assigned to fire houses on a rotated basis as a last phase of their rookie training.
- 2) Completed Structured Oral Interviews (SOI) for Affiliated and Unaffiliated positions. 2 currently in process.
- 3) Exam administration is more efficient since requiring \$150 refundable security deposits from candidates for promotional exams.
- 4) Successfully expanded the use of college interns with CitiStat, from Fairfield University and Sacred Heart University.
- 5) Department members sent for computer training including Excel.
- 6) Successfully managed an election for Employee Representative on the Civil Service Commission.
- 7) Continued purging of old, outdated, redundant and unnecessary Civil Service files which included old applications, resignations, terminations, promotional and entry level examinations, legal activity records, old and obsolete payroll files, all in cooperation with the City Archive department. All files shredded, purged, and destroyed for State Records Retention Statutes and the City Archives Policy.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

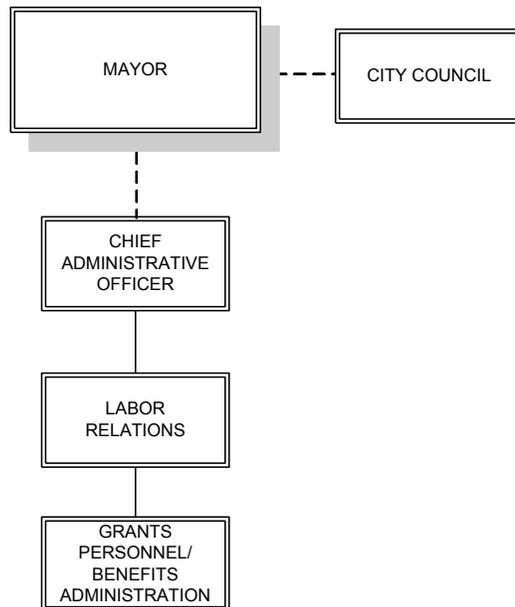
Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01070	CIVIL SERVICE								
		51000	FULL TIME EARNED PAY	407,715	424,589	450,850	445,449	445,449	-5,401
01	PERSONNEL SERVICES			407,715	424,589	450,850	445,449	445,449	-5,401
		51102	ACTING PAY	0	6,143	0	0	0	0
		51106	REGULAR STRAIGHT OVERTIME	116	72	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	164	290	5,000	5,000	5,000	0
		51140	LONGEVITY PAY	1,800	1,875	1,125	1,200	1,200	75
		51146	PROCTOR PAY	13,380	22,590	55,000	55,000	55,000	0
		51156	UNUSED VACATION TIME PAYOUT	0	1,384	0	0	0	0
02	OTHER PERSONNEL SERV			15,460	32,354	67,125	67,200	67,200	75
		52360	MEDICARE	5,716	6,049	6,156	6,280	6,280	124
		52385	SOCIAL SECURITY	0	0	1,352	1,352	1,352	0
		52504	MERF PENSION EMPLOYER CONT	48,169	56,296	58,756	48,731	48,731	-10,025
		52917	HEALTH INSURANCE CITY SHARE	59,042	64,359	84,629	46,104	46,104	-38,525
03	FRINGE BENEFITS			112,928	126,703	150,893	102,467	102,467	-48,426
		53050	PROPERTY RENTAL/LEASE	9,198	4,853	33,641	18,641	18,641	-15,000
		53605	MEMBERSHIP/REGISTRATION FEES	120	70	350	350	350	0
		53705	ADVERTISING SERVICES	29,422	9,002	50,000	40,000	40,000	-10,000
		53905	EMP TUITION AND/OR TRAVEL REIM	199	0	461	461	461	0
		54640	HARDWARE/TOOLS	0	1,262	1,000	1,000	1,000	0
		54675	OFFICE SUPPLIES	2,967	2,998	3,000	3,000	3,000	0
		54700	PUBLICATIONS	0	21	100	100	100	0
		54725	POSTAGE	0	0	16	16	16	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,950	5,400	5,400	5,400	5,400	0
		55530	OFFICE FURNITURE	0	947	0	0	0	0
04	OPERATIONAL EXPENSES			46,857	24,554	93,968	68,968	68,968	-25,000
		56085	FOOD SERVICES	4,028	4,793	10,000	10,000	10,000	0
		56110	FINANCIAL SERVICES	0	0	87	87	87	0
		56155	MEDICAL SERVICES	71,957	83,370	100,000	100,000	100,000	0
		56165	MANAGEMENT SERVICES	89,020	95,418	130,000	100,000	100,000	-30,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,557	98	2,000	2,000	2,000	0
		56180	OTHER SERVICES	819	3,252	7,500	7,500	7,500	0
05	SPECIAL SERVICES			167,381	186,930	249,587	219,587	219,587	-30,000
01070	CIVIL SERVICE			750,342	795,130	1,012,423	903,671	903,671	-108,752

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GENERAL GOVERNMENT DIVISIONS
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 2015-2016 ADOPTED GENERAL FUND BUDGET
 GRANTS PERSONNEL/BENEFITS BUDGET DETAIL

Jodie Paul-Arndt / Richard Weiner
 Managers

REVENUE SUMMARY

Not applicable.

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01075	HEALTH BENEFIT ADMINISTRATION						
01	PERSONNEL SERVICES	812,637	846,920	795,857	705,114	705,114	-90,743
02	OTHER PERSONNEL SERV	30,369	29,611	15,300	14,850	14,850	-450
03	FRINGE BENEFITS	17,033,962	16,825,713	12,914,586	13,073,227	12,859,028	-55,558
04	OPERATIONAL EXPENSES	6,370	5,290	11,450	11,450	11,450	0
05	SPECIAL SERVICES	50,339	34,218	42,250	42,250	42,250	0
		17,933,676	17,741,752	13,779,443	13,846,891	13,632,692	-146,751
01080	EMPLOYEE & ORGNZTNL DVLPMNT						
04	OPERATIONAL EXPENSES	2,139	14,461	30,750	30,750	30,750	0
05	SPECIAL SERVICES	0	943	5,000	5,000	5,000	0
		2,139	15,404	35,750	35,750	35,750	0

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	BENEFITS MANAGER	1.00			91,306	91,306	
	PAYROLL CLERK II	2.00			144,660	149,806	5,146
	ADMINISTRATIVE ASSISTANT	1.00			41,204	41,204	
	HUMAN RESOURCE MANAGER	1.00			105,495	105,495	
	CLERK A	3.00			77,062	80,666	3,604
	PROJECT MANAGER			-0.75	59,699		-59,699
	PAYROLL MANAGER			-0.75	59,699		-59,699
	BENEFITS COORDINATOR	1.00			54,697	54,697	
	HUMAN RESOURCES GENERALIST	1.00			47,546	47,546	
	EMPLOYEE SERVICES COORDINATOR	1.00			50,880	65,880	15,000
	SENIOR PAYROLL ADMINISTRATOR	1.00			63,610	68,514	4,904
HUMAN RESOURCES/ BENEFITS ADMIN		12.00		-1.50	795,858	705,113	-90,745

**FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
BENEFITS OFFICE											
Number of plans managed	12	12	14	14	14	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	\$107,723,400	\$117,496,812	\$55,654,201	\$112,828,229
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	\$96,290,446	\$106,632,399	\$50,009,018	\$101,909,256
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	\$11,432,954	\$10,829,401	\$5,645,183	\$10,918,973
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	\$57,982,605	\$64,211,931	\$29,967,607	\$61,652,102
City and BOE Employees under administration (excludes buy-outs)	4,584	4,536	4,352	4,078	4,183	3,975	4,208	3,783	3,783	3,808	3,808
Annual benefit cost per active employee	\$9,063	\$9,210	\$10,283	\$11,149	\$11,739	\$13,465	\$13,868	\$15,327	\$16,974	\$15,740	\$16,190
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	\$9,125,914	\$42,470,468	\$20,041,411	\$40,257,153
Annual benefit cost per Medicare-eligible retired employee	\$3,551	\$3,719	\$3,986	\$3,452	\$3,985	\$5,362	\$4,390	\$4,963	\$3,942	\$5,456	\$5,123
Annual benefit cost per non-Medicare retired employee	\$12,044	\$15,420	\$10,582	\$15,600	\$18,134	\$14,975	\$22,607	\$22,061	\$23,974	\$28,484	\$28,597
Medicare-Eligible Retirees	2,071	2,137	2,220	2,298	2,320	2,390	2,477	2,594	2,639	2,668	\$2,668
Non-Medicare Eligible Retirees	1,393	1,219	1,425	1,345	1,355	1,458	1,261	1,190	1,148	1,408	\$1,408
Retirees Receiving Medicare-B reimbursements	733	758	759	781	785	771	796	814	825	866	866
Retiree Drug Subsidy Payments Received	\$132,367	\$802,669	\$652,502	\$1,007,079	\$786,237	\$826,823	\$1,183,000	\$305,352	\$300,000	\$143,075	\$425,827
Employer Group Waiver Plan Subsidy						\$300,000	\$389,574	\$1,945,512	\$2,000,000	\$676,378	\$1,400,000
Employee/Retiree Benefit orientations conducted	15	37	26	41	50	30	91			37	50
COBRA enrollments administered	32	30	43	63	60	35	63			68	90
Worker's Compensation Open Claims: start of year	229	318	560	601	682	482	578	537	526	700	642
Worker's Compensation Open Claims: end of year	318	560	576	682	482	588	534	526	530	700	700
WC indemnity claims active at start of year	203	274	396	393	360	321	365	337	298	229	229
WC indemnity claims filed (new)	175	174	125	106	123	124	133	71	100	57	114
WC indemnity claims active at year end	274	396	391	360	321	358	332	298	300	255	280
WC Medical claims active at start of year	26	44	164	208	322	161	213	200	228	92	92
WC Medical claims filed (new)	532	475	539	493	456	502	454	528	500	300	600
WC Medical claims active at year end	44	164	185	322	161	230	200	228	250	95	100
WC indemnity payments	\$3,231,104	\$3,758,830	\$3,356,374	\$3,028,519	\$3,314,255	\$3,227,331	\$2,899,788	\$3,432,993	\$2,944,164	\$1,369,614	\$2,657,889
WC Medical payments	\$3,507,736	\$3,268,161	\$4,503,524	\$3,616,505	\$4,543,187	\$4,616,404	\$5,915,880	\$4,496,045	\$4,046,086	\$2,106,747	\$4,168,769
WC Medical bills reviewed	13,189	14,741	14,202	11,470	7,683	7,883	9,103	not available	not available	3,534	7,068
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	not available	not available	\$793,371	\$1,586,742
H & H Medical claims active at start of year	98	89	71	63	69	61	55	51	47	8	16
H&H Medical claims filed (new)	19	23	2	3	2	1	0	0	0	0	0
H&H Medical claims active at year end	102	90	73	69	61	57	51	47	47	6	12
H&H Indemnity claims active at start of year	239	244	247	266	254	246	248	234	227	257	257
H&H Indemnity claims filed (new)	3	2	14	7	19	9	1	7	5	5	10
H&H Indemnity claims active at year end	233	247	266	254	246	248	234	227	250	259	259
Heart & Hypertension Payments	\$2,684,086	\$3,270,880	\$3,356,374	\$2,624,931	\$3,127,297	\$3,636,198	\$3,385,931	\$2,685,843	\$2,909,087	\$1,626,233	\$3,201,668
Safety meetings conducted	116	78	65	76	38	18	43	26	52	17	34
WC accident investigation conducted	197	403	414	401	329	429	297	265	300	63	125
Accident prevention training sessions conducted	25	3	3	14	12	8	9	20	20	17	23
Transitional duty assignments administered	242	263	203	186	212	215	139	96	100	34	45

FY 2015-2016 GOALS

- 1) The provisions of the Affordable Care Act become more rigorous in fiscal year 2015-2016. We will work to assure that we meet the standards for offering coverage to 95% of our full time workers. Affordability will be a greater issue next year as premium cost share continues to rise. We will develop goals to monitor compliance with this issue to afford the Administration the opportunity to decide on a course of action which will be either to pay a potential penalty for employees for whom the benefits are not affordable or provide a benefit program. We will continue to evaluate our strategy relative to the excise tax which takes effect in 2018. Out of Pocket Maximums of \$6,350 for individuals and \$12,700 for families will take effect on 7/1/15. The greatest impact of this provision will affect prescription drug benefits. Benefits deemed Essential Health Benefits (EHB) cannot be subject to calendar year maximums as of 7/1/15. The City previously eliminated this limitation on its benefits.
- 2) Workers Compensation: We shall explore the feasibility of paying heart and hypertension claims through the group carrier rather than through workers compensation.
- 3) Requests for Proposal: Five RFPs are under consider for fiscal year 2015-2016: Physical exams and Workers Compensations office visits; Workers Compensation Actuarial firm; Medicare Broker, Dental Benefits, and Group Life Insurance.
- 4) Wellness: We shall focus efforts on the principal factors people can control in preventing disease: weight management, smoking cessation, preventive care. In addition, we shall explore programs encouraging employees to complete the health risk assessment.

FY 2014-2015 GOAL STATUS

- 1) Workers Compensation: Draft contract for new third party administrator (TPA) including performance objectives.
6 MONTH STATUS: *A contract for the new TPA was executed and signed.*
- 2) Medicare Programs: We will investigate the feasibility of adding additional groups to the Employer Group Waiver plan (EGWP) and if warranted to do. In addition, we shall commence phase out of fully insured Medicare Medical to be replaced by a self-insured program, unless financial parameters support continuing with a fully insured program.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS

6 MONTH STATUS: *We considered adding the Fire and Police Medicare Prescription benefit to the EGWP. Unfortunately, the estimates provided by Express Scripts did not support moving this group from to the EGWP from the fully insured plan we had with United Healthcare. We intend to look at this again however absent firm budget projections it requires a leap of faith to make this move which we are not comfortable with.*

- 3) Wellness Programs: These programs continue to be the key to managing claim costs. We will continue to seek opportunities both for voluntary programs and collectively bargained programs.

6 MONTH STATUS: *The Benefits Office has and continues to provide various wellness programs including two weight loss contests, biometric screening, weight watchers, zumba and yoga classes, a heart fair and breast cancer awareness program. Two first aid training programs for employees were conducted. We have also introduced wellness language as a proposal in one contract negotiation.*

- 4) Healthcare: As the Affordable Care Act evolves with new provisions taking effect and existing provisions being modified, we will be developing strategies to comply with these developments in a manner which is most advantageous to the City and its plan participants.

6 MONTH STATUS: *We have monitored hours worked by seasonal and part time employees who do not receive benefits as required by the Act. Information has been communicated principally to Public Facilities and Parks Department where to preponderance of the employees worked. Both departments have attempted to control the amount of hours worked by seasonal employees however we will have decision to make this spring regarding benefits eligibility. We have made a number of calculations regarding the City's exposure under the proposed excise tax to take effect in 2018. We performed an analysis of the affordability issue which related W-2 pay to the cost of insurance. For the most part the City is in compliance with this requirement while to BOE has work to do. Another requirement under the Minimum Essential Coverage provision is to solicit all employees, retirees and dependents for their Social Security numbers. This has to be done in two stages: December 2014 and June 2015. The first phase was completed.*

FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS

- 1) Two contracts with Express Scripts were concluded: (1) prescription benefit management and (2) Employer Group Waiver Plan.
- 2) An Request for Proposals (RFP) for a new Medicare Medical Carrier was concluded resulting in a new carrier (United American Health Insurance) producing substantial savings in calendar year 2016 over 2015.
- 3) In FY-15 new charges were implemented under the Affordable Care Act including a Transitional Re-Insurance Assessment and the Comparative Effectiveness Research Fee. The City complied with these requirements on a timely basis.
- 4) A Medicare-D prescription RFP was conducted and concluded for a Medicare-D plan for Fire and Police Medicare prescription benefits.
- 5) 2013 Retiree Drug Subsidy Reconciliation: Working with our Medicare broker, a concerted effort was made to include as many Medicare-eligible retirees in this annual reconciliation. The total subsidy collected for that plan year which we received in February-15 was \$300,300. This is about \$75,000 more than the amount we received for the previous year which we believe does reflect the additional efforts made to include all participants.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 GRANTS PERSONNEL/BENEFITS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01075	HEALTH BENEFIT ADMINISTRATION								
		51000	FULL TIME EARNED PAY	812,637	846,920	795,857	705,114	705,114	-90,743
01	PERSONNEL SERVICES			812,637	846,920	795,857	705,114	705,114	-90,743
		51106	REGULAR STRAIGHT OVERTIME	0	388	0	0	0	0
		51108	REGULAR 1.5 OVERTIME PAY	171	337	0	0	0	0
		51140	LONGEVITY PAY	15,300	15,875	15,300	14,850	14,850	-450
		51156	UNUSED VACATION TIME PAYOUT	14,898	13,012	0	0	0	0
02	OTHER PERSONNEL SERV			30,369	29,611	15,300	14,850	14,850	-450
		52008	DENTAL HMO - COBRA/RETIREE	4,300	3,000	3,000	2,000	2,000	-1,000
		52024	DENTAL PPO - COBRA/RETIREE	2,700	2,300	2,300	2,600	2,600	300
		52108	VISION FEE - COBRA/RETIREE	100	0	0	0	0	0
		52129	VISION CLMS-CITY RETIREES	5,200	4,400	4,400	4,100	4,100	-300
		52166	CLMS DNTL- CITY RETIREES	57,900	69,600	69,600	72,200	72,200	2,600
		52258	STATE OF CT ANNUAL ASMT FEE	265,100	162,000	162,000	188,510	188,510	26,510
		52260	CT 2ND INJURY FUND ASSESSM	265,100	264,000	264,000	245,100	245,100	-18,900
		52262	WORKERS COMP ADM FEE	445,200	455,000	455,000	455,000	455,000	0
		52270	WORKERS COMP INDM - GEN G	51,600	110,100	110,100	672,155	672,155	562,055
		52286	WORKERS COMP MED - GEN GO	9,700	115,200	115,200	0	0	-115,200
		52360	MEDICARE	9,599	10,408	9,569	8,619	8,619	-950
		52385	SOCIAL SECURITY	1,923	1,153	1,124	1,124	1,124	0
		52436	RX CLAIMS- CITY RET & COBRA	2,156,600	2,225,300	2,183,130	1,909,957	1,909,957	-273,173
		52504	MERF PENSION EMPLOYER CONT	93,647	109,626	110,451	78,547	78,547	-31,904
		52704	HEALTH ASO FEES- CITY RETIREES	297,100	251,600	251,600	262,500	262,500	10,900
		52890	CLAIMS DR/H SPTLS-CITY RETIREES	6,614,800	8,525,700	5,290,492	5,290,492	5,076,293	-214,199
		52891	MEDICAL MEDICARE RETIREES F/P	1,061,500	1,123,100	460,284	460,284	460,284	0
		52892	MEDICAL MEDICARE CSG	5,285,600	3,151,866	3,151,866	3,151,866	3,151,866	0
		52899	ASO FEES MEDICAL MEDICARE CSG	249,800	69,400	69,400	69,400	69,400	0
		52916	EMPLOYEE ASSISTANCE PROGRAM	30,505	30,505	40,000	40,000	40,000	0
		52917	HEALTH INSURANCE CITY SHARE	125,988	141,456	161,070	158,773	158,773	-2,297
03	FRINGE BENEFITS			17,033,962	16,825,713	12,914,586	13,073,227	12,859,028	-55,558
		53605	MEMBERSHIP/REGISTRATION FEES	0	0	250	250	250	0
		53705	ADVERTISING SERVICES	0	0	3,000	3,000	3,000	0
		53905	EMP TUITION AND/OR TRAVEL REIM	297	36	450	450	450	0
		54595	MEETING/WORKSHOP/CATERING FOOD	152	0	250	250	250	0
		54675	OFFICE SUPPLIES	4,299	4,011	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,622	1,243	2,500	2,500	2,500	0
04	OPERATIONAL EXPENSES			6,370	5,290	11,450	11,450	11,450	0
		56090	ACTUARIAL SERVICES	12,000	12,000	10,000	12,000	12,000	2,000
		56115	HUMAN SERVICES	13,527	8,452	15,000	15,000	15,000	0
		56130	LEGAL SERVICES	0	2,356	0	0	0	0
		56165	MANAGEMENT SERVICES	24,718	10,783	17,000	15,000	15,000	-2,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	95	95	250	250	250	0
		59015	PRINTING SERVICES	0	533	0	0	0	0
05	SPECIAL SERVICES			50,339	34,218	42,250	42,250	42,250	0
01075	HEALTH BENEFIT ADMINISTRATION			17,933,676	17,741,752	13,779,443	13,846,891	13,632,692	-146,751
01080	EMPLOYEE & ORGNZTNL DVLPMNT								
		53610	TRAINING SERVICES	1,552	13,961	30,000	30,000	30,000	0
		55145	EQUIPMENT RENTAL/LEASE	587	500	750	750	750	0
04	OPERATIONAL EXPENSES			2,139	14,461	30,750	30,750	30,750	0
		56085	FOOD SERVICES	0	943	5,000	5,000	5,000	0
05	SPECIAL SERVICES			0	943	5,000	5,000	5,000	0
01080	EMPLOYEE & ORGNZTNL DVLPMNT			2,139	15,404	35,750	35,750	35,750	0

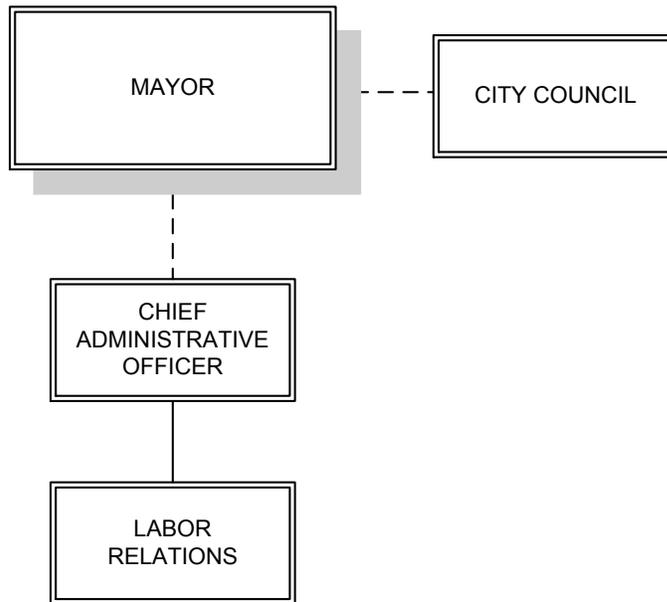
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GENERAL GOVERNMENT DIVISIONS

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 agreements, reducing the number of grievances filed, increasing the number of successful grievance arbitrations, and improving coordination and management of human resource issues.



FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 LABOR RELATIONS PROGRAM HIGHLIGHTS

Lawrence Osborne
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01085	LABOR RELATIONS						
01	PERSONNEL SERVICES	520,288	507,819	519,518	519,518	519,518	0
02	OTHER PERSONNEL SERV	4,800	26,351	5,250	6,225	6,225	975
03	FRINGE BENEFITS	145,427	159,208	171,316	167,754	167,754	-3,562
04	OPERATIONAL EXPENSES	7,048	7,388	9,865	9,975	9,975	110
05	SPECIAL SERVICES	69,626	320,368	303,622	305,434	305,434	1,812
		747,188	1,021,135	1,009,571	1,008,906	1,008,906	-665

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	DEPUTY DIRECTOR OF LABOR RELAT	1.00			114,748	114,748	
	EXECUTIVE ASSISTANT LABOR REL	1.00			74,116	74,116	
	SECRETARY	1.00			48,223	48,223	
	DIRECTOR LABOR RELATIONS	1.00			125,544	125,544	
	LABOR RELATIONS OFFICER	1.00			65,583	65,583	
	SENIOR LABOR RELATIONS OFFICER	1.00			91,304	91,304	
LABOR RELATIONS		6.00			519,518	519,518	

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATED 2014-2015
LABOR RELATIONS											
Total contracts processed	13	14	15	0	9	14	5	2	7	8	8
<i>Open</i>	13	14	0	11	5	3	2	6	6	6	8
<i>Settled</i>	0	8	13	0	9	7	5	2	1	2	11
<i>Average length of time to settle</i>	N/A 21 months		9 months	18 months	3 months	9 months	12 months	12 months	12 months	12 months	12 months
Total grievances processed	255	188	210	136	101	185	140	130	139	78	156
# of State Labor Relations Board Complaints	35	32	35	69	24	31	25	57	65	31	40
# of other Complaints/Investigations	N/A	135	135	78	62	35	31	54	42	73	91
# of Disciplinary Hearings	45	51	56	58	53	73	98	108	82	35	65
# of Policies Developed	5	5	5	0	0	2	0	0	0	0	2

FY 2015-2016 GOALS

- 1) Negotiations have begun with Bargaining Unions who have open contracts.
- 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 aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
- 7) Investigate the use of ten (10) panel drug screening test to detect the illegal use of synthetic opioids by job applicants. The City currently uses the "five-panel" drug screen established pursuant to Federal DOT regulations in 1989. The five panel screen tests for amphetamines, marijuana, PCP, cocaine and opiates and may not detect the use of synthetic opioids (e.g. hydrocodone, oxycodone).
- 8) Working with NAGE to eliminate the out of date position of Mini-computer Operator and replace it with a more current Data Analyst position.
- 9) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
- 10) Complete negotiations with NAGE regarding employment terms and conditions for Civilian Detention Officers not represented by that union. Necessitated by the Teamsters, Local 151 decision to discontinue representation of this work group.
- 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 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.
- 12) Negotiate collective bargaining agreements to recognize changes due to the Affordable Care Act.

FY 2014-2015 GOAL STATUS

- 1) Negotiations for contracts that expired on June 30, 2012 (Police, Local 1159 and Nurses, Local 1199) are continuing. Also, have started open communications with unions who contracts will expire on June 30, 2013.
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.

FY 2015-2016 GENERAL FUND BUDGET
 LABOR RELATIONS PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 6 MONTH STATUS: *Ongoing.*
- 6) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
6 MONTH STATUS: *Ongoing.*
- 7) Issue an RFP for our Random Drug Testing Company, complete selection process and conclude new contract with the vendor.
6 MONTH STATUS: *Completed.*
- 8) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
6 MONTH STATUS: *Completed.*
- 9) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
6 MONTH STATUS: *Ongoing.*
- 10) Issue an RFP for Employee Assistance Program Service and complete selection process and conclude new contract with the vendor.
6 MONTH STATUS: *Completed.*
- 11) Work with Benefits to implement a Supervisor Training Seminar.
6 MONTH STATUS: *Completed.*
- 12) 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 Plan) 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.
6 MONTH STATUS: *Labor Relations has been working with Benefits and the Wellness Committee to provide a variety of wellness initiatives and opportunities for city employees to get in shape and learn more about supporting healthy lifestyles.*

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01085	LABOR RELATIONS								
		51000	FULL TIME EARNED PAY	520,288	507,819	519,518	519,518	519,518	0
01	PERSONNEL SERVICES			520,288	507,819	519,518	519,518	519,518	0
		51140	LONGEVITY PAY	4,800	5,025	5,250	6,225	6,225	975
		51156	UNUSED VACATION TIME PAYOUT	0	21,326	0	0	0	0
02	OTHER PERSONNEL SERV			4,800	26,351	5,250	6,225	6,225	975
		52360	MEDICARE	4,585	4,563	4,424	4,414	4,414	-10
		52385	SOCIAL SECURITY	2,969	0	4,355	4,355	4,355	0
		52504	MERF PENSION EMPLOYER CONT	56,200	66,670	68,221	57,358	57,358	-10,863
		52917	HEALTH INSURANCE CITY SHARE	81,673	87,975	94,316	101,627	101,627	7,311
03	FRINGE BENEFITS			145,427	159,208	171,316	167,754	167,754	-3,562
		53605	MEMBERSHIP/REGISTRATION FEES	671	1,170	890	1,000	1,000	110
		53905	EMP TUITION AND/OR TRAVEL REIM	706	0	3,000	3,000	3,000	0
		54675	OFFICE SUPPLIES	2,469	2,700	2,714	1,914	1,914	-800
		54705	SUBSCRIPTIONS	3,201	3,518	3,261	4,061	4,061	800
04	OPERATIONAL EXPENSES			7,048	7,388	9,865	9,975	9,975	110
		56175	OFFICE EQUIPMENT MAINT SRVCS	4,291	4,131	4,722	5,434	5,434	712
		56180	OTHER SERVICES	65,334	316,237	298,900	300,000	300,000	1,100
05	SPECIAL SERVICES			69,626	320,368	303,622	305,434	305,434	1,812
01085	LABOR RELATIONS			747,188	1,021,135	1,009,571	1,008,906	1,008,906	-665

GENERAL GOVERNMENT DIVISIONS
PENSIONS/BENEFITS
 BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01086	PENSIONS						
03	FRINGE BENEFITS	71,655	66,091	90,000	90,000	90,000	0
05	SPECIAL SERVICES	81,160	33,750	30,000	30,000	30,000	0
		152,815	99,841	120,000	120,000	120,000	0
01088	OTHER FRINGE BENEFITS						
02	OTHER PERSONNEL SERV	824,648	688,181	614,375	614,375	614,375	0
03	FRINGE BENEFITS	813,727	824,429	1,087,500	887,500	887,500	-200,000
05	SPECIAL SERVICES	11,160	0	0	0	0	0
		1,649,534	1,512,611	1,701,875	1,501,875	1,501,875	-200,000

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01086	PENSIONS								
		52515	LIUNA PENSION	40,799	39,869	50,000	50,000	50,000	0
		52519	ICMA PENSION EMPLOYER CONTRIBU	30,856	26,223	40,000	40,000	40,000	0
03	FRINGE BENEFITS			71,655	66,091	90,000	90,000	90,000	0
		56090	ACTUARIAL SERVICES	81,160	33,750	30,000	30,000	30,000	0
05	SPECIAL SERVICES			81,160	33,750	30,000	30,000	30,000	0
01086	PENSIONS			152,815	99,841	120,000	120,000	120,000	0
01088	OTHER FRINGE BENEFITS								
		51154	UNUSED SICK TIME PAYOUT	155,309	172,430	137,500	137,500	137,500	0
		51156	UNUSED VACATION TIME PAYOUT	275,245	140,286	271,875	271,875	271,875	0
		51314	UNUSED VACATION PAY RETIREMENT	358,599	332,093	175,000	175,000	175,000	0
		51318	PERSONAL DAY PAYOUT RETIREMENT	35,494	43,372	30,000	30,000	30,000	0
02	OTHER PERSONNEL SERV			824,648	688,181	614,375	614,375	614,375	0
		52360	MEDICARE	5,162	5,020	0	0	0	0
		52385	SOCIAL SECURITY	84	55	0	0	0	0
		52397	UNEMPLOYMENT	472,141	400,223	670,000	470,000	470,000	-200,000
		52504	MERF PENSION EMPLOYER CONT	313,861	396,471	375,000	375,000	375,000	0
		52602	TUITION: SUPERVISORS	4,430	1,650	10,000	10,000	10,000	0
		52604	TUITION: LIUNA	3,812	3,700	12,500	12,500	12,500	0
		52606	TUITION: NURSES	0	0	0	0	0	0
		52608	TUITION: OTHER UNIONS	5,291	9,955	10,000	10,000	10,000	0
		52610	TUITION: AFSCME	9,750	7,350	10,000	10,000	10,000	0
		52917	HEALTH INSURANCE CITY SHARE	-804	4	0	0	0	0
03	FRINGE BENEFITS			813,727	824,429	1,087,500	887,500	887,500	-200,000
		56130	LEGAL SERVICES	11,160	0	0	0	0	0
05	SPECIAL SERVICES			11,160	0	0	0	0	0
01088	OTHER FRINGE BENEFITS			1,649,534	1,512,611	1,701,875	1,501,875	1,501,875	-200,000

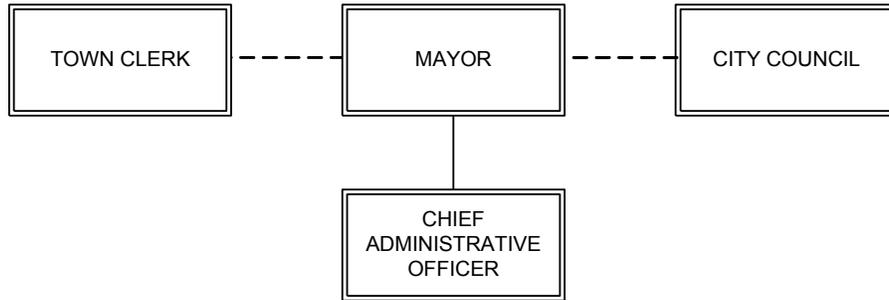
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GENERAL GOVERNMENT DIVISIONS

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 2015-2016 ADOPTED GENERAL FUND BUDGET
TOWN CLERK BUDGET DETAIL

Alma L. Maya
Town Clerk

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01090	TOWN CLERK							
	41208	DEEDS/CERTIFICATIONS	556,388	574,768	400,000	400,000	400,000	0
	41209	CERTIFIED COPIES	33,174	60,769	25,000	25,000	25,000	0
	41210	LIQUOR APPLICATION/PERMIT	831	855	700	700	700	0
	41211	DOG LICENSES	776	871	500	500	500	0
	41225	CONVEYANCE TAX ASSIGNMENT	838,991	1,217,356	900,000	900,000	900,000	0
	41237	TRADE NAMES	3,455	3,915	3,000	3,000	3,000	0
	41242	TOWN FUND	943	0	0	0	0	0
	41244	NOTARY COMMISSION	2,402	2,830	2,800	2,800	2,800	0
	41245	POLITICALCOMMITTEELATEFILINGFE	0	0	100	100	100	0
	41306	CITY FARM FUND	19,161	26,434	0	25,000	25,000	25,000
	41381	VACANT PROPERTY FEES	0	0	20,000	20,000	20,000	0
01090	TOWN CLERK		1,456,120	1,887,797	1,352,100	1,377,100	1,377,100	25,000

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance	
01090	TOWN CLERK							
	01	PERSONNEL SERVICES	274,582	297,094	339,048	354,009	354,009	14,961
	02	OTHER PERSONNEL SERV	4,337	4,134	5,850	6,000	6,000	150
	03	FRINGE BENEFITS	125,801	131,326	140,732	144,796	144,796	4,064
	04	OPERATIONAL EXPENSES	30,798	26,028	48,964	48,930	48,930	-34
	05	SPECIAL SERVICES	222,511	211,444	223,000	223,000	223,000	0
			658,028	670,026	757,594	776,735	776,735	19,141

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	TOWN CLERK	1.00			33,620	33,620	
	ASSISTANT TOWN CLERK I	1.00			61,460	65,202	3,742
	ASSISTANT TOWN CLERK II	1.00			54,502	56,137	1,635
	TYPIST I (35 HOURS)	3.00			112,941	121,226	8,285
	CLERICAL ASSISTANT	1.00			36,525	37,824	1,299
	SEASONAL EMPLOYEES UNDER GRANT				40,000	40,000	
OFFICE OF THE TOWN CLERK		7.00			339,048	354,009	14,961

FY 2015-2016 ADOPTED 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	ACTUAL 2013-2014	ACTUAL 2014-2015	ESTIMATED 2015-2016
TOWN CLERK											
Total documents (1)	43,166	45,393	34,895	29,611	28,851	32,194	30,491	23,649	45,949	38,192	31,776
Copies (2)	25,387	28,780	23,322	29,113	22,659	34,634	16,974	6,797	26,668	47,776	40,674
Certifications	3,671	11,659	14,245	5,308	6,976	8,360	8,370	3,970	7,944	7,672	6984
Dog licenses (including transfers & duplicates)	1,079	822	1,086	949	813	724	891	503	1,617	1,151	652
Liquor Licenses	289	289	299	289	266	322	255	151	321	334	218
Sportsmen Licenses (3)	1,233	1,169	716	93	0	0	0	0			
Notary Public Services (4)	350	261	465	468	378	604	427	302	472	477	434
Trade Names	1,135	1,133	1,026	863	747	411	557	417	821	879	708
Vacant Property Filings (5)					97	604	61	0	0	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 no longer responsible for registering vacant properties. Public Act 09-144. We are responsible for the registering of Foreclosure registration forms. Per Connecticut General Statutes Section 7-34a, Section 7-148ii, Public Act 11-201 - Effective October 1, 2011.

FY 2015-2016 GOALS

- 1) Complete three Election cycles:
 - Special Election-February/2015
 - August/ 2015-Primary
 - November/ 2015- Mayoral Election
- 2) Request three F/T staff eliminating the need for Seasonal Election Employees. This was a previous goal and not executed to date.
- 3) Launch Map program and Trade name program on land records system.
- 4) Work with consultants to continue to archive, remove and clean up the Land record vault.
- 5) Continue with the cross training of staff in all department functions.

FY 2014-2015 GOAL STATUS

- 1) Finalize the conversion of old records to new books and availability on computers.
6 MONTH STATUS: *Completed.*
- 2) Continue digitizing and microfilming of maps monthly.
6 MONTH STATUS: *Completed.*
- 3) Finalize the merge of over twenty years of index books into smaller more manageable books.
6 MONTH STATUS: *The 20 year merge was completed successfully freeing up a lot of space.*
- 4) Complete three election cycles:
 - Town Committee Primary – March 4, 2014
 - State & District Primary – August 12, 2014
 - Election – November 4, 20146 MONTH STATUS: *Election completed successfully.*
- 5) Continue cross training of staff.
6 MONTH STATUS: *Continuing with the training of staff.*
- 6) Continue to archive, remove and clean-up storage room.
6 MONTH STATUS: *Still continuing with assistance.*
- 7) Fully staff the Town Clerk's Office.
6 MONTH STATUS: *Not completed. We still need staff.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
TOWN CLERK APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01090	TOWN CLERK								
		51000	FULL TIME EARNED PAY	274,582	297,094	339,048	354,009	354,009	14,961
01	PERSONNEL SERVICES			274,582	297,094	339,048	354,009	354,009	14,961
		51106	REGULAR STRAIGHT OVERTIME	567	0	1,100	1,100	1,100	0
		51108	REGULAR 1.5 OVERTIME PAY	658	0	1,900	1,900	1,900	0
		51116	HOLIDAY 2X OVERTIME PAY	561	0	0	0	0	0
		51140	LONGEVITY PAY	2,550	2,700	2,850	3,000	3,000	150
		51156	UNUSED VACATION TIME PAYOUT	0	1,434	0	0	0	0
02	OTHER PERSONNEL SERV			4,337	4,134	5,850	6,000	6,000	150
		52360	MEDICARE	3,663	4,009	4,532	4,709	4,709	177
		52385	SOCIAL SECURITY	242	298	2,480	2,480	2,480	0
		52504	MERF PENSION EMPLOYER CONT	32,328	38,349	39,247	34,587	34,587	-4,660
		52917	HEALTH INSURANCE CITY SHARE	89,567	88,670	94,473	103,020	103,020	8,547
03	FRINGE BENEFITS			125,801	131,326	140,732	144,796	144,796	4,064
		53605	MEMBERSHIP/REGISTRATION FEES	850	710	2,500	2,500	2,500	0
		53705	ADVERTISING SERVICES	4,284	5,720	7,500	7,500	7,500	0
		53725	TELEVISION SERVICES	894	993	1,000	1,000	1,000	0
		54555	COMPUTER SUPPLIES	1,189	763	810	810	810	0
		54675	OFFICE SUPPLIES	8,323	4,351	4,520	4,520	4,520	0
		54680	OTHER SUPPLIES	3,569	6,931	7,000	7,000	7,000	0
		54705	SUBSCRIPTIONS	0	0	34	0	0	-34
		55090	ELECTION EQUIPMENT	11,316	5,995	25,000	25,000	25,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	374	564	600	600	600	0
04	OPERATIONAL EXPENSES			30,798	26,028	48,964	48,930	48,930	-34
		56055	COMPUTER SERVICES	219,315	210,000	219,750	219,750	219,750	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	3,196	1,444	3,250	3,250	3,250	0
05	SPECIAL SERVICES			222,511	211,444	223,000	223,000	223,000	0
01090	TOWN CLERK			658,028	670,026	757,594	776,735	776,735	19,141

GENERAL GOVERNMENT DIVISIONS
LEGISLATIVE DEPARTMENT
 BUDGET DETAIL

Thomas McCarthy
City Council President

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01095	LEGISLATIVE DEPARTMENT						
02	OTHER PERSONNEL SERV	88,429	120,799	180,000	180,000	180,000	0
03	FRINGE BENEFITS	1,392	0	0	0	0	0
04	OPERATIONAL EXPENSES	3,093	2,697	8,777	8,777	8,777	0
05	SPECIAL SERVICES	32,610	7,300	98,669	98,669	98,669	0
		125,524	130,796	287,446	287,446	287,446	0

PERSONNEL SUMMARY

Not applicable

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 LEGISLATIVE DEPARTMENT BUDGET DETAIL

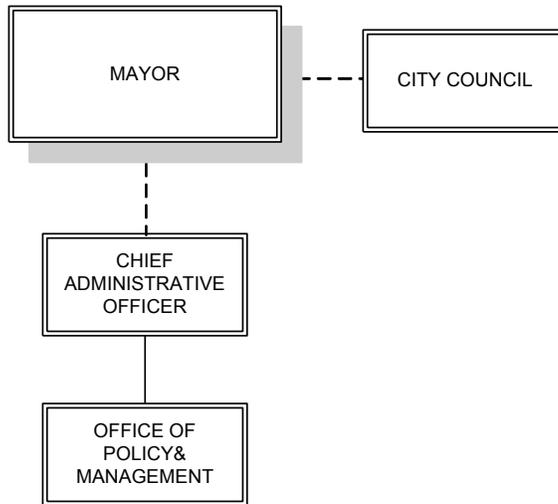
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01095	LEGISLATIVE DEPARTMENT								
		51402	CITY COUNCIL STIPENDS	88,429	120,799	180,000	180,000	180,000	0
02	OTHER PERSONNEL SERV			88,429	120,799	180,000	180,000	180,000	0
		52360	MEDICARE	390	0	0	0	0	0
		52385	SOCIAL SECURITY	1,001	0	0	0	0	0
03	FRINGE BENEFITS			1,392	0	0	0	0	0
		53605	MEMBERSHIP/REGISTRATION FEES	0	0	188	188	188	0
		53610	TRAINING SERVICES	0	0	113	113	113	0
		53705	ADVERTISING SERVICES	0	0	188	188	188	0
		53905	EMP TUITION AND/OR TRAVEL REM	0	0	200	200	200	0
		54650	LANDSCAPING SUPPLIES	705	0	750	750	750	0
		54675	OFFICE SUPPLIES	591	320	1,100	1,100	1,100	0
		54705	SUBSCRIPTIONS	0	0	650	650	650	0
		54725	POSTAGE	0	0	38	38	38	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,797	2,377	5,550	5,550	5,550	0
04	OPERATIONAL EXPENSES			3,093	2,697	8,777	8,777	8,777	0
		56085	FOOD SERVICES	634	626	2,000	2,000	2,000	0
		56165	MANAGEMENT SERVICES	0	0	1,813	1,813	1,813	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	231	231	231	0
		56180	OTHER SERVICES	31,622	5,973	93,500	93,500	93,500	0
		56250	TRAVEL SERVICES	0	0	125	125	125	0
		59015	PRINTING SERVICES	354	702	1,000	1,000	1,000	0
05	SPECIAL SERVICES			32,610	7,300	98,669	98,669	98,669	0
01095	LEGISLATIVE DEPARTMENT			125,524	130,796	287,446	287,446	287,446	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 2015-2016 ADOPTED GENERAL FUND BUDGET
POLICY & MANAGEMENT BUDGET DETAIL

Thomas R. Sherwood
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01100	OFFICE OF POLICY & MANAGEMENT						
01	PERSONNEL SERVICES	477,374	470,985	563,281	563,281	563,281	0
02	OTHER PERSONNEL SERV	5,400	20,097	5,850	6,825	6,825	975
03	FRINGE BENEFITS	130,144	142,805	183,224	170,580	170,580	-12,644
04	OPERATIONAL EXPENSES	5,118	2,385	11,331	11,151	11,151	-180
05	SPECIAL SERVICES	110	134	2,571	2,571	2,571	0
		618,146	636,406	766,257	754,408	754,408	-11,849

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	EXECUTIVE ASSISTANT OPM	1.00			74,116	74,116	
	BUDGET/POLICY ANALYST	2.00			152,360	152,360	
	PROJECT MANAGER OPM SYSTEMS	1.00			84,479	84,479	
	PROJECT MANAGER OPM MANAGEMEN	1.00			89,514	89,514	
	DIRECTOR OPM	1.00			125,544	125,544	
	OPM POLICY ANALYST	0.50			37,268	37,268	
POLICY & MANAGEMENT		6.50			563,281	563,281	

FY 2015-2016 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 2014-2015 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 sixth 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 2015-2016 ADOPTED GENERAL FUND BUDGET
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

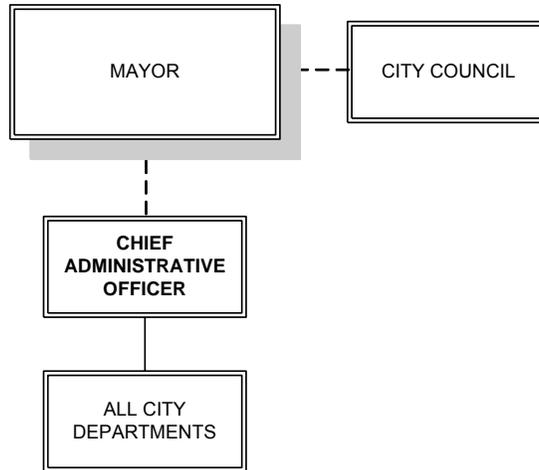
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01100	OFFICE OF POLICY & MANAGEMENT								
		51000	FULL TIME EARNED PAY	476,374	470,985	563,281	563,281	563,281	0
		51099	CONTRACTED SALARIES	1,000	0	0	0	0	0
01	PERSONNEL SERVICES			477,374	470,985	563,281	563,281	563,281	0
		51140	LONGEVITY PAY	5,400	5,625	5,850	6,825	6,825	975
		51156	UNUSED VACATION TIME PAYOUT	0	14,472	0	0	0	0
02	OTHER PERSONNEL SERV			5,400	20,097	5,850	6,825	6,825	975
		52360	MEDICARE	5,772	5,752	6,746	6,781	6,781	35
		52385	SOCIAL SECURITY	0	0	4,814	4,814	4,814	0
		52504	MERF PENSION EMPLOYER CONT	52,336	57,338	69,142	58,133	58,133	-11,009
		52917	HEALTH INSURANCE CITY SHARE	72,036	79,715	102,522	100,852	100,852	-1,670
03	FRINGE BENEFITS			130,144	142,805	183,224	170,580	170,580	-12,644
		53605	MEMBERSHIP/REGISTRATION FEES	340	371	522	522	522	0
		53610	TRAINING SERVICES	0	0	50	150	150	100
		53750	TRAVEL EXPENSES	0	0	200	600	600	400
		53905	EMP TUITION AND/OR TRAVEL REIM	0	0	225	225	225	0
		54555	COMPUTER SUPPLIES	1,085	0	954	1,254	1,254	300
		54595	MEETING/WORKSHOP/CATERING FOOD	1,270	229	505	505	505	0
		54675	OFFICE SUPPLIES	1,731	1,281	1,980	1,980	1,980	0
		54700	PUBLICATIONS	0	0	25	225	225	200
		54705	SUBSCRIPTIONS	0	0	70	170	170	100
		54720	PAPER AND PLASTIC SUPPLIES	174	0	180	0	0	-180
		55055	COMPUTER EQUIPMENT	0	0	0	0	0	0
		55095	FOOD SERVICE EQUIPMENT	120	120	135	135	135	0
		55150	OFFICE EQUIPMENT	0	0	375	375	375	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	4,610	4,610	4,610	0
		55530	OFFICE FURNITURE	398	384	1,500	400	400	-1,100
04	OPERATIONAL EXPENSES			5,118	2,385	11,331	11,151	11,151	-180
		56175	OFFICE EQUIPMENT MAINT SRVCS	110	134	1,820	1,820	1,820	0
		56240	TRANSPORTATION SERVICES	0	0	151	151	151	0
		56250	TRAVEL SERVICES	0	0	600	600	600	0
05	SPECIAL SERVICES			110	134	2,571	2,571	2,571	0
01100	OFFICE OF POLICY & MANAGEMENT			618,146	636,406	766,257	754,408	754,408	-11,849

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.



FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 CHIEF ADMINISTRATIVE OFFICE BUDGET DETAIL

Andrew Nunn
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01105	ETHICS COMMISSION						
04	OPERATIONAL EXPENSES	0	0	244	214	214	-30
05	SPECIAL SERVICES	960	500	3,100	2,875	2,875	-225
		960	500	3,344	3,089	3,089	-255
01106	CHIEF ADMINISTRATIVE OFFICE						
01	PERSONNEL SERVICES	633,608	615,117	669,199	666,679	666,679	-2,520
02	OTHER PERSONNEL SERV	2,325	8,943	2,625	1,275	1,275	-1,350
03	FRINGE BENEFITS	178,317	190,909	219,540	187,380	187,380	-32,160
04	OPERATIONAL EXPENSES	120,077	117,493	127,514	127,514	127,514	0
05	SPECIAL SERVICES	82,500	55,000	100,034	100,034	100,034	0
		1,016,828	987,462	1,118,912	1,082,882	1,082,882	-36,030
01113	CITISTAT						
04	OPERATIONAL EXPENSES	4,177	2,718	7,375	11,475	11,475	4,100
05	SPECIAL SERVICES	1,415	600	2,864	2,864	2,864	0
		5,592	3,318	10,239	14,339	14,339	4,100

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

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	DEPUTY CHIEF ADMINISTRATIVE OFF	1.00			96,445	96,445	
	EXECUTIVE ASSISTANT CAO	1.00			74,116	74,116	
	CHIEF ADMINISTRATIVE OFFICER	1.00			131,114	131,114	
	ASSISTANT SPECIAL PROJECT MANA	3.00			155,764	155,764	
	SEASONAL EMPLOYEES UNDER GRANT				20,000	20,000	
	SPECIAL PROJECTS COORDINATOR	1.00			63,240	63,240	
	ASSISTANT CHIEF ADMIN OFFICER	1.00			128,520	126,000	-2,520
CHIEF ADMINISTRATIVE OFFICE/ CITISTAT		8.00			669,199	666,679	-2,520

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 CITISTAT /CHIEF ADMIN. OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-13	PROJECTED 2013-14	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
CITISTAT							
Total Requests	25,500	45,856	45,000	50,000	55,000	30,000	60,000
Blight Issues	958	1,121	700	800	1,210	986	1,500
Conservation Corps	2,075	1,786	1,800	2,000	1,564	2,170	2,500
General Information	7,995	15,166	15,000	17,000	15,739	5,465	15,000
Housing Issues	965	969	1,500	750	550	207	500
Recycling & Sanitation Issues	895	799	2,000	750	627	320	750
Road & Street Issues	4,000	2,167	4,000	4,000	3,972	2,321	4,000
Tax Issues	5,000	7,029	6,000	6,000	5,599	2,515	6,000
City employees trained on the system	275	263	280	375	400	400	410

FY 2015-2016 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 full implementation of the Mayor's "BGreen 2020" Bridgeport Plan, facilitate clean energy/sustainable urban infrastructure initiatives, promote equitable, quality access to waterfront properties.
- 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) Continue to implement a performance evaluation system utilizing CitiStat data as one of the performance factors.

FY 2014-2015 GOAL STATUS

- 1) Oversee all departmental management and operational policies and practices.
6 MONTH STATUS: *Hired Human Resources Manager; Special Project Manager-GIS, Deputy Chief Administrative Officer for Legal Services; Assistant Chief Administrative Officer; City Building Official.*
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies and procedures.
6 MONTH STATUS: *Reopened Pleasure Beach and renovated or built significant additional parkland and other recreational facilities including Nob Hill and Knowlton Parks; Facilitated major upgrades to Sikorsky Airport; Relocated WPCA Collections to the first floor of the Morton Center; Successfully responded to record snowfall and prolonged frigid temperatures throughout winter season; supported a Professional Development Training Program offered by Human Resources which includes technical training as well as Culture and Diversity Training. Chaired Monthly Cabinet meetings. Regularly met with key department heads to insure executive initiatives and goals are completed. Filling vacancies on boards and commissions on an ongoing basis.*
- 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: *Ongoing. Chaired internal Capital Project working group to better manage all aspects of the City's capital work across departments and in particular, refined the reporting and project status tools to more effectively manage timelines and*

implementation concerns; through Deputy Chief Administrative Officer for Legal Services, provided additional administrative support to City Attorney's Office in order to facilitate attorneys' ability to focus on legal work. Attended and supported Joint Inspection Services Committee (JISC) meetings which responded to increasingly complex cases including major hoarding situations. In response to such situations, established a Hoarding Task Force and developed a comprehensive training program designed to increase committee members understanding of related issues and available resources.

- 5) Continue to support and champion full implementation of the Mayor's "BGreen 2020" Bridgeport Plan, facilitate clean energy/sustainable urban infrastructure initiatives, promote equitable, quality access to waterfront properties.

6 MONTH STATUS: "BGreen 2020" Bridgeport Sustainability Plan - 2013 Progress Report issued; and work initiated on a 2015 Progress Report. Fellowship & Intern Programs – expanding use of quality student staffing to increase project base. Green Energy Park on Seaside Landfill – UI received favorable decision to proceed with project and groundbreaking planned for Spring 2015. Energy Improvement District (EID) – Emphasis being focused on innovative residential renewable energy programs. Engaging private sector partners to expand impact within the local business community. Misc. Green Projects (Fuel Cell, Microgrid, Solar, Biomass Green Energy, Sewage & Food Waste anaerobic Digester, Thermal Loop Projects) – all proceeding in conjunction with OPED and Public Facilities to obtain City Council and other required authorizations for project design, construction and implementation. WPCA Green Infrastructure Initiatives – in soils testing and funding acquisition phases. BOE Solar Panel Installations – 7 schools completed to date: (1) High Horizons (JFK Campus), (2) Barnum School, (3) Waltersville School, (4) Discovery Magnet School, (5) Fairchild Wheeler Multi-Magnet H.S., (6) Blackham Middle School, (7) Cesar Batalla Middle School. Seaside Buffer Climate Mitigation – met with U.S. Army Corps. regarding breakwater repairs to pre Storm Sandy conditions; repairs completed. Downtown Microgrid Project – tentative vendor selection for design/build microgrid to supply energy for City Hall, Police HQ and Eisenhower Senior Center subject to all necessary City approvals, including City Council. Lincoln Boulevard Complete Street Project – streetscape, traffic calming and pedestrian mall plan adjacent to Central High in design phase for 2015 construction season. Electric Vehicle Charging Station (EVCS) – Installed on the eastbound (aka Margaret Morton Government Center) side of John Street between the intersection with Lafayette Boulevard and the intersection with Broad Street; and to be operational by March 31, 2015. Wonderland of Ice – working with lessee for installation of rooftop solar panels to reduce energy costs and provide increased sustainability and resiliency. UI Streetlights – completed UI PILOT project for streetlight LED installation; with citywide conversion scheduled for completion by Fall 2015. Note: Many of these projects and initiatives are proceeding under the Sustainability Office in conjunction with Public facilities, Parks Department, Port Authority and WPCA.

- 6) Ensure that the City's Minority Business Enterprise (MBE) goals are achieved.

6 MONTH STATUS: The City continues to take active steps towards addressing any disparities in minority contracting in accordance with the City's Minority Business Enterprise Ordinance. The Small and Minority Business Resource Office (SMBRO) continues to work with the City's Attorney's Office, CitiStat and the Purchasing Department to develop policies and procedures to implement a bid preference for city based businesses. CitiStat has proven to be an invaluable tool for municipal data collection and Turner Construction provided a 10-week construction management training program for **23** small/minority construction companies. This training would cost an estimated \$3,500 and was provided at no cost. Turner Construction is committed to providing business resources and contracting opportunities to successful, qualified graduates of the construction management training program. Bonding continues to be a barrier for many of the small/minority construction companies. The City of Bridgeport was successful in securing \$1m to implement the city's first bonding preparedness training program. Community Capital will act as the fiduciary and the Greater New England Minority Supplier Development Council will implement the training component. Successful candidates will receive collateral support/letters of credit for up to \$100,000, management/technical support, strategic construction related seminars designed

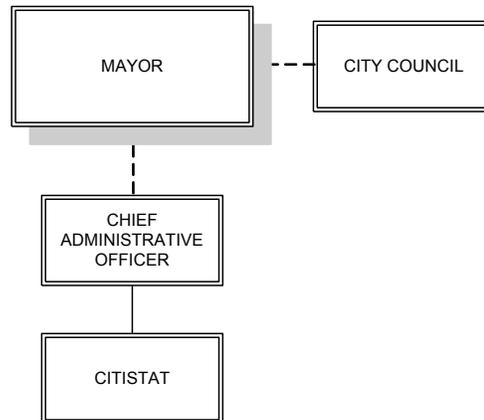
to improve their ability to successfully bid and perform on large public and private sector construction projects. Over the past fiscal year SMBRO disseminated information for potential contracting opportunities to over **5,000** contractors; hosted **23** professional development capacity building workshops partnership with SBA, Score, Hispanic & Black Chambers of Commerce, PTAP; **9** construction related certified trainings (i.e. RRP: Lead Safety for Renovation, Repair & Painting, Lead Abatement Supervisor's Training, OSHA 10). For the combined capacity building workshops, networking events and certified training attendance totaled **1,020**. With all the residential development projects currently underway SMBRO has been very proactive in identifying potential contracting opportunities and working with private developers and construction management companies (i.e. Urban Green Builders, JHM Development, Viking Construction). In 2014, SMBRO registered 136 new businesses eager to do business with the City of Bridgeport: African American=76; Hispanic=38, Caucasian=19, Other=3

- 7) Continue role as Acting Executive Director of the Bridgeport Port Authority.
6 MONTH STATUS: The Long Island Sound Dredged Material Management Plan Working Group completed its work; Working with the Army Corps of Engineers (ACOE) on the Bridgeport Harbor breakwater repair project which is expected to be completed by June, 2015; Working with Bridgeport Port Jefferson Steamship Company on expansion plans across the harbor. Currently the proposal is awaiting state and local zoning approval; Continue to work closely with the Harbormaster and Harbor Commission on port related issues including work with DEEP and the Federal Clean Vessel Act to improve pump out services within Bridgeport's harbors; Plans for high speed ferry service are progressing through Federal and State agencies; Marketing the former Derecktor site and continue to work with CT Development Authority and DECD on current plans as well as future expansion. Negotiating with a potential tenant for the parcel known as Seaview Plaza; Working with O.P.E.D. and local developer on South Avenue development; Working with Port Authority Working Group on State proposal to establish a Connecticut Port Authority; Working with CDOT/Federal Highway on securing grant monies for repairs at Water Street Dock Terminal; Investigating repairs and project funding for upgrade of Newfield Avenue Boat Ramp; Working with private company, Federal Foreign Trade Zones Board, Federal Customs and Border Protection, to obtain Foreign Trade Zone privileges for the private company within the Foreign Trade Zone No. 76 Region; Developing plans and seeking funds for removal of the former Pleasure Beach bridge span and abutment at the entrance of Johnson's creek; Working with CDOT on canopy project at rail station and Water Street Dock- expected completion, July 2016. Member of the Regional Area Maritime Security Steering Committee, Connecticut Maritime Coalition, Northeast Diesel Collaborative Ports Group, North Atlantic Ports Association and the Long Island Sound Dredged Material Management Plan Working Group.
- 8) Continue to implement a performance evaluation system utilizing CitiStat data as one of the performance factors.
6 MONTH STATUS: CitiStat continues to work with various city departments, especially those with direct contact with the public, on digital data tracking, policy revision, internal work process procedures, job duty alignment and training. Using data relative to both departmental performance and citizen experience, a comprehensive training program was developed through the Human Resources organization. In addition, the Joint Inspection Services Committee also developed a training program focused on needs identified through CitiStat tracking of Joint Inspection and related issues.

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.



SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-13	PROJECTED 2013-14	6 MONTH 2013-14	ESTIMATED 2014-15
CITISTAT						
Total Requests	25,500	45,856	45,000	50,000	32,760	55,000
Blight Issues	958	1,121	700	800	720	2,000
Conservation Corps	2,075	1,786	1,800	2,000	1,393	2,000
General Information	7,995	15,166	15,000	17,000	6,642	15,000
Housing Issues	965	969	1,500	750	350	900
Recycling & Sanitation Issues	895	799	2,000	750	332	750
Road & Street Issues	4,000	2,167	4,000	4,000	2,040	4,000
Tax Issues	5,000	7,029	6,000	6,000	2,701	6,000
City employees trained on the system	275	263	280	375	365	375

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

FY 2015-2016 GOALS

- 1) Develop a request for proposal (RFP) on permitting/inspection software designed to integrate both internal and external information and streamline core processes into a single, comprehensive database solution.
- 2) Develop a request for proposal (RFP) for a high accuracy GPS unit primarily used to identify critical city infrastructure, for efficiency planning and resource allocation.
- 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 and other housing problems in the City.
- 4) Create a hoarding task force to proactively define resources and find solutions to address hoarding issues. Creation of a standardized process, which can identify best practices and ideally create a uniform protocol, through a flow chart or algorithmic approach.
- 5) Continue to promote usage of BConnected and improve customer service throughout the City. Gather and provide up-to-date information to citizens regarding city services, events, alerts, forms, etc. – through expansion of website and social media, new resident welcome packet, newsletters.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
CITISTAT /CHIEF ADMIN. OFFICE PROGRAM HIGHLIGHTS

- 6) Continue to work in coordination with CAO, ITS and other departments to upgrade any departments using paper tracking or an inadequate database, to an efficient digital system.
- 7) Continue to work toward improvement of response times for city services. CitiStat will review lead times with departments, evaluate their service delivery performance, and develop recommendations to deploy current resources in the most effective method.
- 8) Continue to search for ways to improve city efficiencies, decrease costs, and/or increase revenue (i.e. revisions to local ordinances or state statutes, research pension and benefit options, review of policies & procedures, and other projects as they arise).
- 9) Gather data from the citizen surveys to measure the level of customer service and citizen satisfaction.

FY 2014-2015 GOAL STATUS

- 1) Continue to promote usage of BConnected and improve customer service throughout the City.
6 MONTH STATUS: Ongoing. New service request categories have been added including requesting free smoke detectors, nominating Mayor's beautification awards, requesting the repair of a fire hydrants and street lights, and notifying the city on any dog park issue or concerns. CitiStat attended various expos, increased twitter following by over 250% and created a new facebook page to promote the usage of BConnected. The knowledge database has been expanded to include articles and pertinent information and a customer (citizen) service survey has been created and pending release in spring 2015.
- 2) Gather data from the citizen surveys to measure the level of customer service and citizen satisfaction. Gather and provide more up-to-date information to citizens regarding city services, events, alerts, forms, etc. – via website and social media, new resident welcome packet, newsletters.
6 MONTH STATUS: Ongoing. A new resident welcome packet had been created and pending distribution. Citistat utilized social media to provide information to citizens through over 150 tweets on events, service information, alerts, and general knowledge. CitiStat continues to share data and measure department services via BConnected newsletters.
- 3) Develop a training program for city employees. The goal of this training program will be to improve employee skills and performance and change workplace culture. Such training program will cover computer skills on basic computer programs as well as specific software program used in the various city departments, customer service, diversity, city policies & procedures, supervisory training, etc.
6 MONTH STATUS: Staff cross training sessions are scheduled and include the following departments and agencies as guest speakers: Police, Department of Mental Health and Addictive Services, Department of Children and Families, Department of Social Justice, Department of Protective Services. These trainings aim to provide JISC members and inspection staff awareness to resources and programs available and aims to open a line of communication between the inspectors and the aforementioned agencies.
- 4) Continue to work in coordination with CAO, ITS and other departments to upgrade any departments using paper tracking or an inadequate database, to an efficient digital system.
6 MONTH STATUS: Ongoing. Public Facilities operations, including all top-card recycling, lines and signs, sanitation, and transfer station operations have been digitized into Qalert which provides up-to-date insight on department operations.
- 5) 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 and other housing problems in the City.
6 MONTH STATUS: Ongoing. The inspection continues to meet and proactively develop policy and procedures to most effectively address violations. JISC submitted HB. No 6653, An Act Concerning Municipalities, which received a joint favorable vote by the Planning and Development committee of the Connecticut General Assembly (CGA). JISC continues to meet and proactively develop policy and procedures to most effective address violations.

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 CITISTAT /CHIEF ADMIN. OFFICE PROGRAM HIGHLIGHTS/ APPROPRIATIONS

6) Continue to work toward improvement of response times for city services. CitiStat will review the set goals with departments to meet response times as established in BConnected for the various service request types, and will make adjustments where needed.

6 MONTH STATUS: *CitiStat meets with department heads, and also holds weekly CitiStat meetings to review set goals of departments, including reviewing adherence to set lead times for service delivery.*

7) Continue to search for ways to improve city efficiencies, decrease costs, and/or increase revenue (i.e. revisions to local ordinances or state statutes, research pension and benefit options, review of policies & procedures, and other projects as they arise).

6 MONTH STATUS: *CitiStat takes an active role in helping to call attention to areas where legislation may help to the city's ability to respond and introduced legislation to the CGA designed to increase the effectiveness of our inspection services and enforcement personnel. CitiStat continued to participate in working groups to pursue efficiencies and better customer service in areas such as towing. In addition to analysis of ongoing department activities, the CitiStat forum sponsored informational sessions in areas of interest and concern, such as working with the Affordable Care Act. CitiStat continues to analyze performance and review policies, procedures, and has many ordinance revisions pending.*

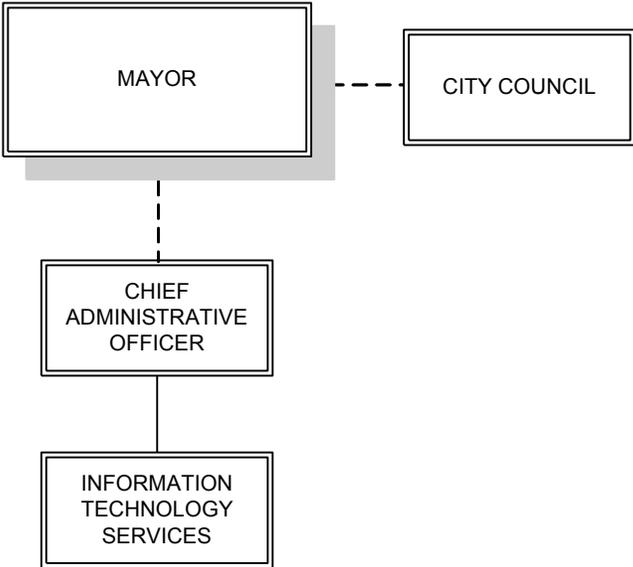
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01105	ETHICS COMMISSION								
		54725	POSTAGE	0	0	214	214	214	0
		54998	OPERATIONAL EXPENSE FREEZE	0	0	30	0	0	-30
04	OPERATIONAL EXPENSES			0	0	244	214	214	-30
		56180	OTHER SERVICES	960	500	2,875	2,875	2,875	0
		56998	SPECIAL SERVICES FREEZE	0	0	225	0	0	-225
05	SPECIAL SERVICES			960	500	3,100	2,875	2,875	-225
01105	ETHICS COMMISSION			960	500	3,344	3,089	3,089	-255
01106	CHIEF ADMINISTRATIVE OFFICE								
		51000	FULL TIME EARNED PAY	633,608	615,117	669,199	666,679	666,679	-2,520
01	PERSONNEL SERVICES			633,608	615,117	669,199	666,679	666,679	-2,520
		51140	LONGEVITY PAY	2,325	2,475	2,625	1,275	1,275	-1,350
		51156	UNUSED VACATION TIME PAYOUT	0	6,468	0	0	0	0
02	OTHER PERSONNEL SERV			2,325	8,943	2,625	1,275	1,275	-1,350
		52360	MEDICARE	8,919	8,609	8,852	9,157	9,157	305
		52385	SOCIAL SECURITY	1,528	244	3,196	3,196	3,196	0
		52504	MERF PENSION EMPLOYER CONT	71,932	79,776	84,738	70,692	70,692	-14,046
		52917	HEALTH INSURANCE CITY SHARE	95,937	102,280	122,754	104,335	104,335	-18,419
03	FRINGE BENEFITS			178,317	190,909	219,540	187,380	187,380	-32,160
		53605	MEMBERSHIP/REGISTRATION FEES	115,841	111,487	115,841	115,841	115,841	0
		53705	ADVERTISING SERVICES	0	0	87	87	87	0
		53750	TRAVEL EXPENSES	0	1,420	1,161	1,161	1,161	0
		53905	EMP TUITION AND/OR TRAVEL REIM	163	74	2,168	2,168	2,168	0
		54580	SCHOOL SUPPLIES	0	0	30	30	30	0
		54595	MEETING/WORKSHOP/CATERING FOOD	1,074	361	546	546	546	0
		54675	OFFICE SUPPLIES	843	1,420	1,710	1,710	1,710	0
		54705	SUBSCRIPTIONS	943	1,078	1,200	598	598	-602
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,212	1,654	4,771	5,373	5,373	602
04	OPERATIONAL EXPENSES			120,077	117,493	127,514	127,514	127,514	0
		56180	OTHER SERVICES	82,500	55,000	100,000	100,000	100,000	0
		56240	TRANSPORTATION SERVICES	0	0	34	34	34	0
05	SPECIAL SERVICES			82,500	55,000	100,034	100,034	100,034	0
01106	CHIEF ADMINISTRATIVE OFFICE			1,016,828	987,462	1,118,912	1,082,882	1,082,882	-36,030
01113	CITISTAT								
		53605	MEMBERSHIP/REGISTRATION FEES	0	50	1,500	1,500	1,500	0
		53705	ADVERTISING SERVICES	0	0	500	500	500	0
		53750	TRAVEL EXPENSES	500	449	1,500	1,500	1,500	0
		54675	OFFICE SUPPLIES	1,373	1,503	2,500	2,500	2,500	0
		54705	SUBSCRIPTIONS	0	716	1,000	1,000	1,000	0
		54725	POSTAGE	0	0	375	375	375	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	2,304	0	0	4,100	4,100	4,100
04	OPERATIONAL EXPENSES			4,177	2,718	7,375	11,475	11,475	4,100
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,415	557	1,364	1,364	1,364	0
		59015	PRINTING SERVICES	0	43	1,500	1,500	1,500	0
05	SPECIAL SERVICES			1,415	600	2,864	2,864	2,864	0
01113	CITISTAT			5,592	3,318	10,239	14,339	14,339	4,100

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 INFO TECH SERVICES BUDGET DETAIL

Adam Heller
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	FY 2016 Council adopted	Variance
01108		INFORMATION TECHNOLOGY SERVICE						
	41610	FREEDOM OF INFORMATION FEES	932	638	250	250	250	0
01108		INFORMATION TECHNOLOGY SERVICE	932	638	250	250	250	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01108	INFORMATION TECHNOLOGY SERVICE						
	01 PERSONNEL SERVICES	737,555	695,157	951,033	939,415	939,415	-11,618
	02 OTHER PERSONNEL SERV	11,094	10,749	16,225	17,200	17,200	975
	03 FRINGE BENEFITS	209,869	223,905	366,860	287,129	287,129	-79,731
	04 OPERATIONAL EXPENSES	1,070,655	1,022,791	1,074,500	1,054,500	1,054,500	-20,000
	05 SPECIAL SERVICES	751,879	659,024	742,000	742,000	742,000	0
		2,781,052	2,611,627	3,150,618	3,040,244	3,040,244	-110,374

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	ITS DIRECTOR	1.00			125,544	125,544	
	NETWORK ARCHITECT	1.00			82,380	82,380	
	SERVER SPECIALIST	1.00			60,995	60,995	
	SPECIAL PROJECT MGR GIS	1.00			78,466	70,000	-8,466
	SUPPORT SERVICES MANAGER (40	1.00			40,710	75,000	34,290
	DATA ARCHITECT	1.00			82,380	82,380	
	SUPPORT SPECIALIST I (35 HRS)	2.00			104,199	105,746	1,547
	SUPPORT SPECIALIST II (35 HRS)	5.00		-1.00	285,054	236,915	-48,139
	ENTERPRISE SERVICES MANAGER (40	1.00			91,305	91,305	
INFORMATION TECHNOLOGY SVCS		14.00		-1.00	951,033	930,265	-20,768

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATE 2014-2015
INFORMATION TECHNOLOGY SERVICES												
Network lines planned (WAN)(1)	0	0	0	0	0	0	0	0	0	0	21	21
Network lines planned (LAN)	0	200	0	0	0	270	420	150	100	0	62	68
Total connected	0	200	0	0	0	270	420	150	100	0	62	62
Connected as % of total	0	100	0	0	0	100	100	100	100	0	100	91
Hardware upgrades	0	0	52	0	125	136	0	0	0	0	5	5
Software upgrades	0	0	2	0	1	1	0	0	0	0	10	15
COMPUTER PURCHASES												
Laptops and Tablets	21	20	15	17	19	14	15	22	25	350	15	25
Desktops	27	127	166	210	176	174	175	252	127	50	15	100
Installed	48	90	166	210	176	160	160	252				
Printers	2	10	0	0	2	0	15	11	51	30		15
No. of new servers	3	5	2	12	0	2	16	10				
Service requests	1,929	2,038	2,626	1,940	2,220	2,315	2,645	4,053	2,650	2,411	1,150	2,500
Completed	1,929	2,038	2,626	1,759	3,350	1,600	2,645	4,036	2,650	2,411	1,150	2,500
Completed as % of requests	100%	100%	100%	91%	66%	69%	100	100%	100%	100%	100%	100%
Completed within 24 hours of request	739	713	997	564	449	350	950		1,140	989		2,000
Outstanding	0	0	0	0	0	715	3	17	59	36		0
Help desk calls	1,929	2,038	2,626	1,940	2,220	2,400	2,700	4,053	2,650	2,411	1,150	2,500
AMAC PCs (2)	16	37	132	190	164	175	180	294	167	182	115	130

- (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 2015-2016 GOALS

- 1) Complete Voice over IP Rollout.
- 2) Implement hybrid cloud email and collaboration.
- 3) Expand data storage.
- 4) Implement e-discovery tools.
- 5) Complete domain controller upgrade.
- 6) Complete core switch upgrade.
- 7) Deploy unified communications.
- 8) Retire legacy servers.
- 9) Expand virtualization.
- 10) Implement a record management system.

FY 2014-2015 GOAL STATUS

- 1) Domain upgrade and Active Directory reconfiguration.
6 MONTH STATUS: *Scope of work in process. Discussion with vendors ongoing.*
- 2) Upgrade Exchange.
6 MONTH STATUS: *exploring hybrid cloud scenario.*
- 3) Expand Wifi to Police Department and some Public Facilities locations.
6 MONTH STATUS: *Expanded to FDHQ and Roadway Trailer.*
- 4) Upgrade core to 10 Gb/sec.
6 MONTH STATUS: *Planning upgrade to 40 Gb/sec.*
- 5) Deploy unified communications.
6 MONTH STATUS: *Upgrading VoIP system.*
- 6) Convert T-1 lines to city owned fiber.
6 MONTH STATUS: *Converting to product from Frontier currently in use in other locations.*
- 7) Upgrade help desk software to streamline communications with ITS.
6 MONTH STATUS: *Upgraded.*
- 8) Complete upgrade of servers.
6 MONTH STATUS: *Ongoing.*
- 9) Explore virtualization of servers.
6 MONTH STATUS: *Planning limited virtualization for Exchange.*
- 10) Expand mobilization of workforce.
6 MONTH STATUS: *Ongoing.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 INFO TECH SERVICES APPROPRIATION SUPPLEMENT

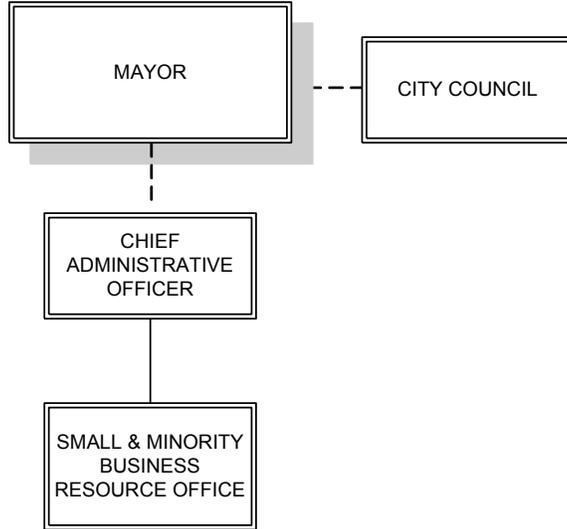
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01108	INFORMATION TECHNOLOGY SERVICE								
		51000	FULL TIME EARNED PAY	737,555	694,557	941,883	930,265	930,265	-11,618
		51099	CONTRACTED SALARIES	0	600	9,150	9,150	9,150	0
01	PERSONNEL SERVICES			737,555	695,157	951,033	939,415	939,415	-11,618
		51106	REGULAR STRAIGHT OVERTIME	169	0	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	0	0	3,000	3,000	3,000	0
		51116	HOLIDAY 2X OVERTIME PAY	0	0	1,000	1,000	1,000	0
		51140	LONGEVITY PAY	10,925	6,000	6,225	7,200	7,200	975
		51156	UNUSED VACATION TIME PAYOUT	0	4,749	0	0	0	0
02	OTHER PERSONNEL SERV			11,094	10,749	16,225	17,200	17,200	975
		52360	MEDICARE	8,446	8,462	11,557	11,557	11,557	0
		52385	SOCIAL SECURITY	1,159	2,730	11,528	11,528	11,528	0
		52504	MERF PENSION EMPLOYER CONT	81,291	85,051	124,443	102,280	102,280	-22,163
		52917	HEALTH INSURANCE CITY SHARE	118,973	127,662	219,332	161,764	161,764	-57,568
03	FRINGE BENEFITS			209,869	223,905	366,860	287,129	287,129	-79,731
		53610	TRAINING SERVICES	906	0	0	0	0	0
		53720	TELEPHONE SERVICES	803,966	873,444	890,327	880,375	880,375	-9,952
		53905	EMP TUITION AND/OR TRAVEL REIM	91	311	58	500	500	442
		54020	COMPUTER PARTS	90	0	0	0	0	0
		54550	COMPUTER SOFTWARE	3,549	0	0	0	0	0
		54555	COMPUTER SUPPLIES	20,458	19,649	24,386	13,896	13,896	-10,490
		54675	OFFICE SUPPLIES	5,251	7,799	4,600	4,600	4,600	0
		55055	COMPUTER EQUIPMENT	236,344	121,587	155,129	155,129	155,129	0
04	OPERATIONAL EXPENSES			1,070,655	1,022,791	1,074,500	1,054,500	1,054,500	-20,000
		56050	COMPUTER EQUIP MAINT SERVICE	238,904	142,801	150,915	150,915	150,915	0
		56055	COMPUTER SERVICES	235,831	507,308	523,078	523,078	523,078	0
		56165	MANAGEMENT SERVICES	277,074	8,875	68,008	68,008	68,008	0
		59010	MAILING SERVICES	69	41	0	0	0	0
05	SPECIAL SERVICES			751,879	659,024	742,000	742,000	742,000	0
01108	INFORMATION TECHNOLOGY SERVICE			2,781,052	2,611,627	3,150,618	3,040,244	3,040,244	-110,374

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 2015-2016 ADOPTED GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE

BUDGET DETAIL

Deborah Caviness
 Senior Program Administrator

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01112	MINORITY BUSINESS RESOURCE OFFICE						
01	PERSONNEL SERVICES	147,560	145,595	171,635	171,635	171,635	0
02	OTHER PERSONNEL SERV	0	4,262	825	900	900	75
03	FRINGE BENEFITS	35,029	34,252	36,626	33,765	33,765	-2,861
04	OPERATIONAL EXPENSES	18,768	19,036	19,050	19,050	19,050	0
		201,357	203,145	228,136	225,350	225,350	-2,786

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2016	NEW	UNF	BUDGET FY 2015	ADOPTED FY 2016	VARIANCE
	SENIOR PROJECT MANAGER (MEB)	1.00			91,304	91,304	
	ASSISTANT SPECIAL PROJECT MANA	1.00			48,507	48,507	
	CONSTITUENT SERVICES REP.	1.00			31,824	31,824	
SMALL & MINORITY BUSINESS OFFICE		3.00			171,635	171,635	

FY 2015-2016 ADOPTED 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	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
SMALL & MINORITY BUSINESS DEVELOPMENT OFFICE									
Public Awareness Events	20	22	25	30	22	45	35	20	25
Attendance at Public Awareness Events	698	575	750	811	265	1,062	350	400	225
Total Number of people impacted by programming	825	700	925	650	200	400	300	300	150
New Businesses Registered	127	70	75	92	85	130	136	75	65
African American Businesses	74	50	50	65	49	72	76	50	45
Hispanic Businesses	23	10	25	16	26	24	25	25	25
Causian Businesses				10	9	32	9		
Other Businesses				1	1	2	3		

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 2015-2016 GOALS

- 1) Identify financial sponsors for Business Expo.
- 2) Identify and enroll Hispanic businesses in city's database.
- 3) Purchase/lease software to assist contractors with estimating.
- 4) Identify contracting opportunities available with private developers.
- 5) Host specific certified trainings for contractors (Lead Abatement, Renovation Repair and Painting Program (RRP), Occupational Safety & Health Administration (OSHA), etc.)
- 6) Work with the Community Capital Fund and The Greater New England Minority Supplier Development Council (GNEMSDC) to recruit contractors for the bonding program.

FY 2014-2015 GOAL STATUS

- 1) Identify financial sponsors for Business Expo.
6 MONTH STATUS: *We were able to secure 2 new financial sponsors to defray the cost of the expo, Viking Construction and International Brotherhood of Electrical Workers #488.*
- 2) Identify and enroll Hispanic businesses in city's database.
6 MONTH STATUS: *Recruited approximately 20 Hispanic businesses and will continue conducting outreach and working with local agencies to identify other Hispanic businesses*
- 3) Purchase/lease software to assist contractors with estimating.
6 MONTH STATUS: *The software prices obtained far exceed the department budget.*
- 4) Identify contracting opportunities available with private developers.
6 MONTH STATUS: *Hosted several pre-bid conferences with private developers.*
- 5) Host specific certified trainings for contractors (Lead Abatement, Renovation Repair and Painting Program (RRP), Occupational Safety & Health Administration (OSHA), etc.)
6 MONTH STATUS: *Hosted Lead Abatement Supervisor's Training, RRP: Lead Safety for Renovation, Repair & Painting, OSHA 10, Section 3 Training.*
- 6) Work with the Community Capital Fund and The Greater New England Minority Supplier Development Council (GNEMSDC) to recruit contractors for the bonding program.
6 MONTH STATUS: *GNEMSDC is currently in the process of recruiting contractors to enroll in the bonding training program.*

FY 2015-2016 ADOPTED GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE PROGRAM HIGHLIGHTS/APPROPRIATIONS

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	FY 2016 MAYOR proposed	2016 COUNCIL adopted	Variance
01112 MINORITY BUSINESS RESOURCE OFFICE									
		51000	FULL TIME EARNED PAY	147,560	145,595	161,635	171,635	171,635	10,000
		51099	CONTRACTED SALARIES	0	0	10,000	0	0	-10,000
01	PERSONNEL SERVICES			147,560	145,595	171,635	171,635	171,635	0
		51140	LONGEVITY PAY	0	750	825	900	900	75
		51156	UNUSED VACATION TIME PAYOUT	0	3,512	0	0	0	0
02	OTHER PERSONNEL SERV			0	4,262	825	900	900	75
		52360	MEDICARE	2,194	2,230	2,500	2,501	2,501	1
		52385	SOCIAL SECURITY	0	0	1,973	1,973	1,973	0
		52504	MERF PENSION EMPLOYER CONT	17,348	19,025	22,420	18,823	18,823	-3,597
		52917	HEALTH INSURANCE CITY SHARE	15,487	12,997	9,733	10,468	10,468	735
03	FRINGE BENEFITS			35,029	34,252	36,626	33,765	33,765	-2,861
		53605	MEMBERSHIP/REGISTRATION FEES	1,000	1,000	1,000	1,000	1,000	0
		53705	ADVERTISING SERVICES	4,000	4,000	4,000	4,000	4,000	0
		53750	TRAVEL EXPENSES	1,067	900	0	1,375	1,375	1,375
		54595	MEETING/WORKSHOP/CATERING FOOD	0	0	1,375	0	0	-1,375
		54675	OFFICE SUPPLIES	9,026	10,306	9,000	9,000	9,000	0
		55150	OFFICE EQUIPMENT	3,675	2,830	3,675	3,675	3,675	0
04	OPERATIONAL EXPENSES			18,768	19,036	19,050	19,050	19,050	0
01112	MINORITY BUSINESS RESOURCE OFFICE			201,357	203,145	228,136	225,350	225,350	-2,786