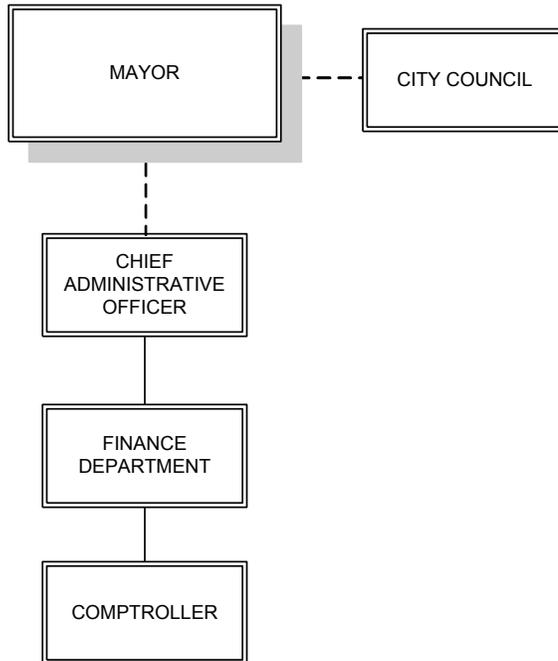


FINANCE DIVISIONS
COMPTROLLER'S OFFICE

MISSION STATEMENT

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE APPROPRIATION SUPPLEMENT

Kenneth Flatto
 Director/CFO

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR	Variance
01010 COMPTROLLER'S OFFICE								
	41563	HEALTHINSURANCE/WORKERSCOM.REI	0	0	0	0	0	0
	41277	RESTITUTION RECOVERY	5,391	5,000	3,677	5,000	5,000	0
	45354	WPCACOLLECTIONSERVICEREIMBURSE	805,164	697,623	447,083	697,623	650,000	47,623
	44550	TOWN AID	1,383,106	1,383,106	1,387,630	1,383,106	1,387,630	-4,524
	41564	ADMINISTRATIVEFEE/OVERHEADALLO	45,928	70,000	8,444	70,000	15,000	55,000
	41562	DEBTSERVICEINTERESTREIMBURSEME	182,202	225,318	9,609	225,318	188,000	37,318
	41561	STATE LOCIP FOR DEBT SERVICES	1,173,593	1,031,564	73,815	1,031,564	1,031,564	0
	41560	PROPERTY RENTAL	143,745	25,000	18,925	25,000	25,000	0
	41392	DEBT SERVICE PARENT CENTER	60,000	60,000	0	60,000	60,000	0
	41555	CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	500,000	0
	41553	BOOKS / MAP SALES	0	100	0	100	100	0
	41552	STATE BINGO	52	200	20	200	200	0
	41551	O.T.B INCOME	344,964	450,000	188,764	450,000	400,000	50,000
	41538	COPIES	80,750	50,000	38,967	50,000	50,000	0
	41559	COURT FINES	82,493	35,000	36,953	35,000	60,000	-25,000
	41610	FREEDOM OF INFORMATION FEES	139	0	0	0	200	-200
	41278	MUNICIPAL ID FEE	0	200,000	0	200,000	0	200,000
01010 COMPTROLLER'S OFFICE			4,807,527	4,732,911	2,713,887	4,732,911	4,372,694	360,217

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance	
01010 COMPTROLLER'S OFFICE								
	01	PERSONNEL SERVICES	471,028	614,987	441,855	637,948	644,230	-29,243
	02	OTHER PERSONNEL SERV	4,716	4,575	4,069	2,700	2,700	1,875
	03	FRINGE BENEFITS	168,216	233,962	133,629	197,944	198,720	35,242
	04	OPERATIONAL EXPENSES	4,039	6,260	1,999	7,427	7,427	-1,167
	05	SPECIAL SERVICES	261,015	334,399	226,288	324,199	324,199	10,200
COMPTROLLER'S OFFICE			909,013	1,194,183	807,839	1,170,218	1,177,276	16,907

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	5	0	ACCOUNTING CLERK I (35 HOURS)	207,933	205,739	2,194
	2	0	ACCOUNTING CLERK II (35 HOURS)	100,183	96,453	3,730
	1	0	FINANCIAL MANAGEMENT SUPERVIS	75,420	84,063	-8,643
	1	0	ACCOUNTANT	75,138	83,750	-8,612
	1	0	CHIEF ACCOUNTANT	80,510	89,737	-9,227
	1	0	CAPITOL PROJECTS FIXED ASSETS	75,803	84,490	-8,687
01010000	Total	11		614,987	644,231	-29,244

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
COMPTROLLER'S OFFICE								
Number of:								
Accounts Payable Checks Issued	22,876	21,648	19,710	18,050	18,294	17,096	8,998	18,989
Manual checks processed	49	54	53	383	110	109	30	75
ACH Vendor Payments processed *** Notes					315	2,340	1,546	3,200
Manual checks processed payroll	325	271	194	164	217	289	184	315
Travel requests processed	100	131	90	96	125	76	60	60
Payment Vouchers processed	52,503	49,599	46,447	48,762	51,903	49,965	27,903	52,000
Scanned Back Pages for Invoices (2)	525,030	495,990	464,470	487,620	519,030	499,650	279,030	520,000
Capital Project checks processed	40	34	14	18	456	488	297	500
Capital Project wires processed	0	153	180	173	172	207	127	254
Cash Receipts processed	5,600	4,906	4,971	4,945	5,140	5,234	5,500	5,500
Journal Entries posted (3)	1,600	60	75	61	2,387	1,556	1,500	1,500
Federal 1099 Forms issued	500	462	431	537	645	644	700	700
W-2 Statements issued	5,670	5,670	5,501	5,440	5,590	5,650	5,600	5,600
Payroll Checks Issued (1)	51,000	48,335	43,269	32,454	30,136	23,486	10,876	22,000
Payroll Direct Deposit (1)	126,520	127,805	131,884	137,001	141,827	148,939	75,249	150,000
Payroll Vendor Checks Issued	5,150	4,971	4,926	4,594	4,028	3,526	1,746	5,000
Payroll Vendor Direct Deposit	850	858	1,044	1,208	1,321	1,406	740	1,450
Pension checks issued (Police, Fire, Janitors)	12,000	10,842	10,560	10,546	10,054	9,580	4,627	9,400
<i>Grants Administration:</i>								
number of new and recurring grants	150	125	123	128	126	128	70	140
number of grants closed	70	203	55	85	65	50	25	50
Financial report delivery date	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	15-Feb	31-Dec	31-Dec
General ledger fiscal year end close	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun

- (1) Decrease/increase in actual pay checks: working toward paperless system via direct deposit.
 (2) Actual is based on an estimated 10 pages per invoice.
 (3) Increase due to account change re-classes needed.

FY 2016-2017 GOALS

- 1) Achieve new bond financing for capital projects.
- 2) Complete updated CAFR (Comprehensive Annual Financial Report) for 2016 and seek CAFR Certificate of Excellence.
- 3) Implement a new internal audit function to review city agencies.
- 4) Increase unassigned fund balance level for fiscal year 2017.

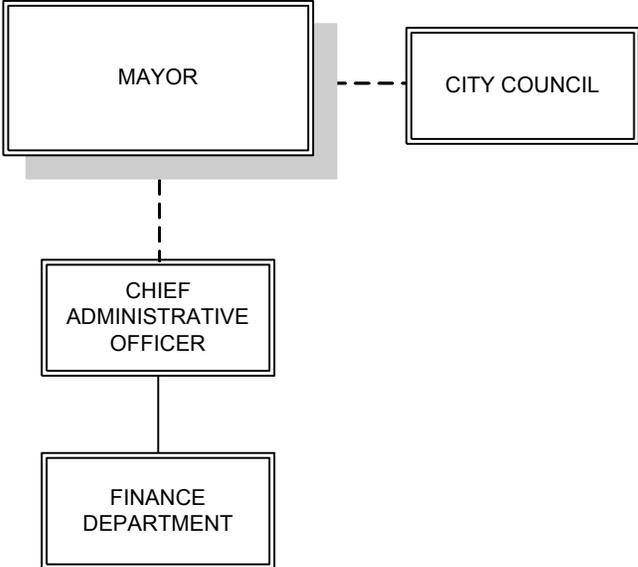
FY 2015-2016 GOAL STATUS

- 1) The reduction of unnecessary paper being submitted to Accounts Payable in accordance with the Mayor's B-Green initiative.
6 MONTH STATUS: *This goal has been completed.*
- 2) Continue to increase the level of Vendors being set up on EFT for payment.
6 MONTH STATUS: *a 10% increase in Electronic Fund Transfer (EFT) vendor use has taken place.*
- 3) Initiate training of Department MUNIS users.
6 MONTH STATUS: *Training underway managed by Payroll department.*

FINANCE DIVISIONS
FINANCE DEPARTMENT

MISSION STATEMENT

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



Kenneth Flatto
Director of Finance

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01015	FINANCE ADMINISTRATION						
01	PERSONNEL SERVICES	427,091	589,071	506,971	623,605	549,513	39,558
02	OTHER PERSONNEL SERV	8,374	3,900	7,263	6,675	6,675	-2,775
03	FRINGE BENEFITS	145,410	178,814	120,867	153,830	159,733	19,081
04	OPERATIONAL EXPENSES	3,051	8,886	1,937	9,909	9,909	-1,023
05	SPECIAL SERVICES	56	1,693	20	1,693	1,693	0
	FINANCE ADMINISTRATION	583,982	782,364	637,057	795,712	727,523	54,841

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	1	0	INTERNAL AUDITOR	0	78,925	-78,925
	1	0	DIRECTOR OF FINANCE	125,544	127,213	-1,669
	0	0	DEPUTY DIRECTOR OF FINANCE	101,110	0	101,110
	0	0	EXECUTIVE ASSISTANT FINANCE	80,157	0	80,157
	1	0	PROJECT MANAGER	91,304	87,125	4,179
	1	0	PAYROLL MANAGER	91,304	87,125	4,179
	1	0	OFFICE SPECIALIST	0	66,625	-66,625
	1	0	DEPUTY DIRECTOR OF FINANCE/MAN	99,652	102,500	-2,848
01015000	Total	6		589,071	549,513	39,558

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
FINANCE DEPARTMENT							
Annual CAFR Report	1	1	1	1	0	1	1
Unreserved Fund Balance	\$16,560,510	\$12,720,514	\$12,924,082	\$13,395,816	\$13,713,461	\$13,000,000	\$13,000,000
Unreserved Fund Balance as % of General Fund Expenditures	3.31%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Fund Balance Appropriated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Debt	\$701,133,522	\$738,928,108	\$704,991,981	\$664,534,053	\$645,979,133	\$642,000,000	\$690,000,000
Debt per Capita	\$ 4,520	\$5,104	\$4,828	\$4,618	\$4,587	\$4,837	\$4,837
GFOA certificate for excellence in financial reporting	yes	yes	yes	yes	yes	pending	pending
# of annual audit management letter comments	2	1	1	1	2	1	1
Governmental Activities Net Capital Assets	\$846,535,639	\$897,034,000	\$967,164,000	\$1,009,927	1,197,629	\$1,150,000,000	\$ 1,150,000,000
BOND AND CREDIT RATINGS							
Credit Rating: Moody's	A1	A1	A2	A2	A2	A2	A2
Standard & Poor's	A-	A-	A-	A-	A-	A-	A-
Fitch	A	A	A	A	A	A	A
Bond Rating: Moody's	AA3	AA3	AA3	AA3	AA3	AA3	AA3
Standard & Poor's	AA-	AA-	AA-	AA-	AA-	AA-	AA-
Fitch (1)	A	A	N/A	N/A	N/A	N/A	N/A

(1) - Fitch does not currently rate

FY 2016-2017 GOALS

- 1) Eliminate reliance on TANS (tax anticipation notes).
- 2) Accomplish bond financing for project needs.
- 3) Complete clean up of old Grant and Capital accounts.
- 4) Achieve cost savings through new initiatives including utility reviews.

FY 2015-2016 GOAL STATUS

- 1) Eliminate reliance on TANS (tax anticipation notes).
6 MONTH STATUS: *As of spring 2016 TANS are eliminated this fiscal year.*
- 2) Improve monthly reconciliations of all accounts when office restructure is finalized.
6 MONTH STATUS: *All account reconciliations are up to date.*
- 3) Implement ACH (automated clearing house) payments for enhanced cash flow and reduced costs.
6 MONTH STATUS: *ECT and ACH payments are utilized when possible.*
- 4) Continue the Grants filing on a timely basis.
6 MONTH STATUS: *Grant filings are now handled by Central Grants.*
- 5) Reconciliation and clean up of old Grant and Capital accounts in collaboration with OPM.
6 MONTH STATUS: *Renewed effort is being made to complete this work by June 2016.*

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

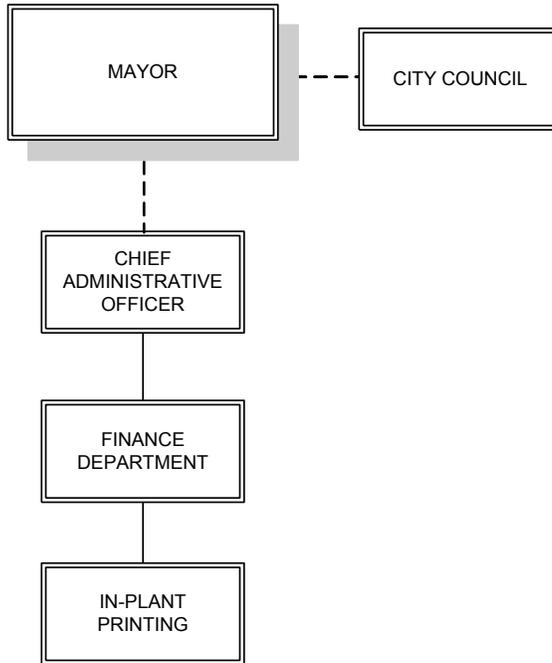
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01015	FINANCE ADMINISTRATION								0
		51000	FULL TIME EARNED PAY	427,091	589,071	506,971	623,605	549,513	39,558
01	PERSONNEL SERVICES			427,091	589,071	506,971	623,605	549,513	39,558
		51140	LONGEVITY PAY	3,000	3,900	7,263	6,675	6,675	-2,775
		51156	UNUSED VACATION TIME PAYOL	5,374	0	0	0	0	0
02	OTHER PERSONNEL SERV			8,374	3,900	7,263	6,675	6,675	-2,775
		52360	MEDICARE	5,774	6,787	5,954	7,341	6,304	483
		52385	SOCIAL SECURITY	0	6,826	71	6,826	7,790	-964
		52504	MERF PENSION EMPLOYER CON	55,580	64,695	55,978	68,763	61,269	3,426
		52917	HEALTH INSURANCE CITY SHARE	84,057	100,506	58,865	70,900	84,370	16,136
03	FRINGE BENEFITS			145,410	178,814	120,867	153,830	159,733	19,081
		53605	MEMBERSHIP/REGISTRATION FE	60	1,445	0	1,445	1,445	0
		53610	TRAINING SERVICES	473	3,074	699	3,074	3,074	0
		53905	EMP TUITION AND/OR TRAVEL F	67	1,261	0	1,261	1,261	0
		54555	COMPUTER SUPPLIES	0	122	0	122	122	0
		54675	OFFICE SUPPLIES	2,451	2,477	1,238	3,500	3,500	-1,023
		54705	SUBSCRIPTIONS	0	356	0	356	356	0
		55150	OFFICE EQUIPMENT	0	152	0	152	152	0
04	OPERATIONAL EXPENSES			3,051	8,886	1,937	9,909	9,909	-1,023
		56175	OFFICE EQUIPMENT MAINT SRV	0	132	0	132	132	0
		56250	TRAVEL SERVICES	0	1,411	0	1,411	1,411	0
		59010	MAILING SERVICES	56	150	20	150	150	0
05	SPECIAL SERVICES			56	1,693	20	1,693	1,693	0
01015	FINANCE ADMINISTRATION			583,982	782,364	637,057	795,712	727,523	54,841

FINANCE DIVISIONS PRINT SHOP

MISSION STATEMENT

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 PRINT SHOP BUDGET DETAIL

Shequilla Robertson
 Acting Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01030	IN-PLANT PRINTING						
01	PERSONNEL SERVICES	310,097	326,982	231,573	343,905	326,297	685
02	OTHER PERSONNEL SERV	4,970	5,105	4,160	4,020	4,020	1,085
03	FRINGE BENEFITS	109,678	115,934	81,704	120,103	109,303	6,631
04	OPERATIONAL EXPENSES	247,194	259,098	136,779	257,198	257,198	1,900
05	SPECIAL SERVICES	46,582	54,250	37,602	56,150	54,612	-362
	IN-PLANT PRINTING	718,520	761,369	491,819	781,376	751,430	9,939

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	1	0	MESSENGER	31,060	37,333	-6,273
	1	0	PRESSMAN	58,000	58,000	0
	1	0	PRINTER FOREMAN	76,775	85,573	-8,798
	1	0	BOOKBINDER	58,000	58,000	0
	1	0	PRINTER	58,000	58,000	0
	0	0	PRINT SHOP AIDE	15,756	0	15,756
	1	0	ANNEX MAIL COURIER (35 HOURS)	29,391	29,391	0
01030000	Total	6		326,982	326,297	685

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
PRINT SHOP **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
PRINT SHOP							
8 1/2 x 11 forms & letterhead	2,125,000	2,103,750	2,095,000	2,100,000	2,000,000	1,000,000	2,100,000
Black & White Copying	800,000	825,000	900,000	900,400	900,000	450,000	1,000,000
Color Copying	700,000	800,000	900,000	900,000	1,000,000	500,000	900,000
Envelopes Printed	1,000,000	1,000,000	950,000	900,000	800,500	400,250	900,000
Index/cover/coated paper	850,000	900,000	900,000	900,000	700,000	350,000	900,000
BINDING SERVICES							
Folding	1,500,000	1,500,000	1,500,000	1,250,000	1,250,000	625,000	1,250,000
Stapling	80,000	75,000	75,000	70,000	75,000	37,500	70,000
Automatic bookletmaker	0	0	0	0	0	0	0
Numbering/Die-cutting	200,000	190,000	190,000	150,000	100,000	50,000	150,000
Scoring/perforation	50,000	45,000	45,000	45,000	45,000	22,500	45,000
Large format Poster Printing	400	500	750	1,000	1,500	750	1,000
Number of Departments Serviced	72	72	72	72	72	72	72
TOTAL IMPRESSIONS/PIECES HANDLED	7,305,472	7,439,322	7,535,822	7,136,472	6,875,072	3,437,536	7,136,472
MAIL DISTRIBUTION CENTER							
Mail run through postage machine	555,000	545,000	545,000	540,000	540,000	270,000	540,000
Amount Spent*	\$208,000	\$209,000	\$210,000	\$234,080	\$199,788	\$99,894	\$200,000

FY 2016-2017 GOALS

- 1) To incorporate interns into our every day work force. This will incur no cost for the city and will provide interns with school credit. Interns will come from two of our city schools: Bullard Havens and Harding High.
- 2) Implement a new web-to-print system for job submission that will automate everything from job ordering, ordering supplies, budget information and job pricing.
- 3) Continue to maintain and provide professional service in a timely manner for all of the City's departments and the Board of Education.
- 4) Continue the use of our large format printer at a great cost savings.

FY 2015-2016 GOAL STATUS

- 5) Implement a new web-to-print system for job submission that will automate everything from job ordering, ordering supplies, budget information and job pricing.
6 MONTH STATUS: *This an ongoing process.*
- 6) Working on upgrade our software systems.
6 MONTH STATUS: *by upgrading current software for Photoshop, Indesign, and Illustrator.*
- 7) Working on training of new software and continuing education on software and equipment
6 MONTH STATUS: *New employees will be going for training on CorelDraw, Photoshop, Adobe Illustrator and Indesign.*

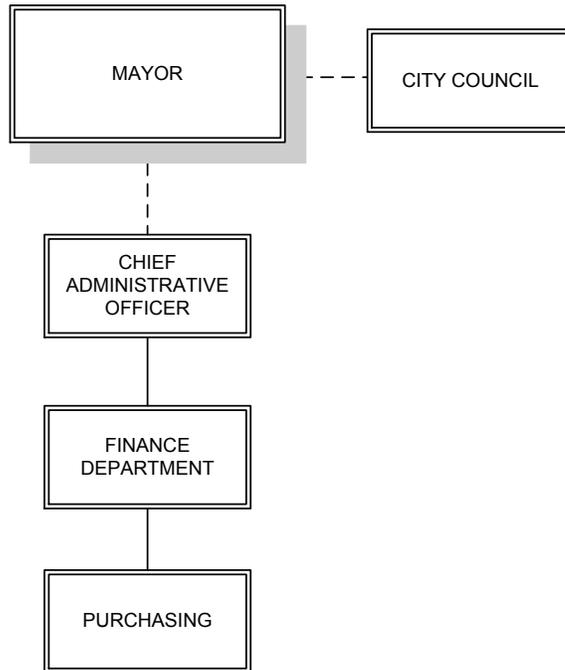
FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 PRINT SHOP APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01030	IN-PLANT PRINTING								0
		51000	FULL TIME EARNED PAY	307,313	326,982	231,573	343,905	326,297	685
		51099	CONTRACTED SALARIES	2,784	0	0	0	0	0
01	PERSONNEL SERVICES			310,097	326,982	231,573	343,905	326,297	685
		51140	LONGEVITY PAY	4,970	5,105	4,160	4,020	4,020	1,085
		51156	UNUSED VACATION TIME PAYOL	0	0	0	0	0	0
02	OTHER PERSONNEL SERV			4,970	5,105	4,160	4,020	4,020	1,085
		52360	MEDICARE	4,193	4,457	3,139	4,647	4,428	29
		52385	SOCIAL SECURITY	670	0	2,962	0	0	0
		52504	MERF PENSION EMPLOYER CON	38,388	36,231	20,035	37,959	36,163	68
		52917	HEALTH INSURANCE CITY SHARE	66,427	75,246	55,568	77,497	68,712	6,534
03	FRINGE BENEFITS			109,678	115,934	81,704	120,103	109,303	6,631
		53605	MEMBERSHIP/REGISTRATION FE	325	450	325	450	450	0
		53750	TRAVEL EXPENSES	0	350	0	350	350	0
		53905	EMP TUITION AND/OR TRAVEL F	0	550	0	550	550	0
		54675	OFFICE SUPPLIES	12,120	20,848	11,976	20,848	20,848	0
		54725	POSTAGE	199,788	200,000	91,555	200,000	200,000	0
		54730	PRINTING SUPPLIES	4,960	5,000	2,796	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEA	30,000	31,900	30,127	30,000	30,000	1,900
04	OPERATIONAL EXPENSES			247,194	259,098	136,779	257,198	257,198	1,900
		56170	OTHER MAINTENANCE & REPAIF	8,747	8,812	7,589	8,812	8,812	0
		56175	OFFICE EQUIPMENT MAINT SRV	7,538	5,638	2,134	7,538	6,000	-362
		59010	MAILING SERVICES	7,440	8,300	5,460	8,300	8,300	0
		59015	PRINTING SERVICES	22,856	31,500	22,420	31,500	31,500	0
05	SPECIAL SERVICES			46,582	54,250	37,602	56,150	54,612	-362
01030	IN-PLANT PRINTING			718,520	761,369	491,819	781,376	751,430	9,939

FINANCE DIVISIONS
PURCHASING

MISSION STATEMENT

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS

Bernd Tardy
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01035	PURCHASING						
01	PERSONNEL SERVICES	467,266	459,105	335,636	498,447	491,128	-32,023
02	OTHER PERSONNEL SERV	11,484	7,725	7,725	7,950	7,950	-225
03	FRINGE BENEFITS	119,839	139,427	88,536	126,767	147,956	-8,529
04	OPERATIONAL EXPENSES	5,091	10,910	7,356	10,910	10,910	0
05	SPECIAL SERVICES	27,290	28,005	25,970	28,005	28,005	0
	PURCHASING	630,970	645,172	465,223	672,079	685,949	-40,777

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	3	0	BUYER	177,600	184,022	-6,422
	1	0	ASSISTANT PURCHASING AGENT	75,611	84,276	-8,665
	1	0	PURCHASING AGENT	105,529	117,624	-12,095
	0	1	CONTRACT COMPLIANCE OFFICER	55,365	60,205	-4,840
01035000	Total	5		414,105	446,127	-32,022

FY 2016-2017 PROPOSED GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
PURCHASING							
<i>Purchase orders issued</i>	20,000	15,849	14,933	15,398	16,000	7,704	15,000
Board of Education Purchase orders	4,000	3,306	4,918	5,392	5,500	2,012	5,000
Food & Nutrition Purchase orders	2,000	575	395	302	400	233	500
Board of Education Grants	2,000	2,143	**	**		206	400
Total Board of Education Purchase orders	8,000	6,024	5,313	5,694	5,900	2,451	5,900
Board of Education Purchase orders as a % of Total	40.00%	38%					
PURCHASING MODIFICATIONS							
Purchase Modifications done	5,000	7,124	7,783	9,904	8,000	2,473	7,000
Board of Education Modifications	1,100	1,436	2,420	3,753	3,000	556	2,000
Food & Nutrition Modifications	60	206	215	377	300	56	300
Board of Education Grants Modifications	400	666	**	**		81	200
Total Board of Education Modifications	1,560	2,308	2,635	4,130	3,300	693	2,500
PURCHASES							
Qualified	250	215	213	144	150	68	150
Emergency	0	0	0	0	0	0	0
Waivers	0	0	0	1	2	2	2
Sole Source	80	32	25	38	40	11	30
State	40	41	56	60	60	22	30
ICMA INDICATORS							
Percentage of Employees using the online purchasing system							
Number of FTES in the purchasing department							
% of purchases made by women & minority-owned businesses							
<i>Bid requests processed</i>	120	121	133	110	140	36	140
Informal Bids: days from requisition to P.O. issuance	40	5	12	11	10	5	10
Construction Bids: days from requisition to P.O. issuance	20	21	5	?	4	1	2
All other formal Bids: days from requisition to P.O. issuance	100	100	128	136	136	60	130

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

FY 2016-2017 GOALS

- 1) Use Purchasing webpage to more effectively communicate and disseminate:
 - Place Title 6 information
 - Update Board of Public Purchases information
 - Create recurring forms library
- 2) Work with contracting officers to perform more city wide bids.
- 3) Investigate possibility of initiating P-Card (Purchasing card) program.
- 4) Complete archiving.
- 5) Establish relationship with EZIQ for construction projects.
- 6) Work with Finance Director on Purchasing Department reorganization.
- 7) Get revised Purchasing Ordinance back before the Common Council for approval.

FY 2015-2016 GOAL STATUS

- 1) Become more proficient and independent in the risk management function. To better analyze project specifications/requirements to determine level/type of insurance coverage. Review endorsements to insure that they adequately meet City requirements.
6 MONTH STATUS: *This is a specialized area of expertise that resides in the City Attorney's Office.*
- 2) The expeditious transition of contract compliance responsibilities to a contract compliance officer. Currently responsibilities reside with consultants and office personnel. These tasks include certified payrolls, Minority Business Enterprise (MBE) compliance, site visitation and reporting.
6 MONTH STATUS: *Goal has been accomplished.*
- 3) Work with Finance Director to ultimately reorganize the Purchasing Department. This would include regular meetings with the Acting Purchasing Agent to discuss issues, needs and accomplishments.
6 MONTH STATUS: *Had initial meeting with Finance Director prior to her departure. I intend to open dialogue with the new Finance Director.*

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 4) To further aid the administrations green procurement initiative.
6 MONTH STATUS: *Ongoing. We continue to distribute information and samples to departments.*
- 5) Continue the archive process which has fallen behind because of temporary staff reductions.
6 MONTH STATUS: *Ongoing.*
- 6) To continue to be transparent and open with regards to city procurement transaction.
6 MONTH STATUS: *Ongoing.*
- 7) Spend more time discussing with departments their needs & whether they are best served by doing RFQ/RFP/BID/ informal process.
6 MONTH STATUS: *Ongoing, as there are many new staff that require training.*
- 8) Work on more expedient means for MBE (Minority Business Enterprise) approval to cut down on time from award to notice to proceed.
6 MONTH STATUS: *At this point in time we are unsure as to who is monitoring the City's MBE program.*
- 9) Work with Board of Public Purchases to develop Purchasing Policies.
6 MONTH STATUS: *Ongoing, currently working on procedures for sole/single source purchases.*
- 10) Investigate and make use of additional features and capabilities offered by BidSync, our procurement partner.
6 MONTH STATUS: *It has been determined that many new features require expenditure of additional funds.*

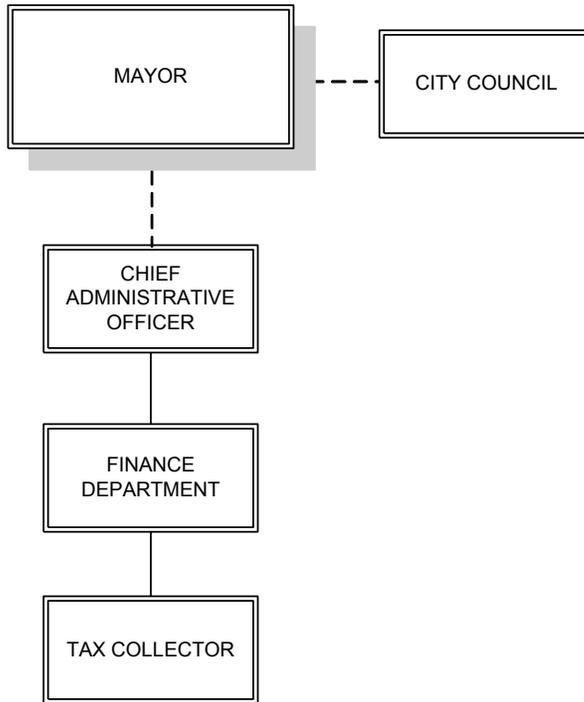
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01035	PURCHASING								0
		51000	FULL TIME EARNED PAY	358,892	414,105	327,061	453,447	446,128	-32,023
		51099	CONTRACTED SALARIES	108,375	45,000	8,575	45,000	45,000	0
01	PERSONNEL SERVICES			467,266	459,105	335,636	498,447	491,128	-32,023
		51140	LONGEVITY PAY	7,425	7,725	7,725	7,950	7,950	-225
		51156	UNUSED VACATION TIME PAYOL	4,059	0	0	0	0	0
02	OTHER PERSONNEL SERV			11,484	7,725	7,725	7,950	7,950	-225
		52360	MEDICARE	3,107	3,765	3,003	4,313	4,033	-268
		52385	SOCIAL SECURITY	0	3,009	2,003	3,009	3,116	-107
		52504	MERF PENSION EMPLOYER CON	47,420	46,022	33,055	50,339	49,540	-3,518
		52917	HEALTH INSURANCE CITY SHARE	69,312	86,631	50,475	69,106	91,267	-4,636
03	FRINGE BENEFITS			119,839	139,427	88,536	126,767	147,956	-8,529
		53605	MEMBERSHIP/REGISTRATION FE	265	760	270	760	760	0
		54675	OFFICE SUPPLIES	4,673	4,429	3,737	4,429	4,429	0
		54705	SUBSCRIPTIONS	25	421	0	421	421	0
		55150	OFFICE EQUIPMENT	129	5,300	3,349	5,300	5,300	0
04	OPERATIONAL EXPENSES			5,091	10,910	7,356	10,910	10,910	0
		56175	OFFICE EQUIPMENT MAINT SRV	1,751	1,800	105	1,800	1,800	0
		56180	OTHER SERVICES	25,539	26,205	25,865	26,205	26,205	0
05	SPECIAL SERVICES			27,290	28,005	25,970	28,005	28,005	0
01035	PURCHASING			630,970	645,172	465,223	672,079	685,949	-40,777

FINANCE DIVISIONS
TAX COLLECTOR

MISSION STATEMENT

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 TAX COLLECTOR BUDGET DETAIL

Veronica Jones
 Tax Collector

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01040	TAX COLLECTOR							
	44358	JEFFERSON SCHOOL PILOT	0	20,169	0	20,169	20,169	0
	44355	930 MAIN ST PILOT	0	0	85,614	0	82,634	-82,634
	44349	PARK CITY RCH PILOT	76,139	73,922	78,823	73,922	73,922	0
	44348	GOODWILL-HELMS HOUSING PILOT	9,063	6,140	10,171	6,140	9,063	-2,923
	44347	144 GOLDEN HILL STREET PILOT	152,784	91,572	0	91,572	91,572	0
	44340	ARTSPACE READS BUILDING PILOT	80,420	75,804	41,537	75,804	75,804	0
	44368	115 WASHINGTON AVE - PILOT	0	0	17,000	0	17,000	-17,000
	44346	UNITED CEREBRAL PALSY PILOT	14,932	14,932	15,231	14,932	14,932	0
	44370	SYCAMORE HOUSING ASSOC. PILOT	144,505	0	147,395	0	93,763	-93,763
	44372	DOMINION BPT FUEL CELL PILOT	250,000	0	250,000	0	250,000	-250,000
	44373	WASHINGTON PARK PILOT	37,971	39,753	20,828	39,753	39,753	0
	44392	881 LAFAYETTE BLVD PILOT	0	0	0	0	0	0
	44393	PREMIUM ON LIEN SALE	184,697	0	0	0	0	0
	44460	CLINTON COMMONS PILOT	27,583	27,583	28,411	27,583	27,583	0
	44689	MISCELLANEOUS PILOTS	0	35,000	0	35,000	35,000	0
	47279	HOUSING TAX PILOT OFFSET BILL	0	0	0	0	0	0
	44322	EAST MAIN STREET PILOT	23,698	26,650	28,273	26,650	26,650	0
	44698	TELECOMM. ACCESS INE TAXES	271,032	400,000	238,316	400,000	260,000	140,000
	41348	MUNIC SHARE SALES TAXES FUND	0	0	0	0	9,758,441	-9,758,441
	41305	TAX COLLECTOR: 3030 PARK	903,269	903,269	948,432	903,269	903,269	0
	44324	CAPTAIN COVE PILOT	5,000	120,000	12,444	120,000	80,000	40,000
	41347	MUNIC SHARE LIEU OF TAXES	0	0	0	0	3,236,058	-3,236,058
	44325	CASA PILOT	14,802	14,231	15,098	14,231	14,231	0
	41355	TAX COLLECTOR: ATM FEES	0	1,500	0	1,500	1,500	0
	41538	COPIES	0	2,500	0	2,500	2,500	0
	41693	CURRENT TAXES: ALL PROPERTIES	291,238,982	285,845,755	278,689,205	285,845,755	302,096,161	-16,250,406
	41694	ONE MILL TAX FOR LIBRARY SERVS	0	6,829,089	0	6,829,089	5,825,185	1,003,904
	41697	ARREARS TAXES	2,098,326	4,100,000	789,505	4,100,000	2,400,000	1,700,000
	41702	PENALTIES: CURRENT TAXES	1,967,984	1,705,480	675,928	1,705,480	1,900,000	-194,520
	41703	PENALTIES: ARREARS TAXES	853,817	1,810,000	525,462	1,810,000	700,000	1,110,000
	41704	LIEN FEES	173,923	175,000	55,021	175,000	175,000	0
	44319	LAFAYETTE BLVD LOFTS PILOT	0	0	0	0	0	0
	44320	BROAD STREET PILOT	29,417	65,684	32,630	65,684	33,274	32,410
	44321	CITY TRUST PILOT	221,366	231,451	245,546	231,451	231,451	0
	44323	ARCADE PILOT	76,732	35,907	0	35,907	35,907	0
	41699	FORECLOSED PROPERTIES	0	0	0	0	0	0
	41346	MUNIC SHARE VEHICLE TAXES	0	0	0	0	5,222,047	-5,222,047
01040	TAX COLLECTOR		298,856,441	302,651,391	282,950,870	302,651,391	333,732,869	-31,081,478

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance	
01040	TAX COLLECTOR							
	01	PERSONNEL SERVICES	727,165	778,575	582,021	827,379	738,341	40,234
	02	OTHER PERSONNEL SERV	39,654	44,975	43,616	43,475	43,475	1,500
	03	FRINGE BENEFITS	300,368	311,335	226,787	360,008	283,164	28,171
	04	OPERATIONAL EXPENSES	24,551	35,014	18,876	35,014	35,014	0
	05	SPECIAL SERVICES	220,628	304,596	106,682	304,596	404,596	-100,000
01040	TAX COLLECTOR	1,312,365	1,474,495	977,981	1,570,472	1,504,590	-30,095	

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	1	0	ACCOUNTING CLERK I (35 HOURS)	45,340	46,979	-1,639
	7	0	TAX COLLECTOR CLERK (35 HOURS)	336,662	347,794	-11,132
	2	0	TAX COLL CLERK SPAN(35 HOURS)	98,076	101,623	-3,547
	1	0	ACCOUNTANT	75,138	83,750	-8,612
	0	0	DEPUTY TAX COLLECTOR	79,560	0	79,560
	1	0	TAX COLLECTOR	99,652	111,073	-11,421
	1	0	DATA COORDINATOR	44,147	47,125	-2,978
01040000	Total	13		778,575	738,343	40,232

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
TAX COLLECTOR **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
TAX COLLECTOR							
Total Taxes Collectible	\$ 307,251,742	\$ 312,560,538	\$ 324,525,415	\$ 336,641,533	\$ 341,471,864	\$ 342,040,435	\$ 341,471,864
Total Taxes Collected	\$ 269,003,157	\$ 270,246,151	\$ 281,439,779	\$ 289,259,683	\$ 293,925,589	\$ 173,772,205	\$ 293,925,589
Taxes: current A/R	\$ 6,789,925	\$ 7,559,254	\$ 7,473,927	\$ 8,918,080	\$ 5,070,884	\$ 124,310,345	\$ 5,070,884
Taxes: arrears A/R	\$ 31,458,659	\$ 34,755,132	\$ 35,611,710	\$ 38,463,769	\$ 42,475,391	\$ 43,957,885	\$ 42,475,391
Interest: current (1)	\$ 2,088,542	\$ 1,944,056	\$ 1,915,545	\$ 2,023,293	\$ 1,967,984	\$ 400,339	\$ 1,967,984
Interest: arrears (1)	\$ 1,185,198	\$ 1,305,048	\$ 1,170,615	\$ 729,705	\$ 972,624	\$ 435,036	\$ 972,624
Bulk Assignment: taxes current	\$ 9,401,445	\$ 7,541,203	\$ 7,174,508	\$ 7,711,155	\$ 7,568,554	0	\$ 7,568,554
Bulk Assignment: taxes arrears		N/A	N/A	N/A	N/A	N/A	N/A
Bulk Assignment: interest current	\$ 1,031,835	\$ 786,290	\$ 715,692	\$ 785,187	\$ 733,128	\$ -	\$ 733,128
Bulk Assignment: interest arrears	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CURRENT YEAR COLLECTED							
Percent collected (current year)	97.52%	97.25%	97.39%	96.96%	98.29%	58.19%	98.29%
Permits - approvals	1,987	1,895	1,900	1,850	2,300	950	2,300
INFORMATION REQUESTS							
Telephone	7,562	7,320	7,250	7,500	7,460	3,730	7,460
Mail/fax - Sent (2)	2,354	1,965	1,950	1,800	1,820	650	1,820
Walk-in Request (3)	18,524	16,524	16,524	16,450	16,200	8,000	16,200
Mortgage company tapes	10	10	10	10	5	5	5
Tax bills	210,856	209,656	173,692	165,655	169,528	169,528	169,528
Transfers to suspense	406,860	406,860	891,177	106,684	208,876		208,876
Liens filed (4)	2,968	2,514	2,153	2,315	2,214		2,214
Delinquent demands and warrants (4)	35,625	48,480	45,189	58,467	42,211	23,000	42,211

- (1) Not available at this time.
(2) Requests from lawyers, mortgage companies, et cetera.
(3) With office upgrades, we anticipate fewer walk-in requests.
(4) Liens, Demands & Warrants information are an estimate.

FY 2016-2017 GOALS

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

FY 2015-2016 GOAL STATUS

- 1) Continue staff development through cross-training and education opportunities to maximize customer service experience.
6 MONTH STATUS: *ongoing and continued success: 8 out of 13 staff members attending or attended Tax Collection's education courses.*
- 2) Streamline Tax Bill look-up/payments on-line to make it easier for constituents.
6 MONTH STATUS: *Successful and completed. Online look up and payment system is now more user friendly.*
- 3) Continue efforts to clean up personal property records to enhance collection efforts.
6 MONTH STATUS: *Continuing and ongoing. Liens filed on all delinquent personal property accounts. Hired a collection agency to collect personal property taxes. Working with Tax Assessor to Audit Personal Property accounts. Working with City Attorney for increased collection.*
- 4) Reinstigate having Assessor's department personnel located during tax collection seasons in the Collector's office to enhance customers experience.
6 MONTH STATUS: *Continuing and ongoing.*

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
TAX COLLECTOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

- 5) Institute suggestion box to better understand customer issues.
6 MONTH STATUS: *Continuing and ongoing.*
- 6) Continue to decrease wait time for constituents.
6 MONTH STATUS: *Continuing and successful, the average wait-time has been reduced by 20%*
- 7) Increase efficiency in payment process by sending reminder notices to include the payment stub.
6 MONTH STATUS: *Continuing and Successful. We currently mail out four statements a year.*
- 8) Decrease expenses by enhancing fee collection.
6 MONTH STATUS: *Implementing. We are requesting the reinstatement of charging \$2.00 for reprint of bills.*
- 9) Provide Customer Service training for staff.
6 MONTH STATUS: *Ongoing and continuing.*

FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

- 1) Staff trained in most procedures of tax collections.
- 2) Increased payment processing time thereby decreasing volume of incoming calls.
- 3) Online Tax bill look-up and payment options are now more user-friendly.
- 4) Reduced wait time in line by 15%

APPROPRIATION SUPPLEMENT

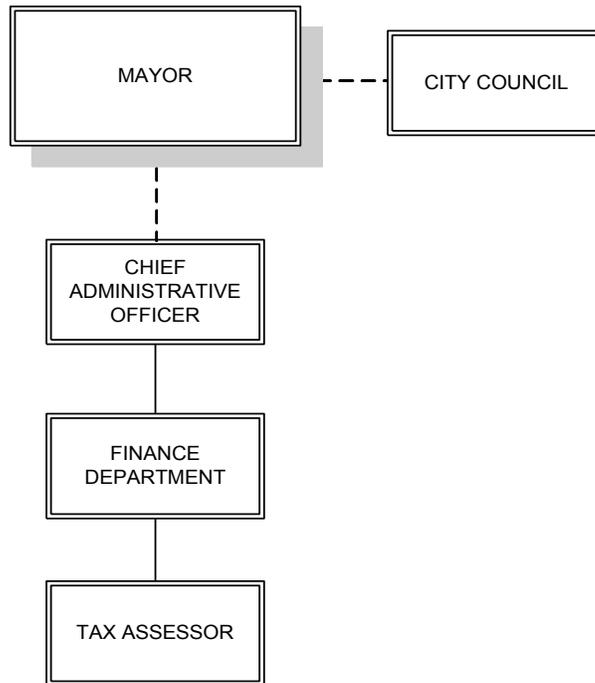
Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01040	TAX COLLECTOR								0
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	727,165	778,575	582,021	827,379	738,341	40,234
		51106	REGULAR STRAIGHT OVERTIME	10,052	12,500	15,806	12,500	12,500	0
		51108	REGULAR 1.5 OVERTIME PAY	10,293	14,500	11,573	14,500	14,500	0
		51116	HOLIDAY 2X OVERTIME PAY	0	500	0	500	500	0
		51140	LONGEVITY PAY	16,725	17,475	16,238	15,975	15,975	1,500
		51156	UNUSED VACATION TIME PAYOL	2,584	0	0	0	0	0
02	OTHER PERSONNEL SERV			39,654	44,975	43,616	43,475	43,475	1,500
		52360	MEDICARE	8,996	9,206	7,856	10,305	9,427	-221
		52385	SOCIAL SECURITY	0	2,327	389	4,438	2,715	-388
		52504	MERF PENSION EMPLOYER CON	99,240	86,849	67,573	92,011	82,296	4,553
		52917	HEALTH INSURANCE CITY SHARE	192,133	212,953	150,969	253,254	188,726	24,227
03	FRINGE BENEFITS			300,368	311,335	226,787	360,008	283,164	28,171
		53430	OTHER INSURANCE	2,550	9,020	2,550	9,020	9,020	0
		53605	MEMBERSHIP/REGISTRATION FE	416	521	323	521	521	0
		53610	TRAINING SERVICES	1,289	1,812	1,729	1,125	1,125	687
		53705	ADVERTISING SERVICES	4,346	3,851	2,297	3,851	3,851	0
		53710	OTHER COMMUNICATION SERVI	340	617	326	900	900	-283
		53905	EMP TUITION AND/OR TRAVEL F	1,550	1,797	1,563	1,797	1,797	0
		54675	OFFICE SUPPLIES	12,173	14,800	8,453	14,800	14,800	0
		55145	EQUIPMENT RENTAL/LEASE	250	700	450	700	700	0
		55155	OFFICE EQUIPMENT RENTAL/LEA	1,637	1,896	1,185	2,300	2,300	-404
04	OPERATIONAL EXPENSES			24,551	35,014	18,876	35,014	35,014	0
		56040	BOOKBINDING SERVICES	0	208	0	208	208	0
		56045	BUILDING MAINTENANCE SERVI	0	385	0	385	385	0
		56105	BANKING SERVICES	23,021	23,021	8,359	23,021	23,021	0
		56110	FINANCIAL SERVICES	50,292	50,654	931	50,654	50,654	0
		56130	LEGAL SERVICES	56,507	125,563	4,836	125,563	125,563	0
		56175	OFFICE EQUIPMENT MAINT SRV	23,979	24,325	24,325	24,325	24,325	0
		56180	OTHER SERVICES	0	0	0	0	100,000	-100,000
		56225	SECURITY SERVICES	426	441	331	441	441	0
		59015	PRINTING SERVICES	66,403	80,000	67,899	80,000	80,000	0
05	SPECIAL SERVICES			220,628	304,596	106,682	304,596	404,596	-100,000
01040	TAX COLLECTOR			1,312,365	1,474,495	977,981	1,570,472	1,504,590	-30,095

FINANCE DIVISIONS
TAX ASSESSOR

MISSION STATEMENT

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

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 TAX ASSESSOR BUDGET DETAIL

Danny Kenny
 Acting City Assessor

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01041	TAX ASSESSOR							0
	44680	ELDERLY/DISABLEDFREEZETAXREIMB	8,000	16,334	23,612	16,334	7,500	8,834
	44692	MASHANTUCKET PEQUOT/MOHEGAN FD	6,192,581	6,255,073	2,136,175	6,255,073	5,928,463	326,610
	44691	MANUFACTURINGMACHINERY&EQUIPME	0	896,106	0	896,106	0	896,106
	44690	DISTRESSED MUNICIPALITY TAX EXEMP	322,834	211,000	358,073	211,000	198,975	12,025
	44687	STATE-OWNED PROPERTY PILOT	3,012,598	2,828,175	2,353,126	2,828,175	2,385,650	442,525
	44686	TAX EXEMPT HOSPITALS	7,962,794	7,500,503	7,499,641	7,500,503	7,512,451	-11,948
	44684	ELDERLY EXEMPTION-ADDITIONAL VET	31,703	36,000	757,669	36,000	29,000	7,000
	44683	ELDERLY EXEMPTION-TOTALLY DISABL	16,291	17,000	0	17,000	15,000	2,000
	44681	DCA TAX ABATEMENT	29,641	0	0	0	0	0
	44357	MUNI VIDEO COMPETITION TST REV	0	150,000	0	150,000	0	150,000
	41538	COPIES	4,358	3,500	2,805	3,500	3,500	0
	44682	ELDERLY EXEMPTION-OWNERS PROGRAM	739,199	700,000	0	700,000	700,000	0
01041	TAX ASSESSOR		18,320,000	18,613,691	13,131,101	18,613,691	16,780,539	1,833,152

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance	
01041	TAX ASSESSOR							
	01	PERSONNEL SERVICES	602,310	654,730	511,322	696,813	710,501	-55,771
	02	OTHER PERSONNEL SERV	25,424	58,625	12,148	57,500	57,500	1,125
	03	FRINGE BENEFITS	188,609	187,727	143,456	193,614	194,805	-7,078
	04	OPERATIONAL EXPENSES	21,827	33,813	13,189	33,813	33,813	0
	05	SPECIAL SERVICES	56,528	431,348	371,995	188,348	188,348	243,000
01041	TAX ASSESSOR	894,699	1,366,243	1,052,109	1,170,088	1,184,967	181,276	

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	5	0	TAX ASSESSMENT CLERK (35 HOURS	240,233	249,767	-9,534
	2	0	PROPERTY APPRAISER I (35 HOURS	154,571	106,321	48,250
	1	0	PROPERTY APPRAISER II (35 HOUR	54,406	60,866	-6,460
	1	0	TAX ASSESSOR	110,398	112,699	-2,301
	1	0	DEPUTY TAX ASSESSOR	95,122	106,024	-10,902
	1	0	ASSISTANT SPECIAL PROJ. MANAGER	0	74,825	-74,825
01041000	Total	11		654,730	710,502	-55,772

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 TAX ASSESSOR PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	ESTIMATED 2015-2016
TAX ASSESSOR						
Real estate parcels	34,799	34,605	34,634	34,682	34,624	34,511
Income and expense analysis	3,250	3,275	3,583	3,189	3,252	3280
Real estate adjustments value adds	240	209	114	279	273	280
Real estate adjustments value deletes	157	125	236	164	134	154
Real estate adjustments changes	1,670	1,681	1,720	1,152	1,150	1140
Deed transfers	3,047	5,399	6,619	6,650	6,850	6880
Fire and demolition activity reviews	156	157	137	136	132	135
Tax map changes	56	131	92	110	240	150
New Building permits reviewed	529	559	727	816	852	800
Active Building permits (open)	2,020	1,438	1,386	595	680	600
Exempt applications	68	65	72	82	80	90
Exemption prorates	36	55	52	75	75	80
Certificates of occupancy/prorates	230	409	607	325	285	300
Personal Property Accounts	5,400	4,566	4,604	4,412	4,435	4369
Pers. Prop. Accts. Audit	500	350	400	450	390	480
Pers. Prop. Accts. Adds (Net Change)	350	255	350	400	420	440
Pers. Prop. Accts. Value Changes	4,000	3,500	4,015	4,400	4,330	4320
Motor Vehicles	71,527	72,460	72,867	73,881	75,200	76136
Motor vehicles add-ons - By Referrals	255	198	220	297	252	280
Motor vehicles add-ons - By Discovery	95	25	30	40	25	30
Motor vehicles deletes	2,760	3,120	2,740	2,650	2,710	2750
Motor vehicles changes Pro-rates	7,950	8,700	8,210	8,100	8,230	8350
Elderly tax relief # of annual apps	1,312	1,296	1,310	1,289	1,190	1220
Economic development programs	61	64	64	61	64	68
Veteran exemptions, SS, & Blind	5,451	5,170	5,170	4,860	4,939	4960
<i>Information requests</i>						
Telephone	128,400	125,000	130,000	131,000	132,000	132,500
Mail/fax/Email	5,160	5,275	5,170	5,210	5,450	5,550
Walk-in Requests for Information	34,400	33,950	34,600	34,750	36,250	36,500
<i>Revaluation Activity:</i>						
GRAND LIST						
Assessor's Grand List	\$7.16 Billion	\$7.16 Billion	\$7.19 billion	\$6.99 Billion	\$7.13 Billion	* \$6.041 Billion
Exempt property activity	\$3.15 Billion	\$3.155 Billion	\$3.203 billion	\$3.241 Billion	\$3.107 Billion	* \$2.209 Billion
Exemptions (personal) activity	\$178. Million	\$166.3 Million	\$174.9 million	\$180.9 Million	\$125.7 Million	* \$104.8 Million
Board of Assessment Appeal changes	(\$14 Million)	(\$14 Million)	(\$11 million)	(\$7.0 Million)	(\$9.6 Million)	(\$11 Million)
Increases in Grand List	(\$33.6 Million)	\$65.9 Million	\$65.9 million	(\$200 Million)	\$140 Million	** (\$1.08 Billion)
Final net taxable Grand List	\$6.9 Billion	\$7 Billion	\$7 billion	\$6.9 Billion	\$7.1 Billion	\$6.03 Billion

* 2015 Revaluation
 ** Decrease

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

FY 2016-2017 GOALS

- 1) Continue to focus on staff development via CAAO (Connecticut Association of Assessing Officers) education offerings and conduct weekly staff meetings to foster a team approach to problem identification and resolution.
- 2) Achieve real property assessment equity and uniformity for the 2015 Revaluation by complying with revaluation standards set forth CGS 12-62i-1 (12).
- 3) Continue to assist the Board of Assessment Appeals in a timely and professional manner.
- 4) Initiate an external audit program for personal property that will foster accurate filings of personal property declarations by businesses and individuals.
- 5) Implement valuation and administrative software changes as part of other office efficiencies.

FY 2016-2017 PROPOSED GENERAL FUND BUDGET
 TAX ASSESSOR PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

FY 2015-2016 GOAL STATUS

- 1) Prepare and complete the 2015 Grand List Statistical Revaluation of the City.
6 MONTH STATUS: *Completed and implemented the 2015 Grand List Revaluation.*

- 2) Assist the taxpayers to the best of our ability in an informative, prompt and courteous manner, whether by phone, email or in our office.
6 MONTH STATUS: *Ongoing policy.*

- 3) Resolve remaining tax appeals.
6 MONTH STATUS: *Ongoing process.*

- 4) Meet with business owners to resolve any potential or unresolved issues.
6 MONTH STATUS: *In addition, conducted meetings with business owners at property locations, to resolve any potential declaration filing and valuation issues.*

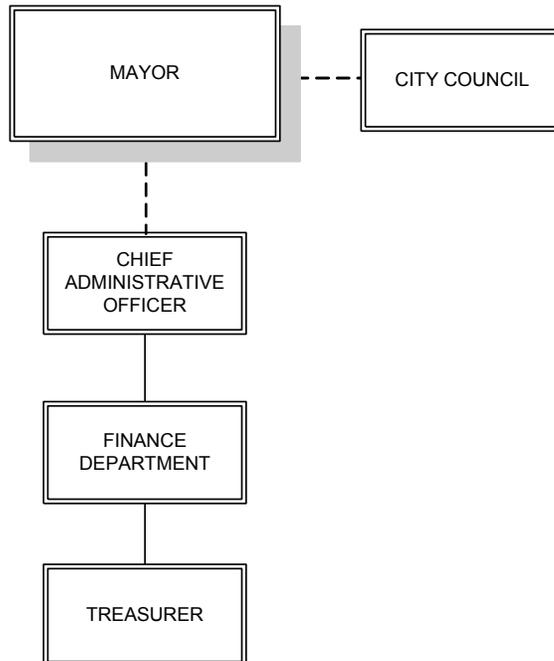
APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01041 TAX ASSESSOR									
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	602,310	654,730	511,322	696,813	710,501	-55,771
				602,310	654,730	511,322	696,813	710,501	-55,771
		51106	REGULAR STRAIGHT OVE	366	10,000	461	10,000	10,000	0
		51108	REGULAR 1.5 OVERTIME	291	0	284	0	0	0
		51140	LONGEVITY PAY	9,788	10,500	9,525	9,375	9,375	1,125
		51156	UNUSED VACATION TIME	1,010	0	0	0	0	0
		51403	ASSESSMENT APPEALS S	13,970	38,125	1,877	38,125	38,125	0
02	OTHER PERSONNEL SERV			25,424	58,625	12,148	57,500	57,500	1,125
		52360	MEDICARE	8,683	9,273	7,353	9,854	9,900	-627
		52385	SOCIAL SECURITY	496	2,427	1,001	2,427	3,993	-1,566
		52399	UNIFORM ALLOWANCE	600	800	800	600	600	200
		52504	MERF PENSION EMPLOY	78,302	72,577	55,165	77,047	78,539	-5,962
		52917	HEALTH INSURANCE CITY	100,528	102,650	79,136	103,686	101,773	877
03	FRINGE BENEFITS			188,609	187,727	143,456	193,614	194,805	-7,078
		53605	MEMBERSHIP/REGISTRA	1,739	1,384	1,368	1,384	1,384	0
		53610	TRAINING SERVICES	550	3,393	1,427	3,393	3,393	0
		53705	ADVERTISING SERVICES	831	1,103	426	909	909	194
		53720	TELEPHONE SERVICES	0	0	0	194	194	-194
		53905	EMP TUITION AND/OR TI	259	1,126	0	1,126	1,126	0
		54555	COMPUTER SUPPLIES	0	1,080	186	1,080	1,080	0
		54595	MEETING/WORKSHOP/C	559	884	0	884	884	0
		54675	OFFICE SUPPLIES	7,236	5,455	3,690	5,455	5,455	0
		54705	SUBSCRIPTIONS	1,763	1,615	968	1,615	1,615	0
		54725	POSTAGE	6,066	9,654	2,835	9,654	9,654	0
		55055	COMPUTER EQUIPMENT	0	1,706	0	1,706	1,706	0
		55145	EQUIPMENT RENTAL/LEA	0	1,488	0	1,488	1,488	0
		55150	OFFICE EQUIPMENT	0	1,350	0	1,350	1,350	0
		55155	OFFICE EQUIPMENT REN	2,825	3,575	2,289	3,575	3,575	0
04	OPERATIONAL EXPENSES			21,827	33,813	13,189	33,813	33,813	0
		56040	BOOKBINDING SERVICES	750	9,606	0	10,606	10,606	-1,000
		56055	COMPUTER SERVICES	25,962	35,369	32,245	34,369	34,369	1,000
		56095	APPRAISAL SERVICES	6,300	43,000	12,744	43,000	43,000	0
		56100	AUDITING SERVICES	0	373	0	373	373	0
		56180	OTHER SERVICES	23,516	343,000	327,007	100,000	100,000	243,000
05	SPECIAL SERVICES			56,528	431,348	371,995	188,348	188,348	243,000
01041 TAX ASSESSOR				894,699	1,366,243	1,052,109	1,170,088	1,184,967	181,276

FINANCE DIVISIONS
TREASURY

MISSION STATEMENT

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



FY 2016-2017 PROPOSED GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Terri Coward
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01045	TREASURY							0
	41246	EARNINGS ON INVESTMENTS	33,020	75,000	24,862	75,000	27,000	48,000
	41564	ADMINISTRATIVEFEE/OVERHEADALLO	0	50,000	0	50,000	0	50,000
01045	TREASURY		33,020	125,000	24,862	125,000	27,000	98,000

APPROPRIATION SUMMARY

Org#	Org Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance	
01045	TREASURY							
	01	PERSONNEL SERVICES	177,911	175,977	151,165	160,173	198,373	-22,396
	02	OTHER PERSONNEL SERV	975	1,050	1,050	1,125	1,125	-75
	03	FRINGE BENEFITS	33,623	28,999	25,945	56,407	39,184	-10,185
	04	OPERATIONAL EXPENSES	4,099	11,534	6,960	14,534	13,534	-2,000
	05	SPECIAL SERVICES	52,483	80,800	28,881	75,800	75,800	5,000
01045	TREASURY	269,090	298,360	214,000	308,039	328,016	-29,656	

PERSONNEL SUMMARY

ORG CODE	FILLED	VACANCY	TITLE	FY 16	FY 17	VARIANCE
	1	0	CITY TREASURER	78,466	92,250	-13,784
	0	0	PAYROLL PROCESSOR (P/T)	22,373	22,373	0
	1	0	ACCOUNTANT	75,138	83,750	-8,612
01045000	Total	2		175,977	198,373	-22,396

FY 2016-2017 PROPOSED GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
TREASURER							
Pension Checks issued	10,842	10,560	10,546	10,526	9,580	4,627	9,400
Vendor Checks mailed	21,648	19,249	18,433	18,972	17,096	8,998	18,989
Payroll Checks distributed	182,240	181,317	175,608	174,899	152,465	76,995	155,000
DEBT ISSUANCES							
Total bank accounts	108	88	85	80	80	80	80
Checking	43	37	31	30	30	30	30
Savings	41	38	37	35	35	35	35
Investment	8	11	14	12	12	12	12
ZBA	2	2	3	3	3	3	3
R & T accounts	14	0	0	0	0	0	0
TOTAL BANK BALANCES							
Checking	\$ 11,046,815	\$ 12,456,200	\$ 22,662,746	\$ 23,000,000	\$ 21,639,242	\$ 25,853,036	\$ 30,000,000
Savings	\$ 14,054,442	\$ 20,704,321	\$ 7,106,608	\$ 7,500,000	\$ 7,920,355	\$ 7,500,000	\$ 7,500,000
Reich & Tang	\$ 9,483,191	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Investment	\$ 85,952,311	\$ 117,034,387	\$ 120,177,012	\$ 122,000,000	\$ 78,494,541	\$ 73,271,417	\$ 75,000,000

FY 2016-2017 GOALS

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

FY 2015-2016 GOAL STATUS

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

FY 2016-2017 PROPOSED GENERAL FUND BUDGET

TREASURY

APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Org Description	Object#	Object Description	FY 2015 ACTUALS	FY 2016 BUDGET	FY 2016 YTD	2017 REQUEST	2017 MAYOR PROPOSED	Variance
01045 TREASURY									0
		51000	FULL TIME EARNED PAY	177,911	175,977	151,165	160,173	198,373	-22,396
01	PERSONNEL SERVICES			177,911	175,977	151,165	160,173	198,373	-22,396
		51140	LONGEVITY PAY	975	1,050	1,050	1,125	1,125	-75
02	OTHER PERSONNEL SERV			975	1,050	1,050	1,125	1,125	-75
		52360	MEDICARE	2,586	2,527	2,184	2,147	2,801	-274
		52385	SOCIAL SECURITY	0	0	0	4,218	0	0
		52504	MERF PENSION EMPLOY	20,048	16,873	14,528	17,598	19,324	-2,451
		52917	HEALTH INSURANCE CITY	10,989	9,599	9,232	32,444	17,059	-7,460
03	FRINGE BENEFITS			33,623	28,999	25,945	56,407	39,184	-10,185
		53605	MEMBERSHIP/REGISTRA	0	400	65	400	400	0
		53750	TRAVEL EXPENSES	50	600	0	600	600	0
		53905	EMP TUITION AND/OR TI	0	84	0	84	84	0
		54555	COMPUTER SUPPLIES	3,590	7,500	5,333	9,000	9,000	-1,500
		54595	MEETING/WORKSHOP/C	0	200	0	200	200	0
		54675	OFFICE SUPPLIES	459	2,000	1,562	3,500	2,500	-500
		55150	OFFICE EQUIPMENT	0	750	0	750	750	0
04	OPERATIONAL EXPENSES			4,099	11,534	6,960	14,534	13,534	-2,000
		56105	BANKING SERVICES	51,846	65,000	28,081	65,000	65,000	0
		56175	OFFICE EQUIPMENT MAI	637	800	800	800	800	0
		56205	PUBLIC SAFETY SERVICES	0	15,000	0	10,000	10,000	5,000
05	SPECIAL SERVICES			52,483	80,800	28,881	75,800	75,800	5,000
01045 TREASURY				269,090	298,360	214,000	308,039	328,016	-29,656