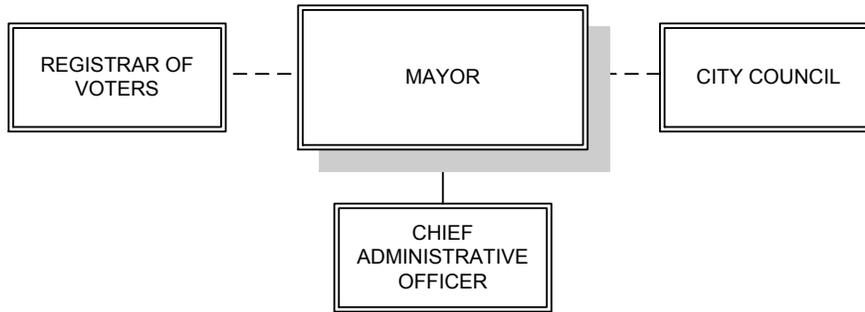


GENERAL GOVERNMENT DIVISIONS  
REGISTRAR OF VOTERS

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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.



FY 2015-2016 GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS

BUDGET DETAIL

Santa Ayala / Linda Grace  
 Registrars

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01050	REGISTRAR OF VOTERS							
	41260	DISKETTE FEES	100	0	100	100	100	0
01050	REGISTRAR OF VOTERS		100	0	100	100	100	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01050	REGISTRAR OF VOTERS						
	01 PERSONNEL SERVICES	503,995	471,123	407,420	407,420	408,984	1,564
	02 OTHER PERSONNEL SERV	33,625	36,370	38,425	42,875	42,875	4,450
	03 FRINGE BENEFITS	94,971	100,439	104,776	81,348	81,541	-23,235
	04 OPERATIONAL EXPENSES	42,374	45,651	77,204	84,924	84,924	7,720
	05 SPECIAL SERVICES	43,256	31,458	60,468	66,515	66,515	6,047
		<b>718,221</b>	<b>685,040</b>	<b>688,293</b>	<b>683,083</b>	<b>684,840</b>	<b>-3,453</b>

PERSONNEL SUMMARY

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

### MANDATED SERVICES

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

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

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

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>								
		51000	FULL TIME EARNED PAY	285,513	285,482	287,420	287,420	288,984	1,564
		51100	PT TEMP/SEASONAL EARNED PA	218,482	185,641	120,000	120,000	120,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>			<b>503,995</b>	<b>471,123</b>	<b>407,420</b>	<b>407,420</b>	<b>408,984</b>	<b>1,564</b>
		51106	REGULAR STRAIGHT OVERTIME	726	1,163	8,000	8,800	8,800	800
		51108	REGULAR 1.5 OVERTIME PAY	30,000	25,410	27,500	30,250	30,250	2,750
		51116	HOLIDAY 2X OVERTIME PAY	275	0	0	0	0	0
		51140	LONGEVITY PAY	2,625	2,775	2,925	3,825	3,825	900
		51156	UNUSED VACATION TIME PAYOUT	0	7,023	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			<b>33,625</b>	<b>36,370</b>	<b>38,425</b>	<b>42,875</b>	<b>42,875</b>	<b>4,450</b>
		52360	MEDICARE	5,927	5,764	5,668	5,792	5,814	146
		52385	SOCIAL SECURITY	7,674	6,435	7,254	7,979	7,979	725
		52504	MERF PENSION EMPLOYER CONT	34,433	40,126	37,745	31,775	31,946	-5,799
		52917	HEALTH INSURANCE CITY SHARE	46,937	48,113	54,109	35,802	35,802	-18,307
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>94,971</b>	<b>100,439</b>	<b>104,776</b>	<b>81,348</b>	<b>81,541</b>	<b>-23,235</b>
		53050	PROPERTY RENTAL/LEASE	137	675	2,000	2,200	2,200	200
		53605	MEMBERSHIP/REGISTRATION FEES	110	0	500	550	550	50
		53705	ADVERTISING SERVICES	286	168	1,000	1,100	1,100	100
		53750	TRAVEL EXPENSES	0	0	525	578	578	53
		53905	EMP TUITION AND/OR TRAVEL REIM	433	24	6,000	6,600	6,600	600
		54675	OFFICE SUPPLIES	2,297	2,174	5,500	6,050	6,050	550
		55090	ELECTION EQUIPMENT	39,111	42,610	58,000	63,800	63,800	5,800
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	3,679	4,047	4,047	368
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			<b>42,374</b>	<b>45,651</b>	<b>77,204</b>	<b>84,924</b>	<b>84,924</b>	<b>7,720</b>
		56170	OTHER MAINTENANCE & REPAIR S	0	0	2,207	2,428	2,428	221
		56180	OTHER SERVICES	43,256	31,458	58,261	64,087	64,087	5,826
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>43,256</b>	<b>31,458</b>	<b>60,468</b>	<b>66,515</b>	<b>66,515</b>	<b>6,047</b>
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>			<b>718,221</b>	<b>685,040</b>	<b>688,293</b>	<b>683,083</b>	<b>684,840</b>	<b>-3,453</b>

GENERAL GOVERNMENT DIVISIONS

CITY CLERK

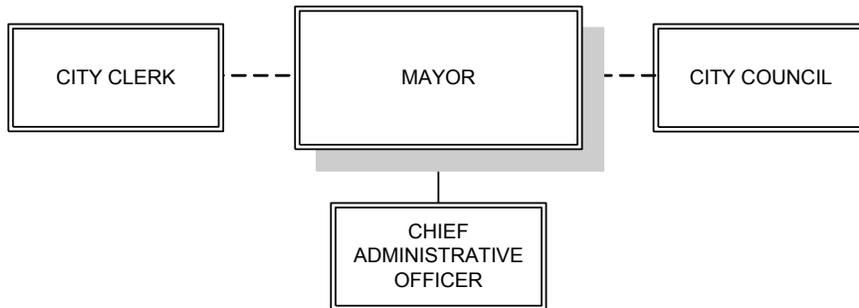
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MISSION STATEMENT

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.



FY 2015-2016 GENERAL FUND BUDGET

CITY CLERK

BUDGET DETAIL

Fleeta Hudson  
City Clerk

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01055</b>	<b>CITY CLERK</b>						
01	PERSONNEL SERVICES	217,582	232,469	275,901	279,170	283,693	7,792
02	OTHER PERSONNEL SERV	3,450	4,968	3,900	4,875	4,875	975
03	FRINGE BENEFITS	75,988	83,257	106,236	80,095	80,655	-25,581
04	OPERATIONAL EXPENSES	14,985	13,503	23,552	23,552	23,552	0
05	SPECIAL SERVICES	23,715	25,314	33,884	33,884	33,884	0
		<b>335,719</b>	<b>359,512</b>	<b>443,473</b>	<b>421,576</b>	<b>426,659</b>	<b>-16,814</b>

PERSONNEL SUMMARY

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

FY 2015-2016 GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>CITY CLERK</b>											
Incoming files processed	320	315	214	245	270	156	271	180	193	83	250
Finalized/Outgoing files Processed	290	272	185	175	185	144	263	174	179	68	200
Council/Committee Agendas Processed	123	205	159	173	191	186	169	236	206	90	240
Council/Committee Minutes Processed	123	205	132	114	126	129	175	148	132	69	150
<b>INTERDEPARTMENTAL SERVICES</b>											
Requests for records research fulfilled	500	1,000	1,080	973	1,070	993	984	1,001	1,063	521	1,100
Requests for certifications fulfilled	300	624	600	500	550	534	521	631	625	295	650
<b>CONSTITUENT SERVICES</b>											
Records research requests pursuant to FOIA	150	670	540	600	660	552	563	575	544	240	550
Certified record requests	50	55	50	75	82	53	51	65	47	16	40
Filings/Postings pursuant to FOIA	650	674	665	1,119	1,230	1,310	1,356	1,387	1,392	719	1,400
Claims/Summonses/Writs against the City Processed	567	512	512	560	616	622	605	451	443	199	500

FY 2015-2016 GOALS

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

FY 2014-2015 GOAL STATUS

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

FY 2015-2016 GENERAL FUND BUDGET

CITY CLERK

APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

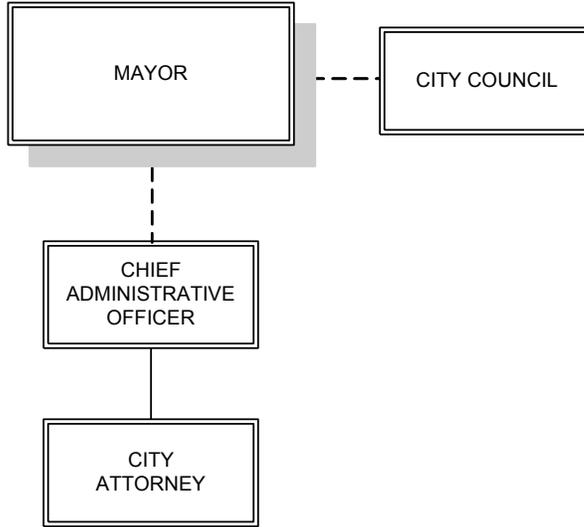
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01055	CITY CLERK								
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	217,582	232,469	275,901	279,170	283,693	7,792
		51140	LONGEVITY PAY	3,450	3,675	3,900	4,875	4,875	975
		51156	UNUSED VACATION TIMEPAYOU	0	1,293	0	0	0	0
02	OTHER PERSONNEL SERV			3,450	4,968	3,900	4,875	4,875	975
		52360	MEDICARE	3,083	3,301	3,271	3,924	3,990	719
		52385	SOCIAL SECURITY	0	0	0	0	0	0
		52504	MERF PENSION EMPLOYER CONT	25,982	30,699	51,932	30,989	31,483	-20,449
		52917	HEALTH INSURANCE CITY SHARE	46,923	49,257	51,033	45,182	45,182	-5,851
03	FRINGE BENEFITS			75,988	83,257	106,236	80,095	80,655	-25,581
		53605	MEMBERSHIP/REGISTRATION FEES	300	310	550	550	550	0
		53705	ADVERTISING SERVICES	6,632	6,377	9,500	9,500	9,500	0
		53750	TRAVEL EXPENSES	0	0	4,500	4,500	4,500	0
		54675	OFFICE SUPPLIES	4,193	4,832	4,200	4,200	4,200	0
		54700	PUBLICATIONS	0	15	24	24	24	0
		54720	PAPER AND PLASTIC SUPPLIES	17	18	18	18	18	0
		55055	COMPUTER EQUIPMENT	1,489	0	2,400	2,400	2,400	0
		55150	OFFICE EQUIPMENT	2,354	1,952	2,360	2,360	2,360	0
04	OPERATIONAL EXPENSES			14,985	13,503	23,552	23,552	23,552	0
		56055	COMPUTER SERVICES	961	961	6,400	6,400	6,400	0
		56085	FOOD SERVICES	0	268	340	340	340	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,334	2,168	3,000	3,000	3,000	0
		56180	OTHER SERVICES	21,420	21,917	24,144	24,144	24,144	0
05	SPECIAL SERVICES			23,715	25,314	33,884	33,884	33,884	0
01055	CITY CLERK			335,719	359,512	443,473	421,576	426,659	-16,814

GENERAL GOVERNMENT DIVISIONS  
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.



FY 2015-2016 GENERAL FUND BUDGET

CITY ATTORNEY

BUDGET DETAIL

Mark Anastasi  
Manager

REVENUE SUMMARY

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

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01060	CITY ATTORNEY						
	01 PERSONNEL SERVICES	1,606,024	1,744,811	1,792,839	1,975,220	1,987,260	194,421
	02 OTHER PERSONNEL SERV	23,217	65,050	26,400	31,025	14,025	-12,375
	03 FRINGE BENEFITS	449,377	540,938	599,902	608,845	610,332	10,430
	04 OPERATIONAL EXPENSES	1,802,982	1,330,587	1,298,371	1,278,362	1,278,362	-20,010
	05 SPECIAL SERVICES	850,957	1,125,279	758,300	708,300	708,300	-50,000
		<b>4,732,556</b>	<b>4,806,666</b>	<b>4,475,812</b>	<b>4,601,752</b>	<b>4,598,279</b>	<b>122,466</b>

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
	DEPUTY CITY ATTORNEY	1.00	1.00				99,652	99,652	
	ASSISTANT CITY ATTORNEY	3.00	4.00	1.00	1.00		210,588	210,588	
	DEPUTY CHIEF ADMINISTRATIVE OFF	1.00	1.00					95,123	95,123
	LEGAL SECRETARY (35 HOURS)	2.00	2.00				94,115	97,463	3,348
	COLLECTION AIDE (35 HRS)	2.00	2.00				80,491	91,407	10,916
	PARALEGAL	3.00	3.00				152,745	161,691	8,946
	ASSOCIATE CITY ATTORNEY	8.00	8.00				987,248	1,063,334	76,086
CITY ATTORNEY		<b>20.00</b>	<b>21.00</b>	<b>1.00</b>	<b>1.00</b>		<b>1,624,839</b>	<b>1,819,258</b>	<b>194,419</b>

FY 2015-2016 GENERAL FUND BUDGET

CITY ATTORNEY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>CITY ATTORNEY</b>												
Defense Claims/Litigation (Opened)	376	283	275	300	323	350	302	300	327	321	149	350
Claims/Suits Settlement/Judgment (PAID)	89	75	\$85	85	N/A	N/A	85	75	125	92	28	65
Amount Paid	\$639,392	\$723,996	\$ 2,118,578	\$1,016,171	\$ 984,799	\$984,799	\$643,683	\$2,551,302	\$905,623	\$1,249,783	\$524,565	\$1,230,000
OCA Collections -GEN	28	15	25	30	35(A)	35(A)	40	30	23	14	26	50
8.76 Anti-blight -Collection	142	248	250	225	N/A	N/A	70	N/A	N/A	N/A	N/A	N/A
8.60 Unlawful Dumping - Collection	960	1200	600	400	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FOI Requests/Complaints	50	*40	60	70	108	125	136	162	170	136	66	135
Business Development (inc/ Contract Draft)	266	242	225	200	350	375	400	425	428	347	167	350
Ordinance Draft/Review	106	85	75	75	75	85	65	60	65	58	30	60
Public Meetings Attended	456	428	450	475	525	500	500	525	560	540	272	550
<b>WPCA COLLECTION</b>												
Legal Demand (2/3 of TOT)	2,336	2,282	2,342	1,858	2,523	2,600	2,646	2,846	2,895	3,076	2,921	3,000
Amount Collected	\$1,576,878	\$1,391,957	\$1,550,630	\$1,505,206	\$2,218,916	\$2,300,000	\$2,365,234	\$2,752,634	\$2,591,538	\$2,666,436	\$1,927,613	\$3,380,000
Civil Suits	935	593	706	1,114	767	800	629	576	461	606	713	675
Amount Collected	\$1,428,580	\$1,169,255	\$703,295	\$1,599,929	\$1,800,914	\$1,900,000	\$1,494,863	\$1,295,357	\$971,313	\$1,126,112	\$706,321	\$1,200,000
Foreclosures (Outside Legal Service Empl)	36	143	275	259	449	500	460	447	485	387	409	400
Amount Collected	\$323,436	\$402,376	\$713,797	\$1,747,320	\$1,504,597	\$1,600,000	\$1,699,324	\$1,717,006	\$1,607,486	\$1,208,877	\$955,003	\$1,600,000
Bank /Wage Executions	0	5	2	1	1	0	1	0	1	0	0	0
Amount Collected		3,913	6,624	3,529	872	0	1,540	0	300	0	\$0	\$0
Receivership	18	1	0	0	0	0	0	0	0	0	0	0
Amount Collected	\$401,330	\$31,900	0	0	0	0	0	0	0	0	0	0

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

\*\* Estimates only until Abacus system calculates.

FY 2015-2016 GOALS

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

FY 2014-2015 GOAL STATUS

- 1) Accelerate collection rate to maximize arrears real property tax receipts through expanded execution of tax warrants and transition to use of outside collection services.  
6 MONTH STATUS: *Office issued RFP for outside legal collection services.*
- 2) Continue to dispose (via strict foreclosure) of newly acquired city inventory of vacant and unwanted municipally owned real property through auction sales.  
6 MONTH STATUS: *Properties acquired via strict foreclosure are systematically disposed of through OPED.*
- 3) Continue to increase the number of condemnation, anti-blight and unlawful deposit hearings to support the ongoing "Clean City" campaign, as part of restructured anti-blight program under leadership of CAO and Citistat Offices.  
6 MONTH STATUS: *Office works in conjunction with Anti-Blight Office to achieve targeted goals.*

- 4) Increase substantially the collection of fines for anti-blight and unlawful depositing to enable these quality of life projects so that they become revenue neutral, as part of restructures anti-blight program under leadership of CAO and Citistat Offices.  
6 MONTH STATUS: *Provide legal support for anti-blight office staff and appeals hearing officers, on an as-requested basis.*
- 5) Together with the City Council's Special Rules Committee, draft and obtain adoption of revised Rules of the City Council to facilitate efficient Council proceedings.  
6 MONTH STATUS: *Continue to coordinate legal support to City Council President with respect to revision to City Council rules.*
- 6) Reduce reliance on outside legal counsel by supplementing in-house personnel resources as a means of reducing overall net City operating costs.  
6 MONTH STATUS: *There has been a continuing significant reduction of usage and cost of outside legal counsel.*
- 7) Increase legal support for the elected Board of Education, with particular attention to facilitating enhanced procedures at board and board committee public meetings.  
6 MONTH STATUS: *Issued RFQ in conjunction with BOE which led to the engagement of the firm of Shipman and Goodwin as successor BOE outside counsel.*
- 8) Provide additional litigation defense services to the Bridgeport School District, particularly with respect to labor and employment law matters, in order to reduce overall City net operating costs.  
6 MONTH STATUS: *Issued RFQ in conjunction with BOE which led to the engagement of the firm of Shipman and Goodwin as successor BOE outside counsel.*
- 9) Continue to refine City's Freedom of Information Act (FOIA) legal procedures to ensure timely responsiveness to requests for access to public information.  
6 MONTH STATUS: *On target – have established effective interoffice procedures for coordinating timely FOIA responses.*
- 10) In conjunction with the Administration and Finance Department, analyze the viability of procurement of excess liability insurance coverage.  
6 MONTH STATUS: *Analysis of insurance options disclosed that the City is well served by continuing its long-standing policy of reliance on self insurance status.*
- 11) Support major infrastructure projects that the office is partnering on with other departments (i.e. Airports runway relocation & safety zone installation, WPCA regionalization, and Schools Building Committee construction).  
6 MONTH STATUS: *On target.*
- 12) In conjunction with the CAO and Purchasing Department, proposed amendments to the City Council regarding the City's current Purchasing Ordinance and Purchasing Board's rules, regulations, policies and procedures of procurement of excess liability insurance coverage.  
6 MONTH STATUS: *Office staff is major participant on CAO's Office task force charged with comprehensive rewrite of City's procurement ordinances.*

FY 2015-2016 GENERAL FUND BUDGET  
CITY ATTORNEY APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01060</b>	<b>CITY ATTORNEY</b>								
		51000	FULL TIME EARNED PAY	1,482,524	1,579,311	1,624,839	1,807,220	1,819,260	194,421
		51099	CONTRACTED SALARIES	123,500	165,500	168,000	168,000	168,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>			<b>1,606,024</b>	<b>1,744,811</b>	<b>1,792,839</b>	<b>1,975,220</b>	<b>1,987,260</b>	<b>194,421</b>
		51102	ACTING PAY	0	0	0	5,000	0	0
		51106	REGULAR STRAIGHT OVERTIME	2,077	2,939	5,000	5,000	0	-5,000
		51108	REGULAR 1.5 OVERTIME PAY	8,839	9,931	7,000	7,000	0	-7,000
		51140	LONGEVITY PAY	12,300	15,700	14,400	14,025	14,025	-375
		51156	UNUSED VACATION TIME PAYOUT	0	36,480	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			<b>23,217</b>	<b>65,050</b>	<b>26,400</b>	<b>31,025</b>	<b>14,025</b>	<b>-12,375</b>
		52360	MEDICARE	19,456	20,703	20,444	22,808	22,983	2,539
		52385	SOCIAL SECURITY	1,186	821	2,258	2,258	2,258	0
		52504	MERF PENSION EMPLOYER CONT	174,469	207,345	213,100	198,698	200,010	-13,090
		52917	HEALTH INSURANCE CITY SHARE	254,266	312,070	364,100	385,081	385,081	20,981
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>449,377</b>	<b>540,938</b>	<b>599,902</b>	<b>608,845</b>	<b>610,332</b>	<b>10,430</b>
		53005	PERSONAL PROPERTY CLAIMS AWARD	99,489	175,186	180,000	160,000	160,000	-20,000
		53010	PERSONAL PROPERTY CLAIMS ATTY	1,644,210	1,074,597	1,050,000	1,050,000	1,050,000	0
		53605	MEMBERSHIP/REGISTRATION FEES	7,350	6,485	5,800	5,800	5,800	0
		53610	TRAINING SERVICES	60	0	1,000	1,000	1,000	0
		53705	ADVERTISING SERVICES	427	256	3,375	2,375	2,375	-1,000
		53905	EMP TUITION AND/OR TRAVEL REIM	9,167	6,129	8,010	6,000	6,000	-2,010
		54675	OFFICE SUPPLIES	11,906	15,474	13,000	15,000	15,000	2,000
		54700	PUBLICATIONS	7,691	10,103	2,894	2,894	2,894	0
		54705	SUBSCRIPTIONS	10,430	29,168	21,105	22,105	22,105	1,000
		55155	OFFICE EQUIPMENT RENTAL/LEAS	12,251	13,188	13,188	13,188	13,188	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			<b>1,802,982</b>	<b>1,330,587</b>	<b>1,298,371</b>	<b>1,278,362</b>	<b>1,278,362</b>	<b>-20,010</b>
		56095	APPRAISAL SERVICES	0	0	500	500	500	0
		56130	LEGAL SERVICES	837,702	946,814	550,000	500,000	500,000	-50,000
		56131	LITIGATION SERVICES	2,534	170,714	200,000	200,000	200,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	4,494	4,472	6,500	6,500	6,500	0
		56180	OTHER SERVICES	6,226	3,278	1,300	1,300	1,300	0
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>850,957</b>	<b>1,125,279</b>	<b>758,300</b>	<b>708,300</b>	<b>708,300</b>	<b>-50,000</b>
<b>01060</b>	<b>CITY ATTORNEY</b>			<b>4,732,556</b>	<b>4,806,666</b>	<b>4,475,812</b>	<b>4,601,752</b>	<b>4,598,279</b>	<b>122,466</b>

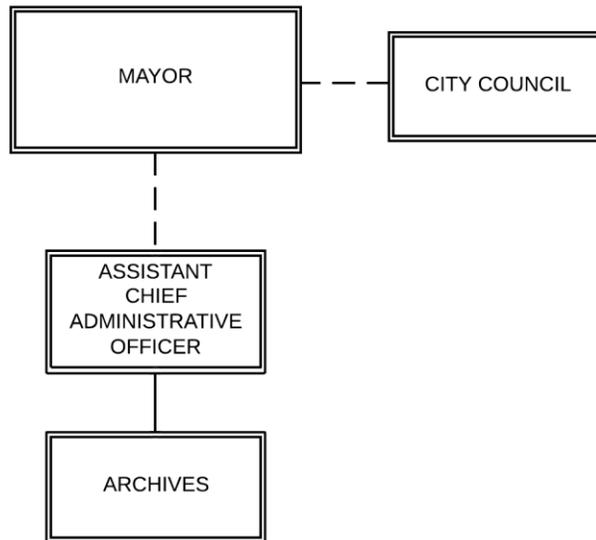
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FY 2015-2016 GENERAL FUND BUDGET  
**ARCHIVES & RECORDS**

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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 program encourages the efficient and economical organization and retrieval of information. The Records Manager/Archivist assists other departments in solving records and filing problems, arranges for the destruction of obsolete materials, microfilms permanent records, and answers a variety of questions from the public about the City's past and present operations.



*Patricia P. Ulatowski*  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

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

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
ARCHIVES & RECORDS	ASSISTANT REGISTRAR OF VITAL	0.50	0.50				55,680	58,087	2,407
		<b>0.50</b>	<b>0.50</b>				<b>55,680</b>	<b>58,087</b>	<b>2,407</b>

FY 2015-2016 GENERAL FUND BUDGET

ARCHIVES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>ARCHIVES AND RECORDS CENTER</b>												
Full box	59	25	8	45	32	25	25	130	51	60	25	25
Original	186	180	165	192	211	211	211	290	415	500	375	375
Folder	133	150	90	150	142	140	140	80	225	300	285	300
Microcopy	2	8	32	80	45	45	45	30	35	48	35	50
Photocopy	360	200	175	350	300	300	300	325	725	700	215	300
Other Expenses	222	200	200	200	200	200	200	200	200	200	200	200
<b>Total Requests</b>	<b>962</b>	<b>763</b>	<b>660</b>	<b>1,025</b>	<b>930</b>	<b>921</b>	<b>921</b>	<b>1,055</b>	<b>1,651</b>	<b>1,808</b>	<b>1,135</b>	<b>1,250</b>
<b>BOXES</b>												
Received	186	500	2,393	2,150	2,075	2,150	2,000	2,030	4,025	1,495	599	1,000
Destroyed	181	N/A	N/A	1,000	1,500	500	325	N/A	2,609	1,600	0	3,000
Total Boxes as of end of period	11,156	11,156	13,321	14,571	14,842	15,000	15,000	15,439	16,855	16,750	17,349	15,349
Total internal requests	782	700	523	900	975	1,000	975	1,200	1,310	1,090	514	500
Total requests by the public	180	250	7	10	15	20	15	1	7	2	0	5

**FY 2015-2016 GOALS**

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

**FY 2014-2015 GOAL STATUS**

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

**FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS**

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

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

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APPROPRIATION SUPPLEMENT

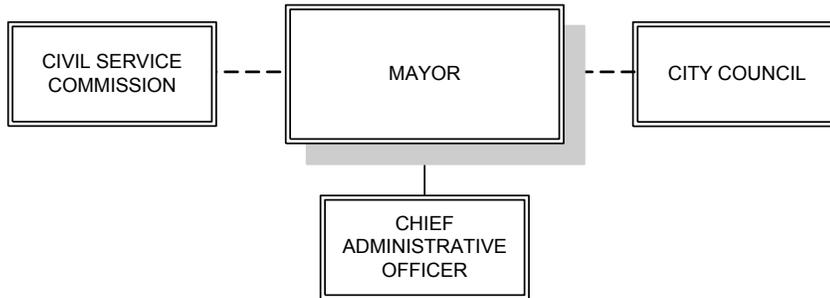
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01065	ARCHIVES								
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	52,395	53,484	55,680	58,087	58,087	2,407
				<b>52,395</b>	<b>53,484</b>	<b>55,680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

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.



FY 2015-2016 GENERAL FUND BUDGET

CIVIL SERVICE

BUDGET DETAIL

David Dunn  
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01070	CIVIL SERVICE							
	41538	COPIES	110	507	200	200	200	0
	41547	RESIDENT APPLICATION/ADMINISTRA	7,560	0	15,000	15,000	15,000	0
	41548	NON-RESIDENT APPLICATION/ADMINI	0	1,350	75,000	-45,000	65,000	-10,000
01070	CIVIL SERVICE		7,670	1,857	90,200	-29,800	80,200	-10,000

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance	
01070	CIVIL SERVICE							
	01	PERSONNEL SERVICES	407,715	424,589	450,850	436,892	445,449	-5,401
	02	OTHER PERSONNEL SERV	15,460	32,354	67,125	67,200	67,200	75
	03	FRINGE BENEFITS	112,928	126,703	150,893	101,409	102,467	-48,426
	04	OPERATIONAL EXPENSES	46,857	24,554	93,968	93,968	68,968	-25,000
	05	SPECIAL SERVICES	167,381	186,930	249,587	277,587	219,587	-30,000
			750,342	795,130	1,012,423	977,056	903,671	-108,752

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
	CLERICAL ASSISTANT	1.00				-1.00	28,418		-28,418
	ADMINISTRATIVE ASSISTANT	1.00	1.00				75,598	75,598	
	RETIREMENT ADMINISTRATOR	1.00	1.00				55,891	70,831	14,940
	CLERICAL ASSISTANT	1.00	1.00				36,525	37,824	1,299
	PERSONNEL ASSISTANT I	1.00	1.00				60,284	64,451	4,167
	PERSONNEL ASSISTANT II	1.00	1.00				73,394	76,005	2,611
	PERSONNEL DIRECTOR	1.00	1.00				120,740	120,740	
CIVIL SERVICE		7.00	6.00			-1.00	450,850	445,448	-5,402

FY 2015-2016 GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

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

FY 2015-2016 GOALS

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

FY 2014-2015 GOAL STATUS

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

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

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 FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS
 

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

FY 2015-2016 GENERAL FUND BUDGET

CIVIL SERVICE

APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01070</b>	<b>CIVIL SERVICE</b>								
<b>01</b>	<b>PERSONNEL SERVICES</b>	51000	FULL TIME EARNED PAY	407,715	424,589	450,850	436,892	445,449	-5,401
				<b>407,715</b>	<b>424,589</b>	<b>450,850</b>	<b>436,892</b>	<b>445,449</b>	<b>-5,401</b>
		51102	ACTING PAY	0	6,143	0	0	0	0
		51106	REGULAR STRAIGHT OVERTIME	116	72	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	164	290	5,000	5,000	5,000	0
		51140	LONGEVITY PAY	1,800	1,875	1,125	1,200	1,200	75
		51146	PROCTOR PAY	13,380	22,590	55,000	55,000	55,000	0
		51156	UNUSED VACATION TIME PAYOUT	0	1,384	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			<b>15,460</b>	<b>32,354</b>	<b>67,125</b>	<b>67,200</b>	<b>67,200</b>	<b>75</b>
		52360	MEDICARE	5,716	6,049	6,156	6,157	6,280	124
		52385	SOCIAL SECURITY	0	0	1,352	1,352	1,352	0
		52504	MERF PENSION EMPLOYER CONT	48,169	56,296	58,756	47,796	48,731	-10,025
		52917	HEALTH INSURANCE CITY SHARE	59,042	64,359	84,629	46,104	46,104	-38,525
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>112,928</b>	<b>126,703</b>	<b>150,893</b>	<b>101,409</b>	<b>102,467</b>	<b>-48,426</b>
		53050	PROPERTY RENTAL/LEASE	9,198	4,853	33,641	33,641	18,641	-15,000
		53605	MEMBERSHIP/REGISTRATION FEES	120	70	350	350	350	0
		53705	ADVERTISING SERVICES	29,422	9,002	50,000	50,000	40,000	-10,000
		53905	EMP TUITION AND/OR TRAVEL REIM	199	0	461	461	461	0
		54640	HARDWARE/TOOLS	0	1,262	1,000	1,000	1,000	0
		54675	OFFICE SUPPLIES	2,967	2,998	3,000	3,000	3,000	0
		54700	PUBLICATIONS	0	21	100	100	100	0
		54725	POSTAGE	0	0	16	16	16	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,950	5,400	5,400	5,400	5,400	0
		55530	OFFICE FURNITURE	0	947	0	0	0	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			<b>46,857</b>	<b>24,554</b>	<b>93,968</b>	<b>93,968</b>	<b>68,968</b>	<b>-25,000</b>
		56085	FOOD SERVICES	4,028	4,793	10,000	10,000	10,000	0
		56110	FINANCIAL SERVICES	0	0	87	87	87	0
		56155	MEDICAL SERVICES	71,957	83,370	100,000	100,000	100,000	0
		56165	MANAGEMENT SERVICES	89,020	95,418	130,000	158,000	100,000	-30,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,557	98	2,000	2,000	2,000	0
		56180	OTHER SERVICES	819	3,252	7,500	7,500	7,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>167,381</b>	<b>186,930</b>	<b>249,587</b>	<b>277,587</b>	<b>219,587</b>	<b>-30,000</b>
<b>01070</b>	<b>CIVIL SERVICE</b>			<b>750,342</b>	<b>795,130</b>	<b>1,012,423</b>	<b>977,056</b>	<b>903,671</b>	<b>-108,752</b>

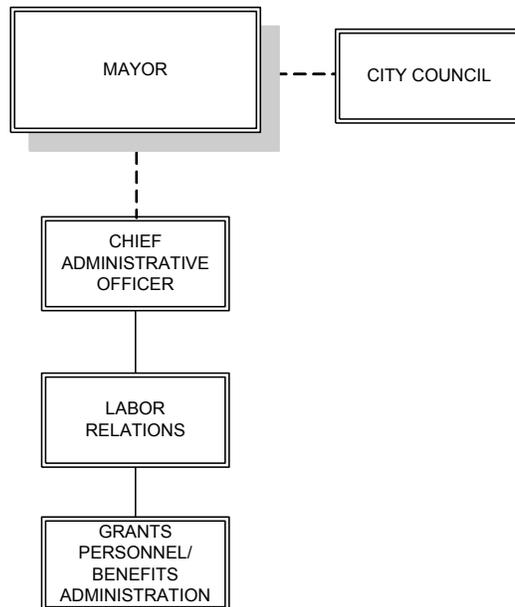
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FY 2015-2016 GENERAL FUND BUDGET  
GRANTS PERSONNEL /  
BENEFITS ADMINISTRATION

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



FY 2015-2016 GENERAL FUND BUDGET  
GRANTS PERSONNEL/BENEFITS

BUDGET DETAIL

Jodie Paul-Arndt / Richard Weiner  
Managers

REVENUE SUMMARY

*Not applicable.*

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01075</b>	<b>HEALTH BENEFIT ADMINISTRATION</b>						
01	PERSONNEL SERVICES	812,637	846,920	795,857	697,198	705,114	-90,743
02	OTHER PERSONNEL SERV	30,369	29,611	15,300	14,850	14,850	-450
03	FRINGE BENEFITS	17,033,962	16,825,713	12,914,586	12,878,493	13,073,227	158,641
04	OPERATIONAL EXPENSES	6,370	5,290	11,450	11,450	11,450	0
05	SPECIAL SERVICES	50,339	34,218	42,250	42,250	42,250	0
		<b>17,933,676</b>	<b>17,741,752</b>	<b>13,779,443</b>	<b>13,644,241</b>	<b>13,846,891</b>	<b>67,448</b>
<b>01080</b>	<b>EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>						
04	OPERATIONAL EXPENSES	2,139	14,461	30,750	30,750	30,750	0
05	SPECIAL SERVICES	0	943	5,000	5,000	5,000	0
		<b>2,139</b>	<b>15,404</b>	<b>35,750</b>	<b>35,750</b>	<b>35,750</b>	<b>0</b>

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
	BENEFITS MANAGER	1.00	1.00				91,306	91,306	
	PAYROLL CLERK II	2.00	2.00				144,660	149,806	5,146
	ADMINISTRATIVE ASSISTANT	1.00	1.00				41,204	41,204	
	HUMAN RESOURCE MANAGER	1.00	1.00				105,495	105,495	
	CLERK A	3.00	3.00				77,062	80,666	3,604
	PROJECT MANAGER	0.75				-0.75	59,699		-59,699
	PAYROLL MANAGER	0.75				-0.75	59,699		-59,699
	BENEFITS COORDINATOR	1.00	1.00				54,697	54,697	
	HUMAN RESOURCES GENERALIST	1.00	1.00				47,546	47,546	
	EMPLOYEE SERVICES COORDINATOR	1.00	1.00				50,880	65,880	15,000
	SENIOR PAYROLL ADMINISTRATOR	1.00	1.00				63,610	68,514	4,904
<b>HUMAN RESOURCES/</b>	<b>BENEFITS ADMIN</b>	<b>13.50</b>	<b>12.00</b>			<b>-1.50</b>	<b>795,858</b>	<b>705,113</b>	<b>-90,745</b>

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

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>BENEFITS OFFICE</b>											
Number of plans managed	12	12	14	14	14	14	14	14	14	14	14
Annual Expenditure City and BOE, Active & Retired, Group & WC	\$75,489,237	\$80,536,660	\$86,223,264	\$86,641,700	\$95,236,498	\$100,521,382	\$108,731,099	\$107,723,400	\$117,496,812	\$55,654,201	\$112,828,229
Annual Expenditure City and BOE, Active & Retired, Group Only	\$65,438,759	\$69,318,675	\$73,821,688	\$75,565,571	\$83,214,369	\$88,174,808	\$95,593,091	\$96,290,446	\$106,632,399	\$50,009,018	\$101,909,256
Annual Expenditure City and BOE, Active & Retired, WC Only	\$10,050,478	\$11,217,985	\$12,401,576	\$11,076,129	\$12,022,129	\$12,346,574	\$13,138,008	\$11,432,954	\$10,829,401	\$5,645,183	\$10,918,973
Annual group benefit expenses for City & BOE Employees Only	\$41,544,206	\$41,776,563	\$44,752,996	\$45,466,267	\$49,102,355	\$53,524,970	\$58,358,120	\$57,982,605	\$64,211,931	\$29,967,607	\$61,652,102
City and BOE Employees under administration (excludes buy-outs)	4,584	4,536	4,352	4,078	4,183	3,975	4,208	3,783	3,783	3,808	3,808
Annual benefit cost per active employee	\$9,063	\$9,210	\$10,283	\$11,149	\$11,739	\$13,465	\$13,868	\$15,327	\$16,974	\$15,740	\$16,190
Annual group benefit expenses for All retired employees	\$24,130,200	\$26,743,768	\$29,451,573	\$30,099,304	\$34,051,564	\$34,649,838	\$10,874,837	\$9,125,914	\$42,470,468	\$20,041,411	\$40,257,153
Annual benefit cost per Medicare-eligible retired employee	\$3,551	\$3,719	\$3,986	\$3,452	\$3,985	\$5,362	\$4,390	\$4,963	\$3,942	\$5,456	\$5,123
Annual benefit cost per non-Medicare retired employee	\$12,044	\$15,420	\$10,582	\$15,600	\$18,134	\$14,975	\$22,607	\$22,061	\$23,974	\$28,484	\$28,597
Medicare-Eligible Retirees	2,071	2,137	2,220	2,298	2,320	2,390	2,477	2,594	2,639	2,668	\$2,668
Non-Medicare Eligible Retirees	1,393	1,219	1,425	1,345	1,355	1,458	1,261	1,190	1,148	1,408	\$1,408
Retirees Receiving Medicare-B reimbursements	733	758	759	781	785	771	796	814	825	866	866
Retiree Drug Subsidy Payments Received	\$132,367	\$802,669	\$652,502	\$1,007,079	\$786,237	\$826,823	\$1,183,000	\$305,352	\$300,000	\$143,075	\$425,827
Employer Group Waiver Plan Subsidy						\$300,000	\$389,574	\$1,945,512	\$2,000,000	\$676,378	\$1,400,000
Employee/Retiree Benefit orientations conducted	15	37	26	41	50	30	91			37	50
COBRA enrollments administered	32	30	43	63	60	35	63			68	90
Worker's Compensation Open Claims: start of year	229	318	560	601	682	482	578	537	526	700	642
Worker's Compensation Open Claims: end of year	318	560	576	682	482	588	534	526	530	700	700
WC indemnity claims active at start of year	203	274	396	393	360	321	365	337	298	229	229
WC indemnity claims filed (new)	175	174	125	106	123	124	133	71	100	57	114
WC indemnity claims active at year end	274	396	391	360	321	358	332	298	300	255	280
WC Medical claims active at start of year	26	44	164	208	322	161	213	200	228	92	92
WC Medical claims filed (new)	532	475	539	493	456	502	454	528	500	300	600
WC Medical claims active at year end	44	164	185	322	161	230	200	228	250	95	100
WC indemnity payments	\$3,231,104	\$3,758,830	\$3,356,374	\$3,028,519	\$3,314,255	\$3,227,331	\$2,899,788	\$3,432,993	\$2,944,164	\$1,369,614	\$2,657,889
WC Medical payments	\$3,507,736	\$3,268,161	\$4,503,524	\$3,616,505	\$4,543,187	\$4,616,404	\$5,915,880	\$4,496,045	\$4,046,086	\$2,106,747	\$4,168,769
WC Medical bills reviewed	13,189	14,741	14,202	11,470	7,683	7,883	9,103	not available	not available	3,534	7,068
Savings from Medical bill reviews	\$1,605,378	\$1,915,951	\$1,686,488	\$1,735,490	\$1,554,164	\$2,258,924	\$2,066,829	not available	not available	\$793,371	\$1,586,742
H & H Medical claims active at start of year	98	89	71	63	69	61	55	51	47	8	16
H&H Medical claims filed (new)	19	23	2	3	2	1	0	0	0	0	0
H&H Medical claims active at year end	102	90	73	69	61	57	51	47	47	6	12
H&H Indemnity claims active at start of year	239	244	247	266	254	246	248	234	227	257	257
H&H Indemnity claims filed (new)	3	2	14	7	19	9	1	7	5	5	10
H&H Indemnity claims active at year end	233	247	266	254	246	248	234	227	250	259	259
Heart & Hypertension Payments	\$2,684,086	\$3,270,880	\$3,356,374	\$2,624,931	\$3,127,297	\$3,636,198	\$3,385,931	\$2,685,843	\$2,909,087	\$1,626,233	\$3,201,668
Safety meetings conducted	116	78	65	76	38	18	43	26	52	17	34
WC accident investigation conducted	197	403	414	401	329	429	297	265	300	63	125
Accident prevention training sessions conducted	25	3	3	14	12	8	9	20	20	17	23
Transitional duty assignments administered	242	263	203	186	212	215	139	96	100	34	45

**FY 2015-2016 GOALS**

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

**FY 2014-2015 GOAL STATUS**

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

FY 2015-2016 GENERAL FUND BUDGET

GRANTS PERSONNEL/BENEFITS

PROGRAM HIGHLIGHTS

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

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

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

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

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

FY 2014-2015 ADDITIONAL ACCOMPLISHMENTS

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

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

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01075	HEALTH BENEFIT ADMINISTRATION								
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	812,637	846,920	795,857	697,198	705,114	-90,743
				<b>812,637</b>	<b>846,920</b>	<b>795,857</b>	<b>697,198</b>	<b>705,114</b>	<b>-90,743</b>
		51106	REGULAR STRAIGHT OVERTIME	0	388	0	0	0	0
		51108	REGULAR 1.5 OVERTIME PAY	171	337	0	0	0	0
		51140	LONGEVITY PAY	15,300	15,875	15,300	14,850	14,850	-450
		51156	UNUSED VACATION TIME PAYOUT	14,898	13,012	0	0	0	0
02	OTHER PERSONNEL SERV			<b>30,369</b>	<b>29,611</b>	<b>15,300</b>	<b>14,850</b>	<b>14,850</b>	<b>-450</b>
		52008	DENTAL HMO - COBRA/RETIREE	4,300	3,000	3,000	3,000	2,000	-1,000
		52024	DENTAL PPO - COBRA/RETIREE	2,700	2,300	2,300	2,300	2,600	300
		52108	VISION FEE - COBRA/RETIREE	100	0	0	0	0	0
		52129	VISION CLMS/CITY RETIREES	5,200	4,400	4,400	4,400	4,100	-300
		52166	CLMS/DNTL- CITY RETIREES	57,900	69,600	69,600	69,600	72,200	2,600
		52258	STATE OF CT ANNUAL ASMT FEE	265,100	162,000	162,000	162,000	188,510	26,510
		52260	CT 2ND INJURY FUND ASSESSM	265,100	264,000	264,000	264,000	245,100	-18,900
		52262	WORKERS COMP ADM FEE	445,200	455,000	455,000	455,000	455,000	0
		52270	WORKERS COMP INDM - GEN G	51,600	110,100	110,100	110,100	672,155	562,055
		52286	WORKERS COMP MED - GEN GO	9,700	115,200	115,200	115,200	0	-115,200
		52360	MEDICARE	9,599	10,408	9,569	8,541	8,619	-950
		52385	SOCIAL SECURITY	1,923	1,153	1,124	1,124	1,124	0
		52436	RX CLAIMS - CITY RET & COBRA	2,156,600	2,225,300	2,183,130	2,183,130	1,909,957	-273,173
		52504	MERF PENSION EMPLOYER CONT	93,647	109,626	110,451	77,683	78,547	-31,904
		52704	HEALTH ASO FEES CITY RETIREES	297,100	251,600	251,600	251,600	262,500	10,900
		52890	CLAIMS DR/HSP/TL-CITY RETIREES	6,614,800	8,525,700	5,290,492	5,290,492	5,290,492	0
		52891	MEDICAL MEDICARE RETIREES F/P	1,061,500	1,123,100	460,284	460,284	460,284	0
		52892	MEDICAL MEDICARE CSG	5,285,600	3,151,866	3,151,866	3,151,866	3,151,866	0
		52899	ASO FEES/MEDICAL MEDICARE CSG	249,800	69,400	69,400	69,400	69,400	0
		52916	EMPLOYEE ASSISTANCE PROGRAM	30,505	30,505	40,000	40,000	40,000	0
		52917	HEALTH INSURANCE CITY SHARE	125,988	141,456	161,070	158,773	158,773	-2,297
03	FRINGE BENEFITS			<b>17,033,962</b>	<b>16,825,713</b>	<b>12,914,586</b>	<b>12,878,493</b>	<b>13,073,227</b>	<b>158,641</b>
		53605	MEMBERSHIP/REGISTRATION FEES	0	0	250	250	250	0
		53705	ADVERTISING SERVICES	0	0	3,000	3,000	3,000	0
		53905	EMP TUITION AND/OR TRAVEL REIM	297	36	450	450	450	0
		54595	MEETING/WORKSHOP/CATERING FOOD	152	0	250	250	250	0
		54675	OFFICE SUPPLIES	4,299	4,011	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,622	1,243	2,500	2,500	2,500	0
04	OPERATIONAL EXPENSES			<b>6,370</b>	<b>5,290</b>	<b>11,450</b>	<b>11,450</b>	<b>11,450</b>	<b>0</b>
		56090	ACTUARIAL SERVICES	12,000	12,000	10,000	12,000	12,000	2,000
		56115	HUMAN SERVICES	13,527	8,452	15,000	15,000	15,000	0
		56130	LEGAL SERVICES	0	2,356	0	0	0	0
		56165	MANAGEMENT SERVICES	24,718	10,783	17,000	15,000	15,000	-2,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	95	95	250	250	250	0
		59015	PRINTING SERVICES	0	533	0	0	0	0
05	SPECIAL SERVICES			<b>50,339</b>	<b>34,218</b>	<b>42,250</b>	<b>42,250</b>	<b>42,250</b>	<b>0</b>
01075	HEALTH BENEFIT ADMINISTRATION			<b>17,933,676</b>	<b>17,741,752</b>	<b>13,779,443</b>	<b>13,644,241</b>	<b>13,846,891</b>	<b>67,448</b>
01080	EMPLOYEE & ORGNZTNL DVLP MNT								
		53610	TRAINING SERVICES	1,552	13,961	30,000	30,000	30,000	0
		55145	EQUIPMENT RENTAL/LEASE	587	500	750	750	750	0
04	OPERATIONAL EXPENSES			<b>2,139</b>	<b>14,461</b>	<b>30,750</b>	<b>30,750</b>	<b>30,750</b>	<b>0</b>
		56085	FOOD SERVICES	0	943	5,000	5,000	5,000	0
05	SPECIAL SERVICES			<b>0</b>	<b>943</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
01080	EMPLOYEE & ORGNZTNL DVLP MNT			<b>2,139</b>	<b>15,404</b>	<b>35,750</b>	<b>35,750</b>	<b>35,750</b>	<b>0</b>

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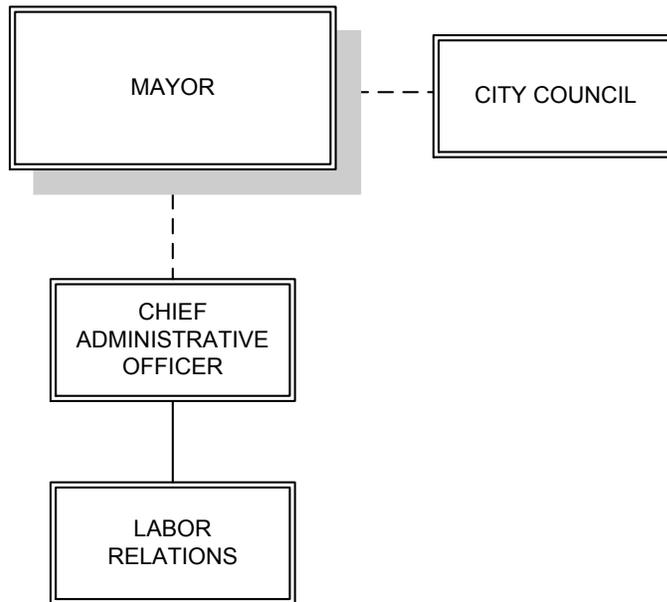
GENERAL GOVERNMENT DIVISIONS

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.



FY 2015-2016 GENERAL FUND BUDGET  
 LABOR RELATIONS PROGRAM HIGHLIGHTS

Lawrence Osborne  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

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

PERSONNEL SUMMARY

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

FY 2015-2016 GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>LABOR RELATIONS</b>											
Total contracts processed	13	14	15	0	9	14	5	2	7	8	8
Open	13	14	0	11	5	3	2	6	6	6	8
Settled	0	8	13	0	9	7	5	2	1	2	11
Average length of time to settle	N/A 21 months		9 months	18 months	3 months	9 months	12 months	12 months	12 months	12 months	12 months
Total grievances processed	255	188	210	136	101	185	140	130	139	78	156
# of State Labor Relations Board Complaints	35	32	35	69	24	31	25	57	65	31	40
# of other Complaints/Investigations	N/A	135	135	78	62	35	31	54	42	73	91
# of Disciplinary Hearings	45	51	56	58	53	73	98	108	82	35	65
# of Policies Developed	5	5	5	0	0	2	0	0	0	0	2

FY 2015-2016 GOALS

- 1) Negotiations have begun with Bargaining Unions who have open contracts.
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.
- 3) Successfully represent the City's interests in mediation, arbitrations, Connecticut State Board of Labor Relations hearings and American Arbitration Association (AAA).
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.
- 6) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
- 7) Investigate the use of ten (10) panel drug screening test to detect the illegal use of synthetic opioids by job applicants. The City currently uses the "five-panel" drug screen established pursuant to Federal DOT regulations in 1989. The five panel screen tests for amphetamines, marijuana, PCP, cocaine and opiates and may not detect the use of synthetic opioids (e.g. hydrocodone, oxycodone).
- 8) Working with NAGE to eliminate the out of date position of Mini-computer Operator and replace it with a more current Data Analyst position.
- 9) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
- 10) Complete negotiations with NAGE regarding employment terms and conditions for Civilian Detention Officers not represented by that union. Necessitated by the Teamsters, Local 151 decision to discontinue representation of this work group.
- 11) Labor Relations along with Benefits Administration will continue to place a strong emphasis on wellness initiatives to improve employee health and morale using the skills and services of our current health care and EAP providers. Seminars, trainings and informative fairs will continue to be scheduled on regular intervals to help employees understand the many wellness educational programs available to them.
- 12) Negotiate collective bargaining agreements to recognize changes due to the Affordable Care Act.

FY 2014-2015 GOAL STATUS

- 1) Negotiations for contracts that expired on June 30, 2012 (Police, Local 1159 and Nurses, Local 1199) are continuing. Also, have started open communications with unions who contracts will expire on June 30, 2013.  
6 MONTH STATUS: *Ongoing.*
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.  
6 MONTH STATUS: *Ongoing.*
- 3) Successfully represent the City's interests in mediation, arbitrations, Connecticut State Board of Labor Relations hearings and American Arbitration Association (AAA).  
6 MONTH STATUS: *Ongoing.*
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.  
6 MONTH STATUS: *Ongoing.*
- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.

FY 2015-2016 GENERAL FUND BUDGET

LABOR RELATIONS PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 6) 6 MONTH STATUS: *Ongoing.*
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.  
6 MONTH STATUS: *Ongoing.*
- 8) Issue an RFP for our Random Drug Testing Company, complete selection process and conclude new contract with the vendor.  
6 MONTH STATUS: *Completed.*
- 9) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.  
6 MONTH STATUS: *Completed.*
- 10) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.  
6 MONTH STATUS: *Ongoing.*
- 11) Issue an RFP for Employee Assistance Program Service and complete selection process and conclude new contract with the vendor.  
6 MONTH STATUS: *Completed.*
- 12) Work with Benefits to implement a Supervisor Training Seminar.  
6 MONTH STATUS: *Completed.*
- 13) Labor Relations along with Benefits Administration will continue to place a strong emphasis on wellness initiatives to improve employee health and morale using the skills and services of our current health care and EAP (Employee Assistance Plan) providers. Seminars, trainings and informative fairs will continue to be scheduled on regular intervals to help employees understand the many wellness educational programs available to them.  
6 MONTH STATUS: *Labor Relations has been working with Benefits and the Wellness Committee to provide a variety of wellness initiatives and opportunities for city employees to get in shape and learn more about supporting healthy lifestyles.*

APPROPRIATION SUPPLEMENT

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

GENERAL GOVERNMENT DIVISIONS  
PENSIONS/BENEFITS  
BUDGET DETAIL

Anne Kelly-Lenz  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01086</b>	<b>PENSIONS</b>						
03	FRINGE BENEFITS	71,655	66,091	90,000	90,000	90,000	0
05	SPECIAL SERVICES	81,160	33,750	30,000	30,000	30,000	0
		<b>152,815</b>	<b>99,841</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>						
02	OTHER PERSONNEL SERV	824,648	688,181	614,375	614,375	614,375	0
03	FRINGE BENEFITS	813,727	824,429	1,087,500	1,097,500	887,500	-200,000
05	SPECIAL SERVICES	11,160	0	0	0	0	0
		<b>1,649,534</b>	<b>1,512,611</b>	<b>1,701,875</b>	<b>1,711,875</b>	<b>1,501,875</b>	<b>-200,000</b>

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01086</b>	<b>PENSIONS</b>								
		52515	LIUNA PENSION	40,799	39,869	50,000	50,000	50,000	0
		52519	ICMA PENSION EMPLOYER CONTRIBU	30,856	26,223	40,000	40,000	40,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>71,655</b>	<b>66,091</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>
		56090	ACTUARIAL SERVICES	81,160	33,750	30,000	30,000	30,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>81,160</b>	<b>33,750</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>
<b>01086</b>	<b>PENSIONS</b>			<b>152,815</b>	<b>99,841</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>								
		51154	UNUSED SICK TIME PAYOUT	155,309	172,430	137,500	137,500	137,500	0
		51156	UNUSED VACATION TIME PAYOUT	275,245	140,286	271,875	271,875	271,875	0
		51314	UNUSED VACATION PAY RETIREMENT	358,599	332,093	175,000	175,000	175,000	0
		51318	PERSONAL DAY PAYOUT RETIREMENT	35,494	43,372	30,000	30,000	30,000	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			<b>824,648</b>	<b>688,181</b>	<b>614,375</b>	<b>614,375</b>	<b>614,375</b>	<b>0</b>
		52360	MEDICARE	5,162	5,020	0	0	0	0
		52385	SOCIAL SECURITY	84	55	0	0	0	0
		52397	UNEMPLOYMENT	472,141	400,223	670,000	670,000	470,000	-200,000
		52504	MERF PENSION EMPLOYER CONT	313,861	396,471	375,000	375,000	375,000	0
		52602	TUITION-SUPERVISORS	4,430	1,650	10,000	10,000	10,000	0
		52604	TUITION-LIUNA	3,812	3,700	12,500	12,500	12,500	0
		52606	TUITION-NURSES	0	0	0	10,000	0	0
		52608	TUITION-OTHER UNIONS	5,291	9,955	10,000	10,000	10,000	0
		52610	TUITION-AFSCME	9,750	7,350	10,000	10,000	10,000	0
		52917	HEALTH INSURANCE CITY SHARE	-804	4	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>813,727</b>	<b>824,429</b>	<b>1,087,500</b>	<b>1,097,500</b>	<b>887,500</b>	<b>-200,000</b>
		56130	LEGAL SERVICES	11,160	0	0	0	0	0
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>11,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>			<b>1,649,534</b>	<b>1,512,611</b>	<b>1,701,875</b>	<b>1,711,875</b>	<b>1,501,875</b>	<b>-200,000</b>

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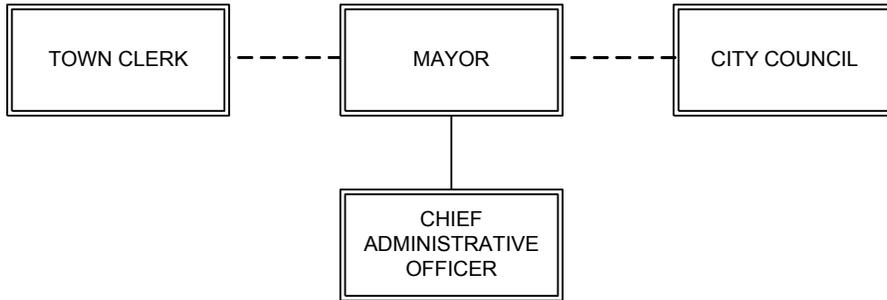
GENERAL GOVERNMENT DIVISIONS

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.



FY 2015-2016 GENERAL FUND BUDGET

TOWN CLERK

BUDGET DETAIL

Alma L. Maya  
Town Clerk

REVENUE SUMMARY

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

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance	
<b>01090</b>	<b>TOWN CLERK</b>							
	01	PERSONNEL SERVICES	274,582	297,094	339,048	348,546	354,009	14,961
	02	OTHER PERSONNEL SERV	4,337	4,134	5,850	6,000	6,000	150
	03	FRINGE BENEFITS	125,801	131,326	140,732	144,120	144,796	4,064
	04	OPERATIONAL EXPENSES	30,798	26,028	48,964	48,930	48,930	-34
	05	SPECIAL SERVICES	222,511	211,444	223,000	223,000	223,000	0
			<b>658,028</b>	<b>670,026</b>	<b>757,594</b>	<b>770,596</b>	<b>776,735</b>	<b>19,141</b>

PERSONNEL SUMMARY

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

FY 2015-2016 GENERAL FUND BUDGET

TOWN CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016
<b>TOWN CLERK</b>											
Total documents (1)	43,166	45,393	34,895	29,611	28,851	32,194	30,491	23,649	45,949	38,192	31,776
Copies (2)	25,387	28,780	23,322	29,113	22,659	34,634	16,974	6,797	26,668	47,776	40,674
Certifications	3,671	11,659	14,245	5,308	6,976	8,360	8,370	3,970	7,944	7,672	6984
Dog licenses (including transfers & duplicates)	1,079	822	1,086	949	813	724	891	503	1,617	1,151	652
Liquor Licenses	289	289	299	289	266	322	255	151	321	334	218
Sportsmen Licenses (3)	1,233	1,169	716	93	0	0	0	0			
Notary Public Services (4)	350	261	465	468	378	604	427	302	472	477	434
Trade Names	1,135	1,133	1,026	863	747	411	557	417	821	879	708
Vacant Property Filings (5)					97	604	61	0	0	0	0

- (1) Includes the recording of all documents pertaining to land records (i.e. warranties, mortgages, liens, releases, judgments et cetera.
- (2) Copies of any documents filed in the Town Clerk's Office.
- (3) We no longer sell sportsman's licenses. They are available online from the CT Department of Environmental Protection.
- (4) Includes change of address & name change
- (5) We are no longer responsible for registering vacant properties. Public Act 09-144. We are responsible for the registering of Foreclosure registration forms. Per Connecticut General Statutes Section 7-34a, Section 7-148ii, Public Act 11-201 - Effective October 1, 2011.

FY 2015-2016 GOALS

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

FY 2014-2015 GOAL STATUS

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

FY 2015-2016 GENERAL FUND BUDGET

TOWN CLERK

APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01090</b>	<b>TOWN CLERK</b>								
<b>01</b>	<b>PERSONNEL SERVICES</b>	51000	FULL TIME EARNED PAY	274,582	297,094	339,048	348,546	354,009	14,961
				<b>274,582</b>	<b>297,094</b>	<b>339,048</b>	<b>348,546</b>	<b>354,009</b>	<b>14,961</b>
		51106	REGULAR STRAIGHT OVERTIME	567	0	1,100	1,100	1,100	0
		51108	REGULAR 1.5 OVERTIME PAY	658	0	1,900	1,900	1,900	0
		51116	HOLIDAY 2X OVERTIME PAY	561	0	0	0	0	0
		51140	LONGEVITY PAY	2,550	2,700	2,850	3,000	3,000	150
		51156	UNUSED VACATION TIME PAYOUT	0	1,434	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>			<b>4,337</b>	<b>4,134</b>	<b>5,850</b>	<b>6,000</b>	<b>6,000</b>	<b>150</b>
		52360	MEDICARE	3,663	4,009	4,532	4,630	4,709	177
		52385	SOCIAL SECURITY	242	298	2,480	2,480	2,480	0
		52504	MERF PENSION EMPLOYER CONT	32,328	38,349	39,247	33,990	34,587	-4,660
		52917	HEALTH INSURANCE CITY SHARE	89,567	88,670	94,473	103,020	103,020	8,547
<b>03</b>	<b>FRINGE BENEFITS</b>			<b>125,801</b>	<b>131,326</b>	<b>140,732</b>	<b>144,120</b>	<b>144,796</b>	<b>4,064</b>
		53605	MEMBERSHIP/REGISTRATION FEES	850	710	2,500	2,500	2,500	0
		53705	ADVERTISING SERVICES	4,284	5,720	7,500	7,500	7,500	0
		53725	TELEVISION SERVICES	894	993	1,000	1,000	1,000	0
		54555	COMPUTER SUPPLIES	1,189	763	810	810	810	0
		54675	OFFICE SUPPLIES	8,323	4,351	4,520	4,520	4,520	0
		54680	OTHER SUPPLIES	3,569	6,931	7,000	7,000	7,000	0
		54705	SUBSCRIPTIONS	0	0	34	0	0	-34
		55090	ELECTION EQUIPMENT	11,316	5,995	25,000	25,000	25,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	374	564	600	600	600	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>			<b>30,798</b>	<b>26,028</b>	<b>48,964</b>	<b>48,930</b>	<b>48,930</b>	<b>-34</b>
		56055	COMPUTER SERVICES	219,315	210,000	219,750	219,750	219,750	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	3,196	1,444	3,250	3,250	3,250	0
<b>05</b>	<b>SPECIAL SERVICES</b>			<b>222,511</b>	<b>211,444</b>	<b>223,000</b>	<b>223,000</b>	<b>223,000</b>	<b>0</b>
<b>01090</b>	<b>TOWN CLERK</b>			<b>658,028</b>	<b>670,026</b>	<b>757,594</b>	<b>770,596</b>	<b>776,735</b>	<b>19,141</b>

GENERAL GOVERNMENT DIVISIONS  
**LEGISLATIVE DEPARTMENT**  
BUDGET DETAIL

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Thomas McCarthy  
*City Council President*

**REVENUE SUMMARY**

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*Not Applicable*

**APPROPRIATION SUMMARY**

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

**PERSONNEL SUMMARY**

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*Not applicable*

FY 2015-2016 GENERAL FUND BUDGET  
 LEGISLATIVE DEPARTMENT

BUDGET DETAIL

APPROPRIATION SUPPLEMENT

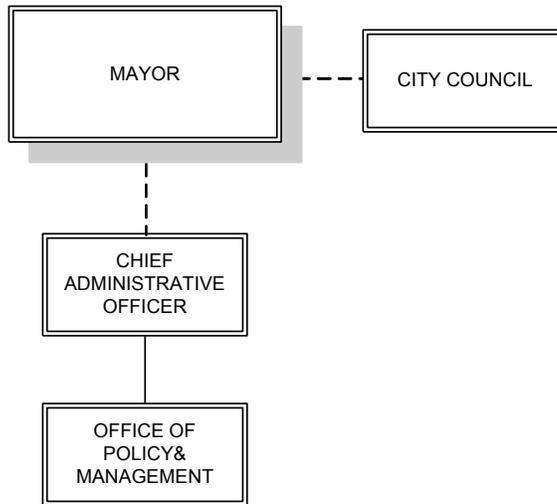
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01095	LEGISLATIVE DEPARTMENT								
02	OTHER PERSONNEL SERV	51402	CITY COUNCIL STIPENDS	88,429	120,799	180,000	180,000	180,000	0
				<b>88,429</b>	<b>120,799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

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



FY 2015-2016 GENERAL FUND BUDGET  
POLICY & MANAGEMENT

BUDGET DETAIL

Thomas R. Sherwood  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

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

PERSONNEL SUMMARY

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

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FY 2015-2016 GOALS

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

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FY 2014-2015 GOAL STATUS

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

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

APPROPRIATION SUPPLEMENT

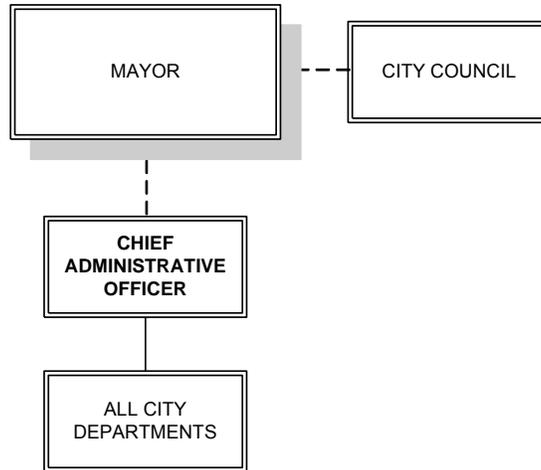
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01100</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>								
		51000	FULL TIME EARNED PAY	476,374	470,985	563,281	563,281	563,281	0
		51099	CONTRACTED SALARIES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

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.



FY 2015-2016 GENERAL FUND BUDGET  
 CHIEF ADMINISTRATIVE OFFICE

BUDGET DETAIL

Andrew Nunn  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
<b>01105</b>	<b>ETHICS COMMISSION</b>						
04	OPERATIONAL EXPENSES	0	0	244	214	214	-30
05	SPECIAL SERVICES	960	500	3,100	2,875	2,875	-225
		<b>960</b>	<b>500</b>	<b>3,344</b>	<b>3,089</b>	<b>3,089</b>	<b>-255</b>
<b>01106</b>	<b>CHIEF ADMINISTRATIVE OFFICE</b>						
01	PERSONNEL SERVICES	633,608	615,117	669,199	666,679	666,679	-2,520
02	OTHER PERSONNEL SERV	2,325	8,943	2,625	1,275	1,275	-1,350
03	FRINGE BENEFITS	178,317	190,909	219,540	187,380	187,380	-32,160
04	OPERATIONAL EXPENSES	120,077	117,493	127,514	127,514	127,514	0
05	SPECIAL SERVICES	82,500	55,000	100,034	100,034	100,034	0
		<b>1,016,828</b>	<b>987,462</b>	<b>1,118,912</b>	<b>1,082,882</b>	<b>1,082,882</b>	<b>-36,030</b>

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

PERSONNEL SUMMARY

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

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

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

**FY 2015-2016 GOALS**

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

**FY 2014-2015 GOAL STATUS**

- 1) Oversee all departmental management and operational policies and practices.  
6 MONTH STATUS: *Hired Human Resources Manager; Special Project Manager-GIS, Deputy Chief Administrative Officer for Legal Services; Assistant Chief Administrative Officer; City Building Official.*
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies and procedures.  
6 MONTH STATUS: *Reopened Pleasure Beach and renovated or built significant additional parkland and other recreational facilities including Nob Hill and Knowlton Parks; Facilitated major upgrades to Sikorsky Airport; Relocated WPCA Collections to the first floor of the Morton Center; Successfully responded to record snowfall and prolonged frigid temperatures throughout winter season; supported a Professional Development Training Program offered by Human Resources which includes technical training as well as Culture and Diversity Training. Chaired Monthly Cabinet meetings. Regularly met with key department heads to insure executive initiatives and goals are completed. Filling vacancies on boards and commissions on an ongoing basis.*
- 3) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.  
6 MONTH STATUS: *Ongoing. Chaired quarterly Safety Committee meetings. Attended Mayor's Community Cabinet; regular meetings with local businesses, agencies, and non-profit organizations to work together on common goals for the betterment of the City of Bridgeport.*
- 4) Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.  
6 MONTH STATUS: *Ongoing. Chaired internal Capital Project working group to better manage all aspects of the City's capital work across departments and in particular, refined the reporting and project status tools to more effectively manage timelines and implementation concerns; through Deputy Chief Administrative Officer for Legal Services,*

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

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

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

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

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

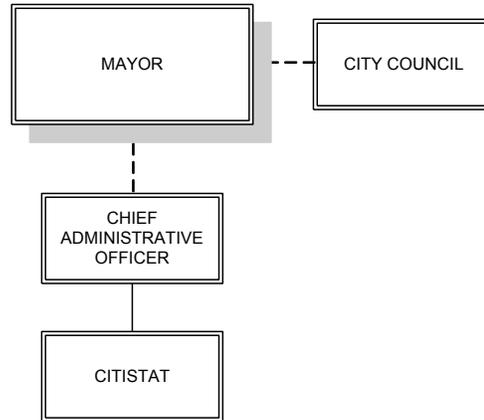
construction projects. Over the past fiscal year SMBRO disseminated information for potential contracting opportunities to over **5,000** contractors; hosted **23** professional development capacity building workshops partnership with SBA, Score, Hispanic & Black Chambers of Commerce, PTAP; **9** construction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

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

# CITISTAT

## MISSION STATEMENT

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



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

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

## FY 2015-2016 GOALS

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

FY 2015-2016 GENERAL FUND BUDGET

CITISTAT /CHIEF ADMIN. OFFICE

PROGRAM HIGHLIGHTS

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

FY 2014-2015 GOAL STATUS

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

FY 2015-2016 GENERAL FUND BUDGET

CITISTAT /CHIEF ADMIN. OFFICE PROGRAM HIGHLIGHTS/ APPROPRIATIONS

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

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

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

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

APPROPRIATION SUPPLEMENT

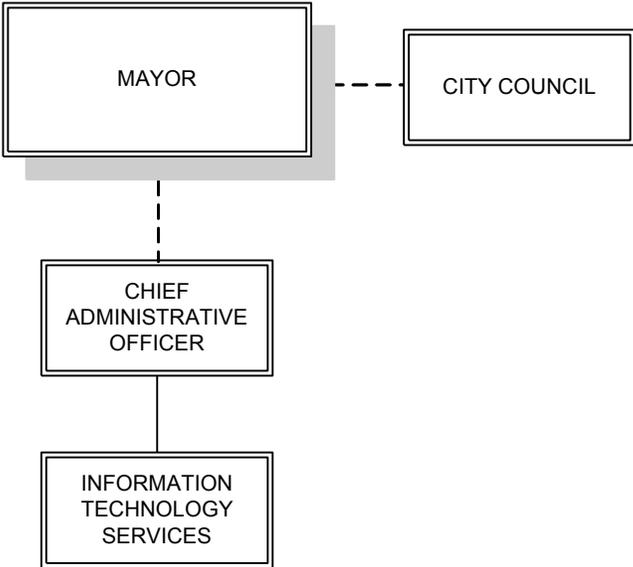
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01105	ETHICS COMMISSION	54725	POSTAGE	0	0	214	214	214	0
		54998	OPERATIONAL EXPENSE FREEZE	0	0	30	0	0	-30
04	OPERATIONAL EXPENSES			0	0	244	214	214	-30
		56180	OTHER SERVICES	960	500	2,875	2,875	2,875	0
		56998	SPECIAL SERVICES FREEZE	0	0	225	0	0	-225
05	SPECIAL SERVICES			960	500	3,100	2,875	2,875	-225
01105	ETHICS COMMISSION			960	500	3,344	3,089	3,089	-255
01106	CHIEF ADMINISTRATIVE OFFICE								
		51000	FULL TIME EARNED PAY	633,608	615,117	669,199	666,679	666,679	-2,520
01	PERSONNEL SERVICES			633,608	615,117	669,199	666,679	666,679	-2,520
		51140	LONGEVITY PAY	2,325	2,475	2,625	1,275	1,275	-1,350
		51156	UNUSED VACATION TIME PAYOUT	0	6,468	0	0	0	0
02	OTHER PERSONNEL SERV			2,325	8,943	2,625	1,275	1,275	-1,350
		52360	MEDICARE	8,919	8,609	8,852	9,157	9,157	305
		52385	SOCIAL SECURITY	1,528	244	3,196	3,196	3,196	0
		52504	MERF PENSION EMPLOYER CONT	71,932	79,776	84,738	70,692	70,692	-14,046
		52917	HEALTH INSURANCE CITY SHARE	95,937	102,280	122,754	104,335	104,335	-18,419
03	FRINGE BENEFITS			178,317	190,909	219,540	187,380	187,380	-32,160
		53605	MEMBERSHIP/REGISTRATION FEES	115,841	111,487	115,841	115,841	115,841	0
		53705	ADVERTISING SERVICES	0	0	87	87	87	0
		53750	TRAVEL EXPENSES	0	1,420	1,161	1,161	1,161	0
		53905	EMP TUITION AND/OR TRAVEL REIM	163	74	2,168	2,168	2,168	0
		54580	SCHOOL SUPPLIES	0	0	30	30	30	0
		54595	MEETING/WORKSHOP/CATERING FOOD	1,074	361	546	546	546	0
		54675	OFFICE SUPPLIES	843	1,420	1,710	1,710	1,710	0
		54705	SUBSCRIPTIONS	943	1,078	750	598	598	-152
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,212	1,654	5,221	5,373	5,373	152
04	OPERATIONAL EXPENSES			120,077	117,493	127,514	127,514	127,514	0
		56180	OTHER SERVICES	82,500	55,000	100,000	100,000	100,000	0
		56240	TRANSPORTATION SERVICES	0	0	34	34	34	0
05	SPECIAL SERVICES			82,500	55,000	100,034	100,034	100,034	0
01106	CHIEF ADMINISTRATIVE OFFICE			1,016,828	987,462	1,118,912	1,082,882	1,082,882	-36,030
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01113	CITISTAT	53605	MEMBERSHIP/REGISTRATION FEES	0	50	1,500	1,500	1,500	0
		53705	ADVERTISING SERVICES	0	0	500	500	500	0
		53750	TRAVEL EXPENSES	500	449	1,500	1,500	1,500	0
		54675	OFFICE SUPPLIES	1,373	1,503	2,500	2,500	2,500	0
		54705	SUBSCRIPTIONS	0	716	1,000	1,000	1,000	0
		54725	POSTAGE	0	0	375	375	375	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	2,304	0	0	4,100	4,100	4,100
04	OPERATIONAL EXPENSES			4,177	2,718	7,375	11,475	11,475	4,100
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,415	557	1,364	1,364	1,364	0
		59015	PRINTING SERVICES	0	43	1,500	1,500	1,500	0
05	SPECIAL SERVICES			1,415	600	2,864	2,864	2,864	0
01113	CITISTAT			5,592	3,318	10,239	14,339	14,339	4,100

GENERAL GOVERNMENT DIVISIONS  
INFORMATION TECHNOLOGY SERVICES

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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.



FY 2015-2016 GENERAL FUND BUDGET  
 INFO TECH SERVICES

BUDGET DETAIL

Adam Heller  
 Manager

REVENUE SUMMARY

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

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01108	INFORMATION TECHNOLOGY SERVICE						
	01 PERSONNEL SERVICES	737,555	695,157	951,033	937,868	939,415	-11,618
	02 OTHER PERSONNEL SERV	11,094	10,749	16,225	17,200	17,200	975
	03 FRINGE BENEFITS	209,869	223,905	366,860	286,960	287,129	-79,731
	04 OPERATIONAL EXPENSES	1,070,655	1,022,791	1,074,500	1,074,500	1,054,500	-20,000
	05 SPECIAL SERVICES	751,879	659,024	742,000	742,000	742,000	0
		<b>2,781,052</b>	<b>2,611,627</b>	<b>3,150,618</b>	<b>3,058,528</b>	<b>3,040,244</b>	<b>-110,374</b>

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
	ITS DIRECTOR	1.00	1.00				125,544	125,544	
	NETWORK ARCHITECT	1.00	1.00				82,380	82,380	
	SERVER SPECIALIST	1.00	1.00				60,995	60,995	
	SPECIAL PROJECT MGR GIS	1.00	1.00				78,466	70,000	-8,466
	SUPPORT SERVICES MANAGER (40	1.00	1.00				40,710	75,000	34,290
	DATA ARCHITECT	1.00	1.00				82,380	82,380	
	SUPPORT SPECIALIST I (35 HRS)	2.00	2.00				104,199	105,746	1,547
	SUPPORT SPECIALIST II (35 HRS)	6.00	5.00	2.00		-1.00	285,054	236,915	-48,139
	ENTERPRISE SERVICES MANAGER (40	1.00	1.00				91,305	91,305	
INFORMATION TECHNOLOGY SVCS		<b>15.00</b>	<b>14.00</b>	<b>2.00</b>		<b>-1.00</b>	<b>951,033</b>	<b>930,265</b>	<b>-20,768</b>

FY 2015-2016 GENERAL FUND BUDGET

INFO TECH SERVICES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 6 MONTH 2014-2015	ESTIMATE 2014-2015
<b>INFORMATION TECHNOLOGY SERVICES</b>												
Network lines planned (WAN)(1)	0	0	0	0	0	0	0	0	0	0	21	21
Network lines planned (LAN)	0	200	0	0	0	270	420	150	100	0	62	68
Total connected	0	200	0	0	0	270	420	150	100	0	62	62
Connected as % of total	0	100	0	0	0	100	100	100	100	0	100	91
Hardware upgrades	0	0	52	0	125	136	0	0	0	0	5	5
Software upgrades	0	0	2	0	1	1	0	0	0	0	10	15
<b>COMPUTER PURCHASES</b>												
Laptops and Tablets	21	20	15	17	19	14	15	22	25	350	15	25
Desktops	27	127	166	210	176	174	175	252	127	50	15	100
Installed	48	90	166	210	176	160	160	252				
Printers	2	10	0	0	2	0	15	11	51	30		15
No. of new servers	3	5	2	12	0	2	16	10				
Service requests	1,929	2,038	2,626	1,940	2,220	2,315	2,645	4,053	2,650	2,411	1,150	2,500
Completed	1,929	2,038	2,626	1,759	3,350	1,600	2,645	4,036	2,650	2,411	1,150	2,500
Completed as % of requests	100%	100%	100%	91%	66%	69%	100	100%	100%	100%	100%	100%
Completed within 24 hours of request	739	713	997	564	449	350	950		1,140	989		2,000
Outstanding	0	0	0	0	0	715	3	17	59	36		0
Help desk calls	1,929	2,038	2,626	1,940	2,220	2,400	2,700	4,053	2,650	2,411	1,150	2,500
AMAC PCs (2)	16	37	132	190	164	175	180	294	167	182	115	130

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

FY 2015-2016 GOALS

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

FY 2014-2015 GOAL STATUS

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

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

APPROPRIATION SUPPLEMENT

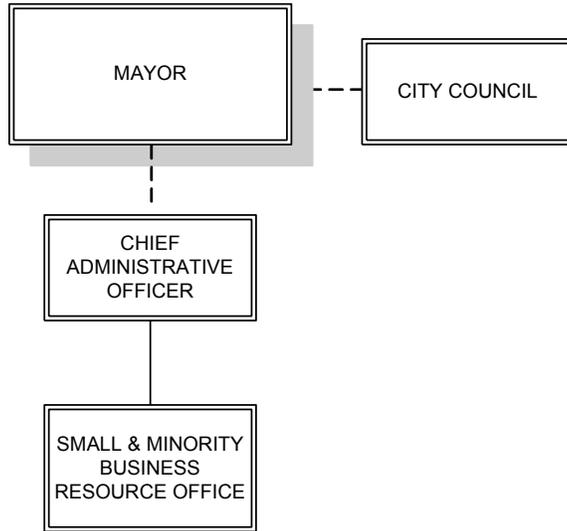
Org# / Approp Group	Org Description	Object#	Object Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Budget	2016 Requested	2016 PROPOSED	Variance
01108	INFORMATION TECHNOLOGY SERVICE								
		51000	FULL TIME EARNED PAY	737,555	694,557	941,883	928,718	930,265	-11,618
		51099	CONTRACTED SALARIES	0	600	9,150	9,150	9,150	0
01	PERSONNEL SERVICES			<b>737,555</b>	<b>695,157</b>	<b>951,033</b>	<b>937,868</b>	<b>939,415</b>	<b>-11,618</b>
		51106	REGULAR STRAIGHT OVERTIME	169	0	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	0	0	3,000	3,000	3,000	0
		51116	HOLIDAY 2X OVERTIME PAY	0	0	1,000	1,000	1,000	0
		51140	LONGEVITY PAY	10,925	6,000	6,225	7,200	7,200	975
		51156	UNUSED VACATION TIME PAYOUT	0	4,749	0	0	0	0
02	OTHER PERSONNEL SERV			<b>11,094</b>	<b>10,749</b>	<b>16,225</b>	<b>17,200</b>	<b>17,200</b>	<b>975</b>
		52360	MEDICARE	8,446	8,462	11,557	11,557	11,557	0
		52385	SOCIAL SECURITY	1,159	2,730	11,528	11,528	11,528	0
		52504	MERF PENSION EMPLOYER CONT	81,291	85,051	124,443	102,111	102,280	-22,163
		52917	HEALTH INSURANCE CITY SHARE	118,973	127,662	219,332	161,764	161,764	-57,568
03	FRINGE BENEFITS			<b>209,869</b>	<b>223,905</b>	<b>366,860</b>	<b>286,960</b>	<b>287,129</b>	<b>-79,731</b>
		53610	TRAINING SERVICES	906	0	0	0	0	0
		53720	TELEPHONE SERVICES	803,966	873,444	894,375	900,375	880,375	-14,000
		53905	EMP TUITION AND/OR TRAVEL REIM	91	311	58	500	500	442
		54020	COMPUTER PARTS	90	0	0	0	0	0
		54550	COMPUTER SOFTWARE	3,549	0	0	0	0	0
		54555	COMPUTER SUPPLIES	20,458	19,649	20,338	13,896	13,896	-6,442
		54675	OFFICE SUPPLIES	5,251	7,799	4,600	4,600	4,600	0
		55055	COMPUTER EQUIPMENT	236,344	121,587	155,129	155,129	155,129	0
04	OPERATIONAL EXPENSES			<b>1,070,655</b>	<b>1,022,791</b>	<b>1,074,500</b>	<b>1,074,500</b>	<b>1,054,500</b>	<b>-20,000</b>
		56050	COMPUTER EQUIP MAINT SERVICE	238,904	142,801	150,915	150,915	150,915	0
		56055	COMPUTER SERVICES	235,831	507,308	523,078	523,078	523,078	0
		56165	MANAGEMENT SERVICES	277,074	8,875	68,008	68,008	68,008	0
		59010	MAILING SERVICES	69	41	0	0	0	0
05	SPECIAL SERVICES			<b>751,879</b>	<b>659,024</b>	<b>742,000</b>	<b>742,000</b>	<b>742,000</b>	<b>0</b>
01108	INFORMATION TECHNOLOGY SERVICE			<b>2,781,052</b>	<b>2,611,627</b>	<b>3,150,618</b>	<b>3,058,528</b>	<b>3,040,244</b>	<b>-110,374</b>

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.



Deborah Caviness  
 Senior Program Administrator

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

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

PERSONNEL SUMMARY

DEPARTMENT	POSITION TITLE	FTE 2015	FTE 2016	VAC	NEW	UNF	BUDGET FY 2015	PROPOSED FY 2016	VARIANCE
	SENIOR PROJECT MANAGER (MEB)	1.00	1.00				91,304	91,304	
	ASSISTANT SPECIAL PROJECT MANA	1.00	1.00				48,507	48,507	
	CONSTITUENT SERVICES REP.	1.00	1.00				31,824	31,824	
<b>&amp; MINORITY BUSINESS OFFICE</b>		<b>3.00</b>	<b>3.00</b>				<b>171,635</b>	<b>171,635</b>	

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

SERVICE INDICATORS	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	6 MONTH 2014-2015	ESTIMATED 2014-2015
<b>SMALL &amp; MINORITY BUSINESS DEVELOPMENT OFFICE</b>									
Public Awareness Events	20	22	25	30	22	45	35	20	25
Attendance at Public Awareness Events	698	575	750	811	265	1,062	350	400	225
Total Number of people impacted by programming	825	700	925	650	200	400	300	300	150
New Businesses Registered	127	70	75	92	85	130	136	75	65
African American Businesses	74	50	50	65	49	72	76	50	45
Hispanic Businesses	23	10	25	16	26	24	25	25	25
Causian Businesses				10	9	32	9		
Other Businesses				1	1	2	3		

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

**FY 2015-2016 GOALS**

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

**FY 2014-2015 GOAL STATUS**

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

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

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APPROPRIATION SUPPLEMENT

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