

GENERAL GOVERNMENT DIVISIONS  
OFFICE OF THE MAYOR

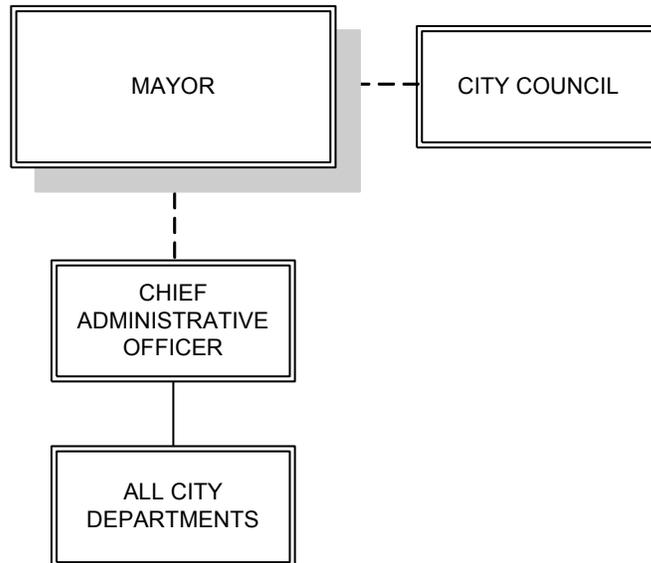
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MISSION STATEMENT

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.



GENERAL FUND BUDGET

OFFICE OF THE MAYOR

BUDGET DETAIL

Honorable Bill Finch  
Mayor

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01001000 OFFICE OF THE MAYOR</b>	<b>685,658</b>	<b>730,620</b>	<b>756,878</b>	<b>756,878</b>	<b>26,258</b>
1001PS MAYOR'S PERSONAL SVCS	543,548	564,730	581,709	581,709	16,979
2001TPS MAYOR'S OTHER PERS SERVICES	8,957	2,100	2,175	2,175	75
3001FB MAYOR'S FRINGE BENEFITS	103,287	130,683	139,887	139,887	9,204
4001EX MAYOR'S OPER EXP	22,984	25,481	25,481	25,481	0
6001SS MAYOR'S SPEC SVCS	6,882	7,626	7,626	7,626	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011	FY 2012	2012 vs 2011
					CURRENT	ADOPTED	
01001000	1.0		MAYOR	E	126,538	129,862	3,324
01001000	1.0		CHIEF OF STAFF - MAYOR'S OFFIC	B	119,953	112,593	-7,360
01001000	1.0		EXECUTIVE OFFICE MANAGER	B	73,131	76,927	3,796
01001000	1.0		ADMINISTRATIVE ASSISTANT	L	39,889	41,137	1,248
01001000	1.0		RECEPTIONIST	L	35,333	36,438	1,105
01001000	1.0		ADMIN. ASSISTANT	B	40,887	41,960	1,073
01001000	1.0		MAYOR'S AIDE	B	59,518	71,486	11,968
01001000	1.0		MAYOR'S AIDE	B	69,481	71,306	1,825
<b>01001000 Total</b>	<b>8.0</b>				<b>564,730</b>	<b>581,709</b>	<b>16,980</b>

GENERAL FUND BUDGET

OFFICE OF THE MAYOR

PROGRAM HIGHLIGHTS

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FY 2011-2012 GOALS

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- 1) Continue to implement long-term financial goals which will provide greater budget transparency, decrease the city's historic reliance on one-time revenues and improve the City's financial standing.
- 2) Continue to grow the city's tax base by increasing the city's ability to attract and retain sustainable economic and community development.
- 3) Reduce tax delinquencies by continuing to pursue an aggressive zero-tolerance tax collection policy to increase revenues.
- 4) Continue to implement the Mayor's Sustainable Bridgeport initiative – BGreen2020 – to lower the city's carbon footprint, increase recycling rates, improve energy efficiency in city facilities and address brownfield remediation.
- 5) Continue to promote efficiency and accountability throughout city government through the CitiStat program, QAlert technology (the City's online citizen service request form), labor-management cooperative and employee training.
- 6) Continue to work together with the Board of Education to improve Bridgeport schools by, continuing our investment in building new state-of-the-art schools (planned Interdistrict Magnet High School, Roosevelt and Harding High School) and renovating several other City schools.
- 7) Strengthen alliances with community groups and support initiatives that will benefit the City's quality of life.
- 8) Support diversity at all levels in government through progressive hiring practices, human resources and labor relations, and by supporting our Small and Minority Business Resource Office, which provides resources and support for local minority contractors, develops best practices, policies and procedures to ensure that the City's Minority Contracting Business Enterprise Goals are achieved.
- 9) Focus efforts to combat blight and strengthen neighborhoods through a comprehensive city program of neighborhood stabilization, which will include promoting and increasing the number of Neighborhood Revitalization Zones, and unifying the efforts of the City's Housing Code and Blight offices to work together to reduce blighted buildings and properties throughout the City.
- 10) In partnership with the Police Chief, work together to formulate strategic initiatives that combat crime and support successful neighborhood policing by expanding the Neighborhood Watch program, allowing more residents to take part in being responsible for their neighborhoods.
- 11) In partnership with the Fire Chief, the American Red Cross and RYASAP's Safe Neighborhoods Americorp 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 2010-2011 GOAL STATUS

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- 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:** During the past three years, Mayor Finch has directed department heads to trim their budgets 10 to 20 percent, while maintaining, and in some instances, increasing the level of service. By eliminating positions and laying off employees, we decreased the workforce by nearly 200 – never an easy decision to make. These measures, along with union concessions and other spending freezes have saved the City tens of millions of dollars.

For the third year in a row, the City has been recognized by the Government Finance Officers Association for excellence in financial reporting.

We are continuing to identify city-owned property that can be sold in order to return the building to the tax rolls, realizing more than \$2 million in revenue from the sale of city-owned

## GENERAL FUND BUDGET

### OFFICE OF THE MAYOR

### PROGRAM HIGHLIGHTS

property during the past two years. In addition, we are continuing our municipal consolidation plan, moving city offices from inefficient buildings into space at City Hall Annex, with the eventual goal of selling those vacated properties.

During the past year, we have consolidated the Housing Code and Environmental Health departments into City Hall Annex. We anticipate moving the Probate Court offices, and Vital Statistics and Registrars of Voters offices into City Hall Annex in the next six months.

The City has maintained its positive bond rating. Debt financing has been restructured to produce additional savings to taxpayers. This budget is the third straight that reduces government spending. The fund balance has increased for the past two years following balanced budgets.

- 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: During the past six months, the City has recorded substantial progress on several fronts related to economic and community development.

- With the assistance of CHFA/GE funding, the 323 Fairfield Avenue mixed-use building created 84 new residential units and 7 commercial storefronts, which, when added to the Citytrust, Arcade Mall, 881 Lafayette, and 333 State St. units will mean more than 1,000 people will call downtown Bridgeport home. The revitalization of the downtown is the linchpin of the City's long term goal of fostering transit oriented development.
- P.C. Richards, a national electronics retail chain, which just recently expanded into Connecticut, opened a new regional distribution center in the former West End Moving & Storage company building adjacent to I-95.
- The City partnered with Mayor Michael Bloomberg and the City of New York to receive an award of a federal Sustainable Cities grant to fund the feasibility study for the second train station and related transit-oriented development in the City's East Side. The City has acquired the land for a new train station at 812 Barnum Avenue, southernmost parcel of the former Remington Arms site. We are securing the State's commitment to clear the site and prepare a plan for it. A second Bridgeport train station will bring much needed journey-to-work mobility to an impoverished, immobile population on the East Side.
- The City also was awarded a TIGER II grant, a competitive federal grant, to fund more than \$11 million of road, utility and other infrastructure improvements to the 48-acre Steelpointe, Bridgeport's premier mixed-use development site leveraging millions of private investment dollars with federal infrastructure funds.
- The City of Bridgeport and Urban Green received a \$3 million commitment from DECD to help tenant fit-out for Phase 2 including funds for a grocery store and tenant fit out – for both the Arcade and 144 Golden Hill (first story retail). New tenants have been identified, retail leasing continues and it is expected that an announcement of a grocery store operator for the Arcade will occur this spring.
- An LDA has been approved and executed between the Bridgeport Port Authority and Konover. Meetings have been held with DOT and DEP regarding site access issues. Both DOT AND DEP have bought into the conceptual plans for the development of the site and the developers' initial specific site plans. The signing of the agreement has started a due diligence period for the developer which will allow them to develop precise cost estimates related to the site.

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

6 MONTH STATUS: The Tax Collector's office has utilized a collection agency in conjunction with the Violert Car booting program. Together, these two initiatives have increase motor vehicle revenues and helped the office clean up delinquent records. From April 2009 to February 2011, the Collection Agency has brought in \$2,326,453 in delinquent taxes. The Tax Collector and the Tax Assessor's Office have been working together to tackle personal property tax accounts for viable businesses, and an RFP will be issued in the next few months to find a firm to target that tax roll.

## GENERAL FUND BUDGET

### OFFICE OF THE MAYOR

### PROGRAM HIGHLIGHTS

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- 4) Continue to implement the Mayor's Sustainable Bridgeport effort to lower the city's carbon footprint, increase recycling rates, improve energy efficiency in city facilities and address brownfield remediation.

6 MONTH STATUS: The City will implement a number of forward leaning energy improvements and programs which it has been working diligently on as part of the Mayor's BGreen 2020 plan including:

Solar Leasing Program with Main Street Power beginning with city buildings and expanding into businesses; the City will expand its EID which include lower utility rates for businesses and homeowners; the City will continue building out its energy saving features on the Burroughs Library; the City will continue to develop the Green Energy Park at the Seaside Landfill; select a developer for our City Hall/Annex Sale/Leaseback, and complete our consolidation of McLevy Hall to the Annex.

In addition the City will expand its recycling efforts by: Adopting single stream recycling by the Fall of 2011; enhancing capacity of recycling throughout the city by deployment of new containers to all residents.

Further the City will implement the following environmental initiatives: Complete the Parks Master Plan; complete the Pleasure Beach Master Plan; begin work on the Downtown Intermodal Enhancement Program; complete work on our Pleasure Beach Water Taxi System; complete our Pequannock River Watershed Plan and follow on program.

- 5) Continue to promote efficiency and accountability throughout city government through the CitiStat program, QScend technology (the City's online citizen work request form), labor-management cooperative – Total Quality Management program and employee training.

6 MONTH STATUS: CitiStat continues to meet with departments on a regular basis measuring the status of their goals and work productivity. QAlert, which is managed by CitiStat, has recorded at least 40,000 citizen service requests. The system continues to adapt with the changes in department workflow, making it easier for departments to track the services they provide to Bridgeport's citizens. Finally, CitiStat is continuing the efforts of the labor-management cooperative by putting together a series of employee customer service training and by developing an overall employee training program.

- 6) Help to lower class size and improve Bridgeport's schools, by continuing our investment in building new state of the art schools (the Discovery Magnet School and the Interdistrict Magnet High School, Roosevelt and Harding High School) and renovating Aquaculture, Black Rock School, Columbus, Cross, Dunbar.

6 MONTH STATUS: The Discovery Magnet Elementary School opened for classes in January 2011; the school will be certified as a LEED Silver building, one of the greenest schools in the City. The addition to the Aquaculture School was completed in the late summer and was dedicated in September 2010. We continue to work through the process to build the \$125 million MultiMagnet High School on land in Trumbull. On April 13, the state Legislature will consider a border change to allow the high school project to move forward through the local zoning process and transfer the boundary of the new school into Bridgeport. Funding approvals for replacing Harding High School, and renovations and/or additions to Black Rock School, Central High School and several other City schools are working their way through the state approval process. Over the next five years, the City expects to conduct renovations to Bassick High School, JFK Campus, Park City, Hall, Edison, Beardsley, Read, Winthrop and Sheridan Elementary Schools, as well as, energy renovations to Curiale and Blackham Elementary Schools.

## GENERAL FUND BUDGET

### OFFICE OF THE MAYOR

### PROGRAM HIGHLIGHTS

- 7) Strengthen alliances with community groups and support initiatives that will benefit the City's quality of life.  
6 MONTH STATUS: The Mayor has instituted a very aggressive schedule of meetings and events with community groups and constituents including, regular meetings with City clergy; the Mayor's weekly Brown Bag Lunch; and, the monthly Community Cabinet meetings with a wide cross-section of people throughout the City.
- 8) Support diversity at all levels in government through progressive hiring practices, human resources and labor relations, and by supporting our new 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 (MBE) goals are achieved.  
6 MONTH STATUS: In 2010, prime contractors in the City were awarded \$17,720,851 for physical development projects and of that amount \$2,277,123 or 12.85% of those contracts were awarded to minority or women-owned businesses. Also, during that time of that time of the subcontracts that were awarded, \$4,621,075 or 74.19% was awarded to minority or women-owned businesses. Through aggressive monitoring efforts, the City of Bridgeport has placed five companies under review for violating the Minority Business Enterprise Ordinance; of those five, two companies (Connecticut Masons and Waterbury Masonry) have already been fined. Additionally, as a result of the City's prevailing wage investigation, Seakco Construction has paid over \$47,000 in restitution to project employees for violating the Prevailing Wages Laws and is at risk of being debarred for their actions.
- 9) Focus efforts to combat blight and strengthen neighborhoods through a comprehensive city program of Neighborhood stabilization.  
6 MONTH STATUS: During the current budget year, we have exceeded our adopted goals for blight citations, blight fines, condemnation demolitions, and City-sponsored housing rehabilitations.  
In addition, we have restructured the Neighborhood Stabilization Program for more efficient use of resources. Acquired, funded or facilitated the acquisition of approximately thirty (30) foreclosed properties, for rehabilitation or new construction by affordable housing developers. As of 12/31/10 approximately \$3 Million of acquisition and rehabilitation activities funded and completed. Five (5) single family homes have been completed, of which three (3) have been sold to NSP eligible and trained owner occupants. Twenty-two (22) housing units currently undergoing development with Spring-Summer 2011 completion anticipated for approximately fifteen (15) of these. NSP funding has enabled the City to demolish five (5) condemned and/or foreclosed properties that were beyond repair. Successfully negotiated with CT DECD for use of NSP program revenues for open space development on Knowlton Street/Pequonnock River parcels, including the clearing of blighted structures and redevelopment of a 40,000 square foot industrial warehouse. The City continues to make progress on brownfield remediation. GE currently is conducting preliminary abatement work on site as a prerequisite for demolition which is expected to commence this spring. GE has engaged the City of Bridgeport in discussion about the future development of the property. The City of Bridgeport was recently granted ownership rights to the former Remington Arms property on Barnum Avenue for a proposed future train station site through a federal bankruptcy court ruling. The site, 812 Barnum Avenue, is directly adjacent to the Metro North rail line. It is approximately 7.2 acres, with 1,000 + linear feet of frontage on both Barnum Avenue and the rail line itself.

## GENERAL FUND BUDGET

### OFFICE OF THE MAYOR

### PROGRAM HIGHLIGHTS

- 10) Hire a Police Chief and work with the Chief to formulate strategic initiatives which combat crime and support successful neighborhood policing.  
6 MONTH STATUS: A nationwide search yielded three candidates for the Mayor to review, including Acting Police Chief Joseph Gaudett Jr., who was ultimately chosen by the Mayor to lead the 400+ member police department, the 10<sup>th</sup> chief in the department's history. Chief Gaudett has formulated a number of initiatives to increase public safety including, a new manpower allocation plan which will put police officers and command staff where they are most needed; expansion of the "Take Back Our Neighborhood" program, including increasing the number of Neighborhood Watch groups in the city and, finding sponsors for a second round of a gun buyback program.
- 11) In partnership with the Fire Chief, the American Red Cross and RYASAP's Safe Neighborhoods Americorp Partnership (SNAP), ensure that every resident in Bridgeport benefits from a free smoke detector through the City's Safe Asleep program.  
6 MONTH STATUS: the Fire Department, together with RYASAP and AmeriCorps continues to lead the nation in smoke detector installations through the City's Safe Asleep Program. Nearly 30,000 have been installed in City residents' homes and small apartment buildings. Funding has been secured to keep this essential program in operation through 2011.
- 12) Continue to improve and upgrade the City's Parks and Green Spaces.  
6 MONTH STATUS: The City of Bridgeport Parks & Recreation Department continues to improve and upgrade parks and green spaces as part of the City of Bridgeport's B-Green 2020 Sustainability Plan.
- Some of the major projects completed in fiscal year 2011 include: Seaside Park (Diamond 1 Field Improvements, new picnic areas at West Beach, waterfront walkways and curbing restoration after a severe storm in March, 2010); Veteran's Memorial Park (Discovery School, Solar Nature Trail and hiking improvements and a disc golf course); Beardsley Park (new Bunnell's Pond overlook and sidewalk repairs); Ellsworth Park (new restroom, field improvements, playground and splashpad area); Luis Marin Garfield Open Space (New splash pad); Newfield Park (new restroom, picnic area and walking path in progress); William Barnum Park (new swing set, picnic area, plantings and basketball court).
  - Already under way this fiscal year 2011 and continuing into fiscal year 2012: Citywide Public Park Improvement and Enhancement Program, which focuses on enhancing green spaces such as James Brown Waterview Park on the Yellow Mill River, Johnson Oak Park beside Tisdale School, Svirha Park near Read School and other pocket parks in multiple neighborhoods of the City; Glenwood Park Tennis Court Site Improvements; Knowlton Park, a new development to recapture Pequonnock River waterfront for parks green space; Washington Park, where enhancement of all park amenities and improvements to the infrastructure is planned including a proposed splash pad and updated playground area; Pleasure Beach Master Plan and Feasibility Study, that will provide the environmental assessment needed to protect and enhance park land; An Urban Tree Canopy Study, which will assess the City's existing tree canopy and provide recommendations for the City's ongoing urban forestry efforts; the Pequonnock River Watershed Plan, which will provide a protection plan on how to decrease pollution to the city's water bodies and engage citizen's in its efforts and implementation models; and the Citywide Parks Master Plan, which will establish a guiding road map for all 45 City Parks and Green Spaces to be improved upon and better service City residents.

GENERAL FUND BUDGET

OFFICE OF THE MAYOR

APPROPRIATION SUPPLEMENT

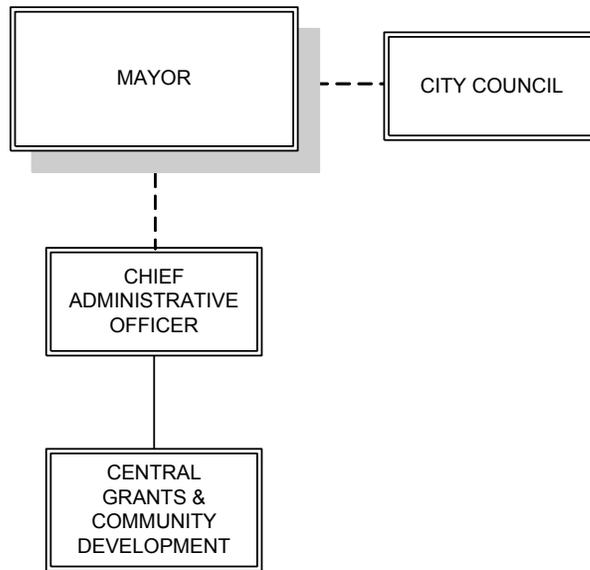
ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
						FY2011 BUDGET
<b>01001000</b>	<b>OFFICE OF THE MAYOR</b>	<b>685,658</b>	<b>730,620</b>	<b>756,878</b>	<b>756,878</b>	<b>26,258</b>
	51000 FULL TIME EARNED PAY	543,548	564,730	581,709	581,709	16,979
	51140 LONGEVITY PAY	0	2,100	2,175	2,175	75
	51156 UNUSED VACATION TIME PAYOUT	8,957	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	14	0	0	0	0
	52360 MEDICARE	3,548	7,127	7,030	7,030	-97
	52385 SOCIAL SECURITY	467	2,535	0	0	-2,535
	52504 MERF PENSION EMPLOYER CONT	42,329	49,965	66,315	66,315	16,350
	52917 HEALTH INSURANCE CITY SHARE	56,930	71,056	66,542	66,542	-4,514
	53605 MEMBERSHIP/REGISTRATION FEES	0	57	57	57	0
	53705 ADVERTISING SERVICES	0	20	20	20	0
	53750 TRAVEL EXPENSES	1,220	5,619	5,619	5,619	0
	53905 EMP TUITION AND/OR TRAVEL REIM	1,465	798	798	798	0
	54595 MEETING/WORKSHOP/CATERING FOOD	8,951	8,450	8,450	8,450	0
	54650 LANDSCAPING SUPPLIES	100	140	140	140	0
	54675 OFFICE SUPPLIES	4,808	4,636	4,636	4,636	0
	54705 SUBSCRIPTIONS	45	36	36	36	0
	54720 PAPER AND PLASTIC SUPPLIES	92	171	171	171	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	6,302	5,534	5,534	5,534	0
	55530 OFFICE FURNITURE	0	20	20	20	0
	56110 FINANCIAL SERVICES	6,135	4,500	4,500	4,500	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	707	2,010	2,010	2,010	0
	56180 OTHER SERVICES	0	719	719	719	0
	56240 TRANSPORTATION SERVICES	0	218	218	218	0
	56250 TRAVEL SERVICES	40	179	179	179	0

GENERAL GOVERNMENT DIVISIONS  
CENTRAL GRANTS & COMMUNITY DEVELOPMENT

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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.



GENERAL FUND BUDGET  
CENTRAL GRANTS & COMMUNITY DEVELOPMENT      BUDGET DETAIL

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Kelly McDermott  
Senior Manager

Alex McGoldrick  
Acting Director

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

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ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01005000 CENTRAL GRANTS OFFICE</b>	<b>326,715</b>	<b>402,678</b>	<b>389,411</b>	<b>389,411</b>	<b>-13,267</b>
1005PS CENTRAL GRANTS PERSONAL SVCS	234,778	303,050	311,687	311,687	8,637
2005TPS CENTRAL GRANTS OTHER PERS SVCS	1,565	0	0	0	0
3005FB CENTRAL GRANTS FRINGE BENEFITS	63,766	61,667	55,365	55,365	-6,302
4005EX CENTRAL GRANTS OPER EXP	12,122	12,392	9,573	9,573	-2,819
6005SS CENTRAL GRANTS SPEC SVCS	11,483	20,689	10,346	10,346	-10,343
7005SC CENTRAL GRANTS SUPRT CONTR	3,000	4,880	2,440	2,440	-2,440

PERSONNEL SUMMARY

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Org Code	Fill	Vac	Job Class Description	U	FY 2011	FY 2012	2012 vs 2011
					CURRENT	ADOPTED	
01005000		1.0	DIRECTOR CENTRAL GRANTS	S	50,121	53,108	2,987
01005000	1.0		OFFICE COORDINATOR	L	37,513	36,874	-639
01005000	1.0		GRANT WRITER	L	56,030	57,783	1,753
01005000	1.0		GRANT WRITER	L	56,030	57,783	1,753
01005000		1.0	GRANT WRITER	L	55,000	57,783	2,783
01005000		1.0	GRANTS FINANCIAL MANAGER(35HRS)	L	48,356	48,356	
<b>01005000 Total</b>	<b>3.0</b>	<b>3.0</b>			<b>303,050</b>	<b>311,687</b>	<b>8,636</b>

**GENERAL FUND BUDGET**

**CENTRAL GRANTS & COMMUNITY DEVELOPMENT**

**PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>CENTRAL GRANTS</b>						
Number of Grant applications filed	129	19	58	43	49	60
Number of Grant Applications Funded	58	10	29	18	35	36
Number of Grant Applications Pending	31	0	6	14	0	0
Number of Grant Applications Denied	40	9	23	11	14	24
% of Grant applications funded	45%	53%	50%	42%	71%	60
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
Total Dollars Pending	N/A	0	\$805,967	\$27,356,641	\$0	0
Total dollars awarded to Community Organizations	N/A	\$450,316	\$3,790,629	\$3,200,000	N/A	N/A

**CENTRAL GRANTS FY 2011-2012 GOALS**

- 1) Continue to strategically apply for formula and competitive funding for City priority projects and programs and to strive for a 60% award rate for grant applications.
- 2) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
- 3) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.
- 4) Cultivate relationships with area and national foundations to benefit Bridgeport grant applications.
- 5) Work with National Community Development Association (NCDCA), Area Office of the U.S. Department of Housing and Urban Development (HUD) Office, and others to advocate for Bridgeport's fair share of federal formula, competitive and stimulus funding.
- 6) Work with Connecticut Community Development Association (CCDA), the State of Connecticut and in particular the Department of Economic and Community Development as well as the Department of Environmental Protection and others to advocate for Bridgeport's fair share of state funding.
- 7) Encourage funding entities to visit Bridgeport to see firsthand the many opportunities present here.
- 8) Host a Legislative Breakfast to highlight the City's accomplishments and to present funding needs.

**CENTRAL GRANTS FY 2010-2011 GOAL STATUS**

- 1) Continue to strategically apply for formula and competitive funding for City priority projects and programs and to strive for a 50% award rate for grant applications.  
6 MONTH STATUS: Currently Central Grants and Community Development has achieved a success rate of 59% during the 2010-2011 budget year. It is expected that the award rate will continue to increase.
- 2) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.  
6 MONTH STATUS: The Central Grants and Community Development staff has been working successfully on regional grant applications and funding opportunities during the current fiscal year. Success has been achieved on the recently funded HUD Sustainable Communities regional collaboration grant. Additionally, regional homeland security and public safety applications have achieved success.
- 3) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.  
6 MONTH STATUS: Bridgeport was recently awarded funding under the HUD Sustainable Communities program. As a result an unprecedented bi-state collaboration of nine cities, two counties and six regional planning organizations has come together to form the New York-Connecticut Sustainable Communities Consortium. With support from the states of New York and Connecticut, the Consortium is designed to integrate housing, economic development, transportation and environmental planning in the metropolitan region. Working together, the Consortium will develop livable communities and growth centers around existing and planned

## GENERAL FUND BUDGET

### CENTRAL GRANTS & COMMUNITY DEVELOPMENT

### PROGRAM HIGHLIGHTS

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transit to enhance affordable housing efforts, reduce congestion, improve the environment and continue to expand economic opportunities. A central goal is to link strategies, on a metropolitan scale, to develop mixed- income housing, employment and infrastructure in locations connected by the region's two commuter rail networks - the MTA Metro-North Railroad and the MTA Long Island Rail Road.

- 4) Host a funding opportunity forum in Bridgeport.  
6 MONTH STATUS: Central Grants and Community Development is currently working on planning a funding opportunity forum.
- 5) Cultivate relationships with area and national foundations to benefit Bridgeport grant applications.  
6 MONTH STATUS: Central Grants and Community Development continues to work with local area foundations such as the Fairfield County Community Foundation as well as United Way of Coastal Fairfield County, RYASAP and CT Association of Non-profits to benefit local grant applications. As part of the Sustainable Communities implementation effort, the department has worked with the regional team to develop relationships with the National LISC Organization and Ford Foundation to leverage additional support and funding into this important project.
- 6) Work with National Community Development Association (NCDCA), Area Office of the U.S. Department of Housing and Urban Development (HUD) Office, and others to advocate for Bridgeport's fair share of federal formula, competitive and stimulus funding.  
6 MONTH STATUS: The Department currently has developed strong relationships with NCDCA as well as the HUD Area Office to advocate for formula and competitive funding. In January, the Deputy CAO for CG&CD attended a critical funding conference and lobbying effort in Washington DC, with the Mayor, as it relates to proposed HUD Entitlement Funding cuts in the federal budget.
- 7) Work with Connecticut Community Development Association (CCDA), the State of Connecticut and in particular the Department of Economic and Community Development as well as the Department of Environmental Protection and others to advocate for Bridgeport's fair share of state funding.  
6 MONTH STATUS: The CG&CD staff has been working diligently with CCDA, DECD and HUD to receive a new Neighborhood Stabilization Program funding award under Round Three of the program. The Department is currently working to submit the formal application which will bring an additional \$1.5 million to the City to support expanded homeownership opportunities and foreclosure prevention efforts.
- 8) Encourage funding entities to visit Bridgeport to see firsthand the many opportunities present here.  
6 MONTH STATUS: Central Grants and Community Development has hosted visits from the US Environmental Protection Agency, US Department of Justice, US Attorneys Office, State Department of Economic and Community Development and US Department of Housing and Urban Development. The Department continues to host funders and assists the Mayor's Office with coordinating such events.
- 9) Host a Legislative Breakfast to highlight the City's accomplishments and to present funding needs.  
6 MONTH STATUS: Central Grants and Community Development currently has a legislative delegation meeting scheduled for late February 2011.

**GENERAL FUND BUDGET**

**CENTRAL GRANTS & COMMUNITY DEVELOPMENT**

**PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ESTIMATED 2012
<b>HOUSING AND COMMUNITY DEVELOPMENT DIVISION</b>				PY35	PY36	PY37
Awarded	107	82	67	80	82	50
Contracts administered	107	62	67	57	82	50
Projects monitored/supervised	51	82	67	80	82	50
Total Number of Environmental reviews	107	397	110	152	135	120
Total Number of Grant applications received	177	135	101	125	121	125
Total Number of clients serviced	35,670	17,057	9,396	19,000	15,000	15,000
<b>TOTAL FUNDING ALL PROGRAMS (2)</b>	<b>\$7,729,075</b>	<b>\$6,222,957</b>	<b>\$6,547,666</b>	<b>\$5,547,666</b>	<b>\$7,690,632</b>	<b>\$6,276,611</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (2)</b>						
Value of award (entitlement allocation)	\$4,503,690	\$3,882,652	\$3,252,959	\$3,252,959	\$3,606,679	\$2,885,343*
ReProgramming Funds				\$0	\$1,560,293	\$1,255,923
Grant expenditure rate (\$ per month)	\$644,089	\$323,554	\$271,079	\$271,080	\$300,557	\$240,445
Grant expenditure rate (\$ per work day)	\$29,727	\$14,933	\$13,116	\$12,511	\$14,427	\$11,541
Number of public facility improvements (1)	10	13	6	15	20	30
Community buildings renovated	4	5	6	6	7	6
Public Service Clients	32,500	9,209	5,000	9,500		9,500
NonProfit Capacity Building - ACT Prgm (Funding allocated)	-	\$65,818	\$100,000	\$100,000		0
Leveraged Funding from HHS	-	\$500,000	\$500,000	\$500,000		0
Number of Nonprofits served	-	15	30	30	15	0
Capacity Building Grants (HHS Funding)	-	\$0	\$241,886	\$382,821		0
<b>Housing</b>						
Housing Code (funding allocated)	\$445,000	\$437,952	\$472,000	\$472,000	\$95,000	\$100,000
Lead Based Paint (funding allocated)	\$100,000	\$157,000	\$177,000	\$167,000	\$168,065	\$167,000
Emergency Relocation (funding allocated)	\$53,000	\$53,000	\$40,000	\$40,000	\$40,000	\$40,000
Emergency Relocation (# of Clients)	18	180	381	100		100
Weatherization	\$25,000	-	-	-	-	-
<b>HOPWA (2)</b>						
Value of award	\$737,000	\$739,000	\$771,000	\$771,000	\$846,219	\$676,975*
<b>ESG (2)</b>						
Value of award	\$143,666	\$144,734	\$144,968	\$144,968	\$145,523	\$116,418*
<b>HOME (2)</b>						
Value of award	\$2,344,719	\$1,456,571	\$2,378,739	\$1,378,739	\$1,531,918	\$1,225,534*
<b>HOME Homeownership Housing Development Projects</b>						
Average HOME Subsidy per unit			\$717,254		\$350,000	
Private Leveraged Funds			\$65,205		\$87,500	
Total Units Developed (HOME and Leveraged Funds)			\$19,400,000		\$1,500,000	
New Construction (# of HOME Units)			103		4	
Rehabilitation (# of HOME Units)			-		4	
Rehabilitation (# of HOME Units)			11			
<b>HOME Rental Housing Developing Projects</b>						
Average HOME Subsidy per unit	\$1,500,000	\$954,000	\$520,000	\$1,200,000	\$636,438	
Private leverage	\$33,333	\$73,385	\$47,273	\$133,333	\$75,879	
Total Units Developed (HOME and Leveraged Funds)	\$3,135,000	\$3,777,409	\$19,492,151	\$3,500,000	\$5,000,000	
New Construction (# of HOME Units)			70		20	
Rehabilitation (# of HOME Units)			7			
Rehabilitation (# of HOME Units)	45	13	4	9	13	
<b>Down Payment Assistance (Total funding Allocated)</b>						
Applications Processed	\$315,000	\$375,000	\$0	\$300,000	\$0**	
Applications Reviewed	23	25	0	2		
Applications Reviewed	45	45	0	15		
<b>HOUSING OTHER</b>						
Fair Housing Outreach/Referrals (Number of People)	562	545	0	250	200	200
Fair Housing complaints made (formal)	14	14	0	0	0	0
Investigations	14	0	0	0	0	0
Actions taken - settlements	4					

GENERAL FUND BUDGET

CENTRAL GRANTS & COMMUNITY DEVELOPMENT

PROGRAM HIGHLIGHTS

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COMMUNITY DEVELOPMENT FY 2011-2012 GOALS

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- 1) Continue to make improvements to the Central Grants and Community Development application process for annual federal Community Development Block Grant, Emergency Shelter Grant, Housing Opportunities for Persons with AIDS and HOME Partnership Program entitlement funding through the US Department of Housing and Urban Development (HUD).
- 2) Continue to implement the Five Year Consolidated Plan for Housing and Community Development and develop an Action Plan for year three of the five year plan for HUD approval.
- 3) Manage all Central Grants and Community Development federal HUD entitlement grants in a timely manner consistent with federal guidelines and regulations.
- 4) To continue to be an active partner to the Greater Bridgeport Continuum of Care and the Greater Bridgeport Area 10-year Plan to End Homelessness.
- 5) To continue to work with the Office of Neighborhood Revitalization in advancing community development projects identified by established Neighborhood Revitalization Zones (NRZ).
- 6) To work with the Office of Planning & Economic Development to advance projects which benefit low and moderate income households.

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COMMUNITY DEVELOPMENT FY 2010-2011 GOAL STATUS

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- 1) Continue to make improvements to the Central Grants and Community Development application process for annual federal Community Development Block Grant, Emergency Shelter Grant, Housing Opportunities for Persons with AIDS and HOME Partnership Program entitlement funding through the US Department of Housing and Urban Development (HUD).  
6 MONTH STATUS: The Department has worked to revise the CDBG, ESG and HOPWA application to make the format easier to complete for applicants, streamline CGCD's application to reflect standard grant application formats from federal and local sources, improve the internal department review process and provide a format that presents information in a way that can be used during the contracting process. The department has received positive feedback from community organizations on the new application format. Additionally, the technical assistance sessions hosted during the application process were expanded this year to provide greater detail on eligible projects and activities, the federal funding projection, and offer more time for individual questions and answer sessions.
- 2) Continue to implement the Five Year Consolidated Plan for Housing and Community Development and develop an Action Plan for year three of the five year plan for HUD approval.  
6 MONTH STATUS: The 5 Year Plan was completed by the Department in July of 2008 and will be in effect until 2013. The Plan was approved by the US Department of Housing and Urban Development (HUD) and can be accessed on the City of Bridgeport website or by contacting Central Grants and Community Development.
- 3) Manage all Central Grants and Community Development federal HUD entitlement grants in a timely manner consistent with federal guidelines and regulations.  
6 MONTH STATUS: Ongoing. The City has successfully met the 1.5 timeliness performance standard two years in a row (May1, 2000 & May1, 2010) and is on track for 2011. The timeliness performance standard measures the amount of entitlement allocation which is left in the City's letter of credit.
- 4) Continue to facilitate and manage the implementation of the Recovery Act Homeless Prevention and Rapid Re-housing (HPRP) program. HPRP is a three year federal grant.  
6 MONTH STATUS: The City of Bridgeport received \$1,351,004 under the American Recovery and Reinvestment Act of 2009 to provide homeless prevention assistance to households who would otherwise become homeless and/or rapidly re-house individuals who have recently become homeless as a result of the economic crisis. The City is working with the Greater Bridgeport Continuum of Care as well as Operation Hope, United Way of Coastal

## GENERAL FUND BUDGET

### CENTRAL GRANTS & COMMUNITY DEVELOPMENT

### PROGRAM HIGHLIGHTS

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Fairfield County, Alpha Community Services, Inc., Fairfield 08, CT Legal Services, and the Connecticut Coalition to End Homelessness to implement these funds and provide services.

- 5) To support non-profit capacity development activities and increase access to grant funding for non-profit organizations.

6 MONTH STATUS: Central Grants and Community Development is currently identifying opportunities to continue to provide non-profit capacity development activities as the HHS Compassion Capital ACT program begins to closeout programs during the final year of federal funding. Additional training and technical assistance opportunities will be coordinated by CG&CD in the upcoming months. CG&CD staff will continue to provide grant resources to community partners.

- 6) To continue to be an active partner to the Greater Bridgeport Continuum of Care and the Greater Bridgeport Area 10-year Plan to End Homelessness.

6 MONTH STATUS: The Department continues to be an active partner in the Continuum of Care. CG&CD staff attend all Continuum meetings and provide support during the annual funding application to HUD.

- 7) To assist in advancing housing and community development projects including but not limited to the Bijou Square Project, Park City Hospital and the Jessica Tandy Housing Project.

6 MONTH STATUS: The Department has leveraged over \$2 million in HUD HOME Investment Partnership Program grant entitlement dollars to support the advancement and success of the Bijou Square, Park City Hospital and Jessica Tandy Housing Projects. Currently construction is complete at Bijou Square and Park City Hospital and Jessica Tandy is approaching completion.

- 8) To continue to work with the Office of Neighborhood Revitalization in advancing community development projects identified by established Neighborhood Revitalization Zones (NRZ).

6 MONTH STATUS: Ongoing

- 9) To work with the Office of Neighborhood Revitalization and NRZs to establish HUD Neighborhood Revitalization Strategy Areas (NRSAs).

6 MONTH STATUS: CG&CD staff are currently working on this objective.

- 10) To work with the Office of Planning & Economic Development to advance projects which benefit low and moderate income households.

6 MONTH STATUS: CG&CD staff have worked on numerous projects with the Office of Planning and Economic Development. Most notably, CG&CD assisted OPED in the process of obtaining approval to submit a HUD Section 108 Loan to support the Seaview Plaza development. It is the intention of CG&CD and OPED to submit a BEDI application to further advance the Seaview Plaza development project. Additionally, CG&CD is working to advance the Elias Howe Elderly Housing Project and Clinton Commons Housing Project.

**GENERAL FUND BUDGET**

CENTRAL GRANTS & COMMUNITY DEVELOPMENT

APPROPRIATION SUPPLEMENT

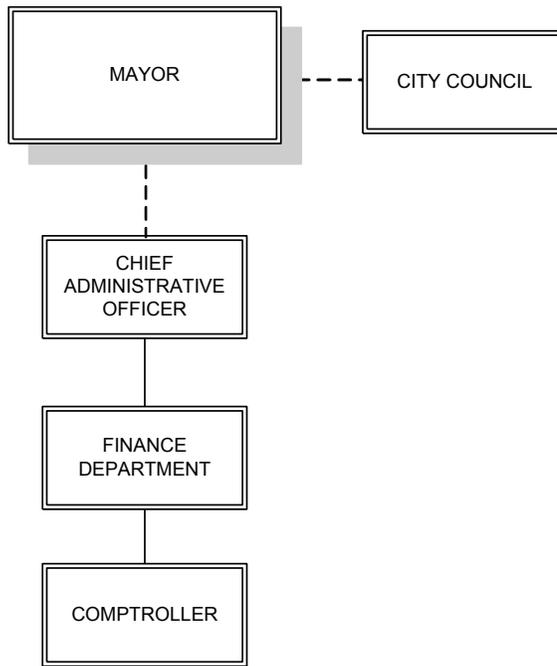
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01005000</b>	<b>CENTRAL GRANTS OFFICE</b>	<b>326,715</b>	<b>402,678</b>	<b>389,411</b>	<b>389,411</b>	<b>-13,267</b>
	51000 FULL TIME EARNED PAY	231,285	303,050	311,687	311,687	8,637
	51099 CONTRACTED SALARIES	3,493	0	0	0	0
	51140 LONGEVITY PAY	-935	0	0	0	0
	51156 UNUSED VACATION TIME PAYOUT	2,500	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	20	0	0	0	0
	52360 MEDICARE	1,759	4,394	3,691	3,691	-703
	52385 SOCIAL SECURITY	1,212	6,884	0	0	-6,884
	52504 MERF PENSION EMPLOYER CONT	15,795	18,242	23,433	23,433	5,191
	52917 HEALTH INSURANCE CITY SHARE	44,979	32,147	28,241	28,241	-3,906
	53605 MEMBERSHIP/REGISTRATION FEES	440	800	133	133	-667
	53610 TRAINING SERVICES	189	0	0	0	0
	53705 ADVERTISING SERVICES	0	100	50	50	-50
	53720 TELEPHONE SERVICES	0	251	126	126	-125
	53750 TRAVEL EXPENSES	0	1,124	562	562	-562
	53905 EMP TUITION AND/OR TRAVEL REIM	2,377	1,414	782	782	-632
	54595 MEETING/WORKSHOP/CATERING FOOD	2,291	1,277	844	844	-433
	54675 OFFICE SUPPLIES	1,537	2,000	2,000	2,000	0
	54700 PUBLICATIONS	792	793	793	793	0
	54705 SUBSCRIPTIONS	238	290	132	132	-158
	54755 TRAFFIC CONTROL PRODUCTS	0	125	125	125	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	3,861	3,833	3,833	3,833	0
	55530 OFFICE FURNITURE	398	386	193	193	-193
	56085 FOOD SERVICES	747	1,000	500	500	-500
	56165 MANAGEMENT SERVICES	852	735	368	368	-367
	56175 OFFICE EQUIPMENT MAINT SRVCS	1,714	1,600	800	800	-800
	56250 TRAVEL SERVICES	354	1,439	720	720	-719
	56998 SPECIAL SERVICES FREEZE	7,815	15,915	7,958	7,958	-7,957
	59500 SUPPORTIVE CONTRIBUTIONS	3,000	4,880	2,440	2,440	-2,440

FINANCE DIVISIONS  
**COMPTROLLER'S OFFICE**

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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.



GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE

BUDGET DETAIL

Dawn Norton  
 Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01010000</b>	<b>COMPTROLLER'S OFFICE</b>	<b>3,141,422</b>	<b>2,477,551</b>	<b>2,982,150</b>	<b>2,982,150</b>	<b>504,599</b>
	41277 RESTITUTION RECOVERY	17,397	5,000	5,000	5,000	0
	41290 RETAIL SALES TAX	0	0	366,000	366,000	366,000
	41392 DEBT SERVICE PARENT CENTER	65,000	0	60,000	60,000	60,000
	41538 MISC CASH	599,780	50,000	50,000	50,000	0
	41551 O.T.B INCOME	468,753	480,000	450,000	450,000	-30,000
	41552 STATE BINGO	43	200	200	200	0
	41553 BOOKS / MAP SALES	0	100	100	100	0
	41555 CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	0
	41559 COURT FINES	10,947	20,000	15,000	15,000	-5,000
	41560 PROPERTY RENTAL	35,621	25,000	25,000	25,000	0
	41561 DEBTSERVICEPRINCIPALREIMBURSEM	40,000	0	115,249	115,249	115,249
	41562 DEBTSERVICEINTERESTREIMBURSEME	20,750	0	110,069	110,069	110,069
	41563 HEALTHINSURANCE/WORKERSCOM.REI	12,045	150,000	0	0	-150,000
	41564 ADMINISTRATIVEFEE/OVERHEADALLO	133,180	70,000	70,000	70,000	0
	44550 TOWN AID	665,532	491,669	665,532	665,532	173,863
	45354 WPCACOLLECTIONSERVICEREIMBURSE	572,374	635,582	500,000	500,000	-135,582
	47565 PORTAUTHORITYANNUALPILOTPAYMEN	0	50,000	50,000	50,000	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01010000 COMPTROLLER'S OFFICE</b>	<b>1,232,077</b>	<b>1,354,333</b>	<b>1,394,635</b>	<b>1,396,676</b>	<b>42,343</b>
1010PS COMPTROLLERS PERSONAL SVCS	689,266	798,020	820,949	820,949	22,929
2010TPS COMPTROLLERS OTHER PERS SVCS	10,597	11,100	11,325	11,325	225
3010FB COMPTROLLERS FRINGE BENEFITS	196,077	214,716	232,283	232,283	17,567
4010EX COMPTROLLERS OPER EXP	3,742	9,047	5,879	7,920	-1,127
6010SS COMPTROLLERS SPEC SVCS	332,395	321,450	324,199	324,199	2,749

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
01010000			MINI COMPUTER OPERATOR (35 HOU	G	41,882		-41,882
01010000			ASSISTANT COMPTROLLER	S	99,724		-99,724
01010000	0.5		PAYROLL PROCESSOR	R	22,373	22,373	
01010000	1.0		ACCOUNTING CLERK I (35 HOURS)	G	38,724	38,724	
01010000		1.0	ACCOUNTING CLERK II	G	39,046	39,046	
01010000		1.0	ACCOUNTING CLERK II	G	39,046	39,046	
01010000	1.0		PAYROLL ACCOUNT SUPERVISOR	L	49,452	50,999	1,547
01010000	1.0		ACCOUNTING CLERK I	G	35,958	35,958	
01010000		1.0	ACCOUNTING CLERK I (35 HOURS)	G	30,976	30,976	
01010000	1.0		ASSISTANT SPECIAL PROJECT MANA	L	54,758	66,977	12,219
01010000	1.0		ACCOUNTANT	S	67,653	71,365	3,712
01010000	1.0		ACCOUNTANT	L	61,888	63,824	1,936
01010000	1.0		ACCOUNTANT	S	71,779	73,665	1,886
01010000	1.0		SPECIAL REVENUE MANAGER	L	72,698	74,972	2,274
01010000	1.0		CAPITOL PROJECTS FIXED ASSETS	L	72,063	74,317	2,254
01010000		1.0	CHIEF ACCOUNTANT	A		71,382	71,382
01010000	1.0		CLERK A	G		29,325	29,325
<b>01010000 Total</b>	<b>10.5</b>	<b>4.0</b>			<b>798,019</b>	<b>782,949</b>	<b>-15,070</b>

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
<b>COMPTROLLER'S OFFICE</b>						
Number of:						
Accounts Payable Checks Issued	33,655	32,108	31,055	29,495	21,786	22,876
Manual checks processed	81	88	117	55	49	49
Manual checks processed payroll	N/A	N/A	838	804		
Vendor checks processed	33,655	32,774	31,710	29,495	21,786	22,876
Travel requests processed	224	235	215	67	111	100
Payment Vouchers processed	36,450	38,504	36,637	36,330	50,073	52,503
Scanned Back Pages for Invoices (2)	N/A	N/A	N/A	N/A	500,730	525,030
Capital Project checks processed	307	292	363	288	41	40
Cash Receipts processed	4,999	4,641	3,513	3,617	5,603	5,600
Journal Entries posted	1,012	1,441	1,086	1,205	1,700	1,600
Federal 1099 Forms issued	535	556	920	526	423	500
W-2 Statements issued	6,408	6,408	6,467	5,784	5,784	5,670
Payroll Checks Issued (1)	218,632	200,379	199,276	60,315	54,481	51,000
Payroll Direct Deposit (1)	N/A	N/A	N/A	134,292	129,447	126,520
Payroll Vendor Checks Issued	N/A	N/A	N/A	804	5,403	5,150
Payroll Vendor Direct Deposit	N/A	N/A	N/A	792	815	850
Pension checks issued (Police, Fire, Janitors)	11,964	11,829	12,850	11,382	10,980	12,000
<i>Grants Administration:</i>						
number of new and recurring grants	224	146	148	139	134	150
number of grants closed	8	78	60	56	54	70
Financial report delivery date	29-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

(1) decrease in actual pay checks working toward paperless system via direct deposit

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

**FY 2011-2012 GOALS**

- 1) To maintain and evolve the integrated, comprehensive and responsive core financial management system to meet the needs of the City.
- 2) To streamline relevant financial information to assist all departments and to better inform the Mayor, City Council and administration of the current and future financial status of the City.
- 3) Reorganize to improve departmental efficiency initiating better processes and consolidating financial functions.
- 4) Setup, perform and maintain real-time monitoring of grant reporting processes to better assess financial conditions of various programs.
- 5) Develop a mindset within the department toward a force of cooperation working to put the well being of the whole ahead of the individual.

**FY 2010-2011 GOAL STATUS**

- 1) To implement and maintain an integrated, comprehensive and responsive core financial and human resources management system.  
6 MONTH STATUS: The new financial system is up and working. Amendment to process and procedures is ongoing.
- 2) Provide easy & transparent flow of business transactions from one user to another.  
6 MONTH STATUS: The initial learning curve of change has subsided, transactions from one user to another are becoming easy and transparent.
- 3) To support access to reliable data for timely decision-making.  
6 MONTH STATUS: The initial learning curve of change has subsided; reliable data is attainable and timely.

GENERAL FUND BUDGET

COMPTROLLER'S OFFICE

PROGRAM HIGHLIGHTS

- 4) Work to integrate and support resource sharing, procurement, and staffing in concert with the larger Finance Department and the City as a whole.  
6 MONTH STATUS: This is an ongoing process.
- 5) Provide timely and integrated operational data regarding finances and transactions by location.  
6 MONTH STATUS: This is an evolving process as the data is gathered to support the needs of the City.
- 6) Provide accurate current and historical data to support policymakers in developing informed decisions.  
6 MONTH STATUS: This is an evolving process as the data is gathered to support the needs of the City.
- 7) Increase efficiency and incur a cost savings by updating processes and implementing programs with a movement toward paperless and efficient workflow processes as part of the Mayor Green initiative.  
6 MONTH STATUS: This is an ongoing process.
- 8) Continue to restructure financial processes and establish controls for a more proficient team.  
6 MONTH STATUS: This is an ongoing process.
- 9) Clean up the old accounting system files.  
6 MONTH STATUS: This is an ongoing process.
- 10) Continue to support and sustain the implementation of the new financial accounting system MUNIS across all departments with technical assistance and training opportunities.  
6 MONTH STATUS: Ongoing.



GENERAL FUND BUDGET

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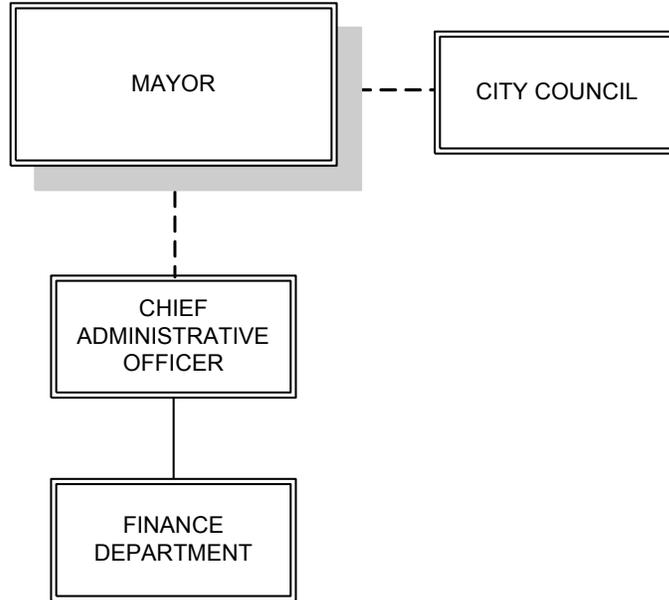
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FINANCE DIVISIONS  
**FINANCE DEPARTMENT**

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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.



Dawn Norton  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01015000 FINANCE ADMINISTRATION</b>	<b>453,347</b>	<b>475,216</b>	<b>462,324</b>	<b>463,324</b>	<b>-11,892</b>
1015PS FINANCE ADM PERSONAL SVCS	369,778	384,760	394,367	394,367	9,607
2015TPS FINANCE ADM OTHER PERS SVCS	7,924	2,625	2,625	2,625	0
3015FB FINANCE ADM FRINGE BENEFITS	71,096	80,917	61,873	61,873	-19,044
4015EX FINANCE ADM OPER EXP	4,118	5,769	2,886	3,886	-1,883
6015SS FINANCE ADM SPEC SVCS	431	1,145	573	573	-572

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
01015000	1.0		DIRECTOR OF FINANCE	U	119,932	123,082	3,150
01015000		1.0	DEPUTY DIRECTOR OF FINANCE	B	101,286	101,286	0
01015000	1.0		ADMINISTRATIVE ASSISTANT - COM	L	68,345	72,301	3,956
01015000	1.0		DEPUTY DIRECTOR OF FINANCE/MAN	B	95,197	97,698	2,501
<b>01015000 Total</b>	<b>3.0</b>	<b>1.0</b>			<b>384,759</b>	<b>394,367</b>	<b>9,608</b>

GENERAL FUND BUDGET

FINANCE DEPARTMENT

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>FINANCE DEPARTMENT</b>						
Risk Management	0	0	0	0	0	0
Annual CAFR Report	1	1	1	1	1	1
Unreserved Fund Balance	\$24,686,939	\$29,241,106	\$10,605,102	\$10,752,753	\$15,611,351	16,511,351
Unreserved Fund Balance as % of General Fund						
Expenditures	5.36%	11.70%	3.98%	4.08%	5.95%	6.28%
Fund Balance Appropriated	\$ 8,000,000	\$2,000,000	\$18,636,004	\$0	\$0	\$0
Outstanding Debt	\$685,480,000	\$710,095,000	\$ 684,228,000	\$ 654,200,000	\$662,665,000	\$656,429,000
Debt per Capita	\$4,899	\$4,749	\$ 4,904	\$ 4,689	\$ 4,796	4796
GFOA certificate for excellence in financial reporting	yes	yes	yes	yes	yes	yes
# of annual audit management letter comments		7	1	1	1	1
Governmental Activities Net Capital Assets	\$610,934,000	\$722,395,000	\$837,156,000	\$911,322,000	\$940,113,222	\$940,000,000
<b>BOND AND CREDIT RATINGS</b>						
Credit Rating: Moody's	Aaa	Aaa	Aaa	Aa3	A1	A1
Standard & Poor's	AAA	AAA	AAA	AAA	A-	A-
Fitch	AAA	AAA	AAA	N/A	A	A
Bond Rating: Moody's	Baa1	Baa1	Baa1	Baa1	AA3	AA3
Standard & Poor's	A-	A-	A-	A-	AA+	AA+
Fitch	A-	A-	A-	BBB+	N/A	N/A

**FY 2011-2012 GOALS**

- 1) Increase efficiency and incur cost savings by updating processes and implementing programs to use current technology in reviewing department activities and processes.
- 2) Promote actions to achieve the City's priorities and change flawed ideas and systems that compel the City to be unsustainable.
  - Grow Fund Balance
  - Preserve pension funding plan
  - Reduce TANs (tax anticipation note) borrowing amounts.
- 3) Review department performance and processes seeking to maximize organizational effectiveness in cash control.
- 4) Receive Governmental Finance Officers Association certificate of achievement for excellence in financial reporting.

**FY 2010-2011 GOAL STATUS**

- 1) Increase efficiency and incur a cost savings by updating processes and implementing programs with a movement toward paperless and efficient workflow processes.
  - Decrease the number of manual checks processed through Accounts Payable through the utilization of EFT (electronic transfer of funds).
  - Eliminate the need to issue payroll checks, mandating Direct Deposit.
  - Implement the employee self service module in Munis.

6 MONTH STATUS: We continue to work with vendors on establishing EFT status; most of the Board of Education has been put on direct deposit, many City employees has elected to also; Employee Self Service expected implementation by first quarter in 2011.
- 2) Streamline year-end Form W-2 and Form 1099-MISC issuances and reporting.
 

6 MONTH STATUS: First year processing W-2 and 1099-R on MUNIS – 1099 Misc have been streamlined.
- 3) Continue to update the new Accounting and Procedures Manual in light of the introduction of a new financial system.
 

6 MONTH STATUS: Ongoing process.
- 4) Present a pension funding plan to the State Office of Policy and Management.
 

6 MONTH STATUS: Presented and accepted – need to present again by April 2011.

GENERAL FUND BUDGET

FINANCE DEPARTMENT

PROGRAM HIGHLIGHTS

- 
- 5) Receive Governmental Finance Officers Association certificate of achievement for excellence in financial reporting.

6 MONTH STATUS: Received and awarded for FY09.

GENERAL FUND BUDGET  
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

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ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01015000</b>	<b>FINANCE ADMINISTRATION</b>	<b>453,347</b>	<b>475,216</b>	<b>462,324</b>	<b>463,324</b>	<b>-11,892</b>
	51000 FULL TIME EARNED PAY	369,778	384,760	394,367	394,367	9,607
	51140 LONGEVITY PAY	0	2,625	2,625	2,625	0
	51156 UNUSED VACATION TIME PAYOUT	7,924	0	0	0	0
	52360 MEDICARE	2,876	5,617	4,141	4,141	-1,476
	52504 MERF PENSION EMPLOYER CONT	30,212	36,801	33,411	33,411	-3,390
	52917 HEALTH INSURANCE CITY SHARE	38,008	38,499	24,321	24,321	-14,178
	53605 MEMBERSHIP/REGISTRATION FEES	555	889	445	445	-444
	53610 TRAINING SERVICES	0	182	91	91	-91
	53905 EMP TUITION AND/OR TRAVEL REIM	0	486	243	243	-243
	54555 COMPUTER SUPPLIES	79	243	122	122	-121
	54675 OFFICE SUPPLIES	1,879	2,953	1,477	2,477	-476
	54705 SUBSCRIPTIONS	0	712	356	356	-356
	55150 OFFICE EQUIPMENT	1,605	304	152	152	-152
	56175 OFFICE EQUIPMENT MAINT SRVCS	95	264	132	132	-132
	56250 TRAVEL SERVICES	126	821	411	411	-410
	59010 MAILING SERVICES	210	60	30	30	-30

GENERAL FUND BUDGET

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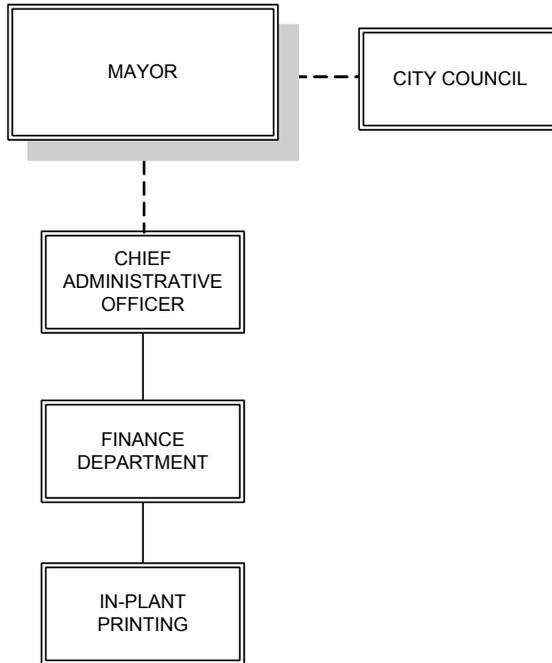
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FINANCE DIVISIONS  
IN-PLANT PRINTING

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MISSION STATEMENT

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



GENERAL FUND BUDGET

IN-PLANT PRINTING

BUDGET DETAIL

Anthony Palumbo  
*Manager*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	VARIANCE TO	
				FY2012 ADOPTED	FY2011 BUDGET
<b>01030000 IN-PLANT PRINTING</b>	<b>772,435</b>	<b>810,689</b>	<b>817,831</b>	<b>817,831</b>	<b>7,142</b>
1030PS PRINT SHOP PERSONAL SVCS	363,010	370,814	380,737	380,737	9,923
2030TPS PRINT SHOP OTHER PERS SERVICES	3,423	5,635	6,410	6,410	775
3030FB PRINT SHOP FRINGE BENEFITS	91,438	103,762	116,336	116,336	12,574
4030EX PRINT SHOP OPER EXP	257,986	273,328	257,198	257,198	-16,130
6030SS PRINT SHOP SPEC SVCS	56,578	57,150	57,150	57,150	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011	FY 2012	2012 vs 2011
					CURRENT	ADOPTED	
01030000	1.0		PRINTER FOREMAN	S	73,343	75,270	1,927
01030000	0.5		PRINT SHOP AIDE	1	14,560	14,924	364
01030000	1.0		PRESSMAN	1	54,938	56,311	1,373
01030000	1.0		PRESSMAN	1	54,938	56,311	1,373
01030000	1.0		BOOKBINDER	1	54,938	56,311	1,373
01030000	1.0		PRINTER	1	54,938	56,311	1,373
01030000	1.0		MESSENGER	C	37,500	39,419	1,919
01030000	1.0		ANNEX MAIL COURIER (35 HOURS)	C	25,659	25,880	221
<b>01030000 Total</b>	<b>7.5</b>				<b>370,814</b>	<b>380,737</b>	<b>9,923</b>

GENERAL FUND BUDGET

IN-PLANT PRINTING

PROGRAM HIGHLIGHTS

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

**FY 2011-2012 GOALS**

- 1) Continue to maintain and provide professional service in a timely manner for all of the City's 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. We have currently upgraded Adobe Photoshop, Adobe Illustrator, Adobe In-Design (which will support the City's new Master Plan of Conservation and Development program) 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.
- 4) Continue to investigate cost savings for printing and postage.
- 5) Continue the use of our large format printer at a great cost savings.
- 6) We will continue with the responsibility of working with Finance using our folding/Stuffing Machine. We take the Payroll Checks, Vendor Checks, Pension Checks, Police outside Overtime Invoices and Purchasing Invoices and the machine inserts them into an envelope, seals it and then we take it to the mail room. This new method of printing and preparing checks and getting them into the mail is a tremendous cost savings compared the way we did it a year ago.
- 7) Continue to stay upgraded with our graphic software so we can communicate with all the departments and outside vendors. We have currently upgraded Adobe Photoshop, Adobe Illustrator, Adobe In-Design (which will support the City's new Master Plan of Conservation and Development program) and Corel Draw.:
- 8) Continue to negotiate paper prices using 3 different paper vendors. We are currently paying \$200 less for a skid of paper (40 cartons which is 200,000 sheets of 20 lb bond) and buying a better quality sheet than we did 16 years ago.
- 9) We now have the capability to print full color and assemble a book in the same pass.

**FY 2010-2011 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 successfully provided professional & timely service throughout the fiscal year.
- 2) Continue to stay upgraded with our graphic software so we can communicate with all the departments and outside vendors. We have currently upgraded Adobe Photoshop, Adobe

GENERAL FUND BUDGET

IN-PLANT PRINTING

PROGRAM HIGHLIGHTS

- 
- 3) Illustrator, Adobe In-Design (which will support the City's new Master Plan of Conservation and Development program) and Corel Draw.  
6 MONTH STATUS: We remain up-to-date with the latest software for computer-based print & design production.
  
  - 4) Continue to support every department and the Board of Education by performing normal printing services and be fully involved in projects during their critical time periods.  
6 MONTH STATUS: We offer support, design assistance, and printing services for all departments and the Board of Education. Our shop works as a day-to-day operation, never knowing what will be requested of us. We print everything from report cards to enormous tables of organization.
  
  - 5) Continue to investigate cost savings for printing and postage.  
6 MONTH STATUS: We are currently paying \$200 less for a skid of paper (40 cartons which is 200,000 sheets of 20 lb bond) and buying a better quality sheet than we did 15 years ago. We are also working to purchase and utilize a greater quantity of recycled paper.

GENERAL FUND BUDGET  
 IN-PLANT PRINTING APPROPRIATION SUPPLEMENT

ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01030000</b>	<b>IN-PLANT PRINTING</b>	<b>772,435</b>	<b>810,689</b>	<b>817,831</b>	<b>817,831</b>	<b>7,142</b>
	51000 FULL TIME EARNED PAY	363,010	370,814	380,737	380,737	9,923
	51108 REGULAR 1.5 OVERTIME PAY	0	0	0	0	0
	51140 LONGEVITY PAY	0	5,635	6,410	6,410	775
	51156 UNUSED VACATION TIME PAYOUT	3,423	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	14	0	0	0	0
	52360 MEDICARE	1,851	3,799	3,716	3,716	-83
	52504 MERF PENSION EMPLOYER CONT	28,732	35,764	43,402	43,402	7,638
	52917 HEALTH INSURANCE CITY SHARE	60,842	64,199	69,218	69,218	5,019
	53605 MEMBERSHIP/REGISTRATION FEES	750	900	450	450	-450
	53750 TRAVEL EXPENSES	572	700	350	350	-350
	53905 EMP TUITION AND/OR TRAVEL REIM	594	550	550	550	0
	54020 COMPUTER PARTS	0	0	0	0	0
	54550 COMPUTER SOFTWARE	538	620	0	0	-620
	54555 COMPUTER SUPPLIES	2,496	590	0	0	-590
	54675 OFFICE SUPPLIES	24,890	20,848	20,848	20,848	0
	54725 POSTAGE	198,193	200,000	200,000	200,000	0
	54730 PRINTING SUPPLIES	-7,966	5,000	5,000	5,000	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	37,919	44,120	30,000	30,000	-14,120
	56170 OTHER MAINTENANCE & REPAIR S	8,935	9,975	9,975	9,975	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	5,096	6,375	6,375	6,375	0
	59010 MAILING SERVICES	13,926	9,300	9,300	9,300	0
	59015 PRINTING SERVICES	28,621	31,500	31,500	31,500	0

GENERAL FUND BUDGET

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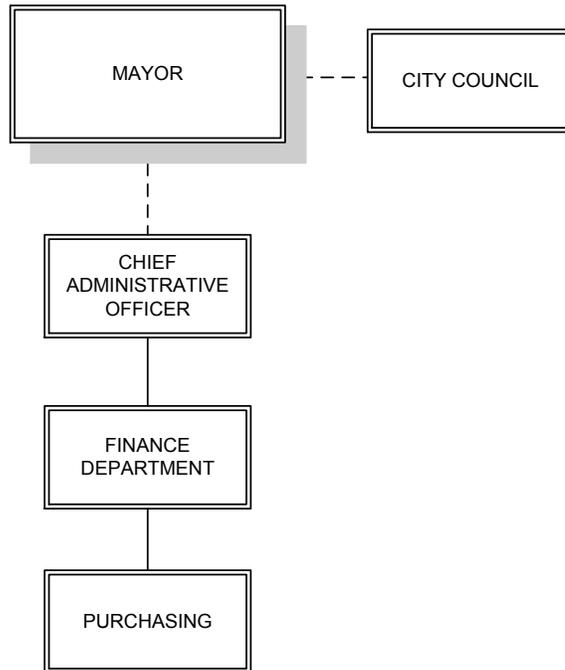
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FINANCE DIVISIONS  
PURCHASING

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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.



GENERAL FUND BUDGET

PURCHASING

BUDGET DETAIL

Bernd Tardy  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01035000 PURCHASING</b>	<b>423,210</b>	<b>514,744</b>	<b>530,500</b>	<b>531,480</b>	<b>16,736</b>
1035PS PURCHASING PERSONAL SVCS	314,041	379,443	386,563	386,563	7,120
2035TPS PURCHASING OTHER PERS SVCS	3,713	5,100	5,250	5,250	150
3035FB PURCHASING FRINGE BENEFITS	69,487	89,668	106,269	106,269	16,601
4035EX PURCHASING OPER EXP	8,661	10,322	5,312	5,492	-4,830
6035SS PURCHASING SPEC SVCS	27,307	30,211	27,106	27,906	-2,305

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011	FY 2012	2012 vs 2011
					CURRENT	ADOPTED	
01035000	1.0		BUYER	G	47,561	47,561	
01035000	1.0		PURCHASING AGENT	S	100,812	103,460	2,648
01035000		1.0	ASSISTANT PURCHASING AGENT	S	63,718	66,292	2,574
01035000	1.0		BUYER	G	47,561	47,561	
01035000	1.0		ASSISTANT PURCHASING AGENT	S	72,230	74,128	1,898
01035000	1.0		BUYER	G	47,561	47,561	
<b>01035000 Total</b>	<b>5.0</b>	<b>1.0</b>			<b>379,443</b>	<b>386,563</b>	<b>7,120</b>

**GENERAL FUND BUDGET**

**PURCHASING**

**PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>PURCHASING</b>						
<i>Purchase orders issued</i>	22,422	20,040	9,568	*	22,818	20,000
Board of Education Purchase orders	4,378	3,286	1,786	*	5,308	4,000
Food & Nutrition Purchase orders	2,247	1,733	757	*	3,146	2,000
Board of Education Grants	5,065	4,563	1,676	*	3,699	2,000
Total Board of Education Purchase orders	11,690	9,582	4,219	*	12,153	8,000
Board of Education Purchase orders as a % of Total	52.14%	47.81%	44.09%		53.26%	40.00%
<b>PURCHASING MODIFICATIONS</b>						
Purchase Modifications done					8,631	5,000
Board of Education Modifications					2,467	1,100
Food & Nutrition Modifications					41	60
Board of Education Grants Modifications					1,442	400
Total Board of Education Modifications					3,950	1,560
<b>PURCHASES</b>						
Qualified	51	131	148	0	213	250
Emergency		11	21	1	0	0
Waivers	11	1	1	0	0	0
Sole Source	5	58	55	65	53	80
State	20	35	37	59	34	40
<b>ICMA INDICATORS</b>						
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
Informal Bids: days from requisition to P.O. issuance	13	12	12	9	34	40
Construction Bids: days from requisition to P.O. issuance	95	6	1	5	21	20
All other formal Bids: days from requisition to P.O. issuance	56	160	82	74	95	100

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

**FY 2011-2012 GOALS**

- 1) Our goal is to utilize all remaining staff resources to maintain day to day purchasing activities. This has been and still is an enormous challenge. Due to the implementation of ever changing City objectives, policies and guidelines with even less staff than last year due to an extended FMLA leave.
- 2) To encourage more departments to try doing more RFI's RFQ's, & RFP's for their departments needs; thereby showing more collaboration, consensus & best value purchases.
- 3) To encourage Departments to be proactive for seasonal & fiscal year bids and strongly encourage departments to better communicate with their buyers for realistic time lines for their requirement dates.

**FY 2010-2011 GOAL STATUS**

- 1) Implementation of a Purchasing (P-card) system to eliminate the need to place purchase orders for small purchases.  
**6 MONTH STATUS:** The future of the project is unclear. Key leadership spearheading the project left for other jobs in the region. The P-card system is ongoing, new management are being brought up to speed.
- 2) Assist MBE program administrator in implementing the city's "small local business enterprise" initiative.  
**6 MONTH STATUS:** Pending. The City Attorney has established guidelines for this and some work remains to be done regarding who will be responsible for the project.
- 3) Assist director of sustainability in implementing the city's "green" purchasing policy.  
**6 MONTH STATUS:** Ongoing, Purchasing has some involvement in the new green procurement policy.

GENERAL FUND BUDGET  
PURCHASING APPROPRIATION SUPPLEMENT

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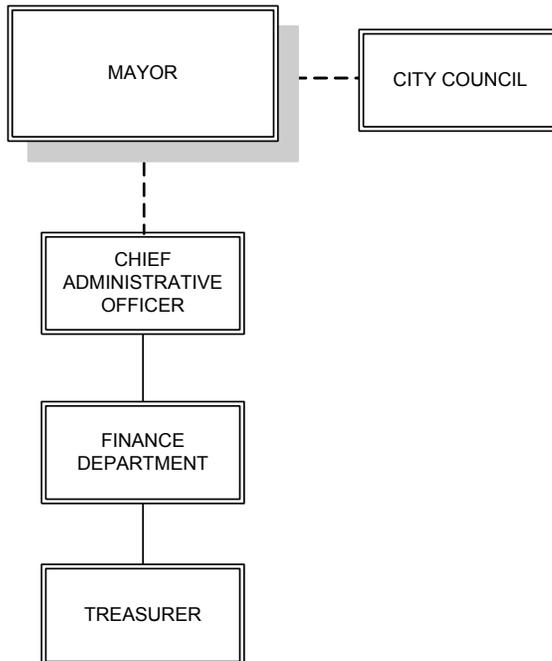
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01035000</b>	<b>PURCHASING</b>	<b>423,210</b>	<b>514,744</b>	<b>530,500</b>	<b>531,480</b>	<b>16,736</b>
	51000 FULL TIME EARNED PAY	314,041	379,443	386,563	386,563	7,120
	51140 LONGEVITY PAY	0	5,100	5,250	5,250	150
	51156 UNUSED VACATION TIME PAYOUT	3,713	0	0	0	0
	52360 MEDICARE	1,441	3,780	3,719	3,719	-61
	52385 SOCIAL SECURITY	0	3,951	0	0	-3,951
	52504 MERF PENSION EMPLOYER CONT	24,869	36,531	44,068	44,068	7,537
	52917 HEALTH INSURANCE CITY SHARE	43,177	45,406	58,482	58,482	13,076
	53605 MEMBERSHIP/REGISTRATION FEES	180	250	125	305	55
	53705 ADVERTISING SERVICES	0	750	375	375	-375
	53905 EMP TUITION AND/OR TRAVEL REIM	0	347	174	174	-173
	54675 OFFICE SUPPLIES	6,763	7,000	3,500	3,500	-3,500
	54705 SUBSCRIPTIONS	287	300	300	300	0
	55150 OFFICE EQUIPMENT	1,432	1,675	838	838	-837
	56075 EDUCATIONAL SERVICES	1,844	4,211	2,106	2,106	-2,105
	56175 OFFICE EQUIPMENT MAINT SRVCS	1,463	2,000	1,000	1,800	-200
	56180 OTHER SERVICES	24,000	24,000	24,000	24,000	0

FINANCE DIVISIONS  
TREASURY

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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.



GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Ronald Preston  
 Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01045000</b>	<b>TREASURY</b>	<b>214,197</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	<b>0</b>
	41246 EARNINGS ON INVESTMENTS	164,197	225,000	225,000	225,000	0
	41564 ADMINISTRATIVEFEE/OVERHEADALLO	50,000	50,000	50,000	50,000	0

APPROPRIATION SUMMARY

ORG Des	APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01045000</b>	<b>TREASURY</b>	<b>237,365</b>	<b>242,859</b>	<b>247,606</b>	<b>256,981</b>	<b>14,122</b>
	1045PS TREASURER PERSONAL SVCS	110,177	119,398	121,367	121,367	1,969
	2045TPS TREASURER OTHER PERS SERVICES	1,022	1,575	1,725	1,725	150
	3045FB TREASURER FRINGE BENEFITS	28,598	36,905	41,352	41,352	4,447
	4045EX TREASURER OPER EXP	4,678	4,605	12,808	12,808	8,204
	6045SS TREASURER SPEC SVCS	92,890	80,377	70,354	79,729	-648

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		CITY TREASURER		74,958	76,927	1,969
	1.0		ACCOUNTING CLERK II		44,440	44,440	
<b>01045000</b>	<b>Total</b>	<b>2.0</b>			<b>119,398</b>	<b>121,367</b>	<b>1,969</b>

GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>TREASURER</b>						
Pension Checks issued	12,168	11,760	N/A	11,382	11,111	10,961
Vendor Checks mailed	33,655	34,782	N/A	29,495	21,835	22,925
Payroll Checks distributed	218,632	220,692	206,905	201,349	190,146	183,520
<b>DEBT ISSUANCES</b>						
Total bank accounts	109	111	111	112	112	111
Checking	45	45	47	46	46	45
Savings	35	37	35	41	42	42
Investment	7	7	7	9	8	8
ZBA	2	2	2	2	2	2
R & T accounts	20	20	20	14	14	14
<b>TOTAL BANK BALANCES</b>						
Checking	\$ 8,693,662	\$ 12,801,307	\$ 9,000,000	\$ 13,826,205	\$ 11,407,073	12,800,000
Savings	\$27,319,032	\$ 13,976,949	\$ 72,740,814	\$ 40,264,816	\$ 7,274,420	10,500,000
Reich & Tang	\$18,662,165	\$ 37,595,982	\$ 44,204,461	\$ 19,467,148	\$ 19,740,246	\$ 20,015,246
Investment	\$96,035,888	\$ 98,652,466	\$ 23,836,223	\$ 24,708,780	\$ 51,151,383	\$ 60,500,000

**FY 2011-2012 GOALS**

- 1) Select a banking proposal from the recent RFP for Banking Services. The selected proposal will benefit the City of Bridgeport by reducing costs and provide excellent banking services to the City.
- 2) To successfully convert City Pensioners to receive their pensions via direct deposit to reduce the amount of paper checks produced which will minimize costs to the City.
- 3) Continue to manage the City of Bridgeport's cash flow and seek new investment opportunities to maximize Return on Investment.

**FY 2010-2011 GOAL STATUS**

- 1) Institute new banking features in the Treasurer's Office to expedite the recording of bank transactions and also to reduce costs. Remote Deposits will allow the City of Bridgeport to have access to funds quicker and will also reduce current transport costs to the bank. On-line wire transfers will provide a more efficient way to process wires and also will reduce bank fees.  
6 MONTH STATUS: The new banking features including Remote Deposit and On-Line Wire Transfers have been instituted and have reduced banking costs for the City.
- 2) Prepare a Request for Proposal (RFP) for Banking Services in order to ensure that the city of Bridgeport is receiving the best banking services for the lowest price.  
6 MONTH STATUS: The RFP for Banking Services was issued and we are currently in the process of selecting the proposal which will be the most beneficial to the City of Bridgeport.
- 3) To successfully convert the majority of City Employees and Vendors to receive their payroll and payments via direct deposit and EFT respectively. The conversion to direct deposit and EFT will allow payment notifications to be sent via email which will significantly reduce the amount of paper and checks used by the City and will also reduce costs.  
6 MONTH STATUS: The City has made significant progress in reducing payroll costs by converting employees to direct deposit and also direct deposit email notifications, instead of receiving payroll checks. Vendors' costs have also been reduced by converting them to receive payments via Electronic Funds Transfer (EFT).

GENERAL FUND BUDGET  
 APPROPRIATION SUPPLEMENT

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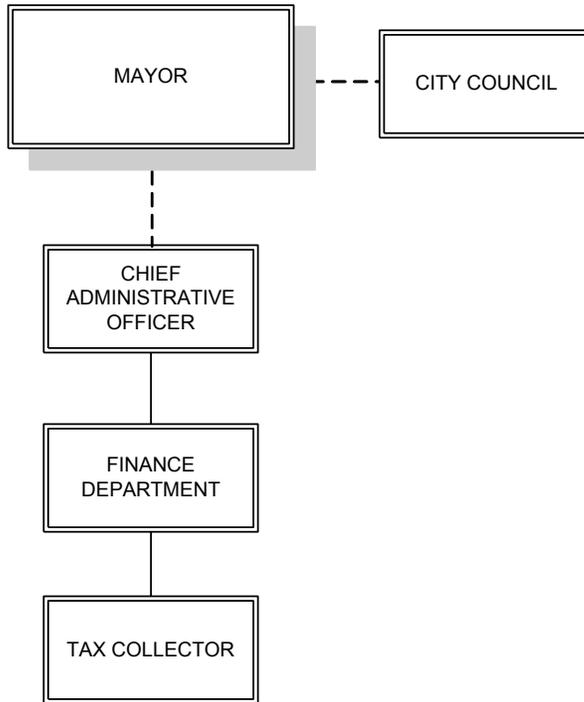
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01045000</b>	<b>TREASURY</b>	<b>237,365</b>	<b>242,859</b>	<b>247,606</b>	<b>256,981</b>	<b>14,122</b>
	51000 FULL TIME EARNED PAY	110,177	119,398	121,367	121,367	1,969
	51106 REGULAR STRAIGHT OVERTIME	79	0	0	0	0
	51108 REGULAR 1.5 OVERTIME PAY	89	0	0	0	0
	51140 LONGEVITY PAY	0	1,575	1,725	1,725	150
	51156 UNUSED VACATION TIME PAYOUT	855	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	14	0	0	0	0
	52360 MEDICARE	996	1,754	1,696	1,696	-58
	52504 MERF PENSION EMPLOYER CONT	8,381	11,492	13,836	13,836	2,344
	52917 HEALTH INSURANCE CITY SHARE	19,208	23,659	25,820	25,820	2,161
	53605 MEMBERSHIP/REGISTRATION FEES	65	122	150	150	29
	53720 TELEPHONE SERVICES	0	135	68	68	-67
	53750 TRAVEL EXPENSES	0	120	60	60	-60
	53905 EMP TUITION AND/OR TRAVEL REIM	0	168	84	84	-84
	54555 COMPUTER SUPPLIES	700	1,087	9,400	9,400	8,313
	54560 COMMUNICATION SUPPLIES	0	0	0	0	0
	54595 MEETING/WORKSHOP/CATERING FOOD	472	0	200	200	200
	54675 OFFICE SUPPLIES	1,313	1,555	2,000	2,000	445
	54705 SUBSCRIPTIONS	0	191	96	96	-95
	55150 OFFICE EQUIPMENT	2,128	1,227	750	750	-477
	56105 BANKING SERVICES	78,200	59,669	60,000	60,000	331
	56175 OFFICE EQUIPMENT MAINT SRVCS	111	608	304	304	-304
	56180 OTHER SERVICES	0	1,350	675	675	-675
	56205 PUBLIC SAFETY SERVICES	14,579	18,750	9,375	18,750	0

FINANCE DIVISIONS  
**TAX COLLECTOR**

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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.



GENERAL FUND BUDGET

TAX COLLECTOR

BUDGET DETAIL

Anne Kelly-Lenz  
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01040000</b>	<b>TAX COLLECTOR</b>	<b>269,861,115</b>	<b>274,940,394</b>	<b>274,628,640</b>	<b>274,994,120</b>	<b>53,726</b>
	41305 TAX COLLECTOR: 3030 PARK	860,248	860,246	860,246	860,246	0
	41343 ROOM OCCUPANCY TAX	0	0	34,000	34,000	34,000
	41355 TAX COLLECTOR: ATM FEES	1,413	1,500	1,500	1,500	0
	41538 COPIES	-1,365	2,500	2,500	2,500	0
	41693 CURRENT TAXES: REAL ESTATE	260,538,480	259,827,624	259,827,624	259,827,624	0
	41694 CURRENT TAXES: MOTOR VEHICLES	0	6,723,003	6,723,003	6,723,003	0
	41697 ARREARS TAXES	3,197,517	2,800,000	3,200,000	3,200,000	400,000
	41702 PENALTIES: CURRENT TAXES	2,459,053	1,930,965	1,500,000	1,705,480	-225,485
	41703 PENALTIES: ARREARS TAXES	1,404,428	1,300,000	1,000,000	1,160,000	-140,000
	41704 LIEN FEES	175,930	175,000	175,000	175,000	0
	44319 LAFAYETTE BLVD LOFTS PILOT	123,199	163,811	137,671	137,671	-26,140
	44320 BROAD STREET PILOT	27,327	26,387	28,991	28,991	2,604
	44321 CITY TRUST PILOT	205,641	198,570	218,165	218,165	19,595
	44322 EAST MAIN STREET PILOT	7,764	8,036	11,851	11,851	3,815
	44323 ARCADE PILOT	35,907	35,907	35,907	35,907	0
	44324 CAPTAIN COVE PILOT	74,767	120,000	120,000	120,000	0
	44325 CASA PILOT	13,406	13,675	13,949	13,949	274
	44340 ARTSPACE READS BUILDING PILOT	63,852	70,670	72,983	72,983	2,313
	44346 UNITED CEREBRAL PALSY PILOT	13,525	13,795	14,071	14,071	276
	44347 144 GOLDEN HILL STREET PILOT	71,496	71,496	71,496	71,496	0
	44348 GOODWILL-HELMS HOUSING PILOT	6,915	6,140	6,140	6,140	0
	44349 PARK CITY RCH PILOT	65,678	67,649	69,678	69,678	2,029
	44358 JEFFERSON SCHOOL PILOT	0	20,400	20,169	20,169	-231
	44373 WASHINGTON PARK PILOT	21,500	21,500	21,500	21,500	0
	44392 881 LAFAYETTE BLVD PILOT	0	69,020	49,696	49,696	-19,324
	44393 PREMIUM ON LIEN SALE	12,911	0	0	0	0
	44689 MISCELLANEOUS PILOTS	0	10,000	10,000	10,000	0
	44698 TELECOMM. ACCESS INE TAXES	335,996	400,000	400,000	400,000	0
	45205 C.R.R.A PILOT PAYMENT	145,000	0	0	0	0
	47278 BHA RENTAL PROPERTY PILOT PMT	528	2,500	2,500	2,500	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET	
<b>01040000</b>	<b>TAX COLLECTOR</b>	<b>1,320,351</b>	<b>1,438,953</b>	<b>1,479,688</b>	<b>1,479,688</b>	<b>40,735</b>
	1040PS TAX COLLECTOR PERSONAL SVCS	723,980	805,325	813,554	813,554	8,229
	2040TPS TAX COLLECTOR OTHER PERS SVCS	41,590	39,650	42,650	42,650	3,000
	3040FB TAX COLLECTOR FRINGE BENEFIT	233,123	266,156	302,948	302,948	36,792
	4040EX TAX COLLECTOR OPER EXP	38,476	46,520	30,298	30,298	-16,222
	6040SS TAX COLLECTOR SPEC SVCS	283,182	281,302	290,238	290,238	8,936

GENERAL FUND BUDGET

TAX COLLECTOR

PROGRAM HIGHLIGHTS

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	3.0		TYPYST I (35 HOURS)		108,582	108,582	
	2.0		CASHIER (35 HOURS)		77,448	77,448	
	1.0		ASSISTANT TO TAX COLLECTOR		68,601	70,403	1,802
	1.0		CASHIER (35 HOURS)		69,700	69,700	
	2.0		SPANISH SPEAKING CASHIER (35 H		77,448	77,448	
	1.0		ACCOUNTING CLERK I (35 HOURS)		38,724	38,724	
			ACCOUNTING CLERK II		39,046	39,046	
	1.0		ACCOUNTANT		71,779	73,665	1,886
	1.0		COLLECTION AIDE		40,610	40,610	
	1.0		TAX COLLECTOR		95,197	99,738	4,541
	1.0		TYPYST I (35 HOURS)		36,194	36,194	
	1.0		COLLECTION AIDE		40,610	40,610	
	1.0		ARREAR COLLECTION AGENT		41,386	41,386	
<b>01040000 Total</b>	<b>16.0</b>	<b>2.0</b>			<b>805,325</b>	<b>813,554</b>	<b>8,229</b>

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

- (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 2011-2012 GOALS

- 1) Finalize office reorganization for efficiencies and increased customer service.
- 2) Train all staff members in the CT State Statutes that govern the Tax Collection process. All staff members will be versed in the basic statutes to carry out their jobs in an efficient and effective manner.
- 3) Concentrate on all areas of delinquent tax collections. Prepare and publish a Request for Proposal for the collection of delinquent Personal Property taxes.
- 4) Continue to work in tandem with the Tax Assessor to clean up all tax records.

GENERAL FUND BUDGET

TAX COLLECTOR

PROGRAM HIGHLIGHTS

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FY 2010-2011 GOAL STATUS

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- 1) Finalize new tax bill look up software on new City web site by July 2010.  
6 MONTH STATUS: COMPLETED - The new service went live July 1<sup>st</sup> 2010 and has been very effective with over 25,000 hits in a six month period.
  
- 2) Moving to new credit card/debit card vendor. In listening to tax payers' request, there is a need for credit cards/debit card payment options in the office. Currently, these types of payments are only payable on-line. In moving to a new vendor, we were able to negotiate a lower fee for residents while giving point of service payment options.  
6 MONTH STATUS: COMPLETED - The new service went live July 1<sup>st</sup> 2010 and Tax Payers have been very receptive.
  
- 3) There is a need for additional resources or seasonal staff during tax season and statement mailings. The current office resources cannot sustain the volume of walk-ins and phone calls that come in during peak season.  
6 MONTH STATUS: The plan of reorganization has been approved by the administration and is now going forward to the Civil Service Commission for approval.
  
- 4) Continue collaborative collection effort with City Attorney and Tax Assessor on delinquent taxes and concise records. Clean up personal property records that are not viable tax receivables.  
6 MONTH STATUS: The work of both offices has cleaned up over 1,500 records that are no longer valid which was causing the receivables to be over stated.
  
- 5) Continue to offer additional hours during tax season with coverage from the Assessor's office.  
6 MONTH STATUS: The additional hours during tax season have been in effect for a year and will continue.
  
- 6) Looking to change lockbox service vendor to reduce costs and increase efficiencies for bulk payment processing.  
6 MONTH STATUS: The winning proposal has been chosen and the time line for the conversion is approximately 6 months.

FY 2010-2011 ADDITIONAL ACCOMPLISHMENTS

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- 1) Reduced wait time at counter by addressing Tax Payer issues while Tax Payers waited in Line.
- 2) Increased processing of mailed in payments by rotating staff which decreased Tax Payers phone calls following up on their payments. Tax money was deposited faster.
- 3) Concentrated effort by office staff to enter all calls into Q-alert and close the tickets in a timely manner.
- 4) Set up "Collector311" e-mail to handle all e-mails in a quick and efficient manner.
- 5) Checks are now deposited by "Remote Deposit" processed in the office. This enables the office to deposit the checks sooner which:
  - a. Reduces the float time that the City has to wait to access funds deposited
  - b. This also reduces the cost for Dunbar armor car service as the office does not have to get the checks to the back
  - c. We are notified of bounced checks within 48 hours. Currently we have to wait for the notice in the mail which can take up to 3 weeks. We are recouping the monies on these accounts sooner along with the fee.

GENERAL FUND BUDGET

TAX COLLECTOR

APPROPRIATION SUPPLEMENT

ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01040000</b>	<b>TAX COLLECTOR</b>	<b>1,320,351</b>	<b>1,438,953</b>	<b>1,479,688</b>	<b>1,479,688</b>	<b>40,735</b>
	51000 FULL TIME EARNED PAY	723,980	805,325	813,554	813,554	8,229
	51099 CONTRACTED SALARIES	13,955	0	0	0	0
	51106 REGULAR STRAIGHT OVERTIME	11,063	10,000	10,000	10,000	0
	51108 REGULAR 1.5 OVERTIME PAY	13,654	17,000	17,000	17,000	0
	51116 HOLIDAY 2X OVERTIME PAY	0	500	500	500	0
	51140 LONGEVITY PAY	0	12,150	15,150	15,150	3,000
	51156 UNUSED VACATION TIME PAYOUT	2,918	0	0	0	0
	52360 MEDICARE	4,855	10,183	9,807	9,807	-376
	52385 SOCIAL SECURITY	0	1,921	1,921	1,921	0
	52504 MERF PENSION EMPLOYER CONT	58,596	73,953	88,297	88,297	14,344
	52917 HEALTH INSURANCE CITY SHARE	169,672	180,099	202,923	202,923	22,824
	53430 OTHER INSURANCE	9,020	9,020	9,020	9,020	0
	53605 MEMBERSHIP/REGISTRATION FEES	296	375	382	382	7
	53610 TRAINING SERVICES	1,783	1,432	1,432	1,432	0
	53705 ADVERTISING SERVICES	4,598	6,263	3,200	3,200	-3,063
	53710 OTHER COMMUNICATION SERVICES	0	600	300	300	-300
	53750 TRAVEL EXPENSES	0	52	0	0	-52
	53905 EMP TUITION AND/OR TRAVEL REIM	1,977	1,124	987	987	-137
	54675 OFFICE SUPPLIES	18,536	22,852	11,426	11,426	-11,426
	55145 EQUIPMENT RENTAL/LEASE	279	2,502	1,251	1,251	-1,251
	55155 OFFICE EQUIPMENT RENTAL/LEAS	1,987	2,300	2,300	2,300	0
	56040 BOOKBINDING SERVICES	0	521	261	261	-260
	56045 BUILDING MAINTENANCE SERVICE	110	388	388	388	0
	56105 BANKING SERVICES	15,907	19,000	19,000	19,000	0
	56110 FINANCIAL SERVICES	49,904	50,985	51,000	51,000	15
	56130 LEGAL SERVICES	138,392	109,212	129,212	129,212	20,000
	56175 OFFICE EQUIPMENT MAINT SRVCS	17,704	25,000	25,000	25,000	0
	56180 OTHER SERVICES	176	33	17	17	-16
	56225 SECURITY SERVICES	360	375	360	360	-15
	59015 PRINTING SERVICES	60,629	75,788	65,000	65,000	-10,788

GENERAL FUND BUDGET

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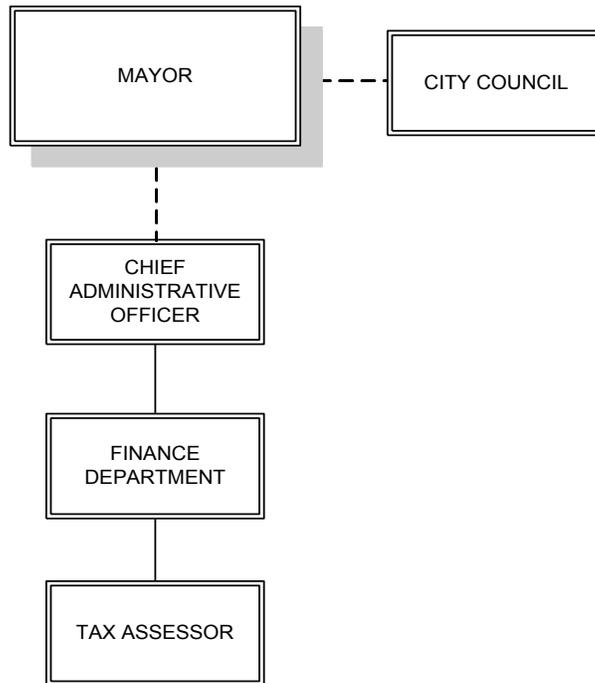
FINANCE DIVISIONS  
**TAX ASSESSOR**

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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.



GENERAL FUND BUDGET

TAX ASSESSOR

BUDGET DETAIL

Elaine Carvalho  
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01041000</b>	<b>TAX ASSESSOR</b>	<b>20,780,216</b>	<b>19,590,209</b>	<b>19,235,731</b>	<b>19,235,731</b>	<b>-354,478</b>
	41538 COPIES	6,372	9,000	9,000	9,000	0
	44357 MUNI VIDEO COMPETITION TST REV	55,275	8,000	8,000	8,000	0
	44680 ELDERLY/DISABLEDFREEZETAXREIMB	24,000	19,000	18,000	18,000	-1,000
	44681 DCA TAX ABATEMENT	136,158	0	0	0	0
	44682 ELDERLYEXEMPTION-OWNERSPROGRAM	697,376	650,000	650,000	650,000	0
	44683 ELDERLYEXEMPTION-TOTALLYDISABL	17,365	10,000	15,000	15,000	5,000
	44684 ELDERLYEXEMPTION-ADDITIONALVET	39,022	40,000	36,000	36,000	-4,000
	44686 TAX EXEMPT HOSPITALS	9,917,387	8,909,623	8,545,284	8,545,284	-364,339
	44687 STATE-OWNED PROPERTY PILOT	2,455,099	2,901,662	2,940,776	2,940,776	39,114
	44690 DISTRESSED MUNICIPALITYTAXEXEMP	339,437	325,000	325,000	325,000	0
	44691 MANUFACTURINGMACHINERY&EQUIPME	1,001,882	608,000	608,000	608,000	0
	44692 MASHANTUCKET PEQUOT/MOHEGAN FD	6,090,842	6,109,924	6,080,671	6,080,671	-29,253

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01041000 TAX AESSOR</b>	<b>795,175</b>	<b>1,189,137</b>	<b>1,070,576</b>	<b>1,142,925</b>	<b>-46,212</b>
1041PS TAX ASSESSOR PERSONAL SVCS	528,176	665,616	683,012	683,012	17,396
2041TPS TAX ASSESSOR OTHER PERS SVCS	15,653	85,025	58,700	58,700	-26,325
3041FB TAX ASSESSOR FRINGE BENEFITS	142,337	184,087	174,532	174,532	-9,555
4041EX TAX ASSESSOR OPER EXP	23,768	65,414	32,709	34,709	-30,705
6041SS TAX ASSESSOR SPEC SVCS	85,241	188,995	121,623	191,972	2,977

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	U	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		TAX ASSESSOR		96,589	108,233	11,644
			DEPUTY TAX ASSESSOR		85,367	88,816	3,449
			TAX ASSESSMENT PROFESSIONAL		49,173	60,453	11,280
	2.0		TAX ASSESSMENT CLERK (35 HOURS		83,764	83,764	
	2.0		PROPERTY APPRAISER I (35 HOURS		92,932	92,932	
	1.0		TAX ASSESSMENT CLERK (35 HOURS		41,882	41,882	
	1.0		PROPERTY APPRAISER I (35 HOURS		90,263	86,937	-3,326
	2.0		TAX ASSESSMENT CLERK (35 HOURS		125,646	119,995	-5,651
<b>01041000 Total</b>	<b>9.0</b>	<b>4.0</b>			<b>665,617</b>	<b>683,012</b>	<b>17,395</b>

GENERAL FUND BUDGET

TAX ASSESSOR

PROGRAM HIGHLIGHTS

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

- 1) To continue to serve the constituents of the City of Bridgeport in the most effective manner, with all of our resources available.
- 2) Tackle the out of town and out of state motor vehicle registration issues that continue to plague the City of Bridgeport's tax roll, with the assistance of the City of Bridgeport's Police Department.

**FY 2010-2011 GOAL STATUS**

- 1) Defend 300+ tax appeals, attend pre-trials, negotiate settlements and attend trials.  
6 MONTH STATUS: Ongoing.
- 2) Aggressively review and audit personal property accounts.  
6 MONTH STATUS: Ongoing.

GENERAL FUND BUDGET

TAX ASSESSOR

PROGRAM HIGHLIGHTS

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- 3) Frequently update information on the City's Website to accommodate the public.  
6 MONTH STATUS: Ongoing.
- 4) Continue to maintain a close liaison with the Administration and Department Heads to provide essential data and reports in a timely fashion.  
6 MONTH STATUS: Ongoing.
- 5) Continue a cooperative and effective alliance with the Tax Collector's Office in order to streamline processes and customer service between the offices, and to initiate, along with Tax Collector, group meetings with all staff members.  
6 MONTH STATUS: Ongoing.
- 6) Encourage the staff to be aware of the importance of sustainability in the office and in their individual homes.  
6 MONTH STATUS: Ongoing.
- 7) Meet with the public and tax exempt entities, when necessary, to address their individual concerns.  
6 MONTH STATUS: Ongoing.

GENERAL FUND BUDGET

TAX ASSESSOR

APPROPRIATION SUPPLEMENT

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	VARIANCE TO	
					FY2012 ADOPTED	FY2011 BUDGET
<b>01041000</b>	<b>TAX AESSOR</b>	<b>795,175</b>	<b>1,189,137</b>	<b>1,070,576</b>	<b>1,142,925</b>	<b>-46,212</b>
	51000 FULL TIME EARNED PAY	527,532	665,616	683,012	683,012	17,396
	51036 FT GRIEVANCE/ARB AWARD PAY	644	0	0	0	0
	51106 REGULAR STRAIGHT OVERTIME	0	0	10,000	10,000	10,000
	51108 REGULAR 1.5 OVERTIME PAY	0	0	0	0	0
	51140 LONGEVITY PAY	0	8,775	10,575	10,575	1,800
	51156 UNUSED VACATION TIME PAYOUT	4,451	0	0	0	0
	51403 ASSESSMENT APPEALS STIPENDS	11,201	76,250	38,125	38,125	-38,125
	52360 MEDICARE	3,610	9,147	9,199	9,199	52
	52385 SOCIAL SECURITY	0	8,342	8,503	8,503	161
	52504 MERF PENSION EMPLOYER CONT	41,853	64,068	77,866	77,866	13,798
	52917 HEALTH INSURANCE CITY SHARE	96,874	102,530	78,964	78,964	-23,566
	53605 MEMBERSHIP/REGISTRATION FEES	665	3,769	1,884	1,884	-1,885
	53610 TRAINING SERVICES	505	6,786	3,393	3,393	-3,393
	53705 ADVERTISING SERVICES	369	1,818	909	909	-909
	53720 TELEPHONE SERVICES	0	1,388	694	694	-694
	53905 EMP TUITION AND/OR TRAVEL REIM	357	2,252	1,126	1,126	-1,126
	54555 COMPUTER SUPPLIES	2,313	2,160	1,080	1,080	-1,080
	54595 MEETING/WORKSHOP/CATERING FOOD	300	767	384	384	-383
	54640 HARDWARE/TOOLS	0	203	101	101	-102
	54675 OFFICE SUPPLIES	4,837	7,449	3,725	3,725	-3,724
	54705 SUBSCRIPTIONS	2,300	3,229	1,615	1,615	-1,614
	54720 PAPER AND PLASTIC SUPPLIES	0	50	25	25	-25
	54725 POSTAGE	8,514	15,307	7,654	9,654	-5,653
	55055 COMPUTER EQUIPMENT	0	3,412	1,706	1,706	-1,706
	55145 EQUIPMENT RENTAL/LEASE	0	6,975	3,488	3,488	-3,487
	55150 OFFICE EQUIPMENT	0	2,700	1,350	1,350	-1,350
	55155 OFFICE EQUIPMENT RENTAL/LEAS	3,608	7,150	3,575	3,575	-3,575
	56040 BOOKBINDING SERVICES	105	11,212	5,606	10,606	-606
	56055 COMPUTER SERVICES	12,070	13,238	6,619	6,619	-6,619
	56095 APPRAISAL SERVICES	30,200	31,750	43,000	43,000	11,250
	56100 AUDITING SERVICES	0	746	373	373	-373
	56175 OFFICE EQUIPMENT MAINT SRVCS	0	1,350	675	675	-675
	56180 OTHER SERVICES	42,866	130,699	65,350	130,699	0

GENERAL FUND BUDGET

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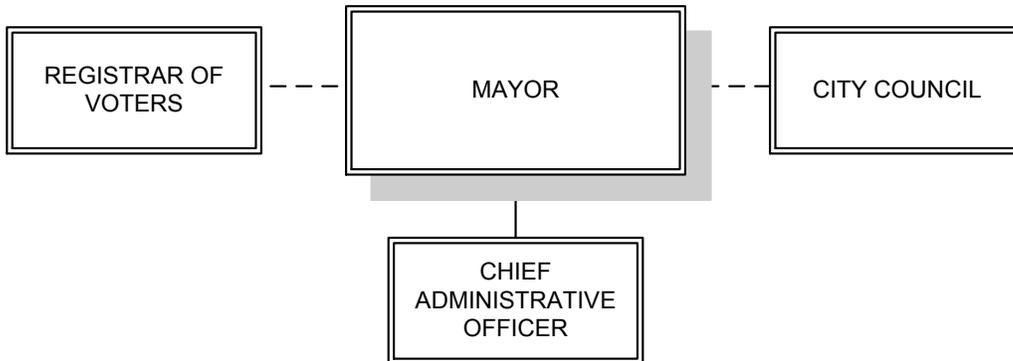
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GENERAL GOVERNMENT DIVISIONS  
REGISTRAR OF VOTERS

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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.



GENERAL FUND BUDGET  
REGISTRAR OF VOTERS

BUDGET DETAIL

Sandra Ayala / Joseph Borges  
Registrars

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01050000</b>	<b>REGISTRAR OF VOTERS</b>	<b>150</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>-500</b>
	41260 DISKETTE FEES	150	0	0	0	0
	41538 COPIES	0	500	0	0	-500

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01050000 REGISTRAR OF VOTERS</b>	<b>443,377</b>	<b>551,466</b>	<b>587,326</b>	<b>666,708</b>	<b>115,241</b>
1050PS REG OF VOTERS PERSONAL SVCS	348,493	385,112	399,527	399,527	14,415
2050TPS REG OF VOTERS OTHER PERS SVCS	9,364	27,325	37,475	37,475	10,150
3050FB REG OF VOTERS FRINGE BENEFIT	54,828	79,498	87,397	88,276	8,778
4050EX REG OF VOTERS OPER EXP	24,394	50,076	47,793	54,490	4,413
6050SS REG OF VOTERS SPEC SVCS	6,298	9,455	15,134	86,940	77,485

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		SECRETARIAL ASSISTANT	38,887	38,887	
	2.0		REGISTRAR OF VOTERS	132,548	136,030	3,482
	2.0		DEPUTY REGISTRAR OF VOTERS	100,023	102,650	2,627
			SEASONAL EMPLOYEES UNDER GRANT	113,655	121,960	8,305
<b>01050000 Total</b>	<b>5.0</b>			<b>385,113</b>	<b>399,527</b>	<b>14,414</b>

## 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.

GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

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ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01050000</b>	<b>REGISTRAR OF VOTERS</b>	<b>443,377</b>	<b>551,466</b>	<b>587,326</b>	<b>666,708</b>	<b>115,241</b>
	51000 FULL TIME EARNED PAY	280,948	271,457	277,567	277,567	6,110
	51100 PT TEMP/SEASONAL EARNED PA	67,545	113,655	121,960	121,960	8,305
	51106 REGULAR STRAIGHT OVERTIME	904	10,000	10,000	10,000	0
	51108 REGULAR 1.5 OVERTIME PAY	6,618	15,000	25,000	25,000	10,000
	51140 LONGEVITY PAY	0	2,325	2,475	2,475	150
	51156 UNUSED VACATION TIME PAYOU	1,842	0	0	0	0
	51804 CITY-OWNED VEHICLE BENEFIT	0	1,759	880	1,759	0
	52360 MEDICARE	2,024	5,617	3,841	3,841	-1,776
	52385 SOCIAL SECURITY	1,177	6,622	6,622	6,622	0
	52504 MERF PENSION EMPLOYER CONT	19,778	26,009	31,643	31,643	5,634
	52917 HEALTH INSURANCE CITY SHARE	31,849	39,491	44,411	44,411	4,920
	53050 PROPERTY RENTAL/LEASE	1,692	1,800	750	1,500	-300
	53605 MEMBERSHIP/REGISTRATION FEES	100	345	173	345	0
	53705 ADVERTISING SERVICES	382	586	800	800	214
	53750 TRAVEL EXPENSES	436	525	263	525	0
	53905 EMP TUITION AND/OR TRAVEL REIM	127	4,043	3,000	6,000	1,957
	54675 OFFICE SUPPLIES	4,429	4,782	2,391	4,782	0
	54705 SUBSCRIPTIONS	0	245	123	245	0
	55090 ELECTION EQUIPMENT	15,348	35,755	37,614	37,614	1,859
	55155 OFFICE EQUIPMENT RENTAL/LEAS	1,880	1,995	2,679	2,679	684
	56170 OTHER MAINTENANCE & REPAIR S	420	2,007	2,007	2,007	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	1,364	1,672	836	1,672	0
	56180 OTHER SERVICES	4,514	5,776	12,291	83,261	77,485

GENERAL GOVERNMENT DIVISIONS

CITY CLERK

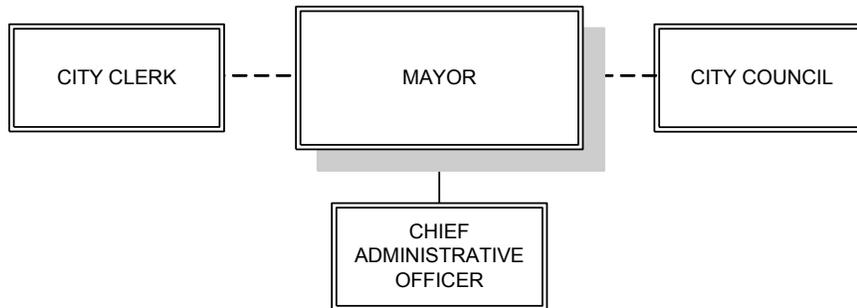
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MISSION STATEMENT

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.



GENERAL FUND BUDGET

CITY CLERK

BUDGET DETAIL

Fleeta Hudson  
City Clerk

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
					FY2011 BUDGET
<b>01055000 CITY CLERK</b>	<b>354,628</b>	<b>399,567</b>	<b>336,028</b>	<b>300,071</b>	<b>-99,497</b>
1055PS CITY CLERK PERSONAL SVCS	252,390	262,919	242,226	185,172	-77,747
2055TPS CITY CLERK OTHER PERS SVCS	2,555	6,525	3,750	3,750	-2,775
3055FB CITY CLERK FRINGE BENEFITS	62,058	73,682	53,499	53,499	-20,183
4055EX CITY CLERK OPER EXP	16,568	27,010	21,660	30,785	3,775
6055SS CITY CLERK SPEC SVCS	21,057	29,432	14,893	26,865	-2,567

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		CITY CLERK	32,117	32,961	844
	1.0		ASSISTANT CITY CLERK	72,219	68,158	-4,061
	1.0		TYPIST I (35 HOURS)	36,194	36,194	
			ASSISTANT CITY CLERK	41,882		-41,882
	1.0		TYPIST III (35 HRS)	47,859	47,859	
			ASSISTANT SPECIAL PROJECT MANA	32,648		-32,648
<b>01055000 Total</b>	<b>4.0</b>			<b>262,919</b>	<b>185,172</b>	<b>-77,747</b>

GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

<b>SERVICE INDICATORS</b>	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>CITY CLERK</b>						
Incoming files processed	320	315	214	N/A	245	270
Finalized/Outgoing files Processed	290	272	185	N/A	175	185
Council/Committee Agendas Processed	123	205	159	N/A	173	191
Council/Committee Minutes Processed	123	205	132	N/A	114	126
<b>INTERDEPARTMENTAL SERVICES</b>						
Requests for records research fulfilled	500	1,000	1080	N/A	973	1070
Requests for certifications fulfilled	300	624	600	N/A	500	550
<b>CONSTITUENT SERVICES</b>						
Records research requests pursuant to FOIA	150	670	540	N/A	600	660
Certified record requests	50	55	50	N/A	75	82
Filings/Postings pursuant to FOIA	650	674	665	N/A	1,119	1230
Claims/Summonses/Writs Processed	567	512	521	N/A	560	616

**FY 2011-2012 GOALS**

- 1) Continue to maintain the City Clerk's website with full packages of minutes and agendas of all City Council meetings to better serve the public, departments and council members allowing them to obtain information directly through the website.
- 2) Continue to be efficient despite budgetary cuts and staff shortage.

**FY 2010-2011 GOAL STATUS**

- 1) Conduct intense training for new staff members throughout the next fiscal year.  
6 MONTH STATUS: This process was started but due to limited staffing all new staff members have not been trained completely.
- 2) Begin researching methods and possibilities concerning paperless agenda/packet distribution for city council meetings and other meetings.  
6 MONTH STATUS: No Progress has been made towards this goal.

GENERAL FUND BUDGET

CITY CLERK

APPROPRIATION SUPPLEMENT

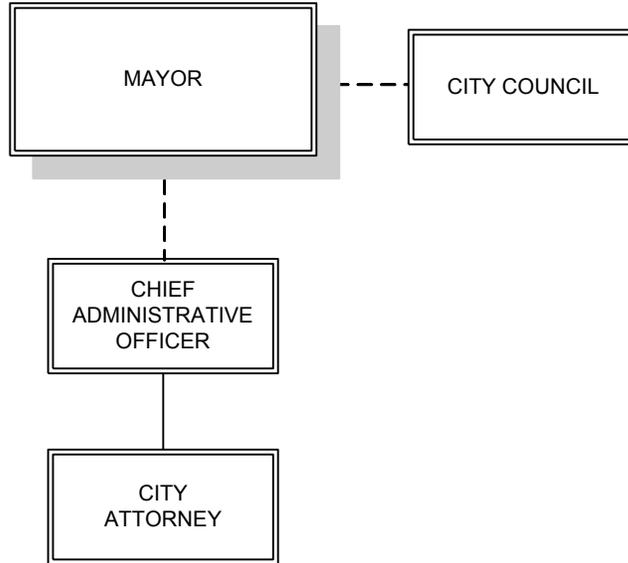
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01055000</b>	<b>CITY CLERK</b>	<b>354,628</b>	<b>399,567</b>	<b>336,028</b>	<b>300,071</b>	<b>-99,497</b>
	51000 FULL TIME EARNED PAY	252,390	262,919	242,226	185,172	-77,747
	51140 LONGEVITY PAY	1,225	6,525	3,750	3,750	-2,775
	51156 UNUSED VACATION TIME PAYOUT	1,330	0	0	0	0
	52360 MEDICARE	1,535	2,829	4,532	4,532	1,703
	52504 MERF PENSION EMPLOYER CONT	19,644	25,597	21,110	21,110	-4,487
	52917 HEALTH INSURANCE CITY SHARE	40,880	45,256	27,857	27,857	-17,399
	52920 HEALTH BENEFITS BUYOUT	0	0	0	0	0
	53605 MEMBERSHIP/REGISTRATION FEES	40	587	275	550	-37
	53705 ADVERTISING SERVICES	4,692	8,815	4,500	9,000	185
	53750 TRAVEL EXPENSES	1,016	3,629	2,250	4,500	871
	53905 EMP TUITION AND/OR TRAVEL REIM	1,056	0	0	0	0
	54675 OFFICE SUPPLIES	2,542	3,774	2,100	4,200	426
	54700 PUBLICATIONS	0	47	24	24	-23
	54720 PAPER AND PLASTIC SUPPLIES	0	17	17	17	0
	55055 COMPUTER EQUIPMENT	2,308	1,914	2,200	2,200	287
	55150 OFFICE EQUIPMENT	0	2,360	2,360	2,360	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	4,914	5,868	2,934	2,934	-2,934
	55530 OFFICE FURNITURE	0	0	5,000	5,000	5,000
	56055 COMPUTER SERVICES	1,007	4,846	2,500	2,500	-2,346
	56085 FOOD SERVICES	368	442	221	221	-221
	56175 OFFICE EQUIPMENT MAINT SRVCS	1,194	2,000	1,100	2,000	0
	56180 OTHER SERVICES	18,488	22,144	11,072	22,144	0

GENERAL FUND BUDGET  
CITY ATTORNEY

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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.



GENERAL FUND BUDGET

CITY ATTORNEY

BUDGET DETAIL

Mark Anastasi  
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01060000</b>	<b>CITY ATTORNEY</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>
	41543 FORECLOSURE COST RECOVERY	0	15,000	15,000	15,000	0

APPROPRIATION SUMMARY

ORG Des	APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01060000</b>	<b>CITY ATTORNEY</b>	<b>3,312,336</b>	<b>3,738,545</b>	<b>4,029,891</b>	<b>4,029,891</b>	<b>291,346</b>
	1060PS CITY ATTORNEY PERONAL SVCS	1,452,148	1,603,151	1,773,641	1,773,641	170,490
	2060TPS CITY ATTORNEY OTHER PERS SVCS	46,802	21,225	25,500	25,500	4,275
	3060FB CITY ATTORNEY FRINGE BENEFIT	334,757	395,606	455,187	455,187	59,581
	4060EX CITY ATTORNEY OPER EXP	1,040,000	1,208,605	1,265,605	1,265,605	57,000
	6060SS CITY ATTORNEY SPEC SVCS	438,629	509,958	509,958	509,958	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		LEGAL RECEPTIONIST	35,309	35,309	
	3.0		COLLECTION AIDE (35 HRS)	117,102	117,102	
	1.0		DEPUTY CITY ATTORNEY	95,197	97,698	2,501
	2.0		ASSISTANT CITY ATTORNEY	100,588	103,230	2,642
	2.0		LEGAL SECRETARY (35 HOURS)	128,424	128,424	
	2.0		PARALEGAL	110,422	84,062	-26,360
	8.0		ASSOCIATE CITY ATTORNEY	1,016,113	1,039,818	23,706
<b>01060000 Total</b>	<b>19.0</b>	<b>2.0</b>		<b>1,603,154</b>	<b>1,605,643</b>	<b>2,489</b>

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
<b>CITY ATTORNEY</b>			*	*	**	**
Defense Claims/Litigation (Opened)	376	283	275	300	323	350
Claims/Suits Settlement/Judgment (PAID)	89	75	\$85	85	N/A	N/A
Amount Paid	\$639,392	\$723,996	\$ 2,118,578	\$1,016,171	\$ 984,799	
OCA Collections -GEN	28	15	25	30	35(A)	35(A)
8.76 Anti-blight -Collection	142	248	250	225	N/A	N/A
8.60 Unlawful Dumping - Collection	960	1200	600	400	N/A	N/A
FOI Requests/Complaints	50	*40	60	70	108	125
Business Development (inc/ Contract Draft/Review)	266	242	225	200	350 (A)	375
Ordinance Draft/Review	106	85	75	75	75	85
Public Meetings Attended	456	428	450	475	525	500
<b>WPCA COLLECTION</b>						
Legal Demand (2/3 of TOT)	2,336	2,282	2,342	1,858	2,523	2,600
Amount Collected	\$ 1,576,878	1,391,957	1,550,630	1,505,206	2,218,916	\$2,300,000
Civil Suits	935	593	706	1,114	767	800
Amount Collected	\$ 1,428,580	1,169,255	703,295	1,599,929	1,800,912	1,900,000
Foreclosures (Outside Legal Service Employed)	36	143	275	259	449	500
Amount Collected	\$323,436	402,376	713,797	1,747,320	1,504,597	1,600,000
Bank /Wage Executions	0	5	2	1	1	0
Amount Collected		3,913	6,624	3,529	872	0
Receivership	18	1	0	0	0	0
Amount Collected	\$401,330	\$31,900	0	0	0	0

\* Estimates only due to layoff of Legal Administrative support.

\*\* Estimates only until Abacus system calculates.

FY 2011-2012 GOALS

- 1) Continue to improve collection rate for arrears real property taxes through expanded execution of tax warrants.
- 2) Continue to dispose (via strict foreclosure) of newly acquired city inventory of vacant and unwanted municipally owned real property through auction sales.
- 3) Continue to increase number of condemnation, anti-blight and unlawful deposit hearings to support the on-going "Clean City" campaign.
- 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.
- 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) Modify the City's Freedom of Information Act (FOIA) compliance procedures by decentralizing responses to FOIA requests by having the various departments issue responses and compliance through use of forms and written direction augmented by targeted legal advice as necessary.

FY 2010-2011 GOAL STATUS

- 7) Continue to improve collection rate for arrears real property taxes through expanded execution of tax warrants.  
6 MONTH STATUS: In process.
- 8) 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: On target to completion.
- 9) Continue to increase number of condemnation, anti-blight and unlawful deposit hearings to support the on-going "Clean City" campaign.  
6 MONTH STATUS: Proceeding on schedule.
- 10) 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.

GENERAL FUND BUDGET

CITY ATTORNEY PROGRAM HIGHLIGHTS/ APPROPRIATION SUPPLEMENT

6 MONTH STATUS: Some progress to date.

- 11) 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: Modest progress to date.
  
- 12) Modify the City's Freedom of Information Act (FOIA) compliance procedures by decentralizing responses to FOIA requests by having the various departments issue responses and compliance through use of forms and written direction augmented by targeted legal advice as necessary.  
6 MONTH STATUS: Limited progress to date.
  
- 13) Obtain federal court approval for elimination of judicial supervision of the Bridgeport Police Department via the Bridgeport Guardians' case, thereby returning total administrative control of the Department to the Police Chief and Board of Police Commissioners.  
6 MONTH STATUS: Successful.
  
- 14) Increase the collections from Parking Violation Citations through use of Assistant City Attorney as Hearing Officer and through use of aggressive collections procedures post hearings.  
6 MONTH STATUS: In progress.
  
- 15) Assist Board of Education in its efforts to reduce legal costs by increasing provision of legal services in lieu of retention of outside counsel.  
6 MONTH STATUS: Some progress to date.

APPROPRIATION SUPPLEMENT

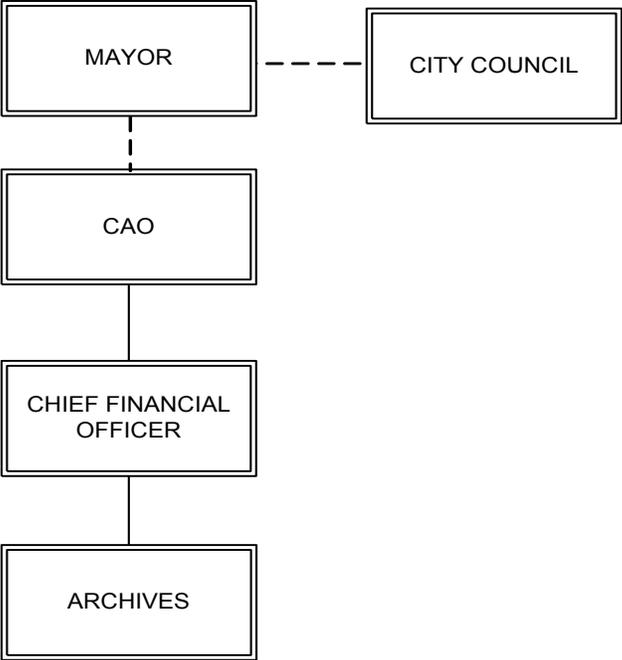
ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	VARIANCE TO	
					FY2012 ADOPTED	FY2011 BUDGET
<b>01060000</b>	<b>CITY ATTORNEY</b>	<b>3,312,336</b>	<b>3,738,545</b>	<b>4,029,891</b>	<b>4,029,891</b>	<b>291,346</b>
	51000 FULL TIME EARNED PAY	1,452,148	1,435,151	1,605,641	1,605,641	170,490
	51099 CONTRACTED SALARIES	0	168,000	168,000	168,000	0
	51106 REGULAR STRAIGHT OVERTIME	5,135	5,000	5,000	5,000	0
	51108 REGULAR 1.5 OVERTIME PAY	18,196	7,000	7,000	7,000	0
	51140 LONGEVITY PAY	0	9,225	13,500	13,500	4,275
	51156 UNUSED VACATION TIME PAYOUT	23,471	0	0	0	0
	52154 LIFE INSURANCE CIVIL SERVICE	14	0	0	0	0
	52360 MEDICARE	10,474	21,743	20,939	20,939	-804
	52385 SOCIAL SECURITY	731	9,205	7,254	7,254	-1,951
	52504 MERF PENSION EMPLOYER CONT	116,087	153,178	183,043	183,043	29,865
	52917 HEALTH INSURANCE CITY SHARE	207,452	211,480	243,951	243,951	32,471
	53005 PERSONAL PROPERTY CLAIMS AWARD	140,255	138,459	188,459	188,459	50,000
	53010 PERSONAL PROPERTY CLAIMS ATTY	844,545	1,000,000	1,000,000	1,000,000	0
	53605 MEMBERSHIP/REGISTRATION FEES	4,860	8,143	6,643	6,643	-1,500
	53610 TRAINING SERVICES	0	2,574	5,074	5,074	2,500
	53705 ADVERTISING SERVICES	0	3,375	3,375	3,375	0
	53905 EMP TUITION AND/OR TRAVEL REIM	4,206	6,010	8,010	8,010	2,000
	54675 OFFICE SUPPLIES	18,705	16,970	16,970	16,970	0
	54700 PUBLICATIONS	12,918	13,394	13,394	13,394	0
	54705 SUBSCRIPTIONS	3,292	10,605	10,605	10,605	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	11,220	9,076	13,076	13,076	4,000
	56095 APPRAISAL SERVICES	0	3,563	3,563	3,563	0
	56130 LEGAL SERVICES	433,815	496,000	495,500	495,500	-500
	56175 OFFICE EQUIPMENT MAINT SRVCS	2,815	4,595	4,595	4,595	0
	56180 OTHER SERVICES	1,998	5,800	6,300	6,300	500

GENERAL FUND BUDGET  
**ARCHIVES & RECORDS**

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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 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.



GENERAL FUND BUDGET

ARCHIVES & RECORDS

BUDGET DETAIL

Patty Ulatowski  
Acting Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01065000 ARCHIVES</b>	<b>70,760</b>	<b>71,154</b>	<b>75,312</b>	<b>78,712</b>	<b>7,558</b>
1065PS ARCHIVES PERSONAL SVCS	43,516	42,307	49,621	49,621	7,314
2065TPS ARCHIVES OTHER PERS SVCS	0	0	0	0	0
3065FB ARCHIVES FRINGE BENEFITS	16,924	17,930	20,060	20,060	2,130
4065EX ARCHIVES OPER EXP	6,285	4,117	2,231	2,231	-1,886
6065SS ARCHIVES SPEC SVCS	4,034	6,800	3,400	6,800	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	0.5		RECORDS MANAGER	42,307	49,621	7,314
<b>01065000 Total</b>	<b>0.5</b>			<b>42,307</b>	<b>49,621</b>	<b>7,314</b>

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
<b>ARCHIVES AND RECORDS CENTER</b>						
Full box	59	25	8	45	32	25
Original	186	180	165	192	211	211
Folder	133	150	90	150	142	140
Microcopy	2	8	32	80	45	45
Photocopy	360	200	175	350	300	300
Other Expenses	222	200	200	200	200	200
Total Requests	962	763	660	1,025	930	921
<b>BOXES</b>						
Received	186	500	2,393	2,150	2,075	2,150
Destroyed	181	N/A	N/A	1,000	1,500	500
Total Boxes as of end of period	11,156	11,156	13,321	14,571	14,842	15,000
Total internal requests	782	700	523	900	975	1,000
Total requests by the public	180	250	7	10	15	20

FY 2011-2012 GOALS

- 1) Continue the current hours of operation in order to better manage the budget and create more efficient government.

FY 2010-2011 GOAL STATUS

- 1) Continue on with the decreased hours of the records center in order to better manage the City budget.  
6 MONTH STATUS: Although challenging at times, this department continued to meet Citywide and public demands for service. The reduced hours are recommended for the 2012 budget proposal.
- 2) Try to do more with less and encourage others to do the same.  
6 MONTH STATUS: This department's operating budget was reduced by 50% during 2011. The priorities were reorganized in order to continue to allow for its purpose and to manage the records in accordance with the Connecticut State Statutes. I have reorganized my account requests for funds and will be asking that the budget remain at the same level as 2011.

FY 2010-2011 ADDITIONAL ACCOMPLISHMENTS

- 1) Despite limited staff and resources this department successfully carried out the routine duties that support its mission to systematically manage and care for the City's active, inactive, obsolete and historical records.
- 2) The Records Manager continues in its temporary assignment at the Vital Records department located at McLevy Hall for approximately 15 hours each week. During this assignment the staff has been thoroughly trained on the city's new financial program and a Cash Management policy was written, adopted, and put into place. The Manager will remain at Vital Records to assist with a major relocation of the department to the City Hall Annex and will continue to assist the Assistant Registrar with the management of the department. This department is one of the top revenue departments for the city and it is crucial that it receives attention.

GENERAL FUND BUDGET  
 ARCHIVES APPROPRIATION SUPPLEMENT

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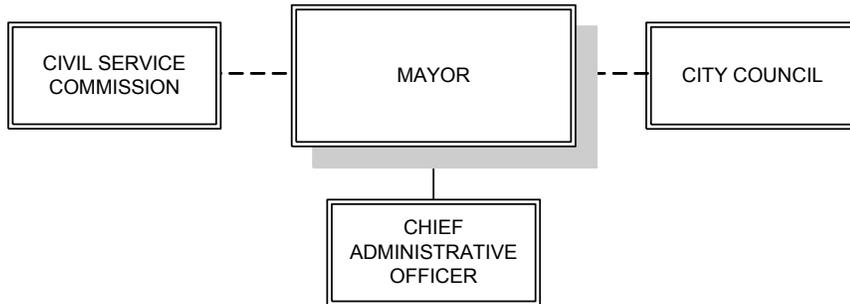
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01065000</b>	<b>ARCHIVES</b>	<b>70,760</b>	<b>71,154</b>	<b>75,312</b>	<b>78,712</b>	<b>7,558</b>
	51000 FULL TIME EARNED PAY	43,516	42,307	49,621	49,621	7,314
	51106 REGULAR STRAIGHT OVERTIME	0	0	0	0	0
	52360 MEDICARE	319	613	657	657	44
	52504 MERF PENSION EMPLOYER CONT	4,127	4,019	5,657	5,657	1,638
	52917 HEALTH INSURANCE CITY SHARE	12,477	13,298	13,746	13,746	448
	53610 TRAINING SERVICES	0	263	0	0	-263
	53710 OTHER COMMUNICATION SERVICES	0	2,700	1,350	1,350	-1,350
	53905 EMP TUITION AND/OR TRAVEL REIM	0	0	0	0	0
	54660 LIBRARY SUPPLIES	0	0	304	304	304
	54675 OFFICE SUPPLIES	1,889	1,154	577	577	-577
	54700 PUBLICATIONS	0	0	0	0	0
	54705 SUBSCRIPTIONS	0	0	0	0	0
	55150 OFFICE EQUIPMENT	4,396	0	0	0	0
	56055 COMPUTER SERVICES	1,500	1,500	750	1,500	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	536	2,362	1,181	2,362	0
	56210 RECYCLING SERVICES	1,998	2,938	1,469	2,938	1

GENERAL GOVERNMENT DIVISIONS  
CIVIL SERVICE

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MISSION STATEMENT

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



GENERAL FUND BUDGET

CIVIL SERVICE

BUDGET DETAIL

David Dunn  
Manager

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01070000</b>	<b>CIVIL SERVICE</b>	<b>9</b>	<b>88,500</b>	<b>88,500</b>	<b>88,500</b>	<b>0</b>
	41538 COPIES	9	1,000	1,000	1,000	0
	41547 RESIDENTAPPLICATION/ADMINISTRA	0	17,500	17,500	17,500	0
	41548 NON-RESIDENTAPPLICATION/ADMINI	0	70,000	70,000	70,000	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01070000 CIVIL SERVICE</b>	<b>980,150</b>	<b>1,077,070</b>	<b>944,413</b>	<b>944,413</b>	<b>-132,657</b>
1070PS CIVIL SERVICE PERSONAL SVCS	608,165	543,153	568,186	568,186	25,033
2070TPS CIVIL SERVICE OTHER PERS SVCS	23,378	39,525	44,825	44,825	5,300
3070FB CIVIL SERVICE FRINGE BENEFIT	115,834	102,836	106,433	106,433	3,597
4070EX CIVIL SERVICE OPER EXP	41,390	179,043	89,522	89,522	-89,521
6070SS CIVIL SERVICE SPEC SVCS	191,382	212,513	135,447	135,447	-77,066

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		PERSONNEL DIRECTOR	115,344	118,373	3,029
			PERSONNEL ASSISTANT II	63,191	63,191	
	2.0		PAYROLL CLERK II	127,944	127,944	
	1.0		RETIREMENT ADMINISTRATOR	44,868	46,393	1,525
	1.0		CLERICAL ASSISTANT	37,740	37,740	
	1.0		PERSONNEL ASSISTANT II	64,913	64,913	
	1.0		ADMINISTRATIVE ASSISTANT	66,413	71,892	5,479
	1.0		CLERICAL ASSISTANT	37,740	37,740	
<b>01070000 Total</b>	<b>8.0</b>	<b>1.0</b>		<b>558,153</b>	<b>568,186</b>	<b>10,033</b>

GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

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FY 2011-2012 GOALS

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- 1) Successful completion of a Fire Department Entry Level Examination, in compliance with the Connecticut Fire Service CPAT (Candidate Physical Ability Test) Standards.
- 2) Successfully manage, administer and complete Fire Inspector Examination, Deputy Fire Marshal Examination and Senior Fire Inspector Examination.
- 3) Successfully manage and administer a Fire Pumper Engineer Examination and a Fire Captain Examination.
- 4) Successfully manage and administer a Police Captain Examination and a Police Deputy Chief Examination.
- 5) Permanently adopt a continuing recruitment process for entry level police officers.
- 6) Successful expansion of non-competitive division classifications through the systematic elimination and restructuring of the competitive division positions for civilian occupied jobs.
- 7) Continued successful expansion of interview panels and formal recruitment campaigns for department head and senior management positions.
- 8) Successful expansion of a modern job bidding promotional process for NAGE, LIUNA, and Supervisor positions.
- 9) Fully integrate the Civil Service office into a City-wide Human Resources department that includes Grants Personnel, Benefits, and Labor Relations.
- 10) Continue to expand Civil Service office's ability to support a digital archive through the scanning of documents and files.

FY 2010-2011 GOAL STATUS

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- 1) Successful completion of the Police Officer Entry Level Examination, in compliance with the Federal Court Order.  
6 MONTH STATUS: Completed on November 15, 2010. The 75 top finishing candidates are presently undergoing psychological examinations, physical examinations, and comprehensive Office of Internal Affairs (OIA) Background Investigations.
- 2) Successfully manage & administer a Fire Department Entry Level Examination, in compliance with Connecticut State Fire Service CPAT (Candidate Physical Abilities Test) Standards.  
6 MONTH STATUS: In process. Exam scheduled approximately May 1, 2011. CPAT Certification standards in process, approved by Union Management Safety Productivity Committee, Fire Commission, and Civil Service Commission on October 22, 2010. Recruitment team in place and working. Advertising and candidate information has been distributed. Public Relations event scheduled for February 6, 2011. CPAT Certification registration must be completed by February 25, 2011.
- 3) Successful completion of a Police Chief Recruitment and Examination.  
6 MONTH STATUS: Completed October 2010, Joseph Gaudett selected as Police Chief. Formal swearing in scheduled for February 10<sup>th</sup>, 2011.
- 4) Successful expansion of non-competitive division classifications through the systematic elimination and restructuring of the competitive division positions for civilian occupied jobs.  
6 MONTH STATUS: In process. Approximately 7 positions added to the non-competitive division. Currently awaiting union approval, NAGE and Supervisor Union approval for Custodian IV and Library Assistant I.
- 5) Continued successful expansion of interview panels and recruitment campaign for department head and senior management positions.  
6 MONTH STATUS: Completed. Police Chief, Health Director, City Attorney (BOE).
- 6) Successful expansion of a modern job bidding promotional process for NAGE, LIUNA and SUPERVISOR positions.

## GENERAL FUND BUDGET

### CIVIL SERVICE

### PROGRAM HIGHLIGHTS

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6 MONTH STATUS: In process. Awaiting union approval for Library Assistant II, Custodian IV, Custodial Supervisor, Personnel Assistant I/II, Administrative Assistants, Personnel Examiner.

- 7) Successfully conduct, manage and administer Pumper Engineer, Fire Lieutenant and Fire Captain Examinations.

6 MONTH STATUS: Completed Pumper Engineer - List active. Fire Lieutenant – list inactive, however, 4 employees have recall rights will hold up any immediate Fire Lt. exam until the last employee is recalled. Fire Captain completed. Expect to conduct a new Fire Captain upon successful completion of the current Assistant Fire Chief examination.

- 8) Successfully conduct, manage and administer Police Sergeant, Lieutenant and Captain Examinations.

6 MONTH STATUS: Police Sgt list is active through January 2012. Police Lieutenant and Captain exams are in planning stages. There are currently no vacancies, however, as soon as Chief Gaudett's promotion is finalized, his promotion will create a domino effect for a Deputy Police Chief exam, a Captain's exam, and a Lieutenant's exam, all of which are likely to occur in 2012 or sooner.

- 9) Permanently adopt a continuing recruitment process for entry level Police Officers.

6 MONTH STATUS: In process. Civil Service Commission and Common Council approval needed to progress further.

- 10) Fully integrate the Civil Service Office into a City-wide Human Resources Department that includes Grants Personnel, Benefits and Labor Relations.

6 MONTH STATUS: In process. Awaiting further direction from the Mayor/CAO office.

- 11) Expand the Civil Service Office's ability to support a digital archive through the scanning of documents and files and subsequent conversion of those files to digital document rather than current paper archive.

6 MONTH STATUS: In process. Acquired scanning capability. The scanning is still in testing phase. We are working out some issues with ITS department and OCE (vendor). Conversion of master files to digital documentation is partially in process. Will be completed upon acquisition of 2<sup>nd</sup> scanner/copier.

### FY 2010-2011 ADDITIONAL ACCOMPLISHMENTS

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- 1) Civil Service has successfully changed over all of its paper acquisition and office supplies as appropriate to green products. Current technology with copier also encourages more digital use.
- 2) Internal transfers/reallocation and provisional appointment of Lisa Kollman from Personnel Assistant I to Personnel Assistant II. Sandra Ferreira provisional appointment to Personnel Assistant I. These promotions have allowed the department to move forward with fire department examinations that are currently subject to Superior Court Mandamus review.
- 3) Successfully completed Fire Marshal exam.
- 4) Successfully completed Fire Equipment Mechanic examination.
- 5) Successfully planned and announced Assistant Fire Chief exam scheduled for February 7, 8, and 9.
- 6) Continued office operations improvement with removal of obsolete documents and digital storage of current documents.
- 7) Successfully completed the oral examination of 480 police officer candidates by the first time use of internal Police Department subject matter experts/assessors as well as extensive use of existing City civilian resources.
- 8) New permanent office staff (Deborah Brelsford, Lisa Kollman, Sandra Ferreira) have successfully been integrated into office operations and brought needed professionalism, customer service, and green thinking to the Civil Service office.

GENERAL FUND BUDGET  
CIVIL SERVICE APPROPRIATION SUPPLEMENT

ORG	OBJ Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
		ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01070000</b>	<b>CIVIL SERVICE</b>	<b>980,150</b>	<b>1,077,070</b>	<b>944,413</b>	<b>944,413</b>	<b>-132,657</b>
	51000 FULL TIME EARNED PAY	518,165	543,153	568,186	568,186	25,033
	51036 FT GRIEVANCE/ARB AWARD PAY	90,000	0	0	0	0
	51106 REGULAR STRAIGHT OVERTIME	5,220	6,000	6,000	6,000	0
	51108 REGULAR 1.5 OVERTIME PAY	11,699	5,000	5,000	5,000	0
	51116 HOLIDAY 2X OVERTIME PAY	308	0	0	0	0
	51140 LONGEVITY PAY	0	3,525	3,825	3,825	300
	51146 PROCTOR PAY	0	25,000	30,000	30,000	5,000
	51156 UNUSED VACATION TIME PAYOUT	6,151	0	0	0	0
	52360 MEDICARE	4,399	7,191	6,326	6,326	-865
	52385 SOCIAL SECURITY	3,510	8,598	4,680	4,680	-3,918
	52504 MERF PENSION EMPLOYER CONT	42,182	46,188	48,966	48,966	2,778
	52917 HEALTH INSURANCE CITY SHARE	65,743	40,859	46,461	46,461	5,602
	53050 PROPERTY RENTAL/LEASE	4,926	49,561	24,781	24,781	-24,780
	53605 MEMBERSHIP/REGISTRATION FEES	520	550	275	275	-275
	53705 ADVERTISING SERVICES	24,484	110,712	55,356	55,356	-55,356
	53905 EMP TUITION AND/OR TRAVEL REIM	310	921	461	461	-460
	54560 COMMUNICATION SUPPLIES	368	900	450	450	-450
	54640 HARDWARE/TOOLS	0	5,063	2,531	2,531	-2,532
	54675 OFFICE SUPPLIES	5,216	4,354	2,177	2,177	-2,177
	54700 PUBLICATIONS	654	530	265	265	-265
	54725 POSTAGE	0	32	16	16	-16
	55155 OFFICE EQUIPMENT RENTAL/LEAS	3,720	3,720	1,860	1,860	-1,860
	55530 OFFICE FURNITURE	1,194	2,700	1,350	1,350	-1,350
	56085 FOOD SERVICES	522	5,821	3,800	3,800	-2,021
	56110 FINANCIAL SERVICES	0	173	87	87	-86
	56130 LEGAL SERVICES	46,968	0	0	0	0
	56155 MEDICAL SERVICES	30,288	30,630	42,000	42,000	11,370
	56165 MANAGEMENT SERVICES	104,910	155,886	77,943	77,943	-77,943
	56175 OFFICE EQUIPMENT MAINT SRVCS	3,022	3,232	3,232	3,232	0
	56180 OTHER SERVICES	5,391	15,000	7,500	7,500	-7,500
	59010 MAILING SERVICES	281	960	480	480	-480
	59015 PRINTING SERVICES	0	810	405	405	-405

GENERAL FUND BUDGET

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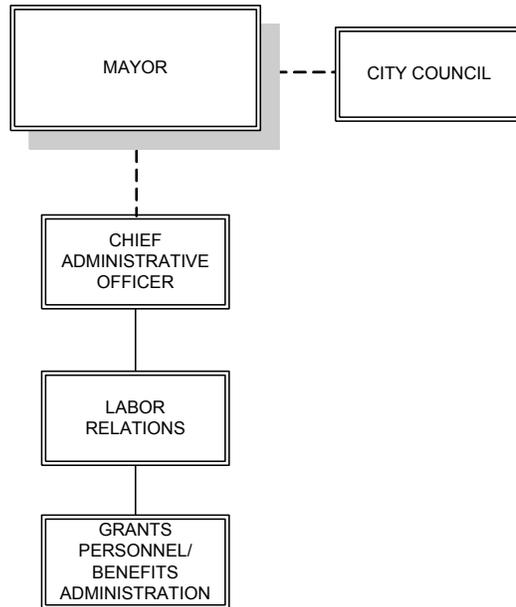
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GENERAL FUND BUDGET  
GRANTS PERSONNEL /  
BENEFITS ADMINISTRATION

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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 in the delivery of these benefits with frugality, skill and professional judgment.



GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS

BUDGET DETAIL

Janet Finch / Richard Weiner  
Managers

REVENUE SUMMARY

*Not applicable.*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01075000 HEALTH BENEFIT ADMINISTRATION</b>	<b>19,353,634</b>	<b>19,304,769</b>	<b>18,181,734</b>	<b>18,181,734</b>	<b>-1,123,035</b>
1075PS BENEFITS PERSONAL SVCS	409,579	639,306	661,679	661,679	22,373
2075TPS BENEFITS OTHER PERS SVCS	11,411	10,425	10,950	10,950	525
3075FB BENEFITS FRINGE BENEFITS	18,802,544	18,603,331	17,451,432	17,451,432	-1,151,899
4075EX BENEFITS OPER EXP	24,114	13,054	11,123	11,123	-1,931
6075SS BENEFITS SPEC SVCS	105,986	38,653	46,550	46,550	7,897
<b>01080000 EMPLOYEE &amp; ORGNZTNL DVLPMT</b>	<b>0</b>	<b>24,520</b>	<b>12,113</b>	<b>12,113</b>	<b>-12,407</b>
4080EX EOD OPER EXP	0	24,520	12,113	12,113	-12,407

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		BENEFITS MANAGER	87,225	89,516	2,291
	1.0		SENIOR PAYROLL ADMINISTRATOR	48,283	49,793	1,510
	1.0		ADMINISTRATIVE ASSISTANT	39,170	40,396	1,226
	1.0		HUMAN RESOURCE MANAGER	100,778	103,426	2,648
	1.0		EMPLOYEE SERVICES COORDINATOR	48,369	49,882	1,513
	1.0		BENEFITS COORDINATOR	51,998	53,625	1,627
	2.0		CLERK A	51,213	58,650	7,437
	1.0		HUMAN RESOURCES GENERALIST	45,200	46,614	1,414
	1.0		PAYROLL MANAGER	83,535	84,048	513
	1.0		PROJECT MANAGER	83,535	85,729	2,194
<b>01075000 Total</b>	<b>11.0</b>			<b>639,305</b>	<b>661,679</b>	<b>22,374</b>

**GENERAL FUND BUDGET**  
**GRANTS PERSONNEL/BENEFITS** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ESTIMATED 2009-2010	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>BENEFITS OFFICE</b>							
Number of plans managed	12	12	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	\$94,167,071	\$95,236,498	\$95,430,530
Annual Expenditure City and BOE, Active & Retired, Group Only	\$65,438,759	\$69,318,675	\$73,821,688	\$75,565,571	\$82,146,215	\$83,214,369	\$81,976,528
Annual Expenditure City and BOE, Active & Retired, WC Only	\$10,050,478	\$11,217,985	\$12,401,576	\$11,076,129	\$12,020,856	\$12,022,129	\$13,454,002
Annual group benefit expenses for City & BOE Employees Only	\$41,544,206	\$41,776,563	\$44,752,996	\$45,466,267	\$50,239,650	\$49,102,355	\$49,896,395
City and BOE Employees under administration	4,584	4,536	4,352	4,078	4,078	4,183	4,059
Annual benefit cost per active employee	\$9,063	\$9,210	\$10,215	\$11,149	\$12,320	\$11,739	\$12,292.78
Annual group benefit expenses for retired employees	\$24,130,200	\$26,743,768	\$29,451,573	\$30,099,304	\$31,906,565	\$24,571,204	\$21,395,222
Annual benefit cost per Medicare-eligible retired employee	\$3,551	\$3,719	\$3,986	\$3,452	\$4,184	<b>\$9,523,275</b>	<b>\$10,563,818</b>
Annual benefit cost per non-Medicare retired employee	\$12,044	\$15,420	\$10,582	\$15,600	\$17,973	\$18,134	\$17,437
Medicare-Eligible Retirees	2,071	2,137	2,220	2,298	2,298	2,320	2,405
Non-Medicare Eligible Retirees	1,393	1,219	1,425	1,345	1,421	1,355	1,227
Medicare-B reimbursements processed	733	758	759	781	784	785	760
Medicare-D subsidies requested	\$132,367	\$802,669	\$652,502	\$1,007,079	\$750,000	\$786,237	\$950,000
Early Retirement Re-insurance Reimbursement (new)							\$800,000
Retirement orientations conducted	15	37	26	41	40	50	50
COBRA enrollments administered	32	30	43	63	38	60	60
Insurance invoices prepared- number	144	139	150	173	173	209	209
Insurance invoices prepared - \$ volume	\$5,246,182	\$5,074,073	\$5,745,335	\$6,353,505	\$8,626,657	\$6,766,506	\$8,479,400
Wire transfers prepared - number	230	194	194	230	230	228	248
Wire transfers prepared - \$ volume	\$70,254,576	\$71,824,316	\$78,848,185	\$72,391,577	\$85,452,870	\$87,500,860	\$86,049,201
ASO reports prepared	60	60	60	60	60	60	66
Worker's Compensation Open Claims: start of year	229	318	560	601	682	682	482
Worker's Compensation Open Claims: end of year	318	560	576	682	622	482	500
WC Indemnity claims active at start of year	203	274	396	393	360	360	321
WC Indemnity claims filed (new)	175	174	125	106	100	123	110
WC Indemnity claims active at year end	274	396	391	360	375	321	300
WC Medical claims active at start of year	26	44	164	208	322	322	161
WC Medical claims filed (new)	532	475	539	493	450	456	500
WC Medical claims active at year end	44	164	185	322	300	161	160
WC Indemnity payments	\$3,231,104	\$3,758,830	\$3,356,374	\$3,028,519	\$3,400,000	\$3,314,255	\$3,464,466
WC Medical payments	\$3,507,736	\$3,268,161	\$4,503,524	\$3,616,505	\$4,800,000	\$4,543,187	\$4,806,917
WC Medical bills reviewed	13,189	14,741	14,202	11,470	11,500	7,683	5,000
Savings from Medical bill reviews	\$1,605,378	\$1,915,951	\$1,686,488	\$1,735,490	\$2,000,000	\$1,554,164	\$1,175,000
H & H Medical claims active at start of year	98	89	71	63	69	69	61
H&H Medical claims filed (new)	19	23	2	3	4	2	0
H&H Medical claims active at year end	102	90	73	69	77	61	60
H&H Indemnity claims active at start of year	239	244	247	266	254	254	246
H&H Indemnity claims active at year end	233	247	266	254	255	246	246
H&H Indemnity claims filed (new)	3	2	14	7	14	19	12
Heart & Hypertension Payments	\$2,684,086	\$3,270,880	\$3,356,374	\$2,624,931	\$3,100,000	\$3,127,297	\$4,300,000
Safety meetings conducted	116	78	65	76	60	38	44
WC accident investigation conducted	197	403	414	401	400	329	490
Accident prevention training sessions conducted	25	3	3	14	10	12	15
Transitional duty assignments administered	242	263	203	186	225	212	180

**FY 2011-2012 GOALS**

- 1) Continue participation in Medicare-D subsidy programs.
- 2) Continue participation in the Early Retirement Reinsurance Program and assure the most cost effective compliance with requirements of the Affordable Care Act.
- 3) Evaluate the City's participation in Medicare medical and drug programs to achieve the most cost effective programs.
- 4) Conclude evaluation of feasibility of workers compensation audit and proceed if appropriate.

**FY 2010-2011 GOAL STATUS**

- 1) Complete the implementation of the new medical plan on a timely basis.  
6 MONTH STATUS: The medical plan has been implemented successfully. Weekly claim expenses are reported by the appropriate accounting line directly on the cash disbursement request eliminating the need for "wash account" and subsequent posting steps by Finance. Issues that have arisen in connection with this implementation have been minor and resolved.
- 2) Conduct an audit of workers compensation paid claims.  
6 MONTH STATUS: An evaluation of workers compensation audit practices was conducted. We have learned that audits of this nature are typically operational in nature, meaning all facets of an organization's workers compensation program are reviewed rather than being specifically focused on claim payments processes. The reason, we've learned, is that state

## GENERAL FUND BUDGET

### GRANTS PERSONNEL/BENEFITS

### PROGRAM HIGHLIGHTS

statutes regulate how workers' compensation third party administrators pay claims making it a system that is not prone to egregious payment errors. Operational audits are more expensive than anticipated. While the City's workers compensation program could undoubtedly benefit from a full scale audit a more careful cost/benefit analysis is needed before we proceed. Nevertheless, funding for an operational audit has been included in the FY-12 budget request.

- 3) Continue participation in the Medicare-D Retiree Drug Subsidy.  
6 MONTH STATUS: An application for participation in the Retiree Drug Subsidy was submitted for calendar year 2011. Thus far in FY-11, subsidy payments totaling \$817,672 have been received.
- 4) Review the benefit of continuing participation with the Fully Insured Medicare Advantage HMO.  
6 MONTH STATUS: The City was fortunate in obtaining a competitive proposal for calendar year 2011 to replace the carrier which was leaving the Connecticut market at the end of 2010.

### FY 2010-2011 ADDITIONAL ACCOMPLISHMENTS

- 1) Implement obligations and leverage opportunities of the Affordable Care Act of 2010.  
6 MONTH STATUS: With the passage of the Act in February, 2010, various requirements and opportunities arose which required our attention. Two principal requirements taking effect in January, 2011 called for enrollment of adult children through age 26, elimination of annual limits for durable medical benefits and co-payments for preventive care. A provision of the Act, the Early Retirement Reinsurance Program (ERRP) created an opportunity for the City to receive federal subsidies for certain expenses associated with medical benefits for non-Medicare-eligible retirees. The City application for this program was accepted. Thus far, the City has received a subsidy payment of \$487,418.

GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS                      APPROPRIATION SUPPLEMENT

ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01075000</b>	<b>HEALTH BENEFIT ADMINISTRATION</b>	<b>19,353,634</b>	<b>19,304,769</b>	<b>18,181,734</b>	<b>18,181,734</b>	<b>-1,123,035</b>
	51000 FULL TIME EARNED PAY	409,579	639,306	661,679	661,679	22,373
	51106 REGULAR STRAIGHT OVERTIME	426	0	0	0	0
	51108 REGULAR 1.5 OVERTIME PAY	36	0	0	0	0
	51140 LONGEVITY PAY	0	10,425	10,950	10,950	525
	51156 UNUSED VACATION TIME PAYOUT	10,949	0	0	0	0
	52004 DENTAL HMO - WPCA ACTIVE	1,000	0	0	0	0
	52008 DENTAL HMO - COBRA/RETIREE	1,500	400	400	400	0
	52016 DENTAL HMO - BOE GRANTS	4,800	0	0	0	0
	52020 DENTAL PPO FEE - WPCA ACTIVE	200	0	0	0	0
	52024 DENTAL PPO - COBRA/RETIREE	1,100	2,100	2,100	2,100	0
	52032 DENTAL PPO - BOE GRANTS	11,600	0	0	0	0
	52104 VISION FEE - WPCA ACTIVE	100	0	0	0	0
	52108 VISION FEE - COBRA/RETIREE	400	600	600	600	0
	52114 VISION FEE - BOE GRANTS	1,900	0	0	0	0
	52124 VISION CLMS-BOE GRANTS	16,100	0	0	0	0
	52127 VISION CLMS-WPCA	900	0	0	0	0
	52129 VISION CLMS-CITY RETIREES	3,000	5,200	5,200	5,200	0
	52154 LIFE INSURANCE CIVIL SERVICE	27	0	0	0	0
	52162 CLMS DNTL- BOE GRANTS	233,000	0	0	0	0
	52166 CLMS DNTL- CITY RETIREES	25,000	44,600	157,130	157,130	112,530
	52169 CLMS DNTL- WPCA	7,000	0	0	0	0
	52258 STATE OF CT ANNUAL ASMT FEE	236,000	300,000	302,000	302,000	2,000
	52260 CT 2ND INJURY FUND ASSESSM	357,800	270,200	251,700	251,700	-18,500
	52262 WORKERS' COMP ADM FEE	500,000	479,000	430,000	430,000	-49,000
	52270 WORKERS' COMP INDM - GEN G	98,000	99,800	100,000	100,000	200
	52278 WORKERS' COMP INDM - WPCA	31,000	0	0	0	0
	52286 WORKERS' COMP MED - GEN GO	223,000	205,500	200,000	200,000	-5,500
	52294 WORKERS' COMP MED - WPCA	1,000	0	0	0	0
	52360 MEDICARE	3,352	7,727	7,497	7,497	-230
	52361 MEDICARE PART B REIMB FIRE/POL	885,000	920,300	0	0	-920,300
	52385 SOCIAL SECURITY	1,431	9,338	9,338	9,338	0
	52402 RX CLAIMS - BOE GRANTS	624,000	0	0	0	0
	52408 RX CLAIMS - WPCA	22,000	0	0	0	0
	52418 RX ADM - BOE GRANTS	500	0	0	0	0
	52426 RX ADM - RETIREES	8,900	6,300	0	0	-6,300
	52436 RX CLAIMS - CITY RET & COBRA	1,657,000	2,352,600	2,445,500	2,445,500	92,900
	52504 MERF PENSION EMPLOYER CONT	29,876	48,565	75,431	75,431	26,866
	52700 HEALTH ASO FEES: BOE GRANTS	164,900	0	0	0	0
	52703 HEALTH ASO FEES: WPCA ACTIVE	3,000	0	0	0	0
	52704 HEALTH ASO FEES: CITY RETIREES	296,700	320,400	8,380	8,380	-312,020
	52709 HEALTH ASO FEES: WORKERS COMP	3,800	4,200	0	0	-4,200
	52710 CLMS MENTAL HEALTH - BOE GRANT	86,500	0	0	0	0
	52725 CLMS MENTAL HEALTH - WRKR COMP	131,500	0	0	0	0
	52730 CLMS MENTAL HEALTH - WPCA	2,000	0	0	0	0
	52740 CLMS MENTAL HEALTH - CITY RETI	394,300	0	0	0	0
	52760 CLAIMS CHIROPRACTIC - BOE GRNT	45,300	0	0	0	0
	52780 CLAIMS CHIROPRACTIC - WPCA	400	0	0	0	0
	52790 CLMS CHIROPRACTIC - CITY RETIR	79,000	0	0	0	0
	52810 CLMS SKLD NURSING-BOE GRNT	212,600	0	0	0	0

GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS                      APPROPRIATION SUPPLEMENT

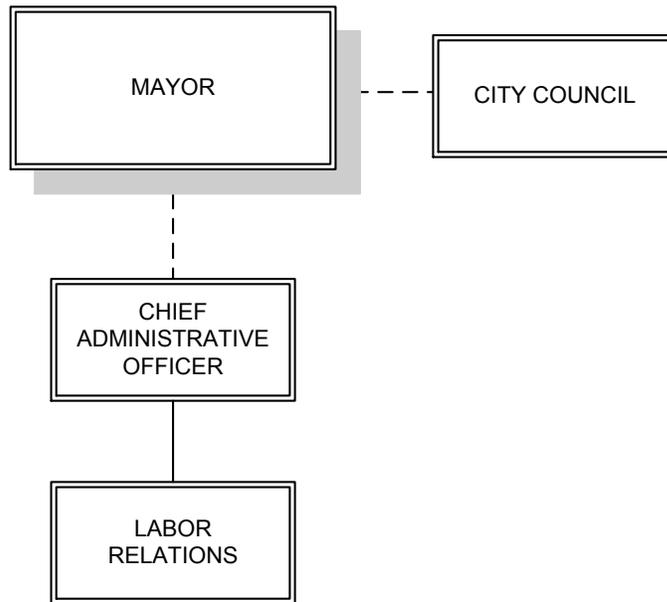
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01075000</b>	<b>HEALTH BENEFIT ADMINISTRATION</b>	<b>19,353,634</b>	<b>19,304,769</b>	<b>18,181,734</b>	<b>18,181,734</b>	<b>-1,123,035</b>
	52860 CLAIMS DR/HSPTLS - BOE GRANTS	3,024,700	0	0	0	0
	52875 CLAIMS DR/HSPTLS - WORKER COMP	69,000	309,100	0	0	-309,100
	52880 CLAIMS DR/HSPTLS - WPCA ACTIVE	126,100	0	0	0	0
	52890 CLAIMS DR/HSPTLS-CITY RETIREES	11,516,200	8,866,777	6,389,633	6,389,633	-2,477,144
	52891 MEDICAL MEDICARE RETIREES F/P	1,237,000	1,515,900	1,029,400	1,029,400	-486,500
	52892 MEDICAL MEDICARE CSG	1,036,000	1,321,400	5,719,300	5,719,300	4,397,900
	52893 RX MEDICARE F/P	582,000	661,300	0	0	-661,300
	52894 RX MEDICARE CSG	1,643,000	1,642,300	0	0	-1,642,300
	52898 ASO FEES:MEDICAL MEDICARE F&P	48,000	40,600	0	0	-40,600
	52899 ASO FEES:MEDICAL MEDICARE CSG	51,000	53,700	48,400	48,400	-5,300
	52916 EMPLOYEE ASSISTANCE PROGRAM	0	38,000	38,000	38,000	0
	52917 HEALTH INSURANCE CITY SHARE	72,783	92,301	134,423	134,423	42,122
	52920 HEALTH BENEFITS BUYOUT	0	30,000	97,000	97,000	67,000
	52926 HEALTH CAPITATION: CITY GRANTS	1,189,606	-1,044,877	0	0	1,044,877
	52931 CITY/GRANTS EMPLY HEALTH COPAY	-8,199,331	0	0	0	0
	53605 MEMBERSHIP/REGISTRATION FEES	0	1,875	250	250	-1,625
	53705 ADVERTISING SERVICES	15,689	1,300	750	750	-550
	53710 OTHER COMMUNICATION SERVICES	0	575	750	750	175
	53750 TRAVEL EXPENSES	0	169	0	0	-169
	53905 EMP TUITION AND/OR TRAVEL REIM	0	375	188	188	-187
	54595 MEETING/WORKSHOP/CATERING FOOD	0	375	250	250	-125
	54675 OFFICE SUPPLIES	3,617	3,750	4,300	4,300	550
	55155 OFFICE EQUIPMENT RENTAL/LEAS	4,808	4,635	4,635	4,635	0
	56090 ACTUARIAL SERVICES	13,500	13,500	12,000	12,000	-1,500
	56100 AUDITING SERVICES	0	0	0	0	0
	56115 HUMAN SERVICES	9,292	10,000	20,000	20,000	10,000
	56165 MANAGEMENT SERVICES	83,099	10,000	12,700	12,700	2,700
	56175 OFFICE EQUIPMENT MAINT SRVCS	95	4,073	1,250	1,250	-2,823
	59015 PRINTING SERVICES	0	1,080	600	600	-480
<b>01080000</b>	<b>EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>	<b>0</b>	<b>24,520</b>	<b>12,113</b>	<b>12,113</b>	<b>-12,407</b>
	53610 TRAINING SERVICES	0	22,500	11,250	11,250	-11,250
	55145 EQUIPMENT RENTAL/LEASE	0	225	113	113	-112
	56085 FOOD SERVICES	0	1,795	750	750	-1,045

# LABOR RELATIONS

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## 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.



GENERAL FUND BUDGET

LABOR RELATIONS

BUDGET DETAIL

Lawrence Osborne  
*Manager*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
					FY2011 BUDGET
<b>01085000 LABOR RELATIONS</b>	<b>585,759</b>	<b>649,835</b>	<b>662,726</b>	<b>662,726</b>	<b>12,891</b>
1085PS LABOR RELATIONS PERSONAL SVCS	399,745	460,838	473,525	473,525	12,687
2085TPS LABOR RELATIONS OTHER PERS SVCS	10,046	4,350	4,575	4,575	225
3085FB LABOR RELATIONS FRNG BENEFIT	99,280	121,567	123,287	123,287	1,720
4085EX LABOR RELATIONS OPER EXP	6,943	9,458	7,717	7,717	-1,741
6085SS LABOR RELATIONS SPEC SVCS	69,745	53,622	53,622	53,622	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		ADMINISTRATIVE ASSISTANT (40 H	68,345	72,301	3,956
	1.0		SECRETARY	45,843	47,277	1,434
	1.0		DEPUTY DIRECTOR OF LABOR RELAT	95,197	97,698	2,501
	1.0		DIRECTOR LABOR RELATIONS	119,932	123,082	3,150
	1.0		LABOR RELATIONS OFFICER	62,651	64,297	1,646
			SR. LABOR RELATIONS OFFICER	68,870	68,870	
<b>01085000 Total</b>	<b>5.0</b>	<b>1.0</b>		<b>460,837</b>	<b>473,525</b>	<b>12,688</b>

GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>LABOR RELATIONS</b>						
Total contracts processed	13	14	15	0	9	14
<i>Open</i>	13	14	0	11	5	3
<i>Settled</i>	0	8	13	0	9	11
<i>Average length of time to settle</i>	N/A 21 months    9 months 18 months    3 months    9 months					
Total grievances processed	255	188	210	136	101	161
# of State Labor Relations Board Complaints	35	32	35	69	24	2
# of other Complaints/Investigations	N/A	135	135	78	62	58
# of Disciplinary Hearings	45	51	56	58	53	61
# of Policies Developed	5	5	5	0	0	5

**FY 2011-2012 GOALS**

- 1) Negotiate the last three (3) remaining open collective bargaining contracts: NAGE; Police, Local 1159 and AFSCME, Local 1522.
- 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 arbitrations and Connecticut State Board of Labor Relations hearings.
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.
- 6) Continue to work with LIUNA (Laborers' International Union of North America) as necessary on the reclassification study. Rewriting of existing job descriptions of LIUNA bargaining unit positions is complete. Reclassification and wage survey analysts continues.
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
- 8) Continue to negotiate to implement a Reasonable Suspicion Drug Testing Policy for the Fire Department, mimicking the Drug Testing Policy for the Police Department.
- 9) Continue to negotiate transfer of Fire union membership to participate in Connecticut Municipal Employees Retirement System.

**FY 2010-2011 GOAL STATUS**

- 1) Negotiate open collective bargaining contracts and/or issues and resolve those contracts/issues in a manner consistent with the goals and objectives of City management.  
6 MONTH STATUS: Complete.
- 2) Negotiate/arbitrate for benefit costs savings in open union contracts. Work with the Benefits Manager and other City/Board of Education staff and consultants to meet budgetary goals for benefit costs and to implement/negotiate measures to control the costs of benefits for City/Board of Education employees and retirees. Audit the pharmacy benefits manager contract and make allowable adjustments where needed.  
6 MONTH STATUS: Underway.
- 3) Successfully represent the City's interests in arbitrations and Connecticut State Board of Labor Relations hearings.  
6 MONTH STATUS: Complete.
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.  
6 MONTH STATUS: A continuous process.
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.  
6 MONTH STATUS: A continuous process.

GENERAL FUND BUDGET

LABOR RELATIONS      PROGRAM HIGHLIGHTS / APPROPRIATION SUPPLEMENT

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- 6) Continue to work with LIUNA (Laborers' International Union of North America) as necessary to research the reclassification and rewriting of existing job descriptions of LIUNA bargaining unit positions.  
6 MONTH STATUS: Complete.
  
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearing.  
6 MONTH STATUS: A continuous process.
  
- 8) Continue to undertake the necessary action (negotiation) to assume a smooth transition of personnel for the forthcoming consolidated public safety and training dispatch center.  
6 MONTH STATUS: Complete.

**FY 2010-2011 GOAL STATUS**

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- 1) Successfully negotiated eleven (11) open collective bargaining agreements and resolved contracts/issues in a manner consistent with the goals and objectives of City management.
- 2) Successfully negotiated furlough concessions.
- 3) Successfully negotiated new or accelerated PCS contributions in [contracts]: Building Trades; BCSA; LIUNA; Fire. Continue to negotiate PCS in remaining bargaining units.
- 4) Designed and implemented a new vacation carry over/buy-out policy acceptable to I.R.S.

**APPROPRIATION SUPPLEMENT**

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ORG	OBJ Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
		ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01085000</b>	<b>LABOR RELATIONS</b>	<b>585,759</b>	<b>649,835</b>	<b>662,726</b>	<b>662,726</b>	<b>12,891</b>
	51000 FULL TIME EARNED PAY	399,745	460,838	473,525	473,525	12,687
	51140 LONGEVITY PAY	0	4,350	4,575	4,575	225
	51156 UNUSED VACATION TIME PAYOUT	10,046	0	0	0	0
	52360 MEDICARE	1,539	3,963	2,861	2,861	-1,102
	52385 SOCIAL SECURITY	14	4,270	4,270	4,270	0
	52504 MERF PENSION EMPLOYER CONT	30,543	44,194	46,131	46,131	1,937
	52917 HEALTH INSURANCE CITY SHARE	67,185	69,140	70,025	70,025	885
	53605 MEMBERSHIP/REGISTRATION FEES	930	1,779	890	890	-889
	53905 EMP TUITION AND/OR TRAVEL REIM	344	1,704	852	852	-852
	54675 OFFICE SUPPLIES	1,656	1,914	1,914	1,914	0
	54705 SUBSCRIPTIONS	4,013	4,061	4,061	4,061	0
	56130 LEGAL SERVICES	13,160	0	0	0	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	6,382	4,122	3,622	3,622	-500
	56180 OTHER SERVICES	50,203	49,500	50,000	50,000	500

GENERAL GOVERNMENT DIVISIONS  
**PENSIONS/BENEFITS**  
 BUDGET DETAIL

Dawn Norton  
*Manager*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
						FY2011 BUDGET
<b>01086000 PENSIONS</b>		<b>76,725</b>	<b>91,388</b>	<b>74,338</b>	<b>91,388</b>	<b>0</b>
	52515 LIUNA PENSION	45,621	50,000	50,000	50,000	0
	52519 ICMA PENSION EMPLOYER CONTRIBU	7,104	7,288	7,288	7,288	0
	56090 ACTUARIAL SERVICES	24,000	34,100	17,050	34,100	0
<b>01088000 OTHER FRINGE BENEFITS</b>		<b>1,666,913</b>	<b>1,858,476</b>	<b>1,638,976</b>	<b>1,638,976</b>	<b>-219,500</b>
	51108 REGULAR 1.5 OVERTIME PAY	182	0	0	0	0
	51140 LONGEVITY PAY	341,778	0	0	0	0
	51152 SEVERANCE PAY	0	20,000	0	0	-20,000
	51154 UNUSED SICK TIME PAYOUT	283,919	275,000	137,500	137,500	-137,500
	51156 UNUSED VACATION TIME PAYOUT	0	300,000	300,000	300,000	0
	51314 UNUSED VACATION PAY RETIREMENT	43,858	225,000	175,000	175,000	-50,000
	51318 PERSONAL DAY PAYOUT RETIREMENT	8,830	30,000	30,000	30,000	0
	51324 LONGEVITY RETIREMENT	1,336	0	0	0	0
	52204 LT DISABILITY UNAFFILIATED	0	12,000	0	0	-12,000
	52360 MEDICARE	-3,640	0	0	0	0
	52385 SOCIAL SECURITY	122,466	0	0	0	0
	52397 UNEMPLOYMENT	520,714	670,000	670,000	670,000	0
	52504 MERF PENSION EMPLOYER CONT	290,114	283,976	283,976	283,976	0
	52602 TUITION: SUPERVISORS	1,800	10,000	10,000	10,000	0
	52604 TUITION: LIUNA	8,144	12,500	12,500	12,500	0
	52608 TUITION: OTHER UNIONS	3,600	10,000	10,000	10,000	0
	52610 TUITION: AFSCME	5,712	10,000	10,000	10,000	0
	52917 HEALTH INSURANCE CITY SHARE	0	0	0	0	0
	56180 OTHER SERVICES	38,101	0	0	0	0

GENERAL GOVERNMENT DIVISIONS

PENSIONS/BENEFITS

PROGRAM HIGHLIGHTS

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PROGRAM SUMMARY

All full-time employees of the City, except for Board of Education personnel, police, firefighters, janitors and engineers participate in the Connecticut Municipal Employees' Retirement Fund B (CMERF), a cost-sharing multiple employer public employee retirement system administered by the State of Connecticut. All benefits vest after 5 years of continuous service. Members who retire after age 55 with 15 years of service or after 25 years of service, irrespective of age, are entitled to an annual retirement benefit, payable monthly for life, in an amount for each year of service equal to: 2% of the average of earnings for the three highest paid years of service (if not covered by social security) or (if covered by social security) 1-1/6% of the average earnings not in excess of the taxable wage base for the 10 highest paid years, plus 2% of the average earnings for the three highest paid years of service which is in excess of the average of earnings not in excess of the taxable wage base for the 10 highest paid years. CMERF also provides death and disability benefits.

Benefits and other plan provisions are established by State statute. Covered employees are required by Connecticut statute to contribute 2-1/4% of earnings upon which social security tax is paid plus 5% of earnings upon which no social security tax is paid. The City is required to make contributions as set by the State Retirement Commission to fund the remaining cost. The employer contribution represents 7.00% of covered payroll. The City's contributions for the years ending June 30, 2007, 2006 and 2005 were \$5,312,000, \$4,749,000 and \$3,367,000, respectively, equal to the required contributions for each year. The financial statements of the plan are available from the State Treasurer for the CMERF Fund, 55 Elm Street, Hartford, CT 06106.

The City maintains and administers four single employer defined benefit pension plans which cover substantially all of the employees of the City with the exception of those covered under CMERF and the State Teachers' Retirement System. The costs of administering the plans are paid by each individual plan. Stand alone plans are not available for these plans. The four City plans are as follows: 1) Public Safety A Investment and Pension Trust (Plan A) 2) Police Retirement Plan B 3) Firefighters' Retirement Plan B 3) Janitors' and Engineers' Retirement Plan. The Police Retirement Plan B and the Firefighters' Retirement Plan B are funded on an actuarial basis; the Janitors' and Engineers' Retirement Plan is funded on a "pay as you go" basis, that is, the City's contribution to the plan is the amount necessary to pay annual benefits. The City makes contributions to Plan A equal to the actuarially determined Normal Cost amounts. The net pension obligation and the contribution requirements are actuarially determined. Plan A is a closed plan and as such no new enrollments have been allowed since January 1, 1984.

In August 1985, the City purchased an annuity contract for approximately \$75 million to fund a portion of the net pension obligation for Plan A. The plan assets available for benefits and the net pension obligation amounts for Plan A exclude the plan assets and pension obligations covered by the above mentioned annuity contract. For the year ended June 30, 2008, approximately \$2,902,000 of benefits were provided through this annuity contract.

In August 2000, the City issued \$350,000,000 of taxable general obligation pension funding bonds. The proceeds of these bonds were transferred into Plans A's Investment Trust (the "A Trust"). The proceeds and any future investment earnings are to be used to make contributions to the Plan A or to pay benefits on behalf of the Plan. The City can, however, withdraw from the Plan A Trust the greater of: 1) 20% of the amount by which the A Trust assets exceed the present value of accrued Plan benefits (\$360,619,000 based on the July 1, 2006 actuarial valuation) or 2) the amount of the Plan A Trust assets in excess of 110% of the present value of accrued Plan benefits.

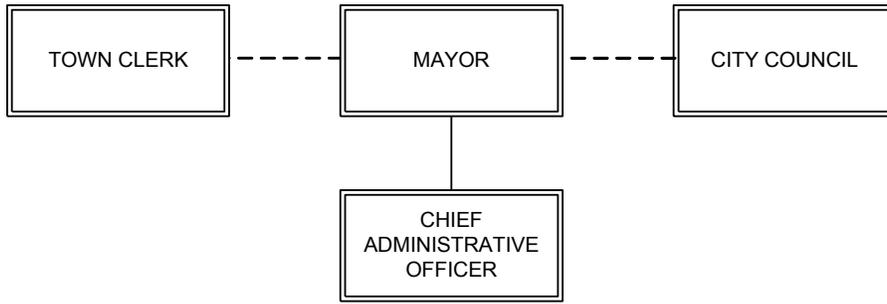
GENERAL GOVERNMENT DIVISIONS

TOWN CLERK

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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.



GENERAL FUND BUDGET

TOWN CLERK

BUDGET DETAIL

Alma L. Maya  
Town Clerk

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01090000</b>	<b>TOWN CLERK</b>	<b>1,537,065</b>	<b>1,542,300</b>	<b>1,545,800</b>	<b>1,545,800</b>	<b>3,500</b>
	41208 DEEDS/CERTIFICATIONS	451,253	400,000	400,000	400,000	0
	41209 CERTIFIED COPIES	33,472	0	0	0	0
	41210 LIQUOR APPLICATION/PERMIT	840	700	700	700	0
	41211 DOG LICENSES	-13,124	15,000	500	500	-14,500
	41225 CONVEYANCE TAX ASSIGNMENT	1,008,818	1,100,000	1,100,000	1,100,000	0
	41237 TRADE NAMES	4,090	0	2,000	2,000	2,000
	41242 TOWN FUND	18,464	0	0	0	0
	41244 NOTARY COMMISSION	2,410	2,500	2,500	2,500	0
	41245 POLITICALCOMMITTEELATEFILINGFE	100	100	100	100	0
	41306 CITY FARM FUND	18,688	18,000	20,000	20,000	2,000
	41376 STATE DOG LICENSE FEE	274	0	0	0	0
	41377 STATE DOG LICENSE SURCHARGE	124	0	0	0	0
	41378 STATE FARM FUND	2,556	0	0	0	0
	41381 VACANT PROPERTY FEES	9,100	6,000	20,000	20,000	14,000

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01090000 TOWN CLERK</b>	<b>620,470</b>	<b>676,172</b>	<b>732,066</b>	<b>737,221</b>	<b>61,049</b>
1090PS TOWN CLERK PERSONAL SVCS	297,511	313,532	347,702	347,702	34,170
2090TPS TOWN CLERK OTHER PERS SVCS	4,595	9,225	10,125	10,125	900
3090FB TOWN CLERK FRINGE BENEFITS	91,147	101,996	107,430	107,430	5,434
4090EX TOWN CLERK OPER EXP	16,326	39,396	43,809	48,964	9,568
6090SS TOWN CLERK SPEC SVCS	210,891	212,023	223,000	223,000	10,977

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		TOWN CLERK	32,117	32,961	844
	1.0		TYPIST II	71,916	64,722	-7,194
	1.0		ASSISTANT TOWN CLERK I	64,157	65,842	1,685
	1.0		ASSISTANT TOWN CLERK II	55,236	56,687	1,451
			CLERICAL ASSISTANT	14,616	52,000	37,384
	1.0		TYPIST I	33,608	33,608	
	1.0		MINI COMPUTER OPERATOR (35 HOU	41,882	41,882	
<b>01090000 Total</b>	<b>6.0</b>	<b>1.0</b>		<b>313,532</b>	<b>347,702</b>	<b>34,170</b>

GENERAL FUND BUDGET

TOWN CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>TOWN CLERK</b>						
Total documents (1)	43,166	45,393	34,895	29,611	28,851	32,194
Copies (2)	25,387	28,780	23,322	29,113	22,659	34,634
Certifications	3,671	11,659	14,245	5,308	6,976	8,360
Dog licenses (including transfers & duplicates)	1,079	822	1,086	949	813	724
Liquor Licenses	289	289	299	289	266	322
Sportsmen Licenses (3)	1,233	1,169	716	93	0	0
Notary Public Services (4)	350	261	465	468	378	604
Trade Names	1,135	1,133	1,026	863	747	411
Vacant Property Filings (5)					97	604

- (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 now registering vacant properties. Public Act 09-144 Neighborhood Protection Act requires owners of foreclosed properties to maintain specified standards to prevent blight. Registration with the town clerk is a \$100 fee, which should positively impact revenues.

FY 2011-2012 GOALS

- 1) Provide a computer for each employee at their individual workstation.
- 2) Hire an additional full-time employee in order to increase office hours to five days per week.
- 3) Add more shelving in the vault to accommodate more permanent land records.
- 4) Archive older maps to increase present map storage.
- 5) Initiate the second phase of conversion of old records to new books and availability on computers.
- 6) Continue map project to digitize and microfilm maps for easier storage and access of maps and also the preservation of hard copies of maps with help from the historic preservation grant.
- 7) Researching ways to automate the absentee ballot process.
- 8) Cleaning and organization of election records.
- 9) The cross training of employees in the department.
- 10) Continue to apply for historic preservation grant.

FY 2010-2011 GOAL STATUS

- 1) Provide a computer for each employee at their individual workstation.  
6 MONTH STATUS: Not complete.
- 2) Hire an additional full-time employee in order to increase office hours to five days per week.  
6 MONTH STATUS: Not complete.
- 3) Add shelving in the vault to accommodate more permanent land records.  
6 MONTH STATUS: We are in the process of adding more shelving, so progress on this goal has been made.
- 4) Archive older maps to increase present map storage.  
6 MONTH STATUS: We continue to make progress toward this goal.
- 5) Continue adding more maps to the map-imaging program.  
6 MONTH STATUS: This is in progress.

GENERAL FUND BUDGET  
TOWN CLERK PROGRAM HIGHLIGHTS / APPROPRIATION SUPPLEMENT

- 6) Complete preservation survey and report with the assistance of Historic Preservation grant—we will use the information gathered from this report to make adjustments to our work environment.  
6 MONTH STATUS: The survey and report are complete.
- 7) Successfully complete three election cycles.  
6 MONTH STATUS: Complete.

FY 2010-2011 ADDITIONAL ACCOMPLISHMENTS

- 1) We are finishing the final corrections from the re-indexing of our land records.
- 2) The renovation to our office is complete.
- 3) Time clock put in place to better monitor employee attendance.
- 4) We are up to date on the indexing and returning of documents. This means that recordings are available to be viewed one to two days from recording. Also, the return of the original documents and printing of books has also remained current.
- 5) Renovation of the vault is progressing.
- 6) Map imaging program is in place. In the past maps could not be viewed on a computer. They were only available in very books. This new program allows many features. The printing of these maps are now available. The Historic Preservation Grant allowed for us to scan approximately twelve of our fifty-four volumes. This is an ongoing project.

APPROPRIATION SUPPLEMENT

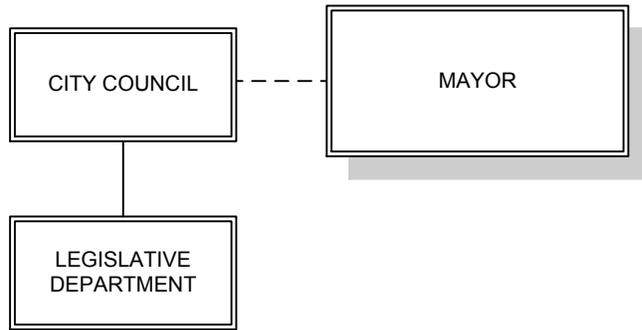
ORG	OBJ Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
		ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01090000</b>	<b>TOWN CLERK</b>	<b>620,470</b>	<b>676,172</b>	<b>732,066</b>	<b>737,221</b>	<b>61,049</b>
	51000 FULL TIME EARNED PAY	297,511	313,532	347,702	347,702	34,170
	51106 REGULAR STRAIGHT OVERTIME	666	1,100	1,100	1,100	0
	51108 REGULAR 1.5 OVERTIME PAY	86	1,900	1,900	1,900	0
	51140 LONGEVITY PAY	956	6,225	7,125	7,125	900
	51156 UNUSED VACATION TIME PAYOUT	2,887	0	0	0	0
	52360 MEDICARE	1,460	3,128	2,955	2,955	-173
	52385 SOCIAL SECURITY	366	906	3,224	3,224	2,318
	52504 MERF PENSION EMPLOYER CONT	22,900	28,989	30,431	30,431	1,442
	52917 HEALTH INSURANCE CITY SHARE	66,421	68,973	70,820	70,820	1,847
	53605 MEMBERSHIP/REGISTRATION FEES	370	625	2,500	2,500	1,875
	53705 ADVERTISING SERVICES	4,433	6,024	7,500	7,500	1,476
	53725 TELEVISION SERVICES	599	1,000	1,000	1,000	0
	54555 COMPUTER SUPPLIES	1,080	810	405	810	0
	54675 OFFICE SUPPLIES	4,711	2,500	1,250	2,500	0
	54680 OTHER SUPPLIES	80	7,000	3,500	7,000	0
	54705 SUBSCRIPTIONS	0	68	34	34	-34
	55090 ELECTION EQUIPMENT	2,438	18,750	25,000	25,000	6,250
	55155 OFFICE EQUIPMENT RENTAL/LEAS	2,616	2,620	2,620	2,620	0
	56055 COMPUTER SERVICES	210,000	210,000	220,000	220,000	10,000
	56175 OFFICE EQUIPMENT MAINT SRVCS	891	2,023	3,000	3,000	977

GENERAL GOVERNMENT DIVISIONS  
LEGISLATIVE DEPARTMENT

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MISSION STATEMENT

The office of Legislative Services provides professional staff support to the members of the City Council at their request and facilitates the work of the Council so that the citizens of Bridgeport are better served by their representatives.



GENERAL FUND BUDGET

LEGISLATIVE

BUDGET DETAIL

Thomas McCarthy  
City Council President

Thomas White  
Legislative Director

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01095000 LEGISLATIVE DEPARTMENT</b>	<b>174,366</b>	<b>355,547</b>	<b>295,137</b>	<b>382,903</b>	<b>27,356</b>
1095PS LEGISLATIVE PERSONAL SVCS	65,785	46,555	47,411	85,427	38,872
2095TPS LEGISLATIVE PERS SERVICE	86,622	180,000	180,000	180,000	0
3095FB LEGISLATIVE FRINGE BENEFITS	7,245	12,906	9,429	9,429	-3,477
4095EX LEGISLATIVE OPER EXP	9,981	9,150	4,828	4,828	-4,322
6095SS LEGISLATIVE SPEC SVCS	4,733	106,936	53,469	103,219	-3,717

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		LEGISLATIVE DIRECTOR	46,555	47,411	856
	1.0		ADMINISTRATIVE ASSISTANT		38,016	38,016
<b>01095000 Total</b>	<b>2.0</b>			<b>46,555</b>	<b>85,427</b>	<b>38,872</b>

GENERAL FUND BUDGET

LEGISLATIVE

PROGRAM HIGHLIGHTS

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FY 2011-2012 GOALS

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- 1) On the whole work to maintain and improve level and detail of support to the members of the City Council with minimal staffing level, employing creative management approaches, refined time management techniques and use of available technology.
- 2) Assist City Council in the introduction of the Executive Summary and Financial Impact requirement for communications requiring Council action.
- 3) Refine and implement recommendations to improve overall workflow and interaction between the Office of the City Clerk and the Council's Office of Legislative Services.
- 4) Organize 'Ethics for Elected Officials' training session for City Council Members to comply with revisions to the City's Code of Ethics Ordinance.
- 5) Resume monthly meetings of Office of Legislative Services staff and City Attorney to review and report status of requests from Council Members and Committees.
- 6) Assist City Council Members and Committees with projects as requested, such as the Special Committee on Redistricting charge to develop new City Council district lines.

FY 2010-2011 GOAL STATUS

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- 1) Maintain and improve level and detail of support to the members of the City Council with minimal staffing level, employing creative management approaches, refined time management techniques and use of available technology.  
6 MONTH STATUS: Various techniques being utilized, including flexible hours, volunteers and providing assistance to Council Members using instruction from ITS.
- 2) Introduce Executive Summary system for communications requiring Council action.  
6 MONTH STATUS: Council Rules being amended to reflect requirement for executive summary, including financial impact, for all items submitted for Council approval.
- 3) Interact with Human Resource Department to complete details for staff salary analysis and necessary Council action to establish internal wage equity.  
6 MONTH STATUS: Cancelled.
- 4) Make recommendations to address issues of the flow of information between the Office of the City Clerk and the Office of Legislative Services.  
6 MONTH STATUS: Under review by Council Leadership.
- 5) Implement remote access use of Laser Fiche system to access City Council records.  
6 MONTH STATUS: Being reviewed as part of overall recommendations for operational improvements.
- 6) Assist Council Members with introduction of District newsletters.  
6 MONTH STATUS: None produced to date.
- 7) Refine use of QAlert system for tracking and reporting.  
6 MONTH STATUS: The impact of changes to software being reviewed.

GENERAL FUND BUDGET  
 LEGISLATIVE APPROPRIATION SUPPLEMENT

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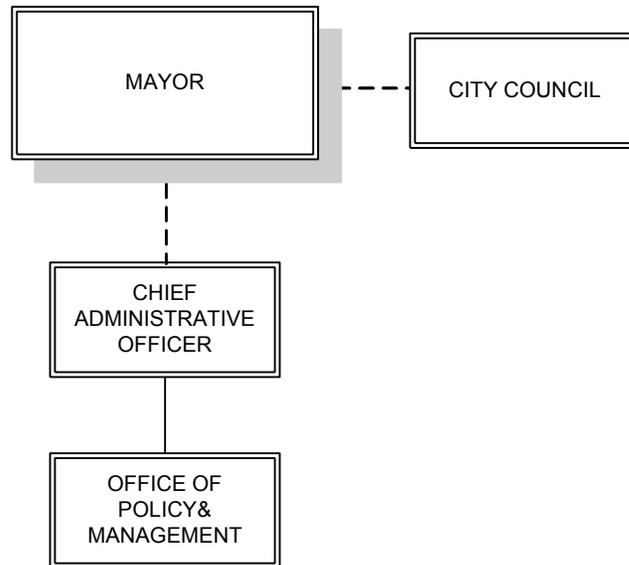
ORG	OBJ Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
		ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01095000</b>	<b>LEGISLATIVE DEPARTMENT</b>	<b>174,366</b>	<b>355,547</b>	<b>295,137</b>	<b>382,903</b>	<b>27,356</b>
	51000 FULL TIME EARNED PAY	65,785	46,555	47,411	85,427	38,872
	51402 CITY COUNCIL STIPENDS	86,622	180,000	180,000	180,000	0
	52360 MEDICARE	731	1,259	687	687	-572
	52385 SOCIAL SECURITY	1,676	2,497	2,497	2,497	0
	52504 MERF PENSION EMPLOYER CONT	3,536	8,250	5,405	5,405	-2,845
	52917 HEALTH INSURANCE CITY SHARE	1,302	900	840	840	-60
	53605 MEMBERSHIP/REGISTRATION FEES	0	375	188	188	-187
	53610 TRAINING SERVICES	0	225	113	113	-112
	53705 ADVERTISING SERVICES	0	375	188	188	-187
	53905 EMP TUITION AND/OR TRAVEL REIM	0	75	38	38	-37
	54650 LANDSCAPING SUPPLIES	0	500	500	500	0
	54675 OFFICE SUPPLIES	2,176	1,775	888	888	-887
	54705 SUBSCRIPTIONS	200	650	325	325	-325
	54725 POSTAGE	0	75	38	38	-37
	55055 COMPUTER EQUIPMENT	2,090	0	0	0	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	4,840	5,100	2,550	2,550	-2,550
	55160 PHOTOGRAPHIC EQUIPMENT	675	0	0	0	0
	56085 FOOD SERVICES	2,433	2,200	1,100	1,100	-1,100
	56165 MANAGEMENT SERVICES	1,000	3,625	1,813	1,813	-1,812
	56175 OFFICE EQUIPMENT MAINT SRVCS	0	461	231	231	-230
	56180 OTHER SERVICES	300	99,500	49,750	99,500	0
	56250 TRAVEL SERVICES	0	150	75	75	-75
	59015 PRINTING SERVICES	1,000	1,000	500	500	-500

GENERAL GOVERNMENT DIVISIONS  
OFFICE OF POLICY & MANAGEMENT

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MISSION STATEMENT

To integrate financial and operational planning and control; to relate dollars to results, 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.



GENERAL FUND BUDGET  
POLICY & MANAGEMENT

BUDGET DETAIL

Thomas R. Sherwood  
*Manager*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01100000 OFFICE OF POLICY &amp; MANAGEMENT</b>	<b>552,028</b>	<b>582,559</b>	<b>685,490</b>	<b>685,490</b>	<b>102,931</b>
1100PS OPM PERSONAL SVCS	436,701	457,274	549,692	549,692	92,418
2100TPS OPM OTHER PERS SVCS	11,322	6,750	7,050	7,050	300
3100FB OPM FRINGE BENEFITS	94,054	105,329	115,542	115,542	10,213
4100EX OPM OPER EXP	9,109	10,635	10,635	10,635	0
6100SS OPM SPEC SVCS	842	2,571	2,571	2,571	0

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		DIRECTOR OPM	119,932	123,082	3,150
	1.0		ADMINISTRATIVE ASSISTANT - OPM	68,345	72,301	3,956
	1.0		PROJECT MANAGER OPM SYSTEMS	80,311	85,291	4,980
	1.0		PROJECT MANAGER OPM MANAGEMENT	80,311	85,291	4,980
	1.0		BUDGET/POLICY ANALYST	72,774	74,686	1,912
	0.5		OPM POLICY ANALYST	35,601	36,537	936
	1.0		BUDGET/POLICY ANALYST		72,504	72,504
<b>01100000 Total</b>	<b>6.5</b>			<b>457,273</b>	<b>549,692</b>	<b>92,419</b>

GENERAL FUND BUDGET

POLICY & MANAGEMENT

PROGRAM HIGHLIGHTS

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FY 2011-2012 GOALS

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- 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.
- 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, the Implementation Team, 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

FY 2010-2011 GOAL STATUS

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- 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 third 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 quarterly 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 this office.
- 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.

GENERAL FUND BUDGET  
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

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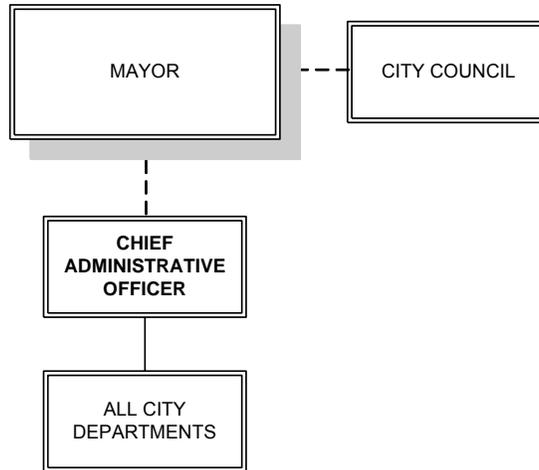
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01100000</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>	<b>552,028</b>	<b>582,559</b>	<b>685,490</b>	<b>685,490</b>	<b>102,931</b>
	51000 FULL TIME EARNED PAY	436,701	457,274	549,692	549,692	92,418
	51140 LONGEVITY PAY	0	6,750	7,050	7,050	300
	51156 UNUSED VACATION TIME PAYOUT	11,322	0	0	0	0
	52360 MEDICARE	2,312	4,517	4,448	4,448	-69
	52504 MERF PENSION EMPLOYER CONT	33,186	40,700	50,233	50,233	9,533
	52917 HEALTH INSURANCE CITY SHARE	58,556	60,112	60,861	60,861	749
	53605 MEMBERSHIP/REGISTRATION FEES	315	522	522	522	0
	53610 TRAINING SERVICES	0	150	150	150	0
	53750 TRAVEL EXPENSES	0	0	600	600	600
	53905 EMP TUITION AND/OR TRAVEL REIM	0	225	225	225	0
	54555 COMPUTER SUPPLIES	0	558	558	558	0
	54560 COMMUNICATION SUPPLIES	768	0	0	0	0
	54595 MEETING/WORKSHOP/CATERING FOOD	296	505	505	505	0
	54675 OFFICE SUPPLIES	1,700	1,980	1,980	1,980	0
	54700 PUBLICATIONS	18	100	225	225	125
	54705 SUBSCRIPTIONS	136	170	170	170	0
	54720 PAPER AND PLASTIC SUPPLIES	136	180	180	180	0
	55055 COMPUTER EQUIPMENT	480	725	0	0	-725
	55095 FOOD SERVICE EQUIPMENT	0	135	135	135	0
	55150 OFFICE EQUIPMENT	0	375	375	375	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	4,608	4,610	4,610	4,610	0
	55530 OFFICE FURNITURE	653	400	400	400	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	842	1,820	1,820	1,820	0
	56240 TRANSPORTATION SERVICES	0	151	151	151	0
	56250 TRAVEL SERVICES	0	600	600	600	0

GENERAL GOVERNMENT DIVISIONS  
**CHIEF ADMINISTRATIVE OFFICE**

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MISSION STATEMENT

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



GENERAL GOVERNMENT DIVISIONS  
CHIEF ADMINISTRATIVE OFFICE

BUDGET DETAIL

Andrew Nunn  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01105000 ETHICS COMMISSION</b>	<b>1,828</b>	<b>3,344</b>	<b>3,344</b>	<b>3,344</b>	<b>0</b>
4105EX ETHICS COMMISSION OPER EXP	0	244	244	244	0
6105SS ETHICS SPEC SVCS	1,828	3,100	3,100	3,100	0
<b>01106000 CHIEF ADMINISTRATIVE OFFICE</b>	<b>882,793</b>	<b>913,429</b>	<b>922,414</b>	<b>922,414</b>	<b>8,985</b>
1106PS CAO PERSONAL SVCS	504,549	515,147	535,274	535,274	20,127
2106TPS CAO OTHER PERS SVCS	7,245	900	975	975	75
3106FB CAO FRINGE BENEFITS	147,359	169,834	158,617	158,617	-11,217
4106EX CAO OPER EXPENSES	120,639	127,514	127,514	127,514	0
6106SS CAO SPEC SVCS	103,000	100,034	100,034	100,034	0

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01113000 CITISTAT</b>	<b>13,360</b>	<b>12,739</b>	<b>12,739</b>	<b>12,739</b>	<b>0</b>
1113PS CITISTAT PERSONAL SVCS	346	0	2,500	2,500	2,500
3113FB CITISTAT FRINGE BENEFITS	7,517	0	0	0	0
4113EX CITISTAT OPER EXP	5,113	11,447	8,947	8,947	-2,500
6113SS CITISTAT SPEC SVCS	384	1,292	1,292	1,292	0

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

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011	FY 2012	2012 vs 2011
				CURRENT	ADOPTED	
	1.0		DEPUTY CHIEF ADMINISTRATIVE OFF	92,000	96,445	4,445
	1.0		ADMINISTRATIVE ASSISTANT - CAO	68,345	72,301	3,956
	1.0		PROJECT MANAGER	87,223	89,514	2,291
	1.0		CHIEF ADMINISTRATIVE OFFICER	119,932	123,082	3,150
	3.0		ASSISTANT SPECIAL PROJECT MANA	146,428	152,712	6,284
<b>01106000 Total</b>	<b>7.0</b>			<b>513,927</b>	<b>534,054</b>	<b>20,127</b>

**FY 2011-2012 GOALS**

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- 1) Oversee all departmental management and operational policies and practices.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies, and procedures.
- 3) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.
- 4) Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.
- 5) Continue to support and champion the Mayor's sustainable Bridgeport effort.
- 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.

**FY 2010-2011 GOAL STATUS**

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- 1) Oversee all departmental management and operational policies and practices.  
6 MONTH STATUS: Completed concession bargaining negotiations with 8 of 11 unions saving \$5.6 million; Finalized national search for new Police Chief, hiring Acting Chief Joseph Gaudett Jr.; Hired a new Health Director, Kristen duBay-Horton; Named Dawn Norton, Acting Finance Director; Received the Government Finance Officers Association Award for excellence in financial reporting for the third straight year.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies, and procedures.  
6 MONTH STATUS: Moved the Housing Code and Environmental Health departments into City Hall Annex into the same area as Anti-Blight to provide one-stop service for all blight related issues. Finalizing the move of the Probate Court offices, Vital Statistics and Registrars of Voters offices into City Hall Annex. Chaired Monthly Cabinet Meetings. Regularly met with Key Department Heads to ensure executive initiatives and goals are completed.
- 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; Attendance at 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; Negotiated transfer of Arena Operating Agreement from Centerplate to the Sound Tigers.
- 4) Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.  
6 MONTH STATUS: Created an internal Capital Project working group to better manage all aspects of the City's Capital work across Departments; Member of the CitiStat Panel and directed staff to follow-up and improve processes where appropriate; Directed Departments to provide the necessary resources following the tornado last summer and the winter storms in December, January and February of this year.
- 5) Continue to support and champion the Mayor's sustainable Bridgeport effort.  
6 MONTH STATUS: Member of the steering committee that oversees Bridgeport's BGreen 2020 Greenprint; Helped plan application for Federal Sustainable Cities grant that Bridgeport was awarded along with other cities from Connecticut and New York; Helped launch the Energy Improvement District and sit on it as a board member; Sat on selection committee for green energy park; Ensured continuation of Mayor's Conservation Corps.
- 6) Ensure that the City's Minority Business Enterprise (MBE) goals are achieved.  
6 MONTH STATUS: Chairman of the Contract Compliance Committee, which meets monthly. Over the last year nearly 13% of City physical development contracts were awarded to

GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE/CITISTAT

PROGRAM HIGHLIGHTS

minority or women-owned businesses; Additionally, almost 75% of the subcontracts awarded went to minority or women-owned businesses; Placed five companies under review for violating the Minority Business Enterprise Ordinance; Creating a sheltered-market program.

- 7) Continue role as Acting Executive Director of the Bridgeport Port Authority.  
6 MONTH STATUS: Negotiated LDA with Simon Konover Corporation for development of Seaview Plaza; Renegotiated long-term lease with Derecktor Shipyards; Working on settlement of ongoing litigation with Bridgeport Port Jefferson Steamship Company; Member of the Regional Area Maritime Security Steering Committee and the Long Island Sound Dredged Material Management Plan Working Group.

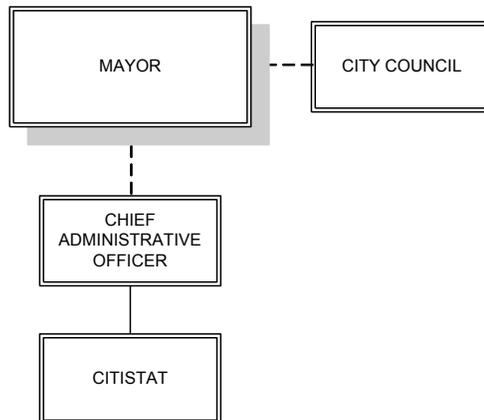
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# CITISTAT

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## MISSION STATEMENT

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



GENERAL FUND BUDGET  
 CHIEF ADMIN. OFFICE/CITISTAT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2009-2010	ESTIMATED 2010-2011	PROJECTED 2011-2012
<b>CITISTAT</b>			
Total Requests	14,131	25,500	35,000
Blight Issues	669	958	700
Conservation Corps	1,313	2,075	1,500
General Information	2,489	7,995	10,000
Housing Issues	941	965	1,000
Recycling & Sanitation Issue	411	895	700
Road & Street Issues	1,258	4,000	3,000
Tax Issues	4,361	5,000	5,000
City employees trained on the system	233	275	325

Note: The QAlert Citizen response system began 10/1/2010.

**FY 2011-2012 GOALS**

- 1) Promote usage of QAlert as a function on the City website, allowing residents to submit requests directly through the website. This will include hosting training seminars for the general public, and advertising via e-mail. Train 50 new city employees to use the QAlert system in various departments citywide.
- 2) Conduct citizen surveys using a variety of sources as a means of measuring citizen feedback and satisfaction with city services. These surveys will be considered throughout the CitiStat process when analyzing department performance and delivery of services.
- 3) Continue to work with all departments that have begun collectiong data and presenting such to the CitiStat panel. Also, we will introduce the CitiStat program to al least six new departments—the remaining divisions of the Finance department (Treasurer, Purchasing, Print Shop, Archives) as well as the Police & Fire Department.
- 4) Continue to work closely with the Inspection Services Committee to increase communication between all departments, align tracking of work and how it is processed, and to help find creative solutions.

**FY 2010-2011 GOAL STATUS**

- 1) Implement the Qalert system as a function on the City website, allowing residents to submit requests directly through the website. This will include hosting training seminars for the general public, and advertising via direct mail and email. Train 100 new City employees to use the Qalert system (currently 228 users).  
6 MONTH STATUS: QAlert has been implemented in conjunction with the City website. We continue to train employees on the system and will continue to promote using the system to the general public.
- 2) Implement and promote **311** as the City's central telephone number for citizen's service requests and inquiries. Establish an in-house call center within the CitiStat Department, initially staffed by interns, to field the citizen requests coming in through the 311 line, enter the requests in the Qalert system, and follow-up with the citizen. The in-house system will operate five days a week, and will provide faster and more accurate response to the citizen requests. This will allow for easier tracking of service request data and increase interaction with citizens through follow up phone calls and surveys, and increase the level of customer service. It will also increase the level of productivity within City departments, and decrease the number of non-emergency calls going to 911.  
6 MONTH STATUS: The 311 line has been implemented and is being promoted via the City website. It is not being staffed by interns but current CitiStat staff as well as the Constituent Services Representatives.
- 3) Continue to work with all subdivisions of Public Facilities, Tax Collector, Tax Assessor, and areas within the Health Department. Continue to work with the other departments CitiStat is gathering data from (Animal Shelter, Anti-Blight, Labor Relations, Social Services,

GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE/CITISTAT

PROGRAM HIGHLIGHTS

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Conservation Corps, Building Department, Vital Statistics, Illegal Dumping, and Communicable Diseases/HIV).

6 MONTH STATUS: Completed and ongoing.

- 4) Introduce CitiStat Program to five (5) other city departments: Zoning, Lead, Environmental Health, Housing Code, and Engineering.

6 MONTH STATUS: Completed and ongoing.

- 5) Continue to work closely with the Labor-Management Committee to help gather data when working on special projects designed to improve morale, increase the quality of work for employees, and improve the level of services for citizens.

6 MONTH STATUS: The Labor-Management Committee is no longer active however CitiStat continues to work on special projects that were initially brought up by the committee (i.e. – employee training program, employee performance evaluations, etc.)

GENERAL FUND BUDGET

CHIEF ADMIN. OFFICE

APPROPRIATION SUPPLEMENT

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
						FY2011 BUDGET
<b>01105000</b>	<b>ETHICS COMMISSION</b>	<b>1,828</b>	<b>3,344</b>	<b>3,344</b>	<b>3,344</b>	<b>0</b>
	54725 POSTAGE	0	214	214	214	0
	54998 OPERATIONAL EXPENSE FREEZE	0	30	30	30	0
	56180 OTHER SERVICES	1,828	2,875	2,875	2,875	0
	56998 SPECIAL SERVICES FREEZE	0	225	225	225	0
<b>01106000</b>	<b>CHIEF ADMINISTRATIVE OFFICE</b>	<b>882,793</b>	<b>913,429</b>	<b>922,414</b>	<b>922,414</b>	<b>8,985</b>
	51000 FULL TIME EARNED PAY	504,549	513,927	534,054	534,054	20,127
	51099 CONTRACTED SALARIES	0	1,220	1,220	1,220	0
	51140 LONGEVITY PAY	0	900	975	975	75
	51156 UNUSED VACATION TIME PAYOUT	7,245	0	0	0	0
	52360 MEDICARE	3,851	7,818	7,354	7,354	-464
	52385 SOCIAL SECURITY	104	2,873	2,873	2,873	0
	52504 MERF PENSION EMPLOYER CONT	40,637	46,818	60,881	60,881	14,063
	52917 HEALTH INSURANCE CITY SHARE	102,768	112,325	87,509	87,509	-24,816
	53605 MEMBERSHIP/REGISTRATION FEES	114,061	115,841	115,841	115,841	0
	53705 ADVERTISING SERVICES	0	87	87	87	0
	53750 TRAVEL EXPENSES	1,046	1,046	1,046	1,046	0
	53905 EMP TUITION AND/OR TRAVEL REIM	1,100	2,168	2,168	2,168	0
	54580 SCHOOL SUPPLIES	0	30	30	30	0
	54595 MEETING/WORKSHOP/CATERING FOOD	320	546	546	546	0
	54675 OFFICE SUPPLIES	406	1,710	1,710	1,710	0
	54705 SUBSCRIPTIONS	260	598	598	598	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	3,445	5,488	5,488	5,488	0
	56180 OTHER SERVICES	103,000	100,000	100,000	100,000	0
	56240 TRANSPORTATION SERVICES	0	34	34	34	0

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO
						FY2011 BUDGET
<b>01113000</b>	<b>CITISTAT</b>	<b>13,360</b>	<b>12,739</b>	<b>12,739</b>	<b>12,739</b>	<b>0</b>
	51000 FULL TIME EARNED PAY	346	0	0	0	0
	51100 PT TEMP/SEASONAL EARNED PA	0	0	2,500	2,500	2,500
	52360 MEDICARE	5	0	0	0	0
	52504 MERF PENSION EMPLOYER CONT	26	0	0	0	0
	52917 HEALTH INSURANCE CITY SHARE	7,486	0	0	0	0
	53605 MEMBERSHIP/REGISTRATION FEES	0	750	1,000	1,000	250
	53705 ADVERTISING SERVICES	0	2,000	0	0	-2,000
	53750 TRAVEL EXPENSES	0	1,125	1,500	1,500	375
	54675 OFFICE SUPPLIES	2,041	3,000	3,000	3,000	0
	54705 SUBSCRIPTIONS	0	1,125	0	0	-1,125
	54725 POSTAGE	0	375	375	375	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	3,072	3,072	3,072	3,072	0
	56175 OFFICE EQUIPMENT MAINT SRVCS	384	792	792	792	0
	59015 PRINTING SERVICES	0	500	500	500	0

GENERAL FUND BUDGET

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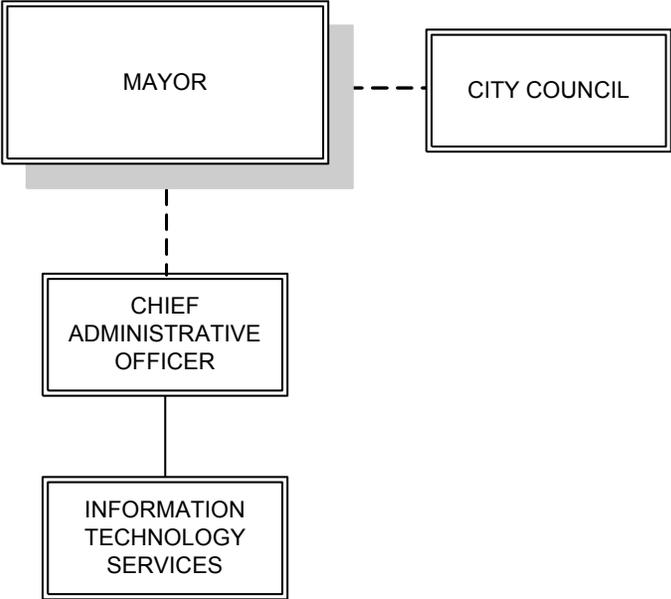
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GENERAL GOVERNMENT DIVISIONS  
INFORMATION TECHNOLOGY SERVICES

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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.



GENERAL FUND BUDGET

INFO TECH SERVICES

BUDGET DETAIL

Adam Heller  
*Manager*

REVENUE SUMMARY

ORG DESC	OBJECT DESC	FY2010 ACTUAL	FY 2011 CURRENT	FY 2012 MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01108000</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>	<b>789</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>0</b>
	41610 FREEDOM OF INFORMATION FEES	789	250	250	250	0

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	VARIANCE TO FY2011 BUDGET
<b>01108000 INFORMATION TECHNOLOGY SERVICE</b>	<b>3,411,868</b>	<b>3,141,929</b>	<b>3,168,157</b>	<b>3,168,157</b>	<b>26,228</b>
1108PS ITS PERSONAL SVCS	852,097	913,485	948,076	972,076	58,591
2108TPS ITS OTHER PERS SVCS	5,021	25,125	26,325	26,325	1,200
3108FB ITS FRINGE BENEFITS	191,264	225,952	229,032	229,032	3,080
4108EX ITS OPER EXP	1,277,435	1,204,231	1,192,088	1,192,088	-12,143
6108SS ITS SPEC SVCS	1,086,052	773,136	772,636	748,636	-24,500

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		ITS DIRECTOR	117,206	123,082	5,876
			NETWORK ARCHITECT	66,145	68,214	2,069
	1.0		DATA ARCHITECT	78,315	80,765	2,450
	1.0		PROJECT MANAGER OPED	87,223	89,514	2,291
	1.0		ENTERPRISE SERVICES MANAGER	87,224	87,760	536
	2.0		PROJECT SPECIALIST (35 HRS)	152,526		-152,526
	1.0		SUPPORT SPECIALIST II	56,922	59,799	2,877
	3.0		SUPPORT SPECIALIST I (35 HRS)	115,866	126,722	10,856
	6.0		SUPPORT SPECIALIST II (35 HRS)	136,458	320,619	184,161
	1.0		PROGRAMMER	15,600	15,600	
<b>01108000 Total</b>	<b>17.0</b>	<b>2.0</b>		<b>913,485</b>	<b>972,075</b>	<b>58,590</b>

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
<b>INFORMATION TECHNOLOGY SERVICES</b>						
Network lines planned (WAN)(1)	0	0	0	0	0	0
Network lines planned (LAN)	0	200	0	0	0	270
Total connected	0	200	0	0	0	270
Connected as % of total	0	100	0	0	0	100
Hardware upgrades	0	0	52	0	125	136
Software upgrades	0	0	2	0	1	1
<b>COMPUTER PURCHASES</b>						
Laptops	21	20	15	17	19	14
Desktops	27	127	166	210	176	174
Installed	48	90	166	210	176	160
Printers	2	10	0	0	2	0
No. of new servers	3	5	2	12	0	2
Service requests	1,929	2,038	2,626	1,940	2,220	2,315
Completed	1,929	2,038	2,626	1,759	3,350	1,600
Completed as % of requests	100%	100%	100%	91%	66%	69%
Completed within 24 hours of request	739	713	997	564	449	350
Completed as % of requests	38%	35%	38%	29%	20%	15%
Outstanding	0	0	0	0	0	715
Help desk calls	1,929	2,038	2,626	1,940	2,220	2,400
AMAC PCs (2)	16	37	132	190	164	175

(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 proposed 2008-2009 column.

(2) AMACs are requests filed when workers need their computers added, moved or changed.

**FY 2011-2012 GOALS**

- 1) Domain upgrade.
- 2) Finish server replacement.
- 3) Expand VoIP to smaller buildings.
- 4) Virtualization of servers in test environment.
- 5) Finalize 3 year PC replacement plan.
- 6) Choose unified communications platform and RFP services for deployment.

**FY 2010-2011 GOAL STATUS**

- 1) Design intranet for City of Bridgeport environment.  
6 MONTH STATUS: Finalizing plans for phased-in implementation.
- 2) Expand Voice over IP deployment to complete Annex and City Hall.  
6 MONTH STATUS: City Hall Annex completed. City Hall plans finalized.
- 3) Complete wireless connectivity in City Hall Annex.  
6 MONTH STATUS: Completed.
- 4) Domain upgrade.  
6 MONTH STATUS: Postponed to FYE 2012.
- 5) Plan unified communications.  
6 MONTH STATUS: Postponed to FYE 2012.
- 6) Replace 300 older PCs and monitors with less expensive energy efficient PCs.  
6 MONTH STATUS: Completed.
- 7) Replace 30 old servers with new energy efficient blade servers.  
6 MONTH STATUS: 16 blade servers in production environment.

GENERAL FUND BUDGET  
 INFO TECH SERVICES APPROPRIATION SUPPLEMENT

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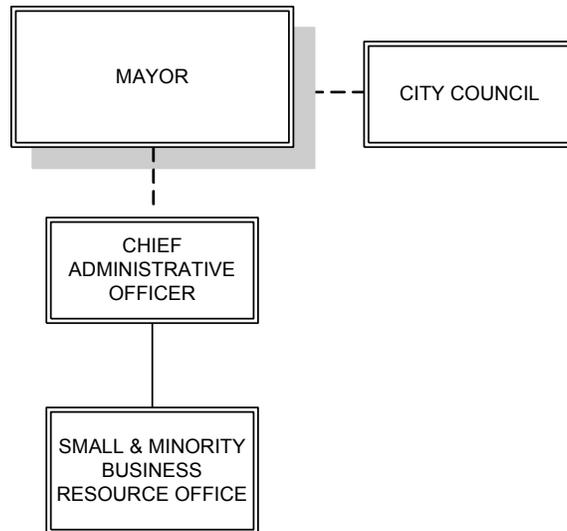
ORG	OBJ Desc					VARIANCE TO
		FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	FY2012 ADOPTED	FY2011 BUDGET
<b>01108000</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>	<b>3,411,868</b>	<b>3,141,929</b>	<b>3,168,157</b>	<b>3,168,157</b>	<b>26,228</b>
	51000 FULL TIME EARNED PAY	852,097	913,485	948,076	972,076	58,591
	51106 REGULAR STRAIGHT OVERTIME	0	6,000	6,000	6,000	0
	51108 REGULAR 1.5 OVERTIME PAY	0	3,000	3,000	3,000	0
	51116 HOLIDAY 2X OVERTIME PAY	0	1,000	1,000	1,000	0
	51138 NORMAL STNDRD SHIFT DIFFER	655	5,000	5,000	5,000	0
	51140 LONGEVITY PAY	0	10,125	11,325	11,325	1,200
	51156 UNUSED VACATION TIME PAYOU	4,366	0	0	0	0
	52360 MEDICARE	4,491	9,845	9,163	9,163	-682
	52385 SOCIAL SECURITY	1,808	6,590	5,196	5,196	-1,394
	52504 MERF PENSION EMPLOYER CONT	63,553	77,647	93,403	93,403	15,756
	52917 HEALTH INSURANCE CITY SHARE	121,413	131,870	121,270	121,270	-10,600
	53610 TRAINING SERVICES	1,388	2,140	1,070	1,070	-1,070
	53720 TELEPHONE SERVICES	1,066,008	974,961	975,170	975,170	209
	53905 EMP TUITION AND/OR TRAVEL REIM	0	491	245	245	-246
	54020 COMPUTER PARTS	2,441	3,074	1,537	1,537	-1,537
	54550 COMPUTER SOFTWARE	22,722	8,000	4,000	4,000	-4,000
	54555 COMPUTER SUPPLIES	10,786	10,630	10,630	10,630	0
	54675 OFFICE SUPPLIES	14,862	11,000	5,500	5,500	-5,500
	55055 COMPUTER EQUIPMENT	159,227	193,936	193,936	193,936	0
	56050 COMPUTER EQUIP MAINT SERVICE	149,584	79,833	79,833	79,833	0
	56055 COMPUTER SERVICES	598,198	376,400	376,400	376,400	0
	56165 MANAGEMENT SERVICES	338,228	315,903	315,903	291,903	-24,000
	59010 MAILING SERVICES	41	1,000	500	500	-500

GENERAL GOVERNMENT DIVISIONS  
**SMALL & MINORITY BUSINESS RESOURCE OFFICE**

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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.



GENERAL FUND BUDGET  
SMALL & MINORITY BUSINESS OFFICE

BUDGET DETAIL

Deborah Caviness  
Senior Program Administrator

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01112000 MINORITY BUSINESS RESOURCE OFF</b>	<b>123,875</b>	<b>179,760</b>	<b>186,061</b>	<b>186,061</b>	<b>6,301</b>
1112PS MBE PERSONAL SVCS	95,025	133,561	137,070	137,070	3,509
2112TPS MBE OTHER PERS SVCS	3,213	0	0	0	0
3112FB MBE FRINGE BENEFITS	14,758	26,699	29,941	29,941	3,242
4112EX MBE OPER EXP	10,879	18,000	19,050	19,050	1,050
6112SS MBE SPEC SVCS	0	1,500	0	0	-1,500

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		SENIOR PROJECT MANAGER (MEB)	87,223	89,514	2,291
	1.0		ASSISTANT SPECIAL PROJECT MANA	31,176	47,556	16,380
			SEASONAL EMPLOYEES UNDER GRANT	15,162		-15,162
<b>01112000 Total</b>	<b>2.0</b>			<b>133,561</b>	<b>137,070</b>	<b>3,509</b>

GENERAL FUND BUDGET

SMALL & MINORITY BUSINESS OFFICE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011
<b>SMALL &amp; MINORITY BUSINESS DEVELOPMENT OFFICE</b>			
Public Awareness Events	20	22	25
Attendance at Public Awareness Events	698	575	750
Total Number of people impacted by programming	825	700	925
New Businesses Registered	127	70	75
African American Businesses	74	50	50
Hispanic Businesses	23	10	25
Women Owned Businesses	30	17	15
<i>Value of Contracts Awarded</i>			
Contracts Awarded for Physical Development Projects	\$30,951,449	\$17,720,851	unknown
Prime: Minority & Women-Owned Businesses	\$14,641,468	\$2,277,123	unknown
Subcontracts: Minority & Women-Owned Businesses	\$ 7,515,757	\$4,587,825	unknown

Please note the Small & Minority Business Development Office is a new department, so service indicators reflect recent history only.

**FY 2011-2012 GOALS**

- 1) To increase the utilization of small, minority and women owned-businesses in construction commodities, contractual, architectural and engineering services.

**FY 2010-2011 GOAL STATUS**

- 1) To continue our aggressive grassroots outreach efforts and participating in community events and forums.  
6 MONTH STATUS: Complete and continuous.
- 2) Hosting city-wide Business Expo and other professional development/education forums  
6 MONTH STATUS: The 2011 Business Expo and Multicultural Marketplace was held on February 25, 2011 and over 95 businesses participated to showcase their goods and services
- 3) Partnering with local organizations that provide capacity building workshops and professional services to small/minority businesses.  
6 MONTH STATUS: the first capacity building workshop was held on March 17<sup>th</sup> in partnership with CTCIC. A scheduled has been confirmed thru June 2<sup>nd</sup> which totals 15 additional workshops.
- 4) Working with developers to identify small/minority owned businesses to fulfill MBE requirements.  
6 MONTH STATUS: Will meet with OPED department to discuss and identify potential opportunities