

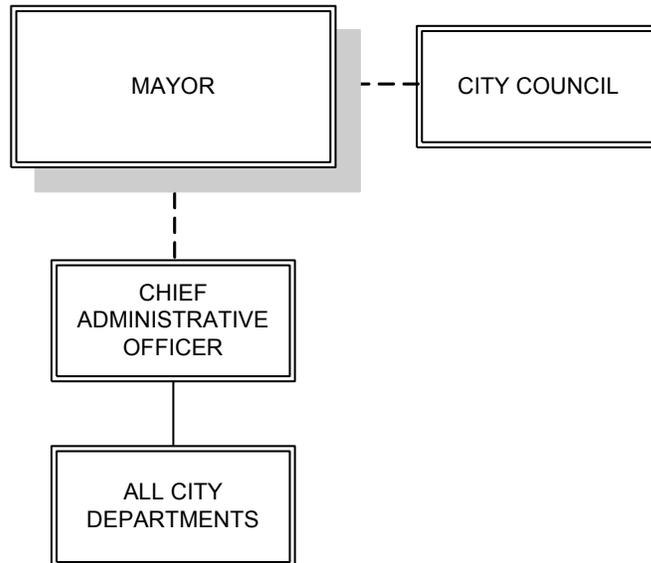
GENERAL GOVERNMENT DIVISIONS
OFFICE OF THE MAYOR

MISSION STATEMENT

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

OBJECTIVES

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 OFFICE OF THE MAYOR BUDGET DETAIL

Honorable Bill Finch
 Mayor

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01001	OFFICE OF THE MAYOR					
01	PERSONNEL SERVICES	738,294	737,833	736,247	736,247	-1,586
02	OTHER PERSONNEL SERV	3,000	5,325	4,050	4,050	-1,275
03	FRINGE BENEFITS	186,214	207,497	215,588	215,588	8,091
04	OPERATIONAL EXPENSES	24,129	25,481	25,481	25,481	0
05	SPECIAL SERVICES	10,695	7,626	7,626	7,626	0
01001	OFFICE OF THE MAYOR	962,332	983,762	988,992	988,992	5,230

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
MAYOR	1.0			132,459	132,459	
CHIEF OF STAFF - MAYOR'S OFFIC	1.0			131,115	131,115	
ADMINISTRATIVE ASSISTANT	1.0			42,840	42,840	
RECEPTIONIST	1.0			40,800	40,800	
PROJECT MANAGER	2.0			171,304	172,890	-1,586
EXECUTIVE OFFICE MANAGER	1.0			81,600	81,600	
MAYOR'S AIDE	1.0			93,330	93,330	
SECRETARY (40HRS)	1.0			42,799	42,799	
OFFICE OF THE MAYOR	9.0			736,247	737,833	-1,586

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS

FY 2014-2015 GOALS

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

FY 2013-2014 GOAL STATUS

- 1) Continue to implement long-term financial goals which will provide greater budget transparency, decrease the city's historic reliance on one-time revenues and improve the City's financial standing.
6 MONTH STATUS: Health insurance premium cost sharing negotiated across nearly all unions. Of employees hired before 2011, are almost all at 25% PCS; new hires will start at 25% and increase one-percent per year with a cap of 50%. City received award from the Government Finance Officers Association in FY 2012 (FY 2013 is awarded in 2014) for budget clarity and transparency.
- 2) Continue to grow the city's tax base by increasing the city's ability to attract and retain sustainable economic and community development.
6 MONTH STATUS: Infrastructure work on the Steel Pointe peninsula using the \$11 million TIGER grant continues to move forward. More than \$30 million in funding from the state was secured to enable to construction of Bass Pro Shops, Steel Pointe development's first anchor

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS

tenant. A feasibility study, funded by the White House's Sustainable Communities Initiative, for a much needed second train station was completed. The study lays out positive prospects for a second train station, which is planned to be located in the East Side in the heart of the East Bridgeport Development Corridor. Demolition of the blighted industrial building located on Barnum Avenue abutting the railroad tracks, the potential home of the new train station, is nearly completed. Forestone Capital and Fletcher-Thompson's mixed-use development at the former Mechanic & Farmers bank building, which will bring 30 new apartments and over 100 jobs, is currently underway. All Downtown North development agreements have been negotiated and approved by City Council. The Kuchma Corporation has completed construction of a new 12-unit apartment building in downtown at 1208 Broad Street, and construction of a new apartment building on Golden Hill Street is currently underway.

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

6 MONTH STATUS: The City has held a 97% collection rate for the past two years. This is primarily due to the aggressive efforts to reach delinquent tax payers. The Tax Collector, Tax Assessor and the City attorney's offices are working collaboratively to enhance the collection of delinquent taxes.

- 4) Continue to implement the Mayor's Sustainable Bridgeport initiative – BGreen2020 – to lower the city's carbon footprint, increase recycling rates, improve energy efficiency in city facilities and address brownfield remediation.

6 MONTH STATUS: Through BGreen2020 sustainability efforts, the City has reduced citywide greenhouse gas emissions by five percent. Through a partnership with United Illuminating, the former municipal landfill site will be transformed into a Green Energy Park producing clean, renewable energy from a solar array and fuel cells. The largest fuel cell project in North America has been completed and is operating in the Eco-Technology Park. The Dominion Bridgeport Fuel Cell produces 14.9 megawatts of clean energy – enough to power approximately 15,000 homes. Recycling rates are up 67% thanks to our conversion to single-stream recycling, the introduction of 64-gallon recycling bins and the success of the Mayor's Conservation Corps. Increased recycling rates have resulted in \$400,000 in savings for the City. Solar arrays were installed on Cesar Batalla School and Blackham School. Water Pollution Control Authority and Anaergia Inc., announced a 20-year partnership that will enable the City to utilize renewable electricity generated from organic waste including wastewater sludge and food scraps using advanced anaerobic digestion technology. The anaerobic digestion facility will generate over 10 million kWh of renewable electricity per year – enough to power more than 1,000 homes.

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

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

- 6) Continue to work together with the Board of Education to improve Bridgeport schools by continuing our investment in building new state-of-the-art schools (planned Interdistrict Magnet High School, Roosevelt and Harding High School) and renovating several other City schools.

6 MONTH STATUS: The doors to Fairchild Wheeler Interdistrict Magnet Campus, the first new high school in 50 years, are open. The City has doubled the number of high schools with the opening of four new high schools on the new Fairchild Wheeler complex. This new campus houses three science, technology, engineering and math academies. The Bridgeport Military Academy also opened on the Fairchild Wheeler campus in the fall of 2013 and is

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS

focused on first responders and military vocations. The construction of a new Roosevelt School is currently underway, along with the construction of an addition to Black Rock School.

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

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

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

6 MONTH STATUS: Over the past fiscal year, SMBRO disseminated information for potential contracting opportunities to over 6,000 contractors; hosted a total of 18 professional capacity building workshops with 314 attendees which included a workshop series specifically for Hispanic Businesses; 6 pre-bid conferences with 113 attendees; One of the many challenges the MBEs face is lack of access to capital and poor credit. Partnerships have been developed with non-traditional lending institutions which includes CEDF and CTCIC to fill the gap; SMBRO works in partnership with Black and Hispanic Chambers of Commerce, SBA, SCORE, CTAP to provide technical assistance; SMBRO also developed partnerships with the Bridgeport Housing Authority, Bridgeport Neighborhood Trust, Haynes Construction, Eaton Development, City of Hartford/School Construction and KBE Builders to identify contracting opportunities.

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

6 MONTH STATUS: The City established Joint Inspection Services Committee (JISC) meetings, which has resulted in increased information sharing among Departments successfully targeting more than 150 problem properties within the City and submitting legislative proposals to the State to assist the JISC in their work cleaning up properties in the City.

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

6 MONTH STATUS: The City saw a 20-percent decrease in crime in calendar year 2013. The police department is working with community stakeholders, state, local and federal law enforcement officers through violence-reduction initiative, Project Longevity. The City continues to invest in our police department with 19 new police officers that completed training in February and joined our patrol division. This summer, school security guards patrolled in three city parks, kept children safe and continue to build relationships with the community. More than 900 guns were turned into the Bridgeport Police Department as a result of the largest gun buyback program in the City's history.

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

6 MONTH STATUS: More than 40,000 free smoke detectors have been installed in Bridgeport homes. Eleven new firefighters joined the city department in December after completing 14 weeks of training at the Connecticut Fire Academy.

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
OFFICE OF THE MAYOR PROGRAM HIGHLIGHTS/APPROPRIATIONS

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

6 MONTH STATUS: *The implementation of the Parks Master Plan continues with renovations to existing parks and the creation of new parks in neighborhoods throughout the city. The city is working hard on the re-opening of Pleasure Beach. The City has secured two water taxis that will transport residents to the peninsula from the East End. Mayor Finch hosted a series of free summer events in the City's parks in 2013 including Park City Celebration at Newfield Park, Washington Park and Beardsley Park. Phases II and III of construction of Knowlton Park, located in the East Side, is underway. These phases will include access to the waterfront, as well as, basketball courts and other recreational spaces. The City is also in the process of building new parks in the Nob Hill neighborhood on Virginia Avenue and on Wayne Street in the North End. Additionally, the City is currently building its first all-inclusive playground in Beardsley Park.*

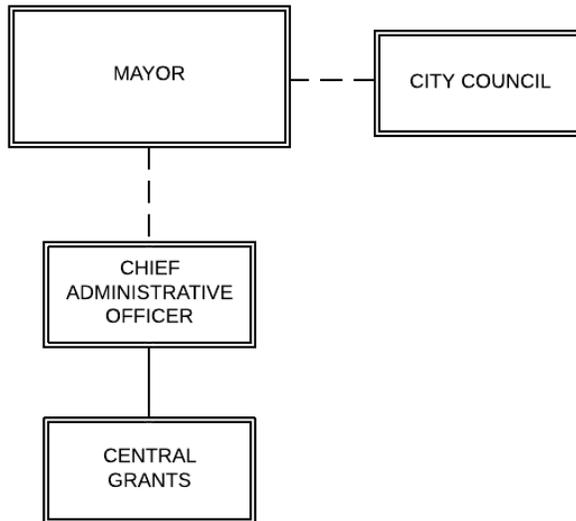
APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01001	OFFICE OF THE MAYOR							
		51000	FULL TIME EARNED PAY	707,662	705,833	736,247	736,247	30,414
		51099	CONTRACTED SALARIES	30,632	32,000	0	0	-32,000
01	PERSONNEL SERVICES			738,294	737,833	736,247	736,247	-1,586
		51140	LONGEVITY PAY	3,000	5,325	4,050	4,050	-1,275
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			3,000	5,325	4,050	4,050	-1,275
		52360	MEDICARE	8,999	9,072	8,998	8,998	-74
		52385	SOCIAL SECURITY	790	2,654	2,232	2,232	-422
		52504	MERF PENSION EMPLOYER CONT	81,761	96,612	96,239	96,239	-373
		52917	HEALTH INSURANCE CITY SHARE	94,664	99,159	108,119	108,119	8,960
03	FRINGE BENEFITS			186,214	207,497	215,588	215,588	8,091
		53605	MEMBERSHIP/REGISTRATION FEES	0	57	57	57	0
		53705	ADVERTISING SERVICES	0	20	20	20	0
		53750	TRAVEL EXPENSES	5,173	5,619	5,619	5,619	0
		53905	EMP TUITION AND/OR TRAVEL REIM	780	798	798	798	0
		54595	MEETING/WORKSHOP/CATERING FOOD	7,842	8,450	8,450	8,450	0
		54650	LANDSCAPING SUPPLIES	0	140	140	140	0
		54675	OFFICE SUPPLIES	5,693	5,036	4,636	4,636	-400
		54705	SUBSCRIPTIONS	0	36	36	36	0
		54720	PAPER AND PLASTIC SUPPLIES	0	171	171	171	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,641	5,134	5,534	5,534	400
		55530	OFFICE FURNITURE	0	20	20	20	0
04	OPERATIONAL EXPENSES			24,129	25,481	25,481	25,481	0
		56110	FINANCIAL SERVICES	8,284	4,500	4,500	4,500	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	2,411	2,010	2,010	2,010	0
		56180	OTHER SERVICES	0	719	719	719	0
		56240	TRANSPORTATION SERVICES	0	218	218	218	0
		56250	TRAVEL SERVICES	0	179	179	179	0
05	SPECIAL SERVICES			10,695	7,626	7,626	7,626	0
	OFFICE OF THE MAYOR TOTAL			962,332	983,762	988,992	988,992	5,230

GENERAL GOVERNMENT DIVISIONS
CENTRAL GRANTS

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 CENTRAL GRANTS BUDGET DETAIL

Christina B. Smith
 Director

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01005	CENTRAL GRANTS OFFICE					
01	PERSONNEL SERVICES	320,513	327,516	320,604	320,604	-6,912
02	OTHER PERSONNEL SERV	1,950	2,025	2,250	2,250	225
03	FRINGE BENEFITS	102,872	119,922	115,062	115,062	-4,860
04	OPERATIONAL EXPENSES	9,581	9,583	9,583	8,882	-702
05	SPECIAL SERVICES	3,610	10,853	10,853	2,895	-7,958
06	OTHER FINANCING USES	0	2,440	2,440	0	-2,440
01005	CENTRAL GRANTS OFFICE	438,526	472,340	460,792	449,693	-22,647

PERSONNEL SUMMARY

	Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
	GRANT WRITER	2.0			117,878	117,878	
	DIRECTOR CENTRAL GRANTS	1.0			99,652	78,540	21,112
	ADMINISTRATIVE ASSISTANT	1.0			39,834	39,834	
	OPM POLICY ANALYST	1.0			63,240	63,240	
CENTRAL GRANTS		5.0			320,604	299,492	21,112

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

CENTRAL GRANTS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
CENTRAL GRANTS									
Number of Grant applications filed	129	19	58	43	49	60	67	33	52
Number of Grant Applications Funded	58	10	29	18	35	36	48	13	21
Number of Grant Applications Pending	31	0	6	14	0	0	0	1	0
Number of Grant Applications Denied	40	9	23	11	14	24	19	19	31
% of Grant applications funded	45%	53%	50%	42%	71%	60%	72%	39%	40%
Total dollars awarded to the City of Bridgeport	\$189,000,000	\$6,458,439	\$10,278,221	\$11,234,681	\$28,177,366	\$30,000,000	\$11,874,776	\$3,555,055	\$3,302,206
Total Dollars Pending	N/A	0	\$805,967	\$27,356,641	\$0	0	N/A	N/A	N/A
Total dollars awarded to Community Organizations	N/A	\$450,316	\$3,790,629	\$3,200,000	N/A	N/A	N/A	N/A	N/A

CENTRAL GRANTS FY 2014-2015 GOALS

- 1) Strategically apply for formula and competitive funding for City priority projects and programs by confirming needs with department heads on a quarterly basis.
- 2) Strive to improve grant application success rate by 20% through more focused application efforts.
- 3) Cultivate relationships with area and national foundations and partners to benefit Bridgeport grant applications by participating in at least 12 meetings and events.
- 4) Demonstrate our ability to effectively manage and spend awarded funds through regular updates to State and Federal entities and constituents.
- 5) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
- 6) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.

CENTRAL GRANTS FY 2013-2014 GOAL STATUS

- 1) Continue to strategically apply for formula and competitive funding for City priority projects and programs and to strive for a 90% award rate for grant applications.
6 MONTH STATUS: *Central Grants has continued to pursue grant opportunities from State, Federal, and Foundation sources as guided by the various City of Bridgeport departments.*
- 2) Promote regionalism through partnerships for funding opportunities to realize cost efficiencies or increased economic development opportunities.
6 MONTH STATUS: *Central Grants has continued to partner with various organizations as part of our application including: Groundworks, Audubon CT, The Steward B. McKinney National Wildlife Refuge, The WorkPlace, the Student Conservation Association, The Trust for Public Land, The Nature Conservancy, Greater Bridgeport Regional Council, and UCONN among many others.*
- 3) Increase applications to support sustainability that will enhance the quality of life for residents and promote Bridgeport as a destination for cultural activities and living.
6 MONTH STATUS: *Central Grants has thus far increased by 50% the number of applications with an environmental or sustainability focus.*
- 4) Cultivate relationships with area and national foundations to benefit Bridgeport grant applications.
6 MONTH STATUS: *Central Grants has continued to maintain a working relationship with the Fairfield County Community Foundation in efforts supporting the PT Partners initiative.*
- 5) Work with National Community Development Association (NCDCA), Area Office of the U.S. Department of Housing and Urban Development (HUD) Office, and others to advocate for Bridgeport's fair share of federal formula, competitive and stimulus funding.
6 MONTH STATUS: *Central Grants continues to seek funding and assistance for Bridgeport with its efforts in applying to become a Promise Zone designee, as well as a Strong City, Strong Community designee.*
- 6) Work with Connecticut Community Development Association (CCDA), the State of Connecticut and in particular the Department of Economic and Community Development as well as the Department of Environmental Protection and others to advocate for Bridgeport's fair share of state funding.

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
CENTRAL GRANTS PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

6 MONTH STATUS: Funds from these entities have been utilized or are in the process of being utilized for projects that range from low-income housing in the Jayson/Newfield development to placemaking such as the initiative to reactivate McLevy Hall with artists and other entrepreneurs.

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

6 MONTH STATUS: The Surdna Foundation visited the Bridgeport area in Summer 2013 and since then has initiated an application to benefit Bridgeport with UCONN serving as the lead applicant.

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

6 MONTH STATUS: State and Federal legislative breakfast to be scheduled for Spring 2014.

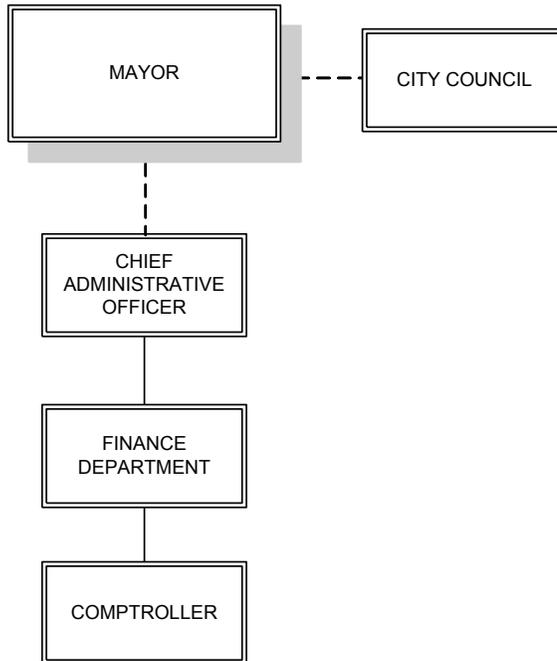
APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01005	CENTRAL GRANTS OFFICE							
		51000	FULL TIME EARNED PAY	293,788	299,492	320,604	320,604	21,112
		51099	CONTRACTED SALARIES	26,724	28,024	0	0	-28,024
01	PERSONNEL SERVICES			320,513	327,516	320,604	320,604	-6,912
		51140	LONGEVITY PAY	1,950	2,025	2,250	2,250	225
02	OTHER PERSONNEL SERV			1,950	2,025	2,250	2,250	225
		52360	MEDICARE	4,066	4,113	4,453	4,453	340
		52385	SOCIAL SECURITY	540	3,654	3,654	3,654	0
		52504	MERF PENSION EMPLOYER CONT	33,699	39,197	41,971	41,971	2,774
		52917	HEALTH INSURANCE CITY SHARE	64,567	72,958	64,984	64,984	-7,974
03	FRINGE BENEFITS			102,872	119,922	115,062	115,062	-4,860
		53605	MEMBERSHIP/REGISTRATION FEES	110	0	133	100	100
		53725	TELEVISION SERVICES	147	311	311	311	0
		53750	TRAVEL EXPENSES	549	0	0	0	0
		53905	EMP TUITION AND/OR TRAVEL RBM	128	61	704	150	89
		54555	COMPUTER SUPPLIES	199	0	0	0	0
		54595	MEETING/WORKSHOP/CATERING FOOD	459	760	765	650	-110
		54675	OFFICE SUPPLIES	2,392	2,809	1,950	1,950	-859
		54700	PUBLICATIONS	210	0	49	49	49
		54705	SUBSCRIPTIONS	132	1,172	1,194	1,194	22
		55080	ELECTRICAL EQUIPMENT	277	0	0	0	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,477	4,470	4,477	4,477	7
		55530	OFFICE FURNITURE	500	0	0	0	0
04	OPERATIONAL EXPENSES			9,581	9,583	9,583	8,882	-702
		56085	FOOD SERVICES	916	735	735	735	0
		56165	MANAGEMENT SERVICES	322	174	495	495	321
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,679	1,659	1,180	1,180	-478
		56250	TRAVEL SERVICES	693	327	485	485	157
		56998	SPECIAL SERVICES FREEZE	0	7,958	7,958	0	-7,958
05	SPECIAL SERVICES			3,610	10,853	10,853	2,895	-7,958
		59500	SUPPORTIVE CONTRIBUTIONS	0	2,440	2,440	0	-2,440
06	OTHER FINANCING USES			0	2,440	2,440	0	-2,440
01005	CENTRAL GRANTS OFFICE Total			438,526	472,340	460,792	449,693	-22,647

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 2014-2015 ADOPTED GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01010 COMPTROLLER'S OFFICE							
	41277	RESTITUTION RECOVERY	59,005	5,000	5,000	5,000	0
	41392	DEBT SERVICE PARENT CENTER	60,000	60,000	60,000	60,000	0
	41538	COPIES	510,767	50,000	50,000	50,000	0
	41551	O.T.B INCOME	437,955	450,000	450,000	450,000	0
	41552	STATE BINGO	49	200	200	200	0
	41553	BOOKS / MAP SALES	0	100	100	100	0
	41555	CAPITAL FUND INTEREST TRANSFER	500,000	500,000	500,000	500,000	0
	41559	COURT FINES	58,446	5,000	5,000	5,000	0
	41560	PROPERTY RENTAL	22,840	25,000	25,000	25,000	0
	41561	STATE LOCIP FOR DEBT SERVICES	134,325	2,285,098	970,184	970,184	-1,314,914
	41562	DEBTSERVICEINTERESTREIMBURSEME	168,755	225,318	225,318	225,318	0
	41563	HEALTHINSURANCE/WORKERSCOM.RE	1,572	0	0	0	0
	41564	ADMINISTRATIVEFEE/OVERHEADALLO	22,500	70,000	70,000	70,000	0
	44550	TOWN AID	685,121	1,370,242	1,379,983	1,379,983	9,741
	45354	WPCACOLLECTIONSERVICEREIMBURSE	666,062	500,000	500,000	500,000	0
01010 COMPTROLLER'S OFFICE			3,327,395	5,545,958	4,240,785	4,240,785	-1,305,173

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)	
01010 COMPTROLLER'S OFFICE							
	01	PERSONNEL SERVICES	581,911	587,250	596,894	596,894	9,644
	02	OTHER PERSONNEL SERV	7,781	6,525	3,675	3,675	-2,850
	03	FRINGE BENEFITS	189,286	208,067	274,611	274,611	66,544
	04	OPERATIONAL EXPENSES	6,526	7,920	-215,121	6,260	-1,660
	05	SPECIAL SERVICES	333,713	334,399	334,399	334,399	0
01010 COMPTROLLER'S OFFICE			1,119,217	1,144,161	994,458	1,215,839	71,678

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
ACCOUNTING CLERK I (35 HOUR	4.0	1.0		155,867	152,525	3,342
ACCOUNTING CLERK II (35 HOUR	3.0	1.0		142,406	135,554	6,852
FINANCIAL MANAGEMENT SUPER	1.0			75,420	75,420	
ACCOUNTANT	1.0	1.0		66,888	75,138	-8,250
CHIEF ACCOUNTANT	1.0			80,510	72,810	7,700
CAPITOL PROJECTS FIXED ASSETS I	1.0			75,803	75,803	
COMPTROLLER'S OFFICE	11.0	3.0		596,894	587,250	9,644

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
COMPTROLLER'S OFFICE **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
COMPTROLLER'S OFFICE										
Number of:										
Accounts Payable Checks Issued	33,655	32,108	31,055	29,495	21,786	22,876	21,648	19,710	18,050	18,050
Manual checks processed	81	88	117	55	49	49	54	53	383	383
Manual checks processed payroll	N/A	N/A	838	804	802	325	271	194	164	164
Travel requests processed	224	235	215	67	111	100	131	90	96	96
Payment Vouchers processed	36,450	38,504	36,637	36,330	50,073	52,503	49,599	46,447	48,762	48,762
Scanned Back Pages for Invoices (2)	N/A	N/A	N/A	N/A	500,730	525,030	495,990	464,470	487,620	487,620
Capital Project checks processed	307	292	363	288	41	40	34	14	18	18
Capital Project wires processed	0	0	0	0	0	0	153	180	173	173
Cash Receipts processed	4,999	4,641	3,513	3,617	5,603	5,600	4,906	4,971	4,945	4,945
Journal Entries posted (3)	1,012	1,441	1,086	1,205	1,700	1,600	60	75	61	61
Federal 1099 Forms issued	535	556	920	526	423	500	462	431	537	537
W-2 Statements issued	6,408	6,408	6,467	5,784	5,784	5,670	5,670	5,501	5,440	5,440
Payroll Checks Issued (1)	218,632	200,379	199,276	60,315	54,481	51,000	48,335	43,269	32,454	32,454
Payroll Direct Deposit (1)	N/A	N/A	N/A	134,292	129,447	126,520	127,805	131,884	137,001	137,001
Payroll Vendor Checks Issued	N/A	N/A	N/A	804	5,403	5,150	4,971	4,926	4,594	4,594
Payroll Vendor Direct Deposit	N/A	N/A	N/A	792	815	850	858	1,044	1,208	1,208
Pension checks issued (Police, Fire, Janitors)	11,964	11,829	12,850	11,382	10,980	12,000	10,842	10,560	10,546	10,546
<i>Grants Administration:</i>										
number of new and recurring grants	224	146	148	139	134	150	125	123	128	128
number of grants closed	8	78	60	56	54	70	203	55	85	85
Financial report delivery date	29-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec	31-Dec
General ledger fiscal year end close	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun

(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 2014-2015 GOALS

- 1) Move all weekly vendor payment to EFT (electronic funds transfer) processing. This will enhance cash flow tracking and reduce the time spent by office resources to track outstanding checks.
- 2) Continue to require City departments to provide controller's office with documentation on a timelier basis.
- 3) Complete open goals from FY 2014.

FY 2013-2014 GOAL STATUS

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

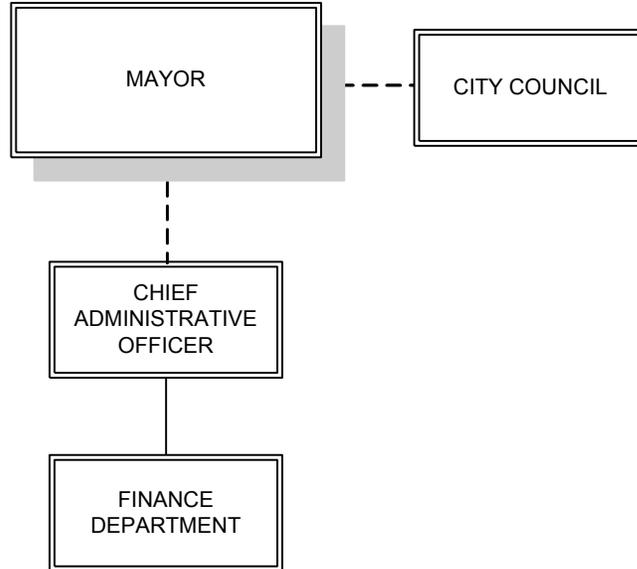
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01010	COMPTROLLER'S OFFICE							
		51000	FULL TIME EARNED PAY	526,160	532,250	596,894	596,894	64,644
		51099	CONTRACTED SALARIES	55,751	55,000	0	0	-55,000
01	PERSONNEL SERVICES			581,911	587,250	596,894	596,894	9,644
		51140	LONGEVITY PAY	7,781	6,525	3,675	3,675	-2,850
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			7,781	6,525	3,675	3,675	-2,850
		52360	MEDICARE	7,251	8,044	7,830	7,830	-214
		52385	SOCIAL SECURITY	316	7,471	14,397	14,397	6,926
		52504	MERF PENSION EMPLOYER CONT	59,582	77,190	78,073	78,073	883
		52917	HEALTH INSURANCE CITY SHARE	122,137	115,362	174,311	174,311	58,949
03	FRINGE BENEFITS			189,286	208,067	274,611	274,611	66,544
		53605	MEMBERSHIP/REGISTRATION FEES	295	487	437	437	-50
		53705	ADVERTISING SERVICES	0	333	57	57	-276
		53905	EMP TUITION AND/OR TRAVEL REIM	1,732	237	237	237	0
		54555	COMPUTER SUPPLIES	0	418	694	694	276
		54595	MEETING/WORKSHOP/CATERING FOOD	61	700	750	750	50
		54675	OFFICE SUPPLIES	4,380	3,333	3,333	3,333	0
		54700	PUBLICATIONS	0	1,710	1,710	550	-1,160
		54720	PAPER AND PLASTIC SUPPLIES	0	500	500	0	-500
		55155	OFFICE EQUIPMENT RENTAL/LEAS	58	202	202	202	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-223,041	0	0
04	OPERATIONAL EXPENSES			6,526	7,920	-215,121	6,260	-1,660
		56100	AUDITING SERVICES	270,200	270,200	270,200	270,200	0
		56165	MANAGEMENT SERVICES	54,999	55,000	55,000	55,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	8,514	9,199	9,199	9,199	0
05	SPECIAL SERVICES			333,713	334,399	334,399	334,399	0
01010	COMPTROLLER'S OFFICE Total			1,119,217	1,144,161	994,458	1,215,839	71,678

FINANCE DIVISIONS
FINANCE DEPARTMENT

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT BUDGET DETAIL

Anne Kelly-Lenz
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01015	FINANCE ADMINISTRATION					
01	PERSONNEL SERVICES	329,059	408,198	394,463	394,463	-13,735
02	OTHER PERSONNEL SERV	2,869	2,775	3,000	3,000	225
03	FRINGE BENEFITS	97,329	125,286	147,012	147,012	21,726
04	OPERATIONAL EXPENSES	5,380	5,886	-129,543	5,886	0
05	SPECIAL SERVICES	278	843	843	693	-150
01015	FINANCE ADMINISTRATION	434,915	542,988	415,775	551,054	8,066

PERSONNEL SUMMARY

	Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
	DIRECTOR OF FINANCE	1.0			125,544	125,544	
	DEPUTY DIRECTOR OF FINANCE	1.0			101,110	114,845	-13,735
	EXECUTIVE ASSISTANT FINANCE	1.0			68,157	68,157	
	DEPUTY DIRECTOR OF FINANCE/M	1.0			99,652	99,652	
FINANCE DEPARTMENT		4.0			394,463	408,198	-13,735

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
FINANCE DEPARTMENT									
Risk Management	0	0	0	0	0	0	0	0	0
Annual CAFR Report	1	1	1	1	1	1	1	1	1
Unreserved Fund Balance	\$24,686,939	\$29,241,106	\$10,605,102	\$10,752,753	\$15,611,351	\$16,560,510	\$12,720,514	\$12,924,082	\$12,924,082
Unreserved Fund Balance as % of General Fund									
Expenditures	5.36%	11.70%	3.98%	4.08%	5.95%	3.31%	2.40%	2.40%	2.40%
Fund Balance Appropriated	\$ 8,000,000	\$2,000,000	\$18,636,004	\$0	\$0	\$0	\$0	\$0	\$0
Outstanding Debt	\$685,480,000	\$710,095,000	\$ 684,228,000	\$ 654,200,000	\$662,665,000	\$701,133,522	\$738,928,108	\$704,991,981	\$704,991,981
Debt per Capita	\$4,899	\$4,749	\$ 4,904	\$ 4,689	\$ 4,796	\$ 4,520	\$5,104	\$4,828	\$4,828
GFOA certificate for excellence in financial reporting	yes								
# of annual audit management letter comments		7	1	1	1	2	1	1	1
Governmental Activities Net Capital Assets	\$610,934,000	\$722,395,000	\$837,156,000	\$911,322,000	\$940,113,222	\$846,535,639	\$897,034,000	\$967,164,000	\$967,164,000
BOND AND CREDIT RATINGS									
Credit Rating: Moody's	Aaa	Aaa	Aaa	Aa3	A1	A1	A1	A2	A2
Standard & Poor's	AAA	AAA	AAA	AAA	A-	A-	A-	A-	A-
Fitch	AAA	AAA	AAA	N/A	A	A	A	A	A
Bond Rating: Moody's	Baa1	Baa1	Baa1	Baa1	AA3	AA3	AA3	AA3	AA3
Standard & Poor's	A-	A-	A-	A-	AA+	AA-	AA-	AA-	AA-
Fitch (1)	A-	A-	A-	BBB+	N/A	A	A	N/A	N/A

(1) - Fitch does not currently rate

FY 2014-2015 GOALS

- 1) Reduce level of TANS (tax anticipation notes) needed.
- 2) Improve monthly reconciliations of all accounts when office restructure is finalized.
- 3) Enhance cash flow with integration with the City's Financial System (MUNIS).
- 4) Completion of ongoing goals from FY 2014.
- 5) Implement Fixed Asset audit.

FY 2013-2014 GOAL STATUS

- 1) Change the internal monthly reporting process to achieve accountability and undated analysis of the City's financials.
6 MONTH STATUS: *Ongoing process.*
- 2) Change the internal processes of cash flow and cash deposit reporting.
6 MONTH STATUS: *Ongoing with new Bank conversion.*
- 3) Update the audit timeline and internal process for increased productivity and timely CAFR (Comprehensive Annual Financial Report) filing.
6 MONTH STATUS: *Audit filed on time, no extension needed. Ongoing process to streamline timeline.*
- 4) Continue to improve the rating for long and short term borrowing by putting a plan in place to grow the City's strong financial stability.
6 MONTH STATUS: *On-going strategies to enhance stability.*
- 5) Cross train employees for efficiencies and continuity of department functions.
6 MONTH STATUS: *On-going department restructure to utilize staff skills.*
- 6) Receive Governmental Finance Officers Association certificate of achievement for excellence in financial reporting.
6 MONTH STATUS: *Received award for FY 2012 and applied for the award for FY 2013 which is not awarded until July 2014.*

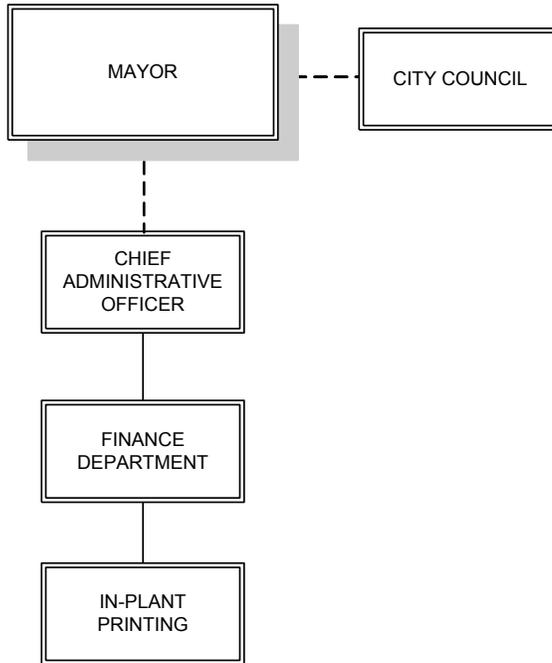
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 FINANCE DEPARTMENT APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01015	FINANCE ADMINISTRATION							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	329,059	408,198	394,463	394,463	-13,735
				329,059	408,198	394,463	394,463	-13,735
		51140	LONGEVITY PAY	2,869	2,775	3,000	3,000	225
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			2,869	2,775	3,000	3,000	225
		52360	MEDICARE	4,641	5,688	5,360	5,360	-328
		52385	SOCIAL SECURITY	0	6,826	6,826	6,826	0
		52504	MERF PENSION EMPLOYER CONT	39,031	53,427	51,671	51,671	-1,756
		52917	HEALTH INSURANCE CITY SHARE	53,656	59,345	83,155	83,155	23,810
03	FRINGE BENEFITS			97,329	125,286	147,012	147,012	21,726
		53605	MEMBERSHIP/REGISTRATION FEES	425	525	445	445	-80
		53610	TRAINING SERVICES	0	1,074	1,074	1,074	0
		53905	EMP TUITION AND/OR TRAVEL RBM	2,232	1,261	1,261	1,261	0
		54555	COMPUTER SUPPLIES	0	42	122	122	80
		54675	OFFICE SUPPLIES	2,464	2,477	2,477	2,477	0
		54705	SUBSCRIPTIONS	258	356	356	356	0
		55150	OFFICE EQUIPMENT	0	152	152	152	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-135,429	0	0
04	OPERATIONAL EXPENSES			5,380	5,886	-129,543	5,886	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	95	132	132	132	0
		56250	TRAVEL SERVICES	100	411	411	411	0
		59010	MAILING SERVICES	83	300	300	150	-150
05	SPECIAL SERVICES			278	843	843	693	-150
01015	FINANCE ADMINISTRATION Total			434,915	542,988	415,775	551,054	8,066

FINANCE DIVISIONS
IN-PLANT PRINTING

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 IN-PLANT PRINTING BUDGET DETAIL

Shequilla Robertson
 Acting Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01030	IN-PLANT PRINTING					
01	PERSONNEL SERVICES	326,072	328,615	330,253	330,253	1,638
02	OTHER PERSONNEL SERV	5,071	5,805	4,760	4,760	-1,045
03	FRINGE BENEFITS	93,753	101,177	106,953	106,953	5,776
04	OPERATIONAL EXPENSES	257,263	257,198	39,243	257,198	0
05	SPECIAL SERVICES	56,114	56,150	56,150	56,150	0
01030	IN-PLANT PRINTING	738,273	748,945	537,359	755,314	6,369

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
MESSENGER	1.0			34,331	32,693	1,638
PRESSMAN	1.0			58,000	58,000	
PRINTER FOREMAN	1.0			76,775	76,775	
BOOKBINDER	1.0			58,000	58,000	
PRINTER	1.0			58,000	58,000	
PRINT SHOP AIDE	0.5			15,756	15,756	
ANNEX MAIL COURIER (35 HOURS)	1.0			29,391	29,391	
IN-PLANT PRINTING	6.5			330,253	328,615	1,638

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 IN-PLANT PRINTING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
PRINT SHOP										
8 1/2 x 11 forms & letterhead	2,204,742	2,750,000	3,125,000	2,888,000	2,750,000	2,250,000	2,125,000	2,103,750	2,095,000	2,082,713
Black & White Copying	173,743	179,000	176,000	286,000	446,000	750,000	800,000	825,000	900,000	900,000
Color Copying	37,411	78,000	68,000	105,000	260,000	650,000	700,000	800,000	900,000	1,000,000
Envelopes Printed	532,345	765,000	695,000	790,000	920,000	1,000,000	1,000,000	1,000,000	950,000	900,000
Index/cover/coated paper	991,707	850,000	785,000	765,000	780,000	850,000	850,000	900,000	900,000	875,000
BINDING SERVICES										
Folding	1,741,176	1,950,000	2,350,212	2,100,000	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	1,485,000
Stapling	21,375	52,000	74,500	156,000	86,000	80,000	80,000	75,000	75,000	75,000
Automatic bookletmaker	18,750	45,000	26,000	39,000	15,000	0	0	0	0	0
Numbering/Die-cutting	102,500	122,000	185,000	210,000	190,000	200,000	200,000	190,000	190,000	175,000
Scoring/perforation	24,916	60,000	69,300	96,000	55,000	50,000	50,000	45,000	45,000	45,000
Large format Poster Printing			55	112	245	400	400	500	750	800
Number of Departments Serviced	69	69	69	72	72	72	72	72	72	72
TOTAL IMPRESSIONS/PIECES HANDLED	5,848,734	6,851,069	7,553,998	7,435,112	7,252,317	7,330,472	7,305,472	7,439,322	7,535,822	7,363,585
MAIL DISTRIBUTION CENTER										
Mail run through postage machine	365,500	552,079	554,000	550,000	555,000	555,000	555,000	545,000	545,000	520,000
Amount Spent*	\$ 142,545	\$ 204,251	\$ 205,000	\$ 206,000	\$ 208,000	\$ 208,000	\$ 208,000	\$ 209,000	\$ 210,000	\$ 239,200

FY 2014-2015 GOALS

- 1) To convert our current plate production to a chemical free option. Thus saving money on the chemicals and this will be a more environmentally friendly option.
- 2) Looking into the option of having students from the surrounding schools intern in the print shop for no cost to us and school credit for them.
- 3) Investigating a new system for job submission; this will automate everything from job ordering to job pricing.

FY 2013-2014 GOAL STATUS

- 1) Continue to maintain and provide professional service in a timely manner for all of the City's departments and the Board of Education.
6 MONTH STATUS: *We have continually provided timely printing and mail services to all departments and the Board of Education.*
- 2) Continue to stay upgraded with our graphic software so we can communicate with all the departments and outside vendors.
6 MONTH STATUS: *We are currently waiting for upgrades on Adobe Photoshop, Adobe Illustrator and Corel Draw.*
- 3) Continue to support every department and the Board of Education by performing normal printing services and be fully involved in projects during their critical time periods.
6 MONTH STATUS: *We are working with the different departments and the Board of Education on updating their letterheads and envelopes from their moves from one building to the other. Also staying on top of some of the major projects they have need of printing for.*
- 4) Continue to investigate cost savings for printing and postage.
6 MONTH STATUS: *We will be working on phasing out the use of regular stamps by using an online version.*
- 5) Continue the use of our large format printer at a great cost savings.
6 MONTH STATUS: *By purchasing the paper, ink and foam board and spreading the cost throughout the different departments that utilize our large format printer we are saving more by printing in-house then by outsourcing these jobs. We have also acquired a used poster making machine. This was given to the printing department at no cost to us. We will only have to purchase paper and ink to work with it.*

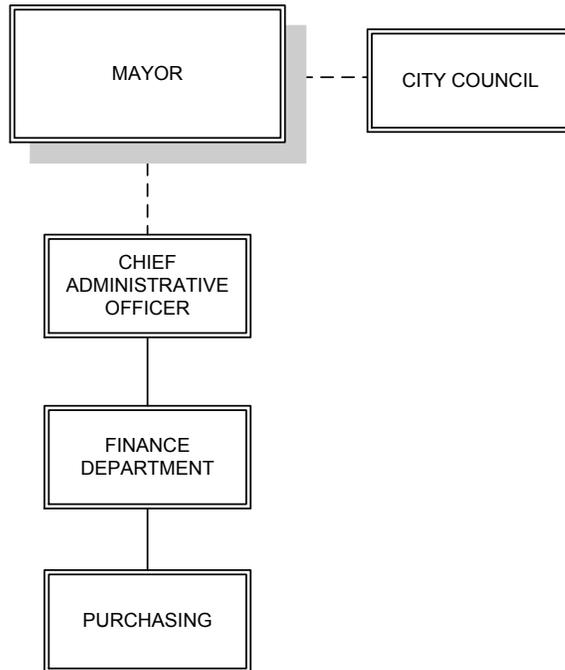
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 IN-PLANT PRINTING APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01030	IN-PLANT PRINTING							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	326,072	328,615	330,253	330,253	1,638
				326,072	328,615	330,253	330,253	1,638
		51108	REGULAR 1.5 OVERTIME PAY	332	0	0	0	0
		51140	LONGEVITY PAY	4,739	5,805	4,760	4,760	-1,045
02	OTHER PERSONNEL SERV			5,071	5,805	4,760	4,760	-1,045
		52360	MEDICARE	4,565	4,610	4,592	4,592	-18
		52504	MERF PENSION EMPLOYER CONT	38,923	43,476	43,553	43,553	77
		52917	HEALTH INSURANCE CITY SHARE	50,266	53,091	58,808	58,808	5,717
03	FRINGE BENEFITS			93,753	101,177	106,953	106,953	5,776
		53605	MEMBERSHIP/REGISTRATION FEES	450	450	450	450	0
		53750	TRAVEL EXPENSES	350	350	350	350	0
		53905	EMP TUITION AND/OR TRAVEL REIM	775	550	550	550	0
		54675	OFFICE SUPPLIES	20,548	20,848	20,848	20,848	0
		54725	POSTAGE	200,090	200,000	200,000	200,000	0
		54730	PRINTING SUPPLIES	5,000	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	30,050	30,000	30,000	30,000	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-217,955	0	0
04	OPERATIONAL EXPENSES			257,263	257,198	39,243	257,198	0
		56170	OTHER MAINTENANCE & REPAIR S	8,812	8,812	8,812	8,812	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	7,538	7,538	7,538	7,538	0
		59010	MAILING SERVICES	8,264	8,300	8,300	8,300	0
		59015	PRINTING SERVICES	31,500	31,500	31,500	31,500	0
05	SPECIAL SERVICES			56,114	56,150	56,150	56,150	0
01030	IN-PLANT PRINTING Total			738,273	748,945	537,359	755,314	6,369

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 2014-2015 ADOPTED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS

Bernd Tardy
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01035	PURCHASING					
01	PERSONNEL SERVICES	345,205	409,306	408,006	408,006	-1,300
02	OTHER PERSONNEL SERV	6,150	7,125	7,425	7,425	300
03	FRINGE BENEFITS	96,243	105,525	149,946	149,946	44,421
04	OPERATIONAL EXPENSES	2,092	6,448	-22,954	5,910	-538
05	SPECIAL SERVICES	27,382	28,005	28,005	28,005	0
01035	PURCHASING	477,072	556,409	570,428	599,292	42,883

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
BUYER	3.0			171,501	171,501	
ASSISTANT PURCHASING AGENT	1.0			75,611	75,611	
PURCHASING AGENT	1.0			105,529	105,529	
CONTRACT COMPLIANCE OFFICER	1.0	1.0		55,365	56,665	-1,300
PUBLIC PURCHASES	6.0	1.0		408,006	409,306	-1,300

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
PURCHASING									
<i>Purchase orders issued</i>	22,422	20,040	9,568	*	22,818	20,000	15,849	14,933	16,000
Board of Education Purchase orders	4,378	3,286	1,786	*	5,308	4,000	3,306	4,918	5,500
Food & Nutrition Purchase orders	2,247	1,733	757	*	3,146	2,000	575	395	400
Board of Education Grants	5,065	4,563	1,676	*	3,699	2,000	2,143	**	**
Total Board of Education Purchase orders	11,690	9,582	4,219	*	12,153	8,000	6,024	5,313	5,900
Board of Education Purchase orders as a % of Total	52.14%	47.81%	44.09%		53.26%	40%	38%	36%	37%
PURCHASING MODIFICATIONS									
Purchase Modifications done					8,631	5,000	7,124	7,783	7,500
Board of Education Modifications					2,467	1,100	1,436	2,420	2,500
Food & Nutrition Modifications					41	60	206	215	225
Board of Education Grants Modifications					1,442	400	666	**	**
Total Board of Education Modifications					3,950	1,560	2,308	2,635	2,725
PURCHASES									
Qualified	51	131	148	0	213	250	215	213	225
Emergency		11	21	1	0	0	0	0	0
Waivers	11	1	1	0	0	0	0	0	0
Sole Source	5	58	55	65	53	80	32	25	30
State	20	35	37	59	34	40	41	56	60
ICMA INDICATORS									
Number of FTES in the purchasing department	6.7	8	8	7	6	6	6	5	6
<i>Bid requests processed</i>	N/A	166	157	79	116	120	121	133	140
Informal Bids: days from requisition to P.O. issuance	13	12	12	9	34	40	5	12	10
Construction Bids: days from requisition to P.O. issuance	95	6	1	5	21	20	21	5	4
All other formal Bids: days from requisition to P.O. issuance	56	160	82	74	95	100	100	128	136

- (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 2014-2015 GOALS

- 1) Develop better/closer relationship with our internal customers since most of them are now under one roof.
- 2) Spend more time discussing with departments their needs & whether they are best served by doing RFQ/RFP/BID/ informal process.
- 3) Work on more expedient means for MBE (Minority Business Enterprise) approval to cut down on time from award to notice to proceed.
- 4) Make use of other existing competitively bid contracts. Ex: US Communities, National Joint Purchasing Alliance, WSCA (Western States Contracting Alliance) & CRCOG (Capitol Region Council of Governments).
- 5) Work with Board of Public Purchases to develop Purchasing Policies.
- 6) Investigate and make use of additional features and capabilities offered by BidSync.

FY 2013-2014 GOAL STATUS

- 1) Assist in integrating the merger of Public Facilities & Board of Education Maintenance into one entity from a purchasing perspective.
6 MONTH STATUS: *This is an ongoing process.*
- 2) Integrate duties and responsibilities of the Contract Compliance Office into Purchasing.
6 MONTH STATUS: *Slowly making headway.*
- 3) Develop better/closer relationship with our internal customers since most of them are now under one roof.
6 MONTH STATUS: *This is an ongoing process.*
- 4) Spend more time discussing with departments their needs & whether these needs are best served by doing RFQ/RFP/BID/ informal process et cetera.
6 MONTH STATUS: *This is an ongoing process.*
- 5) Encourage departments to scan invoices (if applicable) into the system to cut down on overall approval time.
6 MONTH STATUS: *60% of Departments are now able to scan documents into the Munis System.*
- 6) Encourage back up to be automatically put on requisition at time requisition is put in MUNIS.
6 MONTH STATUS: *This is only possible if the Department putting in the RX has the proper equipment. Progress is being made in this effort.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
PURCHASING PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 7) Cut down on approval time for requisition to purchase order by one day.
6 MONTH STATUS: *Goal accomplished when referring to day to day needs. Larger needs need more time.*
- 8) Work on more expedient means for Minority Business Enterprise (MBE) approval to cut down on time from award to notice to proceed.
6 MONTH STATUS: *This is an ongoing process. Working with Minority Business Resource Office.*
- 9) Make BPP calendar available in Purchasing Office for others viewing.
6 MONTH STATUS: *Still not available at this time.*
- 10) Make use of other existing competitively bid contracts. Ex: US Communities, National Joint Purchasing Alliance, WSCA & CRCOG.
6 MONTH STATUS: *Also an ongoing process. To date we have increased the use of these contracts.*

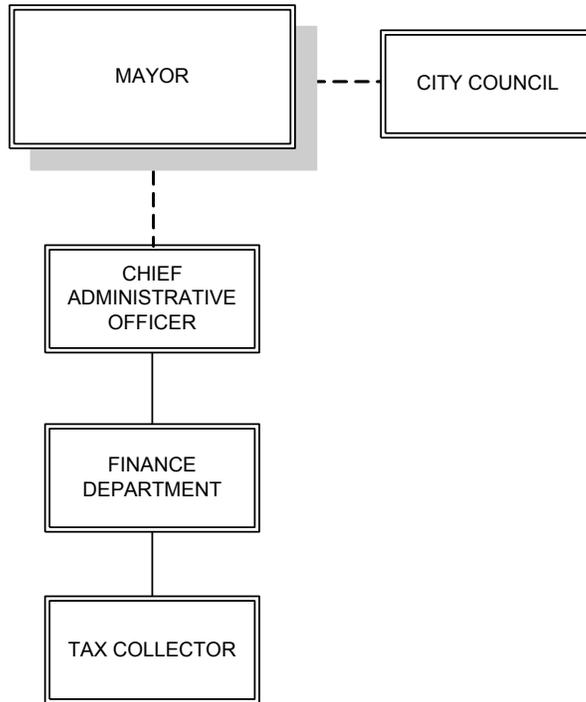
APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01035	PURCHASING							
		51000	FULL TIME EARNED PAY	345,205	359,306	408,006	408,006	48,700
		51099	CONTRACTED SALARIES	0	50,000	0	0	-50,000
01	PERSONNEL SERVICES			345,205	409,306	408,006	408,006	-1,300
		51140	LONGEVITY PAY	6,150	7,125	7,425	7,425	300
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			6,150	7,125	7,425	7,425	300
		52360	MEDICARE	3,027	3,039	3,678	3,678	639
		52385	SOCIAL SECURITY	0	0	3,009	3,009	3,009
		52504	MERF PENSION EMPLOYER CONT	41,298	46,769	54,006	54,006	7,237
		52917	HEALTH INSURANCE CITY SHARE	51,918	55,717	89,253	89,253	33,536
03	FRINGE BENEFITS			96,243	105,525	149,946	149,946	44,421
		53605	MEMBERSHIP/REGISTRATION FEES	255	760	760	760	0
		54675	OFFICE SUPPLIES	4,193	4,850	4,429	4,429	-421
		54705	SUBSCRIPTIONS	264	0	421	421	421
		55150	OFFICE EQUIPMENT	-2,619	838	838	300	-538
		59850	INKIND-EDUCATION SUPPORT	0	0	-29,402	0	0
04	OPERATIONAL EXPENSES			2,092	6,448	-22,954	5,910	-538
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,327	1,800	1,800	1,800	0
		56180	OTHER SERVICES	26,055	26,205	26,205	26,205	0
05	SPECIAL SERVICES			27,382	28,005	28,005	28,005	0
01035	PURCHASING Total			477,072	556,409	570,428	599,292	42,883

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 2014-2015 ADOPTED GENERAL FUND BUDGET
 TAX COLLECTOR BUDGET DETAIL

Veronica Jones
 Tax Collector

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01040	TAX COLLECTOR						
	41305	TAX COLLECTOR: 3030 PARK	860,247	860,246	903,269	903,269	43,023
	41355	TAX COLLECTOR: ATM FEES	590	1,500	1,500	1,500	0
	41538	COPIES	0	2,500	2,500	2,500	0
	41693	CURRENT TAXES: ALL PROPERTIES	278,372,505	280,993,776	284,406,684	281,345,755	351,979
	41694	ONE MILL. TAX FOR LIBRARY SERV	0	6,877,798	6,817,333	6,829,089	-48,709
	41697	ARREARS TAXES	3,533,459	1,600,000	2,600,000	2,600,000	1,000,000
	41702	PENALTIES: CURRENT TAXES	1,911,390	1,705,480	1,705,480	1,705,480	0
	41703	PENALTIES: ARREARS TAXES	1,046,170	1,210,000	1,810,000	1,810,000	600,000
	41704	LIEN FEES	163,702	175,000	175,000	175,000	0
	44319	LAFAYETTE BLVD LOFTS PILOT	134,147	0	0	0	0
	44320	BROAD STREET PILOT	27,758	29,861	65,684	65,684	35,823
	44321	CITY TRUST PILOT	210,761	224,709	231,451	231,451	6,742
	44322	EAST MAIN STREET PILOT	15,365	18,835	26,650	26,650	7,815
	44323	ARCADE PILOT	35,497	34,862	35,907	35,907	1,045
	44324	CAPTAIN COVE PILOT	112,355	120,000	120,000	120,000	0
	44325	CASA PILOT	14,228	14,089	14,231	14,231	142
	44340	ARTSPACE READS BUILDING PILOT	75,377	73,183	75,804	75,804	2,621
	44346	UNITED CEREBRAL PALSY PILOT	14,352	14,352	14,932	14,932	580
	44347	144 GOLDEN HILL STREET PILOT	70,679	69,415	91,572	91,572	22,157
	44348	GOODWILL-HELMS HOUSING PILOT	6,669	6,140	6,140	6,140	0
	44349	PARK CITY RCH PILOT	71,769	0	73,922	73,922	73,922
	44358	JEFFERSON SCHOOL PILOT	18,662	20,169	20,169	20,169	0
	44373	WASHINGTON PARK PILOT	38,086	21,500	39,753	39,753	18,253
	44392	881 LAFAYETTE BLVD PILOT	83,017	49,696	49,696	49,696	0
	44460	CLINTON COMMONS PILOT	26,000	26,780	27,583	27,583	803
	44689	MISCELLANEOUS PILOTS	43,885	10,000	10,000	35,000	25,000
	44698	TELECOMM. ACCESS INE TAXES	256,084	400,000	400,000	400,000	0
01040	TAX COLLECTOR		287,142,752	294,559,891	299,725,260	296,701,087	2,141,196

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)	
01040	TAX COLLECTOR						
	01	PERSONNEL SERVICES	650,212	750,034	752,046	752,046	2,012
	02	OTHER PERSONNEL SERV	43,466	43,625	43,550	43,550	-75
	03	FRINGE BENEFITS	236,746	269,081	314,061	314,061	44,980
	04	OPERATIONAL EXPENSES	33,338	43,383	43,383	35,014	-8,369
	05	SPECIAL SERVICES	282,112	290,238	304,253	304,236	13,998
01040	TAX COLLECTOR	1,245,873	1,396,361	1,457,293	1,448,907	52,546	

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
ACCOUNTING CLERK I (35 HOURS)	1.0	1.0		43,783	43,783	
ACCOUNTING CLERK II (35 HOURS)	1.0			44,147		44,147
TAX COLLECTOR CLERK (35 HOURS)	3.0			142,062	184,716	-42,654
TAX COLL CLERK SPAN(35 HOURS)	2.0			94,708	91,129	3,579
TAX COLL CUSTOMER SVC	4.0			172,996	172,996	
ACCOUNTANT	1.0			75,138	75,138	
DEPUTY TAX COLLECTOR	1.0			79,560	82,620	-3,060
TAX COLLECTOR	1.0			99,652	99,652	0
TAX COLLECTOR'S	14.0	1.0		752,046	750,034	2,012

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
TAX COLLECTOR **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
TAX COLLECTOR										
Total Taxes Collectible	\$ 210,738,976	\$ 228,247,472	\$ 222,282,166	\$ 239,233,754	\$ 300,043,991	\$ 310,031,825	\$ 307,251,742	\$ 312,560,538	\$ 324,525,415	\$ 324,525,415
Total Taxes Collected	\$ 203,245,668	\$ 215,271,182	\$ 215,712,695	\$ 230,499,269	\$ 262,654,440	\$ 262,654,440	\$ 269,003,157	\$ 270,246,151	\$ 281,439,779	\$ 281,439,779
Taxes: current AR	\$ 7,716,799	\$ 10,214,685	\$ 6,569,471	\$ 8,734,485	\$ 7,648,520	\$ 7,648,520	\$ 6,789,925	\$ 7,559,254	\$ 7,473,927	\$ 7,473,927
Taxes: arrears AR	\$ 36,158,220	\$ 35,092,192	\$ 29,334,465	\$ 24,475,667	\$ 29,733,995	\$ 29,733,995	\$ 31,458,659	\$ 34,755,132	\$ 35,611,710	\$ 35,611,710
Interest: current (1)	N/A	Note	\$ 2,193,505	\$ 2,356,592	\$ 2,459,053	\$ 2,459,053	\$ 2,088,542	\$ 1,944,056	\$ 1,915,545	\$ 1,915,545
Interest: arrears (1)	N/A	Note	\$ 3,209,986	\$ 1,414,126	\$ 1,415,387	\$ 1,415,387	\$ 1,185,198	\$ 1,305,048	\$ 1,170,615	\$ 1,170,615
Bulk Assignment: taxes current	\$ 2,821,777	\$ 5,887,091	\$ 4,539,762	\$ 7,890,230	\$ 9,467,749	\$ 9,467,749	\$ 9,401,445	\$ 7,541,203	\$ 7,174,508	\$ 7,174,508
Bulk Assignment: taxes arrears	\$ 409,976	\$ 78,834	\$ 610,372	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bulk Assignment: interest current	\$ 292,000	\$ 669,620	\$ 496,944	\$ 791,534	\$ 1,033,364	\$ 1,033,364	\$ 1,031,835	\$ 786,290	\$ 715,692	\$ 715,692
Bulk Assignment: interest arrears	\$ 125,883	\$ 28,377	\$ 227,193	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CURRENT YEAR COLLECTED										
Percent collected (current year)	96.44%	96.20%	97.04%	97.22%	97.14%	97.00%	97.52%	97.25%	97.39%	97.35%
Permits - approvals	5,928	4,650	2,478	2,661	2,341	2,341	1,987	1,895	1,900	2,100
INFORMATION REQUESTS										
Telephone	N/A	98,562	65,271	56,253	8,597	8,597	7,562	7,320	7,250	7,500
Mail/fax - Sent (2)	5,200	7,951	7,537	5,231	2,487	2,487	2,354	1,965	1,950	1,850
Walk-in Request (3)	N/A	38,962	31,462	25,365	18,524	18,524	18,524	16,524	16,524	16,000
Mortgage company tapes	11	11	11	10	10	10	10	10	10	10
Tax bills	225,154	183,185	185,297	171,635	209,736	209,736	210,856	209,656	173,692	170,000
Transfers to suspense	704,274	1,653,753	60,215	23,873	3,891,044	1,500,000	406,860	406,860	891,177	420,000
Liens filed (4)	4,500	3,751	1,688	3,120	2,681	2,681	2,968	2,514	2,153	2,000
Delinquent demands and warrants (4)	35,000	33,931	68,490	38,610	27,458	27,458	35,625	48,480	45,189	44,000

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

FY 2014-2015 GOALS

- 1) Continue staff development through cross-training and education opportunities to maximize customer service experience.
- 2) Streamline Tax Bill look-up/payments on-line to make it easier for constituents.
- 3) Continue efforts to clean up personal property records to enhance collection efforts.
- 4) Reinstigate having Assessor's department personnel located in the Collector's office to enhance customers experience.
- 5) Institute suggestion box to better understand customer issues.
- 6) Continue to decrease wait time for constituents.
- 7) Increase efficiency in payment process by sending reminder notices to include the payment stub.
- 8) Decrease expenses by enhancing fee collection.

FY 2013-2014 GOAL STATUS

- 1) Cross-train staff in ensure office efficiency and expediency.
6 MONTH STATUS: *Successful and ongoing.*
- 2) Finalize Tax bill look up on City website.
6 MONTH STATUS: *Completed and successful.*
- 3) Continue collaborative efforts with the City Attorney and Tax Assessor to clean up delinquent personal property accounts.
6 MONTH STATUS: *We are continuing this endeavor.*
- 4) Increase efficiencies for payment processing.
6 MONTH STATUS: *Ongoing and Successful.*
- 5) Provide Customer Service training for staff.
6 MONTH STATUS: *Continuing and ongoing.*

FY 2013-2014 ADDITIONAL ACCOMPLISHMENTS

- 1) Completed conversion of new lockbox with new vendor (Webster Bank).
- 2) Decreased volume of incoming calls by processing payments faster and more efficiently.
- 3) All staff crossed trained in payment processing

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 TAX COLLECTOR APPROPRIATION SUPPLEMENT

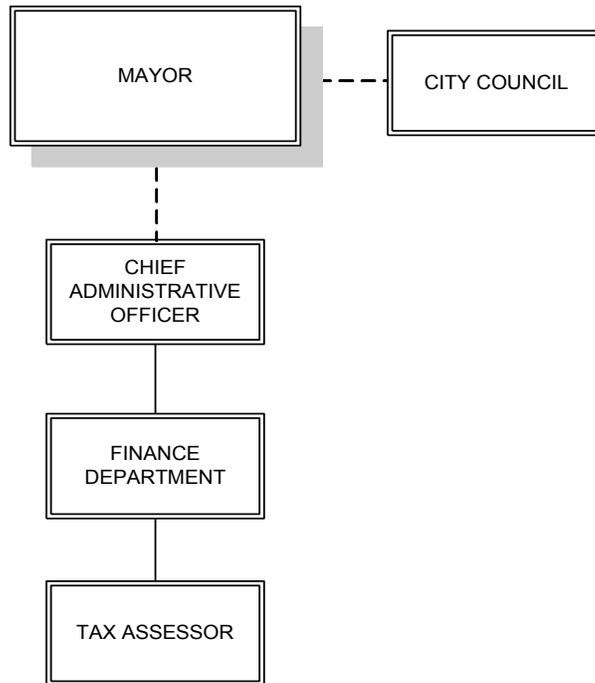
Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01040	TAX COLLECTOR							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	650,212	750,034	752,046	752,046	2,012
				650,212	750,034	752,046	752,046	2,012
		51106	REGULAR STRAIGHT OVERTIME	14,946	10,000	10,000	10,000	0
		51108	REGULAR 1.5 OVERTIME PAY	13,264	17,000	17,000	17,000	0
		51116	HOLIDAY 2X OVERTIME PAY	0	500	500	500	0
		51140	LONGEVITY PAY	15,256	16,125	16,050	16,050	-75
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			43,466	43,625	43,550	43,550	-75
		52360	MEDICARE	8,237	9,176	8,956	8,956	-220
		52385	SOCIAL SECURITY	0	5,359	2,327	2,327	-3,032
		52504	MERF PENSION EMPLOYER CONT	81,518	99,603	99,854	99,854	251
		52917	HEALTH INSURANCE CITY SHARE	146,991	154,943	202,924	202,924	47,981
03	FRINGE BENEFITS			236,746	269,081	314,061	314,061	44,980
		53430	OTHER INSURANCE	9,020	8,435	9,020	9,020	585
		53605	MEMBERSHIP/REGISTRATION FEES	316	521	521	521	0
		53610	TRAINING SERVICES	1,515	2,133	1,432	1,432	-701
		53705	ADVERTISING SERVICES	4,837	4,149	3,544	3,544	-605
		53710	OTHER COMMUNICATION SERVICES	848	405	1,010	900	495
		53905	EMP TUITION AND/OR TRAVEL REIM	474	1,681	1,797	1,797	116
		54675	OFFICE SUPPLIES	13,863	22,508	22,508	15,000	-7,508
		55145	EQUIPMENT RENTAL/LEASE	450	1,251	1,251	500	-751
		55155	OFFICE EQUIPMENT RENTAL/LEAS	2,015	2,300	2,300	2,300	0
04	OPERATIONAL EXPENSES			33,338	43,383	43,383	35,014	-8,369
		56040	BOOKBINDING SERVICES	0	0	222	222	222
		56045	BUILDING MAINTENANCE SERVICE	127	175	388	388	213
		56105	BANKING SERVICES	23,775	26,200	24,000	24,000	-2,200
		56110	FINANCIAL SERVICES	51,000	46,954	51,000	51,000	4,046
		56130	LEGAL SERVICES	109,212	109,462	125,563	125,563	16,101
		56175	OFFICE EQUIPMENT MAINT SRVCS	21,502	22,649	22,649	22,649	0
		56180	OTHER SERVICES	0	0	17	0	0
		56225	SECURITY SERVICES	399	414	414	414	0
		59015	PRINTING SERVICES	76,097	84,384	80,000	80,000	-4,384
05	SPECIAL SERVICES			282,112	290,238	304,253	304,236	13,998
01040	TAX COLLECTOR Total			1,245,873	1,396,361	1,457,293	1,448,907	52,546

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 2014-2015 ADOPTED GENERAL FUND BUDGET
 TAX ASSESSOR BUDGET DETAIL

Elaine Carvalho
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01041	TAX AESSOR						
	41538	COPIES	3,932	3,500	3,500	3,500	0
	44357	MUNI VIDEO COMPETITION TST REV	537,909	150,000	150,000	150,000	0
	44680	ELDERLY/DISABLED FREEZETAXREIMB	14,000	16,334	16,334	16,334	0
	44681	DCA TAX ABATEMENT	135,701	0	0	0	0
	44682	ELDERLYEXEMPTION-OWNERSPROGRA	710,968	650,000	650,000	650,000	0
	44683	ELDERLYEXEMPTION-TO TALLYDISABL	17,929	15,000	15,000	15,000	0
	44684	ELDERLYEXEMPTION-ADDITIONALVET	35,116	36,000	36,000	36,000	0
	44686	TAX EXEMPT HOSPITALS	8,045,926	6,788,275	7,958,258	7,958,258	1,169,983
	44687	STATE-OWNED PROPERTY PILOT	2,834,257	2,411,952	2,849,740	2,934,499	522,547
	44690	DISTRESSED MUNICIPALITYTAXEXEMP	218,829	319,515	211,000	211,000	-108,515
	44691	MANUFACTURINGMACHINERY&EQUIF	3,638,613	0	0	896,106	896,106
	44692	MASHANTUCKET PEQUOT/MOHEGAN	6,170,270	5,074,938	6,226,406	6,226,406	1,151,468
01041	TAX AESSOR		22,363,448	15,465,514	18,116,238	19,097,103	3,631,589

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)	
01041	TAX AESSOR						
	01	PERSONNEL SERVICES	438,492	631,809	638,609	638,609	6,800
	02	OTHER PERSONNEL SERV	52,225	57,350	56,675	56,675	-675
	03	FRINGE BENEFITS	121,548	160,622	184,465	184,465	23,843
	04	OPERATIONAL EXPENSES	18,554	34,709	36,439	33,813	-896
	05	SPECIAL SERVICES	190,582	191,972	191,972	191,297	-675
01041	TAX AESSOR	821,401	1,076,462	1,108,160	1,104,859	28,397	

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
TAX ASSESSMENT CLERK (35 HOURS	5.0			231,983	228,996	2,987
PROPERTY APPRAISER I (35 HOURS	4.0	1.0		203,370	201,823	1,547
TAX ASSESSOR	1.0			110,398	110,398	
DEPUTY TAX ASSESSOR	1.0			92,858	90,592	2,266
TAX ASSESSOR'S	11.0	1.0		638,609	631,809	6,800

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
TAX ASSESSOR **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
TAX ASSESSOR										
Real estate parcels	34,397	34,489	34,658	34,737	34,692	34,700	34,799	34,605	34,634	34,650
Income and expense analysis	2,833	2,951	2,697	2,701	3,250	3,275	3,250	3,275	3,583	3,400
Real estate adjustments value adds	2,588	2,612	2,628	2,050	1,448	1,500	240	209	114	N/A
Real estate adjustments value deletes	2,117	1,387	1,402	1,440	1,685	1,500	157	125	236	N/A
Real estate adjustments changes	4,705	3,999	3,825	3,650	3,133	3,050	1,670	1,681	1,720	N/A
Deed transfers	5,928	5,700	3,600	3,250	3,110	3,200	3,047	5,399	6,619	5,420
Fire and demolition activity reviews	98	134	147	175	179	180	156	157	137	145
Tax map changes	92	118	87	85	49	60	56	131	92	90
New Building permits reviewed	668	636	465	398	555	500	529	559	727	750
Active Building permits (open)	2,372	2,563	2,478	2,020	1,975	2,000	2,020	1,438	1,386	1,400
Exempt applications	426	80	62	65	78	90	68	65	72	75
Exemption prorates	9	6	16	27	32	40	36	55	52	50
Certificates of occupancy/prorates	166	135	208	158	401	250	230	409	607	620
Personal Property Accounts	3,341	4,028	5,280	5,281	4,686	4,750	5,400	4,566	4,604	4,400
Pers. Prop. Accts. Audit	60	95	60	150	120	150	500	350	400	500
Pers. Prop. Accts. Adds (Net Change)	43	687	640	642	375	450	350	255	350	N/A
Pers. Prop. Accts. Value Changes	3,340	3,989	5,280	5,281	4,686	3,500	4,000	3,500	4,015	N/A
Motor Vehicles	94,886	92,789	73,837	72,659	72,082	73,500	71,527	72,460	72,867	N/A
Motor vehicles add-ons - By Referrals	565	232	289	280	270	250	255	198	220	N/A
Motor vehicles add-ons - By Discovery	235	1,275	1,350	890	500	1,000	95	25	30	N/A
Motor vehicles deletes	6,250	4,235	4,150	3,125	3,050	3,000	2,760	3,120	2,740	N/A
Motor vehicles changes Pro-rates	10,937	8,487	8,120	7,690	7,800	8,500	7,950	8,700	8,210	8,100
Elderly tax relief # of annual apps	1,348	1,350	1,186	1,225	1,312	1,300	1,312	1,296	1,310	1,280
Economic development programs	51	61	53	59	62	65	61	64	64	70
Veteran exemptions, SS, & Blind	7,552	7,461	7,345	7,020	6,985	7,200	5,451	5,170	5,170	5,000
<i>Information requests</i>										
Telephone	124,410	136,851	137,690	138,450	130,800	130,500	128,400	125,000	130,000	160,000
Mail/fax/Email	5,200	4,100	4,500	5,100	5,250	5,200	5,160	5,275	5,170	62,000
Walk-in Requests for Information	36,076	34,234	34,658	33,790	33,250	33,000	34,400	33,950	34,600	35,000
<i>Revaluation Activity:</i>										
GRAND LIST										
Assessor's Grand List	\$5.4 Billion	\$5.5 Billion	\$5.6 Billion	\$6.99 Billion	\$7.19 Billion	\$7.20 Billion	\$7.16 Billion	\$7.16 Billion	\$7.19 billion	N/A
Exempt property activity	\$2.4 Billion	\$2.4 Billion	\$2.5 Billion	\$3. Billion	2.95 Billion	\$2.95 Billion	\$3.15 Billion	\$3.155 Billion	\$3.203 billion	N/A
Exemptions (personal) activity	\$75.1 Million	\$86.3 Million	\$87. Million	\$100. Million	\$165.7 Million	\$165.7 Million	\$178. Million	\$166.3 Million	174.9 million	N/A
Board of Assessment Appeal changes	(\$14.1 Million)	(\$7.1 Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14. Million)	(\$14 Million)	(\$14 Million)	(\$11 million)	N/A
Increases in Grand List	\$63.4 Million	\$80.4 Million	\$230. Million	\$112.2 Million	\$87.5 Million	\$90.0 Million	(\$33.6 Million)	\$65.9 Million	\$65.9 million	N/A
Final net taxable Grand List	\$5.3 Billion	\$5.4 Billion	\$5.6 Billion	\$6.9 Billion	\$6.9 Billion	\$6.9 Billion	\$6.9 Billion	\$7 Billion	\$7 billion	N/A

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

FY 2014-2015 GOALS

- 1) Continue to work with The Bridgeport Police Department to stop the out of town and out of state motor vehicle registration issues that continue to plague the City of Bridgeport's tax roll. We have added approximately \$ 37,500 in assessed value to the 2013 Grand List thus far. We will continue to add quarterly any new discoveries.
- 2) Monitor the use of exempt entities. We have completed the Quadrennial filings for the 2013 Grand List.
- 3) Reach out to senior citizens to assist them with the State of CT Homeowner's Program. Reinstate home visits for those who are unable to apply otherwise.

FY 2013-2014 GOAL STATUS

- 1) To continue to serve the constituents of the City of Bridgeport in the most effective manner, with all of our resources available.
6 MONTH STATUS: *Ongoing.*
- 2) Tackle the out of town and out of state motor vehicle registration issues that continue to plague the City of Bridgeport's tax roll, with the assistance of the City of Bridgeport's Police Department.
6 MONTH STATUS: *Ongoing. We have added approximately \$74,286 assessed value to the tax roll for 2012 Grand List.*
- 3) Maintain a close working relationship with the Tax Collector's Office, in order to simplify and streamline our taxpayers needs.
6 MONTH STATUS: *Ongoing.*

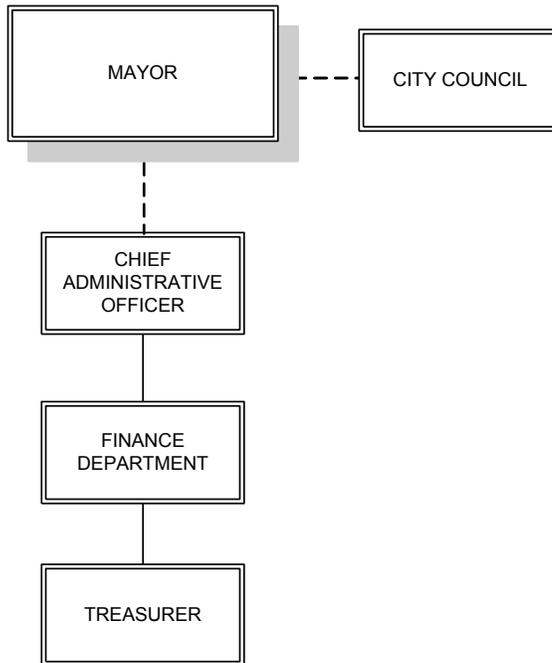
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 TAX ASSESSOR APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01041	TAX ASSESSOR							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	438,492	631,809	638,609	638,609	6,800
				438,492	631,809	638,609	638,609	6,800
		51106	REGULAR STRAIGHT OVERTIME	2,199	10,000	10,000	10,000	0
		51108	REGULAR 1.5 OVERTIME PAY	337	0	0	0	0
		51140	LONGEVITY PAY	10,294	9,225	8,550	8,550	-675
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
		51403	ASSESSMENT APPEALS STIPENDS	39,395	38,125	38,125	38,125	0
02	OTHER PERSONNEL SERV			52,225	57,350	56,675	56,675	-675
		52360	MEDICARE	6,560	9,160	9,098	9,098	-62
		52385	SOCIAL SECURITY	1,123	10,812	2,427	2,427	-8,385
		52399	UNIFORM ALLOWANCE	600	600	600	600	0
		52504	MERF PENSION EMPLOYER CONT	50,815	83,334	84,133	84,133	799
		52917	HEALTH INSURANCE CITY SHARE	62,450	56,716	88,207	88,207	31,491
03	FRINGE BENEFITS			121,548	160,622	184,465	184,465	23,843
		53605	MEMBERSHIP/REGISTRATION FEES	1,218	2,384	1,884	1,884	-500
		53610	TRAINING SERVICES	500	2,146	3,393	3,393	1,247
		53705	ADVERTISING SERVICES	431	519	909	909	390
		53720	TELEPHONE SERVICES	0	0	694	194	194
		53905	EMP TUITION AND/OR TRAVEL RBM	314	926	1,126	1,126	200
		54555	COMPUTER SUPPLIES	236	700	1,080	1,080	380
		54595	MEETING/WORKSHOP/CATERING FOOD	154	446	384	384	-62
		54640	HARDWARE/TOOLS	0	0	101	0	0
		54675	OFFICE SUPPLIES	4,779	7,983	5,455	5,455	-2,528
		54705	SUBSCRIPTIONS	1,740	3,615	1,615	1,615	-2,000
		54720	PAPER AND PLASTIC SUPPLIES	0	25	25	0	-25
		54725	POSTAGE	5,931	4,274	9,654	9,654	5,380
		55055	COMPUTER EQUIPMENT	0	6	1,706	1,706	1,700
		55145	EQUIPMENT RENTAL/LEASE	0	8,110	3,488	1,488	-6,622
		55150	OFFICE EQUIPMENT	0	0	1,350	1,350	1,350
		55155	OFFICE EQUIPMENT RENTAL/LEAS	3,251	3,575	3,575	3,575	0
04	OPERATIONAL EXPENSES			18,554	34,709	36,439	33,813	-896
		56040	BOOKBINDING SERVICES	10,606	7,506	10,606	10,606	3,100
		56055	COMPUTER SERVICES	32,526	34,369	34,369	34,369	0
		56095	APPRAISAL SERVICES	43,000	13,000	43,000	43,000	30,000
		56100	AUDITING SERVICES	0	373	373	373	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	675	675	0	-675
		56180	OTHER SERVICES	104,449	136,049	102,949	102,949	-33,100
05	SPECIAL SERVICES			190,582	191,972	191,972	191,297	-675
01041	TAX ASSESSOR Total			821,401	1,076,462	1,108,160	1,104,859	28,397

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 2014-2015 ADOPTED GENERAL FUND BUDGET

TREASURY

BUDGET DETAIL

Ronald Preston
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01045	TREASURY						
	41246	EARNINGS ON INVESTMENTS	50,325	75,000	75,000	75,000	0
	41564	ADMINISTRATIVE FEE/OVERHEAD ALLO	0	50,000	50,000	50,000	0
01045	TREASURY		50,325	125,000	125,000	125,000	0

APPROPRIATION SUMMARY

Org#	Org Description		FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01045	TREASURY						
	01	PERSONNEL SERVICES	177,730	175,977	175,977	175,977	0
	02	OTHER PERSONNEL SERV	825	900	975	975	75
	03	FRINGE BENEFITS	30,561	30,718	31,602	31,602	884
	04	OPERATIONAL EXPENSES	5,285	12,973	7,212	12,849	-124
	05	SPECIAL SERVICES	74,180	154,810	154,810	80,800	-74,010
01045	TREASURY		288,581	375,378	370,576	302,203	-73,175

PERSONNEL SUMMARY

	Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
	CITY TREASURER	1.0			78,466	78,466	
	PAYROLL PROCESSOR	0.5			22,373	22,373	
	ACCOUNTANT	1.0			75,138	75,138	
TREASURY		2.5			175,977	175,977	

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
TREASURER									
Pension Checks issued	12,168	11,760	N/A	11,382	11,111	10,842	10,560	10,546	10,526
Vendor Checks mailed	33,655	34,782	N/A	29,495	21,835	21,648	19,249	18,433	18,972
Payroll Checks distributed	218,632	220,692	206,905	201,349	190,146	182,240	181,317	175,608	174,899
DEBT ISSUANCES									
Total bank accounts	109	111	111	112	112	108	88	85	80
Checking	45	45	47	46	46	43	37	31	30
Savings	35	37	35	41	42	41	38	37	35
Investment	7	7	7	9	8	8	11	14	12
ZBA	2	2	2	2	2	2	2	3	3
R & T accounts	20	20	20	14	14	14	0	0	0
TOTAL BANK BALANCES									
Checking	\$ 8,693,662	\$ 12,801,307	\$ 9,000,000	\$ 13,826,205	\$ 11,407,073	\$ 11,046,815	\$ 12,456,200	\$ 22,662,746	\$ 23,000,000
Savings	\$ 27,319,032	\$ 13,976,949	\$ 72,740,814	\$ 40,264,816	\$ 7,274,420	\$ 14,054,442	\$ 20,704,321	\$ 7,106,608	\$ 7,500,000
Reich & Tang	\$ 18,662,165	\$ 37,595,982	\$ 44,204,461	\$ 19,467,148	\$ 19,740,246	\$ 9,483,191	0	0	0
Investment	\$ 96,035,888	\$ 98,652,466	\$ 23,836,223	\$ 24,708,780	\$ 51,151,383	\$ 85,952,311	\$ 117,034,387	\$ 120,177,012	\$ 122,000,000

FY 2014-2015 GOALS

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

FY 2013-2014 GOAL STATUS

- 1) To successfully implement the new banking system from the City of Bridgeport's new Banking Services Provider, selected through an RFP process.
6 MONTH STATUS: *The City of Bridgeport is currently in the process of implementing the banking system of our new banking partner Webster Bank.*
- 2) 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.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

TREASURY

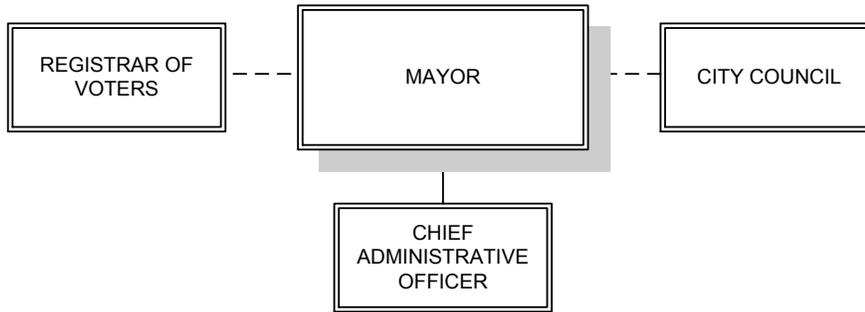
APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01045	TREASURY							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	177,730	175,977	175,977	175,977	0
				177,730	175,977	175,977	175,977	0
		51140	LONGEVITY PAY	825	900	975	975	75
02	OTHER PERSONNEL SERV			825	900	975	975	75
		52360	MEDICARE	2,587	2,531	2,529	2,529	-2
		52504	MERF PENSION EMPLOYER CONT	18,236	20,086	20,096	20,096	10
		52917	HEALTH INSURANCE CITY SHARE	9,738	8,101	8,977	8,977	876
03	FRINGE BENEFITS			30,561	30,718	31,602	31,602	884
		53605	MEMBERSHIP/REGISTRATION FEES	230	600	1,000	400	-200
		53720	TELEPHONE SERVICES	0	68	68	0	-68
		53750	TRAVEL EXPENSES	292	360	600	600	240
		53905	EMP TUITION AND/OR TRAVEL REIM	0	84	84	84	0
		54555	COMPUTER SUPPLIES	2,800	8,815	8,815	8,815	0
		54595	MEETING/WORKSHOP/CATERING FOOD	165	200	200	200	0
		54675	OFFICE SUPPLIES	894	2,000	2,000	2,000	0
		54705	SUBSCRIPTIONS	0	96	96	0	-96
		55150	OFFICE EQUIPMENT	905	750	750	750	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-6,401	0	0
04	OPERATIONAL EXPENSES			5,285	12,973	7,212	12,849	-124
		56105	BANKING SERVICES	59,919	135,000	135,000	65,000	-70,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	800	800	800	0
		56180	OTHER SERVICES	0	260	260	0	-260
		56205	PUBLIC SAFETY SERVICES	14,261	18,750	18,750	15,000	-3,750
05	SPECIAL SERVICES			74,180	154,810	154,810	80,800	-74,010
01045	TREASURY Total			288,581	375,378	370,576	302,203	-73,175

GENERAL GOVERNMENT DIVISIONS
REGISTRAR OF VOTERS

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 REGISTRAR OF VOTERS BUDGET DETAIL

Santa Ayala / Linda Grace
Registrars

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01050	REGISTRAR OF VOTERS						
	41260	DISKETTE FEES	100	100	100	100	0
01050	REGISTRAR OF VOTERS		100	100	100	100	0

APPROPRIATION SUMMARY

Org#	Org Description		FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01050	REGISTRAR OF VOTERS						
	01	PERSONNEL SERVICES	503,995	407,420	407,420	407,420	0
	02	OTHER PERSONNEL SERV	33,625	37,534	40,184	38,425	891
	03	FRINGE BENEFITS	94,971	97,460	104,776	104,776	7,316
	04	OPERATIONAL EXPENSES	42,374	77,449	77,449	77,204	-245
	05	SPECIAL SERVICES	43,256	90,468	90,468	60,468	-30,000
01050	REGISTRAR OF VOTERS		718,221	710,331	720,297	688,293	-22,038

PERSONNEL SUMMARY

	Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
	REGISTRAR OF VOTERS	2.0			138,750	138,750	
	DEPUTY REGISTRAR OF VOTERS	2.0			104,702	104,702	
	SEASONAL EMPLOYEES UNDER GRANT				120,000	120,000	
	SECRETARIAL ASSISTANT	1.0			43,968	43,968	
REGISTRAR OF VOTERS		5.0			407,420	407,420	

MANDATED SERVICES

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

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

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01050	REGISTRAR OF VOTERS							
		51000	FULL TIME EARNED PAY	285,513	287,420	287,420	287,420	0
		51100	PT TEMP/SEASONAL EARNED PA	218,482	120,000	120,000	120,000	0
01	PERSONNEL SERVICES			503,995	407,420	407,420	407,420	0
		51106	REGULAR STRAIGHT OVERTIME	726	8,000	8,000	8,000	0
		51108	REGULAR 1.5 OVERTIME PAY	30,000	25,000	27,500	27,500	2,500
		51116	HOLIDAY 2X OVERTIME PAY	275	0	0	0	0
		51140	LONGEVITY PAY	2,625	2,775	2,925	2,925	150
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
		51804	CITY-OWNED VEHICLE BENEFIT	0	1,759	1,759	0	-1,759
02	OTHER PERSONNEL SERV			33,625	37,534	40,184	38,425	891
		52360	MEDICARE	5,927	3,956	5,668	5,668	1,712
		52385	SOCIAL SECURITY	7,674	6,622	7,254	7,254	632
		52504	MERF PENSION EMPLOYER CONT	34,433	37,727	37,745	37,745	18
		52917	HEALTH INSURANCE CITY SHARE	46,937	49,155	54,109	54,109	4,954
03	FRINGE BENEFITS			94,971	97,460	104,776	104,776	7,316
		53050	PROPERTY RENTAL/LEASE	137	2,000	2,000	2,000	0
		53605	MEMBERSHIP/REGISTRATION FEES	110	500	500	500	0
		53705	ADVERTISING SERVICES	286	1,000	1,000	1,000	0
		53750	TRAVEL EXPENSES	0	525	525	525	0
		53905	EMP TUITION AND/OR TRAVEL REIM	433	6,000	6,000	6,000	0
		54675	OFFICE SUPPLIES	2,297	5,500	5,500	5,500	0
		54705	SUBSCRIPTIONS	0	245	245	0	-245
		55090	ELECTION EQUIPMENT	39,111	58,000	58,000	58,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	3,679	3,679	3,679	0
04	OPERATIONAL EXPENSES			42,374	77,449	77,449	77,204	-245
		56170	OTHER MAINTENANCE & REPAIR S	0	2,207	2,207	2,207	0
		56180	OTHER SERVICES	43,256	88,261	88,261	58,261	-30,000
05	SPECIAL SERVICES			43,256	90,468	90,468	60,468	-30,000
01050	REGISTRAR OF VOTERS Total			718,221	710,331	720,297	688,293	-22,038

GENERAL GOVERNMENT DIVISIONS

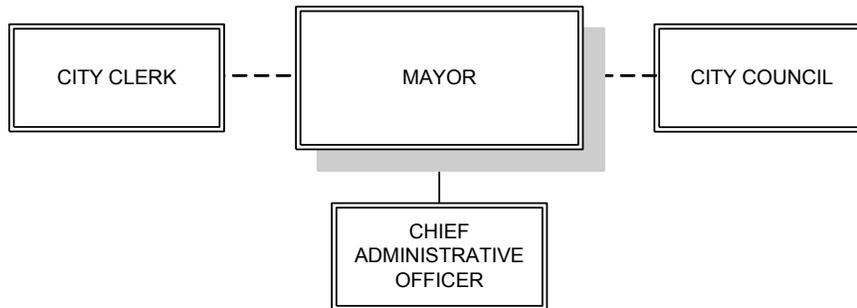
CITY CLERK

MISSION STATEMENT

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

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

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET

CITY CLERK

BUDGET DETAIL

Fleeta Hudson
City Clerk

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01055	CITY CLERK					
01	PERSONNEL SERVICES	217,582	231,587	237,370	275,901	44,314
02	OTHER PERSONNEL SERV	3,450	3,675	3,900	3,900	225
03	FRINGE BENEFITS	75,988	80,299	85,669	106,236	25,937
04	OPERATIONAL EXPENSES	14,985	23,552	23,552	23,552	0
05	SPECIAL SERVICES	23,715	28,184	33,884	33,884	5,700
01055	CITY CLERK Total	335,719	367,297	384,375	443,473	76,176

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
CITY CLERK	1.0			33,620	33,620	
ASSISTANT CITY CLERK	1.0			75,222	73,330	1,892
TYPIST II (35 HOURS)	2.0	1.0	1.0	77,062	36,779	40,283
TYPIST III (35 HRS)	1.0			47,198	45,059	2,139
LEGISLATIVE LIAISON	1.0			42,799	42,799	
OFFICE OF THE CITY CLERK	6.0	1.0	1.0	275,901	231,587	44,314

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ESTIMATED							
	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
CITY CLERK									
Incoming files processed	320	315	214	245	270	156	271	180	200
Finalized/Outgoing files Processed	290	272	185	175	185	144	263	174	190
Council/Committee Agendas Processed	123	205	159	173	191	186	169	236	250
Council/Committee Minutes Processed	123	205	132	114	126	129	175	148	160
INTERDEPARTMENTAL SERVICES									
Requests for records research fulfilled	500	1000	1080	973	1070	993	984	1001	1050
Requests for certifications fulfilled	300	624	600	500	550	534	521	631	650
CONSTITUENT SERVICES									
Records research requests pursuant to FOIA	150	670	540	600	660	552	563	575	600
Certified record requests	50	55	50	75	82	53	51	65	70
Filings/Postings pursuant to FOIA	650	674	665	1,119	1,230	1,310	1,356	1,387	1,400
Claims/Summonses/Writs against the City Processed	567	512	512	560	616	622	605	451	500

FY 2014-2015 GOALS

- 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.
- 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.

FY 2013-2014 GOAL STATUS

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

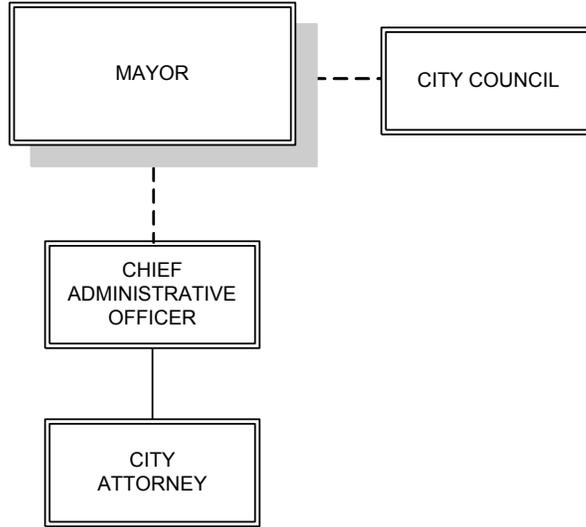
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
CITY CLERK APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01055	CITY CLERK							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	217,582	231,587	237,370	275,901	44,314
				217,582	231,587	237,370	275,901	44,314
		51140	LONGEVITY PAY	3,450	3,675	3,900	3,900	225
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			3,450	3,675	3,900	3,900	225
		52360	MEDICARE	3,083	3,204	3,271	3,271	67
		52504	MERF PENSION EMPLOYER CONT	25,982	30,583	31,365	51,932	21,349
		52917	HEALTH INSURANCE CITY SHARE	46,923	46,512	51,033	51,033	4,521
03	FRINGE BENEFITS			75,988	80,299	85,669	106,236	25,937
		53605	MEMBERSHIP/REGISTRATION FEES	300	550	550	550	0
		53705	ADVERTISING SERVICES	6,632	9,500	9,500	9,500	0
		53750	TRAVEL EXPENSES	0	3,500	4,500	4,500	1,000
		54675	OFFICE SUPPLIES	4,193	5,200	4,200	4,200	-1,000
		54700	PUBLICATIONS	0	24	24	24	0
		54720	PAPER AND PLASTIC SUPPLIES	17	18	18	18	0
		55055	COMPUTER EQUIPMENT	1,489	2,400	2,400	2,400	0
		55150	OFFICE EQUIPMENT	2,354	2,360	2,360	2,360	0
04	OPERATIONAL EXPENSES			14,985	23,552	23,552	23,552	0
		56055	COMPUTER SERVICES	961	2,000	6,400	6,400	4,400
		56085	FOOD SERVICES	0	340	340	340	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,334	2,700	3,000	3,000	300
		56180	OTHER SERVICES	21,420	23,144	24,144	24,144	1,000
05	SPECIAL SERVICES			23,715	28,184	33,884	33,884	5,700
01055	CITY CLERK Total			335,719	367,297	384,375	443,473	76,176

GENERAL GOVERNMENT DIVISIONS
CITY ATTORNEY

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 CITY ATTORNEY BUDGET DETAIL

Mark Anastasi
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01060	CITY ATTORNEY						
	41543	FORECLOSURE COST RECOVERY	2,565	5,000	5,000	5,000	0
01060	CITY ATTORNEY		2,565	5,000	5,000	5,000	0

APPROPRIATION SUMMARY

Org#	Org Description		FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01060	CITY ATTORNEY						
	01	PERSONNEL SERVICES	1,606,024	1,796,388	1,792,839	1,792,839	-3,549
	02	OTHER PERSONNEL SERV	23,217	25,800	26,400	26,400	600
	03	FRINGE BENEFITS	449,377	503,584	599,902	599,902	96,318
	04	OPERATIONAL EXPENSES	1,802,982	1,276,304	991,251	1,298,371	22,067
	05	SPECIAL SERVICES	850,957	789,458	758,300	758,300	-31,158
01060	CITY ATTORNEY		4,732,556	4,391,534	4,168,692	4,475,812	84,278

PERSONNEL SUMMARY

	Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
	DEPUTY CITY ATTORNEY	1.0			99,652	99,652	
	ASSISTANT CITY ATTORNEY	4.0			210,588	210,588	
	LEGAL SECRETARY (35 HOURS)	2.0			94,115	102,178	-8,063
	COLLECTION AIDE (35 HRS)	2.0			80,491	79,367	1,124
	PARALEGAL	3.0			152,745	149,355	3,390
	ASSOCIATE CITY ATTORNEY	8.0			987,248	987,248	
CITY ATTORNEY'S		20.0			1,624,839	1,628,388	-3,549

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

CITY ATTORNEY

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
CITY ATTORNEY										
Defense Claims/Litigation (Opened)	376	283	275	300	323	350	302	300	327	330
Claims/Suits Settlement/Judgment (PAID)	89	75	\$85	85	N/A	N/A	N/A	75	125	
Amount Paid	\$639,392	\$723,996	\$ 2,118,578	\$ 1,016,171	\$ 984,799	\$984,799	\$643,683	\$2,551,302	\$905,623	\$1,400,000
OCA Collections -GEN	28	15	25	30	35(A)	35(A)	40	30	23	20
8.76 Anti-blight -Collection	142	248	250	225	N/A	N/A	70	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
FOI Requests/Complaints	50	*40	60	70	108	125	136	162	170	165
Business Development (inc/ Contract Draft/Review)	266	242	225	200	350	375	400	425	428	430
Ordinance Draft/Review	106	85	75	75	75	85	65	60	65	65
Public Meetings Attended	456	428	450	475	525	500	500	525	560	550
WPCA COLLECTION										
Legal Demand (2/3 of TOT)	2,336	2,282	2,342	1,858	2,523	2,600	2,646	2,846	2,895	2,395
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	\$2,028,000
Civil Suits	935	593	706	1,114	767	900	629	576	461	456
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	\$1,006,000
Foreclosures (Outside Legal Service Employed)	36	143	275	259	449	500	460	447	485	245
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	\$760,000
Bank /Wage Executions	0	5	2	1	1	0	1	0	1	0
Amount Collected		3,913	6,624	3,529	872		1,540	0	300	0
Receivership	18	1	0	0	0	0	0	0	0	0
Amount Collected	\$401,330	\$31,900	0	0	0	0	0	0	0	0

* Estimates only due to layoff of Legal Administrative support.

** Estimates only until Abacus system calculates.

FY 2014-2015 GOALS

- 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.
- 2) Continue to dispose (via strict foreclosure) of newly acquired city inventory of vacant and unwanted municipally owned real property through auction sales.
- 3) Continue to increase the number of condemnation, anti-blight and unlawful deposit hearings to support the ongoing "Clean City" campaign, as part of restructured anti-blight program under leadership of CAO and Citistat Offices.
- 4) Increase substantially the collection of fines for anti-blight and unlawful depositing to enable these quality of life projects so that they become revenue neutral, as part of restructures anti-blight program under leadership of CAO and Citistat Offices.
- 5) Together with the City Council's Special Rules Committee, draft and obtain adoption of revised Rules of the City Council to facilitate efficient Council proceedings.
- 6) Reduce reliance on outside legal counsel by supplementing in-house personnel resources as a means of reducing overall net City operating costs.
- 7) Increase legal support for the elected Board Of Education, with particular attention to facilitating enhanced procedures at board and board committee public meetings.
- 8) Provide additional litigation defense services to the Bridgeport School District, particularly with respect to labor and employment law matters, in order to reduce overall City net operating costs.
- 9) Continue to refine City's Freedom of Information Act (FOIA) legal review procedures to ensure timely responsiveness to requests for access to public information.
- 10) In conjunction with the Administration and Finance Department, analyze the viability of procurement of excess liability insurance coverage.
- 11) Expand legal support to the Administration and the City's lobbyists with respect to managing priority City legislative initiatives.
- 12) Support major infrastructure projects that the office is partnering on with other departments (i.e. Airports runway relocation & safety zone installation, WPCA regionalization, and Schools Building Committee construction).
- 13) 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.

FY 2013-2014 GOAL STATUS

- 1) Maintain improved collection rate for arrears real property taxes through expanded execution of tax warrants and transition to use of outside collection services.
6 MONTH STATUS: *Presently, the Office recently filled two vacant staff positions in order to reach targeted collection goals, hopefully by end of Fiscal Year.*
- 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: *On Target.*
- 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: *On Target.*
- 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: *On Target.*
- 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: *Awaiting direction and time table from City Council leadership.*
- 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: *Office experiencing substantial reduction in usage of outside legal counsel as compared to prior years.*
- 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: *Working with newly elected Board of Education to maintain effective and efficient provision of legal services.*
- 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: *Working with newly elected Board of Education to maintain effective and efficient provision of legal services.*
- 9) Continue to refine City's Freedom of Information Act (FOIA) legal review procedures to ensure timely responsiveness to requests for access to public information.
6 MONTH STATUS: *The Office has refined its FOIA response procedures and enjoys a successful record with the Commission.*
- 10) In conjunction with the Administration and Finance Department, analyze the viability of procurement of excess liability insurance coverage.
6 MONTH STATUS: *On Target.*
- 11) Expand legal support to the Administration and the City's lobbyists with respect to managing priority City legislative initiatives.
6 MONTH STATUS: *On Target.*
- 12) Support major infrastructure projects that the office is partnering on with other departments (i.e. Airports runway relocation & safety zone installation, WPCA regionalization, and Schools Building Committee construction).
6 MONTH STATUS: *With support from City Council and Airport management, the installation of the Sikorsky Airport Runway Safety Zone Enhancement Project remains on schedule for December 31, 2015 completion deadline; WPCA regionalization on hold; School Building Committee's construction receiving enhanced support from legal staff.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
CITY ATTORNEY APPROPRIATION SUPPLEMENT

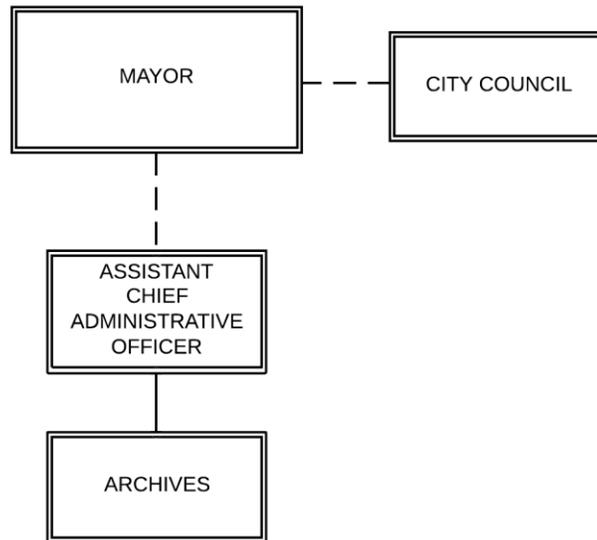
Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01060	CITY ATTORNEY							
		51000	FULL TIME EARNED PAY	1,482,524	1,628,388	1,624,839	1,624,839	-3,549
		51099	CONTRACTED SALARIES	123,500	168,000	168,000	168,000	0
01	PERSONNEL SERVICES			1,606,024	1,796,388	1,792,839	1,792,839	-3,549
		51106	REGULAR STRAIGHT OVERTIME	2,077	5,000	5,000	5,000	0
		51108	REGULAR 1.5 OVERTIME PAY	8,839	7,000	7,000	7,000	0
		51140	LONGEVITY PAY	12,300	13,800	14,400	14,400	600
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			23,217	25,800	26,400	26,400	600
		52360	MEDICARE	19,456	19,229	20,444	20,444	1,215
		52385	SOCIAL SECURITY	1,186	2,587	2,258	2,258	-329
		52504	MERF PENSION EMPLOYER CONT	174,469	193,621	213,100	213,100	19,479
		52917	HEALTH INSURANCE CITY SHARE	254,266	288,147	364,100	364,100	75,953
03	FRINGE BENEFITS			449,377	503,584	599,902	599,902	96,318
		53005	PERSONAL PROPERTY CLAIMS AWARD	99,489	190,000	180,000	180,000	-10,000
		53010	PERSONAL PROPERTY CLAIMS ATTY	1,644,210	1,000,000	1,050,000	1,050,000	50,000
		53605	MEMBERSHIP/REGISTRATION FEES	7,350	7,200	5,800	5,800	-1,400
		53610	TRAINING SERVICES	60	50	3,500	1,000	950
		53705	ADVERTISING SERVICES	427	1,375	3,375	3,375	2,000
		53905	EMP TUITION AND/OR TRAVEL REIM	9,167	8,010	8,010	8,010	0
		54675	OFFICE SUPPLIES	11,906	16,970	16,970	13,000	-3,970
		54700	PUBLICATIONS	7,691	13,394	13,394	13,394	0
		54705	SUBSCRIPTIONS	10,430	26,105	10,605	10,605	-15,500
		55155	OFFICE EQUIPMENT RENTAL/LEAS	12,251	13,201	13,188	13,188	-13
		59850	INKIND-EDUCATION SUPPORT	0	0	-313,590	0	0
04	OPERATIONAL EXPENSES			1,802,982	1,276,304	991,251	1,298,371	22,067
		56095	APPRAISAL SERVICES	0	1,063	1,000	1,000	-63
		56130	LEGAL SERVICES	837,702	575,000	550,000	550,000	-25,000
		56131	LITIGATION SERVICES	2,534	200,000	200,000	200,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	4,494	7,095	6,000	6,000	-1,095
		56180	OTHER SERVICES	6,226	6,300	1,300	1,300	-5,000
05	SPECIAL SERVICES			850,957	789,458	758,300	758,300	-31,158
01060	CITY ATTORNEY Total			4,732,556	4,391,534	4,168,692	4,475,812	84,278

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ARCHIVES & RECORDS

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 ARCHIVES & RECORDS BUDGET DETAIL

Patricia P. Ulatowski
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01065	ARCHIVES					
01	PERSONNEL SERVICES	52,395	53,279	55,680	55,680	2,401
03	FRINGE BENEFITS	17,285	18,749	20,228	20,228	1,479
04	OPERATIONAL EXPENSES	5,280	5,300	-30,080	5,300	0
05	SPECIAL SERVICES	8,536	8,780	8,780	8,780	0
01065	ARCHIVES	83,495	86,108	54,608	89,988	3,880

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
ASSISTANT DIRECTOR VITAL RECORDS	0.5			55,680	53,279	2,401
ARCHIVES & RECORDS	0.5			55,680	53,279	2,401

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

ARCHIVES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
ARCHIVES AND RECORDS CENTER										
Full box	59	25	8	45	32	25	25	130	51	60
Original	186	180	165	192	211	211	211	290	415	500
Folder	133	150	90	150	142	140	140	80	225	300
Microcopy	2	8	32	80	45	45	45	30	35	45
Photocopy	360	200	175	350	300	300	300	325	725	800
Other Expenses	222	200	200	200	200	200	200	200	200	200
Total Requests	962	763	660	1,025	930	921	921	1,055	1,651	2,405
BOXES										
Received	186	500	2,393	2,150	2,075	2,150	2,000	2,030	4,025	1,500
Destroyed	181	N/A	N/A	1,000	1,500	500	325	N/A	2,609	2,000
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	16,355
Total internal requests	782	700	523	900	975	1,000	975	1,200	1,310	1,300
Total requests by the public	180	250	7	10	15	20	15	1	7	5

FY 2014-2015 GOALS

- 1) Develop schedule for microfilming of select permanent city records.
- 2) Continue with destruction and recycling of inactive department records.
- 3) Identify and notify departments for major purge of inactive records.

FY 2013-2014 GOAL STATUS

- 1) Reactivate microfilming of select permanent city records.
6 MONTH STATUS: Project remains on the planning board.
- 2) Reinstate destruction and recycling of inactive records ready for legal disposal.
6 MONTH STATUS: Major purge of 2,609 boxes accomplished this fiscal year.
- 3) Work with department employees to organize & purge records on a more regular schedule.
6 MONTH STATUS: Continue with purge of records as departments request space for archiving at the records center.

FY 2013-2014 ADDITIONAL ACCOMPLISHMENTS

- 1) Worked in concert with Police Department Records Commander to reorganize all police inactive records and locate in one specific area at Records Center.
- 2) Continue to manage this department and Vital Records with one employee rather than two saving the City the expense of two salaries.
- 3) Worked in conjunction with Public Facilities and Civil Service/Benefits/Human Resources to write, solicit, and award bid for the installation of a High Density File Storage System for the storage of all records inside one office vault. Project included the conversion of the departments' records. It is hoped this vault will serve as a model and inspire other departments to convert their records.

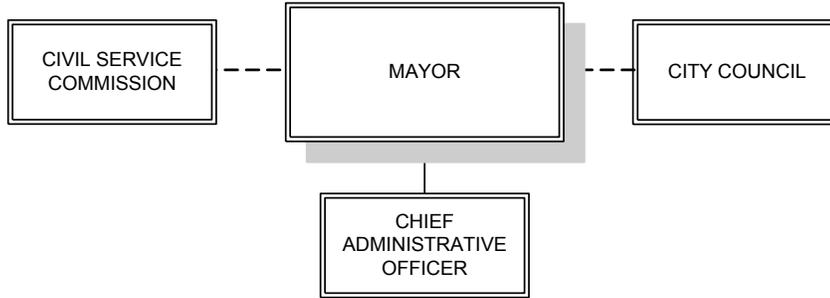
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 ARCHIVES & RECORDS APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01065	ARCHIVES							
		51000	FULL TIME EARNED PAY	52,395	53,279	55,680	55,680	2,401
01	PERSONNEL SERVICES			52,395	53,279	55,680	55,680	2,401
		52360	MEDICARE	711	721	751	751	30
		52504	MERF PENSION EMPLOYER CONT	6,158	6,926	7,239	7,239	313
		52917	HEALTH INSURANCE CITY SHARE	10,415	11,102	12,238	12,238	1,136
03	FRINGE BENEFITS			17,285	18,749	20,228	20,228	1,479
		53710	OTHER COMMUNICATION SERVICES	1,487	1,500	1,500	1,500	0
		54660	LIBRARY SUPPLIES	498	500	500	500	0
		54675	OFFICE SUPPLIES	1,496	1,500	1,500	1,500	0
		55150	OFFICE EQUIPMENT	1,799	1,800	1,800	1,800	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-35,380	0	0
04	OPERATIONAL EXPENSES			5,280	5,300	-30,080	5,300	0
		56055	COMPUTER SERVICES	1,800	1,800	1,800	1,800	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	2,500	2,500	2,500	2,500	0
		56210	RECYCLING SERVICES	4,236	4,480	4,480	4,480	0
05	SPECIAL SERVICES			8,536	8,780	8,780	8,780	0
01065	ARCHIVES Total			83,495	86,108	54,608	89,988	3,880

GENERAL GOVERNMENT DIVISIONS
CIVIL SERVICE

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE BUDGET DETAIL

David Dunn
 Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01070	CIVIL SERVICE						
	41538	COPIES	110	100	200	200	100
	41547	RESIDENT APPLICATION/ADMINISTRA	7,560	15,000	15,000	15,000	0
	41548	NON-RESIDENT APPLICATION/ADMINI	0	75,000	75,000	75,000	0
01070	CIVIL SERVICE		7,670	90,100	90,200	90,200	100

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)	
01070	CIVIL SERVICE						
	01	PERSONNEL SERVICES	407,715	442,057	450,850	450,850	8,793
	02	OTHER PERSONNEL SERV	15,460	62,050	87,125	67,125	5,075
	03	FRINGE BENEFITS	112,928	127,062	150,893	150,893	23,831
	04	OPERATIONAL EXPENSES	46,857	103,604	65,972	93,968	-9,636
	05	SPECIAL SERVICES	167,381	226,704	277,954	249,587	22,883
01070	CIVIL SERVICE	750,342	961,477	1,032,794	1,012,423	50,946	

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
ADMINISTRATIVE ASSISTANT	1.0			75,598	75,222	376
RETIREMENT ADMINISTRATOR	1.0			55,891	54,173	1,718
CLERICAL ASSISTANT	2.0	1.0		64,943	72,190	-7,247
PERSONNEL ASSISTANT I	1.0			60,284	46,338	13,946
PERSONNEL ASSISTANT II	1.0			73,394	73,394	
PERSONNEL DIRECTOR	1.0			120,740	120,740	
CIVIL SERVICE	7.0	1.0		450,850	442,057	8,793

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2012-2013	ACTUAL 2013-2014
CIVIL SERVICE		
Purged Files Destroyed	32,000	6,000
Retirement Processing	220	443
Library Hiring	21	11
Candidates tested for positions*	1,182	353
Positions Advertised		
Clerical, Admin, Supervisory & Technical Applications	1,900	2,560
Seasonal, Crossing Guard & Custodial Applications	4,160	3,610
Total Applications Processed	6,060	6,170**

* Emergency Operations Center and other promotional exams

** Increase attributable to increased promotion of openings via facebook & twitter likes, friends & inquiries.

FY 2014-2015 GOALS

- 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.
- 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.
- 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).
- 4) Conduct Police department promotional exams for Detective, Captain, and Deputy Chief.
- 5) Conduct Fire department promotional exams for Maintenance Mechanics, Inspector, and Captain.
- 6) Conduct examinations for the Emergency Operations Center for Telecommunicators and Supervisors.
- 7) Conduct Custodian I entry level exam and Custodian IV promotional exam.
- 8) Continue successful expansion of the non-competitive division through the systemic elimination and restructuring of the competitive division for civilian jobs. (Four) 4 positions added to date this fiscal year.
- 9) Fully integrate Civil Service, Human Resources, Grants and Benefits.
- 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.
- 11) Continue and expand the use of social media such as Twitter, Facebook, etc. to post testing and hiring opportunities.

FY 2013-2014 GOAL STATUS

- 1) Conduct a 2013-2014 entry level police officer examination in compliance with Bridgeport City Charter, Civil Service Rules and Regulations and Federal Uniform Selection Procedures.
6 MONTH STATUS: *postponed to 2014-2015 / 2013 list conditional offers.*
- 2) Successfully manage and administer Police Detective, Sergeant, and Lieutenant examinations.
6 MONTH STATUS: *Lieutenant completed, Sergeant scheduled for March 2014, Detective in planning.*
- 3) Successfully manage and administer Fire Pumper Engineer, Lieutenant, Fire Inspector and Superintendent of Maintenance examinations.
6 MONTH STATUS: *Pumper Engineer and Fire Lieutenant completed; Fire Inspector in planning and Superintendent of Maintenance postponed (union issue).*
- 4) Successfully manage and administer Custodian I and Custodian IV examinations.
6 MONTH STATUS: *planning completed; both exams scheduled for Spring 2014.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
CIVIL SERVICE PROGRAM HIGHLIGHTS

- 5) Continue successful expansion of the non-competitive division through the systematic elimination and restructuring of the competitive division for civilian jobs.
6 MONTH STATUS: *4 positions added to date this fiscal year.*
- 6) Successful integration of Police personnel into MERF pension, subject to Labor negotiations.
6 MONTH STATUS: *completed.*
- 7) Fully integrate Civil Service office, Human Resources, Grants Personnel, Benefits and Labor Relations.
6 MONTH STATUS: *In progress.*
- 8) Process and hire an additional Fire Academy class, using the results of the 2012 Fire department hiring list.
6 MONTH STATUS: *completed.*
- 9) Adopt high density filing system, including conversion of Civil Service, Human Resources, Grants, Workers' Compensation & Benefits files into 1 efficient location.
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: *completed and continuing.*

FY 2013-2014 ADDITIONAL ACCOMPLISHMENTS

- 1) Completed 15 Structured Oral Interviews (SOI) for Supervisors, Managers, Directors, Affiliated and Unaffiliated positions.
- 2) Successfully completed the hiring of the 3rd Police class from the 2011 certified examination list. Academy graduation June 2014.
- 3) Successfully expanded the use of college interns with CitiStat, from Fairfield University and Sacred Heart University.
- 4) Successfully completed the hiring of the 2nd CPAT-certified Fire Academy Class. 11 rookie Firefighters were trained at the Connecticut State Fire Academy. 11 Firefighters have been assigned to fire houses on a rotated basis as a last phase of their rookie training.
- 5) 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 2014-2015 ADOPTED GENERAL FUND BUDGET
 CIVIL SERVICE APPROPRIATION SUPPLEMENT

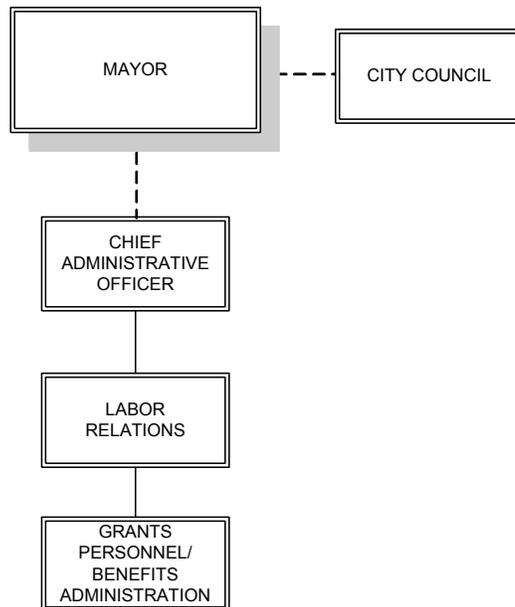
Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01070	CIVIL SERVICE							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	407,715	442,057	450,850	450,850	8,793
				407,715	442,057	450,850	450,850	8,793
		51106	REGULAR STRAIGHT OVERTIME	116	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	164	5,000	5,000	5,000	0
		51140	LONGEVITY PAY	1,800	1,050	1,125	1,125	75
		51146	PROCTOR PAY	13,380	50,000	75,000	55,000	5,000
02	OTHER PERSONNEL SERV			15,460	62,050	87,125	67,125	5,075
		52360	MEDICARE	5,716	6,152	6,156	6,156	4
		52385	SOCIAL SECURITY	0	2,211	1,352	1,352	-859
		52504	MERF PENSION EMPLOYER CONT	48,169	57,603	58,756	58,756	1,153
		52917	HEALTH INSURANCE CITY SHARE	59,042	61,096	84,629	84,629	23,533
03	FRINGE BENEFITS			112,928	127,062	150,893	150,893	23,831
		53050	PROPERTY RENTAL/LEASE	9,198	24,781	33,641	33,641	8,860
		53605	MEMBERSHIP/REGISTRATION FEES	120	350	350	350	0
		53705	ADVERTISING SERVICES	29,422	65,000	70,000	50,000	-15,000
		53905	EMP TUITION AND/OR TRAVEL RBM	199	461	461	461	0
		54560	COMMUNICATION SUPPLIES	0	450	450	0	-450
		54640	HARDWARE/TOOLS	0	2,531	3,200	1,000	-1,531
		54675	OFFICE SUPPLIES	2,967	3,000	3,000	3,000	0
		54700	PUBLICATIONS	0	265	265	100	-165
		54725	POSTAGE	0	16	16	16	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	4,950	5,400	5,400	5,400	0
		55530	OFFICE FURNITURE	0	1,350	1,350	0	-1,350
		59850	INKIND-EDUCATION SUPPORT	0	0	-52,161	0	0
04	OPERATIONAL EXPENSES			46,857	103,604	65,972	93,968	-9,636
		56085	FOOD SERVICES	4,028	5,000	10,000	10,000	5,000
		56110	FINANCIAL SERVICES	0	87	87	87	0
		56155	MEDICAL SERVICES	71,957	85,000	110,000	100,000	15,000
		56165	MANAGEMENT SERVICES	89,020	125,000	142,500	130,000	5,000
		56175	OFFICE EQUIPMENT MAINT SRVCS	1,557	3,232	3,232	2,000	-1,232
		56180	OTHER SERVICES	819	7,500	11,250	7,500	0
		59010	MAILING SERVICES	0	480	480	0	-480
		59015	PRINTING SERVICES	0	405	405	0	-405
05	SPECIAL SERVICES			167,381	226,704	277,954	249,587	22,883
01070	CIVIL SERVICE Total			750,342	961,477	1,032,794	1,012,423	50,946

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FY 2014-2015 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL /
BENEFITS ADMINISTRATION

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS BUDGET DETAIL

Janet Finch / Richard Weiner
Managers

REVENUE SUMMARY

Not applicable.

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01075	HEALTH BENEFIT ADMINISTRATION					
01	PERSONNEL SERVICES	812,637	873,038	859,068	859,068	-13,970
02	OTHER PERSONNEL SERV	30,369	15,750	15,300	15,300	-450
03	FRINGE BENEFITS	17,033,962	16,809,904	13,579,802	12,914,586	-3,895,318
04	OPERATIONAL EXPENSES	6,370	14,585	-1,824,310	11,450	-3,135
05	SPECIAL SERVICES	50,339	49,250	49,250	42,250	-7,000
01075	HEALTH BENEFIT ADMINISTRATION	17,933,676	17,762,527	12,679,110	13,842,654	-3,919,873
01080	EMPLOYEE & ORGNZTNL DVLPMNT					
03	FRINGE BENEFITS	0	753	0	0	-753
04	OPERATIONAL EXPENSES	2,139	52,000	77,000	30,750	-21,250
05	SPECIAL SERVICES	0	2,000	5,000	5,000	3,000
01080	EMPLOYEE & ORGNZTNL DVLPMNT	2,139	54,753	82,000	35,750	-19,003

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
BENEFITS MANAGER	1.0			91,306	91,306	
PAYROLL CLERK II	2.0			144,660	144,660	
ADMINISTRATIVE ASSISTANT	1.0			41,204	41,204	
HUMAN RESOURCE MANAGER	1.0			105,495	105,495	
CLERK A	3.0			77,062	91,032	-13,970
PROJECT MANAGER	1.0			91,304	91,304	
PAYROLL MANAGER	1.0			91,304	91,304	
BENEFITS COORDINATOR	1.0			54,697	54,697	
HUMAN RESOURCES GENERALIST (35 FTE)	1.0			47,546	47,546	
EMPLOYEE SERVICES COORDINATOR	1.0			50,880	50,880	
SENIOR PAYROLL ADMINISTRATOR	1.0			63,610	63,610	
GRANTS PERSONNEL/BENEFITS ADMINISTRATION	14.0			859,068	873,038	-13,970

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
BENEFITS OFFICE									
Number of plans managed	12	12	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
Annual Expenditure City and BOE, Active & Retired, Group Only	\$65,438,759	\$69,318,675	\$73,821,888	\$75,565,571	\$83,214,369	\$88,174,808	\$95,593,091	\$96,290,446	\$106,632,399
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
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
City and BOE Employees under administration	4,584	4,536	4,352	4,078	4,183	3,975	4,208	3,783	3,783
Annual benefit cost per active employee	\$9,063	\$9,210	\$10,215	\$11,149	\$11,739	\$13,465.40	\$13,868.37	\$15,327.15	\$16,973.81
Annual group benefit expenses for All retired employees	\$24,130,200	\$26,743,768	\$29,451,573	\$30,099,304	\$34,057,564	\$34,649,838	\$10,874,837	\$9,125,914	\$42,470,468
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
Annual benefit cost per non-Medicare retired employee	\$12,044	\$15,420	\$10,582	\$15,600	\$18,134	\$14,975	\$22,607	\$22,061	23974
Medicare-Eligible Retirees	2,071	2,137	2,220	2,298	2,320	2,390	2,477	2,594	2639
Non-Medicare Eligible Retirees	1,393	1,219	1,425	1,345	1,355	1,458	1,261	1,190	1,148
Medicare-B reimbursements processed	733	758	759	781	785	771	796	814	825
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
Employer Group Waiver Plan Subsidy (New)						\$300,000	\$389,574	\$1,945,512	\$2,000,000
Employee/Retiree Benefit orientations conducted	15	37	26	41	50	30	91		
COBRA enrollments administered	32	30	43	63	60	35	63		
Worker's Compensation Open Claims: start of year	229	318	560	601	682	482	578	537	526
Worker's Compensation Open Claims: end of year	318	560	576	682	482	588	534	526	530
WC Indemnity claims active at start of year	203	274	396	393	360	321	365	337	298
WC Indemnity claims filed (new)	175	174	125	106	123	124	133	71	100
WC Indemnity claims active at year end	274	396	391	360	321	358	332	298	300
WC Medical claims active at start of year	26	44	164	208	322	161	213	200	228
WC Medical claims filed (new)	532	475	539	493	456	502	454	528	500
WC Medical claims active at year end	44	164	185	322	161	230	200	228	250
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
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
WC Medical bills reviewed	13,189	14,741	14,202	11,470	7,683	7,883	9,103	not available	not available
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
H & H Medical claims active at start of year	98	89	71	63	69	61	55	51	47
H&H Medical claims filed (new)	19	23	2	3	2	1	0	0	0
H&H Medical claims active at year end	102	90	73	69	61	57	51	47	47
H&H Indemnity claims active at start of year	239	244	247	266	254	246	248	234	227
H&H Indemnity claims filed (new)	3	2	14	7	19	9	1	7	5
H&H Indemnity claims active at year end	233	247	266	254	246	248	234	227	250
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
Safety meetings conducted	116	78	65	76	38	18	26	26	52
WC accident investigation conducted	197	403	414	401	329	429	297	265	300
Accident prevention training sessions conducted	25	3	3	14	12	8	9	20	20
Transitional duty assignments administered	242	263	203	186	212	215	139	96	100

FY 2014-2015 GOALS

- 1) Workers Compensation: Draft contract for new third party administrator including performance objectives.
- 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.
- 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.
- 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.

FY 2013-2014 GOAL STATUS

- 1) Workers Compensation RFP: The Berkley contract expires 6/30/14. During the coming fiscal year a RFP (request for proposals) for third party administrative services will be prepared which will result in the selection of a vendor.
6 MONTH STATUS: *Berkley requested an early release from its contract. In exchange for consideration from Berkley, the City complied with Berkley's request and selected a new vendor, PMA Companies, which took over effective 7/1/13.*
- 2) Medicare Programs: Prescription and Medical: The prescription benefit plan, called, Employer Group Waiver Plan is producing savings to the City however additional time is needed to determine if the savings are sufficient to expand the program to other Medicare groups. Medicare Advantage Program may be replaced by traditional Medicare Supplement Plans as it appears that the federal government will no longer be supporting these programs as they once did.

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS PROGRAM HIGHLIGHTS

6 MONTH STATUS: *The Employer Group Waiver plan (EGWP) which we started in 2012 is beginning to pay additional benefits from the 2012 Calendar Year which seems to support expansion of the program for CY-15. Effective 1/1/14. The City proceeded with its plan to replace the Medicare Advantage Program with traditional Medicare Supplement.*

- 3) Wellness Programs: These programs are an essential component of medical claims management. We will look to expand voluntary programs as well as proposing Wellness language in future collective bargaining agreement.

6 MONTH STATUS: *The City conducted a number of voluntary programs during FY-13 and FY-14 including Weight Watchers, Walking Programs, Biometric Testing, Blood Pressure Screening, and On-site Mammography. The City also developed some collectively bargained provisions for wellness but have yet to implement its provisions with any of the unions representing City employees.*

- 4) Healthcare Reform: As more provisions of the Affordable Care Act take effect the City must develop strategies to comply with the Act.

6 MONTH STATUS: *Two of the key changes which were expected to take effect in 2014 were postponed by the federal government until 2015. One of these provisions called for providing benefits to part time employees who work at least 30 hours per week. The other provisions called for relief for employees if their contributions exceeded a certain threshold. Both of these items will require a strategy from the City when they take effect in 2015. In addition, the City began developing a strategy for the excise tax which will apply to health benefits in 2017.*

- 5) A Request For Proposals for the prescription plan is planned for fiscal year 2014.

6 MONTH STATUS: *An RFP was conducted. Express Scripts was awarded a two year contract beginning on 1/1/14.*

FY 2013-2014 ADDITIONAL ACCOMPLISHMENTS

- 1) Summaries of Benefits and Coverage: These documents were issued to all employees and applicable non-Medicare retirees. Multiple variations of these documents had to be created to address all of the combinations of medical and prescription benefits.
- 2) CCM (Connecticut Conference of Municipalities) Discount Drug Card of Bridgeport Residents: City Attorney approved contract though CCM's vendor must make a few cosmetic changes to the contract which we are waiting for. Contract will then be submitted to Council for approval after which CCM's vendor will fold it into their implementation schedule. Expected date that cards will be implemented is sometime between November and January.
- 3) Affordable Care Act - Notification to Employees about Start up of Insurance Exchanges: Two notices have been prepared: one for employees who are not eligible for benefits (part timers and seasonal employees) and one for employees who are eligible for benefits. The announcement explains that the exchanges will open in January, the tax advantages of enrolling and how to obtain additional information. There is no tax advantage for employees who have benefits which is what the employee announcement says. The information will be mailed/e-mailed to employees beginning the week of September 2.
- 4) Long Term Care Insurance (LTCi) Open Enrollment Was Completed Approximately 250 expressed interest in LTCi by virtue of attending seminars or otherwise submitting inquiries for information. Thus far 13 people have submitted applications.

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
GRANTS PERSONNEL/BENEFITS APPROPRIATION SUPPLEMENT

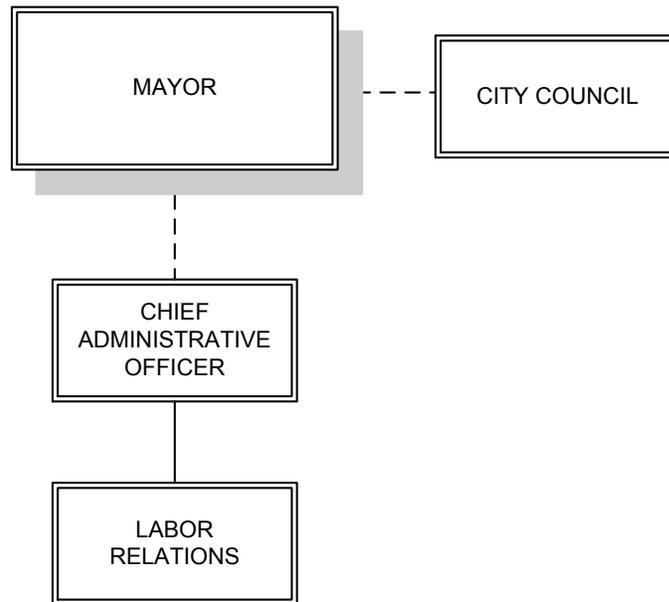
Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01075	HEALTH BENEFIT ADMINISTRATION							
		51000	FULL TIME EARNED PAY	812,637	873,038	859,068	859,068	-13,970
01	PERSONNEL SERVICES			812,637	873,038	859,068	859,068	-13,970
		51108	REGULAR 1.5 OVERTIME PAY	171	0	0	0	0
		51140	LONGEVITY PAY	15,300	15,750	15,300	15,300	-450
		51156	UNUSED VACATION TIME PAYOUT	14,898	0	0	0	0
02	OTHER PERSONNEL SERV			30,369	15,750	15,300	15,300	-450
		52008	DENTAL HMO - COBRA/RETIREE	4,300	3,000	3,000	3,000	0
		52024	DENTAL PPO - COBRA/RETIREE	2,700	2,300	2,300	2,300	0
		52108	VISION FEE - COBRA/RETIREE	100	0	0	0	0
		52129	VISION CLMS-CITY RETIREES	5,200	4,400	4,400	4,400	0
		52166	CLMS DN TL- CITY RETIREES	57,900	69,600	69,600	69,600	0
		52203	ST DISABILITY TEAMSTERS	0	1,200	1,200	0	-1,200
		52205	LT DISABILITY TEAMSTERS	0	1,200	1,200	0	-1,200
		52258	STATE OF CT ANNUAL ASMT FEE	265,100	162,000	162,000	162,000	0
		52260	CT 2ND INJURY FUND ASSESSM	265,100	264,000	264,000	264,000	0
		52262	WORKERS COMP ADM FEE	445,200	455,000	455,000	455,000	0
		52270	WORKERS COMP INDM - GEN G	51,600	110,100	110,100	110,100	0
		52286	WORKERS COMP MED - GEN GO	9,700	115,200	115,200	115,200	0
		52360	MEDICARE	9,599	9,546	9,569	9,569	23
		52385	SOCIAL SECURITY	1,923	6,537	1,124	1,124	-5,413
		52436	RX CLAIMS - CITY RET & COBRA	2,156,600	2,225,300	2,183,130	2,183,130	-42,170
		52504	MERF PENSION EMPLOYER CONT	93,647	105,238	110,451	110,451	5,213
		52704	HEALTH ASO FEES: CITY RETIREES	297,100	251,600	251,600	251,600	0
		52890	CLAIMS DR/HSP TLS-CITY RETIREES	6,614,800	8,525,700	5,290,492	5,290,492	-3,235,208
		52891	MEDICAL MEDICARE RETIREES F/P	1,061,500	1,123,100	1,123,100	460,284	-662,816
		52892	MEDICAL MEDICARE CSG	5,285,600	3,151,866	3,151,866	3,151,866	0
		52899	ASO FEES: MEDICAL MEDICARE CSG	249,800	69,400	69,400	69,400	0
		52916	EMPLOYEE ASSISTANCE PROGRAM	30,505	40,000	40,000	40,000	0
		52917	HEALTH INSURANCE CITY SHARE	125,988	113,617	161,070	161,070	47,453
03	FRINGE BENEFITS			17,033,962	16,809,904	13,579,802	12,914,586	-3,895,318
		53605	MEMBERSHIP/REGISTRATION FEES	0	250	250	250	0
		53705	ADVERTISING SERVICES	0	3,000	3,000	3,000	0
		53710	OTHER COMMUNICATION SERVICES	0	1,000	1,000	0	-1,000
		53905	EMP TUITION AND/OR TRAVEL RBM	297	450	450	450	0
		54595	MEETING/WORKSHOP/CATERING FOOD	152	250	250	250	0
		54675	OFFICE SUPPLIES	4,299	5,000	5,000	5,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,622	4,635	5,400	2,500	-2,135
		59850	IN KIND- EDUCATION SUPPORT	0	0	-1,839,660	0	0
04	OPERATIONAL EXPENSES			6,370	14,585	-1,824,310	11,450	-3,135
		56090	ACTUARIAL SERVICES	12,000	12,000	12,000	12,000	0
		56115	HUMAN SERVICES	13,527	20,000	20,000	15,000	-5,000
		56165	MANAGEMENT SERVICES	24,718	15,000	15,000	15,000	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	95	1,250	1,250	250	-1,000
		59015	PRINTING SERVICES	0	1,000	1,000	0	-1,000
05	SPECIAL SERVICES			50,339	49,250	49,250	42,250	-7,000
01075	HEALTH BENEFIT ADMINISTRATION Total			17,933,676	17,762,527	12,679,110	13,842,654	-3,919,873
01080	EMPLOYEE & ORGNZTNL DVLPMNT							
		52917	HEALTH INSURANCE CITY SHARE	0	753	0	0	-753
03	FRINGE BENEFITS			0	753	0	0	-753
		53610	TRAINING SERVICES	1,552	50,000	75,000	30,000	-20,000
		55145	EQUIPMENT RENTAL/LEASE	587	2,000	2,000	750	-1,250
04	OPERATIONAL EXPENSES			2,139	52,000	77,000	30,750	-21,250
		56085	FOOD SERVICES	0	2,000	5,000	5,000	3,000
05	SPECIAL SERVICES			0	2,000	5,000	5,000	3,000
01080	EMPLOYEE & ORGNZTNL DVLPMNT Total			2,139	54,753	82,000	35,750	-19,003

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LABOR RELATIONS

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 LABOR RELATIONS PROGRAM HIGHLIGHTS

Lawrence Osborne
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01085	LABOR RELATIONS					
01	PERSONNEL SERVICES	520,288	519,518	519,518	519,518	0
02	OTHER PERSONNEL SERV	4,800	5,025	5,250	5,250	225
03	FRINGE BENEFITS	145,427	161,603	171,316	171,316	9,713
04	OPERATIONAL EXPENSES	7,048	9,865	-377,738	9,865	0
05	SPECIAL SERVICES	69,626	303,622	303,622	303,622	0
01085	LABOR RELATIONS	747,188	999,633	621,968	1,009,571	9,938

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
DEPUTY DIRECTOR OF LABOR RELATIO	1.0			114,748	114,748	
EXECUTIVE ASSISTANT LABOR RELATIO	1.0			74,116	74,116	
SECRETARY	1.0			48,223	48,223	
DIRECTOR LABOR RELATIONS	1.0			125,544	125,544	
LABOR RELATIONS OFFICER	1.0			65,583	65,583	
SENIOR LABOR RELATIONS OFFICER	1.0			91,304	91,304	
LABOR RELATIONS	6.0			519,518	519,518	

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
LABOR RELATIONS									
Total contracts processed	13	14	15	0	9	14	5	2	10
<i>Open</i>	13	14	0	11	5	3	2	6	10
<i>Settled</i>	0	8	13	0	9	7	5	2	2
<i>Average length of time to settle</i>	N/A	21 months	9 months	18 months	3 months	9 months	12 months	12 months	18 months
Total grievances processed	255	188	210	136	101	185	140	130	108
# of State Labor Relations Board Complaints	35	32	35	69	24	31	25	57	62
# of other Complaints/Investigations	N/A	135	135	78	62	35	31	54	38
# of Disciplinary Hearings	45	51	56	58	53	73	98	108	75
# of Policies Developed	5	5	5	0	0	2	0	0	0

FY 2014-2015 GOALS

- 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.
- 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) Issue an RFP for our Random Drug Testing Company, complete selection process and conclude new contract with the vendor.
- 8) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
- 9) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
- 10) Issue an RFP for Employee Assistance Program Service and complete selection process and conclude new contract with the vendor.
- 11) Work with Benefits to implement a Supervisor Training Seminar.
- 12) Labor Relations along with Benefits Administration will continue to place a strong emphasis on wellness initiatives to improve employee health and morale using the skills and services of our current health care and EAP (Employee Assistance Plan) providers. Seminars, trainings and informative fairs will continue to be scheduled on regular intervals to help employees understand the many wellness educational programs available to them.

FY 2013-2014 GOAL STATUS

- 1) Started Negotiations for contracts that expired on June 30, 2012 (Police, Local 1159 and Nurses, Local 1199). Also, have started open communications with unions who contracts will expire on June 30, 2013.
6 MONTH STATUS: *1159 contract is in Binding Arbitration and the Nurses was successfully negotiated. Open contracts are being negotiated.*
- 2) Utilize the binding interest arbitration process to achieve an acceptable resolution of outstanding contracts/issues if necessary.
6 MONTH STATUS: *This is an ongoing project.*
- 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: *This is an ongoing project.*
- 4) Continue to work with Benefits, other City departments and the City's Workers Compensation administrator to control Workers Compensation expenses.
6 MONTH STATUS: *This is an ongoing project.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

- 5) Continue to monitor the enforcement by departments of the City's Attendance Policies.
6 MONTH STATUS: *This is monitored every 3 months with the absence reports created by every department.*
- 6) Continue to work with LIUNA (Laborers' International Union of North America) as necessary on the reclassification study. Rewriting of existing job descriptions of LIUNA bargaining unit positions is complete. Reclassification and wage survey analysis continues.
6 MONTH STATUS: *Reclassification and wage survey analysis continues.*
- 7) Continue to aggressively handle, where needed, grievances, complaints, investigations, and disciplinary hearings.
6 MONTH STATUS: *This is an ongoing project.*
- 8) Issue an RFP for our Random Drug Testing Company, complete selection process and conclude new contract with the vendor.
6 MONTH STATUS: *This is an ongoing project.*
- 9) Continue to implement aggressively wellness programs with unions to create efficiencies and contain costs.
6 MONTH STATUS: *This is an ongoing project.*
- 10) Continue to use the mediation process to clear out backlog of grievances in a cost effective manner.
6 MONTH STATUS: *This is an ongoing project.*
- 11) Labor Relations along with Benefits Administration will continue to place a strong emphasis on wellness initiatives to improve employee health and morale using the skills and services of our current health care and EAP (employee assistance program) providers. Seminars, trainings and informative fairs will continue to be scheduled on regular intervals to help employees understand the many wellness educational programs available to them.
6 MONTH STATUS: *This is an ongoing project.*

APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01085	LABOR RELATIONS							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	520,288	519,518	519,518	519,518	0
		51140	LONGEVITY PAY	4,800	5,025	5,250	5,250	225
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			4,800	5,025	5,250	5,250	225
		52360	MEDICARE	4,585	4,444	4,424	4,424	-20
		52385	SOCIAL SECURITY	2,969	4,355	4,355	4,355	0
		52504	MERF PENSION EMPLOYER CONT	56,200	68,191	68,221	68,221	30
		52917	HEALTH INSURANCE CITY SHARE	81,673	84,613	94,316	94,316	9,703
03	FRINGE BENEFITS			145,427	161,603	171,316	171,316	9,713
		53605	MEMBERSHIP/REGISTRATION FEES	671	1,890	890	890	-1,000
		53905	EMP TUITION AND/OR TRAVEL RBM	706	1,000	3,000	3,000	2,000
		54675	OFFICE SUPPLIES	2,469	2,914	1,914	1,914	-1,000
		54705	SUBSCRIPTIONS	3,201	4,061	4,061	4,061	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-387,603	0	0
04	OPERATIONAL EXPENSES			7,048	9,865	-377,738	9,865	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	4,291	3,622	3,622	3,622	0
		56180	OTHER SERVICES	65,334	300,000	300,000	300,000	0
05	SPECIAL SERVICES			69,626	303,622	303,622	303,622	0
01085	LABOR RELATIONS Total			747,188	999,633	621,968	1,009,571	9,938

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 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01086	PENSIONS					
03	FRINGE BENEFITS	71,655	90,000	90,000	90,000	0
05	SPECIAL SERVICES	81,160	34,100	34,100	30,000	-4,100
01086	PENSIONS	152,815	124,100	124,100	120,000	-4,100
01088	OTHER FRINGE BENEFITS					
02	OTHER PERSONNEL SERV	824,648	614,375	614,375	614,375	0
03	FRINGE BENEFITS	813,727	1,087,500	1,087,500	1,087,500	0
05	SPECIAL SERVICES	11,160	0	0	0	0
01088	OTHER FRINGE BENEFITS	1,649,534	1,701,875	1,701,875	1,701,875	0

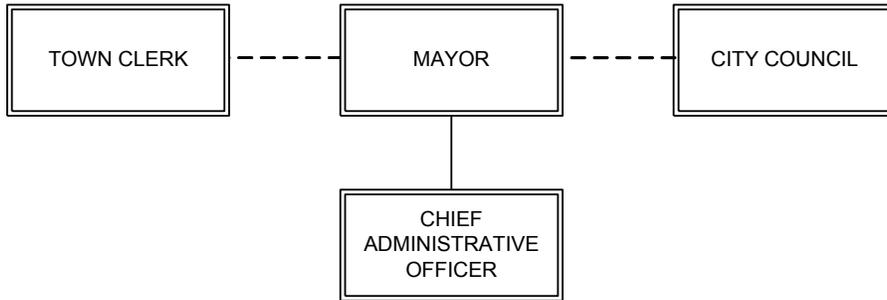
Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01086	PENSIONS							
		52515	LIUNA PENSION	40,799	50,000	50,000	50,000	0
		52519	ICMA PENSION EMPLOYER CONTRIBU	30,856	40,000	40,000	40,000	0
03	FRINGE BENEFITS			71,655	90,000	90,000	90,000	0
		56090	ACTUARIAL SERVICES	81,160	34,100	34,100	30,000	-4,100
05	SPECIAL SERVICES			81,160	34,100	34,100	30,000	-4,100
01086	PENSIONS Total			152,815	124,100	124,100	120,000	-4,100
01088	OTHER FRINGE BENEFITS							
		51154	UNUSED SICK TIME PAYOUT	155,309	137,500	137,500	137,500	0
		51156	UNUSED VACATION TIME PAYOUT	275,245	271,875	271,875	271,875	0
		51314	UNUSED VACATION PAY RETIREMENT	358,599	175,000	175,000	175,000	0
		51318	PERSONAL DAY PAYOUT RETIREMENT	35,494	30,000	30,000	30,000	0
02	OTHER PERSONNEL SERV			824,648	614,375	614,375	614,375	0
		52360	MEDICARE	5,162	0	0	0	0
		52385	SOCIAL SECURITY	84	0	0	0	0
		52397	UNEMPLOYMENT	472,141	670,000	670,000	670,000	0
		52504	MERF PENSION EMPLOYER CONT	313,861	375,000	375,000	375,000	0
		52602	TUITION: SUPERVISORS	4,430	10,000	10,000	10,000	0
		52604	TUITION: LIUNA	3,812	12,500	12,500	12,500	0
		52608	TUITION: OTHER UNIONS	5,291	10,000	10,000	10,000	0
		52610	TUITION: AFSCME	9,750	10,000	10,000	10,000	0
		52917	HEALTH INSURANCE CITY SHARE	-804	0	0	0	0
03	FRINGE BENEFITS			813,727	1,087,500	1,087,500	1,087,500	0
		56130	LEGAL SERVICES	11,160	0	0	0	0
05	SPECIAL SERVICES			11,160	0	0	0	0
01088	OTHER FRINGE BENEFITS Total			1,649,534	1,701,875	1,701,875	1,701,875	0

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TOWN CLERK

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
TOWN CLERK BUDGET DETAIL

Alma L. Maya
Town Clerk

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01090	TOWN CLERK						
	41208	DEEDS/CERTIFICATIONS	556,388	400,000	400,000	400,000	0
	41209	CERTIFIED COPIES	33,174	25,000	25,000	25,000	0
	41210	LIQUOR APPLICATION/PERMIT	831	700	700	700	0
	41211	DOG LICENSES	776	500	500	500	0
	41225	CONVEYANCE TAX ASSIGNMENT	838,991	900,000	900,000	900,000	0
	41237	TRADE NAMES	3,455	3,000	3,000	3,000	0
	41242	TOWN FUND	943	0	0	0	0
	41244	NOTARY COMMISSION	2,402	2,800	2,800	2,800	0
	41245	POLITICALCOMMITTEELATEFILINGFE	0	100	100	100	0
	41306	CITY FARM FUND	19,161	0	0	0	0
	41381	VACANT PROPERTY FEES	0	20,000	20,000	20,000	0
01090	TOWN CLERK		1,456,120	1,352,100	1,352,100	1,352,100	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)	
01090	TOWN CLERK						
	01	PERSONNEL SERVICES	274,582	327,178	339,048	339,048	11,870
	02	OTHER PERSONNEL SERV	4,337	5,700	5,850	5,850	150
	03	FRINGE BENEFITS	125,801	146,592	140,732	140,732	-5,860
	04	OPERATIONAL EXPENSES	30,798	48,964	48,964	48,964	0
	05	SPECIAL SERVICES	222,511	223,000	223,000	223,000	0
01090	TOWN CLERK	658,028	751,434	757,594	757,594	6,160	

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
TOWN CLERK	1.0			33,620	33,620	
ASSISTANT TOWN CLERK I	1.0			61,460	59,669	1,791
ASSISTANT TOWN CLERK II	1.0			54,502	52,915	1,587
TYPIST I (35 HOURS)	3.0			112,941	109,671	3,270
CLERICAL ASSISTANT	1.0			36,525	32,410	4,115
SEASONAL EMPLOYEES UNDER GRANT				40,000	38,893	1,107
OFFICE OF THE TOWN CLERK	7.0			339,048	327,178	11,870

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
TOWN CLERK PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ESTIMATED 2014-2015
TOWN CLERK										
Total documents (1)	43,166	45,393	34,895	29,611	28,851	32,194	30,491	23,649	45,949	41,746
Copies (2)	25,387	28,780	23,322	29,113	22,659	34,634	16,974	6,797	26,668	39,000
Certifications	3,671	11,659	14,245	5,308	6,976	8,360	8,370	3,970	7,944	7,600
Dog licenses (including transfers & duplicates)	1,079	822	1,086	949	813	724	891	503	1,617	1,208
Liquor Licenses	289	289	299	289	266	322	255	151	321	318
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	416
Trade Names	1,135	1,133	1,026	863	747	411	557	417	821	870
Vacant Property Filings (5)					97	604	61	0		

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

FY 2014-2015 GOALS

- 1) Finalize the conversion of old records to new books and availability on computers.
- 2) Continue digitizing and microfilming of maps monthly.
- 3) Finalize the merge of over twenty years of index books into smaller more manageable books.
- 4) Complete three election cycles:
 - Town Committee Primary – March 4, 2014
 - State & District Primary – August 12, 2014
 - Election – November 4, 2014
- 5) Continue cross training of staff.
- 6) Continue to archive, remove and clean-up storage room.
- 7) Fully staff the Town Clerk's Office.

FY 2013-2014 GOAL STATUS

- 1) Continue the second phase of the conversion of old records to new books and availability on computers.
6 MONTH STATUS: *Successfully completed second phase of the conversion of old records to new books.*
- 2) Continue digitizing and microfilming of maps.
6 MONTH STATUS: *Successfully completed digitizing and microfilming older maps.*
- 3) Merge of over twenty years of index books into smaller more manageable books.
6 MONTH STATUS: *Successfully received the pages for the books, currently working on putting the books together. This is an ongoing project until the completion.*
- 4) Complete two election cycles.
6 MONTH STATUS: *Successfully completed two election cycles.*
- 5) Continue to increase teamwork among staff.
6 MONTH STATUS: *Despite workload, staff continues to work together to accomplish day to day duties and learn new duties.*
- 6) Cross training office staff on all functions of the department.
6 MONTH STATUS: *Successfully cross training staff in various areas.*
- 7) Fully staff the Town Clerk's office.
6 MONTH STATUS: *We have received assistance for the election cycles, but have been unable to secure additional staff in our Department.*
- 8) Implement and automated absentee balloting system as soon as possible.
6 MONTH STATUS: *The system has not been implemented, due to many unsuccessful attempts to correct the issues with the program.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
TOWN CLERK PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

- 9) Upgrade to the new bar code scanning system for the land records.
6 MONTH STATUS: *Unable to successfully upgrade to the new bar system.*

- 10) Making electronic recording available. Pending approval from Legislature and Secretary of the State.

6 MONTH STATUS: *Unable to begin accepting electronic recordings, due to limited staff to monitor system, coordination with the State in the handling of mandated documents, limited time to train staff on new procedures.*

FY 2013-2014 ADDITIONAL ACCOMPLISHMENTS

- 1) Completed the scanning and digitization of all the Tax Liens.
- 2) Successfully implemented the changes associated with the recording of MERS (Mortgage Electronic Recording System) per the changes in Legislative changes.
- 3) Successfully implemented the use of www.uslandrecords.com for the viewing and acquiring land records online.

APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01090	TOWN CLERK							
01	PERSONNEL SERVICES	51000	FULL TIME EARNED PAY	274,582	327,178	339,048	339,048	11,870
				274,582	327,178	339,048	339,048	11,870
		51106	REGULAR STRAIGHT OVERTIME	567	1,100	1,100	1,100	0
		51108	REGULAR 1.5 OVERTIME PAY	658	1,900	1,900	1,900	0
		51116	HOLIDAY 2X OVERTIME PAY	561	0	0	0	0
		51140	LONGEVITY PAY	2,550	2,700	2,850	2,850	150
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			4,337	5,700	5,850	5,850	150
		52360	MEDICARE	3,663	4,315	4,532	4,532	217
		52385	SOCIAL SECURITY	242	2,411	2,480	2,480	69
		52504	MERF PENSION EMPLOYER CONT	32,328	37,829	39,247	39,247	1,418
		52917	HEALTH INSURANCE CITY SHARE	89,567	102,037	94,473	94,473	-7,564
03	FRINGE BENEFITS			125,801	146,592	140,732	140,732	-5,860
		53605	MEMBERSHIP/REGISTRATION FEES	850	2,500	2,500	2,500	0
		53705	ADVERTISING SERVICES	4,284	7,500	7,500	7,500	0
		53725	TELEVISION SERVICES	894	1,000	1,000	1,000	0
		54555	COMPUTER SUPPLIES	1,189	810	810	810	0
		54675	OFFICE SUPPLIES	8,323	4,520	4,520	4,520	0
		54680	OTHER SUPPLIES	3,569	7,000	7,000	7,000	0
		54705	SUBSCRIPTIONS	0	34	34	34	0
		55090	ELECTION EQUIPMENT	11,316	25,000	25,000	25,000	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	374	600	600	600	0
04	OPERATIONAL EXPENSES			30,798	48,964	48,964	48,964	0
		56055	COMPUTER SERVICES	219,315	219,750	219,750	219,750	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	3,196	3,250	3,250	3,250	0
05	SPECIAL SERVICES			222,511	223,000	223,000	223,000	0
01090	TOWN CLERK Total			658,028	751,434	757,594	757,594	6,160

GENERAL GOVERNMENT DIVISIONS
LEGISLATIVE DEPARTMENT
BUDGET DETAIL

Thomas McCarthy
City Council President

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01095	LEGISLATIVE DEPARTMENT					
02	OTHER PERSONNEL SERV	88,429	180,000	180,000	180,000	0
03	FRINGE BENEFITS	1,392	0	0	0	0
04	OPERATIONAL EXPENSES	3,093	8,777	8,777	8,777	0
05	SPECIAL SERVICES	32,610	98,669	98,669	98,669	0
01095	LEGISLATIVE DEPARTMENT	125,524	287,446	287,446	287,446	0

PERSONNEL SUMMARY

Not Applicabl

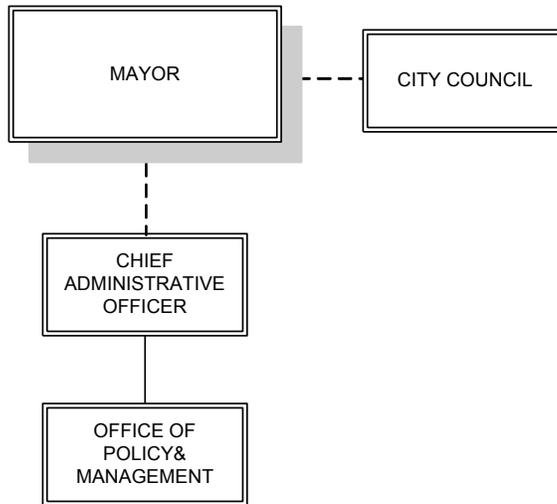
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 LEGISLATIVE APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01095	LEGISLATIVE DEPARTMENT							
		51402	CITY COUNCIL STIPENDS	88,429	180,000	180,000	180,000	0
02	OTHER PERSONNEL SERV			88,429	180,000	180,000	180,000	0
		52360	MEDICARE	390	0	0	0	0
		52385	SOCIAL SECURITY	1,001	0	0	0	0
03	FRINGE BENEFITS			1,392	0	0	0	0
		53605	MEMBERSHIP/REGISTRATION FEES	0	188	188	188	0
		53610	TRAINING SERVICES	0	113	113	113	0
		53705	ADVERTISING SERVICES	0	188	188	188	0
		53905	EMP TUITION AND/OR TRAVEL REIM	0	200	200	200	0
		54650	LANDSCAPING SUPPLIES	705	750	750	750	0
		54675	OFFICE SUPPLIES	591	1,100	1,100	1,100	0
		54705	SUBSCRIPTIONS	0	650	650	650	0
		54725	POSTAGE	0	38	38	38	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	1,797	5,550	5,550	5,550	0
04	OPERATIONAL EXPENSES			3,093	8,777	8,777	8,777	0
		56085	FOOD SERVICES	634	2,000	2,000	2,000	0
		56165	MANAGEMENT SERVICES	0	1,813	1,813	1,813	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	0	231	231	231	0
		56180	OTHER SERVICES	31,622	93,500	93,500	93,500	0
		56250	TRAVEL SERVICES	0	125	125	125	0
		59015	PRINTING SERVICES	354	1,000	1,000	1,000	0
05	SPECIAL SERVICES			32,610	98,669	98,669	98,669	0
01095	LEGISLATIVE DEPARTMENT Total			125,524	287,446	287,446	287,446	0

GENERAL GOVERNMENT DIVISIONS
OFFICE OF POLICY & MANAGEMENT

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
POLICY & MANAGEMENT BUDGET DETAIL

Thomas R. Sherwood
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01100	OFFICE OF POLICY & MANAGEMENT					
01	PERSONNEL SERVICES	477,374	568,316	563,281	563,281	-5,035
02	OTHER PERSONNEL SERV	5,400	5,550	5,850	5,850	300
03	FRINGE BENEFITS	130,144	147,783	183,224	183,224	35,441
04	OPERATIONAL EXPENSES	5,118	11,331	11,331	11,331	0
05	SPECIAL SERVICES	110	2,571	2,571	2,571	0
01100	OFFICE OF POLICY & MANAGEMENT	618,146	735,551	766,257	766,257	30,706

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
EXECUTIVE ASSISTANT OPM	1.0			74,116	74,116	
BUDGET/POLICY ANALYST	2.0			152,360	152,360	
PROJECT MANAGER OPM SYSTEMS	1.0			84,479	89,514	-5,035
PROJECT MANAGER OPM MANAGEMENT	1.0			89,514	89,514	
DIRECTOR OPM	1.0			125,544	125,544	
OPM POLICY ANALYST	0.5			37,268	37,268	
OFFICE OF POLICY & MANAGEMENT	6.5			563,281	568,316	-5,035

FY 2014-2015 GOALS

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

FY 2013-2014 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 fifth 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.*

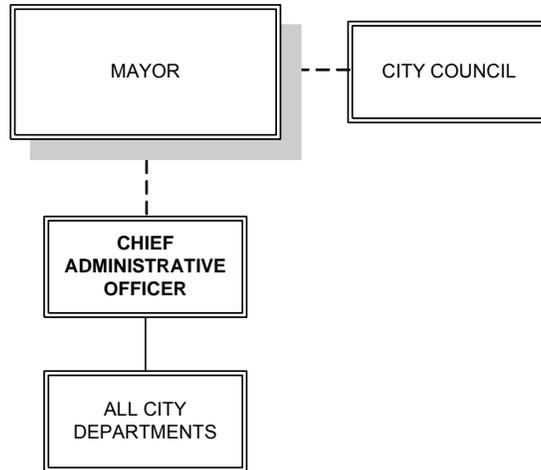
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
POLICY & MANAGEMENT APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01100	OFFICE OF POLICY & MANAGEMENT							
		51000	FULL TIME EARNED PAY	476,374	568,316	563,281	563,281	-5,035
		51099	CONTRACTED SALARIES	1,000	0	0	0	0
01	PERSONNEL SERVICES			477,374	568,316	563,281	563,281	-5,035
		51140	LONGEVITY PAY	5,400	5,550	5,850	5,850	300
		51156	UNUSED VACATION TIME PAYOUT	0	0	0	0	0
02	OTHER PERSONNEL SERV			5,400	5,550	5,850	5,850	300
		52360	MEDICARE	5,772	6,945	6,746	6,746	-199
		52385	SOCIAL SECURITY	0	5,550	4,814	4,814	-736
		52504	MERF PENSION EMPLOYER CONT	52,336	58,121	69,142	69,142	11,021
		52917	HEALTH INSURANCE CITY SHARE	72,036	77,167	102,522	102,522	25,355
03	FRINGE BENEFITS			130,144	147,783	183,224	183,224	35,441
		53605	MEMBERSHIP/REGISTRATION FEES	340	522	522	522	0
		53610	TRAINING SERVICES	0	150	150	150	0
		53750	TRAVEL EXPENSES	0	600	600	600	0
		53905	BMP TUITION AND/OR TRAVEL RBM	0	225	225	225	0
		54555	COMPUTER SUPPLIES	1,085	1,254	1,254	1,254	0
		54595	MEETING/WORKSHOP/CATERING FOOD	1,270	505	505	505	0
		54675	OFFICE SUPPLIES	1,731	1,980	1,980	1,980	0
		54700	PUBLICATIONS	0	225	225	225	0
		54705	SUBSCRIPTIONS	0	170	170	170	0
		54720	PAPER AND PLASTIC SUPPLIES	174	180	180	180	0
		55095	FOOD SERVICE EQUIPMENT	120	135	135	135	0
		55150	OFFICE EQUIPMENT	0	375	375	375	0
		55155	OFFICE EQUIPMENT RENTAL/LEAS	0	4,610	4,610	4,610	0
		55530	OFFICE FURNITURE	398	400	400	400	0
04	OPERATIONAL EXPENSES			5,118	11,331	11,331	11,331	0
		56175	OFFICE EQUIPMENT MAINT SRVCS	110	1,820	1,820	1,820	0
		56240	TRANSPORTATION SERVICES	0	151	151	151	0
		56250	TRAVEL SERVICES	0	600	600	600	0
05	SPECIAL SERVICES			110	2,571	2,571	2,571	0
01100	OFFICE OF POLICY & MANAGEMENT Total			618,146	735,551	766,257	766,257	30,706

GENERAL GOVERNMENT DIVISIONS
CHIEF ADMINISTRATIVE OFFICE

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 CHIEF ADMINISTRATIVE OFFICE BUDGET DETAIL

Andrew Nunn
 Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01105	ETHICS COMMISSION					
04	OPERATIONAL EXPENSES	0	244	244	244	0
05	SPECIAL SERVICES	960	3,100	3,100	3,100	0
01105	ETHICS COMMISSION	960	3,344	3,344	3,344	0
01106	CHIEF ADMINISTRATIVE OFFICE					
01	PERSONNEL SERVICES	633,608	649,201	669,199	669,199	19,998
02	OTHER PERSONNEL SERV	2,325	2,400	2,625	2,625	225
03	FRINGE BENEFITS	178,317	199,255	219,540	219,540	20,285
04	OPERATIONAL EXPENSES	120,077	127,514	127,514	127,514	0
05	SPECIAL SERVICES	82,500	100,034	100,034	100,034	0
01106	CHIEF ADMINISTRATIVE OFFICE	1,016,828	1,078,404	1,118,912	1,118,912	40,508
01113	CITISTAT					
04	OPERATIONAL EXPENSES	4,177	8,947	7,375	7,375	-1,572
05	SPECIAL SERVICES	1,415	1,292	2,864	2,864	1,572
01113	CITISTAT	5,592	10,239	10,239	10,239	0

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

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
DEPUTY CHIEF ADMINISTRATIVE OFFIC	1.0			96,445	96,445	
EXECUTIVE ASSISTANT CAO	1.0			74,116	74,116	
CHIEF ADMINISTRATIVE OFFICER	1.0			131,114	131,114	
ASSISTANT SPECIAL PROJECT MANA	3.0			155,764	155,766	-2
SEASONAL INTERNS				20,000		20,000
SPECIAL PROJECTS COORDINATOR	1.0			63,240	63,240	
ASSISTANT CHIEF ADMIN OFFICER	1.0			128,520	128,520	
CHIEF ADMINISRTATIVE OFFICE/ CITISTAT	8.0			669,199	649,201	19,998

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
CHIEF ADMINISTRATIVE OFFICE PROGRAM HIGHLIGHTS

FY 2014-2015 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 2013-2014 GOAL STATUS

- 1) Oversee all departmental management and operational policies and practices.
6 MONTH STATUS: Hired Office of Planning & Economic Development Deputy Director, Planning Director, Central Grants Director, Finance Director, Deputy Tax Assessor, Comptroller, Director of Public Facilities, Director of Parks, & Interim Airport Manager.
- 2) Provide assistance to departments in identifying and complying with executive priorities, goals, policies, and procedures.
6 MONTH STATUS: Relocated Eisenhower Senior Center to newly renovated facility at 307 Golden Hill Street; relocated Board of Assessment and Appeals to Margaret E. Morton Government Center; assisted Civil Service and Benefits with purchase and installation of filing system to accommodate their records. Chaired Monthly Cabinet meetings. Regularly met with key department heads to ensure executive initiatives and goals are completed. Initiated internship arrangements with local universities such as Fairfield University. Filling vacancies on boards and commissions. Re-established Disabilities Commission and established Food Policy Council.
- 3) Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.
6 MONTH STATUS: On-going. 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; Member of the CitiStat Panel and directed staff to follow up and improve processes where appropriate; Attended and supported Joint Inspection Services Committee (JISC) meetings which resulted in increased information sharing among Departments successfully targeting more than 150 problem properties within the City and submitting legislative proposals to the State to assist the JISC in their work cleaning up properties in the City.
- 5) Continue to support and champion the Mayor's sustainable "BGreen 2020" Bridgeport effort, education initiatives and access to waterfront projects.
6 MONTH STATUS: The "BGreen 2020" Bridgeport Sustainability Plan 2013 Progress Report was issued. Fellowship & Intern Programs – put in place to expand the use of quality student staffing to increase project base. Energy Benchmarking Project for Municipal & BOE Facilities – updating study and analysis. Downtown Urban Enhancement Project – working with CT Department Of Transportation Commissioner for jurisdiction over Water Street for traffic calming, streetscape improvements, enhanced pedestrian/bikeway access and wayfinding signage. Green Energy Park on Seaside Landfill – UI received favorable decision to proceed with project and is submitting to Public Utilities Regulatory Authority. City in process of obtaining all necessary municipal approvals, including City Council authorization. Energy

Improvement District (EID) – Emphasis being focused on innovative residential renewable energy programs. Energy Aggregation for Residents Program – achieved lower electrical costs via Titan Energy. Recyclebank Program – negotiating successor contract with Recyclebank to expand coverage. Knowlton Park II – Working with City Attorney’s Office and Parks Department staff to remediate debris on site and complete project on or close to schedule. Construction partially completed. Fuel Cell, Microgrid, Solar, Biomass Green Energy Projects – proceeding in conjunction with Utilities Director to obtain City Council and other required authorizations for select projects. Water Pollution Control Authority (WPCA) Green Infrastructure Initiatives – in soils testing and funding acquisition phases. Environmental Restoration at Ash Creek – finalizing survey. BOE Solar Panel Installations – partial implementation. Seaside Buffer Climate Mitigation – met with U.S. Army Corps. regarding breakwater repairs to pre-Storm Sandy conditions; bid award anticipated for April 2014 and construction in summer 2014. Green Procurement – assembling/reviewing Final Report for implementation of green procurement of municipal supplies throughout City government. Storm Water Authority – coordinating “kick-off” meeting with WPCA and CT Department of Energy and Environmental Protection. Fairfield University Parks Study – Final Report in Review. WPCA Long-Term Strategic Plan – restarting conversation with OPED regarding drafting and implementation. Gustave Whitehead Fountain Viewing Station – working w/City Attorney’s Office for access / license agreement. Pleasure Beach Park, Phase II – RFP for rehabilitation complete; grant application pending. Police Memorial – pricing obtained, coordinating with City Attorney Office on contract and general conditions. Downtown Microgrid Project – vendor selected 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, with Police Commission presentation complete and in design phase for 2014 construction season. 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 Small and Minority Business Resource Office (SMBRO) is currently working with City Attorney’s Office, CitiStat and the Purchasing Department to develop the policies and procedures, outreach/marketing and recruitment strategy to implement a bid preference for city based businesses; Over the past fiscal year, SMBRO disseminated information for potential contracting opportunities to over 6,000 contractors; hosted a total of 18 professional capacity building workshops with 314 attendees which included a workshop series specifically for Hispanic Businesses; 6 pre-bid conferences with 113 attendees; One of the many challenges the MBEs face is lack of access to capital and poor credit. Partnerships have been developed with non-traditional lending institutions which includes CEDF and CTCIC to fill the gap; SMBRO works in partnership with Black and Hispanic Chambers of Commerce, SBA, SCORE, CTAP to provide technical assistance; SMBRO also developed partnerships with the Bridgeport Housing Authority, Bridgeport Neighborhood Trust, Haynes Construction, Eaton Development, City of Hartford/School Construction and KBE Builders to identify contracting opportunities.*

- 7) Continue role as Acting Executive Director of the Bridgeport Port Authority.

6 MONTH STATUS: *Working with the Army Corps of Engineers (ACOE) on Bridgeport Harbor dredging - pursuing all sources of funding: federal, state and private; Working with the ACOE on the Bridgeport Harbor breakwater repair project which is expected to begin this summer; 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; Plans for high speed ferry service are progressing through Federal and State agencies; Handled the Derektor bankruptcy asset sale with the courts, state agencies and private companies; Marketing the Derektor 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; 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.

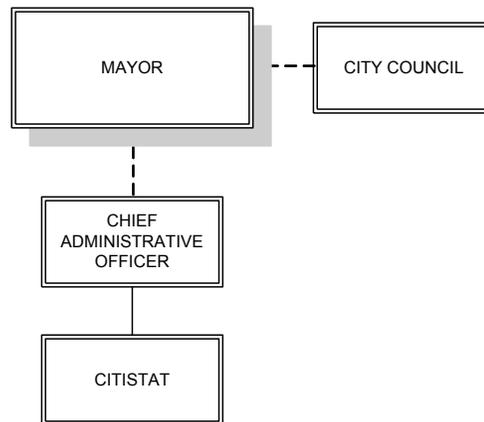
- 8) Implement a performance evaluation system utilizing CitiStat data as one of the performance factors.

6 MONTH STATUS: *CitiStat continues to work with various city departments, especially those in direct contact with the public, on digital data tracking, policy revision, internal work process procedures, job duty alignment, and training. They collect data measuring the number of jobs/requests completed in addition to the average time frame it takes to complete a job. They will continue to gather data relative to citizen experience and feedback and will use this to help develop a comprehensive employee training program. Next steps in data collection will involve cost associated with completion of certain jobs/requests.*

CITISTAT

MISSION STATEMENT

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



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

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

FY 2014-2015 GOALS

- 1) Continue to promote usage of BConnected and improve customer service throughout the City.
- 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.
- 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.
- 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.
- 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) 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.
- 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).

FY 2013-2014 GOAL STATUS

- 1) Continue to promote usage of BConnected and improve customer service throughout the City. Use feedback provided by citizens who fill out the employee surveys to create a training program. This training program will focus not only on servicing the citizens of the City, but also on improving the skills and communication of our employees.
6 MONTH STATUS: CitiStat has continued to promote BConnected to both citizens and residents. We attend a variety of City hosted Expos, send advertisements out with the tax bill inserts, advertise on the billboard off of I-95, use Twitter, and publish weekly BConnected Newsletters for employees and other subscribers. In the remaining 6 months of this fiscal year the surveys should be complete and we anticipate a wealth of feedback from citizens from various city departments. CitiStat has already begun drafting a training program. We will wait for results of the citizen survey that will come in throughout the remainder of the fiscal year before finalizing such program.
- 2) Work in coordination with the CAO, ITS, and other department heads to get all departments to track their data digitally, which will make it easier for departments to share data.
6 MONTH STATUS: CitiStat continues to work with departments in an effort to convert data tracking so that it is done so digitally. So far this fiscal year we have worked with the Director of Economic Development as well as the department supervisors for Zoning, Building, Engineering, and the Fire Marshal to begin tracking the building permitting process digitally on BConnected. We also revised and added categories for tracking in BConnected for Emergency Management, Fire Services (non-emergency), street light repair, etc. Adding new categories into the BConnected system also requires employee training. CitiStat is currently and continuously working with department heads to identify appropriate systems for data tracking.
- 3) Continue to work with the Joint Inspection Services Committee (JISC) to increase communication between all inspection departments, align tracking of work and how it is processed, and to help find creative and proactive solutions to solving the blight problems in the City. JISC will focus its efforts on proposed legislative changes which will assist Bridgeport and all municipalities in processing blight and other code violations. CitiStat will

also focus on working with the JISC member departments to streamline the procedures for Housing Court.

6 MONTH STATUS: *CitiStat continues to work with all the members and departments of JISC each Monday morning. We have expanded the size of the groups and now include the local utility companies, which have been very helpful in identifying problem properties and absentee owners. In addition, we have also added the director of the City's social services department as JISC has identified many owners/tenants with potential mental health issues. We have resolved more than 150 problem properties throughout the city. Our current list consists of about 35-40 properties. We have proposed our legislative agenda for 2014 and are prepared to provide testimony to the State Legislature if needed. For the remaining 6 months of the fiscal year CitiStat and JISC hope to work more with state prosecutor's office in order to streamline the procedures for Housing Court. The goal would be to focus on things that our inspectors can do differently in order to speed up the process, especially for property owners and landlords who do not comply in the time frames given. We also hope to work more with the State Blight Task Force.*

- 4) Continue to work with the Anti-Blight department to streamline the entire process from the initial warning letter through the appeal hearing and lien. We will look to be more proactive in going after property owners who owe blight fines and have not paid them, especially those property owners whose properties are still blighted.

6 MONTH STATUS: *This is done. The blight process has been revised where needed from top to bottom. The warning letter, violation notices, and appeal hearing notices were all revised and edited. The appeal hearing procedure was significantly modified. The anti-blight department in conjunction with the city attorney's office is aggressively assigning liens or lien notices to properties. More money is being collected for outstanding blight fines due. The blight department has been successful at going after property owners who owe tens of thousands of dollars in blight fines because the property has been blighted for year and/or it is a consistent problem. CitiStat has also worked with the Anti-blight department and OPED on proposed updates to the city's blight ordinance.*

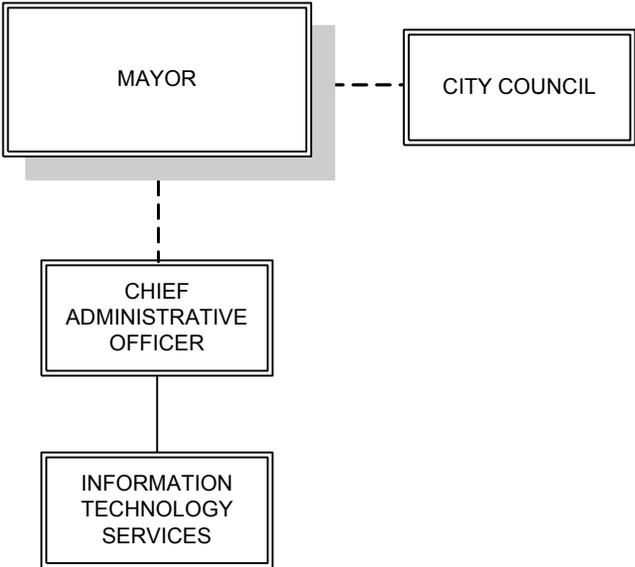
- 5) Improve response time for city services. Set goals with departments to meet response times as established in BConnected for the various service request types. Work with those departments not meeting those goals and make necessary adjustments.

6 MONTH STATUS: *CitiStat has been collecting this data and running reports through the BConnected system. For the remainder of this fiscal year we plan to share those numbers with the relevant department heads so they can better gauge their departments' performance in responding to various service requests this fiscal year. In addition, some of this information has been included in the weekly BConnected newsletters.*

GENERAL GOVERNMENT DIVISIONS
INFORMATION TECHNOLOGY SERVICES

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 INFO TECH SERVICES BUDGET DETAIL

Adam Heller
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	FY 2015 Council Adopted	Variance
01108		INFORMATION TECHNOLOGY SERVICE					
	41610	FREEDOM OF INFORMATION FEES	932	250	250	250	0
01108		INFORMATION TECHNOLOGY SERVICE	932	250	250	250	0

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01108	INFORMATION TECHNOLOGY SERVICE					
	01 PERSONNEL SERVICES	737,555	957,553	951,033	951,033	-6,520
	02 OTHER PERSONNEL SERV	11,094	21,975	21,225	16,225	-5,750
	03 FRINGE BENEFITS	209,869	271,034	366,860	366,860	95,826
	04 OPERATIONAL EXPENSES	1,070,655	1,175,000	882,701	1,074,500	-100,500
	05 SPECIAL SERVICES	751,879	777,500	777,500	742,000	-35,500
01108	INFORMATION TECHNOLOGY SERVICE	2,781,052	3,203,062	2,999,319	3,150,618	-52,444

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
ITS DIRECTOR	1.0			125,544	125,544	
SUPPORT SPECIALIST II	1.0	1.0		40,710	47,194	-6,484
NETWORK ARCHITECT	1.0			82,380	69,578	12,802
SERVER SPECIALIST	1.0			60,995	60,995	
PROJECT MANAGER OPED	1.0			78,466	91,304	-12,838
DATA ARCHITECT	1.0			82,380	82,380	
SUPPORT SPECIALIST I (35 HRS)	2.0			104,199	104,199	
SUPPORT SPECIALIST II (35 HRS)	6.0	2.0		285,054	285,054	
ENTERPRISE SERVICES MANAGER	1.0			91,305	91,305	
INFORMATION TECHNOLOGY SERVICES	15.0	3.0		951,033	957,553	-6,520

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
INFO TECH SERVICES **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
INFORMATION TECHNOLOGY SERVICES										
Network lines planned (WAN)(1)	0	0	0	0	0	0	0	0	0	0
Network lines planned (LAN)	0	200	0	0	0	270	420	150	100	100
Total connected	0	200	0	0	0	270	420	150	100	100
Connected as % of total	0	100	0	0	0	100	100	100	100	100
Hardware upgrades	0	0	52	0	125	136	0	0	0	0
Software upgrades	0	0	2	0	1	1	0	0	0	0
COMPUTER PURCHASES										
Laptops and Tablets	21	20	15	17	19	14	15	22	25	5
Desktops	27	127	166	210	176	174	175	252	127	350
Installed	48	90	166	210	176	160	160	252		
Printers	2	10	0	0	2	0	15	11	51	45
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	2,800
Completed	1,929	2,038	2,626	1,759	3,350	1,600	2,645	4,036	2,650	2,800
Completed as % of requests	100%	100%	100%	91%	66%	69%	100	100%	100%	100%
Completed within 24 hours of request	739	713	997	564	449	350	950		1,140	1,200
Outstanding	0	0	0	0	0	715	3	17	59	60
Help desk calls	1,929	2,038	2,626	1,940	2,220	2,400	2,700	4,053	2,650	2,800
AMAC PCs (2)	16	37	132	190	164	175	180	294	167	170

- (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 2014-2015 GOALS

- 1) Domain upgrade and Active Directory reconfiguration.
- 2) Upgrade Exchange.
- 3) Expand Wifi to Police Department and some Public Facilities locations.
- 4) Upgrade core to 10 Gb/sec.
- 5) Deploy unified communications.
- 6) Convert T-1 lines to city owned fiber.
- 7) Upgrade help desk software to streamline communications with ITS.
- 8) Complete upgrade of servers.
- 9) Explore virtualization of servers.
- 10) Expand mobilization of workforce.

FY 2013-2014 GOAL STATUS

- 1) Domain upgrade and Active Directory reconfiguration
6 MONTH STATUS: *postponed until FY 15.*
- 2) Upgrade Exchange
6 MONTH STATUS: *RFP in process.*
- 3) Upgrade LAN to 10 Gb/sec
6 MONTH STATUS: *Postponed to 2015.*
- 4) Reconfigure and expand wireless access
6 MONTH STATUS: *Access points ordered for Fire Department.*
- 5) Management tools implementation for mobile devices
6 MONTH STATUS: *Upgraded Blackberry Enterprise Server.*
- 6) Unified communications
6 MONTH STATUS: *In discussions with Cisco.*
- 7) Complete migration from legacy servers
6 MONTH STATUS: *50% migrated.*
- 8) Complete Windows desktop upgrades
6 MONTH STATUS: *Nearly all desktops upgraded. Police and Fire are currently being upgraded.*
- 9) Complete VoIP (Voice over Internet Protocol) rollout:
6 MONTH STATUS: *Postponed to FY 15.*
- 10) Modify back-up procedures to disk
6 MONTH STATUS: *Upgraded to ultra-high speed tape.*

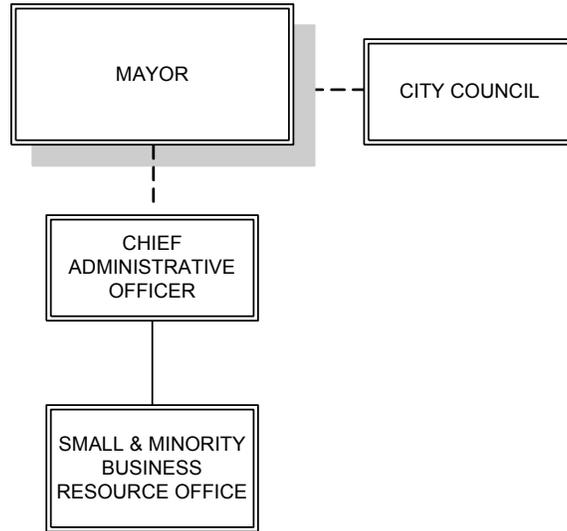
FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 INFO TECH SERVICES APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01108	INFORMATION TECHNOLOGY SERVICES							
		51000	FULL TIME EARNED PAY	737,555	956,953	951,033	951,033	-5,920
		51099	CONTRACTED SALARIES	0	600	0	0	-600
01	PERSONNEL SERVICES			737,555	957,553	951,033	951,033	-6,520
		51106	REGULAR STRAIGHT OVERTIME	169	6,000	6,000	6,000	0
		51108	REGULAR 1.5 OVERTIME PAY	0	3,000	3,000	3,000	0
		51116	HOLIDAY 2X OVERTIME PAY	0	1,000	1,000	1,000	0
		51138	NORMAL STNDRD SHIFT DIFFER	0	5,000	5,000	0	-5,000
		51140	LONGEVITY PAY	10,925	6,975	6,225	6,225	-750
		51156	UNUSED VACATION TIMEPAYOU	0	0	0	0	0
02	OTHER PERSONNEL SERV			11,094	21,975	21,225	16,225	-5,750
		52360	MEDICARE	8,446	12,097	11,557	11,557	-540
		52385	SOCIAL SECURITY	1,159	16,018	11,528	11,528	-4,490
		52504	MERF PENSION EMPLOYER CONT	81,291	119,252	124,443	124,443	5,191
		52917	HEALTH INSURANCE CITY SHARE	118,973	123,667	219,332	219,332	95,665
03	FRINGE BENEFITS			209,869	271,034	366,860	366,860	95,826
		53610	TRAINING SERVICES	906	0	0	0	0
		53720	TELEPHONE SERVICES	803,966	1,000,000	1,000,000	900,000	-100,000
		53905	EMP TUITION AND/OR TRAVEL RBM	91	1,000	1,000	500	-500
		54020	COMPUTER PARTS	90	0	0	0	0
		54550	COMPUTER SOFTWARE	3,549	0	0	0	0
		54555	COMPUTER SUPPLIES	20,458	20,000	20,000	20,000	0
		54675	OFFICE SUPPLIES	5,251	9,000	9,000	9,000	0
		55055	COMPUTER EQUIPMENT	236,344	145,000	145,000	145,000	0
		59850	INKIND-EDUCATION SUPPORT	0	0	-292,299	0	0
04	OPERATIONAL EXPENSES			1,070,655	1,175,000	882,701	1,074,500	-100,500
		56050	COMPUTER EQUIP MAINT SERVICE	238,904	210,000	210,000	210,000	0
		56055	COMPUTER SERVICES	235,831	510,000	510,000	475,000	-35,000
		56165	MANAGEMENT SERVICES	277,074	57,000	57,000	57,000	0
		59010	MAILING SERVICES	69	500	500	0	-500
05	SPECIAL SERVICES			751,879	777,500	777,500	742,000	-35,500
01108	INFORMATION TECHNOLOGY SERVICES Total			2,781,052	3,203,062	2,999,319	3,150,618	-52,444

GENERAL GOVERNMENT DIVISIONS
SMALL & MINORITY BUSINESS RESOURCE OFFICE

MISSION STATEMENT

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



FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE

BUDGET DETAIL

Deborah Caviness
 Senior Program Administrator

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Org Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01112	MINORITY BUSINESS RESOURCE OFFICE					
01	PERSONNEL SERVICES	147,560	171,635	171,635	171,635	0
02	OTHER PERSONNEL SERV	0	750	825	825	75
03	FRINGE BENEFITS	35,029	42,726	36,626	36,626	-6,100
04	OPERATIONAL EXPENSES	18,768	19,050	19,050	19,050	0
01112	MINORITY BUSINESS RESOURCE OFFICE	201,357	234,161	228,136	228,136	-6,025

PERSONNEL SUMMARY

Title	FTE	Vac	New	FY 2015	FY 2014	VARIANCE
SENIOR PROJECT MANAGER (MEB)	1.0			91,304	91,304	
ASSISTANT SPECIAL PROJECT MANAGER	1.0			48,507	48,507	
CONSTITUENT SERVICES REP.	1.0			31,824	31,824	
SMALL & MINORITY BUSINESS OFFICE	3.0			171,635	171,635	

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
 SMALL & MINORITY BUSINESS OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ESTIMATED 2013-2014
SMALL & MINORITY BUSINESS DEVELOPMENT OFFICE							
Public Awareness Events	20	22	25	30	22	45	35
Attendance at Public Awareness Events	698	575	750	811	265	1,062	350
Total Number of people impacted by programming	825	700	925	650	200		300
New Businesses Registered	127	70	75	92	85		100
African American Businesses	74	50	50	65	49		75
Hispanic Businesses	23	10	25	16	26		25
Women Owned Businesses	30	17	15	35	28		50
<i>Value of Contracts Awarded</i>							
Contracts Awarded for Physical Development Projects	\$30,951,449	\$17,720,851	unknown	\$13,464,905			
Prime: Minority & Women-Owned Businesses	\$14,641,468	\$2,277,123	unknown	\$4,137,916			
Subcontracts: Minority & Women-Owned Businesses	\$ 7,515,757	\$4,587,825	unknown	\$3,354,670			

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

FY 2014-2015 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 2013-2014 GOAL STATUS

- 1) To identify and enroll local Bridgeport-based businesses.
6 MONTH STATUS: *Work in progress, recommendations will be forward to the City Council for review and consideration.*
- 2) Continue to provide educational workshops/seminars to build capacity of small, minority and women-owned businesses.
6 MONTH STATUS: *We work with the SBA (Small Business Administration), SBDC (Small Business Development Centers), Score (Service Corps of Retired Executives, Counselors to America's Small Business), The Workplace-CT Step-up (Subsidized Training and Employment Program) to provide educational workshops/seminars. In 2013, The Small & Minority Business Resource Office (SMBRO) hosted 45 workshops/pre-bid conferences/networking events with 1,062 attendees.*
- 3) Increase partnerships and resources to accommodate training requests to prepare contractors for upcoming projects.
6 MONTH STATUS: *The Small & Minority Business Resource Office continues to work very closely with the Hispanic Chamber of Commerce and Greater Bridgeport Latino Network to identify Hispanic businesses to make certain they are aware of services available and contracting opportunities. Currently the Small & Minority Business Resource Office hosts Capacity Building Workshops for Hispanic Businesses and sponsors the Hispanic Business Expo, which is scheduled for September 26, 2014.*
- 4) Work with Purchasing Department to increase establish bid threshold to expedite bid process.
6 MONTH STATUS: *Work in progress, recommendations will be forwarded to the City Council for review and consideration.*
- 5) Work with local developers to expand contracting opportunities for small, minority and women-owned businesses.
6 MONTH STATUS: *In 2013, the Small & Minority Business Resource Office worked with private developers (Haynes Construction, Eaton Enterprises) and Bridgeport Neighborhood Trust on housing projects/new construction/rehabilitation to increase contracting opportunities for local contractors. (Haynes Construction, Eaton Enterprises) The Small & Minority Business Resource Office will continue to work closely with OPED and Housing and Community Development to identify potential contracting opportunities with local developers.*

FY 2014-2015 ADOPTED GENERAL FUND BUDGET
SMALL & MINORITY BUSINESS OFFICE PROGRAM HIGHLIGHTS/APPROPRIATIONS

- 6) Work with BEDCO to implement Minority Bonding Program.
6 MONTH STATUS: *The Bonding Program was recently approved by the State's Bond Commission and the Small & Minority Business Resource Office will work with the Community Capital Fund (fiduciary) and the Greater New England Minority Supplier Development Council (outreach, marketing and training provider) to recruit qualified contractors for the program, which is scheduled to being in April-May.*

APPROPRIATION SUPPLEMENT

Org# / Cat #	Org / Category Description	Object Code	Object Description	FY 2013 Actuals	FY 2014 Budget	2015 Mayor Proposed	2015 Council Adopted	Variance inc/(dec)
01112	MINORITY BUSINESS RESOURCE OFFICE							
		51000	FULL TIME EARNED PAY	147,560	171,635	171,635	171,635	0
01	PERSONNEL SERVICES			147,560	171,635	171,635	171,635	0
		51140	LONGEVITY PAY	0	750	825	825	75
		51156	UNUSED VACATION TIMEPAYOU	0	0	0	0	0
02	OTHER PERSONNEL SERV			0	750	825	825	75
		52360	MEDICARE	2,194	2,466	2,500	2,500	34
		52385	SOCIAL SECURITY	0	1,973	1,973	1,973	0
		52504	MERF PENSION EMPLOYER CONT	17,348	22,410	22,420	22,420	10
		52917	HEALTH INSURANCE CITY SHARE	15,487	15,877	9,733	9,733	-6,144
03	FRINGE BENEFITS			35,029	42,726	36,626	36,626	-6,100
		53605	MEMBERSHIP/REGISTRATION FEES	1,000	1,000	1,000	1,000	0
		53705	ADVERTISING SERVICES	4,000	4,000	4,000	4,000	0
		53750	TRAVEL EXPENSES	1,067	900	1,375	1,375	475
		54675	OFFICE SUPPLIES	9,026	10,306	9,000	9,000	-1,306
		55150	OFFICE EQUIPMENT	3,675	2,844	3,675	3,675	831
04	OPERATIONAL EXPENSES			18,768	19,050	19,050	19,050	0
01112	MINORITY BUSINESS RESOURCE OFFICE Total			201,357	234,161	228,136	228,136	-6,025