

**AGENDA**

**CITY COUNCIL MEETING**

**MONDAY, APRIL 1, 2024**

**7:00 p.m.**

**CITY COUNCIL CHAMBERS, CITY HALL - 45 LYON TERRACE**

**BRIDGEPORT, CONNECTICUT 06604**

Prayer

Pledge of Allegiance

Roll Call

**MINUTES FOR APPROVAL:**

Approval of City Council Minutes: March 4, 2024

**COMMUNICATIONS TO BE REFERRED TO COMMITTEES:**

- 61-23** Communication from Public Facilities re: Proposed Resolution regarding the 2024 “First” Round of City Sidewalk Repair Pilot Program, referred to Public Safety and Transportation Committee.
- 62-23** Communication from Mayor re: Proposed General Fund Operating Budget for Fiscal Year 2024-2025, referred to Budget and Appropriations Committee.
- 63-23** Communication from City Attorney re: (Ref. #58-23) Proposed Request to Appropriate Funds for the Senior Paralegal Position in the City Attorney’s Office, referred to Budget and Appropriations Committee.

**MATTERS TO BE ACTED UPON (CONSENT CALENDAR):**

- \*39-23** Ordinance Committee Report re: Amendments to the Municipal Code of Ordinances, Chapter 3.16 – Property Taxes, amend Article II – Real Property Tax Relief for Senior Citizens, Section(s) 3.16.110 – Real Property Tax Relief and Maximum & 3.16.120 – Application for Real Property Tax Relief.
- \*50-23** Ordinance Committee Report re: Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers’ Salaries, amend Section 2.36.010 – Officers’ and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection *Executive Appointed Officials* at grade 8 to the subsection *Chief Appointed Officials* at grade 9a.
- \*53-23** Miscellaneous Matters Committee Report re: Settlement of Pending Litigation in the Matter of Emilia Charles v. City of Bridgeport – Docket No. FBT-CV-21-6110594-S.
- \*57-23** Miscellaneous Matters Committee Report re: Resolution concerning Succession Planning for Critical Departments.

**MATTERS TO BE ACTED UPON (CONSENT CALENDAR) CONTINUED:**

- \*58-23** Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Senior Paralegal Position pursuant to Municipal Charter Chapter 17, Section 206(d).
- \*59-23** Miscellaneous Matters Committee Report re: Approval to update the Job Description of the Classification of Deputy Fire Chief Administration and Operations pursuant to Civil Service Rule IX, Sec. 3.
- \*60-23** Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Deputy Fire Chief Executive Officer Position pursuant to Municipal Charter Chapter 17, Section 206(d).
- \*47-23** Contracts Committee Report re: Assignment of Tax Liens for Fiscal Year 2023-2024.

**ROLL CALL VOTE ITEMS:**

- \*51-23** Miscellaneous Matters Committee Report re: Appointment of Rosa Franco (D) to the Board of Parks Commission.

**MATTERS TO BE ACTED UPON:**

- 46-23** Miscellaneous Matters Committee Report re: Resolution calling for Rescission of Item No. 20-23, (Resolution calling for an Immediate De-escalation and Permanent Ceasefire in Israel, Gaza, and the West Bank) Based upon Violations of Applicable Procedural Rules and Violations of Fundamental Principles of Parliamentary Law, **DENIED**.



THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON MONDAY, APRIL 1, 2024 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 45 LYON TERRACE, BRIDGEPORT, CT 06604.

<b>NAME</b>	<b>SUBJECT</b>
1.) Dr. Khaled Elleithy BICC 703 State Street Bridgeport, CT 06604	Ceasefire.
2.) John Marshall Lee 30 Beacon Street Bridgeport, CT 06605	Finances & Governance.
3.) Bonna Sue Burt-Greenberg 615 Wayne Street Bridgeport, CT 06606	Cease Fire Resolution regardless of status because of its passing and Quality of life Issues.
4.) Gary Jones Jewish Federation of Greater Fairfield 2400 Park Avenue Bridgeport, CT 06604	Motion to Rescind Ceasefire Resolution.
5.) Carin Savel Jewish Federation 4200 Park Avenue Bridgeport, CT 06604	Resolution for Peace.
6.) Deborah M. Weiss 2625 Park Avenue Bridgeport, CT 06604	Recission of Gaza resolution.
7.) Lisa Becker Jewish Federation of Greater Fairfield County 4200 Park Avenue Bridgeport, CT 06604	Ceasefire Resolution.
8.) Nancy Rice 66 Harbor Avenue Bridgeport, CT 06605	Ceasefire Resolution.
9.) Muhsen Youssef 125 Kossuth Street Bridgeport, CT 06608	Ceasefire Resolution.
10.) Mohammad Shaham 866 Beechmont Avenue Bridgeport, CT 06606	Ceasefire Resolution.

**CITY COUNCIL MEETING  
PUBLIC SPEAKING FORUM  
MONDAY, APRIL 1, 2024  
City Council Chambers, City Hall  
45 Lyon Terrace  
Bridgeport, CT 06604**

**CALL TO ORDER**

City Council President, Aidee Nieves called the Public Speaking session of the City Council to order at 6:32 p.m.

Council President Nieves welcomed everyone to the public speaking session, read the rules for public speaking, and noted that comments are to be civil and respectful of all those in attendance, and must adhere to the three-minute time limit. She asked the crowd to clear the aisles and to please find seats, and noted there was available seating throughout the chambers.

**ROLL CALL**

City Clerk, Lydia Martinez called the roll. Eighteen (18) members were present, two (2) members were absent (McCarthy, Castillo). There was a quorum present.

- 130<sup>th</sup> District:** Scott Burns
- 131<sup>st</sup> District:** Jorge Cruz, Tyler Mack
- 132<sup>nd</sup> District:** Dasha Spell, Rolanda Smith
- 133<sup>rd</sup> District:** Aikeem Boyd, Jeanette Herron
- 134<sup>th</sup> District:** Michelle Lyons
- 135<sup>th</sup> District:** Mary McBride-Lee, Richard Ortiz
- 136<sup>th</sup> District:** Alfredo Castillo, Frederick Hodges
- 137<sup>th</sup> District:** Aidee Nieves, Maria Valle
- 138<sup>th</sup> District:** Jazmarie Melendez
- 139<sup>th</sup> District:** Eneida Martinez, Ernest Newton

RECEIVED  
CITY CLERKS OFFICE  
24 APR -5 AM 2:47  
ATTEST  
CITY CLERK

The following persons have requested permission to address the City Council on Monday, April 1, 2024 at 6:30 p.m. in the Council Chambers, City Hall, 45 Lyon Terrace, Bridgeport, Connecticut:

There was a total of eleven speakers, ten were registered to speak, one speaker was absent, two speakers had signed up on the sign-up sheet, and were called to come forward to speak.

Public comments made are summarized as follows:

1. **Dr Khaled Elleithy** addressed the Council and excerpts of his statement are as follows:

After three months, we are back at the City Council to discuss a resolution to rescind the original resolution based on false claims. The adopted resolution was softer language than the earlier version that Rabbi Evan Schultz of Congregation B'nai Israel, Bridgeport, approved word by word. Bridgeport City Council made a historical resolution on January 2... This resolution will be written in the history books. You should be proud of it, first, as a human being and then as a City Council member. Dear Council Members, you took an ethical position by adopting a ceasefire resolution on January 2nd. Don't be threatened by the economic embargo called by some developers. Don't be intimidated by false claims that can easily be refuted. Thank you for your time and commitment to the well-being of the City of Bridgeport. We are all proud of the City Council

2. **John Marshall Lee** addressed the Council and excerpts of his statement are as follows:

Where does freedom of faith, ability to speak and gather freely, right to vote, or participate in governance activities like speaking to a City Council factor into this assessment of personal democratic liberties? Your priorities? Legislative representatives on both national and state levels we are asked a question: How did the judicial system respond to narratives accusing the election system of corruption? Where do you go to find facts and information to get the truth about taxes, budgets, schools, and important health and safety issues? Where do we hold community conversations, where people seek a place at the table, to be respected, welcomed, and listened to in turn so that all may learn with a right to speak in turn? Time will tell.

3. **Bonna Sue Burtt-Greenberg** addressed the Council, excerpts of her statement are as follows:

Cease Fire Resolution ..I am here today resolution that was passed in December...the realities of war are harsh and for those of us looking in from the sidelines we want to make it end but what I don't understand is the narrative that is outlined in the provision of the resolution that don't take into account, for the City Council to have passed the resolution in manner that it did didn't take in all of the issues. The City Council doesn't have a full understanding of Israel. to my dismay it appears that I am not welcome here as a Jew in part because of the city council didn't consult the Rabbis, Congregation Presidents, or the Chief Executive Officer--leaders of the vibrant Jewish community here in Bridgeport that is representative of the majority of mainstream prior to introducing-passing resolution 20-23 and because speakers have said what Jewish speakers have.

4. **Gary Jones** addressed the Council and excerpts of his statement are as follows:

I am here today to ask the City Council for consideration to rescind Resolution 20-23 that was passed in December...the realities of war are harsh and for those of us looking in.

We want to make it end but what I don't understand is the narrative that is outlined in the provision of the resolution that don't take into account what has gone on before October 7th 2024...there have been many solutions that offer a two-state solution. Activities have been pressing to have town and city councils approve ceasefire resolutions in our state and across the country and have experienced division and rancor and have found it much more difficult to address other issues that are important to their communities.

5. **Carin Savel** addressed the Council, excerpts of her statement are as follows:

Let us not forget the countless efforts made by individuals and organizations around the world who tirelessly advocate for peace in the region. Their voices must be heard, and their work must be supported. We owe it to them, and to the generations to come, to do everything in our power to end this cycle of violence and build a future where all people can live in dignity and security. The time for action is now. We cannot afford to wait any longer while innocent lives are lost and futures are destroyed. Let us stand together and demand an immediate ceasefire in Gaza. Let us show the world that compassion and humanity will always prevail over violence and hatred... the rest of my time to be a moment of silence for the lives that have been lost both in Gaza, and once again for U.S Airforce member, Aaron Bushnell.

6. **Deborah Weiss** addressed the Council, excerpts of her statement are as follows:

Mayor Ganim to the press about the approved resolution: "Even in a small place like Bridgeport, a loud voice of Muslim and Jewish leaders who come together and say we want to end the violence. It's a very important statement." However, his statement was false. Here is the truth from Rabbi Schultz, Bnai Israel, about what actually occurred on January 2nd at the Bridgeport City Council meeting.

While attending the meeting, Tom Gaudett, Ganim's Deputy chief-of-staff, approached us asking that we leave the public audience. He led the two of us and five members of the Muslim community into a private room. Soon after we entered the room, Ganim, President Nieves, and council members entered, We did not request this meeting, nor have any advance knowledge.

When asked if we were comfortable with the language of the proposed "ceasefire resolution," we replied that the language was problematic and the resolution was onesided and flawed; we stressed the Jewish community's lack of prior knowledge about the resolution, urging that it be tabled to allow for meaningful input. We made it clear that we couldn't represent the entire Jewish community; were vastly outnumbered, pressured to provide immediate input, and continually interrupted. The members of the Islamic community and some of the city council



members argued they had been working on the resolution for months and that the hundreds of supporters present that night would be "very upset" if the resolution was not passed. 5. We reiterated our objections numerous times, Ganim and Nieves acknowledged the need for more time, they yielded to pressure from the assembly room crowd, disregarding our objections and the absence of genuine collaboration, then gave us a 15-minute ultimatum to suggest edits to the text, otherwise the resolution would move forward 'as is.' The message was clear-this resolution was passing one way or another additional community members joined and in this tense atmosphere we hastily proposed edits, but substantive changes were outright rejected by the others in the room.

7. **Lisa Becker** addressed the Council, excerpts of her statement are as follows:

Asking the city council to vote this evening supporting 46-23 which will rescind the Non-Binding Resolution, 46-23, calling for an immediate ceasefire in Gaza. I am thankful that the Miscellaneous Matters Committee took the time to revisit and consider this rescission of the resolution and now it is up to the cities but what has this resolution done for the City of Bridgeport? week after week we continue to see the anger, resentment and polarization within the Muslim and Jewish communities residing in Bridgeport.

I can't say it enough that international affairs do not belong in local politics. This resolution has widened the schism of alienation between ethno-religious groups where there should be understanding and cooperation for the mutual good and recognize that this ceasefire has no place in existence in the city of Bridgeport. I ask you to no longer continue to divide us but bring us back together. I ask that you recognize Hamas as the problem and the instigator for both sides, and I ask you to vote 46-23, to rescind resolution 20-23.

8. **Nancy Rice** addressed the Council, excerpts of her statement are as follows

Bridgeport should be proud that a ceasefire resolution was passed. I commend Councilmember Melendez and all those who support bringing peace to Gaza. As some council members stated, other non-binding resolutions have passed, and current situation is certainly an appropriate time for this one. Thankfully the motion to rescind was unsuccessful and no evidence was brought forward to show that anything improper occurred. The full council should accept that tonight. I hope that the Israeli hostages are returned safely. I hope that the thousands of kidnapped Palestinians in Israeli prisons are freed as well, many of whom Amnesty Int'l and Human Rights Watch confirm are held without charges and are victims of humiliation, torture, and beatings. I am energized as I witness people exercising their First Amendment right to speak up for those in another land who are asking the world to let their truth be known. It is also encouraging to see young people who are learning by example to take action and challenge injustice for those near and far. This ceasefire resolution has brought people together, allowing for discussions and the

planting of seeds of truth locally which will bring about change on other levels and in other places.

9. **Muhsen Youssef** was not in attendance.

10. **Jasmine Shaham** addressed the Council and excerpts of her statement are as follows:

Time and time again i stand in front of you guys to explain why we should call for a ceasefire, Now I have to again to tell you guys we shouldn't repeal this Ceasefire resolution. Some say this has to do with religion and how this is what is separating the two parties, this has nothing to do with religion, this is to do with being human and if you are human then you would dismiss this nonsense and keep the ceasefire resolution, a real sign of peace.

11. **Yaser Al-Hameed** addressed the Council and excerpts of his statement are as follows:

Today, we stand witness to yet another tragic chapter in the ongoing conflict in Gaza. As we gather here, it is imperative that we raise our voices and call for an immediate ceasefire. First and foremost, let us remember the human cost of this conflict.

Council President Nieves closed the public session at 7:09 p.m. and called for a five-minute recess prior to the start of the Council meeting.

**CITY OF BRIDGEPORT**  
**CITY COUNCIL MEETING**  
**MONDAY, APRIL 1, 2024**

**7:00 PM**

**City Council Chambers, City Hall - 45 Lyon Terrace**  
**Bridgeport, Connecticut**

**CALL TO ORDER**

President Aidee Nieves called the meeting to order at 7:20 p.m.

**PRAYER**

President Aidee Nieves asked council member McBride-Lee to lead the assembly in prayer.

**PLEDGE OF ALLEGIANCE**

President Aidee Nieves asked council member Mack to lead the pledge of allegiance.

**ROLL CALL**

City Clerk, Lydia Martinez called the roll. Eighteen (18) members were present, two (2) members were absent (McCarthy, Castillo). There was a quorum present.

- 130<sup>th</sup> District:** Scott Burns, Matthew McCarthy (absent)
- 131<sup>st</sup> District:** Jorge Cruz, Tyler Mack
- 132<sup>nd</sup> District:** Dasha Spell, Rolanda Smith
- 133<sup>rd</sup> District:** Aikeem Boyd, Jeanette Herron
- 134<sup>th</sup> District:** Michelle Lyons, AmyMarie Vizzo-Paniccia
- 135<sup>th</sup> District:** Mary McBride-Lee, Richard Ortiz
- 136<sup>th</sup> District:** Alfredo Castillo (absent), Frederick Hodges
- 137<sup>th</sup> District:** Aidee Nieves, Maria Valle
- 138<sup>th</sup> District:** Jazmarie Melendez, Maria Periera
- 139<sup>th</sup> District:** Eneida Martinez, Ernest Newton

**Moment of Silence**

Mayor Ganim acknowledged the following members that asked for a moment of silence:

Council Member McBride Lee asked for a moment of silence in memory of T.W. Plummer an active member of the Bridgeport Community that passed away. Council Member Vizzo-Paniccia Newton gave a tribute to Josephine Lupino; Council Member Lyons gave a tribute to Patty Gulfino.

Council Member Newton acknowledged the two individuals who passed away on the East Side and all those that are suffering and have perished in Israel and Gaza; Council Member Cruz asked to add Joe Liberman to the names of those in memoriam.

**MINUTES FOR APPROVAL**

Approval of City Council Minutes: March 4, 2024

- \*\* COUNCIL PRESIDENT NIEVES MOVED TO APPROVE THE MINUTES OF MARCH 4, 2024.**
- \*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**
- \*\* THE MOTION PASSED WITH SEVENTEEN VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (PEREIRA).**

**COMMUNICATIONS TO BE REFERRED TO COMMITTEES:**

- 61-23 Communication from Public Facilities re: Proposed Resolution regarding the 2024 “First” Round of City Sidewalk Repair Pilot Program, referred to Public Safety and Transportation Committee.
- 62-23 Communication from Mayor re: Proposed General Fund Operating Budget for Fiscal Year 2024- 2025, referred to Budget and Appropriations Committee.
- 63-23 Communication from City Attorney re: (Ref. # 58-23) Proposed Request to Appropriate Funds for the Senior Paralegal Position in the City Attorney ’s Office, referred to Budget and Appropriations Committee.

- \*\* COUNCIL MEMBER MARTINEZ MOVED FOR ITEMS 61-23, 62-23, 63-23 COMMUNICATIONS, PETITIONS, AND RESOLUTIONS TO BE REFERRED TO COMMITTEES.**
- \*\* COUNCIL MEMBER HERRON SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**



**MATTERS TO BE ACTED UPON (CONSENT CALENDAR):**

39-23 Ordinance Committee Report re: Amendments to the Municipal Code of Ordinances, Chapter 3.16 – Property Taxes, amend Article II – Real Property Tax Relief for Senior Citizens, Section( s) 3.16.110 – Real Property Tax Relief and Maximum & 3.16.120 – Application for Real Property Tax Relief.

\*50-23 Ordinance Committee Report re: Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers’ Salaries, amend Section 2.36.010 – Officers’ and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection Executive Appointed Officials at grade 8 to the subsection Chief Appointed Officials at grade 9a.

***\*Council Member Burns requested Item 50-23 to be removed from the Consent Calendar.***

\*53-23 Miscellaneous Matters Committee Report re: Settlement of Pending Litigation in the Matter of Emilia Charles v. City of Bridgeport – Docket No. FBT-CV-21- 6110594- S.

***\*Council Member Pereira requested Item 53-23 to be removed from the Consent Calendar.***

57-23 Miscellaneous Matters Committee Report re: Resolution concerning Succession Planning for Critical Departments.

58-23 Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Senior Paralegal Position pursuant to Municipal Charter Chapter 17, Section 206(d).

59-23 Miscellaneous Matters Committee Report re: Approval to update the Job Description of the Classification of Deputy Fire Chief Administration and Operations pursuant to Civil Service Rule IX, Sec. 3.

60-23 Miscellaneous Matters Committee Report re: Approval to Establish the New Job Description of the Classification and Specifications for the Deputy Fire Chief Executive Officer Position pursuant to Municipal Charter Chapter 17, Section 206(d).

\*47-23 Contracts Committee Report re: Assignment of Tax Liens for Fiscal Year 2023- 2024.

***\*Council Member Pereira requested Item 47-23 to be removed from the Consent Calendar.***

The following items were removed from the Consent Calendar to Matters be Acted Upon:

**50-23 Ordinance Committee Report** re: Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers’ Salaries, amend Section 2.36.010 – Officers’ and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection Executive Appointed Officials at grade 8 to the subsection Chief Appointed Officials at grade 9a.

Council Member Boyd read the item and explained this was vetted through Committee with the addition of the position of Deputy.

- \*\* COUNCIL MEMBER BOYD MOVED TO APPROVE ITEM 50-23.**
- \*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**
- \*\* THE MOTION PASSED WITH THIRTEEN VOTES IN FAVOR, TWO OPPOSED (BURNS, PERIERA) AND NO ABSTENTIONS.**

**53-23 Miscellaneous Matters Committee Report** re: Settlement of Pending Litigation in the Matter of Emilia Charles v. City of Bridgeport – Docket No. FBT-CV-21- 6110594- S.

- \*\* COUNCIL MEMBER VIZZO-PANICCIA MOVED TO APPROVE ITEM 53-23.**
- \*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**
- \*\* THE MOTION PASSED WITH SEVENTEEN VOTES IN FAVOR, ONE OPPOSED (PERIERA) AND NO ABSTENTIONS.**

**47-23 Contracts Committee Report** re: Assignment of Tax Liens for Fiscal Year 2023- 2024.

- \*\* COUNCIL MEMBER HERRON MOVED TO APPROVE ITEM 47-23.**
- \*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**
- \*\* THE MOTION PASSED WITH SEVENTEEN VOTES IN FAVOR, ONE OPPOSED (PERIERA) AND NO ABSTENTIONS.**

**ROLL CALL VOTE ITEM:**

51-23 Miscellaneous Matters Committee Report re: Appointment of Rosa Franco (D) to the Board of Parks Commission.

During the roll call Council Member Valle passed on her vote, then asked why this item was a roll call vote item. Mayor Ganim replied that because it was an appointment, it was required to be approved by roll call vote.

- \*\* COUNCIL MEMBER VIZZO-PANICCIA MOVED TO APPROVE ITEM 51-23.**
- \*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY  
THE ROLL CALL VOTE WAS UNANIMOUS.**

**\*\*COUNCIL MEMBER HERRON MOVED TO SUSPEND THE RULES TO ADD THE FOLLOWING ITEM TO THE AGENDA:**

56-23 Report re: Professional Services Agreement with Berry, Dunn, McNeil and Parker, LLC to perform a Permitting Process Study for City Departments.

**\*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**

**\*\* THE MOTION TO ADD ITEM 56-23 TO THE AGENDA PASSED WITH SEVENTEEN VOTES IN FAVOR, ONE OPPOSED (PERIERA) AND NO ABSTENTIONS.**

**56-23 Report re: Professional Services Agreement** with Berry, Dunn, McNeil and Parker, LLC to perform a Permitting Process Study for City Departments.

Council Member Newton explained this study was done to provide services to better serve the City with technology to improve efficiency of operations of departments.

**\*\* COUNCIL MEMBER HERRON MOVED TO APPROVE ITEM 56-23.**

**\*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**

**\*\* THE MOTION TO APPROVE ITEM 56-23 PASSED WITH SEVENTEEN VOTES IN FAVOR, ONE OPPOSED (PERIERA) AND NO ABSTENTIONS.**

Mayor Ganim announced the next and final item was Item 46-23 and that Council Member Boyd would introduce the item. Mayor Ganim thanked members of the public for complying with rules for public comment and reminded them that upon the outcome to peacefully leave the City Hall. He asked members of the Council that wished to speak on the item will have an opportunity to speak and asked all to be mindful, sensitive, and respectful to all as we go through this process.

Council Member Boyd clarified that a vote of 'yes' is to keep the resolution in place, and a vote of 'no' rescinds the resolution.

46-23 Miscellaneous Matters Committee Report re: Resolution calling for Rescission of Item No. 20-23, (Resolution calling for an Immediate De-escalation and Permanent Ceasefire in Israel, Gaza, and the West Bank) Based upon Violations of Applicable Procedural Rules and Violations of Fundamental Principles of Parliamentary Law, DENIED.



**\*\* COUNCIL MEMBER BOYD MOVED TO DENY ITEM 46-23 MISCELLANEOUS MATTERS COMMITTEE REPORT RE: RESOLUTION CALLING FOR RESCISSION OF ITEM NO. 20-23**

**\*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**

Mayor Ganim acknowledged those with indicator lights on to speak on this matter prior to the vote and all will have an opportunity to have the floor, as follows:

Council Member Jorge Cruz spoke that this resolution is a call for peace, yet it has created a lot of anger. He expressed his disappointment that once a resolution is passed, it is wrong for another council member to bring a case to rescind after efforts of individuals, it is uncalled for and disrespectful to go back and rescind the resolution. He referred to the history of those that came across the ocean to our land that escaped suffering to come to our country. It breaks his heart to hear of the violence and suffering. He added that it is essential to keep the resolution for the City residents of all faiths to have a voice of support of the religious community to have a profound impact and for the City to come together, to touch our minds and open our hearts and have a willingness to work together to call for action for peace and a cease fire.

Council Member Vizzo-Paniccia noted that she remains of the position of when it first came to use that this should have been in letter form not resolution. She feels it is not within the scope of this Council or of a municipal governing board and the process did not have full consideration for a fair and united Council to bring an item of federal and international matter such as this cease fire. She added that it was not City of Bridgeport business to propose action on this matter of federal legislation and international affairs. She will vote no to rescind the resolution, and the City and Council should be more united and a letter is more impactful on this matter.

Council Member Lyons spoke on this as an effort to have a non-binding resolution while it is not part of municipal business, resolutions like this have been done in the past. She asked that both sides agree that we have language on both sides revised for fair and equitable conditions and obligation to the community at large and he has not seen the changes in wording of this resolution of support sends a message that this is what we should do to come together and be unified not divided. She wants both sides to agree to the terms and wording of the resolution in support of the community and citizens.

Council Member Newton spoke that the issue at the crux of this matter is human life and he quoted Dr. Martin Luther King that for good men to prevail to do nothing, yet in Genesis we just celebrated resurrection for peace of all mankind. The loss of life and murder is wrong on both sides and while this resolution may not have the clout to end the crisis, this is something that has been done for a ceasefire during a crisis of such magnitude. As a City Council we need to have a voice and to support the City residents that are calling for action and we believe in a God of

understanding that we are all in this together. His ancestors were slaves and were lynched and he wished there was someone to stand up to say it was wrong back then to call for an end of violence. We need to unite a call for peace and end of suffering of children and all for ceasefire.

Council Member Herron spoke on this as an effort to call for peace, and while it is not part of municipal business, resolutions like this have been done in the past. She added that we have an obligation to the community at large and this resolution of support sends a message to the White House that this is what all cities should do to appeal to the federal legislators to call for a cease fire, and support the City of Bridgeport community and citizens.

Council Member Herron spoke that we've been discussing this 'feel-good' resolution for months and this in response to a call for peace and amidst death of innocent lives that continues to accelerate, it is essential to support the resolution from religious community to call for action of a cease fire, we need to come together.

Council Member McBride-Lee spoke on the importance to not change sides and call for a cease fire on all sides and the importance of just having the death and destruction to stop. This resolution is in response to a call for peace and amidst death of innocent lives that continues to be our right of what we feel it is essential to send this on to the City Council for all to have a voice of support of the religious community to send this to the federal government a call for action of a cease fire. She affirmed what Council Member Newton had to say that also her ancestors were slaves and were lynched and he wished there was someone to stand up to say it was wrong back then to call for an end of violence. She noted that all of you that have showed up are commended to be here, but she has not seen them before, and hopes they will continue to be a part of the unification of the City. We need to unite a call for peace and end of suffering of children and all for ceasefire.

Council Member Hodges spoke on this as an effort to call for peace, and human life is what is stake what ceasefire means as a suspension of violence. He added that we have an obligation to the community at large and this resolution of support sends a message of what we should do to save human life to call for a cease fire.

Council Member Burns spoke and affirmed his initial position that while the conflict between is deeply concerning, it is an international matter that is very complex and not under the purview of the Bridgeport City Council. Thus, our potentially taking a position on the issue perhaps distracts us from the critical work this city faces. Our federally elected officials hold the responsibility of taking up such issues, and we as municipal government are limited in local issues, and this is not within our purview, and it is important to come back to what is under our control. He is horrified at what is happening, but there is very little we can do to have an impact and he acknowledges those public discourses, but he wants to support efforts or letters that show what can be done.

Council Member Dasha Spell spoke on the positive impact that this community has shown by coming together in an effort to call for peace, with young people advocating for their beliefs and only two police matters taking place over these past few months. She read from the dictionary what ceasefire means as a suspension of violence. She feels the pain of all that while it is not part of municipal business, it is so important to keep this resolution and there is still work to be done and suggested to have all local religious leaders come together, as we have an obligation to the community at large to end this hostility and she supports this resolution as a show of support.

Mayor Ganim noted there was a motion on the floor and he called for a roll call vote on the motion to deny item 46-23.

**\*\* COUNCIL MEMBER BOYD MOVED TO DENY ITEM 46-23 MISCELLANEOUS MATTERS COMMITTEE REPORT RE: RESOLUTION CALLING FOR RESCISSION OF ITEM NO. 20-23**

**\*\* COUNCIL MEMBER MARTINEZ SECONDED THE MOTION.**

**\*\* THE MOTION TO DENY ITEM 47-23 PASSED WITH FOURTEEN VOTES IN FAVOR, (CRUZ, MACK, SPELL, SMITH, BOYD, HERRON, MCBRIDE-LEE, ORTIZ, HODGES, NIEVES, VALLE, MELENDEZ, MARTINEZ, NEWTON) FOUR OPPOSED (BURNS, LYONS, VIZZ0-PANICCIA, PEREIRA) AND NO ABSTENTIONS.**

#### ADJOURNMENT

**\*\* COUNCILMEMBER MARTINEZ MOVED TO ADJOURN.**

**\*\* COUNCIL MEMBER HERRON SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:22 pm.

Respectfully submitted,

Telesco Secretarial Services



OFFICE OF THE  
**DEPARTMENT OF PUBLIC FACILITIES**

999 BROAD STREET  
BRIDGEPORT, CT 06604  
TELEPHONE (203) 576-7130

**JOSEPH P. GANIM**  
Mayor

**LUIS BURGOS**  
Director, Public Facilities

March 22, 2024

TO: Frances Ortiz  
City Clerk's Office

FOR: City of Bridgeport City Council

---

Please forward the attached Resolution and Exhibit A to the members of the City Council for their review and referral to the Public Safety & Transportation Committee, per the "Resolution Regarding Sidewalk Repair Pilot Program".

Thank you,

Luis Burgos, Director of Public Facilities

LB:adp

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Cc: Angel DePara, Public Facilities  
Michael Jankovsky, Office of the City Attorney  
Luis Burgos, Public Facilities  
Aaron Curry, Public Facilities



RESOLUTION

WHEREAS, numerous sidewalks in the City of Bridgeport ("City") are in varying states of disrepair; and

WHEREAS, the City can be held liable under certain circumstances for injuries which may occur due to disrepair of sidewalks; and

WHEREAS, the City has the right to force sidewalk repairs and recoup from the homeowner 100% of the costs of the repair; and

WHEREAS, the Administration desires to continue its efforts to make the City a safer place for its citizens and visitors to live and work; and

WHEREAS, the City desires to engage in an aggressive and protective pilot program to have sidewalks repaired; and

WHEREAS, on May 1, 2017, the City Council passed a resolution which stated:

NOW, THEREFORE, in furtherance of the public safety and the need for a City-wide program to repair these sidewalks in a progressive, fair, deliberate manner and in accordance with the available funding, it is hereby RESOLVED by the City Council, in support and approval of the pilot program, that the City proceed with sidewalk repair pilot program and to the extent the City causes participants' sidewalks to be repaired, to absorb fifty (50%) percent of the cost of the same, apply such Senior Citizen and Social Security Disability credits as may be applicable, and should the actual costs NOT exceed 110% of the estimates set forth to the Council in advance, the City Council will approve and accept then filing of the appropriate lien(s) against the respective property(ies), providing, however, the City is not hereby authorized to pursue a foreclosure on a sidewalk repair lien, but rather should await payment from the affected owners, mortgagees, insurance companies, or through a sale of the subject parcel; and

WHEREAS, the approval of the Program was contingent on the Department of Public Facilities causing periodic lists of anticipated sidewalk repairs and estimate costs to be submitted to the Council for permission to lien those parcels in the event that the City causes said repairs to be made and should respective homeowner(s) fail to pay the remaining invoice within thirty (30) days of mailing of the invoice (the City may, prior to completing the repair, work out a payment arrangement with the homeowner as exigencies may require); and

WHEREAS, the City has compiled this list for 2023 which is attached hereto and made a part hereof as Exhibit A.



2024 First Round of City Sidewalk Repair Program list of repairs.

NOW THEREFORE, pursuant to the approved Sidewalk Repair Pilot Program, it is hereby RESOLVED BY THE CITY COUNCIL, that the City proceed with the repairs set forth in Exhibit A and it is further RESOLVED that if any of the homeowners participating in the Program fail to pay their fifty (50%) percent within the allotted time and/or fail to work out and adhere to an approved payment schedule, the City Council hereby approves the filing of a lien on those respective parcels for actual cost of repairs, but in no event more than 10% more than the estimates set forth in Exhibit A, but also NOT foreclose or sell such sidewalk repair liens as per the Program's initial approval.

## Sidewalk Repair PILOT Program - Cost Estimates

St #	St Address	Zip	Owner First	Owner Last	Homeowner	COB	Total
54	Adam Street	06607	Jennifer	McCleary	\$4,068.50	\$4,068.50	\$8,137.00
177	Ash Street	06605	Victorino	Rodriguez	\$4,232.50	\$4,232.50	\$8,465.00
297	Bradley Street	06610	Wendy A	Fuller	\$2,633.00	\$2,633.00	\$5,266.00
327	Cleveland Avenue	06606	Cynthia F.	Seastrong	\$4,314.50	\$4,314.50	\$8,629.00
85	Cottage Street	06604	Charles David	Wilson	\$3,691.00	\$3,691.00	\$7,382.00
36	Durando Place	06605	Virginia C	Lussier	\$2,733.50	\$2,733.50	\$5,467.00
784	Ellsworth Street	06605	Yesenia S	Falcon	\$4,641.50	\$4,641.50	\$9,283.00
191	Fifth Street	06607	Jacqueline Kemp	and Johnny L. Kemp	\$3,317.50	\$3,317.50	\$6,635.00
632	Grand Street	06604	Maria Rita	Soares	\$5,649.00	\$5,649.00	\$11,298.00
620	Granfield Avenue	06610	Ana Maria	Mercedes	\$5,592.00	\$5,592.00	\$11,184.00
271	Grovers Avenue	06605	Melvin L Liebergall	and Maureen R Liebergall	\$7,380.50	\$7,380.50	\$14,761.00
280	Grovers Avenue	06605	Peter Spain	Kate Spain	\$8,986.50	\$8,986.50	\$17,973.00
43	Herkimer Street	06604	Ricardi	Philogene	\$2,569.50	\$2,569.50	\$5,139.00
1477	Iranistan Avenue	06605	Paul V.	Kien	\$2,978.50	\$2,978.50	\$5,957.00
206	Judson Place	06610	Maria	Medina	\$2,763.50	\$2,763.50	\$5,527.00
413	Lincoln Avenue	06606	Jose F Santos	and Odette Santos	\$3,481.00	\$3,481.00	\$6,962.00
1125	Lindley Street	06606	Robert Jelliffe Sr	and Ruth Jelliffe	\$3,057.00	\$3,057.00	\$6,114.00
71	Lorraine Terrace	06604	Thuy T Nguyen	and Henry V Nguyen	\$4,597.00	\$4,597.00	\$9,194.00
122	Morningside Drive	06606	Joann	Lopez	\$3,329.50	\$3,329.50	\$6,659.00
630	Noble Avenue	06608	Olquidea	Penalo, et al	\$8,920.50	\$8,920.50	\$17,841.00
127	North Bishop Avenue	06610	Noel Perez	and Maria Perez (Survivorship)	\$3,020.00	\$3,020.00	\$6,040.00
118	Ocean Avenue	06605	Camille E.	Fox	\$3,048.00	\$3,048.00	\$6,096.00
1610	Park Avenue	06604	Pauline	Forbes	\$4,638.50	\$4,638.50	\$9,277.00
2199	Park Avenue	06604	Linda	Tobin-Hunter	\$3,767.50	\$3,767.50	\$7,535.00
933	Pearl Harbor Street	06610	Nicky Mora	and Nilisa Mora	\$3,598.50	\$3,598.50	\$7,197.00
100	Pearl Street	06608	Donald Paul	and Kayon Boothe-Paul	\$1,751.50	\$1,751.50	\$3,503.00
250	Rocton Avenue	06606	Patricia E	Allen	\$4,095.00	\$4,095.00	\$8,190.00
325	Savoy Street	06606	Catherine	Vazquez	\$3,150.50	\$3,150.50	\$6,301.00
42	Summit Street	06606	Torry	Jordan	\$3,040.00	\$3,040.00	\$6,080.00
340	Summit Street	06606	Ladrina	Coleman	\$2,833.00	\$2,833.00	\$5,666.00
217	Tremont Avenue	06606	Elsy Cerdeira	and Janette Cerdeira	\$2,921.00	\$2,921.00	\$5,842.00
29	Waldorf Avenue	06605	Leandro Aca-Tello		\$7,530.50	\$7,530.50	\$15,061.00
273	Wayne Street	06606	Daniel Chaves	and Juliana L Chaves	\$3,211.00	\$3,211.00	\$6,422.00



OFFICE OF THE MAYOR  
CITY OF BRIDGEPORT, CONNECTICUT  
999 BROAD STREET  
BRIDGEPORT, CONNECTICUT 06604  
TELEPHONE (203) 576-7201  
FAX (203) 576-3913

JOSEPH P. GANIM  
Mayor

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March 25, 2024

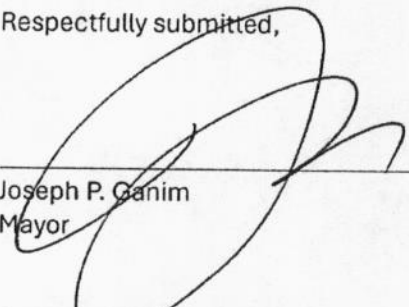
Ms. Lydia Martinez  
City Clerk  
45 Lyon Terrace  
Bridgeport, CT 06604

Honorable City Clerk Martinez,

I hereby request that the FY 2024-2025 Mayor's Proposed General Fund Operating Budget be placed on the agenda of the City Council meeting scheduled for Monday, April 1, 2024, to be referred to the Budget and Appropriations Committee.

Pursuant to Bridgeport Charter, Chapter 9, Section 5(c), a complete FY 2024-2025 Mayor's Proposed General Fund Operating Budget book will be clocked in at the Office of the City Clerk before close of business on Tuesday, April 2, 2024.

Respectfully submitted,

  
\_\_\_\_\_  
Joseph P. Ganim  
Mayor

Cc: Daniel Shamas  
Thomas Gaudett  
Nestor Nkwo  
Aidee Nieves  
Scott Burns / Ernest Newton, II  
Kenneth Flatto  
Constance Vickers  
Frances Ortiz

# Bridgeport

Connecticut



Proposed Annual Operating Budget

Fiscal Year 2024-2025

Mayor Joseph P. Ganim

ATTEST  
CITY CLERK \_\_\_\_\_

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FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
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## ACCOUNTING POLICIES

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### *FISCAL YEAR*

The City of Bridgeport's Fiscal Year begins July 1 and ends June 30.

### *BALANCED BUDGET*

The Charter of the City of Bridgeport mandates a balanced budget. For the purposes of meeting this requirement, each year a budget is adopted in which the projected expenditures are equal to the projected revenues.

### *BASIS OF ACCOUNTING*

The City of Bridgeport's accounting system is operated on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources or balances are recorded and segregated to carry on specific activities or attain certain objectives in accordance with specific regulations and limitations. The operations of the general fund are maintained on a modified accrual basis, with revenues recorded when measurable and available and the expenditures recorded when the services or goods are received and liabilities are incurred. In contrast, accounting records for the City's enterprise, pension and nonexpendable trust funds are managed on the accrual basis of accounting. The types of funds utilized by the City are as follows: general; special revenue; capital projects; enterprise; and trust and agency. The type and number of individual funds established is determined by GAAP and sound financial administration.

### *BUDGET PROCEDURE*

The Mayor's annual budget is developed by the City's Office of Policy & Management (OPM). The budget is submitted to the City Council, which in turn makes additions and changes as necessary before turning it over to the Mayor for approval. The City maintains budgetary control through the Office of Policy & Management. The objective of budgetary control is to ensure compliance with the legal provisions embodied in the annual adopted budget approved by the City Council. The level of budgetary control is established by organization, agency, appropriation and object. The City of Bridgeport also utilizes an encumbrance accounting system as one technique for accomplishing budgetary control. Encumbrances reserve appropriations which have been obligated through purchase orders or other contractual documents. Encumbrances are reported as reservations of fund balance at the end of the year. Transfers of certain appropriations between departments require the approval of the City Council. The City of Bridgeport's Capital & General Fund Budgets must be adopted by the City Council and approved by the Mayor.

### *INTERNAL CONTROLS*

The management of the City of Bridgeport is maintained through a control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with GAAP. The control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived from that cost and that the valuation of costs and benefits requires estimates and judgments be made by management. In addition, the City of Bridgeport has an internal audit staff responsible for monitoring the various City departments in compliance with the City Charter, ordinances, and all other policies and procedures.



As a recipient of Federal, State and local financial assistance, the City of Bridgeport is responsible for ensuring adequate internal control policies and procedures are in place to ensure and document compliance with applicable laws and regulations related to these programs. This internal control structure is subject to periodic evaluation by management as well.

#### *LEGAL DEBT LIMIT*

The overall statutory debt limit for the City is equal to seven times the annual receipts from taxation or \$2.29 billion. As of June 30, 2023, the City recorded long-term debt of \$882.1 million and \$42 million in unamortized premiums related to Government Activities and \$29.6 million of long-term debt related to Business-Type Activities, well below its statutory debt limits. For more information on debt service, see the debt service section.

#### *RISK MANAGEMENT*

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City carries commercial insurance for insurable risks related to property and casualty claims. The City is self-insured for general liability, workers' compensation and employee health and dental insurance. Coverage has not been materially reduced, nor have settled claims exceeded commercial coverage or budget reserves for litigation claim expenditures in any of the past three years.

#### *WORKERS' COMPENSATION*

The City carries no insurance coverage for losses arising out of workers' compensation claims. These claims are paid from the Internal Service Fund. The City estimates the liability for workers' compensation claims payable and for claims incurred but not reported based on an actuarial valuation. This is accounted for in the Internal Service Fund.

#### *GROUP HEALTH INSURANCE*

Over the last twenty years the City had established an Internal Service Fund, the Self-Insurance, to account for and finance the retained risk of loss for medical benefits coverage. Due to the City experiencing significant increases in claim payments over prior fiscal years the City converted to a fully insured plan for health coverage. Each union of the City has converted throughout the current fiscal year, with only a few retiree members still currently under the self-insured plan. Payments within the Internal Service Fund related to claims incurred and outstanding prior to July 1, 2022 were completed during the year ended June 30, 2023. Future liability claims incurred but not reported (IBNR) are limited to the retirees still in the self-insurance on June 30, 2023. At June 30, 2023 this amount is \$161,226.

The City maintains a group health plan providing both insured and self-insured medical, prescription drug, dental and vision plan benefits as described below:

The following programs were provided under fully insured contracts until autumn 2018, at which time the City entered into a new self-insured administrative only contract with the Connecticut Partnership 2.0 plan, administered through the State Comptroller to Connecticut municipalities:

- Medical benefits for all active employees of the City and Board of Education,
- Medical benefits for all Medicare-eligible retirees who retired after December 31, 2018,
- Medical benefits for all Non-Medicare Eligible Retirees,

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY BUDGET & ACCOUNTING POLICIES

- Prescription benefits for all employees and all retirees except Medicare-eligible fire and police retirees.

The following programs are provided under fully insured contracts:

- Prescription benefits for Medicare-eligible fire and police retirees who retired prior to December 31, 2018
- Dental HMO benefits for all active employees and retirees for the City and Board of Education
- Vision benefits for all City and BOE employees and retirees for the City and Board of Education

As of June 30, 2023, the amount of prepaid asset in the fund is \$534,152.

The liability for general liability, workers' compensation and group health insurance includes all known claims reported plus a provision for those claims incurred but not reported, net of estimated recoveries. The liability is based on past experience adjusted for current trends and includes incremental claim expenditures. The liability for workers' compensation claims is calculated using actuarial methods. Changes in the reported liability are as follows:

A reconciliation of changes in the aggregate liabilities for claims for the 2009-2023 fiscal years:

	LIABILITY: START OF FISCAL YEAR	CURRENT YEAR CLAIMS & CHANGES IN ESTIMATES	CLAIM PAYMENTS	LIABILITY: END OF FISCAL YEAR
<b>2023</b>	65,193,072	120,184,320	126,420,306	58,957,086
<b>2022</b>	63,042,134	126,408,921	124,257,983	65,193,072
<b>2021</b>	65,201,504	121,451,167	123,610,537	63,042,134
<b>2020</b>	67,099,154	116,128,431	118,026,081	65,201,504
<b>2019</b>	64,380,988	128,924,740	126,206,574	67,099,154
<b>2018</b>	65,118,524	114,760,694	115,498,230	64,380,988
<b>2017</b>	69,649,911	115,284,166	119,815,553	65,118,524
<b>2016</b>	76,149,977	89,186,492	95,686,558	69,649,911
<b>2015</b>	100,760,078	76,864,705	101,474,806	76,149,977
<b>2014</b>	104,770,856	109,095,945	113,106,723	100,760,078
<b>2013</b>	102,185,796	106,837,040	104,251,980	104,770,856
<b>2012</b>	109,987,266	99,431,453	107,232,923	102,185,796
<b>2011</b>	83,701,474	124,650,961	98,365,169	109,987,266
<b>2010</b>	72,277,783	119,677,303	108,253,612	83,701,474
<b>2009</b>	67,301,000	102,263,079	90,691,701	72,277,783

The current portion of claims incurred but not reported as of June 30, 2023 is \$9,710,294, which relates to Group Health Insurance Claims of \$161,226 and \$9,549,068 of general liability and workmen's compensation claims and is reported in the Internal Service Fund. The remaining liability for general liability and workmen's compensation claims of \$49,246,792 is recorded as long-term liability.

*AUDIT*

State Statutes require an annual audit conducted by independent certified public accountants. Portions of these audits are included in the City's Comprehensive Annual Financial Report, and these can be accessed through the City's website,

<http://bridgeportct.gov/content/341307/341403/default.aspx>

---

*UNDESIGNATED FUND BALANCE POLICY*

---

*PURPOSE*

To maintain a balance of funds within the total unreserved, undesignated fund balance to be available for unforeseen contingencies.

*Definition: Unreserved, undesignated fund balance is the remaining balance available following the reduction for "resources not available for spending" or "legal restrictions" (reservation) and "management's intended future use of resources" (designation).*

*POLICY*

The sum of all components identified for the undesignated fund balance level will be set at no less than 8.00% of annual operating expenditures and other financing uses (transfers out) of the prior audited fiscal year with the annual approval by the City Council. If the undesignated fund balance exceeds 12.00%, the amount exceeding this percentage may be available for appropriation at the discretion of the Mayor with the approval of City Council.

*RATIONALE*

The City of Bridgeport recognizes the importance of maintaining an appropriate level of undesignated fund balance on a Generally Accepted Accounting Principles (GAAP) basis to withstand short-term financial emergencies. After evaluating the City's operating characteristics, its overall financial health, the diversity and flexibility of its tax base, the reliability of non-property tax revenues sources, the City's working capital needs, the impact of state policies regarding tax exempt properties and PILOT reimbursements on City revenues, Brownfield policies, the national, state and local economic outlooks, emergency and disaster risks, other contingent issues and the impact on the City bond ratings of all these factors, the City of Bridgeport hereby establishes goals regarding the appropriate handling and funding of the undesignated fund balance.

The City of Bridgeport's formal undesignated fund balance policy shall be to maintain adequate unencumbered reserves to accomplish the following objectives:

- (1) Have sufficient funds available for appropriation for unforeseen expenditures or unforeseen shortfalls in revenue after adoption of the annual budget; and
- (2) Avoid unexpected spikes in the mill rate caused by non-reoccurring revenues.

*REPLENISHMENT OF SHORTFALL*

The undesignated fund balance of the General Fund may fall below the approved minimum level due to fluctuations between planned and actual revenues and expenditures, other financial emergencies or catastrophic events of an unforeseen nature. When an audited shortfall is reported in the Comprehensive Annual Financial Report (CAFR), it must be rebuilt during the following ensuing fiscal years. This will be achieved by adding an annual appropriation, during the budgeting process of a minimum of 10% of the difference between the fund balance policy level and the undesignated fund balance presented in the latest audited statements.

When dealing with the unanticipated sale of municipal assets, no less than 50% of the “gain on sale of city asset” must be deposited toward the undesignated fund balance until the 12.00% goal has been achieved.

The maintenance of undesignated levels is not to be construed as surpluses or over-taxation by the City. Rather, it is an element of sound fiscal management required for sustaining a high credit rating and financial management flexibility.

## DESCRIPTION OF FUND STRUCTURE

---

The accounts of the City of Bridgeport are organized on the basis of funds and account groups, utilizing a fund structure in which fund activities are aggregated for specific purposes. A fund is a combination of related accounts used to maintain control & accountability of resources that are dedicated to specific activities or objectives. The City of Bridgeport, like other state & local governments, uses fund accounting to ensure appropriate fiscal control and to demonstrate our compliance with accepted accounting principles set forth by the Governmental Accounting Standards Board.

Detailed financial schedules for all the funds described below are not contained within this budget document. This document includes information on the General Fund, as well as some detail on the Internal Service Fund, and Capital Project Funds. Of these funds, only the General Fund is subject to appropriation. Detail on the other funds described below can be found in the City’s Comprehensive Annual Financial Report, prepared by the Finance Department, and can be accessed through the City’s website, <http://www.bridgeportct.gov/finance>. Grateful acknowledgement of the assistance of the Finance Department in providing certain schedules and detail from the 2023 CAFR is noted here, and we have provided attribution for these throughout the budget book, as is applicable.

### GOVERNMENTAL FUNDS

The City of Bridgeport maintains 19 individual governmental funds. The major funds of these 19 are discussed below.

THE GENERAL FUND is the primary operating fund of the city. It is the largest fund which encompasses traditional governmental services and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is primarily supported by the property tax. General Fund revenues are displayed by type in the Revenue Summary section of this budget and by department in the Budget Detail section. Appropriations are also listed by department in the Budget Detail section. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available.

SPECIAL REVENUE FUNDS are used to account for revenues dedicated for a specific purpose. These funds are prescribed by Federal or State program guidelines regarding the distribution or use of revenues.

THE DEBT SERVICE FUND is used for the accumulation of resources for, and the payment of, general long-term bonded debt to be issued in future years.

CAPITAL PROJECT FUNDS are utilized for various construction projects as well as the purchase of the City’s fleet inventory. Capital Project Funds are used to account for the

proceeds of general obligation bonds and other financing sources for the planning, acquisition and construction or improvement of major capital facilities such as new schools and urban renewal projects.

### *PROPRIETARY FUNDS*

ENTERPRISE FUNDS are used to report activities that are financed and operated in a manner similar to a private business enterprise. In the case of the City of Bridgeport, the Water Pollution Control Authority or WPCA, is one such fund which accounts for the activities of the City's two sewage treatment plants, sewage pumping stations, and collection systems for the City of Bridgeport. These funds are covered in the Finance Department's Annual Financial Report, but not in this document.

THE INTERNAL SERVICE FUND was established by Ordinance to account for self-insured health benefit activities of the City, Board of Education (BOE) and all other departments. Governmental Accounting Standards allow for the use of Internal Service Funds for risk financing activities. The Internal Service Fund is a proprietary type fund, which utilizes the accrual basis of accounting. The use of a separate fund for self-insured benefit activities can help smooth the impact of severe claims fluctuations which can now occur in the General Fund. Funding will be provided through the annual General Fund Budget which will separately identify the City, BOE, BOE Grants and Nutrition portions. The amount budgeted will be the amount transferred to the Internal Service Fund. Contributions will also be made by the WPCA and Grants. Employee contributions will be made directly to the Internal Service Fund. Interest and investment income earned by the fund will be used to pay expenses of the fund. Investment of available funds will be made by the City Finance Director and Treasurer in accordance with Connecticut General Statutes.

### *FIDUCIARY FUNDS*

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. These funds are not reflected in government-side financial statements because the resources contained within these funds are not available to provide services for the City's constituents. The City of Bridgeport has four pension trust funds that support the pensions of City employees. The accounting used for fiduciary funds is much like that used for proprietary funds, and again, is covered in some detail in the Finance Department's Annual Financial Report, but not in this document.



## THE BUDGET PROCESS

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### *MAYOR RECOMMENDED PREPARATION*

City departments begin preparation and documentation processes for the budget in January. The Office of Policy & Management reviews all submitted department requested documents; verifies contractual obligation thresholds, calculates all formula-driven data, and presents a draft budget to the Mayor and selected staff. In accordance with the City Charter, Chapter 9, Section 5(c) the Mayor, no later than the first Tuesday in April of each year, must present to the City Council a proposed budget for the ensuing fiscal year as prescribed in that same section.

### *CITY COUNCIL PROCESS*

The City Council's Budget and Appropriations Committee, under City Council rules, will set a schedule for budget deliberations and in accordance with City Charter, shall hold at least one public hearing before taking final action on the proposed budget and mill rate. The City Council Budgets & Appropriations Committee reports its changes to the Council in the form of a budget amendment resolution. The City Council has the power to reduce or delete any item in the budget recommended by the Mayor by a majority vote of the council members present and voting. It shall have the power to increase any item in said budget or add new items to said budget only on a two-thirds (2/3) affirmative vote of the entire membership of the council. The budget adopted by the City Council shall be submitted to the Mayor not later than the second Tuesday in May of each year. The Mayor shall sign the adopted budget or within fourteen days after adoption of the budget, the Mayor may veto any action taken by the City Council. The veto power of the Mayor shall be that of line-item veto only, and any such veto may be overridden by a two-thirds (2/3) vote of the entire membership of the City Council. If the Mayor shall disapprove any action of the City Council, he shall, no later than the close of business of the fourteenth day, return the proposed budget to the City Council with a statement of objections. Thereupon, the President of the City Council shall call a meeting to be held no later than seven days after the receipt of the Mayor's veto. If the City Council fails to adopt a budget by the second Tuesday in May of any year, the proposed budget of the Mayor shall become the budget of the City for the ensuing year.

## BUDGET TIMETABLE

### FISCAL YEAR 2024 – 2025

<u>DATE</u>	<u>DAY</u>	<u>ACTION</u>
<i>January 19, 2024</i>	Friday	Departments submit Five Year Capital Projects Template and back-up to OPM
<i>January 26, 2024</i>	Friday	Departments submit Service Indicators; Mission Statement; Status of FY23-24 Goals & Accomplishments; projected FY24-25 Goals
<i>January 30-February 6, 2024</i>		Departments (including BOE) data enter FY 24-25 budget requests into MUNIS
<i>January 29 – March 22</i>		<i>OPM formulates General Fund Budget</i>
<b>February 6, 2024 (no later than)</b>	Tuesday	<b>OPM Submits Proposed Five Year Capital Plan for Fiscal Years 2025-2029 to Mayor</b>
<b>March 5, 2024 (no later than)</b>	Tuesday	<b>Mayor Submits Proposed Five Year Capital Plan for Fiscal Years 2025-2029 to City Council</b>
<b>April 2, 2024 (no later than)</b>	Tuesday	<b>Per City Charter, Mayor submits Proposed General Fund Budget to the City Council</b>
<b>TBD</b>		<b>BAC meetings and Public Hearings held</b>
<b>May 7, 2024 (no later than)</b>	Tuesday	<b>City Council adopts Five Year Capital Plan and submits to Mayor for signature</b>
<b>May 14, 2024 (no later than)</b>	Tuesday	<b>City Council submits Adopted General Fund Budget to the Mayor</b>
<b>May 28, 2024 (no later than)</b>	Tuesday	<b>Last day for the Mayor to veto the City Council’s Adopted General Fund Budget</b>
<b>June 4, 2024 (no later than)</b>	Tuesday	<b>Last day for the City Council to vote on the Mayor’s veto of the City Council’s Adopted General Fund Budget</b>
<b>June 11, 2024 (no later than)</b>	Tuesday	<b>City Council sets mill rate</b> (mill rate set no later than seven (7) days after action on the Budget is complete)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY APPROPRIATION SUMMARY

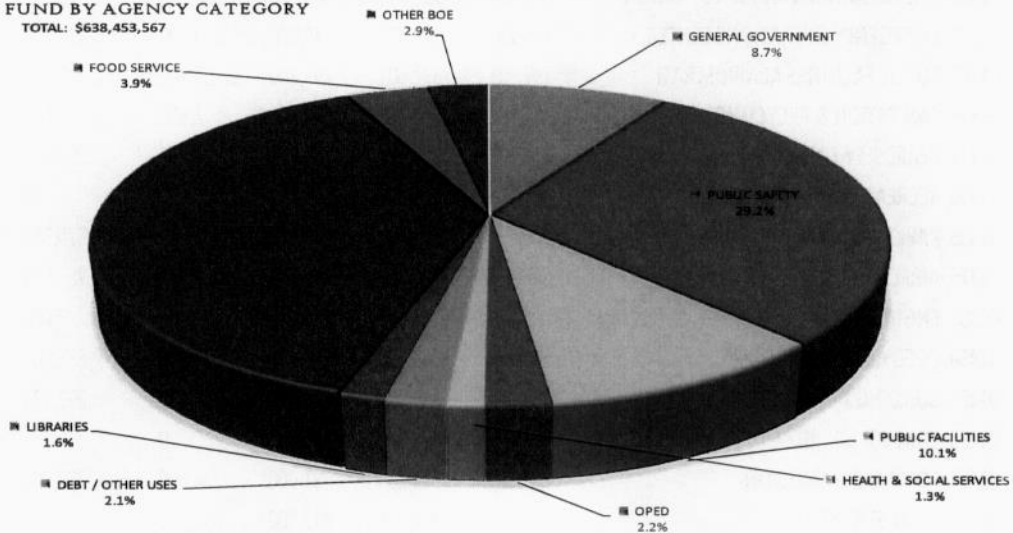
The General Fund is primarily funded by the property tax. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period, or soon enough thereafter, to pay liabilities of the current period.

**GENERAL FUND**

**BY AGENCY CATEGORY**

Function	Function Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025 Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
01	GENERAL GOVERNMENT	47,609,514	48,383,096	53,678,590	54,312,704	55,587,447	-1,908,857
02	PUBLIC SAFETY	185,133,650	178,600,390	183,260,718	184,953,419	186,197,278	-2,936,561
03	PUBLIC FACILITIES	56,332,679	58,413,868	62,719,136	66,302,898	64,496,948	-1,777,812
04	OPED	11,367,088	11,796,479	13,282,300	14,284,719	14,289,102	-1,006,803
05	HEALTH & SOCIAL SERVICES	6,920,596	7,189,192	8,017,132	8,249,539	8,134,471	-117,339
06	DEBT / OTHER USES	9,397,477	9,658,691	14,016,275	14,091,248	13,196,399	819,876
07	LIBRARIES	9,814,370	9,928,555	9,987,656	9,831,792	9,990,326	-2,670
08	EDUCATION	235,235,977	237,225,703	239,735,983	256,435,982	242,735,982	-3,000,000
09	FOOD SERVICE	21,268,191	19,780,796	25,000,554	24,928,601	25,000,613	-59
10	OTHER BOE	16,584,284	16,694,356	18,150,000	18,825,000	18,825,000	-675,000
<b>TOTAL</b>		<b>599,663,828</b>	<b>597,671,128</b>	<b>627,848,343</b>	<b>652,215,903</b>	<b>638,453,567</b>	<b>-10,605,223</b>

GENERAL FUND BY AGENCY CATEGORY  
 TOTAL: \$638,453,567



**GENERAL FUND BUDGET**

**BY APPROPRIATION TYPE**

Char Code	Char Code Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025 Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
01	PERSONNEL SERVICES	212,563,423	214,692,479	227,506,834	246,835,797	245,604,074	-18,097,240
02	OTHER PERSONNEL SERV	40,124,137	40,116,509	38,219,434	41,169,947	41,313,372	-3,093,938
03	FRINGE BENEFITS	158,889,788	147,381,059	154,650,684	156,673,882	158,317,033	-3,666,349
04	OPERATIONAL EXPENSES	40,698,692	43,044,167	46,671,036	51,051,684	51,109,348	-4,438,311
05	SPECIAL SERVICES	64,346,650	66,536,997	65,133,247	57,093,954	43,613,951	21,519,296
06	OTHER FINANCING USES	83,041,138	85,909,652	95,667,106	99,390,637	98,495,788	-2,828,682
<b>TOTAL</b>		<b>599,663,828</b>	<b>597,680,862</b>	<b>627,848,343</b>	<b>652,215,903</b>	<b>638,453,567</b>	<b>-10,605,224</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY REVENUE SUMMARY

The primary source of revenues in the City of Bridgeport is property taxes (51.68%). The second largest source of revenue is Intergovernmental Revenue (33.76%)—which includes aid to public schools, Education Cost Sharing, and funding for federal school lunch programming. Education Cost Sharing funds from the state help to provide essential funding for schools in urban areas where student need is great and local funding for schools can strain local budgets.

REVENUE SUMMARY

BY DEPARTMENT

Org#	Description	FY 2024		FY 2025 Mayor		FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Proposed Budget	Prop. Vs FY24 Mod. Budget
01010	COMPTROLLER'S OFFICE	8,409,139	2,836,801	3,668,039	3,261,974	3,291,974	-376,065
01040	TAX COLLECTOR	352,511,084	351,428,611	346,039,390	347,331,859	348,564,724	2,525,334
01041	TAX AESSOR	23,001,543	28,200,572	45,147,558	34,146,359	51,596,359	6,448,801
01045	TREASURY	395,155	5,940,055	3,500,000	5,000,000	5,000,000	1,500,000
01070	CIVIL SERVICE	100,915	14,810	7,200	7,200	7,200	0
01090	TOWN CLERK	5,179,548	3,869,815	3,304,687	3,508,700	3,483,700	179,013
01250	POLICE ADMINISTRATION	8,307,979	7,603,142	6,366,350	6,831,350	6,631,350	265,000
01260	FIRE DEPARTMENT ADMINISTRATION	302,938	312,753	308,900	308,900	319,900	11,000
01290	EMERGENCY OPERATIONS CENTER	129,291	119,680	120,000	120,000	120,000	0
01300	PUBLIC FACILITIES ADMINISTRATI	797,991	832,601	2,299,800	2,250,300	2,250,300	-49,500
01325	SANITATION & RECYCLING	1,603	2,310	2,500	2,500	2,500	0
01341	BEARDSLEY ZOO / CAROUSEL	253,879	253,879	253,879	253,879	253,879	0
01350	RECREATION	9,988	456,858	0	0	0	0
01355	PARKS ADMINISTRATION	3,118,674	3,592,657	3,443,843	3,570,340	3,570,340	126,497
01375	AIRPORT	830,365	1,747,413	1,762,934	1,762,934	1,787,934	25,000
01385	ENGINEERING	1,376	396	3,000	3,000	3,000	0
01450	OPED ADMINISTRATION	510,654	863,798	835,000	835,000	835,000	0
01455	BUILDING DEPARTMENT	3,787,010	5,739,531	4,966,830	4,910,610	4,992,734	25,904
01456	ZONING, BOARD OF APPEALS	8,870	8,710	23,000	0	0	-23,000
01457	ZONING COMMISSION	281,329	321,352	281,000	304,000	304,000	23,000
01552	VITAL STATISTICS	433,246	396,335	413,900	413,900	375,900	-38,000
01554	COMMUNICABLE & WELLNESS CLINIC	457,725	3,497	100,000	100,000	25,000	-75,000
01555	ENVIRONMENTAL HEALTH	264,915	306,650	381,315	381,315	381,315	0
01556	HOUSING CODE	27,515	12,880	40,500	40,500	40,500	0
01586	WEIGHTS & MEASURES	94,195	90,536	100,000	100,000	100,000	0
01610	OTHER FINANCING USES	5,289,297	5,558,617	15,062,760	10,100,000	15,100,000	37,240
01863	BOE ADMINISTRATION	167,143,142	167,240,200	164,415,344	164,415,344	164,415,344	0
01900	NUTR-NUTRITION	21,268,191	19,780,796	25,000,613	25,000,613	25,000,613	0
<b>TOTAL</b>		<b>602,917,556</b>	<b>607,535,254</b>	<b>627,848,343</b>	<b>614,960,578</b>	<b>638,453,567</b>	<b>10,605,224</b>

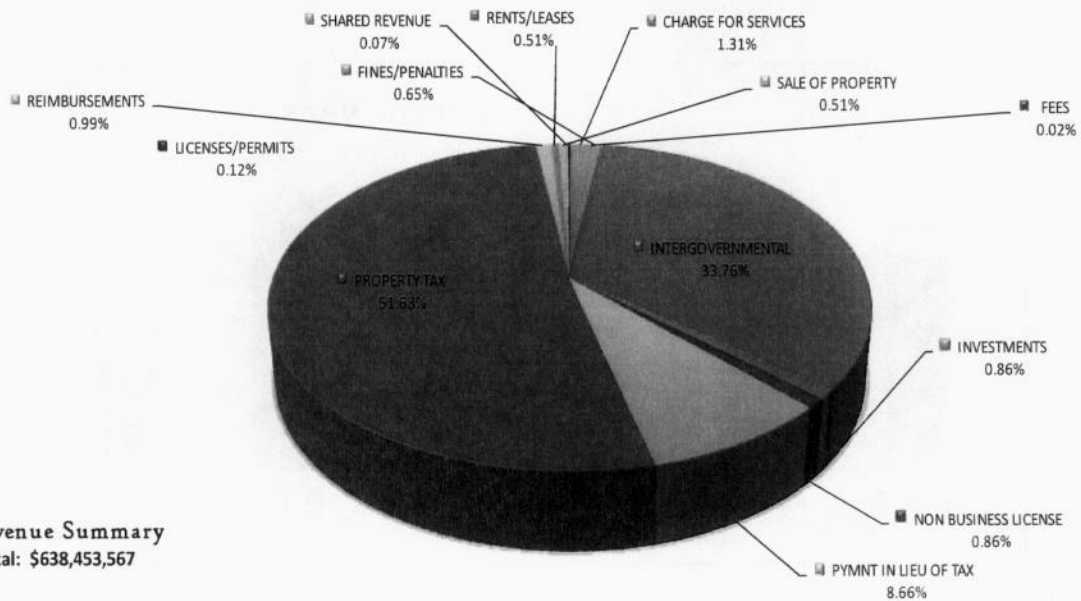
FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY REVENUE SUMMARY

REVENUE SUMMARY

BY AGENCY TYPE

The City of Bridgeport's revenues rely heavily on Property Taxes & Intergovernmental Revenue.

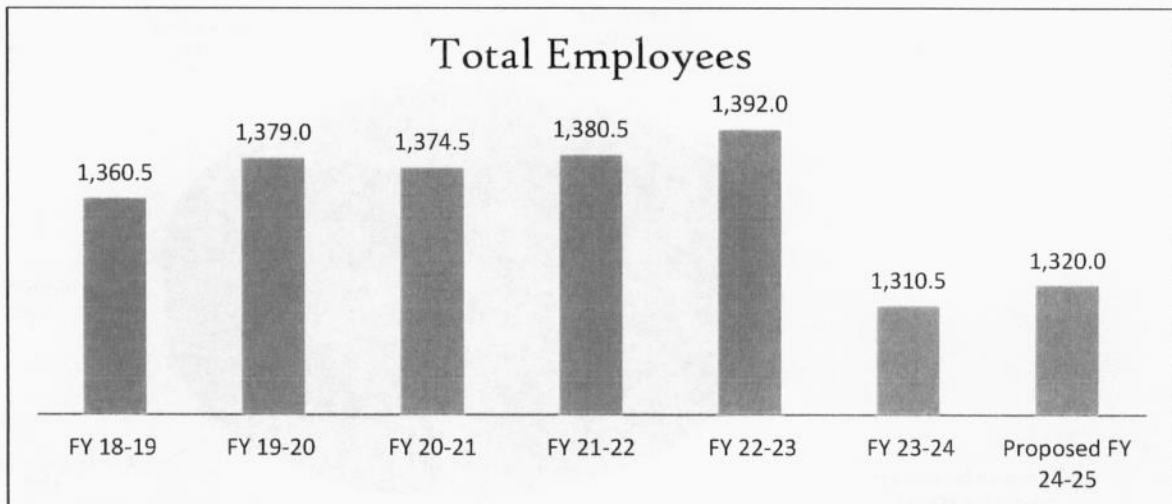
Rev Cat/Type	FY 2022 Actuals	FY 2023 Actuals	FY2024 Modified Budget	FY 2025 Requested Budget	FY 2025 Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
LICENSES/PERMITS	620,696	689,777	776,915	767,915	763,915	-13,000
CHARGE FOR SERVICES	11,221,839	9,101,594	8,205,125	8,515,214	8,380,214	175,089
FEES	115,672	121,561	127,250	127,250	142,250	15,000
FINES/PENALTIES	3,865,620	3,989,313	4,433,300	4,333,300	4,133,300	-300,000
INTERGOVERNMENTAL	201,329,963	202,446,651	210,842,256	210,529,612	212,529,612	1,687,356
INVESTMENTS	395,155	6,140,055	4,000,000	5,500,000	5,500,000	1,500,000
NON BUSINESS LICENSE	4,314,011	6,175,330	5,472,500	5,417,260	5,461,384	-11,116
PYMNT IN LIEU OF TAXES	12,138,678	24,085,891	24,466,593	26,210,504	26,884,404	2,417,811
PROPERTY TAX	331,717,933	329,997,638	329,071,233	329,221,887	329,930,852	859,619
REIMBURSEMENTS	12,774,924	6,826,819	5,944,179	6,349,179	6,349,179	405,000
RENTS/LEASES	1,615,102	3,033,411	3,351,278	3,245,275	3,235,275	-116,003
SALE OF PROPERTY	510,674	711,892	5,237,760	275,000	3,275,000	-1,962,760
SHARED REVENUE	139,651	452,275	495,700	330,200	430,200	-65,500
BUSINESS LICENSES/PERMITS	6,200	8,200	0	8,000	8,000	8,000
INTERGOVERNMENTAL REVENUES	5,558,170	5,461,410	2,711,680	3,020,703	3,020,703	309,023
PAYMENTS IN LIEU OF TAXES	16,593,268	8,259,871	22,712,574	11,109,279	28,409,279	5,696,705
RENTS/LEASES	0	33,566	0	0	0	0
<b>TOTAL</b>	<b>602,917,556</b>	<b>607,535,254</b>	<b>627,848,343</b>	<b>614,960,578</b>	<b>638,453,567</b>	<b>10,605,224</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY PERSONNEL SUMMARY

PERSONNEL SUMMARY OF TOTAL FULL-TIME EQUIVALENTS (FTEs).

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY23-24	FY24-25	FY 25 vs 24
DEPARTMENTS	Total	Total	Total	Total	Total	Total	Total	Total
GENERAL GOVERNMENT	159.0	157.5	156.5	160.5	166.0	167.0	165.0	-2.0
% OF TOTAL EMPLOYEES	12%	11%	11%	12%	12%	13%	13%	0%
PUBLIC SAFETY	857.5	862.0	859.0	866.0	866.0	769.0	772.0	3.0
% OF TOTAL EMPLOYEES	63%	63%	62%	63%	62%	59%	58%	0%
TOTAL: PUBLIC FACILITIES	212.5	217.0	207.5	200.5	205.0	213.0	215.5	2.5
% OF TOTAL EMPLOYEES	16%	16%	15%	15%	15%	16%	16%	0%
PLANNING AND DEVELOPMENT	36.0	36.5	39.5	40.5	36.5	36.0	37.0	1.0
% OF TOTAL EMPLOYEES	3%	3%	3%	3%	3%	3%	3%	0%
Total: HEALTH & SOCIAL SERVICES	39.5	39.5	60.0	60.0	64.5	60.5	62.5	2.0
% OF TOTAL EMPLOYEES	3%	3%	4%	4%	5%	5%	5%	0%
LIBRARIES	56.0	66.5	52.0	53.0	54.0	65.0	68.0	3.0
% OF TOTAL EMPLOYEES	4%	5%	4%	4%	4%	5%	5%	0%
<b>TOTAL: ALL CITY EMPLOYEES</b>	<b>1,360.5</b>	<b>1,379.0</b>	<b>1,374.5</b>	<b>1,380.5</b>	<b>1,392.0</b>	<b>1,310.5</b>	<b>1,320.0</b>	<b>9.5</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BUDGET SUMMARY APPROPRIATION CATEGORY

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**PERSONNEL SERVICES**

Full Time Earned Salaries  
Part Time Earned Salaries  
Temporary/Seasonal Earned Pay  
Distributed Pay by Attendance /  
Absences

**OTHER PERSONNEL SERVICES**

Overtime Pay  
Outside Overtime Pay  
Long Term Acting Pay  
Temporary Acting Pay  
Shift Differential Pay  
Permanent Shift Pay  
Holiday Pay  
Longevity Pay  
Compensatory Pay

**FRINGE BENEFITS**

Employee Allowance  
Uniform  
Laundry  
Moving Expense Reimbursement  
City-owned Vehicle Benefit  
Health Related Employee Benefits  
Health  
Vision  
Dental  
Life insurance  
Workers' Compensation  
Unemployment Compensation  
Health Benefits Buyout  
Retiree Benefits  
Fringe Benefits and Pensions  
Employee Assistance Program

**OPERATIONAL EXPENSES**

(MAJOR CATEGORIES)

Office Supplies  
Medical Supplies  
Automotive Services and Supplies  
Utilities  
Electricity  
Water  
Natural Gas  
Heating Oil  
Copy Equipment and Supplies  
Computer Equipment, Software and  
Supplies  
Advertising  
Subscriptions  
Building Maintenance  
Membership/Registrations  
Postage and Printing services  
Vehicle Maintenance

**SPECIAL SERVICES**

Legal Services  
Training Services  
Actuarial Services  
Computer Maintenance  
Auditing Services  
Office Equipment Maintenance  
Contract Services  
Legal / Property Claims  
Tuition Reimbursements

**OTHER FINANCING USES**

Debt Service  
Principal Payments  
Interest Payments  
Debt Service Refunding  
Sewer Bonds  
Pension Obligation Bonds  
Fire Equipment Notes Payable  
Attrition  
Contingencies  
Required Reserves  
Supportive Contributions

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## BRIDGEPORT AT A GLANCE

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### *FORM OF GOVERNMENT*

Bridgeport is governed by its City Charter which was adopted by the state legislature in 1907 and revised in 1912 and 1992. The city operates under a Mayor-City Council form of government. The Mayor serves a four-year term. The Mayor sets policy, makes nominations and appointments to boards and commissions, and presides at City Council meetings. In addition, the Mayor acts as official City representative and liaison with various governmental and private agencies and oversees the financial aspects of the City government. Mayoral authority comes from the City of Bridgeport's charter, Municipal Code, and the State of Connecticut General Statutes.

The City Council consists of 20 members elected to two-year terms. Each of the ten council districts is represented by two council members. The City Council holds regular meetings twice per month. Major responsibilities of the City Council include enacting ordinances necessary to govern the City and adopting the budget. Together the Mayor and the City Council oversee the five-line divisions: City Clerk, Water Pollution Control Authority, Libraries, Department of Education, and the Registrar of Voters.

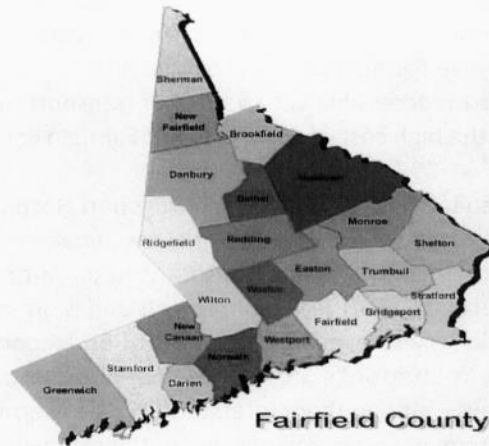
The Chief Administrative Officer (CAO), a mayoral appointee, is responsible for coordinating the management and implementation of operational policies and practices for the Mayor. The CAO is the liaison between the Mayor and the head administrators of the City's departments which include: The Office of Policy & Management, Civil Service, the Fire Department, the Police Department, Planning & Economic Development, Finance, Public Facilities, Health & Social Services, Labor Relations, the City Attorney, Weights & Measures, and Information Technology.

The only elected board in the City, aside from the City Council, is the Board of Education. This board consists of nine members elected to staggered four-year terms and meets once a month. In addition, there are 18 appointed boards and commissions whose members are volunteers who have been appointed by the Mayor. These consist of the following: Board of Assessment Appeals, Board of Public Purchases, Bridgeport Redevelopment Agency, Cable Advisory Board, Civil Service Commission, Commission on Aging, Ethics Commission, Fair Housing Commission, Fair Rent Commission, Fire Commission, Harbor Management Commission, Historic Commission No. 1, Housing Authority, Housing Site Development Agency, Parks Commission, Planning & Zoning Commission, Police Commission, Port Authority Commission, Stratfield Historic District Commission, Water Pollution Control Authority Commission and the Zoning Board of Appeals. Additionally, the City appoints members to serve on the boards of regional planning agencies including the Connecticut Metropolitan Council of Governments (METROCOG) and Greater Bridgeport Transit.

### *GEOGRAPHY*

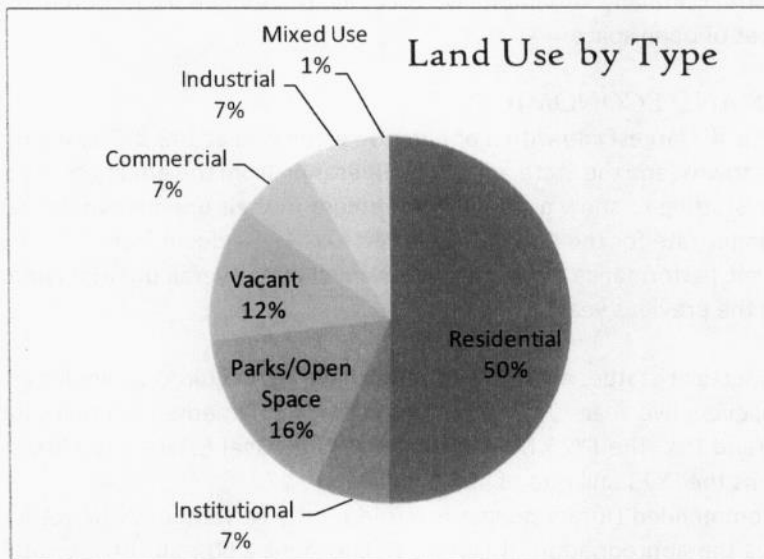
Bridgeport is Connecticut's largest city with a population estimated at 148,333 residents. Located along Long Island Sound at the mouth of the Pequonnock River, the city has an area of 19.4 square miles. Bridgeport experiences warm to hot and humid summers and cold, snowy winters. These seasonal extremes are somewhat moderated by Long Island Sound. This results in a lower average temperature in summer and moderate snowfall, as compared to our neighbors inland. The city receives 41.7 inches of precipitation and around 25.6 inches of snowfall in an average year. The snowiest winter on record occurred in 1996 when Bridgeport received 76.8 inches in total accumulation. Bridgeport is located on Long Island Sound and is bordered by Fairfield, Connecticut to the West, Stratford, Connecticut to the East, and Trumbull, Connecticut to the North.





**PHYSICAL DESCRIPTION**

Total Area: 19.4 square miles  
Land Area: 16 square miles  
Water Area: 3.4 square miles



**COMMUNITY PROFILE**

Bridgeport was originally a part of the township of Stratford. The first recorded settlement here was made in 1659. It was called Pequonnock until 1695, when its name was changed to Stratfield, due to its location between the already existing towns of Stratford and Fairfield. In 1800 the borough of Bridgeport was chartered and in 1821 the township was incorporated. The city was not chartered until 1836. The city's location on the deep Newfield Harbor supported shipbuilding and whaling endeavors in the mid-19<sup>th</sup> century. Later, rapid industrialization and the presence of the railroad made Bridgeport an ideal manufacturing center producing Bridgeport milling machines, saddles, corsets, carriages, brass fittings, sewing machines and ammunition. By 1930, Bridgeport was an industrial center with more than 500 factories and a thriving immigrant population.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

BUDGET SUMMARY

BRIDGEPORT IN CONTEXT

In the early 21st century, Bridgeport is rebounding from a loss of jobs and population and is transitioning into a role as both a bedroom community for New York City, and as oasis of relatively low-cost housing in the otherwise prohibitively expensive Fairfield County. Located just 60 miles from New York City and 60 miles from Hartford, CT, Bridgeport is accessible via a variety of transportation modes, it is ideally suited to families seeking a refuge from the high cost of living in lower Fairfield county.

Bridgeport supports two large hospitals—St. Vincent’s and Bridgeport Hospital. It is located on the Metro-North commuter line, which offers daily service to New York City, and regional service to the shoreline of Connecticut and to the Waterbury area. Bridgeport is also a stop on Amtrak’s train lines, including the high-speed Acela service. Ferry service to Port Jefferson, Long Island is offered from Bridgeport’s harbor, and local and interstate bus service is also available. The port of Bridgeport is one of three deep-water ports in the state. Bridgeport owns Stratford’s Sikorsky Memorial Airport. Bridgeport’s location in the middle of a confluence of highways—among them Interstate 95, the Merritt Parkway, Route 8 & Route 25, and Route 1 connect the City to many other regions. Institutions of higher learning housed in the City include The University of Bridgeport, Housatonic Community College, St. Vincent’s College, and Bridgeport Hospital School of Nursing. The Bridgeport School system educates more than 20,000 children, making it the second largest school system in the state.

The Total Mortgage Arena and the Klein Memorial Auditorium host regional and national performances of musical acts and sporting events. Regional theater is in evidence at the Downtown Cabaret Theatre and the Bridgeport Theatre Company. Additionally, the City of Bridgeport is home to 45 parks which encompass 1,330 acres of open space.

*DEMOGRAPHICS AND ECONOMICS*

Bridgeport is Connecticut’s largest city with a population estimated at 148,377 residents. The City, surrounding towns, and the State are still recuperating from the effects of the national economic downturn, but all are starting to show a small improvement in their unemployment rate. As of June 30, 2023, the unemployment rate for the City of Bridgeport was 6.1%, down from 7.7% from the prior year due to strong economic performance in the region. Connecticut’s overall unemployment rate decreased to 4.0% from 5.3% in the previous year.

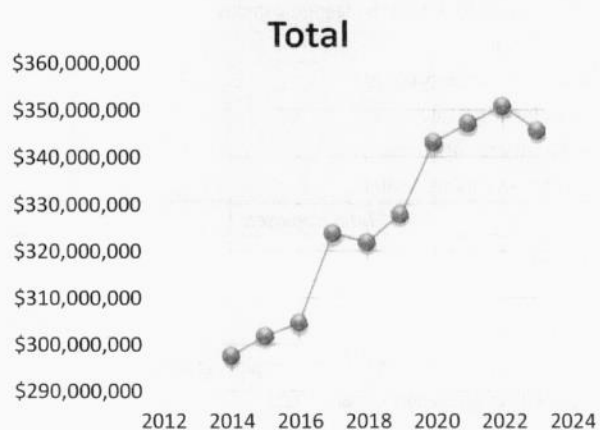
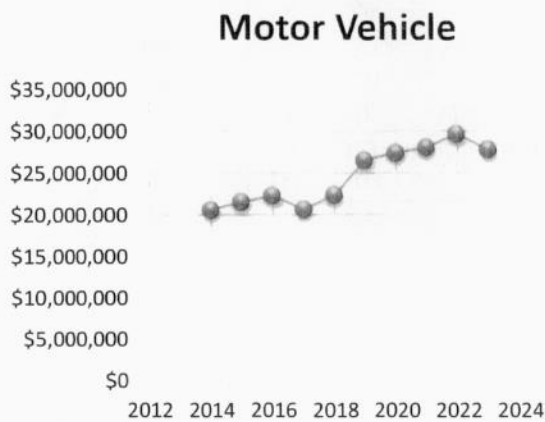
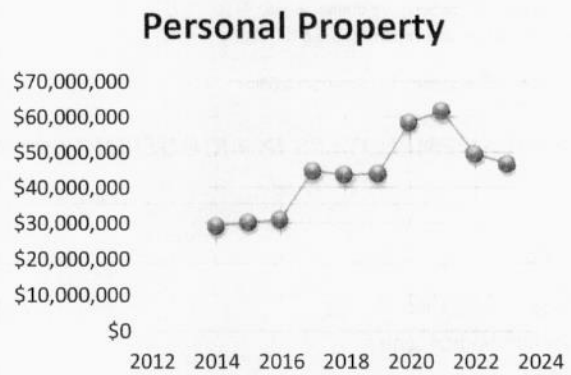
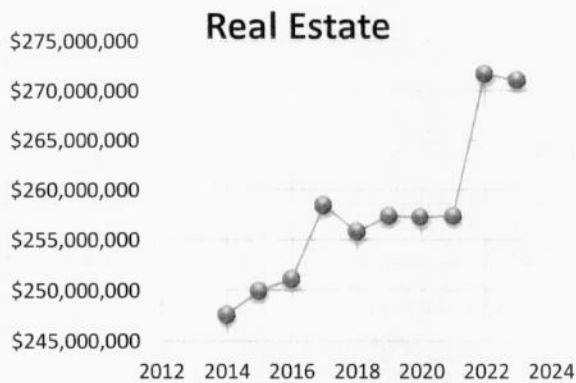
Per the State of Connecticut statute, every town, municipality is required to implement full, real estate property revaluation, every five years. The City of Bridgeport implemented full real estate revaluation on the October 2020 Grand List. The FY25 Mayor Recommended Real Estate and Personal Properties mill rate of 43.45 maintains the FY23 mill rate of 43.45 mills.

The FY25 Mayor Recommended Library budget is based on the November 2017 voters referendum that passed and mandates the appropriation of Library Department 1.30 mills of the total collectable FY25 appropriated real estate, personal properties and motor vehicles mill rate value.

<b>All Taxable Grand List Net Assessed Value:</b>	<b>October 2023</b>	<b>2022</b>
Real Property	\$6,216,051,646	\$6,183,592,546
Personal Property	\$1,180,049,561	\$1,174,929,279
Motor Vehicles	\$770,454,605	\$809,361,360
<b>Total Grand List:</b>	<b>\$8,166,555,812</b>	<b>\$8,167,883,185</b>
Change 2023 v 2022 (\$)	-\$1,327,373	
Change 2023 v 2022 (%)	-0.02%	

TAX REVENUES BY SOURCE, GOVERNMENTAL FUNDS  
 LAST TEN FISCAL YEARS 2014-2023

FISCAL YEAR	Real Estate	Personal Property	Motor Vehicle	Total
2014	\$247,634,510	\$29,273,456	\$20,620,272	\$297,528,238
2015	\$249,909,726	\$30,117,975	\$21,608,636	\$301,636,337
2016	\$251,167,365	\$31,015,137	\$22,335,890	\$304,518,392
2017	\$258,466,001	\$44,695,896	\$20,667,952	\$323,829,849
2018	\$255,799,752	\$43,620,964	\$22,434,590	\$321,855,306
2019	\$257,366,589	\$43,934,685	\$26,591,985	\$327,893,259
2020	\$257,256,833	\$58,551,391	\$27,438,508	\$343,246,732
2021	\$257,386,755	\$61,622,442	\$28,085,787	\$347,094,984
2022	\$271,675,107	\$49,493,394	\$29,657,345	\$350,825,846
2023	\$271,051,135	\$46,832,214	\$27,812,304	\$345,695,653
<b>CHANGE 2014-2023</b>	<b>9.46%</b>	<b>59.98%</b>	<b>34.88%</b>	<b>16.19%</b>





FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY BRIDGEPORT IN CONTEXT  
 PRINCIPAL PROPERTY TAXPAYERS IN BRIDGEPORT 2023 & 2014

	FY 2023			FY 2014		
	Taxable Assessed Value	Rank	% of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total City Taxable Assessed Value
<b>PRINCIPAL PROPERTY TAXPAYERS - Real Property</b>						
PSEG Power Connecticut LLC* <sup>(1)</sup>	\$ 398,667,521	1	30.29%	\$ 66,774,169	3	6.27%
United Illuminating Co. Inc.	\$ 369,263,080	2	28.05%	\$ 211,997,036	2	19.90%
CRRA/US Bank National Association (real property Wheelabrator)	\$127,400,000	4	9.68%	\$ 310,699,301	1	29.16%
Bridgeport Energy LLC	\$139,224,770	3	10.58%	\$ 12,600,590	15	1.18%
Connecticut Light & Power	\$46,138,468	6	3.51%	\$ 55,423,829	5	5.20%
People's United Bank	\$45,880,670	7	3.49%	\$ 58,727,604	4	5.51%
Southern CT Gas Co.-Energy EA	\$51,357,870	5	3.90%	\$ 34,364,683	7	3.23%
Fuel Cell LLC Inc*(Formerly Watermark 3030 Park LLC)	\$13,023,270	11	0.99%	n/a		n/a
Aquarion Water Co. of CT*	\$35,823,640	6	2.72%	\$ 22,815,836	12	2.14%
NHI-REIT of Axel LLC*(Formerly Watermark 3030 Park LLC)	\$19,076,090	9	1.45%	\$ 29,736,500	10	2.79%
Success Village Apts Inc.	\$19,371,890	8	1.47%	\$24,269,147	11	2.28%
Shelbourne Lafayette (formerly BPT Lafayette 2005 LLC)	\$15,766,460	10	1.20%	\$148,951,000	14	13.98%
AT&T Mobility	\$8,096,070	12	0.62%	\$30,809,473	9	2.89%
Wheelabrator BPT LP (personal property)	\$2,699,720	4	0.21%	\$39,811,142	1	3.74%
Brookside (E&A) LLC.	\$24,452,645	7	1.86%	\$18,486,787	13	1.74%
<b>Total Taxable Grand List (Principal Tax Payers Only)</b>	<b>\$1,316,242,164</b>			<b>\$1,065,467,097</b>		<b>100.00%</b>

\* Note: Name change occurred during period.  
<sup>(1)</sup> Note: PSEG new power plant opened in FY2020

Source: City of Bridgeport - Tax Assessor's Office

PRINCIPAL EMPLOYERS IN BRIDGEPORT: 2023 & 2014

Employer	Employees	2023		2014	
		Rank	Rank	Rank	Rank
Bridgeport Hospital, Inc.	3333 (2,244 FT, 541 PT, & 548 Per Diem)	1		2,005	2
St. Vincent's Medical Center	1800**	2		2,238	1
M&T Bank	1,090	3		1,244	3
MOZAIC Senior Life	870 (552 FT & 318 PT)	4		102	10
Goodwin University-Univ of Bridgeport Campus	526**	5		419	7
Sikorsky Aircraft	383***	6		501	6
Housatonic Community College	343**	7		214	9
alphabroder Prime Line	332	8		569	4
Lacey Manufacturing Company	389 (311 FT/ 78 Temp FT.)	9		329	8
Bridgeport Health Care Center	297*	10		525	5
<b>Total Employees</b>		<b>9,363</b>		<b>8,146</b>	

\*-2019 Data  
 \*\*-2021 Data  
 \*\*\*-2022 Data

Note: Rankings are based on Full-Time Employees only.

Sources: City of Bridgeport - Finance Dept.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY BRIDGEPORT IN CONTEXT

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POPULATION IN BRIDGEPORT/SURROUNDING AREA 1990-2022

Area	1990	2000	2022	Change 1990-2022	
				Number	Percent
Bridgeport	141,686	139,529	148,377	6,691	4.7%
Fairfield County CT	827,646	882,567	959,768	132,122	16.0%

In terms of demographics, the population of Bridgeport is overall less affluent and more diverse than the rest of Fairfield County. Median household income is lower than our Fairfield County neighbors, and our population overall is younger, has completed less education, and has a higher likelihood of speaking a language other than English at home. Our unemployment rates are higher, and poverty impacts the lives of our residents in greater numbers than in the rest of Fairfield County.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUDGET SUMMARY BRIDGEPORT IN CONTEXT

POPULATION CHARACTERISTICS

Fact	Fact Note	City of Bridgeport	Connecticut	United States
<b>People</b>				
Population estimates, July 1, 2023, (V2023)		NA	3,617,176	334,914,895
Population Estimates, July 1, 2022, (V2022)		148,377	3,608,706	333,271,411
Population estimates base, April 1, 2020, (V2023)		NA	3,605,912	331,464,948
Population estimates base, April 1, 2020, (V2022)		148,644	3,605,912	331,464,948
Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)		NA	0.30%	1.00%
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)		-0.20%	0.10%	0.50%
Population, Census, April 1, 2020		148,654	3,605,944	331,449,281
Population, Census, April 1, 2010		144,229	3,574,097	308,745,538
<b>Race and Hispanic Origin</b>				
White alone, percent		43.20%	78.40%	75.50%
Black or African American alone, percent	(a)	21.70%	12.90%	13.60%
American Indian and Alaska Native alone, percent	(a)	0.50%	0.70%	1.30%
Asian alone, percent	(a)	6.80%	5.20%	6.30%
Native Hawaiian and Other Pacific Islander alone, percent	(a)	0.10%	0.10%	0.30%
Two or More Races, percent		9.40%	2.70%	3.00%
Hispanic or Latino, percent	(b)	36.20%	18.20%	19.10%
White alone, not Hispanic or Latino, percent		32.40%	63.90%	58.90%
<b>Population Characteristics</b>				
Veterans, 2018-2022		2,930	146,179	17,038,807
Foreign born persons, percent, 2018-2022		31.40%	15.00%	13.70%
<b>Households</b>				
Housing units, July 1, 2022, (V2022)		X	1,540,363	143,786,655
Owner-occupied housing unit rate, 2018-2022		45.20%	66.20%	64.80%
Median value of owner-occupied housing units, 2018-2022		\$227,200	\$323,700	\$281,900
Median selected monthly owner costs -with a mortgage, 2018-2022		\$2,074	\$2,326	\$1,828
Median selected monthly owner costs -without a mortgage, 2018-2022		\$997	\$1,018	\$584
Median gross rent, 2018-2022		\$1,369	\$1,374	\$1,268
Building permits, 2022		X	5,652	1,665,088
Households, 2018-2022		55,550	1,409,807	125,736,353
Persons per household, 2018-2022		2.6	2.48	2.57
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022		85.90%	88.50%	86.90%
Language other than English spoken at home, percent of persons age 5 years+, 2018-2022		48.40%	22.60%	21.70%
Households with a computer, percent, 2018-2022		91.70%	94.10%	94.00%
Households with a broadband Internet subscription, percent, 2018-2022		85.30%	90.10%	88.30%
<b>Businesses</b>				
Total employer establishments, 2021		X	88,509	8,148,606
Total employment, 2021		X	1,442,204	128,346,299
Total annual payroll, 2021 (\$1,000)		X	105,881,963	8,278,573,947
Total employment, percent change, 2020-2021		X	-7.00%	-4.30%
Total nonemployer establishments, 2020		X	286,720	27,151,987
All employer firms, Reference year 2017		1,998	68,248	5,744,643
Men-owned employer firms, Reference year 2017		1,147	43,477	3,480,438
Women-owned employer firms, Reference year 2017		392	12,014	1,134,549
Minority-owned employer firms, Reference year 2017		441	8,322	1,014,958
Nonminority-owned employer firms, Reference year 2017		1,270	53,238	4,371,152
Veteran-owned employer firms, Reference year 2017		99	3,685	351,237
Nonveteran-owned employer firms, Reference year 2017		1,612	57,353	4,968,606
<b>Geography</b>				
Population per square mile, 2020		9,253.90	744.7	93.8
Land area in square miles, 2020		16.06	4,842.37	3,533,038.28

About datasets used in this table

Fact Notes

- (a) Includes persons reporting only one race
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
- F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of data
- X Not applicable
- S Suppressed; does not meet publication standards
- NA Not available
- Z Value greater than zero but less than half unit of measure shown

Source:

<https://www.census.gov/quickfacts/fact/table/bridgeportcityconnecticut,fairfieldcountyconnecticut,US/PSTo45219>

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GENERAL GOVERNMENT DIVISIONS  
OFFICE OF THE MAYOR

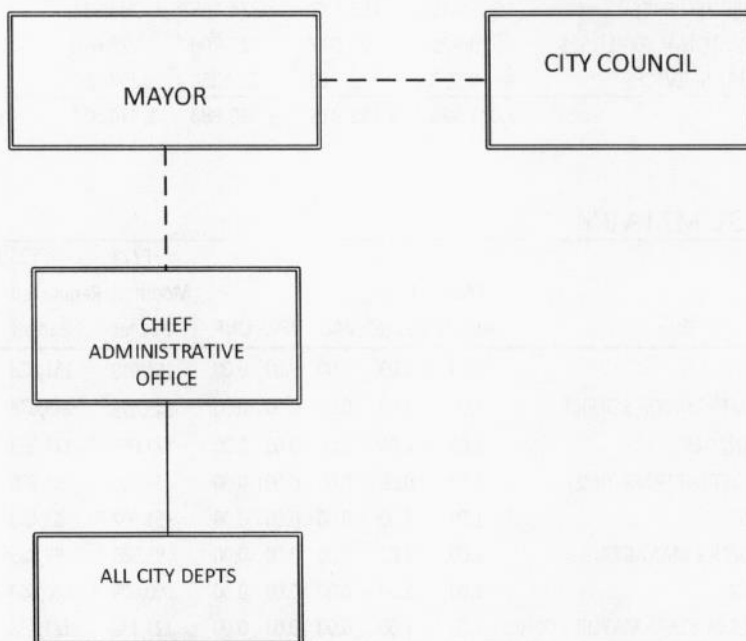
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MISSION STATEMENT

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

OBJECTIVES

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



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
OFFICE OF THE MAYOR BUDGET DETAIL

Honorable Joseph P. Ganim  
Mayor

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01001</b>	<b>OFFICE OF THE MAYOR</b>						
01	PERSONNEL SERVICES	787,426	799,421	886,871	888,428	903,575	-16,704
02	OTHER PERSONNEL SERV	23,236	21,841	4,800	5,775	5,775	-975
03	FRINGE BENEFITS	235,445	265,912	314,165	294,311	299,372	14,792
04	OPERATIONAL EXPENSES	20,979	22,031	27,800	28,650	28,650	-850
05	SPECIAL SERVICES	4,500	3,710	257,250	257,650	258,400	-1,150
		<b>1,071,586</b>	<b>1,112,915</b>	<b>1,490,886</b>	<b>1,474,814</b>	<b>1,495,772</b>	<b>-4,887</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	MAYOR	1.00	1.00	0.00	0.00	0.00	161,018	161,018	161,018	0
	CHIEF OF STAFF - MAYOR'S OFFICE	1.00	1.00	0.00	0.00	0.00	145,076	145,076	145,076	0
	PROJECT MANAGER	2.00	2.00	0.00	0.00	0.00	177,063	177,063	191,063	-14,000
	CLERICAL ASSISTANT (PART-TIME)	0.50	0.50	0.00	0.00	0.00	34,680	34,680	34,680	0
	RECEPTIONIST	1.00	1.00	0.00	0.00	0.00	51,902	53,459	54,606	-2,704
	EXECUTIVE OFFICE MANAGER	1.00	1.00	0.00	0.00	0.00	95,385	95,385	95,385	0
	MAYOR'S AIDE	1.00	1.00	0.00	0.00	0.00	100,609	100,609	100,609	0
01001000	DEPUTY CHIEF OF STAFF-MAYOR'S OFFICE	1.00	1.00	0.00	0.00	0.00	121,138	121,138	121,138	0
	OFFICE OF THE MAYOR	8.50	8.50	0.00	0.00	0.00	886,871	888,428	903,575	-16,704

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Implement policies and initiatives throughout City government that improve the City's response to constituent needs and requests and increase the level of customer service with those who interact with City departments on a daily basis.
2. Focus efforts within each department on addressing quality of life issues including, but not limited to, blight and cleanliness, public safety, street conditions, and more.
3. Improve the quality and affordability of housing in Bridgeport through the development of new quality and affordable housing in the city and the implementation of the new Fair Rent Office and Commission.
4. Foster an environment in Bridgeport that supports our small and minority businesses by conducting a new city-wide disparity study focused on racial, gender, and other disparities within city purchasing, as well as through the implementation of small business support programs through the SMBE Office.

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Promote economic development throughout the City, with specific goals to increase Bridgeport's housing stock (both market-rate and affordable), bring new industries to Bridgeport, support and expand the existing business community in the city, and work towards making Bridgeport the arts and entertainment capital of Connecticut.
2. Promote green initiatives throughout the City of Bridgeport and reduce the city's carbon footprint by promoting sustainability throughout city facilities and operations, preserving public parks and creating open space, and facilitating efforts to make Bridgeport a hub for clean energy production.
3. Hold the line on taxes by maintaining balanced budgets and strong credit ratings, while streamlining city services to be both effective and efficient.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
OFFICE OF THE MAYOR APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

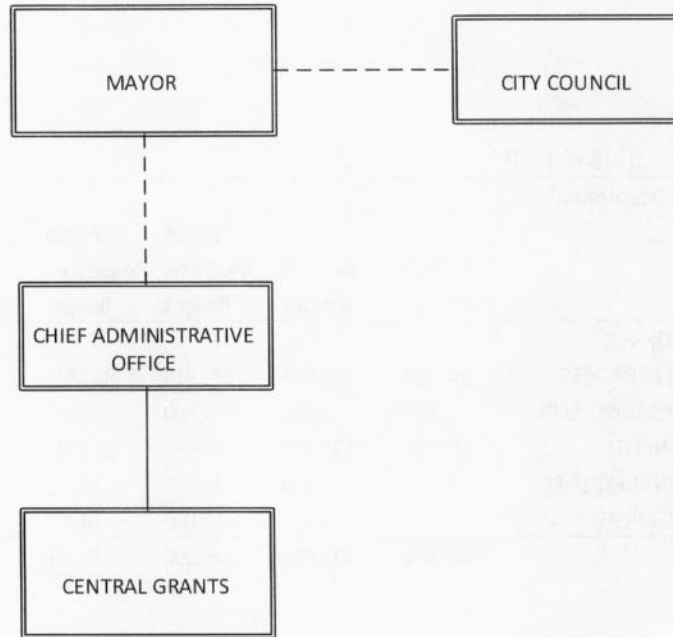
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01001</b>	<b>OFFICE OF THE MAYOR</b>							
	51000	FULL TIME EARNED PAY	787,426	799,421	886,871	888,428	903,575	-16,704
<b>01</b>	<b>PERSONNEL SERVICES</b>		787,426	799,421	886,871	888,428	903,575	-16,704
	51140	LONGEVITY PAY	4,350	4,575	4,800	5,775	5,775	-975
	51156	UNUSED VACATION TIME PAYOUT	18,886	17,266	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		23,236	21,841	4,800	5,775	5,775	-975
	52360	MEDICARE	11,464	11,574	12,492	12,285	12,505	-13
	52385	SOCIAL SECURITY	707	3	5,281	5,281	5,281	0
	52504	MERF PENSION EMPLOYER CONT	142,561	165,775	217,332	175,255	180,096	37,236
	52917	HEALTH INSURANCE CITY SHARE	80,714	88,559	79,059	101,490	101,490	-22,431
<b>03</b>	<b>FRINGE BENEFITS</b>		235,445	265,912	314,165	294,311	299,372	14,792
	53605	MEMBERSHIP/REGISTRATION FEES	0	125	1,500	1,750	1,750	-250
	53750	TRAVEL EXPENSES	1,964	0	0	0	0	0
	53905	EMP TUITION AND/OR TRAVEL REIM	4,753	8,588	6,500	6,500	6,500	0
	54595	MEETING/WORKSHOP/CATERING FOOD	3,602	2,496	4,500	4,750	4,750	-250
	54675	OFFICE SUPPLIES	8,825	5,298	9,500	9,750	9,750	-250
	55155	OFFICE EQUIPMENT RENTAL/LEAS	1,834	5,524	5,800	5,900	5,900	-100
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		20,979	22,031	27,800	28,650	28,650	-850
	56110	FINANCIAL SERVICES	1,500	576	1,500	1,500	1,500	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	1,250	1,400	1,400	-150
	56250	TRAVEL SERVICES	3,000	3,134	4,500	4,750	5,500	-1,000
	56275	BPT HIGHER EDUCATN PROMISE PRG	0	0	250,000	250,000	250,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		4,500	3,710	257,250	257,650	258,400	-1,150
<b>01001</b>	<b>OFFICE OF THE MAYOR</b>		<b>1,071,586</b>	<b>1,112,915</b>	<b>1,490,886</b>	<b>1,474,814</b>	<b>1,495,772</b>	<b>-4,887</b>

GENERAL GOVERNMENT DIVISIONS  
**CENTRAL GRANTS**

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MISSION STATEMENT

The mission of the Central Grants Office is to strategically apply for both formula and competitive grants to fund cost effective projects and quality programs and services for residents.





FY 2024-2025 PROPOSED GENERAL BUDGET  
CENTRAL GRANTS BUDGET DETAIL

Isolina DeJesus  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01005</b>	<b>CENTRAL GRANTS OFFICE</b>						
01	PERSONNEL SERVICES	244,857	285,632	371,919	394,512	394,512	-22,593
02	OTHER PERSONNEL SERV	1,650	3,390	1,800	1,875	1,875	-75
03	FRINGE BENEFITS	127,796	131,179	118,633	151,019	151,698	-33,065
04	OPERATIONAL EXPENSES	7,769	7,330	18,550	18,550	18,550	0
05	SPECIAL SERVICES	0	4,280	10,000	10,000	10,000	0
		<b>382,072</b>	<b>431,810</b>	<b>520,902</b>	<b>575,956</b>	<b>576,635</b>	<b>-55,733</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	110,126	110,126	110,126	0
	GRANT WRITER	2.00	2.00	1.00	0.00	0.00	140,822	153,880	153,880	-13,058
	ADMINISTRATIVE ASSISTANT*	1.00	0.00	0.00	0.00	1.00	47,588	0	0	47,588
	OPM POLICY ANALYST	1.00	1.00	0.00	0.00	0.00	73,383	73,383	73,383	0
01005000	ADMINISTRATIVE SECRETARY*	0.00	1.00	1.00	1.00	0.00	0	57,123	57,123	-57,123
	CENTRAL GRANTS OFFICE	5.00	5.00	2.00	1.00	1.00	371,919	394,512	394,512	-22,593

\* The Administrative Assistant position has been reclassified into an Administrative Secretary position to attract more qualified candidates and reduce the turnover rate in the position.

FY 2024-2025 PROPOSED GENERAL BUDGET

CENTRAL GRANTS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>CENTRAL GRANTS</b>							
Number of Grant applications filed	49	53	59	72	26	52	60
Number of Grant Applications Funded	33	46	41	31	30	35	40
Number of Grant Applications Pending	4	3	9	31	19	15	20
Number of Grant Applications Denied	12	4	9	19	8	10	20
Total dollars awarded to the City of Bridgeport	\$6,788,913	\$16,970,164	\$14,796,651	\$20,714,465	\$34,648,136	\$40,000,000	N/A
Total Dollars Pending	\$5,813,698	\$4,967,534	\$17,305,214	\$55,341,443	\$68,801,669	\$25,000,000	N/A
Total dollars awarded to Community Organizations	N/A	N/A	N/A	N/A	N/A	N/A	N/A

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Strategically apply for formula and competitive funding for priority projects and programs with a focus on development, public safety, blight, and green initiatives. (MG3)
2. Strive to increase grant submittal rate by 20% through more proactive application efforts, partnerships, and collaborations. (MG1)
3. Continue to ensure that processes and procedures are in place and adhered to for compliance with Federal, State and local requirements. (MG1)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Strategically apply for formula and competitive funding for city priority projects and programs with a focus on COVID-19 pandemic recovery funding, public safety, blight and green initiatives. **The Central Grants Department submitted 26 applications to support city projects and programs. In addition to the 26 applications submitted there were 31 pending applications from FY 2022-2023. Of these 31 pending applications, 14 were awarded, 12 remain pending, and 5 were denied. Of the 26 applications submitted 16 were awarded, 7 remain pending, and 3 were denied.**
2. Strive to improve grant submittal rate by 20% through more focused application efforts and collaborations. **Staff participated in numerous NOFO webinars and informational sessions provided by various federal and state stakeholders. The grant submittal rate did not increase as we decided to submit larger proposals which require much more effort and time.**
3. Continue to ensure that processes and procedures are in place to assure compliance with Federal, State and local requirements. **Staff routinely participated in training sessions and kept apprised of changes in legislation. There were zero grant compliance issues this fiscal year.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. In FY 2024, we were one of 88 awardees nationwide to receive funding under the Environmental Protection Agency’s Environmental Justice Government-to-Government grant program. The award, which totals \$1,000,000, will be used to implement a “Complete and Safe Streets” makeover of a 0.5-mile stretch of East Main Street which has seen a disproportionately high number of pedestrian/cyclist accidents and fatalities. New amenities on this section of East Main Street will include improved infrastructure for pedestrians and/or cyclists as well as “green

infrastructure” including plantings and/or bioswales. The project will be implemented in partnership with Groundwork Bridgeport and the broader East Side community through a series of community-input sessions aimed at creating a resident-led process.

This project addresses several of the Mayor’s Goals for 2023-2024, particularly his pledge to promote green initiatives and address quality-of-life concerns. The ultimate goals for this project are to increase safety, promote mode shifts to walking and cycling, improve the climate resiliency of the neighborhood, and address environmental justice concerns in a neighborhood that has been heavily overburdened by the effects of high-speed automobile traffic. It dovetails with several other recent grant awards including our \$800,000 CT DOT Community Connectivity grant to improve crosswalks in the East Side, and our \$250,000 CT DEEP Climate Resiliency planning grant.

2. Our largest award of the year was the \$22.5M award that we applied for during Round 3 of the CT DECD Community Investment Fund 2030 grant program. This grant will be used to fund the demolition of the decommissioned PSEG coal-burning power plant in the South End. The PSEG plant is a stark reminder of the numerous environmental injustices that Bridgeport residents have faced for decades. Demolishing and remediating the plant doesn’t just address the Mayor’s goal to reduce blight – it clears the way for new mixed-use, mixed-income, inclusive development that will promote economic growth and increase Bridgeport’s housing stock. It will also reconnect South End residents with a huge swath of the neighborhood’s waterfront, improving residents’ quality-of-life and making the neighborhood greener and more climate resilient.

Applying for this grant was a collaborative effort bringing together internal staff from the Mayor’s Office, the Office of Planning and Economic Development, and our team at Central Grants, along with our State legislative delegation and the Governor’s Office. The success of this proposal gives us a blueprint to use when applying future economic development projects through the CT DECD, including future rounds of the ever-exciting Community Investment Fund.

3. We also received a \$2,255,000 grant from Round 3 of CT DECD’s Connecticut Communities Challenge. This grant will be used to fund placemaking efforts at the “Post Office Square” site in Downtown Bridgeport. Funds will be used to cover the costs of hooking up the site to water and electricity, purchasing and installing pop-up storefronts, creating food truck hookups, and installing a restroom. The result will be a fully moveable outdoor community space and small business incubator, activating a disused section of City-owned land in the heart of Bridgeport’s Downtown.

This project aligns with the Mayor’s goal to foster a supportive environment for small and minority-owned businesses by creating a vibrant new hub for pop-ups, events, and food trucks in direct proximity to some of Downtown’s most exciting new housing developments. The project also effectively creates a new park space in a neighborhood that is somewhat underserved when it comes to accessible public greenspace.

FY 2024-2025 PROPOSED GENERAL BUDGET  
CENTRAL GRANTS PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</b>			
ST#1	N/A	N/A	
ST#2	20%	0	More focused on submittal of larger applications
ST#3	100%	100%	Daily monitoring and technical assistance to departments. Monthly monitoring meetings.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01005	CENTRAL GRANTS OFFICE							
	51000	FULL TIME EARNED PAY	244,857	285,632	371,919	394,512	394,512	-22,593
01	PERSONNEL SERVICES		244,857	285,632	371,919	394,512	394,512	-22,593
	51140	LONGEVITY PAY	1,650	1,725	1,800	1,875	1,875	-75
	51156	UNUSED VACATION TIME PAYOUT	0	1,665	0	0	0	0
02	OTHER PERSONNEL SERV		1,650	3,390	1,800	1,875	1,875	-75
	52360	MEDICARE	3,470	4,069	5,255	5,442	5,442	-187
	52385	SOCIAL SECURITY	3,651	1,781	4,365	7,615	7,615	-3,250
	52504	MERF PENSION EMPLOYER CONT	35,672	55,443	76,918	69,176	69,855	7,063
	52917	HEALTH INSURANCE CITY SHARE	85,003	69,885	32,095	68,786	68,786	-36,691
03	FRINGE BENEFITS		127,796	131,179	118,633	151,019	151,698	-33,065
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	500	500	500	0
	53705	ADVERTISING SERVICES	0	0	1,000	1,000	1,000	0
	53750	TRAVEL EXPENSES	0	0	3,500	3,500	3,500	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	678	1,500	1,500	1,500	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	1,000	1,000	1,000	0
	54675	OFFICE SUPPLIES	4,020	4,471	4,550	3,500	3,500	1,050
	54700	PUBLICATIONS	0	0	0	200	200	-200
	54705	SUBSCRIPTIONS	0	0	0	850	850	-850
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,749	2,181	6,500	6,500	6,500	0
04	OPERATIONAL EXPENSES		7,769	7,330	18,550	18,550	18,550	0
	56085	FOOD SERVICES	0	0	500	500	500	0
	56165	MANAGEMENT SERVICES	0	0	2,000	2,000	2,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	4,280	6,000	6,000	6,000	0
	56250	TRAVEL SERVICES	0	0	1,500	1,500	1,500	0
05	SPECIAL SERVICES		0	4,280	10,000	10,000	10,000	0
01005	CENTRAL GRANTS OFFICE		382,072	431,810	520,902	575,956	576,635	-55,733

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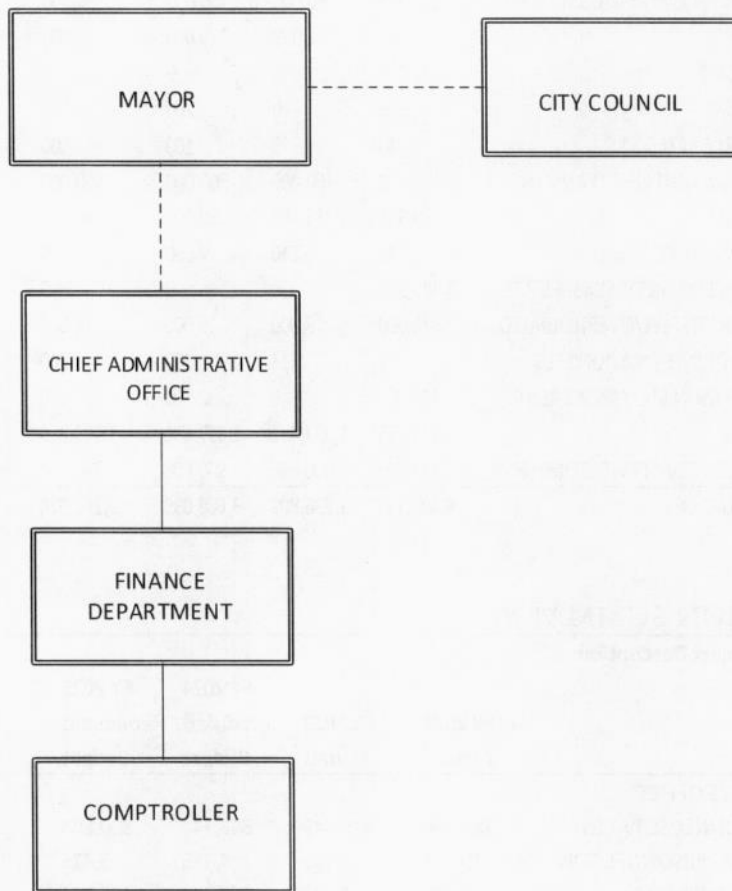


FINANCE DIVISIONS  
COMPTROLLER'S OFFICE

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MISSION STATEMENT

The mission of the Comptroller's Office is to prepare and maintain all financial records of the City of Bridgeport. The Department's objectives include receiving, accounting for and depositing all City revenues, completing all expenditure accounting transactions and producing all AP payments and journal entries. The Division monitors procedures for grant account activity and maintains 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 bank and balance sheet accounts. All transactions are performed in accordance with local, state and federal accounting standards.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE BUDGET DETAIL

Kenneth Flatto  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested	Proposed	Prop. Vs FY24 Mod. Budget		
<b>01010 COMPTROLLER'S OFFICE</b>									
41205	NIPS BOTTLE REDEMPTIONS	0	0	200,000	200,000	200,000	0		
41277	RESTITUTION RECOVERY	5,401	123,162	5,000	5,000	5,000	0		
41315	RENT CREDIT UNION 45 LYONS TER	0	5,000	0	0	30,000	30,000		
41513	CANNABIS SALES TAX	0	0	350,000	200,000	200,000	-150,000		
41514	LIBRARY OVERHEAD ADM COST	150,000	150,000	150,000	150,000	150,000	0		
41538	COPIES	6,038	2,988	10,000	10,000	10,000	0		
41551	O.T.B INCOME	79,774	0	0	0	0	0		
41552	STATE BINGO	0	0	200	200	200	0		
41553	BOOKS / MAP SALES	40	0	100	100	100	0		
41555	CAPITAL FUND INTEREST TRANSFER	0	200,000	500,000	500,000	500,000	0		
41559	COURT FINES	38,935	35,101	50,000	50,000	50,000	0		
41560	PROPERTY RENTAL	6,240	6,240	7,000	7,000	7,000	0		
41562	DEBTSERVICEINTERESTREIMBURSEME	5,403,988	0	0	0	0	0		
41564	ADMINISTRATIVEFEE/OVERHEADALLO	16,000	16,000	15,000	15,000	15,000	0		
41610	FREEDOM OF INFORMATION FEES	94	213	200	200	200	0		
41639	PORT JEFFERSON STEAMBOAT RENT	110,000	0	82,500	0	0	-82,500		
44550	TOWN AID	1,374,725	1,397,431	1,397,431	1,393,810	1,393,810	-3,621		
45354	WPCACOLLECTIONSERVICEREIMBURSE	1,217,905	900,666	900,608	730,664	730,664	-169,944		
<b>01010</b>	<b>COMPTROLLER'S OFFICE</b>	<b>8,409,139</b>	<b>2,836,801</b>	<b>3,668,039</b>	<b>3,261,974</b>	<b>3,291,974</b>	<b>-376,065</b>		

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget		
<b>01010 COMPTROLLER'S OFFICE</b>									
01	PERSONNEL SERVICES	788,560	826,449	846,744	890,804	890,804	-44,060		
02	OTHER PERSONNEL SERV	10,427	11,959	4,375	5,425	5,425	-1,050		
03	FRINGE BENEFITS	302,995	354,183	448,944	392,261	394,054	54,890		
04	OPERATIONAL EXPENSES	8,179	7,364	14,994	14,994	14,994	0		
05	SPECIAL SERVICES	301,660	306,056	309,000	312,000	312,000	-3,000		
		<b>1,411,820</b>	<b>1,506,011</b>	<b>1,624,057</b>	<b>1,615,484</b>	<b>1,617,277</b>	<b>6,780</b>		

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE

BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	ACCOUNTING CLERK I (35 HOURS)	4.00	4.00	0.00	0.00	0.00	181,681	198,527	198,527	-16,846	
	ACCOUNTING CLERK II (35 HOURS)	2.00	2.00	0.00	0.00	0.00	126,150	137,846	137,846	-11,696	
	FINANCIAL MANAGEMENT SUPERVIS	1.00	1.00	0.00	0.00	0.00	96,877	96,877	96,877	0	
	ACCOUNTANT	3.00	3.00	0.00	0.00	0.00	258,286	263,070	263,070	-4,784	
	CHIEF ACCOUNTANT	1.00	1.00	0.00	0.00	0.00	93,191	95,528	95,528	-2,337	
01010000	CAPITOL PROJECTS FIXED ASSETS	1.00	1.00	0.00	0.00	0.00	90,559	98,956	98,956	-8,397	
	COMPTROLLER'S OFFICE	12.00	12.00	0.00	0.00	0.00	846,744	890,804	890,804	-44,060	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>COMPTROLLER'S OFFICE</b>							
Number of:							
Accounts Payable Checks Issued	13,570	13,050	16,200	17,992	9,485	19,000	18,500
Manual checks processed	6	5	5	6	1	4	5
ACH Vendor Payments processed	2,281	2,040	2,286	2,730	1,036	2,300	2,300
Manual checks processed payroll	189	175	184	212	39	120	120
Travel requests processed	54	7	25	21	9	20	20
Payment Vouchers processed	41,226	43,789	49,099	49,860	20,919	45,000	45,000
Capital Project checks processed	384	357	374	415	208	400	400
Capital Project wires processed	60	90	114	116	52	110	110
Cash Receipts processed	6,191	6,115	6,221	6,571	3,411	6,700	6,700
Federal 1099 Forms issued	670	685	674	896	0	900	900
W-2 Statements issued	5,294	5,046	5,633	5,527	0	5,550	5,550
Payroll Checks Issued (1)	15,456	15,032	5,429	6,222	3,916	6,800	6,850
Payroll Direct Deposit (1)	150,045	152,568	148,414	150,926	75,567	152,000	153,000
Payroll Vendor Checks Issued	2,496	2,857	1,822	1,857	1,077	2,100	2,100
Payroll Vendor Direct Deposit	2,280	2,486	2,290	2,271	1,231	2,400	2,400
Pension checks issued (Police, Fire, Janitor)	7,614	7,456	6,761	6,986	3,149	6,550	6,450
Financial report delivery date	31-Dec	31-Jan	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

(1) FY2021 decrease/increase in actual pay checks due to direct deposit.

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Perform all monthly transactions required on a timely basis, including JEs, AP and deposits.
2. Handle the annual audit and attain a clean opinion and CAFR report and annual GFOA award.
3. Manage finances to save on budgets and end the year with a solid surplus.

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Handle the annual audit and attain a clean opinion and CAFR report and annual GFOA award.
2. Implement annual MUNIS upgrade and new tax reporting requirements.

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. Perform all pension accounting and reporting to ensure Plans remain properly funded.
2. Exceed and sustain fund balance surplus pursuant to City Ordinance.

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. **Audit obtained clean opinion and GFOA award.**
2. **Comptroller successfully handled all accounting of cash receipts and payments.**
3. **Pension funds sustained adequate balances.**
4. **Revenue collections exceeded budget and all software upgrades completed.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE PROGRAM HIGHLIGHTS

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**FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. All reporting for federal grant ARPA programs were accomplished on time and awarded certificate.
2. Cash investment program expanded to earn the City millions in additional revenue over budget.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	100%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	
MT#2	100%	100%	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	
LT#2	100%	100%	



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMPTROLLER'S OFFICE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

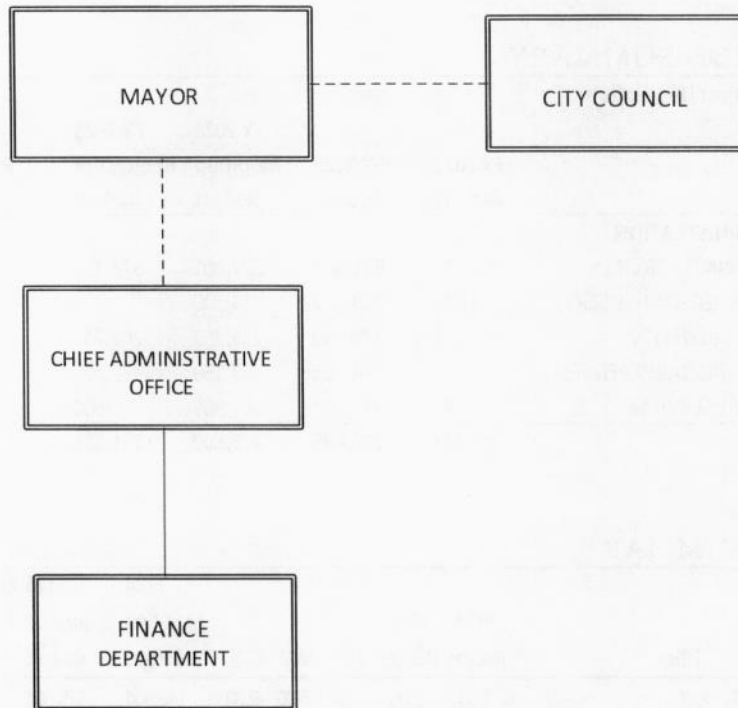
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01010</b>	<b>COMPTROLLER'S OFFICE</b>							
	51000	FULL TIME EARNED PAY	788,560	826,449	846,744	890,804	890,804	-44,060
<b>01</b>	<b>PERSONNEL SERVICES</b>		788,560	826,449	846,744	890,804	890,804	-44,060
	51140	LONGEVITY PAY	4,350	5,625	3,975	5,025	5,025	-1,050
	51156	UNUSED VACATION TIME PAYOUT	6,077	6,334	400	400	400	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		10,427	11,959	4,375	5,425	5,425	-1,050
	52360	MEDICARE	10,936	11,513	10,803	11,704	11,705	-902
	52385	SOCIAL SECURITY	936	1,094	11,005	0	0	11,005
	52504	MERF PENSION EMPLOYER CONT	148,715	178,620	215,742	182,657	184,449	31,293
	52917	HEALTH INSURANCE CITY SHARE	142,408	162,956	211,394	197,900	197,900	13,494
<b>03</b>	<b>FRINGE BENEFITS</b>		302,995	354,183	448,944	392,261	394,054	54,890
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	1,000	1,000	1,000	0
	53705	ADVERTISING SERVICES	0	0	57	57	57	0
	53905	EMP TUITION AND/OR TRAVEL REIM	219	0	237	237	237	0
	54555	COMPUTER SUPPLIES	2,210	2,400	1,800	1,800	1,800	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	134	650	650	650	0
	54675	OFFICE SUPPLIES	5,409	4,191	6,000	6,000	6,000	0
	54700	PUBLICATIONS	0	0	250	250	250	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	342	639	5,000	5,000	5,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		8,179	7,364	14,994	14,994	14,994	0
	56100	AUDITING SERVICES	290,000	301,513	300,000	305,000	305,000	-5,000
	56165	MANAGEMENT SERVICES	8,570	1,705	5,000	3,000	3,000	2,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	3,090	2,838	4,000	4,000	4,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		301,660	306,056	309,000	312,000	312,000	-3,000
<b>01010</b>	<b>COMPTROLLER'S OFFICE</b>		<b>1,411,820</b>	<b>1,506,011</b>	<b>1,624,057</b>	<b>1,615,484</b>	<b>1,617,277</b>	<b>6,780</b>

*FINANCE DIVISIONS*  
**FINANCE DEPARTMENT**

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**MISSION STATEMENT**

Effectively and responsibly manage six Divisions of the Finance Department and 51 employees. Produce the City's official monthly and annual financial statements, manage City bond offerings and all audit and pension reporting. Attain a healthy surplus and solid cash flow for the City, while achieving a clean audit opinion with the annual CAFR.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FINANCE DEPARTMENT BUDGET DETAIL

Kenneth Flatto  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01015</b>	<b>FINANCE ADMINISTRATION</b>						
01	PERSONNEL SERVICES	514,425	511,364	527,801	528,424	528,424	-623
02	OTHER PERSONNEL SERV	18,016	13,672	4,800	5,025	5,025	-225
03	FRINGE BENEFITS	159,551	170,990	235,259	209,740	210,806	24,453
04	OPERATIONAL EXPENSES	3,739	4,306	7,150	7,400	7,400	-250
05	SPECIAL SERVICES	81	358	850	600	600	250
		<b>695,812</b>	<b>700,689</b>	<b>775,860</b>	<b>751,189</b>	<b>752,255</b>	<b>23,605</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs
							Budget	Budget	Budget	Mod. Budget
	DIRECTOR OF FINANCE	1.00	1.00	0.00	0.00	0.00	146,904	146,904	146,904	0
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	71,410	78,032	78,032	-6,622
	ASSISTANT INTERNAL AUDITOR	1.00	1.00	0.00	0.00	0.00	87,507	81,508	81,508	5,999
	PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	110,990	110,990	110,990	0
01015000	PAYROLL MANAGER	1.00	1.00	0.00	0.00	0.00	110,990	110,990	110,990	0
FINANCE		5.00	5.00	0.00	0.00	0.00	527,801	528,424	528,424	-623

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>FINANCE DEPARTMENT</b>							
Annual CAFR Report	1	1	1	1	1	1	1
Unreserved Unassigned Fund Balance	\$27,643,194	\$36,704,618	\$39,958,348	\$45,612,483	\$45,612,483	\$48,000,000	\$50,000,000
Unreserved Fund Balance as % of General Fund Expenditures	4.52%	6.50%	6.60%	7.62%	7.62%	7.90%	8.10%
Fund Balance Appropriated	\$0	\$0	\$0				
Outstanding Debt	\$897,491,320	\$925,354,256	\$917,427,804	\$897,139,312	\$897,139,312	\$900,000,000	\$90,000,000
Debt per Capita	\$6,276	\$6,241	\$6,175	\$6,145	\$6,145	\$6,175	\$6,200
GFOA CAFR certificate for excellence	yes	yes	yes	yes	tbd	tbd	tbd
# of annual audit management letter comments	0	0	0	0	0	0	0
Governmental Activities Net Capital Assets	\$1,290,103,000	\$1,308,496,000	\$1,414,556,000	\$1,411,566,294	\$1,411,566,294	\$1,411,566,294	\$1,450,000,000
<b>BOND AND CREDIT RATINGS</b>							
Credit Rating: Fitch	A	A	A+	A+	A+	A+	A+
Standard & Poor's	A-	A	A	A	A	A	A
Moody's	Baa1	Baa1	A3	A3	A3	A3	A3

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. To issue annual bonds for key projects during FY2025.
2. To help adopt an efficient budget, achieve new revenues, and strengthen fund balance surpluses.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. To seek improvement in City pension funding levels, especially with Plan A.
2. To obtain another rating upgrade from one more national rating agency.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. To ensure that all three long term Pension Plans remain adequately funded.
2. To receive further positive citations and awards recognition from GFOA.

FY 2023 – 2024 GOAL STATUS UPDATE:

1. **City issued successful bonds for all key school and city capital projects in November 2023.**
2. **The City adopted an efficient budget, with new revenues, and a positive fund balance surplus.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Implementation of a new cash investment approach to earn higher rates of return succeeded.
2. Audits of certain internal operations ensured that processes worked properly.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
FINANCE DEPARTMENT PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	100%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	
LT#2	100%	100%	

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01015</b>	<b>FINANCE ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	514,425	511,364	527,801	528,424	528,424	-623
<b>01</b>	<b>PERSONNEL SERVICES</b>		514,425	511,364	527,801	528,424	528,424	-623
	51140	LONGEVITY PAY	4,350	4,575	4,800	5,025	5,025	-225
	51156	UNUSED VACATION TIME PAYOUT	13,666	9,097	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		18,016	13,672	4,800	5,025	5,025	-225
	52360	MEDICARE	7,533	7,391	7,172	7,168	7,168	4
	52385	SOCIAL SECURITY	0	0	3,109	3,109	3,109	0
	52504	MERF PENSION EMPLOYER CONT	99,126	113,257	135,067	108,770	109,836	25,231
	52917	HEALTH INSURANCE CITY SHARE	52,893	50,342	89,911	90,693	90,693	-782
<b>03</b>	<b>FRINGE BENEFITS</b>		159,551	170,990	235,259	209,740	210,806	24,453
	53605	MEMBERSHIP/REGISTRATION FEES	939	760	1,100	1,100	1,100	0
	53610	TRAINING SERVICES	0	0	200	200	200	0
	54555	COMPUTER SUPPLIES	43	0	200	200	200	0
	54675	OFFICE SUPPLIES	2,556	3,152	5,000	5,000	5,000	0
	54705	SUBSCRIPTIONS	0	0	150	150	150	0
	55150	OFFICE EQUIPMENT	202	394	500	750	750	-250
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		3,739	4,306	7,150	7,400	7,400	-250
	56175	OFFICE EQUIPMENT MAINT SRVCS	81	244	250	0	0	250
	56250	TRAVEL SERVICES	0	114	600	600	600	0
<b>05</b>	<b>SPECIAL SERVICES</b>		81	358	850	600	600	250
<b>01015</b>	<b>FINANCE ADMINISTRATION</b>		<b>695,812</b>	<b>700,689</b>	<b>775,860</b>	<b>751,189</b>	<b>752,255</b>	<b>23,605</b>

CITY OF BRIDGEPORT, CONNECTICUT

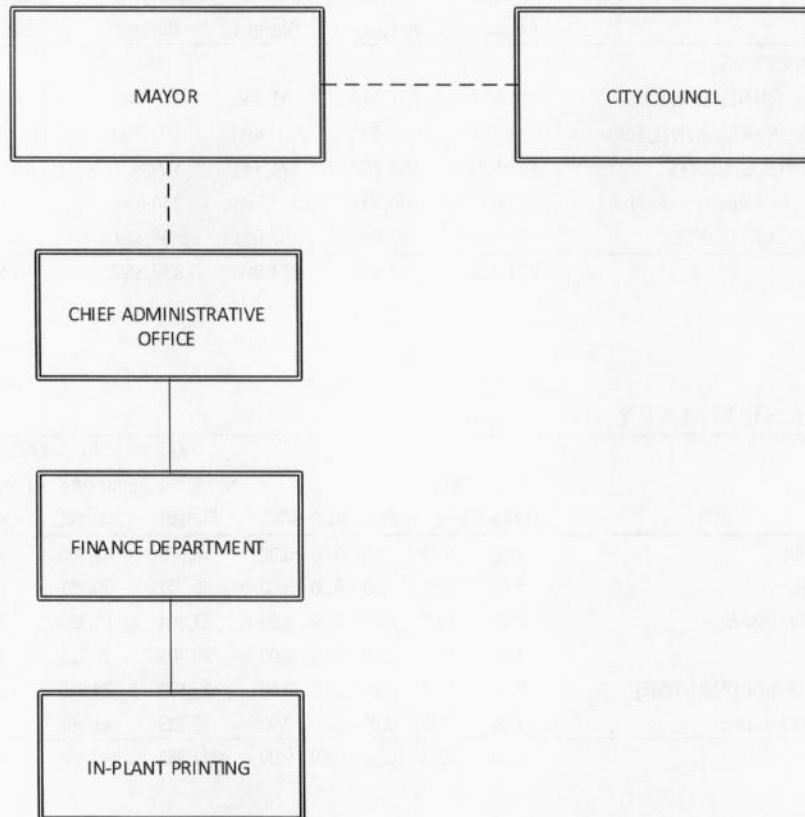


# FINANCE DIVISIONS IN-PLANT PRINTING

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## MISSION STATEMENT

In-Plant Printing strives to provide efficient and high-quality printing and mailing needs for the City of Bridgeport's departments, while constantly pursuing cost savings. We are dedicated to delivering timely, accurate, and cost-effective printing and sign services while continuing to strive for innovation and expansion of our services. In addition, we aim to streamline all mail processing, distribution, and delivery, contributing to the seamless operation of city departments and enhancing the overall effectiveness of municipal services in Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 IN-PLANT PRINTING BUDGET DETAIL

Brian McDevitt  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01030</b>	<b>IN-PLANT PRINTING</b>						
01	PERSONNEL SERVICES	314,939	337,129	341,358	345,948	345,948	-4,590
02	OTHER PERSONNEL SERV	3,533	490	490	700	700	-210
03	FRINGE BENEFITS	155,919	154,287	174,741	159,602	160,296	14,445
04	OPERATIONAL EXPENSES	221,679	243,837	249,698	274,698	274,698	-25,000
05	SPECIAL SERVICES	37,966	42,082	57,611	57,611	57,611	0
		<b>734,036</b>	<b>777,826</b>	<b>823,898</b>	<b>838,559</b>	<b>839,253</b>	<b>-15,355</b>

PERSONNEL SUMMARY

Org Code	Title	FY24	FY25	FY24			FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget			
	MESSENGER	1.00	1.00	0.00	0.00	0.00	48,900	48,900	48,900	0
	PRESSMAN	1.00	1.00	0.00	0.00	0.00	70,701	70,701	70,701	0
	PRINTER FOREMAN	1.00	1.00	0.00	0.00	0.00	87,804	90,331	90,331	-2,527
	PRINTER	1.00	1.00	0.00	0.00	0.00	70,701	70,701	70,701	0
	PRINT SHOP AIDE (PART-TIME)	0.50	0.50	0.00	0.00	0.00	23,539	24,010	24,010	-471
<b>01030000</b>	<b>COURIER (35 HOURS)</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,713</b>	<b>41,305</b>	<b>41,305</b>	<b>-1,592</b>
	<b>IN-PLANT PRINTING</b>	<b>5.50</b>	<b>5.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>341,358</b>	<b>345,948</b>	<b>345,948</b>	<b>-4,590</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 IN-PLANT PRINTING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>IN-PLANT PRINTING</b>							
8 1/2 x 11 forms & letterhead	1,400,000	1,600,000	1,350,000	1,400,000	700,000	1,400,000	1,400,000
Black & White Copying	700,000	800,000	850,000	850,000	425,000	900,000	900,000
Color Copying	900,000	950,000	925,000	925,000	475,000	950,000	905,000
Envelopes Printed	630,000	630,000	665,000	670,000	340,000	680,000	685,000
Index/cover/coated paper	675,000	680,000	650,000	625,000	325,000	650,000	650,000
<b>BINDING SERVICES</b>							
Folding	712,500	950,000	950,000	900,000	450,000	900,000	915,000
Stapling	48,750	65,000	67,000	60,000	32,500	65,000	67,000
Automatic bookletmaker	0	2,500	5,000	7,100	3,750	7,500	7,600
Numbering/Die-cutting	71,250	60,000	30,000	39,000	20,000	40,000	35,000
Scoring/perforation	33,750	40,000	45,000	43,000	22,500	45,000	45,000
Large format Poster Printing	3,750	4,500	4,300	5,100	2,700	5,400	5,500
Number of Departments Served	72	72	72	72	72	72	72
<b>TOTAL IMPRESSIONS/PIECES HANDLED</b>	<b>870,072</b>	<b>1,122,000</b>	<b>1,232,000</b>	<b>1,300,000</b>	<b>675,000</b>	<b>1,350,000</b>	<b>1,400,000</b>
<b>MAIL DISTRIBUTION CENTER</b>							
Mail run through postage machine	375,000	153,448	120,000	91,175	48,985	95,000	92,000
Amount Spent*	\$138,750	\$101,268	\$81,838	\$74,913	\$44,156	\$105,389	\$101,000

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to print all materials needed by the City, including material to help keep the public informed about improvements to constituents' needs (ST1).
2. Continue the pursuit of cost savings for printing and postage.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue to grow and expand our services offered to city departments.
2. Investigate potential cost savings with Pitney Bowes by exploring the option of having In-Plant Printing handle the mailing of all packages for city departments.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Work with Communications to create universal stationary and departmental media to create a more professional look for the City of Bridgeport.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Upgrade the entrance to our shop with a drop off/pick up table, samples of work that we offer, forms required for ordering. **The front of the shop was painted and reorganized. Order forms are now available for all departments along with services listed.**
2. Continue to expand our services offered to the city. **In-Plant Printing took over all cutting of vinyl and select road signs for the city, saving on cost.**
3. Research the possible cost savings through Pitney Bowes if the mail room was to take on mailing all packages for the city departments. **Working with Pitney Bowes on options to implement program and hope to have in place in 2024.**
4. Work with Communications to create universal stationery and departmental media to create a more professional look for the City of Bridgeport. **Most stationery has standard template. Working with Communications to have future templates based on final decisions for City logo for the City.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 IN-PLANT PRINTING PROGRAM HIGHLIGHTS

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Continuing to reduce printing that is being outsourced by city departments when this can be done in-house at a lower cost and a faster turnaround time.
2. New products have been purchased to test and offer to the city. (Vinyl, PVC Board, etc.)

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	80%	All necessities have been completed. We would like to improve the look of the entrance to complete the project but that is not a priority
ST#2	100%	100%	
ST#3	100%	100%	This is a continuous goal.
ST#4	100%	100%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	80%	80%	Growth cannot be a goal that is completed. We look to continue growing the services we offer wherever there is a cost savings to the city.
MT#2	40%	40%	We have plenty of outdated technology and equipment and upgrade when possible.
MT#3	25%	50%	Talks have been initiated with Pitney Bowes about making this a possibility.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	20%	20%	This process is on hold until a new city logo is selected.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 IN-PLANT PRINTING APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01030</b>	<b>IN-PLANT PRINTING</b>							
	51000	FULL TIME EARNED PAY	314,939	337,129	341,358	345,948	345,948	-4,590
<b>01</b>	<b>PERSONNEL SERVICES</b>		314,939	337,129	341,358	345,948	345,948	-4,590
	51140	LONGEVITY PAY	2,030	490	490	700	700	-210
	51156	UNUSED VACATION TIME PAYOUT	1,503	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		3,533	490	490	700	700	-210
	52360	MEDICARE	4,260	4,476	4,469	4,529	4,529	-60
	52385	SOCIAL SECURITY	2,121	0	2,072	2,072	2,072	0
	52504	MERF PENSION EMPLOYER CONT	54,165	72,782	86,568	70,681	71,375	15,193
	52917	HEALTH INSURANCE CITY SHARE	95,373	77,030	81,632	82,320	82,320	-688
<b>03</b>	<b>FRINGE BENEFITS</b>		155,919	154,287	174,741	159,602	160,296	14,445
	53605	MEMBERSHIP/REGISTRATION FEES	325	350	450	450	450	0
	53750	TRAVEL EXPENSES	0	0	350	350	350	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	550	550	550	0
	54675	OFFICE SUPPLIES	9,400	20,776	21,348	21,348	21,348	0
	54725	POSTAGE	179,925	181,785	192,000	217,000	217,000	-25,000
	54730	PRINTING SUPPLIES	-50	4,792	5,000	5,000	5,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	32,079	36,135	30,000	30,000	30,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		221,679	243,837	249,698	274,698	274,698	-25,000
	56170	OTHER MAINTENANCE & REPAIR S	8,635	8,765	8,811	8,811	8,811	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	73	2,606	6,000	6,000	6,000	0
	59010	MAILING SERVICES	9,719	9,724	12,300	12,300	12,300	0
	59015	PRINTING SERVICES	19,539	20,987	30,500	30,500	30,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		37,966	42,082	57,611	57,611	57,611	0
<b>01030</b>	<b>IN-PLANT PRINTING</b>		<b>734,036</b>	<b>777,826</b>	<b>823,898</b>	<b>838,559</b>	<b>839,253</b>	<b>-15,355</b>



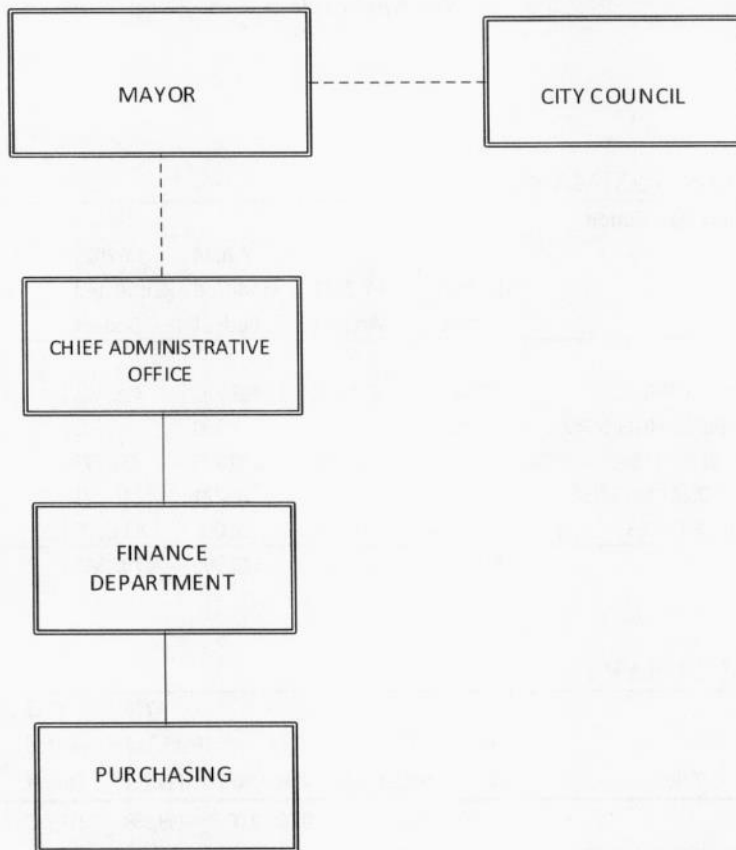
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FINANCE DIVISIONS  
PURCHASING

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MISSION STATEMENT

The Department maintains a high standard of performance by continuously developing knowledge and skills while training City personnel to properly utilize the Purchasing Ordinance to achieve the most cost-effective procurement of quality goods and services with integrity and transparency. The Purchasing Department strives to enhance the quality of life within the City of Bridgeport by providing courteous service to the public and City departments.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PURCHASING BUDGET DETAIL

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Lisa Farlow  
Acting Manager

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01035</b>	<b>PURCHASING</b>						
01	PERSONNEL SERVICES	402,422	392,142	412,705	429,471	429,471	-16,766
02	OTHER PERSONNEL SERV	7,825	10,516	3,300	6,300	6,300	-3,000
03	FRINGE BENEFITS	172,867	180,155	210,735	231,773	232,631	-21,896
04	OPERATIONAL EXPENSES	9,344	9,899	16,221	16,221	16,221	0
05	SPECIAL SERVICES	25,325	24,635	28,005	111,800	111,800	-83,795
		<b>617,784</b>	<b>617,347</b>	<b>670,966</b>	<b>795,565</b>	<b>796,423</b>	<b>-125,457</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	Modified	Requested	Proposed	Prop. Vs	FY24	Mod. Budget	
				VAC.	NEW	UNF.	Budget	Budget	Budget	Mod. Budget
	BUYER	3.00	3.00	0.00	0.00	0.00	199,908	214,345	214,345	-14,437
	ASSISTANT PURCHASING AGENT	1.00	1.00	0.00	0.00	0.00	84,514	86,843	86,843	-2,329
01035000	PURCHASING AGENT	1.00	1.00	1.00	0.00	0.00	128,283	128,283	128,283	0
PURCHASING		5.00	5.00	1.00	0.00	0.00	412,705	429,471	429,471	-16,766

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

PURCHASING

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>PURCHASE ORDERS</b>							
Total Purchase orders issued	14,594	16,096	17,846	16,496	8,131	16,258	16,258
City Purchase orders	11,472	13,168	14,148	11,161	5,752	12,487	12,487
Board of Education Purchase orders	3,122	2,928	3,698	3,252	1,736	3,250	3,250
BOE Grant and Food & Nutrition Purchase orders **	1,385	1,302	1,657	2,083	643	1,607	1,607
Total Board of Education Purchase orders	4,507	4,230	5,355	5,335	2,379	4,857	4,857
Board of Education Purchase orders as a % of Total	31%	26%	30%	32%	29%	30%	30%
<b>PURCHASING MODIFICATIONS</b>							
Total Purchase Modifications done	5,021	5,001	5,865	4,647	820	5,134	5,134
Board of Education Purchase Modifications	1,768	1,939	2,525	1,887	306	2,030	2,030
BOE Grant and Food & Nutrition Purchase Modifications ***	371	416	586	547	62	480	480
Total Board of Education Modifications	2,139	2,355	3,111	2,434	368	2,510	2,510
Board of Education Modifications as a % of Total	43%	47%	53%	52%	45%	49%	49%
<b>BIDS PROCESSED</b>							
Total City and BOE Bids	99	91	94	90	44	94	94
<b>BID WAIVERS</b>							
Exigent				9	9	14	14
Single Source			346	283	204	352	327
Sole Source	53	69	86	54	28	66	66
State/Cooperatives	73	106	210	233	131	156	156
Qualified ****	292	358	91	41	10	25	25
Total Bid Waivers *****	418	533	733	620	382	612	587

\*\*Prior to FY24, BOE Grant and Food & Nutrition Purchases were listed separately

\*\*\*Prior to FY24, BOE Grant and Food & Nutrition Modifications were listed separately

\*\*\*\*Prior to 2021, included Single Source

\*\*\*\*\* Restated actuals based on new info

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continuing training for Department Heads & Database Administrators relative to Purchasing Ordinance parameters. (MG1)
2. Create or employ bid tracking database software. (MG7)
3. Conduct RFP for city-wide disparity study in conjunction with SMBE Office. (MG5)

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue revision/amendments to Purchasing Ordinance in collaboration with City Attorneys. (MG1)
2. Continue work on creation of Purchasing templates such as contracts with City Attorneys & Invitations to Bid. (MG7)

FY 2024 - 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Leverage Technology to create a true E-procurement environment. (MG7)
2. Implement the MUNIS Contract Mgmt. & Bid Mgmt. in purchasing module in collaboration with ITS. (MG7)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PURCHASING PROGRAM HIGHLIGHTS

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. **Continued training occurs throughout each year, as policies & procedures are fluid and ever changing.**
2. **Finalizing research relative to Purchasing Ordinance parameters.**
3. **RFP conducted; Contracting Officer's conducting final steps.**
4. **Collaborating with City Attorney's.**
5. **Assignment of Purchasing templates has occurred. Status – ongoing.**
6. **TEAMS Purchasing Channel is up & running. Ever evolving.**
7. Create purchasing information bulletin & Policies & Procedures Manual. **Ongoing.**
8. Conduct customer survey to analyze feedback & provide better service. **Ongoing.**
9. Increase vendor traffic in order to increase cost savings. **Ongoing.**
10. Leverage Technology to create a true E-Procurement environment. **Ongoing**
11. Implement the MUNIS Contract Mgmt. & Bid Mgmt. in purchasing module in collaboration with ITS. **Ongoing.**
12. Establish more of a purchasing risk management function for procurement insurance. **Ongoing.**
13. Implement a lean Six Sigma program. **Ongoing.**

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Collaborate with City Attorney's to streamline processes.
2. Continued use of TEAMS channels for routing QP & Change Note submissions/approvals electronically.
3. Continuous training for new Buyer and City personnel.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100	100	Continued training occurs throughout each year, as policies & procedures are fluid and ever changing.
ST#2	100	100	Finalizing research.
ST#3	100	100	RFP conducted; Contracting Officer's conducting final steps.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100	50	Collaborating with City Attorney's.
MT#2	100	50	Assignment of templates has occurred. Status – ongoing.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PURCHASING APPROPRIATION SUPPLEMENT

T#1	100	80	TEAMS Purchasing Channel is up & running. Ever evolving.
LT#2	100	20	Ongoing.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01035</b>	<b>PURCHASING</b>							
	51000	FULL TIME EARNED PAY	402,422	392,142	412,705	429,471	429,471	-16,766
<b>01</b>	<b>PERSONNEL SERVICES</b>		402,422	392,142	412,705	429,471	429,471	-16,766
	51106	REGULAR STRAIGHT OVERTIME	0	0	0	3,000	3,000	-3,000
	51140	LONGEVITY PAY	3,000	5,613	3,300	3,300	3,300	0
	51156	UNUSED VACATION TIME PAYOUT	4,825	4,904	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		7,825	10,516	3,300	6,300	6,300	-3,000
	52360	MEDICARE	5,422	5,389	5,377	5,471	5,471	-94
	52385	SOCIAL SECURITY	1,128	0	3,021	7,256	7,256	-4,235
	52504	MERF PENSION EMPLOYER CONT	73,313	86,947	105,499	87,570	88,428	17,071
	52917	HEALTH INSURANCE CITY SHARE	93,004	87,820	96,838	131,476	131,476	-34,638
<b>03</b>	<b>FRINGE BENEFITS</b>		172,867	180,155	210,735	231,773	232,631	-21,896
	53605	MEMBERSHIP/REGISTRATION FEES	620	1,276	1,500	1,500	1,500	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	4,000	4,000	4,000	0
	54675	OFFICE SUPPLIES	4,711	3,981	5,000	5,000	5,000	0
	54705	SUBSCRIPTIONS	0	385	421	421	421	0
	55150	OFFICE EQUIPMENT	4,013	4,256	5,300	5,300	5,300	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		9,344	9,899	16,221	16,221	16,221	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	1,143	1,800	1,800	1,800	0
	56180	OTHER SERVICES	25,325	23,492	26,205	110,000	110,000	-83,795
<b>05</b>	<b>SPECIAL SERVICES</b>		25,325	24,635	28,005	111,800	111,800	-83,795
<b>01035</b>	<b>PURCHASING</b>		<b>617,784</b>	<b>617,347</b>	<b>670,966</b>	<b>795,565</b>	<b>796,423</b>	<b>-125,457</b>

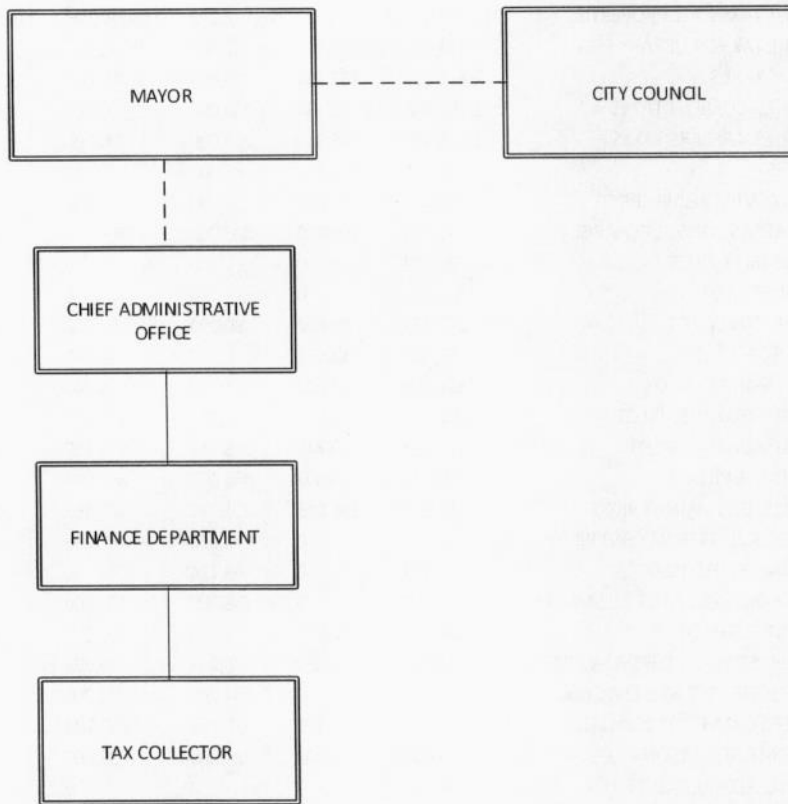
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FINANCE DIVISIONS  
**TAX COLLECTOR**

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**MISSION STATEMENT**

The Mission of the Tax Collector Office is to provide the constituent and business community of the City of Bridgeport with the highest level of efficient, courteous, and professional services while complying with all state and local laws. This office does not make laws nor sets policies. The office provides superior customer service to help facilitate the complexities of state and local law as it applies to the collection of taxes.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
TAX COLLECTOR BUDGET DETAIL

Veronica Jones  
Tax Collector

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
<b>01040 TAX COLLECTOR</b>							
41346	MUNIC SHARE VEHICLE TAXES	8,389,556	7,069,461	9,912,574	10,309,279	10,309,279	396,705
41347	MUNIC SHARE LIEU OF TAXES	5,051,642	6,455,504	0	0	0	0
41348	MUNIC SHARE SALES TAXES FUND	1,610,430	1,031,564	1,031,564	1,031,564	1,031,564	0
41693	CURRENT TAXES: ALL PROPERTIES	318,785,032	315,928,627	316,133,592	316,290,805	316,590,526	456,934
41694	1.30 MILL TAX FOR LIBRARY SERV	9,814,545	9,928,669	9,987,641	9,981,082	9,990,326	2,685
41697	ARREARS TAXES	2,817,955	3,769,144	2,700,000	2,700,000	3,100,000	400,000
41702	PENALTIES: CURRENT TAXES	1,583,956	1,570,784	1,400,000	1,400,000	1,400,000	0
41703	PENALTIES: ARREARS TAXES	1,158,315	896,040	700,000	700,000	700,000	0
41704	LIEN FEES	80,611	169,864	85,000	85,000	85,000	0
44270	JEWISH CENTER REIMB - PILOT	50,000	50,000	50,000	50,000	50,000	0
44301	EVENT ADMISSIONS SURCHARGE	235,838	1,190,410	800,000	800,000	1,100,000	300,000
44320	BROAD STREET PILOT	36,179	0	0	0	0	0
44321	CITY TRUST PILOT	263,960	0	0	0	0	0
44324	CAPTAIN COVE PILOT	192,195	88,692	80,000	80,000	80,000	0
44325	CASA PILOT	17,003	17,513	0	18,580	18,580	18,580
44326	585 NORMAN ST - PILOT	163,758	168,670	173,730	178,942	178,942	5,212
44328	3336 FAIRFIELD AVE - PILOT	162,298	209,213	172,182	177,348	177,348	5,166
44329	525 PAUSADE AVE - PILOT	275,512	280,745	275,512	275,512	275,512	0
44330	STEELPOINTE PILOT	400,000	400,000	400,000	650,000	650,000	250,000
44331	1103,1115,1135 MAIN ST PILOT	114,692	117,643	104,335	107,465	107,465	3,130
44332	515 WEST AVE GATEWAY BNT PILOT	0	0	78,676	81,036	81,036	2,360
44333	412 SUMMERFIELD PILOT	0	0	68,124	0	0	-68,124
44334	191-199CONGRESS PILOT 1269MAIN	0	0	138,000	138,000	138,000	0
44335	306 CANFIELD PILOT	136,035	272,070	272,070	765,000	765,000	492,930
44336	72CHERRY1289RAILRD375SHOW PILOT	35,000	36,050	38,245	39,393	39,393	1,148
44337	1162-1216STRATFD AVE-CIVIC BLK	0	0	34,200	34,200	34,200	0
44344	CRESCENT CR1A PILOT 252 HALLET	73,271	75,469	75,468	77,733	77,733	2,265
44345	179 MIDDLE ST - JAYSON PILOT	6,000	6,000	24,000	36,000	36,000	12,000
44346	UNITED CEREBRAL PALSY PILOT	28,702	0	0	0	0	0
44348	GOODWILL-HELMS HOUSING PILOT	11,934	12,705	10,500	10,500	10,500	0
44349	PARK CITY RCH PILOT	50,000	46,450	0	0	0	0
44354	STEELPOINTE-HOUSING PILOT 5SEM	0	0	0	0	23,900	23,900
44355	930 MAIN ST PILOT	49,625	0	108,453	117,707	117,707	9,254
44368	115 WASHINGTON AVE - PILOT	121,724	125,375	129,137	133,011	133,011	3,874
44369	20 JOHNSON ST PILOT	0	90,000	92,700	95,481	95,481	2,781
44370	SYCAMORE HOUSING ASSOC. PILOT	165,991	169,311	172,697	176,151	176,151	3,454
44371	1795 STRATFORD AVE - PILOT	45,000	45,000	45,000	45,000	45,000	0
44372	DOMINION BPT FUEL CELL PILOT	250,000	250,000	250,000	250,000	250,000	0
44393	PREMIUM ON LIEN SALE	0	231,552	100,000	100,000	150,000	50,000
44460	CLINTON COMMONS PILOT	33,924	34,942	35,990	37,070	37,070	1,080
44689	MISCELLANEOUS PILOTS	0	0	10,000	10,000	10,000	0
44698	TELECOMM. ACCESS INE TAXES	300,401	371,198	250,000	250,000	250,000	0
47279	HOUSING TAX PILOT OFFSET BILL	0	319,945	100,000	100,000	250,000	150,000
<b>01040 TAX COLLECTOR</b>		<b>352,511,084</b>	<b>351,428,611</b>	<b>346,039,390</b>	<b>347,331,859</b>	<b>348,564,724</b>	<b>2,525,334</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 TAX COLLECTOR BUDGET DETAIL

APPROPRIATION SUMMARY

Org#	Object Description			FY 2024	FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
				Budget	Budget	Budget	Budget
<b>01040 TAX COLLECTOR</b>							
01	PERSONNEL SERVICES	793,579	791,163	824,593	870,131	870,131	-45,538
02	OTHER PERSONNEL SERV	34,074	25,532	40,925	42,200	42,200	-1,275
03	FRINGE BENEFITS	356,525	374,253	432,706	390,635	392,403	40,303
04	OPERATIONAL EXPENSES	26,612	26,394	33,897	34,252	34,252	-355
05	SPECIAL SERVICES	110,001	137,749	196,970	197,810	197,810	-840
		<b>1,320,791</b>	<b>1,355,090</b>	<b>1,529,091</b>	<b>1,535,028</b>	<b>1,536,796</b>	<b>-7,705</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs
		Budget	Budget				Budget	Budget	Budget	Mod. Budget
	ACCOUNTING CLERK II (35 HOURS)	1.00	1.00	0.00	0.00	0.00	63,075	68,923	68,923	-5,848
	TAX COLLECTOR CLERK (35 HOURS)	6.00	6.00	0.00	0.00	0.00	331,182	356,777	356,777	-25,595
	TAX COLL CLERK SPAN(35 HOURS)	2.00	2.00	0.00	0.00	0.00	108,535	112,494	112,494	-3,959
	SENIOR TAX COLL CLERK - 35HRS	1.00	1.00	0.00	0.00	0.00	63,075	68,923	68,923	-5,848
	ACCOUNTANT	1.00	1.00	0.00	0.00	0.00	91,339	91,339	91,339	0
	TAX COLLECTOR	1.00	1.00	0.00	0.00	0.00	121,138	121,138	121,138	0
01040000	DATA COORDINATOR	1.00	1.00	0.00	0.00	0.00	46,249	50,537	50,537	-4,288
	TAX COLLECTOR	13.00	13.00	0.00	0.00	0.00	824,593	870,131	870,131	-45,538

**FY 2024-2025 PROPOSED GENERAL FUND BUDGET**  
**TAX COLLECTOR** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>TAX COLLECTOR</b>							
Total Taxes Collectible	\$ 343,246,435	\$ 347,080,593	\$ 350,825,846	\$ 335,290,238	\$ 339,399,664	\$ 339,399,664	\$ 339,399,664
Total Taxes Collected	\$ 324,396,971	\$ 339,396,855	\$ 332,444,374	\$ 333,715,435	\$ 201,819,483	\$ 332,002,050	\$ 332,002,050
Taxes: current A/R	\$ 5,070,884	\$ 333,203,468	\$ 332,444,374	\$ 328,676,650	\$ 198,798,565	\$ 328,676,650	\$ 328,676,650
Taxes: arrears A/R	\$ 42,475,391	\$ 4,844,263	\$ 3,968,503	\$ 35,325,352	\$ 3,020,918	\$ 35,325,352	\$ 35,325,352
Interest: current (1)	\$ 1,967,984	\$ 1,317,339	\$ 1,237,180	\$ 1,657,807	\$ 408,064	\$ 1,657,807	\$ 1,657,807
Interest: arrears (1)	\$ 972,624	\$ 1,795,090	\$ 1,531,967	\$ 1,586,345	\$ 753,224	\$ 1,586,348	\$ 1,586,348
Bulk Assignment: taxes current	\$ 5,663,280	\$ 7,581,119	\$ 5,386,076	\$ 5,141,718	n/a	\$ 5,141,718	\$ 5,141,718
Bulk Assignment: taxes arrears	N/A	N/A	N/A	N/A	n/a		
Bulk Assignment: interest current	\$ 551,558	\$ 530,487	\$ 654,279	\$ 650,529	N/A	\$ 650,529	\$ 650,529
Bulk Assignment: interest arrears	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>CURRENT YEAR COLLECTED</b>							
Percent collected (current year)	97.13%	98.18%	97.82%	98.03%	58.57%	98.00%	98.00%
Permits - approvals	\$ 1,001	\$ 300	\$ 35	\$ 0	-	0	0
<b>INFORMATION REQUESTS</b>							
Telephone	5540	15000	29000	30,450	15225	45,000	45,000
Email/Mail/fax - Sent (2)	354	1800	1278	1370	650	1500	1500
Walk-in Request (3)	20010	28014	25750	26,520	12260	28,200	28,200
Mortgage company tapes	28	34	34	34	17	34	34
Tax bills	54166	104433	148950	126,110	77271	148,900	148,900
Transfers to suspense	\$ 93,135	\$ 52,188	\$ 81,686	\$ 38,676	N/A	\$ 50,000	\$ 50,000
Liens filed (4)	2262	2030	2270	1,342	N/A	2,500	2,500
Delinquent demands and warrants (4)	81765	48348	55750	52,500	29541	5,300	5,300

(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 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Continue to cross train staff members.
2. Continue to clean up personal property accounts.

**FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Integration of Quality Data Service (QDS) with Munis.
2. Easier pay by phone system.
3. Compare banks for new lockbox services.

**FY 2024 - 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. Integration of Tax and Parking Tickets payment process.
2. Extend office hours all year round.
3. Paperless billing.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 TAX COLLECTOR PROGRAM HIGHLIGHTS

FY 2023 - 2024 GOALS STATUS UPDATE:

1. **Departmental classification upgrade successfully completed.**
2. **Positions filled.**
3. **Cross training ongoing-continuous process.**

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01040	TAX COLLECTOR							
	51000	FULL TIME EARNED PAY	793,579	791,163	824,593	870,131	870,131	-45,538
01	PERSONNEL SERVICES		793,579	791,163	824,593	870,131	870,131	-45,538
	51106	REGULAR STRAIGHT OVERTIME	6,525	3,852	12,500	12,500	12,500	0
	51108	REGULAR 1.5 OVERTIME PAY	8,058	1,485	14,500	14,500	14,500	0
	51116	HOLIDAY 2X OVERTIME PAY	0	0	500	500	500	0
	51140	LONGEVITY PAY	12,375	12,900	13,425	14,700	14,700	-1,275
	51156	UNUSED VACATION TIME PAYOUT	7,116	7,295	0	0	0	0
02	OTHER PERSONNEL SERV		34,074	25,532	40,925	42,200	42,200	-1,275
	52360	MEDICARE	11,263	11,470	11,077	11,940	11,940	-863
	52385	SOCIAL SECURITY	0	1,358	1,882	2,725	2,725	-843
	52504	MERF PENSION EMPLOYER CONT	156,768	173,340	212,520	180,418	182,186	30,334
	52917	HEALTH INSURANCE CITY SHARE	188,493	188,085	207,227	195,552	195,552	11,675
03	FRINGE BENEFITS		356,525	374,253	432,706	390,635	392,403	40,303
	53430	OTHER INSURANCE	0	0	4,000	4,000	4,000	0
	53605	MEMBERSHIP/REGISTRATION FEES	500	205	537	537	537	0
	53610	TRAINING SERVICES	950	1,685	100	1,190	1,190	-1,090
	53705	ADVERTISING SERVICES	4,954	4,494	6,060	6,240	6,240	-180
	53710	OTHER COMMUNICATION SERVICES	626	642	740	760	760	-20
	53905	EMP TUITION AND/OR TRAVEL REIM	1,673	1,648	1,850	1,850	1,850	0
	54675	OFFICE SUPPLIES	15,135	15,097	16,485	15,425	15,425	1,060
	55145	EQUIPMENT RENTAL/LEASE	450	450	775	800	800	-25
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,324	2,173	3,350	3,450	3,450	-100
04	OPERATIONAL EXPENSES		26,612	26,394	33,897	34,252	34,252	-355
	56040	BOOKBINDING SERVICES	0	0	214	214	214	0
	56045	BUILDING MAINTENANCE SERVICE	0	0	396	396	396	0
	56105	BANKING SERVICES	16,057	6,937	13,260	13,260	13,260	0
	56110	FINANCIAL SERVICES	1,758	1,957	8,000	8,000	8,000	0
	56130	LEGAL SERVICES	1,389	9,812	45,000	45,000	45,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	29,250	30,713	34,000	34,000	34,000	0
	56225	SECURITY SERVICES	511	674	700	720	720	-20
	59015	PRINTING SERVICES	61,035	87,657	95,400	96,220	96,220	-820
05	SPECIAL SERVICES		110,001	137,749	196,970	197,810	197,810	-840
01040	TAX COLLECTOR		1,320,791	1,355,090	1,529,091	1,535,028	1,536,796	-7,705

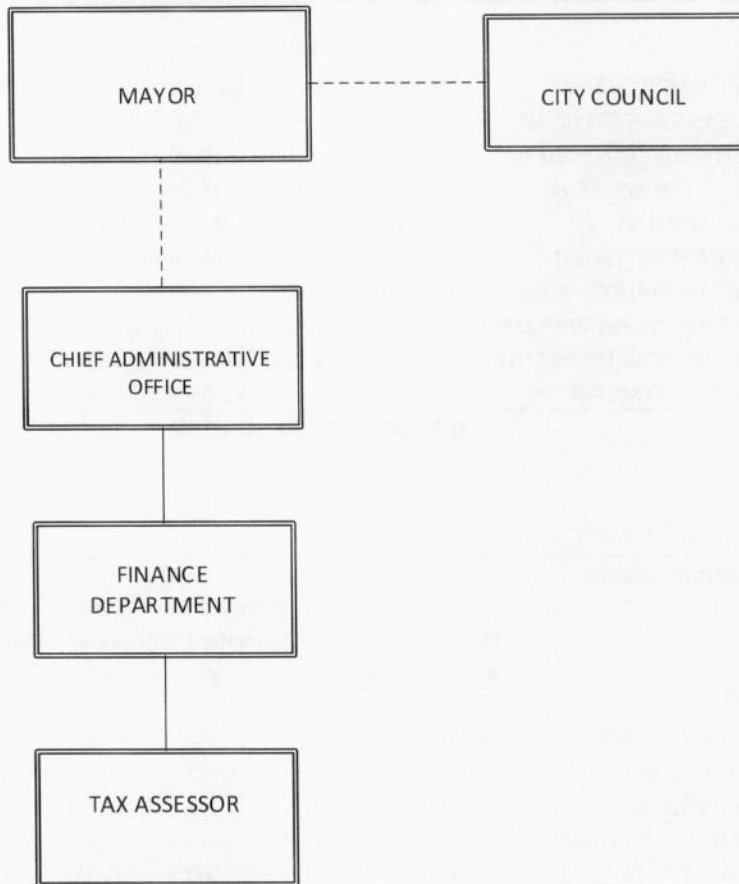
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FINANCE DIVISIONS  
**TAX ASSESSOR**

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**MISSION STATEMENT**

Our mission is to discover, list and value all real and personal property for the City of Bridgeport. We value on a fair and equitable basis according to Connecticut General Statutes to ensure that each property owner realizes an appropriate share of property tax burden.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 TAX ASSESSOR BUDGET DETAIL

VACANT  
 City Assessor

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025		Mayor	FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	Requested	Proposed Budget	Prop. Vs FY24 Mod. Budget	
<b>01041 TAX ASSESSOR</b>								
41538	COPIES	643	1,606	3,500	3,500	3,500	0	
44302	PILOTS/ENTITLEMENTS STATE AID	7,967,874	0	12,000,000	0	17,000,000	5,000,000	
44680	ELDERLY/DISABLEDFREEZETAXREIMB	0	0	2,000	2,000	2,000	0	
44683	ELDERLYEXEMPTION-TOTALLYDISABL	15,100	14,786	15,000	15,000	15,000	0	
44684	ELDERLYEXEMPTION-ADDITIONALVET	21,160	17,728	17,000	17,000	17,000	0	
44686	TAX EXEMPT HOSPITALS	5,536,041	20,634,209	21,443,574	22,442,375	22,442,375	998,801	
44687	STATE-OWNED PROPERTY PILOT	1,719,817	0	0	0	0	0	
44690	DISTRESSED MUNICIPALITY TAX EXEMP	2,133,984	421,823	0	0	450,000	450,000	
44691	MANUFACTURING MACHINERY & EQUIPM	0	1,503,495	0	0	0	0	
44692	MASHANTUCKET PEQUOT/MOHEGAN FC	5,606,925	5,606,925	5,606,925	5,606,925	5,606,925	0	
44695	SUPPLEMENTAL REVENUE SHARING	0	0	6,059,559	6,059,559	6,059,559	0	
<b>01041 TAX ASSESSOR</b>		<b>23,001,543</b>	<b>28,200,572</b>	<b>45,147,558</b>	<b>34,146,359</b>	<b>51,596,359</b>	<b>6,448,801</b>	

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		Mayor	FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
<b>01041 TAX ASSESSOR</b>								
01	PERSONNEL SERVICES	487,679	505,725	651,790	689,326	689,326	-37,536	
02	OTHER PERSONNEL SERV	27,181	23,741	46,650	47,025	47,025	-375	
03	FRINGE BENEFITS	217,988	212,916	314,176	238,723	240,066	74,110	
04	OPERATIONAL EXPENSES	24,661	27,165	35,376	35,376	35,376	0	
05	SPECIAL SERVICES	295,343	193,670	204,000	204,000	704,000	-500,000	
		<b>1,052,852</b>	<b>963,217</b>	<b>1,251,992</b>	<b>1,214,450</b>	<b>1,715,793</b>	<b>-463,801</b>	

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	Modified	Requested	Proposed	Prop. Vs FY24 Mod. Budget			
	CLERICAL ASSISTANT (PART-TIME)	0.50	0.50	0.00	0.00	0.00	25,000	25,000	25,000	0
	TAX ASSESSMENT CLERK (35 HOURS)	4.00	4.00	0.00	0.00	0.00	213,350	233,135	233,135	-19,785
	PROPERTY APPRAISER I (35 HOURS)	2.00	2.00	0.00	0.00	0.00	122,478	127,233	127,233	-4,755
	PROPERTY APPRAISER II (35 HOUR)	1.00	1.00	0.00	0.00	0.00	68,786	77,100	77,100	-8,314
	ASSISTANT TAX ASSESSOR	1.00	1.00	0.00	0.00	0.00	97,748	102,430	102,430	-4,682
<b>01041000 TAX ASSESSOR</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124,428</b>	<b>124,428</b>	<b>124,428</b>	<b>0</b>
<b>TAX ASSESSOR</b>		<b>9.50</b>	<b>9.50</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>651,790</b>	<b>689,326</b>	<b>689,326</b>	<b>-37,536</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

TAX ASSESSOR

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>TAX ASSESSOR</b>							
Real estate parcels	34,350	34,347	34,357	34,374	34,319	34,319	34,312
Income and expense analysis	2,598	2,593	2,524	2,593	2,524	2,524	2,530
Real estate adjustments value adds	600	547	600	600	300	650	600
Real estate adjustments value deletes	150	130	150	150	75	150	150
Real estate adjustments changes	750	677	750	650	300	700	700
Deed transfers	7,500	7,600	8,000	7,500	3,000	8,000	7,500
Fire and demolition activity reviews	93	116	123	114	75	125	125
Tax map changes	57	75	80	119	60	120	100
New Building permits reviewed	1,200	1,100	937	1,000	500	1,200	1,200
Active Building permits (open)	600	941	950	800	500	600	500
Exempt applications	70	80	90	100	50	100	100
Certificates of occupancy/prorates	500	600	700	500	300	600	600
Personal Property Accounts	4,348	4,380	4,216	4,314	4,314	4,318	4,317
Pers. Prop. Accts. Staff Audit	600	600	500	300	150	400	500
Pers. Prop. Accts. Adds (Net Change)	600	600	400	400	200	500	500
Pers. Prop. Accts. Value Changes	4,348	4,380	4,216	4,314	4,314	4,318	4,317
Motor Vehicles	82,310	96,392	99,724	100,235	19,722	102,177	105,000
Motor vehicles add-ons - By Referrals	300	300	300	300	150	400	500
Motor vehicles add-ons - By Discovery	50	55	60	50	30	100	150
Motor vehicles deletes	3,000	3,500	4,000	5,000	2,000	3,000	4,000
Motor vehicles changes Pro-rates	8,500	9,000	10,000	12,000	6,000	13,000	14,000
Elderly tax relief # of annual apps	1,370	1,220	2,144	2,315	2,315	3,000	3,500
Economic development programs	61	49	56	57	57	55	60
Veteran exemptions, SS, & Blind	2,776	2,801	2,852	2,800	2,800	2,750	2,700
<i>Information requests</i>							
Telephone	80,000	80,000	75,000	77,000	35,000	76,000	80,000
Mail/fax/Email	10,000	20,000	21,000	25,000	10,000	30,000	30,000
Walk-in Requests for Information	20,000	15,000	10,000	9,000	4,500	10,000	10,000
<b>GRAND LIST</b>							
Assessor's Grand List Gross	\$8.868 Billion	\$8.982 Billion	\$9.269 Billion	\$9.269 Billion	\$9.268 Billion	\$9.106 Billion	\$9.140 Billion
Exempt property activity	\$2.515 Billion	\$2.35 Billion	\$2.93 Billion	\$2.94 Billion	\$2.94 Billion	\$2.92 Billion	\$2.92 Billion
Exemptions (personal) activity	\$98 Million	\$96 Million	\$106 Million	\$106 Million	\$106 Million	\$110 Million	\$118 Million
Board of Assessment Appeal changes	\$14 Million	\$14 Million	\$15 Million	\$15 Million	\$15 Million	\$10 Million	\$10 Million
Increases in Grand List	\$15 Million	\$15 Million	\$15 Million	\$15 Million	\$15 Million	\$10 Million	\$10 Million
Final net taxable Grand List	\$6.353 Billion	\$6.485 Billion	\$8.111 Billion	\$8.110 Billion	\$8.110 Billion	\$8.111 Billion	\$8.167 Billion

**FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Maintain the Grand List of all real estate, personal property, and motor vehicle assessments.
2. Continue to review sales and update improvements made to real property.
3. Conduct personal property audits to make sure personal property values are being filed accurately by business owners.
4. Renew and accept Senior & Totally Disabled Homeowner Tax Relief applications and additional Veterans applications in person and by mail to ensure the comfort and safety of our constituents.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 TAX ASSESSOR PROGRAM HIGHLIGHTS

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FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue and expand appraisal inspections and valuation efforts through field reviews and audits.
2. Offer continuing education and networking opportunities for staff members to obtain certification and enrich knowledge of assessment functions governed by state statute.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Cross-train staff to be familiar with all aspects of Assessor’s office functions.
2. Promote education and training opportunities to have more staff members obtain their CCMA (Certified Connecticut Municipal Assessor) designation.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. **Grand List completed.**
2. **Personal property audits completed.**
3. **Senior tax relief applications completed.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Increased revenue from personal property tax audits.
2. Received new applications for Senior tax relief.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Grand List completed.
ST#2	100%	100%	Ongoing process.
ST#3	100%	100%	Ongoing process.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Ongoing process.
MT#2	100%	100%	Ongoing process.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	Ongoing process.
LT#2	100%	100%	Ongoing process.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
TAX ASSESSOR APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01041</b>	<b>TAX ASSESSOR</b>							
	51000	FULL TIME EARNED PAY	487,679	505,725	651,790	689,326	689,326	-37,536
<b>01</b>	<b>PERSONNEL SERVICES</b>		487,679	505,725	651,790	689,326	689,326	-37,536
	51106	REGULAR STRAIGHT OVERTIME	8,401	8,690	12,000	12,000	12,000	0
	51108	REGULAR 1.5 OVERTIME PAY	89	136	0	0	0	0
	51140	LONGEVITY PAY	9,819	8,119	6,525	6,900	6,900	-375
	51156	UNUSED VACATION TIME PAYOUT	3,700	2,712	0	0	0	0
	51403	ASSESSMENT APPEALS STIPENDS	5,172	4,083	28,125	28,125	28,125	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		27,181	23,741	46,650	47,025	47,025	-375
	52360	MEDICARE	7,086	7,597	8,600	9,726	9,726	-1,126
	52385	SOCIAL SECURITY	2,125	3,942	14,463	7,017	7,017	7,446
	52399	UNIFORM ALLOWANCE	400	400	600	900	900	-300
	52504	MERF PENSION EMPLOYER CONT	84,508	91,854	160,609	136,864	138,207	22,402
	52917	HEALTH INSURANCE CITY SHARE	123,869	109,123	129,905	84,216	84,216	45,689
<b>03</b>	<b>FRINGE BENEFITS</b>		217,988	212,916	314,176	238,723	240,066	74,110
	53605	MEMBERSHIP/REGISTRATION FEES	825	807	1,384	1,384	1,384	0
	53610	TRAINING SERVICES	1,045	1,679	4,000	4,000	4,000	0
	53705	ADVERTISING SERVICES	478	453	909	909	909	0
	53720	TELEPHONE SERVICES	0	0	194	194	194	0
	53905	EMP TUITION AND/OR TRAVEL REIM	540	453	1,126	1,126	1,126	0
	54555	COMPUTER SUPPLIES	436	920	1,080	1,080	1,080	0
	54595	MEETING/WORKSHOP/CATERING FOOD	822	790	700	700	700	0
	54675	OFFICE SUPPLIES	5,947	6,454	6,455	6,455	6,455	0
	54705	SUBSCRIPTIONS	1,115	1,714	1,615	1,615	1,615	0
	54725	POSTAGE	9,000	9,449	11,000	11,000	11,000	0
	55055	COMPUTER EQUIPMENT	1,104	1,084	1,100	1,100	1,100	0
	55145	EQUIPMENT RENTAL/LEASE	0	0	1,488	1,488	1,488	0
	55150	OFFICE EQUIPMENT	389	538	750	750	750	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,961	2,824	3,575	3,575	3,575	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		24,661	27,165	35,376	35,376	35,376	0
	56040	BOOKBINDING SERVICES	8,826	10,669	11,000	11,000	11,000	0
	56055	COMPUTER SERVICES	42,927	46,339	53,000	53,000	53,000	0
	56095	APPRAISAL SERVICES	117,781	49,763	50,000	50,000	550,000	-500,000
	56100	AUDITING SERVICES	0	0	35,000	35,000	35,000	0
	56180	OTHER SERVICES	125,808	86,900	55,000	55,000	55,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		295,343	193,670	204,000	204,000	704,000	-500,000
<b>01041</b>	<b>TAX ASSESSOR</b>		<b>1,052,852</b>	<b>963,217</b>	<b>1,251,992</b>	<b>1,214,450</b>	<b>1,715,793</b>	<b>-463,801</b>

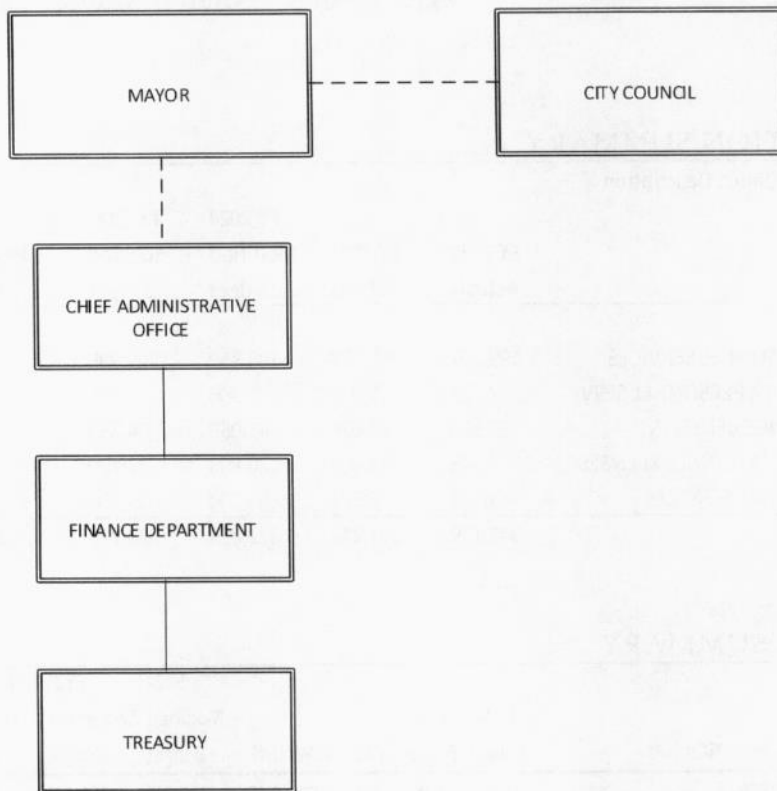
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FINANCE DIVISIONS  
TREASURY

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MISSION STATEMENT

Our Mission is to act as the custodian of all funds belonging to the City of Bridgeport. Our objectives include maximizing on-line Banking Services from each Financial Institution; working with Financial Institutions to implement on-line investment practices, deposit and invest all funds in any national or state bank/trust company. We comply with all state and federal regulations along with orders and ordinances made by the City Council. The Department is responsible for tracking and repaying the City's debt as scheduled. Our functions include the distribution of payroll, pension and vendor checks and electronic fund transfers.



FY 2024 -2025 PROPOSED GENERAL FUND BUDGET

TREASURY BUDGET DETAIL

Terri Coward  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
01045	TREASURY						
41246	EARNINGS ON INVESTMENTS	395,155	5,940,055	3,500,000	5,000,000	5,000,000	1,500,000
01045	TREASURY	395,155	5,940,055	3,500,000	5,000,000	5,000,000	1,500,000

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
01045	TREASURY						
01	PERSONNEL SERVICES	199,802	205,228	198,859	205,895	205,895	-7,036
02	OTHER PERSONNEL SERV	2,623	2,736	900	975	975	-75
03	FRINGE BENEFITS	69,900	69,676	41,059	54,558	54,927	-13,868
04	OPERATIONAL EXPENSES	9,305	14,302	26,800	27,100	27,100	-300
05	SPECIAL SERVICES	65,529	1,301	55,200	35,200	35,200	20,000
		347,159	293,242	322,818	323,728	324,097	-1,279

PERSONNEL SUMMARY

Org Code	Title	FY24	FY25				FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	CITY TREASURER	1.00	1.00	0.00	0.00	0.00	100,609	100,609	100,609	0
	PAYROLL PROCESSOR (PART-TIME)	0.50	0.50	0.00	0.00	0.00	22,373	22,373	22,373	0
01045000	FINANCIAL MANAGEMENT ASSOCIATE	1.00	1.00	0.00	0.00	0.00	75,877	82,913	82,913	-7,036
TREASURY		2.50	2.50	0.00	0.00	0.00	198,859	205,895	205,895	-7,036

FY 2024 -2025 PROPOSED GENERAL FUND BUDGET

TREASURY

PROGRAM HIGHLIGHTS

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED	ESTIMATED
SERVICE INDICATORS	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>TREASURER</b>							
Pension Checks issued	8,026	6,960	6,761	6,551	3,149	6,298	6,048
Vendor Checks mailed	13,570	12,742	16,107	17,992	9,485	18,970	19,045
Payroll Checks distributed	150,045	167,419	157,955	161,276	78,479	159,005	161,005
<b>DEBT ISSUANCES</b>							
Total bank accounts	92	138	161	165	159	159	159
Checking	41	112	132	135	129	129	129
Savings	7	9	9	9	9	9	9
Investment	41	14	17	18	18	18	18
ZBA	3	3	3	3	3	3	3
R & T accounts	0	0	0	0	0	0	0
<b>TOTAL BANK BALANCES</b>							
Checking	\$ 182,870,714	\$ 208,199,572	\$ 313,257,021	\$ 229,629,213	\$ 209,875,131	\$ 220,368,888	\$ 226,979,954
MMM Savings	\$ 61,910,964	\$ 60,984,238	\$ 18,610,153	\$ 15,737,109	\$ 14,689,003	\$ 15,423,453	\$ 16,194,626
Investment	\$ 103,582,473	\$ 113,011,338	\$ 91,713,044	\$ 183,075,571	\$ 162,173,323	\$ 170,281,990	\$ 178,796,089

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Maintain cashflow of general operating fund which provides a concise, informative, and adaptable format to the Chief Financial Officer in decision making.
2. Ensure all financial transactions are maintained with accuracy and conduct performance audits regularly.
3. Collect and safeguard all City monies using strong internal controls. Monitor and measure non-sufficient funds (NSF) receivables from customers and departments quarterly.
4. Ensure all Treasury deliverables are accurate and on time.
5. Promote the highest ethical standard and behavior among employees.

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue to review and invest into financial vehicles to maximize interest income.
2. Continue to evaluate business processes to effectively manage resources.
3. Stay current in compliance with published notices of meetings and proposed ordinance changes as required by state and local law.

FY 2024 - 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Continue to maintain excellent relationships with our banking partners to benefit the City of Bridgeport.

FY 2023 - 2024 GOALS STATUS UPDATE:

1. **Cashflow position is updated and managed effectively to satisfy outstanding debts, payroll, vendors, and pension.**
2. **Attended quarterly Pension meetings with Chief Financial Officer and Trustees on financial movements.**
3. **Continued to evaluate and update business processes to improve and maintain effective resources.**
4. **All Treasury deliverables are met on time.**
5. **Continued collection on non-sufficient funds from customers and departments.**

FY 2024 -2025 PROPOSED GENERAL FUND BUDGET  
 TREASURY PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Effectively managed the city's cashflow position which provided a concise, informative, and adaptable format to the Chief Financial Officer.
ST#2	100%	100%	All financial transactions were audited and maintained and conducted performance audits regularly.
ST#3	100%	100%	City monies were collected and safeguarded using strong internal control processes.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Continued quarterly discussions with Trustees and bank representatives to review financial vehicles on behalf of the City.
MT#2	100%	100%	Continued to evaluate business processes to effectively manage resources
MT#3	100%	100%	Treasury continued to be compliant with published notices and changes as required by federal, state, and local laws.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	Increased and maintained relationship with banking partners to benefit the City of Bridgeport.
LT#2	100%	100%	Internal controls are maintained and updated regularly for efficiency in Treasury deliverables.



FY 2024 -2025 PROPOSED GENERAL FUND BUDGET  
 TREASURY APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01045</b>	<b>TREASURY</b>							
	51000	FULL TIME EARNED PAY	199,802	205,228	198,859	205,895	205,895	-7,036
<b>01</b>	<b>PERSONNEL SERVICES</b>		199,802	205,228	198,859	205,895	205,895	-7,036
	51140	LONGEVITY PAY	750	825	900	975	975	-75
	51156	UNUSED VACATION TIME PAYOUT	1,873	1,911	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		2,623	2,736	900	975	975	-75
	52360	MEDICARE	2,727	2,861	1,712	2,911	2,911	-1,199
	52385	SOCIAL SECURITY	364	2,139	4,017	4,017	4,017	0
	52504	MERF PENSION EMPLOYER CONT	31,480	29,940	25,743	37,619	37,988	-12,245
	52917	HEALTH INSURANCE CITY SHARE	35,330	34,735	9,588	10,011	10,011	-423
<b>03</b>	<b>FRINGE BENEFITS</b>		69,900	69,676	41,059	54,558	54,927	-13,868
	53605	MEMBERSHIP/REGISTRATION FEES	179	0	400	400	400	0
	53750	TRAVEL EXPENSES	0	0	400	400	400	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	100	100	100	0
	54555	COMPUTER SUPPLIES	4,201	8,643	12,000	12,000	12,000	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	200	200	200	0
	54675	OFFICE SUPPLIES	4,658	3,488	4,700	6,000	6,000	-1,300
	55150	OFFICE EQUIPMENT	266	2,170	9,000	8,000	8,000	1,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		9,305	14,302	26,800	27,100	27,100	-300
	56105	BANKING SERVICES	64,738	470	50,000	30,000	30,000	20,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	791	831	2,500	2,500	2,500	0
	56205	PUBLIC SAFETY SERVICES	0	0	2,700	2,700	2,700	0
<b>05</b>	<b>SPECIAL SERVICES</b>		65,529	1,301	55,200	35,200	35,200	20,000
<b>01045</b>	<b>TREASURY</b>		<b>347,159</b>	<b>293,242</b>	<b>322,818</b>	<b>323,728</b>	<b>324,097</b>	<b>-1,279</b>

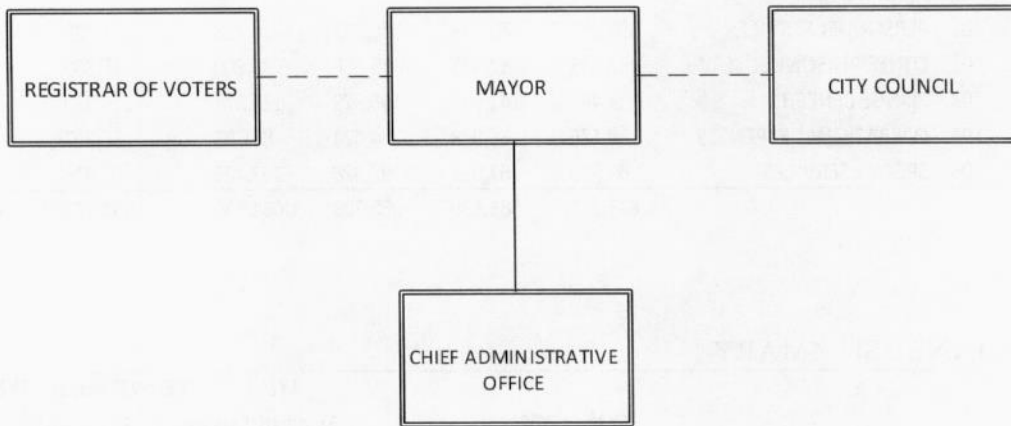
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GENERAL GOVERNMENT DIVISIONS  
REGISTRAR OF VOTERS

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MISSION STATEMENT

It is the mission of the Registrar of Voters to protect and promote public trust and confidence by conducting accurate and fair elections. The Registrar is responsible for the integrity of the process. The role demands that our principles must be placed above personal or partisan gain. The task requires strength and wisdom to maintain a vision of impartial elections despite society or legislative changes. It is our goal to educate our poll workers about statutory requirements and provide them with the knowledge necessary to complete all tasks accurately and to the best of their abilities.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS BUDGET DETAIL

Patricia Howard / Linda Grace  
*Registrars*

**APPROPRIATION SUMMARY**

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>						
01	PERSONNEL SERVICES	590,377	589,193	588,822	716,728	651,728	-62,906
02	OTHER PERSONNEL SERV	32,935	32,475	36,650	36,800	36,800	-150
03	FRINGE BENEFITS	133,493	141,003	166,379	121,377	124,370	42,009
04	OPERATIONAL EXPENSES	10,486	55,938	84,424	86,797	86,797	-2,373
05	SPECIAL SERVICES	65,950	67,021	92,428	102,428	92,428	0
		<b>833,241</b>	<b>885,630</b>	<b>968,703</b>	<b>1,064,130</b>	<b>992,123</b>	<b>-23,420</b>

**PERSONNEL SUMMARY**

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	REGISTRAR OF VOTERS	2.00	2.00	0.00	0.00	0.00	168,666	174,000	174,000	-5,334
	DEPUTY REGISTRAR OF VOTERS	2.00	2.00	0.00	0.00	0.00	127,280	127,280	137,280	-10,000
	CLERICAL ASSISTANT (40 HRS)	1.00	1.00	0.00	0.00	0.00	48,539	42,000	42,000	6,539
01050000	SECRETARIAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	44,337	48,448	48,448	-4,111
	REGISTRAR OF VOTERS	6.00	6.00	0.00	0.00	0.00	388,822	391,728	401,728	-12,906

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>Election Statistics</b>							
Registered Voters	74,478	77,560	69,335	69,542	70,205	71,000	74,000
Total Voters	16,836	55,551	6,729	20,263	13,923	14,000	21,000
Percentage turnout	22.61%	71.62%	9.71%	29.14%	19.83%	19.72%	28.38%

**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 and 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 for determining the number 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 following proper procedures, (procedure to accommodate an individual who is at the polls but is unable to enter the polling place, e.g., 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 (a) transmit the absentee ballots for long-term storage and (b) keep all voted ballots used at the polls for long term storage.
11. Responsible for providing supplies for a paper ballot election where no voting tabulators are used.
12. Responsible for assisting and ensuring that the Head Moderator completes and files the Head Moderator's Return with the Secretary of the State.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
REGISTRAR OF VOTERS PROGRAM HIGHLIGHTS

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FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Early voting will begin in April 2024 making it a goal of this department for a smooth and efficient transition by adapting a process to accommodate the registered voters in the City of Bridgeport.
2. Staff to complete the necessary training in the new CT voter registration system.
3. Process and complete the state mandated NCOA canvass, including the updating of registered voters.
4. Continue the filing and updating of all voter registration files.
5. Provide the administration with the information required to determine the financial support needed to implement early voting.
6. Provide an effective process for the poll workers who will be staffing the polling location for early voting.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Conversion of paper registration files to digital format.
2. Put together an effective system for the early voting process.
3. Master the new Connecticut voter registration system.
4. Provide effective training on the new tabulators expected to be provided within this year.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. A successful upgrade of electronic voter registration files.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. ***The paper registration files continue to be cleaned up but we have made excellent progress.***
2. ***Voter registration files have been updated to reflect the annual canvass.***
3. ***Our website has been updated to include many useful tools to our voters, including registering online, checking status of registration and updating of registration files.***



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 REGISTRAR OF VOTERS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>							
	51000	FULL TIME EARNED PAY	374,092	350,667	388,822	391,728	401,728	-12,906
	51100	PT TEMP/SEASONAL EARNED PA	216,285	238,526	200,000	325,000	250,000	-50,000
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>590,377</b>	<b>589,193</b>	<b>588,822</b>	<b>716,728</b>	<b>651,728</b>	<b>-62,906</b>
	51106	REGULAR STRAIGHT OVERTIME	138	12	8,800	8,800	8,800	0
	51108	REGULAR 1.5 OVERTIME PAY	11,326	10,928	25,000	25,000	25,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	8,032	9,970	0	0	0	0
	51140	LONGEVITY PAY	4,725	2,700	2,850	3,000	3,000	-150
	51156	UNUSED VACATION TIME PAYOUT	8,714	8,865	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>32,935</b>	<b>32,475</b>	<b>36,650</b>	<b>36,800</b>	<b>36,800</b>	<b>-150</b>
	52360	MEDICARE	6,847	6,877	5,142	5,493	5,637	-495
	52385	SOCIAL SECURITY	5,348	7,304	1,763	1,763	1,763	0
	52504	MERF PENSION EMPLOYER CONT	75,391	78,224	88,085	80,484	83,333	4,752
	52917	HEALTH INSURANCE CITY SHARE	45,908	48,598	71,389	33,637	33,637	37,752
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>133,493</b>	<b>141,003</b>	<b>166,379</b>	<b>121,377</b>	<b>124,370</b>	<b>42,009</b>
	53050	PROPERTY RENTAL/LEASE	0	0	2,200	2,200	2,200	0
	53605	MEMBERSHIP/REGISTRATION FEES	160	160	550	550	550	0
	53705	ADVERTISING SERVICES	0	0	1,100	1,100	1,100	0
	53750	TRAVEL EXPENSES	253	0	578	1,000	1,000	-423
	53905	EMP TUITION AND/OR TRAVEL REIM	679	1,632	2,100	2,100	2,100	0
	54675	OFFICE SUPPLIES	5,949	5,422	6,050	8,000	8,000	-1,950
	55090	ELECTION EQUIPMENT	1,082	46,361	67,800	67,800	67,800	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,363	2,363	4,047	4,047	4,047	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>10,486</b>	<b>55,938</b>	<b>84,424</b>	<b>86,797</b>	<b>86,797</b>	<b>-2,373</b>
	56170	OTHER MAINTENANCE & REPAIR S	705	1,361	2,428	2,428	2,428	0
	56180	OTHER SERVICES	65,245	65,660	90,000	100,000	90,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>65,950</b>	<b>67,021</b>	<b>92,428</b>	<b>102,428</b>	<b>92,428</b>	<b>0</b>
<b>01050</b>	<b>REGISTRAR OF VOTERS</b>		<b>833,241</b>	<b>885,630</b>	<b>968,703</b>	<b>1,064,130</b>	<b>992,123</b>	<b>-23,420</b>

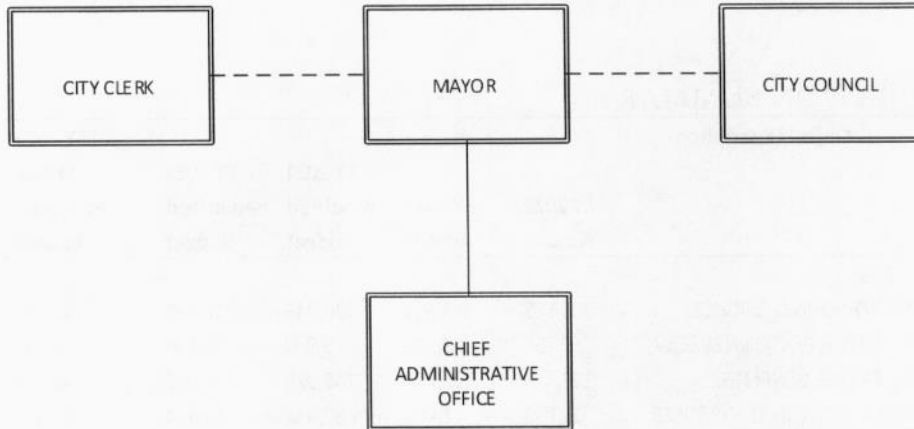
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GENERAL GOVERNMENT DIVISIONS  
CITY CLERK

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MISSION STATEMENT

The City Clerk's Office preserves and protects official city records and provides a variety of information, services, and support to City Staff, elected officials and the public in a timely, courteous, and responsible manner.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CITY CLERK BUDGET DETAIL

Lydia Martinez  
 City Clerk

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
				Budget	Budget	Budget	Budget
<b>01055</b>	<b>CITY CLERK</b>						
01	PERSONNEL SERVICES	308,575	312,503	320,943	332,639	332,639	-11,696
02	OTHER PERSONNEL SERV	7,756	9,101	5,850	6,150	6,150	-300
03	FRINGE BENEFITS	118,419	132,285	148,929	136,052	136,730	12,199
04	OPERATIONAL EXPENSES	18,033	21,089	30,434	30,434	30,434	0
05	SPECIAL SERVICES	20,876	24,392	39,340	39,340	39,340	0
		<b>473,660</b>	<b>499,370</b>	<b>545,496</b>	<b>544,615</b>	<b>545,293</b>	<b>203</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs FY24
		Budget	Budget				Budget	Budget	Budget	Mod. Budget
	CITY CLERK	1.00	1.00	0.00	0.00	0.00	40,868	40,868	40,868	0
	ASSISTANT CITY CLERK	1.00	1.00	0.00	0.00	0.00	101,899	101,899	101,899	0
	TYPIST III (35 HRS)	2.00	2.00	0.00	0.00	0.00	126,150	137,846	137,846	-11,696
01055000	LEGISLATIVE LIAISON	1.00	1.00	0.00	0.00	0.00	52,026	52,026	52,026	0
	<b>CITY CLERK</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>320,943</b>	<b>332,639</b>	<b>332,639</b>	<b>-11,696</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>CITY CLERK</b>							
Incoming files processed	188	160	153	136	76	190	200
Finalized/Outgoing files Processed	114	145	141	121	58	170	150
Council/Committee Agendas Processed	224	208	197	194	52	200	230
Council/Committee Minutes Processed	135	143	164	140	33	150	200
<b>INTERDEPARTMENTAL SERVICES</b>							
Requests for records research fulfilled	1,341	1,087	1,165	1,120	719	1,400	1,500
Requests for certifications fulfilled	377	251	105	125	50	150	200
<b>CONSTITUENT SERVICES</b>							
Records research requests pursuant to FOIA	268	410	511	329	276	193	500
Certified record requests	17	13	8	11	1	5	10
Filings/Postings pursuant to FOIA	1,179	1,508	1,426	1,086	618	1,300	1,400
Claims/Summonses/Writs against the City Processed	306	494	401	411	171	400	450

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to work with the City Council to ensure all records as approved by the committees are accurate and information is provided to the City Clerk’s Office in a timely manner.
2. Ensure all required legal postings, including agendas and minutes, are posted in compliance with state law.
3. Continue to enter all City Council & Committee meeting events on the City of Bridgeport’s website to keep the public informed. This is an added feature to inform constituents on meetings taking place.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue to provide legislative/administrative support to City Council and City Departments.
2. Continue to train staff on the new City’s website for uploading and creating.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Continue to archive, remove, and purge the City Council records in accordance with the retention schedule and permission provided by the Office of Public Records Administrator.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Purchase additional filing cabinets to meet State guidelines for storing and archiving records. We are almost at full capacity and need additional cabinets for storing files. **(Completed)**.
2. Replace the existing agenda organizer inside the City Council Room in the City Clerk’s Office. The current organizer doesn’t have the capacity to hold bulk copies of agenda items. **(Completed)**.
3. Implement a form on the City Clerk’s page for speakers to fill out electronically and submit to the City Clerk’s Office to allow public speakers to sign up and speak online. **(Completed)**.
4. Upgrade office printers in the main office. **(Ongoing and continuous)**.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CITY CLERK PROGRAM HIGHLIGHTS

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FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

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1. Ensure a high level of integrity and honesty in the performance of work duties.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Ongoing and Continuous.
ST#2	100%	100%	Ongoing and Continuous.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Completed.
MT#2	100%	100%	Completed.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CITY CLERK APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01055	CITY CLERK							
	51000	FULL TIME EARNED PAY	308,575	312,503	320,943	332,639	332,639	-11,696
01	PERSONNEL SERVICES		308,575	312,503	320,943	332,639	332,639	-11,696
	51140	LONGEVITY PAY	5,250	5,550	5,850	6,150	6,150	-300
	51156	UNUSED VACATION TIME PAYOUT	2,506	3,551	0	0	0	0
02	OTHER PERSONNEL SERV		7,756	9,101	5,850	6,150	6,150	-300
	52360	MEDICARE	4,421	4,527	4,470	4,639	4,639	-169
	52385	SOCIAL SECURITY	0	0	2,186	2,186	2,186	0
	52504	MERF PENSION EMPLOYER CONT	59,963	69,304	82,875	69,078	69,756	13,119
	52917	HEALTH INSURANCE CITY SHARE	54,036	58,454	59,398	60,149	60,149	-751
03	FRINGE BENEFITS		118,419	132,285	148,929	136,052	136,730	12,199
	53605	MEMBERSHIP/REGISTRATION FEES	430	340	550	550	550	0
	53705	ADVERTISING SERVICES	5,951	6,472	10,500	10,500	10,500	0
	53750	TRAVEL EXPENSES	2,363	3,583	5,500	5,500	5,500	0
	54675	OFFICE SUPPLIES	4,082	5,020	5,500	5,500	5,500	0
	54700	PUBLICATIONS	0	0	24	24	24	0
	55055	COMPUTER EQUIPMENT	0	0	1,000	1,000	1,000	0
	55150	OFFICE EQUIPMENT	1,717	1,603	2,360	2,360	2,360	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,490	4,072	5,000	5,000	5,000	0
04	OPERATIONAL EXPENSES		18,033	21,089	30,434	30,434	30,434	0
	56055	COMPUTER SERVICES	998	998	2,000	2,000	2,000	0
	56085	FOOD SERVICES	270	92	340	340	340	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	26	3,000	3,000	3,000	0
	56180	OTHER SERVICES	19,608	23,276	34,000	34,000	34,000	0
05	SPECIAL SERVICES		20,876	24,392	39,340	39,340	39,340	0
01055	CITY CLERK		473,660	499,370	545,496	544,615	545,293	203

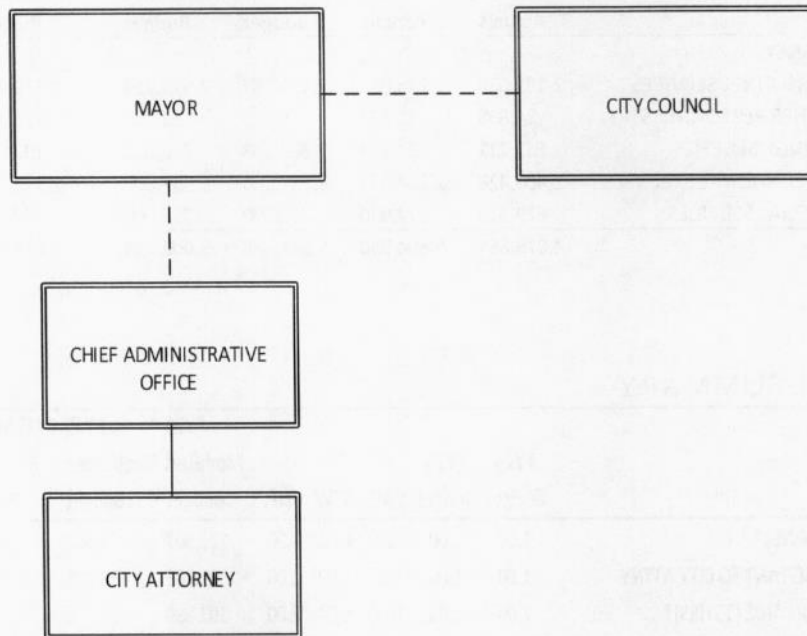
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GENERAL GOVERNMENT DIVISIONS  
CITY ATTORNEY

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MISSION STATEMENT

The City Attorney's Office provides legal representation in accordance with the City Charter to the City, its officers and employees, the City Council, and its agencies, boards, commissions, and departments. The Office prosecutes and defends civil actions brought against such parties in any state or federal court or before any administrative body. The Office reviews all legal claims of personal injury, premises liability or property damage against the City, adjusts and investigates those claims and provides the City's defense when necessary. The Office also reviews or drafts all City contracts, delivers legal advice, counsel, and drafting assistance to such parties.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CITY ATTORNEY BUDGET DETAIL

Tyisha Toms  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY 2025 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01060</b>	<b>CITY ATTORNEY</b>						
01	PERSONNEL SERVICES	2,181,620	2,236,015	2,391,387	2,510,724	2,510,724	-119,337
02	OTHER PERSONNEL SERV	34,895	31,827	8,925	10,350	10,350	-1,425
03	FRINGE BENEFITS	633,211	724,794	829,148	788,320	792,665	36,483
04	OPERATIONAL EXPENSES	1,400,428	2,224,374	1,537,000	1,537,000	1,542,000	-5,000
05	SPECIAL SERVICES	629,510	677,940	756,000	756,000	756,000	0
		<b>4,879,664</b>	<b>5,894,950</b>	<b>5,522,460</b>	<b>5,602,394</b>	<b>5,611,739</b>	<b>-89,279</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	CITY ATTORNEY	1.00	1.00	0.00	0.00	0.00	126,507	152,610	152,610	-26,103
	LEGAL ASSISTANT TO CITY ATTNY	1.00	1.00	1.00	0.00	0.00	71,766	78,421	78,421	-6,655
	COLLECTION AIDE (35 HRS)*	2.00	0.00	0.00	0.00	2.00	102,890	0	0	102,890
	PARALEGAL	5.00	5.00	1.00	0.00	0.00	302,675	325,240	325,240	-22,565
	ASSOCIATE CITY ATTORNEY	10.00	10.00	0.00	0.00	0.00	1,466,299	1,628,450	1,628,450	-162,151
01060000	SECRETARIAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	51,250	56,003	56,003	-4,753
	<b>CITY ATTORNEY</b>	<b>20.00</b>	<b>18.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2,121,387</b>	<b>2,240,724</b>	<b>2,240,724</b>	<b>-119,337</b>

\* The two Collection Aide positions have been transferred to Water Pollution Control Authority (WPCA) in FY25 because all their duties relate to WPCA.

In prior years these two employees were paid from the City Attorney budget and WPCA reimbursed the City the costs associated with their employment in the general fund account # 01010000-45354 (Comptroller Department). The indicated revenue account has been adjusted accordingly in the Comptroller Department revenue account number in FY25 due to the transfer of these two employees to WPCA.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CITY ATTORNEY PROGRAM HIGHLIGHTS

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FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to provide ongoing legal representation, advice and counsel to the City of Bridgeport, its officers, employees, the City Council and its committees, and all agencies, boards, commissions, and departments.
2. Continue to support major infrastructure projects that the office is partnering on with other departments (i.e., Airport sale/lease/management agreement, WPCA facilities upgrade, and Schools Building Committee construction-SBC). The review of the Airport's future operating structure is an ongoing project. The WPCA has executed a new 10½ year O&M agreement effective January 1, 2024; however, its facilities upgrade work will be ongoing for several decades. The SBC, while having completed many construction projects, is still active with new BOE facility replacements. (MG1, MG2, MG3)
3. Continue to reduce the number and dollar amounts of payouts for claims and lawsuits filed against the City, its officers, and employees; and to record in the City Attorney's lawsuit settlement reports those cases with favorable financial outcomes (*aka* disposed of without any payout by the City (i.e., trials resulting in a defendant's verdict, summary judgements entered for the City, withdrawal of actions, etc.).
4. Continuing to strategically rely on outside legal counsel when doing so reduces overall net City operating costs and is in the City's best legal and financial interest.
5. Continue to proactively review pending caseload in order to maximize outcomes and minimize resource expenditures by determining litigation strategy & tactics, by appropriately determining liability exposure, and by timely securing evidence, experts, and other resources for effective case defense.
6. Continue to prioritize the transition of the City's substantive response to Freedom of Information Act (FOIA) requests from the City Attorney's Office to the City departments actually maintaining custody of the requested public records, by providing training and legal support to the various City departments and their respective FOIA liaisons. The purpose of this initiative is to materially reduce the FOIA request backlog and to document the City's demonstrable success in enhancing the City's status as one of the most open and transparent municipal governments in Connecticut. (MG7)
7. Continue to provide professional training support at the Bridgeport Police Training Academy to improve uniformed police personnel state-of-the-art public safety service delivery in accordance with new state statutory mandates concerning legal and proper use of justifiable force. (MG3)
8. Continue to provide ongoing training and support to the City's Purchasing Department staff, as well as to key departments heads and select employees regarding adherence to the City's procurement ordinance and regulations. (MG1)
9. Continue to provide legal support for OPED's economic development initiatives, particularly by revising the contracting approval process and the methodology for delivery of supportive legal documentation. (MG1, MG2, MG3)
10. Continue to spearhead with the CT Attorney General's Office litigation to hold corporations financially accountable for the harm to the public from opioid manufacture, distribution, & addiction; and to examine the possibility of expanding that approach to include potential environmental injustice claims. (MG3, MG5)
11. Continue to coordinate with the Administration and other governmental agencies innovative use of the City's legal resources to reduce the prevalence in our community of products harmful to the health, welfare, and safety of the public (i.e., tobacco, drugs, firearms, etc.). (MG3)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CITY ATTORNEY PROGRAM HIGHLIGHTS

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12. Reorganize office table of organization as appropriate and amend staff job descriptions and compensation plans as appropriate with the goal of attracting and retaining high-performers. (MG1)
13. Revise procedures for processing transactional matters (e.g. property sales, leases, grant applications, service contracts, construction agreements, etc.) to increase operational efficiency. (MG1)
14. Coordinate (with the Administration, the City Council, and all impacted City departments) a comprehensive legal review of the current City Charter, in support of a Charter Revision Commission, and submit substantive recommendations and provide legal staff to, such project with the goal of drafting a comprehensive rewrite and modernization of such Charter.
15. Provide orientation training and legal support services to the City's newly created Fair Rent Commission and Fair Housing Commission to support the Administration's mission goal of increasing the quality and affordability of the local housing stock. (MG1, MG3, MG4)
16. Partner with relevant City departments to develop an FOIA and procurement procedures training program to be used in the new employee onboarding process. (MG1)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. In furtherance of risk management, continue to conduct on-site inspection city-wide to prevent dangerous conditions. (MG3)
2. Reorganize and improve the support staff of the Office of the City Attorney to provide enhanced case administration and reporting to maximize litigation outcomes. (MG1)
3. Retain a claim adjuster as necessary to review and investigate claims and lawsuits filed against the City (particularly in light of police staffing constraints that challenge their ability to continue to perform civil investigatory services) and to provide necessary insurance adjustment, and risk management services. (MG1)
4. Facilitate and manage operational, procurement, personnel and budgetary interactions with Bridgeport Library Board of Directors. (MG1)
5. Deliver ongoing legal support to Labor Relations regarding Collective Bargaining interest and grievance arbitrations and other contested labor matters. (MG1)
6. Initiate and oversee a comprehensive rewrite of the City's Purchasing Ordinance to streamline its provisions to optimize City procurement practices. (MG1)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Provide ongoing legal representation, advice and counsel to the City of Bridgeport, its officers, employees, the City Council and its committees, and all boards and departments. **Continuous.**
2. Support major infrastructure projects that the office is partnering with other departments (i.e., Airport sale/lease/management agreement, WPCA facilities upgrade, and Schools Building Committee construction). **Continuous.**
3. Reduce the number and dollar amounts of payouts for claims and lawsuits filed against the City, its officers, and employees; and expand the City Attorney's lawsuit settlement reports to include cases disposed of without any payout from the City (i.e., trials with a defendant's verdict, summary judgements entered for the City, withdrawal of actions, etc.). **Continuous.**
4. Reduce reliance on outside legal counsel by supplementing in-house personnel capability and resources as a means of reducing overall net City operating costs. **Continuous.**



5. Refine pending case review procedures to maximize outcomes and minimize resource expenditures by determining litigation strategy & tactics, by appropriately determining liability exposure, and by timely securing evidence, experts and other requirements for effective case defense. **Completed.**
6. Continue to provide training and legal support to the various City departments and their respective FOIA liaisons as the City prioritizes the reduction of its FOIA request backlog through transition to each City department as records keepers being assigned to respond directly to FOIA requests from the public. We will document and report the City's progress in reducing the FOIA backlog for purposes of maintaining our status as the most open and transparent municipal government in Ct. **Continuous.**
7. Continue to provide professional training support at the Bridgeport Training Academy to improve uniformed police personnel performance in accordance with the new state statutory mandates concerning use of force. **Continuous.**
8. Coordinate a detailed and total legal review of the City Charter in anticipation of the formation of a Charter Revision Commission and the opportunity to submit substantive recommendations to such Commission. **Continuous.**
9. Train and support the City's Purchasing Department personnel, as well as key departments heads and select employees regarding the City's procurement ordinance. **Completed.**
10. Provide legal support for OPED's initiatives for supporting strategic plans for the reuse of vacant / abandoned properties. **Completed.**
11. Continue to spearhead with the CT Attorney General's Office litigation to hold corporations financially accountable for the harm to the public from opioid manufacture, distribution, & addiction. **Continuous.**
12. Coordinate with the Administration and other governmental agencies innovative use of the City's legal resources to reduce the prevalence in our community of products harmful to the health, welfare, and safety of the public (i.e., tobacco, drugs, weapons, etc.). **Continuous.**
13. In furtherance of risk management, conduct on-site inspection city-wide to prevent dangerous conditions. **Continuous.**
14. Continue to reorganize and improve the support staff of the Office of the City Attorney to ensure the ability to provide statistical data and information upon demand to promote open and transparent government; and enhanced case administration and reporting to maximize outcomes. **Continuous.**
15. Attending City of Bridgeport Safety Meetings and provide input on safety and liability issues relating to city-owned buildings and properties. **Completed.**
16. Facilitate and manage operational, procurement, personnel and budgetary interactions with Bridgeport Library Board of Directors. **Continuous.**
17. Deliver legal support to Labor Relations regarding Collective Bargaining matters. **Continuous.**
18. Initiate and oversee a comprehensive rewrite of the City's Purchasing Ordinance to streamline its provisions and to ensure it is more user friendly. **Continuous.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CITY ATTORNEY PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>	N/A		
ST#1			Continuous Project
ST#2			Continuous Project
ST#3			Continuous Project
ST#4			Continuous Project
ST#5	100%	100%	
ST#6			Continuous Project
ST#9 and #10 All others (ST#7, 8, 11,12)	100%	100%	Continuous Projects
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1 (aka #13)			Continuous Project
MT#2 (aka #14)			Continuous Project
MT#3 (aka #15)	100%	100%	
MT#4 (aka #16)			Continuous Project
MT#5 (aka #17)			Continuous Project
MT#6 (aka #18)			Continuous Project

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CITY ATTORNEY APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01060</b>	<b>CITY ATTORNEY</b>							
	51000	FULL TIME EARNED PAY	1,928,127	2,028,535	2,121,387	2,240,724	2,240,724	-119,337
	51099	CONTRACTED SALARIES	253,493	207,480	270,000	270,000	270,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,181,620	2,236,015	2,391,387	2,510,724	2,510,724	-119,337
	51106	REGULAR STRAIGHT OVERTIME	1,291	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	135	0	0	0	0	0
	51140	LONGEVITY PAY	12,581	8,550	8,925	10,350	10,350	-1,425
	51156	UNUSED VACATION TIME PAYOUT	20,888	23,277	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		34,895	31,827	8,925	10,350	10,350	-1,425
	52360	MEDICARE	27,442	29,351	28,683	30,412	30,412	-1,729
	52385	SOCIAL SECURITY	3,953	12,497	6,776	11,747	11,747	-4,971
	52504	MERF PENSION EMPLOYER CONT	358,233	374,368	522,049	443,005	447,350	74,699
	52917	HEALTH INSURANCE CITY SHARE	243,583	308,577	271,641	303,156	303,156	-31,515
<b>03</b>	<b>FRINGE BENEFITS</b>		633,211	724,794	829,148	788,320	792,665	36,483
	53005	PERSONAL PROPERTY CLAIMS AWARD	83,545	73,342	125,000	125,000	125,000	0
	53010	PERSONAL PROPERTY CLAIMS ATTY	1,198,505	2,008,607	1,250,000	1,250,000	1,250,000	0
	53605	MEMBERSHIP/REGISTRATION FEES	4,038	4,675	5,000	5,000	5,000	0
	53610	TRAINING SERVICES	0	0	1,000	1,000	1,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	2,037	4,456	7,000	7,000	7,000	0
	54675	OFFICE SUPPLIES	15,230	17,458	17,000	17,000	17,000	0
	54700	PUBLICATIONS	0	584	2,000	2,000	2,000	0
	54705	SUBSCRIPTIONS	57,107	75,147	85,000	85,000	90,000	-5,000
	55155	OFFICE EQUIPMENT RENTAL/LEAS	39,967	40,105	45,000	45,000	45,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		1,400,428	2,224,374	1,537,000	1,537,000	1,542,000	-5,000
	56130	LEGAL SERVICES	508,372	577,776	600,000	600,000	600,000	0
	56131	LITIGATION SERVICES	120,166	98,099	150,000	150,000	150,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	972	2,065	5,000	5,000	5,000	0
	56180	OTHER SERVICES	0	0	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		629,510	677,940	756,000	756,000	756,000	0
<b>01060</b>	<b>CITY ATTORNEY</b>		<b>4,879,664</b>	<b>5,894,950</b>	<b>5,522,460</b>	<b>5,602,394</b>	<b>5,611,739</b>	<b>-89,279</b>

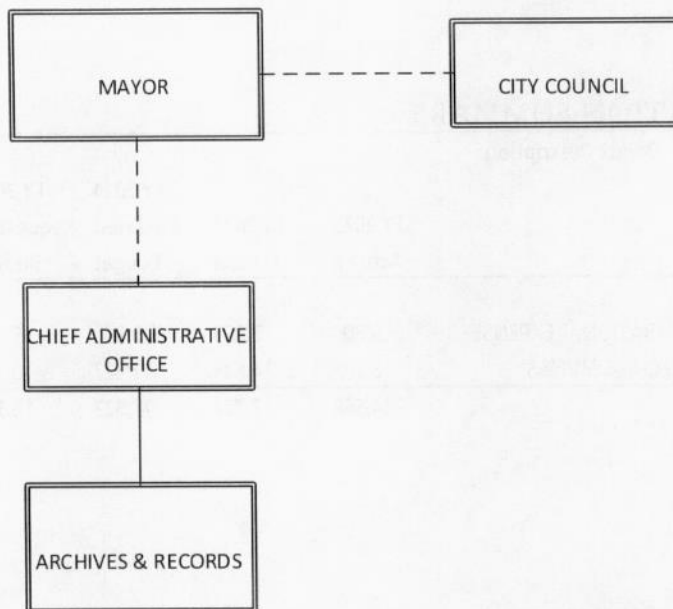
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GENERAL GOVERNMENT DIVISIONS  
ARCHIVES & RECORDS

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MISSION STATEMENT

This department directs the orderly and systematic maintenance, preservation, and disposition of the records of the City of Bridgeport in compliance with State and Federal laws. It operates a record center for the storage of non-current records, and an archive for the City's permanent and historical documents. The program encourages the efficient, economical organization and retrieval of information. The manager assists other departments in solving records and filing problems and arranges for the destruction of obsolete materials.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ARCHIVES & RECORDS BUDGET DETAIL

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*Vacant  
 Manager*

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01065 ARCHIVES</b>							
04	OPERATIONAL EXPENSES	5,800	2,898	5,800	5,800	5,800	0
05	SPECIAL SERVICES	8,768	4,824	71,527	10,300	73,047	-1,520
		<b>14,568</b>	<b>7,722</b>	<b>77,327</b>	<b>16,100</b>	<b>78,847</b>	<b>-1,520</b>

PERSONNEL SUMMARY

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*Not Applicable*



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ARCHIVES & RECORDS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ARCHIVES AND RECORDS CENTER</b>							
Full box	250	100	60	10	5	10	10
Original	275	270	180	130	95	130	130
Folder	130	80	45	0	0	0	0
Microcopy	75	50	48	30	0	0	0
Photocopy	280	300	210	180	90	180	180
Other Expenses	200	200	200	200	200	200	200
Total Requests	1,210	1,200	743	550	250	500	500
<b>BOXES</b>				1100	640	1020	1020
Received	150	150	75	90	125	130	130
Destroyed	200	0	110	50	4,166	4,300	125
Total Boxes as of end of period	16,911	17,061	17,026	17,066	12,895	13,025	13,025
Total internal requests	60	35	5	15	58	100	100
Total requests by the public	2	1	0	2	3	5	5

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Ongoing update of Record Center database. (MG1.)
2. Ongoing records' purge as retention period is legally satisfied. (MG1,6.)
3. Study of software transfer in consultation with city's IT Director. (MG1.)

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Ongoing reorganization of Record Center storage space.
2. Continue to archive departments' in-active records.

FY 2024 - 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Develop a written-procedural process for Records Center operation. (MG1.)
2. Inventory center's departmental archival map inventory. MG1.)

FY 2023 - 2024 GOALS STATUS UPDATE:

1. Reorganize Record Center storage space. **Ongoing.**
2. Study of software transfer in consultation with city's IT Director. **Scheduled for January 2024.**
3. Develop a written procedural process for Records Center. **Ongoing.**

FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Proposal to restore City's Historical records was completed and presented to administration.
2. Management of Center on a part-time work schedule.
3. Provides Notary Services to the public.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ARCHIVES & RECORDS APPROPRIATION SUPPLEMENT

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</b>			
ST#1	100%	100%	Dedication to the Center.
ST#2	100%	100%	Dedication to the Center.
<b>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</b>			
MT#1	50%	50%	Dedication to Records Department.
MT#2	100%	100%	Dedication to Records Department.
<b>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</b>			
LT#1	100%	100%	Plan submitted to administration.
LT#2	50%	25%	Time-restraints.

APPROPRIATION SUPPLEMENT

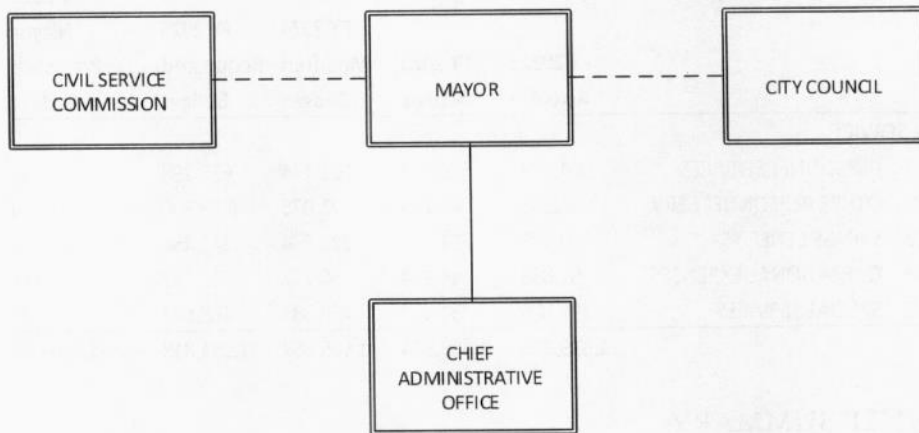
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01065</b>	<b>ARCHIVES</b>							
	53710	OTHER COMMUNICATION SERVICES	2,000	1,405	2,000	2,000	2,000	0
	54660	LIBRARY SUPPLIES	500	500	500	500	500	0
	54675	OFFICE SUPPLIES	1,500	993	1,500	1,500	1,500	0
	55150	OFFICE EQUIPMENT	1,800	0	1,800	1,800	1,800	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		5,800	2,898	5,800	5,800	5,800	0
	56055	COMPUTER SERVICES	1,658	-1,500	62,547	1,800	64,547	-2,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,635	0	2,500	2,500	2,500	0
	56210	RECYCLING SERVICES	4,475	6,324	6,480	6,000	6,000	480
<b>05</b>	<b>SPECIAL SERVICES</b>		8,768	4,824	71,527	10,300	73,047	-1,520
<b>01065</b>	<b>ARCHIVES</b>		<b>14,568</b>	<b>7,722</b>	<b>77,327</b>	<b>16,100</b>	<b>78,847</b>	<b>-1,520</b>

GENERAL GOVERNMENT DIVISIONS  
CIVIL SERVICE

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MISSION STATEMENT

As prescribed by City Charter and through strategic partnerships, the Office of the Civil Service Commission serves as the central personnel office for the City of Bridgeport by providing services to the public and to government employees. These services include the administration of Municipal Charter Chapter 17, the oversight of City payroll, the processing of City employee participation in the Bridgeport Connecticut Municipal Employee Retirement System plan and providing timely entry level and promotional merit-based examinations for hiring within the classified service. The Civil Service Office strives to attract, develop, and retain a high performing, inclusive and diverse workforce and fosters a healthy, safe, and productive work environment for employees, departments, and the public to maximize individual potential, expand organizational capacity and position the City of Bridgeport as an employer of choice. We endeavor to honor our commitment to conducting business in a manner that promotes integrity, fairness, respect, honesty, and trust.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CIVIL SERVICE BUDGET DETAIL

Eric Amado  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024		FY 2025 Requested	FY 2025 Mayor Proposed	FY25 Mayor Prop. Vs FY24 Mod. Budget
		FY 2022 Actuals	FY 2023 Actuals			
<b>01070 CIVIL SERVICE</b>						
41538	COPIES	15	80	100	100	0
41547	RESIDENTAPPLICATION/ADMINISTRA	0	0	2,100	2,100	0
41548	NON-RESIDENTAPPLICATION/ADMINI	100,900	14,730	5,000	5,000	0
<b>01070</b>	<b>CIVIL SERVICE</b>	<b>100,915</b>	<b>14,810</b>	<b>7,200</b>	<b>7,200</b>	<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025 Requested	FY 2025 Mayor Proposed	FY25 Mayor Prop. Vs FY24 Mod. Budget
		FY 2022 Actuals	FY 2023 Actuals			
<b>01070 CIVIL SERVICE</b>						
01	PERSONNEL SERVICES	564,923	636,548	621,144	632,298	-11,154
02	OTHER PERSONNEL SERV	26,360	82,765	73,075	73,300	-225
03	FRINGE BENEFITS	300,195	294,849	322,074	343,456	-22,652
04	OPERATIONAL EXPENSES	51,036	44,184	50,777	67,177	-40,400
05	SPECIAL SERVICES	396,806	431,478	438,587	468,587	-30,000
		<b>1,339,319</b>	<b>1,489,824</b>	<b>1,505,657</b>	<b>1,584,818</b>	<b>-104,431</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24 Modified Budget	FY25 Requested Budget	FY25 Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget	
		Budget	Budget	VAC.	NEW UNF.					
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	91,899	91,899	91,899	0
	RETIREMENT ADMINISTRATOR	1.00	1.00	0.00	0.00	0.00	72,165	71,210	71,210	955
	CLERICAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	42,575	46,523	46,523	-3,948
	PERSONNEL ASSISTANT I	1.00	1.00	0.00	0.00	0.00	72,545	79,272	79,272	-6,727
	ASSISTANT PERSONNEL DIRECTOR*	0.00	1.00	0.00	1.00	0.00	0	100,846	100,846	-100,846
	PERSONNEL EXAMINER (40 HRS)*	1.00	0.00	0.00	0.00	1.00	87,517	0	0	87,517
	PERSONNEL TRAINEE	1.00	1.00	0.00	0.00	0.00	54,012	59,020	59,020	-5,008
	PERSONNEL DIRECTOR	1.00	1.00	0.00	0.00	0.00	146,772	146,772	146,772	0
<b>01070000</b>	<b>CLERICAL/DATA CLERK</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,659</b>	<b>36,756</b>	<b>36,756</b>	<b>16,903</b>
<b>CIVIL SERVICE</b>		<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>621,144</b>	<b>632,298</b>	<b>632,298</b>	<b>-11,154</b>

\* The Personnel Examiner position has been reclassified into the Assistant Personnel Director position in FY25 based on increased duties and better department operational efficiency.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**CIVIL SERVICE** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>CIVIL SERVICE</b>							
Retirement Processing MERS and Plan A	850	1945	2500	2,100	1,100	2,200	2,600
Library candidates processed	3	3	18	20	10	35	50
Candidates tested for positions	800	700	1,000	1,100	350	1,100	800
<b>Positions &amp; Classifications Administered</b>							
Clerical, Admin, Supervisory & Technical Applications	2,000	2,010	2,200	2,300	1,100	2,300	2,500
Seasonal, Crossing Guard & Custodial Applications	2,500	2,000	2,100	2,150	700	2,200	2,200
Total Applications Processed/Administered	4,500	4,010	4,300	4,450	1,800	4,500	4,700

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Submit revision proposals for chapter 17 of the City’s charter for consideration to assist in charter language updates which conform to modern personnel practices and procedures.
2. Collaborate with the City Attorney’s office to submit revisions to the Civil Service Commission for consideration to revise the Rules of the Civil Service Commission, to streamline and modernize Civil Service policies, processes, and procedures.
3. Review and administer Connecticut Municipal Employee Retirement System changes enacted by State of Connecticut legislative body.
4. Successfully and safely conduct an entry level Police Officer examination.
5. Continuous recruitment and hire of lateral (“certified”) Police Officers.
6. Successfully and safely conduct a Police Lieutenant examination.
7. Successfully and safely conduct a Public Safety Telecommunicator examination.
8. Successfully and safely conduct a Firefighter examination.
9. Successfully and safely conduct a Custodian IV examination.
10. Procure “green” products and office supplies whenever possible.

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Successfully and safely conduct a Police Detective examination.
2. Successfully and safely conduct Fire Chief examination.
3. Successfully and safely conduct Fire Equipment Mechanic Examination.
4. Successfully and safely conduct Public Safety Supervisor examination.
5. Successfully and safely conduct Tax Assessor examination.
6. Successfully and safely conduct a Police Lieutenant examination, contingent on police staffing study results.
7. Continue to assist the Administration’s efforts to expand second chance hiring where legally allowed and appropriate.
8. Reduce the number of provisional employees by holding exams and using the structured oral interview process before a panel of assessors.
9. Establish a Civil Service Center for entry level and promotional examinations, interviews, and training sessions, which will eliminate the need to rent outside space or infringe on other departments’ space for our frequent use.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CIVIL SERVICE PROGRAM HIGHLIGHTS

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. Creation of grass roots workforce development program by collaborating with local community organizations, Bridgeport Board of Education, Bridgeport Youth Service Bureau, etc.
2. Continue the successful use of traditional and non-traditional testing services to comply with the Administration’s diversity and demographic goals.
3. Continue to successfully restructure competitive and non-competitive positions throughout the City.
4. Succession planning and promotions from within.
5. Ongoing review and modernization of Civil Service Rules, as well as office policies and procedures.

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. ***Established and initiated the recruitment/hiring into the position of lateral (“certified”) Police Officer.***
2. ***Successfully and safely conducted an entry-level Police Officer examination.***
3. ***Successfully and safely conducted 2 Public Safety Telecommunicator examinations.***
4. ***Successfully and safely conducted non-competitive Assistant Chief of Police examination.***
5. ***Successfully and safely conducted a Fire Lieutenant examination.***
6. ***Successfully and safely conducted Deputy Fire Chief examination.***
7. ***Successfully and safely conducted Fire Inspector examination.***
8. ***Successfully and safely conducted Purchasing Agent examination.***

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Fully executed the establishment and adoption of lateral (“certified”) Police Officer position. Bridgeport now recruits and hires lateral Police Officers for the first time in City history.
2. Hired a class of 20 Police Officer recruits for the Bridgeport Police Training Academy (October 2023).
3. Hired a class of 18 Firefighter recruits for the Bridgeport Fire Training Academy (September 2023).
4. Hired a class of 6 Public Safety Telecommunicators for the Emergency Communications Center (March 2024).

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</b>			
ST#1	100%	100%	Administered entry-level Police Officer examination.
ST#2	100%	100%	Administered Public Safety Telecommunicator examination.
ST#3	50%	0%	Fire Chief examination not administered due to other staffing commitments.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CIVIL SERVICE PROGRAM HIGHLIGHTS

ST#4	100%	25%	In-progress. Fire Deputy Chief examination not administered due to need to conduct full job analysis and job description re-write.
ST#5	100%	100%	Administered non-competitive Assistant Chief of Police examination.
ST #6	100%	100%	Civil Service Commission transitioned to digital document platform.
ST #7	100%	100%	Continuous.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	25%	Plan to administer Fire Inspector examination in 2024.
MT#2	100%	100%	Administered Fire Lieutenant examination.
MT#3	100%	0%	No examination needed. Vacancy was eliminated in FY 23 -24.
MT#4	50%	25%	Plan to administer Police Sergeant examination 2024.
MT#5	25%	0%	Plan to administer Police Detective examination 2024/2025 contingent upon Police Staffing Study.
MT#6	100%	100%	Administered Civilian Detention Officer examination.
MT#7	100%	25%	Plan to administer Custodian IV examination 2024.
MT#8	100%	100%	Continuous.
MT#9	100%	100%	Continuous.
MT#10	100%	100%	Adoption of lateral ("certified") Police Officers complete.
MT#11	50%	25%	On-going collaboration with Public Facilities Construction office.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	Continuous.
LT#2	100%	100%	On-going collaboration with City officials and administration.
LT#3	100%	100%	On-going collaboration with City officials and administration.
LT#4	50%	50%	On-going collaboration with City officials and administration.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
CIVIL SERVICE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01070</b>	<b>CIVIL SERVICE</b>							
	51000	FULL TIME EARNED PAY	564,923	636,548	621,144	632,298	632,298	-11,154
<b>01</b>	<b>PERSONNEL SERVICES</b>		564,923	636,548	621,144	632,298	632,298	-11,154
	51108	REGULAR 1.5 OVERTIME PAY	3,192	1,355	0	0	0	0
	51140	LONGEVITY PAY	2,625	2,850	3,075	3,300	3,300	-225
	51146	PROCTOR PAY	11,750	69,604	70,000	70,000	70,000	0
	51156	UNUSED VACATION TIME PAYOUT	8,793	8,956	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		26,360	82,765	73,075	73,300	73,300	-225
	52360	MEDICARE	7,846	8,807	8,063	8,094	8,094	-31
	52385	SOCIAL SECURITY	1,577	508	3,495	0	0	3,495
	52504	MERF PENSION EMPLOYER CONT	103,948	137,488	158,302	129,599	130,869	27,433
	52917	HEALTH INSURANCE CITY SHARE	186,824	148,047	152,214	205,763	205,763	-53,549
<b>03</b>	<b>FRINGE BENEFITS</b>		300,195	294,849	322,074	343,456	344,726	-22,652
	53050	PROPERTY RENTAL/LEASE	3,789	7,560	6,000	16,000	16,000	-10,000
	53605	MEMBERSHIP/REGISTRATION FEES	0	167	400	400	400	0
	53705	ADVERTISING SERVICES	41,111	27,774	28,600	35,000	35,000	-6,400
	53905	EMP TUITION AND/OR TRAVEL REIM	0	83	461	461	461	0
	54560	COMMUNICATION SUPPLIES	0	0	1,000	1,000	1,000	0
	54640	HARDWARE/TOOLS	0	0	3,200	3,200	3,200	0
	54675	OFFICE SUPPLIES	3,481	3,231	4,000	4,000	4,000	0
	54700	PUBLICATIONS	20	0	100	100	100	0
	54725	POSTAGE	0	0	16	16	16	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,635	4,873	6,000	6,000	6,000	0
	55530	OFFICE FURNITURE	0	497	1,000	1,000	25,000	-24,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		51,036	44,184	50,777	67,177	91,177	-40,400
	56085	FOOD SERVICES	4,268	7,459	7,500	7,500	7,500	0
	56110	FINANCIAL SERVICES	0	0	87	87	87	0
	56155	MEDICAL SERVICES	159,862	155,374	160,000	175,000	175,000	-15,000
	56165	MANAGEMENT SERVICES	223,569	234,746	235,000	250,000	250,000	-15,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	1,917	2,475	4,000	4,000	4,000	0
	56180	OTHER SERVICES	7,190	30,434	31,000	31,000	31,000	0
	59015	PRINTING SERVICES	0	990	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		396,806	431,478	438,587	468,587	468,587	-30,000
<b>01070</b>	<b>CIVIL SERVICE</b>		<b>1,339,319</b>	<b>1,489,824</b>	<b>1,505,657</b>	<b>1,584,818</b>	<b>1,610,088</b>	<b>-104,431</b>

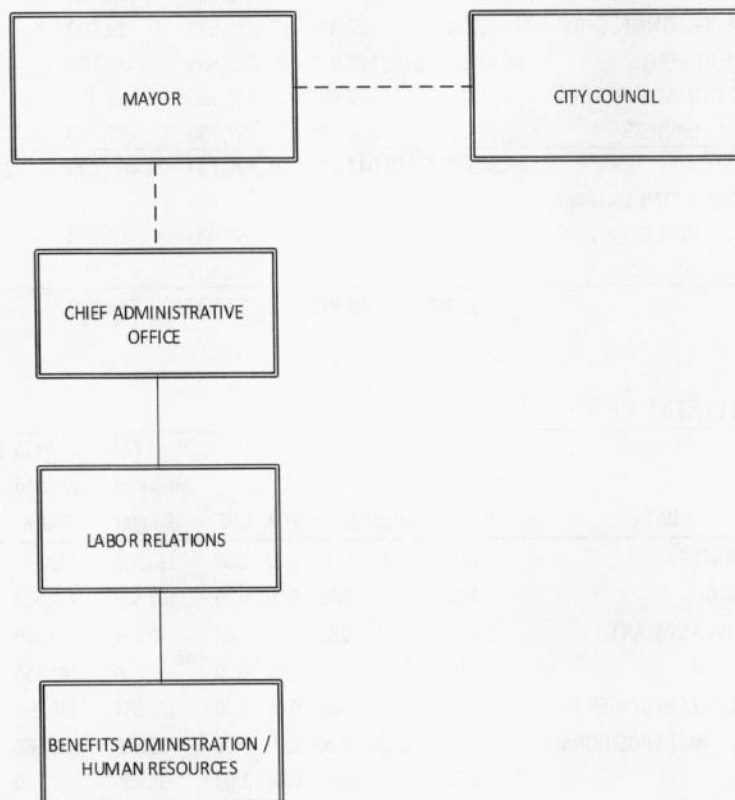
GENERAL GOVERNMENT DIVISIONS  
BENEFITS ADMINISTRATION/HUMAN  
RESOURCES

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MISSION STATEMENT

The office of **Benefits Administration** manages the Health Benefits, Workers Compensation, and Safety Programs for employees, retirees, and dependents of the City. These benefits are negotiated in the Collective Bargaining agreements. Our primary objective is to provide quality service and competitive benefits to our employees, retirees, and their dependents. This helps to improve their health and overall well-being while maximizing the cost-effectiveness for the City taxpayers.

The office of **Human Resources** serves to maintain productivity and teamwork by building positive city morale; recruit, select, train, and retain a high performing and diverse workforce; provide planning in areas of employee development and training; provide value-added benefits for our employees; develop and implement policies; develop systems to ensure standard rules and practices while maintaining compliance with State and Federal laws and regulations.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BENEFITS/HUMAN RESOURCES BUDGET DETAIL

Monquencelo Miles/Sandra Ferreira  
 Managers

REVENUE SUMMARY

*Not applicable.*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025		FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget		
<b>01075</b>	<b>BENEFIT ADMINISTRATION/HR</b>								
01	PERSONNEL SERVICES	699,145	797,863	845,719	904,489	904,489			-58,770
02	OTHER PERSONNEL SERV	22,885	22,305	11,625	12,000	12,000			-375
03	FRINGE BENEFITS	18,517,863	19,110,968	20,428,685	20,439,706	21,091,011			-662,326
04	OPERATIONAL EXPENSES	7,490	7,857	11,950	11,950	11,950			0
05	SPECIAL SERVICES	101,376	104,879	97,750	97,750	97,750			0
		<b>19,348,757</b>	<b>20,043,872</b>	<b>21,395,729</b>	<b>21,465,895</b>	<b>22,117,200</b>			<b>-721,471</b>
<b>01080</b>	<b>EMPLOYEE &amp; ORGNZTNL DVLPMT</b>								
04	OPERATIONAL EXPENSES	2,700	48,633	50,000	90,000	70,000			-20,000
05	SPECIAL SERVICES	0	1,277	3,500	3,500	3,500			0
		<b>2,700</b>	<b>49,911</b>	<b>53,500</b>	<b>93,500</b>	<b>73,500</b>			<b>-20,000</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	BENEFITS MANAGER	1.00	1.00	0.00	0.00	0.00	110,991	110,991	110,991		0
	PAYROLL CLERK II	2.00	2.00	0.00	0.00	0.00	162,587	177,662	177,662		-15,075
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	49,225	53,789	53,789		-4,564
	CLERK I (35 HOURS)	0.00	1.00	0.00	1.00	0.00	0	41,150	41,150		-41,150
	HUMAN RESOURCES MANAGER	1.00	1.00	0.00	0.00	0.00	107,034	110,991	110,991		-3,957
	CLERK A - PART TIME ( 2 POSITIONS)	1.00	1.00	0.00	0.00	0.00	35,568	35,568	35,568		0
	CLERK A	1.00	0.00	0.00	0.00	1.00	30,490	0	0		30,490
	BENEFITS COORDINATOR	1.00	1.00	1.00	0.00	0.00	65,344	71,403	71,403		-6,059
	HUMAN RESOURCES GENERALIST	1.00	1.00	0.00	0.00	0.00	73,343	77,809	77,809		-4,466
	HUMAN RESOURCES COORDINATOR	1.00	1.00	1.00	0.00	0.00	41,965	40,807	40,807		1,158
	EMPLOYEE BENEFITS COORDINATOR	1.00	1.00	0.00	0.00	0.00	78,704	86,002	86,002		-7,298
<b>01075000</b>	<b>SENIOR PAYROLL ADMINISTRATOR</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,468</b>	<b>98,317</b>	<b>98,317</b>		<b>-7,849</b>
	<b>BENEFITS ADMINISTRATION/HUMAN RESOURCE</b>	<b>12.00</b>	<b>12.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>845,719</b>	<b>904,489</b>	<b>904,489</b>		<b>-58,770</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BENEFITS/HUMAN RESOURCES PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>BENEFITS OFFICE</b>							
Number of plans managed	18	17	17	17	17	17	17
Annual Expenditure City and BOE, Active & Retired, Group & WC	\$127,543,209	\$145,798,761	\$132,656,255	\$124,353,982	\$59,419,514	\$118,839,026	\$128,346,148
Annual Expenditure City and BOE, Active & Retired, Group Only	\$122,800,160	\$127,720,518	\$123,485,690	\$117,540,151	\$54,982,553	\$109,965,106	\$118,762,314
Annual Expenditure City and BOE, Active & Retired, WC Only	\$7,229,244	\$6,346,489	\$9,160,565	\$6,813,831	\$4,436,961	\$8,873,922	\$9,406,357
Annual group benefit expenses for City & BOE Employees Only	\$82,022,410	\$68,658,525	\$68,830,594	\$71,704,752	\$31,196,984	\$62,393,968	\$66,137,606
Number of City and BOE Employees under administration	3,222	3,223	3,434	3,698	3,868	3,893	3,933
Annual benefit cost per active employee	\$25,732	\$31,377	\$29,967	\$28,998	\$31,066	\$31,066	\$32,619
Annual group benefit expenses for Non-Medicare retired employ	\$25,031,708	\$23,954,293	\$27,141,770	\$17,468,428	\$12,324,809	\$24,649,618	\$24,882,099
Annual benefit cost per Medicare-eligible retired employee	\$5,360	\$4,835	\$5,355	\$2,789	\$2,789	\$4,109	\$4,794
Annual benefit cost per non-Medicare retired employee	\$30,089	\$31,872	\$34,184	\$35,428	\$37,148	\$37,148	\$39,005
Medicare-Eligible Retirees	2,511	2,483	2,442	2,422	2,403	2,459	2,516
Non-Medicare Eligible Retirees	1,000	761	943	936	956	985	1,025
Retirees Receiving Medicare-B reimbursements	836	922	954	916	634	938	964
Retiree Drug Subsidy Payments Received	\$183,000	\$112,479	\$26,914	\$30,415	\$0	\$0	\$0
Employer Group Waiver Plan Subsidy	\$5,373,373	\$4,331,328	\$4,344,317	\$3,375,738	\$1,659,627	\$3,275,306	\$2,525,306
Worker's Compensation Open Claims: start of year	335	324	349	367	339	372	377
Worker's Compensation Open Claims: end of year	328	350	367	339	333	373	393
WC Indemnity claims active at start of year	242	260	267	290	288	292	292
WC Indemnity claims filed (new)	123	145	121	122	69	126	141
WC Indemnity claims active at year end	262	275	287	288	267	299	311
WC Medical claims active at start of year	93	64	82	77	51	79	68
WC Medical claims filed (new)	333	270	356	279	176	272	180
WC Medical claims active at year end	66	75	80	51	66	73	81
WC Indemnity payments	\$3,711,796	\$3,914,894	\$4,058,098	\$3,593,268	\$859,012	\$1,718,024	\$1,855,466
WC Medical payments	\$3,134,448	\$2,816,593	\$2,474,537	\$2,584,224	\$1,458,583	\$2,917,166	\$3,150,539
H & H Medical claims active at start of year	33	33	34	25	24	26	28
H&H Medical claims filed (new)	3	9	1	3	0	2	5
H&H Medical claims active at year end	30	32	24	24	23	25	38
H&H Indemnity claims active at start of year	186	197	185	174	166	168	171
H&H Indemnity claims filed (new)	6	3	1	0	1	3	5
H&H Indemnity claims active at year end	196	186	175	166	163	165	170
Heart & Hypertension Payments	\$2,883,624	\$2,971,865	\$2,627,930	\$2,685,539	\$1,310,353	\$2,620,706	\$2,830,362

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BENEFITS/HUMAN RESOURCES PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>HUMAN RESOURCES OFFICE</b>							
FMLA Family Medical Leave	36	38	70	75	40	50	50
ADA American with Disabilities	6	6	13	10	3	5	5
LOA Leave of Absence	5	8	20	8	5	10	10
COVID Pay (FFCRA & Relief Programs)	13	36	0	0	0	0	0
Telework Applications (COVID-19 Period Mar 20 - Jun 21)	157	18	0	0	0	0	0
Employee Development Training, Sexual Harrassment, EAP Wellness Webinars & Orientation	16	18	25	180	50	200	200
457 Deferred Compensation Activity	94	105	200	250	100	250	250
On-Boarding Employees (Non-uniformed & Seasonal)	121	606	690	740	300	750	750
Off-Boarding Employees - Exit Interviews (All Employees)(Resignations, Terminations, Retirements & End of Assignment)	98	403	520	515	527	625	625
Policy Administration	4	7	5	0	0	3	3
EEO Workforce Reporting (Quarterly, Monthly & Annual)	15	15	18	18	10	20	20
Public Service Loan Forgiveness (PSLF) Application	0	0	6	40	15	50	50

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

**Benefits Administration**

**Health Benefits for Active Employees & Pre-Medicare Retirees**

1. Issue an RFP to hire a Health Benefits Consultant who will work with City/BOE Benefits, Labor/Management, and Union participation to draft health benefits plan options and facilitate the RFP process.
2. Complete the RFP process for a Short-Term and Long-Term Disability Carrier.
3. Reviving the Employee Wellness Program creates a healthier and happier workplace that promotes healthy choices, activities, and behaviors that support our mental and physical well-being and a more productive future. Rewarding and incentivizing participation is key to a successful Wellness program. (MG1, MG3)

**Medicare Retiree Benefits**

1. Complete the RFP process for the following Medicare Retiree coverage.
  - a. Medicare Broker.
  - b. Medicare Medical Benefits Carrier.
  - c. Medicare Prescription Benefit Carrier.
    - i. The current Medicare contracts have two one-year extensions, however, due to upcoming Centers for Medicare and Medicaid Services (CMS) changes in 2025 specifically the prescription coverage copayment, out of pocket maximums and subsidy/rebate reimbursements, we must lock in a rate before the changes go into effect.



**Workers Compensation Benefits**

1. Complete the RFP for the Workers' Compensation Carrier (TPA)

**Human Resources**

1. Increase employee development training and learning opportunities with access to a wealth of courses, wellness programs and other tools to close the skill gap of our employees. To boost our customer service skills to better serve the public, constituents, and internal customers (co-workers). (MG1, MG3)
2. Issue RFP/Q for an Employee Assistance Program (EAP) Services. The current contract term agreement will expire July 30, 2024.
3. Implement an online Learning Management System (LMS) that will administer, document, track, report and automate the delivery of unlimited number of educational courses, training courses, learning and development programs to employees. Continue to partner with various corporate training companies, local universities, and our EAP provider to provide employee development, continuing education, wellness workshops to create annual training schedule. (MG1)
4. Increase our efforts of communication by creating essential tools such as operating procedural manuals and policies to better support communications throughout City leaders and employees. (MG1)
5. Reinstate our Total Quality Management (TQM) committee to work together to scope, develop and implement employee initiatives and employee recognition programs. Enhance the Employee Morale Committee's efforts by collaborating with City Department Heads and City Administration to maintain, motivate, support, and build positive morale for employees; develop employee incentives that will build confidence and encouragement for work performance and to create a healthy work balance.
6. Develop and propose an "Appraisal of Performance" program that will provide ongoing feedback to employees and managers in keeping the lines of communication open while allowing employees an opportunity for improvement and or advancement. Develop and implement a "360 Review" to gather feedback from employee's subordinates, peers, and supervisor, as well as a self-evaluation by the employee.
7. Improve employee retention to improve employee turnover. With CMERS reforms effective July 2025, the vast amount of vacancies of critical positions can cost the city money and our focus to keep top talent is important.

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

**Benefits Administration**

1. Continue to work with ITS to build out the Retiree Benefits database to automate the new hire Health Benefits enrollment process in the Munis HRIS (Human Resources Information System) Software and Management systems.

**Human Resources**

1. Prepare an awareness Fragrance-Free Zone program throughout City buildings.
2. Continue to add and offer value-added voluntary and fringe benefits to employees at no cost. Items such as Retirement account options, Education Reduction and Employee discounts. This will aid in building employee retention and perks and in recruitment efforts. (MG3)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

BENEFITS/HUMAN RESOURCES

PROGRAM HIGHLIGHTS

3. Continue to update and modernize municipal policies and procedures at the direction of Labor Relations and the City Attorney's Office to ensure we meet Federal and State guidelines and fulfill our duties as mandated by Municipal charter. (MG1)
4. Continue to collaborate with department heads to conduct job analysis, job description updates and development and more, as needed.
5. Implement and release a digital Human Resources notification system for on and off boarding employees through our VEOI platform HR Notification System for efficient workflow and communication.
6. In collaboration with the ITS department, build an internal platform (*intranet*) on Microsoft Teams to host all employee resources, forms, and information.
7. Continue to enhance the Employee Morale Committee's efforts by collaborating more with City Department Heads and City Administration to develop a more stable environment; maintain, motivate, support, and build positive morale for employees; develop employee incentives that will build confidence and encouragement for work performance and create a healthy work balance.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Create and implement an internal employee advancement career plan.
2. Work-Life balance --Propose options that promote organizational flexibility.
3. Be voted "Best Place to Work For" in Bridgeport, Connecticut.
4. Work with outside entities that offer benefits to create a healthy workplace.

FY 2023 – 2024 GOALS STATUS UPDATE:

**Benefits Administration**

1. *RFP completed and Dental Plan Carrier selected as of 9/1/2023.*
2. *Market Rate Analysis was completed, and RFP is being released 2/2024 for completion for 8/1/2024 effective date.*
3. *RFP Completed and New Vision Carrier selected as of 1/1/2024.*

**Human Resources**

1. *RFP/Q for an Employee Assistance Program for EAP services is complete.*
2. *MUNIS Recruiting, Applicant tracking, and on-boarding modules are 80% built.*
3. *Reinstated employee and supervisor training and development.*
4. *Audited internal processes and tracking system for employee leave programs.*

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

**Benefits Administration**

1. HEP penalties are still being collected from employees and retirees who are non-compliant with the Health Enhancement Program. The Partnership Plan has revised the requirements for 2024 which removed and or extended some requirements allowing for fewer annual appointments.

**Human Resources**

1. Partnered with ITS and Civil Service to implement MUNIS (HRIS) Human Resources Information system, an automotive HR/Benefits software & management software, that will reduce the administrative burden and increase the HR/Benefit/Payroll departments' effectiveness. In the final build stages to go live.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**BENEFITS/HUMAN RESOURCES** **PROGRAM HIGHLIGHTS**

2. Analyzed turnover reports to recommend effective employee retention strategies.
3. Added offer value-added voluntary and fringe benefits to employees at no cost. Items such as Retirement account options, Education Reduction and Employee discounts. This aids in building employee retention and perks.
4. Increased training efforts with education and wellness training and other tools to close the skill gap of our employees. Successfully completed city-wide employee training to boost our customer service skill level to better serve the public, constituents, and internal customers (co-workers).
5. Put forth efforts in being a municipal leader in workforce diversity, inclusion, and acceptance. We increased outreach efforts to attract, develop, and retain diverse talent pools and heighten the cultural competencies of city leadership and workforce.
6. HR has assisted with hiring approximately one hundred and twenty (120) non-competitive vacant classifications, not including seasonal hiring.
7. Collaborated with department heads and collective bargaining units to conduct job analysis, job description updates and development and more, as needed.
8. Reinstated an Internship Program and placed students within city departments to assist with operations workload where students gain exposure to government setting and experience.
9. Remain as a centralized support and engagement with City of Bridgeport departments with employee matters, enforce policies and procedures. Continue to engage with all employees regarding leave benefits.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
<b><u>Benefits Administration</u></b>			
ST #1	100	70	Ongoing – staff shortage.
ST #2	100	70	Ongoing – staff shortage.
ST #3	100	40	Ongoing – staff shortage.
ST #4	100	50	Ongoing – The benefits division will be built after the HR/Payroll divisions.
ST#5	100	40	Ongoing – staff shortage.
<b><u>Human Resources</u></b>			
ST#1	100	100	Ongoing goal projection and achievement.
ST#2	100	100	Ongoing goal projection and achievement.
ST#3	85	85	Worked with ITS to research and identify vendor that will provide an online Learning Management System (LMS).
ST#4	75	95	Identified HRIS software and in final build stages to go live.
ST#5	50	50	A list has been developed and shared with the Mayor’s Office. This initiative will be processed through TQM (Total Quality Management).

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

BENEFITS/HUMAN RESOURCES

PROGRAM HIGHLIGHTS

ST#6	100	50	Awareness program has been proposed. Pending policy approval from Labor Relations.
ST#7	95	95	Ongoing goal projection and achievement.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	95	50	Bid proposed is drafted for review and submission.
MT#2	0	50	Proposals are being developed for review and consideration.
MT#3	100	100	Ongoing goal projection and achievement.
MT#4	100	100	Ongoing goal projection and achievement.
MT#5	50	50	Modernized various internal procedurals and operations.
MT#6	75	75	Ongoing goal projection and achievement.
MT#7	50	75	Ongoing goal projection and achievement. Working with CBA's daily.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BENEFITS/HUMAN RESOURCES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01075	<b>BENEFIT ADMINISTRATION /HR</b>							
	51000	FULL TIME EARNED PAY	699,145	797,863	845,719	904,489	904,489	-58,770
01	<b>PERSONNEL SERVICES</b>		699,145	797,863	845,719	904,489	904,489	-58,770
	51140	LONGEVITY PAY	10,725	11,175	11,625	12,000	12,000	-375
	51156	UNUSED VACATION TIME PAYOUT	12,160	11,130	0	0	0	0
02	<b>OTHER PERSONNEL SERV</b>		22,885	22,305	11,625	12,000	12,000	-375
	52008	DENTAL HMO - COBRA/RETIREE	10,000	10,500	10,500	10,500	10,500	0
	52024	DENTAL PPO - COBRA/RETIREE	4,000	25,585	25,585	25,585	25,585	0
	52129	VISION CLMS-CITY RETIREES	6,700	7,000	7,000	7,000	7,000	0
	52166	CLMS DNTL- CITY RETIREES	80,000	82,400	55,000	55,000	55,000	0
	52258	STATE OF CT ANNUAL ASMT FEE	165,200	178,450	170,155	170,155	170,155	0
	52260	CT 2ND INJURY FUND ASSESSM	130,000	139,000	110,000	110,000	110,000	0
	52262	WORKERS' COMP ADM FEE	260,000	275,000	250,000	250,000	250,000	0
	52270	WORKERS' COMP INDM - GEN G	41,000	41,000	41,000	41,000	41,000	0
	52286	WORKERS' COMP MED - GEN GO	75,000	75,000	75,000	75,000	75,000	0
	52360	MEDICARE	10,607	12,113	11,539	11,609	11,609	-70
	52385	SOCIAL SECURITY	1,526	1,495	3,110	11,896	11,896	-8,786
	52504	MERF PENSION EMPLOYER CONT	130,016	170,476	200,670	132,479	133,784	66,886
	52888	CT PARTNERSHIP CITY RETIREES	11,729,245	12,735,437	13,500,437	13,500,437	14,150,437	-650,000
	52891	MEDICAL MEDICARE RETIREES F/P	1,300,000	1,100,000	1,250,000	1,250,000	1,250,000	0
	52892	MEDICAL MEDICARE CSG	4,300,000	4,000,000	4,425,000	4,425,000	4,425,000	0
	52899	ASO FEES:MEDICAL MEDICARE CSG	69,400	75,000	75,000	75,000	75,000	0
	52916	EMPLOYEE ASSISTANCE PROGRAM	55,000	55,000	55,000	55,000	55,000	0
	52917	HEALTH INSURANCE CITY SHARE	150,169	127,512	163,688	234,045	234,045	-70,357
03	<b>FRINGE BENEFITS</b>		18,517,863	19,110,968	20,428,685	20,439,706	21,091,011	-662,326
	53605	MEMBERSHIP/REGISTRATION FEES	334	229	500	500	500	0
	53705	ADVERTISING SERVICES	1,657	2,453	2,500	2,500	2,500	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	450	450	450	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	130	1,500	1,500	1,500	0
	54675	OFFICE SUPPLIES	2,258	1,733	3,000	3,000	3,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,241	3,312	4,000	4,000	4,000	0
04	<b>OPERATIONAL EXPENSES</b>		7,490	7,857	11,950	11,950	11,950	0
	56090	ACTUARIAL SERVICES	20,000	20,000	10,000	10,000	10,000	0
	56115	HUMAN SERVICES	6,271	9,764	10,000	10,000	10,000	0
	56165	MANAGEMENT SERVICES	75,000	75,000	75,000	75,000	75,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	105	115	2,750	2,750	2,750	0
05	<b>SPECIAL SERVICES</b>		101,376	104,879	97,750	97,750	97,750	0
01075	<b>BENEFIT ADMINISTRATION /HR</b>		19,348,757	20,043,872	21,395,729	21,465,895	22,117,200	-721,471
01080	<b>EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>							
	53610	TRAINING SERVICES	2,700	48,633	50,000	90,000	70,000	-20,000
04	<b>OPERATIONAL EXPENSES</b>		2,700	48,633	50,000	90,000	70,000	-20,000
	56085	FOOD SERVICES	0	1,277	3,500	3,500	3,500	0
05	<b>SPECIAL SERVICES</b>		0	1,277	3,500	3,500	3,500	0
01080	<b>EMPLOYEE &amp; ORGNZTNL DVLPMNT</b>		2,700	49,911	53,500	93,500	73,500	-20,000

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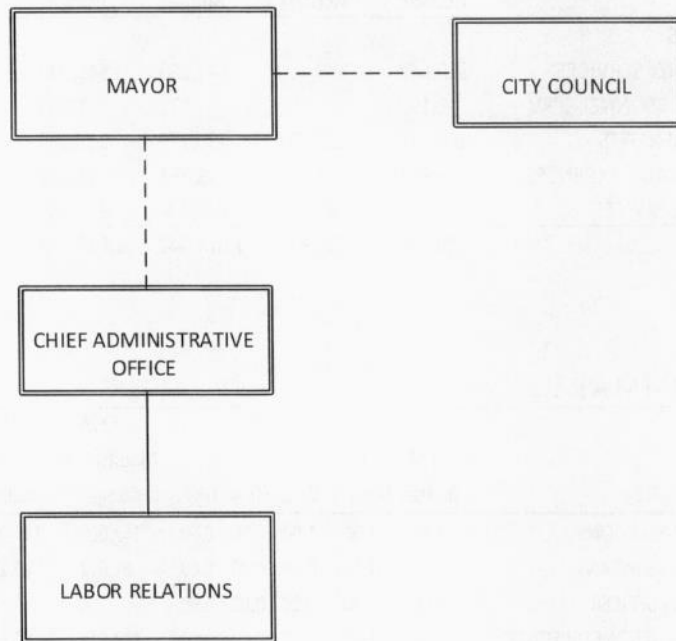


GENERAL GOVERNMENT DIVISIONS  
LABOR RELATIONS

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MISSION STATEMENT

The mission of the Labor Relations Department is to serve as a resource to the City of Bridgeport by providing support, guidance and interpretation on all matters concerning Human Resources, Collective Bargaining and Benefits Administration. In addition, the Labor Relations Department is responsible for the negotiation and administration of all municipal Collective Bargaining Agreements (CBA), managing employee & union dispute resolution and disciplinary processes. The Labor Relations Department provides guidance to City Departments ensuring compliance with the Municipal Charter, Union Contracts, Connecticut State Statutes and Federal Regulations. This Department works to effectively manage, facilitate, and centralize human resources and personnel functions for the City of Bridgeport's employees and 60+ departments/subdivisions. The Department of Labor Relations is responsible for all Human Resources related matters concerning employee development, conflict management, performance management, benefits administration and the development and implementation of policies within the City of Bridgeport. It is our goal to prevent and resolve all labor and employment matters for the City of Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 LABOR RELATIONS BUDGET DETAIL

Eroll V. Skyers  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01085</b>	<b>LABOR RELATIONS</b>						
01	PERSONNEL SERVICES	319,647	333,700	542,293	549,986	549,986	-7,693
02	OTHER PERSONNEL SERV	5,190	900	975	1,050	1,050	-75
03	FRINGE BENEFITS	159,544	123,953	239,279	232,093	233,195	6,084
04	OPERATIONAL EXPENSES	5,821	3,925	11,561	11,561	11,561	0
05	SPECIAL SERVICES	230,375	293,446	220,434	220,434	220,434	0
		<b>720,576</b>	<b>755,924</b>	<b>1,014,542</b>	<b>1,015,124</b>	<b>1,016,226</b>	<b>-1,684</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	DIRECTOR LABOR RELATIONS	1.00	1.00	1.00	0.00	0.00	147,000	147,000	147,000	0
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	81,612	89,179	89,179	-7,567
	LABOR RELATIONS OFFICER	0.00	0.00	0.00	0.00	0.00	0	0	0	0
	DEPUTY LABOR RELATIONS DIRECTOR	1.00	1.00	0.00	0.00	0.00	122,911	122,911	122,911	0
01085000	SENIOR LABOR RELATIONS OFFICER	2.00	2.00	0.00	0.00	0.00	190,770	190,896	190,896	-126
	LABOR RELATIONS	5.00	5.00	1.00	0.00	0.00	542,293	549,986	549,986	-7,693

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED	ESTIMATED
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>LABOR RELATIONS</b>							
Total contracts processed	12	12	12	12	12	12	12
<i>Open</i>	6	4	6	6	2	4	3
<i>Settled</i>	6	8	6	4	1	4	3
<i>Average length of time to settle</i>							
Total grievances processed	221	238	182	171	80	160	
# of State Labor Relations Board Complaints	76	102	98	104	43	85	
# of other Complaints/Investigations	68	72	64	58	25	50	
# of Disciplinary Hearings	119	189	98	103	45	90	
# of Unemployment Claim Investigations/Hearings	268	635	302	304	157	314	

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to nurture and promote relationships with Bridgeport Boards and Commissions including the Bridgeport City Council. (MG1)
2. Negotiate open collective bargaining contracts and issues. Resolve contracts/issues in a manner consistent with the goals and objectives of the City of Bridgeport. (MG1)
3. Maintain and improve relationships with municipal unions, attempting to work together so as to resolve grievances at the lowest level possible to preserve municipal resources.
4. Successfully represent the City's interests in arbitrations and Connecticut State Board of Labor Relations hearings. Continue to aggressively handle grievances, complaints, investigations and disciplinary hearings. (MG1)
5. Direct and assist Human Resources to develop City-wide training for Supervisors to support compliance with City Work Rules and Regulations. (MG1)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Collaborate with municipal departments in the development and implementation of innovative management strategies, staff relations, and optimized organization efficiencies. (MG1)
2. Oversee the Benefits Administration office in managing Workers' Compensation expenses. Increase participation in department workplace safety meetings and training. (MG1)
3. Direct the Human Resources office to develop the City of Bridgeport's workforce by emphasizing the recruitment of Bridgeport residents and fostering relationships with Bridgeport based businesses to develop discount programs and benefits for City employees. (MG1, MG2, MG3)
4. Oversee the modernization of all municipal policies and procedures to ensure compliance with Federal and State guidelines as mandated by the Municipal Charter. (MG1)
5. Create and manage an Americans with Disabilities Act (ADA) Standards for Accessible Design Compliance initiative in order to address recurring ADA issues. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Continue to improve and increase the productivity of the Labor Relations Department and its divisions. Direct Human Resources' efforts to provide employee trainings. Direct the Benefits Administration's efforts to maximize costs effectiveness of employee benefits. (MG1)
2. Collaborate with City departments, managers and personnel to ensure compliance with Collective Bargaining Agreements, policies and regulations; ensuring the City of Bridgeport is operating at its highest capacity. (MG1)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LABOR RELATIONS PROGRAM HIGHLIGHTS

3. Elimination of obsolete collective bargaining agreement language and the continued development of modern and innovative labor relations strategies. (MG1)
4. Oversee the negotiation and introduction of richer employee benefits packages at reduced costs. Integration of employee benefits (i.e. reduced tuition at local universities for municipal employees) via partnerships with local providers at a discounted cost. (MG1, MG2)

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. *Sustained positive and open relationships with members of various Boards, Commissions and the City Council.*
2. *Successfully negotiated Collective Bargaining Agreements in a manner consistent with the goals of the City of Bridgeport.*
3. *Created an open-door culture with various union representatives and employees in order to foster positive relationships and in an attempt to preserve City resources by resolving matters at the lowest possible level.*
4. *Effectively settled and/or obtained multiple adjudicated decisions that preserve municipal resources and promote the goals and objectives of the City of Bridgeport.*

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Continued significant reduction of Municipal costs and liability of unemployment benefits.
2. Finalized overdue Collective Bargaining Agreements without resorting to arbitration.
3. Continued to be a consistent presence at all City Council meetings as well as Civil Service, Police and Fire Commission meetings.
4. Continued to provide support and advice to City departments regarding personnel issues including FMLA, ADA and disciplinary matters.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100 %	100 %	Continue compliance with City Council Resolution 16-19.
ST#2	100 %	90 %	11 of 12 contracts negotiated and/or current.
ST#3	100 %	100 %	Created open-door culture.
ST#4	100 %	100 %	Representation in labor-related administrative matters.
ST#5	100 %	100 %	City-wide training for managers and supervisors.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100 %	60 %	City-wide management strategies.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

LABOR RELATIONS

PROGRAM HIGHLIGHTS

MT#2	100 %	60 %	Managing W/C expenses and holding safety trainings.
MT#3	100 %	70 %	Fostering relationships with local residents and businesses.
MT#4	100 %	60 %	Modernization of municipal policies and procedures.
MT#5	100 %	100 %	City-wide training for managers and supervisors.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100 %	100 %	Continuous training for managers and supervisors.
LT#2	100 %	60 %	Continuous management training on municipal policies and CBA terms.
LT#3	100 %	70 %	Successfully eliminated obsolete CBA language through negotiations.
LT#4	100 %	50 %	Working to partnership with local universities to reduce employee tuition costs.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01085</b>	<b>LABOR RELATIONS</b>							
	51000	FULL TIME EARNED PAY	319,647	333,700	542,293	549,986	549,986	-7,693
<b>01</b>	<b>PERSONNEL SERVICES</b>		319,647	333,700	542,293	549,986	549,986	-7,693
	51140	LONGEVITY PAY	1,875	900	975	1,050	1,050	-75
	51156	UNUSED VACATION TIME PAYOUT	3,315	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		5,190	900	975	1,050	1,050	-75
	52360	MEDICARE	4,336	4,661	7,247	7,530	7,530	-283
	52385	SOCIAL SECURITY	2,232	5,391	9,692	13,637	13,637	-3,945
	52504	MERF PENSION EMPLOYER CONT	54,595	41,165	137,773	112,356	113,458	24,315
	52917	HEALTH INSURANCE CITY SHARE	98,381	72,736	84,567	98,570	98,570	-14,003
<b>03</b>	<b>FRINGE BENEFITS</b>		159,544	123,953	239,279	232,093	233,195	6,084
	53605	MEMBERSHIP/REGISTRATION FEES	680	0	2,000	2,000	2,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	1,220	225	3,000	3,000	3,000	0
	54675	OFFICE SUPPLIES	3,920	3,700	5,500	5,500	5,500	0
	54705	SUBSCRIPTIONS	0	0	1,061	1,061	1,061	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		5,821	3,925	11,561	11,561	11,561	0
	56055	COMPUTER SERVICES	1,124	6,209	15,000	15,000	15,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	4,667	4,979	5,434	5,434	5,434	0
	56180	OTHER SERVICES	224,584	282,258	200,000	200,000	200,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		230,375	293,446	220,434	220,434	220,434	0
<b>01085</b>	<b>LABOR RELATIONS</b>		<b>720,576</b>	<b>755,924</b>	<b>1,014,542</b>	<b>1,015,124</b>	<b>1,016,226</b>	<b>-1,684</b>

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

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Ken Flatto  
 Manager

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description			FY 2024	FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01086</b>	<b>PENSIONS</b>						
03	FRINGE BENEFITS	74,014	70,712	110,000	110,000	110,000	0
05	SPECIAL SERVICES	0	21,000	30,000	30,000	30,000	0
		<b>74,014</b>	<b>91,712</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>						
02	OTHER PERSONNEL SERV	1,892,733	1,699,655	2,045,000	2,045,000	2,045,000	0
03	FRINGE BENEFITS	1,787,923	169,109	1,427,500	1,427,500	1,238,000	189,500
05	SPECIAL SERVICES	0	0	3,000	3,000	3,000	0
		<b>3,680,656</b>	<b>1,868,764</b>	<b>3,475,500</b>	<b>3,475,500</b>	<b>3,286,000</b>	<b>189,500</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PENSIONS & BENEFITS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

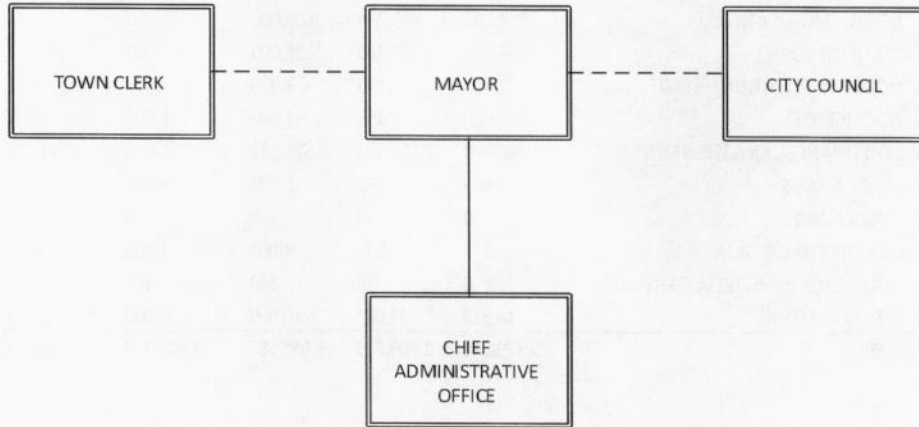
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01086</b>	<b>PENSIONS</b>							
	52515	LIUNA PENSION	74,014	70,712	70,000	70,000	70,000	0
	52519	ICMA PENSION EMPLOYER CONTRIBU	0	0	40,000	40,000	40,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		74,014	70,712	110,000	110,000	110,000	0
	56090	ACTUARIAL SERVICES	0	21,000	30,000	30,000	30,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	21,000	30,000	30,000	30,000	0
<b>01086</b>	<b>PENSIONS</b>		<b>74,014</b>	<b>91,712</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>							
	51154	UNUSED SICK TIME PAYOUT	1,111,021	989,915	850,000	850,000	850,000	0
	51156	UNUSED VACATION TIME PAYOUT	0	0	600,000	600,000	600,000	0
	51314	UNUSED VACATION PAY RETIREMENT	696,298	620,035	500,000	500,000	500,000	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	85,414	89,704	95,000	95,000	95,000	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,892,733	1,699,655	2,045,000	2,045,000	2,045,000	0
	52360	MEDICARE	22,686	22,762	0	0	0	0
	52385	SOCIAL SECURITY	543	396	0	0	0	0
	52397	UNEMPLOYMENT	656,607	264,956	700,000	700,000	500,000	200,000
	52504	MERF PENSION EMPLOYER CONT	400,000	-30,430	375,000	375,000	375,000	0
	52522	OPEB TRUST FUND	700,000	300,000	300,000	300,000	300,000	0
	52602	TUITION: SUPERVISORS	2,335	1,800	10,000	10,000	10,000	0
	52604	TUITION: LIUNA	1,250	2,800	12,500	12,500	18,000	-5,500
	52606	TUITION: NURSES	1,200	0	10,000	10,000	10,000	0
	52608	TUITION: OTHER UNIONS	1,200	1,800	10,000	10,000	15,000	-5,000
	52610	TUITION: AFSCME	1,800	5,025	10,000	10,000	10,000	0
	52917	HEALTH INSURANCE CITY SHARE	301	-400,000	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		1,787,923	169,109	1,427,500	1,427,500	1,238,000	189,500
	56180	OTHER SERVICES	0	0	3,000	3,000	3,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	0	3,000	3,000	3,000	0
<b>01088</b>	<b>OTHER FRINGE BENEFITS</b>		<b>3,680,656</b>	<b>1,868,764</b>	<b>3,475,500</b>	<b>3,475,500</b>	<b>3,286,000</b>	<b>189,500</b>

GENERAL GOVERNMENT DIVISIONS  
**TOWN CLERK**

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MISSION STATEMENT

To protect the interests of the City and its citizens by acting as a Registrar for the recording and or filing of documents, collecting conveyance taxes, collecting dog licensing funds, and administration of election duties in accordance with State Statutes and the City Charter.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
TOWN CLERK BUDGET DETAIL

Charlie Stallworth  
Town Clerk

REVENUE SUMMARY

Org#	Object Description	FY 2024		FY 2025	FY 2025	FY 2025 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed Mod. Budget
<b>01090 TOWN CLERK</b>						
41208	DEEDS/CERTIFICATIONS	754,607	578,389	600,000	600,000	575,000 -25,000
41209	CERTIFIED COPIES	127,635	58,776	135,000	65,000	65,000 -70,000
41210	LIQUOR APPLICATION/PERMIT	2,000	3,180	3,000	3,000	3,000 0
41211	DOG LICENSES	529	1,455	1,600	1,600	1,600 0
41225	CONVEYANCE TAX ASSIGNMENT	4,240,990	3,194,574	2,525,987	2,800,000	2,800,000 274,013
41237	TRADE NAMES	3,880	4,330	5,000	5,000	5,000 0
41242	TOWN FUND	0	-4	0	0	0 0
41244	NOTARY COMMISSION	5,595	5,031	4,000	4,000	4,000 0
41245	POLITICALCOMMITTEELATEFILINGFE	0	0	100	100	100 0
41306	CITY FARM FUND	44,313	24,084	30,000	30,000	30,000 0
<b>01090 TOWN CLERK</b>		<b>5,179,548</b>	<b>3,869,815</b>	<b>3,304,687</b>	<b>3,508,700</b>	<b>3,483,700 179,013</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025	FY 2025	FY 2025 Mayor	FY 2025 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod. Budget
<b>01090 TOWN CLERK</b>							
01	PERSONNEL SERVICES	465,972	458,022	530,024	551,909	551,909	-21,885
02	OTHER PERSONNEL SERV	6,900	9,399	8,025	8,325	8,325	-300
03	FRINGE BENEFITS	197,369	236,036	234,176	197,758	198,762	35,414
04	OPERATIONAL EXPENSES	28,248	32,290	39,930	39,930	39,930	0
05	SPECIAL SERVICES	11,102	3,266	223,000	223,000	223,000	0
		<b>709,589</b>	<b>739,012</b>	<b>1,035,155</b>	<b>1,020,922</b>	<b>1,021,926</b>	<b>13,229</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs FY24	
		Budget	Budget				Budget	Budget	Budget	Mod. Budget	
TOWN CLERK		1.00	1.00	0.00	0.00	0.00	40,868	40,868	40,868	0	
CLERICAL ASSISTANT (PART-TIME)		0.50	0.50	0.00	0.00	0.00	25,000	25,000	25,000	0	
ASSISTANT TOWN CLERK I		1.00	1.00	0.00	0.00	0.00	91,640	91,640	91,640	0	
ASSISTANT TOWN CLERK II		1.00	1.00	0.00	0.00	0.00	62,448	64,323	64,323	-1,875	
TYPIST I (35 HOURS)		5.00	5.00	0.00	0.00	0.00	230,871	239,762	239,762	-8,891	
DATA ANALYST		1.00	1.00	0.00	0.00	0.00	55,197	60,316	60,316	-5,119	
<b>01090000 SEASONAL EMPLOYEES UNDER GRANT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-6,000</b>	
<b>TOWN CLERK</b>		<b>9.50</b>	<b>9.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>530,024</b>	<b>551,909</b>	<b>551,909</b>	<b>-21,885</b>	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

TOWN CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>TOWN CLERK</b>							
Total documents (1)	24,617	28,889	46,138	30,328	12,390	25,000	35,000
Copies (2)	114,400	107,650	140,300	69,150	21,728	43,400	59,900
Certifications	2,640	2,240	3,060	3,230	1,660	3,300	5,200
Dog licenses (including transfers & duplicates)	480	657	772	852	261	520	720
Liquor Licenses	145	65	122	181	85	170	230
Sportsmen Licenses (3)							
Notary Public Services (4)	260	365	428	409	144	280	380
Trade Names	400	504	517	496	222	440	600

(1) Includes the recording of all documents pertaining to land records (i.e. warranties, mortgages, liens, releases, judgements)

(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.

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Successfully complete Court ordered Election, Town Committee Primary, Presidential preference, and Presidential Election scheduled for the 2024 Election year. (MG1)
2. Continue to process land records, copy requests, dog licenses, tradename filings, candidate filings, and assisting voters with voting inquiries as needed. (MG1)

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue ongoing scanning, digitizing, and microfilming of old records for accessibility in conjunction with the 20/20 land record system. (MG1)
2. Ongoing scanning of maps and digitizing to 20/20 land record system.
3. In collaboration with the ITS department, update department software for our indices for military discharges, tradenames, maps, notary publics and dog licenses. (MG1)
4. Explore possible renovation for the Town Clerk's Office. (MG1)

FY 2024 - 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Conversion of military records to the land record system. (MG1)
2. Renovation and reconfiguring of the land record vault. (MG1)

FY 2023 - 2024 GOAL STATUS UPDATE:

1. **Successfully completed the Municipal Primary and Election for the 2023 calendar year. Court ordered Special Mayoral Primary successfully completed for January 2024.**
2. **Acquired additional shelving for the land record vault and conversion of shelving.**
3. **Partial book conversion complete.**
4. **Microfilming of old books and uploading of images ongoing.**

FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Cross-training of staff in department applications such as Land records and Voter Registration System.
2. Continue to follow retention schedule and plan for removal of records approved by the State.
3. Effectively print and verify land record books.
4. Continue providing customer service for our internal customers, voters, and constituents of the City of Bridgeport.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
TOWN CLERK APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01090	TOWN CLERK							
	51000	FULL TIME EARNED PAY	465,972	458,022	530,024	551,909	551,909	-21,885
01	PERSONNEL SERVICES		465,972	458,022	530,024	551,909	551,909	-21,885
	51106	REGULAR STRAIGHT OVERTIME	0	0	1,100	1,100	1,100	0
	51108	REGULAR 1.5 OVERTIME PAY	0	0	1,900	1,900	1,900	0
	51140	LONGEVITY PAY	6,900	6,638	5,025	5,325	5,325	-300
	51156	UNUSED VACATION TIME PAYOUT	0	2,761	0	0	0	0
02	OTHER PERSONNEL SERV		6,900	9,399	8,025	8,325	8,325	-300
	52360	MEDICARE	6,450	6,604	7,127	7,694	7,694	-567
	52385	SOCIAL SECURITY	1,866	1,382	5,010	3,410	3,410	1,600
	52504	MERF PENSION EMPLOYER CONT	84,594	96,826	111,164	102,405	103,409	7,755
	52917	HEALTH INSURANCE CITY SHARE	104,459	131,223	110,874	84,249	84,249	26,625
03	FRINGE BENEFITS		197,369	236,036	234,176	197,758	198,762	35,414
	53605	MEMBERSHIP/REGISTRATION FEES	2,474	1,885	3,300	2,500	2,500	800
	53705	ADVERTISING SERVICES	5,449	4,539	8,500	8,500	8,500	0
	53725	TELEVISION SERVICES	1,055	979	1,000	1,000	1,000	0
	54555	COMPUTER SUPPLIES	973	777	810	810	810	0
	54675	OFFICE SUPPLIES	3,932	4,204	3,720	4,520	4,520	-800
	54680	OTHER SUPPLIES	2,787	3,955	4,000	4,000	4,000	0
	55090	ELECTION EQUIPMENT	11,132	15,207	18,000	18,000	18,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	446	744	600	600	600	0
04	OPERATIONAL EXPENSES		28,248	32,290	39,930	39,930	39,930	0
	56055	COMPUTER SERVICES	7,766	0	219,750	219,750	219,750	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	3,335	3,266	3,250	3,250	3,250	0
05	SPECIAL SERVICES		11,102	3,266	223,000	223,000	223,000	0
01090	TOWN CLERK		709,589	739,012	1,035,155	1,020,922	1,021,926	13,229



GENERAL GOVERNMENT DIVISIONS  
**LEGISLATIVE DEPARTMENT**  
 BUDGET DETAIL

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Aidee Nieves  
 City Council President

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01095</b>	<b>LEGISLATIVE DEPARTMENT</b>						
01	PERSONNEL SERVICES	0	4,900	78,967	84,167	84,167	-5,200
02	OTHER PERSONNEL SERV	140,828	158,823	220,000	220,000	300,000	-80,000
03	FRINGE BENEFITS	0	0	4,511	4,908	4,908	-397
04	OPERATIONAL EXPENSES	4,960	4,869	9,577	9,577	9,577	0
05	SPECIAL SERVICES	42,552	62,569	85,044	85,044	85,044	0
		<b>188,341</b>	<b>231,162</b>	<b>398,099</b>	<b>403,696</b>	<b>483,696</b>	<b>-85,597</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	LEGISLATIVE COMMUNICATIONS DIRECTOR*	0.00	1.00	0.00	1.00	0.00	0	64,167	64,167	-64,167
01095000	OPERATION SPECIALIST*	1.00	0.00	0.00	0.00	1.00	58,967	0	0	58,967
	LEGISLATIVE DEPARTMENT	1.00	1.00	0.00	1.00	1.00	58,967	64,167	64,167	-5,200

\* The Operation Specialist position has been reclassified to Legislative Communications Director position in FY25 based on the duties and responsibilities of the position.

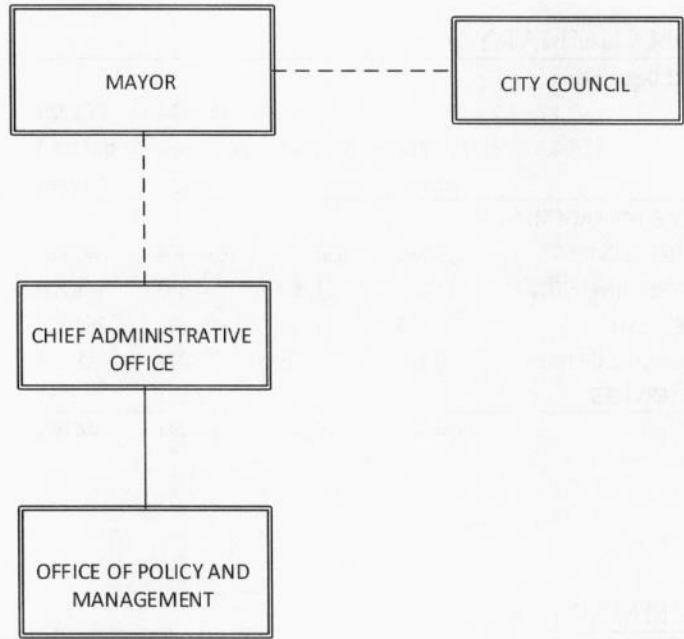


GENERAL GOVERNMENT DIVISIONS  
**OFFICE OF POLICY & MANAGEMENT**

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MISSION STATEMENT

To integrate financial and operational planning and control; to relate dollars to results and to insure the cost effectiveness of City services. This office prepares and reviews the City's budget, guides the System for Performance Management and oversees the implementation of Management Improvement Projects. OPM is the focus for management, policy and program analysis for the City. The office is the liaison between all City departments, the Mayor, and the City Council.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICY & MANAGEMENT

BUDGET DETAIL

Nestor Nkwo  
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01100</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>						
01	PERSONNEL SERVICES	513,980	450,576	632,469	640,886	640,886	-8,417
02	OTHER PERSONNEL SERV	14,206	13,307	4,650	1,200	1,200	3,450
03	FRINGE BENEFITS	249,786	243,711	309,894	288,227	289,277	20,617
04	OPERATIONAL EXPENSES	6,278	7,795	11,077	11,077	11,077	0
05	SPECIAL SERVICES	252	585	2,651	2,651	2,651	0
		<b>784,502</b>	<b>715,975</b>	<b>960,741</b>	<b>944,041</b>	<b>945,091</b>	<b>15,650</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs	FY24
							Budget	Budget	Budget	Mod.	Budget
	CLERICAL ASSISTANT (PART-TIME)	0.50	0.50	0.00	0.00	0.00	29,640	29,640	29,640		0
	EXECUTIVE ASSISTANT OPM	1.00	1.00	1.00	0.00	0.00	79,000	86,540	86,540		-7,540
	BUDGET/POLICY ANALYST	3.00	3.00	1.00	0.00	0.00	269,988	257,444	257,444		12,544
	PROJECT MANAGER OPM MANAGEMENT	1.00	1.00	0.00	0.00	0.00	106,937	120,358	120,358		-13,421
01100000	DIRECTOR OPM	1.00	1.00	1.00	0.00	0.00	146,904	146,904	146,904		0
	OFFICE OF POLICY & MANAGEMENT	6.50	6.50	3.00	0.00	0.00	632,469	640,886	640,886		-8,417

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Assist in implementing policies and initiatives throughout City government that improve the City's response to constituent needs and requests and increase the level of customer service to those who interact with the Office of Policy and Management (OPM) on a daily basis. (MG1)
2. Maintain balanced budgets and strong credit rating resulting in holding the line on taxes; assist in streamlining city services while maintaining effectiveness and efficiency. (MG7)
3. Continue to maintain the process of alignment for all City departments' fiscal year goals and objectives with the Mayor's overall goals as required by the Government Finance Officers Association (GFOA). (MG1)
4. Provide ongoing support to properly review and expedite Grants and other budget commitments for all departments servicing the public including Emergency, Economic, Public Safety, Health Services and Public Facilities. (MG1)
5. Ensure conformance to all State and Federal guidelines for funding elements relating to all Projects and Grant programs. (MG1, MG7)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. To prepare a City General Fund Budget and a Capital Budget that each connects the missions, goals and objectives for all City departments and divisions to the service and performance of their work.
2. To collect data reflecting performance levels for service of all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods and integrate these measures into the City budget.
3. Continue to support City departments financially and operationally in providing necessary services to their customers.
4. To maintain and control throughout 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 all City departments.
7. To provide budgeting support to all grants received by the City of Bridgeport.
8. To support the payroll system and their team.

FY 2023-2024 SHORT TERM GOALS STATUS UPDATE:

1. Continue to maintain the process of alignment for all City departments' fiscal year goals and objectives with the Mayor's overall goals as required by the Government Finance Officers Association (GFOA). **Successfully completed budget process achieving alignment among departments to Mayor's overall goals and achieved Distinguished Budget award from the Government Finance Officers Association (GFOA) for 16 straight years.**
2. Provide ongoing support to properly review and expedite Grants and other budget commitments for all departments servicing the public including Emergency, Economic, Public Safety, Health Services and Public Facilities. **Ongoing.**
3. Ensure conformance to all State and Federal guidelines for funding elements relating to all projects and Grant programs. **Ongoing. All Grants reviewed and approved as per OPM policy.**

FY 2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

1. To prepare a City General Fund Budget and a Capital Budget that each connects the missions, goals and objectives for all City departments and divisions to the service and performance of their work. **Ongoing.**
2. To collect data reflecting service performance levels of all City departments. To analyze department performance levels using history, benchmarking and other comparative analysis methods and integrate these measures into the City budget. **Ongoing. All departments factored in data collection and measurements to reflect operating efficiencies.**
3. Continue to support City departments financially and operationally in providing necessary services to their customers. **Ongoing.**
4. To maintain and control throughout the fiscal year, the City-wide and department budgets. **Ongoing.**
5. To develop, maintain, and produce monthly reports throughout the fiscal year detailing justifications and documentation for all City expenditures. **Ongoing.**
6. To provide support and guidance in budgeting and financial management decision making to all City departments. **Ongoing.**
7. To provide budgeting support to all grants received by the City of Bridgeport. **Ongoing.**
8. To support the payroll system and their team. **Ongoing.**

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term Goals (Less than 1 year).</u></b>			
ST1	100%	100%	Ongoing.
ST2	100%	100%	Ongoing.
ST3	100%	100%	Ongoing.
<b><u>FY 2023-2024 Long-Term Goals (Greater than 5 years).</u></b>			
LT1	100%	100%	Continuous.
LT2	100%	100%	Continuous.
LT3	100%	100%	Continuous.
LT4	100%	100%	Continuous.
LT5	100%	100%	Continuous.
LT6	100%	100%	Continuous.
LT7	100%	100%	Continuous.
LT8	100%	100%	Continuous.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICY AND MANAGEMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01100</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>							
	51000	FULL TIME EARNED PAY	513,980	450,576	632,469	640,886	640,886	-8,417
<b>01</b>	<b>PERSONNEL SERVICES</b>		513,980	450,576	632,469	640,886	640,886	-8,417
	51140	LONGEVITY PAY	8,250	7,800	4,650	1,200	1,200	3,450
	51156	UNUSED VACATION TIME PAYOUT	5,956	5,507	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		14,206	13,307	4,650	1,200	1,200	3,450
	52360	MEDICARE	5,813	6,167	8,150	8,418	8,418	-268
	52385	SOCIAL SECURITY	0	0	8,046	17,704	17,704	-9,658
	52504	MERF PENSION EMPLOYER CONT	99,769	93,290	134,022	107,233	108,283	25,739
	52917	HEALTH INSURANCE CITY SHARE	144,204	144,253	159,675	154,872	154,872	4,803
<b>03</b>	<b>FRINGE BENEFITS</b>		249,786	243,711	309,894	288,227	289,277	20,617
	53605	MEMBERSHIP/REGISTRATION FEES	200	0	722	722	722	0
	53610	TRAINING SERVICES	0	0	150	150	150	0
	53750	TRAVEL EXPENSES	0	0	300	300	300	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	175	175	175	0
	54555	COMPUTER SUPPLIES	0	398	600	600	600	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	458	505	505	505	0
	54675	OFFICE SUPPLIES	1,143	1,300	1,980	1,980	1,980	0
	54700	PUBLICATIONS	0	0	225	225	225	0
	54705	SUBSCRIPTIONS	0	0	300	300	300	0
	55095	FOOD SERVICE EQUIPMENT	0	0	135	135	135	0
	55150	OFFICE EQUIPMENT	795	1,085	975	975	975	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	4,140	4,175	4,610	4,610	4,610	0
	55530	OFFICE FURNITURE	0	380	400	400	400	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		6,278	7,795	11,077	11,077	11,077	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	252	585	2,600	1,900	1,900	700
	56240	TRANSPORTATION SERVICES	0	0	1	151	151	-150
	56250	TRAVEL SERVICES	0	0	50	600	600	-550
<b>05</b>	<b>SPECIAL SERVICES</b>		252	585	2,651	2,651	2,651	0
<b>01100</b>	<b>OFFICE OF POLICY &amp; MANAGEMENT</b>		<b>784,502</b>	<b>715,975</b>	<b>960,741</b>	<b>944,041</b>	<b>945,091</b>	<b>15,650</b>

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GENERAL GOVERNMENT DIVISIONS  
**ETHICS COMMISSION**  
 BUDGET DETAIL

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REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

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Org#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01105</b>	<b>ETHICS COMMISSION</b>						
	04 OPERATIONAL EXPENSES	0	0	214	214	214	0
	05 SPECIAL SERVICES	0	0	1,475	1,475	1,475	0
		<b>0</b>	<b>0</b>	<b>1,689</b>	<b>1,689</b>	<b>1,689</b>	<b>0</b>

APPROPRIATION SUPPLEMENT

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Org#	Object#	Object Description	FY 2022		FY 2024	FY 2025	FY 2025	FY25 Mayor
			Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01105</b>		<b>ETHICS COMMISSION</b>						
	54725	POSTAGE	0	0	214	214	214	0
<b>04</b>		<b>OPERATIONAL EXPENSES</b>	0	0	214	214	214	0
	56180	OTHER SERVICES	0	0	1,475	1,475	1,475	0
<b>05</b>		<b>SPECIAL SERVICES</b>	0	0	1,475	1,475	1,475	0
<b>01105</b>		<b>ETHICS COMMISSION</b>	<b>0</b>	<b>0</b>	<b>1,689</b>	<b>1,689</b>	<b>1,689</b>	<b>0</b>

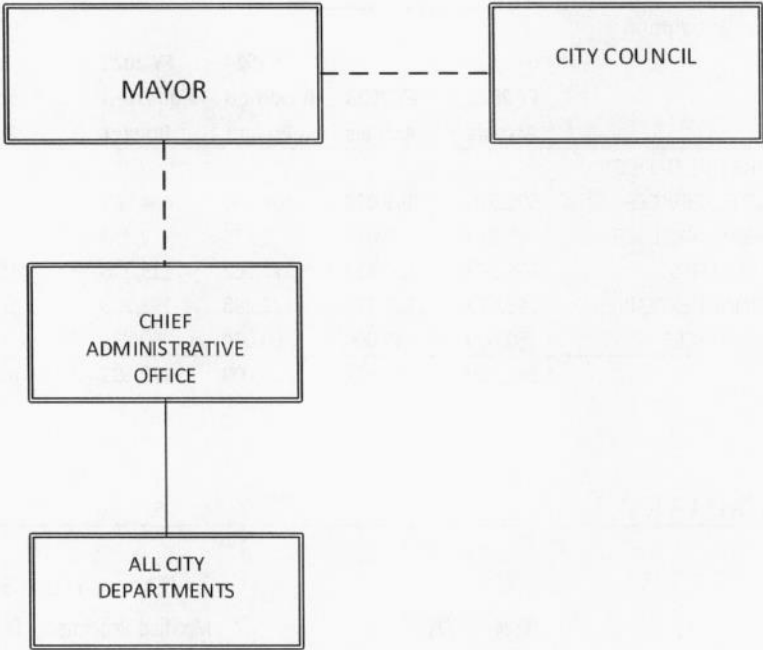
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GENERAL GOVERNMENT DIVISIONS  
**CHIEF ADMINISTRATIVE OFFICE**

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MISSION STATEMENT

The Office of the Chief Administrative Officer is responsible for the coordination of 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 of running daily business activities as well as ensuring that the citizens of Bridgeport receive effective public service expeditiously and courteously.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 CHIEF ADMINISTRATIVE OFFICE BUDGET DETAIL

Thomas Gaudett  
 Chief Administrative Officer

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01106</b>	<b>CHIEF ADMINISTRATIVE OFFICE</b>						
01	PERSONNEL SERVICES	590,670	491,028	457,540	464,865	478,774	-21,234
02	OTHER PERSONNEL SERV	15,813	8,034	2,175	2,250	2,250	-75
03	FRINGE BENEFITS	175,595	165,818	172,962	113,246	160,763	12,199
04	OPERATIONAL EXPENSES	198,972	130,772	132,298	132,298	132,298	0
05	SPECIAL SERVICES	60,000	45,000	60,034	60,034	60,034	0
		<b>1,041,050</b>	<b>840,652</b>	<b>825,009</b>	<b>772,693</b>	<b>834,119</b>	<b>-9,110</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Proposed Vs FY24
							Budget	Budget	Budget	Mod. Budget
	DEPUTY CHIEF ADMINISTRATIVE OFFICER	0.00	2.00	0.00	2.00	0.00	0	0	240,000	-240,000
	SPECIAL PROJECT COORDINATOR	1.00	0.00	0.00	0.00	1.00	83,500	83,500	0	83,500
	ADMINISTRATIVE ASSISTANT CAO	1.00	1.00	0.00	0.00	0.00	79,000	86,325	86,325	-7,325
	CHIEF ADMINISTRATIVE OFFICER	1.00	1.00	0.00	0.00	0.00	152,449	152,449	152,449	0
01106000	ASSISTANT CHIEF ADMIN OFFICER	1.00	0.00	0.00	0.00	1.00	142,591	142,591	0	142,591
	CHIEF ADMINISTRATIVE OFFICE	4.00	4.00	0.00	2.00	2.00	457,540	464,865	478,774	-21,234



FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

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1. Oversee all departmental management and operational policies and practices. (MG1)
2. Aid departments in identifying and complying with executive priorities, goals, policies, and procedures. (MG1)
3. Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies. (MG1, MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

---

1. Oversee all departmental management and operational policies and practices.  
***Ongoing meetings and discussions with department heads and managers to ensure that City services run smoothly and efficiently.***
2. Aid departments in identifying and complying with executive priorities, goals, policies, and procedures.  
***The CAO's office coordinates the Mayor's Department Head, Executive Team, and Leadership meetings. These meetings allow the Mayor to relay his priorities and pressing concerns and receive the necessary feedback to develop action plans.***
3. Work with individuals, community groups, institutions, and agencies to ascertain concerns to be addressed through administrative remedies.  
***The CAO addresses complaints received from constituents by facilitating meetings and conversations with all appropriate department managers and staff until an amicable solution is obtained.***
4. Create and maintain continuity among municipal services and strategic planning, budgeting, and capital project programs.  
***The CAO continues to collaborate with the Mayor's Office to plan and executive reorganizational strategies.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

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- Family Health & Wellness Clinic relocated downtown, 99 Middle Street.
- New Health & Social Services Director hired.
- Director of Health Equity and Human Services hired.
- Blight reduction by installing cameras in "hot spots" and through educational campaigns.
- Removal of homeless encampments – placement of homeless; cleaned locations.
- State Properties – on/off ramps maintained, East Side Clean-up last summer.

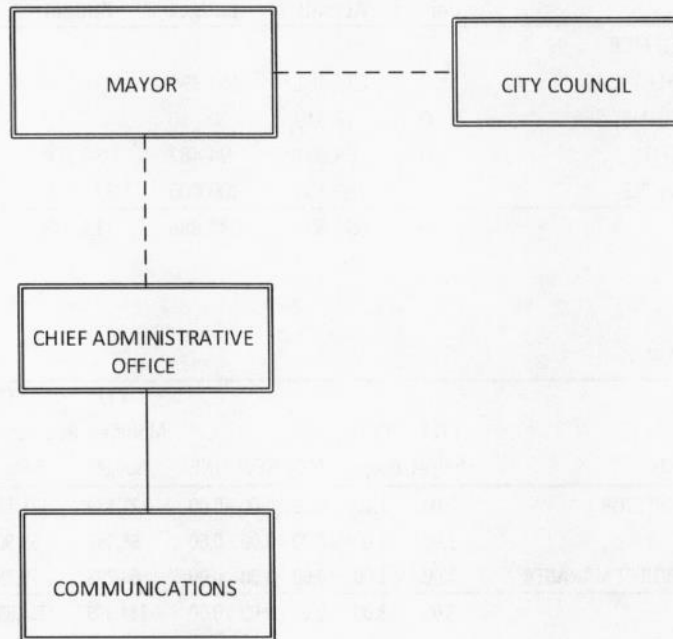


GENERAL GOVERNMENT DIVISIONS  
**COMMUNICATIONS**

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**MISSION STATEMENT**

The Communications Department handles all media relations within the City of Bridgeport. We are committed to reporting on significant events and affairs that occur throughout our city departments, as well as communities in Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
COMMUNICATIONS BUDGET DETAIL

Tiadora Josef  
Manager

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested Budget	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01107</b>	<b>COMMUNICATIONS OFFICE</b>								
01	PERSONNEL SERVICES	0	236,461	244,399	254,894	257,894		-13,495	
02	OTHER PERSONNEL SERV	0	2,330	0	0	0		0	
03	FRINGE BENEFITS	0	88,051	94,487	86,104	87,274		7,213	
05	SPECIAL SERVICES	0	280,856	300,000	375,000	375,000		-75,000	
		<b>0</b>	<b>607,697</b>	<b>638,886</b>	<b>715,998</b>	<b>720,168</b>		<b>-81,282</b>	

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	COMMUNICATIONS DIRECTOR	1.00	1.00	0.00	0.00	0.00	121,139	121,139	121,139		0
	PRESS SECRETARY	1.00	1.00	0.00	0.00	0.00	58,967	63,500	66,500		-7,533
01107000	ASSISTANT SPECIAL PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	64,293	70,255	70,255		-5,962
	COMMUNICATIONS OFFICE	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244,399</b>	<b>254,894</b>	<b>257,894</b>		<b>-13,495</b>

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continuing a city-wide marketing campaign to highlight all departments, entertainment venues, small businesses, development projects, arts & culture, and education throughout our city.
2. Marketing campaigns that include television, radio, digital marketing, social media, and website.
3. Finalize the new city logo, which does not replace the city seal, but offers a consistent logo and more modern appearance.
4. Work with all departments to help with marketing needs: flyers, social media, website, and videos.

FY 2023 – 2024 Highlights

1. New city website.
2. Multiple city-wide marketing campaigns.
3. Health Department campaigns.
4. Police Department campaigns.
5. Sound on Sound Music Festival.
6. Manage the following Facebook accounts: Joe Ganim, City of Bridgeport, Small Minority Business, Fire Department, Police Department, EOC, Health Department, Public Facilities, Animal Control.
7. Manage the following Instagram accounts: Joe Ganim, City of Bridgeport, Fire Department, Police Department, Public Facilities.
8. Manage Twitter Accounts: Joe Ganim, City of Bridgeport, EOC, Police Department, Fire Department, Public Facilities.
9. Manage YouTube Joe Ganim Account.
10. Manage HOOTSUITE, Critical Mention, Zoom.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
COMMUNICATIONS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

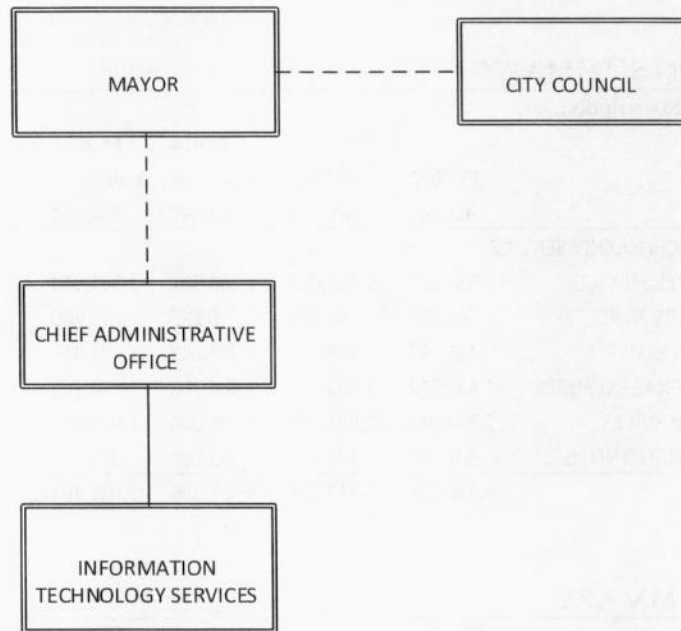
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01107		COMMUNICATIONS OFFICE						
	51000	FULL TIME EARNED PAY	0	236,461	244,399	254,894	257,894	-13,495
01		PERSONNEL SERVICES	0	236,461	244,399	254,894	257,894	-13,495
	51156	UNUSED VACATION TIME PAYOUT	0	2,330	0	0	0	0
02		OTHER PERSONNEL SERV	0	2,330	0	0	0	0
	52360	MEDICARE	0	3,280	3,297	3,460	3,503	-206
	52385	SOCIAL SECURITY	0	3,590	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	0	37,734	61,980	51,973	53,100	8,880
	52917	HEALTH INSURANCE CITY SHARE	0	43,447	29,210	30,671	30,671	-1,461
03		FRINGE BENEFITS	0	88,051	94,487	86,104	87,274	7,213
	56160	MARKETING SERVICES	0	280,856	300,000	375,000	375,000	-75,000
05		SPECIAL SERVICES	0	280,856	300,000	375,000	375,000	-75,000
01107		COMMUNICATIONS OFFICE	0	607,697	638,886	715,998	720,168	-81,282

GENERAL GOVERNMENT DIVISIONS  
INFORMATION TECHNOLOGY SERVICES

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MISSION STATEMENT

The City's Information Technology Services department provides both a strategic IT vision and enterprise solutions for all departments, so they may be able to meet their goals, deliver results, and enhance the quality of life for all in Bridgeport.





FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 INFORMATION TECHNOLOGY SERVICES BUDGET DETAIL

Curtis Denton  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01108 INFORMATION TECHNOLOGY SERVICE</b>							
01	PERSONNEL SERVICES	938,632	1,114,062	1,286,561	1,361,948	1,361,948	-75,387
02	OTHER PERSONNEL SERV	40,101	32,889	16,225	17,200	17,200	-975
03	FRINGE BENEFITS	411,757	497,372	497,849	491,413	493,780	4,069
04	OPERATIONAL EXPENSES	1,433,612	1,399,052	1,404,700	1,404,700	1,404,700	0
05	SPECIAL SERVICES	2,324,042	1,981,780	1,791,000	1,963,000	2,053,000	-262,000
06	OTHER FINANCING USES	307,877	387,151	395,000	395,000	395,000	0
		<b>5,456,021</b>	<b>5,412,307</b>	<b>5,391,335</b>	<b>5,633,261</b>	<b>5,725,628</b>	<b>-334,293</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs	FY24
							Budget	Budget	Budget	Mod.	Budget
	ITS DIRECTOR	1.00	1.00	0.00	0.00	0.00	149,144	152,612	152,612		-3,468
	PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	95,385	95,385	95,385		0
	NETWORK ARCHITECT	1.00	1.00	0.00	0.00	0.00	98,416	107,541	107,541		-9,125
	SERVER SPECIALIST	1.00	1.00	0.00	0.00	0.00	82,445	90,090	90,090		-7,645
	INFORMATION TECH SECURITY SPECIAL	1.00	1.00	1.00	0.00	0.00	75,000	75,000	75,000		0
	APPLICATION SPECIALIST	1.00	1.00	0.00	0.00	0.00	69,668	76,128	76,128		-6,460
	GIS TECHNICIAN	1.00	1.00	0.00	0.00	0.00	55,276	60,401	60,401		-5,125
	SPECIAL PROJECT MGR GIS	1.00	1.00	0.00	0.00	0.00	76,372	77,900	77,900		-1,528
	COMPUTER SYSTEMS ANALYST	1.00	1.00	0.00	0.00	0.00	94,487	94,487	94,487		0
	DATA ARCHITECT	1.00	1.00	0.00	0.00	0.00	98,416	107,542	107,542		-9,126
	SUPPORT SPECIALIST I (35 HRS)	1.00	1.00	0.00	0.00	0.00	60,022	65,588	65,588		-5,566
01108000	SUPPORT SPECIALIST II (35 HRS)	5.00	5.00	1.00	0.00	0.00	281,930	309,274	309,274		-27,344
	INFO TECHNOLOGY SERVICES	16.00	16.00	2.00	0.00	0.00	1,236,561	1,311,948	1,311,948		-75,387

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 INFORMATION TECHNOLOGY SERVICES PROGRAM HIGHLIGHTS

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED	ESTIMATED
SERVICE INDICATORS	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>INFORMATION TECHNOLOGY SERVICES</b>							
Software Implementations or Upgrades	8	8	13	18	7	20	15
<b>COMPUTER PURCHASES/DEPLOYMENTS</b>							
Laptops and Tablets	242	141	87	105	78	140	225
Desktops	121	138	141	60	32	100	150
No. of new servers (Physical and VM)	14	8	21	16	7	15	20
Service requests	4,710	9,136	8,743	8,646	3,568	8,200	8,500
Completed	4,674	9,087	8,708	8,639	3,526	-	-
Completed as % of requests	99.2%	99.5%	99.6%	99.9%	98.8%	-	-
Completed within 24 hours of request	4658	8861	7837	7343	2997	-	-
Outstanding	52	49	35	7	42	-	-
Help desk calls	3,405	3,749	3,359	3436	1,781	3,500	3,600
AMAC PCs (1)	492	504	340	165	110	240	375

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

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Continue to promote new uses of technology to streamline business processes in the city to better serve residents and businesses. MG1, MG3, MG7
2. Upgrade key applications to the latest build and facilitate training of key staff throughout the city to improve the use of existing technology.
3. Continue to upgrade server operating systems (OS) and databases (SQL) to the latest versions to improve performance and security.
4. Continue to develop and implement additional computer literacy and information security trainings for the workforce to minimize risk.
5. Continue to improve and monitor the City’s information technology infrastructure security to protect against cyber-attacks through the implementation of threat intelligence.
6. Update all technology related policies and procedures.
7. Implement an enterprise workforce management platform to streamline time and attendance.

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Refresh the citywide network hardware that will hit end of support (EOS) in the next 3 years.
2. Continue to advise and support new technologies for the Public Safety Departments. MG3
3. Continue the assessment and development of a Key Performance Indicator (KPI) dashboard in collaboration with the CAO’s office to expand and improve the City’s capability to analyze issues and make data driven decisions. MG1, MG2, MG3, MG7
4. Continue to expand the rollout of Tyler Content Management across departments.

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. Work with stakeholders to expand and increase broadband access in the City. MG2.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
INFORMATION TECHNOLOGY SERVICES      PROGRAM HIGHLIGHTS

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**FY 2023 – 2024 GOALS STATUS UPDATE:**

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1. Complete upgrade of the City Hall and ECC datacenter hardware and software. Additionally, implement the failover ISP connection at ECC. **Replaced end of life (EOL) hardware with a hyperconverged infrastructure (HCI) environment and upgraded the VM environment. Anticipate the completion of the ISP failover in the next 2 months.**
2. Upgrade the Window Servers from Server 2016 to Server 2019/2022 as the enterprise applications allow. **We continue to upgrade enterprise applications as they support Windows Server 2019 or Windows Server 2022 OS. This is critical to strengthening our overall security posture.**
3. Upgrade the SQL databases from SQL 2016 to SQL 2019/2022 as the enterprise applications allow. **We continue to upgrade enterprise applications as they support SQL 2019. Started the process of upgrading to SQL 2022 as applications allowed.**
4. Continue to develop and implement additional computer literacy and information security trainings for the workforce to minimize risk. **Implemented phishing testing and exploring with HR educational opportunities for cybersecurity as part of the overall workplace development programs.**
5. Continue to improve and monitor the City's information technology infrastructure security to protect against cyber-attacks. **Implemented a vulnerability management tool and implemented SSO on any application that provides this feature.**
6. Continue to advise and support new technologies for the Public Safety Departments. **Working closely with the Police Department to modernize their dashcam technology and PD MDTs, upgrading Nexgen to the latest application, and implementing LexisNexis to name a few.**
7. Review, assess, and support the City's and departmental needs as it relates to technology and enterprise solutions needs. **Ongoing.**
8. Continue the assessment and development of a Key Performance Indicator (KPI) dashboard in collaboration with the CAO's Office to expand and improve the City's capability to analyze issues and make data driven decisions. **Piloting Power BI dashboards to show proof of concept of a KPI.**
9. Continue to expand the rollout of Tyler Content Management across departments. **Ongoing**
10. Develop a plan to implement an enterprise workforce management platform to streamline time and attendance. **Proposing the procurement of a workforce management platform in FY 2025.**
11. Work with stakeholders to expand and increase broadband access in the City. **Ongoing. In the next 3-5 years multiple vendors will be able to provide access to 1gb internet to all homes and businesses in the City.**

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

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1. Implemented vulnerability management tool across the environment for comprehensive vulnerability scanning and identity security to reduce risk.
2. Implemented HRSA grant for the Family Health & Wellness Clinic.
3. Upgrade City Council Chambers and Wheeler Room A & B audio visual (AV).
4. Collaborating with Civil Service, Labor Relations, HR, and Benefits to fully implement the HR module in Munis (ERP) to provide an online application process to applicants and streamline the recruitment process.
5. Implemented a documentation and change management tracker in ITS to improve information sharing and reduce the risk of knowledge loss.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 INFORMATION TECHNOLOGY SERVICES PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1 Complete upgrade of the City Hall and ECC datacenter hardware and software. Additionally, implement the failover ISP connection at ECC.	100%	100%	This was a success because of skilled staff and spending the time to plan the project.
ST#2 Upgrade the Window Servers from Server 2016 to Server 2019/2022 as the enterprise applications allow.	100%	100%	This was a success because of skilled staff who understand the need to be proactive in enhancing the overall stability of the environment and the city's security exposure.
ST#3 Upgrade the SQL databases from SQL 2016 to SQL 2019/2022 as the enterprise applications allow.	100%	100%	This was a success because of skilled staff who understand the need to be proactive in enhancing the overall stability of the environment and the city's security exposure.
ST#4 Upgrade key applications to the latest build and facilitate training of key staff throughout the city.	100%	100%	A strong team to ensure applications are tested and upgraded in a timely manner. This ensures we have the latest enhancements in those applications. Additionally, a workforce that does understand the need to keep applications upgraded.
ST#5 Continue to develop and implement additional computer literacy and information security trainings for the workforce to minimize risk.	100%	100%	Implementing phishing testing allows us to test employees in one of the key risk areas to compromise a network.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1 Continue to improve and monitor the City's information technology infrastructure security to protect against cyber-attacks.	100%	100%	ITS staff who understand the need for a strong security posture and the funding provided by the Mayor and City Council has allowed the department to have the resources to strengthen the city's security posture.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 INFORMATION TECHNOLOGY SERVICES      PROGRAM HIGHLIGHTS

MT#2 Review, assess, and support the City's and departmental needs as it relates to technology and enterprise solutions needs.	100%	100%	Close collaboration and support with key players in each of the departments has ensured that there is a cohesive team, which leads to the success of ITS projects. Additionally, leadership that understands ITS being involved at the first stage is key to a successful project.
MT#3 Continue the assessment and development of a Key Performance Indicator (KPI) dashboard in collaboration with the CAO's Office to expand and improve the City's capability to analyze issues and make data driven decisions.	60%	40%	Pilot Power BI dashboards have been created to showcase the potential of a KPI. The next step of working with departments to capture data (metrics) not being collected in an enterprise system and ensuring the dashboards are showing the key performance indicators.
MT#4 Continue to expand the rollout of Tyler Content Management across departments.	50%	50%	This is an ongoing project. The biggest challenge is staff time to create metadata and scan historical documents.
MT#5 Develop a plan to implement an enterprise workforce management platform to streamline time and attendance.	30%	30%	Requesting the funds to purchase an enterprise application to streamline the process. A successful implementation will allow the restructuring of numerous payroll position into other areas to service the residents and business.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1 Work with stakeholders to expand and increase broadband access in the city.	30%	30%	In the next 3-5 years all areas of the city will have access to purchase 1gb internet speeds from multiple providers.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 INFORMATION TECHNOLOGY SERVICES APPROPRIATION SUPP

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01108</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>							
	51000	FULL TIME EARNED PAY	914,632	1,097,262	1,236,561	1,311,948	1,311,948	-75,387
	51099	CONTRACTED SALARIES	24,000	16,800	50,000	50,000	50,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		938,632	1,114,062	1,286,561	1,361,948	1,361,948	-75,387
	51106	REGULAR STRAIGHT OVERTIME	3,596	5,253	6,000	6,000	6,000	0
	51108	REGULAR 1.5 OVERTIME PAY	2,740	1,762	3,000	3,000	3,000	0
	51116	HOLIDAY 2X OVERTIME PAY	121	372	1,000	1,000	1,000	0
	51140	LONGEVITY PAY	6,413	5,325	6,225	7,200	7,200	-975
	51156	UNUSED VACATION TIME PAYOUT	16,951	9,577	0	0	0	0
	51400	GENERAL STIPENDS	10,280	10,600	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		40,101	32,889	16,225	17,200	17,200	-975
	52360	MEDICARE	12,309	14,673	14,766	16,105	16,105	-1,339
	52385	SOCIAL SECURITY	2,622	5,682	2,455	3,122	3,122	-667
	52504	MERF PENSION EMPLOYER CONT	168,802	218,286	281,853	241,118	243,485	38,368
	52917	HEALTH INSURANCE CITY SHARE	228,024	258,730	198,775	231,068	231,068	-32,293
<b>03</b>	<b>FRINGE BENEFITS</b>		411,757	497,372	497,849	491,413	493,780	4,069
	53720	TELEPHONE SERVICES	1,210,829	1,210,919	1,200,000	1,200,000	1,200,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	1,505	4,159	6,000	6,000	6,000	0
	54555	COMPUTER SUPPLIES	12,700	12,590	13,000	13,000	13,000	0
	54675	OFFICE SUPPLIES	4,074	2,935	4,200	4,200	4,200	0
	55055	COMPUTER EQUIPMENT	204,504	168,449	181,500	181,500	181,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		1,433,612	1,399,052	1,404,700	1,404,700	1,404,700	0
	56050	COMPUTER EQUIP MAINT SERVICE	348,265	350,551	340,000	400,000	400,000	-60,000
	56055	COMPUTER SERVICES	1,895,777	1,551,229	1,371,000	1,483,000	1,573,000	-202,000
	56165	MANAGEMENT SERVICES	80,000	80,000	80,000	80,000	80,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		2,324,042	1,981,780	1,791,000	1,963,000	2,053,000	-262,000
	53200	PRINCIPAL & INTEREST DEBT SERV	307,877	387,151	395,000	395,000	395,000	0
<b>06</b>	<b>OTHER FINANCING USES</b>		307,877	387,151	395,000	395,000	395,000	0
<b>01108</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>		<b>5,456,021</b>	<b>5,412,307</b>	<b>5,391,335</b>	<b>5,633,261</b>	<b>5,725,628</b>	<b>-334,293</b>

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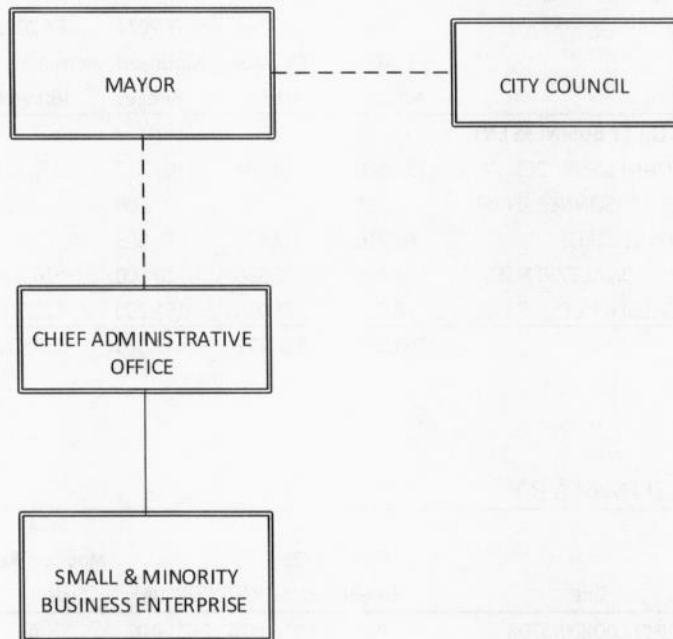


GENERAL GOVERNMENT DIVISIONS  
SMALL & MINORITY BUSINESS ENTERPRISE

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MISSION STATEMENT

Small & Minority Business Enterprise's (SMBE) priority is developing and enhancing the expansion of small businesses in the City of Bridgeport through reliable and proven programs that educate, expand, and expose SMBE's that are active in the city. SMBE also focuses on developing new businesses (startups) by assisting with the tools necessary to become legal entities. SMBE's goals are to provide support and advantages to local business owners. The department has targeted focus areas based on interaction with business owners, stakeholders, and local organizations.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SMALL & MINORITY BUSINESS ENTERPRISE BUDGET DETAIL

Vacant  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description			FY 2024	FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs
		Actuals	Actuals	Budget	Budget	Proposed	FY24 Mod.
						Budget	Budget
<b>01112</b>	<b>SMALL &amp; MINORITY BUSINESS ENT.</b>						
01	PERSONNEL SERVICES	197,668	188,784	209,317	209,317	198,711	10,606
02	OTHER PERSONNEL SERV	4,521	0	900	900	900	0
03	FRINGE BENEFITS	56,210	62,422	76,583	65,561	112,197	-35,614
04	OPERATIONAL EXPENSES	4,866	6,586	10,500	10,500	10,500	0
05	SPECIAL SERVICES	-2,611	76,985	151,200	171,200	171,200	-20,000
		<b>260,654</b>	<b>334,777</b>	<b>448,500</b>	<b>457,478</b>	<b>493,508</b>	<b>-45,008</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs	FY24
							Budget	Budget	Budget	Mod.	Budget
	SPECIAL PROJECT COORDINATOR	0.00	2.00	0.00	2.00	0.00	0	0	146,686		-146,686
	PROJECT MANAGER	1.00	0.00	0.00	0.00	1.00	95,385	95,385	0		95,385
	ASSISTANT SPECIAL PROJECT MNGR	1.00	0.00	0.00	0.00	1.00	61,907	61,907	0		61,907
<b>01112000</b>	<b>ADMINISTRATIVE ASSISTANT</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,025</b>	<b>52,025</b>	<b>52,025</b>		<b>0</b>
	<b>SMALL &amp; MINORITY BUSINESS ENTERPRISE</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>209,317</b>	<b>209,317</b>	<b>198,711</b>		<b>10,606</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
SMALL & MINORITY BUSINESS ENTERPRISE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>SMALL &amp; MINORITY BUSINESS ENTERPRISE</b>							
Public Awareness Events	8	25	51	4	4	8	16
Attendance at Public Awareness Events	200	535	1000	111	200	432	400
Total Number of people impacted by programming	100	300	500	150	200	500	600
New Businesses Registered	43	47	304	91	24	44	50
African American Businesses	43	47	289	33	11	29	35
Hispanic Businesses	26	10	67	12	5	8	20
Causian Businesses	7	6	10	4	0	1	5
Other Businesses		4	5	5	3	6	10

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Engage downtown merchants in developing methods to increase traffic to downtown businesses. (MG5)
2. Continued support for businesses with access to capital and procurement opportunities. (MG2, MG5)
3. Providing MBEs opportunities to assist in anti-blight efforts. (MG3)
4. Continue to promote and engage business owners on Working Wheels. (MG5)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Completing the city-wide Disparity Study. The law firm that will conduct the study has been selected. (MG5)
2. Hosting a variety of small business networking events. (MG5)
3. Small business access to capital partnership with Community Economic Development Fund. (MG2, MG5)
4. Continued support for the Employment Opportunities Ordinance. Assisting new developers with satisfying the set-aside goal for local recruitment. (MG2, MG5)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Workforce development through partnerships with local and statewide organizations. (MG2, MG5)
2. Increase Hispanic participation in city procurement. (MG5)
3. Double the capacity of our outreach efforts. (MG5)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. **8 networking events in 2023.**
2. **Partnered with Downtown Special Services District (DSSD) and Bridgeport Regional Business Council (BRBC) on outreach events this year.**
3. **Implemented New Loan Fund Program.**
4. **Creation of workforce development initiative with a partnership with Emerge & MIRA, sponsored by ARPA funds.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Registered 44 new small businesses.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
SMALL & MINORITY BUSINESS ENTERPRISE PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Closed out ARPA grants.
ST#2	100%	50%	Missed our target by half (20).
ST#3	100%	100%	Programs working in favor of SMBEs.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Projects exceeded goals for EOE.
MT#2	100%	100%	Eight events, each event over capacity.
MT#3	100%	10%	Projects were not readily available.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01112	SMALL & MINORITY BUSINESS ENT.							
	51000	FULL TIME EARNED PAY	197,668	188,784	209,317	209,317	198,711	10,606
01	PERSONNEL SERVICES		197,668	188,784	209,317	209,317	198,711	10,606
	51140	LONGEVITY PAY	0	0	900	900	900	0
	51156	UNUSED VACATION TIME PAYOUT	4,521	0	0	0	0	0
02	OTHER PERSONNEL SERV		4,521	0	900	900	900	0
	52360	MEDICARE	2,833	2,634	2,866	2,859	2,352	514
	52385	SOCIAL SECURITY	1,567	0	0	0	7,212	-7,212
	52504	MERF PENSION EMPLOYER CONT	32,563	40,705	53,083	42,680	40,914	12,169
	52917	HEALTH INSURANCE CITY SHARE	19,248	19,082	20,634	20,022	61,719	-41,085
03	FRINGE BENEFITS		56,210	62,422	76,583	65,561	112,197	-35,614
	53605	MEMBERSHIP/REGISTRATION FEES	500	500	600	600	600	0
	53705	ADVERTISING SERVICES	0	500	3,000	3,000	3,000	0
	53750	TRAVEL EXPENSES	0	0	900	900	900	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	808	1,000	1,000	1,000	0
	54675	OFFICE SUPPLIES	2,398	2,833	3,000	3,000	3,000	0
	55150	OFFICE EQUIPMENT	1,968	1,945	2,000	2,000	2,000	0
04	OPERATIONAL EXPENSES		4,866	6,586	10,500	10,500	10,500	0
	56180	OTHER SERVICES	2,647	76,985	150,000	170,000	170,000	-20,000
	59015	PRINTING SERVICES	-5,258	0	1,200	1,200	1,200	0
05	SPECIAL SERVICES		-2,611	76,985	151,200	171,200	171,200	-20,000
01112	SMALL & MINORITY BUSINESS ENT.		260,654	334,777	448,500	457,478	493,508	-45,008

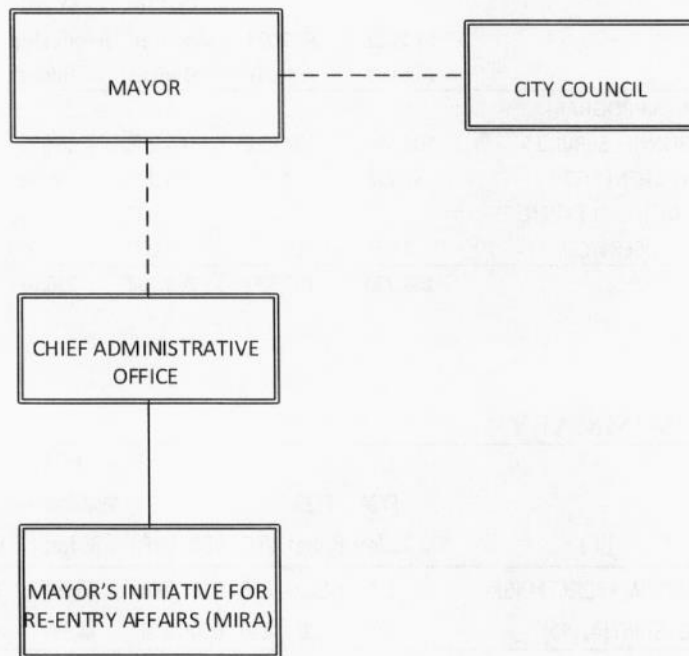
HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
MAYOR'S INITIATIVE FOR RE-ENTRY AFFAIRS (MIRA)

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MISSION STATEMENT

During the earliest stage possible in the supervision/incarceration process we will provide the highest quality of service, while enhancing public safety in the community and the lives of those we serve. To reduce recidivism and lessen the burden on government by helping ex-offenders through personal development, career readiness, and strategies for success.

Our primary goal is to help integrate individuals back into the community by providing necessary tools, support and resources for their success. Our aim is to have a positive impact on individuals' lives and assist in their transformation to becoming productive citizens who are healthy mentally and physically, employed, financially literate, and involved in positive, healthy lifestyles.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MAYOR'S INITIATIVE FOR RE-ENTRY AFFAIRS BUDGET DETAIL

Elizabeth Rivera-Rodriguez  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget		
<b>01113 CITISTAT / MIRA PROGRAM</b>									
01	PERSONNEL SERVICES	109,454	102,621	164,296	164,296	164,296			0
03	FRINGE BENEFITS	52,228	29,049	70,096	36,381	36,609			33,487
04	OPERATIONAL EXPENSES	2,149	5,245	9,400	9,400	9,400			0
05	SPECIAL SERVICES	4,458	18,774	26,000	26,000	26,000			0
		<b>168,290</b>	<b>155,690</b>	<b>269,792</b>	<b>236,077</b>	<b>236,305</b>			<b>33,487</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW UNF.	Modified Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget		
	ASSISTANT SPECIAL PROJECT MNGR	1.00	1.00	0.00	0.00	0.00	65,757	65,757	65,757	0
01113000	CLERICAL ASSISTANT (40 HRS)	1.00	1.00	0.00	0.00	0.00	48,539	48,539	48,539	0
	CITISTAT/ MIRA PROGRAM	2.00	2.00	0.00	0.00	0.00	114,296	114,296	114,296	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MAYOR'S INITIATIVE FOR RE-ENTRY AFFAIRS                      PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>Mayor's Initiative For Reentry Affairs</b>							
Public Awareness/ Community Events	8	25	51	46	23	49	53
Attendance at Public Awareness Events	200	535	1000	1380	690	1446	1518
Total Number of people impacted by programming	100	300	500	1104	552	1159	1235
New MIRA Participants Registered	43	47	304	278	139	292	307
Participant Referrals	43	47	289	139	69	146	153
Participant Employment Placement	26	10	67	38	19	40	42
Participant Housing Placement	7	6	10	25	12	27	29
Participant Health & Education Placement		4	5	13	7	14	15

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Create wrap around services in partnership with University of Bridgeport's (UB) COB ARPA Funded Reentry. (MG1, 2, 3, 5)
2. Entrepreneurial Reentry program. (MG1, 2, 3, 5)
3. Financial literacy program and curriculum at HomeBridge with Connecticut Association for Human Services (CAHS). (MG2, 3)
4. Anti-violence and intervention programming with credible messengers. (MG3)
5. Resupply emergency back-packs and duffel bags for men and women returning home. (MG3)
6. Partner with Housatonic Community College (HCC) for human services/peer support intern program. (MG3)
7. Expungement and Clean Slate programming. (MG3)
8. Find additional funding for housing and other needed resources for the reentry population. (MG1, 2, 3, 4)

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Digitize MIRA physical records.
2. Update CT DMV MIRA Memorandum of Understanding (MOU) for long term partnership.
3. Create Saturday Academy academic and social emotional programming for kids with justice impacted or currently incarcerated parents.
4. Work with BPT public library to create entrepreneurial hub space in library on Broad St.

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. Produce a research white paper on public safety impact and reduction in recidivism based on MIRA services since inception of program.

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. Create wrap around services in partnership with University of Bridgeport's COB ARPA Funded Reentry. ***This goal is ongoing and discussions with UB continue.***
2. Entrepreneurial Reentry Program (ERP). ***The ERP continues in partnership with Barry Diamond and the P.R.I.D.E. (People Reentering Into Doing Entrepreneurship) program.***
3. Summer youth program for Bridgeport Families and Friends programming. ***This program remains in the planning process but is being piloted in the form of academic Saturday programming.***



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MAYOR'S INITIATIVE FOR RE-ENTRY AFFAIRS PROGRAM HIGHLIGHTS

4. Financial literacy program and curriculum at HomeBridge with Connecticut Association for Human Services (CAHS). ***This programming is ongoing and takes place weekly.***
5. Anti-violence and intervention programming with credible messengers. ***There are no current updates regarding this initiative, momentum has stalled due to lack of funding.***
6. Resupply emergency back-packs and duffel bags for men and women returning home. ***This process is ongoing and should be completed once budget revision is done for Bridgeport Families First 2<sup>nd</sup> chance funding.***
7. Partner with Housatonic Community College (HCC) for human services/peer support intern program. ***This goal is ongoing, and discussions continue with HCC. Execution has been delayed due to administrative changes and public college/university unification.***
8. Expungement and Clean Slate programming. ***This programming remains in flux due to delays occurring on the state level. There has been one informational presentation program held in partnership with Congregations Organized for a New Connecticut (CONNECT).***
9. Digitize MIRA physical records. ***This process has been stalled but will be getting a much-needed jump start with the addition of a couple college interns from the University of New Haven and the University of Bridgeport.***
10. Update CT DMV MIRA MOU for long term partnership. ***Long term partnership with CT DMV has been stalled due to needed updates to the Memorandum of Agreement (MOA) and administrative and leadership changes on the DMV side.***
11. Produce a research white paper on public safety impact and reduction in recidivism based on MIRA services since inception of program. ***University partner has left the state and has been integrating into a new environment. Once they have fully acclimated, immediate renewal of research project will resume.***

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	50	50	More partnership with SMBE department.
ST#2	100	100	Established partnership and funding for program at University of BPT. More funding was procured from United Way Social Equity Fund.
ST#3	50	0	Not enough funding or properly trained staff.
ST#4	100	100	In partnership with CHAS, programming is running smoothly.
ST#5	50	0	Anti-violence and intervention programming with credible messengers has not taken off. Need more coordination with BPT PD and affiliated community organizations.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MAYOR'S INITIATIVE FOR RE-ENTRY AFFAIRS PROGRAM HIGHLIGHTS

ST #6	65	0	Need to finish budget revision and modification for grant funding to resupply back packs and duffel bags.
ST #7	100	0	Clean Slate legislation although passed was delayed due to technical issues on the state level.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	50	50	Need to connect with interns to complete digitization of MIRA records.
MT#2	65	45	Following up with DMV and BPT City Attorney's Office.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	25	25	PhD Professor transferred to different university outside of the state which has made connection difficult. We foresee that changing this semester once he has better acclimated in the new role and environment.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Proposed Budget	Mayor FY25 Prop. Vs FY24 Mod. Budget
<b>01113</b>	<b>CITISTAT / MIRA PROGRAM</b>							
	51000	FULL TIME EARNED PAY	100,729	87,141	114,296	114,296	114,296	0
	51099	CONTRACTED SALARIES	8,725	15,480	50,000	50,000	50,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		109,454	102,621	164,296	164,296	164,296	0
	52360	MEDICARE	1,413	1,194	1,323	1,569	1,569	-246
	52385	SOCIAL SECURITY	1,244	58	1,942	1,942	1,942	0
	52504	MERF PENSION EMPLOYER CONT	15,561	18,577	28,985	23,305	23,533	5,452
	52917	HEALTH INSURANCE CITY SHARE	34,011	9,221	37,846	9,565	9,565	28,281
<b>03</b>	<b>FRINGE BENEFITS</b>		52,228	29,049	70,096	36,381	36,609	33,487
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	500	500	500	0
	53705	ADVERTISING SERVICES	0	75	1,300	1,300	1,300	0
	53750	TRAVEL EXPENSES	0	810	1,000	1,000	1,000	0
	54595	MEETING/WORKSHOP/CATERING FOOD	648	1,051	2,000	2,000	2,000	0
	54675	OFFICE SUPPLIES	1,000	792	1,000	1,000	1,000	0
	54705	SUBSCRIPTIONS	0	493	500	500	500	0
	54725	POSTAGE	0	0	300	300	300	0
	55150	OFFICE EQUIPMENT	501	2,024	0	2,800	2,800	-2,800
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	2,800	0	0	2,800
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,149	5,245	9,400	9,400	9,400	0
	56180	OTHER SERVICES	4,458	18,774	25,000	25,000	25,000	0
	59015	PRINTING SERVICES	0	0	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		4,458	18,774	26,000	26,000	26,000	0
<b>01113</b>	<b>CITISTAT / MIRA PROGRAM</b>		<b>168,290</b>	<b>155,690</b>	<b>269,792</b>	<b>236,077</b>	<b>236,305</b>	<b>33,487</b>

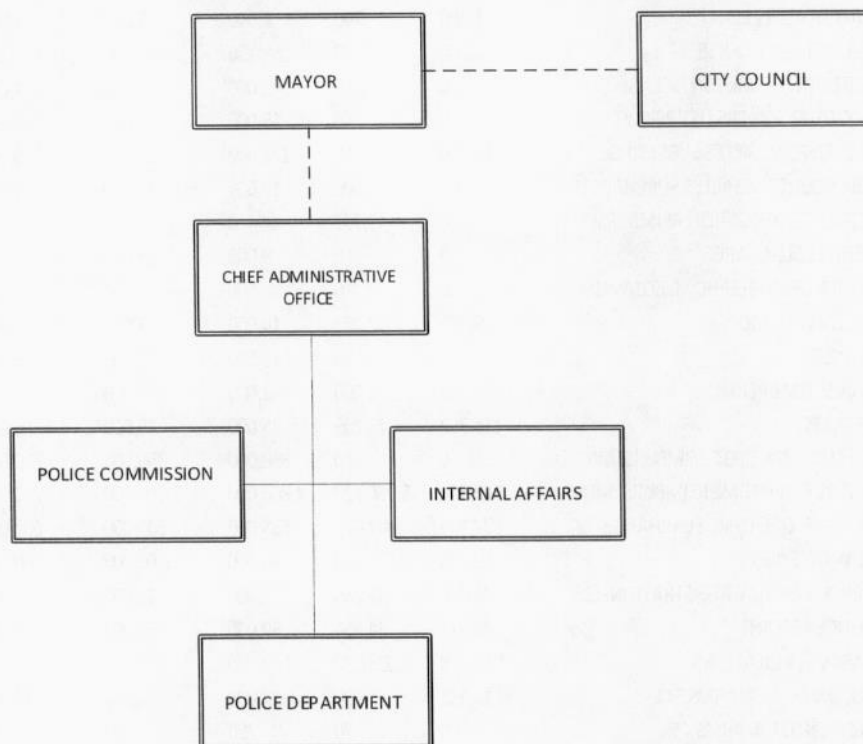
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PUBLIC SAFETY DIVISIONS  
**POLICE DEPARTMENT**

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MISSION STATEMENT

The Bridgeport Police Department is committed to partnering with the community to provide quality police services and to create a safe environment through fair and impartial enforcement of the law. We promote dignity and respect while recognizing the needs of our diverse community in our responsibility to maintain order and protect individual rights.



**Core Values**

**Professionalism** - We are committed to excellence in policing by recognizing the importance of training, personal effort, teamwork, technology and strong professional standards.

**Leadership** - We recognize that without leadership there is no direction. We are dedicated to promoting and mentoring leaders so that our community has the highest respect for our officers.

**Accountability** - We empower our employees to act with confidence and hold them responsible for their actions as well as their inactions.

**Transparency** – We are committed to being open and honest with the public at all times. We will also have a duty to protect informants and confidential information.

**Ethics** - We are committed to performing our work and engaging the community with the highest degree of honesty, integrity and professionalism.

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CITY OF BRIDGEPORT, CONNECTICUT

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

Roderick Porter  
Chief of Police

REVENUE SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
<b>01250 POLICE ADMINISTRATION</b>							
41345	ATV / DIRT BIKE FEES	500	3,500	0	0	0	0
41362	JUNK DEALER PERMIT	1,400	700	2,000	2,000	2,000	0
41363	AUCTIONEER LICENSE	0	0	150	150	150	0
41364	OUTDOOR EXHIBITION LICENSE	0	0	1,000	1,000	1,000	0
41365	ACCIDENT TOWERS LIST PERMIT	0	0	15,000	15,000	15,000	0
41366	REDEEMED VEHICLES SURCHARGE	10,500	0	125,000	125,000	125,000	0
41367	ABANDONED VEHICLES SURCHARGE	2,000	900	17,000	17,000	17,000	0
41373	POLICE CERTIFICATION REIMBURSE	0	43,777	0	0	0	0
41374	VEHICLE SURCHARGE	0	0	8,000	8,000	8,000	0
41380	POLICE DEPT TELEPHONE COMMISSI	0	0	500	500	500	0
41512	RECLAIMED DOG	9,785	12,753	14,000	14,000	14,000	0
41538	COPIES	0	0	16,500	16,500	16,500	0
41593	PUBLIC HALL PERMIT	818	1,000	2,000	2,000	2,000	0
41642	PERMITS	114,752	78,209	85,000	85,000	85,000	0
41643	SPECIAL EVENTS OT REIMBURSEMNT	0	0	350,000	350,000	350,000	0
41644	OUTSIDE OVERTIME REIMBURSEMENT	6,546,524	5,986,420	4,800,000	5,200,000	5,200,000	400,000
41645	OUTSIDE OVERTIME SURCHARGE	577,959	307,071	535,000	600,000	600,000	65,000
41646	TOWING FINES	10,875	0	60,000	60,000	60,000	0
41647	VENDORANNUALREGISTRATIONFEES	24,030	31,285	21,000	21,000	21,000	0
41649	POLICE REPORTS	49,972	44,834	50,000	50,000	50,000	0
41650	PARKING VIOLATIONS	945,328	1,093,189	0	0	0	0
41651	COMMERCIAL ALARMS 54%	13,535	-496	14,000	14,000	14,000	0
41652	RESIDENTIAL ALARMS 46%	0	0	200	200	200	0
41683	SCHOOL BUS VIOLATION FINES	0	0	250,000	250,000	50,000	-200,000
41684	CITY FINGER PRINT FEE	0	0	0	0	0	0
<b>01250</b>	<b>POLICE ADMINISTRATION</b>	<b>8,307,979</b>	<b>7,603,142</b>	<b>6,366,350</b>	<b>6,831,350</b>	<b>6,631,350</b>	<b>265,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01250 POLICE ADMINISTRATION</b>							
01	PERSONNEL SERVICES	11,558	11,421	94,120	94,120	94,120	0
02	OTHER PERSONNEL SERV	-261,828	-706,485	14,019,750	14,419,750	14,419,750	-400,000
03	FRINGE BENEFITS	11,651,480	9,937,944	11,897,222	12,337,417	12,407,417	-510,195
04	OPERATIONAL EXPENSES	3,194,767	2,199,597	2,437,829	2,449,829	2,469,829	-32,000
05	SPECIAL SERVICES	1,192,553	1,328,563	1,801,853	1,801,853	1,816,853	-15,000
06	OTHER FINANCING USES	20,821,072	20,684,010	21,616,620	22,797,163	22,797,163	-1,180,543
		<b>36,609,601</b>	<b>33,455,050</b>	<b>51,867,394</b>	<b>53,900,132</b>	<b>54,005,132</b>	<b>-2,137,738</b>

CITY OF BRIDGEPORT, CONNECTICUT

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01251 POLICE PATROL</b>							
01	PERSONNEL SERVICES	18,765,895	16,829,134	17,446,053	19,154,177	19,154,177	-1,708,124
02	OTHER PERSONNEL SERV	12,560,711	12,190,960	227,500	195,475	195,475	32,025
03	FRINGE BENEFITS	13,221,673	11,436,705	11,599,779	10,650,412	10,970,597	629,182
		<b>44,548,280</b>	<b>40,456,800</b>	<b>29,273,332</b>	<b>30,000,064</b>	<b>30,320,249</b>	<b>-1,046,917</b>
<b>01252 POLICE DETECTIVE</b>							
01	PERSONNEL SERVICES	3,315,984	3,563,158	4,000,886	4,472,286	4,472,286	-471,400
02	OTHER PERSONNEL SERV	1,734,085	2,212,125	71,025	58,275	58,275	12,750
03	FRINGE BENEFITS	2,426,767	2,671,728	2,457,610	2,289,737	2,354,000	103,610
		<b>7,476,835</b>	<b>8,447,011</b>	<b>6,529,521</b>	<b>6,820,298</b>	<b>6,884,561</b>	<b>-355,040</b>
<b>01253 POLICE TRAFFIC</b>							
01	PERSONNEL SERVICES	623,687	638,378	767,014	859,869	859,869	-92,855
02	OTHER PERSONNEL SERV	320,032	362,809	2,625	3,000	3,000	-375
03	FRINGE BENEFITS	437,697	452,811	404,996	410,301	424,704	-19,708
		<b>1,381,417</b>	<b>1,453,997</b>	<b>1,174,635</b>	<b>1,273,170</b>	<b>1,287,573</b>	<b>-112,938</b>
<b>01254 POLICE NARCOTICS &amp; VICE</b>							
01	PERSONNEL SERVICES	802,357	606,286	953,692	1,051,994	1,051,994	-98,302
02	OTHER PERSONNEL SERV	549,730	544,136	9,525	7,575	7,575	1,950
03	FRINGE BENEFITS	771,398	646,653	577,549	616,976	632,084	-54,535
		<b>2,123,485</b>	<b>1,797,075</b>	<b>1,540,766</b>	<b>1,676,545</b>	<b>1,691,653</b>	<b>-150,887</b>
<b>01255 POLICE TRAINING</b>							
01	PERSONNEL SERVICES	59,257	63,356	70,467	79,311	79,311	-8,844
02	OTHER PERSONNEL SERV	24,114	32,990	2,550	2,550	2,550	0
03	FRINGE BENEFITS	46,703	28,992	23,530	33,374	34,770	-11,240
		<b>130,074</b>	<b>125,338</b>	<b>96,547</b>	<b>115,235</b>	<b>116,631</b>	<b>-20,084</b>
<b>01256 POLICE RECORDS</b>							
01	PERSONNEL SERVICES	358,319	317,474	477,566	521,535	521,535	-43,969
02	OTHER PERSONNEL SERV	43,051	11,116	5,654	5,804	5,804	-150
03	FRINGE BENEFITS	217,137	155,591	203,663	193,738	194,514	9,149
		<b>618,508</b>	<b>484,181</b>	<b>686,883</b>	<b>721,077</b>	<b>721,853</b>	<b>-34,970</b>
<b>01257 POLICE COMMUNICATIONS</b>							
01	PERSONNEL SERVICES	634,533	529,485	691,480	773,696	773,696	-82,216
02	OTHER PERSONNEL SERV	303,431	390,771	10,425	8,475	8,475	1,950
03	FRINGE BENEFITS	453,216	433,674	379,709	379,588	388,384	-8,675
		<b>1,391,179</b>	<b>1,353,930</b>	<b>1,081,614</b>	<b>1,161,759</b>	<b>1,170,555</b>	<b>-88,941</b>
<b>01258 POLICE AUXILIARY</b>							
01	PERSONNEL SERVICES	3,342,022	3,178,208	4,211,808	4,626,787	4,631,594	-419,786
02	OTHER PERSONNEL SERV	1,864,849	2,098,976	25,350	20,250	20,250	5,100
03	FRINGE BENEFITS	2,461,230	2,493,890	2,559,822	2,510,794	2,578,924	-19,102
		<b>7,668,101</b>	<b>7,771,075</b>	<b>6,796,980</b>	<b>7,157,831</b>	<b>7,230,768</b>	<b>-433,788</b>

CITY OF BRIDGEPORT, CONNECTICUT

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01259 POLICE UNASSIGNED</b>							
01	PERSONNEL SERVICES	3,214,315	2,881,936	3,787,997	3,935,836	3,966,756	-178,759
02	OTHER PERSONNEL SERV	1,480,568	1,479,961	31,402	24,352	24,352	7,050
03	FRINGE BENEFITS	1,717,079	1,708,115	1,539,407	1,425,234	1,451,226	88,181
		<b>6,411,962</b>	<b>6,070,012</b>	<b>5,358,806</b>	<b>5,385,422</b>	<b>5,442,334</b>	<b>-83,528</b>
<b>0125A POLICE SPECIAL EVENTS OVERTIME</b>							
02	OTHER PERSONNEL SERV	0	0	1,300,000	1,300,000	1,300,000	0
03	FRINGE BENEFITS	0	0	0	0	0	0
		<b>0</b>	<b>0</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>0</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24	FY25	FY25 Mayor	FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	POLICE OFFICER	169.00	169.00	24.00	0.00	0.00	12,551,537	13,599,154	13,599,154	-1,047,617
	POLICE DETECTIVE	11.00	11.00	0.00	0.00	0.00	934,296	1,060,160	1,060,160	-125,864
	POLICE SERGEANT	28.00	28.00	9.00	0.00	0.00	2,420,180	2,714,116	2,714,116	-293,936
	POLICE LIEUTENANT	8.00	8.00	0.00	0.00	0.00	789,616	901,706	901,706	-112,090
	POLICE CAPTAIN	5.00	5.00	1.00	0.00	0.00	571,555	637,230	637,230	-65,675
	DETENTION OFFICER PRE 6/09	6.00	6.00	0.00	0.00	0.00	268,038	292,890	292,890	-24,852
	DETENTION OFFICER	10.00	10.00	6.00	0.00	0.00	410,831	448,920	448,920	-38,089
01251000	ATTRITION	-7.00	-7.00	0.00	0.00	0.00	-500,000	-500,000	-500,000	0
	POLICE PATROL	230.00	230.00	40.00	0.00	0.00	17,446,053	19,154,177	19,154,177	-1,708,124
	TYPIST I (35 HOURS)	1.00	1.00	0.00	0.00	0.00	47,701	52,124	52,124	-4,423
	POLICE DETECTIVE	36.00	36.00	5.00	0.00	0.00	3,057,696	3,439,377	3,439,377	-381,681
	POLICE SERGEANT	6.00	6.00	1.00	0.00	0.00	518,610	585,422	585,422	-66,812
	POLICE LIEUTENANT	1.00	1.00	0.00	0.00	0.00	99,399	112,993	112,993	-13,594
01252000	ASSISTANT CHIEF OF POLICE	2.00	2.00	2.00	0.00	0.00	277,480	282,370	282,370	-4,890
	POLICE DETECTIVE UNIT	46.00	46.00	8.00	0.00	0.00	4,000,886	4,472,286	4,472,286	-471,400
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	46,074	50,346	50,346	-4,272
01253000	POLICE OFFICER	10.00	10.00	1.00	0.00	0.00	720,940	809,523	809,523	-88,583
	POLICE TRAFFIC	11.00	11.00	1.00	0.00	0.00	767,014	859,869	859,869	-92,855
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	55,197	60,316	60,316	-5,119
	POLICE OFFICER	8.00	8.00	5.00	0.00	0.00	589,400	646,754	646,754	-57,354
	POLICE DETECTIVE	2.00	2.00	0.00	0.00	0.00	169,872	193,104	193,104	-23,232
	POLICE SERGEANT	1.00	1.00	1.00	0.00	0.00	86,435	94,137	94,137	-7,702
01254000	ADMINISTRATIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	52,788	57,683	57,683	-4,895
	POLICE NARCOTICS & VICE	13.00	13.00	6.00	0.00	0.00	953,692	1,051,994	1,051,994	-98,302
01255000	POLICE OFFICER	1.00	1.00	0.00	0.00	0.00	70,467	79,311	79,311	-8,844
	POLICE TRAINING	1.00	1.00	0.00	0.00	0.00	70,467	79,311	79,311	-8,844
	TYPIST I (35 HOURS)	9.00	9.00	1.00	0.00	0.00	391,131	427,398	427,398	-36,267
01256000	POLICE SERGEANT	1.00	1.00	1.00	0.00	0.00	86,435	94,137	94,137	-7,702
	POLICE RECORDS	10.00	10.00	2.00	0.00	0.00	477,566	521,535	521,535	-43,969
01257000	POLICE SERGEANT	8.00	8.00	3.00	0.00	0.00	691,480	773,696	773,696	-82,216
	POLICE COMMUNICATIONS	8.00	8.00	3.00	0.00	0.00	691,480	773,696	773,696	-82,216

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 POLICE DEPARTMENT BUDGET DETAIL

PERSONNEL SUMMARY (CONT'D).

Org Code	Title	FY24	FY25				FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	GARAGE CLERK	1.00	1.00	0.00	0.00	0.00	60,289	65,880	65,880	-5,591
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	37,349	38,469	38,469	-1,120
	POLICE OFFICER	41.00	41.00	12.00	0.00	0.00	3,029,718	3,358,173	3,358,173	-328,455
	POLICE SERGEANT	2.00	2.00	1.00	0.00	0.00	172,870	192,394	192,394	-19,524
	POLICE LIEUTENANT	2.00	2.00	0.00	0.00	0.00	198,798	225,986	225,986	-27,188
	ASSISTANT ANIMAL CONTROL OFFICER	4.00	4.00	2.00	0.00	0.00	197,481	202,848	202,848	-5,367
	EQUIPMENT MECHANIC FOREMAN*	1.00	0.00	0.00	0.00	1.00	74,099	0	0	74,099
	MANAGER MUNICIPAL GARAGE*	0.00	1.00	0.00	1.00	0.00	0	92,166	96,973	-96,973
	ANIMAL CONTROL OFFICER	1.00	1.00	0.00	0.00	0.00	64,872	64,872	64,872	0
	KENNELPERSON	3.00	3.00	0.00	0.00	0.00	121,271	121,271	121,271	0
	MAINTAINER I (GRADE I)	1.00	1.00	1.00	0.00	0.00	32,580	35,963	35,963	-3,383
	FLEET MECHANIC	2.00	2.00	0.00	0.00	0.00	154,708	154,708	154,708	0
01258000	VICTIM ASSISTANCE COORDINATOR	1.00	1.00	0.00	0.00	0.00	67,773	74,057	74,057	-6,284
	POLICE AUXILLIARY SERVICE	60.00	60.00	16.00	1.00	1.00	4,211,808	4,626,787	4,631,594	-419,786

\* The Equipment Mechanic Foreman position has been upgraded to Manager Municipal Garage in FY25 because the two Fleet Mechanics that report to the Equipment Mechanic Foreman are currently earning more than their supervisor.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	CONSTITUENT SERVICES	1.00	1.00	0.00	0.00	0.00	47,321	51,709	51,709		-4,388
	PROJECT MANAGER (ITS PROGRAMMER)	1.00	1.00	1.00	0.00	0.00	97,000	97,000	97,000		0
	SPECIAL PROJ. COORDINATOR(KRONOS)*	2.00	2.00	2.00	0.00	0.00	163,000	163,000	163,000		0
	ASSISTANT SPECIAL PROJECT MNGR***	7.00	6.00	4.00	0.00	1.00	430,130	370,130	370,130		60,000
	CLERICAL ASSIST/(P/T)(POLICE COMMISSION)	0.00	0.00	0.00	0.00	0.00	0	34,580	0		0
	EXECUTIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	71,749	75,215	75,215		-3,466
	ADMIN ASST TO BPD DEP CHF	1.00	1.00	1.00	0.00	0.00	63,337	65,237	65,237		-1,900
	PAYROLL CLERK POLICE(35 HOURS)***	0.00	1.00	0.00	1.00	0.00	0	68,513	68,513		-68,513
	TYPIST I (35 HOURS)	2.00	2.00	0.00	0.00	0.00	95,402	104,248	104,248		-8,846
	ACCOUNTING CLERK II (35 HOURS)	1.00	1.00	0.00	0.00	0.00	57,522	62,856	62,856		-5,334
	PAYROLL CLERK (35 HOURS)	2.00	2.00	1.00	0.00	0.00	118,092	109,302	109,302		8,790
	POLICE OFFICER	4.00	4.00	2.00	0.00	0.00	295,959	315,258	315,258		-19,299
	POLICE DETECTIVE	1.00	1.00	0.00	0.00	0.00	84,936	96,552	96,552		-11,616
	POLICE SERGEANT	6.00	6.00	2.00	0.00	0.00	518,610	581,302	581,302		-62,692
	POLICE LIEUTENANT	3.00	2.00	0.00	0.00	1.00	298,197	225,986	225,986		72,211
	POLICE DEPUTY CHIEF	1.00	1.00	0.00	0.00	0.00	131,460	149,440	149,440		-17,980
	CHIEF OF POLICE	1.00	1.00	0.00	0.00	0.00	159,385	159,385	159,385		0
	SCHOOL CROSSING GUARD	0.00	0.00	0.00	0.00	0.00	965,000	985,000	985,000		-20,000
	PRESS SECRETARY(POLICE DEPT.)****	0.00	1.00	1.00	1.00	0.00	0	0	65,500		-65,500
	ALARM ADMINISTRATOR	1.00	1.00	1.00	0.00	0.00	46,563	49,884	49,884		-3,321
	CRIME ANALYST	1.00	1.00	0.00	0.00	0.00	47,010	64,890	64,890		-17,880
01259000	SECRETARIAL ASSISTANT	2.00	2.00	0.00	0.00	0.00	97,324	106,349	106,349		-9,025
	<b>POLICE UNASSIGNED</b>	<b>38.00</b>	<b>38.00</b>	<b>15.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3,787,997</b>	<b>3,935,836</b>	<b>3,966,756</b>		<b>-178,759</b>

\* The Project Manager (ITS Programmer) will be responsible for all Police Department software related programming, NexGen software Dash and Body camera repairs, etc. It is a civilian position and the employee will be supervised by the ITS Director.

\*\* The two funded Special Project Coordinator positions will be civilians and they will be responsible for Police Department Kronos payroll system configuration and management.

\*\*\* Two(2) of the four(4) funded Assistant Special Project Manager positions in this department will be assigned to the police Fusion Center to execute the division functions.

\*\*\* One(1) of the funded and vacant Assistant Special Project Manager positions will be assigned and responsible for the department payroll data entry in the Police Outside Overtime office.

Please note that the unfunded Assistant Special Project Manager positions has been reclassified into the newly funded Payroll Clerk position and the position is currently filled. The newly filled Payroll Clerk position executes outside overtime payroll functions in the department.

\*\*\* One of the funded vacant Assistant Special Project Manager(Budget) positions will be responsible for all financial analysis in the Police Department and work with Central Grants department on all police related grant applications and monitoring.

\*\*\*\* The newly funded Press Secretary position will be responsible for all Police Department related communications. The employee will report directly to the Police Chief, as well as work in conjunction with the City Communications department.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT BUDGET DETAIL

Org Code	Title	FY24		FY25			FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod
<b>SUMMARY ALL POLICE DIVISIONS</b>										
	CONSTITUENT SERVICES	1.00	1.00	0.00	0.00	0.00	47,321	51,709	51,709	-4,388
	PROJECT MANAGER (ITS PROGRAMMER)	1.00	1.00	1.00	0.00	0.00	97,000	97,000	97,000	0
	SPECIAL PROJ. COORDINATOR(KRONOS)	2.00	2.00	2.00	0.00	0.00	163,000	163,000	163,000	0
	ASSISTANT SPECIAL PROJECT MNGR***	7.00	6.00	4.00	0.00	1.00	430,130	370,130	370,130	60,000
	CLERICAL ASSIST/(P/T)(POLICE COMMISSION)	0.00	0.00	0.00	0.00	0.00	0	34,580	0	0
	EXECUTIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	71,749	75,215	75,215	-3,466
	GARAGE CLERK	1.00	1.00	0.00	0.00	0.00	60,289	65,880	65,880	-5,591
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	37,349	38,469	38,469	-1,120
	ADMIN ASST TO BPD DEP CHF	1.00	1.00	1.00	0.00	0.00	63,337	65,237	65,237	-1,900
	PAYROLL CLERK POLICE(35 HOURS)	0.00	1.00	0.00	1.00	0.00	0	68,513	68,513	-68,513
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	46,074	50,346	50,346	-4,272
	TYPIST I (35 HOURS)	12.00	12.00	1.00	0.00	0.00	534,234	583,770	583,770	-49,536
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	55,197	60,316	60,316	-5,119
	ACCOUNTING CLERK II (35 HOURS)	1.00	1.00	0.00	0.00	0.00	57,522	62,856	62,856	-5,334
	PAYROLL CLERK (35 HOURS)	2.00	2.00	1.00	0.00	0.00	118,092	109,302	109,302	8,790
	ASSISTANT CHIEF OF POLICE	2.00	2.00	2.00	0.00	0.00	277,480	282,370	282,370	-4,890
	CHIEF OF POLICE	1.00	1.00	0.00	0.00	0.00	159,385	159,385	159,385	0
	SCHOOL CROSSING GUARD	0.00	0.00	0.00	0.00	0.00	965,000	985,000	985,000	-20,000
	DETENTION OFFICER PRE 6/09	6.00	6.00	0.00	0.00	0.00	268,038	292,890	292,890	-24,852
	DETENTION OFFICER	10.00	10.00	6.00	0.00	0.00	410,831	448,920	448,920	-38,089
	ASSISTANT ANIMAL CONTROL OFFIC	4.00	4.00	2.00	0.00	0.00	197,481	202,848	202,848	-5,367
	EQUIPMENT MECHANIC FOREMAN****	1.00	0.00	0.00	0.00	1.00	74,099	0	0	74,099
	MANAGER MUNICIPAL GARAGE****	0.00	1.00	0.00	1.00	0.00	0	92,166	96,973	-96,973
	ANIMAL CONTROL OFFICER	1.00	1.00	0.00	0.00	0.00	64,872	64,872	64,872	0
	KENNELPERSON	3.00	3.00	0.00	0.00	0.00	121,271	121,271	121,271	0
	MAINTAINER I (GRADE I)	1.00	1.00	1.00	0.00	0.00	32,580	35,963	35,963	-3,383
	FLEET MECHANIC	2.00	2.00	0.00	0.00	0.00	154,708	154,708	154,708	0
	ATTRITION	-7.00	-7.00	0.00	0.00	0.00	-500,000	-500,000	-500,000	0
	PRESS SECRETARY(POLICE DEPT.)*****	0.00	1.00	1.00	1.00	0.00	0	0	65,500	-65,500
	VICTIM ASSISTANCE COORDINATOR	1.00	1.00	0.00	0.00	0.00	67,773	74,057	74,057	-6,284
	ALARM ADMINISTRATOR	1.00	1.00	1.00	0.00	0.00	46,563	49,884	49,884	-3,321
	CRIME ANALYST	1.00	1.00	0.00	0.00	0.00	47,010	64,890	64,890	-17,880
	ADMINISTRATIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	52,788	57,683	57,683	-4,895
	SECRETARIAL ASSISTANT	2.00	2.00	0.00	0.00	0.00	97,324	106,349	106,349	-9,025
	POLICE OFFICER	233.00	233.00	44.00	0.00	0.00	17,258,021	18,808,173	18,808,173	-1,550,152
	POLICE DETECTIVE	50.00	50.00	5.00	0.00	0.00	4,246,800	4,789,193	4,789,193	-542,393
	POLICE SERGEANT	52.00	52.00	18.00	0.00	0.00	4,494,620	5,035,204	5,035,204	-540,584
	POLICE LIEUTENANT	14.00	13.00	0.00	0.00	1.00	1,386,010	1,466,671	1,466,671	-80,661
	POLICE CAPTAIN	5.00	5.00	1.00	0.00	0.00	571,555	637,230	637,230	-65,675
	POLICE DEPUTY CHIEF	1.00	1.00	0.00	0.00	0.00	131,460	149,440	149,440	-17,980
012500000- 012599999	TOTAL POLICE DEPTS. PERSONNEL	417.00	417.00	91.00	3.00	3.00	32,406,963	35,475,491	35,511,218	-3,104,255

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>POLICE DEPARTMENT</b>							
911 calls received in Comm. Center (1)	102,044	110,783	107,785	107,156	57,011	114,000	115,000
Non-911 calls received in Comm. Center	129,147	108,117	165,620	73,961	46,457	95,000	110,000
Police Calls	110,948	106,238	99,956	75,158	39,125	80,000	90,000
Total call volume	342,139	325,138	373,361	181,117	103,468	209,000	225,000
<b>VIOLENT CRIME INDICATORS</b>							
Violent Crimes Reported	775	1,687	625	596	305	632	670
Violent Crimes Cleared	465	1,839	131	123	59	130	137
Property Crimes Reported	823	4,019	1,795	2,074	1,021	2,198	2,330
Property Crimes Cleared	551	2,987	133	235	117	249	264
<b>ARREST INDICATORS</b>							
Violent Crime Arrests (Adults)	400	144	128	105	50	98	103
Violent Crime Arrests (Juvenile)	79	23	23	20	7	23	24
Violent Crime Arrests (Total)	479	167	151	125	57	122	127
Property Crime Arrests (Adults)	415	236	229	105	43	110	116
Property Crime Arrests (Juvenile)	136	24	23	16	7	17	18
Property Crime Arrests (Total)	551	124	252	121	50	127	134
Drug Offenses (Adults)	374	204	237	187	62	197	208
Drug Offenses (Juvenile)	15	2	6	1	0	1	1
Drug Offenses (Total)	389	206	243	188	62	198	209
All Other Crimes (Adults)	4,271	3,911	4,071	2,150	982	2,273	2,402
All Other Crimes (Juvenile)	324	120	124	99	56	105	111
All Other Crimes (Total)	4,474	4,031	4,195	2,249	1,038	2,378	2,513
Total Arrests (Adult)	3,280	4,495	4,665	2,547	1,137	2,678	2,829
Total Arrests (Juvenile)	122	169	176	136	70	146	154
Total Arrests (Comprehensive)	3,396	4,664	4,841	2,683	1,207	2,825	2,983
<b>TOTAL CRIME INDICATORS</b>							
Total Violent & Property Crimes Reported	1,265	5,706	2,420	2,580	1,326	2,830	3,000
Total Violent & Property Crimes Cleared	810	4,826	264	237	176	379	401
<b>TRAFFIC INCIDENT INDICATORS</b>							
Total Traffic Fatalities	10	6	12	10	5	11	12
Number of Moving Violations Issued	2,247	1,806	2,153	2,581	980	2,728	2,883
Number of DUI arrests	35	39	5	51	37	54	57
<b>POLICE INDICATORS</b>							
Complaints against sworn personnel	88	114	103	111	N/A	113	115

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT PROGRAM HIGHLIGHTS

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FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Transparency and Accountability.
2. Emergency Preparedness.
3. On-going recruitment / hiring/ retention.
4. Assemble a committee to explore a new police building.
5. Discover ways to improve the quality of life for all residents and visitors.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Community Policing.
2. Budget Efficiency.
3. Continue to improve and enhance storage locations for property/evidence to bolster efficiency.
4. Continued process to Tier III Accreditation status.
5. Traffic calming through use of red lights, speed cameras, and other traffic enforcement methods.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Crime Reduction.
2. Education and Outreach.
3. Citywide coverage of video surveillance in crime “hotspots” and other identified areas.
4. View sites and opportunities to establish/open a new and efficient police headquarters building.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Hiring to restore staffing level. ***In 2023, 43 officers were hired. Currently we are processing 200 applicants.***
2. ***Continued partnership with Houses of Worship, local NRZ's and DSSD.***
3. ***Midnight Basketball and Gifted Hands programs continue.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. The Detective Bureau has far surpassed the national average for solving violent crimes.
2. Rolling out of LexisNexis to the City website for Crime stats offering better transparency.
3. Significant training opportunities are being presented to Command Staff.
4. National Integrated Ballistic Information Network (NIBIN) Program in the BPD was awarded a Gold Status by the State of CT.
5. Project Lifesaver was rolled out.
6. On-going Wingspan Operations.
7. On-going social media outreach to the public.
8. Several fundraising programs for local charities to include Autism Awareness, Children’s Cancer, and Multiple Sclerosis.
9. On-going integration of social workers with police personnel and into the community.
10. On-going partnership with surrounding agencies to address violent crimes: State Violent Crimes Task Force.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1 Transparency and Accountability	Ongoing	Ongoing	
ST#2 Emergency Preparedness	Ongoing	Ongoing	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1 Community Policing	Ongoing	Ongoing	
MT#2 Budget Efficiency	Ongoing	Ongoing	
MT#3 Technology Integration	Ongoing	Ongoing	
MT#4 Training and Professional Development	Ongoing	Ongoing	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1 Crime Reduction	Ongoing	Ongoing	
LT#2 Education and Outreach	Ongoing	Ongoing	
LT#3 Diversity and Inclusion	Ongoing	Ongoing	
LT#4 Mental Health and Wellness	Ongoing	Ongoing	



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01250</b>	<b>POLICE ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	11,558	11,421	0	0	0	0
	51099	CONTRACTED SALARIES	0	0	85,000	85,000	85,000	0
	51100	PT TEMP/SEASONAL EARNED PA	0	0	9,120	9,120	9,120	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		11,558	11,421	94,120	94,120	94,120	0
	51102	ACTING PAY	0	0	30,000	30,000	30,000	0
	51106	REGULAR STRAIGHT OVERTIME	0	0	125,000	125,000	125,000	0
	51108	REGULAR 1.5 OVERTIME PAY	-262,184	-706,485	4,021,959	4,021,959	4,021,959	0
	51110	TEMP ACTING 1.5X OVERTIME	0	0	2,368	2,368	2,368	0
	51112	OUTSIDE PAY	0	0	3,895,000	3,895,000	4,095,000	-200,000
	51114	OUTSIDE OVERTIME 1.5X PAY	0	0	400,000	800,000	600,000	-200,000
	51116	HOLIDAY 2X OVERTIME PAY	0	0	41,949	41,949	41,949	0
	51122	SHIFT 2 - 1.5X OVERTIME	355	0	1,421,932	1,421,932	1,421,932	0
	51124	SHIFT 2 - 2X OVERTIME	0	0	29,302	29,302	29,302	0
	51128	SHIFT 3 - 1.5X OVERTIME	0	0	1,359,082	1,359,082	1,359,082	0
	51130	SHIFT 3 - 2X OVERTIME	0	0	23,408	23,408	23,408	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	0	0	335,485	335,485	335,485	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	0	0	135,000	135,000	135,000	0
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	66,680	66,680	66,680	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	0	775,040	775,040	775,040	0
	51320	COMP TIME PAYOUT RETIREMENT	0	0	350,000	350,000	350,000	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	0	950,000	950,000	950,000	0
	51324	LONGEVITY RETIREMENT	0	0	57,545	57,545	57,545	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		-261,828	-706,485	14,019,750	14,419,750	14,419,750	-400,000
	52254	H & H INDEMNITY - POLICE	695,000	710,000	710,000	710,000	710,000	0
	52274	WORKERS' COMP INDM - POLIC	2,285,839	1,285,839	1,285,839	1,285,839	1,285,839	0
	52290	WORKERS' COMP MED - POLICE	1,075,000	1,100,000	1,100,000	1,100,000	1,100,000	0
	52360	MEDICARE	2,545	166	0	0	0	0
	52385	SOCIAL SECURITY	717	708	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	88,679	600,000	662,816	662,816	662,816	0
	52508	POLICE RELIEF PENSION FUND	1,550,000	1,099,963	1,099,963	1,057,503	1,057,503	42,460
	52512	NORMAL COST- PENSION PLAN	5,953,360	5,072,475	7,038,604	7,521,259	7,521,259	-482,655
	52917	HEALTH INSURANCE CITY SHARE	340	23	0	0	0	0
	52918	MERS PENSION AMORTIZATION	0	68,770	0	0	70,000	-70,000
<b>03</b>	<b>FRINGE BENEFITS</b>		11,651,480	9,937,944	11,897,222	12,337,417	12,407,417	-510,195
	53050	PROPERTY RENTAL/LEASE	96,867	40,250	235,200	235,200	235,200	0
	53605	MEMBERSHIP/REGISTRATION FEES	4,724	3,403	4,000	4,000	4,000	0
	53610	TRAINING SERVICES	42,308	30,618	45,000	45,000	45,000	0
	53705	ADVERTISING SERVICES	4,965	5,462	6,000	6,000	6,000	0
	53720	TELEPHONE SERVICES	1,415	1,914	3,000	3,000	3,000	0
	53750	TRAVEL EXPENSES	1,216	549	3,000	3,000	3,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	91,207	96,323	110,000	110,000	100,000	10,000
	54010	AUTOMOTIVE PARTS	303,728	393,625	340,000	340,000	340,000	0
	54020	COMPUTER PARTS	0	2,352	5,000	5,000	5,000	0
	54510	AGRICULTURAL SUPPLIES	0	0	304	304	304	0
	54515	ANIMAL SUPPLIES	31,684	29,342	30,000	33,000	33,000	-3,000
	54520	ANIMALS	2,171	2,393	5,500	2,500	2,500	3,000
	54530	AUTOMOTIVE SUPPLIES	10,098	9,907	10,000	12,000	12,000	-2,000
	54535	TIRES & TUBES	68,333	45,921	70,000	70,000	70,000	0
	54540	BUILDING MATERIALS & SUPPLIE	5,692	4,377	6,451	6,451	6,451	0
	54545	CLEANING SUPPLIES	1,494	3,568	3,700	3,700	3,700	0
	54550	COMPUTER SOFTWARE	116,310	203,528	242,000	242,000	242,000	0
	54555	COMPUTER SUPPLIES	8,087	6,763	10,750	10,750	10,750	0
	54560	COMMUNICATION SUPPLIES	962	24,500	24,500	24,500	24,500	0

CITY OF BRIDGEPORT, CONNECTICUT

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54595	MEETING/WORKSHOP/CATERING FOOD	5,986	5,917	7,500	7,500	7,500	0
	54615	GASOLINE	660,237	663,435	600,000	600,000	635,000	-35,000
	54635	GASES AND EQUIPMENT	1,902	1,739	1,739	1,739	1,739	0
	54640	HARDWARE/TOOLS	16,891	15,500	15,500	15,500	15,500	0
	54655	LEATHER SUPPLIES	0	0	315	315	315	0
	54670	MEDICAL SUPPLIES	3,750	720	4,000	4,000	4,000	0
	54675	OFFICE SUPPLIES	76,596	74,820	75,000	85,000	80,000	-5,000
	54685	PERSONAL PRODUCTS	87	0	153	153	153	0
	54695	PHOTOGRAPHIC SUPPLIES	421	200	1,767	1,767	1,767	0
	54700	PUBLICATIONS	7,000	0	8,500	8,500	8,500	0
	54705	SUBSCRIPTIONS	0	1,640	2,500	2,500	2,500	0
	54720	PAPER AND PLASTIC SUPPLIES	749	719	750	750	750	0
	54745	UNIFORMS	30,953	43,997	48,000	48,000	48,000	0
	54755	TRAFFIC CONTROL PRODUCTS	946	1,430	1,500	1,500	1,500	0
	55035	AUTOMOTIVE SHOP EQUIPMENT	70,134	10,076	10,000	10,000	10,000	0
	55045	VEHICLES	394,137	210,000	210,000	210,000	210,000	0
	55055	COMPUTER EQUIPMENT	3,147	9,952	10,000	10,000	10,000	0
	55150	OFFICE EQUIPMENT	2,454	14,264	5,500	5,500	5,500	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	15,381	16,724	32,000	32,000	32,000	0
	55160	PHOTOGRAPHIC EQUIPMENT	0	3,795	3,800	3,800	3,800	0
	55175	PUBLIC SAFETY EQUIPMENT	1,102,865	203,006	235,000	235,000	235,000	0
	55205	TRANSPORTATION EQUIPMENT	2,238	6,400	6,400	6,400	6,400	0
	55530	OFFICE FURNITURE	7,636	10,469	3,500	3,500	3,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>3,194,767</b>	<b>2,199,597</b>	<b>2,437,829</b>	<b>2,449,829</b>	<b>2,469,829</b>	<b>-32,000</b>
	56030	VETERINARY SERVICES	35,043	70,651	66,000	60,000	75,000	-9,000
	56035	TOWING SERVICES	14,058	23,474	17,000	17,000	17,000	0
	56045	BUILDING MAINTENANCE SERVICE	4,955	4,819	10,000	10,000	10,000	0
	56055	COMPUTER SERVICES	6,826	11,548	11,000	11,000	11,000	0
	56065	COMMUNICATION EQ MAINT SVCS	602,441	572,117	871,853	871,853	871,853	0
	56075	EDUCATIONAL SERVICES	1,206	0	1,500	1,500	1,500	0
	56115	HUMAN SERVICES	33,574	30,500	30,500	30,500	30,500	0
	56130	LEGAL SERVICES	6,135	1,950	4,000	10,000	10,000	-6,000
	56155	MEDICAL SERVICES	67,374	22,205	76,000	76,000	76,000	0
	56165	MANAGEMENT SERVICES	0	0	250,000	250,000	250,000	0
	56170	OTHER MAINTENANCE & REPAIR S	25,454	28,552	25,000	25,000	25,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	28,537	23,000	23,000	23,000	23,000	0
	56180	OTHER SERVICES	56,055	182,444	56,926	56,926	56,926	0
	56190	FILM PROCESSING SERVICES	0	0	2,000	2,000	2,000	0
	56200	PRINTING/GRAPHIC SERVICES	1,510	2,275	5,000	5,000	5,000	0
	56205	PUBLIC SAFETY SERVICES	5,304	10,100	10,000	10,000	10,000	0
	56215	REFUSE SERVICES	1,456	3,882	3,000	3,000	3,000	0
	56225	SECURITY SERVICES	99,870	98,525	100,000	100,000	100,000	0
	56240	TRANSPORTATION SERVICES	920	4,817	5,000	5,000	5,000	0
	56245	TESTING SERVICES	50,650	52,500	54,074	54,074	54,074	0
	59005	VEHICLE MAINTENANCE SERVICES	151,186	185,204	180,000	180,000	180,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>1,192,553</b>	<b>1,328,563</b>	<b>1,801,853</b>	<b>1,801,853</b>	<b>1,816,853</b>	<b>-15,000</b>
	53200	PRINCIPAL & INTEREST DEBT SERV	1,197,301	1,228,263	1,225,000	1,225,000	1,225,000	0
	53201	PRIN / INTEREST PENSION A	17,150,000	16,951,200	17,859,300	17,858,076	17,858,076	1,224
	53202	PRINCIPAL /INT PENSION MERS	2,473,771	2,504,547	2,532,320	3,714,087	3,714,087	-1,181,767
<b>06</b>	<b>OTHER FINANCING USES</b>		<b>20,821,072</b>	<b>20,684,010</b>	<b>21,616,620</b>	<b>22,797,163</b>	<b>22,797,163</b>	<b>-1,180,543</b>
<b>01250</b>	<b>POLICE ADMINISTRATION</b>		<b>36,609,601</b>	<b>33,455,050</b>	<b>51,867,394</b>	<b>53,900,132</b>	<b>54,005,132</b>	<b>-2,137,738</b>

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01251</b>	<b>POLICE PATROL</b>							
	51000	FULL TIME EARNED PAY	18,765,895	16,829,134	17,446,053	19,154,177	19,154,177	-1,708,124
<b>01</b>	<b>PERSONNEL SERVICES</b>		18,765,895	16,829,134	17,446,053	19,154,177	19,154,177	-1,708,124
	51102	ACTING PAY	2,504	0	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	3,135	2,411	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	2,358,846	2,884,051	0	0	0	0
	51112	OUTSIDE PAY	3,389,930	2,723,368	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	471,858	358,873	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	13,213	12,110	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	2,724,093	3,013,374	0	0	0	0
	51124	SHIFT 2 - 2X OVERTIME	11,302	12,623	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	1,443,717	1,854,911	0	0	0	0
	51130	SHIFT 3 - 2X OVERTIME	10,518	10,606	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	112,203	104,704	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	82,307	71,627	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	17,599	17,170	25,000	25,000	25,000	0
	51140	LONGEVITY PAY	279,435	215,730	202,500	170,475	170,475	32,025
	51156	UNUSED VACATION TIME PAYOUT	77,538	59,160	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	323,011	262,165	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	335,078	117,423	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	904,423	470,654	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		12,560,711	12,190,960	227,500	195,475	195,475	32,025
	52360	MEDICARE	401,548	371,378	231,429	264,336	264,336	-32,907
	52385	SOCIAL SECURITY	0	0	9,579	12,180	12,180	-2,601
	52399	UNIFORM ALLOWANCE	202,275	188,350	351,500	234,000	234,000	117,500
	52504	MERF PENSION EMPLOYER CONT	6,608,250	5,784,453	5,355,627	4,622,351	4,942,536	413,091
	52917	HEALTH INSURANCE CITY SHARE	6,009,601	5,092,523	5,651,643	5,517,545	5,517,545	134,098
<b>03</b>	<b>FRINGE BENEFITS</b>		13,221,673	11,436,705	11,599,779	10,650,412	10,970,597	629,182
<b>01251</b>	<b>POLICE PATROL</b>		<b>44,548,280</b>	<b>40,456,800</b>	<b>29,273,332</b>	<b>30,000,064</b>	<b>30,320,249</b>	<b>-1,046,917</b>
<b>01252</b>	<b>POLICE DETECTIVE</b>							
	51000	FULL TIME EARNED PAY	3,315,984	3,563,158	4,000,886	4,472,286	4,472,286	-471,400
<b>01</b>	<b>PERSONNEL SERVICES</b>		3,315,984	3,563,158	4,000,886	4,472,286	4,472,286	-471,400
	51108	REGULAR 1.5 OVERTIME PAY	461,155	647,607	0	0	0	0
	51112	OUTSIDE PAY	106,740	126,841	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	15,821	18,737	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	424,779	670,262	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	217,883	273,535	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	9,262	16,971	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	3,137	2,280	0	0	0	0
	51140	LONGEVITY PAY	71,794	76,003	71,025	58,275	58,275	12,750
	51156	UNUSED VACATION TIME PAYOUT	33,263	24,274	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	59,529	74,609	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	118,711	63,571	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	212,013	217,435	0	0	0	0

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
02	<b>OTHER PERSONNEL SERV</b>		1,734,085	2,212,125	71,025	58,275	58,275	12,750
	52360	MEDICARE	69,684	77,825	48,436	55,056	55,056	-6,620
	52385	SOCIAL SECURITY	0	8	1,620	1,620	1,620	0
	52399	UNIFORM ALLOWANCE	35,275	35,475	63,825	44,000	44,000	19,825
	52504	MERF PENSION EMPLOYER CONT	1,106,195	1,360,005	1,107,258	910,457	974,720	132,538
	52917	HEALTH INSURANCE CITY SHARE	1,215,612	1,198,416	1,236,471	1,278,604	1,278,604	-42,133
03	<b>FRINGE BENEFITS</b>		2,426,767	2,671,728	2,457,610	2,289,737	2,354,000	103,610
01252	<b>POLICE DETECTIVE</b>		7,476,835	8,447,011	6,529,521	6,820,298	6,884,561	-355,040
01253	<b>POLICE TRAFFIC</b>							
	51000	FULL TIME EARNED PAY	623,687	638,378	767,014	859,869	859,869	-92,855
01	<b>PERSONNEL SERVICES</b>		623,687	638,378	767,014	859,869	859,869	-92,855
	51106	REGULAR STRAIGHT OVERTIME	0	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	40,555	59,868	0	0	0	0
	51112	OUTSIDE PAY	140,228	134,303	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	21,601	17,089	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	51,828	83,874	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	31,351	52,060	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	8,460	8,993	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	3,522	4,672	0	0	0	0
	51140	LONGEVITY PAY	5,025	1,950	2,625	3,000	3,000	-375
	51156	UNUSED VACATION TIME PAYOUT	966	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	0	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	1,518	0	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	14,980	0	0	0	0	0
02	<b>OTHER PERSONNEL SERV</b>		320,032	362,809	2,625	3,000	3,000	-375
	52360	MEDICARE	13,158	13,873	10,146	11,778	11,778	-1,632
	52385	SOCIAL SECURITY	0	1,427	1,878	1,878	1,878	0
	52399	UNIFORM ALLOWANCE	7,900	8,325	12,950	10,000	10,000	2,950
	52504	MERF PENSION EMPLOYER CONT	216,783	242,537	228,173	210,795	225,198	2,975
	52917	HEALTH INSURANCE CITY SHARE	199,857	186,649	151,848	175,850	175,850	-24,002
03	<b>FRINGE BENEFITS</b>		437,697	452,811	404,996	410,301	424,704	-19,708
01253	<b>POLICE TRAFFIC</b>		1,381,417	1,453,997	1,174,635	1,273,170	1,287,573	-112,938
01254	<b>POLICE NARCOTICS &amp; VICE</b>							
	51000	FULL TIME EARNED PAY	802,357	606,286	953,692	1,051,994	1,051,994	-98,302
01	<b>PERSONNEL SERVICES</b>		802,357	606,286	953,692	1,051,994	1,051,994	-98,302
	51108	REGULAR 1.5 OVERTIME PAY	111,052	103,749	0	0	0	0
	51112	OUTSIDE PAY	125,454	45,948	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	16,737	9,947	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	136,395	94,238	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	103,208	55,768	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	4,873	3,107	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	4,596	2,407	0	0	0	0
	51140	LONGEVITY PAY	15,600	14,238	9,525	7,575	7,575	1,950
	51156	UNUSED VACATION TIME PAYOUT	9,605	2,891	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	22,211	20,443	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	0	92,602	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	98,798	0	0	0	0
02	<b>OTHER PERSONNEL SERV</b>		549,730	544,136	9,525	7,575	7,575	1,950
	52360	MEDICARE	16,613	15,417	12,160	13,795	13,795	-1,635
	52385	SOCIAL SECURITY	0	0	114	114	114	0
	52399	UNIFORM ALLOWANCE	7,900	6,475	20,350	11,000	11,000	9,350
	52504	MERF PENSION EMPLOYER CONT	312,304	234,570	257,292	233,092	248,200	9,092
	52917	HEALTH INSURANCE CITY SHARE	434,581	390,190	287,632	358,975	358,975	-71,343
03	<b>FRINGE BENEFITS</b>		771,398	646,653	577,549	616,976	632,084	-54,535
01254	<b>POLICE NARCOTICS &amp; VICE</b>		2,123,485	1,797,075	1,540,766	1,676,545	1,691,653	-150,887

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01255</b>	<b>POLICE TRAINING</b>							
	51000	FULL TIME EARNED PAY	59,257	63,356	70,467	79,311	79,311	-8,844
<b>01</b>	<b>PERSONNEL SERVICES</b>		59,257	63,356	70,467	79,311	79,311	-8,844
	51108	REGULAR 1.5 OVERTIME PAY	2,712	3,457	0	0	0	0
	51112	OUTSIDE PAY	8,743	11,581	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	1,077	1,686	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	2,574	1,167	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	6,809	13,070	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	1,309	2,029	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	890	0	0	0	0	0
	51140	LONGEVITY PAY	0	0	2,550	2,550	2,550	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		24,114	32,990	2,550	2,550	2,550	0
	52360	MEDICARE	1,252	1,440	1,035	1,107	1,107	-72
	52399	UNIFORM ALLOWANCE	925	925	925	1,000	1,000	-75
	52504	MERF PENSION EMPLOYER CONT	19,716	23,909	21,083	19,574	20,970	113
	52917	HEALTH INSURANCE CITY SHARE	24,811	2,718	487	11,693	11,693	-11,206
<b>03</b>	<b>FRINGE BENEFITS</b>		46,703	28,992	23,530	33,374	34,770	-11,240
<b>01255</b>	<b>POLICE TRAINING</b>		<b>130,074</b>	<b>125,338</b>	<b>96,547</b>	<b>115,235</b>	<b>116,631</b>	<b>-20,084</b>
<b>01256</b>	<b>POLICE RECORDS</b>							
	51000	FULL TIME EARNED PAY	358,319	317,474	477,566	521,535	521,535	-43,969
<b>01</b>	<b>PERSONNEL SERVICES</b>		358,319	317,474	477,566	521,535	521,535	-43,969
	51106	REGULAR STRAIGHT OVERTIME	401	1,737	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	1,436	2,665	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	4,085	5,889	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	3,763	0	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	366	0	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	4,004	4,004	4,004	0
	51140	LONGEVITY PAY	3,450	825	1,650	1,800	1,800	-150
	51322	HOLIDAY PAYOUT RETIREMENT	29,550	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		43,051	11,116	5,654	5,804	5,804	-150
	52360	MEDICARE	4,818	4,875	6,074	7,078	7,078	-1,004
	52385	SOCIAL SECURITY	3,426	2,076	2,760	1,832	1,832	928
	52399	UNIFORM ALLOWANCE	925	0	1,850	1,000	1,000	850
	52504	MERF PENSION EMPLOYER CONT	61,523	62,508	70,094	79,011	79,787	-9,693
	52917	HEALTH INSURANCE CITY SHARE	146,446	86,131	122,884	104,817	104,817	18,067
<b>03</b>	<b>FRINGE BENEFITS</b>		217,137	155,591	203,663	193,738	194,514	9,149
<b>01256</b>	<b>POLICE RECORDS</b>		<b>618,508</b>	<b>484,181</b>	<b>686,883</b>	<b>721,077</b>	<b>721,853</b>	<b>-34,970</b>
<b>01257</b>	<b>POLICE COMMUNICATIONS</b>							
	51000	FULL TIME EARNED PAY	634,533	529,485	691,480	773,696	773,696	-82,216
<b>01</b>	<b>PERSONNEL SERVICES</b>		634,533	529,485	691,480	773,696	773,696	-82,216
	51108	REGULAR 1.5 OVERTIME PAY	118,166	184,882	0	0	0	0
	51112	OUTSIDE PAY	43,940	10,714	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	2,797	974	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	87,212	125,212	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	29,567	53,996	0	0	0	0



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	51134	TEMP SHIFT 2 DIFFERENTIAL	889	93	0	0	0	0
	51140	LONGEVITY PAY	12,525	9,975	10,425	8,475	8,475	1,950
	51318	PERSONAL DAY PAYOUT RETIREMENT	8,335	4,925	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>303,431</b>	<b>390,771</b>	<b>10,425</b>	<b>8,475</b>	<b>8,475</b>	<b>1,950</b>
	52360	MEDICARE	12,994	12,826	9,186	10,326	10,326	-1,141
	52399	UNIFORM ALLOWANCE	7,400	5,550	9,250	8,000	8,000	1,250
	52504	MERF PENSION EMPLOYER CONT	221,657	227,642	158,287	123,340	132,136	26,151
	52917	HEALTH INSURANCE CITY SHARE	211,165	187,656	202,986	237,922	237,922	-34,936
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>453,216</b>	<b>433,674</b>	<b>379,709</b>	<b>379,588</b>	<b>388,384</b>	<b>-8,675</b>
<b>01257</b>	<b>POLICE COMMUNICATIONS</b>		<b>1,391,179</b>	<b>1,353,930</b>	<b>1,081,614</b>	<b>1,161,759</b>	<b>1,170,555</b>	<b>-88,941</b>
<b>01258</b>	<b>POLICE AUXILIARY</b>							
	51000	FULL TIME EARNED PAY	3,342,022	3,178,208	4,211,808	4,626,787	4,631,594	-419,786
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>3,342,022</b>	<b>3,178,208</b>	<b>4,211,808</b>	<b>4,626,787</b>	<b>4,631,594</b>	<b>-419,786</b>
	51102	ACTING PAY	169	133	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	2,643	2,447	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	321,880	451,836	0	0	0	0
	51112	OUTSIDE PAY	729,799	688,115	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	108,362	97,623	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	7,872	10,399	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	231,741	352,800	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	177,058	219,682	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	14,889	14,068	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	25,710	26,942	0	0	0	0
	51140	LONGEVITY PAY	29,031	26,988	25,350	20,250	20,250	5,100
	51156	UNUSED VACATION TIME PAYOUT	9,518	5,683	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	26,642	28,412	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	37,249	35,480	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	142,287	138,369	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>1,864,849</b>	<b>2,098,976</b>	<b>25,350</b>	<b>20,250</b>	<b>20,250</b>	<b>5,100</b>
	52360	MEDICARE	71,810	72,967	54,007	61,759	61,829	-7,822
	52385	SOCIAL SECURITY	8,836	2,273	4,626	11,767	12,065	-7,439
	52399	UNIFORM ALLOWANCE	36,650	35,300	61,200	46,000	46,000	15,200
	52504	MERF PENSION EMPLOYER CONT	1,128,181	1,229,029	1,196,434	1,079,800	1,147,562	48,872
	52917	HEALTH INSURANCE CITY SHARE	1,215,754	1,154,320	1,243,555	1,311,468	1,311,468	-67,913
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>2,461,230</b>	<b>2,493,890</b>	<b>2,559,822</b>	<b>2,510,794</b>	<b>2,578,924</b>	<b>-19,102</b>
<b>01258</b>	<b>POLICE AUXILIARY</b>		<b>7,668,101</b>	<b>7,771,075</b>	<b>6,796,980</b>	<b>7,157,831</b>	<b>7,230,768</b>	<b>-433,788</b>
<b>01259</b>	<b>POLICE UNASSIGNED</b>							
	51000	FULL TIME EARNED PAY	3,211,115	2,877,736	3,787,997	3,935,836	3,966,756	-178,759
	51034	FT BONUS - CONTRACTUAL PAY	3,200	4,200	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>3,214,315</b>	<b>2,881,936</b>	<b>3,787,997</b>	<b>3,935,836</b>	<b>3,966,756</b>	<b>-178,759</b>
	51102	ACTING PAY	1,915	0	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	94,744	96,246	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	235,226	226,853	0	0	0	0
	51112	OUTSIDE PAY	197,563	203,284	0	0	0	0
	51114	OUTSIDE OVERTIME 1.5X PAY	33,448	28,920	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	4,006	749	0	0	0	0

CITY OF BRIDGEPORT, CONNECTICUT

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
POLICE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	51122	SHIFT 2 - 1.5X OVERTIME	379,210	321,239	0	0	0	0
	51124	SHIFT 2 - 2X OVERTIME	694	0	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	165,836	239,013	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	8,636	9,200	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	4,614	3,904	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	2,002	2,002	2,002	0
	51140	LONGEVITY PAY	45,169	33,900	29,400	22,350	22,350	7,050
	51156	UNUSED VACATION TIME PAYOUT	36,676	26,266	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	58,491	40,285	0	0	0	0
	51320	COMP TIME PAYOUT RETIREMENT	55,866	86,394	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	158,474	163,709	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>1,480,568</b>	<b>1,479,961</b>	<b>31,402</b>	<b>24,352</b>	<b>24,352</b>	<b>7,050</b>
	52360	MEDICARE	62,155	60,921	49,414	52,233	52,682	-3,268
	52385	SOCIAL SECURITY	51,664	57,100	42,021	41,560	43,477	-1,456
	52399	UNIFORM ALLOWANCE	34,975	27,400	28,600	16,175	16,175	12,425
	52504	MERF PENSION EMPLOYER CONT	805,888	854,634	648,513	557,797	581,423	67,090
	52917	HEALTH INSURANCE CITY SHARE	762,396	708,060	770,859	757,469	757,469	13,390
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>1,717,079</b>	<b>1,708,115</b>	<b>1,539,407</b>	<b>1,425,234</b>	<b>1,451,226</b>	<b>88,181</b>
<b>01259</b>	<b>POLICE UNASSIGNED</b>		<b>6,411,962</b>	<b>6,070,012</b>	<b>5,358,806</b>	<b>5,385,422</b>	<b>5,442,334</b>	<b>-83,528</b>
<b>0125A</b>	<b>POLICE SPECIAL EVENTS OVERTIME</b>							
	51151	EVENTS REGULAR STRAIGHT OT PAY	0	0	75,000	75,000	75,000	0
	51152	EVENTS REGULAR 1.5X OVERTIME	0	0	950,000	950,000	950,000	0
	51153	EVENTS HOLIDAY 2X OVERTIME PAY	0	0	75,000	75,000	75,000	0
	51154	EVENTS SHIFT 2 - 1.5X OT PAY	0	0	100,000	100,000	100,000	0
	51155	EVENTS SHIFT 2 - 2X OT PAY	0	0	50,000	50,000	50,000	0
	51156	EVENTS SHIFT 3 - 1.5X OT PAY	0	0	50,000	50,000	50,000	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>0</b>	<b>0</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>0</b>
	52360	MEDICARE	0	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	0	0	0	0	0	0
	52917	HEALTH INSURANCE CITY SHARE	0	0	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0125A</b>	<b>POLICE SPECIAL EVENTS OVERTIME</b>		<b>0</b>	<b>0</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>0</b>

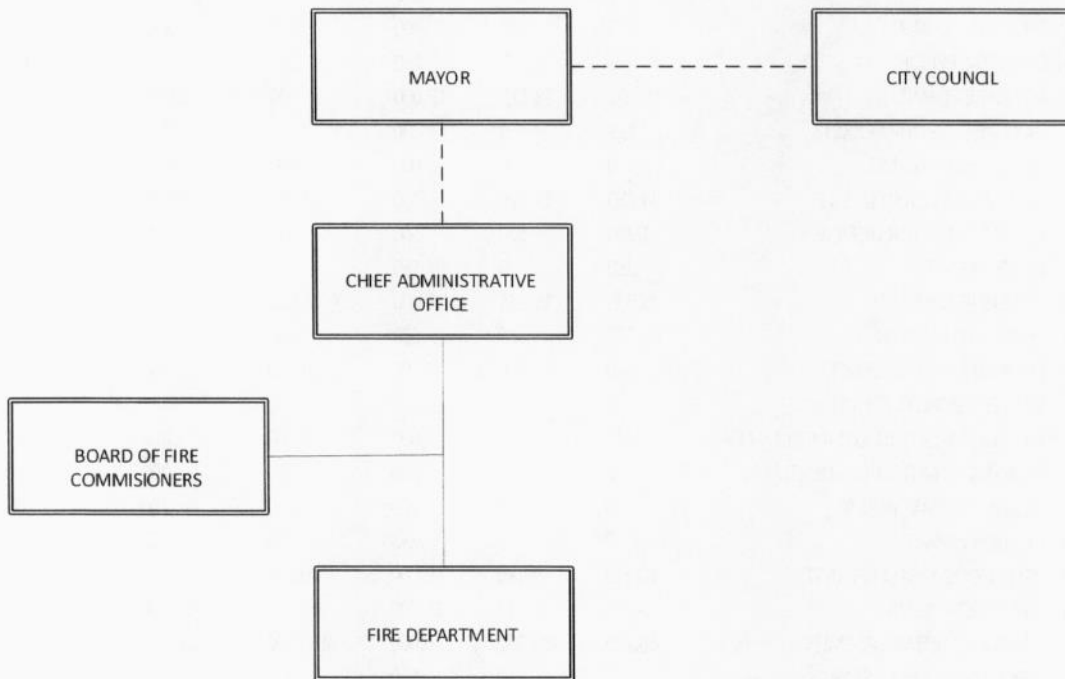


PUBLIC SAFETY DIVISIONS  
FIRE DEPARTMENT

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MISSION STATEMENT

The Mission of the Bridgeport Fire Department is to protect the lives and property of those living and working in, and visiting the City of Bridgeport by providing safe, timely, and professional emergency services, fire and safety education, and code enforcement. Emergencies to which the Bridgeport Fire Department responds shall include fires, rescues, medical, and environmental disasters, both natural and human caused.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL

Lance Edwards  
 Acting Fire Chief

REVENUE SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025	
		FY 2022	FY 2023	Modified	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Budget	Requested	Proposed	Prop. Vs FY24 Mod. Budget
<b>01260</b>	<b>FIRE DEPARTMENT ADMINISTRATION</b>						
41309	FLOOR PLAN REVIEW	53,475	64,050	65,000	65,000	80,000	15,000
41359	ALARM REGISTRATION FEE	0	0	250	250	250	0
41408	FIRE INSPECTIONS	4,185	5,445	4,000	4,000	4,000	0
41538	COPIES	179	125	850	850	850	0
41583	BLASTING PERMIT	930	780	300	300	300	0
41584	CARNIVAL PERMIT	0	0	150	150	150	0
41585	DAY CARE PERMIT	16,100	18,170	15,000	15,000	15,000	0
41586	DAY CARE - GROUP PERMIT	115	460	200	200	200	0
41587	DRY CLEANER PERMIT	0	0	600	600	600	0
41588	FLAMMABLE LIQUID LICENSE	20,250	17,325	24,000	24,000	20,000	-4,000
41589	FOAM GENERATOR LICENSE	1,200	800	500	500	500	0
41591	HOTEL PERMIT	250	0	150	150	150	0
41592	LIQUOR PERMIT	15,805	15,985	15,000	15,000	15,000	0
41593	PUBLIC HALL PERMIT	575	345	600	600	600	0
41594	ROOMING HOUSE PERMIT	0	0	4,500	4,500	4,500	0
41595	SITE ASSESSMENT PERMIT	0	0	400	400	400	0
41596	TANKINSTALLATION-COMMERCIALPER	345	920	1,000	1,000	1,000	0
41597	TANKINSTALLATION-RESIDENTIALPE	0	0	200	200	200	0
41598	TRUCK - HAZMAT PERMIT	0	0	200	200	200	0
41599	VENDOR PERMIT	0	0	850	850	850	0
41600	96/17 HOOD SYSTEM PERMIT	10,210	9,180	10,000	10,000	10,000	0
41601	FIRE RESCUE BILLING	30,995	47,237	35,000	35,000	35,000	0
41603	FIREWATCH REIMBURSEMENT	148,325	131,932	130,000	130,000	130,000	0
41604	FIRE HYDRANT USE PERMITS	0	0	150	150	150	0
<b>01260</b>	<b>FIRE DEPARTMENT ADMINISTRATION</b>	<b>302,938</b>	<b>312,753</b>	<b>308,900</b>	<b>308,900</b>	<b>319,900</b>	<b>11,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025	
		FY 2022	FY 2023	Modified	Requested	Mayor Proposed	FY25 Mayor
		Actuals	Actuals	Budget	Budget	Budget	Prop. Vs FY24 Mod. Budget
<b>01260</b>	<b>FIRE DEPARTMENT ADMINISTRATION</b>						
01	PERSONNEL SERVICES	164,046	183,925	0	0	0	0
02	OTHER PERSONNEL SERV	61,284	66,779	7,351,625	7,351,625	7,351,625	0
03	FRINGE BENEFITS	6,206,635	5,390,029	6,264,669	6,544,985	6,599,985	-335,316
04	OPERATIONAL EXPENSES	1,195,926	1,127,133	1,361,370	1,370,250	1,451,750	-90,380
05	SPECIAL SERVICES	557,636	584,775	643,035	685,535	685,535	-42,500
06	OTHER FINANCING USES	15,651,143	15,930,164	15,928,500	15,640,826	15,640,826	287,674
		<b>23,836,671</b>	<b>23,282,806</b>	<b>31,549,199</b>	<b>31,593,221</b>	<b>31,729,721</b>	<b>-180,522</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL

APPROPRIATION SUMMARY (Cont'd).

Org#	Object Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01261</b>	<b>FIRE ENGINE 1</b>						
01	PERSONNEL SERVICES	1,264,740	1,184,229	1,294,342	1,307,542	1,307,542	-13,200
02	OTHER PERSONNEL SERV	721,983	634,894	185,350	185,050	184,200	1,150
03	FRINGE BENEFITS	921,267	920,186	745,189	648,666	673,881	71,308
		<b>2,907,990</b>	<b>2,739,310</b>	<b>2,224,881</b>	<b>2,141,258</b>	<b>2,165,623</b>	<b>59,258</b>
<b>01263</b>	<b>FIRE LADDER 5</b>						
01	PERSONNEL SERVICES	1,137,319	1,271,601	1,558,208	1,527,334	1,527,334	30,874
02	OTHER PERSONNEL SERV	587,732	542,361	20,100	20,775	19,375	725
03	FRINGE BENEFITS	857,514	862,999	788,411	713,738	743,186	45,225
		<b>2,582,566</b>	<b>2,676,960</b>	<b>2,366,719</b>	<b>2,261,847</b>	<b>2,289,895</b>	<b>76,824</b>
<b>01264</b>	<b>FIRE RESCUE 5</b>						
01	PERSONNEL SERVICES	1,468,127	1,510,173	1,607,441	1,635,150	1,635,150	-27,709
02	OTHER PERSONNEL SERV	624,114	738,676	28,250	26,975	26,650	1,600
03	FRINGE BENEFITS	998,869	1,087,142	981,379	819,095	850,565	130,814
		<b>3,091,110</b>	<b>3,335,991</b>	<b>2,617,070</b>	<b>2,481,220</b>	<b>2,512,365</b>	<b>104,705</b>
<b>01265</b>	<b>FIRE ENGINE 3</b>						
01	PERSONNEL SERVICES	1,356,462	1,493,354	1,307,558	1,330,121	1,330,121	-22,563
02	OTHER PERSONNEL SERV	746,484	784,951	83,375	71,500	77,875	5,500
03	FRINGE BENEFITS	888,846	1,006,437	748,427	585,496	610,957	137,470
		<b>2,991,792</b>	<b>3,284,742</b>	<b>2,139,360</b>	<b>1,987,117</b>	<b>2,018,953</b>	<b>120,407</b>
<b>01266</b>	<b>FIRE ENGINE 4</b>						
01	PERSONNEL SERVICES	1,181,284	1,057,052	1,320,774	1,345,434	1,345,434	-24,660
02	OTHER PERSONNEL SERV	566,977	581,945	22,775	16,225	22,600	175
03	FRINGE BENEFITS	873,792	772,488	788,027	629,874	653,986	134,041
		<b>2,622,053</b>	<b>2,411,485</b>	<b>2,131,576</b>	<b>1,991,533</b>	<b>2,022,020</b>	<b>109,556</b>
<b>01267</b>	<b>FIRE ENGINE 7</b>						
01	PERSONNEL SERVICES	838,448	837,164	1,261,535	1,277,071	1,277,071	-15,536
02	OTHER PERSONNEL SERV	436,364	442,419	13,100	6,550	12,500	600
03	FRINGE BENEFITS	616,205	608,323	618,547	505,382	526,387	92,160
		<b>1,891,018</b>	<b>1,887,907</b>	<b>1,893,182</b>	<b>1,789,003</b>	<b>1,815,958</b>	<b>77,224</b>
<b>01268</b>	<b>FIRE LADDER 11</b>						
01	PERSONNEL SERVICES	1,180,576	1,366,288	1,564,583	1,541,291	1,541,291	23,292
02	OTHER PERSONNEL SERV	679,076	721,039	25,500	14,750	22,825	2,675
03	FRINGE BENEFITS	862,396	1,003,033	845,497	655,159	683,175	162,322
		<b>2,722,048</b>	<b>3,090,360</b>	<b>2,435,580</b>	<b>2,211,200</b>	<b>2,247,291</b>	<b>188,289</b>
<b>01269</b>	<b>FIRE ENGINE 6</b>						
01	PERSONNEL SERVICES	1,248,663	1,410,593	1,279,600	1,299,294	1,299,294	-19,694
02	OTHER PERSONNEL SERV	640,269	725,283	24,375	10,475	16,850	7,525
03	FRINGE BENEFITS	907,637	954,701	692,916	573,664	597,113	95,803
		<b>2,796,570</b>	<b>3,090,576</b>	<b>1,996,891</b>	<b>1,883,433</b>	<b>1,913,257</b>	<b>83,634</b>
<b>01270</b>	<b>FIRE LADDER 6</b>						
01	PERSONNEL SERVICES	1,303,804	1,388,234	1,572,932	1,544,861	1,544,861	28,071
02	OTHER PERSONNEL SERV	715,114	711,587	22,600	20,875	20,650	1,950
03	FRINGE BENEFITS	831,409	961,917	892,312	722,623	752,400	139,912
		<b>2,850,327</b>	<b>3,061,739</b>	<b>2,487,844</b>	<b>2,288,359</b>	<b>2,317,911</b>	<b>169,933</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL

APPROPRIATION SUMMARY (Cont'd).

Org#	Object Description	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01271</b>	<b>FIRE ENGINE 10</b>						
01	PERSONNEL SERVICES	995,126	960,398	1,310,530	1,301,225	1,301,225	9,305
02	OTHER PERSONNEL SERV	487,503	662,808	19,000	17,650	17,000	2,000
03	FRINGE BENEFITS	650,021	724,289	667,785	523,221	548,199	119,586
		<b>2,132,650</b>	<b>2,347,495</b>	<b>1,997,315</b>	<b>1,842,096</b>	<b>1,866,424</b>	<b>130,891</b>
<b>01272</b>	<b>FIRE LADDER 10</b>						
01	PERSONNEL SERVICES	1,387,938	1,412,871	1,568,654	1,569,614	1,569,614	-960
02	OTHER PERSONNEL SERV	591,730	694,391	21,475	17,500	16,750	4,725
03	FRINGE BENEFITS	839,145	963,353	924,674	731,403	761,546	163,128
		<b>2,818,813</b>	<b>3,070,615</b>	<b>2,514,803</b>	<b>2,318,517</b>	<b>2,347,910</b>	<b>166,893</b>
<b>01273</b>	<b>FIRE ENGINE12</b>						
01	PERSONNEL SERVICES	1,096,061	953,827	1,307,558	1,337,503	1,337,503	-29,945
02	OTHER PERSONNEL SERV	555,972	535,632	21,125	12,575	18,950	2,175
03	FRINGE BENEFITS	773,258	753,895	735,455	604,846	628,765	106,690
		<b>2,425,291</b>	<b>2,243,354</b>	<b>2,064,138</b>	<b>1,954,924</b>	<b>1,985,218</b>	<b>78,920</b>
<b>01274</b>	<b>FIRE ENGINE 15</b>						
01	PERSONNEL SERVICES	1,073,062	995,185	1,302,691	1,311,112	1,311,112	-8,421
02	OTHER PERSONNEL SERV	537,867	457,690	17,500	15,875	22,250	-4,750
03	FRINGE BENEFITS	734,748	730,972	724,167	603,905	627,413	96,754
		<b>2,345,677</b>	<b>2,183,847</b>	<b>2,044,358</b>	<b>1,930,892</b>	<b>1,960,775</b>	<b>83,583</b>
<b>01275</b>	<b>FIRE ENGINE 16</b>						
01	PERSONNEL SERVICES	1,285,786	1,192,131	1,307,558	1,340,445	1,340,445	-32,887
02	OTHER PERSONNEL SERV	581,738	594,855	25,750	19,900	25,850	-100
03	FRINGE BENEFITS	832,682	838,992	745,333	687,552	713,155	32,178
		<b>2,700,206</b>	<b>2,625,978</b>	<b>2,078,641</b>	<b>2,047,897</b>	<b>2,079,450</b>	<b>-809</b>
<b>01276</b>	<b>FIRE UNASSIGNED</b>						
01	PERSONNEL SERVICES	4,518,769	4,470,970	5,071,874	5,433,004	5,433,004	-361,130
02	OTHER PERSONNEL SERV	2,011,662	1,929,077	82,150	59,125	76,550	5,600
03	FRINGE BENEFITS	2,808,856	2,858,026	2,570,340	2,107,733	2,181,517	388,823
		<b>9,339,287</b>	<b>9,258,074</b>	<b>7,724,364</b>	<b>7,599,862</b>	<b>7,691,071</b>	<b>33,293</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	587,282	582,699	582,699		4,583
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552		-8,428
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625		-6,762
01261000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666		-2,593
<b>FIRE ENGINE 1</b>		<b>16.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,294,342</b>	<b>1,307,542</b>	<b>1,307,542</b>		<b>-13,200</b>
	FIRE FIGHTER	16.00	16.00	0.00	0.00	0.00	1,189,165	1,146,043	1,146,043		43,122
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625		-6,762
01263000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	100,180	105,666	105,666		-5,486
<b>FIRE LADDER 5</b>		<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,558,208</b>	<b>1,527,334</b>	<b>1,527,334</b>		<b>30,874</b>
	FIRE FIGHTER	12.00	12.00	0.00	0.00	0.00	899,006	916,220	916,220		-17,214
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	336,499	343,552	343,552		-7,053
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625		-6,762
01264000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	99,753	99,753		3,320
<b>FIRE RESCUE 5</b>		<b>20.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,607,441</b>	<b>1,635,150</b>	<b>1,635,150</b>		<b>-27,709</b>
	FIRE FIGHTER	8.00	8.00	1.00	0.00	0.00	600,498	608,244	608,244		-7,746
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552		-8,428
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625		-6,762
01265000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	102,700	102,700		373
<b>FIRE ENGINE 3</b>		<b>16.00</b>	<b>16.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,307,558</b>	<b>1,330,121</b>	<b>1,330,121</b>		<b>-22,563</b>
	FIRE FIGHTER	8.00	8.00	1.00	0.00	0.00	613,714	620,591	620,591		-6,877
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552		-8,428
	FIRE LIEUTENANT	3.00	3.00	1.00	0.00	0.00	268,863	275,625	275,625		-6,762
01266000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666		-2,593
<b>FIRE ENGINE 4</b>		<b>16.00</b>	<b>16.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,320,774</b>	<b>1,345,434</b>	<b>1,345,434</b>		<b>-24,660</b>
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	557,368	555,194	555,194		2,174
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552		-8,428
	FIRE LIEUTENANT	3.00	3.00	2.00	0.00	0.00	268,863	275,625	275,625		-6,762
01267000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	100,180	102,700	102,700		-2,520
<b>FIRE ENGINE 7</b>		<b>16.00</b>	<b>16.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,261,535</b>	<b>1,277,071</b>	<b>1,277,071</b>		<b>-15,536</b>
	FIRE FIGHTER	16.00	16.00	0.00	0.00	0.00	1,192,647	1,160,000	1,160,000		32,647
	FIRE LIEUTENANT	3.00	3.00	1.00	0.00	0.00	268,863	275,625	275,625		-6,762
01268000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666		-2,593
<b>FIRE LADDER 11</b>		<b>20.00</b>	<b>20.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,564,583</b>	<b>1,541,291</b>	<b>1,541,291</b>		<b>23,292</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL  
 PERSONNEL SUMMARY (Cont'd)

Org Code	Title						FY24	FY25	FY25 Mayor	FY25 Mayor
		FY24 Budget	FY25 Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	581,283	591,258	591,258	-9,975
	PUMPER ENGINEER	4.00	4.00	1.00	0.00	0.00	329,274	329,711	329,711	-437
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01269000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	100,180	102,700	102,700	-2,520
FIRE ENGINE 6		16.00	16.00	1.00	0.00	0.00	1,279,600	1,299,294	1,299,294	-19,694
	FIRE FIGHTER	16.00	16.00	0.00	0.00	0.00	1,200,996	1,163,570	1,163,570	37,426
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01270000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666	-2,593
FIRE LADDER 6		20.00	20.00	0.00	0.00	0.00	1,572,932	1,544,861	1,544,861	28,071
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	610,232	582,290	582,290	27,942
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	331,255	340,610	340,610	-9,355
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01271000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	100,180	102,700	102,700	-2,520
FIRE ENGINE 10		16.00	16.00	0.00	0.00	0.00	1,310,530	1,301,225	1,301,225	9,305
	FIRE FIGHTER	16.00	16.00	0.00	0.00	0.00	1,199,611	1,188,323	1,188,323	11,288
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01272000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	100,180	105,666	105,666	-5,486
FIRE LADDER 10		20.00	20.00	0.00	0.00	0.00	1,568,654	1,569,614	1,569,614	-960
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	600,498	615,602	615,602	-15,104
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	340,610	340,610	-5,486
	FIRE LIEUTENANT	3.00	3.00	1.00	0.00	0.00	268,863	275,625	275,625	-6,762
01273000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666	-2,593
FIRE ENGINE 12		16.00	16.00	1.00	0.00	0.00	1,307,558	1,337,503	1,337,503	-29,945
	FIRE FIGHTER	8.00	8.00	0.00	0.00	0.00	595,631	586,269	586,269	9,362
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552	-8,428
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01274000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666	-2,593
FIRE ENGINE 15		16.00	16.00	0.00	0.00	0.00	1,302,691	1,311,112	1,311,112	-8,421
	FIRE FIGHTER	8.00	8.00	1.00	0.00	0.00	600,498	615,602	615,602	-15,104
	PUMPER ENGINEER	4.00	4.00	0.00	0.00	0.00	335,124	343,552	343,552	-8,428
	FIRE LIEUTENANT	3.00	3.00	0.00	0.00	0.00	268,863	275,625	275,625	-6,762
01275000	FIRE CAPTAIN	1.00	1.00	0.00	0.00	0.00	103,073	105,666	105,666	-2,593
FIRE ENGINE 16		16.00	16.00	1.00	0.00	0.00	1,307,558	1,340,445	1,340,445	-32,887



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT BUDGET DETAIL

PERSONNEL SUMMARY (Cont'd)

Org Code	Title	FY24		FY25			FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	DATABASE ADMINISTRATOR	1.00	1.00	0.00	0.00	0.00	73,344	73,344	73,344	0
	EXECUTIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	71,749	75,215	75,215	-3,466
	ASSISTANT SPECIAL PROJECT MNGR	1.00	1.00	0.00	0.00	0.00	58,967	58,967	58,967	0
	FIRE FIGHTER	2.00	3.00	0.00	1.00	0.00	155,863	257,737	257,737	-101,874
	FIRE LIEUTENANT	13.00	13.00	3.00	0.00	0.00	1,165,073	1,194,375	1,194,375	-29,302
	FIRE CAPTAIN	4.00	4.00	0.00	0.00	0.00	412,292	416,732	416,732	-4,440
	FIRE ASSISTANT CHIEF	9.00	9.00	0.00	0.00	0.00	1,051,251	1,072,412	1,072,412	-21,161
	FIRE DEPUTY CHIEF	2.00	2.00	1.00	0.00	0.00	245,824	245,824	245,824	0
	FIRE DEPUTY MARSHALL	1.00	1.00	0.00	0.00	0.00	127,419	130,625	130,625	-3,206
	FIRE CHIEF	1.00	1.00	1.00	0.00	0.00	157,417	157,417	157,417	0
	FIRE EQUIPMENT MECHANIC CIVILI	3.00	3.00	0.00	0.00	0.00	251,343	275,625	275,625	-24,282
	APPARATUS FOREMAN	1.00	1.00	1.00	0.00	0.00	106,868	109,018	109,018	-2,150
	FIRE SENIOR INSPECTOR	1.00	1.00	1.00	0.00	0.00	110,799	113,586	113,586	-2,787
	FIRE INSPECTOR*	9.00	10.00	1.00	1.00	0.00	867,096	987,670	987,670	-120,574
	FIRE MARSHALL	1.00	1.00	0.00	0.00	0.00	122,912	122,912	122,912	0
	CUSTODIAN I	1.00	1.00	0.00	0.00	0.00	43,658	47,707	47,707	-4,049
01276000	CLERICAL ASSISTANT (40 HRS)**	0.00	1.00	1.00	1.00	0.00	0	43,838	43,838	-43,838
	FIRE UNASSIGNED/ADMINISTRATION	51.00	54.00	9.00	3.00	0.00	5,021,874	5,383,004	5,383,004	-361,130

\* A new Fire Inspector position has been added in FY25 to help with high volume inspections required in the department.

\*\* A new Clerical Assistant position has been added to this Fire division to help with the high volume of Freedom Of Information requests in the department.  
 The City Attorney's Office decentralized Freedom Of Information requests to individual departments responsibility.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT

BUDGET DETAIL

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod	
<u>SUMMARY OF ALL FIRE DIVISIONS PERSONNEL</u>											
	DATABASE ADMINISTRATOR	1.00	1.00	0.00	0.00	0.00	73,344	73,344	73,344		0
	EXECUTIVE SECRETARY	1.00	1.00	0.00	0.00	0.00	71,749	75,215	75,215		-3,466
	ASSISTANT SPECIAL PROJECT MNGR	1.00	1.00	0.00	0.00	0.00	58,967	58,967	58,967		0
	FIRE DEPUTY CHIEF	2.00	2.00	1.00	0.00	0.00	245,824	245,824	245,824		0
	FIRE CHIEF	1.00	1.00	1.00	0.00	0.00	157,417	157,417	157,417		0
	FIRE MARSHALL	1.00	1.00	0.00	0.00	0.00	122,912	122,912	122,912		0
	CUSTODIAN I	1.00	1.00	0.00	0.00	0.00	43,658	47,707	47,707		-4,049
	CLERICAL ASSISTANT (40 HRS)**	0.00	1.00	1.00	1.00	0.00	0	43,838	43,838		-43,838
	FIRE FIGHTER	150.00	151.00	3.00	1.00	0.00	11,184,292	11,189,642	11,189,642		-5,350
	PUMPER ENGINEER	40.00	40.00	1.00	0.00	0.00	3,342,896	3,415,795	3,415,795		-72,899
	FIRE LIEUTENANT	55.00	55.00	8.00	0.00	0.00	4,929,155	5,053,125	5,053,125		-123,970
	FIRE CAPTAIN	18.00	18.00	0.00	0.00	0.00	1,840,849	1,878,279	1,878,279		-37,430
	FIRE ASSISTANT CHIEF	9.00	9.00	0.00	0.00	0.00	1,051,251	1,072,412	1,072,412		-21,161
	FIRE DEPUTY MARSHALL	1.00	1.00	0.00	0.00	0.00	127,419	130,625	130,625		-3,206
	FIRE EQUIPMENT MECHANIC CIVILI	3.00	3.00	0.00	0.00	0.00	251,343	275,625	275,625		-24,282
	APPARATUS FOREMAN	1.00	1.00	1.00	0.00	0.00	106,868	109,018	109,018		-2,150
	FIRE SENIOR INSPECTOR	1.00	1.00	1.00	0.00	0.00	110,799	113,586	113,586		-2,787
	FIRE INSPECTOR*	9.00	10.00	1.00	1.00	0.00	867,096	987,670	987,670		-120,574
01260000-01276000	TOTAL FIRE DEPARTMENTS PERSONNEL	295.00	298.00	18.00	3.00	0.00	24,585,838	25,051,001	25,051,001		-465,163

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**FIRE DEPARTMENT** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>FIRE DEPARTMENT</b>							
Number of Fire Stations	8	8	8	8	8	8	8
Number of First Responder Stations	8	8	8	8	8	8	8
Number of Ladder Trucks	4	4	4	4	4	4	4
Number of Standby/Reserve Trucks	2	2	2	2	2	2	2
Number of Pumper Trucks/Engines	8	8	8	8	8	8	8
Number of Standby Pumper Trucks/Engines	5	5	3	5	5	5	5
Minimum staffing per truck	4	4	4	4	4	4	4
Number of Quints/combination equipment	1	1	1	1	1	1	1
Number of budgeted employees	305	300	296	296	296	296	
<b>REVENUE</b>							
Firewatch	\$73,525	\$20,955	\$148,325	\$159,182	\$79,591	\$169,882	\$172,010
Insurance Reimbursement	\$42,625	\$68,300	\$30,995	\$44,390	\$22,195	\$54,980	\$59,202
Permits & Inspection fees	\$97,881	\$129,166	\$123,619	\$133,585	\$152,849	\$144,729	\$149,111
Total Revenue Generated	\$214,031	\$218,421	\$302,939	\$337,157	\$254,635	\$369,591	\$380,323
<b>FIRE INCIDENTS</b>							
Residential Fire Incidents	180	166	148	147	105	210	219
Commercial/Industrial Fire Incidents	23	21	21	25	11	22	27
Fire Incidents involving Non-Structures	326	336	308	338	184	368	389
TOTAL FIRE INCIDENTS	529	523	477	510	300	600	854
Non-fire Incidents requiring response	16,527	15,102	16,626	16,935	8,767	17,103	17,229
False Alarms	2,533	2,405	2,649	2,541	1,270	2,711	2,801
Arson Incidents in structure	0	0	6	0	4	0	0
Total Arson Incidents in non-structure	2	2	3	1	3	0	0
TOTAL ARSON INCIDENTS	2	2	9	1	7	0	0
Arson Arrests	2	1	1	NA	NA	0	0
<b>STAFF INJURY DETAIL</b>							
Personnel Deaths	0	0	0	0	0	0	0
Injuries with time lost	32	30	17	6	1	18	19
Injuries with no time lost	13	11	11	16	7	12	15
TOTAL INJURIES	45	41	28	22	8	30	34
<b>RESPONSE TIME/EMS</b>							
Calls responded to within 4 minutes	62%	62%	63%	65%	33%	66%	68%
Basic Life Support Responder Incidents	9,176	8,671	10,486	16,158	8,079	16,158	18,100
<b>FIRE INSPECTIONS &amp; PREVENTION</b>							
Residential Structures Inspected	178	60	1,636	2,585	2,378	2,487	2,579
Commercial Structures Inspected	383	168	504	1,532	987	1,723	1,791
Industrial Structures Inspected	2	1	10	7	7	14	17
Total Structures Inspected	563	229	2,150	4,124	3,372	4,224	4,387
Inspections carried out by fire suppression	3,356	0	0	0	0	0	0
Smoke detectors installed	2,933	364	3,131	3,323	1,661	3,,510	3,810

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Run promotional exams for Senior Fire Inspector, Fire Inspector and Apparatus Foreman, as well as Fire Equipment Mechanic. Also, run another Bridgeport Recruit Fire Academy for approximately 15 new firefighters. Fill both Deputy Fire Chief positions and begin recruiting for the upcoming entry level firefighter exam in the Fall. (MG7)
2. Begin step two with our new Fireworks Software Platform. We've begun incident reporting; the next step is the staffing component.
3. Work closely with the Health, Police and Finance Departments acquiring Opioid Awareness Grants. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Continue to work on improving our ISO rating so that businesses and residents may receive reduced insurance premiums. (MG4)
2. Continue to work closely with Central Grants to find alternative funding for programs and vital equipment needed.
3. Cancer screening will be a priority with testing members every 3-4 years and providing Peer Support Counseling Programs for all members.
4. Continue to increase annual training hours.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Develop a plan to replace Station-15 located on Evers Street which will be over 80 years old in five years.
2. Firefighter safety is our number one goal. As a department we will continue with our strategies and implement training programs to enhance the safety and survival of our members.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. ***We were able to return to normal Post-COVID responses throughout the City.***
2. ***Promotional testing was completed at the rank of Lieutenant, Captain and Pump Engineer.***
3. ***A new Fireworks Software Platform has been installed and is in service, the next component is the staffing module.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Equipped each response unit in the City with a mechanical CPR device.
2. Worked closely with the Citywide Joint After-Hours Club Task Force, this joint effort has closed down 20 establishments in a 3-year period.
3. Partnered with the Bridgeport Military Academy to produce in-service training.
4. Trained all personnel and equipped each vehicle with EPI-PENS.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT PROGRAM HIGHLIGHTS

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Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	100%	
ST#3	100%	100%	
ST#4	100%	100%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	25%	25%	5 yr. plan but will meet our goal.
MT#2	20%	20%	Still looking for a location.
MT#3	25%	25%	Continuing to work with Central Grants.
MT#4	15%	15%	New options may become available.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	10%	10%	
LT#2	20%	20%	Working on new programs for members.
LT#3	15%	15%	Working with EMD.
LT#4	0%	0%	We have not purchased a small passenger vehicle yet.
LT#5	10%	10%	Exposing officers at lower ranks to work on projects as they come up.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01260</b>	<b>FIRE DEPARTMENT ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	164,046	183,925	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		164,046	183,925	0	0	0	0
	51102	ACTING PAY	0	65	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	0	0	4,000	4,000	4,000	0
	51108	REGULAR 1.5 OVERTIME PAY	45,622	49,889	5,250,000	5,250,000	5,250,000	0
	51110	TEMP ACTING 1.5X OVERTIME	0	0	3,800	3,800	3,800	0
	51116	HOLIDAY 2X OVERTIME PAY	0	0	1,500	1,500	1,500	0
	51118	STAND-BY PAY	11,988	11,718	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	0	0	70,000	70,000	70,000	0
	51126	FIREWATCH OVERTIME	0	0	142,000	142,000	142,000	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	689	1,336	625,000	625,000	625,000	0
	51141	EMT CERTIFICATE PAY	650	1,250	325	325	325	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	2,335	2,522	1,170,000	1,170,000	1,170,000	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	0	50,000	50,000	50,000	0
	51324	LONGEVITY RETIREMENT	0	0	35,000	35,000	35,000	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		61,284	66,779	7,351,625	7,351,625	7,351,625	0
	52256	H & H INDEMNITY FIRE	785,000	810,000	810,000	810,000	810,000	0
	52268	WORKERS' COMP INDM - FIRE	1,094,534	615,000	615,000	615,000	615,000	0
	52284	WORKERS' COMP MED - FIRE	690,000	710,000	710,000	710,000	710,000	0
	52360	MEDICARE	4,594	3,732	30	30	30	0
	52399	UNIFORM ALLOWANCE	3,055	0	1,775	1,775	1,775	0
	52504	MERF PENSION EMPLOYER CONT	77,361	62,218	0	0	0	0
	52510	FIRE PENSION FUND	40,000	40,000	40,000	40,000	40,000	0
	52514	NORMAL COST- PENSION PLAN	3,476,240	3,061,442	4,087,864	4,368,180	4,368,180	-280,316
	52917	HEALTH INSURANCE CITY SHARE	35,851	37,847	0	0	0	0
	52918	MERS PENSION AMORTIZATION	0	49,790	0	0	55,000	-55,000
<b>03</b>	<b>FRINGE BENEFITS</b>		6,206,635	5,390,029	6,264,669	6,544,985	6,599,985	-335,316
	53435	PROPERTY INSURANCE	205	0	2,500	2,500	2,500	0
	53605	MEMBERSHIP/REGISTRATION FEES	2,427	540	5,000	5,000	5,000	0
	53610	TRAINING SERVICES	59,151	72,942	109,450	100,000	90,000	19,450
	53720	TELEPHONE SERVICES	0	395	1,000	1,000	1,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	54,502	38,831	60,000	60,000	50,000	10,000
	54010	AUTOMOTIVE PARTS	83,938	96,197	100,000	110,000	110,000	-10,000
	54530	AUTOMOTIVE SUPPLIES	7,468	7,914	10,000	11,000	11,000	-1,000
	54535	TIRES & TUBES	48,743	4,447	55,000	55,000	55,000	0
	54545	CLEANING SUPPLIES	7,464	7,915	8,000	8,000	8,000	0
	54555	COMPUTER SUPPLIES	8,162	2,543	14,500	17,500	17,500	-3,000
	54560	COMMUNICATION SUPPLIES	24,640	32,480	35,000	55,000	50,000	-15,000
	54595	MEETING/WORKSHOP/CATERING FOOD	1,764	2,333	2,500	2,500	2,500	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54610	DIESEL	141,095	129,796	200,000	200,000	200,000	0
	54615	GASOLINE	61,093	64,454	62,000	62,000	62,000	0
	54635	GASES AND EQUIPMENT	7,950	1,976	12,000	12,000	12,000	0
	54640	HARDWARE/TOOLS	11,764	11,103	13,000	13,000	13,000	0
	54670	MEDICAL SUPPLIES	24,621	-15,737	40,000	40,000	40,000	0
	54675	OFFICE SUPPLIES	19,868	19,927	20,000	20,000	20,000	0
	54680	OTHER SUPPLIES	1,477	1,468	1,500	1,500	1,500	0
	54695	PHOTOGRAPHIC SUPPLIES	0	0	75	75	75	0
	54700	PUBLICATIONS	4,250	1,920	5,000	5,000	5,000	0
	54705	SUBSCRIPTIONS	560	454	600	600	600	0
	54740	TEXTILE SUPPLIES	426	496	500	500	500	0
	54745	UNIFORMS	18,612	14,905	20,000	20,000	20,000	0
	54750	TRANSPORTATION SUPPLIES	93	183	200	200	200	0
	54755	TRAFFIC CONTROL PRODUCTS	885	1,403	1,500	1,500	1,500	0
	55035	AUTOMOTIVE SHOP EQUIPMENT	3,325	3,791	4,000	4,000	4,000	0
	55045	VEHICLES	137,805	84,791	75,000	75,000	215,000	-140,000
	55050	CLEANING EQUIPMENT	1,366	1,437	1,500	11,500	8,500	-7,000
	55055	COMPUTER EQUIPMENT	1,310	0	4,500	4,500	4,500	0
	55080	ELECTRICAL EQUIPMENT	2,079	938	2,500	2,500	2,500	0
	55095	FOOD SERVICE EQUIPMENT	2,769	8,951	8,000	8,000	8,000	0
	55110	HVAC EQUIPMENT	217	75	325	325	325	0
	55120	LANDSCAPING EQUIPMENT	795	709	800	800	800	0
	55135	MEDICAL EQUIPMENT	5,028	5,164	1,550	6,000	6,000	-4,450
	55145	EQUIPMENT RENTAL/LEASE	90,120	180,239	70,120	0	0	70,120
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,712	5,822	8,500	8,500	8,500	0
	55160	PHOTOGRAPHIC EQUIPMENT	0	0	100	100	100	0
	55175	PUBLIC SAFETY EQUIPMENT	353,133	333,182	400,000	440,000	410,000	-10,000
	55210	TESTING EQUIPMENT	0	0	500	500	500	0
	55215	WELDING EQUIPMENT	182	34	250	250	250	0
	55510	OTHER FURNITURE	1,534	894	2,000	2,000	1,500	500
	55530	OFFICE FURNITURE	2,395	2,220	2,400	2,400	2,400	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>1,195,926</b>	<b>1,127,133</b>	<b>1,361,370</b>	<b>1,370,250</b>	<b>1,451,750</b>	<b>-90,380</b>
	56035	TOWING SERVICES	705	390	1,000	1,000	1,000	0
	56055	COMPUTER SERVICES	67,799	79,159	80,000	100,000	100,000	-20,000
	56060	CONSTRUCTION SERVICES	87,735	65,818	90,000	90,000	90,000	0
	56065	COMMUNICATION EQ MAINT SVCS	33,333	24,043	25,000	30,000	30,000	-5,000
	56115	HUMAN SERVICES	32,699	75,141	80,000	80,000	80,000	0
	56140	LAUNDRY SERVICES	4,513	3,817	4,000	4,500	4,500	-500
	56155	MEDICAL SERVICES	2,454	4,559	10,000	20,000	20,000	-10,000
	56170	OTHER MAINTENANCE & REPAIR S	47,727	43,255	45,000	45,000	45,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	3,078	7,363	4,000	8,000	8,000	-4,000
	56180	OTHER SERVICES	1,750	1,896	2,000	2,000	2,000	0
	56190	FILM PROCESSING SERVICES	0	0	35	35	35	0
	56205	PUBLIC SAFETY SERVICES	169,866	171,999	176,000	179,000	179,000	-3,000
	56245	TESTING SERVICES	10,739	14,832	16,000	20,000	20,000	-4,000
	56250	TRAVEL SERVICES	0	0	1,000	1,000	1,000	0
	59005	VEHICLE MAINTENANCE SERVICES	95,239	92,503	109,000	105,000	105,000	4,000
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>557,636</b>	<b>584,775</b>	<b>643,035</b>	<b>685,535</b>	<b>685,535</b>	<b>-42,500</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	53200	PRINCIPAL & INTEREST DEBT SERV	586,433	601,598	620,000	650,000	650,000	-30,000
	53201	PRIN / INTEREST PENSION A	13,120,000	13,318,800	13,318,800	12,409,850	12,409,850	908,950
	53202	PRINCIPAL /INT PENSION MERS	1,944,710	2,009,766	1,989,700	2,580,976	2,580,976	-591,276
<b>06</b>	<b>OTHER FINANCING USES</b>		<b>15,651,143</b>	<b>15,930,164</b>	<b>15,928,500</b>	<b>15,640,826</b>	<b>15,640,826</b>	<b>287,674</b>
<b>01260</b>	<b>FIRE DEPARTMENT ADMINISTRATION</b>		<b>23,836,671</b>	<b>23,282,806</b>	<b>31,549,199</b>	<b>31,593,221</b>	<b>31,729,721</b>	<b>-180,522</b>
<b>01261</b>	<b>FIRE ENGINE 1</b>							
	51000	FULL TIME EARNED PAY	1,264,740	1,184,229	1,294,342	1,307,542	1,307,542	-13,200
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,264,740</b>	<b>1,184,229</b>	<b>1,294,342</b>	<b>1,307,542</b>	<b>1,307,542</b>	<b>-13,200</b>
	51102	ACTING PAY	2,181	4,559	160,000	160,000	160,000	0
	51108	REGULAR 1.5 OVERTIME PAY	550,221	490,139	0	0	0	0
	51126	FIREWATCH OVERTIME	5,047	1,204	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	46,591	40,694	0	0	0	0
	51140	LONGEVITY PAY	24,075	16,350	17,700	17,400	17,400	300
	51141	EMT CERTIFICATE PAY	5,850	9,475	7,650	7,650	6,800	850
	51156	UNUSED VACATION TIME PAYOUT	0	3,051	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	78,442	69,422	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	9,576	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>721,983</b>	<b>634,894</b>	<b>185,350</b>	<b>185,050</b>	<b>184,200</b>	<b>1,150</b>
	52360	MEDICARE	27,112	27,296	17,019	17,924	18,023	-1,004
	52385	SOCIAL SECURITY	0	0	53	53	53	0
	52399	UNIFORM ALLOWANCE	15,300	18,450	19,150	6,800	6,800	12,350
	52504	MERF PENSION EMPLOYER CONT	466,010	452,964	344,462	326,996	352,112	-7,650
	52917	HEALTH INSURANCE CITY SHARE	412,844	421,476	364,505	296,893	296,893	67,612
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>921,267</b>	<b>920,186</b>	<b>745,189</b>	<b>648,666</b>	<b>673,881</b>	<b>71,308</b>
<b>01261</b>	<b>FIRE ENGINE 1</b>		<b>2,907,990</b>	<b>2,739,310</b>	<b>2,224,881</b>	<b>2,141,258</b>	<b>2,165,623</b>	<b>59,258</b>
<b>01263</b>	<b>FIRE LADDER 3</b>							
	51000	FULL TIME EARNED PAY	1,137,319	1,271,601	1,558,208	1,527,334	1,527,334	30,874
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,137,319</b>	<b>1,271,601</b>	<b>1,558,208</b>	<b>1,527,334</b>	<b>1,527,334</b>	<b>30,874</b>
	51102	ACTING PAY	6,570	774	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	436,441	389,787	0	0	0	0
	51126	FIREWATCH OVERTIME	7,207	4,278	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	40,158	37,275	0	0	0	0
	51140	LONGEVITY PAY	13,125	15,150	10,200	10,875	10,875	-675
	51141	EMT CERTIFICATE PAY	4,875	8,325	9,900	9,900	8,500	1,400
	51156	UNUSED VACATION TIME PAYOUT	0	3,051	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	79,357	81,034	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	2,687	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>587,732</b>	<b>542,361</b>	<b>20,100</b>	<b>20,775</b>	<b>19,375</b>	<b>725</b>
	52360	MEDICARE	23,968	27,383	21,559	21,043	21,168	391
	52385	SOCIAL SECURITY	0	0	3,243	3,243	3,243	0
	52399	UNIFORM ALLOWANCE	14,950	19,900	22,375	10,450	10,450	11,925
	52504	MERF PENSION EMPLOYER CONT	406,151	446,015	472,100	379,628	408,951	63,149
	52917	HEALTH INSURANCE CITY SHARE	412,445	369,701	269,134	299,374	299,374	-30,240
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>857,514</b>	<b>862,999</b>	<b>788,411</b>	<b>713,738</b>	<b>743,186</b>	<b>45,225</b>
<b>01263</b>	<b>FIRE LADDER 3</b>		<b>2,582,566</b>	<b>2,676,960</b>	<b>2,366,719</b>	<b>2,261,847</b>	<b>2,289,895</b>	<b>76,824</b>
<b>01264</b>	<b>FIRE RESCUE 5</b>							
	51000	FULL TIME EARNED PAY	1,468,127	1,510,173	1,607,441	1,635,150	1,635,150	-27,709
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,468,127</b>	<b>1,510,173</b>	<b>1,607,441</b>	<b>1,635,150</b>	<b>1,635,150</b>	<b>-27,709</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	51102	ACTING PAY	2,649	1,900	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	455,577	556,265	0	0	0	0
	51126	FIREWATCH OVERTIME	3,865	3,908	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	45,065	47,819	0	0	0	0
	51140	LONGEVITY PAY	25,740	23,535	19,425	18,150	18,150	1,275
	51141	EMT CERTIFICATE PAY	6,500	11,775	8,825	8,825	8,500	325
	51318	PERSONAL DAY PAYOUT RETIREMENT	80,815	84,833	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	3,903	8,639	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>624,114</b>	<b>738,676</b>	<b>28,250</b>	<b>26,975</b>	<b>26,650</b>	<b>1,600</b>
	52360	MEDICARE	28,240	33,616	21,477	22,430	22,552	-1,075
	52385	SOCIAL SECURITY	0	0	2,686	2,686	2,686	0
	52399	UNIFORM ALLOWANCE	17,650	21,075	21,875	10,525	10,525	11,350
	52504	MERF PENSION EMPLOYER CONT	492,086	555,848	489,300	408,033	439,381	49,919
	52917	HEALTH INSURANCE CITY SHARE	460,894	476,604	446,040	375,421	375,421	70,619
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>998,869</b>	<b>1,087,142</b>	<b>981,379</b>	<b>819,095</b>	<b>850,565</b>	<b>130,814</b>
<b>01264</b>	<b>FIRE RESCUE 5</b>		<b>3,091,110</b>	<b>3,335,991</b>	<b>2,617,070</b>	<b>2,481,220</b>	<b>2,512,365</b>	<b>104,705</b>
<b>01265</b>	<b>FIRE ENGINE 3</b>							
	51000	FULL TIME EARNED PAY	1,356,462	1,493,354	1,307,558	1,330,121	1,330,121	-22,563
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,356,462</b>	<b>1,493,354</b>	<b>1,307,558</b>	<b>1,330,121</b>	<b>1,330,121</b>	<b>-22,563</b>
	51102	ACTING PAY	732	646	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	577,394	610,239	0	0	0	0
	51118	STAND-BY PAY	1,314	1,989	56,000	56,000	56,000	0
	51126	FIREWATCH OVERTIME	17,613	19,341	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	45,028	49,200	0	0	0	0
	51140	LONGEVITY PAY	24,150	15,150	18,000	15,075	15,075	2,925
	51141	EMT CERTIFICATE PAY	5,850	11,875	9,375	425	6,800	2,575
	51156	UNUSED VACATION TIME PAYOUT	0	3,051	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	67,751	73,460	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	6,653	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>746,484</b>	<b>784,951</b>	<b>83,375</b>	<b>71,500</b>	<b>77,875</b>	<b>5,500</b>
	52360	MEDICARE	29,030	34,525	17,557	18,615	18,706	-1,149
	52385	SOCIAL SECURITY	0	0	2,686	2,686	2,686	0
	52399	UNIFORM ALLOWANCE	15,525	21,175	23,375	10,525	10,525	12,850
	52504	MERF PENSION EMPLOYER CONT	494,646	564,659	400,832	332,098	357,468	43,364
	52917	HEALTH INSURANCE CITY SHARE	349,645	386,078	303,977	221,572	221,572	82,405
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>888,846</b>	<b>1,006,437</b>	<b>748,427</b>	<b>585,496</b>	<b>610,957</b>	<b>137,470</b>
<b>01265</b>	<b>FIRE ENGINE 3</b>		<b>2,991,792</b>	<b>3,284,742</b>	<b>2,139,360</b>	<b>1,987,117</b>	<b>2,018,953</b>	<b>120,407</b>
<b>01266</b>	<b>FIRE ENGINE 4</b>							
	51000	FULL TIME EARNED PAY	1,181,284	1,057,052	1,320,774	1,345,434	1,345,434	-24,660
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,181,284</b>	<b>1,057,052</b>	<b>1,320,774</b>	<b>1,345,434</b>	<b>1,345,434</b>	<b>-24,660</b>
	51102	ACTING PAY	7,298	6,516	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	454,888	462,281	0	0	0	0
	51126	FIREWATCH OVERTIME	9,613	7,888	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	34,893	31,104	0	0	0	0
	51140	LONGEVITY PAY	13,500	18,300	16,500	15,375	15,375	1,125
	51141	EMT CERTIFICATE PAY	4,550	8,350	6,275	850	7,225	-950
	51156	UNUSED VACATION TIME PAYOUT	0	1,419	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	42,235	43,692	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	2,395	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>566,977</b>	<b>581,945</b>	<b>22,775</b>	<b>16,225</b>	<b>22,600</b>	<b>175</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	52360	MEDICARE	23,824	24,884	17,755	18,558	18,643	-888
	52385	SOCIAL SECURITY	0	0	2,640	2,640	2,640	0
	52399	UNIFORM ALLOWANCE	13,750	16,625	16,975	6,725	6,725	10,250
	52504	MERF PENSION EMPLOYER CONT	412,527	405,817	376,794	313,277	337,304	39,490
	52917	HEALTH INSURANCE CITY SHARE	423,691	325,162	373,863	288,674	288,674	85,189
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>873,792</b>	<b>772,488</b>	<b>788,027</b>	<b>629,874</b>	<b>653,986</b>	<b>134,041</b>
<b>01266</b>	<b>FIRE ENGINE 4</b>		<b>2,622,053</b>	<b>2,411,485</b>	<b>2,131,576</b>	<b>1,991,533</b>	<b>2,022,020</b>	<b>109,556</b>
<b>01267</b>	<b>FIRE ENGINE 7</b>							
	51000	FULL TIME EARNED PAY	838,448	837,164	1,261,535	1,277,071	1,277,071	-15,536
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>838,448</b>	<b>837,164</b>	<b>1,261,535</b>	<b>1,277,071</b>	<b>1,277,071</b>	<b>-15,536</b>
	51102	ACTING PAY	903	30	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	338,532	344,000	0	0	0	0
	51126	FIREWATCH OVERTIME	3,651	5,827	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	30,483	33,941	0	0	0	0
	51140	LONGEVITY PAY	12,300	6,600	5,325	5,700	5,700	-375
	51141	EMT CERTIFICATE PAY	4,225	7,200	7,775	850	6,800	975
	51318	PERSONAL DAY PAYOUT RETIREMENT	45,885	38,613	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	386	6,209	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>436,364</b>	<b>442,419</b>	<b>13,100</b>	<b>6,550</b>	<b>12,500</b>	<b>600</b>
	52360	MEDICARE	17,685	19,341	17,222	18,025	18,111	-889
	52399	UNIFORM ALLOWANCE	12,125	16,700	19,550	15,425	15,425	4,125
	52504	MERF PENSION EMPLOYER CONT	300,224	316,006	331,040	271,235	292,154	38,886
	52917	HEALTH INSURANCE CITY SHARE	286,172	256,276	250,735	200,697	200,697	50,038
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>616,205</b>	<b>608,323</b>	<b>618,547</b>	<b>505,382</b>	<b>526,387</b>	<b>92,160</b>
<b>01267</b>	<b>FIRE ENGINE 7</b>		<b>1,891,018</b>	<b>1,887,907</b>	<b>1,893,182</b>	<b>1,789,003</b>	<b>1,815,958</b>	<b>77,224</b>
<b>01268</b>	<b>FIRE LADDER 11</b>							
	51000	FULL TIME EARNED PAY	1,180,576	1,366,288	1,564,583	1,541,291	1,541,291	23,292
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,180,576</b>	<b>1,366,288</b>	<b>1,564,583</b>	<b>1,541,291</b>	<b>1,541,291</b>	<b>23,292</b>
	51102	ACTING PAY	6,596	6,531	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	525,032	539,157	0	0	0	0
	51126	FIREWATCH OVERTIME	3,085	3,926	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	37,294	46,357	0	0	0	0
	51140	LONGEVITY PAY	19,050	17,850	15,825	14,325	14,325	1,500
	51141	EMT CERTIFICATE PAY	5,850	10,850	9,675	425	8,500	1,175
	51156	UNUSED VACATION TIME PAYOUT	0	4,257	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	76,771	90,954	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	5,399	1,157	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>679,076</b>	<b>721,039</b>	<b>25,500</b>	<b>14,750</b>	<b>22,825</b>	<b>2,675</b>
	52360	MEDICARE	25,505	31,368	20,965	21,408	21,525	-560
	52385	SOCIAL SECURITY	38	0	106	106	106	0
	52399	UNIFORM ALLOWANCE	16,025	22,600	21,750	7,600	7,600	14,150
	52504	MERF PENSION EMPLOYER CONT	437,057	513,686	448,711	361,249	389,148	59,563
	52917	HEALTH INSURANCE CITY SHARE	383,770	435,379	353,965	264,796	264,796	89,169
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>862,396</b>	<b>1,003,033</b>	<b>845,497</b>	<b>655,159</b>	<b>683,175</b>	<b>162,322</b>
<b>01268</b>	<b>FIRE LADDER 11</b>		<b>2,722,048</b>	<b>3,090,360</b>	<b>2,435,580</b>	<b>2,211,200</b>	<b>2,247,291</b>	<b>188,289</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01269</b>	<b>FIRE ENGINE 6</b>							
	51000	FULL TIME EARNED PAY	1,248,663	1,410,593	1,279,600	1,299,294	1,299,294	-19,694
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,248,663	1,410,593	1,279,600	1,299,294	1,299,294	-19,694
	51102	ACTING PAY	451	30	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	505,714	562,838	0	0	0	0
	51126	FIREWATCH OVERTIME	3,613	3,186	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	39,472	44,436	0	0	0	0
	51140	LONGEVITY PAY	16,125	19,875	14,700	10,050	10,050	4,650
	51141	EMT CERTIFICATE PAY	5,525	11,800	9,675	425	6,800	2,875
	51156	UNUSED VACATION TIME PAYOUT	0	3,051	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	60,113	73,350	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	9,256	6,716	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		640,269	725,283	24,375	10,475	16,850	7,525
	52360	MEDICARE	25,858	32,277	17,470	18,103	18,194	-724
	52385	SOCIAL SECURITY	0	0	3,536	3,536	3,536	0
	52399	UNIFORM ALLOWANCE	15,450	24,100	25,675	10,675	10,675	15,000
	52504	MERF PENSION EMPLOYER CONT	442,216	527,446	366,478	303,913	327,271	39,207
	52917	HEALTH INSURANCE CITY SHARE	424,113	370,878	279,756	237,437	237,437	42,319
<b>03</b>	<b>FRINGE BENEFITS</b>		907,637	954,701	692,916	573,664	597,113	95,803
<b>01269</b>	<b>FIRE ENGINE 6</b>		<b>2,796,570</b>	<b>3,090,576</b>	<b>1,996,891</b>	<b>1,883,433</b>	<b>1,913,257</b>	<b>83,634</b>
<b>01270</b>	<b>FIRE LADDER 6</b>							
	51000	FULL TIME EARNED PAY	1,303,804	1,388,234	1,572,932	1,544,861	1,544,861	28,071
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,303,804	1,388,234	1,572,932	1,544,861	1,544,861	28,071
	51102	ACTING PAY	6,181	8,947	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	542,539	517,601	0	0	0	0
	51118	STAND-BY PAY	0	45	0	0	0	0
	51126	FIREWATCH OVERTIME	9,918	5,368	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	47,979	50,188	0	0	0	0
	51140	LONGEVITY PAY	12,375	15,375	13,875	12,150	12,150	1,725
	51141	EMT CERTIFICATE PAY	6,175	11,025	8,725	8,725	8,500	225
	51156	UNUSED VACATION TIME PAYOUT	0	3,090	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	89,947	96,616	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	3,332	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		715,114	711,587	22,600	20,875	20,650	1,950
	52360	MEDICARE	27,912	31,641	21,063	21,277	21,400	-337
	52385	SOCIAL SECURITY	0	0	3,504	3,504	3,504	0
	52399	UNIFORM ALLOWANCE	15,450	19,575	19,750	9,500	9,500	10,250
	52504	MERF PENSION EMPLOYER CONT	476,893	519,522	478,122	384,270	413,924	64,198
	52917	HEALTH INSURANCE CITY SHARE	311,154	391,180	369,874	304,072	304,072	65,802
<b>03</b>	<b>FRINGE BENEFITS</b>		831,409	961,917	892,312	722,623	752,400	139,912
<b>01270</b>	<b>FIRE LADDER 6</b>		<b>2,850,327</b>	<b>3,061,739</b>	<b>2,487,844</b>	<b>2,288,359</b>	<b>2,317,911</b>	<b>169,933</b>
<b>01271</b>	<b>FIRE ENGINE 10</b>							
	51000	FULL TIME EARNED PAY	995,126	960,398	1,310,530	1,301,225	1,301,225	9,305
<b>01</b>	<b>PERSONNEL SERVICES</b>		995,126	960,398	1,310,530	1,301,225	1,301,225	9,305
	51102	ACTING PAY	3,196	3,468	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	393,933	544,581	0	0	0	0
	51118	STAND-BY PAY	0	0	0	0	0	0
	51126	FIREWATCH OVERTIME	803	4,130	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	32,475	35,085	0	0	0	0
	51140	LONGEVITY PAY	13,575	11,925	11,550	10,200	10,200	1,350
	51141	EMT CERTIFICATE PAY	4,550	7,050	7,450	7,450	6,800	650
	51156	UNUSED VACATION TIME PAYOUT	0	1,263	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	40,802	54,062	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	-1,832	1,244	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		487,503	662,808	19,000	17,650	17,000	2,000

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	52360	MEDICARE	20,353	24,683	17,684	18,370	18,467	-783
	52385	SOCIAL SECURITY	0	0	53	53	53	0
	52399	UNIFORM ALLOWANCE	12,050	14,200	21,500	11,625	11,625	9,875
	52504	MERF PENSION EMPLOYER CONT	349,673	402,210	347,338	323,657	348,538	-1,200
	52917	HEALTH INSURANCE CITY SHARE	267,946	283,196	281,210	169,516	169,516	111,694
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>650,021</b>	<b>724,289</b>	<b>667,785</b>	<b>523,221</b>	<b>548,199</b>	<b>119,586</b>
<b>01271</b>	<b>FIRE ENGINE 10</b>		<b>2,132,650</b>	<b>2,347,495</b>	<b>1,997,315</b>	<b>1,842,096</b>	<b>1,866,424</b>	<b>130,891</b>
<b>01272</b>	<b>FIRE LADDER 10</b>							
	51000	FULL TIME EARNED PAY	1,387,938	1,412,871	1,568,654	1,569,614	1,569,614	-960
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,387,938</b>	<b>1,412,871</b>	<b>1,568,654</b>	<b>1,569,614</b>	<b>1,569,614</b>	<b>-960</b>
	51102	ACTING PAY	4,480	3,071	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	438,076	525,484	0	0	0	0
	51126	FIREWATCH OVERTIME	889	1,210	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	45,512	46,843	0	0	0	0
	51140	LONGEVITY PAY	19,050	18,750	12,225	8,250	8,250	3,975
	51141	EMT CERTIFICATE PAY	6,825	11,000	9,250	9,250	8,500	750
	51156	UNUSED VACATION TIME PAYOUT	0	1,419	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	76,387	80,957	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	510	5,658	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>591,730</b>	<b>694,391</b>	<b>21,475</b>	<b>17,500</b>	<b>16,750</b>	<b>4,725</b>
	52360	MEDICARE	27,309	31,587	20,490	21,438	21,561	-1,071
	52399	UNIFORM ALLOWANCE	17,000	19,300	20,775	5,700	5,700	15,075
	52504	MERF PENSION EMPLOYER CONT	466,807	521,214	475,765	389,417	419,437	56,328
	52917	HEALTH INSURANCE CITY SHARE	328,029	391,253	407,645	314,848	314,848	92,797
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>839,145</b>	<b>963,353</b>	<b>924,674</b>	<b>731,403</b>	<b>761,546</b>	<b>163,128</b>
<b>01272</b>	<b>FIRE LADDER 10</b>		<b>2,818,813</b>	<b>3,070,615</b>	<b>2,514,803</b>	<b>2,318,517</b>	<b>2,347,910</b>	<b>166,893</b>
<b>01273</b>	<b>FIRE ENGINE 12</b>							
	51000	FULL TIME EARNED PAY	1,096,061	953,827	1,307,558	1,337,503	1,337,503	-29,945
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,096,061</b>	<b>953,827</b>	<b>1,307,558</b>	<b>1,337,503</b>	<b>1,337,503</b>	<b>-29,945</b>
	51102	ACTING PAY	58	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	420,044	417,911	0	0	0	0
	51126	FIREWATCH OVERTIME	6,165	4,295	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	32,583	30,311	0	0	0	0
	51140	LONGEVITY PAY	21,690	14,310	13,575	12,150	12,150	1,425
	51141	EMT CERTIFICATE PAY	4,550	7,675	7,550	425	6,800	750
	51156	UNUSED VACATION TIME PAYOUT	0	3,051	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	67,488	53,648	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	3,394	4,431	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>555,972</b>	<b>535,632</b>	<b>21,125</b>	<b>12,575</b>	<b>18,950</b>	<b>2,175</b>
	52360	MEDICARE	22,518	22,212	17,326	18,504	18,597	-1,271
	52385	SOCIAL SECURITY	0	0	3,504	3,504	3,504	0
	52399	UNIFORM ALLOWANCE	14,100	13,650	18,950	11,625	11,625	7,325
	52504	MERF PENSION EMPLOYER CONT	388,417	367,504	345,308	310,418	334,244	11,064
	52917	HEALTH INSURANCE CITY SHARE	348,223	350,529	350,368	260,795	260,795	89,573
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>773,258</b>	<b>753,895</b>	<b>735,455</b>	<b>604,846</b>	<b>628,765</b>	<b>106,690</b>
<b>01273</b>	<b>FIRE ENGINE 12</b>		<b>2,425,291</b>	<b>2,243,354</b>	<b>2,064,138</b>	<b>1,954,924</b>	<b>1,985,218</b>	<b>78,920</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01274 FIRE ENGINE 15</b>								
	51000	FULL TIME EARNED PAY	1,073,062	995,185	1,302,691	1,311,112	1,311,112	-8,421
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,073,062</b>	<b>995,185</b>	<b>1,302,691</b>	<b>1,311,112</b>	<b>1,311,112</b>	<b>-8,421</b>
	51102	ACTING PAY	1,477	29	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	412,533	319,923	0	0	0	0
	51126	FIREWATCH OVERTIME	1,356	2,560	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	38,646	29,618	0	0	0	0
	51140	LONGEVITY PAY	17,325	13,725	11,550	15,450	15,450	-3,900
	51141	EMT CERTIFICATE PAY	5,200	8,125	5,950	425	6,800	-850
	51156	UNUSED VACATION TIME PAYOUT	0	5,408	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	61,331	74,310	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	0	3,992	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>537,867</b>	<b>457,690</b>	<b>17,500</b>	<b>15,875</b>	<b>22,250</b>	<b>-4,750</b>
	52360	MEDICARE	21,856	21,603	17,335	18,111	18,202	-867
	52385	SOCIAL SECURITY	0	0	106	106	106	0
	52399	UNIFORM ALLOWANCE	13,600	15,100	16,300	10,600	10,600	5,700
	52504	MERF PENSION EMPLOYER CONT	379,963	358,078	369,806	304,720	328,137	41,669
	52917	HEALTH INSURANCE CITY SHARE	319,328	336,190	320,621	270,368	270,368	50,253
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>734,748</b>	<b>730,972</b>	<b>724,167</b>	<b>603,905</b>	<b>627,413</b>	<b>96,754</b>
<b>01274 FIRE ENGINE 15</b>			<b>2,345,677</b>	<b>2,183,847</b>	<b>2,044,358</b>	<b>1,930,892</b>	<b>1,960,775</b>	<b>83,583</b>
<b>01275 FIRE ENGINE 16</b>								
	51000	FULL TIME EARNED PAY	1,285,786	1,192,131	1,307,558	1,340,445	1,340,445	-32,887
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,285,786</b>	<b>1,192,131</b>	<b>1,307,558</b>	<b>1,340,445</b>	<b>1,340,445</b>	<b>-32,887</b>
	51102	ACTING PAY	756	699	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	432,753	445,996	0	0	0	0
	51118	STAND-BY PAY	0	4,725	0	0	0	0
	51126	FIREWATCH OVERTIME	2,932	4,157	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	36,340	35,054	0	0	0	0
	51140	LONGEVITY PAY	30,840	17,310	17,550	19,050	19,050	-1,500
	51141	EMT CERTIFICATE PAY	4,875	8,425	8,200	850	6,800	1,400
	51156	UNUSED VACATION TIME PAYOUT	0	2,838	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	70,352	75,218	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	2,890	433	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>581,738</b>	<b>594,855</b>	<b>25,750</b>	<b>19,900</b>	<b>25,850</b>	<b>-100</b>
	52360	MEDICARE	25,809	26,559	18,138	18,374	18,461	-323
	52385	SOCIAL SECURITY	0	0	2,686	2,686	2,686	0
	52399	UNIFORM ALLOWANCE	13,675	14,700	20,425	2,850	2,850	17,575
	52504	MERF PENSION EMPLOYER CONT	433,940	414,641	398,701	335,732	361,248	37,453
	52917	HEALTH INSURANCE CITY SHARE	359,258	383,092	305,382	327,910	327,910	-22,528
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>832,682</b>	<b>838,992</b>	<b>745,333</b>	<b>687,552</b>	<b>713,155</b>	<b>32,178</b>
<b>01275 FIRE ENGINE 16</b>			<b>2,700,206</b>	<b>2,625,978</b>	<b>2,078,641</b>	<b>2,047,897</b>	<b>2,079,450</b>	<b>-809</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FIRE DEPARTMENT APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01276</b>	<b>FIRE UNASSIGNED</b>							
	51000	FULL TIME EARNED PAY	4,518,769	4,470,970	5,021,874	5,383,004	5,383,004	-361,130
	51099	CONTRACTED SALARIES	0	0	50,000	50,000	50,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,518,769	4,470,970	5,071,874	5,433,004	5,433,004	-361,130
	51102	ACTING PAY	3,969	13,691	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	1,469,358	1,406,023	0	0	0	0
	51118	STAND-BY PAY	43,751	31,461	0	0	0	0
	51126	FIREWATCH OVERTIME	80,837	87,737	0	0	0	0
	51134	TEMP SHIFT 2 DIFFERENTIAL	88,190	81,544	0	0	0	0
	51140	LONGEVITY PAY	66,244	64,050	60,000	55,725	55,725	4,275
	51141	EMT CERTIFICATE PAY	13,650	26,525	22,150	3,400	20,825	1,325
	51156	UNUSED VACATION TIME PAYOUT	7,652	7,634	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	211,129	205,511	0	0	0	0
	51322	HOLIDAY PAYOUT RETIREMENT	26,881	4,902	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		2,011,662	1,929,077	82,150	59,125	76,550	5,600
	52360	MEDICARE	88,209	91,887	66,744	75,328	75,567	-8,823
	52385	SOCIAL SECURITY	0	0	8,692	12,478	12,478	-3,786
	52399	UNIFORM ALLOWANCE	39,900	44,875	49,125	34,425	34,425	14,700
	52504	MERF PENSION EMPLOYER CONT	1,506,923	1,560,531	1,375,962	1,114,043	1,187,588	188,374
	52917	HEALTH INSURANCE CITY SHARE	1,173,824	1,160,733	1,069,817	871,459	871,459	198,358
<b>03</b>	<b>FRINGE BENEFITS</b>		2,808,856	2,858,026	2,570,340	2,107,733	2,181,517	388,823
<b>01276</b>	<b>FIRE UNASSIGNED</b>		<b>9,339,287</b>	<b>9,258,074</b>	<b>7,724,364</b>	<b>7,599,862</b>	<b>7,691,071</b>	<b>33,293</b>

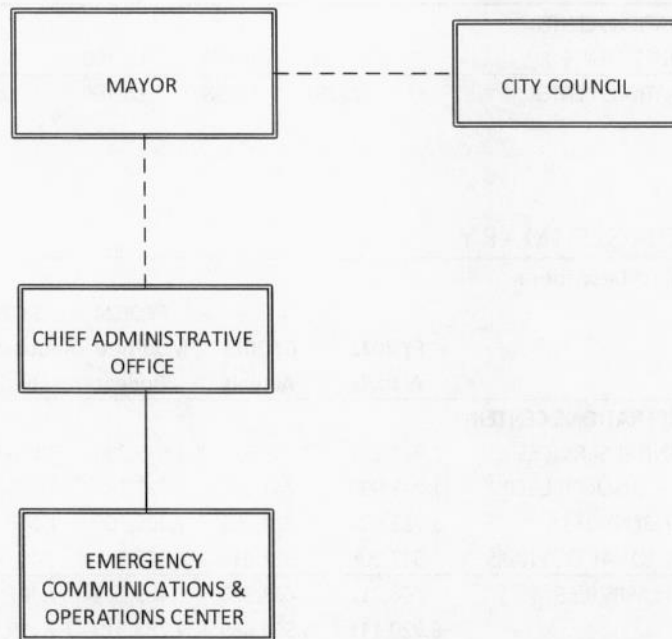


*PUBLIC SAFETY DIVISIONS*  
**EMERGENCY COMMUNICATIONS & OPERATIONS  
CENTER**

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**MISSION STATEMENT**

The mission of the Emergency Communications and Operations Center is to protect the lives and property of citizens in the City of Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 EMERGENCY COMMUNICATIONS & OPERATIONS CENTER BUDGET DETAIL

Scott Appleby  
 Manager

REVENUE SUMMARY

Org#	Object Description			FY 2024		FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01290 EMERGENCY OPERATIONS CENTER</b>							
44399	EOC REIMBURSEMENTS	129,291	119,680	120,000	120,000	120,000	0
<b>01290</b>	<b>EMERGENCY OPERATIONS CENTER</b>	<b>129,291</b>	<b>119,680</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description			FY 2024	FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Proposed	Prop. Vs FY24
		Actuals	Actuals	Budget	Budget	Budget	Mod. Budget
<b>01290 EMERGENCY OPERATIONS CENTER</b>							
01	PERSONNEL SERVICES	2,974,127	2,758,622	3,549,208	3,616,835	3,616,835	-67,627
02	OTHER PERSONNEL SERV	1,243,990	1,241,965	790,143	791,643	791,643	-1,500
03	FRINGE BENEFITS	1,781,604	1,819,269	2,105,105	1,606,019	1,613,314	491,791
04	OPERATIONAL EXPENSES	312,208	311,010	378,635	403,635	387,360	-8,725
05	SPECIAL SERVICES	408,211	463,820	465,228	701,375	652,975	-187,747
		<b>6,720,141</b>	<b>6,594,685</b>	<b>7,288,319</b>	<b>7,119,507</b>	<b>7,062,127</b>	<b>226,192</b>

PERSONNEL SUMMARY

Org Code	Title					FY24	FY25	FY25 Mayor	FY25 Mayor	
		FY24	FY25	Modified	Requested	Proposed	Prop. Vs FY24			
		Budget	Budget	VAC.	NEW	UNF.	Budget	Budget	Mod. Budget	
	SPECIAL PROJECT COORDINATOR	1.00	1.00	0.00	0.00	0.00	76,718	76,718	76,718	0
	PUBLIC SAFETY TELECOMM. OFFICER	44.00	44.00	4.00	0.00	0.00	2,506,024	2,574,406	2,574,406	-68,382
	CLERICAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	42,575	42,575	42,575	0
	PUBLIC SAFETY COMMUNICATIONS SUP	9.00	9.00	0.00	0.00	0.00	704,223	704,223	704,223	0
	PUB SAFETY COMMUNICATIONS TRAINE	1.00	1.00	0.00	0.00	0.00	88,043	87,288	87,288	755
<b>01290000</b>	<b>DIR OFFICE OF EMERGENCY MGT HMLNI</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>131,625</b>	<b>131,625</b>	<b>131,625</b>	<b>0</b>
	EMERGENCY OPERATIONS CENTER	57.00	57.00	4.00	0.00	0.00	3,549,208	3,616,835	3,616,835	-67,627

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
EMERGENCY COMMUNICATIONS & OPERATIONS CENTER PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>EMERGENCY COMMUNICATION CENTER</b>							
<b>911 calls received</b>	<b>102,420</b>	<b>110,783</b>	<b>107,758</b>	<b>107,156</b>	<b>57,011</b>	<b>114,000</b>	<b>115,000</b>
Police	115,576	78,102	90,250	75,158	39,125	80,000	90,000
Fire	17,245	16,081	17,508	18,843	11,552	22,000	15,000
EMS	30,803	28,592	31,749	34,546	23,050	46,100	37,990
<b>Non-911 calls received</b>	<b>124,039</b>	<b>108,117</b>	<b>221,839</b>	<b>73,961</b>	<b>46,547</b>	<b>95,000</b>	<b>110,000</b>
<b>Total call volume</b>	<b>226,459</b>	<b>218,900</b>	<b>329,597</b>	<b>181,117</b>	<b>103,558</b>	<b>209,000</b>	<b>225,000</b>
<b>State Standard Achievement</b>	<b>93.73%</b>	<b>97.30%</b>	<b>97.65%</b>	<b>96.13%</b>	<b>94.13%</b>	<b>96%</b>	<b>97%</b>
<b>EMERGENCY OPERATIONS CENTER</b>							
CERT/MRC Team Members	548	562	537	510	0	50	560
Community Preparedness Training Sessions	328	278	284	56	21	200	200
Community Preparedness Outreach Campaigns	15	15	15	10	5	20	20
Community Preparedness Targeted Population	10000	10000	30000	150000	150000	150000	150000
School Drills (public, private, charter, universities)	67	673	684	705	150	650	600
EOC Activations	267	282	256	263	137	274	268
EOC Call Volume (estimated)	15023	24321	21922	20,670	12,784	25,568	21,500
EOC Operation Care (Homeless Initiative Served)	122	431	458	200	145	200	300
EOC Grant Management	\$386,000	\$752,320	\$752,320	\$1,110,341	\$1,110,341	\$1,110,341	N/A

**FY 2024-2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Implement a new restructuring strategy for the department to allow for the handling of Emergency Medical Dispatch, improved community outreach/education & interdisciplinary training, which includes new positions, improved standards, and new programs. (MG1 & MG3)
2. Continue to conduct citywide emergency training and outreach as it relates to prevention, preparedness, response, and recovery of all hazards. (MG1 & MG3)
3. Continue to implement strategies and technology that analyze and assess emergency communications & operations to ensure efficiency, effectiveness and empathy of services provided to the community before, during and after emergencies and disasters. (MG1 & MG3)
4. Continue to maintain federal and state standards associated with emergency communications & operations.
5. Continue the occupational health and wellness program for all ECOC staff. (MG3)

**FY 2024-2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. Continue to implement emergency planning strategies that incorporate the “whole community” approach while expanding our advanced collaboration amongst all city emergency communications & operations stakeholders. (MG1 & MG3)
2. Continue to assess threats, risks and vulnerabilities of hazards that can impact the City and to implement strategies that will allow the City, City buildings and properties to be more resilient. (MG3)
3. Launch implementation of Emergency Medical Dispatch within the Emergency Communications Center. (MG1 & MG3)
4. Establish a path towards accreditation for the Emergency Communications and Operations Center.
5. Continue to explore grant funding opportunities that can assist the City’s emergency communications & operations before, during and after emergencies and disasters. (MG1)

FY 2024-2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Develop strategies that will generate revenue for the City based upon services provided by the department. (MG7)
2. Restructure the EOC into a regional emergency management & communications training facility for the region and state. (MG7)

FY 2023-2024 GOALS STATUS UPDATE:

1. Implement a new restructuring strategy for the department to allow for the handling of Emergency Medical Dispatch, community outreach/education, interdisciplinary training, which includes new positions, standards, and programs. (MG1 & MG3) ***Restructuring strategy introduced to the City Administration; strategy paused based on further discussion.***
2. Continue to conduct citywide emergency training and outreach as it relates to prevention, preparedness, response, and recovery of all hazards associated with emergency communications and operations. ***EOC has conducted over 6 preparedness campaigns, 180 community training seminars and over 220 school drills.***
3. Continue to implement strategies & technology that analyze and assess emergency communications & operations to ensure efficiency and effectiveness of services provided to the community before, during and after emergencies and disasters. ***Continue to analyze daily operational statistics to ensure achievement of State and Federal standards as they relate to 911 call processing and EOC deliverables. EOC is continuing testing of two new response enhancement programs Prepared Live and Rapid SOS.***
4. Continue to maintain federal and state standards associated with emergency communications & operations. ***The strategy implemented has allowed us to achieve an average between 93-95% compliance with the State 911 standard, we are dispatching fire calls within the Federal standard of 2 minutes on average and are dispatching police priority 1 calls within the National standard of 10 minutes.***
5. Continue to implement emergency planning strategies that incorporate the 'whole community' approach while expanding our advanced collaboration amongst all city emergency communications and operations stakeholders. ***EOC created new plans as they relate to Mass Migration, Sound on Sound Emergency Plan, and update the City of Bridgeport All Hazards Emergency Operations Plan***
6. Continue to assess threats, risks and vulnerabilities of hazards that can impact the city and to implement strategies that will allow the city to be more resilient. ***The ECOC continues to assess all risks, threats, and vulnerabilities through the DHS and FEMA standards.***
7. Launch implementation of Emergency Medical Dispatch within Emergency Communications. ***Implementation was delayed due to further discussion. However, a strategy to incorporate this service has been submitted but is awaiting further discussion.***
8. Implement an occupational health and wellness program for ECOC staff. ***We have created a Wellness Room and Decompress Area at the ECOC. This was made possible by a donation from Bridgeport Hospital on establishing access to decompress, learn wellness tips and overall healthy habits/fitness.***
9. Continue to explore grant funding opportunities that can assist the City's emergency communications and operations before, during and after emergencies and disasters. ***The City EOC is managing grant awards totaling \$1,110,341.00.***
10. Establish a path towards accreditation for the Emergency Communications and Operations Center. ***The ECOC continues to exceed federal and state standards and will be focusing 2025-2028 to plan for accreditation for both the EOC and ECC. Delayed based upon Restructuring Strategy approval.***

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 EMERGENCY COMMUNICATIONS & OPERATIONS CENTER PROGRAM HIGHLIGHTS

FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. The ECC continues to be one of the highest achievers out of the largest municipalities within CT in meeting the State of CT 911 Standards.
2. The ECOC continues to implement a 911 Telecommunicator Award Ceremony in concert with the annual National Telecommunicators Week.
3. Participate in a successful Halloween Event at the Amphitheater for our community.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July - June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	0%	Awaiting Admin approvals.
ST#2	100%	90%	
ST#3	100%	99.9%	On-going process.
ST#4	100%	93%-95%	On-going process.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	90%	On-going.
MT#2	100%	90%	On-going.
MT#3	100%	0%	Awaiting Admin approvals.
MT#4	100%	100%	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	75%	On-going process.
LT#2	100%	0%	Necessary restructuring needed before accreditation can move forward.



FY 2023-2024 PROPOSED GENERAL FUND BUDGET  
 EMERGENCY COMMUNICATIONS & OPERATIONS CENTER APPROPRIATION SUPP

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01290</b>	<b>EMERGENCY OPERATIONS CENTER</b>							
	51000	FULL TIME EARNED PAY	2,974,127	2,758,622	3,549,208	3,616,835	3,616,835	-67,627
01	PERSONNEL SERVICES		2,974,127	2,758,622	3,549,208	3,616,835	3,616,835	-67,627
	51102	ACTING PAY	1,113	0	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	53,579	45,731	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	368,705	427,131	456,443	456,443	456,443	0
	51116	HOLIDAY 2X OVERTIME PAY	64,826	68,006	16,000	16,000	16,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	375,735	293,519	100,000	100,000	100,000	0
	51124	SHIFT 2 - 2X OVERTIME	71,827	64,698	60,000	60,000	60,000	0
	51128	SHIFT 3 - 1.5X OVERTIME	147,205	200,887	26,000	26,000	26,000	0
	51130	SHIFT 3 - 2X OVERTIME	60,608	55,673	40,000	40,000	40,000	0
	51138	NORMAL STNDRD SHIFT DIFFER	62,879	51,847	65,000	65,000	65,000	0
	51140	LONGEVITY PAY	30,038	32,800	26,700	28,200	28,200	-1,500
	51156	UNUSED VACATION TIME PAYOUT	7,477	1,672	0	0	0	0
02	OTHER PERSONNEL SERV		1,243,990	1,241,965	790,143	791,643	791,643	-1,500
	52360	MEDICARE	57,876	58,477	44,374	48,896	48,896	-4,522
	52385	SOCIAL SECURITY	8,148	5,562	33,505	22,175	22,175	11,330
	52399	UNIFORM ALLOWANCE	7,600	8,120	8,800	13,200	13,200	-4,400
	52504	MERF PENSION EMPLOYER CONT	775,627	898,077	906,848	743,219	750,514	156,334
	52917	HEALTH INSURANCE CITY SHARE	932,352	849,033	1,111,578	778,529	778,529	333,049
03	FRINGE BENEFITS		1,781,604	1,819,269	2,105,105	1,606,019	1,613,314	491,791
	53110	WATER UTILITY	5,510	4,573	5,600	5,600	5,600	0
	53120	SEWER USER FEES	0	0	2,000	2,000	2,000	0
	53130	ELECTRIC UTILITY SERVICES	125,576	72,589	180,000	180,000	180,000	0
	53140	GAS UTILITY SERVICES	20,518	17,522	27,000	19,000	19,000	8,000
	53605	MEMBERSHIP/REGISTRATION FEES	805	54,868	1,000	1,000	1,000	0
	53610	TRAINING SERVICES	16,981	24,925	11,000	20,000	20,000	-9,000
	53720	TELEPHONE SERVICES	5,548	5,418	10,000	10,000	10,000	0
	53725	TELEVISION SERVICES	2,100	1,999	3,160	2,160	2,160	1,000
	54020	COMPUTER PARTS	1,603	2,425	6,000	6,000	6,000	0
	54545	CLEANING SUPPLIES	2,497	1,529	2,500	2,500	2,500	0
	54550	COMPUTER SOFTWARE	71,275	56,200	71,275	96,275	80,000	-8,725
	54555	COMPUTER SUPPLIES	2,947	3,479	3,500	3,500	3,500	0
	54560	COMMUNICATION SUPPLIES	3,587	4,500	4,500	4,500	4,500	0
	54595	MEETING/WORKSHOP/CATERING FOOD	2,554	16,353	3,000	3,000	3,000	0
	54610	DIESEL	0	0	3,000	3,000	3,000	0
	54675	OFFICE SUPPLIES	7,992	7,285	8,000	8,000	8,000	0
	54720	PAPER AND PLASTIC SUPPLIES	868	130	1,000	1,000	1,000	0
	54725	POSTAGE	352	628	1,000	1,000	1,000	0
	54745	UNIFORMS	2,882	2,616	3,300	3,300	3,300	0
	55055	COMPUTER EQUIPMENT	24,202	16,720	17,000	17,000	17,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	4,807	4,520	4,800	4,800	4,800	0
	55175	PUBLIC SAFETY EQUIPMENT	9,605	12,732	10,000	10,000	10,000	0
04	OPERATIONAL EXPENSES		312,208	311,010	378,635	403,635	387,360	-8,725
	56045	BUILDING MAINTENANCE SERVICE	47,439	42,125	25,000	25,000	25,000	0
	56065	COMMUNICATION EQ MAINT SVCS	237,378	194,521	220,228	337,975	337,975	-117,747
	56170	OTHER MAINTENANCE & REPAIR S	13,152	13,628	8,000	8,000	8,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	6,284	3,509	6,500	6,500	6,500	0
	56180	OTHER SERVICES	6,087	11,634	3,000	3,000	3,000	0
	56225	SECURITY SERVICES	95,844	196,589	200,000	318,400	270,000	-70,000
	59015	PRINTING SERVICES	2,027	1,814	2,500	2,500	2,500	0
05	SPECIAL SERVICES		408,211	463,820	465,228	701,375	652,975	-187,747
<b>01290</b>	<b>EMERGENCY OPERATIONS CENTER</b>		<b>6,720,141</b>	<b>6,594,685</b>	<b>7,288,319</b>	<b>7,119,507</b>	<b>7,062,127</b>	<b>226,192</b>



PUBLIC FACILITIES DIVISIONS

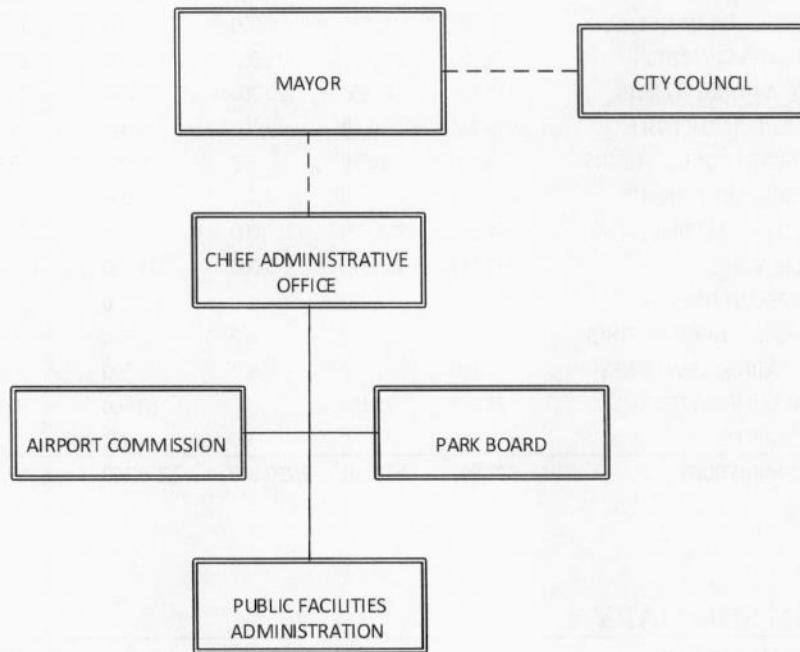
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# PUBLIC FACILITIES ADMINISTRATION

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## MISSION STATEMENT

The Mission of Public Facilities Administration is to plan, organize, staff, direct and manage all units of the Public Facilities Department under its jurisdiction as prescribed in the City Charter. In this capacity, Public Facilities advises the Mayor, City Council and all boards, commissions and departments in matters relating to public facilities and infrastructure. The Public Facilities Department is comprised of fourteen divisions: Roadway, Sanitation/Recycling, Transfer Station, Municipal Garage, Facilities Maintenance, Parks, Recreation, Golf Course, Engineering, Airport, Harbormaster, Zoo, Construction Management Services and Public Facilities Administration. The Administration division provides payroll, personnel, budgeting, financial, purchasing, administrative, capital, construction, permits, organizational, supervisory and management services for all its divisions.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PUBLIC FACILITIES ADMINISTRATION BUDGET DETAIL

Luis Burgos  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY 2025	FY 2025 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01300</b>	<b>PUBLIC FACILITIES ADMINISTRATI</b>						
41349	TITAN ENERGY SALE	25,599	55,661	30,000	30,000	30,000	0
41350	CPOWER ENERGY SALE	11,831	18,994	15,500	0	0	-15,500
41650	PARKING VIOLATIONS	0	-80	1,500,000	1,400,000	1,400,000	-100,000
41654	CONTRACTORS' STREET LICENSE	11,400	8,550	22,000	14,000	14,000	-8,000
41655	CONTRACTORS' SIDEWALK LICENSE	7,200	8,550	8,000	15,000	15,000	7,000
41656	STREET EXCAVATING PERMITS	95,100	118,650	125,000	125,000	125,000	0
41657	SIDEWALK EXCAVATING PERMITS	17,325	16,800	20,000	20,000	20,000	0
41658	CONTRACTORS' DUMP LICENSES	6,900	0	10,000	5,000	5,000	-5,000
41661	VENDORSREGISTRATIONFEES/LICENS	6,200	8,200	0	8,000	8,000	8,000
41662	SIDEWALK OCCUPANCY PERMITS	650	0	4,000	2,000	2,000	-2,000
41664	PARKING METER COLLECTIONS	314,543	366,070	314,000	375,000	375,000	61,000
41666	SALE OF SCRAP METAL	221,377	153,275	175,000	175,000	175,000	0
41667	OCCUPANCY PERMIT FINES	1,850	2,800	0	0	0	0
41668	SIDEWALKEXCAVATINGPERMITFINES	0	0	500	500	500	0
41669	STREET EXCAVATING PERMIT FINES	1,100	0	500	500	500	0
41670	COMMERCIAL DUMPING TIP FEES	76,917	75,130	75,000	80,000	80,000	5,000
41673	SIDEWALK REPAIR FEE	0	0	300	300	300	0
<b>01300</b>	<b>PUBLIC FACILITIES ADMINISTRATI</b>	<b>797,991</b>	<b>832,601</b>	<b>2,299,800</b>	<b>2,250,300</b>	<b>2,250,300</b>	<b>-49,500</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		
		FY 2022	FY 2023	Modified	Requested	Mayor	FY25 Mayor
		Actuals	Actuals	Budget	Budget	Proposed	Prop. Vs FY24
						Budget	Mod. Budget
<b>01300</b>	<b>PUBLIC FACILITIES ADMINISTRATION</b>						
01	PERSONNEL SERVICES	1,387,158	1,660,644	2,086,894	2,602,169	2,279,630	-192,736
02	OTHER PERSONNEL SERV	28,183	21,647	8,025	11,775	11,775	-3,750
03	FRINGE BENEFITS	2,608,428	1,783,232	2,078,150	2,056,849	1,964,269	113,881
04	OPERATIONAL EXPENSES	4,361	4,503	4,990	4,990	4,990	0
06	OTHER FINANCING USES	13,243,616	14,137,558	14,900,000	15,940,000	15,940,000	-1,040,000
		<b>17,271,747</b>	<b>17,607,584</b>	<b>19,078,058</b>	<b>20,615,783</b>	<b>20,200,664</b>	<b>-1,122,606</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PUBLIC FACILITIES ADMINISTRATION BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24					FY25				
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	SPECIAL PROJECTS COORDINATOR	1.00	0.00	0.00	0.00	1.00	83,932	86,450	0	83,932	
	DEPUTY DIRECTOR OF PUBLIC FACILITIES	2.00	2.00	0.00	0.00	0.00	279,218	279,218	279,218	0	
	DIRECTOR OF PUBLIC FACILITIES	1.00	1.00	1.00	0.00	0.00	147,000	147,000	147,000	0	
	PROJECT MANAGER	0.00	1.00	0.00	1.00	0.00	0	95,448	95,448	-95,448	
	SPECIAL PROJECT COORDINATOR	2.00	2.00	0.00	0.00	0.00	149,598	281,112	157,184	-7,586	
	ASSISTANT SPECIAL PROJECT MNGR	1.00	1.00	1.00	0.00	0.00	68,467	68,467	63,000	5,467	
	SENIOR OFFICE MANAGER	1.00	1.00	0.00	0.00	0.00	84,510	86,829	86,829	-2,319	
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	63,084	59,633	59,633	3,451	
	ACCOUNTANT	1.00	1.00	0.00	0.00	0.00	91,339	91,339	91,339	0	
	SPECIAL PROJECTS COORDINATOR	3.00	3.00	0.00	0.00	0.00	238,854	246,397	246,397	-7,543	
	BUDGET/POLICY ANALYST	1.00	1.00	0.00	0.00	0.00	92,604	100,604	100,604	-8,000	
	ASST SPECIAL PROJECT MANAGER(P/T)	0.50	0.50	0.00	0.00	0.00	35,190	35,190	35,190	0	
	ASSISTANT SPECIAL PROJ. MNGR(ANTI- BLIGHT)	0.00	1.00	0.00	1.00	0.00	0	62,896	62,896	-62,896	
	PARKING ENFORCEMENT OFFICER	5.00	5.00	0.00	0.00	0.00	198,444	216,844	216,844	-18,400	
	UTILITIES MANAGER (40 HRS)	0.00	0.00	0.00	0.00	0.00	0	106,694	0	0	
	CONTRACT COMPLIANCE/PROPERTY MANAGER	1.00	1.00	0.00	0.00	0.00	87,323	72,275	72,275	15,048	
	CLERICAL ASSISTANT-(P/T)/(TICKET APPEALS)*	0.00	0.50	0.00	0.50	0.00	0	29,640	29,640	-29,640	
	DIRECTOR OF CONSTRUCTION SERVI	1.00	1.00	0.00	0.00	0.00	133,587	133,587	133,587	0	
	PAYROLL COMPENSATION PROCESSOR	1.00	1.00	0.00	0.00	0.00	55,017	60,119	60,119	-5,102	
	ASSOCIATE DIR OF PROJ MNGT	1.00	1.00	0.00	0.00	0.00	122,911	128,787	128,787	-5,876	
	ANTI BLIGHT TECHNICIAN	2.00	2.00	0.00	0.00	0.00	111,978	125,964	125,964	-13,986	
01300000	CLERICAL ASSISTANT (40 HRS)	1.00	2.00	1.00	1.00	0.00	43,838	87,676	87,676	-43,838	
<b>PUBLIC FACILITIES ADMINISTRATION</b>		<b>26.50</b>	<b>29.00</b>	<b>3.00</b>	<b>3.50</b>	<b>1.00</b>	<b>2,086,894</b>	<b>2,602,169</b>	<b>2,279,630</b>	<b>-192,736</b>	

\* The newly funded Part-Time Clerical Assistant position ( 19 hrs. per week) will be responsible for parking ticket appeals, as well as minutes of the Police Commission. In the past these two functions were executed by sworn police officers at odd hours and that resulted in overtime pay to the officers.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PUBLIC FACILITIES ADMINISTRATION PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>PUBLIC FACILITIES ADMINISTRATION</b>							
Total Worker's Comp Claims	\$874,538	\$1,406,711	\$1,564,055	\$1,141,964	\$592,439	\$1,184,877	\$1,300,000
Indemnity	\$482,985	\$854,075	\$1,081,759	\$595,353	\$335,465	\$670,931	\$800,000
Medical and Expenses	\$391,553	\$552,635	\$482,296	\$546,611	\$256,973	\$513,947	\$525,000
Sick Time Hours	8,454	8,619	10,757	8,745	4,284	8,750	8,750
Capital Improvement Projects	74	75	79	78	55	79	79
Calls Received (est.)	11,350	11,350	11,350	11,350	11,350	11,350	11,350
<b>PAYROLL &amp; PURCHASING</b>							
Amount of Payroll Processed	\$9,898,804	\$9,810,341	\$9,744,784	\$10,589,177	\$5,555,050	\$10,989,999	\$10,999,999
F/T Employees entered in P/R	134	141	142	136	136	140	140
Number Requisitions	2,549	2,570	2,708	2,612	1,877	2,650	2,650
Vendors	302	289	275	293	255	295	295

FY 2024 – 2025 SHORT TERM GOALS (Achieving in 1 year or less):

1. Provide customer service training to all Public Facilities staff members who interact with constituents, internal staff or vendors to enhance the level of service provided and to improve the overall resident experience. (MG1)
2. Establish new full-time permanent clerical assistant to the Public Facilities Administrative Office to respond to constituent needs and requests. Full-time, permanent front desk support will allow for consistent department-wide messaging and follow-up as needed. (MG1)
3. Continue Bulk Item Pickup Program for another six months April 1 – Sep 30.
4. Continue to help provide parks, courts and restroom improvements throughout the City to provide enhanced safe outdoor recreation opportunities during pandemic and after. (MG3, MG6)
5. Continuing improvements to City facilities.
6. Replace and repair City building parking decks and roofs to address water infiltration which leads to weakened structures and potential health hazards.
7. Rebuild offices in City Hall basement destroyed by flooding from Tropical Storm Ida.
8. Repave City parking lots to improve drainage and safety issues at Seaside Park, City Hall, and Wonderland of Ice. (MG3, MG4)
9. Continue to provide solid waste collection and disposal in most cost-effective and environmentally responsible manner available. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

1. Continue crackdown on illegal dumping through use of surveillance cameras and increased law enforcement. (MG3)
2. Revise Transfer Station rules to hold commercial visitors responsible as such and charging them appropriately.
3. Enhance operations of Licenses and Permits, updating fees and Ordinances as needed, to improve responsiveness of outside agencies cutting into city streets. (MG3)
4. Work with other key City departments to re-establish vigorous enforcement of alternate-side of street parking to provide better access to the curb for street sweeping, street vacuuming, snow removal and overall cleanup efforts. (MG3)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PUBLIC FACILITIES ADMINISTRATION PROGRAM HIGHLIGHTS

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5. Continue to upgrade vehicle and equipment fleet, looking for opportunities to introduce more electric vehicles into regular use. (MG4)

FY 2024 – 2025 LONG-TERM GOALS (Achieving in greater than 5 years):

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1. Continue with trends in reduced energy consumption and expenditure levels. (MG6)
2. Work with other officials to develop improved recycling structure. (MG1, MG6)

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

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1. Continue to follow protocol and provide effective procedures as well as rapid response by trades and custodial services to continue safe operations during Covid pandemic. **Ongoing effort. Department has been at forefront of City's response, as office partitions were constructed, additional custodial services provided, and worker health monitoring all continued throughout the year, with employee quarantines, when necessary, along with continued monitoring and schedule adjustments as warranted, in accordance with all CDC and CT Health Department protocol.**
2. Continue to help provide parks, courts and restroom improvements throughout City to provide enhanced safe outdoor recreation opportunities during pandemic and after. **McGovern Park developed, Nanny Goat courts done, Knowlton Park bollards installed, Newfield Park restrooms rebuilt, Newfield Boat Launch reconstruction in permitting phase, Went Field playground and handball court – new installations, Seaside Park West Beach – new playground, Perry Memorial Arch roof planned spring 2024.**
3. Continuing improvements to City facilities. **Multiple projects ongoing. Police HQ parking decks complete; renovated spaces for new Health Clinic and Veterans locations; City Hall Front Entrance and ADA Ramp complete, City Hall offices flooded by tropical storm re-designed; Klein Memorial roof and masonry complete, major new AC replacement designed and ordered; Ralphola Taylor roof replaced; 485 Howard Ave renovation complete; Newfield Park restroom rebuilt; EOC boiler replaced; Wonderland Roof and doors; Fire HQ security fencing and gates installed; Transfer Station railings and wall rebuilt; Fire station improvements to kitchens and quarters.**
4. Replace and repair City building parking decks and roofs to address water infiltration which leads to weakened structures and potential health hazards. **Police HQ parking decks rebuilt, need funding for walls and windows next; Sylvan St PAL complete; Evergreen St Fire training facility new roof installed; Klein roof and masonry project complete, major new A/C unit ordered for late summer 2024 delivery; Kennedy Stadium roof replaced; Wonderland of Ice roof in progress; Ralphola Taylor roof replaced.**
5. Rebuild offices in City Hall basement destroyed by flooding from tropical storm, including waterproofing building to prevent future flooding. **Meeting goal. Initial design for re-build of offices under review, construction expected spring-summer 2024.**
6. Repave City parking lots to improve drainage and safety issues at Seaside Park, City Hall, and Wonderland of Ice. **Meeting goal, ongoing. City Hall and visitors lots projected end of FY24, then with continued funding onto Seaside and Wonderland according to professional evaluation of conditions and priorities.**
7. Continue to provide solid waste collection and disposal in most cost-effective and environmentally responsible manner available. **Meeting goal. See Sanitation section for full discussion.**



FY 2023 – 2024 MEDIUM-TERM GOALS STATUS UPDATE:

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1. Continue crackdown on illegal dumping through use of surveillance cameras and increased law enforcement. **Meeting goal, ongoing, continuous effort. From July-early January, illegal dumping cleanup was performed on 107 days, devoted across 1734 sites, picking up 639 tons of bulk trash, 2 pounds of metal and 1242 tires. Working with Police Department, four additional cameras have been installed in strategic locations which has reduced the amount of illegal dumping at these locations by 70%. Additional cameras installed in strategic locations improving access to tip-lines, resulting in citations and helpful news coverage. Illegal tire dumping is a particularly expensive issue for Public Facilities, with volumes of tires that must be generated by commercial operations, and crackdown there is among priorities – Disposal fees alone have been more than \$80,000 in recent years, as very high volume remains (one 40-yd container per week). Also, continuing to work with Health Dept to cite blighted properties and with OPED and OPM to maintain them if City takes over.**
2. Revise Transfer Station rules to hold commercial visitors responsible as such and charging them appropriately. **Ongoing process. Reviewing and comparing other municipalities to create new fee structure to present to Council. Will likely need revised ordinances through cooperation with City Council, Mayor's Office and City Attorney. Added resident lane to improve wait times and make access easier.**
3. Enhance operations of Licenses and Permits, updating fees and Ordinances as needed, to improve responsiveness of outside agencies cutting into city streets. **Meeting goal, ongoing effort. New ordinance and updated fees. Two new positions were established in Permits Office for improved enforcement, along with new organization, supervision and management by City Engineer.**
4. Work with other key City departments to re-establish vigorous enforcement of alternate-side of street parking to provide better access to the curb for street sweeping, street vacuuming, snow removal and overall cleanup efforts. **Ongoing effort. Police resources are scarce with high demand. Enforcement of alternate-side parking is critical to efficient sweeping and avoiding merely running up the middle of the street.**
5. Continue to upgrade vehicle and equipment fleet, looking for opportunities to introduce more electric vehicles into regular use. **Multi-year effort. Pursuing grants for electric vehicles and equipment. Examining whether electric service in new Garage and Vehicle Storage Building are sufficient. Also examining risk of catastrophic fire with indoor charging.**

FY 2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

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1. Continue trends in reduced energy consumption and expenditure levels. **Continued to work with Finance Dept and private consultant to identify best available rates for both electric generation and natural gas. Went with third party for electrical generation and locked in natural gas.**
2. Work with other officials to develop improved recycling structure. **Goal may be unattainable as it is a problem beyond the control of local officials or departments. Global markets have reduced the value of many commodities below zero. What had been a revenue to the City of approximately \$129,000 shifted to an expense of approximately \$535,000 for FY21 and has remained at or above that level since. Just as rates were improving in FY22, they skyrocketed up to the highest levels ever – more than \$99/ton where they remained for most of FY23, continuing at near-record levels for FY24, resulting in the biggest budget ever in FY24. If the City were allowed to treat some recyclables as solid waste until the market returns, that would help our expenses. But that would violate statutes, and changing those statutes is a non-starter with CT DEEP. Have met with municipal leaders from towns participating in interlocal group and resolved that no proposal that would reduce recycling costs for the towns would be supported at the state agency level.**



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PUBLIC FACILITIES ADMINISTRATION PROGRAM HIGHLIGHTS

**FY 2023-2024 ADDITIONAL TARGETED ACCOMPLISHMENTS**

1. Bulk Pickup Program successfully launched April 1- Sept. 30, 2023, with approximately 3000 pickups by appointment, totaling more than 900 tons that may have otherwise been dumped illegally.
2. Largest Paving Program in recent history, with \$10M devoted to more than 200 streets and 30 lane-miles.
3. Moved Health Clinic to 90 Middle Street, and moving Veteran's to Bethany Center at least temporarily, vacating 752 East Main St – a longstanding multi-administration goal.
4. Conducted Household Hazardous Waste Day, servicing more than a hundred households.
5. Landfill Hazardous Cell – Stewardship Permit/closure in process.
6. Sewer/Stormwater Separation Assessment for federally mandated MS4 Compliance underway – GIS mapping/inventory first step.

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01300</b>	<b>PUBLIC FACILITIES ADMINISTRATI</b>							
	51000	FULL TIME EARNED PAY	1,387,158	1,660,644	2,086,894	2,602,169	2,279,630	-192,736
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,387,158	1,660,644	2,086,894	2,602,169	2,279,630	-192,736
	51108	REGULAR 1.5 OVERTIME PAY	0	0	0	0	0	0
	51140	LONGEVITY PAY	12,419	10,425	8,025	11,775	11,775	-3,750
	51156	UNUSED VACATION TIME PAYOUT	15,765	11,222	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		28,183	21,647	8,025	11,775	11,775	-3,750
	52276	WORKERS' COMP INDM - PUB F	1,575,448	610,000	610,000	610,000	610,000	0
	52292	WORKERS' COMP MED - PUB FA	485,000	515,000	515,000	515,000	515,000	0
	52360	MEDICARE	18,640	22,345	28,014	36,119	31,503	-3,489
	52385	SOCIAL SECURITY	7,694	2,953	19,625	44,684	29,576	-9,951
	52504	MERF PENSION EMPLOYER CONT	240,911	355,401	522,346	519,765	458,450	63,896
	52917	HEALTH INSURANCE CITY SHARE	280,735	277,533	383,164	331,281	319,740	63,424
<b>03</b>	<b>FRINGE BENEFITS</b>		2,608,428	1,783,232	2,078,150	2,056,849	1,964,269	113,881
	54555	COMPUTER SUPPLIES	0	0	94	94	94	0
	54675	OFFICE SUPPLIES	4,361	4,503	4,544	4,544	4,544	0
	54705	SUBSCRIPTIONS	0	0	352	352	352	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		4,361	4,503	4,990	4,990	4,990	0
	53200	PRINCIPAL & INTEREST DEBT SERV	13,243,616	14,137,558	14,900,000	15,940,000	15,940,000	-1,040,000
<b>06</b>	<b>OTHER FINANCING USES</b>		13,243,616	14,137,558	14,900,000	15,940,000	15,940,000	-1,040,000
<b>01300</b>	<b>PUBLIC FACILITIES ADMINISTRATI</b>		<b>17,271,747</b>	<b>17,607,584</b>	<b>19,078,058</b>	<b>20,615,783</b>	<b>20,200,664</b>	<b>-1,122,606</b>

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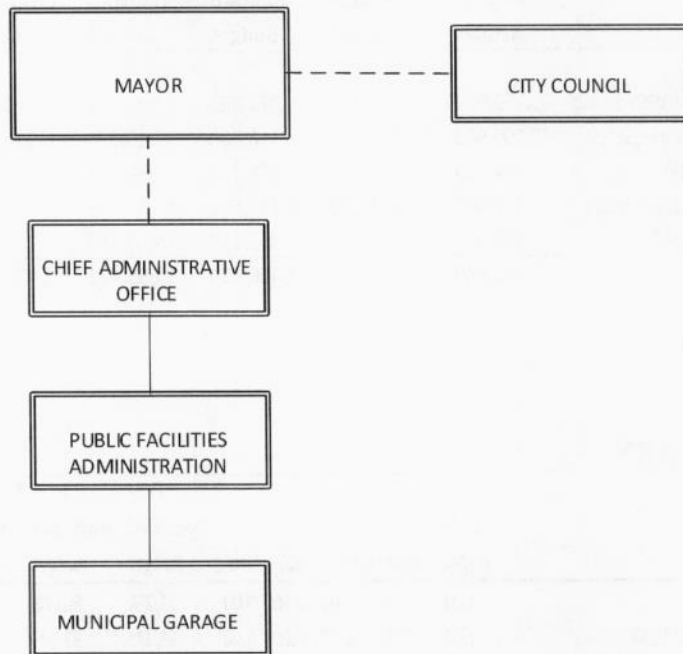
PUBLIC FACILITIES DIVISIONS  
MUNICIPAL GARAGE

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MISSION STATEMENT

The Municipal Garage has some responsibility for all City Vehicles. The entire fleet is registered through the Garage while maintenance is divided. The Garage maintains all City vehicles except for those utilized by the Police and Fire departments. The Garage schedules and performs routine maintenance to assure fleet safety, performs extensive repairs in-house, supervises repairs performed by outside vendors and maintains an inventory of parts to service vehicles and equipment. We operate within all State and Federal Standards.

The Garage performs these functions, totaling more than 3600 work orders annually on more than 700 vehicles and pieces of equipment, with one manager, one foreman, six mechanics, one welder, one servicer, one inventory-keeper and one clerk.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MUNICIPAL GARAGE BUDGET DETAIL

Luis Burgos  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified	Requested	Mayor	Prop. Vs FY24
				Budget	Budget	Budget	Mod. Budget
<b>01305</b>	<b>MUNICIPAL GARAGE</b>						
01	PERSONNEL SERVICES	772,572	761,953	871,925	975,961	871,816	109
02	OTHER PERSONNEL SERV	109,549	141,275	116,580	116,580	116,580	0
03	FRINGE BENEFITS	384,653	362,429	405,244	388,095	367,083	38,161
04	OPERATIONAL EXPENSES	1,327,657	1,378,220	1,717,635	1,717,635	1,717,635	0
05	SPECIAL SERVICES	351,517	352,576	357,150	457,150	405,150	-48,000
		<b>2,945,949</b>	<b>2,996,453</b>	<b>3,468,534</b>	<b>3,655,421</b>	<b>3,478,264</b>	<b>-9,730</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs FY24	Mod. Budget
	GARAGE CLERK	1.00	1.00	0.00	0.00	0.00	51,255	56,008	56,008		-4,753
	AUTOMOTIVE PARTS SPECIALIST	1.00	1.00	0.00	0.00	0.00	61,339	67,026	67,026		-5,687
	FLEET MECHANIC - SEASONAL-PART-TIME	0.00	0.00	0.00	0.00	0.00	0	31,616	0	0	0
	EQUIPMENT MECHANIC FOREMAN	1.00	1.00	0.00	0.00	0.00	74,099	74,099	74,099		0
	MANAGER MUNICIPAL GARAGE	1.00	1.00	0.00	0.00	0.00	96,973	92,166	92,166		4,807
	WELDER	1.00	1.00	0.00	0.00	0.00	82,300	82,300	82,300		0
	FLEET MECHANIC	6.00	6.00	0.00	0.00	0.00	459,160	528,285	455,756		3,404
01305000	AUTOMOTIVE SERVICER	1.00	1.00	0.00	0.00	0.00	46,799	44,461	44,461		2,338
	<b>MUNICIPAL GARAGE</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>871,925</b>	<b>975,961</b>	<b>871,816</b>		<b>109</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MUNICIPAL GARAGE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>MUNICIPAL GARAGE</b>							
Solid Waste Packers	27	28	28	28	28	29	31
Light Vehicles	169	161	155	161	170	171	171
Of these, # assigned to Departments	169	161	155	155	170	171	165
Of these, # using alternative fuel	15	7	6	5	5	5	5
Medium & Heavy Duty Vehicles	87	82	75	83	92	94	95
Heavy Duty Vehicles (vans, trucks & truck tractors)	90	90	83	88	88	88	88
Heavy Equipment Regular & Reserve	20	20	19	19	20	20	20
Light Equipment # of pieces	187	187	181	180	185	185	185
Total: all vehicles & equipment maintained by Garage	765	736	702	702	725	728	728
<b>FLEET REPAIRS</b>							
Scheduled Maintenance	553	601	601	601	650	655	655
Unscheduled Maintenance	2,775	3,505	3,200	3,200	3,000	3,500	3,500
Annual Checks	100	150	158	158	160	175	200
<b>TOTAL WORK ORDERS:</b>	<b>3,428</b>	<b>4,256</b>	<b>3,959</b>	<b>3,959</b>	<b>3,810</b>	<b>4,330</b>	<b>4,355</b>

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Initiate the use of 360-degree camera systems to capture instances of missed trash pickup, blight, and unsafe driving for the entire Sanitation and Recycling fleet, improving operational efficiency, adding accountability for accidents, while limiting liability, leading to cost savings. (MG1, MG3, MG7)
2. Upgrade GPS tracking capabilities to identify and reduce vehicle idling in adherence to the Vehicle Idling Policy. Our goal is to ensure a sustained reduction in exhaust emissions and fuel consumption by monitoring GPS reports and enforcing a strict no-idling policy. (MG6)
3. Establish two permanent part-time Fleet Mechanic positions to reduce the cost of and need for external repairs. These mechanics will also be responsible for the repairs of anti-blight equipment and city-cleaning machinery. (MG3, MG7)
4. Continue training program for employees involving safe operation of equipment, helping to prevent accidents and injuries, and to create a safer work environment for all staff members.
5. Repower older Tennants (litter vacuums) to help clean streets, parks, and other public spaces. (MG3)
6. Revise the City-owned vehicle policy to establish clear guidelines and measures to ensure responsible use and greater employee accountability for the usage of City-owned vehicles.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Establish a truck washing station to help reduce maintenance expenses and extend the operational life of City equipment.
2. Reduce parts inventory by auctioning old parts to generate funds that can be reinvested into acquiring new parts and updating inventory.
3. Replace fleet vehicles that do not meet EPA emission standards, focusing particularly on diesel equipment which is required to be equipped with emissions control systems. We intend to facilitate their replacement through a Volkswagen-emissions penalty grant for which we will reapply. (MG6)
4. Continue to lease additional Ravo vacuum sweeper that will help promote public

health by keeping the streets clean from litter, leaves and dirt. Currently the Ravo vacuum sweeper has reduced operating costs by eliminating the need for dump truck driver for offloading, freeing that driver for deployment elsewhere. (MG3).

5. Initiate trade-in of all Ford Fusion vehicles (discontinued by Ford) for Hyundai Elantras. This transition includes a package with 3 years of company-supplied oil changes and tire rotations, which helps to reduce labor and equipment costs and contributes to a more cost-efficient and sustainable vehicle fleet.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Continue gradual replacement of heavy-duty trucks that were built before 2009 that do not meet EPA emission standards. All trucks built after 2009 must be equipped with emission controls systems such as catalyzed diesel particular filters (DPF), which helps reduce harmful nitrogen oxide (NOx) emission pollution. (MG6)
2. Expand the garage to install a drive-thru lift for heavy trucks, contributing to improved operational effectiveness. Construct a satellite repair station within the Vehicle Storage Building to increase in-house repair capabilities, reduce cost and reliance on external repairs, and improve efficiency when repairing multiple large equipment without disrupting other operational activities.
3. Acquiring electric vehicles and other eco-friendly equipment through grant assistance awards to ultimately reduce both fuel costs and environmental waste. (MG6)

FY 2023 – 2024 SHORT-TERM GOAL STATUS UPDATE:

1. Purchase electric vehicles and other eco-friendly equipment through grant assistance awards in order to reduce fuel costs and reduce environmental waste. (MG6)  
**Not yet met. Currently engaged in extensive grant searches in collaboration with the Sustainability Manager to identify suitable grants that align with our needs. Additionally, efforts are ongoing for strategizing the upgrade of buildings that will meet both electrical code standards and adequately support EV power supply and housing.**
2. To utilize existing vehicle GPS tracking capabilities to identify and reduce vehicle idling. (MG3)  
**Meeting goals. Each foreman, supervisor, and manager has been given access to their department's fleet to monitor, identify and mitigate vehicle idling.**
3. Initiate use of 3<sup>rd</sup> Eye Fleet Management System for the Sanitation and Recycling fleet to record missed trash pickup, blight, and unsafe driving. (MG3)  
**Efforts are ongoing. Met with current GPS company to upgrade our GPS software to make it compatible with 360-degree cameras, which will streamline our operations and eliminate the need for two separate companies, and thus reduce costs.**
4. Establish a part-time permanent Fleet Mechanic position to reduce the cost of outside repairs.  
**Not yet met. Will be requested for FY25.**

FY 2023 – 2024 MEDIUM-TERM GOALS STATUS UPDATE:

1. Establish a truck washing station to help reduce maintenance expenses and extend the operational life of City equipment. **Achieving goal. Assigned a full-time employee to wash equipment as an interim measure until the Producto building demolition is complete, at which time discussions and planning for the construction of the new station can take place.**
2. Repower older Tennants (litter vacuums) to help clean streets, city parks, and other public



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MUNICIPAL GARAGE PROGRAM HIGHLIGHTS

spaces. **Efforts Ongoing. Recently purchased two new engines for 2014 Madvacs, which is significantly less than purchasing completely new vehicles at \$65,000 each.**

3. Lease additional Ravo vacuum sweeper that will help promote public health by keeping the streets clean from litter, leaves and dirt. Currently the Ravo has reduced operating costs by eliminating the need for dump truck driver for offloading. **Goal met -- 2 sweepers procured in the past year.**
4. Complete the trade-in of all Ford Fusion vehicles (discontinued by Ford) for Hyundai Accents, in order to reduce labor and equipment costs. **Not yet met. Hyundai discontinued the Accent model. Currently renegotiating deals for the Elantra model.**

FY 2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

1. Continue gradual replacement of heavy-duty trucks that were built before 2009 that do not meet EPA emission standards. All trucks built after 2009 must be equipped with emission controls systems such as catalyzed diesel particular filters (DPF), which helps reduce harmful nitrogen oxide (NOx) emission pollution. (MG4)

**Ongoing with capital, general, and auction surplus funds.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Successfully leveraged revenue generated from sales of surplus equipment to add to the fleet without tapping into General and Capital Funds.
2. Purchased 3 new snow trucks to replace older ones, in addition to over 20 pieces of other equipment for daily operations ensuring the reliability of the fleet and improving snow-management capabilities, anti-blight and street cleaning operations.
3. Two mechanics attended a two-day class to refresh their knowledge and to acquire new techniques for using the Cummings software and electrical components, adding to the team’s expertise.
4. Continued commitment to ongoing safety training which reflects dedication to maintaining a safe working environment.
5. Successfully completed an online inventory of lubricants with the introduction of Material Safety Data Sheets (MSDS) to provide quick and accessible information on all chemicals.
6. Leased a new payload to improve operations of the Transfer Station.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal#1	75%	25%	Working with the Sustainability Manager to identify grant that covers building and vehicles.
ST Goal#2	75%	75%	Meeting goal; ongoing.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

MUNICIPAL GARAGE

PROGRAM HIGHLIGHTS

ST Goal#3	100%	50%	Identifying product and vendor. Will procure in spring 2024.
ST Goal#4	100%	0%	Position not budgeted.
<b><u>FY 2023-2024 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal#1	25%	10%	Managing with manual washes for now.
MT Goal#2	75%	75%	Purchased two new engines.
MT Goal#3	75%	75%	Two sweepers procured.
MT Goal#4	50%	25%	Negotiating different model.
<b><u>FY 2022-2023 Long-Term Goals (Greater than 5 years).</u></b>			
LT Goal#1	25%	25%	Functioning older equipment still used daily; all else replaced.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
MUNICIPAL GARAGE APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01305</b>	<b>MUNICIPAL GARAGE</b>							
	51000	FULL TIME EARNED PAY	772,572	761,953	871,925	975,961	871,816	109
<b>01</b>	<b>PERSONNEL SERVICES</b>		772,572	761,953	871,925	975,961	871,816	109
	51102	ACTING PAY	0	0	55,000	55,000	55,000	0
	51106	REGULAR STRAIGHT OVERTIME	645	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	24,713	22,131	43,100	43,100	43,100	0
	51116	HOLIDAY 2X OVERTIME PAY	27,245	15,787	13,000	13,000	13,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	2,228	1,944	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	48,560	91,135	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	3,210	2,181	4,500	4,500	4,500	0
	51138	NORMAL STNDRD SHIFT DIFFER	308	308	0	0	0	0
	51140	LONGEVITY PAY	2,640	2,260	980	980	980	0
	51156	UNUSED VACATION TIME PAYOUT	0	5,528	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		109,549	141,275	116,580	116,580	116,580	0
	52360	MEDICARE	11,859	12,489	11,649	13,246	11,736	-87
	52385	SOCIAL SECURITY	5,909	3,817	3,416	6,457	0	3,416
	52504	MERF PENSION EMPLOYER CONT	149,417	180,033	221,369	192,554	179,509	41,860
	52917	HEALTH INSURANCE CITY SHARE	217,468	166,089	168,810	175,838	175,838	-7,028
<b>03</b>	<b>FRINGE BENEFITS</b>		384,653	362,429	405,244	388,095	367,083	38,161
	53610	TRAINING SERVICES	1,025	2,728	4,425	4,425	4,425	0
	53705	ADVERTISING SERVICES	0	0	3,800	3,800	3,800	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	275	275	275	0
	54010	AUTOMOTIVE PARTS	434,978	451,379	460,000	480,000	480,000	-20,000
	54025	ROADWAY PARTS	104,843	139,828	150,000	130,000	130,000	20,000
	54530	AUTOMOTIVE SUPPLIES	67,487	57,534	58,000	58,000	58,000	0
	54535	TIRES & TUBES	47,592	71,212	90,000	90,000	90,000	0
	54540	BUILDING MATERIALS & SUPPLIE	3,916	7,644	4,040	4,040	4,040	0
	54545	CLEANING SUPPLIES	437	259	700	700	700	0
	54560	COMMUNICATION SUPPLIES	519	0	2,500	2,500	2,500	0
	54610	DIESEL	391,538	377,705	600,000	600,000	600,000	0
	54615	GASOLINE	175,811	172,294	220,000	220,000	220,000	0
	54625	NATURAL GAS	0	0	3,500	3,500	3,500	0
	54635	GASES AND EQUIPMENT	6,017	6,488	6,500	6,500	6,500	0
	54640	HARDWARE/TOOLS	8,494	8,055	11,250	11,250	11,250	0
	54670	MEDICAL SUPPLIES	2,043	1,081	1,100	1,100	1,100	0
	54675	OFFICE SUPPLIES	1,765	1,590	1,845	1,845	1,845	0
	54745	UNIFORMS	1,722	1,588	1,760	1,760	1,760	0
	55035	AUTOMOTIVE SHOP EQUIPMENT	16,548	16,750	22,550	22,550	22,550	0
	55145	EQUIPMENT RENTAL/LEASE	0	1,100	1,100	1,100	1,100	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	4,871	3,695	3,400	3,400	3,400	0
	55175	PUBLIC SAFETY EQUIPMENT	187	805	840	840	840	0
	55190	ROADWAY EQUIPMENT	57,863	56,484	70,000	70,000	70,000	0
	56015	AGRIC/HEAVY EQ MAINT SRVCS	0	0	50	50	50	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		1,327,657	1,378,220	1,717,635	1,717,635	1,717,635	0
	56035	TOWING SERVICES	9,214	7,990	9,250	9,250	9,250	0
	56055	COMPUTER SERVICES	67,710	62,043	80,000	80,000	80,000	0
	56140	LAUNDRY SERVICES	5,750	3,976	5,375	5,375	5,375	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	100	96	525	525	525	0
	59005	VEHICLE MAINTENANCE SERVICES	268,744	278,473	262,000	362,000	310,000	-48,000
<b>05</b>	<b>SPECIAL SERVICES</b>		351,517	352,576	357,150	457,150	405,150	-48,000
<b>01305</b>	<b>MUNICIPAL GARAGE</b>		<b>2,945,949</b>	<b>2,996,453</b>	<b>3,468,534</b>	<b>3,655,421</b>	<b>3,478,264</b>	<b>-9,730</b>

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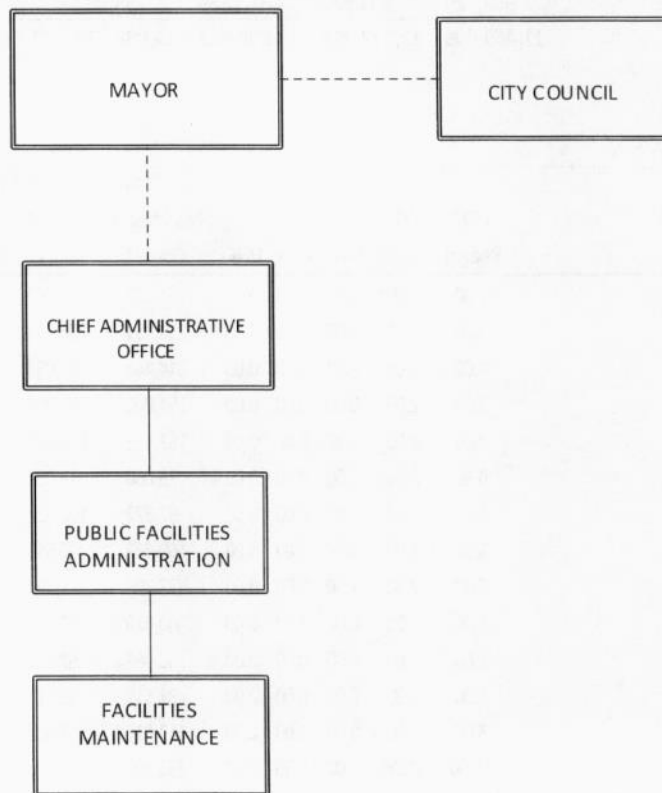
PUBLIC FACILITIES DIVISIONS  
FACILITIES MAINTENANCE

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MISSION STATEMENT

The Facilities Maintenance Division is centrally involved in a wide range of functions: keeping the physical condition of all City Buildings (with the exception of Education Buildings) properly repaired and maintained, including heating and air conditioning, electrical, plumbing, carpentry, painting and masonry; providing custodial services for all City properties; administering utility consumption, rate purchases and energy efficiency programs throughout the City, including streetlights, traffic and decorative lights; maintaining all traffic signals and decorative lighting; assisting in evictions and capital projects; providing venues and decorations for numerous special events and programs.

The Facilities Maintenance Division provides operational and maintenance service and repairs for more than three dozen locations and all decorative lights with twelve tradesmen (two plumbers, four electricians, two painters, two carpenters and two masons), two maintainers and one leadman; provides custodial services for fourteen locations and numerous special events with sixteen positions; devotes one maintainer daily to assisting with evictions; all with support and management provided by Administration.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FACILITIES MAINTENANCE BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01310</b>	<b>FACILITIES MAINTENANCE</b>						
	01 PERSONNEL SERVICES	1,824,898	1,871,372	2,133,303	2,411,369	2,218,129	-84,826
	02 OTHER PERSONNEL SERV	243,992	216,836	126,910	123,245	123,245	3,665
	03 FRINGE BENEFITS	905,519	813,117	990,673	983,051	980,124	10,549
	04 OPERATIONAL EXPENSES	7,525,180	8,467,172	9,195,668	9,804,965	9,746,388	-550,720
	05 SPECIAL SERVICES	963,420	803,722	613,889	735,889	666,889	-53,000
		<b>11,463,009</b>	<b>12,172,218</b>	<b>13,060,443</b>	<b>14,058,519</b>	<b>13,734,775</b>	<b>-674,332</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	FINANCIAL COORDINATOR	1.00	1.00	0.00	0.00	0.00	64,167	64,167	64,167		0
	CARPENTER	2.00	2.00	0.00	0.00	0.00	150,051	156,458	156,458		-6,406
	ELECTRICIAN	4.00	4.00	0.00	0.00	0.00	344,448	361,088	361,088		-16,640
	MASON	2.00	2.00	0.00	0.00	0.00	157,040	171,018	171,018		-13,978
	PAINTER	2.00	2.00	0.00	0.00	0.00	167,315	168,979	168,979		-1,664
	PAINTER PART TIME	0.50	0.50	0.00	0.00	0.00	25,000	25,000	25,000		0
	PLUMBER	1.00	1.00	0.00	0.00	0.00	97,822	100,422	100,422		-2,600
	STEAMFITTER	1.00	1.00	0.00	0.00	0.00	109,262	200,845	100,422		8,840
	MAINTAINER I (GRADE I)	2.00	2.00	1.00	0.00	0.00	75,706	75,706	75,706		0
	MAINTAINER I (GRADE II)	1.00	1.00	0.00	0.00	0.00	40,629	42,664	42,664		-2,035
	MAINTAINER II	1.00	1.00	0.00	0.00	0.00	52,465	52,465	52,465		0
	MAINTENANCE LEADMAN	1.00	1.00	0.00	0.00	0.00	81,519	81,519	81,519		0
	JANITRESS	3.00	3.00	0.00	0.00	0.00	113,015	117,507	117,507		-4,492
	CUSTODIAN I	10.00	11.00	1.00	1.00	0.00	435,393	611,105	518,287		-82,894
	MANAGER OF BUILDING OPERATIONS	1.00	1.00	0.00	0.00	0.00	103,328	103,328	103,328		0
01310000	SERVICE ASSISTANT	2.00	1.00	1.00	0.00	1.00	81,662	44,618	44,618		37,044
	<b>FACILITIES MAINTENANCE</b>	<b>34.50</b>	<b>34.50</b>	<b>3.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2,098,823</b>	<b>2,376,889</b>	<b>2,183,649</b>		<b>-84,826</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET

FACILITIES MAINTENANCE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>FACILITIES MAINTENANCE</b>							
Facilities maintained -- primary locations	37	37	37	37	37	37	37
Est. square footage maintained (all)	898,445	898,445	898,445	898,445	898,445	898,445	898,445
Total f/t employees assigned to buildings	29	29	29	29	29	29	29
Total regular hours of employee labor maintenance & repair	60,320	60,320	60,320	60,320	60,320	60,320	60,320
Hrs paid custodial maintenance only for admin./office facilities	30,160	30,160	30,160	30,160	30,160	30,160	30,160
Sq ft administrative/office facilities maintained per custodial FTE	22,318	22,318	22,318	22,318	22,318	22,318	22,318
<b>SERVICE REQUESTS</b>							
Emergency Work: repair/maintenance	749	712	685	730	365	720	720
Emergency Work: custodial	1,600	1,350	1,274	1,312	650	1,300	1,300
<b>RESPONSE TIME:</b>							
Emergency Work: repair/maintenance	40 min	40 min	40 min	40 min	40 min	40 min	40 min
Emergency Work: custodial	30 min	30 min	30 min	30 min	30 min	30 min	30 min
Non-Emergency Work: repair/maintenance	982	1,175	1,007	1,100	600	1,200	1,200
Non-Emergency Work: custodial	2,638	2,450	2,032	2,000	1,000	2,000	2,000
% completed within 48 hrs of request	100	100	100	100	100	100	100

FY 2024 - 2025 SHORT TERM GOALS (Achieving in 1 year or less):

1. Margaret Morton Government Center (MMGC) facade -- repair and waterproof the existing exterior EIFS system, water channeling above windows and along roofline, to reduce water infiltration.
2. Replace roof over escalator area at MMGC, and assess/design ramp reconstruction at MMGC, to prevent water infiltration.
3. Secure funding and begin construction on windows and walls at Police HQ, to stop water infiltration.
4. Continue with various building improvements citywide -- Government Buildings, Police, Fire, Parks, etc.
5. Replace and recondition additional parks restrooms. (MG3)
6. Utilize UI Incentive Program for lighting upgrades at next eligible buildings. (MG6).

FY 2024 - 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

1. Replace roof deck at MMGC.
2. Examine City Hall North/South entrances and overall facade to continue to prevent water infiltration.
3. Continue to assist with capital projects throughout City as well as daily maintenance.
4. Prepare last of old Producto building for demolition.
5. Assess existing mechanicals system conditions and begin to replace and update outdated systems.

FY 2023 - 2024 LONG-TERM GOALS (Achieving in greater than 5 years):

1. Continue to drive down utility consumption and costs across all City accounts. (MG7)

FY 2023 - 2024 SHORT TERM GOALS STATUS UPDATE:

1. Continue to provide custodial and trades services to help ensure safe operations throughout municipal building offices. **Meeting goal. Increased custodial services to key buildings with outside vendors and supplemental employees, constructed numerous partitions in offices, added ductwork, improved air filtration and provided PPE. Added seasonal painters for parks.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

FACILITIES MAINTENANCE

PROGRAM HIGHLIGHTS

2. Continue to focus on employee training and education on department practices establishing standards in accordance with City policy. **Ongoing. Training in lifting/bending safety. Working toward better uniformity across all disciplines.**
3. Continue with various building improvements citywide -- Government Buildings, Police, Fire, Parks, etc. **Multiple projects; ongoing. Police HQ parking decks completed; renovated spaces for new Health Clinic and Veterans locations; City Hall Front Entrance and ADA Ramp completed, City Hall offices flooded by tropical storm re-designed; Klein Memorial roof and masonry completed, major new AC replacement designed and ordered; Ralphola Taylor roof replaced; 485 Howard Ave renovation completed; Newfield Park restroom rebuilt; EOC boiler replaced; Wonderland Roof and doors; Fire HQ security fencing and gates installed; Transfer Station railings and wall rebuilt; Fire station improvements to kitchens and quarters.**
4. Reconfigure electrical panels at Fairchild Wheeler Golf Course to ensure each tenant has a sole dedicated meter to accurately account tenant's usages. **Electrical panels reconfigured.**
5. Replace and recondition additional parks restrooms. **Newfield Park restroom completely rebuilt. Seaside Park Restroom roof replaced.**
6. Utilize UI Incentive Program for lighting upgrades at Police Academy and other locations. **Lighting upgrades were performed at Police HQ, City Hall, Eisenhower Center, Animal Shelter.**
7. MMGC facade -- repair and waterproof the existing exterior EIFS system with a goal to prevent future water leaks. **Ongoing. Design complete, funding secured; work to be done spring 2024.**
8. Upgrade Eng. 15 firehouse electrical service to include a new backup generator. **Design complete; construction projected spring 2024.**

FY 2023 – 2024 MEDIUM-TERM GOALS STATUS UPDATE:

1. Replace Police HQ parking area roof deck. **Roof decks replaced at Police HQ FY24.**
2. Repoint the exterior façade of City Hall Annex to make it water-tight. **Design completed; funding secured; construction planned spring 2024.**
3. Continue to assist with capital projects throughout City as well as daily maintenance. **Meeting goal; see partial list in ST3 above.**
4. Prepare last of old Producto building for demolition. **Architectural assessment and design being performed in winter 2024. Demo to follow.**
5. Assess existing mechanicals system conditions and begin to replace and update outdated systems. **Ongoing; added new HVAC tech position for FY24 and performing repairs and assessments.**

FY 2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

1. Continue to drive down utility consumption and costs across all City accounts. **Continued to work with Finance Department and private consultant to identify best available rates for both electric generation and natural gas. Went with third party for electrical generation and locked in natural gas rates.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS

1. Madison Ave Deco lights replacements.
2. Rebuilt Marin storage facility.
3. East Washington Ave bridge deck completed; conversion to fixed span, including resurfacing.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

FACILITIES MAINTENANCE

PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2022-2023 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal#1	100%	100%	Increased custodial; trades constructing barriers and safety improvements.
ST Goal#2	100%	50%	More training to be scheduled.
ST Goal #3	100%	100%	Numerous capital improvements.
ST Goal #4	100%	100%	Electrical systems reconfigured.
ST Goal #5	100%	100%	Newfield Park restroom rebuilt.
<b><u>FY 2023-2024 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal #1	100%	100%	Police HQ decks complete.
MT Goal #2	75%	75%	MMGC façade assessed; construction spring 2024.
MT Goal #3	33%	33%	Assisting with many projects.
MT Goal #4	10%	10%	Old Producto demo planning underway winter 2024.
<b><u>FY 2023-2024 Long-Term Goals (Greater than 5 years).</u></b>			
LT Goal#1	20%	20%	Utility efficiency measures and rate lock-ins ongoing.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FACILITIES MAINTENANCE APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01310</b>	<b>FACILITIES MAINTENANCE</b>							
	51000	FULL TIME EARNED PAY	1,790,418	1,847,462	2,098,823	2,376,889	2,183,649	-84,826
	51099	CONTRACTED SALARIES	15,000	3,230	15,000	15,000	15,000	0
	51100	PT TEMP/SEASONAL EARNED PA	19,480	20,680	19,480	19,480	19,480	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,824,898	1,871,372	2,133,303	2,411,369	2,218,129	-84,826
	51102	ACTING PAY	18,747	10,437	0	0	0	0
	51104	TEMPORARY ACTING 2X OVERTI	1,104	50	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	10,618	3,760	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	137,793	129,413	83,000	83,000	83,000	0
	51116	HOLIDAY 2X OVERTIME PAY	11,571	7,668	15,000	15,000	15,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	31,612	39,152	6,700	6,700	6,700	0
	51124	SHIFT 2 - 2X OVERTIME	0	0	475	475	475	0
	51128	SHIFT 3 - 1.5X OVERTIME	6,384	5,671	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	1,049	357	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	9,563	8,547	10,000	10,000	10,000	0
	51140	LONGEVITY PAY	10,895	11,783	11,735	8,070	8,070	3,665
	51156	UNUSED VACATION TIME PAYOUT	4,656	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		243,992	216,836	126,910	123,245	123,245	3,665
	52360	MEDICARE	26,097	27,729	26,959	29,237	27,891	-932
	52385	SOCIAL SECURITY	13,391	10,588	6,856	10,403	4,649	2,207
	52504	MERF PENSION EMPLOYER CONT	336,511	395,797	473,681	425,365	429,538	44,143
	52917	HEALTH INSURANCE CITY SHARE	529,520	379,002	483,176	518,046	518,046	-34,870
<b>03</b>	<b>FRINGE BENEFITS</b>		905,519	813,117	990,673	983,051	980,124	10,549
	53110	WATER UTILITY	2,022,528	2,239,968	2,336,931	2,396,931	2,366,931	-30,000
	53120	SEWER USER FEES	105,664	152,481	280,000	240,000	190,000	90,000
	53130	ELECTRIC UTILITY SERVICES	2,786,503	3,057,994	3,339,702	3,589,702	3,584,702	-245,000
	53140	GAS UTILITY SERVICES	1,090,981	1,190,768	1,355,000	1,355,000	1,255,000	100,000
	53435	PROPERTY INSURANCE	495,980	569,268	575,890	678,387	678,387	-102,497
	53605	MEMBERSHIP/REGISTRATION FEES	250	50	1,159	1,500	1,500	-341
	53610	TRAINING SERVICES	0	1,860	5,000	5,000	5,000	0
	53705	ADVERTISING SERVICES	2,699	406	2,700	2,700	2,700	0
	53715	PAGING SERVICES	1,027	368	0	1,700	1,000	-1,000
	53725	TELEVISION SERVICES	5,917	5,868	3,000	3,000	3,000	0
	53750	TRAVEL EXPENSES	0	0	1,841	1,500	1,500	341
	53905	EMP TUITION AND/OR TRAVEL REIM	0	-363	500	500	500	0
	54540	BUILDING MATERIALS & SUPPLIE	114,507	112,927	118,404	118,404	118,404	0
	54541	BOE - BLDG MTCE-SUPPLIES/SERVI	111,774	105,000	150,000	150,000	150,000	0
	54545	CLEANING SUPPLIES	40,826	53,754	49,376	49,376	49,376	0
	54555	COMPUTER SUPPLIES	0	90	90	90	90	0
	54560	COMMUNICATION SUPPLIES	0	522	700	700	700	0
	54595	MEETING/WORKSHOP/CATERING FOOD	997	1,244	3,140	3,140	3,140	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FACILITIES MAINTENANCE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54605	FURNISHINGS	0	1,917	2,500	2,500	1,500	1,000
	54635	GASES AND EQUIPMENT	0	0	150	150	150	0
	54640	HARDWARE/TOOLS	38,633	42,559	74,500	74,500	39,500	35,000
	54650	LANDSCAPING SUPPLIES	0	970	2,650	2,650	2,650	0
	54670	MEDICAL SUPPLIES	5,319	6,171	5,400	5,400	5,400	0
	54675	OFFICE SUPPLIES	4,474	3,092	4,053	5,053	5,053	-1,000
	54680	OTHER SUPPLIES	6,305	7,402	9,509	8,509	8,509	1,000
	54700	PUBLICATIONS	0	0	10	10	10	0
	54715	PLUMBING SUPPLIES	49,073	55,577	60,000	60,000	60,000	0
	54720	PAPER AND PLASTIC SUPPLIES	45,500	73,431	70,582	78,582	76,000	-5,418
	54745	UNIFORMS	4,994	8,201	10,200	12,000	12,000	-1,800
	54755	TRAFFIC CONTROL PRODUCTS	169,581	167,727	180,400	250,500	220,500	-40,100
	54780	DECORATIVE LIGHTING SUPPLIES	118,764	105,607	140,000	195,000	140,000	0
	55045	VEHICLES	154,441	328,999	235,000	235,000	505,000	-270,000
	55050	CLEANING EQUIPMENT	0	3,150	3,150	3,150	3,150	0
	55055	COMPUTER EQUIPMENT	625	855	2,430	2,430	2,430	0
	55080	ELECTRICAL EQUIPMENT	63,770	69,017	74,000	74,000	74,000	0
	55105	HOUSEHOLD APPLIANCES	7,606	834	2,060	2,060	2,060	0
	55110	HVAC EQUIPMENT	52,574	58,877	75,000	99,000	85,000	-10,000
	55145	EQUIPMENT RENTAL/LEASE	5,280	5,780	6,395	79,395	74,100	-67,705
	55155	OFFICE EQUIPMENT RENTAL/LEAS	15,185	6,730	10,000	13,000	13,000	-3,000
	55160	PHOTOGRAPHIC EQUIPMENT	0	300	300	300	300	0
	55175	PUBLIC SAFETY EQUIPMENT	2,182	2,089	2,220	2,220	2,220	0
	55530	OFFICE FURNITURE	1,220	25,682	1,726	1,926	1,926	-200
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>7,525,180</b>	<b>8,467,172</b>	<b>9,195,668</b>	<b>9,804,965</b>	<b>9,746,388</b>	<b>-550,720</b>
	56010	ENGINEERING SERVICES	0	1,698	2,800	2,800	2,800	0
	56045	BUILDING MAINTENANCE SERVICE	582,175	377,386	323,000	383,000	343,000	-20,000
	56055	COMPUTER SERVICES	16,545	7,006	16,545	19,545	19,545	-3,000
	56080	ENVIRONMENTAL SERVICES	13,220	14,295	15,200	15,200	15,200	0
	56125	LANDSCAPING SERVICES	31,704	51,907	61,890	61,890	61,890	0
	56165	MANAGEMENT SERVICES	11,741	11,387	26,490	26,490	26,490	0
	56170	OTHER MAINTENANCE & REPAIR S	175,640	234,070	48,576	74,576	58,576	-10,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	713	3,609	2,500	2,500	2,500	0
	56180	OTHER SERVICES	36,245	28,783	30,000	58,000	45,000	-15,000
	56185	PUBLIC FACILITIES SERVICES	3,565	1,706	3,565	3,565	3,565	0
	56225	SECURITY SERVICES	91,872	71,876	81,928	86,928	86,928	-5,000
	59015	PRINTING SERVICES	0	0	1,395	1,395	1,395	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>963,420</b>	<b>803,722</b>	<b>613,889</b>	<b>735,889</b>	<b>666,889</b>	<b>-53,000</b>
<b>01310</b>	<b>FACILITIES MAINTENANCE</b>		<b>11,463,009</b>	<b>12,172,218</b>	<b>13,060,443</b>	<b>14,058,519</b>	<b>13,734,775</b>	<b>-674,332</b>

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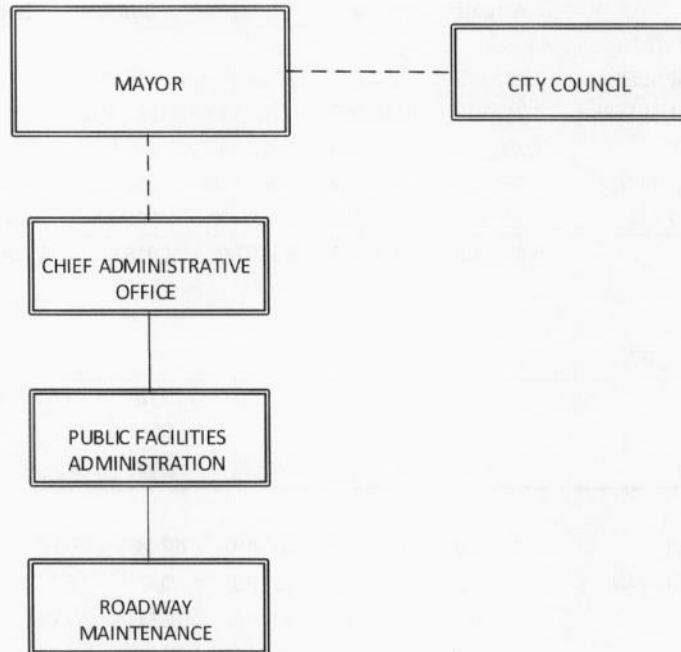


PUBLIC FACILITIES DIVISIONS  
ROADWAY MAINTENANCE

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MISSION STATEMENT

The Roadway Maintenance division of Public Facilities maintains the City's 829 lane-miles of roads and streets. This maintenance includes street sweeping, pothole repair, asphalt patching, the collection of illegally dumped trash, evaluation of road conditions, re-paving, maintenance of all traffic signs and street markings, snow removal from street and parking lots, and barricading streets when assisting Police or Fire Departments during emergencies or during special events such as parades and festivals. In addition, the Roadway Division conducts programs providing leaf collection and removal, Christmas tree disposal, cutting and removal of brush from City lots and abandoned buildings in coordination with the anti-blight initiative, sidewalk and curb repair, cleaning of catch basins and removal of downed trees during storms. The division also provides extensive backup manpower for Sanitation, Recycling and Transfer Station as well as assisting Maintenance with evictions and Parks with various projects.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE BUDGET DETAIL

Luis Burgos  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01320</b>	<b>ROADWAY MANAGEMENT</b>						
01	PERSONNEL SERVICES	2,287,872	2,514,167	2,344,895	2,450,229	2,306,377	38,518
02	OTHER PERSONNEL SERV	712,818	565,005	287,540	280,100	280,100	7,440
03	FRINGE BENEFITS	1,286,375	1,150,728	1,228,135	869,543	862,579	365,556
04	OPERATIONAL EXPENSES	763,529	599,607	800,018	811,018	800,518	-500
05	SPECIAL SERVICES	383,347	297,455	455,720	505,720	464,720	-9,000
		<b>5,433,940</b>	<b>5,126,962</b>	<b>5,116,308</b>	<b>4,916,610</b>	<b>4,714,294</b>	<b>402,014</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	Budget	Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	PUBLIC WORKS FOREMAN II	3.00	3.00	1.00	0.00	0.00	202,088	199,610	199,610	2,478
	PUBLIC WORKS TRAFFIC FOREMAN	1.00	1.00	0.00	0.00	0.00	70,427	65,827	65,827	4,600
	MAINTAINER I (GRADE I)	16.00	16.00	1.00	0.00	0.00	636,513	772,796	628,944	7,569
	MAINTAINER II	12.00	12.00	1.00	0.00	0.00	596,319	580,924	580,924	15,395
	MAINTAINER III	2.00	2.00	0.00	0.00	0.00	114,701	116,399	116,399	-1,698
	MAINTAINER IV	7.00	7.00	1.00	0.00	0.00	389,661	379,487	379,487	10,174
	CLERICAL ASSISTANT (40 HRS)	2.00	2.00	0.00	0.00	0.00	85,186	85,186	85,186	0
	MAINTAINER I (GRADE I) - SEASONAL	0.00	0.00	0.00	0.00	0.00	125,000	125,000	125,000	0
01320000	MAINTAINER I (GRADE II) - SEASONAL	0.00	0.00	0.00	0.00	0.00	125,000	125,000	125,000	0
	<b>ROADWAY MANAGEMENT</b>	<b>43.00</b>	<b>43.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,344,895</b>	<b>2,450,229</b>	<b>2,306,377</b>	<b>38,518</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ROADWAY</b>							
<b>HIGHWAY &amp; ROAD MAINTENANCE</b>							
Paved lane miles responsible for	829	829	829	829	829	829	829
Road Rehabilitation Expenditures	\$5,018,660	\$2,268,428	\$2,043,504	\$4,515,987	\$5,771,735	\$6,000,000	\$4,000,000
Percentage of Rehabilitation Expenditures Contracted out	97%	88%	91%	93%	97%	95%	92%
Road Rehabilitation Expenditures per paved lane mile	\$6,054	\$2,736	\$2,465	\$5,448	\$6,962	\$7,238	\$4,825
Road Rehabilitation Expenditures per capita	\$33.76	\$15.26	\$13.75	\$30.38	\$38.83	\$40.36	\$26.91
Pothole Repair Expenditures	\$218,960	\$266,700	\$329,450	\$324,428	\$86,586	\$335,000	\$350,000
Number of potholes repaired	9,978	7,727	12,043	11,874	1,859	11,000	11,000
Potholes repaired per lane mile	12	9	15	14	2	13	13
Average response time to pothole complaints	3	2	2	2	2	2	2
Site Patching	150	66	101	43	0	70	75
Paved Miles Assessed for Condition	0	0	829	0	83	166	166
Percentage of Paved Miles Assessed for Condition	0%	0%	100%	0%	10%	20%	20%
<b>STREET SWEEPING</b>							
Linear miles swept	8,671	8,671	11,563	23,145	12,287	23,000	23,000
O & M Expenditures on Street Sweeping	\$212,448	\$219,480	\$285,324	\$468,288	\$254,125	\$495,000	\$499,000
Operating cost per linear mile swept	\$24.50	\$25.31	\$24.68	\$20.23	\$20.68	\$21.52	\$21.70
Operating and Maintenance Expenditures per capita	\$1.43	\$1.48	\$1.92	\$3.16	\$1.71	\$3.34	\$3.36
<b>TRAFFIC SIGNAL &amp; SIGN MAINTENANCE</b>							
Total Number of Traffic Signal devices	1965	2035	2035	2035	2082	2082	2082
Total Number of Traffic Signal repairs	920	875	860	785	425	850	850
Traffic Signal Replacements	21	5	0	0	3	7	4
Traffic Signal Expenditures	\$277,484	\$379,990	\$365,000	\$315,000	\$180,000	\$460,000	\$490,000
Avg response time (in days) for traffic signal repair	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Avg response time (working days) for replacement	2	2	2	2	2	2	2
Number of Traffic Signs Replaced	295	213	249	302	194	300	300
Number of Traffic Signs Repaired	499	453	492	479	324	500	480
Number of Traffic Signs Installed (new installations)	150	100	92	173	158	185	170
Number of Stop Signs Installed (new)	4	21	1	39	20	20	20
Number of Handicap Signs Installed	35	44	15	30	15	25	25
Number of Handicap Signs Removed	8	21	2	4	2	2	2
Number of Neighborhood Watch Signs Installed	0	0	0	0	0	0	0
Number of Street Signs Replaced	73	80	42	53	93	110	80
Number of Street Signs Repaired	233	215	204	232	231	260	240
Number of Street Signs Installed	4	8	1	5	3	6	6
Number of Special Signs Manufactured	148	8	39	0	0	5	5
Number of Special Signs Installed	52	0	72	25	6	10	10
Number of Barricades Delivered	3257	505	1588	960	169	300	500
Number of Portable Stop Signs Delivered	377	278	142	126	0	30	30
Number of Intersections Painted (crosswalks, stopbars)	221	91	82	0	0	50	50
Number of Streets Center Lined	78	41	28	0	0	40	40
Number of Miles Center Lined	9.8	5.4	4.9	0	0	10	5
<b>ILLEGAL DUMPING</b>							
Number of Sites Illegal Dump Picked Up	2255	2539	2586	6158	2364	5000	5000
Tons of Illegal Bulk Picked Up	429	474	411	818	789	950	850
Tons of Illegal Dump Pick Up - Metal	28	8	2	3.74	1.59	3	3
Number of Illegal Dump Picked Up - Tires	2615	1389	1583	5030	2067	5000	5000
Tons of Leaves Picked Up	1802	1456	1312	1075	830.25	1300	1300

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE PROGRAM HIGHLIGHTS

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FY 2024- 2025 SHORT TERM GOALS (Achieving in 1 year or less):

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1. Continue crackdown on blighted properties and illegal dumping, working with Police and other departments to promote clean, safe public spaces. (MG3)
2. Add additional full-time positions to provide additional workforce for mad-vacs, sweepers, snow removal, illegal trash removal, brush and leaf pickup, potholes/patching and all the operations Roadway performs daily, but is regularly left with fewer than a dozen per day due to assignments in other divisions. (MG3)
3. Continue to work with central administration to gain increased parking enforcement and Police involvement to improve efficiency of street sweeping efforts. (MG3)
4. Establish a culvert cleaning system and schedule, to help relieve local flooding and improve safety; will need support and cooperation from local residents and businesses. (MG3)

FY 2024 - 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

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1. Continue employee development through Public Works Academy covering: Professional & Communication Skills, Operational Safety, Road Fundamentals, Work Zone Safety/Flagger Certification, Chainsaw Safety & Storm Clean Up, Winter Operations and Safe Snow Plowing.
2. Additional training for supervisors on Bridgeport 311 so response time is faster and requests are better directed to appropriate department. (MG1)
3. Continue development of Management Team through Road Master Program covering Basics of a Good Road, All About Asphalt Pavements, Principles of Drainage for Local Roads, On the Job Safety and OSHA Regulations for the Local Road Personnel, Work Zone Safety for Maintenance Operations for Local Roads, Planning and Managing Local Road Snow and Ice Control Activities, Defensive Driving for Public Works, and Backhoe Safety and Operations.
4. Increase preventative maintenance of roads and streets. Continue and expand crack-sealing, ultra-thin and patch crews, thereby reducing the need for full repaving over time. (MG1, MG3, MG7)
5. Look for opportunities to add electric and low-emissions vehicles and equipment. (MG6)
6. Add more public garbage cans that feature advertising, using automatic compressors where possible, bringing in revenue to help defray the net cost of additional pickups, while providing for cleaner city. (MG3)
7. Continue seasonal bulk trash pick-up pilot program started April-Sept 2023, and make it regular and annual, helping to reduce illegal dumping and reduce blight. (MG3)

FY 2023 - 2024 SHORT TERM GOALS STATUS UPDATE:

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1. Continue crackdown on blighted properties and illegal dumping, working with Police and other departments to promote clean, safe public spaces. **Meeting goal, ongoing, continuous effort. From July-early January, illegal dumping cleanup was performed on 107 days, devoted across 1734 sites, picking up 639 tons of bulk trash, 2 pounds of metal and 1242 tires. Working with Police Department, four additional cameras have been installed in strategic locations which has reduced the amount of illegal dumping at these locations by 70%.**
2. Dedicate more seasonal employees to paper picking and illegal pickup, thereby freeing up full-time employees for better efficiency performing core Roadway functions. **Partially meeting goal. Paper-picking and litter collection were performed from July-Dec, collecting more than 156 tons, but seasonal employees were available less than planned due to lack of applicants. Supplementing City employees with four workers from outside agency providing second-chance opportunities.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

ROADWAY MAINTENANCE

PROGRAM HIGHLIGHTS

3. Additional full-time positions to provide extra workforce for mad-vacs, sweepers, snow removal, illegal trash removal, paper picking, brush and leaf pickup, potholes/patching and all the operations Roadway performs daily, but is regularly left with fewer than a dozen per day due to assignments in other divisions. **Partially meeting goal, multi-year process of getting full-time workforce restored to levels needed to perform basic functions. Department has been requesting five new Maintainer I's but received none. Department continues to devote significant resources daily to non-Roadway functions, especially Sanitation/Recycling, resulting frequently in having only 6-9 Roadway employees devoted strictly to core Roadway functions.**
4. Continue to work with central administration to gain increased parking enforcement and Police involvement to improve efficiency of street sweeping efforts. **Ongoing effort. Police resources are scarce with high demand. Enforcement of alternate-side parking is critical to efficient sweeping and avoiding merely running up the middle of the street.**
5. Continue to increase productivity and efficiency of pothole repair by utilizing Durapatcher which can repair twice as much as our normal pothole crew on a daily basis, providing better street maintenance for improved economic development and public safety. **Partially meeting goal. Ongoing effort. Machine tends to require experienced employees to operate effectively. Over-reliance on seasonals and multiple demands on existing workforce can result in inexperienced operators for Durapatcher, with less effective mixing and more frequent breakdowns. Need more consistent refill of vacant positions along with ability to devote Roadway personnel more consistently to Roadway activities.**
6. Look for opportunities to add equipment to fleet that are electric, helping to reduce emissions. (MG3). **Currently strategizing on how to update facilities to ensure they are up to electrical standards and can support electric vehicles.**

FY 2023 - 2024 MEDIUM-TERM GOALS STATUS UPDATE:

1. Continue employee development through Customer service training, Public Works Academy covering: Professional & Communication Skills, Operational Safety, Road Fundamentals, Work Zone Safety/Flagger Certification, Chainsaw Safety & Storm Clean Up, and Winter Operations and Safe Snow Plowing. **Partially meeting goal as we continue to provide training every year such as Work Zone Safety/Flagger Certification, Winter Operations and Snowplow Training.**
2. Continue development of our Management Team through Road Master Program covering Basics of a Good Road, All About Asphalt Pavements, Principles of Drainage for Local Roads, On-the Job Safety and OSHA Regulations for the Local Road Personnel, Work Zone Safety for Maintenance Operations for Local Roads, Planning and Managing Local Road Snow and Ice Control Activities, Defensive Driving for Public Works, and Backhoe Safety and Operations. **Partially meeting goal. Supervisors continue to take classes to develop their knowledge on Public Works activities and Safety Regulations.**
3. Continue to cross-train employees on all equipment where applicable to ensure the safe operation of equipment, to prepare employees for promotion and to better utilize employees and equipment. **Meeting goal but workforce limitations continue to cause shortages and need to constantly send employees to other divisions in Public Facilities.**
4. Additional training for supervisors on Bridgeport 311 so our response time is faster and proper department receives requests. **Ongoing due to recent supervisors retiring and training new supervisors.**



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE PROGRAM HIGHLIGHTS

**FY 2022-2023 & 2023- 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Bulk Pickup Program successfully launched April 1- Sep 30, 2023, with approximately 3000 pickups by appointment, totaling more than 900 tons that may have otherwise been dumped illegally.
2. Largest Paving Program in recent history, with \$10M devoted to more than 200 streets and 30 lane-miles.
3. For illegal dumping in FY23, a total of 1734 sites, consuming 107 man-days, resulting in 639 tons of bulk, 2 tons of metal and 1242 tires. Bulk program helped alleviate this activity somewhat, with totals in FY22 of 4158 sites but 432 tons; so FY23 tons were up, but with far fewer sites.
4. Leaf collection FY23: total of 856 man-days to collect 1075 tons of leaves over 254 days.
5. Street sweeping performed on 294 days, consuming 1278 man-days, covering 23,145 miles and removing 4100 loads of debris.
6. Potholes FY23: 11,874 sites over 185 days, consuming tons of material and 490 man-days.
7. Patched 43 sites, using 10 man-days and .03 tons of material. Patching activities down significantly due to largest paving program in recent City history.
8. Continued to provide manpower to Sanitation/Recycling, Transfer Station, and other divisions to help with insufficient services in those activities. Frequently fewer than ten Roadway employees are available for actual Roadway duties each day.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-24 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal#1	100	85	Illegal dumping cleanup very active but need more manpower.
ST Goal#2	100	60	Seasonal applicants very limited, need to rely more on full-timers.
ST Goal#3	100	0	No new positions were funded.
<b><u>FY 2023-24 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal#1	100	75	Some training complete, others later.
MT Goal#2	100	60	Waiting for next available class for Roadmaster; others proceeding normally.
MT Goal#3	100	70	Workforce shortages prevent full opportunities to cross-train but have provided multiple opportunities.
MT Goal#4	100	60	All new managers receiving 311 training.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED	ESTIMATED
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>SNOW &amp; ICE REMOVAL</b>							
Paved Miles Responsible for	829	829	829	829	829	829	829
Calendar Days snow & ice removal occurred	7	18	23	7	0	10	20
Number of Snow Events during the fiscal year	5	11	15	5	0	7	11
Number of lane miles treated per event (estimated)	13,264	13,264	13,264	13,264	na	13,264	13,264
Number OT Hours paid for snow & ice removal	1,712	3,373	3,945	935	0	800	4,000
O & M Expenditures for snow & ice control	\$156,359	\$409,935	\$385,985	\$198,451	\$35,000	\$250,000	\$500,000
Expenditures per mile lane plowed or treated	\$2.36	\$2.81	\$1.94	\$2.99	na	\$2.69	\$3.43
Expenditures per capita	\$1.05	\$2.76	\$2.60	\$1.34	\$0.24	\$1.68	\$3.36

**FY 2024-2025 GOALS:**

1. Work with other key City departments to re-establish vigorous enforcement of alternate-side of street parking to provide better access to the curb for street sweeping, street vacuuming, snow removal and overall cleanup efforts. (MG3)
2. Continue training employees in safe operation of snow removal and operating snow equipment.

**FY 2023-2024 GOALS STATUS UPDATE:**

1. Work with other key City departments to re-establish vigorous enforcement of alternate-side of street parking to provide better access to the curb for street sweeping, street vacuuming, snow removal and overall cleanup efforts. **Partially meeting goal. Alternate-side enforcement dependent on availability of BPD; Parking Enforcement back in Public Facilities helps provide some improvement. Relatively light snowfalls also help relieve pressure.**
2. Continue training employees in safe operation of snow removal and operating snow equipment. **Meeting Goal. Classroom and road-training conducted every year prior to winter. Returned to and won CASHO statewide training program fall 2023.**

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b>FY 2023- 2024 Short-Term Goals (Less than 1 year).</b>			
Goal#1	100	70	BPT PD involvement is critical
Goal#2	100	100	Training is completed yearly prior to winter.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01320 ROADWAY MANAGEMENT</b>								
	51000	FULL TIME EARNED PAY	1,835,604	1,832,909	2,094,895	2,200,229	2,056,377	38,518
	51100	PT TEMP/SEASONAL EARNED PA	452,268	681,258	250,000	250,000	250,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>2,287,872</b>	<b>2,514,167</b>	<b>2,344,895</b>	<b>2,450,229</b>	<b>2,306,377</b>	<b>38,518</b>
	51102	ACTING PAY	43,331	26,813	0	0	0	0
	51104	TEMPORARY ACTING 2X OVERTI	4,027	733	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	30,830	35,903	1,000	1,000	1,000	0
	51108	REGULAR 1.5 OVERTIME PAY	276,460	309,971	40,000	40,000	40,000	0
	51111	SNOW REMOVAL OVERTIME	130,377	40,494	200,000	200,000	200,000	0
	51116	HOLIDAY 2X OVERTIME PAY	57,186	14,579	31,000	31,000	31,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	74,476	62,005	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	64,893	44,726	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	8,791	6,676	6,000	6,000	6,000	0
	51138	NORMAL STNDRD SHIFT DIFFER	583	171	0	0	0	0
	51140	LONGEVITY PAY	14,545	14,051	9,540	2,100	2,100	7,440
	51156	UNUSED VACATION TIME PAYOUT	7,319	8,883	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>712,818</b>	<b>565,005</b>	<b>287,540</b>	<b>280,100</b>	<b>280,100</b>	<b>7,440</b>
	52360	MEDICARE	39,817	41,810	30,699	33,502	31,418	-719
	52385	SOCIAL SECURITY	29,973	46,054	27,151	30,863	21,943	5,208
	52504	MERF PENSION EMPLOYER CONT	461,463	481,521	497,205	412,392	416,432	80,773
	52917	HEALTH INSURANCE CITY SHARE	755,122	581,343	673,081	392,786	392,786	280,295
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>1,286,375</b>	<b>1,150,728</b>	<b>1,228,135</b>	<b>869,543</b>	<b>862,579</b>	<b>365,556</b>
	53605	MEMBERSHIP/REGISTRATION FEES	278	726	2,000	2,000	2,000	0
	53610	TRAINING SERVICES	2,859	4,057	5,000	5,000	5,000	0
	53705	ADVERTISING SERVICES	1,950	1,462	1,950	2,950	2,950	-1,000
	53750	TRAVEL EXPENSES	1,170	0	6,000	6,000	4,500	1,500
	54010	AUTOMOTIVE PARTS	1,564	2,182	1,700	1,700	1,700	0
	54025	ROADWAY PARTS	24,629	41,608	39,079	39,079	39,079	0
	54540	BUILDING MATERIALS & SUPPLIE	6,414	6,848	8,855	8,855	8,855	0
	54560	COMMUNICATION SUPPLIES	0	0	400	400	400	0
	54610	DIESEL	3,000	0	0	0	0	0
	54615	GASOLINE	22,000	0	0	0	0	0
	54640	HARDWARE/TOOLS	15,111	19,089	16,932	16,932	16,932	0
	54650	LANDSCAPING SUPPLIES	7,225	7,849	8,288	8,288	8,288	0
	54670	MEDICAL SUPPLIES	2,760	2,736	3,500	3,500	3,500	0
	54675	OFFICE SUPPLIES	1,979	3,363	3,400	3,400	3,400	0
	54735	ROADWAY SUPPLIES	330,077	210,840	377,000	380,000	380,000	-3,000
	54745	UNIFORMS	6,491	12,904	15,000	22,000	18,000	-3,000
	54755	TRAFFIC CONTROL PRODUCTS	59,484	51,915	56,200	56,200	56,200	0
	55055	COMPUTER EQUIPMENT	0	0	1,379	1,379	1,379	0
	55145	EQUIPMENT RENTAL/LEASE	117,581	128,132	150,600	150,600	150,600	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ROADWAY MAINTENANCE APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024	FY 2025	FY 2025	
					Modified Budget	Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,740	5,947	6,485	6,485	6,485	0
	55160	PHOTOGRAPHIC EQUIPMENT	0	1,000	1,000	1,000	1,000	0
	55175	PUBLIC SAFETY EQUIPMENT	218	123	250	250	250	0
	55190	ROADWAY EQUIPMENT	155,000	98,824	95,000	95,000	90,000	5,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>763,529</b>	<b>599,607</b>	<b>800,018</b>	<b>811,018</b>	<b>800,518</b>	<b>-500</b>
	56055	COMPUTER SERVICES	0	0	1,250	1,250	1,250	0
	56060	CONSTRUCTION SERVICES	0	0	800	800	800	0
	56125	LANDSCAPING SERVICES	36,765	5,000	6,000	56,000	15,000	-9,000
	56140	LAUNDRY SERVICES	16,405	12,780	13,000	13,000	13,000	0
	56170	OTHER MAINTENANCE & REPAIR S	13,045	5,973	10,000	10,000	10,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	192	821	875	875	875	0
	56180	OTHER SERVICES	263,951	232,026	325,000	325,000	325,000	0
	56185	PUBLIC FACILITIES SERVICES	46,780	37,619	90,000	90,000	90,000	0
	56205	PUBLIC SAFETY SERVICES	0	0	1,295	1,295	1,295	0
	56220	ROADWAY SERVICES	2,295	0	3,500	3,500	3,500	0
	56225	SECURITY SERVICES	3,915	3,235	4,000	4,000	4,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>383,347</b>	<b>297,455</b>	<b>455,720</b>	<b>505,720</b>	<b>464,720</b>	<b>-9,000</b>
<b>01320</b>	<b>ROADWAY MANAGEMENT</b>		<b>5,433,940</b>	<b>5,126,962</b>	<b>5,116,308</b>	<b>4,916,610</b>	<b>4,714,294</b>	<b>402,014</b>

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PUBLIC FACILITIES DIVISIONS  
SANITATION & RECYCLING

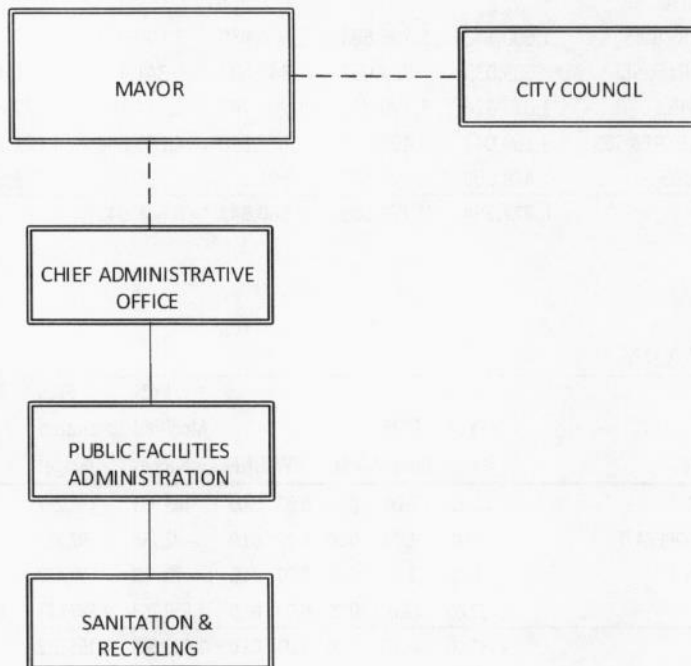
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MISSION STATEMENT

Sanitation Division provides weekly curbside collection of all general household solid waste in the City in compliance with all applicable City, State and Federal health, environmental and safety regulations.

The Recycling Division removes recyclable materials from the solid waste stream through collection and transportation to a regional intermediate processing center as prescribed by City ordinance. Recycling provides bi-weekly curbside household recycling collection of glass, metal food containers, newspapers, HDPE & PETE plastics while also providing recycling of tires, white metal goods and batteries through the Transfer Station. In addition, Recycling removes and processes leaves and tree trimmings for composting and use in City landscaping projects. All services are provided with strict adherence to all applicable Environmental Protection Agency & Department of Environmental Protection regulations.

The Sanitation/Recycling Division accomplishes these tasks with 31 total full-time positions: one manager, one foreman, 2 supervisors and 27 maintainers. There are 12 daily sanitation routes and 4 daily recycling routes, with each route performed by a crew of two.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025		FY25 Mayor	
		Actuals	Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget		
<b>01325</b>	<b>SANITATION &amp; RECYCLING</b>								
41285	PF ENFORCEMENT FINES	0	0	1,000	1,000	1,000			0
41406	CURBSIDE ADVERTISING	1,603	2,310	1,500	1,500	1,500			0
<b>01325</b>	<b>SANITATION &amp; RECYCLING</b>	<b>1,603</b>	<b>2,310</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>			<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025		FY25 Mayor	
		Actuals	Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget		
<b>01325</b>	<b>SANITATION &amp; RECYCLING</b>								
01	PERSONNEL SERVICES	1,500,140	1,796,664	1,956,935	2,195,012	1,972,707			-15,772
02	OTHER PERSONNEL SERV	589,033	724,082	349,682	341,417	341,417			8,265
03	FRINGE BENEFITS	1,015,324	1,179,798	1,203,747	1,174,183	1,129,601			74,146
04	OPERATIONAL EXPENSES	3,169,047	3,498,168	3,678,610	4,243,048	4,201,268			-522,658
05	SPECIAL SERVICES	448,809	577,597	691,367	735,285	716,885			-25,518
		<b>6,722,354</b>	<b>7,776,309</b>	<b>7,880,341</b>	<b>8,688,945</b>	<b>8,361,878</b>			<b>-481,537</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget			
	SANITATION SUPERVISOR	2.00	2.00	0.00	0.00	0.00	143,933	144,292	144,292				-359
	SUPERVISOR OF DISTRICT OPERATI	1.00	1.00	0.00	0.00	0.00	92,158	92,617	92,617				-459
	PUBLIC WORKS FOREMAN II	1.00	1.00	0.00	0.00	0.00	70,075	70,427	70,427				-352
<b>01325000</b>	<b>MAINTAINER III</b>	<b>27.00</b>	<b>27.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,650,769</b>	<b>1,887,676</b>	<b>1,665,371</b>				<b>-14,602</b>
	<b>SANITATION AND RECYCLING</b>	<b>31.00</b>	<b>31.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,956,935</b>	<b>2,195,012</b>	<b>1,972,707</b>				<b>-15,772</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>SANITATION</b>							
Residential Refuse Collection Accounts	40,344	40,344	44,044	44,044	44,044	44,044	44,044
Non-residential Refuse Collection Accounts (add schools fy13-fy17)	0	0	0	0	0	0	0
Curbside Pickup (estimated)	33,300	33,300	37,000	37,000	37,000	37,000	37,000
Backdoor / Other	7,044	7,044	7,044	7,044	7,044	7,044	7,044
Refuse Collection Accounts by contract	0	0	0	0	0	0	0
Pickups per week	1	1	1	1	1	1	1
Average collection per vehicle (cubic yards)	25	25	25	25	25	25	25
Staff per truck	2	2	2	2	2	2	2
# of accounts per hour of collection	150	150	150	150	150	150	150
Tons -- residential routes	39,580	42,606	42,779	40,551	20,842	42,000	42,800
Tons -- residential/municipal through T Station	14,402	14,105	13,790	11,033	5,665	12,000	13,500
Tons -- Total Residential Refuse	53,982	56,711	56,569	51,584	26,507	54,000	56,300
Tons -- Commercial Refuse	562	737	703	952	499	1000	1000
Tons -- Total Refuse	54,544	57,448	57,272	52,536	27,006	55,000	55,000
Tipping fee per ton (Residential / Commercial)	\$63.58	\$64.79	\$65.75	\$68.03	\$70.49	\$85.25	\$90.37
Total Tip Fees Paid	\$3,467,908	\$3,722,020	\$3,765,624	\$3,573,973	\$1,903,563	\$4,133,250	\$4,970,075
<b>YARD WASTE COLLECTION</b>							
Accounts	33,000	33,000	37,000	37,000	37,000	37,000	37,000
Leaves -- Loose Collection, Tons	0	0	0	0	0	0	0
Leaves -- Brown Bag, Tons	1802	1455	1312	656	439	1250	1350
Leaves -- Transfer Station, Tons	1258	1049	890	938	531	1050	1150
Leaves -- Total Tons	3,060	2,504	2,202	1,594	970	2,300	2,500
Yard Waste / Brush -- Curbside and T Station	2,385	1,976	1,381	1,368	810	1,650	1,800
Leaves and Yard Waste -- Total Tons	5,445	4,480	3,583	2,962	1,780	3,950	4,300
Leaves and Yard waste -- Tons Composted	5,445	4,480	3,583	2,962	1,780	3,950	4,300
<b>SATISFACTION INFORMATION -- approx 7000 pickups per day total</b>							
Complaints -- refuse: missed, wrong day, contaminated, etc	4440	4900	2700	2450	1200	2400	2400

FY 2024 – 2025 SHORT TERM GOALS (Achieving in 1 year or less):

1. Continue to dispose of municipal solid waste in the most cost-effective and environmentally-responsible manner possible, while working with elected officials in developing policies to reduce recycling costs, reduce solid waste tonnages and still avoid increased costs overall. (MG3, MG6)
2. Reduce number of open routes by adding to roster of Maintainer III's, thereby reducing wear on workers, reducing lost time, and increasing available drivers for snow events while also returning Roadway workers back to Roadway for that division's core functions. (MG3)
3. Install new signage at condos for dumpster rules. (MG3)
4. Update condo management contacts.

FY 2024 – 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

1. Re-evaluate all refuse routes to ensure balance required by collective bargaining agreement (maximum 12 tons per route) while also reducing number of daily refuse routes from twelve to eleven. (MG1)
2. Re-examine condo pickup schedules, deployment of dumpsters and rollout carts to improve recycling participation at condos. (MG1)
3. Continue to add front loader dumpsters in areas where they can be utilized, including condos, to help improve efficiency. (MG1)

FY 2024 – 2025 LONG-TERM GOALS (Achieving in greater than 5 years):

1. Implement educational campaign to raise awareness among residents about proper recycling practices, separating plastic bags and food waste from recycling and into refuse, utilizing flyers, signage, and other communication, in order to reduce very high cost of contaminated recycling. (MG3)
2. Explore possibility of a composting initiative at the Transfer Station, to offer that as a voluntary alternative for disposal of food waste. (MG1, MG3)

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

1. Continue to dispose of municipal solid waste in the most cost-effective and environmentally-responsible manner possible. **Meeting goal. As many municipalities in greater Hartford struggle to identify alternatives to the closing Materials Innovation and Recycling Authority (MIRA), the City's continued participation in the Greater Bridgeport Regional Solid Waste Interlocal Committee has been cost-effective and environmentally beneficial. That relationship also helped provide for capital re-investment which sustains the local trash-to-energy plant.**
2. Reduce number of daily open routes by adding to roster of Maintainer III's, thereby reducing wear on workers, reducing lost time and increasing available drivers for snow events while also then returning Roadway workers back to Roadway for that division's core functions (illegal dumping, sweeping and madvacs, potholes and patching /street remediations, blight cleanups, etc). **Not meeting goal. Twelve daily sanitation routes and four daily recycling routes require 32 Maintainer III's to perform. Instead we have 27. This results in an average of at least 2-3 open routes every day before accommodating other absences for sick, personal, vacation, or other, which then means replacements are drawn heavily from Roadway thereby diminishing that division's capacity to perform its core functions.**
3. Continue safety training to sustain progress in prevention of work-related injuries and reduce open routes and related overtime, the number and expense of Workers' Compensation Claims, equipment damage due to improper operation, and absenteeism due to injury. Safety training

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
SANITATION / RECYCLING

PROGRAM HIGHLIGHTS

will include bending/lifting techniques, defensive driving, safe entrance/exit from vehicles and equipment, proper use of rollout carts and automated lifters, lock-out/tag-out training, blood-borne pathogen training. **Meeting goal. Ongoing. Completed lockout-tagout, fire extinguisher, lifting and bending, and defensive driving for snow plowing trainings.**

4. Work with administration and Council to implement a program where residents can buy replacement or additional rollout carts directly from the City. **Meeting goal, efforts ongoing. Currently working toward rewriting ordinances to establish process for residents to acquire additional totes. Meanwhile the department has implemented a cost-effective way of tracking, identifying, and recovering lost, misplaced, and stolen totes by inscribing addresses on outgoing totes, a less expensive method than chip installations.**

FY 2023 - 2024 MEDIUM-TERM GOALS STATUS UPDATE:

5. Install new signage at condos for dumpster rules. **Meeting goal. New signs will be digitally accessible via QR codes. Working on QR code with In-plant Printing. Awaiting approval from IT on email address and QR code. Once ticket is supplied to In-plant Printing and the shop delivers, department can proceed with installation.**
6. Update condo management contacts. **Ongoing. Constantly updating contacts of management of each condo. Difficult to maintain 100% accuracy because of continuous change in condo management personnel.**
7. Implement a more detailed rollout cart tracking system to provide date delivered, address and serial numbers. **Meeting goal. Department is inscribing addresses on the carts and entering serial numbers into master delivery workbook as they go out.**
8. Re-evaluate all refuse routes to ensure balance required by collective bargaining agreement (maximum 12 tons per route) while also reducing number of daily refuse routes from twelve to eleven. **Not meeting goal. Reevaluation completed, but findings indicate that with the increase of residents in the city it is best to maintain 12 routes and a standard/average of 12 tons per route. Also tonnages have gone up since pandemic hit, receding slightly since but not to the point where eliminating a route is practical again.**

FY 2023 - 2024 LONG-TERM GOALS STATUS UPDATE:

1. Continue to replace rollout carts gradually throughout City under General Fund to avoid capitalizing large expense all at once. **Meeting goal, gradually. Over past several years, have distributed approximately 6000 replacement rollout carts.**

FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Continued to perform twelve sanitation routes and four recycling routes daily despite shortness in staff, and Covid restrictions.
2. Sanitation and Recycling continue to be among leaders in Public Facilities for fewest injury claims and lowest workers' comp lost time. Admirable accomplishment considering department history, illustrating effectiveness of accident investigations, shop-talk discussions, and zero tolerance approach.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal #1	100%	100%	Continued participation in Interlocal -- effective and environmentally sound.
ST Goal#2	100%	0%	Need five additional Maintainer III positions to provide two workers per route as required by Collective Bargaining Agreement.
ST Goal#3	100%	75%	Pending bloodborne pathogen training.
<b><u>FY 2023-2024 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal#1	100	75	Signs being developed.
MT Goal#2	80	80	Condo management changes, but efforts ongoing.
MT Goal#3	100%	100%	Inscribing info onto carts as distributed.
MT Goal#4	30%	0%	Effort suspended; tonnages up.
<b><u>FY 2023-2024 Long-Term Goals (Greater than 5 years).</u></b>			
LT Goal#1	20%	20%	Replacing carts multi-year process.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>RECYCLING SERVICES</b>							
Residential Accounts, curbside (est)	33,000	35,000	37,000	37,000	37,000	37,000	37,000
Residential Accounts, condominium routes	7,044	7,044	7,044	7,044	7,044	7,044	7,044
Total Accounts (est)	40,344	40,344	44,000	44,044	44,044	44,044	44,044
Bins collected, curbside -- monthly average	50,000	53,000	53,000	53,000	53,000	53,000	53,000
Tons -- Residential, curbside, per year	4,899	7,273	7,091	6,677	3,588	7,100	7,100
Tons -- Total Residential	4,899	7,273	7,091	6,677	3,588	7,100	7,100
Tons recycled as % of total tons -- curbside only	11.0%	14.6%	14.2%	14.1%	14.7%	14.5%	14.2%
Tons -- Cardboard	334	348	290	325.28	160.45	330	340
Tons -- Commingled	43	22	66				
Tons -- Scrap Metal	1,514	1,373	1,124	1,532	917	1,800	1,600
Tons -- Total residential and other non-yard waste	6,790	9,016	8,571	8,534	4,665	9,230	9,040
Tons Recycled as % of Total Tons -- all non-yard waste	11%	14%	13%	14%	15%	14%	14%
Tons -- Total Yard Waste Composted (from above)	5,445	4,480	3,583	2,962	1,780	3,950	4,300
Tons -- Electronic Waste	179	89	29	77	22	60	100
Tons -- Tires	235	312	49 loads*	52 loads	26 loads	52 loads	52 loads
Tons Recycled -- Total ALL Types Above Combined	12,649	13,897	12,183	11,573	6,467	13,240	13,440
Tons Recycled as % of Total Tons -- ALL Types Above	19%	19%	18%	18%	19%	19%	20%
Tons -- Total Recycling Delivered to IPC/SWEROC/Winters Bros/Oak Ridge	6,536	7,273	7,091	6,677	3,588	7,100	7,100
Tons Recycled (SWEROC/GBRIC) as % of Total Tons (MSW+Recycling) delivered to Trash-energy-plant and Oak Ridge	11%	11%	11%	11%	12%	11%	11%
<b>SATISFACTION INFORMATION -- approx 3400 pickups per day</b>							
Complaints -- missed pickup, wrong day, contaminated, etc	900	980	850	780	390	780	780

\*A load is one 40-yd container.

**Recycling FY 2024 - 2025 SHORT TERM GOALS (Achieving in 1 year or Less):**

1. Work with elected officials to develop policies to reduce recycling costs while also reducing solid waste tonnages and avoiding increased costs overall. (MG6, MG7)



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
SANITATION / RECYCLING PROGRAM HIGHLIGHTS

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Recycling FY 2024 – 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

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1. Re-examine condo pickup schedules, deployment of dumpsters and rollout carts to improve recycling participation at condos, continue to drive up tonnages and reduce complaints. (MG3)

Recycling FY 2024 – 2025 LONG-TERM GOALS (Achieving in greater than 5 years):

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1. Continue to implement detailed rollout cart tracking system to provide date delivered, address and serial number. (MG3)
2. Work with administration and Council to implement program where residents can buy replacement or additional rollout carts directly from the City. (MG3)

Recycling FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

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1. Work with elected officials to develop policies to reduce recycling costs while also reducing solid waste tonnages and avoiding increased costs overall. MG4. **Goal may be unattainable as it is a problem beyond the control of local officials or departments. Global markets have reduced the value of many commodities below zero. What had been a revenue to the City of approximately \$129,000 shifted to an expense of approximately \$535,000 for FY21 and has remained at or above that level since. Just as rates were improving in FY22, they skyrocketed up to the highest levels ever – more than \$99/ton where they remained for most of FY23, continuing at near-record levels for FY24, resulting in the biggest budget ever in FY24. If the City were allowed to treat some recyclables as solid waste until the market returns, that would help our expenses. But that would violate statutes, and changing those statutes is a non-starter with CT DEEP. Have met with municipal leaders from towns participating in interlocal group and resolved that no proposal that would reduce recycling costs for the towns would be supported at the state agency level.**

Recycling FY 2023 – 2024 MEDIUM-TERM GOALS STATUS UPDATE:

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1. Re-examine condo pickup schedules, deployment of dumpsters and rollout carts to improve recycling participation at condos, continue to drive up tonnages and reduce complaints. **Meeting goal; ongoing effort. Identifying problem areas, improving contacts and communication. Replacing dumpsters as available funding allows.**

Recycling FY 2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

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1. Implement a detailed rollout cart tracking system to provide date delivered, address, serial number. **Meeting goal. All carts have owner's info inscribed when distributed and entered into system.**
2. Work with administration and Council to implement program where residents can buy replacement or additional rollout carts directly from the City. **Ongoing. Department requires residents reporting stolen carts to file Police report to get new one. This has created extra burden on Police, and they are helping to prepare a proposal for suggested solutions.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

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1. Working with CT DEEP and State legislature in pursuit of extended responsibility for packaging for consumer goods and tires, a system where commercial generators of packaging share in its costs downstream: Legislation re tires passed spring 2023; working on implementation.
2. To fight contamination of Recycling which drives up expense, have applied two sets of stickers directly onto every rollout cart showing what is accepted and what is not, as well as NO PLASTIC BAGS stickers, which is very important. Direct mailer sent out spring 2023 as well.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING PROGRAM HIGHLIGHTS

3. Implementing pilot glass separation area at Transfer Station to provide for voluntary glass separation.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal#1	25%	0%	Recycling tonnages up, but expenses way up.
<b><u>FY 2023-2024 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal#1	50%	50%	Ongoing effort.
<b><u>FY 2023-2024 Long-Term Goals (Greater than 5 years).</u></b>			
Goal #1	50%	50%	All new issues included.
Goal#2	20%	20%	Policy developing.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SANITATION / RECYCLING APPROPRIATION SUPPLEMENT

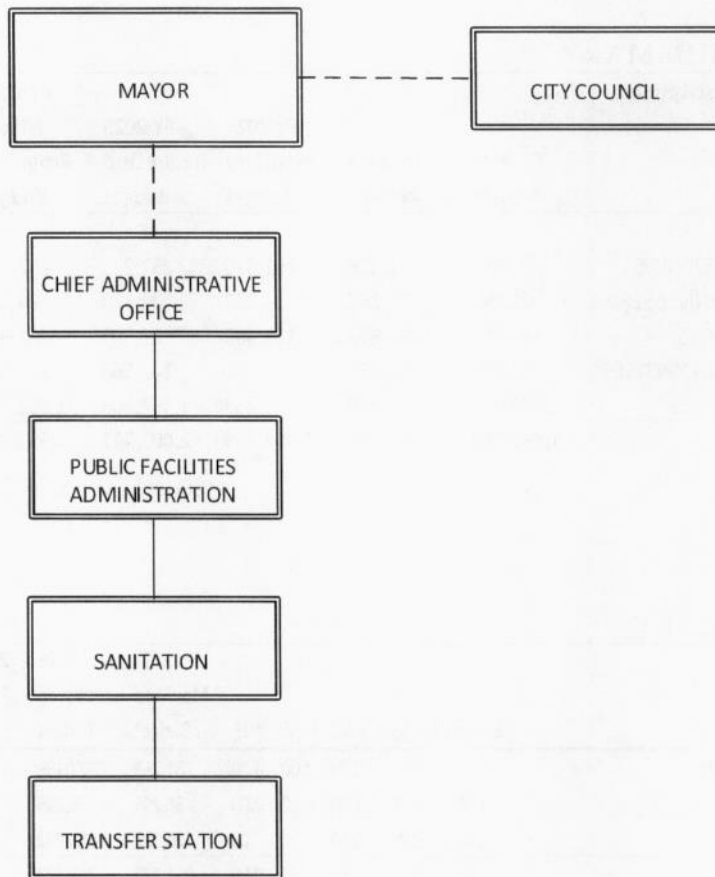
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01325</b>	<b>SANITATION &amp; RECYCLING</b>							
	51000	FULL TIME EARNED PAY	1,500,140	1,796,664	1,956,935	2,195,012	1,972,707	-15,772
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,500,140	1,796,664	1,956,935	2,195,012	1,972,707	-15,772
	51102	ACTING PAY	0	1,289	0	0	0	0
	51104	TEMPORARY ACTING 2X OVERTI	0	128	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	314,657	427,689	108,000	108,000	108,000	0
	51108	REGULAR 1.5 OVERTIME PAY	71,761	190,131	75,000	75,000	75,000	0
	51116	HOLIDAY 2X OVERTIME PAY	157,291	55,385	135,000	135,000	135,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	1,000	2,410	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	4,197	5,652	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	11,138	10,402	13,000	13,000	13,000	0
	51138	NORMAL STNDRD SHIFT DIFFER	2,401	2,769	2,392	2,392	2,392	0
	51140	LONGEVITY PAY	18,608	19,325	16,290	8,025	8,025	8,265
	51156	UNUSED VACATION TIME PAYOU	7,981	8,901	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		589,033	724,082	349,682	341,417	341,417	8,265
	52360	MEDICARE	27,118	33,985	25,320	28,601	25,376	-56
	52385	SOCIAL SECURITY	0	60	8,547	8,547	8,547	0
	52504	MERF PENSION EMPLOYER CONT	390,731	540,308	500,408	449,198	407,841	92,567
	52917	HEALTH INSURANCE CITY SHARE	597,475	605,445	669,472	687,837	687,837	-18,365
<b>03</b>	<b>FRINGE BENEFITS</b>		1,015,324	1,179,798	1,203,747	1,174,183	1,129,601	74,146
	53610	TRAINING SERVICES	0	0	1,800	1,800	1,800	0
	53735	COMMERCIAL TIPPING FEE	47,710	63,856	68,000	87,308	87,308	-19,308
	53745	MUNICIPAL TIPPING FEES	2,770,074	2,998,219	3,196,650	3,741,780	3,700,000	-503,350
	54545	CLEANING SUPPLIES	14,642	0	360	360	360	0
	54560	COMMUNICATION SUPPLIES	0	0	100	100	100	0
	54610	DIESEL	30,738	0	0	0	0	0
	54640	HARDWARE/TOOLS	186,486	147,910	150,000	150,000	150,000	0
	54675	OFFICE SUPPLIES	460	720	746	746	746	0
	54735	ROADWAY SUPPLIES	32,380	118,135	112,500	113,500	113,500	-1,000
	54745	UNIFORMS	4,988	30,175	28,194	27,194	27,194	1,000
	54775	RECYCLING SUPPLIES	23,000	23,000	23,000	23,000	23,000	0
	55145	EQUIPMENT RENTAL/LEASE	52,669	83,000	91,200	91,200	91,200	0
	55175	PUBLIC SAFETY EQUIPMENT	0	100	160	160	160	0
	55190	ROADWAY EQUIPMENT	5,900	33,053	5,900	5,900	5,900	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		3,169,047	3,498,168	3,678,610	4,243,048	4,201,268	-522,658
	56060	CONSTRUCTION SERVICES	0	0	555	555	555	0
	56125	LANDSCAPING SERVICES	79,269	5,000	5,000	5,000	5,000	0
	56140	LAUNDRY SERVICES	11,493	7,682	13,000	13,000	13,000	0
	56170	OTHER MAINTENANCE & REPAIR S	68	0	700	700	700	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	250	250	250	0
	56210	RECYCLING SERVICES	292,816	499,671	604,462	618,380	618,380	-13,918
	56215	REFUSE SERVICES	0	2,400	0	0	0	0
	56220	ROADWAY SERVICES	2,000	0	2,000	2,000	2,000	0
	59005	VEHICLE MAINTENANCE SERVICES	62,592	59,448	63,400	93,400	75,000	-11,600
	59015	PRINTING SERVICES	572	3,396	2,000	2,000	2,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		448,809	577,597	691,367	735,285	716,885	-25,518
<b>01325</b>	<b>SANITATION &amp; RECYCLING</b>		<b>6,722,354</b>	<b>7,776,309</b>	<b>7,880,341</b>	<b>8,688,945</b>	<b>8,361,878</b>	<b>-481,537</b>

PUBLIC FACILITIES DIVISIONS  
TRANSFER STATION

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MISSION STATEMENT

The Transfer Station is owned and operated by the City of Bridgeport to provide for its residents and permitted small businesses safe, environmentally responsible access to refuse disposal and recycling services. The City provides management of the site, a Weigh Master, and all personnel and equipment.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 TRANSFER STATION BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01330</b>	<b>TRANSFER STATIONS</b>						
01	PERSONNEL SERVICES	236,615	271,826	261,675	252,223	252,223	9,452
02	OTHER PERSONNEL SERV	51,953	78,241	24,320	24,320	24,320	0
03	FRINGE BENEFITS	144,219	133,677	175,465	81,399	81,904	93,561
04	OPERATIONAL EXPENSES	72,050	64,052	241,566	241,566	241,566	0
05	SPECIAL SERVICES	1,134,925	1,129,260	1,291,233	1,402,203	1,352,203	-60,970
		<b>1,639,760</b>	<b>1,677,055</b>	<b>1,994,259</b>	<b>2,001,711</b>	<b>1,952,216</b>	<b>42,043</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor	
		Budget	Budget	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget		
	MAINTAINER I (GRADE II)	2.00	2.00	0.00	0.00	81,258	77,196	77,196	4,062
	MAINTAINER III	1.00	1.00	1.00	0.00	56,295	56,295	56,295	0
01330000	MAINTAINER V	2.00	2.00	0.00	0.00	124,122	118,732	118,732	5,390
	TRANSFER STATION	5.00	5.00	1.00	0.00	261,675	252,223	252,223	9,452

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

TRANSFER STATION

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>TRANSFER STATION</b>							
Tons -- Residential / Municipal	14,403	14,105	13,790	11,033	5,665	12,000	13,800
Tipping fee per ton -- Residential	\$63.58	\$64.79	\$65.75	\$68.03	\$70.49	\$85.25	\$90.37
Tons -- Commercial	562	737	703	952	499	1,000	990
Tipping fee per ton -- Commercial	\$63.58	\$64.79	\$65.75	\$68.03	\$70.49	\$85.25	\$90.37

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Reduce cost to the city for disposing of illegally dumped tires by working with the State to implement the new extended responsibility legislation. (MG3, MG7)
2. Maintain optimal day-to-day operations by adhering to transfer station load regulations and ensuring that daily tonnage is not exceeded. (MG6)
3. Ensure the safety of City employees and residents by working to make all aspects of the Transfer Station comply with all applicable state and federal safety regulations. (MG3, MG6)
4. Update existing signage to better inform residents when entering facility, as well as to help residents locate the facility from Boston and Asylum Street. (MG1)
5. Replace old gates to improve reliability and energy efficiency. (MG1, MG6)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Work with City Council to revise rules, policies, Ordinances to improve control over access to Transfer Station, including better identification of businesses, and applying charges more accurately to prevent true residential users from in-effect subsidizing businesses, demanding to be treated as residents, reducing costs and enhancing revenues. (MG1, MG2)
2. Computerize records to help identify frequency of haulers and charge businesses as such. (MG1)
3. Upgrade security to limit damage to equipment and stolen property. (MG3)
4. Increase information for the community through citywide outreach on proper disposal of solid waste and recycling using social media and City webpage. (MG3)
5. Explore possibility of initiating voluntary composting of food waste at the Transfer Station. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Improve verification of city residence for access to Transfer Station, thereby reducing expensive tonnage/tip fee and improving accounting for tons delivered to disposal/burn plant, while also charging commercial haulers as such. (MG1, MG6, MG7)

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

1. Get attention focused on huge volume of tires being disposed illegally. Commercial entities must be involved. City has been disposing of one 40-yd container per week on average. That's approximately 400 tires per week. FY21 cost more than \$82,000 in disposal fees alone. FY22 brought a lower rate by going to a different vendor but disposed of 49 loads. FY23 continued at approx. one 40 yd container-load per week, adding to approximately \$80,000. **Meeting goal. The department worked with key State legislators, gaining passage during 2023 legislative session of extended responsibility bill. Now working on the implementation of that legislation. Additionally, the City holds anti-bligh meetings with multiple departments, including the**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

TRANSFER STATION

PROGRAM HIGHLIGHTS

- Police, to collectively combat and enforce measures against illegal dumping. Efforts are ongoing and never-ending.*
2. Continue to save the City more than \$300,000 per year by operating the Transfer Station in-house, avoiding the cost of an outside operator. **Meeting Goal. Transfer Station operations taken in-house Aug 1, 2016. FY19 would have been third year of private vendor operator contract had City not taken over and would have cost \$835,000 per year. The proposed contract called for increases each year of \$100,000 so FY20 likely would have been a cost of \$935,000, FY21 over \$1.035M, FY22 \$1.135M, and FY23 \$1.235M. Instead, City continues to operate Transfer Station in-house, saving well over the original \$300,000 per year.**
  3. Install covers for 40yd containers to limit run off and secure loads. **Meeting goal. Installed several covers and are using tarps to cover the rest in the interim.**
  4. Complete update of existing signage to inform residents when entering facility and add new signage on Boston and Asylum St that will identify where facility is located. **Ongoing. Currently procuring quotes for new signs.**
  5. Replace overhead doors with new ones that will be more reliable and energy efficient. **Overhead doors repaired.**
  6. Replace retaining wall in pit. **Wall rebuilt, structurally reinforced.**

FY 2023 – 2024 MEDIUM TERM GOALS STATUS UPDATE:

1. Work with City Council to revise rules, policies, Ordinances to improve control over access to Transfer Station, including better identification of businesses, and applying charges more accurately so that true residential users stop subsidizing businesses demanding to be treated as residents, reducing costs and enhancing revenues. **Ongoing. Discussions initiated with Council members, but nothing settled yet. Multi-year project involving other City departments, Administration and Council, as new policies need to be developed to improve verification and access to Transfer Station so that commercial entities representing as residents are identified and charged accordingly.**
2. Computerize records to help identify frequency of haulers and charge businesses as such. **Ongoing, part of process above, involving changes to policies and ordinances.**
3. Upgrade security to limit damage to equipment and stolen property. **Ongoing. Security improvements for transfer station included in citywide security upgrades.**
4. Increase information for the community through citywide outreach on proper disposal of solid waste and recycling using social media and City webpage. **Ongoing. Social media and webpage being used, but also stickers on all receptacles.**
5. Upgrade existing equipment to excavator with clam to improve speed and efficiency when loading trailer. **Goal re-evaluated. Based on demo performed with excavator, determined the equipment did not fit the needs of the operation. Another loader was purchased in place of the excavator.**



**A Citizen's Guide to Recycling & Trash  
Bridgeport, CT**

If you're wondering which bin it belongs in, please visit our Recycle CT Wizard at [Bridgeportct.gov/Recycleit](http://Bridgeportct.gov/Recycleit)

**Recycling**

Please bring your recycling bin to the curb starting at 4PM the day prior to your scheduled pick up. **PLEASE DO NOT BAG YOUR RECYCLABLES.** Residents may request an additional bin for recycling, upon foreman inspection.

**Please recycle the following:**

- Paper
- Cardboard (bundled on side of bin)
- Pizza boxes (greasy ok, not food)
- Metal cans, lids and trays, spray cans
- Plastic bottles and jugs
- Glass containers

**\*Do not bag recyclables\***

**Please do not recycle the following:**

- Plastic bags of any kind
- \*\*Some plastic bags may say recyclable, but they are not\*\*
- Styrofoam
- Coils

**Trash**

Please bag your all trash in your bin. Most items can be placed directly in your trash bin. Please do not put recyclable materials or hazardous waste in your trash bin.

**Transfer Station**

475 Arden St., Bridgeport, CT 06610  
Mon-Sat 9AM-4PM, free for city residents

**Please bring City ID or Utility bill**

The Bridgeport transfer station accepts mattresses/furniture, recyclables, trash, appliances, metal, tires (limit 2), oil and anti-freeze, and more.

For more information, please visit [BridgeportCT.gov/TransferStation](http://BridgeportCT.gov/TransferStation). We thank the residents of Bridgeport for the continued effort toward recycling!

The City reminds residents, **NO Plastic bags of any kind belong in your recycling bin**

If your bin has been lost or stolen, please visit [Bridgeportct.gov/Toterrequest](http://Bridgeportct.gov/Toterrequest)

If your bin was not collected on your scheduled pick up day:

Look for a sticker on your bin indicating mixed materials in your bin

\*\*\*Note: Repeated violations of City and State recycling guidelines will result in a fine to the property owners

Missed pick ups must be reported within 24 hours **after your normally scheduled pick up**

**Bridgeport Trash and Recycling Contact Information:**  
303-370-7700 for general inquiries, broken bins, missed pick up, additional recycling bins, and Transfer Station.  
For more information please visit: <https://www.bridgeportct.gov/trash-recycling>

**Guía del Ciudadano para la Recolección de  
Reciclaje y Basura de Bridgeport, CT**

Si no sabe a qué contenedor debe ir, visite el Asistente de reciclaje de CT en [Bridgeportct.gov/Recycleit](http://Bridgeportct.gov/Recycleit).

**Reciclaie**

Por favor traiga su contenedor de reciclaje a la acera a partir de las 4PM del día anterior a su recolección programada. Por favor **NO** bague sus materiales reciclables en bolsas. Los residentes pueden solicitar un contenedor adicional para el reciclaje, previa inspección del supervisor.

**Por favor, recicle lo siguiente:**

- Papel
- Cartón (atado a un lado del contenedor)
- Cajas de pizza (se permite que estén grasosas, sin comida)
- Latas, botellas y botes de aerosol, botas de spray
- Botellas y jarras de plástico
- Botellas de vidrio

**\*No embolsar los materiales reciclables\***

**Por favor, no recicle lo siguiente:**

- Bolsas de plástico de cualquier tipo
- \*\*Algunas bolsas de plástico dicen que son reciclables, pero no lo son\*\*
- Espuma de poliestireno
- Coils

**Basura**

Por favor, entregue toda la basura en su contenedor. La abertura de los artículos pueden depositarse directamente en el contenedor de la basura. No deposite materiales reciclables ni residuos peligrosos en el contenedor de la basura.

**Estación de transferencia**

475 Arden St., Bridgeport, CT 06610, de lunes a sábado, de 9:00 a 4:00 PM. Costoso para residentes municipales.

Por favor, traiga identificación de la ciudad o factura de servicios públicos.

La estación de transferencia de Bridgeport acepta colchones/muebles, reciclables, lavavajillas, electrodomésticos, metal, Neumáticos (Cero límite de 2), aceite y antihielo, y más.

Para más información, visite [BridgeportCT.gov/TransferStation](http://BridgeportCT.gov/TransferStation).

La ciudad recuerda a los residentes, **NINGUNA** bolsa de plástico de cualquier tipo debe estar en su contenedor de reciclaje

Si ha recuperado o le han robado su contenedor, visite [Bridgeportct.gov/Toterrequest](http://Bridgeportct.gov/Toterrequest)

Si su recipiente no es recogido el día programado para recolección:

Busque una pegatina en su contenedor que indique que hay materiales mezclados en él.

\*\*\*Nota: Infracciones repetidas a las pautas de reciclaje de la ciudad municipal y estatales resultarán en multas.

Las recolecciones fallidas deben notificarse en un plazo de 24 horas **después de la hora programada para su recolección.**

**Información de contacto de Bridgeport Basura y Reciclaje:**  
303-370-7700 para consultas generales, tapas rotas, falta de recolección, contenedores de reciclaje adicionales y estación de transferencia.  
Para más información, visite: <https://www.bridgeportct.gov/trash-recycling>

**NO PLASTIC BAGS**  
**No bolsas de plástico**  
Please do not bag your recyclables - Por favor no embolsar sus reciclables

FY 2023 – 2024 LONG TERM GOALS STATUS UPDATE:

1. Improve verification of city residence for access to Transfer Station, thereby reducing expensive tonnage/tip fee and improving accounting for tons delivered to disposal/burn plant, while also charging commercial haulers as such.  
**Partially meeting goal. Currently assessing the most cost effective and efficient means of identifying City residents and allocating charges. New ordinances likely needed. Administration, City Attorney and Council necessary for developing new policy which will have effect of charging some tons not being charged now.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Added an express lane to the site to expedite the entry and exit process for residents, helping residents to spend less time in line.
2. Safety improvements identified, to be performed Spring 2024.
3. Achieved reduction in tonnage through better management of scale.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

TRANSFER STATION

PROGRAM HIGHLIGHTS

4. Leased a new weight loader to increase efficiency in daily operations.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	75%	Anti-blight task force has been effective in helping to reduce illegal dumping.
ST#2	100%	100%	Goal met. Operations in-house and are much cheaper.
ST#3	100%	65%	Some covers that have been installed have sustained damage and may need to be replaced.
ST#4	50%	25%	Ongoing. Procuring quotes for new signs
ST#5	100%	50%	Repaired.
ST#6	100%	100%	Pit wall replaced.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	30%	30%	Discussion ongoing with Council
MT#2	30%	30%	Developing policy and ordinance changes.
MT#3	100%	50%	Sec upgrades underway.
MT#4	50%	50%	Information continues to be issued to residents.
MT#5	100%	100%	Purchased another loader in place of excavator.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	25%	25%	Developing system, identifying appropriate vendor.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
TRANSFER STATION APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01330</b>	<b>TRANSFER STATIONS</b>							
	51000	FULL TIME EARNED PAY	236,615	271,826	261,675	252,223	252,223	9,452
<b>01</b>	<b>PERSONNEL SERVICES</b>		236,615	271,826	261,675	252,223	252,223	9,452
	51106	REGULAR STRAIGHT OVERTIME	1,008	9,831	200	200	200	0
	51108	REGULAR 1.5 OVERTIME PAY	29,996	37,575	21,000	21,000	21,000	0
	51116	HOLIDAY 2X OVERTIME PAY	2,948	3,874	2,000	2,000	2,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	7,385	15,405	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	6,806	6,826	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	2,316	3,201	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	583	549	0	0	0	0
	51140	LONGEVITY PAY	910	980	1,120	1,120	1,120	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		51,953	78,241	24,320	24,320	24,320	0
	52360	MEDICARE	3,882	4,740	3,315	3,538	3,538	-223
	52385	SOCIAL SECURITY	1,384	3,378	2,486	2,486	2,486	0
	52504	MERF PENSION EMPLOYER CONT	50,658	62,760	66,645	51,427	51,932	14,713
	52917	HEALTH INSURANCE CITY SHARE	88,295	62,798	103,018	23,948	23,948	79,070
<b>03</b>	<b>FRINGE BENEFITS</b>		144,219	133,677	175,465	81,399	81,904	93,561
	53705	ADVERTISING SERVICES	10,944	0	11,473	11,473	11,473	0
	53730	CASH FOR TRASH	3,984	-1,077	4,000	4,000	4,000	0
	54540	BUILDING MATERIALS & SUPPLIE	811	2,000	2,000	2,000	2,000	0
	54560	COMMUNICATION SUPPLIES	0	0	1,975	1,975	1,975	0
	54670	MEDICAL SUPPLIES	368	497	750	750	750	0
	54675	OFFICE SUPPLIES	48	333	466	466	466	0
	54680	OTHER SUPPLIES	525	275	1,812	1,812	1,812	0
	54770	SALE OF SURPLUS/OBSOLETE ITE	54,800	61,185	70,000	70,000	70,000	0
	55145	EQUIPMENT RENTAL/LEASE	0	0	148,000	148,000	148,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	570	839	1,090	1,090	1,090	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		72,050	64,052	241,566	241,566	241,566	0
	56045	BUILDING MAINTENANCE SERVICE	0	17,335	750	750	750	0
	56080	ENVIRONMENTAL SERVICES	33,972	29,770	35,500	35,500	35,500	0
	56125	LANDSCAPING SERVICES	2,500	2,260	2,500	2,500	2,500	0
	56140	LAUNDRY SERVICES	0	0	747	747	747	0
	56170	OTHER MAINTENANCE & REPAIR S	800	1,486	1,486	1,486	1,486	0
	56210	RECYCLING SERVICES	24,745	58,676	65,985	65,985	65,985	0
	56215	REFUSE SERVICES	1,016,942	939,168	1,097,200	1,238,170	1,188,170	-90,970
	56225	SECURITY SERVICES	6,880	6,569	7,065	7,065	7,065	0
	59005	VEHICLE MAINTENANCE SERVICES	49,087	73,997	80,000	50,000	50,000	30,000
<b>05</b>	<b>SPECIAL SERVICES</b>		1,134,925	1,129,260	1,291,233	1,402,203	1,352,203	-60,970
<b>01330</b>	<b>TRANSFER STATIONS</b>		<b>1,639,760</b>	<b>1,677,055</b>	<b>1,994,259</b>	<b>2,001,711</b>	<b>1,952,216</b>	<b>42,043</b>

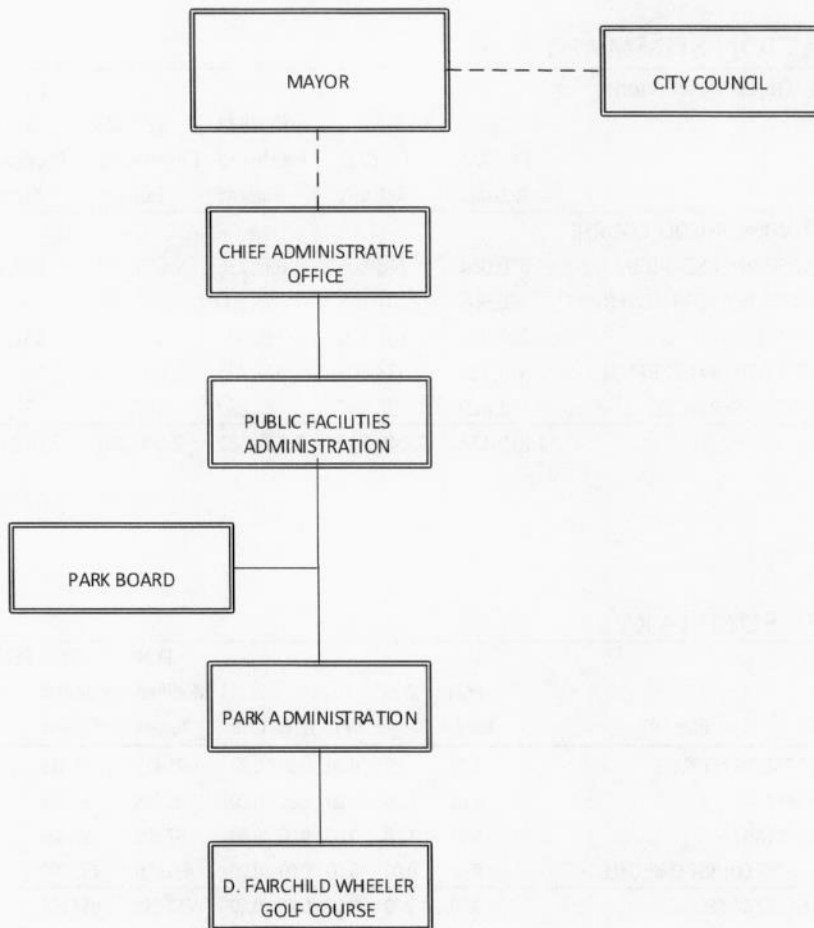
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PUBLIC FACILITIES DIVISIONS

D. FAIRCHILD WHEELER GOLF COURSE

MISSION STATEMENT

The D. Fairchild Wheeler Golf Course is operated for the enjoyment of Bridgeport residents and visitors and dedicated to providing an excellent golf experience for all. The golf course staff strives to maintain and achieve optimal course conditions on all 36 holes and to provide excellent customer service. Additionally, in conjunction with the Professional Golf Association's First Tee Program, a National Youth Development Program, the staff actively reach out to increase golfing opportunities to the local community.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FAIRCHILD WHEELER G.C. BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

*Contained in Parks*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01331</b>	<b>FAIRCHILD WHEELER GOLF COURSE</b>						
01	PERSONNEL SERVICES	670,084	748,806	657,236	657,236	657,236	0
02	OTHER PERSONNEL SERV	86,368	107,158	51,500	51,575	51,575	-75
03	FRINGE BENEFITS	161,532	167,206	136,643	131,799	132,248	4,395
04	OPERATIONAL EXPENSES	810,713	933,602	927,275	1,092,294	1,143,894	-216,619
05	SPECIAL SERVICES	81,420	92,547	82,897	107,897	97,897	-15,000
		<b>1,810,118</b>	<b>2,049,318</b>	<b>1,855,552</b>	<b>2,040,801</b>	<b>2,082,850</b>	<b>-227,299</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	ASSISTANT GREENS KEEPER	1.00	1.00	0.00	0.00	0.00	71,419	71,419	71,419		0
	GREENSKEEPER	1.00	1.00	0.00	0.00	0.00	93,008	93,008	93,008		0
	ADMIN. ASSISTANT	1.00	1.00	0.00	0.00	0.00	57,809	57,809	57,809		0
01331000	SEASONAL GOLF COURSE EMPLOYEE	0.00	0.00	0.00	0.00	0.00	435,000	435,000	435,000		0
	FAIRCHILD WHEELER GOLF COURSE	3.00	3.00	0.00	0.00	0.00	657,236	657,236	657,236		0



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FAIRCHILD WHEELER G.C. PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>D. FAIRCHILD WHEELER GOLF COURSE</b>							
Rounds played	45,108	72,675	65,885	74,627	40,632	75,000	75,000
Golf Course Acreage	320	320	320	320	320	320	320
Tournaments and Outings Played (1)	52	42	52	55	32	58	60
Driving Range Rounds played	94,988	208,114	176,541	228,713	131,190	230,000	230,000
Number of Holes	36	36	36	36	36	36	36
<b>MAINTENANCE ACTIVITIES</b>							
Irrigation Inspections	230	230	230	230	115	230	230
Fertilization Total	3	2	2	2	1	2	2
Aeration Total	4	2	2	2	1	2	2
Integrated Pest Management (IPM) Inspecti	240	220	220	220	110	220	270
Plant Protection Applications Total	70	70	70	70	35	70	70
Masonry Work/Cart Paths Repaired	2	1	1	0	0	0	0
Number of Carts	120	120	120	120	120	120	120
<b>EDUCATIONAL PROGRAMS</b>							
Golf Lessons	400	400	400	400	200	400	400
<i>The First Tee Fairchild Wheeler Program</i>							
Number of Programs	28	28	28	28	15	28	28
Youth Participation at Fairchild Wheeler	1,500	1,500	1,500	1,500	750	1,500	1,500
<b>REVENUES &amp; EXPENDITURES</b>							
Golf Course Revenues	\$1,447,588	\$2,444,909	\$2,343,673	\$2,603,826	\$1,531,284	\$2,475,000	\$2,475,000
F. Wheeler Restaurant Revenue	\$50,000	\$62,471	\$62,471	\$80,030	\$45,000	\$90,000	\$95,000
Combined Golf Course Revenues	\$1,408,492	\$2,494,909	\$2,406,144	\$2,683,856	\$1,576,284	\$2,565,000	\$2,570,000
Revenue per round	\$33.20	\$34.33	\$36.52	\$35.96	\$38.79	\$34.20	\$34.27

**DEPARTMENT GOALS /OBJECTIVES**

1. To welcome returning and new golfers with great customer service, clean and safe facilities, and the best playing conditions daily in all seasons. This includes adhering to all Federal, State, and local Covid-19 pandemic guidelines for Golf Course facilities.
2. To continue promoting Fairchild Wheeler Golf Course as a great recreation opportunity locally and regionally through marketing efforts coordinated through the Mayor's Office Communications Department as well as conducting outreach to local businesses and other outlets via the web and social media. (MG3, MG6)

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. To complete the Back Black sand bunker refurbishment capital project on holes 10 thru 18 to improve safety and playability while saving on time and resources for repairs due to inclement weather conditions. This involves making substantial drainage improvements to the sand bunkers as well as incorporating new capillary concrete construction methods to recover playing conditions more quickly after severe rain events. (MG1, MG3)
2. Continue cart path repairs/reconstructions on both courses, main building area and snack bar welcome area. Where needed, add subbase and/or asphalt on cart paths and tee approaches, improving drainage as well as guiding players to smooth transitions to and from tees, greens and between course holes. (MG6)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
FAIRCHILD WHEELER G.C. PROGRAM HIGHLIGHTS

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3. Continue planting new ornamental flowering trees in areas of the golf course that will replace canopy loss from tree removals and provide enhanced vibrancy and color for players to enjoy. (MG6)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. To update the twenty-year-old irrigation system for better water efficiency and upgrade to the newest technology for water management and conservation. (MG6)
2. To revisit the Golf Course Driving Range feasibility study and examine whether it would increase revenues. (MG2)
3. To improve all welcome areas and facilities, including parking areas. (MG1)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. To add cart paths to Red course for safety and to increase rounds of play despite adverse weather. (MG1, MG3)

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

3. To complete the Front Black sand bunker refurbishment capital project on holes 1 thru 9 to improve safety and playability while saving on time and resources for repairs due to inclement weather conditions. This involves making substantial drainage improvements to the sand bunkers as well as incorporating new capillary concrete construction methods to recover playing conditions more quickly after severe rain events.

***Front Black bunker project completed Fall 2023.***

4. Continue additional cart path repairs/reconstruction on both the black, red courses and main building areas, and the Snack bar Welcome area. This includes adding additional subbase and/or asphalt on cart paths and tee approaches, improving drainage as well as guiding players to smooth transitions to and from tees, greens and between course holes.

***In progress - site work being evaluated for cost estimates.***

5. Continue planting new ornamental flowering trees in areas of the golf course that will replace canopy loss from tree removals and provide enhanced vibrancy and color for players to enjoy.

***Completed. New flowering trees were planted along Park Ave entrance.***

FY 2023 – 2024 MEDIUM TERM GOALS STATUS UPDATE:

1. To continue refurbishment of the back Black 10-18 sand bunkers in the upcoming year that will be of the same level of quality and workmanship to the re sand bunker refurbishment for improved safety and playability while also reducing labor and hours restoring bunkers following inclement weather.

***Back Black bunker project scheduled for spring 2024.***

2. To complete additional cart path repairs for safety to increase rounds of play despite adverse or extreme weather conditions that may arise. To plan improvements to the parking lot welcome area.

***In progress - site work being evaluated for cost estimates. Black 10<sup>th</sup> should see attention spring 2024.***

FY 2023 – 2024 LONG TERM GOALS STATUS UPDATE:

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1. To update the twenty-year-old irrigation system for better water efficiency and the newest technology for water management and conservation.  
***In planning stages only. Major project will require large capital resources.***
2. To revisit the Golf Course Driving Range feasibility study and examine whether it would increase revenues.  
***Study performed three years ago being examined for realistic projections and to shape future capital funding request.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

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1. Renegotiated and updated GolfNow website.
2. Procured new fleet of carts to be delivered Spring 2024, with 4 utility vehicles.
3. Black Front bunker project completed, following Back Red bunker project completed in May 2021 and Front Red bunker project completed Spring 2022.
4. Completed a new tee area design for 3 Red, Spring 2022, adjacent to Park Avenue, turning the original tee box to a leftward angle to help address safety concerns and liability of road traffic and schools.
5. Installed new driving range mats during 2023 season.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 FAIRCHILD WHEELER G.C. PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term Goals (Less than 1 year).</u></b>			
ST Goal#1	100	100	Completed Front Black sand bunker project. Back to be performed in 2024.
ST Goal#2	100	75	Black 10 <sup>th</sup> to get attention Spring 2024.
ST Goal#3	100	100	Additional plantings done around course, especially Park Ave entrance.
<b><u>FY 2023-2024 Medium-Term Goals (1-5 Years).</u></b>			
MT Goal#1	25	25	Continue with sand bunker project to finish the Back Black Spring of 2024.
MT Goal#2	25	25	Continue refurbishments of paving areas for safety around main building/ snack bar area, Summer 2024.
<b><u>FY 2024-2029 Long-Term Goals (Greater than 5 years).</u></b>			
LT Goal#1	10	10	Planning irrigation re-build. Large capital required.
LT Goal #2	10	10	Examining feasibility of driving range expansion. Large capital required.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
FAIRCHILD WHEELER G.C. APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01331</b>	<b>FAIRCHILD WHEELER GOLF COURSE</b>							
	51000	FULL TIME EARNED PAY	206,921	223,091	222,236	222,236	222,236	0
	51100	PT TEMP/SEASONAL EARNED PA	463,163	525,714	435,000	435,000	435,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>670,084</b>	<b>748,806</b>	<b>657,236</b>	<b>657,236</b>	<b>657,236</b>	<b>0</b>
	51108	REGULAR 1.5 OVERTIME PAY	70,567	90,460	45,000	45,000	45,000	0
	51111	SNOW REMOVAL OVERTIME	3,045	0	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	10,076	10,345	5,000	5,000	5,000	0
	51140	LONGEVITY PAY	1,350	1,425	1,500	1,575	1,575	-75
	51156	UNUSED VACATION TIME PAYOUT	1,330	4,927	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>86,368</b>	<b>107,158</b>	<b>51,500</b>	<b>51,575</b>	<b>51,575</b>	<b>-75</b>
	52360	MEDICARE	10,866	12,222	9,336	9,332	9,332	4
	52385	SOCIAL SECURITY	29,017	32,954	9,932	10,453	10,453	-521
	52504	MERF PENSION EMPLOYER CONT	53,582	66,279	56,739	45,634	46,083	10,656
	52917	HEALTH INSURANCE CITY SHARE	68,067	55,751	60,635	66,380	66,380	-5,745
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>161,532</b>	<b>167,206</b>	<b>136,643</b>	<b>131,799</b>	<b>132,248</b>	<b>4,395</b>
	53110	WATER UTILITY	128,234	178,434	187,000	187,000	187,000	0
	53120	SEWER USER FEES	1,166	2,305	4,000	4,000	4,000	0
	53130	ELECTRIC UTILITY SERVICES	67,138	145,508	89,000	94,000	94,000	-5,000
	53140	GAS UTILITY SERVICES	25,348	29,191	37,469	42,469	42,469	-5,000
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	380	380	380	0
	53610	TRAINING SERVICES	0	0	900	900	900	0
	53705	ADVERTISING SERVICES	573	780	2,664	2,664	2,664	0
	53720	TELEPHONE SERVICES	5,620	7,725	8,260	8,260	8,260	0
	53725	TELEVISION SERVICES	601	871	1,950	1,950	1,950	0
	54010	AUTOMOTIVE PARTS	1,582	1,849	2,000	4,000	4,000	-2,000
	54530	AUTOMOTIVE SUPPLIES	856	1,000	1,000	2,000	2,000	-1,000
	54535	TIRES & TUBES	2,218	1,568	2,000	3,000	3,000	-1,000
	54540	BUILDING MATERIALS & SUPPLIE	6,077	7,916	8,000	11,000	11,000	-3,000
	54545	CLEANING SUPPLIES	1,320	1,462	1,500	2,000	2,000	-500
	54560	COMMUNICATION SUPPLIES	2,229	2,083	2,574	2,574	2,574	0
	54610	DIESEL	14,339	16,653	23,000	23,000	23,000	0
	54615	GASOLINE	16,158	13,993	20,089	20,089	20,089	0
	54640	HARDWARE/TOOLS	8,924	14,962	10,500	10,500	10,500	0
	54650	LANDSCAPING SUPPLIES	380,581	316,179	350,000	390,000	380,000	-30,000
	54675	OFFICE SUPPLIES	325	858	1,200	1,200	1,200	0
	54710	PARKS SUPPLIES	15,751	17,751	17,751	17,751	17,751	0
	54720	PAPER AND PLASTIC SUPPLIES	2,397	3,166	3,400	6,900	6,000	-2,600
	54735	ROADWAY SUPPLIES	3,625	3,625	3,625	3,625	3,625	0
	55040	VEHICLE RENTAL/LEASE	82,843	84,480	84,480	186,999	186,999	-102,519
	55080	ELECTRICAL EQUIPMENT	1,600	1,592	1,600	1,600	1,600	0
	55110	HVAC EQUIPMENT	337	986	1,000	2,500	2,500	-1,500
	55120	LANDSCAPING EQUIPMENT	8,891	49,195	9,350	9,350	71,850	-62,500
	55145	EQUIPMENT RENTAL/LEASE	29,967	27,139	50,000	50,000	50,000	0
	55165	PARKS EQUIPMENT	830	718	830	830	830	0
	55195	SPORTING EQUIPMENT	1,181	1,615	1,753	1,753	1,753	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>810,713</b>	<b>933,602</b>	<b>927,275</b>	<b>1,092,294</b>	<b>1,143,894</b>	<b>-216,619</b>
	56045	BUILDING MAINTENANCE SERVICE	5,974	4,925	6,800	6,800	6,800	0
	56125	LANDSCAPING SERVICES	6,540	6,991	7,000	12,000	12,000	-5,000
	56170	OTHER MAINTENANCE & REPAIR S	54,405	68,246	54,800	74,800	64,800	-10,000
	56180	OTHER SERVICES	3,250	3,786	3,930	3,930	3,930	0
	56225	SECURITY SERVICES	11,252	8,600	9,100	9,100	9,100	0
	59005	VEHICLE MAINTENANCE SERVICES	0	0	1,267	1,267	1,267	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>81,420</b>	<b>92,547</b>	<b>82,897</b>	<b>107,897</b>	<b>97,897</b>	<b>-15,000</b>
<b>01331</b>	<b>FAIRCHILD WHEELER GOLF COURSE</b>		<b>1,810,118</b>	<b>2,049,318</b>	<b>1,855,552</b>	<b>2,040,801</b>	<b>2,082,850</b>	<b>-227,299</b>

CITY OF BRIDGEPORT, CONNECTICUT

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PUBLIC FACILITIES DIVISIONS  
**BEARDSLEY ZOO**

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MISSION STATEMENT

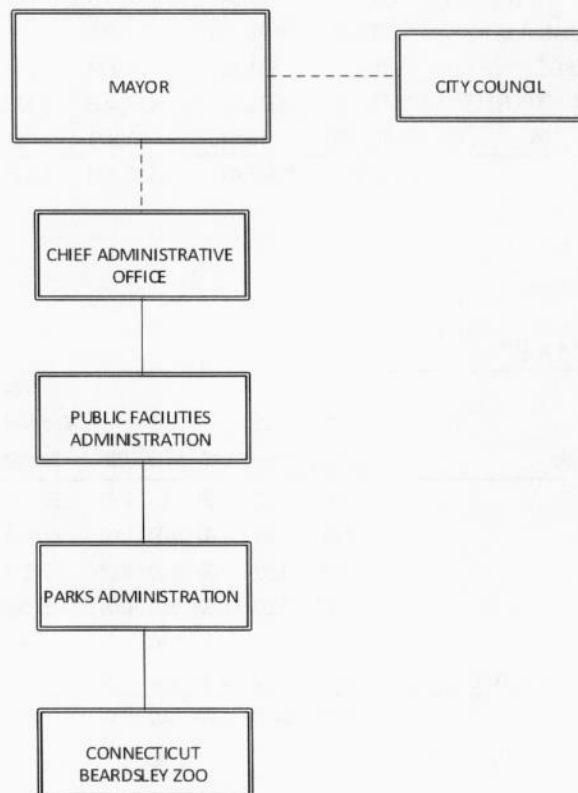
Connecticut's Beardsley Zoo is dedicated to acquainting a diverse public to the delicate balance that exists between living things and their environment.

Animal exhibits, plantings, graphics, and Zoo programs are presented in such a manner as to give the visitor a sense of awareness and concern for the intricate beauty and fragility of our planet. This mission is achieved by a formal master plan comprised of the following goals:

**Education:** Achieved through staff involvement and training, outreach and in-house formal programs, workshops, lectures, docent volunteers, natural animal exhibits, informational and interpretive graphics, and research utilizing staff, universities and other zoological facilities.

**Conservation:** Achieved through participation in endangered species programs such as AZA's Species Survival Program and additionally through professional animal and veterinary care and a comprehensive animal management policy.

**Recreation:** Achieved through state-of-the-art exhibit design, well-run visitor services and by maximizing the natural and park-like setting with formal and informal landscaping.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BEARDSLEY ZOO BUDGET DETAIL

Gregg Dancho  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed Mod. Budget
01341	BEARDSLEY ZOO / CAROUSEL					
44268	STATE OF CT ZOO SUBSIDY	253,879	253,879	253,879	253,879	253,879 0
01341	BEARDSLEY ZOO / CAROUSEL	253,879	253,879	253,879	253,879	253,879 0

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified	Requested	Proposed	Prop. Vs FY24
				Budget	Budget	Budget	Mod. Budget
01341	BEARDSLEY ZOO / CAROUSEL						
01	PERSONNEL SERVICES	651,849	627,341	772,735	784,599	784,599	-11,864
02	OTHER PERSONNEL SERV	93,629	93,603	72,180	72,615	72,615	-435
03	FRINGE BENEFITS	345,433	331,414	378,124	330,524	331,953	46,171
04	OPERATIONAL EXPENSES	343,270	336,804	413,463	413,463	413,463	0
05	SPECIAL SERVICES	50,272	18,310	51,921	51,921	51,921	0
		1,484,453	1,407,471	1,688,424	1,653,122	1,654,551	33,872

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs FY24	
							Budget	Budget	Budget	Mod. Budget	
	ZOO KEEPER	7.00	7.00	0.00	0.00	0.00	353,025	358,320	358,320	-5,295	
	SENIOR ZOOKEEPER	2.00	2.00	1.00	0.00	0.00	122,616	123,672	123,672	-1,056	
	GREENHOUSEMAN	1.00	1.00	0.00	0.00	0.00	54,177	57,911	57,911	-3,734	
	ZOO MANAGER	1.00	1.00	0.00	0.00	0.00	93,009	93,009	93,009	0	
	ZOO CURATOR	1.00	1.00	0.00	0.00	0.00	64,908	66,687	66,687	-1,779	
01341000	MAINTAINER I (GRADE I) -SEASONAL	0.00	0.00	0.00	0.00	0.00	85,000	85,000	85,000	0	
	BEARDSLEY ZOO/CAROUSEL	12.00	12.00	1.00	0.00	0.00	772,735	784,599	784,599	-11,864	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BEARDSLEY ZOO PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ZOO PROGRAM INFORMATION</b>							
Zoo Attendance Calendar Year		150,234	293,621	303,000		300,000	325,000
Attendance Growth							
Education Program Attendance		10,350	56,210	58,000		60,000	60,000
Education Program Growth							
Birthday Party & Rental Attendance		600	15,000	17,000		20,000	20,000
Party & Rental Growth							
Summer Camp Program Participants		na	150	178		175	200
<b>FACILITY INFORMATION</b>							
Combined area of facility in square feet (1)			1437000				

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. **Program:** Accreditation. AZA accreditation is up in 2024, paperwork being submitted, inspection team here Summer 2024, Accreditation Commission hearing Fall 2024
2. **Project:** Begin Phase one of Tiger Habitat. Private funding to be used to start construction of Tiger holding building. Plans have been completed and bidding to begin late Winter 2024. Construction time approximately one year. Funding in place.
3. **Project:** Prairie Dog habitat renovation. Prairie Dog habitat being overhauled with new guest experiences, glass viewing, new sidewalks, tunnel experience and ADA enhancement. Funding in place. (MG1)
4. **Project:** Eagle Habitat renovation. Eagle Habitat to be given a mesh roof to allow safety for Bald Eagle. Guest experience to remain intact with entry door to habitat. Funding in place.
5. **Program:** Cool Blue. Cool Blue program allowing free admission to Bridgeport City residents ends this June after three years running. Looking to find sponsor to keep program going for residents and school programming. Funding not in place. (MG1)
6. **Program:** Arboretum status. Zoo has achieved level one Arboretum accreditation. Work now begins to move onto level two accreditation. Funding not in place.
7. **Project:** Asian Goral habitat. A new species to be brought to Zoo this spring. Gorals are high mountain Asian species and will be housed with our Red Crowned Crane. Work is needed to secure habitat and give guest experience. Funding in place.
8. **Project:** Greenhouse Renovation. North side of Greenhouse to be demolished and new structure to be put in place for better energy efficiency, better growing and exhibition space. Funding in place. (MG1, MG6)

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. **Project:** Tiger Habitat. Work to be done to complete phase two of Amur Tiger Habitat. This will entail outside areas and guest experiences. Funding in place (perhaps not enough). (MG1)
2. **Project:** Condor Aviary. Constructing a new habitat for Andean Condor down by Andean Bear. Flight area needed in large footprint. Boardwalk installed for guest experience. Funding not in place. (MG1)

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. **Project:** Parking. Zoo is in need of increased space for parking of guests. Two hundred cars would be optimum. Also moving the Zoo entrance to parking area to separate park and Zoo for congestion alleviation. (MG1)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BEARDSLEY ZOO PROGRAM HIGHLIGHTS

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2. **Project:** Rainforest renovation. The Rainforest building is over 30 years old and is in need of a major facelift. Funding not in place.
3. Secure funding for Rainforest renovation.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. **Project:** Tiger Holding building to be constructed to house more tigers in a much larger building with bigger dens, nursery, kitchen, and night yard. This would be phase one of total project. ***Plans completed bidding to be put out early 2024.***
2. **Project:** Prairie Dog renovation. A re-imagined habitat with mine tunnel entrance and exit areas, ADA added viewing, guest seating, and glass containment. ***Work nearing completion for Spring 2024 opening.***
3. **Project:** Opening of Andean Bear Spring 2023. ***Work Completed, Two Andean Bears in habitat.***
4. **Project:** Completion of Kathy Brady Education Center, formally Research Station. ***Work Completed. Many guests utilize the space along with volunteers and summer camp.***
5. **Program:** Complete DEI evaluation for implementation. ***Completed with document for implementation in place.***
6. **Project:** Deferred Maintenance Construction projects around Zoo, New roofing, painting, pathways etc. ***Ongoing, many areas have had work completed.***
7. **Program:** Set up educational programs for 2023 season to focus on Bears. Using the opening of the new Andean Bear Habitat the Zoo will spotlight all bears through graphics and education. ***“Being Bear Aware” education programming was well received.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. **Project:** Finish Tiger Habitat renovations. Major project with area more than doubled in size. ***In process.***
2. **Project:** Greenhouse Renovations. Enhance guest experience and increase energy savings. ***In process.***
3. **Zoo:** Work to procure 5 million dollars in State Bonding for parking expansion and new Condor Habitat. ***In process, parking ask, off list and replaced with Rainforest renovations.***
4. **Zoo:** AZA accreditation. ***In process.***
5. **Project:** New Condor Habitat. If State funds are not secured, project still needs to be completed. ***New ask in place.***

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BEARDSLEY ZOO

PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	50	50	Process is in three sections for 2024.
ST#2	50	50	Bids not in yet.
ST#3		100	Construction is near completion.
ST#4		100	Plans not drawn.
ST#5		100	Looking for sponsor.
ST#6	50	50	Funding needed, fundraiser in place.
ST#7		100	Animals here, Spring.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	0	0	State funding not dropped.
MT#2	0	0	Looking for State funding.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BEARDSLEY ZOO APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01341	BEARDSLEY ZOO / CAROUSEL							
	51000	FULL TIME EARNED PAY	639,585	619,926	687,735	699,599	699,599	-11,864
	51100	PT TEMP/SEASONAL EARNED PA	12,264	7,415	85,000	85,000	85,000	0
01	PERSONNEL SERVICES		651,849	627,341	772,735	784,599	784,599	-11,864
	51108	REGULAR 1.5 OVERTIME PAY	7,681	9,177	17,000	17,000	17,000	0
	51116	HOLIDAY 2X OVERTIME PAY	62,186	58,886	40,000	40,000	40,000	0
	51140	LONGEVITY PAY	17,210	14,745	15,180	15,615	15,615	-435
	51156	UNUSED VACATION TIME PAYOUT	6,552	3,966	0	0	0	0
	51306	PERSONAL DAY PAY OUT	0	6,829	0	0	0	0
02	OTHER PERSONNEL SERV		93,629	93,603	72,180	72,615	72,615	-435
	52360	MEDICARE	6,916	6,499	7,557	7,868	7,868	-311
	52385	SOCIAL SECURITY	760	460	7,851	8,964	8,964	-1,113
	52504	MERF PENSION EMPLOYER CONT	138,771	152,977	178,260	145,833	147,262	30,998
	52917	HEALTH INSURANCE CITY SHARE	198,985	171,478	184,457	167,859	167,859	16,598
03	FRINGE BENEFITS		345,433	331,414	378,124	330,524	331,953	46,171
	53110	WATER UTILITY	43,182	43,062	49,000	49,000	49,000	0
	53120	SEWER USER FEES	8,761	12,360	18,000	18,000	18,000	0
	53130	ELECTRIC UTILITY SERVICES	120,479	109,934	120,330	145,000	145,000	-24,670
	53140	GAS UTILITY SERVICES	65,317	74,919	109,670	85,000	85,000	24,670
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	1,300	1,300	1,300	0
	54515	ANIMAL SUPPLIES	75,107	74,537	80,000	80,000	80,000	0
	54540	BUILDING MATERIALS & SUPPLIE	2,649	625	35	3,235	3,235	-3,200
	54545	CLEANING SUPPLIES	8,054	10,201	11,450	5,850	5,850	5,600
	54560	COMMUNICATION SUPPLIES	1,719	586	2,139	2,439	2,439	-300
	54640	HARDWARE/TOOLS	2,479	2,005	2,762	2,762	2,762	0
	54650	LANDSCAPING SUPPLIES	1,159	644	2,204	2,204	2,204	0
	54670	MEDICAL SUPPLIES	8,268	6,491	7,400	7,400	7,400	0
	54715	PLUMBING SUPPLIES	949	0	1,614	1,614	1,614	0
	54720	PAPER AND PLASTIC SUPPLIES	1,472	1,440	99	1,499	1,499	-1,400
	54745	UNIFORMS	2,160	0	3,837	3,837	3,837	0
	55080	ELECTRICAL EQUIPMENT	269	0	900	900	900	0
	55110	HVAC EQUIPMENT	1,246	0	2,723	3,423	3,423	-700
04	OPERATIONAL EXPENSES		343,270	336,804	413,463	413,463	413,463	0
	56030	VETERINARY SERVICES	24,995	0	25,725	25,725	25,725	0
	56045	BUILDING MAINTENANCE SERVICE	4,700	1,525	7,032	7,032	7,032	0
	56125	LANDSCAPING SERVICES	0	0	370	370	370	0
	56155	MEDICAL SERVICES	7,588	5,352	6,200	6,200	6,200	0
	56225	SECURITY SERVICES	12,989	11,433	12,595	12,595	12,595	0
05	SPECIAL SERVICES		50,272	18,310	51,921	51,921	51,921	0
01341	BEARDSLEY ZOO / CAROUSEL		1,484,453	1,407,471	1,688,424	1,653,122	1,654,551	33,872

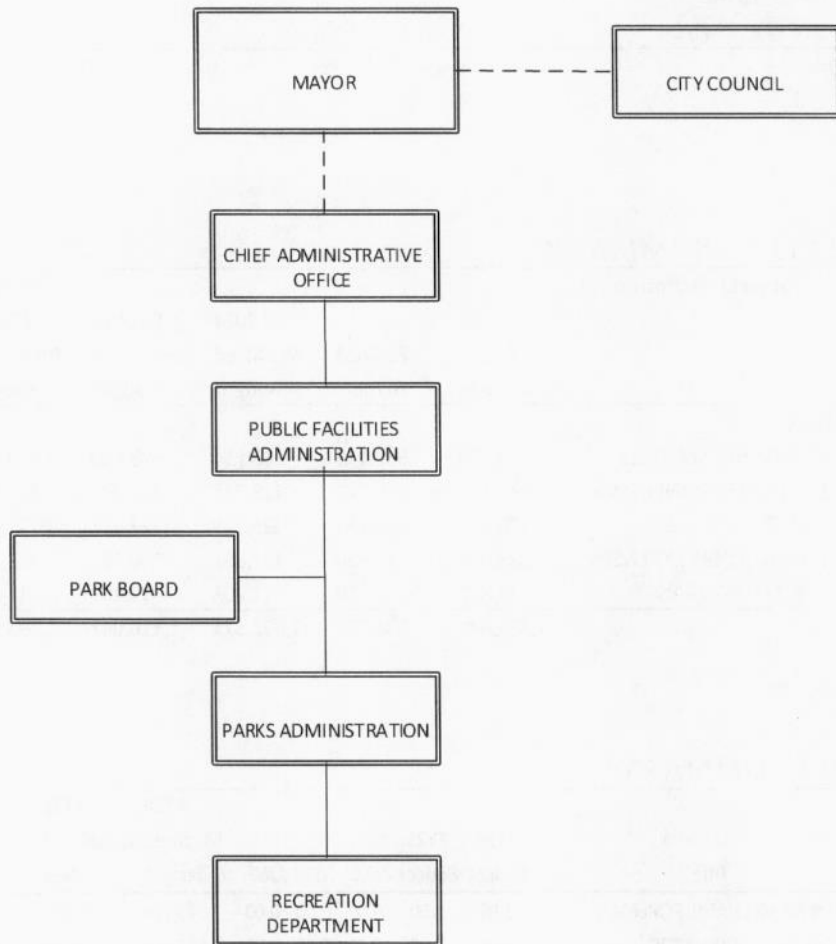


PUBLIC FACILITIES DIVISIONS  
RECREATION PROGRAMS

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MISSION STATEMENT

The mission of the Recreation division is to improve the quality of life of the City's residents through recreational programs. Our objectives are to maintain exceptional facilities and to provide creative, healthy, fun programs for all our residents, but with a focus on youth and seniors. The Recreation division provides summer camps and counselors, senior activities including picnics and field trips, night basketball and programs, all lifeguards on public beaches, dance classes, arts and crafts, checkpoint attendants and more.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
RECREATION PROGRAMS BUDGET DETAIL

Luann Conine  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Prop. Vs FY24 Proposed Mod. Budget
<b>01350 RECREATION</b>						
41675	BALLFIELD RENTAL	6,600	4,000	0	0	0
41676	SEASIDE PARK RENTAL	3,388	452,858	0	0	0
<b>01350</b>	<b>RECREATION</b>	<b>9,988</b>	<b>456,858</b>	<b>0</b>	<b>0</b>	<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Prop. Vs FY24 Proposed Budget Mod. Budget
<b>01350 RECREATION</b>						
01	PERSONNEL SERVICES	643,725	557,119	688,714	698,960	698,960 -10,246
02	OTHER PERSONNEL SERV	135,125	119,324	128,225	128,375	128,375 -150
03	FRINGE BENEFITS	170,999	138,351	126,749	127,127	127,734 -985
04	OPERATIONAL EXPENSES	388,975	115,418	137,682	150,382	172,682 -35,000
05	SPECIAL SERVICES	25,857	6,539	11,203	11,203	11,203 0
		<b>1,364,681</b>	<b>936,752</b>	<b>1,092,573</b>	<b>1,116,047</b>	<b>1,138,954 -46,381</b>

PERSONNEL SUMMARY

Org Code	Title	FY24	FY25	FY24			FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	Modified	Requested	UNF.	Requested	Proposed	Prop. Vs FY24
	EQUIPMENT MECHANIC FOREMAN	1.00	1.00	0.00	0.00	0.00	73,729	74,099	74,099 -370
	RECREATION COORDINATOR	2.00	2.00	0.00	0.00	0.00	106,500	116,376	116,376 -9,876
	RECREATION SUPERINTENDENT	1.00	1.00	0.00	0.00	0.00	108,485	108,485	108,485 0
<b>01350000</b>	<b>SEASONAL EMPLOYEES UNDER GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000 0</b>
<b>RECREATION</b>		<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>688,714</b>	<b>698,960</b>	<b>698,960 -10,246</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
RECREATION PROGRAMS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>RECREATION</b>							
<b>RECREATION FACILITIES</b>							
Number of Night Recreation Sites	5	0	1	5	5	5	6
Number of Programs at other facilities	4	0	3	4	4	4	4
Number of Recreation/Community Centers	5	0	4	9	9	9	10
Total seasonal staff	120	120	120	120	95	115	120
<b>AQUATICS PROGRAMS</b>							
Swimming Pools Open	2	0	1	1	1	1	1
Lifeguard Recertification Participants	20	15	20	20	20	25	25
Certified Lifeguards at Pools and Beaches	35	30	26	24	24	30	30
<b>RECREATION PROGRAMS</b>							
Number of Night Recreation Sites	5	0	1	5	5	5	6
Night Recreation Program Participants	1,500	0	150	1,700	500	1,850	2,000
Average daily visitors at all Recreation centers	800	0	50	825	100	850	900
Senior Program Participants	1,000	0	250	500	500	500	600
Adult Program Participants	600	0	100	600	300	650	700
Basketball League Participants	540	0	570	600	570	570	630
Total Recreation Program Participants	3,640	0	1,070	3,400	1,870	3,570	3,930
<b>SUMMER CAMP PROGRAMS</b>							
Summer Camp Locations	2	0	1	1	1	1	1
Summer Camp Program Participants	175	0	100	100	100	100	125
Summer Camp Field Trips	10	0	5	5	6	6	6
<b>PARTICIPANT INFORMATION</b>							
Total Youth Population (ages 6-18) in Bridgeport	32,344	32,344	32,344	32,344	32,344	32,344	32,344
Night Recreation Program Participants	1,500	0	150	1,700	500	1,850	2,000
Summer Camp Program Participants	175	0	100	100	100	100	125
Percentage of Bridgeport Youth impacted by programming	5%	0%	1%	6%	2%	6%	7%
Total Adult Population (18-65) in Bridgeport	86,195	86,195	86,195	86,195	86,195	86,195	86,195
Adult Program Participants	600	0	100	600	300	650	700
Percentage of Bridgeport Adults impacted by programming	0.70%	0.00%	0.12%	0.70%	0.35%	0.75%	0.81%
Total Senior Population (65+) in Bridgeport	14,601	14,601	14,601	14,601	14,601	14,601	14,601
Senior Program Participants	1,000	0	250	500	500	500	600
Percentage of Bridgeport Seniors impacted by programming	7%	0%	2%	3%	3%	3%	4%
Parks & Beach Visitors	50,000	40,000	50,000	55,000	30,000	60,000	62,000
Total Bridgeport residents impacted by programming**	58,875	58,875	58,875	58,875	58,875	58,875	58,875
Percentage of Bridgeport residents impacted by programs	44%	44%	44%	44%	44%	44%	44%
<b>REVENUES</b>							
Seaside Park Rental Revenues	\$6,616	\$360	\$3,388	\$452,858	\$0	\$450,000	\$450,000
Ballfield Rental	\$400	\$6,830	\$6,600	\$4,000	\$600	\$5,000	\$5,000
Recreation Revenues	\$7,016	\$7,190	\$9,988	\$456,858	\$600	\$455,000	\$455,000

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
RECREATION PROGRAMS PROGRAM HIGHLIGHTS

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FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. To provide recreation programs for youth, adults, and assist senior citizens in the Park City. (MG3)
2. To expand opportunities for youth to support, reinforce and promote good behavior through Recreation activities and programs. (MG3)
3. To provide exceptional support to youth and young adults who are entering the job field in Recreation and related areas. To offer CPR/First aid classes to all employees, including seasonals. (MG3)
4. To continue providing outstanding leadership and staff support at all City Parks, including Seaside Park and Beardsley Park during the summer peak season, most notably with lifeguard and checkpoint staffing. For all City-permitted sports and event activities in parks, provide additional monitoring and staffing that ensures all organizations and their participants meet daily adherence and compliance with State and Local Guidelines. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. To develop new and innovative activities to engage children, youth, and young adults in educational, health conscious, and environmentally friendly activities. (MG3)
2. To expand upon the recreational activities offered to adults and senior citizens in Bridgeport and to provide a progressive and varied assortment of fitness classes and other health-related activities. (MG3)
3. To expand summer camp programs, including additional locations and increase the length of programs. (MG3)

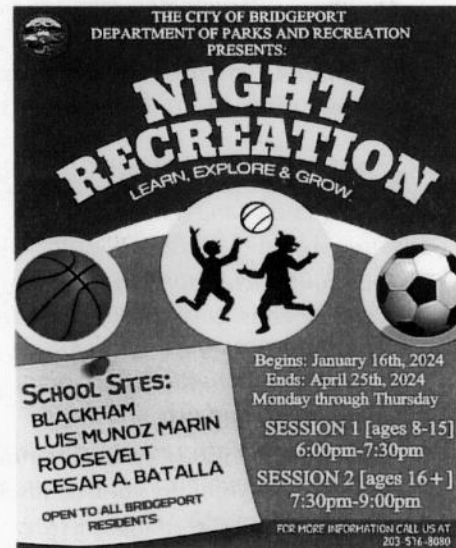
FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. To continue to foster relationships with other municipal departments and community organizations with an effort to deliver an assortment of activities to all Bridgeport residents. (MG1)
2. To provide comprehensive up-to-date web content on the City website and Facebook Page detailing news and information about departmental programs. (MG1)
3. Establish a new City Recreation Center, with swimming pool, indoor courts/field areas, multi-use spaces to facilitate increased programs. (MG1, MG3)

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

1. To provide recreation programs for youths, adults, and senior citizens in the Park City.
  - **All city residents are eligible to participate in the programs offered by the Recreation Department. Most of the programs offered are free or very-low cost.**
  - **The Seaside Park Summer Day Camp enrolls over 100 children yearly. It's a five-week program that offers a well-supervised and organized summer camp experience for Bridgeport's youth population. Daily activities at the camp include arts and crafts, athletics, and swimming. Various fun, educational components will be incorporated to promote safety and environmental stewardship. A variety of field trips are offered for campers.**
  - **The Night Recreation program is offered at five middle school sites throughout the City from January through April each year. This program provides recreation activities for over 1850 children and young adults.**
  - **The Recreation Department has continued its partnership with the Department on Aging, as well as other senior community centers to bring senior citizens from all neighborhoods of the City together.**

- *For city residents and visitors to Seaside Park, the Recreation Department facilitated Seaside Park Lifeguard Safety to ensure the safety of thousands of visitors throughout the summer. In addition, athletic field usage and event permit requests were processed by the Parks and Recreation office staff throughout the year.*



2. To expand opportunities for youth to support and reinforce good behavior. To coordinate the Boys and Girls Middle School Basketball League through the partnership with the Board of Education Athletics Department and reinforce the principles of sportsmanship and teamwork that the program inspires.
  - *The Parks and Recreation/Board of Education Middle School Basketball league is offered for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. 21 schools participate each year.*
  - *The 2024 season includes 21 boys' and 17 girls' teams. The games take place at Bassick, Central, and Harding High Schools on Saturdays. The duration of the league is January through March.*
3. To provide exceptional support to youth and young adults who are entering the job field in Recreation and related areas.
  - *The Recreation Department provides employment opportunities for seasonal positions. Jobs include Summer Camp Counselors, Night Recreation Counselors, Park Checkpoint Attendants, and Lifeguards. For returning Lifeguards, the Department supports and sustains this community of certified lifeguards with attention to maintaining their practice and skill set as required by the American Red Cross.*
  - *During the 2023-2024 season, 25 checkpoint attendants, 37 summer camp counselors, 24 lifeguards, and 20-night recreation staff were employed by the Recreation Department. All staff were provided with the necessary guidance, supplies, and training to safely fulfill their daily duties while serving the public.*
4. To continue to provide outstanding leadership and staff support at Seaside and Beardsley Parks during the summer peak season, most notably with lifeguard and checkpoint staffing.
  - *The Recreation Department facilitated the 7 day-a-week operation of park checkpoint booths from Memorial Day through Labor Day in 2023 at Seaside Park and Beardsley Park. Park checkpoints entail issuing park stickers and passes and the collection of fees for all vehicles entering city parks.*



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 RECREATION PROGRAMS PROGRAM HIGHLIGHTS

- *The Recreation Department staffed Pleasure Beach from the 4th of July through Labor Day. With the help and guidance of the Chief Administrative Office as well as the Finance Department credit card purchases of park stickers at check point booths were facilitated during the season. In 2023 all Recreation staff were briefed on State and City guidelines and were instructed to monitor the operation of all parks in partnership with the Police Department and Public Facilities.*
- *Seasonal Lifeguards staffed Seaside Park and Pleasure Beach 7-days-a-week for the summer season in 2023 to ensure the safety of the public.*

FY 2023-2024 MEDIUM TERM GOALS STATUS UPDATE:

1. To develop new and innovative activities to engage children, youth, and young adults in educational, health conscious, and environmentally friendly activities.
  - *The Night Recreation program is offered at 5 recreation sites, i.e., Blackham, Cesar Batalla, High Horizons, Luis Marin, and Roosevelt Schools.*
  - *The program offers youth and young adults free opportunities to participate in supervised recreation activities four nights per week, including basketball, soccer, indoor track, swimming, and arts and crafts.*
  - *The program offered youth swimming instruction during Fall 2023 season at High Horizons School. 80 Bridgeport youth ages 5-10 were registered as participants.*
  - *The program offered indoor track at High Horizons School. 80 Bridgeport youth ages 5-12 were registered as participants in Fall 2023 and 80 more participants are registered for Spring 2024.*



2. To expand upon the recreational activities offered to adults and senior citizens in Bridgeport and to provide a progressive and varied assortment of fitness classes and other health-related activities.
  - *The Recreation Department coordinates various activities for adults and senior citizens throughout the year including the Annual Senior Picnic at Seaside Park that serves over 1000 seniors.*
  - *The Recreation Department also supports activities and programs for Bridgeport seniors at the Eisenhower Senior Center, Bethany Senior Center, Black Rock Senior Center, and*



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
RECREATION PROGRAMS PROGRAM HIGHLIGHTS

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*East Side Senior Center including Arts and Crafts, Zumba, Line Dancing, and Chair Exercises.*

- *The Recreation Department also supports the various senior housing facilities throughout the city and facilitates the Greater Bridgeport Transportation Authority (GBTA) Dial-a-Ride Transportation Program.*
- *The Night Recreation Program offers supervised athletic activities for adults at the five recreation sites.*
- *The Recreation Department coordinated a First Aid/CRP/AED course in Fall 2023 at Cesar Batalla School.*

FY 2023 – 2024 LONG TERM GOALS STATUS UPDATE:

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1. To continue to foster relationships with other municipal departments and community organizations with an effort to deliver an assortment of activities to all Bridgeport residents.
  - *Other municipal departments have joined the Recreation Department at various events to support city-based recreation activities.*
  - *The Department on Aging partners with the Recreation Department to coordinate various programs and activities for senior citizens.*
  - *The Recreation Department and Board of Education Athletics partnership coordinates the Middle School Sports Program which includes basketball.*
  - *The Department of Public Facilities and Board of Education have provided assistance for many recreation activities and events throughout the city on a yearly basis.*
  - *Local youth and adult sports organizations have a partnership with the Parks and Recreation Department through scheduling of their sports events at park fields and facilities. In 2023-2024, (14) soccer organizations, (12) baseball organizations, (10) softball organizations, (3) football organizations, (2) tennis organizations, (2) cricket organizations, (2) track organizations, (1) lacrosse organization, and (1) rugby organization were registered with the Parks and Recreation Department and followed all state and city guidelines to ensure a safe environment for all players, coaches, officials, and spectators.*
  - *The Recreation Department has partnerships with University of Bridgeport Athletics and Sacred Heart University Athletics, as well as Bassick, Central, Harding, Bullard Havens Tech, Kolbe Cathedral, and Capital Harbor Prep School for all field scheduling needs at park ballfields. The Recreation Department looks forward to continuing to monitor all permitted sports activities in the coming months with a focus on compliance with State and Local Guidelines to protect the health and safety of all participants as well as staff.*
2. To provide comprehensive up-to-date web content on the City website and Facebook Page detailing news and information about departmental programs.
  - *<https://www.bridgeportct.gov/parksandrec> and the [Parks and Recreation Facebook page](#) is updated regularly to provide new information to the public including new offerings and activities.*
  - *The [Facebook page](#) is also used as a tool to post weather cancellations and other pertinent information needed in a timely manner.*
  - *In 2023-2024 the Recreation Department worked closely with the Mayor's Office, Chief Administrative Office, Public Facilities and Health Department to provide updates and helpful information to the public in a timely manner.*

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 RECREATION PROGRAMS PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	80%	Recreation Department coordinated a full variety of recreation programs and activities, both indoor and outdoor.
ST#2	100%	100%	Youth Sports Leagues in partnership with the Board of Education were programmed as scheduled adhering to local and state guidelines.
ST#3	100%	90%	Increased job opportunities were provided to youth and young adults.
ST#4	100%	90%	Leadership and Staff was fully provided.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	90%	Recreation Department coordinated a full variety of recreation programs and activities, both indoor and outdoor.
MT#2	100%	90%	Recreation Department assisted with the senior population, providing support and assistance.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	80%	Recreation Department will continue to foster relationships and partnerships with other city departments and community organizations for long-term success over the next 5-10 years.
LT#2	100%	90%	Web Content has become the most effective communication tool and method to provide immediate news and information to the public and will expand even greater over the next 5-10 years.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
RECREATION PROGRAMS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01350</b>	<b>RECREATION</b>							
	51000	FULL TIME EARNED PAY	304,931	277,064	288,714	298,960	298,960	-10,246
	51100	PT TEMP/SEASONAL EARNED PA	338,794	280,055	400,000	400,000	400,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		643,725	557,119	688,714	698,960	698,960	-10,246
	51108	REGULAR 1.5 OVERTIME PAY	111,003	96,505	75,000	75,000	75,000	0
	51111	SNOW REMOVAL OVERTIME	4,846	275	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	7,037	9,523	2,000	2,000	2,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	1	274	48,000	48,000	48,000	0
	51128	SHIFT 3 - 1.5X OVERTIME	738	769	0	0	0	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	549	671	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	747	283	0	0	0	0
	51140	LONGEVITY PAY	3,825	3,075	3,225	3,375	3,375	-150
	51156	UNUSED VACATION TIME PAYOUT	6,378	7,949	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		135,125	119,324	128,225	128,375	128,375	-150
	52360	MEDICARE	11,098	9,691	9,841	9,930	9,930	-89
	52385	SOCIAL SECURITY	24,591	17,569	9,932	10,453	10,453	-521
	52504	MERF PENSION EMPLOYER CONT	72,038	79,416	74,036	61,644	62,251	11,785
	52917	HEALTH INSURANCE CITY SHARE	63,271	31,675	32,940	45,100	45,100	-12,160
<b>03</b>	<b>FRINGE BENEFITS</b>		170,999	138,351	126,749	127,127	127,734	-985
	53610	TRAINING SERVICES	500	600	1,000	1,000	1,000	0
	53720	TELEPHONE SERVICES	0	0	14	14	14	0
	53725	TELEVISION SERVICES	0	0	20	20	20	0
	54505	ARTS & CRAFT SUPPLIES	2,588	2,682	1,000	5,000	5,000	-4,000
	54555	COMPUTER SUPPLIES	800	400	300	8,500	800	-500
	54560	COMMUNICATION SUPPLIES	3,482	1,665	1,660	3,660	3,660	-2,000
	54595	MEETING/WORKSHOP/CATERING FOOD	20,197	23,604	31,000	25,000	25,000	6,000
	54670	MEDICAL SUPPLIES	4,265	3,966	4,629	4,629	4,629	0
	54675	OFFICE SUPPLIES	1,245	1,177	1,268	1,268	1,268	0
	54720	PAPER AND PLASTIC SUPPLIES	590	0	602	602	602	0
	54725	POSTAGE	0	0	4	4	4	0
	54745	UNIFORMS	7,770	6,998	10,800	10,800	10,800	0
	55045	VEHICLES	324,955	35,000	40,000	40,000	70,000	-30,000
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,232	4,402	2,900	2,400	2,400	500
	55165	PARKS EQUIPMENT	9,405	22,066	29,405	34,405	34,405	-5,000
	55195	SPORTING EQUIPMENT	10,868	12,859	13,000	13,000	13,000	0
	55205	TRANSPORTATION EQUIPMENT	80	0	80	80	80	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		388,975	115,418	137,682	150,382	172,682	-35,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	600	600	2,400	600	600	1,800
	56180	OTHER SERVICES	19,257	2,459	6,203	7,103	7,103	-900
	56250	TRAVEL SERVICES	5,500	3,480	2,100	3,000	3,000	-900
	59015	PRINTING SERVICES	500	0	500	500	500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		25,857	6,539	11,203	11,203	11,203	0
<b>01350</b>	<b>RECREATION</b>		<b>1,364,681</b>	<b>936,752</b>	<b>1,092,573</b>	<b>1,116,047</b>	<b>1,138,954</b>	<b>-46,381</b>

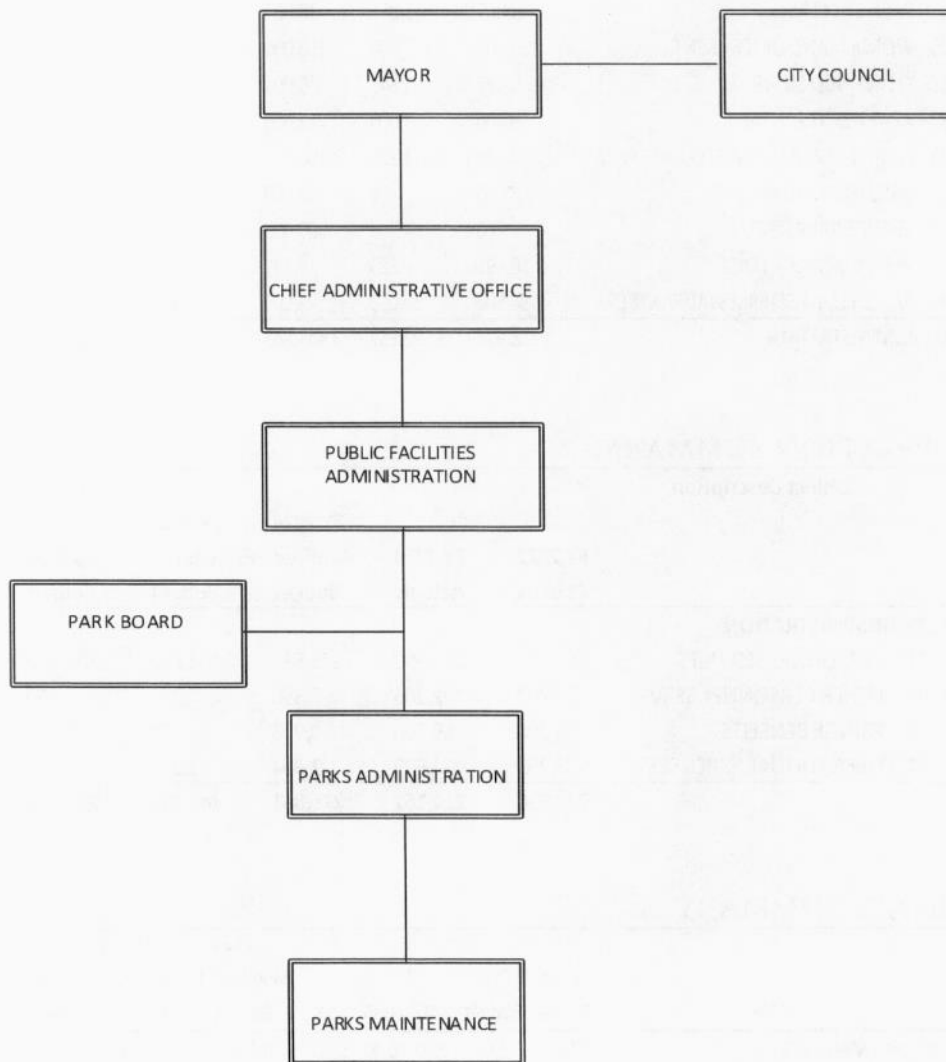
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PUBLIC FACILITIES DIVISIONS  
PARKS ADMINISTRATION & MAINTENANCE

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MISSION STATEMENT

The mission of the Parks Department is to improve and provide well-maintained, enjoyable park grounds and facilities to enhance the quality of life for all City residents, visitors and businesses in our diverse City; to preserve and protect parks and open spaces; to provide opportunities for active and passive recreation; and to maintain the landscapes, structures, water bodies, and woodlands that exist within these areas. In addition, it is our goal to monitor and replace playgrounds that are deteriorated and/or fail to meet ADA standards to provide a safe and aesthetically pleasing recreational environment.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS ADMINISTRATION BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY 2025	FY 2025
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01355</b>	<b>PARKS ADMINISTRATION</b>						
41314	SPRINT-KENNEDY STADIUM RENT	36,501	47,147	36,501	0	0	-36,501
41316	T-MOBILE RENT KENNEDY STADIUM	44,833	43,510	54,751	54,751	54,751	0
41623	SEASIDEANDBEARDSLEYCHECKPOINT	464,626	521,867	450,000	500,000	500,000	50,000
41624	KENNEDY STADIUM RENTAL	0	0	2,200	2,200	2,200	0
41625	PARK STICKERS	36,065	35,051	30,000	30,000	30,000	0
41629	WONDERLAND OF ICE - RENT	156,000	227,500	156,000	156,000	156,000	0
41632	CITY CONCESSIONS	6,675	3,843	5,000	5,000	5,000	0
41633	APARTMENT RENTAL	8,400	13,000	12,000	12,000	12,000	0
41635	FAIRCHILDWHEELERGOLFCOURSEVE	2,264,683	2,603,826	2,100,000	2,200,000	2,200,000	100,000
41675	BALLFIELD RENTAL	0	0	3,000	3,000	3,000	0
41676	SEASIDE PARK RENTAL	0	0	500,000	500,000	500,000	0
45341	W.I.C.C ANNUAL LEASE	16,391	16,883	16,391	17,389	17,389	998
45342	FAIRCHILDWHEELERRESTAURANTREVE	84,500	80,030	78,000	90,000	90,000	12,000
<b>01355</b>	<b>PARKS ADMINISTRATION</b>	<b>3,118,674</b>	<b>3,592,657</b>	<b>3,443,843</b>	<b>3,570,340</b>	<b>3,570,340</b>	<b>126,497</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		
		FY 2022	FY 2023	Modified	FY 2025	Mayor	FY 2025
		Actuals	Actuals	Budget	Requested	Proposed	Prop. Vs FY24
				Budget	Budget	Budget	Mod. Budget
<b>01355</b>	<b>PARKS ADMINISTRATION</b>						
01	PERSONNEL SERVICES	148,090	139,990	175,539	181,802	181,802	-6,263
02	OTHER PERSONNEL SERV	9,267	2,106	7,350	7,350	7,350	0
03	FRINGE BENEFITS	73,290	69,366	90,998	57,270	57,634	33,363
04	OPERATIONAL EXPENSES	2,263	2,699	2,994	2,994	2,994	0
		<b>232,910</b>	<b>214,161</b>	<b>276,881</b>	<b>249,416</b>	<b>249,780</b>	<b>27,100</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	Modified	Requested	Proposed	Prop. Vs FY24	Mod. Budget		
			VAC.	NEW	UNF.					
	PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	108,000	108,000	108,000	0
01355000	PAYROLL CLERK (40 HOURS)	1.00	1.00	0.00	0.00	0.00	67,539	73,802	73,802	-6,263
	PARKS ADMINISTRATION	2.00	2.00	0.00	0.00	0.00	175,539	181,802	181,802	-6,263



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**PARKS ADMINISTRATION** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>PARKS</b>							
Developed Acreage	1,212	1,212	1,212	1,212	1,212	1,212	1,212
Undeveloped Acreage (1)	75.5	75.5	75.5	75.5	75.5	75.5	75.5
Golf Course Acreage (36 holes)	320	320	320	320	320	320	320
Total Park Acreage	1,352	1,352	1,352	1,352	1,352	1,352	1,352
Park Acreage per 1,000 residents	9.6	9.6	9.6	9.6	9.6	9.6	9.6
Number of Parks	47	47	47	52	52	52	52
Number of Esplanades Maintained (37,006 linear feet)	18	18	18	18	18	18	18
Number of Playgrounds	25	25	25	26	26	26	26
Number of Splash Pads	15	15	15	15	15	15	15
Number of Tennis Courts	20.5	20.5	20.5	20	20	20	20
Basketball Courts	16	16	16	16	16	16	16
Baseball/Softball Fields	28	28	28	28	28	28	28
Football and/or Soccer Fields	26	26	26	26	26	26	26
Total Acreage of Athletic Fields	74	74	74	74	74	74	74
Pickle Ball Courts	0	0	0	8	8	8	10
Bocce Courts	2	2	2	0	0	0	0
Ice Skating Facilities	1	1	1	1	1	1	1
Horseshoe Lanes	5	5	5	4	4	4	6
Beaches	4	4	4	4	4	4	4
Beach Acreage	20	20	20	20	20	20	20
Miles of Walking, Hiking & Bicycle Trails	8	8	8	8.5	8.5	8.5	8.5
Parks Stickers Issued (2)	18,000	17,000	20,500	22,500	12,000	21,000	21,000
Revenue from Parks Stickers	\$17,305	\$33,370	\$36,065	\$35,050	\$4,500	\$35,000	\$35,000
Checkpoint Revenues Beardsley & Seaside Park	\$349,272	\$337,952	\$464,626	\$521,876	\$271,973	\$475,000	\$475,000
<b>PARK MAINTENANCE</b>							
Est. Irrigation Inspections/Repairs/Pipe work	N/A	N/A	N/A	0	0	500	500
Garbage cans emptied, One Armed Bandit (21 locations)	300	300	300	300	300	300	300
Grass effectively mowed and maintained (acres)	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Baseball/Softball Fields maintained	28	28	28	28	28	28	28
Football and/or Soccer Fields maintained	26	26	26	26	25	25	25
Playgrounds Inspected, including swingsets	25	25	25	26	26	26	26
Bathrooms Cleaned & maintained (Permanent)	21	21	21	21	21	21	21
Parks Maintenance Full Time Equivalents	59	59	59	59	59	59	59
<b>TREE &amp; LANDSCAPE MAINTENANCE</b>							
Total Trees in Bridgeport (Estimated)	19,200	19,150	19,150	19,500	19,500	19,650	19,650
Tree Maintenance Work* (Contractual & In-House)	2000	2000	2000	2000	2000	2000	2000
Percentage of trees maintained	10%	10%	10%	10%	10%	11%	11%
Outsourced Tree Maintenance Jobs*	700	700	700	700	700	800	800
Tree Maintenance Expenditures	\$181,568	\$328,300*	\$353,951	\$246,601	\$158,412	\$215,000	\$250,000
Percentage of Trees Pruned	6%	5%	3%	4%	5%	6%	7%
Tree Pruning Expenditures	\$90,000	\$60,000	\$114,900	\$85,000	\$70,000	\$110,000	\$135,000
Cost per tree pruned	\$200	\$200	\$200/\$250	\$250	\$250	\$250	\$250
Trees Planted*	50	40	40	200	100	200	200

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**PARKS ADMINISTRATION** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>EVENT SUPPORT</b>							
Large Events (4)	50	22	53	76	43	75	75
Small Activity Permits Issued (5)	150	93	34	242	162	300	300
Senior Citizen Resident Stickers Issued	300	1080	925	4500	400	1000	1000
Non-Resident Day Passes Sold (Beardsley & Seaside)	2,000	1,000	3,500	4,500	2,000	4,500	4,500
Food Concessions Open at Seaside Park	1	0	1	1	1	1	1
Revenues from Seaside Park Rental**	\$4,750	n/a	\$10,062	\$452,858	\$0	\$455,000	\$455,000
<b>REVENUES</b>							
Revenue from Parks Stickers	\$5,695	\$33,370	\$36,065	\$35,050	\$4,550	\$35,000	\$35,000
Checkpoint Revenues Beardsley & Seaside Park	\$349,272	\$337,952	\$464,626	\$521,867	\$271,973	\$475,000	\$475,000
Revenues from Seaside Park Rental**	\$4,750	n/a	\$10,062	\$452,858	\$0	\$455,000	\$455,000
Golf Course Revenues	\$1,447,588	\$2,428,180	\$2,264,683	\$2,603,826	\$1,531,284	\$2,475,000	\$2,475,000
All Other Parks Revenues	\$269,211	\$312,024	\$359,900	\$351,882	\$156,407	\$350,000	\$313,000
<b>Total Parks and Recreation Revenues</b>	<b>\$2,076,516</b>	<b>\$3,111,526</b>	<b>\$3,135,336</b>	<b>\$3,965,483</b>	<b>\$1,964,214</b>	<b>\$3,790,000</b>	<b>\$3,753,000</b>

\*Tree Maintenance Expenditures actuals include arborist contracted services only taken from General Fund operational expenses (not in-house tree work completed nor utility vegetation management).

\*\* Seaside Park Rental Revenues are contained in Recreation Budget 01350000-41676. Please note the \$ amount listed here indicates Seaside Park Rental Fees included in Recreation Budget Line 01350000-41676 plus Parks Administration Budget Line 0135500-41676 for City Concessions, which were all related to locations within Seaside Park.

1. To continue providing the best quality of service to City residents and visitors throughout over 50 parks and open spaces we maintain while prioritizing safety and cleanliness. (MG3)
2. To continue to work closely with the Administration, Parks Board of Commissioners, Police Department, Public Facilities, and all City Departments and residents of Bridgeport to ensure safe recreational havens are available in all parks. This includes continued implementation of standardized wayfinding signage for all parks, posting Rules and Regulations signs in highly visible areas to inform the public and deter vandalism. (MG3)
3. To enhance, maintain and protect the urban tree canopy through proper tree care and maintenance practices. Finalize tree plotting/inventory for a baseline mapping of best practice planting locations, therefore implementing citywide street tree plantings and encourage residents to engage in environmental stewardship in their neighborhoods while strengthening their sense of community. (MG3)
4. To Increase Expanded Training Opportunities and Professional Development for Parks & Recreation staff. (MG3)

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to provide parks and facilities that are clean and safe on a daily basis for the Bridgeport community and to support events and activities that promote the health and well-being of all Bridgeport residents. This includes daily maintenance and/or renovations of all park playgrounds and splash pads, fields, picnic areas and restrooms. (MG3)
2. On-going projects:
  - a) Complete the Seaside West Playground Modernization Project.
  - b) Complete Reservoir Ave. pollinator pathway and resting space for the neighborhood.
  - c) Continue making progress replacing outdated pieces of equipment in the Parks fleet through the Parks Capital Equipment request for funding to help the Parks Maintenance Division keep parks clean and operations running smoothly.
3. Assemble and/or prepare funding support packages for park projects already in progress or nearing completion, either through grant applications, capital requests or other public/private partnerships. (MG3)
  - a. Kennedy Stadium Repairs and Improvements
  - b. B.J. Brown Park new playground and splash pad development
  - c. Seaside and Beardsley Park Pavilion development
4. Create and facilitate venues and safe spaces for more outdoor health, fitness and recreation activities for all Bridgeport residents to enjoy including the following:
  - a) Expanding Outdoor Fitness Campaign at Seaside Park (MG3)
5. Develop a safe and reliable venue for economic growth on the local level for healthy and enjoyable food access. This includes a new request for proposals to award and provide service for Beardsley Park. (MG3, MG2)
6. Create a more comprehensive beautification plan encompassing several different parks and neighborhood corridors that shall not only provide plantings at monuments in parks but also enhance corridors in key gateways with a plethora of improvements. This may also include working with Public Facilities to introduce receptacles, hanging planters onto existing decorative lamp posts and/or concrete planters in select visible locations in partnership with local community groups and organizations for a greater impact. Also, collaborative efforts involving tree planting not only in parks but also on City streets where tree canopy may have been lost due to pests, development, old age and other environmental factors. (MG3)
7. Continue to support Groundwork Bridgeport and “The Nature Conservancy” “Growing Our Forest Together” Connecticut Urban Forest Council to plant upwards of 200 trees this year. Continuing with portion of the 1.7 million IRA grant for continued tree plantings, inventory, and maintenance staff. (MG3)
8. Expanding partnerships with D.E.E.P., Ash Creek Conservancy and various environmental agencies regarding the protection and revitalization of the St. Mary’s Sand Spit Resiliency Efforts in partnership with the town of Fairfield. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Create and facilitate venues and safe spaces for more outdoor health, fitness and recreation activities for all Bridgeport residents to enjoy including the following:
  - a) Construct a new running track at Kennedy Stadium and improve stadium areas to make it safer and more enjoyable for the public while also increasing the opportunity for expanded programming.
  - b) Construct new facilities at Went Field including picnic areas, play areas and a neighborhood walking track.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PARKS ADMINISTRATION PROGRAM HIGHLIGHTS

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- c) Enhance picnic areas at Beardsley Park and Seaside Parks as well as other neighborhood parks such as Newfield, Went Field with new picnic tables, grills and other amenities. In certain park areas consider the introduction of inter-generational recreation areas, dog parks, fitness spaces and picnic pavilion shelters in the effort to provide additional comfort for residents and park visitors.
  - d) Update outdated playground equipment at Nanny Goat/Lafayette, Seaside, Washington, William Barnum Lot and West Side II, and review areas where certain playgrounds or family amenities may be able to be introduced such as at Clinton Park and James Brown/Waterview Park and Success.
  - e) Expand the amenities at Success Park including walking path and lighting. (MG3)
2. Streamline all internal park-permit processing and communications within all departments involved and integrate a web-based application. Update the Parks and Recreation Department Website with help from the Public Facilities Administration, ITS and the Office of Communications to better communicate information about the Bridgeport Park System, its programs and various events. Revise small and large event permitting processes so that a better structure is in place to cover City costs and/or generate revenue to stabilize costs and provide a platform for the department to recoup expenses for event support and related costs that put an additional burden on limited City resources. (MG1, MG7)
3. Improve existing facilities to promote health and well-being in the Bridgeport community. The department shall review areas where heavily used fields can be updated with synthetic turf and other updated and upgraded amenities to improve playing areas. (MG1, MG3)
- a) Central High School, Kennedy Stadium Diamond 1, field areas can accommodate multiple uses if updated with a new layout and surface.
  - b) Start engaging with numerous stakeholders to beautify, better define and make safe streetscape around Old Mill Green as part of the ongoing development of the neighborhood of the East Side and Boston Ave, Mill Hill. This may require increased communication with the Public Facilities and Engineering Departments and the State Department of Transportation to enhance and make the open space thoroughfare safer for the benefit of the community.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

- 1. Explore opportunities for increased collaboration and public/private partnerships to enhance arts, culture, events, and programming in the parks through sponsorships and collaboration. (MG2)
- 2. Start the assessment, improvements and promotion of available walking trails located within the Bridgeport Park system. During COVID-19 pandemic, the public interest in finding parks and areas to maintain social distance and enjoy the outdoors were heightened. (MG3)
- 3. Identify green economic improvement opportunities to make parks more environmentally sound and resilient whether it be through green infrastructure, sustainable initiatives and/or other climate change initiatives. This may take on the form of electronic charging stations in certain parks or park areas, decreasing waste and increasing recycling and improving energy efficiency by incorporating LED upgrades to sports field lighting where the City can gain significant savings in energy expenditures. This also includes evaluating possible new facility locations where Parks Maintenance Division Operations can be based, planning and possible relocation if needed. (MG6)
- 4. Develop paving program throughout all park roadways and parking lots. Areas will need to be assessed individually and sourced accordingly.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PARKS ADMINISTRATION PROGRAM HIGHLIGHTS

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FY 2023 – 2024 GOALS STATUS UPDATE:

1. To continue the best quality of service to City residents and visitors throughout over 50 parks and open spaces we maintain while prioritizing safety and cleanliness. ***Ongoing and in progress. The Perry Memorial Arch Project Phase I is being prepared for bid and construction in 2024. Phase I shall replace the roof and interior plumbing to prevent further water damage to stabilize the historical monument. Phase II is planned in the subsequent year.***

NOTABLE COMPLETED PROJECTS:

Nanny Goat Basketball courts have been completely renovated with new cement base, posts, baskets and new paint via Sourcewell contract # 060518-AST. The new courts also have 8 refurbished bench areas for teams/visitors.



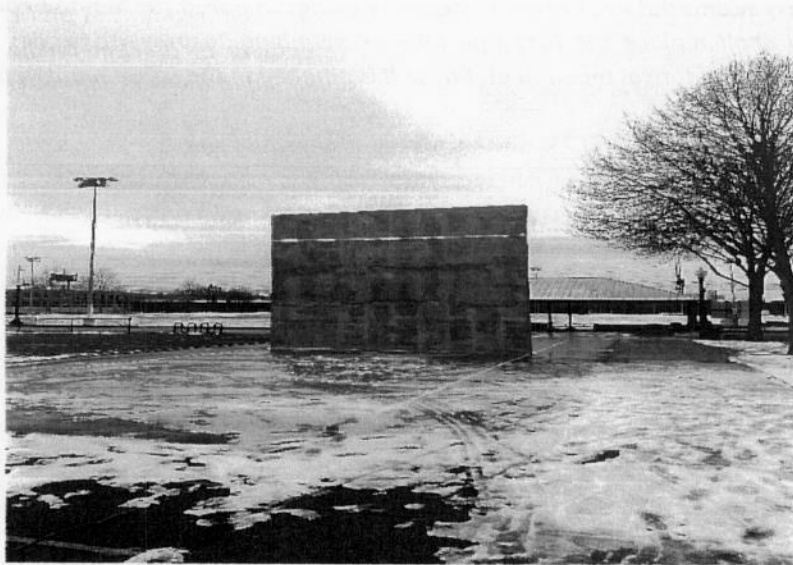
WentField Playground area has been renovated, incorporating tributes from the P.T. Barnum Circus, ranging from “tent areas” and various circus animals as part of the décor.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PARKS ADMINISTRATION PROGRAM HIGHLIGHTS

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Wentfield Park area handball courts were completed, including a double-sided wall and play area outlined with new paint and striping.



McGovern Park Playground was completed in late spring Omnia Contract # 201700135. Project included the addition of various new apparatus including expanded sensory A.D.A. equipment.





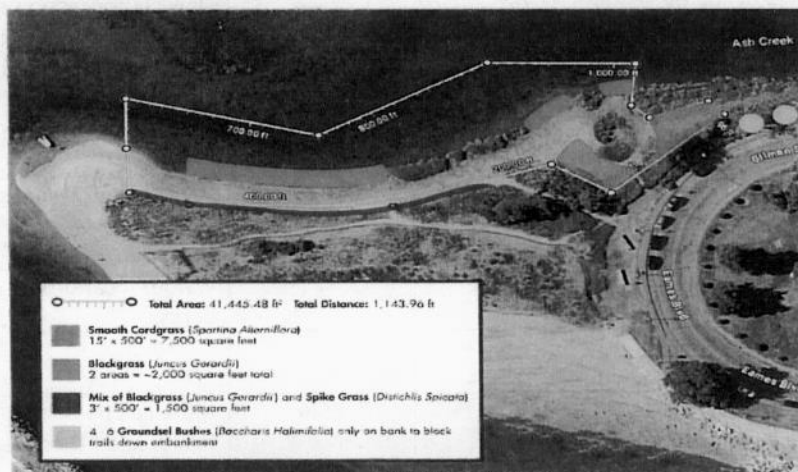
FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS ADMINISTRATION PROGRAM HIGHLIGHTS

We added a new dog park area at Success Park. The area includes two separate areas for small and large breeds. The areas also included the installation of benches and decorative fire hydrants!



OTHER NOTABLE ACCOMPLISHMENTS:

1. The parks department completed the renovation of the Seaside West Bathroom pergolas, with new wooden structures including columns and vibrant paint.
2. With the help of D.E.E.P. developed a shoreline protection program in the effort to help protect Horseshoe Crabs during spawning season. This effort will help to set a best practice precedent for other municipalities to follow.
3. St Mary's sidewalk restoration and installation of the continued railing system were completed in mid-summer. This process unified the existing wood rail system extending to the end of the cement sidewalk, closest to the "sand spit area".
4. Extended protection of the St. Mary's spit and intertidal flat areas. This area is currently being surveyed by "Landtech", an environmental firm contacted by the Aspetuck Land Trust and Ash Creek Conservation Association in effort to provide further data concerning the on-going erosion caused in part by dredging process by the Town of Fairfield. The area has also been adversely affected by visitors "digging" for sandworms and other bait that has caused further damage to soils, sediment and vegetation.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS ADMINISTRATION APPROPRIATION SUPPLEMENT

5. The City is continuing the process of replacing outdated pieces of equipment in the Parks fleet through the Parks Capital Equipment allocation to help the Parks Maintenance Division in the effort to keep parks clean and operations running smoothly. The Department of Parks and Recreation is working very closely with the Public Facilities Municipal Garage and the Public Facilities Administration.
6. The Parks Department is researching options to increase efficiency with our field-striping procedures by testing new modernized, robotic line sprayers.
7. The furnishing and installation of three L.E.D. boards, one at Beardsley Zoo and two at Seaside, has been completed. The new boards help communicate ongoing and upcoming events and information on a daily basis.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1 To Continue to provide clean and safe parks and facilities	100%	100%	All parks and facilities were operational throughout season with daily cleaning and services.
ST#2 Completion of on-going projects.	90%	90%	Several projects have been completed within the past year and also initiated projects for completion this year.
ST #3 To prepare funding support through grants, capital or other.	50%	50%	Half are long term projects, now ramping up quickly while others are simply in the initial phase of discovery.
ST #4 To create and facilitate venues and safe spaces for outdoor health, fitness and recreation.	85%	85%	Seaside Outdoor Fitness Campaign exercise area was completed in fall 2023. With anticipation for extending the area in 2024.
ST#5 To provide a venue for healthy food access in parks	75%	75%	Only (1) concession stand was open at West Beach Bathhouse in the 2023 season however a pilot food truck program was conducted as well. Much is still needed to expand and improve the pilot food truck program.
ST#6 To create more beautification opportunities in parks and neighborhoods	85%	85%	Focus areas around specific monuments at Seaside were completed and in parks citywide. Tree planting was conducted at various locations on city streets and in parks.
<b><u>FY 2022-2023 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1 To create and facilitate health and fitness venues in parks	50%	85%	More can be done to facilitate future health and fitness venues across the city of Bridgeport and to support the local

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

PARKS ADMINISTRATION

PROGRAM HIGHLIGHTS

			community through targeted improvements.
MT#2 To Streamline all park and recreation dept. permitting	25%	25%	Initial work has commenced to prepare for online permitting and integration into a new operating system with ITS facilitation and guidance. Credit Card processing at checkpoints and at the Parks and Recreation Office for park stickers was greatly improved for the season. Parks Board has requested the Dept. evaluate all revenues associated with facilitating events at City parks.
MT#3 To Improve existing facilities	50%	50%	Partially completed. In progress to be initiated in 2023-2024.
<b>FY 2023-2029 Long-Term (LT) Goals (Greater than 5 years).</b>			
LT#1 To explore collaboration, public private partnerships	10%	25%	Initial Parks and Recreation Dept. needs-assessment for a thorough citywide analysis is recommended to be better positioned at achieving this goal.
LT#2 Increase Parks Administration and Parks Maintenance Full Time Staff	0%	0%	Recommendation to review based on parks needs assessment to be initiated.
LT#3 To Start Trail Assessments and Improvements	5%	5%	Ongoing.
LT#4 To identify green economic improvement opportunities	5%	5%	Ongoing.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
PARKS ADMINISTRATION APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01355</b>	<b>PARKS ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	148,090	139,990	175,539	181,802	181,802	-6,263
<b>01</b>	<b>PERSONNEL SERVICES</b>		148,090	139,990	175,539	181,802	181,802	-6,263
	51108	REGULAR 1.5 OVERTIME PAY	3,524	381	6,000	6,000	6,000	0
	51140	LONGEVITY PAY	2,888	1,725	1,350	1,350	1,350	0
	51156	UNUSED VACATION TIME PAYOUT	2,856	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		9,267	2,106	7,350	7,350	7,350	0
	52360	MEDICARE	2,057	1,934	2,218	2,577	2,577	-359
	52385	SOCIAL SECURITY	0	1,545	5,628	5,628	5,628	0
	52504	MERF PENSION EMPLOYER CONT	29,519	25,647	44,859	37,069	37,433	7,426
	52917	HEALTH INSURANCE CITY SHARE	41,713	40,240	38,293	11,996	11,996	26,297
<b>03</b>	<b>FRINGE BENEFITS</b>		73,290	69,366	90,998	57,270	57,634	33,363
	53725	TELEVISION SERVICES	1,138	1,315	1,610	1,610	1,610	0
	54675	OFFICE SUPPLIES	1,125	1,384	1,384	1,384	1,384	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,263	2,699	2,994	2,994	2,994	0
<b>01355</b>	<b>PARKS ADMINISTRATION</b>		<b>232,910</b>	<b>214,161</b>	<b>276,881</b>	<b>249,416</b>	<b>249,780</b>	<b>27,100</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS MAINTENANCE BUDGET DETAIL

Luis Burgos  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01356</b>	<b>PARKS MAINTENANCE SERVICES</b>						
01	PERSONNEL SERVICES	1,390,915	1,671,972	1,328,798	1,443,605	1,343,930	-15,132
02	OTHER PERSONNEL SERV	267,608	262,921	125,260	122,700	122,700	2,560
03	FRINGE BENEFITS	506,496	539,421	491,287	409,228	390,019	101,268
04	OPERATIONAL EXPENSES	500,319	560,217	769,074	782,574	804,074	-35,000
05	SPECIAL SERVICES	409,500	483,533	511,678	726,678	561,678	-50,000
		<b>3,074,837</b>	<b>3,518,063</b>	<b>3,226,098</b>	<b>3,484,785</b>	<b>3,222,401</b>	<b>3,697</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	PUBLIC WORKS FOREMAN II	1.00	1.00	0.00	0.00	0.00	70,075	133,787	70,075	0
	MANAGER OF ROADWAY AND PARKS S	1.00	1.00	0.00	0.00	0.00	75,578	75,578	75,578	0
	PLUMBER	1.00	1.00	0.00	0.00	0.00	97,822	100,422	100,422	-2,600
	MAINTAINER I (GRADE I)	5.00	5.00	0.00	0.00	0.00	208,335	244,298	208,335	0
	MAINTAINER I (GRADE II)	4.00	4.00	1.00	0.00	0.00	174,974	171,650	171,650	3,324
	MAINTAINER II	1.00	1.00	0.00	0.00	0.00	43,609	52,465	52,465	-8,856
	MAINTAINER IV	1.00	1.00	0.00	0.00	0.00	60,405	60,405	60,405	0
	SENIOR CHECKPOINT ATTENDANTS (P/T)	0.00	0.00	0.00	0.00	0.00	108,000	115,000	115,000	-7,000
01356000	MAINTAINER I (GRADE I) -SEASONAL	0.00	0.00	0.00	0.00	0.00	490,000	490,000	490,000	0
	<b>PARKS MAINTENANCE SERVICES</b>	<b>14.00</b>	<b>14.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,328,798</b>	<b>1,443,605</b>	<b>1,343,930</b>	<b>-15,132</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS MAINTENANCE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01356 PARKS MAINTENANCE SERVICES</b>								
	51000	FULL TIME EARNED PAY	690,301	736,859	730,798	838,605	738,930	-8,132
	51100	PT TEMP/SEASONAL EARNED PA	700,614	935,112	598,000	605,000	605,000	-7,000
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>1,390,915</b>	<b>1,671,972</b>	<b>1,328,798</b>	<b>1,443,605</b>	<b>1,343,930</b>	<b>-15,132</b>
	51102	ACTING PAY	26	0	0	0	0	0
	51104	TEMPORARY ACTING 2X OVERTI	366	913	0	0	0	0
	51106	REGULAR STRAIGHT OVERTIME	4,366	3,459	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	220,211	223,413	100,000	100,000	100,000	0
	51111	SNOW REMOVAL OVERTIME	1,247	170	0	0	0	0
	51116	HOLIDAY 2X OVERTIME PAY	22,264	13,831	15,000	15,000	15,000	0
	51122	SHIFT 2 - 1.5X OVERTIME	232	843	1,000	1,000	1,000	0
	51128	SHIFT 3 - 1.5X OVERTIME	2,947	842	1,000	1,000	1,000	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	4,310	4,440	1,500	1,500	1,500	0
	51138	NORMAL STNDRD SHIFT DIFFER	2,161	1,099	0	0	0	0
	51140	LONGEVITY PAY	8,070	8,640	6,760	4,200	4,200	2,560
	51156	UNUSED VACATION TIME PAYOUT	1,407	5,271	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>267,608</b>	<b>262,921</b>	<b>125,260</b>	<b>122,700</b>	<b>122,700</b>	<b>2,560</b>
	52360	MEDICARE	22,273	27,175	18,010	20,000	18,555	-545
	52385	SOCIAL SECURITY	41,140	60,133	10,267	26,156	19,976	-9,709
	52504	MERF PENSION EMPLOYER CONT	182,447	203,336	177,257	156,646	145,062	32,195
	52917	HEALTH INSURANCE CITY SHARE	260,635	248,777	285,753	206,426	206,426	79,327
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>506,496</b>	<b>539,421</b>	<b>491,287</b>	<b>409,228</b>	<b>390,019</b>	<b>101,268</b>
	53050	PROPERTY RENTAL/LEASE	0	0	1,255	1,255	1,255	0
	53435	PROPERTY INSURANCE	0	15,458	17,000	19,000	19,000	-2,000
	53610	TRAINING SERVICES	0	125	759	759	759	0
	53705	ADVERTISING SERVICES	265	1,019	2,837	2,837	2,837	0
	53720	TELEPHONE SERVICES	1,666	-36	3,000	3,000	3,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	1,000	1,000	1,000	0
	54005	AGRICULTURAL PARTS	360	1,083	1,481	1,481	1,481	0
	54010	AUTOMOTIVE PARTS	7,017	9,025	7,685	7,685	7,685	0
	54025	ROADWAY PARTS	5,670	4,682	5,675	5,675	5,675	0
	54030	PERMITS	0	125	555	555	555	0
	54530	AUTOMOTIVE SUPPLIES	3,871	2,505	4,200	4,200	4,200	0
	54535	TIRES & TUBES	8,000	7,885	8,000	8,000	8,000	0
	54540	BUILDING MATERIALS & SUPPLIE	29,843	53,008	48,000	48,000	48,000	0
	54545	CLEANING SUPPLIES	18,929	16,975	21,580	21,580	21,580	0
	54555	COMPUTER SUPPLIES	500	0	500	500	500	0
	54560	COMMUNICATION SUPPLIES	107	0	607	607	607	0
	54585	ELECTRICAL SUPPLIES	1,100	1,100	1,100	1,100	1,100	0
	54610	DIESEL	36,701	39,466	70,000	70,000	70,000	0
	54615	GASOLINE	32,526	30,820	45,000	45,000	45,000	0



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PARKS MAINTENANCE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT (Cont'd)

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54620	HEATING OIL	9,916	3,500	6,000	6,000	6,000	0
	54635	GASES AND EQUIPMENT	718	777	799	799	799	0
	54640	HARDWARE/TOOLS	29,937	31,961	35,000	35,000	35,000	0
	54650	LANDSCAPING SUPPLIES	217,351	226,962	260,000	260,000	260,000	0
	54680	OTHER SUPPLIES	1,497	0	1,540	1,540	1,540	0
	54690	PUBLIC FACILITIES SUPPLIES	0	0	560	560	560	0
	54710	PARKS SUPPLIES	17,947	17,899	18,007	18,007	18,007	0
	54715	PLUMBING SUPPLIES	12,919	17,175	40,000	40,000	40,000	0
	54720	PAPER AND PLASTIC SUPPLIES	11,941	14,478	25,000	30,000	28,000	-3,000
	54735	ROADWAY SUPPLIES	1,528	409	1,528	1,528	1,528	0
	54745	UNIFORMS	4,494	5,297	5,900	5,900	5,900	0
	54750	TRANSPORTATION SUPPLIES	935	0	935	935	935	0
	54755	TRAFFIC CONTROL PRODUCTS	9,213	11,994	15,000	15,000	15,000	0
	55035	AUTOMOTIVE SHOP EQUIPMENT	231	0	250	250	250	0
	55080	ELECTRICAL EQUIPMENT	6,303	6,478	6,806	6,806	6,806	0
	55110	HVAC EQUIPMENT	2,800	1,000	3,000	3,000	3,000	0
	55120	LANDSCAPING EQUIPMENT	15,849	27,197	42,795	42,795	72,795	-30,000
	55145	EQUIPMENT RENTAL/LEASE	8,660	5,974	58,500	65,000	58,500	0
	55150	OFFICE EQUIPMENT	0	410	497	497	497	0
	55165	PARKS EQUIPMENT	0	4,688	5,000	5,000	5,000	0
	55205	TRANSPORTATION EQUIPMENT	1,524	779	1,524	1,524	1,524	0
	55215	WELDING EQUIPMENT	0	0	200	200	200	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>500,319</b>	<b>560,217</b>	<b>769,074</b>	<b>782,574</b>	<b>804,074</b>	<b>-35,000</b>
	56045	BUILDING MAINTENANCE SERVICE	13,465	15,141	15,995	15,995	15,995	0
	56060	CONSTRUCTION SERVICES	1,793	3,463	3,463	3,463	3,463	0
	56125	LANDSCAPING SERVICES	284,200	362,695	380,000	595,000	430,000	-50,000
	56140	LAUNDRY SERVICES	5,429	4,479	7,080	7,080	7,080	0
	56170	OTHER MAINTENANCE & REPAIR S	54,271	55,325	55,000	55,000	55,000	0
	56180	OTHER SERVICES	18,108	13,630	20,000	20,000	20,000	0
	56185	PUBLIC FACILITIES SERVICES	3,085	2,391	3,085	3,085	3,085	0
	56215	REFUSE SERVICES	2,000	2,000	2,000	2,000	2,000	0
	56220	ROADWAY SERVICES	300	0	300	300	300	0
	56225	SECURITY SERVICES	26,849	24,409	24,756	24,756	24,756	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>409,500</b>	<b>483,533</b>	<b>511,678</b>	<b>726,678</b>	<b>561,678</b>	<b>-50,000</b>
<b>01356</b>	<b>PARKS MAINTENANCE SERVICES</b>		<b>3,074,837</b>	<b>3,518,063</b>	<b>3,226,098</b>	<b>3,484,785</b>	<b>3,222,401</b>	<b>3,697</b>

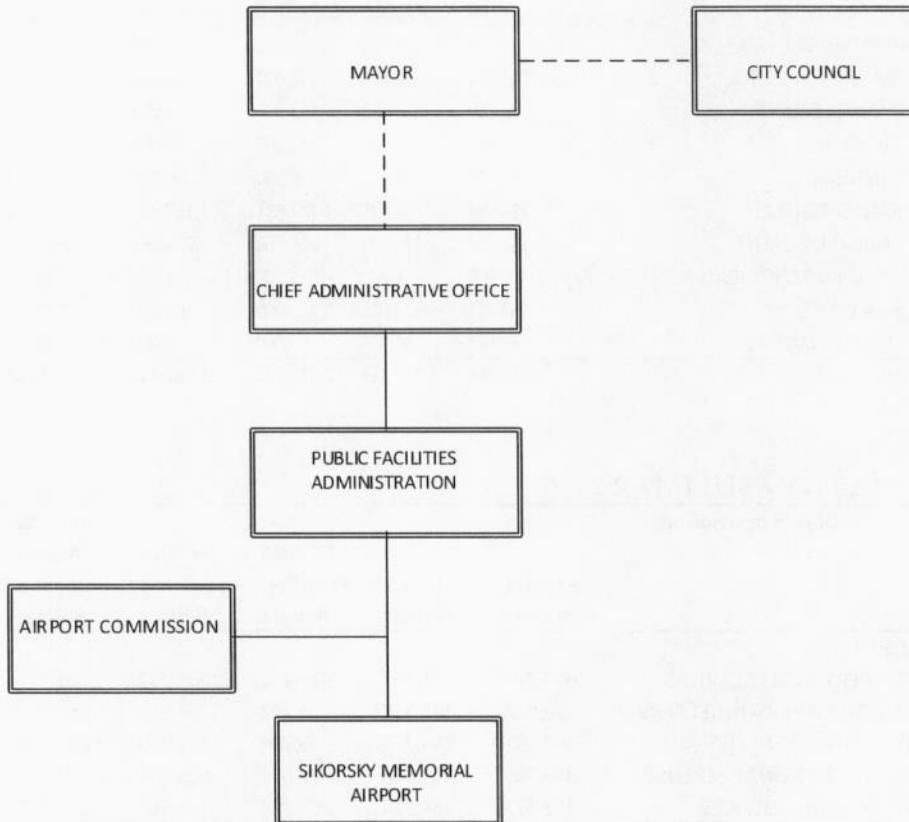
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PUBLIC FACILITIES DIVISIONS  
SIKORSKY MEMORIAL AIRPORT

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MISSION STATEMENT

The Mission of the Bridgeport-Sikorsky Airport is to operate effectively in accordance with the regulations of the Federal Aviation Administration (14CFR Part 139). Our objectives include, maximizing the airport's economic & public service value to the City and the region and providing a safe and secure aviation facility for general aviation and the public.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SIKORSKY MEMORIAL AIRPORT BUDGET DETAIL

Thomas Norko  
 Acting Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor	
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01375 AIRPORT</b>							
41304	LANDING RIGHTS	0	33,566	0	0	0	0
41501	PARKING FEES	0	0	0	0	0	0
41502	TRANSIENT REVENUE	103,223	66,624	100,000	100,000	65,000	-35,000
41503	SECURITY BADGES	1,260	20	1,000	1,000	1,000	0
41504	TIE DOWN	22,690	24,395	35,000	35,000	25,000	-10,000
41505	T-HANGARS	68,700	61,100	66,540	66,540	66,540	0
41506	HANGER RENTALS	283,654	774,423	1,187,831	1,187,831	1,187,831	0
41507	ANNUAL BASE RENT	188,754	428,531	206,363	206,363	206,363	0
41508	OPERATING CERTIFICATE FEE	900	1,700	1,200	1,200	1,200	0
41509	% OF GROSS	102,221	323,045	100,000	100,000	200,000	100,000
41510	FUEL FLOWAGE FEE	58,963	34,008	65,000	65,000	35,000	-30,000
<b>01375 AIRPORT</b>		<b>830,365</b>	<b>1,747,413</b>	<b>1,762,934</b>	<b>1,762,934</b>	<b>1,787,934</b>	<b>25,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01375 AIRPORT</b>							
01	PERSONNEL SERVICES	603,870	531,407	635,446	661,947	661,947	-26,501
02	OTHER PERSONNEL SERV	150,542	145,315	59,762	59,912	59,912	-150
03	FRINGE BENEFITS	380,231	343,756	350,704	256,380	257,571	93,133
04	OPERATIONAL EXPENSES	348,765	311,806	506,671	506,671	421,671	85,000
05	SPECIAL SERVICES	143,677	134,914	169,996	169,996	169,996	0
		<b>1,627,085</b>	<b>1,467,198</b>	<b>1,722,579</b>	<b>1,654,906</b>	<b>1,571,097</b>	<b>151,482</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified	Requested	Proposed	Prop. Vs FY24
		Budget	Budget				Budget	Budget	Budget	Mod. Budget
	ASSISTANT SPECIAL PROJECT MANA	1.00	1.00	0.00	0.00	0.00	63,225	69,088	69,088	-5,863
	PUBLIC WORKS FOREMAN II	1.00	1.00	0.00	0.00	0.00	65,827	67,949	67,949	-2,122
	AIRPORT CERTIFICATION SPECIALI	5.00	5.00	2.00	0.00	0.00	256,429	277,128	277,128	-20,699
	SUPERINTENDENT OF OPERATIONS	1.00	1.00	0.00	0.00	0.00	91,892	91,892	91,892	0
	AIRPORT MANAGER	1.00	1.00	1.00	0.00	0.00	114,464	114,464	114,464	0
<b>01375000</b>	<b>AIRPORT SERVICEMAN II</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,609</b>	<b>41,426</b>	<b>41,426</b>	<b>2,183</b>
<b>AIRPORT</b>		<b>10.00</b>	<b>10.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>635,446</b>	<b>661,947</b>	<b>661,947</b>	<b>-26,501</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SIKORSKY MEMORIAL AIRPORT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>SIKORSKY AIRPORT</b>							
Flight Operations Annually	53,063	62,638	60,679	71,168	29,543	62,000	65,000
Helicopter flights*	2000	2,500	6,068	3,442	1,337	2,555	3,000
Aircrafts housed on the field*	155	180	180	180	180	180	185
Percentage Local Flights	52	55%	41%	61%	60%	60%	60%
Percentage Single Engine Aircraft*	60	70%	70%	70%	70%	70%	70%
Percentage Multiengine Aircraft*	40	30%	30%	30%	30%	30%	30%
Percentage Military Aircraft*	1	1%	1%	1%	1%	1%	1%
Tower operations	56,983	65,934	64,007	74,095	30,973	64,403	68,000
Last FAA Certification Inspection	N/A	N/A	Jun-22	May-23	N/A	May-24	May-24
Airport Improvement Program (federal funding)	649,447	485,590	280,000	0	0	0	2,070,000

\*(estimated)

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to reverse operating deficit and achieve financial self-sufficiency.
2. Pursue necessary pavement and phased runway safety and object free area repairs to Runway 11-29.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Pursue flooding feasibility study and assessment.
2. Develop an obstruction removal project.
3. Fencing Improvement plan accepted and is waiting for FAA approval.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Regain commercial airline service while continuing to support corporate, private, and general aviation.
2. Continue to replace airport maintenance and snow removal vehicles as they approach their service life limits.
3. Replace old taxiway edge lighting with new energy saving LEDs, upgrade electrical wiring to be placed in conduit.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Runway 11-29 Repairs: ***Received approval to revise language allowing for the previously awarded Department of Economic and Community Development (DECD) grant to be authorized without prior stipulations. Grant contracts are in process and the repairs are anticipated for Summer 2024.***
2. Vehicle Replacement: ***New maintenance vehicle has been identified to replace one of the older vehicles.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. The City of Bridgeport and the Connecticut Airport Authority continue to coordinate and are nearing agreement on basic terms concerning an expanded relationship and the future operation and development of the airport.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SIKORSKY MEMORIAL AIRPORT PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1 (grant close)	50	50	On going process
ST#2 (RW11-29 repair)	50	50	Consultant picked and has plan developed with a goal of completion in the summer of 2024.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1 (projects)	10	10	
MT#2 (commercial service)	0	0	
MT#3 (deficit)	0	0	Need continued market rent evaluation as well as adding tenants to vacant buildings and/or develop all undeveloped airport property.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1 (fencing)	50	50	In final stages of development
LT#2 (vehicle replacement)	50	50	Slow process that needs FAA funding sources to complete.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SIKORSKY MEMORIAL AIRPORT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Prop. Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01375 AIRPORT</b>								
	51000	FULL TIME EARNED PAY	603,870	531,407	635,446	661,947	661,947	-26,501
<b>01</b>	<b>PERSONNEL SERVICES</b>		603,870	531,407	635,446	661,947	661,947	-26,501
	51106	REGULAR STRAIGHT OVERTIME	8,518	2,936	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	42,799	54,163	15,000	15,000	15,000	0
	51116	HOLIDAY 2X OVERTIME PAY	15,464	11,564	5,273	5,273	5,273	0
	51122	SHIFT 2 - 1.5X OVERTIME	41,087	42,924	15,000	15,000	15,000	0
	51124	SHIFT 2 - 2X OVERTIME	3,033	1,349	5,010	5,010	5,010	0
	51128	SHIFT 3 - 1.5X OVERTIME	25,927	24,899	12,000	12,000	12,000	0
	51130	SHIFT 3 - 2X OVERTIME	0	0	1,000	1,000	1,000	0
	51136	TEMP SHIFT 3 DIFFERENTIAL	2,520	1,912	1,000	1,000	1,000	0
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	2,704	2,704	2,704	0
	51140	LONGEVITY PAY	5,956	4,313	2,775	2,925	2,925	-150
	51156	UNUSED VACATION TIME PAYOUT	5,238	1,255	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		150,542	145,315	59,762	59,912	59,912	-150
	52360	MEDICARE	9,091	8,837	7,859	9,022	9,022	-1,163
	52385	SOCIAL SECURITY	1,935	1,483	4,809	17,043	17,043	-12,234
	52504	MERF PENSION EMPLOYER CONT	136,872	140,932	145,819	121,482	122,673	23,146
	52917	HEALTH INSURANCE CITY SHARE	232,333	192,504	192,216	108,833	108,833	83,383
<b>03</b>	<b>FRINGE BENEFITS</b>		380,231	343,756	350,704	256,380	257,571	93,133
	53110	WATER UTILITY	24,313	23,887	30,000	30,000	30,000	0
	53120	SEWER USER FEES	25,078	26,000	26,000	26,000	26,000	0
	53130	ELECTRIC UTILITY SERVICES	81,467	64,684	82,343	82,343	82,343	0
	53140	GAS UTILITY SERVICES	19,471	22,974	25,000	25,000	25,000	0
	53420	LIABILITY INSURANCE	26,790	30,790	38,000	38,000	38,000	0
	53605	MEMBERSHIP/REGISTRATION FEES	412	0	412	412	412	0
	53610	TRAINING SERVICES	11,670	8,101	16,670	16,670	16,670	0
	53705	ADVERTISING SERVICES	793	0	793	793	793	0
	53905	EMP TUITION AND/OR TRAVEL REIM	1,796	0	1,925	1,925	1,925	0
	54010	AUTOMOTIVE PARTS	12,479	4,994	12,491	12,491	12,491	0
	54030	PERMITS	1,810	330	1,480	1,480	1,480	0
	54535	TIRES & TUBES	2,210	1,181	2,244	2,244	2,244	0
	54540	BUILDING MATERIALS & SUPPLIE	10,162	8,117	9,206	9,206	9,206	0
	54545	CLEANING SUPPLIES	22	0	1,140	1,140	1,140	0
	54560	COMMUNICATION SUPPLIES	4,489	1,527	4,555	4,555	4,555	0
	54585	ELECTRICAL SUPPLIES	1,371	1,375	11,375	11,375	11,375	0
	54610	DIESEL	4,000	5,500	12,000	12,000	12,000	0
	54615	GASOLINE	15,000	15,000	19,000	19,000	19,000	0
	54635	GASES AND EQUIPMENT	3,342	3,500	3,500	3,500	3,500	0
	54640	HARDWARE/TOOLS	1,152	632	2,300	2,300	2,300	0
	54650	LANDSCAPING SUPPLIES	7,345	7,343	7,427	7,427	7,427	0
	54675	OFFICE SUPPLIES	3,079	2,266	3,079	3,079	3,079	0
	54700	PUBLICATIONS	1,265	319	1,265	1,265	1,265	0
	54720	PAPER AND PLASTIC SUPPLIES	354	345	386	386	386	0
	54735	ROADWAY SUPPLIES	8,391	7,232	14,400	14,400	14,400	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SIKORSKY MEMORIAL AIRPORT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT (Cont'd)

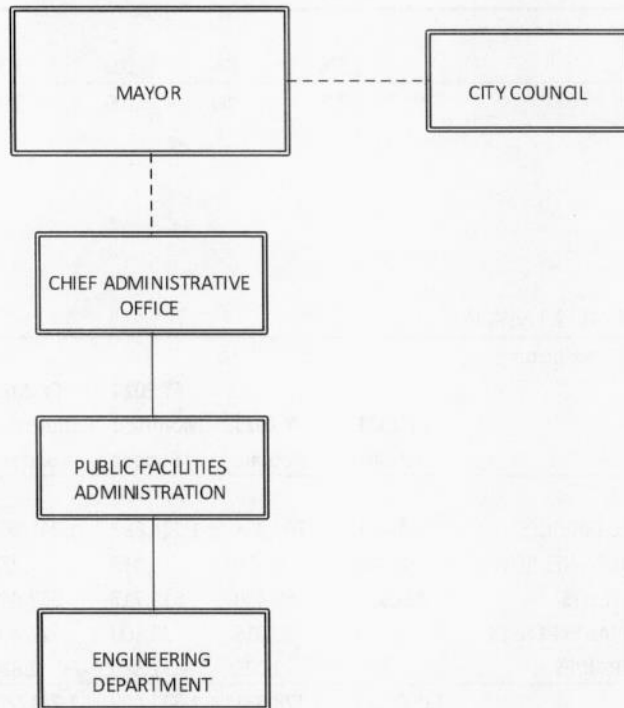
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54745	UNIFORMS	2,094	1,430	3,363	3,363	3,363	0
	54755	TRAFFIC CONTROL PRODUCTS	900	896	900	900	900	0
	55080	ELECTRICAL EQUIPMENT	599	345	600	600	600	0
	55120	LANDSCAPING EQUIPMENT	524	250	696	696	696	0
	55145	EQUIPMENT RENTAL/LEASE	0	0	700	700	700	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,964	2,650	5,021	5,021	5,021	0
	55175	PUBLIC SAFETY EQUIPMENT	59,894	63,759	70,000	70,000	70,000	0
	55190	ROADWAY EQUIPMENT	2,900	2,830	2,900	2,900	2,900	0
	55205	TRANSPORTATION EQUIPMENT	8,453	2,551	93,500	93,500	8,500	85,000
	55530	OFFICE FURNITURE	1,176	999	2,000	2,000	2,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>348,765</b>	<b>311,806</b>	<b>506,671</b>	<b>506,671</b>	<b>421,671</b>	<b>85,000</b>
	56035	TOWING SERVICES	299	0	750	750	750	0
	56045	BUILDING MAINTENANCE SERVICE	41,985	43,159	18,159	18,159	18,159	0
	56065	COMMUNICATION EQ MAINT SVCS	6,342	0	20,088	20,088	20,088	0
	56080	ENVIRONMENTAL SERVICES	903	1,480	1,480	1,480	1,480	0
	56130	LEGAL SERVICES	773	840	840	840	840	0
	56140	LAUNDRY SERVICES	973	1,750	4,200	4,200	4,200	0
	56170	OTHER MAINTENANCE & REPAIR S	5,770	8,813	10,129	10,129	10,129	0
	56180	OTHER SERVICES	58,485	50,518	83,799	83,799	83,799	0
	56215	REFUSE SERVICES	2,718	4,495	4,751	4,751	4,751	0
	59005	VEHICLE MAINTENANCE SERVICES	24,970	23,844	25,000	25,000	25,000	0
	59010	MAILING SERVICES	458	15	800	800	800	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>143,677</b>	<b>134,914</b>	<b>169,996</b>	<b>169,996</b>	<b>169,996</b>	<b>0</b>
<b>01375</b>	<b>AIRPORT</b>		<b>1,627,085</b>	<b>1,467,198</b>	<b>1,722,579</b>	<b>1,654,906</b>	<b>1,571,097</b>	<b>151,482</b>

*PUBLIC FACILITIES DIVISIONS*  
**ENGINEERING DEPARTMENT**

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**MISSION STATEMENT**

To provide engineering services to the City of Bridgeport's Departments and Commissions and to provide the public with a safe and efficient traffic system by making recommendations, administering public improvement projects, providing technical data, assistance, survey, design, preparation and maintenance of City record maps.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ENGINEERING BUDGET DETAIL

Jon Urquidi  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
<b>01385 ENGINEERING</b>							
41546	MAP SALES	1,376	396	3,000	3,000	3,000	0
<b>01385 ENGINEERING</b>		<b>1,376</b>	<b>396</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01385 ENGINEERING</b>							
01	PERSONNEL SERVICES	751,492	794,885	1,224,887	1,241,703	1,222,392	2,495
02	OTHER PERSONNEL SERV	16,144	6,458	6,015	7,275	7,275	-1,260
03	FRINGE BENEFITS	298,323	355,449	616,717	502,440	489,969	126,748
04	OPERATIONAL EXPENSES	23,296	20,015	25,500	27,800	27,800	-2,300
05	SPECIAL SERVICES	875	2,023	2,380	2,380	2,380	0
		<b>1,090,130</b>	<b>1,178,831</b>	<b>1,875,499</b>	<b>1,781,598</b>	<b>1,749,816</b>	<b>125,683</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENGINEERING BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24	FY25				FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	CITY ENGINEER	1.00	1.00	0.00	0.00	0.00	137,057	137,057	137,057	0
	ASSISTANT SPECIAL PROJECT MNGR	2.00	2.00	2.00	0.00	0.00	130,000	130,000	130,000	0
	ADMINISTRATIVE ASSISTANT*	0.00	1.00	0.00	1.00	0.00	0	0	69,104	-69,104
	SPECIAL PROJECTS COORDINATOR*	1.00	0.00	0.00	0.00	1.00	88,415	88,415	0	88,415
	ENGINEERING AID I (35 HRS)	1.00	1.00	0.00	0.00	0.00	47,427	51,825	51,825	-4,398
	ENGINEERING AID III	1.00	1.00	0.00	0.00	0.00	63,930	69,858	69,858	-5,928
	ENGINEERING AID IV	1.00	1.00	0.00	0.00	0.00	75,995	87,172	87,172	-11,177
	CIVIL ENGINEER I	2.00	2.00	0.00	0.00	0.00	169,618	162,680	162,680	6,938
	CIVIL ENGINEER II	1.00	1.00	0.00	0.00	0.00	102,329	106,965	106,965	-4,636
	PERMIT SUPERVISOR	1.00	1.00	0.00	0.00	0.00	99,419	87,000	87,000	12,419
	ELECTRICIAN	2.00	2.00	0.00	0.00	0.00	172,224	180,544	180,544	-8,320
	OFFICE COORDINATOR	1.00	1.00	0.00	0.00	0.00	57,118	58,832	58,832	-1,714
01385000	SPECIAL PROJECT MANAGER	1.00	1.00	0.00	0.00	0.00	81,355	81,355	81,355	0
ENGINEERING		15.00	15.00	2.00	1.00	1.00	1,224,887	1,241,703	1,222,392	2,495

\* The Special Projects Coordinator position is being transferred to the Health Department Administration account #01550000-51000 in FY25 to help reduce the backlog and maintain low volume of permits in the Health Department; while the Administrative Assistant position is being transferred from the Health Department Administration account #01550000-51000 into Engineering Department which has less workload.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ENGINEERING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ENGINEERING</b>							
Building permit applications received	767/59	418	751	799	380	710	800
Maps received for review	85	105	91	85	41	85	80
Record maps completed or revised	33	29	32	36	23	45	40
<b>TRAFFIC SIGNAL CONTROL</b>							
Average age	11	11	12	13	14	14	15
Average replacement cost/ intersection	\$400,000	\$400,000	\$400,000	\$500,000	\$500,000	\$500,000	\$550,000
Designs/modifications completed	6	5	6	6	6	7	13
Streets where traffic counted	6	9	19	14	4	5	14
Intersection improvement designs	2	5	6	6	6	7	13
<b>VALUE OF CONTRACTS</b>							
Engineering	\$6,187,623	\$6,940,000	\$9,723,000	\$8,256,000	\$8,256,000	\$9,237,000	\$10,000,000
Construction	\$10,384,939.3*	\$12,789,000	\$29,389,000	\$31,000,000	\$31,000,000	\$87,000,000	\$84,000,000
<b>SURVEY CONTROL POINTS</b>							
Number replaced	6	1	2	5	5	8	6
Number referenced	6	1	2	5	5	8	6
Survey and work requests	73	122	207	203	131	200	200
<b>REQUESTS/ WRITTEN RESPONSES</b>							
From City Council	5	20	12	15	10	30	30
From Planning, Zoning, ZBA	62	43	30	45	30	70	65
From Public	130	95	541	601	271	590	600
From Board of Police Commissioners	93	101	59	37	18	40	40
From Other	294	270	309	320	166	335	300
Counter Service	2,749	1,019	547	1,079	665	1,330	1,300
Special committee reports completed	0	0	0	1	1	1	2
Number of active projects	10	8	19	17	17	17	17
Number of permits obtained	19	18	18	18	8	12	10
Number of RFP's/RFQ's	4	4	5	5	2	5	4

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Begin construction of replacement of Congress Street Bridge as a fixed span.
2. Complete construction of Seaside Landfill RCRA site in accordance with Department of Energy & Environmental Protection (DEEP) mandate.
3. Begin construction for the replacement of the Elton Rogers Park Dam as part of Phase 1 of the Ox Brook Flood Control Project (*originally delayed due to funding issues in FY24*).
4. Begin construction for the replacement of the State Street/Commerce Drive Bridge.
5. Complete design and permitting and begin construction for the replacement Woodrow Avenue Bridge Replacement.
6. Complete design and permitting for the replacement Chopsey Hill Road Bridge Replacement.
7. Begin design and permitting for a Roundabout on Noble Avenue at Beardsley Park Drive (*originally delayed due to funding issues in FY24*).
8. Complete design and permitting on the 15-368 Lafayette Circle Realignment project.
9. Complete construction on the 15-371 Seaview Avenue Corridor project.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET

ENGINEERING

PROGRAM HIGHLIGHTS

10. Begin construction of federally funded traffic signal project replacing 7 signals on Park Avenue (*originally delayed due to funding issues in FY24*).
11. Assist the School Board in implementing a school zone signage requirement for all new schools and retrofit existing schools with the appropriate signage.
12. Assist Public Facilities in Citywide paving.
13. Complete design and reconstruction of Newfield Boat ramp.
14. Begin assessments and conceptual designs for City flood control projects.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Complete construction for the replacement of the Elton Rogers Park Dam as part of Phase 1 of the Ox Brook Flood Control Project.
2. Complete construction of the replacement of the State Street/Commerce Drive Bridge.
3. Complete design and construction for the replacement Woodrow Avenue Bridge Replacement.
4. Complete design and construction for the replacement Chopsey Hill Road Bridge Replacement.
5. Complete construction for a Roundabout on Noble Avenue at Beardsley Park Drive.
6. Continue with enhancements to the City's traffic signal network and work with State officials to secure funding for traffic signal replacements.
7. Continue to prioritize bridge construction projects based on priority list developed through Bridge selection RFQ.
8. Design and construction of bridge projects as established by Bridge priority index.
9. Implementation of Flood control projects.
10. Complete design, permitting and construction of the Lafayette Circle Realignment project (15-368).
11. Complete construction of the Park Avenue traffic signal corridor. At a minimum 7 signals will be constructed in this time frame. Additional funding will be applied for and design of the remaining signals along the corridor will be completed along with the associated construction.
12. Assist the School Board in implementing a school zone signage requirement for all new schools and retrofit existing schools with the appropriate signage. As par to this we will look to develop a plan to install solar powered school zone flashers in City schools.
13. Finalize application to FEMA's CRS (Community Rating System) for flood insurance premium reduction. Through this program City residents can save between 5 and 40% on flood insurance premiums based on administrative functions within various departments and through the City's permitting process.
14. Continue to assist WPCA and Public Facilities with Small Municipal Separate Storm Sewer Systems (MS4) permitting.
15. Complete design, permitting and construction of the Congress Street Bridge replacement.
16. Procure funding through DEEP Clean Water funds for Citywide bioswale and green infrastructure projects.
17. Prioritize Citywide streets for yearly capital paving.
18. Coordinate with the Town of Fairfield to make improvements along Park Avenue for traffic calming and safety.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. To maintain engineering maps, records and survey monument system, to aid and promote development in the City.
2. To provide technical assistance and data to City Departments, Commissions, Boards, residents and businesses of the City, and to respond efficiently to citizen requests and complaints to enhance the quality of life and aid in development.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

ENGINEERING

PROGRAM HIGHLIGHTS

3. Continue design and construction of the City 4 major flood control projects. Assist State representatives and other elected officials with bonding applications for Ox Brook, Island Brook, Northeast and Rooster River Flood Control projects.
4. Design and construction of bridge projects as established by Bridge priority index.
5. Continue to assist developers regarding Engineering best practices and City requirements for ongoing developments such as Steel Point, Downtown North, school building Committee and a multitude of private and private/public enterprises.
6. Coordinate with the Town of Trumbull, Town of Stratford and the Town of Fairfield to make improvements along Old Town Road for traffic calming and safety.

FY 2023 – 2024 SHORT TERM GOALS STATUS UPDATE:

1. Begin construction of replacement of Congress Street Bridge as a fixed span. **Delayed due to funding.**
2. Complete construction of Seaside Landfill RCRA site in accordance with DEEP mandate. **90% complete.**
3. Complete construction for the replacement of the Elton Rogers Park Dam as part of Phase 1 of the Ox Brook Flood Control Project. **Delayed due to DEEP permit.**
4. Begin Construction for the replacement of the State Street/Commerce Drive Bridge. **Delayed due to Army Corp Permit.**
5. Complete design and permitting and begin construction for the replacement Woodrow Avenue Bridge Replacement. **Design on schedule.**
6. Complete design and permitting for the replacement Chopsey Hill Road Bridge Replacement. **Design on schedule.**
7. Complete design and permitting for a Roundabout on Noble Avenue at Beardsley Park Drive. **Delayed due to lack of funding but is now funded.**
8. Assist Public Facilities and OPED in administering Federal Aid and Capital Improvement projects such as South Park Ave streetscapes and Ash Creek Pedestrian bridge. **Ongoing.**
9. Complete design and permitting on the 15-368 Lafayette Circle Realignment project. **Delayed due to DOT sewer separation project.**
10. Complete construction on the 15-371 Seaview Avenue Corridor project. **Will be complete this year.**
11. Complete construction of federally funded traffic signal project replacing 7 signals on Park Avenue. **Delayed due to DOT DBE requirements. Will begin construction this year.**
12. Assist the School Board in implementing a school zone signage requirement for all new schools and to retrofit existing schools with the appropriate signage. **Ongoing.**
13. Assist Public Facilities in Citywide paving. **Complete for 2023. 2024 planning in progress.**
14. Complete demolition of Pleasure Beach Bridge. **Project complete.**
15. Complete design and reconstruction of Newfield Boat ramp. **Design complete and permitting in process, 2024 construction.**

FY 2024 – 2025 MEDIUM-TERM GOALS STATUS UPDATE:

1. Complete construction for the replacement of the Elton Rogers Park Dam as part of Phase 1 of the Ox Brook Flood Control Project. **On schedule with some delays due to permits.**
2. Complete construction of the replacement of the State Street/Commerce Drive Bridge. **On schedule.**
3. Complete design and construction for the replacement Woodrow Avenue Bridge Replacement. **On schedule.**

4. Complete design and construction for the replacement Chopsey Hill Road Bridge Replacement. **On schedule.**
5. Complete design and permitting for a Roundabout on Noble Avenue at Beardsley Park Drive. **On schedule with some delays due to funding.**
6. Continue with enhancements to the City's traffic signal network and work with State officials to secure funding for traffic signal replacements. **Ongoing.**
7. Continue to prioritize bridge construction projects based on priority list developed through Bridge selection RFQ. **Ongoing.**
8. Design and construction of bridge projects as established by Bridge priority index. **Ongoing.**
9. Complete construction of Seaview Avenue Corridor project (15-371). **Will be complete 2024.**
10. Complete design, permitting and construction of the Lafayette Circle Realignment project (15-368). **Delayed due to DOT sewer separation project.**
11. Complete construction of the Park Avenue traffic signal corridor. At a minimum 7 signals will be constructed in this time frame. Additional funding will be applied for and design of the remaining signals along the corridor will be completed along with the associated construction. **First phase 2024. Subsequent phases in next 5 years.**
12. Assist the School Board in implementing a school zone signage requirement for all new schools and retrofit existing school with the appropriate signage. As par to this we will look to develop a plan to install solar powered school zone flashers in City schools. **Ongoing.**
13. Finalize application to FEMA's CRS (Community Rating System) for flood insurance premium reduction. Through this program City residents can save between 5 and 40% on flood insurance premiums based on administrative functions within various departments and through the City's permitting process. **Delayed due to FEMA resources.**
14. Continue to assist WPCA and Public Facilities with MS4 permitting. **Ongoing.**
15. Complete design, permitting and construction of the Congress Street Bridge replacement. **Delayed due to funding.**
16. Procure funding through DEEP Clean Water funds for Citywide bioswale and green infrastructure projects. **Ongoing.**
17. Prioritize Citywide streets for yearly capital paving. **Ongoing.**

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2023 – 2024 LONG-TERM GOALS STATUS UPDATE:

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1. To maintain engineering maps, records and survey monument system, to aid and promote development in the City. **Ongoing.**
2. To provide technical assistance and data to City Departments, Commissions, Boards, residents and businesses of the City, and to respond efficiently to citizen requests and complaints to enhance the quality of life and aid in development. **Ongoing.**
3. Continue design and construction of the City's 4 major flood control projects. Assist State representatives and other elected officials with bonding applications for Ox Brook, Island Brook, Northeast and Rooster River Flood Control projects. **Ongoing.**
4. Design and construction of bridge projects as established by Bridge priority index. **Ongoing.**
5. Continue to assist developers regarding Engineering best practices and City requirements for ongoing developments such as Steel Point, Downtown North, school building Committee and a multitude of private and private/public enterprises. **Ongoing.**
6. Coordinate with the Town of Trumbull, Town of Stratford and the Town of Fairfield to make improvements along Old Town Road for traffic calming and safety. **Ongoing.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ENGINEERING PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2020-2021 Short-Term Goals (Less than 1 year).</u></b>			
ST#1	20%	0%	Will be bid in 2024. Delay funding.
ST#2	90%	100%	Will be completed 2024.
ST#3	50%	25%	Delayed by DEEP permit/EIE.
ST#4	50%	25%	Delayed due to ROW issues.
ST#5	50%	50%	
ST#6	50%	50%	
ST#7	25%	25%	
ST#8	50%	0%	Delayed due to other Local Transportation Capital Improvement Program (LOTICIP).
ST#9	90%	60%	DOT separation – Funding gap.
ST#10	100%	100%	
ST#11	50%	25%	Delayed by DOT DBE.
ST#12	100%	100%	
ST#13	100%	100%	
ST#14	100%	100%	
ST#15	100%	100%	
<b><u>FY 2020-2021 Medium-Term Goals (1-5 Years).</u></b>			
MT#1	50%	25%	Project delayed by DEEP contract EIE.
MT#2	50%	25%	Delayed due to ROW issues.
MT#3	25%	25%	
MT#4	25%	25%	
MT#5	25%	0%	Other LOTICIP priorities.
MT#6	100%	100%	
MT#7	100%	100%	
MT#8	50%	50%	
MT#9	100%	100%	
MT#10	40%	20%	Delayed due to Funding gap DOT Sewer separation.
MT#11	25%	25%	
MT#12	100%	100%	Project required rebid.
MT#13	100%	75%	FEMA delayed due to Covid.
MT#14	100%	100%	
MT#15	35%	35%	Delayed due to funding.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ENGINEERING PROGRAM HIGHLIGHTS

MT#16	20%	20%	
MT#17	100%	100%	
<b><u>FY 2021-2022 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	
LT#2	100%	100%	
LT#3	10%	10%	
LT#4	20%	20%	
LT#5	100%	100%	
LT#6	5%	5%	

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01385 ENGINEERING</b>								
	51000	FULL TIME EARNED PAY	751,492	794,885	1,224,887	1,241,703	1,222,392	2,495
<b>01</b>	<b>PERSONNEL SERVICES</b>		751,492	794,885	1,224,887	1,241,703	1,222,392	2,495
	51106	REGULAR STRAIGHT OVERTIME	20	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	907	248	0	0	0	0
	51140	LONGEVITY PAY	4,695	4,980	6,015	7,275	7,275	-1,260
	51156	UNUSED VACATION TIME PAYOUT	10,521	1,229	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		16,144	6,458	6,015	7,275	7,275	-1,260
	52360	MEDICARE	10,278	10,746	14,513	16,798	16,485	-1,972
	52385	SOCIAL SECURITY	799	1,432	10,330	8,060	11,647	-1,317
	52504	MERF PENSION EMPLOYER CONT	141,704	168,156	312,157	254,667	238,961	73,196
	52917	HEALTH INSURANCE CITY SHARE	145,542	175,115	279,718	222,915	222,876	56,842
<b>03</b>	<b>FRINGE BENEFITS</b>		298,323	355,449	616,717	502,440	489,969	126,748
	53605	MEMBERSHIP/REGISTRATION FEES	2,359	2,984	3,500	4,000	4,000	-500
	53610	TRAINING SERVICES	955	1,310	3,000	4,500	4,500	-1,500
	53705	ADVERTISING SERVICES	600	0	600	600	600	0
	53905	EMP TUITION AND/OR TRAVEL REIM	77	114	500	500	500	0
	54555	COMPUTER SUPPLIES	1,169	1,149	1,200	1,500	1,500	-300
	54640	HARDWARE/TOOLS	4,216	685	1,500	1,500	1,500	0
	54675	OFFICE SUPPLIES	4,758	4,788	4,800	4,800	4,800	0
	54705	SUBSCRIPTIONS	0	0	400	400	400	0
	55015	ENGINEERING EQUIPMENT	1,993	1,982	2,000	2,000	2,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	7,169	7,004	8,000	8,000	8,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		23,296	20,015	25,500	27,800	27,800	-2,300
	56175	OFFICE EQUIPMENT MAINT SRVCS	780	2,023	2,200	2,200	2,200	0
	59005	VEHICLE MAINTENANCE SERVICES	95	0	180	180	180	0
<b>05</b>	<b>SPECIAL SERVICES</b>		875	2,023	2,380	2,380	2,380	0
<b>01385</b>	<b>ENGINEERING</b>		<b>1,090,130</b>	<b>1,178,831</b>	<b>1,875,499</b>	<b>1,781,598</b>	<b>1,749,816</b>	<b>125,683</b>

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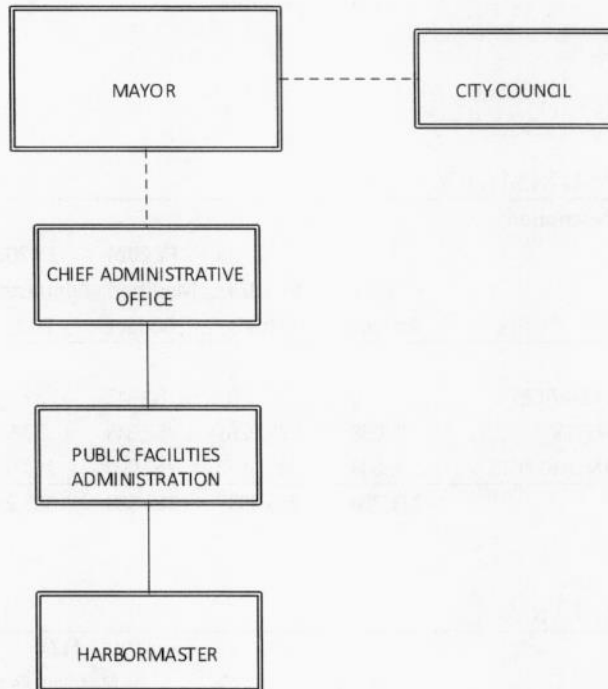


PUBLIC FACILITIES DIVISIONS  
HARBOR MASTER

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MISSION STATEMENT

The Harbormaster is responsible for the safe and efficient operation of Bridgeport's harbors and navigable waters. The Harbormaster works to ensure that all Homeland Security directives, as they pertain to port security, are implemented.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HARBOR MASTER BUDGET DETAIL

Ryan Conrad  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01390</b>	<b>HARBOR MASTER</b>						
01	PERSONNEL SERVICES	0	0	80,943	87,194	87,194	-6,251
03	FRINGE BENEFITS	25,098	25,926	52,645	33,538	33,713	18,932
06	OTHER FINANCING USES	146,608	259,567	250,000	264,500	264,500	-14,500
		<b>171,706</b>	<b>285,493</b>	<b>383,588</b>	<b>385,232</b>	<b>385,407</b>	<b>-1,819</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
01390000	HARBORMASTER	1.00	1.00	0.00	0.00	0.00	80,943	87,194	87,194	-6,251
HARBORMASTER		1.00	1.00	0.00	0.00	0.00	80,943	87,194	87,194	-6,251

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HARBOR MASTER PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>HARBORMASTER</b>							
Coastline patrolled (miles)	17	17	17	17	17	17	17
Area patrolled (sq. miles)	30	30	30	30	30	30	30
No. of staff hours 2*	2,720	2,720	2,720	2,720	2,720	2,720	2,720
Harbormaster fleet 1*	3+2+1	3+2	1+2	1+2	1+2	1+2	1+2
Boats moored	137	136	129	135	133	133	N/A
Mooring applications processed	137	136	129	135	133	133	N/A
Approved	137	136	129	135	133	133	N/A
New	24	21	26	19	32	32	N/A
Denied	1	3	6	2	1	1	N/A
<b>REGULATORY ACTIVITIES</b>							
Inspections/Mooring tackle 4*	154	0	140	155	6	6	160
Safety checks	23	20	14	12	7	7	N/A
Passed	16	14	7	4	4	4	N/A
Failed	4	6	7	8	6	4	N/A
Warnings	4	10	12	12	8	8	N/A
<b>MARITIME ACTIVITIES</b>							
General assistance	26	18	24	13	8	10	N/A
Navigational hazard assistance	9	12	11	18	10	14	N/A
Call backs	NA	N/A	N/A	N/A	N/A	N/A	N/A
Marine assisted requests	26	18	21	14	7	12	N/A
Vessels in distress	15	12	8	7	6	9	N/A
Search and rescue	4	7	5	6	3	4	N/A
Pump outs	3	1	3	4	2	3	N/A
Assistance to other agencies	11	4	5	8	4	6	N/A
<b>HOMELAND SECURITY (4)</b>							
Facility Security Officer No. of staff hours 3*	0	0	0	0	0	0	0
Conduct required Security Drills/Exercises	2	4	2	2	1+4	1+4	2
Administer Facility Security Plan 3*	0	0	0	0	0	0	0
Bridgeport Port Security Committee meetings	12	12	12	10	6	12	12
Area Maritime Security Committee meetings	12	12	12	10	6	12	12
Supervise installation of port security systems 3'	0	0	0	0	2	2	N/A

\*1 - Used vessels to assist Marine Police, Marine Fire, Parks Dept., Public Facilities and Lifeguards.

\*2 - Number of Staff hours - 1 Full time and 1 Seasonal

\*3 - There are no hours for Security Plan for the harbormaster because there is a Security Facilities Administrator in place.

Mooring Inspections are being conducted every other year, which leads to fluctuation in these numbers. , All moorings including moored docks will be inspected.

**FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Replace 17' vessel with 20'-22' Patrol Vessel. The current 17' is past its safe working life to fulfill the needs of this department. It is used for patrol, search and rescue, shallow water missions and to get under low bridges. This vessel will be purchased through the Harbor Commission. (MG1)
2. Replace engines on the Pleasure Beach Water Taxi "Lewis Howard Latimer" prior to opening in the Spring. These engines have very high hours and are in need of replacement. One engine blew at the end of the 2023 season. Awaiting United States Coast Guard (USCG) approval. (MG1)
3. Minimize the number of abandoned boats within the City of Bridgeport. This has become a major issue over the past few years. (MG3)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HARBOR MASTER PROGRAM HIGHLIGHTS

4. Have the Newfield Ave boat ramp open for public use. Storms have damaged and undermined the ramp causing it to be shut down. The city is waiting for permits to be approved. (MG1)
5. Inspect all moorings for both Yacht Clubs and nonaffiliated applicants. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Have the Pleasure Beach Water Taxi’s Hull painted. The Water Taxi’s hull is in need of paint due to constant docking in quick currents. The fenders have rubbed through parts of the paint. (MG3)
2. Apply for future Port Security Grants for vessel sustainability. (MG1, MG3)

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Keep up with the annual recertification by United States Coast Guard on Search and Rescue.
2. Replaced engines on the 40’ Landing Craft with new Suzuki 350’s with no interruptions to service.
3. Had 133 mooring applicants with only one denial due to it being oversized.
4. Had a safe 2023 summer season on Pleasure Beach.
5. Recreational boater incidents in Bridgeport were low this year even with the expanding marinas and events.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	75	0	Storms damaged the ramp and had to be temporarily closed.
ST#2	100	100	Dock was replaced that was damaged during TS Isaias.
ST#3	100	100	Both engines were replaced.
ST#4	100	100	Successful season.
ST#5	100	100	
ST#6	100	100	
ST#7	100	100	
ST#8	100	100	No incidents.
ST#9	100	100	
ST#10	25	25	Most stops are due to lack of knowledge of rules and regulations.
ST#11	100	100	
ST#12	100	100	Attend biweekly meetings.
ST#13	100	100	Attend commission meetings along with biweekly High Speed Ferry meetings.
ST#14	10	10	Inspected private docks this year. 2024 will be the inspection of all moorings.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HARBOR MASTER PROGRAM HIGHLIGHTS

<b>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</b>			
MT#1	100	100	Replaced engines with new Suzuki's.
MT#2	0	0	Should be done in near future.
MT#3	0	0	Last year's Port Security Grant Program (PSGP) grant was limited.

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	Mayor FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01390</b>	<b>HARBOR MASTER</b>							
	51000	FULL TIME EARNED PAY	0	0	80,943	87,194	87,194	-6,251
<b>01</b>	<b>PERSONNEL SERVICES</b>		0	0	80,943	87,194	87,194	-6,251
	52360	MEDICARE	0	0	1,174	1,176	1,176	-2
	52385	SOCIAL SECURITY	0	0	5,018	5,018	5,018	0
	52504	MERF PENSION EMPLOYER CONT	0	0	20,527	17,779	17,954	2,573
	52917	HEALTH INSURANCE CITY SHARE	25,098	25,926	25,926	9,565	9,565	16,361
<b>03</b>	<b>FRINGE BENEFITS</b>		25,098	25,926	52,645	33,538	33,713	18,932
	53200	PRINCIPAL & INTEREST DEBT SERV	146,608	259,567	250,000	264,500	264,500	-14,500
<b>06</b>	<b>OTHER FINANCING USES</b>		146,608	259,567	250,000	264,500	264,500	-14,500
<b>01390</b>	<b>HARBOR MASTER</b>		<b>171,706</b>	<b>285,493</b>	<b>383,588</b>	<b>385,232</b>	<b>385,407</b>	<b>-1,819</b>

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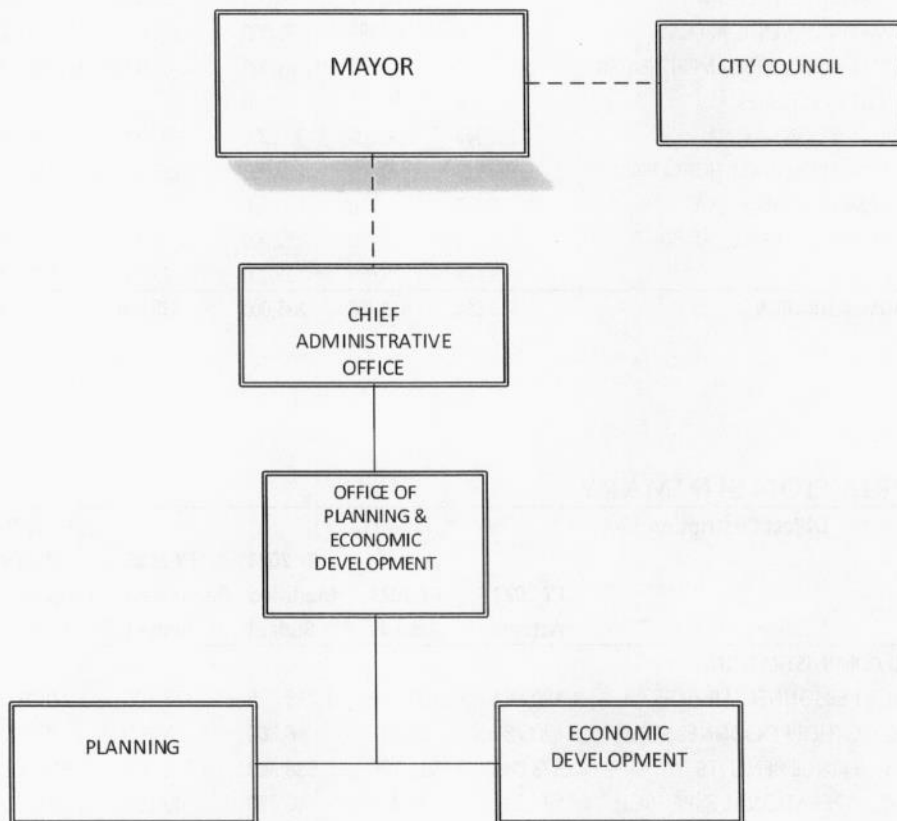


PLANNING & ECONOMIC DEVELOPMENT DIVISIONS  
OFFICE OF PLANNING & ECONOMIC  
DEVELOPMENT

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MISSION STATEMENT

In direct support of Mayoral goals, and consistent with the objectives of *Plan Bridgeport* (the City's Master Plan of Conservation and Development), our mission is to advance the revitalization and redevelopment of the City by working to increase the tax base, to encourage job growth, to attract investment, to expand economic opportunity, to improve the built environment, and to enhance the natural environment so that Bridgeport may continue to become an ever more equitable, prosperous and desirable place to live, work, invest, and play.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ECONOMIC DEVELOPMENT BUDGET DETAIL

Thomas Gill  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor Prop. Vs FY24
		Actuals	Actuals	Budget	Proposed	Mod. Budget
<b>01450 OPED ADMINISTRATION</b>						
41318	1057 CONNECTICUT AVENUE RENT	6,002	6,002	0	0	0
41641	PARKING REVENUE-STATE	0	78,554	50,000	50,000	50,000
41686	PARKING REVENUE-ARENA	0	47,999	75,000	75,000	75,000
41687	PARKING REVENUE-AMPHITHEATER	0	0	85,000	85,000	85,000
41688	% OF TICKET SALES	0	54,574	0	0	0
45138	ANNUAL RENT-ARENA	281,944	300,000	300,000	300,000	300,000
45140	ANNUAL PILOT-AMPHITHEATER	196,118	350,000	250,000	250,000	250,000
45141	NAMING RIGHT- ARENA	0	0	0	0	0
45142	AMPHITHEATER BILL BOARD	0	0	50,000	50,000	50,000
45327	LAMAR	26,589	26,669	25,000	25,000	25,000
<b>01450</b>	<b>OPED ADMINISTRATION</b>	<b>510,654</b>	<b>863,798</b>	<b>835,000</b>	<b>835,000</b>	<b>835,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor Prop. Vs FY24
		Actuals	Actuals	Budget	Budget	Mod. Budget
<b>01450 OPED ADMINISTRATION</b>						
01	PERSONNEL SERVICES	1,180,861	1,102,289	1,228,775	1,278,100	1,278,100
02	OTHER PERSONNEL SERV	20,787	19,071	6,300	5,100	5,100
03	FRINGE BENEFITS	573,081	511,796	588,363	513,501	516,068
04	OPERATIONAL EXPENSES	37,231	36,478	40,250	40,250	40,250
05	SPECIAL SERVICES	348,593	142,324	170,500	180,500	180,500
06	OTHER FINANCING USES	6,844,754	7,625,698	8,280,000	9,290,000	9,290,000
		<b>9,005,307</b>	<b>9,437,655</b>	<b>10,314,188</b>	<b>11,307,451</b>	<b>11,310,018</b>
						<b>-995,830</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ECONOMIC DEVELOPMENT BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24					FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	PROJECT MANAGER*	0.00	1.00	0.00	1.00	0.00	0	105,129	105,129	-105,129
	SPECIAL PROJECT COORDINATOR	1.00	1.00	0.00	0.00	0.00	83,842	83,842	83,842	0
	ASSISTANT SPECIAL PROJECT MANG	1.00	1.00	0.00	0.00	0.00	72,504	79,227	79,227	-6,723
	DESIGN REVIEW COORDINATOR	1.00	1.00	0.00	0.00	0.00	83,215	90,930	90,930	-7,715
	DEPUTY DIRECTOR - OPED	2.00	2.00	1.00	0.00	0.00	245,824	245,824	245,824	0
	CLERK	1.00	1.00	0.00	0.00	0.00	32,346	35,344	35,344	-2,998
	PLANNER 2	1.00	1.00	0.00	0.00	0.00	66,853	73,053	73,053	-6,200
	DIRECTOR - OPED	1.00	1.00	0.00	0.00	0.00	138,740	138,740	138,740	0
	PLANNING DIRECTOR	1.00	1.00	1.00	0.00	0.00	117,506	117,506	117,506	0
	EXECUTIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	75,000	81,418	81,418	-6,418
	PLANNER OPED	1.00	1.00	0.00	0.00	0.00	59,348	64,851	64,851	-5,503
	DIRECTOR EOD*	1.00	0.00	0.00	0.00	1.00	105,129	0	0	105,129
01450000	SR. ECONOMIC DEVELOPMENT ASSOC	2.00	2.00	0.00	0.00	0.00	148,468	162,236	162,236	-13,768
	OPED ADMINISTRATION	14.00	14.00	2.00	1.00	1.00	1,228,775	1,278,100	1,278,100	-49,325

\* The Director Of EOD position has been reclassified into Project Manager position in FY25 to correspond with the employee responsibility.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ECONOMIC DEVELOPMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>OFFICE OF PLANNING &amp; ECONOMIC DEVELOPMENT</b>							
<b>ASSISTANCE</b>							
Properties demolished (Marina Village contains multiple buildings)*	12	2	3	n/a	3	5	6
7 Year Enterprise Zone tax deferrals processed ^			0	0	0	0	1
Urban Jobs tax abatements processed (5 yr) ^			5	6	4	4	8
\$ value of proceeds; OPED managed property revenues (city owned)			\$135,000	\$1,264,000	\$1,464,000	\$1,464,000	\$1,264,000
# of grant funded projects managed (by # of grants)			14	4	13	13	13
RFPs/RFQs administered			1	4	3	3	3
# of new companies opened or relocated to BPT from staff action			5	1	2	2	3
# of companies expanded as a result of staff assistance			4	4	0	3	3
# of brownfields undergoing assessment under OPED direction			9	5	4	4	6
# of brownfields undergoing some form of remediation under OPED			5	3	4	7	4

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. *Hotel Development (MG2)* - support development of a new hotel to the beginning of construction.
2. *Steelpointe Housing (MG2)* - support \$100MM, 420-unit project through substantial completion of construction.
3. *Davidson Fabrics (MG2)* - support the commencement of \$6MM restoration of historic structure.
4. *McLevy Hall Stabilization & Exterior Restoration (MG2)* - commence \$1.5MM grant funded project.
5. *Mt. Growmore (MG2)* - complete pre-development site work for \$3MM East End agricultural campus.
6. *Public Art Installations (MG2)* – continue downtown program & expand to interested neighborhoods.
7. *Remington Arms Demolition (MG3)* - complete \$10MM Phase 2 demolition (Barnum Ave).
8. *Waltersville School Affordable Housing (MG2)* – support to closing on financing of 77-unit project.
9. *Crescent Crossings 1C (MG2)* – support completion of 85-unit, \$40MM affordable housing project.
10. *Former Harding High School (MG2 & MG3)* – complete demolition and remediation.
11. *Ostermoor Block & Warnoco Block (MG2 & MG3)* – complete demolition and gain site control.

**FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. *Congress Street Bridge (MG3)* – support Engineering Department and pursue funding to commencement of construction.
2. *Cannabis Industry (MG2)* – establish local Equity Council to distribute municipal cannabis revenue.
3. *Bridgeport Boatworks (MG2)* – support Bridgeport Port Authority’s use of \$10MM US Maritime Administration (MARAD) grant to develop maritime infrastructure for wind energy facilities.
4. *CT United Soccer Facility & AGI Site (MG2)* – support pre-development through to construction.
5. *Complete Streets (MG3)* – finalize Design Manual & establish appropriate ordinances, regulations, and implementation and budgeting plans for right-of-way improvements.
6. *Arts & Tourism Commission (MG2)* – support reinvigorated commission with appropriate ordinances, regulations and funding strategies, including “Percent for Art” program.
7. *Plan Bridgeport & Affordable Housing Plan (MG 2,3,6)* – establish reporting on progress toward goals.
8. *Emissions Reduction & Climate Change Adaptation Initiative (MG6)* – implement ordinances, policies, reporting practices, infrastructure investments, regulatory reforms in such areas as building codes, transportation policies, and energy sourcing in order to advance this initiative in measurable ways.
9. *Park Ave South Complete Street Improvements (MG3)* – design and implement improvements from Railroad Ave to Seaside Park as funded under Transportation Alternatives Program (TAP) grant.
10. *Downtown Sidewalks & Decorative Lighting (MG3)* – continue upgrades in targeted areas.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. *Remington Woods Conservation (MG 3,6)* - support remediation and conservation of site.
2. *Greene Homes Redevelopment (MG 2,3,6)* - support Park City Communities (“PCC”) in creation of HUD Choice Neighborhoods plan; support PCC’s private co-developer toward redevelopment.
3. *PSEG Coal Plant Reuse (MG 2,3)* – administer \$22.5MM Community Investment Fund Grant to completion of the demolition of the plant.
4. *Continuous Public Waterfront Access Pathway (MG 2,3,6)* – per *Bridgeport Waterfront Plan*, continue to seek funding to build out the continuous public waterfront pathway.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. ST1. Hartford Health Care Amphitheater and Sound on Sound Concert Series (MG2) – **Both firmly established, attracting major acts, performing above financial projections.**
2. ST3. Steelpointe Housing Development (MG2, MG4) – **\$100MM project financing secured to provide 420 units, including 160 (38%) affordable workforce housing units. Construction underway.**
3. ST4. Congress Plaza (MG2, MG4) – **\$25MM mixed-use downtown development is underway with occupancy on 92 units expected in Autumn of 2024.**
4. ST8. Neighborhood Lighting (MG3) – **Together with Public Facilities Department, we repaired and upgraded lighting on commercial corridors at Stratford Ave, Connecticut Ave, Newfield Ave, Park Ave.**
5. ST10. Downtown Ferry Dock and Terminal Repair & High-Speed Ferry Development (MG2) – **High speed dock under construction; Port Authority seeking state grant to repair traditional ferry dock.**
6. ST11. Congress Street Bridge (MG3) – **Engineering Department’s public bid produced contractor responses that exceeded budget. Engineering Department is working with AECOM to value engineer for rebid. OPED is seeking additional grant funding.**
7. ST12. Honey Locust Square (MG2) - **Secured \$3.5MM CIF Grant to complete construction of \$11MM, 35,000 sf retail plaza.**
8. ST14. Public Art Installations (MG2) – **completed some 32 distinct works over the past two years in the downtown arts district; we have prepared to expand public art program citywide.**
9. ST15. Remington Arms Demolition (MG3) – **\$5MM demolition of Phase 1 (Helen St) is complete; \$10MM demolition of the final phase (Barnum Ave) is underway.**
10. ST16. Madison Ave Wakeman Boys & Girls Club (MG3) – **\$20MM project completed & operational.**
11. ST19. Black Rock Brewster Street (MG3) - **Fairfield Ave Intersection Improvements – completed.**
12. ST22. AT&T Building Restoration (MG2, MG4) – **Mixed-income, mixed-use project (with 77 apartments, including 11 affordable) is closing on financing; construction expected Q2 2024.**
13. MT2. Crescent Crossings 3 & Windward 2 (MG2, MG4) – **\$40MM Crescent Crossings Phase 3 (85 units mixed-income affordable housing) is under construction; Windward Phase 2 is securing financing.**
14. MT4. Hotel Development (MG2) – **privately funded downtown hotel secured zoning approval in January of 2024.**
15. MT11. PSEG Coal Plant Site (MG2, MG3): **City secured \$23MM Community Investment Fund grant to demolish and reposition for clean redevelopment; grant-funded MetroCog Reuse Study underway.**
16. MT15. Greene Homes (MG2, MG3, MG4): **with City as co-applicant, Park City Communities received \$500K Choice Neighborhoods Initiative grant to plan to reposition and redevelop the property.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ECONOMIC DEVELOPMENT PROGRAM HIGHLIGHTS

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Received \$2.25MM Place-Making Grant from CT DECD to redevelop Post Office Square. (MG2,3)
2. Secured \$15MM State of CT Bond allocation for Arena capital repair program. (MG2)
3. Achieved record attendance of 55,000 for Sound-on-Sound Music Festival. (MG2)
4. Advanced construction of new Bassick High School. (MG1,3)
5. Established successful Bridgeport Restaurant Week. (MG2)
6. Secured \$800K grant-funding for ADA compliance work on the East Side. (MG3)
7. Secured \$1MM grant for pedestrian safety improvement on East Main Street. (MG3)
8. Began development of City’s first Complete Streets Policy. (MG3)

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1Steelpointe Housing	100%	100%	CTDOH affordable housing funds.
ST#2New Hotel	70%	70%	Zoning secured for boutique hotel.
ST#3Honey Locust Sq	100%	80%	Funding need met by City, DECD.
ST#4Wakeman Club	100%	100%	Public-private partnership.
ST#5Waltersville School	50%	20%	High costs: financing not secured.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1Cherry St Housing	50%	20%	Private lawsuits delaying progress.
MT#2Ferry Dock	50%	40%	Port Jeff Ferry litigation.
MT#3Congress St Bridge	50%	20%	Cost inflation.
MT#4Crescent Cross 1C	20%	100%	Public-private partnership.
MT#5Windward Ph 2	20%	20%	On schedule for financing.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1PSEG Site	5%	20%	CT CIF grant of \$22.5MM.
LT#2Greene Homes	5%	10%	HUD Choice Neighborhoods grant.
LT#3Bridgeport Brass	5%	15%	DECD Brownfields planning grant.
LT#4Remington Woods	5%	10%	City-Corteva positive discussions.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ECONOMIC DEVELOPMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01450</b>	<b>OPED ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	1,180,861	1,102,289	1,228,775	1,278,100	1,278,100	-49,325
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,180,861	1,102,289	1,228,775	1,278,100	1,278,100	-49,325
	51140	LONGEVITY PAY	7,800	7,631	6,300	5,100	5,100	1,200
	51156	UNUSED VACATION TIME PAYOUT	12,987	11,440	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		20,787	19,071	6,300	5,100	5,100	1,200
	52360	MEDICARE	16,046	14,808	15,969	17,341	17,341	-1,372
	52385	SOCIAL SECURITY	7,019	2,324	10,008	14,906	14,906	-4,898
	52399	UNIFORM ALLOWANCE	0	0	400	400	400	0
	52504	MERF PENSION EMPLOYER CONT	203,956	230,789	294,829	261,644	264,211	30,618
	52917	HEALTH INSURANCE CITY SHARE	346,061	263,875	267,158	219,210	219,210	47,948
<b>03</b>	<b>FRINGE BENEFITS</b>		573,081	511,796	588,363	513,501	516,068	72,295
	53605	MEMBERSHIP/REGISTRATION FEES	2,965	4,380	4,000	4,000	4,000	0
	53610	TRAINING SERVICES	0	0	1,000	1,000	1,000	0
	53705	ADVERTISING SERVICES	19,120	10,356	10,000	10,000	10,000	0
	53750	TRAVEL EXPENSES	0	1,463	2,000	2,000	2,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	866	485	2,500	2,500	2,500	0
	54555	COMPUTER SUPPLIES	0	401	500	500	500	0
	54640	HARDWARE/TOOLS	215	17	250	250	250	0
	54675	OFFICE SUPPLIES	6,669	6,833	7,000	7,000	7,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	7,395	12,543	13,000	13,000	13,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		37,231	36,478	40,250	40,250	40,250	0
	56010	ENGINEERING SERVICES	6,297	8,600	15,000	15,000	15,000	0
	56085	FOOD SERVICES	118	870	1,000	1,000	1,000	0
	56095	APPRAISAL SERVICES	10,500	24,275	25,000	35,000	35,000	-10,000
	56110	FINANCIAL SERVICES	4,717	8,739	20,000	20,000	20,000	0
	56130	LEGAL SERVICES	3,555	25,000	25,000	25,000	25,000	0
	56160	MARKETING SERVICES	264,467	48,561	40,000	40,000	40,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	1,600	2,000	2,000	2,000	0
	56180	OTHER SERVICES	58,855	24,593	40,000	40,000	40,000	0
	59010	MAILING SERVICES	158	85	1,000	1,000	1,000	0
	59015	PRINTING SERVICES	-74	0	1,500	1,500	1,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		348,593	142,324	170,500	180,500	180,500	-10,000
	53200	PRINCIPAL & INTEREST DEBT SERV	6,767,439	7,570,111	8,230,000	9,240,000	9,240,000	-1,010,000
	59500	SUPPORTIVE CONTRIBUTIONS	77,315	55,587	50,000	50,000	50,000	0
<b>06</b>	<b>OTHER FINANCING USES</b>		6,844,754	7,625,698	8,280,000	9,290,000	9,290,000	-1,010,000
<b>01450</b>	<b>OPED ADMINISTRATION</b>		<b>9,005,307</b>	<b>9,437,655</b>	<b>10,314,188</b>	<b>11,307,451</b>	<b>11,310,018</b>	<b>-995,830</b>

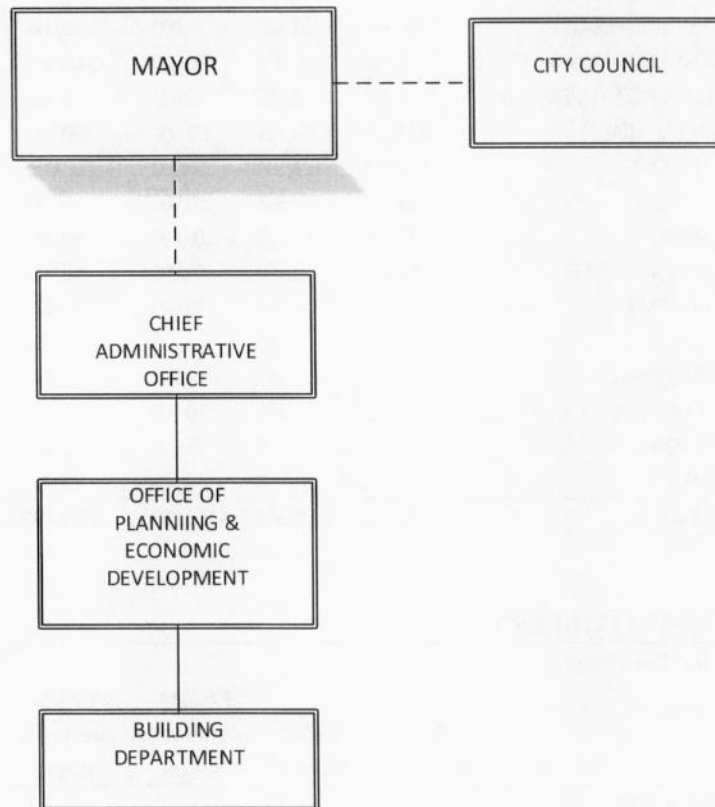
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PLANNING & ECONOMIC DEVELOPMENT DIVISIONS  
BUILDING DEPARTMENT

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MISSION STATEMENT

The Building Department issues permits and inspects work done to all buildings and other structures. Permits include building, electrical, plumbing, heating, air conditioning, fire protection sprinklers and extinguishing systems, refrigeration, demolition, and signs. Applications for permits are reviewed for conformance to all applicable laws, codes, and ordinances. A permit constitutes permission to proceed with the approved work. The purpose of permits and inspections is to ensure public safety, health, and welfare insofar as they are affected by building construction, through structural strength, adequate exit facilities, fire safety, light and ventilation and sanitary equipment. The Building Department function is to secure safety to life and property from hazards incident to the design, erection, repair, removal, demolition or planned occupancy of buildings, structures, or premises.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUILDING DEPARTMENT BUDGET DETAIL

Arben Kica  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
<b>01455 BUILDING DEPARTMENT</b>							
41524	SIGN LICENSE	3,500	4,205	3,300	3,300	3,300	0
41525	SIGN / LICENSE RENEWAL PERMIT	36,150	32,730	9,000	8,000	8,000	-1,000
41526	RESIDENTIALADDITIONSANDALTERAT	488,065	563,628	600,000	500,000	500,000	-100,000
41527	NON-RESIDENTIALADDITIONSANDALT	1,180,301	1,376,480	1,000,000	750,000	750,000	-250,000
41528	NEWSINGLEFAMILYHOUSEPERMITS	70,770	12,540	10,000	10,000	10,000	0
41529	TWO-UNIT HOUSING PERMITS	50,940	51,480	10,000	10,000	10,000	0
41530	THREEORMORE-UNITSHOUSINGPERMIT	1,080	106,020	2,000,000	2,400,000	2,482,124	482,124
41531	POOL,TENTS,GARAGES-OTHERBUILDI	15,270	9,210	10,000	10,000	10,000	0
41532	NEW-NON RESIDENTIAL	824,250	2,314,314	350,000	350,000	350,000	0
41533	ELECTRICAL PERMITS	581,815	682,184	550,000	500,000	500,000	-50,000
41534	PLUMBING PERMITS	128,220	128,548	100,000	80,000	80,000	-20,000
41535	HEATING PERMITS	147,100	103,130	100,000	80,000	80,000	-20,000
41536	AIR CONDITIONING PERMITS	80,130	83,500	65,000	60,000	60,000	-5,000
41537	DEMOLITION PERMITS	75,449	166,290	40,000	40,000	40,000	0
41538	COPIES	56	12	30	50	50	20
41539	REFRIGERATION PERMITS	1,290	390	1,000	760	760	-240
41540	CERTIFICATE OF OCCUPANCY	102,625	104,870	90,000	80,000	80,000	-10,000
44386	FIRE PROTECTION	0	0	25,000	25,000	25,000	0
44387	VENTILATION	0	0	3,500	3,500	3,500	0
<b>01455 BUILDING DEPARTMENT</b>		<b>3,787,010</b>	<b>5,739,531</b>	<b>4,966,830</b>	<b>4,910,610</b>	<b>4,992,734</b>	<b>25,904</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01455 BUILDING DEPARTMENT</b>							
01	PERSONNEL SERVICES	1,045,647	1,124,265	1,419,123	1,514,284	1,514,284	-95,161
02	OTHER PERSONNEL SERV	15,663	15,269	6,975	7,425	7,425	-450
03	FRINGE BENEFITS	494,777	512,203	669,711	576,707	579,566	90,145
04	OPERATIONAL EXPENSES	5,666	8,622	10,020	9,900	9,900	120
05	SPECIAL SERVICES	1,895	1,895	2,000	4,500	4,500	-2,500
		<b>1,563,647</b>	<b>1,662,254</b>	<b>2,107,829</b>	<b>2,112,816</b>	<b>2,115,675</b>	<b>-7,846</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUILDING DEPARTMENT BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title						FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	BUILDING OFFICIAL	1.00	1.00	0.00	0.00	0.00	123,643	123,643	123,643	0
	SPECIAL PROJECT COORDINATOR	1.00	1.00	0.00	0.00	0.00	76,866	76,866	76,866	0
	ADMINISTRATIVE SPECIALIST	1.00	1.00	0.00	0.00	0.00	84,312	92,129	92,129	-7,817
	DEPUTY BUILDING OFFICIAL (40 HRS )	1.00	1.00	0.00	0.00	0.00	96,563	99,222	99,222	-2,659
	ELECTRICAL INSPECTOR (40 HRS)	3.00	3.00	1.00	0.00	0.00	296,117	290,338	290,338	5,779
	PLAN REVIEWER (40 HRS)*	3.00	4.00	1.00	1.00	0.00	288,183	382,327	382,327	-94,144
	MECHANICAL INSPECTOR (40 HRS)	2.00	2.00	0.00	0.00	0.00	202,343	193,910	193,910	8,433
	ASSISTANT BUILDING INSPECTOR	2.00	2.00	0.00	0.00	0.00	199,846	199,846	199,846	0
01455000	SECRETARIAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	51,250	56,003	56,003	-4,753
	<b>BUILDING DEPARTMENT</b>	<b>15.00</b>	<b>16.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1,419,123</b>	<b>1,514,284</b>	<b>1,514,284</b>	<b>-95,161</b>

\* One additional Plan Reviewer position is being funded in FY25 to help clear and maintain low backlogs with plan reviews in the department.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BUILDING DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>BUILDING DEPARTMENT</b>							
<b>PERMITS ISSUED</b>							
Residential new	48	65	63	26	13	Indeterminable	Indeterminable
Residential alterations	548	653	529	598	297	Indeterminable	Indeterminable
Commercial new	5	11	13	7	4	Indeterminable	Indeterminable
Commercial alterations	166	216	173	168	66	Indeterminable	Indeterminable
Demolition permits	34	18	13	31	13	Indeterminable	Indeterminable
All other permits (incl. municipal/institutional)	2126	1947	2101	2219	973	Indeterminable	Indeterminable
Total of all building permits	767	941	751	799	380	710	735
Total of all permits	2927	2888	2865	3049	1366	2828	2890
<b>PERMIT VALUES AND REVENUES</b>							
Total value of work	\$95,674,308	\$109,079,980	\$122,307,889	\$250,945,143	\$76,946,927	\$159,937,777	\$184,842,620
Total of permit fees	\$3,319,113	\$3,920,720	\$3,818,083	\$5,728,330	\$2,129,820	\$4,690,730	\$4,910,620
<b>INSPECTIONS</b>							
Inspections	3451	4994	3361	3773	2893	4412	4120
<b>CERTIFICATE OF OCCUPANCY</b>							
Number	432	394	444	653	339	Indeterminable	Indeterminable
Value of work	\$70,233,149.00	\$63,164,688.00	157032571	\$50,663,529.00	52849594	Indeterminable	Indeterminable

6 Months 2023-2024 represents statistics to 12/31/2023

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Streamline the permitting process by implementation of the electronic permitting system allowing applicants to apply and track permits more easily and efficiently. (MG1)
2. Grow the City’s tax base through the issuance of permits and Certificates of Occupancy. (MG2)
3. Improve the quality of life for Bridgeport residents by responding to illegal construction complaints and protecting the public by enforcing all Building Code requirements. (MG4)
4. Reducing the City’s carbon footprint through the issuance of alternative renewable energy systems such as Solar Arrays and Fuel Cell installations. (MG6)

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. Protect the health and safety of the public through the enforcement and education of all applicable Building Codes, City Ordinances and State Statutes. ***The enforcement of Building Code requirements through plan review and inspections provides a path to a healthy and safe environment.***
2. Grow the City’s tax base by reducing permit back log and increasing issuance of Certificates of Occupancy. ***The Building Department’s focus on backlog of permits and Certificates of Occupancy has improved through filling vacancies in the department.***
3. Improve quality of life for Bridgeport residents by responding to illegal construction complaints and protecting the public by the enforcement of all Building Code requirements. ***The department diligently responded to complaints and performed plan review to reduce the amount of field errors that would require corrections.***
4. Reducing the City’s carbon footprint through the issuance of alternative renewable energy systems such as Solar Arrays and Fuel Cell installations. ***The Building Department continues to review, issue, and inspect 470 solar permits.***



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUILDING DEPARTMENT PROGRAM HIGHLIGHTS

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5. Work towards filling all vacant positions to shorten plan review process time. ***The Building Department focused on the backlog of applications for review by filling vacancies in the department.***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Responded to approximately 160 complaints.
2. Responded to approximately 1130 Freedom of Information requests.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Diligent plan review and inspections to achieve the goal.
ST#2	100%	100%	Filling of vacancies has allowed department to achieve the goal.
ST#3	100%	100%	Filling of vacancies has allowed department to achieve the goal.
ST#4	100%	100%	Issued 470 solar permits.
ST#5	100%	95%	Final vacancy is in the interview process.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 BUILDING DEPARTMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

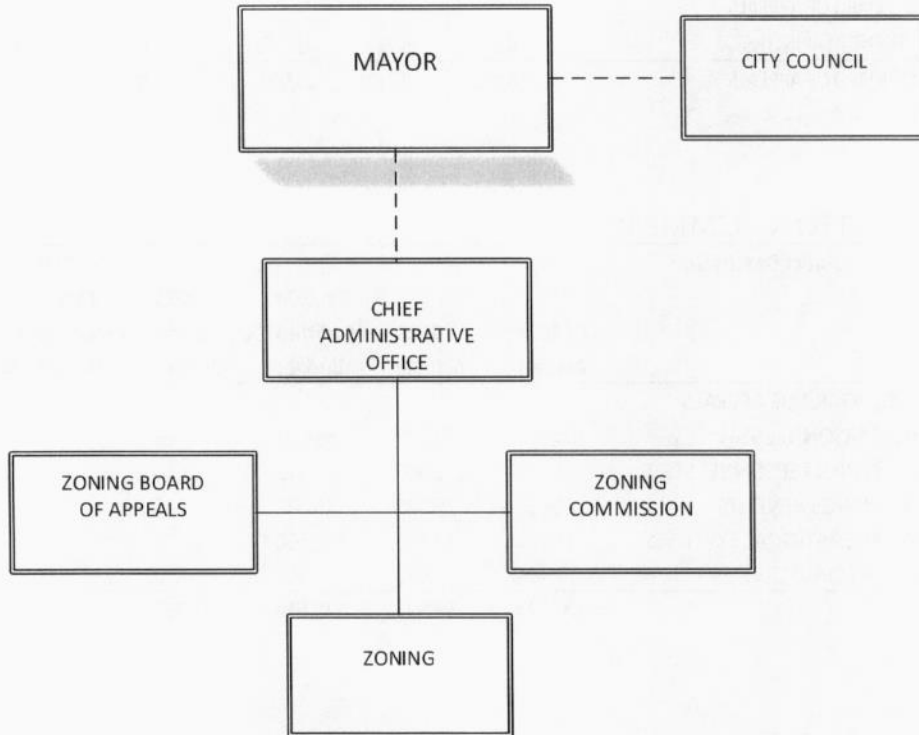
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01455</b>	<b>BUILDING DEPARTMENT</b>							
	51000	FULL TIME EARNED PAY	1,045,647	1,124,265	1,419,123	1,514,284	1,514,284	-95,161
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,045,647	1,124,265	1,419,123	1,514,284	1,514,284	-95,161
	51108	REGULAR 1.5 OVERTIME PAY	-1,188	-226	0	0	0	0
	51140	LONGEVITY PAY	8,300	6,525	6,975	7,425	7,425	-450
	51156	UNUSED VACATION TIME PAYOUT	8,550	8,970	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		15,663	15,269	6,975	7,425	7,425	-450
	52360	MEDICARE	14,544	15,593	18,942	20,473	20,473	-1,531
	52385	SOCIAL SECURITY	2,896	8,913	13,953	11,836	11,836	2,117
	52504	MERF PENSION EMPLOYER CONT	192,612	213,367	361,659	291,623	294,482	67,177
	52917	HEALTH INSURANCE CITY SHARE	284,725	274,330	275,157	252,775	252,775	22,382
<b>03</b>	<b>FRINGE BENEFITS</b>		494,777	512,203	669,711	576,707	579,566	90,145
	53605	MEMBERSHIP/REGISTRATION FEES	1,040	1,190	2,220	1,900	1,900	320
	54675	OFFICE SUPPLIES	1,987	3,955	4,000	4,200	4,200	-200
	54700	PUBLICATIONS	2,638	3,477	3,600	3,600	3,600	0
	55080	ELECTRICAL EQUIPMENT	0	0	200	200	200	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		5,666	8,622	10,020	9,900	9,900	120
	56175	OFFICE EQUIPMENT MAINT SRVCS	1,895	1,895	2,000	2,000	2,000	0
	56180	OTHER SERVICES	0	0	0	2,500	2,500	-2,500
<b>05</b>	<b>SPECIAL SERVICES</b>		1,895	1,895	2,000	4,500	4,500	-2,500
<b>01455</b>	<b>BUILDING DEPARTMENT</b>		<b>1,563,647</b>	<b>1,662,254</b>	<b>2,107,829</b>	<b>2,112,816</b>	<b>2,115,675</b>	<b>-7,846</b>

PLANNING & ECONOMIC DEVELOPMENT DIVISIONS  
ZONING BOARD OF APPEALS

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MISSION STATEMENT

To continue to promote quality projects complying with the health, safety, and the general welfare of the community through the application and enforcement of the Zoning regulations.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ZONING BOARD OF APPEALS BUDGET DETAIL

Paul Boucher  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
01456	ZONING, BOARD OF APPEALS						
41253	PUBLIC HEARING FEES	8,870	8,710	23,000	0	0	-23,000
01456	ZONING, BOARD OF APPEALS	8,870	8,710	23,000	0	0	-23,000

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
01456	ZONING, BOARD OF APPEALS						
01	PERSONNEL SERVICES	54,860	57,876	55,197	0	0	55,197
02	OTHER PERSONNEL SERV	1,425	1,500	1,575	1,650	0	1,575
03	FRINGE BENEFITS	22,053	25,029	26,842	336	0	26,842
04	OPERATIONAL EXPENSES	25,791	12,908	38,500	0	0	38,500
05	SPECIAL SERVICES	2,494	2,683	3,500	0	0	3,500
		106,623	99,996	125,614	1,986	0	125,614

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget			
01456000	DATA ANALYST*	1.00	0.00	0.00	0.00	1.00	55,197	0	0	55,197
	ZONING BOARD OF APPEALS	1.00	0.00	0.00	0.00	1.00	55,197	0	0	55,197

\* The Data Analyst position in this department has been transferred to Zoning Commission budget account number 01457000-51000 in FY25 in order to consolidate both departments because the Zoning Board of Appeals responsibility and management is under the Zoning Commission Department Director .

Also, the operational accounts in this department have been equally consolidated with the Zoning Commission department operational accounts in FY25.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**ZONING BOARD OF APPEALS** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ZONING BOARD OF APPEALS</b>							
Meetings Held	8	10	8	10	6	12	12
Scheduled Meetings	13	12	14	12	8	12	12
Applications Received	56	64	51	29	18	36	40
Applications Heard	55	63	45	27	15	30	35
Applications Granted	35	29	36	25	8	16	25
Denied	16	29	9	4	5	10	10
Avg. length of time from received to complet	35 days	35 days	35 days	35 days	35 days	35 days	35 days
Applications Withdrawn	2	1	5	2	2	4	5
Modification of Conditions	1	5	1	0	0	0	0
Motor Vehicle Facilities	2	6	12	4	3	6	7
Consent Agenda	0	3	1	0	0	0	0
Other: deferred, continued, tabled, no action	17	20	12	10	3	6	4

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01456</b>	<b>ZONING, BOARD OF APPEALS</b>							
	51000	FULL TIME EARNED PAY	54,860	57,876	55,197	0	0	55,197
<b>01</b>	<b>PERSONNEL SERVICES</b>		54,860	57,876	55,197	0	0	55,197
	51140	LONGEVITY PAY	1,425	1,500	1,575	1,650	0	1,575
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,425	1,500	1,575	1,650	0	1,575
	52360	MEDICARE	771	860	769	0	0	769
	52504	MERF PENSION EMPLOYER CONT	10,754	13,520	14,397	336	0	14,397
	52917	HEALTH INSURANCE CITY SHARE	10,528	10,648	11,676	0	0	11,676
<b>03</b>	<b>FRINGE BENEFITS</b>		22,053	25,029	26,842	336	0	26,842
	53705	ADVERTISING SERVICES	24,542	11,534	35,000	0	0	35,000
	54675	OFFICE SUPPLIES	1,249	1,374	1,400	0	0	1,400
	55150	OFFICE EQUIPMENT	0	0	2,100	0	0	2,100
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		25,791	12,908	38,500	0	0	38,500
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,494	2,683	3,500	0	0	3,500
<b>05</b>	<b>SPECIAL SERVICES</b>		2,494	2,683	3,500	0	0	3,500
<b>01456</b>	<b>ZONING, BOARD OF APPEALS</b>		<b>106,623</b>	<b>99,996</b>	<b>125,614</b>	<b>1,986</b>	<b>0</b>	<b>125,614</b>

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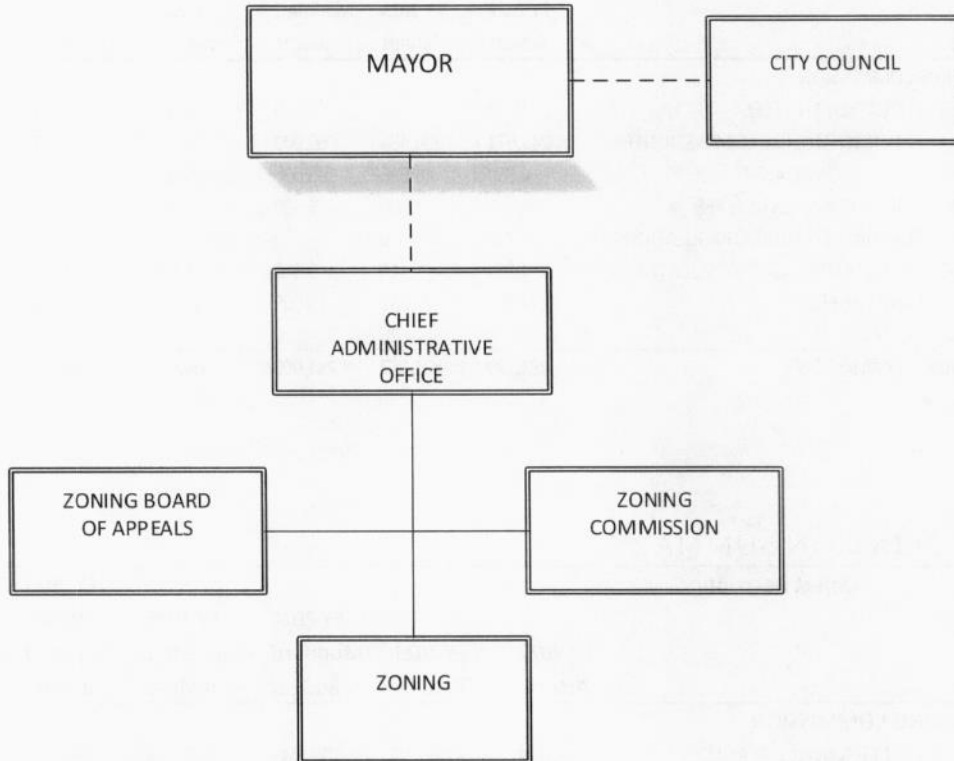


PLANNING & ECONOMIC DEVELOPMENT DIVISIONS  
ZONING COMMISSION

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MISSION STATEMENT

To implement the policies and goals of the master plan of conservation and development and to promote the health, safety and general welfare of the community through zoning regulations.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ZONING COMMISSION BUDGET DETAIL

Paul Boucher  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01457</b>	<b>ZONING COMMISSION</b>						
41253	PUBLIC HEARING FEES	0	0	0	23,000	23,000	23,000
41254	PETITION TO THE P&Z COMMISSION FEE	243,671	204,484	60,000	60,000	60,000	0
41255	ZONING COMPLIANCE	6,380	88,096	195,000	195,000	195,000	0
41256	LIQUOR CERTIFICATION FEE	1,560	2,600	5,500	5,500	5,500	0
41257	PURCHASE OF ZONING REGULATIONS	735	0	0	0	0	0
41259	STATE CONSERVATION APPLICATION FEE	4,020	316	5,500	5,500	5,500	0
41344	LAND USE FEES	24,962	25,832	15,000	15,000	15,000	0
41538	COPIES	0	25	0	0	0	0
<b>01457</b>	<b>ZONING COMMISSION</b>	<b>281,329</b>	<b>321,352</b>	<b>281,000</b>	<b>304,000</b>	<b>304,000</b>	<b>23,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025	FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Mayor	Prop. Vs FY24
		Actuals	Actuals	Budget	Budget	Budget	Mod. Budget
<b>01457</b>	<b>ZONING COMMISSION</b>						
01	PERSONNEL SERVICES	456,014	376,216	452,843	536,828	536,828	-83,985
02	OTHER PERSONNEL SERV	16,050	11,757	3,675	4,650	4,650	-975
03	FRINGE BENEFITS	193,782	180,976	224,251	219,788	220,731	3,519
04	OPERATIONAL EXPENSES	25,665	26,650	51,900	95,700	95,700	-43,800
05	SPECIAL SERVICES	0	976	2,000	5,500	5,500	-3,500
		<b>691,511</b>	<b>596,574</b>	<b>734,669</b>	<b>862,466</b>	<b>863,409</b>	<b>-128,741</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ZONING COMMISSION

BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	DATA ANALYST*	0.00	1.00	0.00	1.00	0.00	0	59,730	59,730		-59,730
	ZONING OFFICIAL	1.00	1.00	0.00	0.00	0.00	86,357	88,649	88,649		-2,292
	ZONING ADMINISTRATOR	1.00	1.00	0.00	0.00	0.00	112,153	116,547	116,547		-4,394
	ZONING ENFORCEMENT OFFICER	1.00	1.00	0.00	0.00	0.00	76,866	78,906	78,906		-2,040
01457000	ZONING INSPECTOR	3.00	3.00	0.00	0.00	0.00	167,467	182,996	182,996		-15,529
	ZONING COMMISSION	6.00	7.00	0.00	1.00	0.00	442,843	526,828	526,828		-83,985

\* The Data Analyst position in this department has been transferred from the Zoning Board of Appeals budget account number 01456000-51000 into Zoning Commission budget in FY25 as indicated above because the employee reports to the Zoning Commission Director.

Also, the operational accounts from the Zoning Board of Appeals have equally been transferred/consolidated with the Zoning Commission department operational accounts in FY25.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**ZONING COMMISSION** **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>PLANNING &amp; ZONING COMMISSION</b>							
Meetings Held	8	10	8	11	3	10	10
Scheduled Meetings	11	11	14	12	6	12	11
Applications Received	60	32	51	57	28	25	45
Applications Withdrawn	1	5	4	1	0	1	1
Applications Heard	50	28	45	55	25	24	49
Approved (with/without conditions)	38	8	18	44	15	14	29
Favorable Recommendations	0	4	0	3	4	3	7
Continued/Deferred/Tabled	16	8	26	15	6	6	12
Denied	3	4	3	8	5	5	10
No Action Required	0	1	5	0	0	1	1
Special Permits	18	16	14	13	4	6	10
Site Plan Reviews	30	18	19	25	10	10	20
Coastal Site Plan Review	13	5	8	14	5	5	10
Certificate of Location - Liquor	1	13	2	4	0	1	1
Certificate of Location - Cannabis	New Tracking			3	2	2	4
Adaptive Re-use	2	1	0	0	0	0	0
8-24 Referrals/City Business	1	4	2	3	5	2	7
Amendments	3	5	2	1	1	2	3
Zone Changes	1	2	1	6	3	3	6
Modification of Conditions	1	2	3	0	0	0	0
Time Extension of Special Permit/Coastal Re	5	12	6	3	6	3	9
Consent Agenda/Other Business	7	0	3	0	0	0	0
Average Length of Time from Received to Co	35 days	35 days	35 days	35 days	35 days	35 days	35days
<b>OFFICE ACTIVITY: APPLICATION PROCESSING</b>							
New Houses / Housing Units	23/300	7/ 59	37/285	27/439	7/185	14/370	20/400
Residential add/alt/acc structures	586	113	598	598	284	560	500
New Tenant/Solar	370	n/a	615	601	320	640	600
New Commercial Construction	New Tracking		11	7	7	5	5
Commercial Additions / Alterations	249	196	246	219	115	230	200
Liquor	130	43	48	55	16	32	45
Letter of Zoning Compliance	122	128	143	169	74	150	150
Signs	20	23	38	39	16	32	35
Temporary Fair/Festivals	New Tracking		13	24	13	26	25
<b>INSPECTION ACTIVITY: CERTIFICATES ISSUED</b>							
New Houses / Housing Units	27/29	26/33	48/172	39/116	16/285	24/305	30/220
Signs	20	23	38	34	35	52	35
Residential add/alt/acc structures	238	136	264	668	260	305	310
Commercial Alterations	135	150	109	205	60	105	112
New Commercial Construction	18	15	6	12	4	12	14
<b>ENFORCEMENT ACTIVITY</b>							
Complaints	368	646	329	320	143	275	305
Inspections	1688	1994	1809	2180	889	1675	1885
No Violation	96	97	103	95	28	65	75
Inquiry	11	41	39	10	0	12	15
Order to Comply	138	436	120	63	28	56	65
Prosecutor's Summons	3	n/a	10	0	0	2	3

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ZONING COMMISSION PROGRAM HIGHLIGHTS

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Promote public health and safety with the implementation and enforcement of zoning regulations. (MG3)
2. Work with developers and encourage affordable housing units within the development. (MG2, MG4)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Identify zoning regulations that need to be amended to meet changing circumstances. (MG5)
2. Continue staff training in the new 2022 Zoning Regulations. (MG1)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Begin the process of updating the Master Plan of Conservation and Development. (MG6)
2. Begin the process of updating the Zoning Regulations. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. **Zoning Board of Appeals (ZBA), Planning and Zoning Commission (PZC), Inland Wetlands & Watercourses Agency (IWWA) & Historic are fully staffed, PZC still needs 1 or 2 alternates as spares.**
2. **The city has gone 100% to on-line permitting. No more paper storage issues.**
3. **Transitioning to hybrid in-person and virtual public hearings is still on the table.**
4. **The hiring of two new personnel allows for the sharing and learning of multiple tasks required in the Zoning Department.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Cashiering has been assigned to one person.
2. The two commissions of Historic and IWWA have been consolidated into the functions of the department.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	100%	
ST#3	100%	100%	
ST#4	100%	100%	
ST#5	100%	0%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
ZONING COMMISSION APPROPRIATION SUPPLEMENT

MT#2	100%	100%	
<b>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</b>			
LT#1	0%	0%	
LT#2	0%	0%	

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01457 ZONING COMMISSION</b>								
	51000	FULL TIME EARNED PAY	456,014	376,006	442,843	526,828	526,828	-83,985
	51099	CONTRACTED SALARIES	0	210	10,000	10,000	10,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		456,014	376,216	452,843	536,828	536,828	-83,985
	51140	LONGEVITY PAY	6,900	6,319	3,675	4,650	4,650	-975
	51156	UNUSED VACATION TIME PAYOUT	9,150	5,438	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		16,050	11,757	3,675	4,650	4,650	-975
	52360	MEDICARE	6,380	5,255	5,752	6,256	6,256	-504
	52385	SOCIAL SECURITY	0	2,703	2,375	2,375	2,375	0
	52399	UNIFORM ALLOWANCE	600	1,600	600	900	900	-300
	52504	MERF PENSION EMPLOYER CONT	88,423	72,579	113,237	96,190	97,133	16,104
	52917	HEALTH INSURANCE CITY SHARE	98,379	98,839	102,287	114,067	114,067	-11,780
<b>03</b>	<b>FRINGE BENEFITS</b>		193,782	180,976	224,251	219,788	220,731	3,519
	53610	TRAINING SERVICES	0	0	500	500	500	0
	53705	ADVERTISING SERVICES	21,798	22,584	47,000	87,000	87,000	-40,000
	54675	OFFICE SUPPLIES	1,608	1,996	2,000	3,400	3,400	-1,400
	55150	OFFICE EQUIPMENT	0	0	0	2,400	2,400	-2,400
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,258	2,070	2,400	2,400	2,400	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		25,665	26,650	51,900	95,700	95,700	-43,800
	56175	OFFICE EQUIPMENT MAINT SRVCS	0	0	1,000	4,500	4,500	-3,500
	56180	OTHER SERVICES	0	976	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	976	2,000	5,500	5,500	-3,500
<b>01457</b>	<b>ZONING COMMISSION</b>		<b>691,511</b>	<b>596,574</b>	<b>734,669</b>	<b>862,466</b>	<b>863,409</b>	<b>-128,741</b>

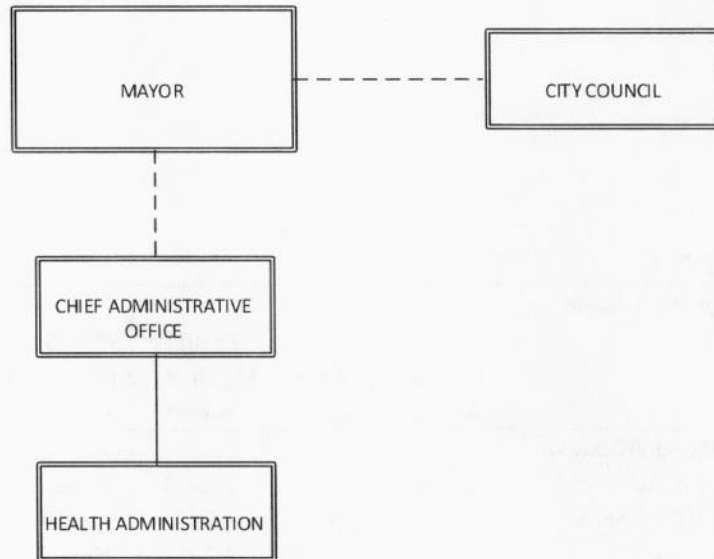


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
HEALTH ADMINISTRATION

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MISSION STATEMENT

The Health Administration Department is responsible for ensuring the delivery of public health services within the City of Bridgeport. Our mission is to work with local partners to fulfill Connecticut General Statutes and Regulations thereby providing citywide essential public health services.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 HEALTH ADMINISTRATION BUDGET DETAIL

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Elizabeth Rivera-Rodriguez  
 Manager

REVENUE SUMMARY

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*Not Applicable*

APPROPRIATION SUMMARY

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Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01550</b>	<b>HEALTH &amp; SOCIAL SERVICES ADM</b>						
01	PERSONNEL SERVICES	190,595	213,831	301,218	308,826	451,069	-149,851
02	OTHER PERSONNEL SERV	2,067	2,100	2,175	2,250	2,250	-75
03	FRINGE BENEFITS	209,611	198,687	237,251	196,506	284,583	-47,332
04	OPERATIONAL EXPENSES	16,920	12,312	32,845	34,845	34,845	-2,000
05	SPECIAL SERVICES	17,067	12,984	18,215	18,215	18,215	0
		<b>436,259</b>	<b>439,915</b>	<b>591,704</b>	<b>560,641</b>	<b>790,962</b>	<b>-199,258</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HEALTH ADMINISTRATION BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24					FY25			
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	FY25 Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	DATA ANALYST*	0.00	1.00	0.00	1.00	0.00	0	59,730	59,730	-59,730
	DIRECTOR OF PUBLIC HEALTH*	1.00	1.00	0.00	0.00	0.00	43,453	43,453	49,050	-5,597
	DEPUTY DIRECTOR OF HSS**	1.00	2.00	1.00	1.00	0.00	121,441	117,335	234,670	-113,229
	ADMINISTRATIVE ASSISTANT***	1.00	0.00	0.00	0.00	1.00	63,240	69,104	0	63,240
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	63,084	68,934	68,934	-5,850
01550000	SPECIAL PROJECTS COORDINATOR***	0.00	1.00	0.00	1.00	0.00	0	0	88,415	-88,415
	HEALTH & SOCIAL SERVICES ADMIN	4.00	5.00	1.00	2.00	1.00	291,218	298,826	441,069	-149,851

\* Additional \$107,559 of the Health Director salary will be paid by Per Capita Grant in FY25.

\*\* The newly funded Deputy Director of Health and Social Services position will be responsible for overseeing the Housing Code, Environmental Health, Weights and Measures, Fair Rent Commission divisions; while the second Deputy Director of Health and Social Services position will be responsible for overseeing the Vital Statistics, Aging, Veterans and the rest of health department divisions.

Please note that most of the funding for the second Deputy Director of Health position was derived by eliminating the Deputy Director Code Enforcement in the Housing Code department account #01556000-51000 in FY25 budget.

\*\*\* The Special Projects Coordinator position is being transferred from Engineering Department account #01385000-51000 into the Health Department Administration Department account # 01550000-51000 in FY25 to help reduce the backlog and maintain a low volume of permits in Health Department; while the Administrative Assistant position is being transferred from Health Department Administration account #01550000-51000 into the Engineering Department account #013850000-51000-which has lower work volume.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HEALTH ADMINISTRATION PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>HEALTH ADMINISTRATION</b>							
Community Education Events	10	13	12	62	47	65	68
Quality Improvement Projects	2	2	5	1	2	4	4
National and Local Board Memb	4	1	3	6	8	8	9
Policy Changes	0	0	3	1	0	1	2

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. By December 2024, fill 100% of vacancies within the department to ensure the mission of the department can be accomplished. (MG1, MG3)
2. By December 2024, fulfill reaccreditation requirements for the Bridgeport Health Department. (MG1, MG3)
3. By June 2025, implement Opioid programs using Opioid grant funds. (MG1)
4. By June 2025, offer 2 Emergency Preparedness trainings to Health Department employees. (MG1)
5. By December 2024, establish a quality improvement committee. (MG1)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. By September 2025, align with Healthy Connecticut 2025 goals. (MG1, MG3)
2. By December 2025, develop Health Equity objectives and metrics to track and report to the community. (MG1, MG3)
3. By December 2025, develop and implement a community-based opioid crisis response plan to ensure effective community coordination. (MG1, MG3)
4. By June 2025, reorganize Environmental division. (MG3)
5. By December 2025, implement programs based on Community Health Needs Assessment. (MG1)
6. By June 2026, establish a permanent Research Division. (MG1)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Monitor the ongoing status of the Ten Essential Public Health Services. (MG1, MG3)
2. Develop and engage the community in ongoing public health forums and training. (MG1, MG3)
3. Build strong partnerships with community stakeholders to address health inequity and social drivers of health. (MG1, MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. By September 2023, fill 100% of vacancies within the department to ensure the mission of the department can be accomplished. ***Vacancies within the department are filled except a few due to a shortage of nurses throughout the nation.***
2. By July 2023, achieve accreditation for the Bridgeport Health Department. ***Completed on time as the only one of the four Public Health Accreditation Board (PHAB) accredited local health departments in the State of Connecticut.***
3. By July 2023, have Health Department representatives in each of the Task Force for Community Health Improvement Plan. ***Completed.***
4. By July 2023, offer Emergency Preparedness training to Health Department employees. ***Offered two training courses on CPR and Mental Health First Aid.***

- By September 2024, the construction phase of a new location for the Communicable Disease Clinic will be completed. **Goal modified and relocated to a state-of-the-art rental facility.**

FY 2023 - 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

- Offered a significant number, 62 in total, of community education events.
- Increased the presence of the health department on 8 Boards in various community organizations.
- Secured a United States Conference of Mayors (USCM) award to fund the farmers market for the upcoming year.
- Participated as one of 4 panelists in the Connecticut Commissioner of Health panel discussion on workforce development and PHAB accreditation.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Competitive salary and benefits.
ST#2	100%	100%	One of the 4 PHAB accredited local health departments in the state of CT.
ST#3	100%	20%	Notice of funding never came out of internal discussions and plans have been worked on.
ST#4	100%	100%	Completed.
ST#5	100%	100%	Two training courses were offered to employees.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	50%	50%	Community needs assessment has been published and is being considered in program planning.
MT#2	50%	15%	Ongoing goal with plans to review all divisions has been laid out.
MT#3	100%	25%	The plan is in a draft version and further discussion is needed at this time.
MT#4	100%	25%	The goal is extended due to needing more time to do an evaluation.
MT#5	100%	50%	Community Needs Assessment has been published and health literacy has been the area of focus.
MT#6	100%	50%	The research division continues to be funded by grants.
MT#7	100%	100%	Relocated at a state-of-the-art rental facility.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HEALTH ADMINISTRATION APPROPRIATION SUPPLEMENT

<b>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</b>			
LT#1	100%	100%	Ongoing through daily public health functions.
LT#2	100%	100%	Ongoing health literacy efforts via community events and research chronicles.
LT#3	100%	100%	On going with partnering with community organizations to tackle complex social issues.

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01550</b>	<b>HEALTH &amp; SOCIAL SERVICES ADM</b>							
	51000	FULL TIME EARNED PAY	190,595	213,831	291,218	298,826	441,069	-149,851
	51099	CONTRACTED SALARIES	0	0	10,000	10,000	10,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		190,595	213,831	301,218	308,826	451,069	-149,851
	51106	REGULAR STRAIGHT OVERTIME	42	0	0	0	0	0
	51140	LONGEVITY PAY	2,025	2,100	2,175	2,250	2,250	-75
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		2,067	2,100	2,175	2,250	2,250	-75
	52272	WORKERS' COMP INDM - HEALT	47,000	47,000	47,000	47,000	47,000	0
	52288	WORKERS' COMP MED - HEALTH	65,000	65,000	65,000	65,000	65,000	0
	52360	MEDICARE	2,878	3,168	3,950	4,310	5,932	-1,982
	52385	SOCIAL SECURITY	2,756	0	6,462	6,462	10,873	-4,411
	52399	UNIFORM ALLOWANCE	0	214	500	500	500	0
	52504	MERF PENSION EMPLOYER CONT	29,114	46,827	74,405	61,389	91,279	-16,874
	52917	HEALTH INSURANCE CITY SHARE	62,863	36,478	39,934	11,845	63,999	-24,065
<b>03</b>	<b>FRINGE BENEFITS</b>		209,611	198,687	237,251	196,506	284,583	-47,332
	53605	MEMBERSHIP/REGISTRATION FEES	2,994	2,621	12,000	14,000	14,000	-2,000
	53610	TRAINING SERVICES	59	50	400	400	400	0
	53905	EMP TUITION AND/OR TRAVEL REIM	1,310	0	1,500	1,500	1,500	0
	54555	COMPUTER SUPPLIES	194	0	595	595	595	0
	54595	MEETING/WORKSHOP/CATERING FOOD	2,000	1,660	4,000	4,000	4,000	0
	54675	OFFICE SUPPLIES	2,972	1,536	3,000	3,000	3,000	0
	54680	OTHER SUPPLIES	2,518	1,683	2,000	2,000	2,000	0
	54700	PUBLICATIONS	0	0	3,250	3,250	3,250	0
	54725	POSTAGE	0	0	352	352	352	0
	54745	UNIFORMS	724	0	748	748	748	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	4,148	4,762	5,000	5,000	5,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		16,920	12,312	32,845	34,845	34,845	-2,000
	56165	MANAGEMENT SERVICES	0	0	300	300	300	0
	56180	OTHER SERVICES	12,368	8,222	12,000	12,000	12,000	0
	56225	SECURITY SERVICES	3,699	4,762	4,762	4,762	4,762	0
	59010	MAILING SERVICES	0	0	153	153	153	0
	59015	PRINTING SERVICES	1,000	0	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		17,067	12,984	18,215	18,215	18,215	0
<b>01550</b>	<b>HEALTH &amp; SOCIAL SERVICES ADM</b>		<b>436,259</b>	<b>439,915</b>	<b>591,704</b>	<b>560,641</b>	<b>790,962</b>	<b>-199,258</b>

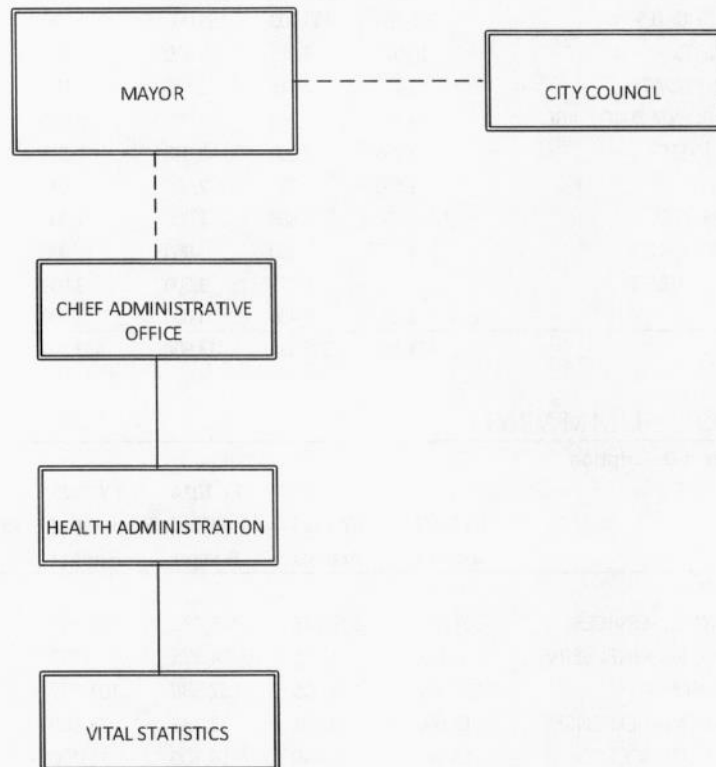


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
VITAL STATISTICS

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MISSION STATEMENT

To receive, certify, file, maintain, protect, and preserve the City's Vital Records as dictated by law and to provide excellent customer service to the public in an efficient, professional, courteous manner and to be considered by others both in and outside the working environment as an outstanding department staffed by highly competent municipal employees.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 VITAL STATISTICS BUDGET DETAIL

Jessica Baldwin  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested	Proposed	Mod. Budget	Mayor Prop. Vs FY24	
<b>01552 VITAL STATISTICS</b>									
41244	NOTARY COMMISSION	1,110	890	1,500	1,500	1,500	1,500	1,500	0
41247	MARRIAGE LICENSE FEE	16,576	26,492	13,000	13,000	20,000	20,000	20,000	7,000
41248	BIRTH CERTIFICATES	150,400	155,180	150,000	150,000	150,000	150,000	150,000	0
41249	DEATH CERTIFICATES	205,280	135,100	195,000	195,000	135,000	135,000	135,000	-60,000
41250	BURIAL PERMITS	10,075	9,615	6,000	6,000	6,000	6,000	6,000	0
41251	CREMATION PERMITS	3,475	2,815	2,500	2,500	2,500	2,500	2,500	0
41272	MARRIAGE LICENSE SURCHARGE	29,240	39,260	25,000	25,000	40,000	40,000	40,000	15,000
41278	MUNICIPAL ID FEE	7,755	9,090	9,000	9,000	9,000	9,000	9,000	0
41409	AFFIDAVIT FEE	1,800	1,200	2,500	2,500	2,500	2,500	2,500	0
41411	OTHER TOWN FEES	0	5,888	1,500	1,500	1,500	1,500	1,500	0
41413	ADULT ADOPTION FEE	4,355	1,950	900	900	900	900	900	0
41414	AGENCY EXPEDITE FEE	0	5,375	3,000	3,000	3,000	3,000	3,000	0
41538	COPIES	3,180	3,480	4,000	4,000	4,000	4,000	4,000	0
<b>01552</b>	<b>VITAL STATISTICS</b>	<b>433,246</b>	<b>396,335</b>	<b>413,900</b>	<b>413,900</b>	<b>375,900</b>	<b>375,900</b>	<b>375,900</b>	<b>-38,000</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022		FY 2023		FY 2024		FY 2025	
		Actuals	Actuals	Modified Budget	Requested	Proposed	Mod. Budget	Mayor Prop. Vs FY24	
<b>01552 VITAL STATISTICS</b>									
01	PERSONNEL SERVICES	307,616	309,246	305,592	288,656	344,659	344,659	344,659	-39,067
02	OTHER PERSONNEL SERV	4,164	4,125	4,275	750	750	750	750	3,525
03	FRINGE BENEFITS	135,886	148,005	162,588	101,957	132,925	132,925	132,925	29,663
04	OPERATIONAL EXPENSES	19,692	20,161	22,133	23,800	23,800	23,800	23,800	-1,667
05	SPECIAL SERVICES	13,960	8,840	14,100	11,100	11,100	11,100	11,100	3,000
		<b>481,318</b>	<b>490,376</b>	<b>508,688</b>	<b>426,263</b>	<b>513,234</b>	<b>513,234</b>	<b>513,234</b>	<b>-4,546</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor			
		Budget	Budget	VAC.	NEW UNF.	Modified Budget	Requested	Proposed	Mod. Budget		
	ASSISTANT REGISTRAR OF VITAL	1.00	1.00	0.00	0.00	0.00	0.00	108,212	89,501	89,501	18,711
	SR VITAL RECORD CUST SVC CLK	1.00	1.00	0.00	0.00	0.00	0.00	53,590	54,610	54,610	-1,020
	VITAL RECORDS CUST SVC CLK	3.00	3.00	0.00	0.00	0.00	0.00	143,790	144,545	144,545	-755
<b>01552000</b>	<b>SECRETARIAL ASSISTANT*</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>56,003</b>	<b>-56,003</b>
	<b>VITAL STATISTICS</b>	<b>5.00</b>	<b>6.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>305,592</b>	<b>288,656</b>	<b>344,659</b>	<b>-39,067</b>

\* The Secretarial Assistant position is being transferred from the Environmental Health Department budget account #015550000-51000 into this department in FY25 for better service coverage to the public.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

VITAL STATISTICS

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>VITAL STATISTICS</b>							
Birth Certificates Sold	5,353	7,902	7,520	7,759	4,053	8,106	8,187
Birth Certificates Received	3,100	3,500	3,652	3,942	1,966	3,932	3,971
Marriage Certificate Sold	618	2,025	828	836	418	836	844
Licenses Issued	650	1,061	965	2,950	1,475	2,950	2,980
Death Certificates Sold	9,086	9,720	10,264	10,366	5,183	10,366	10,469
Death Certificates Received	3,000	1,906	3,847	1,590	795	1,590	1,596
Burials Issued	1,484	1,597	2,015	1,024	512	1,024	1,035
Cremations Issued (1)	686	760	695	564	282	564	1,580
Notary Commission	176	180	220	60	30	60	152
Affidavits	48	68	72	48	24	48	53
Wallet Size Births	206	65	48	52	26	52	57
Other Towns' Fees (2)	240	211	0	2,944	1,472	2,944	2,973
<b>Total:</b>	<b>24,926</b>	<b>28,995</b>	<b>30,126</b>	<b>32,135</b>	<b>16,236</b>	<b>32,472</b>	<b>33,897</b>
Vital Record Amendments	20	42	38	53	27	53	42
In Person Customer Visits	7,500	6,100	6,500	8,300	4,150	8,300	8,383
Telephone Calls for Information	2,000	5,000	3,600	3,800	1,900	3,800	4,180
Responses to E-Mail	1,000	1,300	750	790	395	790	798
Municipal ID's	130	562	233	155	78	155	170
Vital Check Requests (on-line)	1,050	1,500	780	810	405	810	891
Mail Pieces Processed	4,500	4,800	2,300	2,500	1,250	2,500	2,525
<b>TOTAL:</b>	<b>16,200</b>	<b>19,304</b>	<b>14,201</b>	<b>16,408</b>	<b>8,205</b>	<b>16,408</b>	<b>16,989</b>

(1) City is now responsible for issuing cremation permits

(2) 192 towns in CT interchange marriage certificates by state statute

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Replace aging Municipal ID Card equipment. (MG1.)
2. Reorganize marriage license processing by streamlining the application process online. (MG1,7.)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Develop a plan for regularly scheduled division staff meetings to enable all staff to participate. (MG1.)
2. To enhance the division website with fillable forms with ID attachments. (MG1.)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Manage by setting an example and abiding by the highest ethical standards, always showing respect, understanding, and compassion for my subordinates and colleagues. (MG3.)
2. Develop a numerical customer number system to serve the public more efficiently. MG1,7.)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. By July 1<sup>st</sup>, 2023, continue in the dual role of Assistant Registrar of Vital Statistics and City Archivist/Records Manager. **Completed. Assistant Registrar hired for Vital Statistics only.**

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

VITAL STATISTICS

PROGRAM HIGHLIGHTS

2. By July 1<sup>st</sup>, 2024, continue to promote the City’s Municipal ID Program through a partnership with City’s Municipal ID Program through partnership with the City’s Communication Department. **Ongoing.**
3. By January 1, 2024, designate and appoint additional staff for Notary Public certification. **Completed.**
4. By July 1, 2024, advocate to resolve the Archive Succession Plan. **Completed.**
5. By January 1, 2025, develop a plan for scheduled division staff meetings so that all staff can participate. **Ongoing.**
6. By January 1, 2025, provide a safe and healthy work environment by conducting internal assessments. **Ongoing.**
7. By January 1, 2024, encourage access to division-wide training programs which promote skill-building and cross-training staff. **Completed.**
8. By June 2025, develop Rules of Customer Conduct for public display, incorporating customer service feedback. **Ongoing.**
9. By June 2025, revise and redevelop the division’s website. **Completed.**
10. Organize, list, and develop a plan for the preservation of the City’s oldest historical records. **Ongoing.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. The department exceeded its projected revenue goal collection for 2023.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Completed.
ST#2	100%	100%	Completed.
ST#3	100%	100%	Completed.
ST#4	100%	100%	Completed.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Completed.
MT#2	0%	10%	Staffing logistic.
MT#3	50%	50%	On Going.
MT#4	100%	100%	Completed.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	0%	0%	Goal re-evaluated.
LT#2	100%	100%	Completed.
LT#3	100%	100%	Completed.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 VITAL STATISTICS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01552		VITAL STATISTICS						
	51000	FULL TIME EARNED PAY	307,616	309,246	305,592	288,656	344,659	-39,067
01		PERSONNEL SERVICES	307,616	309,246	305,592	288,656	344,659	-39,067
	51140	LONGEVITY PAY	2,250	4,125	4,275	750	750	3,525
	51156	UNUSED VACATION TIME PAYOUT	1,914	0	0	0	0	0
02		OTHER PERSONNEL SERV	4,164	4,125	4,275	750	750	3,525
	52360	MEDICARE	3,392	3,465	3,244	3,960	4,569	-1,325
	52385	SOCIAL SECURITY	0	0	0	3,117	5,722	-5,722
	52504	MERF PENSION EMPLOYER CONT	58,432	67,814	78,582	48,759	49,237	29,345
	52917	HEALTH INSURANCE CITY SHARE	74,063	76,726	80,761	46,121	73,397	7,364
03		FRINGE BENEFITS	135,886	148,005	162,588	101,957	132,925	29,663
	54675	OFFICE SUPPLIES	7,988	8,305	8,000	8,000	8,000	0
	54680	OTHER SUPPLIES	4,500	4,328	4,500	4,500	4,500	0
	55055	COMPUTER EQUIPMENT	1,633	1,629	1,633	3,300	3,300	-1,667
	55150	OFFICE EQUIPMENT	2,096	1,338	2,000	2,000	2,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,475	4,561	6,000	6,000	6,000	0
04		OPERATIONAL EXPENSES	19,692	20,161	22,133	23,800	23,800	-1,667
	56040	BOOKBINDING SERVICES	6,000	1,565	6,000	3,000	3,000	3,000
	56055	COMPUTER SERVICES	4,960	4,908	5,000	5,000	5,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,040	1,741	2,000	2,000	2,000	0
	56210	RECYCLING SERVICES	0	0	100	100	100	0
	59015	PRINTING SERVICES	960	625	1,000	1,000	1,000	0
05		SPECIAL SERVICES	13,960	8,840	14,100	11,100	11,100	3,000
01552		VITAL STATISTICS	481,318	490,376	508,688	426,263	513,234	-4,546

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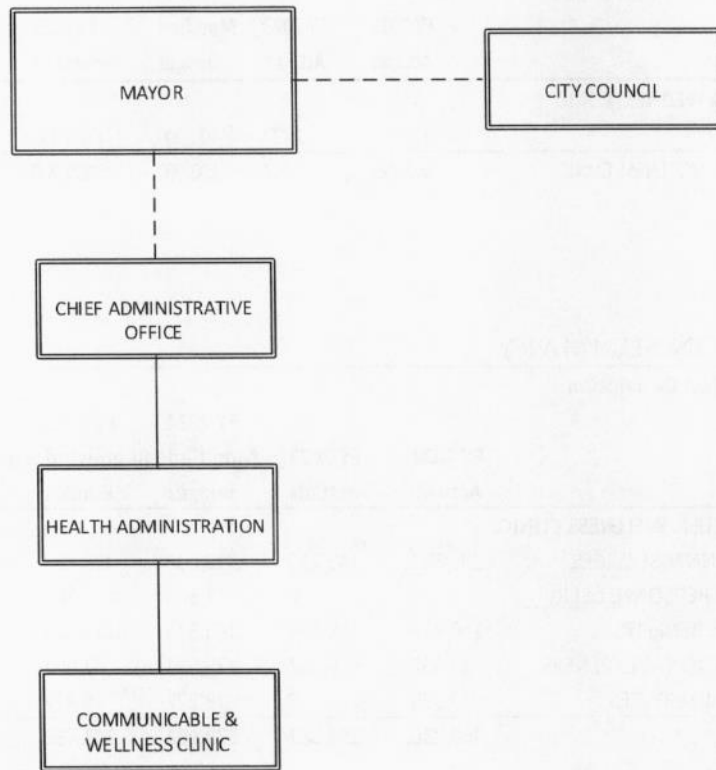


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
**COMMUNICABLE & WELLNESS CLINIC**

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MISSION STATEMENT

To identify, treat and prevent the spread of communicable disease within the City of the Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMMUNICABLE & WELLNESS CLINIC BUDGET DETAIL

Natashia C. Haley MSc  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	FY 2025 Mayor Proposed	FY25 Mayor Prop. Vs FY24 Mod. Budget
01554	COMMUNICABLE & WELLNESS CLINIC						
41549	BILLED SERVICES	457,725	3,497	100,000	100,000	25,000	-75,000
01554	COMMUNICABLE & WELLNESS CLINIC	457,725	3,497	100,000	100,000	25,000	-75,000

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024		FY 2025		FY25 Mayor	
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	FY 2025 Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01554	COMMUNICABLE & WELLNESS CLINIC						
01	PERSONNEL SERVICES	295,692	149,210	319,098	323,883	323,883	-4,785
02	OTHER PERSONNEL SERV	1,726	0	1,500	1,500	1,500	0
03	FRINGE BENEFITS	140,857	138,856	163,533	117,099	117,747	45,786
04	OPERATIONAL EXPENSES	20,567	6,317	75,594	82,091	82,091	-6,497
05	SPECIAL SERVICES	10,393	0	18,277	18,877	18,877	-600
		469,236	294,382	578,002	543,450	544,098	33,904

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	CLERICAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	42,575	46,523	46,523	-3,948
	PUBLIC HEALTH NURSE I	1.00	1.00	0.00	0.00	0.00	76,406	77,934	77,934	-1,528
	NURSE PRACTITIONER	1.00	1.00	1.00	0.00	0.00	112,603	114,855	114,855	-2,252
	PUBLIC HEALTH NURSE SUPERVISOR*	0.00	1.00	1.00	1.00	0.00	0	84,571	84,571	-84,571
01554000	HEALTHCARE ADMINISTRATOR*	1.00	0.00	0.00	0.00	1.00	87,514	0	0	87,514
	COMMUNICABLE/WELLNESS CLINIC	4.00	4.00	2.00	1.00	1.00	319,098	323,883	323,883	-4,785

\* The Health Care Administrator position is being eliminated in FY25 and it is being replaced with Public Health Nurse Supervisor position for better management and supervision of the nurses in the clinic.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
COMMUNICABLE & WELLNESS CLINIC PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>COMMUNICABLE DISEASES</b>							
<b>DISEASES REPORTED</b>							
Screening for Sexually Transmitted Diseases	512	322	130	350	223	275	350
Treatment of Sexually Transmitted Diseases	293	260	64	300	28	60	63
Category I*	872	15	15	15	15	20	25
Tuberculosis - Active Disease	11	7	4	5	7	9	5
Category II*	481	15,801	7,444	****24968	0	0	0
Sexually Transmitted Diseases (STD) Syphilis	284	190	49	210	0	5	8
Sexually Transmitted Diseases (STD) Gonorrhea	391	390	111	410	4	325	410
Sexually Transmitted Diseases (STD) Chlamydia	1,823	1,765	480	1,800	8	502	510
<b>SERVICES PERFORMED</b>							
Outreach: Directly Observed Therapy	11	7	4	4	7	9	9
Contact Investigations	33	21	6	10	17	8	10
Epidemiological Follow-Up	47	56	6	0	0	0	0
<b>CLINIC VISITS</b>							
TB Clinic Visits	401	304	68	159	2	50	55
PPD Clinic Visits	139	42	17	25	10	10	15
<b>STD REPORTS</b>							
Male	397	275	107	106	48	75	100
Female	98	47	23	130	4	25	100
Total	495	322	130	236	4	100	200
Follow-Up visits	299	103	41	21	0	25	30
HIV Test Offered	495	322	130	223	10	225	430
<b>OTHER SERVICES</b>							
College Vaccinations**	0	0	0	0	0	0	0
Covid-19 Contact Tracing	994	6570	4600	3550	2360	1700	4300
Covid-19 Testing	887	800	800	111	0	100	100
Covid-19 Vaccinations	0	23,183	2,187	478	8	0	0
Homebound Vaccinations	0	506	175	0	0	25	150
Community Clinics - Mobile	0	71	94	0	0	17	50
Firefighter Blood Draws***	0	0	0	0	0	0	0
Firefighter Physicals	297	148	113	0	0	0	0
Flu Vaccinations	349	439	439	136	4	102	240
Travel Clinic Visits**	0	0	0	0	0	0	0
Employee Hepatitis B Vaccinations**	0	0	0	0	0	0	0

\*Covid-19 diagnosis formerly counted in category I- now category II

\*\*Program no longer provided by Communicable Diseases

\*\*\*Program was Special Project 2019, restart on hold due to Covid 19 Pandemic

\*\*\*\*Omicron variant cases caused major surge

**FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. Hire a Nurse Practitioner for Communicable & Wellness Clinic to ensure clinical leadership for nursing staff and clinical services are administered safely & effectively. (MG1)
2. Focus concentration efforts on a health awareness campaign, with the deployment of the City's Clinical Mobile Unit, audio and digital marketing, community health and educational events and a direct referral-based approach with local City healthcare organizations and healthcare partners.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
COMMUNICABLE & WELLNESS CLINIC PROGRAM HIGHLIGHTS

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3. Develop plan of service including cost estimate for the continuation of community care via homebound visits and mobile outreach. (MG1) (MG3)
4. Add Medical Assistant to staff for billing. (MG1)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Become the City's vaccine catch-up ambassador for school age residents and immigrants to reduce the spread of childhood disease and infection. Remove extended school enrollment restrictions for adolescent populations and guarantee the assurance to a health safety vaccine campaign, to improve quality of life and longevity. (MG1) (MG3)
2. Promote the development for the state's first HIV PREP clinical control program where all City and local town residents can receive prophylaxis services and supplies to lower their chance of contracting and spreading HIV Aids through sexual activity. (MG1) (MG3)
3. Secure Ryan White and HIV Aids Grant funding from HRSA to implement specific HIV control and treatment services marketed to educate and promote awareness of the spread of HIV. (MG1) (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Provide a Linkage to Care Model to advance in the quality-of-care services offered to the Bridgeport community in alignment with local healthcare partners and programs. (MG1) (MG3)
2. Collaborate with community health partners including FQHC's and hospitals around disease prevention and infection control in an effort to coordinate services for the community and become better prepared in the event of disease outbreak or other types of emergencies. (MG1) (MG3)
3. Foster relationships with the local health systems to establish an Allied Health Float Pool in collaboration with local health care programs which have students, residents and medical providers who need clinical rotational experience to complete their medical program/fellowship requirements. (MG1) (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Develop plan of service including cost estimate for continued community care via homebound visits and mobile community outreach. **Ongoing goal. Homebound list being created for flu vaccine.**
2. Hire a Nurse Practitioner for Communicable & Wellness Clinic to ensure healthcare & clinical services are administered safely and efficiently to reduce risk. **Nurse Practitioner position posted and actively being recruited.**
3. Develop plan for ongoing community education and awareness campaign around chronic disease. **Ongoing goal. Community education is being done with the help of Health Educators.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Relocated STD/TB Clinic to new location of 99 Middle Street.
2. Passed State of Connecticut DPH licensing inspection for new clinical location.
3. Nursing team successfully re-enrolled Communicable & Wellness Clinic into the CVP (Connecticut Vaccine Program) 2023.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 COMMUNICABLE & WELLNESS CLINIC PROGRAM HIGHLIGHTS

<u>Goals</u>	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	0%	Grant Funded MA Assistant/Billing contract ended Jan 2023.
ST#2	100%	75%	Outreach of flu vaccine ongoing.
ST#3	100%	25%	Position posted and advertised. The nursing shortage has been challenging.
ST#4	100%	100%	Ongoing granted epidemiologist performs disease surveillance.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	Goal completed August 2023.
MT#2	100%	25%	Internal conversations have taken place and ongoing.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	100%	Community education is ongoing utilizing the Health Educator under grant funds.
LT#2	100%	100%	CureMD is the electronic health record management system for the clinic.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
COMMUNICABLE & WELLNESS CLINIC APPROPRIATION SUPP

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01554</b>	<b>COMMUNICABLE &amp; WELLNESS CLINIC</b>							
	51000	FULL TIME EARNED PAY	295,692	149,210	192,098	323,883	323,883	-131,785
	51099	CONTRACTED SALARIES	0	0	127,000	0	0	127,000
<b>01</b>	<b>PERSONNEL SERVICES</b>		295,692	149,210	319,098	323,883	323,883	-4,785
	51108	REGULAR 1.5 OVERTIME PAY	301	0	0	0	0	0
	51140	LONGEVITY PAY	1,425	0	1,500	1,500	1,500	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,726	0	1,500	1,500	1,500	0
	52360	MEDICARE	3,920	2,141	4,281	4,513	4,513	-232
	52385	SOCIAL SECURITY	0	2,713	10,240	12,364	12,364	-2,124
	52504	MERF PENSION EMPLOYER CONT	55,792	22,968	80,924	66,040	66,688	14,236
	52917	HEALTH INSURANCE CITY SHARE	81,145	111,033	68,088	34,182	34,182	33,906
<b>03</b>	<b>FRINGE BENEFITS</b>		140,857	138,856	163,533	117,099	117,747	45,786
	53050	PROPERTY RENTAL/LEASE	0	0	55,000	60,000	60,000	-5,000
	53610	TRAINING SERVICES	0	0	100	500	500	-400
	53905	EMP TUITION AND/OR TRAVEL REIM	1,800	950	1,000	1,000	1,000	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	0	500	500	-500
	54670	MEDICAL SUPPLIES	16,503	3,938	15,128	15,128	15,128	0
	54675	OFFICE SUPPLIES	1,781	1,428	3,763	3,763	3,763	0
	55135	MEDICAL EQUIPMENT	0	0	3	600	600	-597
	55155	OFFICE EQUIPMENT RENTAL/LEAS	483	0	600	600	600	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		20,567	6,317	75,594	82,091	82,091	-6,497
	56055	COMPUTER SERVICES	0	0	1,000	1,000	1,000	0
	56150	MEDICAL EQUIPMENT MAINT SRVC	1,341	0	900	1,500	1,500	-600
	56155	MEDICAL SERVICES	5,245	0	13,000	13,000	13,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,145	0	2,877	2,877	2,877	0
	59015	PRINTING SERVICES	1,662	0	500	500	500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		10,393	0	18,277	18,877	18,877	-600
<b>01554</b>	<b>COMMUNICABLE &amp; WELLNESS CLINIC</b>		<b>469,236</b>	<b>294,382</b>	<b>578,002</b>	<b>543,450</b>	<b>544,098</b>	<b>33,904</b>

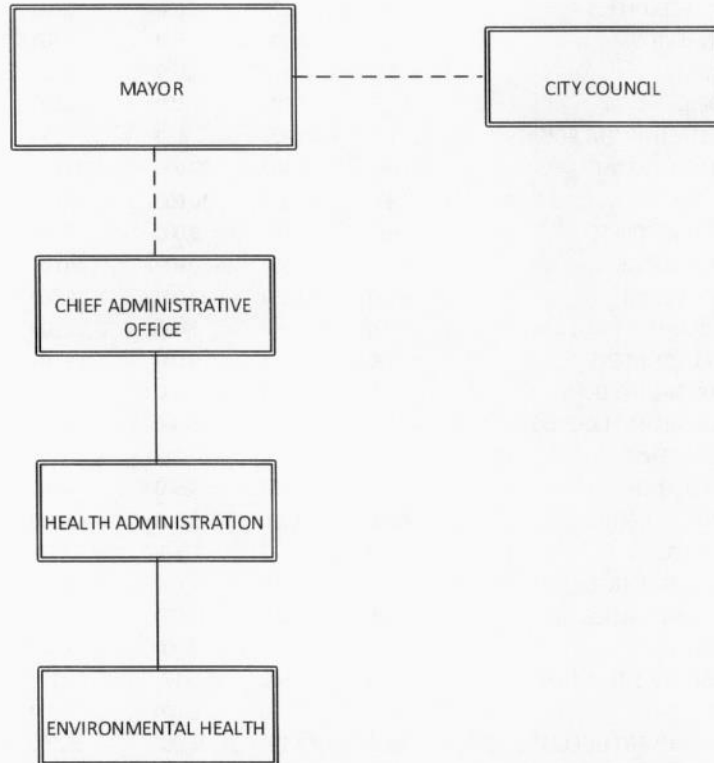


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
ENVIRONMENTAL HEALTH

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MISSION STATEMENT

To provide licenses and inspections in accordance with the Connecticut General Statutes and local ordinances for restaurant and food establishments, swimming pools, barber and beauty shops, and childcare and nursery schools.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENVIRONMENTAL HEALTH BUDGET DETAIL

Sumit Sharma  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024		FY 2025 Requested	FY 2025 Mayor Proposed	FY25 Mayor Prop. Vs FY24 Mod. Budget	
		FY 2022 Actuals	FY 2023 Actuals				Modified Budget
<b>01555 ENVIRONMENTAL HEALTH</b>							
41308	RODENT INSPECTION FEES	19,550	3,175	15,000	15,000	15,000	0
41309	FLOOR PLAN REVIEW	2,195	2,500	5,500	5,500	5,500	0
41332	TATTOO SHOPS	525	875	1,000	1,000	1,000	0
41335	HAIR BRAIDING	1,750	3,500	2,500	2,500	2,500	0
41337	MASSAGE ESTABLISHMENT PERMITS	175	1,425	150	150	150	0
41371	RETAIL TOBACCO LICENSE	22,050	26,100	27,000	27,000	27,000	0
41412	LATE FEES	2,800	2,175	10,000	10,000	10,000	0
41566	FOOD HANDLING COURSE	2,635	6,105	5,000	5,000	5,000	0
41567	BARBER SHOP LICENSE	9,625	6,650	10,000	10,000	10,000	0
41568	BEAUTY SHOP LICENSE	16,100	11,550	12,000	12,000	12,000	0
41569	BEVERAGE LICENSE	0	0	2,000	2,000	2,000	0
41570	DAYCARE FACILITY LICENS	690	0	9,000	9,000	9,000	0
41571	ELDERLY CARE FACILITY LICENSE	0	0	200	200	200	0
41572	FOOD ESTABLISHMENT LIC CLASS 1	43,100	70,295	85,000	85,000	85,000	0
41574	MILK DEALER LICENSE	0	0	115	115	115	0
41575	NAIL SALON LICENSE	6,300	5,250	4,500	4,500	4,500	0
41576	SWIMMING POOL LICENSE	4,600	3,910	5,000	5,000	5,000	0
41577	POULTRY LICENSE	0	0	175	175	175	0
41579	SANDWICH SHOP LICENSE	0	0	2,000	2,000	2,000	0
41580	TEMPORARY VENDOR LICENSE	4,375	12,250	12,000	12,000	12,000	0
41581	VENDOR LICENSE	0	25,500	8,000	8,000	8,000	0
41582	SEWAGE DISPOSAL SITE LICENSE	500	300	175	175	175	0
41605	REFUSE FEE	0	0	1,000	1,000	1,000	0
41615	FOOD ESTABLISHMENT LIC CLASS 2	8,935	8,100	35,000	35,000	35,000	0
41616	FOOD ESTABLISHMENT LIC CLASS 3	54,095	54,255	55,000	55,000	55,000	0
41617	FOOD ESTABLISHMENT LIC CLASS 4	64,915	61,535	60,000	60,000	60,000	0
41618	RETAIL GROCERY LICENSE	0	1,200	10,000	10,000	10,000	0
41619	REINSPECTION FEE	0	0	2,000	2,000	2,000	0
41631	INVALID LICENSE FINE	0	0	2,000	2,000	2,000	0
<b>01555</b>	<b>ENVIRONMENTAL HEALTH</b>	<b>264,915</b>	<b>306,650</b>	<b>381,315</b>	<b>381,315</b>	<b>381,315</b>	<b>0</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENVIRONMENTAL HEALTH BUDGET DETAIL

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01555</b>	<b>ENVIRONMENTAL HEALTH</b>						
01	PERSONNEL SERVICES	597,318	722,816	586,875	638,927	582,924	3,951
02	OTHER PERSONNEL SERV	3,910	5,278	13,450	13,825	13,825	-375
03	FRINGE BENEFITS	250,172	331,897	328,134	300,136	244,347	83,787
04	OPERATIONAL EXPENSES	16,095	14,936	17,507	22,000	22,000	-4,493
05	SPECIAL SERVICES	2,235	3,635	5,000	5,500	5,500	-500
		<b>869,731</b>	<b>1,078,563</b>	<b>950,966</b>	<b>980,388</b>	<b>868,596</b>	<b>82,370</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	55,197	60,316	60,316		-5,119
	REGISTERED SANITARIAN/INSPECTO	1.00	0.00	0.00	0.00	1.00	85,356	93,272	0		85,356
	REGISTERED SANITARIAN/INSPECTO	5.00	6.00	0.00	1.00	0.00	395,072	429,336	522,608		-127,536
01555000	SECRETARIAL ASSISTANT*	1.00	0.00	0.00	0.00	1.00	51,250	56,003	0		51,250
	ENVIRONMENTAL HEALTH	8.00	7.00	0.00	1.00	2.00	586,875	638,927	582,924		3,951

\* The Secretarial Assistant position in this department is being transferred to the Vital Statistics Department in FY25 for better service coverage to the public.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENVIRONMENTAL HEALTH PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>ENVIRONMENTAL HEALTH</b>							
Complaints	175	14	250	176	80	200	215
Restaurant/Food Establishments (1)	1,011	641	862	929	708	975	1,023
Day Care Centers	47	31	40	44	53	56	59
Barber/Beauty Shops (2)	110	125	144	169	86	177	185
Water Samples	121	131	131	165	100	173	181
Swimming Pools	12	21	23	19	12	20	21
Summons	0	3	3	0	0	2	3
Sewer/Septic	0	3	26	3	2	4	5
Vendor- Push Carts (3)	116	52	80	160	91	168	176

Please note:

(1) Class 1-4, Retail Grocery, Liquor Stores, Tobacco, Food Handler Course, Plan Review were combined to Restaurant and Food Establishments.

(2) Nail Salons, Tattoo, Hair Braiding, and Sexually Oriented Businesses were added to Barber Shop and Beauty.

(3) Temporary Vendors were added to Vendor/Push Carts. Restaurant and food establishments are inspected 1-4 times a year annually, not including re-inspections. All other establishments, including beauty shops, barber shops, nail salons, hair braiders, tattoo shops, daycare centers, vendors and itinerant vendors are inspected at least once annually.

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Inspect all beauty shops/barber shops, nail salons, and tattoo shops once a year. (MG3)
2. Inspect all school cafeterias twice a year. (MG3)
3. By Dec 2024, update the food establishment application. (MG3)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. By June 30, 2025, add a part-time data analyst to cover the front office. (MG1)
2. By June 30, 2025, add food inspector positions to support sanitarians. (MG1)
3. By June 30, 2025, create 3 webinars on Environmental Health Topics. (MG1)
4. By June 30, 2025, create an ordinance for shared-use kitchen. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. All regulatory inspection forms must be completed electronically by June 30, 2026. (MG1)
2. By June 30, 2026, evaluate and amend municipal health and safety ordinances. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Inspect all daycares (12 kids +) annually. **Completed.**
2. Inspect all school cafeterias twice a year. **Ongoing. About half of the cafeterias have been inspected and on par with 100% inspection by the end of June 2024.**
3. Inspect all indoor pools once throughout the year. **Completed.**
4. All regulatory inspection forms must be completed electronically by June 2025. **Ongoing. Feasibility discussions have been taking place.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Sexually oriented business ordinance updated.
2. New FDA food code inspection form adopted.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENVIRONMENTAL HEALTH PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	55%	On schedule to be completed by the end of the fiscal year.
ST#3	100%	100%	
ST#4	100%	45%	Ongoing and will be completed on time.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	5%	Discussion of the logistics is taking place.
MT#2	100%	10%	New position is being proposed in the budget.
MT#3	100%	10%	Three topics are being discussed.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	5%	Electronic forms are being considered.
LT#2	100%	50%	Ordinance is being reviewed.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 ENVIRONMENTAL HEALTH APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01555</b>	<b>ENVIRONMENTAL HEALTH</b>							
	51000	FULL TIME EARNED PAY	597,318	722,816	586,875	638,927	582,924	3,951
<b>01</b>	<b>PERSONNEL SERVICES</b>		597,318	722,816	586,875	638,927	582,924	3,951
	51106	REGULAR STRAIGHT OVERTIME	0	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	-1,181	-3,538	7,000	7,000	7,000	0
	51116	HOLIDAY 2X OVERTIME PAY	0	330	300	300	300	0
	51140	LONGEVITY PAY	4,050	5,775	6,150	6,525	6,525	-375
	51156	UNUSED VACATION TIME PAYOUT	1,041	2,711	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		3,910	5,278	13,450	13,825	13,825	-375
	52360	MEDICARE	8,054	10,171	7,652	8,655	7,962	-310
	52385	SOCIAL SECURITY	1,488	1,730	8,671	8,671	5,801	2,870
	52399	UNIFORM ALLOWANCE	1,400	1,200	1,200	1,800	2,100	-900
	52504	MERF PENSION EMPLOYER CONT	106,758	151,599	150,392	131,607	102,163	48,229
	52917	HEALTH INSURANCE CITY SHARE	132,472	167,197	160,219	149,403	126,321	33,898
<b>03</b>	<b>FRINGE BENEFITS</b>		250,172	331,897	328,134	300,136	244,347	83,787
	53605	MEMBERSHIP/REGISTRATION FEES	1,405	533	1,000	3,000	3,000	-2,000
	53610	TRAINING SERVICES	3,881	2,082	2,878	4,500	4,500	-1,622
	54675	OFFICE SUPPLIES	4,693	4,009	4,507	5,000	5,000	-493
	54680	OTHER SUPPLIES	2,494	2,288	2,500	3,500	3,500	-1,000
	54745	UNIFORMS	90	1,278	1,000	1,500	1,500	-500
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,533	4,746	5,622	4,500	4,500	1,122
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		16,095	14,936	17,507	22,000	22,000	-4,493
	56055	COMPUTER SERVICES	0	635	2,000	2,000	2,000	0
	59015	PRINTING SERVICES	2,235	3,000	3,000	3,500	3,500	-500
<b>05</b>	<b>SPECIAL SERVICES</b>		2,235	3,635	5,000	5,500	5,500	-500
<b>01555</b>	<b>ENVIRONMENTAL HEALTH</b>		<b>869,731</b>	<b>1,078,563</b>	<b>950,966</b>	<b>980,388</b>	<b>868,596</b>	<b>82,370</b>

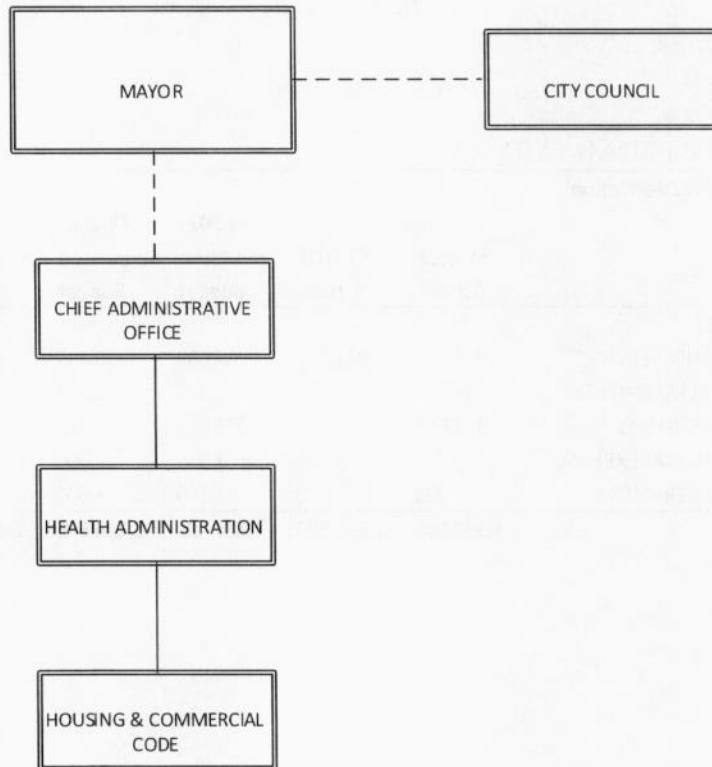


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
HOUSING CODE

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MISSION STATEMENT

Housing & Commercial Code/Anti Blight engage in enforcement actions that ensure compliance with applicable federal, state and municipal mandates relative to the interior, exterior and surrounding perimeters of structures; to promote safe, clean and habitable housing. Assuring quality living standards in homes and neighborhoods citywide by interacting with other agencies such as Fire Marshal, Police, Building Official, Zoning, Tax Collector, Environmental Health and Lead Paint Poisoning and illegal dumping which ensures a comprehensive investigation.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HOUSING CODE BUDGET DETAIL

*Elizabeth Rivera-Rodriguez*  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
<b>01556</b>	<b>HOUSING CODE</b>						
41607	CERTIFICATEOFAPARTMENTRENTAL/O	21,920	7,280	30,000	30,000	30,000	0
41608	ROOMINGHOUSE/HOTELLICENSES	4,775	5,600	7,500	7,500	7,500	0
41609	HOTELLICENSECOMBINEDWITHROOMIN	820	0	3,000	3,000	3,000	0
<b>01556</b>	<b>HOUSING CODE</b>	<b>27,515</b>	<b>12,880</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>0</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01556</b>	<b>HOUSING CODE</b>						
01	PERSONNEL SERVICES	950,357	844,197	765,632	865,445	711,888	53,744
02	OTHER PERSONNEL SERV	24,128	25,106	11,325	11,775	11,775	-450
03	FRINGE BENEFITS	415,678	385,530	338,059	324,925	282,525	55,534
04	OPERATIONAL EXPENSES	3,792	3,755	7,365	9,000	9,000	-1,635
05	SPECIAL SERVICES	193	0	1,100	3,500	3,500	-2,400
		<b>1,394,148</b>	<b>1,258,589</b>	<b>1,123,481</b>	<b>1,214,645</b>	<b>1,018,688</b>	<b>104,793</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HOUSING CODE BUDGET DETAIL

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25			FY24	FY25	FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	SPECIAL PROJECT COORDINATOR	1.00	1.00	0.00	0.00	0.00	83,842	83,842	83,842	0
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	63,084	68,934	68,934	-5,850
	HOUSING CODE INSPECTOR	2.00	2.00	0.00	0.00	0.00	154,213	166,142	166,142	-11,929
	DEPUTY HOUSING CODE ENFORCEMEN*	1.00	0.00	0.00	0.00	1.00	104,497	105,018	0	104,497
	CONDEMNATION/ANTI-BLIGHT SPECI	2.00	1.00	0.00	0.00	1.00	121,885	63,992	63,992	57,893
	HEALTH CODE ENFORCEMENT INSP	0.00	2.00	0.00	2.00	0.00	0	141,496	141,496	-141,496
	SALARY ADJUSTMENT-CODE ENFORCE	0.00	0.00	0.00	0.00	0.00	18,000	0	0	18,000
	HOUSING CODE INSPECTOR	2.00	2.00	0.00	0.00	0.00	171,572	187,482	187,482	-15,910
01556000	CLERICAL ASSISTANT (40 HRS)	1.00	0.00	0.00	0.00	1.00	48,539	48,539	0	48,539
HOUSING CODE		10.00	9.00	0.00	2.00	3.00	765,632	865,445	711,888	53,744

\*The Deputy Housing Code Enforcement Officer position is being eliminated from this department in FY25 and a new Deputy Director of Health and Social Services is being funded under Health Department Administration budget account #01550000-51000 in FY25. Two Deputy Director positions are being funded under the Health Administration budget in FY25.

One of the Deputy Director positions will be responsible for overseeing the Environmental Health, Housing Code, Weights & Measures, Fair Rent Commission divisions, while the second Deputy Director of Health and Social Services will be responsible for overseeing Vital Statistics and other health department divisions.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HOUSING CODE PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>HOUSING CODE &amp; BLIGHT</b>							
Complaints Processed	2,515	1,487	3,289	2,822	1,429	2,856	2,989
Complaints Resolved	2314	1437	2984	2,588	1,024	2,591	2,721
Blight Hearings	12*	3	13				
<b>HOUSING CODE</b>							
Submitted	679	417	1,158	999	590	1,179	1,112
Progress	177	35	251	212	304	248	237
<b>ANTI BLIGHT</b>							
Submitted	1,836	1,070	2,131	1,823	839	1,677	1,877
Progress	24	14	54	22	101	17	31
<b>COMPLIANCE</b>							
Housing Code	502	382	907	787	286	931	875
Blight	1,812	1,055	2,077	1,801	738	1,660	1,846
CAOS	68	59	64	16	2		
ROOMING HOUSES	12	35	48	39	9		
HOTELS	3	2	4	0	0	0	0

**FY 2024 – 2025 SHORT TERM GOALS:**

1. **Conduct complaint driven Housing Code inspections** – Conduct inspections for all City residents to ascertain the validity of complaints and provide appropriate follow-up per finding and bring 75% of all valid findings into compliance. *Complaints are received via walk-ins, phone calls, email, SeeClickFix and referrals from other code enforcement agencies. (MG3)*
2. **Conduct complaint driven Anti-blight inspections** – Conduct inspections for all complaints to ascertain the validity of the complaint and provide appropriate follow -up per findings and bring 75% of all valid findings into compliance. *Complaints are received via walk-ins, phone calls, email, SeeClickFix and referrals from other code enforcement agencies. (MG3)*
3. **Conduct proactive Code Enforcement inspections** – Per State Statutes governing the existence and condition of hotels and rooming houses and in accordance with the municipal Certificate of Occupancy ordinance, proactive inspections will be conducted at all hotel housing and rooming housing and at 85% of non-owner occupied three family housing throughout the City. (MG4)
4. **Conduct proactive Anti-Blight inspections** – Per State, federal and local mandates governing blight, the inspectors will canvass assigned districts/neighborhoods daily to promote the elimination of blight throughout the City. (MG3)
5. **Increase Revenue** - By enforcing the Certificate of Apartment Occupancy Ordinance and Rooming House/Hotel Ordinances, program personnel will produce a per annum increase in revenue in increments of 25%. (MG2)
6. **Increase accurate entry of all findings into designated database** – Personnel will enter all findings from every visit daily and update upon reinspection. (MG1)

**FY 2024 – 2025 MEDIUM-TERM GOALS:**

1. Increase revenue recorded in the previous fiscal period by 25%. (MG2)
2. Reduce the median blood lead level in children by 20%. (MG1)
3. Secure funds that will assure activities to accomplish goals. (MG7)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HOUSING CODE PROGRAM HIGHLIGHTS

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4. Reduce inspection to compliance timeline by 14-days in 80% of all inspections resulting in sending an order letter. (MG1)
5. Implement Housing Code hearings. (MG1)

FY 2024 – 2025 LONG-TERM GOALS:

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1. Eliminate sources of blight in neighborhoods. (MG3)
2. Eradicate substandard housing. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

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1. Increase revenue by enforcing Certificate of Apartment Occupancy Ordinance and Rooming House/Hotel Ordinance.
  - ***In addition to the usual issuance of more than 100 CAO's per annum, large tenement buildings were spotlighted and an additional 90 CAO's were issued.***
2. Anti-Blight & Housing Code complaints (July to Dec 2023)

**Status (Anti-Blight)**

- **839 new anti-blight cases submitted.**
  - **740 closed (compliance or lien)**
  - **99 in progress**
  - **6 hearings from July to December 2023.**
  - **1654 older cases closed**

**Status (Housing Code)**

- **590 new housing code cases submitted**
  - **286 Closed**
  - **304 In progress**
  - **70 Older cases closed**

3. Streamline process – Including implementing uniform code compliance database – Energov and cross training between Housing Code and Environmental Health Data Analyst and reduction in extraneous steps in the procedures for both offices.

**Status:**

- a) ***All requested workflow processes for Energov have been submitted.***
- b) ***All housing code/blight inspectors are completing actions for Anti-Blight and Housing Code and entering all findings into Q-Alert.***
- c) ***Inspectors process their own notices.***
- d) ***Housing Code and Environmental Health Data Analysts as well as Blight Special Projects Coordinator have completed cross-training and assist each other when needed.***

FY 2023 – 2024 ADDITIONAL ACCOMPLISHMENTS:

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1. New Anti-Blight Ordinance pending approval and implementation.
2. Accrued \$76,375 Anti-Blight revenue and \$10,000 Housing Code revenue from December-July 2023.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HOUSING CODE APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01556	HOUSING CODE							
	51000	FULL TIME EARNED PAY	950,357	844,197	765,632	865,445	711,888	53,744
01	PERSONNEL SERVICES		950,357	844,197	765,632	865,445	711,888	53,744
	51106	REGULAR STRAIGHT OVERTIME	0	538	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	2,383	0	0	0	0	0
	51140	LONGEVITY PAY	10,425	11,625	11,325	11,775	11,775	-450
	51156	UNUSED VACATION TIME PAYOUT	11,320	12,943	0	0	0	0
02	OTHER PERSONNEL SERV		24,128	25,106	11,325	11,775	11,775	-450
	52360	MEDICARE	11,640	10,368	8,821	10,570	9,866	-1,045
	52385	SOCIAL SECURITY	1,460	0	0	19	19	-19
	52399	UNIFORM ALLOWANCE	1,000	1,200	1,200	2,400	2,400	-1,200
	52504	MERF PENSION EMPLOYER CONT	178,618	187,590	192,472	178,866	149,002	43,470
	52917	HEALTH INSURANCE CITY SHARE	222,960	186,372	135,567	133,070	121,238	14,329
03	FRINGE BENEFITS		415,678	385,530	338,059	324,925	282,525	55,534
	53605	MEMBERSHIP/REGISTRATION FEES	245	245	245	500	500	-255
	53610	TRAINING SERVICES	1,090	520	1,120	2,000	2,000	-880
	53905	EMP TUITION AND/OR TRAVEL REIM	58	0	1,000	1,000	1,000	0
	54550	COMPUTER SOFTWARE	0	979	2,500	1,000	1,000	1,500
	54675	OFFICE SUPPLIES	2,399	2,011	2,500	3,000	3,000	-500
	54680	OTHER SUPPLIES	0	0	0	1,500	1,500	-1,500
04	OPERATIONAL EXPENSES		3,792	3,755	7,365	9,000	9,000	-1,635
	56175	OFFICE EQUIPMENT MAINT SRVCS	193	0	1,100	1,500	1,500	-400
	56180	OTHER SERVICES	0	0	0	2,000	2,000	-2,000
05	SPECIAL SERVICES		193	0	1,100	3,500	3,500	-2,400
01556	HOUSING CODE		1,394,148	1,258,589	1,123,481	1,214,645	1,018,688	104,793

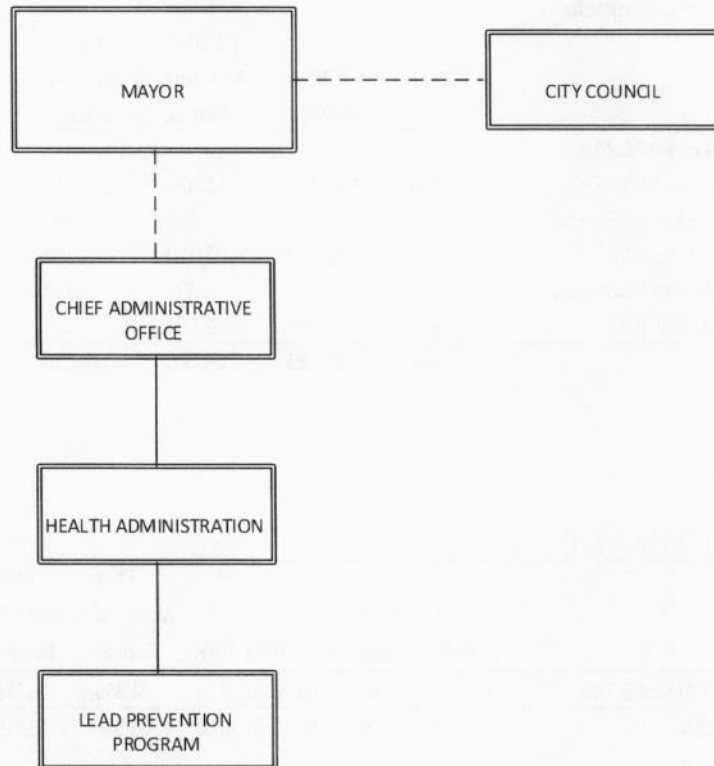


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
LEAD PREVENTION

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MISSION STATEMENT

The mission of the Lead Poisoning Prevention Program is to systematically prevent and protect Bridgeport's youngest and most vulnerable population (children under the age of 6) from the neurological effects of lead toxicity and to assure compliance with Federal, State, and local mandates. Program personnel take proactive measures to engage tenants and homeowners to implement healthy life style habits, to provide lead awareness and education to prevent the effects of lead poisoning; identify children under the age of six with elevated blood lead levels and surveillance of children affected; detect sources of toxic exposure and reduce and/or eliminate lead hazards in residential properties to treat and minimize the detrimental effects of lead poisoning; and, provide counseling and relocation of families with lead poisoned children and financial referrals and maintenance strategy to homeowners cited for lead hazards to prevent further lead poisoning.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 LEAD PREVENTION BUDGET DETAIL

Elizabeth Rivera-Rodriguez  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01558</b>	<b>LEAD PREVENTION PROGRAM</b>						
01	PERSONNEL SERVICES	58,920	47,958	51,356	56,119	56,119	-4,763
02	OTHER PERSONNEL SERV	0	0	900	900	900	0
03	FRINGE BENEFITS	35,960	39,289	27,110	25,780	25,892	1,218
04	OPERATIONAL EXPENSES	2,348	1,926	2,352	2,352	2,352	0
05	SPECIAL SERVICES	2,088	551	2,088	2,088	2,088	0
		<b>99,317</b>	<b>89,723</b>	<b>83,806</b>	<b>87,239</b>	<b>87,351</b>	<b>-3,545</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
01558000	EPIDEMIOLOGICAL INSPECTOR	1.00	1.00	1.00	0.00	0.00	51,356	56,119	56,119	-4,763
	LEAD PREVENTION PROGRAM	1.00	1.00	1.00	0.00	0.00	51,356	56,119	56,119	-4,763

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LEAD PREVENTION PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	6 MONTH	ESTIMATED	ESTIMATED
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025
<b>LEAD PREVENTION</b>							
Children Screened	68	75	91	203	111	150	157
Children testing Positive	63	69	76	116	102	95	100
Screenings Confirmed	50	63	70	109	98	80	85
Children with reduced blood le	11	17	22	41	31	30	32
Inspections	77	142	147	162	82	175	180
Hazards Found	65	135	136	153	78	150	155
Hazards Reduced/Abated	39	129	118	141	70	135	140
Abatement Plans Submitted	33	131	129	125	73	145	149
Management Plans Submitted	20	104	115	102	55	144	152
Educational Sessions	155	100	103	109	61	150	155

FY 2024-2025 SHORT TERM GOALS (Achieving in 1 year or less):

1. **Reduce Toxic Sources of Lead** – Throughout the fiscal year beginning July 1, 2024, and ending June 30, 2025, Health Department personnel will identify and eliminate toxic sources of lead citywide. Actions will be taken in accordance with state federal and local mandate to cause remediation and or abatement in 70% of the units where hazards are identified. (MG3, MG4)
2. **Educate** – Program personnel will provide lead awareness education to parents, property owners, property managers, professional groups, construction contractors and social service agencies capable of assisting with the delivery of the lead safe living message to those they serve. Program personnel will provide 100 lead awareness education sessions. An additional 25 will be provided by partnering social service agencies. The curriculum for the educational sessions is made available through the Centers for Disease Control. (MG3)
3. **Code Enforcement** - Personnel will take actions to assure compliance with all mandates: HUD guidelines, EPA rules, State statutes, and local ordinances as it pertains to the existence, elimination, disposal, and transportation of toxic levels of lead. Inspections will be conducted upon referral from a doctor, parent request, or concerned citizen reporting an alleged toxic source of lead. Actions to address all referrals will be taken. Orders to abate will be issued when lead hazards are found. Compliance with all orders issued will be sought to the fullest extent of the law. It is projected that 85% of all orders issued will be closed and/or in compliance or in progress by June 30, 2025. (MG3, MG4)
4. **Elevate the Number of Blood Lead Screenings** –Provide lead awareness literature to directors of daycares, organizers of community events, and schools that contain pre-K and Kindergarten classrooms. The literature will provide information about the causes of elevated blood lead, how to detect elevated blood lead levels in children and how to prevent toxic levels of lead exposure. It is hopeful that the literature distribution will inform parents to ask for a blood lead test from their physician. (MG3)
5. **Case Management** –Assure up to date entry into the required database and provide follow up on environmental and medical cases ensuring the Centers for Disease Control recommended actions of all environmental and medical cases under management. (MG3)
6. **Assure Blood Lead Levels Reduce** – Take actions that can reduce blood lead levels in children. A reduction of 10% in blood lead levels of the children currently under management will be dropped from management as negative, (435 children are currently under management).

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LEAD PREVENTION PROGRAM HIGHLIGHTS

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7. **Assure Safe Hazard Removal** –Program personnel will monitor lead abatement activity and assure safe removal methods are applied citywide. (MG3, MG4)

FY 2024– 2025 MEDIUM-TERM GOALS (Achieving within 1-5 years):

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1. Within 5 years, the number of children under the age of six, screened for elevated blood lead levels will increase to 85% of the at-risk population. To accomplish this goal, the Health Department will network with pediatric health care providers and encourage more screening through highlighting the State of Connecticut Universal Screen mandate. (MG3)
2. Within 5 years, reduce friction sources of toxic lead in housing built prior to 1978. This goal will be accomplished by providing financial assistance to property owners to remove and replace friction sources of toxic lead in rental housing. The attainment of this goal will render 50% of the city's pre-1978 housing rental stock free of interior friction surfaces that contain toxic levels of lead. (MG3, MG4)
3. Implement activities to develop partnerships to address social determinants of health and health equity. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (Achieving in greater than 5 years):

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1. Within 10 years, the number of children under the age of six, screened for elevated blood lead levels will increase to 100% of the at-risk population. To accomplish this goal, the Health Department will network with pediatric health care providers and encourage more screening through highlighting the State of Connecticut Universal Screen mandate. (MG3)
2. Within 10 years, 75% of the city's housing stock built prior to 1978 will have no interior friction surfaces that contain lead. This goal will be accomplished by providing financial assistance to property owners to remove and replace friction sources of toxic lead in rental housing. (MG3)
3. Greater than 10 years, eradicate lead poisoning through the advancements of efforts to prevent lead poisoning and toxic sources of lead to include partnerships with other social service agencies and community leaders for a greater impact. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

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1. **Prevent lead exposures** - by identifying existing and potential lead hazards before children are affected. Conduct comprehensive lead inspection at all properties built prior to December 1978 where children dwell or frequent. **From 7/1/23 through 12/31/23, 82 inspections were completed.**
2. **Educate** – provide general lead awareness knowledge so that parents, property owners, and property managers can identify lead hazards and the potential of lead hazards in their homes. Assist property owners and lead contractors with the selection of lead hazard control methods that are safe, effective, feasible and sustainable. **From 7/1/23 through 12/31/23, 61 educational sessions were completed.**
3. **Code Enforcement** - assure homeowners, contractors, and other parties subject to lead hazard control mandates achieve and maintain compliance. Assure compliance of HUD regulations, EPA rules, state statutes and local ordinances. **From 7/1/23 through 12/31/23, 56 inspections were completed.**
4. **Identify children with elevated blood lead levels** - via blood screenings held in schools, homes, daycares, health promotion events and office walk-ins. Assure that children identified with

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LEAD PREVENTION PROGRAM HIGHLIGHTS

- positive lead screenings obtain a confirmatory lead test. **7/1/23 through 12/31/23, 111 children were screened of which 102 were found to require follow up testing and monitoring.**
5. **Case Management** - environmental and medical actions, maintain Surveillance Maven. **From 7/1/23 through 12/31/23 case management was delivered on 142 cases.**
  6. **Assure blood lead levels reduce** - elevation identified in a child will reduce annually. **From 7/1/23 through 12/31/23, 31 children had reductions in their blood lead levels.**
  7. **Assure safe hazard removal** of sources identified in homes where children dwell or locations they frequent. **From 7/1/23 through 12/31/23, 82 hazards were identified of which 71 were eliminated with the assistance of HUD funds.**

**FY 2023 – 2024 ADDITIONAL ACCOMPLISHMENT:**

1. The HUD Grant, Bridgeport Lead Hazard Control, maintains benchmarks. Two and a half of the three-year Grant is complete with a total of **80** units being completed of the contracted 120. The grant will exceed the number of units under contract to complete.

**APPROPRIATION SUPPLEMENT**

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01558		<b>LEAD PREVENTION PROGRAM</b>						
	51000	FULL TIME EARNED PAY	58,920	47,958	51,356	56,119	56,119	-4,763
01		<b>PERSONNEL SERVICES</b>	58,920	47,958	51,356	56,119	56,119	-4,763
	51140	LONGEVITY PAY	0	0	900	900	900	0
02		<b>OTHER PERSONNEL SERV</b>	0	0	900	900	900	0
	52360	MEDICARE	780	663	667	818	818	-151
	52385	SOCIAL SECURITY	1,470	11	3,184	3,184	3,184	0
	52399	UNIFORM ALLOWANCE	0	400	200	300	300	-100
	52504	MERF PENSION EMPLOYER CONT	6,098	10,602	13,024	11,443	11,555	1,469
	52917	HEALTH INSURANCE CITY SHARE	27,612	27,612	10,035	10,035	10,035	0
03		<b>FRINGE BENEFITS</b>	35,960	39,289	27,110	25,780	25,892	1,218
	53610	TRAINING SERVICES	420	0	420	420	420	0
	54675	OFFICE SUPPLIES	1,022	1,726	1,732	1,732	1,732	0
	54680	OTHER SUPPLIES	907	200	200	200	200	0
04		<b>OPERATIONAL EXPENSES</b>	2,348	1,926	2,352	2,352	2,352	0
	56180	OTHER SERVICES	0	551	1,377	1,377	1,377	0
	59015	PRINTING SERVICES	2,088	0	711	711	711	0
05		<b>SPECIAL SERVICES</b>	2,088	551	2,088	2,088	2,088	0
01558		<b>LEAD PREVENTION PROGRAM</b>	<b>99,317</b>	<b>89,723</b>	<b>83,806</b>	<b>87,239</b>	<b>87,351</b>	<b>-3,545</b>

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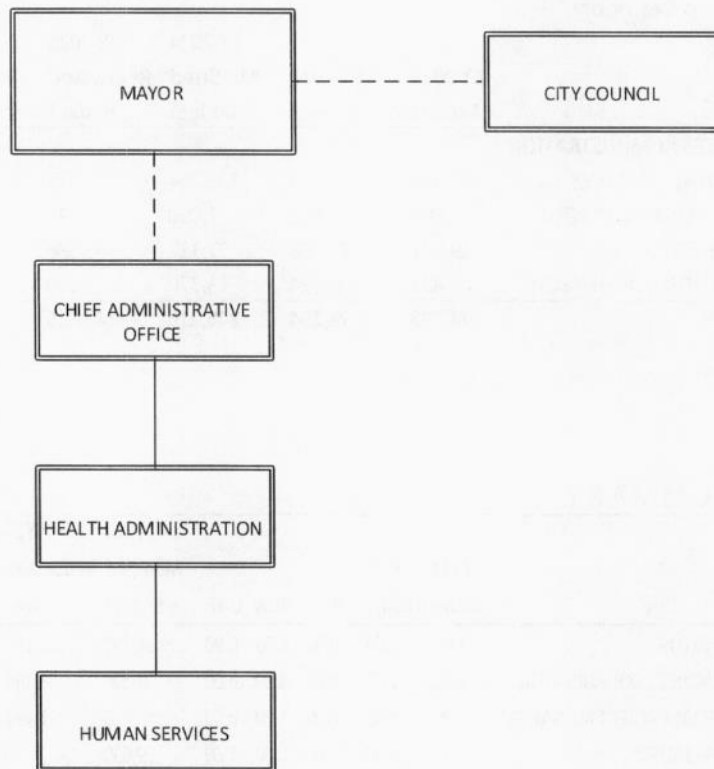


HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
HUMAN SERVICES

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MISSION STATEMENT

Per the City Charter, the purpose of Human Services (formerly Human Resources Development) is "to plan and/or coordinate programs of the city pertaining to manpower development, including training, job placement and employment and job counseling; welfare; day care; drug abuse control and prevention; services to youth for the prevention of delinquency; programs for the aging; the problems of the physically handicapped; and such other programs for the development of the full potential of individuals as may be assigned to it from time to time by ordinance or executive direction."



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HUMAN SERVICES BUDGET DETAIL

Sumit Sharma  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01575 HUMAN SERVICES ADMINISTRATION</b>							
01	PERSONNEL SERVICES	51,076	51,736	169,284	175,835	175,835	-6,551
02	OTHER PERSONNEL SERV	900	975	1,050	1,125	1,125	-75
03	FRINGE BENEFITS	19,941	21,788	72,112	65,586	65,940	6,172
04	OPERATIONAL EXPENSES	2,881	3,694	3,770	7,350	7,350	-3,580
		<b>74,798</b>	<b>78,194</b>	<b>246,216</b>	<b>249,896</b>	<b>250,250</b>	<b>-4,034</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25		FY25		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	DATA COORDINATOR	1.00	1.00	0.00	0.00	0.00	51,390	56,156	56,156	-4,766
	COMMUNITY PROJECT COORDINATOR	1.00	1.00	0.00	0.00	0.00	58,204	58,198	58,198	6
	ASSISTANT SPECIAL PROJECT MANAGER*	0.00	1.00	0.00	1.00	0.00	0	61,481	61,481	-61,481
01575000	OPERATION SPECIALIST*	1.00	0.00	0.00	0.00	1.00	59,690	0	0	59,690
	<b>HUMAN SERVICES ADMINISTRATION</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>169,284</b>	<b>175,835</b>	<b>175,835</b>	<b>-6,551</b>

\* The Operation Specialist position has been reclassified into the Assistant Special Project Manager in FY25. The Assistant Special Project Manager will be responsible for overseeing the Fair Rent Commission department and activities that have been newly established by the City.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
HUMAN SERVICES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01575</b>	<b>HUMAN SERVICES ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	51,076	51,736	169,284	175,835	175,835	-6,551
<b>01</b>	<b>PERSONNEL SERVICES</b>		51,076	51,736	169,284	175,835	175,835	-6,551
	51140	LONGEVITY PAY	900	975	1,050	1,125	1,125	-75
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		900	975	1,050	1,125	1,125	-75
	52360	MEDICARE	692	726	2,265	2,510	2,510	-245
	52385	SOCIAL SECURITY	0	0	3,701	3,608	3,608	93
	52504	MERF PENSION EMPLOYER CONT	9,931	11,665	28,060	36,082	36,436	-8,376
	52917	HEALTH INSURANCE CITY SHARE	9,317	9,398	38,086	23,386	23,386	14,700
<b>03</b>	<b>FRINGE BENEFITS</b>		19,941	21,788	72,112	65,586	65,940	6,172
	54595	MEETING/WORKSHOP/CATERING FOOD	0	500	500	1,500	1,500	-1,000
	54675	OFFICE SUPPLIES	891	917	920	2,000	2,000	-1,080
	54680	OTHER SUPPLIES	1,990	2,277	2,000	3,500	3,500	-1,500
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	350	350	350	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		2,881	3,694	3,770	7,350	7,350	-3,580
<b>01575</b>	<b>HUMAN SERVICES ADMINISTRATION</b>		<b>74,798</b>	<b>78,194</b>	<b>246,216</b>	<b>249,896</b>	<b>250,250</b>	<b>-4,034</b>

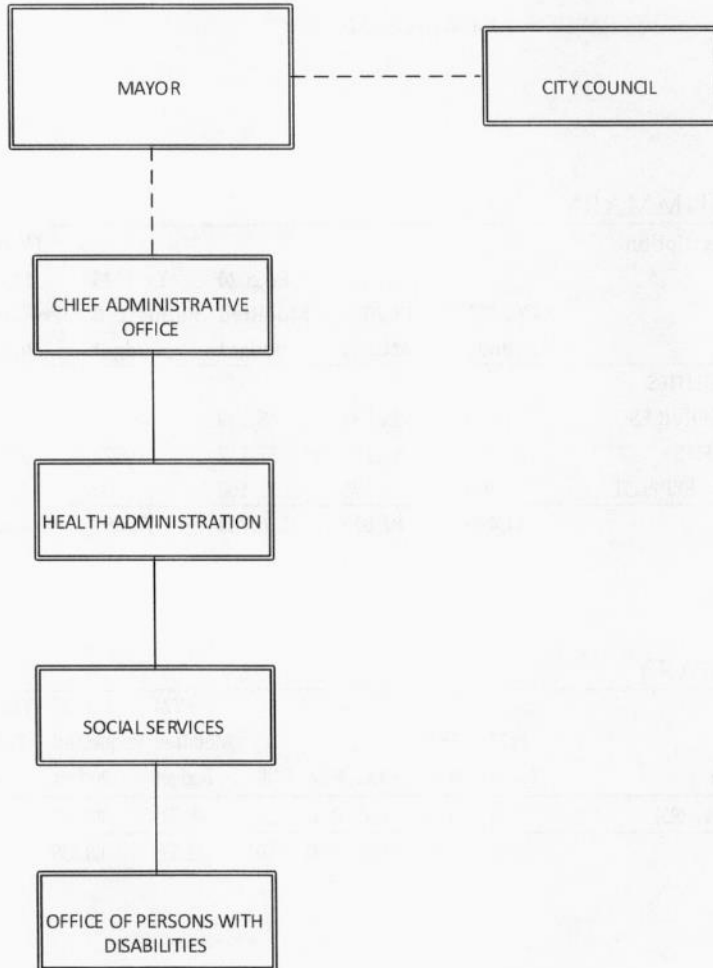
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HEALTH DIVISIONS: HUMAN SERVICES  
PERSONS WITH DISABILITIES

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MISSION STATEMENT

Our mission is to provide advocacy/protective/safeguard services for persons with disabilities and their families when necessary to prevent abuse, neglect and/or exploitation. We also seek to provide community outreach and education around disability laws.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PERSONS WITH DISABILITIES BUDGET DETAIL

Elizabeth Rivera-Rodriguez  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01576</b>	<b>PERSONS WITH DISABILITIES</b>						
01	PERSONNEL SERVICES	0	34,537	48,539	48,539	48,539	0
03	FRINGE BENEFITS	44,099	48,166	57,112	10,628	10,725	46,387
04	OPERATIONAL EXPENSES	400	175	11,100	11,100	11,100	0
		<b>44,499</b>	<b>82,878</b>	<b>116,751</b>	<b>70,267</b>	<b>70,364</b>	<b>46,387</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
01576000	CLERICAL ASSISTANT (40 HRS)	1.00	1.00	0.00	0.00	0.00	48,539	48,539	48,539	0
	PERSONS WITH DISABILITIES	1.00	1.00	0.00	0.00	0.00	48,539	48,539	48,539	0



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PERSONS WITH DISABILITIES PROGRAM HIGHLIGHTS

PERSONS WITH DISABILITIES							
SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>PERSONS WITH DISABILITIES</b>							
Case Management	17	25	300	20	50	120	250
Information and referrals	200	156	350	20	60	85	300
Handicapped Parking Signs	35	62	140	20	35	45	55
Accommodation Requests	2	10	20	0	0	5	5

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. By September 30, 2024, provide Americans with Disabilities Act (ADA) training to administrators and staff. (MG3)
2. By September 30, 2024, provide an ADA Notice that is placed in view of employees, published biannually in the newspaper, and advertised on local radio. (MG3)
3. By June 30, 2025, establish a grievance procedure in accordance with the Americans with Disabilities Act (ADA).
4. By June 30, 2025, secure interpreter contracts. (MG1)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. By September 30, 2025, secure grants to support division objectives. (MG3)
2. By September 30, 2025, conduct the self-evaluation required by ADA. (MG3)
3. By June 30, 2027, coordinate with Public Facilities to remove existing barriers and establish accessibility for individuals with disabilities throughout the City of Bridgeport. (MG3)
4. By June 30, 2026, coordinate with the Police Department to discuss barriers or concerns when addressing individuals with disabilities within the community in an effort to expand on existing community efforts. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. By June 30, 2026, establish a plan for the Commission for Persons with Disabilities to meet with the Director of Health or his/her designee quarterly to discuss plans to address community concerns. (MG3)
2. By September 30, 2026, ensure that the Commission for People with Disabilities is fully prepared to advise the Mayor on issues concerning individuals with disabilities, recommendation for creating an accessible environment. (MG3)
3. By September 30, 2026, establish policy/procedure regarding badges for City Commission members. (MG3)
4. By September 30, 2026, Commission for Persons with Disabilities to have two (2) annual community initiatives to allow for active engagement in the community as well as create community awareness. (MG3)
5. By June 30, 2029, ensure that the City of Bridgeport in its entirety is following Title II of the Americans with Disabilities Act (ADA) and other related statutes that afford protection to individuals with disabilities. (MG3)
6. By June 30, 2029, conduct the Transition Plan required by the Americans with Disabilities Act. (ADA) (MG3)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PERSONS WITH DISABILITIES PROGRAM HIGHLIGHTS

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. By September 30, 2023, provide ADA training to administrators and staff. *Ongoing.*
2. By June 30, 2024, secure interpreter contracts. *Ongoing.*
3. By September 30, 2024, secure grants to support division objectives. *Ongoing.*

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Additional targeted goals are not reflected due to the changes in structure and placement under the Social Services Department. The division has gone without direct service.
2. Two social workers are being trained by March 30, 2024 in best practices for the deliverance of American Disabilities Act (ADA) services.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	50%	<i>Ongoing.</i>
ST#2	100%	50%	<i>Ongoing.</i>
ST#3	100%	50%	<i>Ongoing.</i>
ST#4	100%	50%	<i>Ongoing.</i>
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	0%	Incomplete due to staffing change.
MT#2	100%	0%	Incomplete due to staffing change.
MT#3	100%	0%	Incomplete due to staffing change.
MT#4	100%	0%	Incomplete due to staffing change.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	50%	<i>Ongoing.</i>
LT#2	100%	100%	<i>Goal met.</i>
LT#3	100%	0%	<i>Ongoing.</i>
LT#4	100%	50%	<i>Ongoing.</i>
LT#5	100%	10%	<i>Ongoing.</i>
LT #6	100%	50%	<i>Ongoing.</i>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 PERSONS WITH DISABILITIES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01576</b>	<b>PERSONS WITH DISABILITIES</b>							
	51000	FULL TIME EARNED PAY	0	34,537	48,539	48,539	48,539	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		0	34,537	48,539	48,539	48,539	0
	52360	MEDICARE	0	501	704	704	704	0
	52385	SOCIAL SECURITY	0	1,563	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	0	2,003	12,309	9,897	9,994	2,315
	52917	HEALTH INSURANCE CITY SHARE	44,099	44,099	44,099	27	27	44,072
<b>03</b>	<b>FRINGE BENEFITS</b>		44,099	48,166	57,112	10,628	10,725	46,387
	53605	MEMBERSHIP/REGISTRATION FEES	400	0	500	500	500	0
	53610	TRAINING SERVICES	0	0	2,500	2,500	2,500	0
	53705	ADVERTISING SERVICES	0	0	1,000	1,000	1,000	0
	54675	OFFICE SUPPLIES	0	0	1,500	1,500	1,500	0
	54680	OTHER SUPPLIES	0	0	1,000	1,000	1,000	0
	54705	SUBSCRIPTIONS	0	0	300	300	300	0
	54725	POSTAGE	0	0	800	800	800	0
	54730	PRINTING SUPPLIES	0	175	1,000	1,000	1,000	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	2,500	2,500	2,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		400	175	11,100	11,100	11,100	0
<b>01576</b>	<b>PERSONS WITH DISABILITIES</b>		<b>44,499</b>	<b>82,878</b>	<b>116,751</b>	<b>70,267</b>	<b>70,364</b>	<b>46,387</b>

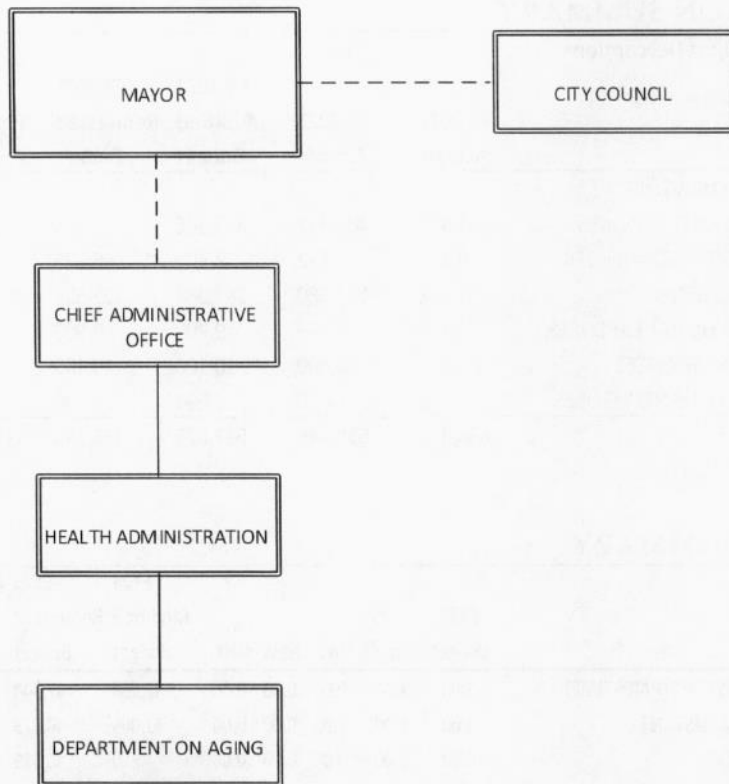
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HEALTH DIVISIONS  
DEPARTMENT ON AGING PROGRAM

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MISSION STATEMENT

To ensure that all Bridgeport Seniors will be able to reach their full potential by providing opportunities for socialization, elderly education, information and referrals and other supportive services. To increase awareness of nutrition, health and wellness, transportation, fitness, preparedness, social services, recreation, and leisure activities that promote an appropriate level of independence.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
DEPARTMENT ON AGING BUDGET DETAIL

Marie Heller  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01577</b>	<b>DEPARTMENT ON AGING</b>						
01	PERSONNEL SERVICES	431,327	403,317	475,346	572,855	524,336	-48,990
02	OTHER PERSONNEL SERV	10,719	7,872	8,400	6,675	6,675	1,725
03	FRINGE BENEFITS	191,042	192,580	183,083	192,628	189,593	-6,510
04	OPERATIONAL EXPENSES	3,241	3,579	9,700	9,900	9,900	-200
05	SPECIAL SERVICES	0	2,800	10,100	10,100	10,100	0
06	OTHER FINANCING USES	0	0	1,000	1,000	1,000	0
		<b>636,330</b>	<b>610,148</b>	<b>687,629</b>	<b>793,158</b>	<b>741,604</b>	<b>-53,975</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	CLERICAL ASSISTANT (PART-TIME)	1.00	1.00	0.00	0.00	0.00	42,664	47,944	47,944	-5,280	
	SECRETARIAL ASSISTANT	1.00	1.00	1.00	0.00	0.00	41,065	44,873	44,873	-3,808	
	RECEPTIONIST	0.00	0.00	0.00	0.00	0.00	0	48,519	0	0	
	SENIOR AIDE (PART-TIME)	0.50	0.50	0.00	0.00	0.00	24,700	24,700	24,700	0	
	CUSTODIAN'S HELPER (PART-TIME)	0.50	0.50	0.50	0.00	0.00	20,000	20,000	20,000	0	
	CUSTODIAN I	1.00	1.00	0.00	0.00	0.00	42,471	46,409	46,409	-3,938	
	SENIOR CENTER COORDINATOR	2.00	2.00	0.00	0.00	0.00	108,072	118,094	118,094	-10,022	
	PROJECT DIRECTOR (PART-TIME)	0.50	0.50	0.00	0.00	0.00	34,580	34,580	34,580	0	
	SENIOR BUS DRIVER	1.00	1.50	0.00	0.50	0.00	40,923	56,425	56,425	-15,502	
	SECRETARIAL ASSISTANT	1.00	1.00	0.00	0.00	0.00	47,799	52,231	52,231	-4,432	
01577000	OPERATION SPECIALIST	1.00	1.00	0.00	0.00	0.00	64,790	70,798	70,798	-6,008	
	DEPARTMENT ON AGING	9.50	10.00	1.50	0.50	0.00	467,064	564,573	516,054	-48,990	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
DEPARTMENT ON AGING PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>DEPARTMENT ON AGING</b>							
Volunteer Placements	3	8	4	5	3	3	5
Meals Provided	11,211	804	2,094	14,370	7,110	14,220	14,515
*Health Services-approx. units incl. Outreach (1)	544	10,400	3,940	1,643	1,187	2,374	2,400
Transportation Provided (2)	11,200	-	5,620	14,940	8,060	16,120	16,200
Recreation unduplicated (3)	5,207	1,350	1,342	1,462	1,537	3,074	3,500
Social Services and Referrals	7,079	2,685	2,370	3,650	2,050	4,100	4,050
Senior Activity Excursions & luncheons: Units	452	520	378	402	265	420	450
Total Seniors Served FY	5,346	4,256	2,256	3,576	1,916	3,892	4,500

- (1) Count includes number of participants including duplicates
- (2) To and From the Senior Centers
- (3) Activities include Tai Chi, Line Dancing, exercise Crochet, Field Trip, etc

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Bring in Matter of Balance class which is an eight-week program to enhance fall prevention among our older population. This program is an award-winning program that is designed to reduce the fear of falling, increase confidence and improves seniors' activity levels.
2. Collaborating with the Health Department to provide health educational sessions to seniors.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Restructure Renter's Rebate program for the purpose of expanding and reaching seniors and disabled individuals who are unaware of the program.
2. To use the money we are receiving from American Rescue Plan Act to refurbish the centers with new chairs, tables and lockers.

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Parking for seniors who drive is still a huge issue. Our goal is to find a solution to this problem.
2. To improve senior citizens' quality of life by continuing to increase recreational opportunities that will help enhance memory, cognitive ability concentration and overall mental and physical wellness.

FY 2023 – 2024 GOALS STATUS UPDATE:

1. Memory workshop that will challenge the seniors' mind, teach them the importance of diet and nutrition, find meaningful engagement in the aging process, importance of sleep and lessons on living longer. **Held a seminar on "Healthy Brain Series" that was provided by Hartford HealthCare/Center for Healthy Aging. This was a five-week session with different topics regarding how to keep your brain healthy.**
2. The Department on Aging in collaboration with Cardinal Shehan Center will hold a senior cooking class once a week to teach the importance of healthy cooking. **Seniors attended classes at Cardinal Shehan Center for 3 months, twice a week, to learn the importance of cooking healthy as a senior.**
3. Bring in a dietitian on a quarterly basis to teach the seniors healthy eating. **CW Resources, our Café Managers, bring in a Nutritionist on a quarterly basis that teaches seniors what foods to avoid and those they should eat based on their dietary restrictions.**



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 DEPARTMENT ON AGING PROGRAM HIGHLIGHTS

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. We were able to provide new cell phones and tablets to our seniors through Affordable Connectivity.
2. Collaborated with Fones Dental Clinic to provide dental screenings for the seniors. They also check blood pressure and glucose.
3. Hired a new Community Project Coordinator to assess the community needs.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	
ST#2	100%	100%	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	100%	
MT#2	100%	100%	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	50%	50%	This is an ongoing goal.
LT#2	50%	50%	This is an ongoing goal.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
DEPARTMENT ON AGING APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01577</b>	<b>DEPARTMENT ON AGING</b>							
	51000	FULL TIME EARNED PAY	431,327	403,317	467,064	564,573	516,054	-48,990
	51099	CONTRACTED SALARIES	0	0	1,002	1,002	1,002	0
	51100	PT TEMP/SEASONAL EARNED PA	0	0	7,280	7,280	7,280	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		431,327	403,317	475,346	572,855	524,336	-48,990
	51140	LONGEVITY PAY	7,800	6,675	8,400	6,675	6,675	1,725
	51156	UNUSED VACATION TIME PAYOUT	2,919	1,197	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		10,719	7,872	8,400	6,675	6,675	1,725
	52360	MEDICARE	5,089	4,777	4,987	6,935	6,231	-1,244
	52385	SOCIAL SECURITY	3,450	4,029	3,777	7,746	4,738	-961
	52504	MERF PENSION EMPLOYER CONT	61,478	63,258	68,504	69,140	69,817	-1,313
	52917	HEALTH INSURANCE CITY SHARE	121,025	120,515	105,814	108,807	108,807	-2,993
<b>03</b>	<b>FRINGE BENEFITS</b>		191,042	192,580	183,083	192,628	189,593	-6,510
	53725	TELEVISION SERVICES	0	0	3,700	3,700	3,700	0
	53905	EMP TUITION AND/OR TRAVEL REIM	50	0	0	0	0	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	2,000	2,000	2,000	0
	54675	OFFICE SUPPLIES	2,222	2,756	2,800	3,000	3,000	-200
	55010	ARTS & CRAFT EQUIPMENT	969	823	1,200	1,200	1,200	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		3,241	3,579	9,700	9,900	9,900	-200
	56170	OTHER MAINTENANCE & REPAIR S	0	0	100	100	100	0
	56180	OTHER SERVICES	0	2,800	10,000	10,000	10,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	2,800	10,100	10,100	10,100	0
	59500	SUPPORTIVE CONTRIBUTIONS	0	0	1,000	1,000	1,000	0
<b>06</b>	<b>OTHER FINANCING USES</b>		0	0	1,000	1,000	1,000	0
<b>01577</b>	<b>DEPARTMENT ON AGING</b>		<b>636,330</b>	<b>610,148</b>	<b>687,629</b>	<b>793,158</b>	<b>741,604</b>	<b>-53,975</b>

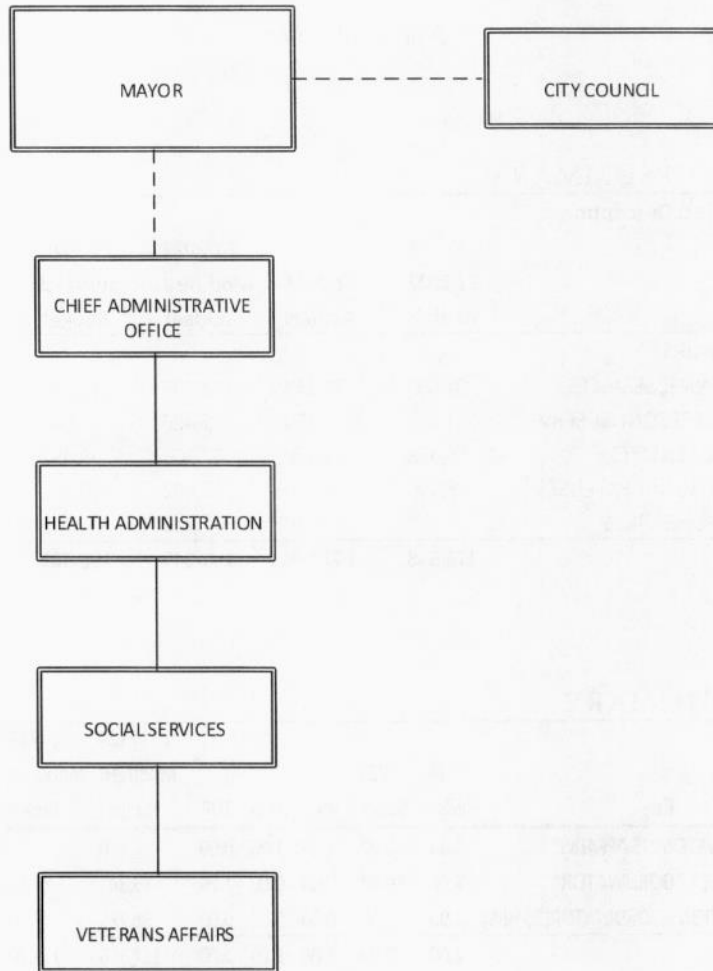
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HEALTH DIVISIONS: HUMAN SERVICES  
VETERANS AFFAIRS

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MISSION STATEMENT

To ensure the provision and coordination of human services for the City's Armed Forces Veterans. Assist, educate, and advocate for Bridgeport Veterans and families with benefits, programs and all information to which they are entitled on a City, State and Federal level.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 VETERANS AFFAIRS BUDGET DETAIL

Cindy D. Anderson  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	May 2025	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01578</b>	<b>VETERANS' AFFAIRS</b>						
01	PERSONNEL SERVICES	97,059	74,519	112,108	115,703	115,703	-3,595
02	OTHER PERSONNEL SERV	1,275	1,350	1,425	1,500	1,500	-75
03	FRINGE BENEFITS	65,468	62,178	62,905	58,487	77,808	-14,903
04	OPERATIONAL EXPENSES	8,796	9,140	18,482	19,982	19,982	-1,500
05	SPECIAL SERVICES	0	0	729	729	729	0
		<b>172,598</b>	<b>147,188</b>	<b>195,649</b>	<b>196,401</b>	<b>215,722</b>	<b>-20,073</b>

PERSONNEL SUMMARY

Org Code	Title	FY24					FY25			
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	DIRECTOR OF VETERANS AFFAIRS*	0.00	1.00	1.00	1.00	0.00	0	0	73,343	-73,343
	SPECIAL PROJECT COORDINATOR*	1.00	0.00	0.00	0.00	1.00	73,343	73,343	0	73,343
01578000	TRANSPORTATION COORDINATOR(35 HRS)	1.00	1.00	0.00	0.00	0.00	38,765	42,360	42,360	-3,595
	<b>VETERANS AFFAIRS</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>112,108</b>	<b>115,703</b>	<b>115,703</b>	<b>-3,595</b>

\*The Special Project Coordinator position has been reclassified into the Director of Veterans Affairs position after the City and LIUNA union modified the job responsibilities and duties.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 VETERANS AFFAIRS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>VETERANS AFFAIRS</b>							
Veterans Assisted (1)	547	475	350	375	228	456	500
New Programs Implemented	7	4	5	5	3	6	6
Transportation Provided (2)	4,010	2,990	2,000	2,025	1,532	3,064	3,500
Veterans Activities (3)	3305	1682	1500	1,252	692	1385	1400
Case Mangement	495	153	180	193	203	406	425
Speical Events	313	25	15	20	19	38	43
Stand Down	73	129	100	200	66	132	145
Sold Sailor Marine Fund	105	129	150	113	87	175	180
State Veterans Service Office	14	16	10	32	33	65	75
Food Pantry	495	195	200	278	239	478	480
DD214		7		14	14	28	35

(1) Veterans assisted are unduplicated

(2) Transportation provided numbers are units of service, and this is duplicated

(3) Number of Veterans participating in Veterans activities

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. Continue to make wellness calls assuring we're staying connected to the Veterans, at the same time continuing to educate and answer questions related to COVID-19. (MG3)
2. Continue to provide Quarterly Health and Wellness Workshops. (MG3)
3. Increase number of younger Veterans and female Veterans' participation. (MG3)
4. Acknowledge Veterans' birthdays by celebrating with a cake once a month.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. Become a member of a CT Food Bank/Share and/or a reputable food bank. (MG3)
2. Establish annual military ceremonies commemorating Memorial and Veterans' Day.
3. Provide shuttle transportation to Veterans for Take a Vet Fishing on specified Saturdays and holiday events. (MG3)
4. Provide Quarterly Technology Training for Veterans so they're not left behind as the world turns to digitization. (MG3)
5. Educate Veterans on the importance of recycling, reusing and implement a green initiative program eliminating plastic bags and recycling plastics. It will help towards harnessing solar energy for sustainable solutions for our city. (MG3, MG6)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. Reinforce the Military's 5 Pillars of Health: Physical, Emotional, Social, Spiritual, Family. (MG3)
2. Schedule recreational outings within the Connecticut/Tri-State areas. (MG3)
3. Reinstate a one-stop shop featuring City, State and Federal personnel for the City of Bridgeport Veterans to access the services they need, to include certified VA counseling. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. ***The Veterans were extremely pleased to have Dental Care provided by dentists in a Dental Office, and not by practicing students. They said they felt respected, and the care was done in private, not out in the open. They were offered a choice between a cleaning, filing or extraction.***

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
**VETERANS AFFAIRS** **PROGRAM HIGHLIGHTS**

2. *Veterans and their families expressed gratitude as they received free backpacks filled with school supplies.*
3. *Veterans enjoyed the Holiday festivities as they received a scrumptious Holiday luncheon with all the trimmings, along with toys and gift cards from Operation Home Front.*
4. *Continued collaboration with Supportive Services for Veteran Families (SSVF) and 211, engaging Veterans who are at risk of homelessness, or housed in substandard housing and/or conditions.*

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. Veterans and their family members beamed with self-confidence, as they were transformed receiving free haircuts, while chatting it up, listening to music and sharing lunch together. Conducted four (4) outreach programs to bring awareness to the services we offer Veterans and Family Members and also educated employers at the Connecticut Department of Corrections, Bridgeport Correctional Center; Greater Bridgeport Area Prevention Program, Inc. (GBAPP); The Greater Bridgeport Opportunities Industrialization Center (BPT. OIC); and the Veterans Affairs Supportive Housing (VASH) at the West Haven, VA.
2. Hosted six (6) workshops addressing quality of life issues that the Veterans expressed concern about or interest in.
3. Even though we're no longer with the CT Food Bank/Share, we still managed to provide exceptional quality of 478 bagged groceries to Veterans and their family members, with the help of Veteran organizations to include the Annual Columbus Day Festival and Parade featuring the Marine Band at the Klein Memorial, several community-based businesses and food drives.
4. Completed Basic CPR Training and held a Basic CPR Q&A for Veterans.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Goal met.
ST#2	100%	100%	Goal met.
ST#3	100%	50%	Ongoing.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	50%	Ongoing.
MT#2	100%	100%	Goal met.
MT#3	100%	75%	Ongoing.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	50%	Ongoing.
LT#2	100%	50%	Ongoing.
LT#3	100%	50%	Ongoing.
LT#4	100%	50%	Ongoing.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
VETERANS AFFAIRS PROGRAM HIGHLIGHTS



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 VETERANS AFFAIRS APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

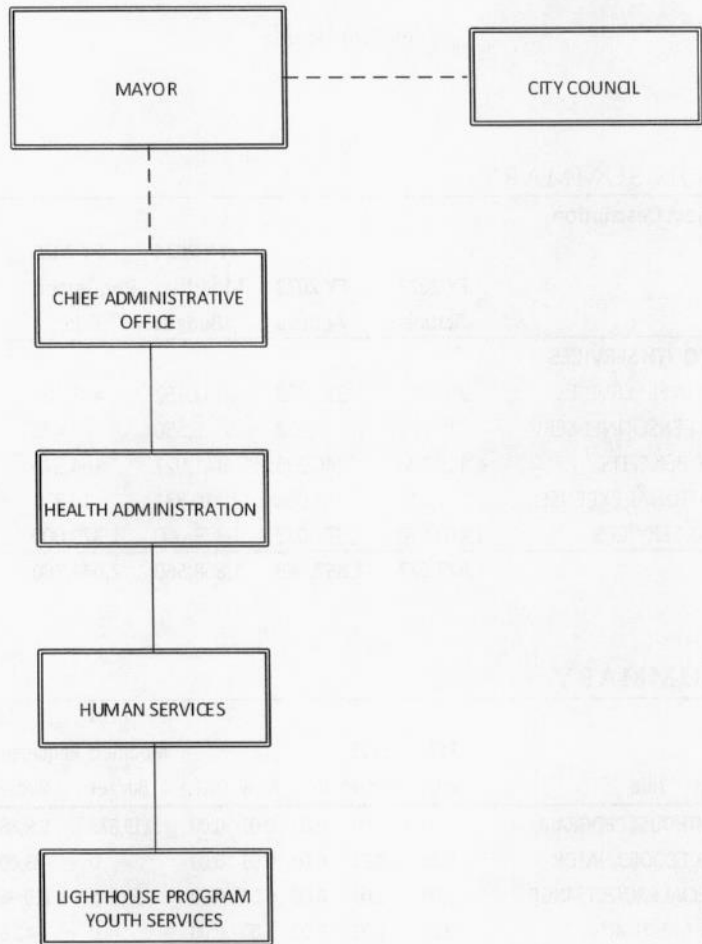
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01578</b>	<b>VETERANS' AFFAIRS</b>							
	51000	FULL TIME EARNED PAY	97,059	74,519	112,108	115,703	115,703	-3,595
<b>01</b>	<b>PERSONNEL SERVICES</b>		97,059	74,519	112,108	115,703	115,703	-3,595
	51140	LONGEVITY PAY	1,275	1,350	1,425	1,500	1,500	-75
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,275	1,350	1,425	1,500	1,500	-75
	52360	MEDICARE	1,159	876	1,515	1,566	1,403	112
	52385	SOCIAL SECURITY	714	206	4,547	4,547	3,850	697
	52504	MERF PENSION EMPLOYER CONT	16,588	14,566	28,792	23,896	9,031	19,761
	52917	HEALTH INSURANCE CITY SHARE	47,007	46,530	28,051	28,478	63,524	-35,473
<b>03</b>	<b>FRINGE BENEFITS</b>		65,468	62,178	62,905	58,487	77,808	-14,903
	54595	MEETING/WORKSHOP/CATERING FOOD	0	0	1,000	2,000	2,000	-1,000
	54615	GASOLINE	0	0	4,000	4,000	4,000	0
	54650	LANDSCAPING SUPPLIES	322	848	875	875	875	0
	54675	OFFICE SUPPLIES	874	1,491	1,500	2,000	2,000	-500
	54680	OTHER SUPPLIES	6,601	6,801	6,802	6,802	6,802	0
	54745	UNIFORMS	999	0	1,155	1,155	1,155	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	0	0	3,150	3,150	3,150	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		8,796	9,140	18,482	19,982	19,982	-1,500
	56170	OTHER MAINTENANCE & REPAIR S	0	0	729	729	729	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	0	729	729	729	0
<b>01578</b>	<b>VETERANS' AFFAIRS</b>		<b>172,598</b>	<b>147,188</b>	<b>195,649</b>	<b>196,401</b>	<b>215,722</b>	<b>-20,073</b>

HEALTH DIVISIONS: HUMAN SERVICES  
LIGHTHOUSE PROGRAM/YOUTH SERVICES

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MISSION STATEMENT

To provide a safe environment that complements school day learning and fosters intellectual, artistic, cultural, physical, social and emotional development of children by partnering with and supporting the efforts of family, school and community. Children, youth, and adults will be provided opportunities to become independent lifetime learners as well as innovative, creative and productive citizens.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIGHTHOUSE/YOUTH SERVICES BUDGET DETAIL

Regina Vermont  
Manager

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01579</b>	<b>LIGHTHOUSE/YOUTH SERVICES</b>						
01	PERSONNEL SERVICES	250,981	317,459	332,152	482,504	336,504	-4,352
02	OTHER PERSONNEL SERV	19,281	8,612	5,550	5,475	5,475	75
03	FRINGE BENEFITS	115,184	146,238	141,027	164,570	124,285	16,742
04	OPERATIONAL EXPENSES	7,611	8,088	10,831	10,831	10,831	0
05	SPECIAL SERVICES	1,480,570	1,377,072	1,379,000	1,379,000	1,379,000	0
		<b>1,873,627</b>	<b>1,857,469</b>	<b>1,868,560</b>	<b>2,042,380</b>	<b>1,856,095</b>	<b>12,465</b>

PERSONNEL SUMMARY

Org Code	Title	FY24					FY25			
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
	DIRECTOR LIGHTHOUSE PROGRAM	1.00	1.00	0.00	0.00	0.00	119,878	108,864	108,864	11,014
	SPECIAL PROJECT COORDINATOR	0.00	0.00	0.00	0.00	0.00	0	85,000	0	0
	ASSISTANT SPECIAL PROJECT MNGR	1.00	1.00	0.00	0.00	0.00	59,756	119,967	58,967	789
	PROGRAM SITE MONITOR*	0.00	1.00	0.00	1.00	0.00	0	54,369	54,369	-54,369
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	56,983	65,049	65,049	-8,066
	YOUTH PROGRAM MANAGER	1.00	1.00	0.00	0.00	0.00	31,348	34,255	34,255	-2,908
01579000	PROGRAM SITE MONITOR*	1.00	0.00	0.00	0.00	1.00	49,188	0	0	49,188
	LIGHT HOUSE YOUTH SERVICES	5.00	5.00	0.00	1.00	1.00	317,152	467,504	321,504	-4,352

\*The Program Site Monitor position was moved from a non-union position into a union position with salary adjustment because the duties the employee is fulfilling are union position duties.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIGHTHOUSE/YOUTH SERVICES PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>LIGHTHOUSE PROGRAM</b>							
After-School Program Participants	2,350	1,374	2,248	2,094	2,054	2,075	2,300
Summer Program Participants	2,453	300	1,768	1,833	1,866	1,900	2,000
Volunteers	300	13	31	13	25	30	75
Summer Youth Employment Participants	113	100	163	227	240	250	275
Parental Involvement	1,895	1,712	2,890	2,500	1331	1,500	1,800
Outreach Efforts Conducted	15	9	78*	24	30	100	200

\*Focus was and is on increased community outreach not only for enrollment but for staff and volunteers. Many seasoned staff chose not to return after COVID

FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. By June 30, 2025, develop a strategic plan for Lighthouse. (MG3)
2. By December 31, 2024 the Youth Services Department will broaden its community footprint by 25% outside of afterschool through youth summits, forums and events that support and educate students and parents beyond afterschool programming. (MG3)
3. By September 2024 the Youth Services Department will routinely capitalize on interdepartmental resources to strengthen its connection within the cohort of the Department of Health\ Social Services. Examples: Fielding workshop facilitators, screenings, referrals. (MG3)
4. As an effort to enhance the Director's ability to engage youth, family, community members, partners, and stakeholders as well as maximize the potential of program standards and departmental operations, Youth Services aims to hire a Deputy Director of Youth Services (or Grants Manager) to focus on fiduciary management & grants management. In the event of absence, the Deputy Director will perform the duties of the Director. (MG3)

FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. By September 25, 2025, the Youth Services Department aims to add a parent educator that will focus on assisting parents in setting goals and education development for their children as well serve as a direct liaison to community resources. Rationale: Engaging and supporting parents contribute to positive youth development.
2. By September 25, 2025 the Department of Youth Services will incorporate early youth ages 0-4 as an area of focus by having its parent educator trained in the evidenced-based program **Parents as Teachers**. "To promote the optimal early development, learning and health of children by supporting and engaging their parents and caregivers. This program will serve as an early measure to support our youth from cradle to college. Parents as Teachers Affiliates are organizations whose home visiting program is designed to implement the Parents as Teachers model. The Parents as Teachers evidence-based home visiting model is backed by nearly 40 years of independent research with proven outcomes on: 1.) Increasing parent knowledge of early childhood development and improving parent practices. 2.) Providing early detection of developmental delays and health issues 3.) Preventing child abuse and neglect 4.) Increasing children's school readiness and success 5.) Improving maternal and child health."

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. By June 30, 2027, incorporate the vision of true community learning centers into 100% of existing Lighthouse sites by expansion of services to include additional community partnerships that can better meet the needs of students and their families. (MG3)
2. By June 30, 2028, work with a select area provider to better align the work of the Juvenile Review Board with the Youth Service Bureau. Doing so will strengthen the work of the YSB and therefore better serve youth and their families at one time. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

1. By December 1, 2023, work with Lighthouse agency providers to ensure proper training and full staffing for all sites in which they manage. (MG3) **While consistent staffing remains a challenge at a number of schools, we are currently fully staffed. All new coordinators receive a flash drive and on-site training from their providers when they begin and all staff have the opportunity to participate in approximately 12-18 trainings offered by our office throughout the course of the year.**
2. By March 1, 2024, complete reviews of parent fee collection paperwork at all sites. (MG3) **Lighthouse contracts require agency review of parent fee collection on a regular basis. Lighthouse will spot check over the course of the next few months to ensure all processes for fee collection are consistent with accounting expectations.**
3. By June 30, 2024, develop a Lighthouse reference manual for tasks associated with applying for grants and contracts including signature process, procurement, account set up and draw down. (MG3) **This goal is currently being worked on and should be completed by the due date.**
4. By June 30, 2024, work with internal auditing and finance to move parent payment collection from manual to electronic. (MG3) **Lighthouse is in the “gathering information” phase of this goal and will set up a meeting with the Finance Department once a decision on which product(s) might work best for our fee collection.**
5. By June 30, 2025, develop a strategic plan for Lighthouse. (MG3) **We are currently putting a list of individuals and organizations together as part of a strategic planning team.**
6. By June 30, 2027, incorporate the vision of true community learning centers into 100% of existing Lighthouse sites by expansion of services to include additional community partnerships that can better meet the needs of students and their families. (MG3) **In order to accomplish this goal, serious consideration needs to be given to the request for a Deputy Director whose sole responsibility is program development.**
7. By June 30, 2028, work with a select area provider to better align the work of the Juvenile Review Board with the Youth Service Bureau. Doing so will strengthen the work of the YSB and therefore better serve youth and their families at one time. (MG3) **While this goal is being worked on, a consistent standard operating procedure around meeting the needs of JRB and YSB referred individuals needs to be developed and agreed to by all parties.**

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Recipient of three state afterschool grants totaling over \$480,000.
2. Transitioning from one Director to the next.
3. Expansion of Community Outreach Activities to enhance program services.
4. Sustained year-round employment opportunities for young people.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIGHTHOUSE/YOUTH SERVICES PROGRAM HIGHLIGHTS

Goals	Original target percentage (%) of goals to be completed July - June (2022-2023).	Actual or Estimated percentage (%) of goals achieved July-June (2022-2023).	Reason for shortfall/success.
<b><u>FY 2022-2023 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	Currently fully staffed and offering a wide array of professional development opportunities for staff participation.
ST#2	100%	60%	Still need to come up with a process for holding contractors responsible and currently working on spot checks to complete by deadline. It is likely this goal may need to be moved to June 30, 2024.
ST#3	100%	50%	This goal was initiated by the former Director who started a reference manual. Remaining topics include account set up and draw down. This goal should be completed by the deadline.
<b><u>FY 2022-2023 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	50%	This goal has proved challenging in the past due to back-end issues. We are currently collecting data on various fee collection software and should be in a position to meet with Finance over the next several months.
MT#2	50%	10%	While this goal is over 18 months away, we have begun the process of looking at potential strategic planning committee members. A timeline of activities is being developed.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years)</u></b>			
LT#1	25%	10%	Through current outreach efforts, we are starting to enhance services at afterschool locations. A dedicated program person is essential to ensure this goal can be achieved. Once this individual is in place, it will take time to foster relationships with afterschool staff and community agencies to ensure services offered meet the needs of our students and their families.
LT#2	10%	10%	Youth Services and the JRB have already begun to collaborate on family intakes. We are hoping to develop standard operating procedures on how these referrals and intakes happen.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIGHTHOUSE/YOUTH SERVICES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

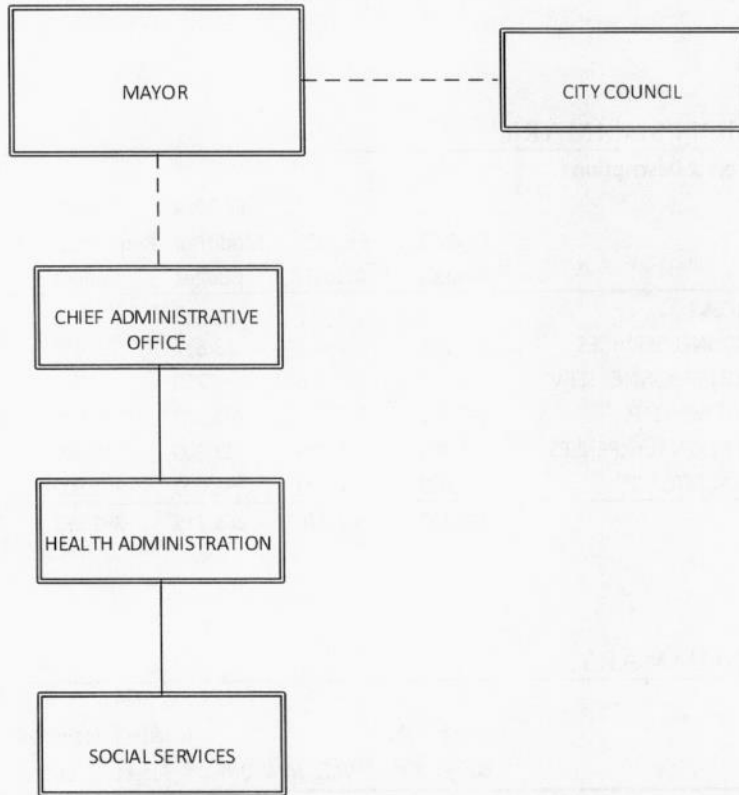
Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01579</b>	<b>LIGHTHOUSE/YOUTH SERVICES</b>							
	51000	FULL TIME EARNED PAY	250,981	317,459	317,152	467,504	321,504	-4,352
	51099	CONTRACTED SALARIES	0	0	15,000	15,000	15,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		250,981	317,459	332,152	482,504	336,504	-4,352
	51102	ACTING PAY	13,316	0	0	0	0	0
	51140	LONGEVITY PAY	1,500	5,130	5,550	5,475	5,475	75
	51156	UNUSED VACATION TIME PAYOUT	4,464	3,483	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		19,281	8,612	5,550	5,475	5,475	75
	52360	MEDICARE	3,674	4,552	4,410	6,618	4,500	-90
	52385	SOCIAL SECURITY	0	0	3,705	12,454	3,402	303
	52504	MERF PENSION EMPLOYER CONT	50,785	69,550	81,838	96,440	67,325	14,513
	52917	HEALTH INSURANCE CITY SHARE	60,724	72,136	51,074	49,058	49,058	2,016
<b>03</b>	<b>FRINGE BENEFITS</b>		115,184	146,238	141,027	164,570	124,285	16,742
	53605	MEMBERSHIP/REGISTRATION FEES	855	0	650	650	650	0
	53610	TRAINING SERVICES	0	0	175	175	175	0
	53705	ADVERTISING SERVICES	500	750	750	750	750	0
	53750	TRAVEL EXPENSES	0	985	1,000	1,000	1,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	0	97	2,000	2,000	2,000	0
	54675	OFFICE SUPPLIES	2,500	2,500	2,500	2,500	2,500	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,756	3,756	3,756	3,756	3,756	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		7,611	8,088	10,831	10,831	10,831	0
	56085	FOOD SERVICES	2,878	3,000	3,000	3,000	3,000	0
	56115	HUMAN SERVICES	1,476,692	1,373,072	1,375,000	1,375,000	1,375,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	1,000	1,000	1,000	1,000	1,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		1,480,570	1,377,072	1,379,000	1,379,000	1,379,000	0
<b>01579</b>	<b>LIGHTHOUSE/YOUTH SERVICES</b>		<b>1,873,627</b>	<b>1,857,469</b>	<b>1,868,560</b>	<b>2,042,380</b>	<b>1,856,095</b>	<b>12,465</b>

HEALTH DIVISIONS: HEALTH & SOCIAL SERVICES  
SOCIAL SERVICES

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MISSION STATEMENT

The mission of Social Services is to make the principles, values, and ethics of the Social Work profession an integral part of the Department and to ensure that the residents are aware and connected to the supportive services available in the City of Bridgeport.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SOCIAL SERVICES BUDGET DETAIL

Elizabeth Rivera-Rodriguez  
 Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01585</b>	<b>SOCIAL SERVICES</b>						
01	PERSONNEL SERVICES	72,831	326,461	553,837	555,654	642,654	-88,817
02	OTHER PERSONNEL SERV	0	0	750	750	750	0
03	FRINGE BENEFITS	47,477	212,578	203,828	166,978	217,416	-13,588
04	OPERATIONAL EXPENSES	8,709	6,383	11,300	16,300	16,300	-5,000
05	SPECIAL SERVICES	46,089	22,023	96,000	151,500	106,500	-10,500
		<b>175,107</b>	<b>567,446</b>	<b>865,715</b>	<b>891,182</b>	<b>983,620</b>	<b>-117,905</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY25 Mayor		FY25 Mayor		
		Budget	Budget	VAC.	NEW UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	DIRECTOR OF HEALTH& SOC. SERV. (P/T)*	0.00	0.50	0.00	0.50	0.00	0	0	87,000	-87,000
	PROJECT MANAGER**	0.00	1.00	0.00	1.00	0.00	0	95,448	95,448	-95,448
	SPECIAL PROJECT COORDINATOR	4.00	4.00	0.00	0.00	0.00	320,087	312,000	312,000	8,087
	CODE ENFORCEMENT RELOCATION COORD	1.00	1.00	0.00	0.00	0.00	65,000	71,028	71,028	-6,028
	DATA ANALYST	1.00	1.00	1.00	0.00	0.00	47,750	52,178	52,178	-4,428
01585000	DIRECTOR EOD**	1.00	0.00	0.00	0.00	1.00	96,000	0	0	96,000
	<b>SOCIAL SERVICES</b>	<b>7.00</b>	<b>7.50</b>	<b>1.00</b>	<b>1.50</b>	<b>1.00</b>	<b>528,837</b>	<b>530,654</b>	<b>617,654</b>	<b>-88,817</b>

\* The Director Of Health and Social Services will be overseeing the Social Service employees. This is a part-time position with average weekly hours of twenty five (25) hours.

\*\* The Director Of EOD position has been reclassified into the Project Manager position in FY25 so it will align with the duties and responsibilities of the employee.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET

SOCIAL SERVICES

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>SOCIAL SERVICES</b>							
Referrals	N/A	N/A	N/A	925	492	700	950
Case Management (Closed)	N/A	N/A	N/A	794	387	850	900
Community Education/Events	N/A	N/A	N/A	18	26	30	35
Rental Assistance/Relocation	N/A	N/A	N/A	348	45	90	100
Fair Rent Commission	N/A	N/A	N/A	N/A	52	150	300

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

1. By June 30, 2025, provide at least five (5) community education activities. This will include education on financial literacy, mental health, health homes, and renters’ insurance.
2. By June 30, 2025, collaborate with the Police Department to respond to mental health calls and reduce mental health calls by 20%.
3. By June 30, 2025, assist three-hundred and fifty (350) families with rental assistance applications.
4. By June 30, 2025, establish Board of Rent Commissions.

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

1. By June 30, 2025, work with community partners and Emergency Preparedness Coordinator on an emergency preparedness plan to address which entity will be responsible for meeting the needs of individuals experiencing emergency situations due to fire, flood, storm damage, trauma, disease, etc. (MG3)
2. By June 30, 2026, work with community partners and supervisors within respective divisions to create a plan that will address inequities that exist among our residents including but not limited to food insecurity, healthcare, access to transportation and youth services. (MG3)
3. By June 30, 2026, conduct quarterly meetings with community partners addressing outcomes of inequities plan. (MG3)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

1. By June 30, 2026, examine where the division is and create a strategic plan to address ongoing equity issues among Bridgeport residents. (MG3)
2. By June 30, 2027, ensure a fully functional division meeting the social service needs of Bridgeport’s residents. (MG3)
3. By June 30, 2028, continue a partnership with the Police Department to reduce police contact by 100%, for those who are experiencing non-violent crisis situations. (MG3)

FY 2023 – 2024 GOALS STATUS UPDATE:

***Please see table summary below...***

FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:

1. Increased City of Bridgeport Social Service department’s collaborations through outreach, trainings, and meeting/coalition involvement.
2. Identified gaps in services and created program to address residents’ needs through needs assessment.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 SOCIAL SERVICES PROGRAM HIGHLIGHTS

3. Became fully staffed by August 2023, with four licensed Social Workers. Able to assist mental health concerns and basic needs of residents both at the Bridgeport Police Department and those visiting MMGC.
4. By November 2023 completed three educational enriched programs addressing financial well-being, seniors' program, and awareness of services offered through the Social Services Department.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100%	100%	<b>Completed</b> - exceeded goal and was able to engage in the delivery of 18 community educational activities/meetings.
ST#2	100%	100%	<b>Completed</b> - having a fully staffed department allowed for goal achievement as we have been able to have two social workers embedded within the Police Department and supported by two Social Worker within the MMGC.
ST#3	100%	100%	<b>Met</b> - successfully able to meet the needs of more than 250 families within the Bridgeport community with the use of rental assistance, access to appropriate care through community partnerships and development.
ST#4	100%	50%	<b>Ongoing</b> - Due to personnel changes this goal has not been achieved.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100%	50%	<b>Ongoing</b>
MT#2	100%	50%	<b>Ongoing.</b> Continuing to connect families with food pantries and community services.
MT#3	100%	50%	<b>Ongoing.</b>
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100%	50%	<b>Ongoing</b>
LT#2	100%	100%	<b>Ongoing.</b> Social Services division established, and community needs are being met.

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
SOCIAL SERVICES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01585</b>	<b>SOCIAL SERVICES</b>							
	51000	FULL TIME EARNED PAY	62,897	310,217	528,837	530,654	617,654	-88,817
	51099	CONTRACTED SALARIES	0	0	25,000	25,000	25,000	0
	51100	PT TEMP/SEASONAL EARNED PA	9,935	16,244	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>72,831</b>	<b>326,461</b>	<b>553,837</b>	<b>555,654</b>	<b>642,654</b>	<b>-88,817</b>
	51140	LONGEVITY PAY	0	0	750	750	750	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>0</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>0</b>
	52360	MEDICARE	1,015	4,753	7,104	7,198	8,239	-1,135
	52385	SOCIAL SECURITY	2,025	11,345	6,368	3,235	7,688	-1,320
	52504	MERF PENSION EMPLOYER CONT	7,641	30,727	122,003	97,563	116,430	5,573
	52917	HEALTH INSURANCE CITY SHARE	36,796	165,753	68,352	58,982	85,059	-16,707
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>47,477</b>	<b>212,578</b>	<b>203,828</b>	<b>166,978</b>	<b>217,416</b>	<b>-13,588</b>
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	1,000	4,500	4,500	-3,500
	53750	TRAVEL EXPENSES	23	0	1,000	1,000	1,000	0
	54595	MEETING/WORKSHOP/CATERING FOOD	0	957	2,000	2,000	2,000	0
	54675	OFFICE SUPPLIES	5,106	1,998	2,000	3,500	3,500	-1,500
	54725	POSTAGE	10	27	300	300	300	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	3,570	3,402	5,000	5,000	5,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>8,709</b>	<b>6,383</b>	<b>11,300</b>	<b>16,300</b>	<b>16,300</b>	<b>-5,000</b>
	56000	RELOCATION	15,809	-800	60,000	100,000	70,000	-10,000
	56180	OTHER SERVICES	30,280	22,823	35,000	50,000	35,000	0
	59015	PRINTING SERVICES	0	0	1,000	1,500	1,500	-500
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>46,089</b>	<b>22,023</b>	<b>96,000</b>	<b>151,500</b>	<b>106,500</b>	<b>-10,500</b>
<b>01585</b>	<b>SOCIAL SERVICES</b>		<b>175,107</b>	<b>567,446</b>	<b>865,715</b>	<b>891,182</b>	<b>983,620</b>	<b>-117,905</b>

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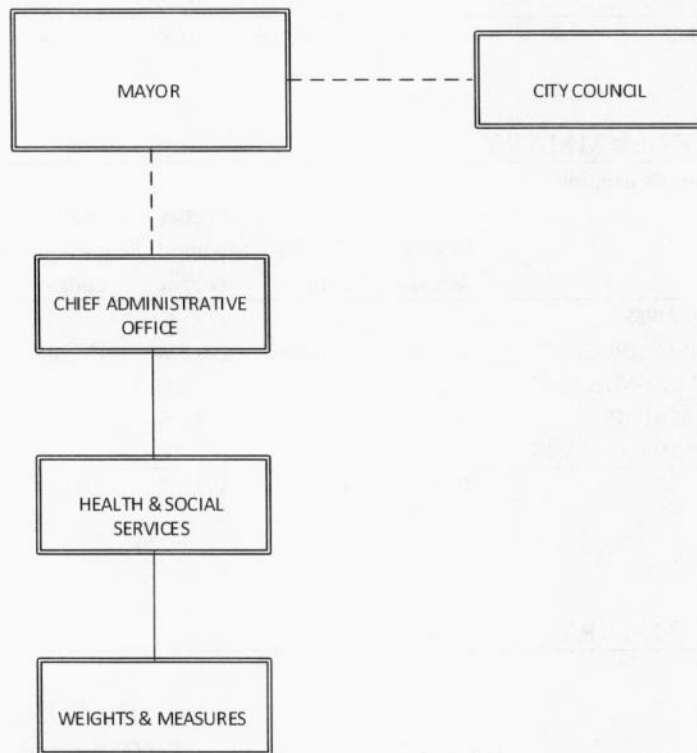


HEALTH DIVISIONS: HUMAN SERVICES  
WEIGHTS & MEASURES

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MISSION STATEMENT

The Department of Weights and Measures protects the public consumer by maintaining and monitoring all scales, gas pump meters, oil truck meters, taxicab meters, measured materials, and cords of wood; by randomly selecting and testing packages for weight accuracy; and by enforcing laws and regulations regarding weights and measures; by investigating consumer complaints, and by issuing licenses in accordance with Connecticut State Statutes.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 WEIGHTS & MEASURES BUDGET DETAIL

Michael Sampieri  
 Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Mayor Proposed	Prop. Vs FY24 Mod. Budget
01586	WEIGHTS & MEASURES						
41252	ANNUALCOMMERCIALSSCALECERTIFIC	94,195	90,536	100,000	100,000	100,000	0
01586	WEIGHTS & MEASURES	94,195	90,536	100,000	100,000	100,000	0

APPROPRIATION SUMMARY

Org#	Object Description	FY 2024			FY 2025		FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
01586	WEIGHTS & MEASURES						
01	PERSONNEL SERVICES	125,708	127,291	126,804	126,804	126,804	0
02	OTHER PERSONNEL SERV	6,570	6,797	2,100	2,250	2,250	-150
03	FRINGE BENEFITS	61,352	60,235	70,596	64,109	64,367	6,229
04	OPERATIONAL EXPENSES	0	0	466	466	466	0
		193,630	194,323	199,965	193,629	193,887	6,078

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	FY25 Mayor
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Proposed Budget	Vs FY24 Mod. Budget
	SEALER OF WEIGHTS AND MEASURES	1.00	1.00	0.00	0.00	0.00	83,241	83,241	83,241		0
01586000	DEPUTY SEALER WEIGHTS AND MEAS	1.00	1.00	0.00	0.00	0.00	43,563	43,563	43,563		0
	WEIGHTS AND MEASURES	2.00	2.00	0.00	0.00	0.00	126,804	126,804	126,804		0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 WEIGHTS & MEASURES PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH ESTIMATED 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>Department of Weights &amp; Measures</b>							
Number of Scales Inspected	480	480	480	480	221	480	225
Number of Gas Pump Meters serviced.	700	700	700	700	356	700	360
Number of Taxi Cab Meters Inspected	32	32	32	12	6	12	6
Number of Scales Upgraded	20	20	20	10	10	10	10
Other Technological Advancements implemented							
Number of customer complaints received	20	20	20	10	10	10	10
Number of customer complaints investigated	20	20	20	10	10	10	10
Number of customer complaints resolved	20	20	20	10	10	10	10
Improvements in detecting weighting accuracy etc.							
Number of Licenses Issued in accordance with CT	300	300	300	300	300	300	300
Deposit Funds 2019-2020	300	300	300	300	300	300	300

FY 2024 – 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):

- Increase inspections by 3% to ensure compliance with all new businesses. (MG1, MG3, MG5)

FY 2024 – 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):

- Establish a procedure with other departments to be notified of new businesses with scales. (MG5)

FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):

- Decrease the number of stores/businesses operating without proper registration with the city. (MG3)

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July-June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100	100	
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	100	40	
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	100	100	

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 WEIGHTS & MEASURES APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01586</b>	<b>WEIGHTS &amp; MEASURES</b>							
	51000	FULL TIME EARNED PAY	125,708	127,291	126,804	126,804	126,804	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		125,708	127,291	126,804	126,804	126,804	0
	51140	LONGEVITY PAY	1,800	1,950	2,100	2,250	2,250	-150
	51156	UNUSED VACATION TIME PAYOUT	4,770	4,847	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		6,570	6,797	2,100	2,250	2,250	-150
	52360	MEDICARE	1,671	1,689	1,581	1,570	1,570	11
	52385	SOCIAL SECURITY	0	0	3,247	3,247	3,247	0
	52504	MERF PENSION EMPLOYER CONT	24,363	27,862	32,690	26,314	26,572	6,118
	52917	HEALTH INSURANCE CITY SHARE	35,318	30,684	33,078	32,978	32,978	100
<b>03</b>	<b>FRINGE BENEFITS</b>		61,352	60,235	70,596	64,109	64,367	6,229
	54675	OFFICE SUPPLIES	0	0	466	466	466	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		0	0	466	466	466	0
<b>01586</b>	<b>WEIGHTS &amp; MEASURES</b>		<b>193,630</b>	<b>194,323</b>	<b>199,965</b>	<b>193,629</b>	<b>193,887</b>	<b>6,078</b>

NON-DEPARTMENTAL  
DEBT SERVICE  
BUDGET DETAIL

Ken Flatto  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
						Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01600</b>	<b>GENERAL PURPOSE BONDS PAYAB</b>						
05	SPECIAL SERVICES	52,815	292,743	65,000	65,000	65,000	0
06	OTHER FINANCING USES	3,489,980	4,239,117	5,250,245	5,250,218	5,250,218	27
		<b>3,542,795</b>	<b>4,531,860</b>	<b>5,315,245</b>	<b>5,315,218</b>	<b>5,315,218</b>	<b>27</b>

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01600</b>		<b>GENERAL PURPOSE BONDS PAYAB</b>						
	56110	FINANCIAL SERVICES	44,000	285,706	30,000	30,000	30,000	0
	56130	LEGAL SERVICES	8,815	7,037	35,000	35,000	35,000	0
<b>05</b>		<b>SPECIAL SERVICES</b>	52,815	292,743	65,000	65,000	65,000	0
	53210	INTEREST PAYMENTS	3,435,521	4,191,348	5,150,245	5,150,218	5,150,218	27
	53212	NEW MONEY INTEREST	47,200	0	50,000	50,000	50,000	0
	53213	TAX ANTICIPATION NOTES	7,259	47,769	50,000	50,000	50,000	0
<b>06</b>		<b>OTHER FINANCING USES</b>	3,489,980	4,239,117	5,250,245	5,250,218	5,250,218	27
<b>01600</b>		<b>GENERAL PURPOSE BONDS PAYAB</b>	<b>3,542,795</b>	<b>4,531,860</b>	<b>5,315,245</b>	<b>5,315,218</b>	<b>5,315,218</b>	<b>27</b>

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NON-DEPARTMENTAL  
OTHER FINANCING  
BUDGET DETAIL

Ken Flatto  
Manager

REVENUE SUMMARY

Org#	Object Description	FY 2024				FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor Prop. Vs FY24	
		Actuals	Actuals	Budget	Requested	Proposed	Mod. Budget
<b>01610</b>	<b>OTHER FINANCING USES</b>						
41544	SALE OF CITY PROPERTY	289,297	558,617	5,062,760	100,000	3,100,000	-1,962,760
44518	FEDERAL STIMULUS REIMBURSEMENT	5,000,000	5,000,000	10,000,000	10,000,000	12,000,000	2,000,000
<b>01610</b>	<b>OTHER FINANCING USES</b>	<b>5,289,297</b>	<b>5,558,617</b>	<b>15,062,760</b>	<b>10,100,000</b>	<b>15,100,000</b>	<b>37,240</b>

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01610</b>	<b>OTHER FINANCING USES</b>						
01	PERSONNEL SERVICES	0	0	-1,375,000	-1,375,000	-1,375,000	0
04	OPERATIONAL EXPENSES	700,000	0	0	0	0	0
06	OTHER FINANCING USES	4,856,915	4,837,896	9,718,066	9,718,066	8,823,217	894,849
		<b>5,556,915</b>	<b>4,837,896</b>	<b>8,343,066</b>	<b>8,343,066</b>	<b>7,448,217</b>	<b>894,849</b>

APPROPRIATION DETAIL

Org#	Object#	Object Description	FY 2025					
			FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
			Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01610</b>	<b>OTHER FINANCING USES</b>							
	50700	ATTRITION/CONCESSIONS	0	0	-1,375,000	-1,375,000	-1,375,000	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		0	0	-1,375,000	-1,375,000	-1,375,000	0
	53010	PERSONAL PROPERTY CLAIMS ATTY	700,000	0	0	0	0	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		700,000	0	0	0	0	0
	53200	PRINCIPAL & INTEREST DEBT SERV	-19,680	0	0	0	0	0
	57005	CONTINGENCY	1,000,000	200,000	1,000,000	1,000,000	1,000,000	0
	57010	REQUIRED RESERVE	3,397,125	6,374,152	8,194,849	8,194,849	2,350,000	5,844,849
	57017	STATE BUDGET CONTINGENCY	0	-2,200,000	0	0	5,000,000	-5,000,000
	59400	PROBATE	85,167	107,322	165,000	165,000	115,000	50,000
	59450	BARNUM MUSEUM	276,521	221,217	221,217	221,217	221,217	0
	59500	SUPPORTIVE CONTRIBUTIONS	117,783	135,205	137,000	137,000	137,000	0
<b>06</b>	<b>OTHER FINANCING USES</b>		4,856,915	4,837,896	9,718,066	9,718,066	8,823,217	894,849
<b>01610</b>	<b>OTHER FINANCING USES</b>		<b>5,556,915</b>	<b>4,837,896</b>	<b>8,343,066</b>	<b>8,343,066</b>	<b>7,448,217</b>	<b>894,849</b>



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NON-DEPARTMENTAL  
SUPPORTIVE/MEMBERSHIPS  
BUDGET DETAIL

Nestor Nkwo  
Manager

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
		Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01620</b>	<b>SUPPORTIVE CONTRIBUTIONS</b>						
04	OPERATIONAL EXPENSES	17	652	0	0	0	0
05	SPECIAL SERVICES	33,905	39,896	42,964	42,964	42,964	0
06	OTHER FINANCING USES	224,512	209,055	275,000	350,000	350,000	-75,000
		<b>258,434</b>	<b>249,603</b>	<b>317,964</b>	<b>392,964</b>	<b>392,964</b>	<b>-75,000</b>
<b>01630</b>	<b>CITYWIDE MEMBERSHIPS</b>						
04	OPERATIONAL EXPENSES	39,332	39,332	40,000	40,000	40,000	0
		<b>39,332</b>	<b>39,332</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>

APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2025					
			FY 2022	FY 2023	FY 2024	FY 2025	Mayor	FY25 Mayor
			Actuals	Actuals	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01620</b>		<b>SUPPORTIVE CONTRIBUTIONS</b>						
	53750	TRAVEL EXPENSES	0	652	0	0	0	0
	54675	OFFICE SUPPLIES	17	0	0	0	0	0
<b>04</b>		<b>OPERATIONAL EXPENSES</b>	17	652	0	0	0	0
	56085	FOOD SERVICES	3,804	593	1,000	1,000	1,000	0
	56160	MARKETING SERVICES	0	0	2,000	2,000	2,000	0
	56165	MANAGEMENT SERVICES	0	4,500	5,495	5,495	5,495	0
	56240	TRANSPORTATION SERVICES	10,167	10,573	10,800	10,800	10,800	0
	56250	TRAVEL SERVICES	0	4,230	3,669	3,669	3,669	0
	56255	CONSULTANT REIMBURSED EXPENS	19,934	20,000	20,000	20,000	20,000	0
<b>05</b>		<b>SPECIAL SERVICES</b>	33,905	39,896	42,964	42,964	42,964	0
	59500	SUPPORTIVE CONTRIBUTIONS	224,512	209,055	275,000	350,000	350,000	-75,000
<b>06</b>		<b>OTHER FINANCING USES</b>	224,512	209,055	275,000	350,000	350,000	-75,000
<b>01620</b>		<b>SUPPORTIVE CONTRIBUTIONS</b>	<b>258,434</b>	<b>249,603</b>	<b>317,964</b>	<b>392,964</b>	<b>392,964</b>	<b>-75,000</b>
<b>01630</b>		<b>CITYWIDE MEMBERSHIPS</b>						
	53605	MEMBERSHIP/REGISTRATION FEES	39,332	39,332	40,000	40,000	40,000	0
<b>04</b>		<b>OPERATIONAL EXPENSES</b>	39,332	39,332	40,000	40,000	40,000	0
<b>01630</b>		<b>CITYWIDE MEMBERSHIPS</b>	<b>39,332</b>	<b>39,332</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>

Supportive Contributions/Memberships support Bridgeport's inclusion in regional & national organizations such as the greater Bridgeport Transit Authority, The Greater Bridgeport Regional Planning Agency, RYASAP (Regional Youth/Adult Substance Abuse Project) and provide support for various local organizations such as the Barnum Museum.

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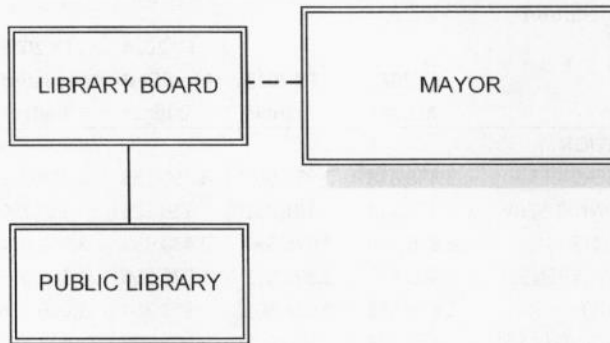
LIBRARIES

# BRIDGEPORT PUBLIC LIBRARY

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## MISSION STATEMENT

The mission of the Bridgeport Public Library is to provide open access to free resources and programs through knowledgeable staff that promote literacy in all its forms – written, financial, and civic – to transform and connect communities, enable lifelong learning, enrich lives, and cultivate curiosity.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 LIBRARY SERVICES BUDGET DETAIL

*Elaine Braithwaite  
 Librarian*

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

Org#	Object Description	FY 2025					
		FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01700</b>	<b>LIBRARY ADMINISTRATION</b>						
01	PERSONNEL SERVICES	3,856,878	3,753,563	4,256,183	4,278,090	4,278,090	-21,907
02	OTHER PERSONNEL SERV	178,144	181,251	118,125	114,750	114,750	3,375
03	FRINGE BENEFITS	1,826,546	2,075,550	2,430,353	2,042,694	2,087,898	342,455
04	OPERATIONAL EXPENSES	1,405,871	1,398,311	1,376,956	1,460,956	1,460,956	-84,000
05	SPECIAL SERVICES	1,676,557	1,614,801	903,364	1,016,438	1,129,768	-226,404
06	OTHER FINANCING USES	870,375	905,079	902,675	918,864	918,864	-16,189
		<b>9,814,370</b>	<b>9,928,555</b>	<b>9,987,656</b>	<b>9,831,792</b>	<b>9,990,326</b>	<b>-2,670</b>

PERSONNEL SUMMARY

Org Code	Title	FY24		FY25		FY24		FY25		FY25 Mayor	
		Budget	Budget	VAC.	NEW	UNF.	Modified Budget	Requested Budget	Proposed Budget	Prop. Vs FY24 Mod. Budget	
	CITY LIBRARIAN	1.00	1.00	0.00	0.00	0.00	131,676	136,676	136,676		-5,000
	ADMINISTRATIVE ASSISTANT	1.00	1.00	0.00	0.00	0.00	91,899	91,899	91,899		0
	DATA ANALYST	1.00	1.00	0.00	0.00	0.00	55,197	60,316	60,316		-5,119
	ACCOUNTING CLERK I (40 HOURS)	1.00	1.00	1.00	0.00	0.00	46,657	50,984	50,984		-4,327
	ACCOUNTING CLERK II	1.00	1.00	1.00	0.00	0.00	63,083	66,609	66,609		-3,526
	LIBRARY PAGE (PART-TIME)	0.00	0.00	0.00	0.00	0.00	55,000	55,000	55,000		0
	LIBRARY ASSISTANT I	11.00	13.00	3.00	2.00	0.00	406,297	498,447	498,447		-92,150
	LIBRARY ASSISTANT II	9.00	9.00	2.00	0.00	0.00	391,923	416,947	416,947		-25,024
	LIBRARY ASSISTANT III	7.00	7.00	0.00	0.00	0.00	331,767	359,482	359,482		-27,715
	JUNIOR LIBRARIAN	2.00	2.00	1.00	0.00	0.00	99,322	100,898	100,898		-1,576
	LIBRARY ASSISTANT I (PART TIME)	0.00	0.00	0.00	0.00	0.00	88,400	88,400	88,400		0
	LIBRARIAN I	7.00	7.00	1.00	0.00	0.00	476,111	456,394	456,394		19,717
	LIBRARIAN II	7.00	7.00	0.00	0.00	0.00	581,779	583,583	583,583		-1,804
	LIBRARIAN III	7.00	7.00	0.00	0.00	0.00	634,830	628,537	628,537		6,293
	LIBRARIAN V	1.00	1.00	0.00	0.00	0.00	113,849	104,650	104,650		9,199
	MAINTAINER I (GRADE I)	1.00	1.00	0.00	0.00	0.00	35,969	37,863	37,863		-1,894
	CUSTODIAN I	4.00	4.00	0.00	0.00	0.00	174,632	189,530	189,530		-14,898
	CUSTODIAN III	2.00	2.00	0.00	0.00	0.00	91,974	100,504	100,504		-8,530
	CUSTODIAN IV	1.00	1.00	0.00	0.00	0.00	62,226	62,226	62,226		0
	LIBRARY MAINTENANCE MANAGER	1.00	1.00	0.00	0.00	0.00	83,592	84,611	84,611		-1,019
01700000	SUPPORT SPECIALIST II (35 HRS)	0.00	1.00	0.00	1.00	0.00	0	61,608	61,608		-61,608
<b>LIBRARY</b>		<b>65.00</b>	<b>68.00</b>	<b>9.00</b>	<b>3.00</b>	<b>0.00</b>	<b>4,016,183</b>	<b>4,235,164</b>	<b>4,235,164</b>		<b>-218,981</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIBRARY SERVICES PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2019-2020	ACTUAL 2020-2021	ACTUAL 2021-2022	ACTUAL 2022-2023	6 MONTH 2023-2024	ESTIMATED 2023-2024	ESTIMATED 2024-2025
<b>LIBRARIES</b>							
Circulation	157,761	63,841	117,701	246,235	73,073	250,000	260,000
Reference desk transactions	64,061	7,000	114,532	117,594	63,722	120,000	120,000
Electronic resources users	65,789	35,000	44,431	53,029	24,092	54,000	55,000
Cardholders	20,494	21,000	13,041	14,893	17,585	18,464	19,250
Books	472,970	480,000	591,297	566,987	562,228	567,000	567,000
Periodical subscriptions (paper)	435	435	445	445	445	445	445
Audio/Video resources	58,177	57,000	65,404	63,885	61,918	62,500	62,700
Public Computers, Public (1)	267	267	307	307	307	307	307
Public Computers, Staff	91	95	95	95	95	95	95
<b>PROGRAM INFORMATION</b>							
<i>Number of Adult Programs</i>	347	40	595	237	295	382	395
Adult Program Total Attendance	5,008	3,000	24,171	1,280	2,980	3,465	3,500
<i>Number of Young Adult Programs</i>	84	5	154	328	142	172	175
Young Adult Program Total Attendance	533	40	1,824	1,762	1,026	1,334	1,550
<i>Number of Children's Programs</i>	453	125	225	607	482	624	640
Children's Programs Total Attendance	7,969	4,000	1,915	9,556	9,128	11,886	12,500
<b>ICMA SERVICE INDICATORS</b>							
<i>Number of libraries (3)</i>	5	5	5	6	6	6	6
Central library	1	1	1	1	1	1	1
Branches	4	4	4	5	5	5	5
Bookmobile	1	1	1	1	1	1	1
<i>Number of library materials/holdings</i>							
books in circulating book collection	425,664	428,000	571,297	566,987	562,228	567,000	567,000
reference materials	47,741	47,780	25,875	55,087	54,478	54,400	55,000
audio/visual materials	58,177	59,000	65,004	63,885	61,918	62,500	62,700
subscriptions to periodicals	435	445	445	445	445	445	445
subscriptions to online databases (2)	20	20	21	19	19	19	
<i>Annual Circulation</i>	182,940	79,350					
Central library	47,328	47,800	24,783	29,127	17,235	32,000	34,000
Branches	110,433	47,800	55,801	84,006	55,838	90,000	91,000
Bookmobile	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<i>Annual in-library materials use</i>	25,179	1,750	2,554	2,437	1,843	2,500	2,550

**FY 2024 - 2025 SHORT TERM GOALS (To be achieved within one (1) year or less):**

1. The Library will complete the renovation of its East Side Branch. (MG3)
2. The Library will support professional development of its staff with an emphasis on providing excellent customer service in the delivery of its programs and services. (MG1)

**FY 2024 - 2025 MEDIUM-TERM GOALS (To be achieved within 1-5 years):**

1. The Library will implement its plan to install solar panels at the Burroughs Library and North Branch. (MG6)
2. The Library will replace aging windows at Burroughs Library with energy efficient windows that maintain the aesthetics of the original windows. (MG6)
3. The Library will transform space formerly known as the "Technology and Business Room" at Burroughs Library into a state-of-the-art space to support the entrepreneurial/creative community and the general public. (MG2)

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIBRARY SERVICES PROGRAM HIGHLIGHTS

**FY 2024 – 2025 LONG-TERM GOALS (To be achieved in greater than 5 years):**

1. The library will modernize infrastructure at Burroughs Library, Black Rock Branch and North Branch to accommodate present and future needs, (i.e., continued upgrade of electrical and cable wiring, roof and HVAC improvements, and flooring). (MG3)
2. The Library will restructure its bookmobile services by purchasing a new vehicle that will be customized to provide WiFi, computing, traditional book delivery service to senior centers, daycares, schools and neighborhoods not served by a library branch. (MG3)

**FY 2023 – 2024 GOALS STATUS UPDATE:**

1. ***The Library completed its upgrade of computer inventory for staff and the public.***
2. ***The Library has established its Digital Navigator program as an ongoing service.***
3. ***Solar panels have been delivered and the installation process has begun.***

**FY 2023 – 2024 ADDITIONAL TARGETED ACCOMPLISHMENTS:**

1. The Library revitalized its partnership with the Klein Memorial Auditorium to jointly sponsor free concerts for the public.
2. The Library has restructured its staff to meet expanding public service needs.
3. The Library is preparing to source bids for the East side Phase II Renovation Project.
4. The Library is collaborating with several libraries on a two-year State Library administered grant program aimed at expanding multi-lingual digital skills among eight cooperating public libraries. This project is funded by a grant from the Institute for Museum and Library Services.

Goals	Original target percentage (%) of goals to be completed July - June (2023-2024).	Actual or Estimated percentage (%) of goals achieved July- June (2023-2024).	Reason for shortfall/success.
<b><u>FY 2023-2024 Short-Term (ST) Goals (Less than 1 year).</u></b>			
ST#1	100	100	New Hire in Information Tech.
ST#2	100	100	Hired Coordinator for the program.
ST#3	80	80	Ongoing project.
<b><u>FY 2023-2024 Medium-Term (MT) Goals (1-5 Years).</u></b>			
MT#1	75	75	East Side: Ready to bid the project.
MT#2	100	100	Burroughs: Project ongoing.
MT#3	100	100	Staffing goals complete.
<b><u>FY 2023-2024 Long-Term (LT) Goals (Greater than 5 years).</u></b>			
LT#1	N/A	N/A	Project TBD.
LT#2	100	100	E-rate ongoing project.



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
 LIBRARY SERVICES APPROPRIATION SUPPLEMENTS

APPROPRIATION SUPPLEMENTS

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01700</b>	<b>LIBRARY ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	3,714,000	3,518,439	4,016,183	4,235,164	4,235,164	-218,981
	51099	CONTRACTED SALARIES	142,878	235,123	240,000	42,926	42,926	197,074
<b>01</b>	<b>PERSONNEL SERVICES</b>		3,856,878	3,753,563	4,256,183	4,278,090	4,278,090	-21,907
	51106	REGULAR STRAIGHT OVERTIME	187	1,074	27,000	27,000	27,000	0
	51108	REGULAR 1.5 OVERTIME PAY	17,213	24,604	45,000	40,000	40,000	5,000
	51122	SHIFT 2 - 1.5X OVERTIME	11,551	24,770	0	5,000	5,000	-5,000
	51124	SHIFT 2 - 2X OVERTIME	0	358	0	0	0	0
	51128	SHIFT 3 - 1.5X OVERTIME	4,918	7,590	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	10,035	12,523	0	0	0	0
	51140	LONGEVITY PAY	45,750	43,800	46,125	42,750	42,750	3,375
	51154	UNUSED SICK TIME PAYOUT	56,941	38,157	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	13,276	13,039	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	15,301	12,371	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	1,158	527	0	0	0	0
	51324	LONGEVITY RETIREMENT	1,813	2,438	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		178,144	181,251	118,125	114,750	114,750	3,375
	52258	STATE OF CT ANNUAL ASMT FEE	400	400	400	400	400	0
	52260	CT 2ND INJURY FUND ASSESSM	600	600	600	600	600	0
	52262	WORKERS' COMP ADM FEE	4,420	4,420	4,420	4,420	4,420	0
	52316	WORKERS' COMP MED - LIBRARY	8,000	8,000	8,000	8,000	8,000	0
	52318	WORKERS' COMP INDM LIBRARY	8,000	8,000	8,000	8,000	8,000	0
	52360	MEDICARE	41,024	45,600	48,969	55,303	55,303	-6,334
	52385	SOCIAL SECURITY	9,067	19,944	37,092	29,087	29,087	8,005
	52399	UNIFORM ALLOWANCE	1,901	0	3,000	3,000	3,000	0
	52436	RX CLAIMS - CITY RET & COBRA	142,884	142,884	142,884	142,884	155,029	-12,145
	52504	MERF PENSION EMPLOYER CONT	689,262	760,710	970,932	819,049	827,088	143,844
	52890	CLAIMS DR/HSPTLS-CITY RETIREES	294,340	294,340	294,340	294,340	319,360	-25,020
	52917	HEALTH INSURANCE CITY SHARE	626,648	790,651	911,717	677,611	677,611	234,106
<b>03</b>	<b>FRINGE BENEFITS</b>		1,826,546	2,075,550	2,430,353	2,042,694	2,087,898	342,455
	53110	WATER UTILITY	12,859	14,345	21,000	16,000	16,000	5,000
	53120	SEWER USER FEES	6,366	5,317	9,000	9,000	9,000	0
	53130	ELECTRIC UTILITY SERVICES	225,000	131,440	215,000	215,000	215,000	0
	53140	GAS UTILITY SERVICES	71,413	80,995	95,000	95,000	95,000	0
	53601	ADMINISTRATIVE FEES	150,000	150,000	150,000	150,000	150,000	0
	53605	MEMBERSHIP/REGISTRATION FEES	1,169	1,140	6,000	3,000	3,000	3,000
	53705	ADVERTISING SERVICES	-398	0	5,000	5,000	5,000	0
	53710	OTHER COMMUNICATION SERVICES	7,799	38,993	13,000	13,000	13,000	0
	53720	TELEPHONE SERVICES	40,836	47,177	51,256	36,256	36,256	15,000
	53725	TELEVISION SERVICES	0	0	600	600	600	0
	54020	COMPUTER PARTS	0	41	3,000	8,000	8,000	-5,000
	54545	CLEANING SUPPLIES	26,454	30,609	40,000	30,000	30,000	10,000
	54550	COMPUTER SOFTWARE	19,403	24,474	20,000	20,000	20,000	0
	54555	COMPUTER SUPPLIES	3,167	2,888	25,000	8,000	8,000	17,000
	54560	COMMUNICATION SUPPLIES	356	484	600	600	600	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
LIBRARY SERVICES APPROPRIATION SUPPLEMENTS

APPROPRIATION SUPPLEMENTS

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54615	GASOLINE	3,415	4,968	5,500	5,500	5,500	0
	54660	LIBRARY SUPPLIES	44,150	83,055	58,000	55,000	55,000	3,000
	54675	OFFICE SUPPLIES	21,108	23,894	14,000	25,000	25,000	-11,000
	54680	OTHER SUPPLIES	0	7,764	9,000	0	0	9,000
	54700	PUBLICATIONS	395,000	348,343	320,000	415,000	415,000	-95,000
	54705	SUBSCRIPTIONS	214,092	216,924	200,000	220,000	220,000	-20,000
	55055	COMPUTER EQUIPMENT	133,928	126,165	54,000	90,000	90,000	-36,000
	55145	EQUIPMENT RENTAL/LEASE	18,200	30,443	32,000	31,000	31,000	1,000
	55525	LIBRARY FURNITURE	11,554	28,853	30,000	10,000	10,000	20,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>1,405,871</b>	<b>1,398,311</b>	<b>1,376,956</b>	<b>1,460,956</b>	<b>1,460,956</b>	<b>-84,000</b>
	56040	BOOKBINDING SERVICES	0	0	0	2,993	2,993	-2,993
	56045	BUILDING MAINTENANCE SERVICE	137,139	225,095	260,000	276,818	276,818	-16,818
	56055	COMPUTER SERVICES	102,117	103,282	139,000	115,000	115,000	24,000
	56160	MARKETING SERVICES	86,717	0	75,000	75,000	75,000	0
	56170	OTHER MAINTENANCE & REPAIR S	898	4,728	3,000	3,000	3,000	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	3,145	0	8,000	8,000	8,000	0
	56180	OTHER SERVICES	116,000	129,240	103,000	50,000	50,000	53,000
	56265	OUTSIDE PROGRAMMING	9,774	19,790	35,000	25,000	25,000	10,000
	56270	LITERACY	12,188	8,438	30,000	25,000	25,000	5,000
	56998	SPECIAL SERVICES FREEZE	1,206,092	1,122,648	243,864	430,127	543,457	-299,593
	59005	VEHICLE MAINTENANCE SERVICES	2,488	1,582	5,500	5,500	5,500	0
	59015	PRINTING SERVICES	0	0	1,000	0	0	1,000
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>1,676,557</b>	<b>1,614,801</b>	<b>903,364</b>	<b>1,016,438</b>	<b>1,129,768</b>	<b>-226,404</b>
	53200	PRINCIPAL & INTEREST DEBT SERV	870,375	905,079	902,675	918,864	918,864	-16,189
<b>06</b>	<b>OTHER FINANCING USES</b>		<b>870,375</b>	<b>905,079</b>	<b>902,675</b>	<b>918,864</b>	<b>918,864</b>	<b>-16,189</b>
<b>01700</b>	<b>LIBRARY ADMINISTRATION</b>		<b>9,814,370</b>	<b>9,928,555</b>	<b>9,987,656</b>	<b>9,831,792</b>	<b>9,990,326</b>	<b>-2,670</b>

EDUCATION DIVISIONS  
**BOARD OF EDUCATION**  
 BUDGET DETAIL

Carmela Levy-David  
*Superintendent of Schools*

**REVENUE SUMMARY**

Org#	Object Description	FY 2024			FY 2025	FY25 Mayor
		FY 2022	FY 2023	Modified	FY 2025	Mayor Prop. Vs FY24
		Actuals	Actuals	Budget	Requested	Proposed Mod. Budget
<b>01863</b>	<b>BOE ADMINISTRATION</b>					
41375	STATE FISCAL STABILIZATION FUN	2,823,501	2,823,501	0	0	0
41522	SUMMER SCHOOL TUITION	25,000	25,000	25,000	25,000	25,000
44517	AID TO NON-PUBLIC SCHOOLS	191,593	191,633	195,000	195,000	195,000
44520	EDUCATION COST SHARING	164,103,048	164,200,066	164,195,344	164,195,344	164,195,344
<b>01863</b>	<b>BOE ADMINISTRATION</b>	<b>167,143,142</b>	<b>167,240,200</b>	<b>164,415,344</b>	<b>164,415,344</b>	<b>164,415,344</b>

**APPROPRIATION SUMMARY**

\*MBR=Minimum Budget Requirement, a provision of Connecticut's State Support for Education that sets a minimum sum per pupil that school districts must spend. ECS or Education Cost Sharing, aims to equalize some of substantial school funding disparities that municipalities with a large number of needy students encounter when trying to provide services. ECS provides for grants based on a formula that multiplies three factors: (1) a base aid ratio of each town's wealth to a designated state guaranteed wealth level (GWL), (2) the foundation, and (3) the number of each town's resident students adjusted for educational and economic need ("need students"). A per-student bonus is added for towns that are part of regional school districts. (A recent report from the Office of Legislative Research (OLR) on Education Cost Sharing reports on the present funding situation: <http://www.cga.ct.gov/2012/rpt/2012-R-0101.htm> )

Function	Function Description	FY 2024			FY 2025	FY 2025 Mayor	FY25 Mayor
		FY 2022	FY 2023	Modified	Requested	Proposed	Prop. Vs FY24
		Actuals	Actuals	Budget	Budget	Budget	Mod. Budget
08	EDUCATION	235,235,977	237,225,703	239,735,983	256,435,982	242,735,982	-3,000,000

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01800</b>	<b>PRINCIPALS</b>							
	51000	FULL TIME EARNED PAY	8,371,386	8,517,869	8,667,907	9,112,855	9,112,855	-444,948
	51100	PT TEMP/SEASONAL EARNED PA	420	15,300	21,600	34,200	34,200	-12,600
<b>01</b>	<b>PERSONNEL SERVICES</b>		8,371,806	8,533,169	8,689,507	9,147,055	9,147,055	-457,548
	51140	LONGEVITY PAY	50,300	50,300	57,200	50,300	50,300	6,900
	51154	UNUSED SICK TIME PAYOUT	89,942	36,331	0	0	0	0
	51400	GENERAL STIPENDS	0	0	900	0	0	900
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		140,242	86,631	58,100	50,300	50,300	7,800
	52360	MEDICARE	115,439	118,770	122,786	124,334	124,334	-1,548
	52385	SOCIAL SECURITY	0	0	0	18	18	-18
	52917	HEALTH INSURANCE CITY SHARE	1,146,176	1,221,277	1,354,701	1,407,915	1,407,915	-53,213
<b>03</b>	<b>FRINGE BENEFITS</b>		1,261,615	1,340,047	1,477,487	1,532,267	1,532,267	-54,779
<b>01800</b>	<b>PRINCIPALS</b>		<b>9,773,663</b>	<b>9,959,847</b>	<b>10,225,094</b>	<b>10,729,622</b>	<b>10,729,622</b>	<b>-504,527</b>
<b>01801</b>	<b>ELEMENTARY</b>							
	51000	FULL TIME EARNED PAY	24,551,872	25,223,538	26,152,222	32,366,862	32,366,862	-6,214,641
<b>01</b>	<b>PERSONNEL SERVICES</b>		24,551,872	25,223,538	26,152,222	32,366,862	32,366,862	-6,214,641
	51140	LONGEVITY PAY	154,100	184,700	180,866	150,500	150,500	30,366
	51154	UNUSED SICK TIME PAYOUT	43,225	91,975	397,006	756,899	756,899	-359,893
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		197,325	276,675	577,872	907,399	907,399	-329,527
	52360	MEDICARE	345,093	342,498	361,082	350,383	350,383	10,699
	52385	SOCIAL SECURITY	9,053	24,418	33,591	31,755	31,755	1,836
	52397	UNEMPLOYMENT	1,640	0	0	0	0	
	52917	HEALTH INSURANCE CITY SHARE	5,685,903	5,905,064	5,912,919	10,420,847	10,420,847	-4,507,928
<b>03</b>	<b>FRINGE BENEFITS</b>		6,041,688	6,271,980	6,307,592	10,802,985	10,802,985	-4,495,393
<b>01801</b>	<b>ELEMENTARY</b>		<b>30,790,885</b>	<b>31,772,193</b>	<b>33,037,685</b>	<b>44,077,246</b>	<b>44,077,246</b>	<b>-11,039,560</b>
<b>01802</b>	<b>SUBSTITUTES</b>							0
	56115	HUMAN SERVICES	1,435,471	1,228,489	1,391,854	1,483,798	1,483,798	-91,944
<b>05</b>	<b>SPECIAL SERVICES</b>		1,435,471	1,228,489	1,391,854	1,483,798	1,483,798	-91,944
<b>01802</b>	<b>SUBSTITUTES</b>		<b>1,435,471</b>	<b>1,228,489</b>	<b>1,391,854</b>	<b>1,483,798</b>	<b>1,483,798</b>	<b>-91,944</b>
<b>01803</b>	<b>PARAPROFESS</b>							
	51000	FULL TIME EARNED PAY	178,605	174,557	178,359	187,272	187,272	-8,913
<b>01</b>	<b>PERSONNEL SERVICES</b>		178,605	174,557	178,359	187,272	187,272	-8,913
	51140	LONGEVITY PAY	1,330	1,400	40,980	1,400	1,400	39,580
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,330	1,400	40,980	1,400	1,400	39,580
	52360	MEDICARE	2,451	2,360	3,003	2,467	2,467	536
	52385	SOCIAL SECURITY	1,876	0	2,562	0	0	2,562
	52504	MERF PENSION EMPLOYER CONT	28,493	37,882	40,012	38,184	38,560	1,452
	52917	HEALTH INSURANCE CITY SHARE	32,024	37,816	45,505	45,345	45,345	160
	52920	HEALTH BENEFITS BUYOUT	750	1,000	917	1,000	1,000	-83
<b>03</b>	<b>FRINGE BENEFITS</b>		65,594	79,057	91,999	86,996	87,372	4,627
<b>01803</b>	<b>PARAPROFESS</b>		<b>245,529</b>	<b>255,014</b>	<b>311,338</b>	<b>275,668</b>	<b>276,044</b>	<b>35,294</b>
<b>01804</b>	<b>SCHOOL CLERICALS</b>							
	51000	FULL TIME EARNED PAY	3,131,580	3,201,594	3,316,446	3,405,223	3,405,223	-88,777
	51100	PT TEMP/SEASONAL EARNED PA	0	5,083	0	5,083	5,083	-5,083
<b>01</b>	<b>PERSONNEL SERVICES</b>		3,131,580	3,206,676	3,316,446	3,410,306	3,410,306	-93,859
	51106	REGULAR STRAIGHT OVERTIME	0	509	0	264	264	-264
	51108	REGULAR 1.5 OVERTIME PAY	0	305	0	0	0	0
	51140	LONGEVITY PAY	73,850	70,103	76,770	76,175	76,175	595
	51154	UNUSED SICK TIME PAYOUT	70,092	6,109	0	4,304	4,304	-4,304
	51156	UNUSED VACATION TIME PAYOUT	17,679	22,691	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	11,455	8,275	0	3,571	3,571	-3,571
	51318	PERSONAL DAY PAYOUT RETIREMENT	2,135	1,519	0	931	931	-931
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		175,210	109,511	76,770	85,245	85,245	-8,475

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	52360	MEDICARE	40,884	42,819	45,652	44,298	44,298	1,354
	52385	SOCIAL SECURITY	6,497	1,870	1,997	6,118	6,118	-4,120
	52504	MERF PENSION EMPLOYER CONT	594,005	695,093	696,131	701,672	708,553	-12,422
	52917	HEALTH INSURANCE CITY SHARE	909,688	958,560	1,008,592	1,033,540	1,033,540	-24,948
	52920	HEALTH BENEFITS BUYOUT	7,792	10,167	12,833	10,000	10,000	2,833
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>1,558,864</b>	<b>1,708,509</b>	<b>1,765,205</b>	<b>1,795,628</b>	<b>1,802,509</b>	<b>-37,304</b>
<b>01804</b>	<b>SCHOOL CLERICALS</b>		<b>4,865,654</b>	<b>5,024,696</b>	<b>5,158,421</b>	<b>5,291,178</b>	<b>5,298,059</b>	<b>-139,638</b>
<b>01805</b>	<b>INSTRUCTIONAL SUPPLIES</b>							
	54580	SCHOOL SUPPLIES	105,831	96,357	88,827	85,337	85,337	3,490
	54675	OFFICE SUPPLIES	0	0	2,610	6,100	6,100	-3,490
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>105,831</b>	<b>96,357</b>	<b>91,437</b>	<b>91,437</b>	<b>91,437</b>	<b>0</b>
	59015	PRINTING SERVICES	6,014	2,524	20,050	20,050	20,050	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>6,014</b>	<b>2,524</b>	<b>20,050</b>	<b>20,050</b>	<b>20,050</b>	<b>0</b>
<b>01805</b>	<b>INSTRUCTIONAL SUPPLIES</b>		<b>111,845</b>	<b>98,881</b>	<b>111,487</b>	<b>111,487</b>	<b>111,487</b>	<b>0</b>
<b>01806</b>	<b>SUPPLIES</b>							
	51106	REGULAR STRAIGHT OVERTIME	218	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	4,714	0	22	0	0	22
	51122	SHIFT 2 - 1.5X OVERTIME	2,315	334	373	139	139	234
	51400	GENERAL STIPENDS	12,155	6,206	13,368	12,762	12,762	605
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>19,402</b>	<b>6,539</b>	<b>13,763</b>	<b>12,901</b>	<b>12,901</b>	<b>861</b>
	52360	MEDICARE	275	95	26	2	2	24
	52385	SOCIAL SECURITY	6	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	1,452	85	203	30	30	173
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>1,733</b>	<b>180</b>	<b>229</b>	<b>32</b>	<b>32</b>	<b>197</b>
	53605	MEMBERSHIP/REGISTRATION FEES	6,410	2,900	3,607	3,850	3,850	-243
	53610	TRAINING SERVICES	0	0	2,500	2,500	2,500	0
	54580	SCHOOL SUPPLIES	271,637	364,122	425,180	465,751	465,751	-40,570
	54675	OFFICE SUPPLIES	0	0	43,581	291	291	43,290
	54725	POSTAGE	13,774	12,607	32,479	32,171	32,171	308
	54760	TEXTBOOKS	0	0	408	0	0	408
	55075	SCHOOL EQUIPMENT	1,241	0	30	2,849	2,849	-2,819
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>293,062</b>	<b>379,629</b>	<b>507,785</b>	<b>507,412</b>	<b>507,412</b>	<b>374</b>
	56180	OTHER SERVICES	40,618	42,326	47,757	45,550	45,550	2,207
	56240	TRANSPORTATION SERVICES	744	2,050	2,428	975	975	1,453
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>41,362</b>	<b>44,376</b>	<b>50,186</b>	<b>46,525</b>	<b>46,525</b>	<b>3,660</b>
<b>01806</b>	<b>SUPPLIES</b>		<b>355,559</b>	<b>430,725</b>	<b>571,963</b>	<b>566,871</b>	<b>566,871</b>	<b>5,093</b>
<b>01809</b>	<b>PRE-K-K</b>							
	51000	FULL TIME EARNED PAY	2,414,815	2,315,718	2,898,490	4,661,171	4,661,171	-1,762,681
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>2,414,815</b>	<b>2,315,718</b>	<b>2,898,490</b>	<b>4,661,171</b>	<b>4,661,171</b>	<b>-1,762,681</b>
	51140	LONGEVITY PAY	25,500	28,500	46,100	27,200	27,200	18,900
	51154	UNUSED SICK TIME PAYOUT	0	11,375	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>25,500</b>	<b>39,875</b>	<b>46,100</b>	<b>27,200</b>	<b>27,200</b>	<b>18,900</b>
	52360	MEDICARE	59,069	60,447	54,425	62,882	62,882	-8,457
	52385	SOCIAL SECURITY	2,706	4,193	4,090	6,526	6,526	-2,436
	52397	UNEMPLOYMENT	3,189	8,628	4,632	4,632	4,632	0
	52917	HEALTH INSURANCE CITY SHARE	878,019	880,619	755,898	1,154,201	1,154,201	-398,302
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>942,983</b>	<b>953,887</b>	<b>819,045</b>	<b>1,228,240</b>	<b>1,228,240</b>	<b>-409,195</b>
<b>01809</b>	<b>PRE-K-K</b>		<b>3,383,299</b>	<b>3,309,480</b>	<b>3,763,635</b>	<b>5,916,611</b>	<b>5,916,611</b>	<b>-2,152,976</b>



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BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01810</b>	<b>BILINGUAL ED</b>							
	51000	FULL TIME EARNED PAY	4,989,635	4,729,555	5,097,282	5,281,956	5,281,956	-184,674
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,989,635	4,729,555	5,097,282	5,281,956	5,281,956	-184,674
	51140	LONGEVITY PAY	28,500	32,200	37,400	28,500	28,500	8,900
	51154	UNUSED SICK TIME PAYOUT	0	22,750	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		28,500	54,950	37,400	28,500	28,500	8,900
	52360	MEDICARE	66,112	61,980	70,603	69,088	69,088	1,515
	52385	SOCIAL SECURITY	4,969	5,037	7,260	6,284	6,284	976
	52917	HEALTH INSURANCE CITY SHARE	1,309,775	1,192,482	1,290,909	1,465,286	1,465,286	-174,377
<b>03</b>	<b>FRINGE BENEFITS</b>		1,380,856	1,259,499	1,368,773	1,540,659	1,540,659	-171,886
<b>01810</b>	<b>BILINGUAL ED</b>		<b>6,398,991</b>	<b>6,044,003</b>	<b>6,503,456</b>	<b>6,851,115</b>	<b>6,851,115</b>	<b>-347,659</b>
<b>01811</b>	<b>BILINGUAL AIDES</b>							
	51140	LONGEVITY PAY	0	0	11,120	0	0	11,120
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	0	11,120	0	0	11,120
	52360	MEDICARE	0	0	160	0	0	160
	52504	MERF PENSION EMPLOYER CONT	0	0	2,267	0	0	2,267
<b>03</b>	<b>FRINGE BENEFITS</b>		0	0	2,427	0	0	2,427
<b>01811</b>	<b>BILINGUAL AIDES</b>		<b>0</b>	<b>0</b>	<b>13,547</b>	<b>0</b>	<b>0</b>	<b>13,547</b>
<b>01812</b>	<b>WORLD LANG</b>							
	51000	FULL TIME EARNED PAY	1,580,517	1,353,778	1,215,802	1,323,912	1,323,912	-108,110
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,580,517	1,353,778	1,215,802	1,323,912	1,323,912	-108,110
	51140	LONGEVITY PAY	3,100	4,000	3,100	4,000	4,000	-900
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		3,100	4,000	3,100	4,000	4,000	-900
	52360	MEDICARE	20,251	18,618	16,636	16,711	16,711	-75
	52385	SOCIAL SECURITY	4,055	9,549	2,494	9,515	9,515	-7,021
	52917	HEALTH INSURANCE CITY SHARE	275,602	197,019	241,023	283,419	283,419	-42,396
<b>03</b>	<b>FRINGE BENEFITS</b>		299,907	225,186	260,153	309,645	309,645	-49,492
<b>01812</b>	<b>WORLD LANG</b>		<b>1,883,524</b>	<b>1,582,965</b>	<b>1,479,055</b>	<b>1,637,557</b>	<b>1,637,557</b>	<b>-158,502</b>
<b>01813</b>	<b>VISUAL ARTS</b>							
	51000	FULL TIME EARNED PAY	2,787,339	3,204,622	3,254,546	3,807,693	3,807,693	-553,147
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,787,339	3,204,622	3,254,546	3,807,693	3,807,693	-553,147
	51140	LONGEVITY PAY	16,500	16,000	16,400	14,900	14,900	1,500
	51154	UNUSED SICK TIME PAYOUT	22,750	3,900	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	0	0	350	0	0	350
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		39,250	19,900	16,750	14,900	14,900	1,850
	52360	MEDICARE	39,260	43,625	45,505	50,890	50,890	-5,384
	52385	SOCIAL SECURITY	4,207	4,875	2,443	6,510	6,510	-4,067
	52917	HEALTH INSURANCE CITY SHARE	733,849	757,397	756,380	1,074,273	1,074,273	-317,894
<b>03</b>	<b>FRINGE BENEFITS</b>		777,317	805,897	804,328	1,131,673	1,131,673	-327,345
<b>01813</b>	<b>VISUAL ARTS</b>		<b>3,603,906</b>	<b>4,030,419</b>	<b>4,075,624</b>	<b>4,954,266</b>	<b>4,954,266</b>	<b>-878,642</b>
<b>01814</b>	<b>PERFORMING ARTS</b>							
	51000	FULL TIME EARNED PAY	2,153,814	1,967,173	1,752,640	2,142,984	2,142,984	-390,345
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,153,814	1,967,173	1,752,640	2,142,984	2,142,984	-390,345
	51140	LONGEVITY PAY	8,200	13,000	11,000	7,800	7,800	3,200
	51154	UNUSED SICK TIME PAYOUT	11,375	11,375	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	0	50	475	50	50	425
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		19,575	24,425	11,475	7,850	7,850	3,625
	52360	MEDICARE	29,580	26,943	24,570	28,639	28,639	-4,069
	52385	SOCIAL SECURITY	4,209	3,891	11,433	3,813	3,813	7,620
	52917	HEALTH INSURANCE CITY SHARE	543,905	485,333	392,488	667,452	667,452	-274,964
<b>03</b>	<b>FRINGE BENEFITS</b>		577,695	516,167	428,490	699,905	699,905	-271,414
<b>01814</b>	<b>PERFORMING ARTS</b>		<b>2,751,084</b>	<b>2,507,765</b>	<b>2,192,605</b>	<b>2,850,739</b>	<b>2,850,739</b>	<b>-658,134</b>

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01815 ENGLISH</b>								
	51000	FULL TIME EARNED PAY	4,896,946	5,119,261	5,283,540	5,595,955	5,595,955	-312,415
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,896,946	5,119,261	5,283,540	5,595,955	5,595,955	-312,415
	51140	LONGEVITY PAY	19,800	19,800	22,600	19,800	19,800	2,800
	51154	UNUSED SICK TIME PAYOUT	0	0	4,875	0	0	4,875
	51400	GENERAL STIPENDS	0	0	500	0	0	500
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		19,800	19,800	27,975	19,800	19,800	8,175
	52360	MEDICARE	66,288	69,929	73,500	74,521	74,521	-1,021
	52385	SOCIAL SECURITY	3,977	2,759	7,764	3,565	3,565	4,199
	52917	HEALTH INSURANCE CITY SHARE	1,117,150	1,198,873	1,319,701	1,606,014	1,606,014	-286,313
<b>03</b>	<b>FRINGE BENEFITS</b>		1,187,414	1,271,561	1,400,965	1,684,101	1,684,101	-283,136
			<b>6,104,160</b>	<b>6,410,622</b>	<b>6,712,480</b>	<b>7,299,855</b>	<b>7,299,855</b>	<b>-587,375</b>
<b>01816 MATH</b>								
	51000	FULL TIME EARNED PAY	4,895,071	5,066,584	4,906,695	5,203,262	5,203,262	-296,567
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,895,071	5,066,584	4,906,695	5,203,262	5,203,262	-296,567
	51140	LONGEVITY PAY	18,000	19,000	22,700	16,100	16,100	6,600
	51154	UNUSED SICK TIME PAYOUT	11,375	22,425	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		29,375	41,425	22,700	16,100	16,100	6,600
	52360	MEDICARE	62,895	69,382	67,764	66,702	66,702	1,062
	52385	SOCIAL SECURITY	11,664	5,034	2,356	7,559	7,559	-5,203
	52397	UNEMPLOYMENT	0	0	1,368	0	0	1,368
	52917	HEALTH INSURANCE CITY SHARE	1,216,564	1,239,511	1,261,927	1,527,514	1,527,514	-265,587
<b>03</b>	<b>FRINGE BENEFITS</b>		1,291,124	1,313,927	1,333,415	1,601,776	1,601,776	-268,360
			<b>6,215,570</b>	<b>6,421,936</b>	<b>6,262,810</b>	<b>6,821,138</b>	<b>6,821,138</b>	<b>-558,327</b>
<b>01817 SCIENCE</b>								
	51000	FULL TIME EARNED PAY	4,658,072	3,864,440	3,675,650	3,735,154	3,735,154	-59,503
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,658,072	3,864,440	3,675,650	3,735,154	3,735,154	-59,503
	51140	LONGEVITY PAY	13,700	10,900	12,000	10,000	10,000	2,000
	51154	UNUSED SICK TIME PAYOUT	11,375	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		25,075	10,900	12,000	10,000	10,000	2,000
	52360	MEDICARE	59,158	51,555	50,746	47,676	47,676	3,070
	52385	SOCIAL SECURITY	13,472	10,717	15,610	12,565	12,565	3,045
	52397	UNEMPLOYMENT	0	10,190	4,957	0	0	4,957
	52917	HEALTH INSURANCE CITY SHARE	1,013,776	868,966	811,533	997,247	997,247	-185,713
<b>03</b>	<b>FRINGE BENEFITS</b>		1,086,406	941,428	882,847	1,057,488	1,057,488	-174,641
			<b>5,769,553</b>	<b>4,816,768</b>	<b>4,570,497</b>	<b>4,802,641</b>	<b>4,802,641</b>	<b>-232,144</b>
<b>01818 SOCIAL STUDIES</b>								
	51000	FULL TIME EARNED PAY	4,452,753	4,324,447	4,457,270	4,690,715	4,690,715	-233,445
<b>01</b>	<b>PERSONNEL SERVICES</b>		4,452,753	4,324,447	4,457,270	4,690,715	4,690,715	-233,445
	51140	LONGEVITY PAY	25,400	23,300	24,000	20,900	20,900	3,100
	51154	UNUSED SICK TIME PAYOUT	6,825	11,375	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		32,225	34,675	24,000	20,900	20,900	3,100
	52360	MEDICARE	60,704	61,283	63,517	62,781	62,781	736
	52385	SOCIAL SECURITY	2,770	10,578	9,559	11,105	11,105	-1,546
	52917	HEALTH INSURANCE CITY SHARE	1,067,684	1,079,987	1,032,788	1,311,909	1,311,909	-279,122
<b>03</b>	<b>FRINGE BENEFITS</b>		1,131,157	1,151,847	1,105,863	1,385,795	1,385,795	-279,932
			<b>5,616,135</b>	<b>5,510,969</b>	<b>5,587,133</b>	<b>6,097,410</b>	<b>6,097,410</b>	<b>-510,277</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01819	PHYSICAL EDUCATION							
	51000	FULL TIME EARNED PAY	3,315,146	3,517,291	3,707,279	3,982,129	3,982,129	-274,850
01	PERSONNEL SERVICES		3,315,146	3,517,291	3,707,279	3,982,129	3,982,129	-274,850
	51140	LONGEVITY PAY	14,700	19,800	26,300	17,100	17,100	9,200
	51154	UNUSED SICK TIME PAYOUT	11,375	0	6,175	0	0	6,175
	51404	TRAVEL ALLOWANCE/STIPENDS	250	0	0	0	0	0
02	OTHER PERSONNEL SERV		26,325	19,800	32,475	17,100	17,100	15,375
	52360	MEDICARE	44,268	46,330	50,706	51,547	51,547	-841
	52385	SOCIAL SECURITY	1,059	3,849	8,025	6,469	6,469	1,556
	52397	UNEMPLOYMENT	1,176	2,184	2,184	2,184	2,184	0
	52917	HEALTH INSURANCE CITY SHARE	883,519	916,710	916,186	1,262,676	1,262,676	-346,490
03	FRINGE BENEFITS		930,022	969,074	977,102	1,322,876	1,322,876	-345,774
	55195	SPORTING EQUIPMENT	0	0	15,000	15,000	15,000	0
04	OPERATIONAL EXPENSES		0	0	15,000	15,000	15,000	0
01819	PHYSICAL EDUCATION		4,271,493	4,506,164	4,731,856	5,337,105	5,337,105	-605,249
01820	HEALTH							
	51000	FULL TIME EARNED PAY	476,980	586,666	566,686	537,041	537,041	29,645
01	PERSONNEL SERVICES		476,980	586,666	566,686	537,041	537,041	29,645
	51140	LONGEVITY PAY	2,100	3,300	3,300	3,300	3,300	0
02	OTHER PERSONNEL SERV		2,100	3,300	3,300	3,300	3,300	0
	52360	MEDICARE	6,449	7,842	7,794	6,842	6,842	952
	52385	SOCIAL SECURITY	2,590	2,798	2,682	3,286	3,286	-605
	52917	HEALTH INSURANCE CITY SHARE	138,696	178,894	184,553	228,495	228,495	-43,942
03	FRINGE BENEFITS		147,735	189,534	195,028	238,623	238,623	-43,595
01820	HEALTH		626,815	779,500	765,014	778,964	778,964	-13,950
01822	TECHNOLOGY EDUCATION							
	51000	FULL TIME EARNED PAY	412,427	493,277	612,385	644,197	644,197	-31,812
01	PERSONNEL SERVICES		412,427	493,277	612,385	644,197	644,197	-31,812
	51140	LONGEVITY PAY	1,300	1,300	1,300	1,300	1,300	0
02	OTHER PERSONNEL SERV		1,300	1,300	1,300	1,300	1,300	0
	52360	MEDICARE	5,581	7,329	8,518	8,631	8,631	-113
	52385	SOCIAL SECURITY	1,101	434	223	434	434	-211
	52917	HEALTH INSURANCE CITY SHARE	106,818	111,585	144,138	171,084	171,084	-26,946
03	FRINGE BENEFITS		113,500	119,348	152,879	180,149	180,149	-27,270
	54540	BUILDING MATERIALS & SUPPLIE	2,408	3,042	2,785	4,660	4,660	-1,875
	54580	SCHOOL SUPPLIES	7,448	3,274	6,680	6,180	6,180	500
	54640	HARDWARE/TOOLS	0	1,871	4,135	2,135	2,135	2,000
	54675	OFFICE SUPPLIES	0	68	75	75	75	0
	55035	AUTOMOTIVE SHOP EQUIPMENT	7,452	4,693	4,206	5,106	5,106	-900
04	OPERATIONAL EXPENSES		17,309	12,948	17,881	18,156	18,156	-275
	56180	OTHER SERVICES	0	0	275	0	0	275
05	SPECIAL SERVICES		0	0	275	0	0	275
01822	TECHNOLOGY EDUCATION		544,536	626,873	784,720	843,802	843,802	-59,082

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01823</b>	<b>BUSINESS ED</b>							
	51000	FULL TIME EARNED PAY	97,549	98,344	200,106	102,758	102,758	97,348
<b>01</b>	<b>PERSONNEL SERVICES</b>		97,549	98,344	200,106	102,758	102,758	97,348
	51140	LONGEVITY PAY	2,400	2,200	3,500	0	0	3,500
	51154	UNUSED SICK TIME PAYOUT	1,950	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,350	2,200	3,500	0	0	3,500
	52360	MEDICARE	1,438	1,353	2,972	1,429	1,429	1,543
	52385	SOCIAL SECURITY	0	0	4,852	0	0	4,852
	52917	HEALTH INSURANCE CITY SHARE	20,675	14,394	24,406	15,061	15,061	9,345
<b>03</b>	<b>FRINGE BENEFITS</b>		22,112	15,747	32,230	16,490	16,490	15,740
<b>01823</b>	<b>BUSINESS ED</b>		<b>124,011</b>	<b>116,290</b>	<b>235,836</b>	<b>119,248</b>	<b>119,248</b>	<b>116,588</b>
<b>01825</b>	<b>TALENTED</b>							
	51000	FULL TIME EARNED PAY	156,610	189,589	193,720	207,196	207,196	-13,476
<b>01</b>	<b>PERSONNEL SERVICES</b>		156,610	189,589	193,720	207,196	207,196	-13,476
	51140	LONGEVITY PAY	0	2,100	2,100	2,100	2,100	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	2,100	2,100	2,100	2,100	0
	52360	MEDICARE	2,113	2,518	2,662	2,650	2,650	12
	52917	HEALTH INSURANCE CITY SHARE	40,542	64,898	69,214	85,694	85,694	-16,480
<b>03</b>	<b>FRINGE BENEFITS</b>		42,654	67,416	71,876	88,344	88,344	-16,469
<b>01825</b>	<b>TALENTED</b>		<b>199,264</b>	<b>259,105</b>	<b>267,696</b>	<b>297,640</b>	<b>297,640</b>	<b>-29,944</b>
<b>01826</b>	<b>HOMEBOUND</b>							
	51026	FT HOME BOUND PAY	66,626	102,750	92,512	75,096	75,096	17,415
<b>01</b>	<b>PERSONNEL SERVICES</b>		66,626	102,750	92,512	75,096	75,096	17,415
	52360	MEDICARE	933	1,437	1,324	1,068	1,068	256
	52385	SOCIAL SECURITY	0	111	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		933	1,548	1,324	1,068	1,068	256
<b>01826</b>	<b>HOMEBOUND</b>		<b>67,559</b>	<b>104,298</b>	<b>93,835</b>	<b>76,164</b>	<b>76,164</b>	<b>17,672</b>
<b>01827</b>	<b>SPECIAL EDUCATION</b>							
	51000	FULL TIME EARNED PAY	11,139,362	11,625,600	10,472,604	10,659,486	10,659,486	-186,882
	51026	FT HOME BOUND PAY	166,273	134,225	84,038	142,352	142,352	-58,314
<b>01</b>	<b>PERSONNEL SERVICES</b>		11,305,635	11,759,825	10,556,642	10,801,838	10,801,838	-245,196
	51140	LONGEVITY PAY	44,600	70,100	66,300	47,400	47,400	18,900
	51154	UNUSED SICK TIME PAYOUT	21,775	45,175	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	425	450	475	250	250	225
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		66,800	115,725	66,775	47,650	47,650	19,125
	52360	MEDICARE	151,097	157,428	147,330	144,727	144,727	2,603
	52385	SOCIAL SECURITY	18,319	6,398	5,531	3,918	3,918	1,614
	52397	UNEMPLOYMENT	31,751	4,114	1,806	0	0	1,806
	52504	MERF PENSION EMPLOYER CONT	0	69	0	69	69	-69
	52917	HEALTH INSURANCE CITY SHARE	2,497,917	2,705,275	2,434,362	2,872,320	2,872,320	-437,957
<b>03</b>	<b>FRINGE BENEFITS</b>		2,699,084	2,873,284	2,589,030	3,021,033	3,021,033	-432,004
	54580	SCHOOL SUPPLIES	0	0	1,142	1,142	1,142	0
	54675	OFFICE SUPPLIES	1,017	434	1,055	1,055	1,055	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		1,017	434	2,197	2,197	2,197	0
	55540	BOE TUITION	19,677,048	21,043,415	19,488,407	15,065,763	15,065,763	4,422,644
	56115	HUMAN SERVICES	63,742	61,188	100,000	300,000	300,000	-200,000
	56130	LEGAL SERVICES	40,951	42,178	105,506	50,000	50,000	55,506
	56155	MEDICAL SERVICES	2,874,817	2,697,259	2,832,122	2,250,000	2,250,000	582,122
<b>05</b>	<b>SPECIAL SERVICES</b>		22,656,558	23,844,039	22,526,034	17,665,763	17,665,763	4,860,272
<b>01827</b>	<b>SPECIAL EDUCATION</b>		<b>36,729,094</b>	<b>38,593,307</b>	<b>35,740,678</b>	<b>31,538,481</b>	<b>31,538,481</b>	<b>4,202,197</b>

CITY OF BRIDGEPORT, CONNECTICUT

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01828</b>	<b>SPECIAL ED ADM</b>							
	51000	FULL TIME EARNED PAY	698,945	872,233	635,215	642,636	642,636	-7,421
<b>01</b>	<b>PERSONNEL SERVICES</b>		698,945	872,233	635,215	642,636	642,636	-7,421
	51140	LONGEVITY PAY	3,600	3,600	3,800	3,600	3,600	200
	51400	GENERAL STIPENDS	10,000	7,177	7,536	10,500	10,500	-2,964
	51404	TRAVEL ALLOWANCE/STIPENDS	1,900	2,380	2,600	980	980	1,620
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		15,500	13,157	13,936	15,080	15,080	-1,144
	52360	MEDICARE	7,978	12,557	9,080	8,957	8,957	123
	52917	HEALTH INSURANCE CITY SHARE	54,320	88,150	68,060	64,628	64,628	3,432
<b>03</b>	<b>FRINGE BENEFITS</b>		62,298	100,706	77,139	73,585	73,585	3,554
<b>01828</b>	<b>SPECIAL ED ADM</b>		<b>776,743</b>	<b>986,097</b>	<b>726,290</b>	<b>731,301</b>	<b>731,301</b>	<b>-5,011</b>
<b>01829</b>	<b>SPECIAL ED AIDES</b>							
	51000	FULL TIME EARNED PAY	2,797,966	3,016,099	3,214,480	3,328,336	3,328,336	-113,856
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,797,966	3,016,099	3,214,480	3,328,336	3,328,336	-113,856
	51106	REGULAR STRAIGHT OVERTIME	95	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	119	0	0	0	0	0
	51140	LONGEVITY PAY	66,568	61,263	196,025	69,120	69,120	126,905
	51318	PERSONAL DAY PAYOUT RETIREMENT	100	421	0	0	0	0
	51400	GENERAL STIPENDS	0	0	2,795	0	0	2,795
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		66,883	61,684	198,820	69,120	69,120	129,700
	52360	MEDICARE	36,324	39,303	46,596	44,244	44,244	2,352
	52385	SOCIAL SECURITY	10,878	20,418	12,975	22,889	22,889	-9,914
	52397	UNEMPLOYMENT	6,118	7,163	7,593	7,163	7,163	430
	52504	MERF PENSION EMPLOYER CONT	510,160	584,565	666,171	681,506	688,088	-21,918
	52917	HEALTH INSURANCE CITY SHARE	908,737	899,629	889,414	997,919	997,919	-108,506
	52920	HEALTH BENEFITS BUYOUT	4,917	11,083	12,917	12,333	12,333	583
<b>03</b>	<b>FRINGE BENEFITS</b>		1,477,133	1,562,162	1,635,666	1,766,055	1,772,637	-136,971
<b>01829</b>	<b>SPECIAL ED AIDES</b>		<b>4,341,981</b>	<b>4,639,944</b>	<b>5,048,966</b>	<b>5,163,511</b>	<b>5,170,093</b>	<b>-121,127</b>
<b>01830</b>	<b>SPECIAL ED CLERICALS</b>							
	51000	FULL TIME EARNED PAY	247,875	249,143	181,847	178,423	178,423	3,424
<b>01</b>	<b>PERSONNEL SERVICES</b>		247,875	249,143	181,847	178,423	178,423	3,424
	51106	REGULAR STRAIGHT OVERTIME	0	0	669	0	0	669
	51108	REGULAR 1.5 OVERTIME PAY	0	0	139	0	0	139
	51140	LONGEVITY PAY	4,690	4,900	5,090	3,410	3,410	1,680
	51154	UNUSED SICK TIME PAYOUT	0	0	133	0	0	133
	51156	UNUSED VACATION TIME PAYOUT	0	1,208	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	0	0	431	0	0	431
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	421	164	421	421	-257
	51400	GENERAL STIPENDS	0	1,000	1,050	0	0	1,050
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,690	7,530	7,676	3,831	3,831	3,845
	52360	MEDICARE	3,424	3,443	2,613	2,499	2,499	114
	52385	SOCIAL SECURITY	698	139	0	4,057	4,057	-4,057
	52504	MERF PENSION EMPLOYER CONT	46,145	54,497	38,281	37,076	37,439	842
	52917	HEALTH INSURANCE CITY SHARE	77,031	83,060	59,006	56,951	56,951	2,055
	52920	HEALTH BENEFITS BUYOUT	167	42	0	292	292	-292
<b>03</b>	<b>FRINGE BENEFITS</b>		127,465	141,181	99,899	100,875	101,238	-1,339
<b>01830</b>	<b>SPECIAL ED CLERICALS</b>		<b>380,030</b>	<b>397,853</b>	<b>289,423</b>	<b>283,129</b>	<b>283,492</b>	<b>5,931</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Proposed Budget	Major Prop. Vs FY24 Mod. Budget
<b>01831</b>	<b>SPECIAL EDUCATION EXTENDED YEA</b>							
	51100	PT TEMP/SEASONAL EARNED PA	193,354	258,298	202,738	258,298	258,298	-55,560
<b>01</b>	<b>PERSONNEL SERVICES</b>		193,354	258,298	202,738	258,298	258,298	-55,560
	52360	MEDICARE	2,635	3,689	2,922	3,689	3,689	-767
	52385	SOCIAL SECURITY	327	1,333	426	1,333	1,333	-907
	52504	MERF PENSION EMPLOYER CONT	6,872	12,429	9,541	12,429	12,429	-2,887
<b>03</b>	<b>FRINGE BENEFITS</b>		9,834	17,451	12,890	17,451	17,451	-4,561
	56115	HUMAN SERVICES	1,099	92,034	127,842	90,846	90,846	36,996
<b>05</b>	<b>SPECIAL SERVICES</b>		1,099	92,034	127,842	90,846	90,846	36,996
<b>01831</b>	<b>SPECIAL EDUCATION EXTENDED YEA</b>		<b>204,287</b>	<b>367,783</b>	<b>343,469</b>	<b>366,595</b>	<b>366,595</b>	<b>-23,125</b>
<b>01832</b>	<b>HEARING-CENTRAL HIGH SCHOOL</b>							
	51000	FULL TIME EARNED PAY	272,329	271,321	184,757	144,884	144,884	39,873
<b>01</b>	<b>PERSONNEL SERVICES</b>		272,329	271,321	184,757	144,884	144,884	39,873
	51140	LONGEVITY PAY	2,770	4,140	1,610	2,840	2,840	-1,230
	51154	UNUSED SICK TIME PAYOUT	0	9,425	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	500	850	950	300	300	650
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		3,270	14,415	2,560	3,140	3,140	-580
	52360	MEDICARE	2,405	2,327	2,578	1,981	1,981	597
	52504	MERF PENSION EMPLOYER CONT	10,056	10,495	10,600	12,621	12,621	-2,020
	52917	HEALTH INSURANCE CITY SHARE	45,084	57,411	50,479	28,934	28,934	21,545
<b>03</b>	<b>FRINGE BENEFITS</b>		57,545	70,232	63,657	43,536	43,536	20,122
<b>01832</b>	<b>HEARING-CENTRAL HIGH SCHOOL</b>		<b>333,143</b>	<b>355,968</b>	<b>250,974</b>	<b>191,560</b>	<b>191,560</b>	<b>59,414</b>
<b>01834</b>	<b>CENTRAL AT NIGHT-CENTRAL</b>							
	51140	LONGEVITY PAY	0	0	5,000	0	0	5,000
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	0	5,000	0	0	5,000
	52360	MEDICARE	0	0	26	0	0	26
<b>03</b>	<b>FRINGE BENEFITS</b>		0	0	26	0	0	26
<b>01834</b>	<b>CENTRAL AT NIGHT-CENTRAL</b>		<b>0</b>	<b>0</b>	<b>5,026</b>	<b>0</b>	<b>0</b>	<b>5,026</b>
<b>01835</b>	<b>VOCATIONAL AQUA-AQUACULTURE</b>							
	51000	FULL TIME EARNED PAY	1,329,826	1,330,713	1,384,096	1,446,988	1,446,988	-62,892
	51100	PT TEMP/SEASONAL EARNED PA	0	192	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,329,826	1,330,905	1,384,096	1,446,988	1,446,988	-62,892
	51108	REGULAR 1.5 OVERTIME PAY	0	0	112	0	0	112
	51122	SHIFT 2 - 1.5X OVERTIME	0	0	117	0	0	117
	51140	LONGEVITY PAY	10,500	9,000	6,300	9,000	9,000	-2,700
	51154	UNUSED SICK TIME PAYOUT	22,001	11,375	0	11,375	11,375	-11,375
	51400	GENERAL STIPENDS	23,346	20,855	21,898	34,843	34,843	-12,944
	51404	TRAVEL ALLOWANCE/STIPENDS	0	1,551	850	1,001	1,001	-151
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		55,847	42,782	29,277	56,219	56,219	-26,942
	52360	MEDICARE	15,121	17,447	19,163	18,405	18,405	758
	52385	SOCIAL SECURITY	1,426	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	0	0	47	0	0	47
	52917	HEALTH INSURANCE CITY SHARE	230,268	200,016	208,436	248,089	248,089	-39,653
<b>03</b>	<b>FRINGE BENEFITS</b>		246,814	217,463	227,645	266,494	266,494	-38,849
	53050	PROPERTY RENTAL/LEASE	8,000	8,000	8,000	8,000	8,000	0
	53420	LIABILITY INSURANCE	49,529	63,506	92,110	48,583	48,583	43,527
	53605	MEMBERSHIP/REGISTRATION FEES	0	1,295	2,495	1,400	1,400	1,095
	54555	COMPUTER SUPPLIES	70,221	89,514	5,091	65,233	65,233	-60,143
	54580	SCHOOL SUPPLIES	32,663	12,742	8,300	13,699	13,699	-5,399
	54610	DIESEL	560	0	0	3,891	3,891	-3,891
	54615	GASOLINE	1,826	2,463	2,800	3,500	3,500	-700
	54640	HARDWARE/TOOLS	3,832	4,550	250	2,650	2,650	-2,400
	54645	LABORATORY SUPPLIES	89,067	46,514	27,500	53,974	53,974	-26,474
	54670	MEDICAL SUPPLIES	545	0	0	419	419	-419

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54675	OFFICE SUPPLIES	5,186	7,239	5,400	3,574	3,574	1,826
	54680	OTHER SUPPLIES	15,633	26,527	10,496	32,812	32,812	-22,316
	54725	POSTAGE	0	0	13	201	201	-188
	54760	TEXTBOOKS	15,602	0	0	17,466	17,466	-17,466
	55205	TRANSPORTATION EQUIPMENT	5,112	0	0	15,000	15,000	-15,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>297,776</b>	<b>262,349</b>	<b>162,455</b>	<b>270,403</b>	<b>270,403</b>	<b>-107,948</b>
	55540	BOE TUITION	-2,287,906	-1,999,619	-1,739,464	-1,998,615	-1,998,615	259,151
	56170	OTHER MAINTENANCE & REPAIR S	65,565	37,378	26,000	37,134	37,134	-11,134
	56180	OTHER SERVICES	38,931	32,863	20,000	19,288	19,288	712
	56240	TRANSPORTATION SERVICES	64,935	79,035	70,424	70,424	70,424	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>-2,118,475</b>	<b>-1,850,343</b>	<b>-1,623,040</b>	<b>-1,871,770</b>	<b>-1,871,770</b>	<b>248,730</b>
<b>01835</b>	<b>VOCATIONAL AQUACULTURE</b>		<b>-188,212</b>	<b>3,155</b>	<b>180,432</b>	<b>168,333</b>	<b>168,333</b>	<b>12,099</b>
<b>01836</b>	<b>AQUACULTURE SPT STAFF</b>							
	51000	FULL TIME EARNED PAY	231,172	243,893	249,093	252,696	252,696	-3,603
	51100	PT TEMP/SEASONAL EARNED PA	1,115	786	1,067	786	786	281
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>232,288</b>	<b>244,679</b>	<b>250,159</b>	<b>253,482</b>	<b>253,482</b>	<b>-3,323</b>
	51106	REGULAR STRAIGHT OVERTIME	101	198	4,918	198	198	4,720
	51108	REGULAR 1.5 OVERTIME PAY	8,089	13,676	2,272	13,726	13,726	-11,454
	51140	LONGEVITY PAY	1,967	1,050	1,125	1,900	1,900	-775
	51154	UNUSED SICK TIME PAYOUT	8,661	0	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	3,390	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	210	0	0	0	0	0
	51400	GENERAL STIPENDS	3,754	1,533	1,610	3,942	3,942	-2,332
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>26,173</b>	<b>16,457</b>	<b>9,925</b>	<b>19,766</b>	<b>19,766</b>	<b>-9,841</b>
	52360	MEDICARE	3,640	3,606	3,619	3,482	3,482	137
	52385	SOCIAL SECURITY	1,597	264	104	297	297	-192
	52504	MERF PENSION EMPLOYER CONT	41,257	55,655	52,451	51,913	52,421	30
	52917	HEALTH INSURANCE CITY SHARE	19,200	34,848	35,925	37,699	37,699	-1,774
	52920	HEALTH BENEFITS BUYOUT	1,083	1,000	1,000	1,000	1,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>66,777</b>	<b>95,372</b>	<b>93,100</b>	<b>94,391</b>	<b>94,899</b>	<b>-1,799</b>
<b>01836</b>	<b>AQUACULTURE SPT STAFF</b>		<b>325,238</b>	<b>356,508</b>	<b>353,184</b>	<b>367,638</b>	<b>368,146</b>	<b>-14,962</b>
<b>01837</b>	<b>VOCATIONAL AGRICULTURE</b>							
	55540	BOE TUITION	307,035	300,702	310,918	378,855	378,855	-67,937
	56240	TRANSPORTATION SERVICES	141,816	151,200	135,000	135,000	135,000	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>448,851</b>	<b>451,902</b>	<b>445,918</b>	<b>513,855</b>	<b>513,855</b>	<b>-67,937</b>
<b>01837</b>	<b>VOCATIONAL AGRICULTURE</b>		<b>448,851</b>	<b>451,902</b>	<b>445,918</b>	<b>513,855</b>	<b>513,855</b>	<b>-67,937</b>
<b>01838</b>	<b>MAGNET HIGH SCHOOLS</b>							
	51000	FULL TIME EARNED PAY	0	0	0	0	0	0
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	55540	BOE TUITION	0	0	0	0	0	0
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>01838</b>	<b>MAGNET HIGH SCHOOLS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
01839	DISCOVERY MAGNET							0
	51000	FULL TIME EARNED PAY	227,057	113,299	277,538	257,859	257,859	19,679
01	PERSONNEL SERVICES		227,057	113,299	277,538	257,859	257,859	19,679
	51140	LONGEVITY PAY	2,700	3,600	2,700	3,600	3,600	-900
02	OTHER PERSONNEL SERV		2,700	3,600	2,700	3,600	3,600	-900
	52360	MEDICARE	5,122	3,451	3,813	3,443	3,443	370
	52917	HEALTH INSURANCE CITY SHARE	98,414	80,403	69,322	71,545	71,545	-2,223
03	FRINGE BENEFITS		103,536	83,854	73,135	74,988	74,988	-1,853
01839	DISCOVERY MAGNET		333,294	200,753	353,372	336,447	336,447	16,925
01840	6 TO 6 MAGNET SCHOOL							
	55540	BOE TUITION	1,172,521	1,153,789	1,211,478	956,400	956,400	255,078
	56240	TRANSPORTATION SERVICES	223,465	233,330	225,193	216,193	216,193	9,000
05	SPECIAL SERVICES		1,395,986	1,387,119	1,436,672	1,172,593	1,172,593	264,078
01840	6 TO 6 MAGNET SCHOOL		1,395,986	1,387,119	1,436,672	1,172,593	1,172,593	264,078
01841	REG CTR FOR PERFORMING ARTS							0
	55540	BOE TUITION	191,700	191,130	232,880	205,400	205,400	27,480
	56240	TRANSPORTATION SERVICES	52,670	74,214	56,830	56,830	56,830	0
05	SPECIAL SERVICES		244,370	265,344	289,710	262,230	262,230	27,480
01841	REG CTR FOR PERFORMING ARTS		244,370	265,344	289,710	262,230	262,230	27,480
01842	EDUCATIONAL TECHNOLOGY							
	51400	GENERAL STIPENDS	58,250	67,400	70,770	61,163	61,163	9,608
02	OTHER PERSONNEL SERV		58,250	67,400	70,770	61,163	61,163	9,608
	52360	MEDICARE	845	974	7	0	0	7
	52385	SOCIAL SECURITY	93	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	95	0	0	0	0	0
03	FRINGE BENEFITS		1,033	974	7	0	0	7
01842	EDUCATIONAL TECHNOLOGY		59,283	68,374	70,777	61,163	61,163	9,615
01843	ATHLETICS							
	51142	SPORT OFFICIAL PAY	29,897	21,025	11,595	10,120	10,120	1,475
	51144	EMPLOYEE COACHING PAY	273,517	321,811	331,465	260,000	260,000	71,465
	51400	GENERAL STIPENDS	0	0	0	30,000	30,000	-30,000
02	OTHER PERSONNEL SERV		303,414	342,836	343,060	300,120	300,120	42,940
	52360	MEDICARE	4,399	4,963	1,880	1,863	1,863	18
	52385	SOCIAL SECURITY	6,361	6,917	7,124	3,200	3,200	3,925
	52397	UNEMPLOYMENT	164	144	1,272	0	0	1,272
	52504	MERF PENSION EMPLOYER CONT	1,579	4,988	5,137	5,514	5,514	-377
03	FRINGE BENEFITS		12,504	17,011	15,414	10,577	10,577	4,837
	53050	PROPERTY RENTAL/LEASE	1,050	1,215	950	950	950	0
	53420	LIABILITY INSURANCE	160,367	143,932	160,367	160,367	160,367	0
	53605	MEMBERSHIP/REGISTRATION FEES	12,325	5,560	16,660	9,360	9,360	7,300
	54670	MEDICAL SUPPLIES	4,663	182	2,050	2,050	2,050	0
	54675	OFFICE SUPPLIES	0	0	1,200	0	0	1,200
	54745	UNIFORMS	669	0	9,470	11,470	11,470	-2,000
	55195	SPORTING EQUIPMENT	53,184	107,750	112,493	118,993	118,993	-6,500
04	OPERATIONAL EXPENSES		232,258	258,640	303,190	303,190	303,190	0
	56170	OTHER MAINTENANCE & REPAIR S	9,723	0	425	425	425	0
	56180	OTHER SERVICES	104,467	159,789	234,743	234,743	234,743	0
	56240	TRANSPORTATION SERVICES	0	185,618	200,000	0	0	200,000
05	SPECIAL SERVICES		114,190	345,407	435,168	235,168	235,168	200,000
01843	ATHLETICS		662,365	963,894	1,096,832	849,054	849,054	247,778

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01844</b>	<b>INTRAMURALS</b>							
	51400	GENERAL STIPENDS	0	77	81	0	0	81
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	77	81	0	0	81
	52360	MEDICARE	0	1	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		0	1	0	0	0	0
	56180	OTHER SERVICES	0	0	0	510	510	-510
<b>05</b>	<b>SPECIAL SERVICES</b>		0	0	0	510	510	-510
<b>01844</b>	<b>INTRAMURALS</b>		<b>0</b>	<b>78</b>	<b>81</b>	<b>510</b>	<b>510</b>	<b>-429</b>
<b>01845</b>	<b>EXTRACURRICULAR ACTIVITIES</b>							
	51400	GENERAL STIPENDS	116,775	142,197	149,307	122,614	122,614	26,693
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		116,775	142,197	149,307	122,614	122,614	26,693
	52360	MEDICARE	1,671	2,025	0	0	0	0
	52385	SOCIAL SECURITY	192	273	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	1,900	907	0	0	0	0
<b>03</b>	<b>FRINGE BENEFITS</b>		3,763	3,205	0	0	0	0
<b>01845</b>	<b>EXTRACURRICULAR ACTIVITIES</b>		<b>120,538</b>	<b>145,402</b>	<b>149,307</b>	<b>122,614</b>	<b>122,614</b>	<b>26,693</b>
<b>01846</b>	<b>ADULT ED</b>							
	51000	FULL TIME EARNED PAY	813,279	862,343	575,337	598,790	598,790	-23,453
<b>01</b>	<b>PERSONNEL SERVICES</b>		813,279	862,343	575,337	598,790	598,790	-23,453
	51140	LONGEVITY PAY	7,180	7,465	7,250	4,410	4,410	2,840
	51156	UNUSED VACATION TIME PAYOUT	2,427	1,513	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	1,400	1,200	0	400	400	-400
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		11,007	10,178	7,250	4,810	4,810	2,440
	52360	MEDICARE	10,998	11,871	7,915	7,813	7,813	102
	52385	SOCIAL SECURITY	443	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	77,840	56,548	54,332	54,246	54,779	-447
	52917	HEALTH INSURANCE CITY SHARE	187,317	172,002	182,808	200,749	200,749	-17,941
<b>03</b>	<b>FRINGE BENEFITS</b>		276,598	240,422	245,055	262,808	263,341	-18,286
	53050	PROPERTY RENTAL/LEASE	118,284	108,427	130,068	118,248	118,248	11,820
	53110	WATER UTILITY	3,675	5,557	11,125	11,125	11,125	0
	53120	SEWER USER FEES	3,812	6,069	0	0	0	0
	53130	ELECTRIC UTILITY SERVICES	110,971	119,612	117,629	117,629	117,629	0
	53140	GAS UTILITY SERVICES	46,930	62,290	49,103	49,103	49,103	0
	54540	BUILDING MATERIALS & SUPPLIE	1,306	525	0	0	0	0
	54640	HARDWARE/TOOLS	970	520	0	0	0	0
	54715	PLUMBING SUPPLIES	0	47	0	0	0	0
	55080	ELECTRICAL EQUIPMENT	39	191	0	0	0	0
	55110	HVAC EQUIPMENT	0	6,110	0	0	0	0
	55155	OFFICE EQUIPMENT RENTAL/LEAS	9,100	0	0	0	0	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		295,087	309,347	307,925	296,105	296,105	11,820
	56045	BUILDING MAINTENANCE SERVICE	3,013	4,778	0	0	0	0
	56060	CONSTRUCTION SERVICES	0	118	0	0	0	0
	56080	ENVIRONMENTAL SERVICES	7,725	760	0	0	0	0
	56125	LANDSCAPING SERVICES	4,558	6,593	0	0	0	0
	56170	OTHER MAINTENANCE & REPAIR S	5,784	3,844	0	0	0	0
	56180	OTHER SERVICES	11,067	1,130	0	0	0	0
	56215	REFUSE SERVICES	14,139	0	0	0	0	0
	56225	SECURITY SERVICES	22,432	12,762	0	0	0	0
<b>05</b>	<b>SPECIAL SERVICES</b>		68,717	29,986	0	0	0	0
<b>01846</b>	<b>ADULT ED</b>		<b>1,464,688</b>	<b>1,452,276</b>	<b>1,135,568</b>	<b>1,162,513</b>	<b>1,163,046</b>	<b>-27,478</b>



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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01847</b>	<b>ADULT ED SECURITY OVERTIME</b>							
	51108	REGULAR 1.5 OVERTIME PAY	0	0	0	0	0	0
	51122	SHIFT 2 - 1.5X OVERTIME	74,183	78,455	86,935	104,635	104,635	-17,700
	51140	LONGEVITY PAY	0	0	2,250	0	0	2,250
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		74,183	78,455	89,185	104,635	104,635	-15,450
	52360	MEDICARE	1,072	1,135	1,259	1,517	1,517	-258
	52385	SOCIAL SECURITY	0	0	8	0	0	8
	52504	MERF PENSION EMPLOYER CONT	14,123	16,931	18,160	22,580	22,580	-4,421
<b>03</b>	<b>FRINGE BENEFITS</b>		15,195	18,066	19,426	24,097	24,097	-4,671
<b>01847</b>	<b>ADULT ED SECURITY OVERTIME</b>		<b>89,378</b>	<b>96,521</b>	<b>108,611</b>	<b>128,732</b>	<b>128,732</b>	<b>-20,121</b>
<b>01848</b>	<b>ADULT ED CUSTODIAL OVERTIME</b>							
	51122	SHIFT 2 - 1.5X OVERTIME	15,583	15,949	19,130	17,313	17,313	1,817
	51140	LONGEVITY PAY	0	0	1,650	0	0	1,650
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		15,583	15,949	20,780	17,313	17,313	3,467
	52360	MEDICARE	226	230	300	250	250	50
	52504	MERF PENSION EMPLOYER CONT	2,964	3,442	4,237	3,736	3,736	501
<b>03</b>	<b>FRINGE BENEFITS</b>		3,190	3,672	4,537	3,986	3,986	551
<b>01848</b>	<b>ADULT ED CUSTODIAL OVERTIME</b>		<b>18,773</b>	<b>19,621</b>	<b>25,317</b>	<b>21,299</b>	<b>21,299</b>	<b>4,017</b>
<b>01849</b>	<b>SUMMER SCHOOL - REGULAR EDUCAT</b>							
	51100	PT TEMP/SEASONAL EARNED PA	68,402	97,555	15,017	60,482	60,482	-45,465
<b>01</b>	<b>PERSONNEL SERVICES</b>		68,402	97,555	15,017	60,482	60,482	-45,465
	52360	MEDICARE	993	1,413	218	876	876	-658
	52385	SOCIAL SECURITY	0	214	0	214	214	-214
<b>03</b>	<b>FRINGE BENEFITS</b>		993	1,626	218	1,090	1,090	-872
<b>01849</b>	<b>SUMMER SCHOOL - REGULAR EDUCAT</b>		<b>69,395</b>	<b>99,181</b>	<b>15,235</b>	<b>61,571</b>	<b>61,571</b>	<b>-46,336</b>
<b>01850</b>	<b>FRINGES</b>							
	52024	DENTAL PPO - COBRA/RETIREE	39,200	41,160	41,160	41,160	41,160	0
	52120	VISION FEE - BOE RET/COBRA	1,600	1,600	1,600	1,600	1,600	0
	52138	DENTAL HMO - BOE RETIREES	6,000	6,500	6,800	6,800	6,800	0
	52153	LIFE INSURANCE BOE ACTIVE	363,732	483,632	511,655	511,655	511,655	0
	52163	CLMS DNLT- BOE RETIREES	943,300	971,600	725,000	725,000	725,000	0
	52258	STATE OF CT ANNUAL ASMT FEE	82,000	85,000	85,000	85,000	85,000	0
	52260	CT 2ND INJURY FUND ASSESSM	85,000	88,000	88,000	88,000	88,000	0
	52262	WORKERS' COMP ADM FEE	111,610	111,610	111,610	111,610	111,610	0
	52266	WORKERS' COMP INDM - CERTIFIED	3,738,044	1,471,716	1,471,716	1,471,716	1,471,716	0
	52282	WORKERS' COMP MED - CERTIFIED	3,462,844	1,827,360	1,827,360	1,827,360	1,827,360	0
	52397	UNEMPLOYMENT	77,175	16,981	61,900	213,560	213,560	-151,660
	52504	MERF PENSION EMPLOYER CONT	172,510	171,600	174,460	1,171,600	1,171,600	-997,140
	52886	CT PARTNERSHIP BOE RETIREES	9,800,000	8,000,000	11,000,000	11,000,000	11,000,000	0
	52896	MEDICAL MEDICARE RETIREES BOE	2,800,000	4,224,698	3,000,000	3,000,000	3,000,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		21,683,015	17,501,457	19,106,261	20,255,061	20,255,061	-1,148,800
	56090	ACTUARIAL SERVICES	7,000	7,000	7,000	7,000	7,000	0
	56165	MANAGEMENT SERVICES	72,604	72,604	72,604	72,604	72,604	0
<b>05</b>	<b>SPECIAL SERVICES</b>		79,604	79,604	79,604	79,604	79,604	0
<b>01850</b>	<b>FRINGES</b>		<b>21,762,619</b>	<b>17,581,061</b>	<b>19,185,865</b>	<b>20,334,665</b>	<b>20,334,665</b>	<b>-1,148,800</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01851</b>	<b>DIRECT &amp; SUPERVISORS-948 MAIN</b>							
	51000	FULL TIME EARNED PAY	37,839	35,099	258,142	324,196	324,196	-66,054
<b>01</b>	<b>PERSONNEL SERVICES</b>		37,839	35,099	258,142	324,196	324,196	-66,054
	51140	LONGEVITY PAY	390	1,619	8,150	1,300	1,300	6,850
	51404	TRAVEL ALLOWANCE/STIPENDS	0	0	1,600	0	0	1,600
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		390	1,619	9,750	1,300	1,300	8,450
	52360	MEDICARE	403	360	3,788	4,523	4,523	-735
	52504	MERF PENSION EMPLOYER CONT	0	0	275	0	0	275
	52917	HEALTH INSURANCE CITY SHARE	7,155	4,956	24,312	32,255	32,255	-7,943
<b>03</b>	<b>FRINGE BENEFITS</b>		7,558	5,317	28,375	36,778	36,778	-8,403
<b>01851</b>	<b>DIRECT &amp; SUPERVISORS-948 MAIN</b>		<b>45,787</b>	<b>42,035</b>	<b>296,267</b>	<b>362,274</b>	<b>362,274</b>	<b>-66,007</b>
<b>01852</b>	<b>CLERICALS-948 MAIN ST</b>							
	51000	FULL TIME EARNED PAY	55,833	58,810	59,015	64,193	64,193	-5,178
<b>01</b>	<b>PERSONNEL SERVICES</b>		55,833	58,810	59,015	64,193	64,193	-5,178
	51140	LONGEVITY PAY	1,800	1,800	3,675	1,800	1,800	1,875
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,800	1,800	3,675	1,800	1,800	1,875
	52360	MEDICARE	733	760	841	902	902	-61
	52504	MERF PENSION EMPLOYER CONT	11,016	13,065	12,782	13,456	13,588	-806
	52917	HEALTH INSURANCE CITY SHARE	22,293	25,601	25,109	11,845	11,845	13,264
<b>03</b>	<b>FRINGE BENEFITS</b>		34,041	39,426	38,733	26,203	26,335	12,398
<b>01852</b>	<b>CLERICALS-948 MAIN ST</b>		<b>91,674</b>	<b>100,036</b>	<b>101,422</b>	<b>92,196</b>	<b>92,328</b>	<b>9,094</b>
<b>01853</b>	<b>SOCIAL WORKERS</b>							
	51000	FULL TIME EARNED PAY	2,611,050	2,752,595	2,607,213	2,906,176	2,906,176	-298,963
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,611,050	2,752,595	2,607,213	2,906,176	2,906,176	-298,963
	51140	LONGEVITY PAY	15,100	17,500	20,300	17,500	17,500	2,800
	51404	TRAVEL ALLOWANCE/STIPENDS	250	0	475	0	0	475
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		15,350	17,500	20,775	17,500	17,500	3,275
	52360	MEDICARE	35,793	37,718	36,466	38,657	38,657	-2,191
	52385	SOCIAL SECURITY	211	1,659	548	0	0	548
	52397	UNEMPLOYMENT	144	0	0	0	0	0
	52397	UNEMPLOYMENT	0	0	12,402	0	0	12,402
	52917	HEALTH INSURANCE CITY SHARE	560,268	596,519	629,476	843,255	843,255	-213,779
<b>03</b>	<b>FRINGE BENEFITS</b>		596,416	635,896	678,892	881,912	881,912	-203,020
<b>01853</b>	<b>SOCIAL WORKERS</b>		<b>3,222,816</b>	<b>3,405,991</b>	<b>3,306,880</b>	<b>3,805,588</b>	<b>3,805,588</b>	<b>-498,708</b>
<b>01854</b>	<b>PSYCHOLOGISTS</b>							
	51000	FULL TIME EARNED PAY	2,000,993	1,962,214	2,266,212	2,249,071	2,249,071	17,140
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,000,993	1,962,214	2,266,212	2,249,071	2,249,071	17,140
	51140	LONGEVITY PAY	11,820	11,120	11,520	11,120	11,120	400
	51400	GENERAL STIPENDS	76,562	95,229	101,041	83,843	83,843	17,198
	51404	TRAVEL ALLOWANCE/STIPENDS	2,025	1,730	2,545	620	620	1,925
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		90,407	108,079	115,106	95,583	95,583	19,523
	52360	MEDICARE	27,458	26,815	30,779	28,739	28,739	2,040
	52385	SOCIAL SECURITY	195	0	0	0	0	0
	52917	HEALTH INSURANCE CITY SHARE	388,285	429,081	465,949	587,890	587,890	-121,940
<b>03</b>	<b>FRINGE BENEFITS</b>		415,937	455,896	496,728	616,628	616,628	-119,900
	54675	OFFICE SUPPLIES	7,784	0	0	0	0	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		7,784	0	0	0	0	0
	56075	EDUCATIONAL SERVICES	54,821	11,368	62,633	62,633	62,633	0
<b>05</b>	<b>SPECIAL SERVICES</b>		54,821	11,368	62,633	62,633	62,633	0
<b>01854</b>	<b>PSYCHOLOGISTS</b>		<b>2,569,942</b>	<b>2,537,557</b>	<b>2,940,679</b>	<b>3,023,915</b>	<b>3,023,915</b>	<b>-83,236</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01855</b>	<b>GUIDANCE</b>							
	51000	FULL TIME EARNED PAY	1,490,070	1,476,073	1,526,716	1,719,317	1,719,317	-192,601
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,490,070	1,476,073	1,526,716	1,719,317	1,719,317	-192,601
	51140	LONGEVITY PAY	9,300	12,900	13,400	8,600	8,600	4,800
	51154	UNUSED SICK TIME PAYOUT	0	11,375	0	0	0	0
	51400	GENERAL STIPENDS	1,722	13,903	14,598	23,563	23,563	-8,965
	51404	TRAVEL ALLOWANCE/STIPENDS	150	300	0	100	100	-100
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		11,172	38,478	27,998	32,263	32,263	-4,265
	52360	MEDICARE	20,828	21,016	20,831	21,928	21,928	-1,097
	52385	SOCIAL SECURITY	0	837	2,635	837	837	1,798
	52917	HEALTH INSURANCE CITY SHARE	309,059	323,810	310,440	407,476	407,476	-97,036
<b>03</b>	<b>FRINGE BENEFITS</b>		329,887	345,663	333,906	430,240	430,240	-96,335
<b>01855</b>	<b>GUIDANCE</b>		<b>1,831,129</b>	<b>1,860,213</b>	<b>1,888,619</b>	<b>2,181,820</b>	<b>2,181,820</b>	<b>-293,201</b>
<b>01856</b>	<b>SPEECH &amp; LANGUAGE</b>							
	51000	FULL TIME EARNED PAY	1,730,402	1,825,536	1,741,799	1,919,201	1,919,201	-177,403
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,730,402	1,825,536	1,741,799	1,919,201	1,919,201	-177,403
	51140	LONGEVITY PAY	3,100	3,100	3,100	2,000	2,000	1,100
	51404	TRAVEL ALLOWANCE/STIPENDS	995	2,710	4,550	920	920	3,630
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,095	5,810	7,650	2,920	2,920	4,730
	52360	MEDICARE	24,538	25,147	24,178	26,067	26,067	-1,890
	52385	SOCIAL SECURITY	0	155	3,271	155	155	3,116
	52917	HEALTH INSURANCE CITY SHARE	318,298	334,575	339,482	429,838	429,838	-90,356
<b>03</b>	<b>FRINGE BENEFITS</b>		342,836	359,877	366,930	456,061	456,061	-89,131
	54580	SCHOOL SUPPLIES	702	0	6,074	6,074	6,074	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		702	0	6,074	6,074	6,074	0
<b>01856</b>	<b>SPEECH &amp; LANGUAGE</b>		<b>2,078,034</b>	<b>2,191,223</b>	<b>2,122,452</b>	<b>2,384,256</b>	<b>2,384,256</b>	<b>-261,803</b>
<b>01857</b>	<b>SPEECH &amp; LANGUAGE</b>							
	51000	FULL TIME EARNED PAY	134,913	135,933	118,484	94,752	94,752	23,732
<b>01</b>	<b>PERSONNEL SERVICES</b>		134,913	135,933	118,484	94,752	94,752	23,732
	51140	LONGEVITY PAY	4,950	5,090	5,680	3,550	3,550	2,130
	51154	UNUSED SICK TIME PAYOUT	0	0	23,901	0	0	23,901
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	0	910	0	0	910
	51404	TRAVEL ALLOWANCE/STIPENDS	796	854	902	310	310	592
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		5,746	5,944	31,393	3,860	3,860	27,533
	52360	MEDICARE	1,382	1,387	1,423	1,425	1,425	-2
	52504	MERF PENSION EMPLOYER CONT	26,672	30,391	25,398	20,044	20,240	5,158
	52917	HEALTH INSURANCE CITY SHARE	68,130	73,766	73,225	68,636	68,636	4,589
<b>03</b>	<b>FRINGE BENEFITS</b>		96,184	105,544	100,047	90,105	90,301	9,746
<b>01857</b>	<b>SPEECH &amp; LANGUAGE</b>		<b>236,844</b>	<b>247,420</b>	<b>249,924</b>	<b>188,717</b>	<b>188,913</b>	<b>61,011</b>
<b>01858</b>	<b>SCHL MEDIA SPEC</b>							
	51140	LONGEVITY PAY	0	7,800	7,900	0	0	7,900
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	7,800	7,900	0	0	7,900
	52360	MEDICARE	0	0	98	0	0	98
<b>03</b>	<b>FRINGE BENEFITS</b>		0	0	98	0	0	98
<b>01858</b>	<b>SCHL MEDIA SPEC</b>		<b>0</b>	<b>7,800</b>	<b>7,998</b>	<b>0</b>	<b>0</b>	<b>7,998</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01860</b>	<b>SCHOOL NURSES</b>							
	51000	FULL TIME EARNED PAY	2,083,661	2,451,490	1,986,876	2,694,617	2,694,617	-707,740
	51100	PT TEMP/SEASONAL EARNED PA	0	600	1,181	600	600	581
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,083,661	2,452,090	1,988,058	2,695,217	2,695,217	-707,159
	51108	REGULAR 1.5 OVERTIME PAY	652	0	0	0	0	0
	51140	LONGEVITY PAY	19,748	25,285	19,580	23,661	23,661	-4,081
	51154	UNUSED SICK TIME PAYOUT	2,366	10,601	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	3,970	4,370	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	3,057	0	836	836	-836
	51400	GENERAL STIPENDS	0	39	40	39	39	2
	51404	TRAVEL ALLOWANCE/STIPENDS	640	610	1,000	260	260	740
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		27,376	43,962	20,620	24,796	24,796	-4,175
	52360	MEDICARE	28,591	33,671	27,944	36,156	36,156	-8,211
	52385	SOCIAL SECURITY	5,516	8,768	9,844	11,686	11,686	-1,841
	52504	MERF PENSION EMPLOYER CONT	381,844	496,183	383,571	573,346	577,782	-194,211
	52917	HEALTH INSURANCE CITY SHARE	460,031	590,132	489,477	618,465	618,465	-128,988
	52920	HEALTH BENEFITS BUYOUT	5,167	9,500	6,667	11,333	11,333	-4,667
<b>03</b>	<b>FRINGE BENEFITS</b>		881,148	1,138,254	917,503	1,250,986	1,255,422	-337,919
	53905	EMP TUITION AND/OR TRAVEL REIM	9,850	8,650	16,140	12,979	12,979	3,161
	54670	MEDICAL SUPPLIES	18,972	16,255	14,915	15,815	15,815	-900
	54675	OFFICE SUPPLIES	791	0	986	86	86	900
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		29,612	24,905	32,041	28,880	28,880	3,161
	56115	HUMAN SERVICES	446,061	493,732	750,000	400,000	400,000	350,000
	56180	OTHER SERVICES	125	0	68,251	68,251	68,251	0
<b>05</b>	<b>SPECIAL SERVICES</b>		446,186	493,732	818,251	468,251	468,251	350,000
<b>01860</b>	<b>SCHOOL NURSES</b>		<b>3,467,983</b>	<b>4,152,942</b>	<b>3,776,473</b>	<b>4,468,130</b>	<b>4,472,566</b>	<b>-696,093</b>
<b>01861</b>	<b>OCCUPATIONAL THERAPY</b>							
	51000	FULL TIME EARNED PAY	819,774	786,180	796,647	758,901	758,901	37,746
<b>01</b>	<b>PERSONNEL SERVICES</b>		819,774	786,180	796,647	758,901	758,901	37,746
	51140	LONGEVITY PAY	4,425	6,110	6,750	7,275	7,275	-525
	51154	UNUSED SICK TIME PAYOUT	0	2,506	1,595	2,506	2,506	-910
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	778	978	778	778	200
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		4,425	9,394	9,323	10,559	10,559	-1,236
	52360	MEDICARE	11,175	10,787	11,112	9,986	9,986	1,126
	52385	SOCIAL SECURITY	9,711	0	0	0	0	0
	52504	MERF PENSION EMPLOYER CONT	125,250	170,656	163,813	156,224	157,756	6,057
	52917	HEALTH INSURANCE CITY SHARE	177,497	178,241	175,040	168,972	168,972	6,068
	52920	HEALTH BENEFITS BUYOUT	16,250	19,500	18,000	18,000	18,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		339,884	379,185	367,965	353,182	354,714	13,251
<b>01861</b>	<b>OCCUPATIONAL THERAPY</b>		<b>1,164,082</b>	<b>1,174,759</b>	<b>1,173,935</b>	<b>1,122,642</b>	<b>1,124,174</b>	<b>49,761</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01863</b>	<b>BOE ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	391,330	473,150	776,711	927,738	927,738	-151,027
<b>01</b>	<b>PERSONNEL SERVICES</b>		391,330	473,150	776,711	927,738	927,738	-151,027
	51140	LONGEVITY PAY	1,850	3,600	5,200	1,100	1,100	4,100
	51404	TRAVEL ALLOWANCE/STIPENDS	0	3,250	9,500	200	200	9,300
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,850	6,850	14,700	1,300	1,300	13,400
	52360	MEDICARE	6,042	7,585	11,802	12,909	12,909	-1,107
	52504	MERF PENSION EMPLOYER CONT	0	0	7,849	25,488	25,737	-17,888
	52917	HEALTH INSURANCE CITY SHARE	20,079	27,524	94,628	121,979	121,979	-27,351
<b>03</b>	<b>FRINGE BENEFITS</b>		26,121	35,109	114,279	160,376	160,625	-46,346
	53420	LIABILITY INSURANCE	51,232	56,542	56,542	56,542	56,542	0
	53605	MEMBERSHIP/REGISTRATION FEES	89,106	92,257	89,975	79,675	79,675	10,300
	53905	EMP TUITION AND/OR TRAVEL REIM	0	0	8,080	0	0	8,080
	54675	OFFICE SUPPLIES	14,134	6,365	9,642	9,500	9,500	142
	54705	SUBSCRIPTIONS	0	79	250	250	250	0
	54725	POSTAGE	0	0	50,000	50,000	50,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		154,471	155,243	214,489	195,967	195,967	18,522
	56180	OTHER SERVICES	34,314	70,338	120,964	131,406	131,406	-10,442
	56250	TRAVEL SERVICES	0	0	1,440	1,440	1,440	0
	59015	PRINTING SERVICES	0	40	1,500	1,500	1,500	0
<b>05</b>	<b>SPECIAL SERVICES</b>		34,314	70,378	123,904	134,346	134,346	-10,442
<b>01863</b>	<b>BOE ADMINISTRATION</b>		<b>608,087</b>	<b>740,729</b>	<b>1,244,083</b>	<b>1,419,727</b>	<b>1,419,976</b>	<b>-175,893</b>
<b>01864</b>	<b>BOE ADMIN CLERICAL-ASST RM304</b>							
	51000	FULL TIME EARNED PAY	177,889	171,867	162,775	127,618	127,618	35,157
	51100	PT TEMP/SEASONAL EARNED PA	6,522	11,270	14,198	11,363	11,363	2,834
<b>01</b>	<b>PERSONNEL SERVICES</b>		184,411	183,136	176,972	138,981	138,981	37,991
	51106	REGULAR STRAIGHT OVERTIME	4,029	909	0	909	909	-909
	51108	REGULAR 1.5 OVERTIME PAY	24,907	13,638	10,534	24,483	24,483	-13,949
	51140	LONGEVITY PAY	2,570	840	910	980	980	-70
	51154	UNUSED SICK TIME PAYOUT	0	0	128	0	0	128
	51156	UNUSED VACATION TIME PAYOUT	2,175	2,473	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	0	0	40	0	0	40
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	0	56	0	0	56
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		33,681	17,860	11,667	26,372	26,372	-14,705
	52360	MEDICARE	3,232	2,971	2,886	1,789	1,789	1,097
	52385	SOCIAL SECURITY	325	699	4,834	4,092	4,092	743
	52504	MERF PENSION EMPLOYER CONT	42,338	43,298	29,150	26,221	26,478	2,672
	52917	HEALTH INSURANCE CITY SHARE	25,085	32,682	15,484	11,079	11,079	4,405
	52920	HEALTH BENEFITS BUYOUT	500	500	1,250	500	500	750
<b>03</b>	<b>FRINGE BENEFITS</b>		71,479	80,149	53,604	43,681	43,938	9,666
<b>01864</b>	<b>BOE ADMIN CLERICAL-ASST RM304</b>		<b>289,571</b>	<b>281,145</b>	<b>242,243</b>	<b>209,033</b>	<b>209,290</b>	<b>32,953</b>
<b>01865</b>	<b>LEGAL SERVICES</b>							
	56130	LEGAL SERVICES	505,948	188,038	794,494	900,000	900,000	-105,506
<b>05</b>	<b>SPECIAL SERVICES</b>		505,948	188,038	794,494	900,000	900,000	-105,506
<b>01865</b>	<b>LEGAL SERVICES</b>		<b>505,948</b>	<b>188,038</b>	<b>794,494</b>	<b>900,000</b>	<b>900,000</b>	<b>-105,506</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		Prop. Vs FY24 Mod. Budget
						Requested Budget	Mayor Proposed Budget	
<b>01866</b>	<b>HUMAN RESOURCES</b>							
	51000	FULL TIME EARNED PAY	231,723	358,644	493,689	441,293	441,293	52,396
	51100	PT TEMP/SEASONAL EARNED PA	0	29,848	0	63,448	63,448	-63,448
<b>01</b>	<b>PERSONNEL SERVICES</b>		231,723	388,491	493,689	504,741	504,741	-11,051
	51106	REGULAR STRAIGHT OVERTIME	0	703	0	703	703	-703
	51108	REGULAR 1.5 OVERTIME PAY	221	908	2,236	908	908	1,327
	51140	LONGEVITY PAY	3,075	4,950	4,644	3,225	3,225	1,419
	51154	UNUSED SICK TIME PAYOUT	0	0	42,130	0	0	42,130
	51156	UNUSED VACATION TIME PAYOUT	2,286	0	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	0	0	13,694	0	0	13,694
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	726	1,417	0	0	1,417
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		5,582	7,287	64,120	4,836	4,836	59,284
	52360	MEDICARE	2,469	4,147	6,322	6,141	6,141	181
	52385	SOCIAL SECURITY	0	2,015	7,781	9,031	9,031	-1,250
	52504	MERF PENSION EMPLOYER CONT	55,480	85,320	74,777	57,712	58,278	16,499
	52917	HEALTH INSURANCE CITY SHARE	16,823	45,626	57,779	69,293	69,293	-11,514
	52920	HEALTH BENEFITS BUYOUT	2,000	1,000	2,000	0	0	2,000
<b>03</b>	<b>FRINGE BENEFITS</b>		76,772	138,109	148,659	142,177	142,743	5,916
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	840	840	840	0
	53705	ADVERTISING SERVICES	0	0	2,715	2,715	2,715	0
	54675	OFFICE SUPPLIES	3,794	3,477	5,469	5,469	5,469	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		3,794	3,477	9,024	9,024	9,024	0
	56115	HUMAN SERVICES	0	0	114,291	21,247	21,247	93,044
	56180	OTHER SERVICES	148,822	98,656	51,044	211,204	211,204	-160,160
	59015	PRINTING SERVICES	0	0	906	906	906	0
<b>05</b>	<b>SPECIAL SERVICES</b>		148,822	98,656	166,241	233,357	233,357	-67,116
<b>01866</b>	<b>HUMAN RESOURCES</b>		<b>466,692</b>	<b>636,021</b>	<b>881,733</b>	<b>894,134</b>	<b>894,700</b>	<b>-12,967</b>
<b>01867</b>	<b>PUPIL SERVICE / STUDENT ASSIGN</b>							
	51000	FULL TIME EARNED PAY	46,908	48,240	15,668	138,545	138,545	-122,877
<b>01</b>	<b>PERSONNEL SERVICES</b>		46,908	48,240	15,668	138,545	138,545	-122,877
	51140	LONGEVITY PAY	0	1,100	0	1,100	1,100	-1,100
	51404	TRAVEL ALLOWANCE/STIPENDS	0	550	50	200	200	-150
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		0	1,650	50	1,300	1,300	-1,250
	52360	MEDICARE	582	655	210	1,848	1,848	-1,638
	52917	HEALTH INSURANCE CITY SHARE	11,557	12,067	3,493	29,286	29,286	-25,793
<b>03</b>	<b>FRINGE BENEFITS</b>		12,139	12,722	3,702	31,133	31,133	-27,431
	54675	OFFICE SUPPLIES	749	0	1,500	1,500	1,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		749	0	1,500	1,500	1,500	0
	56075	EDUCATIONAL SERVICES	0	0	18,371	18,371	18,371	0
	56130	LEGAL SERVICES	0	0	0	3,125	3,125	-3,125
	56165	MANAGEMENT SERVICES	0	0	0	4,850	4,850	-4,850
	59015	PRINTING SERVICES	0	0	5,020	5,020	5,020	0
<b>05</b>	<b>SPECIAL SERVICES</b>		0	0	23,391	31,366	31,366	-7,975
<b>01867</b>	<b>PUPIL SERVICE / STUDENT ASSIGN</b>		<b>59,796</b>	<b>62,611</b>	<b>44,311</b>	<b>203,844</b>	<b>203,844</b>	<b>-159,533</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01868</b>	<b>STUDENT DATA SUPPORT</b>							
	51000	FULL TIME EARNED PAY	292,014	246,311	381,586	447,375	447,375	-65,789
<b>01</b>	<b>PERSONNEL SERVICES</b>		292,014	246,311	381,586	447,375	447,375	-65,789
	51140	LONGEVITY PAY	3,495	3,400	1,650	1,725	1,725	-75
	51154	UNUSED SICK TIME PAYOUT	2,676	0	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	5,420	4,412	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	1,881	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	149	0	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	0	180	45	510	510	-465
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		13,621	7,992	1,695	2,235	2,235	-540
	52360	MEDICARE	4,289	3,563	5,590	6,005	6,005	-415
	52385	SOCIAL SECURITY	1,487	905	3,657	6,627	6,627	-2,970
	52504	MERF PENSION EMPLOYER CONT	53,280	59,642	76,855	67,654	68,317	8,538
	52917	HEALTH INSURANCE CITY SHARE	69,539	58,968	67,152	76,158	76,158	-9,006
	52920	HEALTH BENEFITS BUYOUT	375	1,500	3,000	500	500	2,500
<b>03</b>	<b>FRINGE BENEFITS</b>		128,969	124,578	156,254	156,944	157,607	-1,353
<b>01868</b>	<b>STUDENT DATA SUPPORT</b>		<b>434,604</b>	<b>378,880</b>	<b>539,535</b>	<b>606,554</b>	<b>607,217</b>	<b>-67,682</b>
<b>01869</b>	<b>BUSINESS OFFICE</b>							
	51000	FULL TIME EARNED PAY	332,373	357,415	379,314	400,958	400,958	-21,644
<b>01</b>	<b>PERSONNEL SERVICES</b>		332,373	357,415	379,314	400,958	400,958	-21,644
	51140	LONGEVITY PAY	3,369	0	750	0	0	750
	51154	UNUSED SICK TIME PAYOUT	32,557	0	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	4,946	0	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	15,923	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	1,592	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		58,387	0	750	0	0	750
	52360	MEDICARE	5,976	5,375	5,769	5,814	5,814	-45
	52385	SOCIAL SECURITY	8,572	10,026	3,651	10,453	10,453	-6,802
	52504	MERF PENSION EMPLOYER CONT	26,922	27,389	26,104	25,806	26,059	45
	52917	HEALTH INSURANCE CITY SHARE	20,823	1,000	0	0	0	0
	52920	HEALTH BENEFITS BUYOUT	1,000	1,000	2,000	2,000	2,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		63,293	44,789	37,523	44,073	44,326	-6,803
	55155	OFFICE EQUIPMENT RENTAL/LEAS	541,858	651,784	587,439	849,887	849,887	-262,448
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		541,858	651,784	587,439	849,887	849,887	-262,448
<b>01869</b>	<b>BUSINESS OFFICE</b>		<b>995,912</b>	<b>1,053,988</b>	<b>1,005,026</b>	<b>1,294,918</b>	<b>1,295,171</b>	<b>-290,145</b>
<b>01870</b>	<b>BUSINESS OFFICE CLERICALS</b>							
	51000	FULL TIME EARNED PAY	490,513	357,963	377,517	393,603	393,603	-16,086
	51100	PT TEMP/SEASONAL EARNED PA	384	118,056	121,260	120,816	120,816	444
<b>01</b>	<b>PERSONNEL SERVICES</b>		490,897	476,019	498,777	514,419	514,419	-15,642
	51106	REGULAR STRAIGHT OVERTIME	231	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	35	0	0	0	0	0
	51140	LONGEVITY PAY	8,448	11,228	11,520	2,885	2,885	8,635
	51154	UNUSED SICK TIME PAYOUT	21,140	40,156	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	1,243	6,972	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	16,530	12,857	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	1,653	1,286	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		49,279	72,498	11,520	2,885	2,885	8,635



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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	52360	MEDICARE	5,861	6,578	7,483	5,586	5,586	1,897
	52385	SOCIAL SECURITY	1,611	0	0	3,667	3,667	-3,667
	52504	MERF PENSION EMPLOYER CONT	93,161	85,402	81,342	80,843	81,636	-294
	52917	HEALTH INSURANCE CITY SHARE	71,973	52,329	63,359	66,038	66,038	-2,679
	52920	HEALTH BENEFITS BUYOUT	1,917	3,500	6,500	2,500	2,500	4,000
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>174,522</b>	<b>147,810</b>	<b>158,684</b>	<b>158,634</b>	<b>159,427</b>	<b>-742</b>
<b>01870</b>	<b>BUSINESS OFFICE CLERICALS</b>		<b>714,698</b>	<b>696,327</b>	<b>668,982</b>	<b>675,938</b>	<b>676,731</b>	<b>-7,749</b>
<b>01871</b>	<b>PAYROLL-PAYROLL/BENEFITS</b>							
	51000	FULL TIME EARNED PAY	377,796	411,639	439,671	510,033	510,033	-70,362
	51100	PT TEMP/SEASONAL EARNED PA	35,989	27,067	37,296	28,260	28,260	9,036
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>413,785</b>	<b>438,705</b>	<b>476,967</b>	<b>538,293</b>	<b>538,293</b>	<b>-61,326</b>
	51106	REGULAR STRAIGHT OVERTIME	52	3,329	5,611	4,924	4,924	687
	51108	REGULAR 1.5 OVERTIME PAY	17,992	45,995	25,756	63,888	63,888	-38,132
	51116	HOLIDAY 2X OVERTIME PAY	0	2,443	1,079	816	816	263
	51130	SHIFT 3 - 2X OVERTIME	0	410	0	0	0	0
	51140	LONGEVITY PAY	4,960	5,030	6,600	5,995	5,995	605
	51154	UNUSED SICK TIME PAYOUT	0	0	23,750	0	0	23,750
	51156	UNUSED VACATION TIME PAYOUT	4,666	4,886	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	0	0	1,720	0	0	1,720
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>27,670</b>	<b>62,093</b>	<b>64,516</b>	<b>75,622</b>	<b>75,622</b>	<b>-11,106</b>
	52360	MEDICARE	6,531	7,336	8,005	7,209	7,209	796
	52504	MERF PENSION EMPLOYER CONT	83,515	117,776	103,369	105,219	106,250	-2,881
	52917	HEALTH INSURANCE CITY SHARE	57,612	69,804	70,531	44,321	44,321	26,210
	52920	HEALTH BENEFITS BUYOUT	500	500	500	500	500	0
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>148,158</b>	<b>195,416</b>	<b>182,405</b>	<b>157,249</b>	<b>158,280</b>	<b>24,125</b>
<b>01871</b>	<b>PAYROLL-PAYROLL/BENEFITS</b>		<b>589,612</b>	<b>696,214</b>	<b>723,888</b>	<b>771,164</b>	<b>772,195</b>	<b>-48,308</b>
<b>01872</b>	<b>STOCKROOM</b>							
	51000	FULL TIME EARNED PAY	182,892	206,042	219,709	220,331	220,331	-622
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>182,892</b>	<b>206,042</b>	<b>219,709</b>	<b>220,331</b>	<b>220,331</b>	<b>-622</b>
	51102	ACTING PAY	1,265	883	324	473	473	-149
	51108	REGULAR 1.5 OVERTIME PAY	8,059	3,096	2,762	2,670	2,670	92
	51122	SHIFT 2 - 1.5X OVERTIME	11,413	3,319	2,363	2,500	2,500	-137
	51128	SHIFT 3 - 1.5X OVERTIME	2,282	0	0	0	0	0
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	230	0	0	230
	51140	LONGEVITY PAY	2,625	5,970	5,965	4,460	4,460	1,505
	51154	UNUSED SICK TIME PAYOUT	0	0	1,551	0	0	1,551
	51156	UNUSED VACATION TIME PAYOUT	2,857	2,951	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	1,817	0	6,645	0	0	6,645
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	0	886	0	0	886
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>30,317</b>	<b>16,219</b>	<b>20,726</b>	<b>10,103</b>	<b>10,103</b>	<b>10,623</b>
	52360	MEDICARE	1,648	1,689	2,519	1,862	1,862	657
	52504	MERF PENSION EMPLOYER CONT	39,726	47,277	49,004	45,834	46,284	2,720
	52917	HEALTH INSURANCE CITY SHARE	53,829	80,067	106,774	56,951	56,951	49,823
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>95,204</b>	<b>129,033</b>	<b>158,297</b>	<b>104,647</b>	<b>105,097</b>	<b>53,200</b>
<b>01872</b>	<b>STOCKROOM</b>		<b>308,413</b>	<b>351,295</b>	<b>398,733</b>	<b>335,081</b>	<b>335,531</b>	<b>63,201</b>

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Proposed Budget	Mayor Prop. Vs FY24 Mod. Budget
<b>01873</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>							
	51000	FULL TIME EARNED PAY	404,271	564,869	638,258	646,155	646,155	-7,897
	51100	PT TEMP/SEASONAL EARNED PA	33,721	33,721	32,946	33,721	33,721	-775
<b>01</b>	<b>PERSONNEL SERVICES</b>		437,992	598,591	671,204	679,876	679,876	-8,672
	51108	REGULAR 1.5 OVERTIME PAY	16,190	20,557	14,822	25,179	25,179	-10,357
	51116	HOLIDAY 2X OVERTIME PAY	268	0	0	0	0	0
	51140	LONGEVITY PAY	1,540	1,610	3,080	2,520	2,520	560
	51154	UNUSED SICK TIME PAYOUT	0	263	0	0	0	0
	51156	UNUSED VACATION TIME PAYOUT	1,273	2,509	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	0	7,421	0	2,667	2,667	-2,667
	51318	PERSONAL DAY PAYOUT RETIREMENT	0	951	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	6,520	8,557	13,000	3,480	3,480	9,520
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		25,791	41,866	30,902	33,846	33,846	-2,944
	52360	MEDICARE	6,851	9,116	10,078	8,382	8,382	1,696
	52385	SOCIAL SECURITY	1,430	4,864	3,191	2,301	2,301	890
	52504	MERF PENSION EMPLOYER CONT	84,159	112,870	132,650	121,923	123,119	9,531
	52917	HEALTH INSURANCE CITY SHARE	80,038	114,963	137,929	155,107	155,107	-17,178
	52920	HEALTH BENEFITS BUYOUT	625	958	1,000	958	958	42
<b>03</b>	<b>FRINGE BENEFITS</b>		173,103	242,772	284,847	288,671	289,867	-5,020
	53720	TELEPHONE SERVICES	295,658	321,453	473,197	435,000	435,000	38,197
	54550	COMPUTER SOFTWARE	328,974	327,519	249,087	327,625	327,625	-78,538
	54555	COMPUTER SUPPLIES	11,599	19,475	22,312	15,000	15,000	7,312
	54560	COMMUNICATION SUPPLIES	26,223	24,345	30,000	35,700	35,700	-5,700
	54570	ELECTRONIC SUPPLIES	0	0	2,500	1,000	1,000	1,500
	54675	OFFICE SUPPLIES	3,252	6,846	2,500	5,700	5,700	-3,200
	55055	COMPUTER EQUIPMENT	4,490	19,996	10,104	5,935	5,935	4,169
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		670,196	719,633	789,700	825,960	825,960	-36,260
	56180	OTHER SERVICES	170,350	96,695	341,493	210,887	210,887	130,606
	56225	SECURITY SERVICES	0	0	5,000	0	0	5,000
	59005	VEHICLE MAINTENANCE SERVICES	526	196	10,000	10,000	10,000	0
	59015	PRINTING SERVICES	0	199	200	200	200	0
<b>05</b>	<b>SPECIAL SERVICES</b>		170,876	97,091	356,693	221,087	221,087	135,606
<b>01873</b>	<b>INFORMATION TECHNOLOGY SERVICE</b>		<b>1,477,957</b>	<b>1,699,953</b>	<b>2,133,347</b>	<b>2,049,441</b>	<b>2,050,637</b>	<b>82,710</b>
<b>01874</b>	<b>TRANS OFFICE-TRANS OFFICE CITY</b>							
	51000	FULL TIME EARNED PAY	58,127	41,582	46,301	46,593	46,593	-292
<b>01</b>	<b>PERSONNEL SERVICES</b>		58,127	41,582	46,301	46,593	46,593	-292
	51140	LONGEVITY PAY	1,750	1,800	0	1,800	1,800	-1,800
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,750	1,800	0	1,800	1,800	-1,800
	52360	MEDICARE	868	602	625	594	594	31
	52504	MERF PENSION EMPLOYER CONT	11,440	9,351	9,441	9,500	9,593	-152
	52917	HEALTH INSURANCE CITY SHARE	9,843	9,185	9,740	10,021	10,021	-281
<b>03</b>	<b>FRINGE BENEFITS</b>		22,151	19,139	19,805	20,115	20,208	-403
<b>01874</b>	<b>TRANS OFFICE-TRANS OFFICE CITY</b>		<b>82,028</b>	<b>62,521</b>	<b>66,106</b>	<b>68,508</b>	<b>68,601</b>	<b>-2,495</b>

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01875</b>	<b>TRANS-TRANS SPED</b>							
	51000	FULL TIME EARNED PAY	310,363	290,138	295,195	297,318	297,318	-2,123
<b>01</b>	<b>PERSONNEL SERVICES</b>		310,363	290,138	295,195	297,318	297,318	-2,123
	51106	REGULAR STRAIGHT OVERTIME	14,773	17,322	12,489	17,071	17,071	-4,583
	51108	REGULAR 1.5 OVERTIME PAY	22,493	24,214	22,171	21,683	21,683	488
	51140	LONGEVITY PAY	10,950	9,550	9,810	10,000	10,000	-190
	51154	UNUSED SICK TIME PAYOUT	5,152	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	982	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		54,350	51,086	44,470	48,755	48,755	-4,284
	52360	MEDICARE	5,107	4,786	4,832	4,269	4,269	563
	52504	MERF PENSION EMPLOYER CONT	68,369	73,547	69,258	62,663	63,278	5,980
	52917	HEALTH INSURANCE CITY SHARE	89,316	89,691	90,606	99,749	99,749	-9,143
	52920	HEALTH BENEFITS BUYOUT	500	500	500	500	500	0
<b>03</b>	<b>FRINGE BENEFITS</b>		163,292	168,525	165,196	167,181	167,796	-2,600
	53605	MEMBERSHIP/REGISTRATION FEES	0	0	1,149	1,149	1,149	0
	54550	COMPUTER SOFTWARE	0	0	12,375	12,375	12,375	0
	54615	GASOLINE	0	0	221,260	221,260	221,260	0
	54675	OFFICE SUPPLIES	134	0	3,120	3,120	3,120	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		134	0	237,904	237,904	237,904	0
	56180	OTHER SERVICES	0	0	96	96	96	0
	56240	TRANSPORTATION SERVICES	5,246,480	5,261,734	4,339,654	4,000,000	4,000,000	339,654
	59015	PRINTING SERVICES	230	0	650	650	650	0
<b>05</b>	<b>SPECIAL SERVICES</b>		5,246,710	5,261,734	4,340,400	4,000,746	4,000,746	339,654
<b>01875</b>	<b>TRANSPORTATION</b>		<b>5,774,849</b>	<b>5,771,482</b>	<b>5,083,165</b>	<b>4,751,904</b>	<b>4,752,519</b>	<b>330,646</b>
<b>01876</b>	<b>CHARTER SCHOOLS TRANSPORTATION</b>							
	56240	TRANSPORTATION SERVICES	1,453,343	1,690,045	1,675,810	1,675,810	1,675,810	0
<b>05</b>	<b>SPECIAL SERVICES</b>		1,453,343	1,690,045	1,675,810	1,675,810	1,675,810	0
<b>01876</b>	<b>CHARTER SCHOOLS TRANSPORTATION</b>		<b>1,453,343</b>	<b>1,690,045</b>	<b>1,675,810</b>	<b>1,675,810</b>	<b>1,675,810</b>	<b>0</b>
<b>01877</b>	<b>SPECIAL ED TRANSPORTATION</b>							
	56240	TRANSPORTATION SERVICES	14,207,736	14,996,699	12,549,039	9,670,143	9,670,143	2,878,896
<b>05</b>	<b>SPECIAL SERVICES</b>		14,207,736	14,996,699	12,549,039	9,670,143	9,670,143	2,878,896
<b>01877</b>	<b>SPECIAL ED TRANSPORTATION</b>		<b>14,207,736</b>	<b>14,996,699</b>	<b>12,549,039</b>	<b>9,670,143</b>	<b>9,670,143</b>	<b>2,878,896</b>
<b>01878</b>	<b>PAROCHIAL/NON-PUBLIC TRANSPO</b>							
	56240	TRANSPORTATION SERVICES	590,525	623,130	672,197	672,197	672,197	0
<b>05</b>	<b>SPECIAL SERVICES</b>		590,525	623,130	672,197	672,197	672,197	0
<b>01878</b>	<b>PAROCHIAL/NON-PUBLIC TRANSPO</b>		<b>590,525</b>	<b>623,130</b>	<b>672,197</b>	<b>672,197</b>	<b>672,197</b>	<b>0</b>
<b>01879</b>	<b>SPEC ED - CHARTER SC TRANSPORT</b>							
	56240	TRANSPORTATION SERVICES	286,742	310,980	291,411	247,972	247,972	43,439
<b>05</b>	<b>SPECIAL SERVICES</b>		286,742	310,980	291,411	247,972	247,972	43,439
<b>01879</b>	<b>SPEC ED - CHARTER SC TRANSPORT</b>		<b>286,742</b>	<b>310,980</b>	<b>291,411</b>	<b>247,972</b>	<b>247,972</b>	<b>43,439</b>
<b>01882</b>	<b>SEC CLERICALS-SCHOOL SECURITY</b>							
	51000	FULL TIME EARNED PAY	43,310	47,338	48,025	48,579	48,579	-554
<b>01</b>	<b>PERSONNEL SERVICES</b>		43,310	47,338	48,025	48,579	48,579	-554
	51140	LONGEVITY PAY	1,120	1,190	1,260	1,330	1,330	-70
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		1,120	1,190	1,260	1,330	1,330	-70
	52360	MEDICARE	510	558	618	561	561	57
	52504	MERF PENSION EMPLOYER CONT	8,469	10,462	10,049	10,176	10,276	-227
	52917	HEALTH INSURANCE CITY SHARE	28,071	31,544	33,562	35,085	35,085	-1,523
<b>03</b>	<b>FRINGE BENEFITS</b>		37,050	42,564	44,229	45,822	45,922	-1,693
<b>01882</b>	<b>SEC CLERICALS-SCHOOL SECURITY</b>		<b>81,480</b>	<b>91,092</b>	<b>93,514</b>	<b>95,731</b>	<b>95,831</b>	<b>-2,317</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025		
						FY 2025 Requested Budget	Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01883</b>	<b>SECURITY</b>							
	51000	FULL TIME EARNED PAY	2,532,032	2,672,053	2,657,859	2,846,130	2,846,130	-188,271
	51100	PT TEMP/SEASONAL EARNED PA	150,428	112,487	151,285	179,975	179,975	-28,690
<b>01</b>	<b>PERSONNEL SERVICES</b>		2,682,460	2,784,540	2,809,144	3,026,105	3,026,105	-216,961
	51106	REGULAR STRAIGHT OVERTIME	0	260	0	260	260	-260
	51108	REGULAR 1.5 OVERTIME PAY	22,531	13,249	9,049	38,569	38,569	-29,521
	51116	HOLIDAY 2X OVERTIME PAY	1,992	1,988	34,394	1,669	1,669	32,725
	51122	SHIFT 2 - 1.5X OVERTIME	76,781	118,987	53,981	118,094	118,094	-64,113
	51124	SHIFT 2 - 2X OVERTIME	677	0	0	0	0	0
	51140	LONGEVITY PAY	47,963	44,481	42,821	52,425	52,425	-9,604
	51154	UNUSED SICK TIME PAYOUT	6,579	642	7,068	241	241	6,827
	51156	UNUSED VACATION TIME PAYOUT	7,079	5,749	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	7,206	8,025	2,725	3,048	3,048	-323
	51318	PERSONAL DAY PAYOUT RETIREMENT	770	1,042	79	79	79	0
	51404	TRAVEL ALLOWANCE/STIPENDS	0	885	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		171,579	195,309	150,117	214,386	214,386	-64,268
	52360	MEDICARE	38,233	39,999	41,321	39,487	39,487	1,834
	52385	SOCIAL SECURITY	11,629	7,658	14,910	10,085	10,085	4,825
	52397	UNEMPLOYMENT	6,399	738	1,576	0	0	1,576
	52504	MERF PENSION EMPLOYER CONT	512,550	621,635	568,952	604,229	609,749	-40,797
	52917	HEALTH INSURANCE CITY SHARE	900,476	918,661	937,123	646,744	646,744	290,378
	52920	HEALTH BENEFITS BUYOUT	34,500	37,833	35,667	40,333	40,333	-4,667
<b>03</b>	<b>FRINGE BENEFITS</b>		1,503,787	1,626,524	1,599,548	1,340,879	1,346,399	253,149
	53610	TRAINING SERVICES	0	1,498	6,000	6,000	6,000	0
	54675	OFFICE SUPPLIES	0	0	8,563	8,563	8,563	0
	54745	UNIFORMS	26,252	28,599	39,700	39,700	39,700	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		26,252	30,097	54,263	54,263	54,263	0
	56225	SECURITY SERVICES	34,379	27,000	349,761	27,500	27,500	322,261
<b>05</b>	<b>SPECIAL SERVICES</b>		34,379	27,000	349,761	27,500	27,500	322,261
<b>01883</b>	<b>SECURITY</b>		<b>4,418,457</b>	<b>4,663,469</b>	<b>4,962,833</b>	<b>4,663,132</b>	<b>4,668,652</b>	<b>294,181</b>
<b>01884</b>	<b>FACILITIES ADMINISTRATION</b>							
	51000	FULL TIME EARNED PAY	194,166	262,967	310,982	343,204	343,204	-32,222
<b>01</b>	<b>PERSONNEL SERVICES</b>		194,166	262,967	310,982	343,204	343,204	-32,222
	51108	REGULAR 1.5 OVERTIME PAY	8,813	15,828	34,758	7,047	7,047	27,712
	51122	SHIFT 2 - 1.5X OVERTIME	525	0	255	0	0	255
	51140	LONGEVITY PAY	3,000	3,075	3,225	1,575	1,575	1,650
	51156	UNUSED VACATION TIME PAYOUT	5,676	8,949	0	0	0	0
	51404	TRAVEL ALLOWANCE/STIPENDS	0	885	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		18,014	28,738	38,238	8,622	8,622	29,617
	52360	MEDICARE	2,991	4,131	5,082	4,628	4,628	454
	52385	SOCIAL SECURITY	0	1,384	0	1,450	1,450	-1,450
	52504	MERF PENSION EMPLOYER CONT	42,453	59,219	74,551	70,301	70,990	3,561
	52917	HEALTH INSURANCE CITY SHARE	50,544	61,900	69,606	72,424	72,424	-2,818
<b>03</b>	<b>FRINGE BENEFITS</b>		95,988	126,634	149,239	148,803	149,492	-253
<b>01884</b>	<b>FACILITIES ADMINISTRATION</b>		<b>308,168</b>	<b>418,338</b>	<b>498,459</b>	<b>500,629</b>	<b>501,318</b>	<b>-2,858</b>

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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Prop. Budget	FY25 Mayor Mod. Budget
<b>01885</b>	<b>FACILITIES CLERICALS</b>							
	51000	FULL TIME EARNED PAY	163,060	147,511	153,947	166,950	166,950	-13,003
<b>01</b>	<b>PERSONNEL SERVICES</b>		163,060	147,511	153,947	166,950	166,950	-13,003
	51106	REGULAR STRAIGHT OVERTIME	116	4,498	15,119	3,454	3,454	11,665
	51108	REGULAR 1.5 OVERTIME PAY	5,667	19,511	22,811	15,731	15,731	7,080
	51140	LONGEVITY PAY	3,200	3,270	2,550	2,625	2,625	-75
	51156	UNUSED VACATION TIME PAYOUT	1,303	2,649	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		10,285	29,928	40,480	21,810	21,810	18,670
	52360	MEDICARE	2,483	2,562	2,861	2,301	2,301	560
	52504	MERF PENSION EMPLOYER CONT	35,261	40,125	41,629	34,576	34,915	6,714
	52917	HEALTH INSURANCE CITY SHARE	64,151	55,096	60,348	51,907	51,907	8,441
<b>03</b>	<b>FRINGE BENEFITS</b>		101,895	97,783	104,839	88,784	89,123	15,716
<b>01885</b>	<b>FACILITIES CLERICALS</b>		<b>275,240</b>	<b>275,222</b>	<b>299,265</b>	<b>277,544</b>	<b>277,883</b>	<b>21,382</b>
<b>01886</b>	<b>TRADES</b>							
	51000	FULL TIME EARNED PAY	1,494,198	1,506,463	1,574,460	1,692,974	1,692,974	-118,514
	51100	PT TEMP/SEASONAL EARNED PA	39,279	13,806	17,357	7,738	7,738	9,618
<b>01</b>	<b>PERSONNEL SERVICES</b>		1,533,477	1,520,269	1,591,817	1,700,712	1,700,712	-108,896
	51102	ACTING PAY	681	11	0	11	11	-11
	51108	REGULAR 1.5 OVERTIME PAY	336,910	284,807	207,051	365,881	365,881	-158,831
	51116	HOLIDAY 2X OVERTIME PAY	2,848	561	8,666	0	0	8,666
	51122	SHIFT 2 - 1.5X OVERTIME	23,499	15,386	19,981	24,863	24,863	-4,882
	51124	SHIFT 2 - 2X OVERTIME	155	370	289	0	0	289
	51140	LONGEVITY PAY	17,470	13,020	13,560	14,100	14,100	-540
	51154	UNUSED SICK TIME PAYOUT	6,449	0	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	26,158	0	0	0	0	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	3,037	0	0	0	0	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		417,206	314,155	249,547	404,855	404,855	-155,308
	52360	MEDICARE	27,223	25,318	26,573	21,745	21,745	4,828
	52385	SOCIAL SECURITY	525	5,333	1,079	6,934	6,934	-5,855
	52397	UNEMPLOYMENT	1,976	4,954	310	310	310	0
	52504	MERF PENSION EMPLOYER CONT	383,830	391,525	395,614	348,072	351,486	44,128
	52917	HEALTH INSURANCE CITY SHARE	374,832	367,888	435,202	467,957	467,957	-32,755
	52920	HEALTH BENEFITS BUYOUT	2,250	6,750	9,000	9,000	9,000	0
<b>03</b>	<b>FRINGE BENEFITS</b>		790,635	801,769	867,777	854,018	857,432	10,345
<b>01886</b>	<b>TRADES</b>		<b>2,741,318</b>	<b>2,636,193</b>	<b>2,709,141</b>	<b>2,959,585</b>	<b>2,962,999</b>	<b>-253,858</b>
<b>01887</b>	<b>CUSTODIANS</b>							
	51000	FULL TIME EARNED PAY	6,088,064	6,492,855	6,981,435	7,308,670	7,308,670	-327,235
<b>01</b>	<b>PERSONNEL SERVICES</b>		6,088,064	6,492,855	6,981,435	7,308,670	7,308,670	-327,235
	51102	ACTING PAY	145,536	194,107	149,670	211,428	211,428	-61,757
	51106	REGULAR STRAIGHT OVERTIME	123	0	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	278,451	208,590	125,899	277,503	277,503	-151,604
	51116	HOLIDAY 2X OVERTIME PAY	2,367	2,249	62,934	1,053	1,053	61,881
	51122	SHIFT 2 - 1.5X OVERTIME	645,667	557,288	451,382	880,708	880,708	-429,326
	51124	SHIFT 2 - 2X OVERTIME	1,226	631	3,431	332	332	3,099
	51128	SHIFT 3 - 1.5X OVERTIME	0	374	0	374	374	-374
	51130	SHIFT 3 - 2X OVERTIME	64	607	0	607	607	-607
	51138	NORMAL STNDRD SHIFT DIFFER	176,936	189,854	192,526	191,791	191,791	735



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Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	51140	LONGEVITY PAY	102,355	99,315	96,993	106,870	106,870	-9,877
	51154	UNUSED SICK TIME PAYOUT	35,615	22,856	32,300	0	0	32,300
	51156	UNUSED VACATION TIME PAYOUT	35,031	35,747	0	0	0	0
	51314	UNUSED VACATION PAY RETIREMENT	24,908	24,482	17,685	3,610	3,610	14,074
	51318	PERSONAL DAY PAYOUT RETIREMENT	2,207	2,321	1,458	504	504	955
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		<b>1,450,486</b>	<b>1,338,421</b>	<b>1,134,278</b>	<b>1,674,780</b>	<b>1,674,780</b>	<b>-540,502</b>
	52360	MEDICARE	108,676	114,723	117,287	100,167	100,167	17,120
	52385	SOCIAL SECURITY	18,706	20,237	10,616	25,026	25,026	-14,410
	52504	MERF PENSION EMPLOYER CONT	1,469,632	1,743,828	1,757,132	1,535,299	1,550,562	206,570
	52917	HEALTH INSURANCE CITY SHARE	1,854,738	2,012,682	2,046,964	1,695,001	1,695,001	351,963
	52920	HEALTH BENEFITS BUYOUT	36,292	41,600	48,583	40,433	40,433	8,150
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>3,488,043</b>	<b>3,933,069</b>	<b>3,980,583</b>	<b>3,395,927</b>	<b>3,411,190</b>	<b>569,393</b>
<b>01887</b>	<b>CUSTODIANS</b>		<b>11,026,594</b>	<b>11,764,345</b>	<b>12,096,296</b>	<b>12,379,377</b>	<b>12,394,640</b>	<b>-298,344</b>
<b>01888</b>	<b>PT CUSTODIANS-PARENT CENTER</b>							
	51000	FULL TIME EARNED PAY	50,844	88,406	110,786	71,014	71,014	39,772
<b>01</b>	<b>PERSONNEL SERVICES</b>		<b>50,844</b>	<b>88,406</b>	<b>110,786</b>	<b>71,014</b>	<b>71,014</b>	<b>39,772</b>
	52360	MEDICARE	738	1,218	1,606	972	972	635
	52385	SOCIAL SECURITY	2,317	2,185	4,386	1,663	1,663	2,722
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>3,055</b>	<b>3,403</b>	<b>5,992</b>	<b>2,635</b>	<b>2,635</b>	<b>3,357</b>
<b>01888</b>	<b>PT CUSTODIANS-PARENT CENTER</b>		<b>53,899</b>	<b>91,809</b>	<b>116,778</b>	<b>73,649</b>	<b>73,649</b>	<b>43,129</b>
<b>01889</b>	<b>FRINGE JANITORS &amp; ENGINEER RET</b>							
	52516	JANITOR/ENGINEER RETIREMEN	402,726	396,193	375,000	462,611	462,611	-87,611
<b>03</b>	<b>FRINGE BENEFITS</b>		<b>402,726</b>	<b>396,193</b>	<b>375,000</b>	<b>462,611</b>	<b>462,611</b>	<b>-87,611</b>
<b>01889</b>	<b>FRINGE JANITORS &amp; ENGINEER RET</b>		<b>402,726</b>	<b>396,193</b>	<b>375,000</b>	<b>462,611</b>	<b>462,611</b>	<b>-87,611</b>
<b>01890</b>	<b>CUSTODIAL SERVICES</b>							
	54545	CLEANING SUPPLIES	103,383	9,286	-9,746	101,939	101,939	-111,684
	54720	PAPER AND PLASTIC SUPPLIES	101,055	956	17,379	68,379	68,379	-51,000
	54745	UNIFORMS	47,814	52,616	50,100	50,100	50,100	0
	55165	PARKS EQUIPMENT	3,302	11,183	13,560	9,587	9,587	3,973
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>255,554</b>	<b>74,041</b>	<b>71,294</b>	<b>230,005</b>	<b>230,005</b>	<b>-158,711</b>
	56170	OTHER MAINTENANCE & REPAIR S	24,546	17,072	28,567	15,567	15,567	13,000
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>24,546</b>	<b>17,072</b>	<b>28,567</b>	<b>15,567</b>	<b>15,567</b>	<b>13,000</b>
<b>01890</b>	<b>CUSTODIAL SERVICES</b>		<b>280,100</b>	<b>91,113</b>	<b>99,861</b>	<b>245,572</b>	<b>245,572</b>	<b>-145,711</b>
<b>01891</b>	<b>UTILITIES</b>							
	53110	WATER UTILITY	195,996	307,878	88,875	289,244	289,244	-200,369
	53120	SEWER USER FEES	168,011	264,126	100,000	232,249	232,249	-132,249
	53130	ELECTRIC UTILITY SERVICES	3,123,840	1,580,658	3,682,505	4,519,719	4,519,719	-837,214
	53140	GAS UTILITY SERVICES	886,436	1,499,616	750,897	1,743,566	1,743,566	-992,669
	54620	HEATING OIL	0	6,432	8,500	8,500	8,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>4,374,283</b>	<b>3,658,710</b>	<b>4,630,777</b>	<b>6,793,278</b>	<b>6,793,278</b>	<b>-2,162,502</b>
<b>01891</b>	<b>UTILITIES</b>		<b>4,374,283</b>	<b>3,658,710</b>	<b>4,630,777</b>	<b>6,793,278</b>	<b>6,793,278</b>	<b>-2,162,502</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Proposed Budget	Mayor FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01892</b>	<b>REFUSE &amp; RECYCLING</b>							
	56215	REFUSE SERVICES	357,271	407,854	407,558	407,366	407,366	191
<b>05</b>	<b>SPECIAL SERVICES</b>		357,271	407,854	407,558	407,366	407,366	191
<b>01892</b>	<b>REFUSE &amp; RECYCLING</b>		<b>357,271</b>	<b>407,854</b>	<b>407,558</b>	<b>407,366</b>	<b>407,366</b>	<b>191</b>
<b>01893</b>	<b>OPERATING BUILDING SERVICES</b>							
	53050	PROPERTY RENTAL/LEASE	285,448	293,848	314,482	290,844	290,844	23,638
	53605	MEMBERSHIP/REGISTRATION FEES	300	600	600	600	600	0
	54675	OFFICE SUPPLIES	2,416	1,235	2,810	2,810	2,810	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		288,164	295,683	317,892	294,254	294,254	23,638
	56055	COMPUTER SERVICES	39,797	75,795	54,650	68,288	68,288	-13,638
<b>05</b>	<b>SPECIAL SERVICES</b>		39,797	75,795	54,650	68,288	68,288	-13,638
<b>01893</b>	<b>OPERATING BUILDING SERVICES</b>		<b>327,962</b>	<b>371,478</b>	<b>372,542</b>	<b>362,542</b>	<b>362,542</b>	<b>10,000</b>
<b>01894</b>	<b>REGULATORY COMPLIANCE</b>							
	53610	TRAINING SERVICES	16,112	369	768	170	170	598
	54735	ROADWAY SUPPLIES	0	97,365	14,722	60,320	60,320	-45,598
	55110	HVAC EQUIPMENT	0	0	4,761	7,261	7,261	-2,500
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,235	3,230	2,500	2,500	2,500	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		18,347	100,964	22,751	70,251	70,251	-47,500
	56045	BUILDING MAINTENANCE SERVICE	292,846	195,384	276,580	211,806	211,806	64,774
	56060	CONSTRUCTION SERVICES	32,667	29,571	41,597	21,597	21,597	20,000
	56080	ENVIRONMENTAL SERVICES	115,346	30,089	70,391	43,391	43,391	27,000
	56125	LANDSCAPING SERVICES	324,991	385,350	341,000	335,746	335,746	5,254
	56170	OTHER MAINTENANCE & REPAIR S	329,013	261,470	312,356	219,356	219,356	93,000
	56180	OTHER SERVICES	10,451	6,950	4,020	1,520	1,520	2,500
	56185	PUBLIC FACILITIES SERVICES	9,150	0	11,659	11,659	11,659	0
	56215	REFUSE SERVICES	1,582	891	4,500	0	0	4,500
<b>05</b>	<b>SPECIAL SERVICES</b>		1,116,045	909,704	1,062,103	845,075	845,075	217,028
<b>01894</b>	<b>REGULATORY COMPLIANCE</b>		<b>1,134,392</b>	<b>1,010,668</b>	<b>1,084,854</b>	<b>915,326</b>	<b>915,326</b>	<b>169,528</b>
<b>01895</b>	<b>VEHICLE MAINTENANCE (FACILITE</b>							
	54010	AUTOMOTIVE PARTS	31,749	31,190	18,300	29,300	29,300	-11,000
	54535	TIRES & TUBES	2,738	2,953	8,000	8,000	8,000	0
	54615	GASOLINE	59,889	55,314	43,000	43,000	43,000	0
	55045	VEHICLES	0	141,310	52,488	62,277	62,277	-9,789
	55120	LANDSCAPING EQUIPMENT	540	5,761	4,145	2,645	2,645	1,500
	55190	ROADWAY EQUIPMENT	7,595	6,811	2,080	7,080	7,080	-5,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		102,510	243,338	128,013	152,301	152,301	-24,289
	59005	VEHICLE MAINTENANCE SERVICES	71,000	14,085	22,609	32,109	32,109	-9,500
<b>05</b>	<b>SPECIAL SERVICES</b>		71,000	14,085	22,609	32,109	32,109	-9,500
<b>01895</b>	<b>VEHICLE MAINTENANCE (FACILITE</b>		<b>173,511</b>	<b>257,423</b>	<b>150,622</b>	<b>184,411</b>	<b>184,411</b>	<b>-33,789</b>



FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01896</b>	<b>FACILITIES MAINTENANCE &amp; REPAIR</b>							
	54540	BUILDING MATERIALS & SUPPLIE	221,886	269,296	184,413	188,413	188,413	-4,000
	54560	COMMUNICATION SUPPLIES	396	3,212	1,910	1,910	1,910	0
	54640	HARDWARE/TOOLS	88,452	115,505	138,000	88,000	88,000	50,000
	54715	PLUMBING SUPPLIES	62,248	51,891	53,500	53,500	53,500	0
	55080	ELECTRICAL EQUIPMENT	57,319	53,980	63,000	40,500	40,500	22,500
	55110	HVAC EQUIPMENT	190,400	9,823	149,047	137,047	137,047	12,000
	55145	EQUIPMENT RENTAL/LEASE	8,004	607	4,050	4,050	4,050	0
	55220	WATER/SEWER EQUIPMENT	58,062	7,307	15,470	25,470	25,470	-10,000
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>686,768</b>	<b>511,621</b>	<b>609,390</b>	<b>538,890</b>	<b>538,890</b>	<b>70,500</b>
	56045	BUILDING MAINTENANCE SERVICE	40,006	7,003	56,944	36,944	36,944	20,000
	56060	CONSTRUCTION SERVICES	7,180	59,815	69,500	31,500	31,500	38,000
	56170	OTHER MAINTENANCE & REPAIR S	0	7,562	17,318	19,818	19,818	-2,500
	56180	OTHER SERVICES	107	30,928	90,430	93,930	93,930	-3,500
	56225	SECURITY SERVICES	277,220	293,268	11,800	255,320	255,320	-243,520
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>324,513</b>	<b>398,575</b>	<b>245,992</b>	<b>437,512</b>	<b>437,512</b>	<b>-191,520</b>
<b>01896</b>	<b>FACILITIES MAINTENANCE &amp; REPAIR</b>		<b>1,011,280</b>	<b>910,196</b>	<b>855,381</b>	<b>976,401</b>	<b>976,401</b>	<b>-121,020</b>
<b>01898</b>	<b>GENERAL FUND BOE ADMINISTRATIO</b>							
	54001	ACCREDITATION-BOE	4,140	2,158	5,000	5,000	5,000	0
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>4,140</b>	<b>2,158</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
	56180	OTHER SERVICES	0	0	0	0	-13,753,030	13,753,030
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-13,753,030</b>	<b>13,753,030</b>
<b>01898</b>	<b>GENERAL FUND BOE ADMINISTRATIO</b>		<b>4,140</b>	<b>2,158</b>	<b>5,000</b>	<b>5,000</b>	<b>-13,748,030</b>	<b>13,753,030</b>

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EDUCATION DIVISIONS  
**BOARD OF EDUCATION FOOD SERVICES**  
 BUDGET DETAIL

Keoma Steele  
 Manager

**MISSION STATEMENT:**

Bridgeport Food & Nutrition Services provides healthy, wholesome, nourishing meals to public school students in an efficient way while maintaining the highest level of customer satisfaction.

**REVENUE SUMMARY**

Org#	Object Description	FY 2024				Mayor	FY25 Mayor
		FY 2022 Actuals	FY 2023 Actuals	Modified Budget	FY 2025 Requested	Proposed Budget	Prop. Vs FY24 Mod. Budget
<b>01900</b>	<b>NUTR-NUTRITION</b>						
41620	CATERING SALES	7,680	10,027	10,000	10,000	10,000	0
41621	STUDENT SALES	0	92,171	7,500	7,500	7,500	0
41622	OTHER SALES	159,244	5,657	140,000	140,000	140,000	0
42040	HEALTHY FOOD CERTIFICATION	280,116	199,401	280,116	280,116	280,116	0
42041	FEDERAL FRESH FRUIT OPERATING	795,842	757,757	761,820	800,000	800,000	38,180
42042	FEDERAL FRESH FRUIT ADMIN	81,273	73,029	35,000	81,600	81,600	46,600
42043	FEDERAL SUMMER FOOD OPERATING	507,091	515,668	516,000	572,888	572,888	56,888
42044	FEDERAL SUMMER FOOD ADMIN	52,017	53,026	52,694	63,649	63,649	10,955
42045	FEDERAL SUPPER PROG OPERATING	950,787	967,039	993,600	1,150,000	1,150,000	156,400
42046	FEDERAL SUPPER PROGRAM ADMIN	67,542	71,988	72,450	72,450	72,450	0
42121	NUTRITION-FEDERALPORTION, CAF	11,227,558	11,250,738	14,948,299	16,118,657	16,118,657	1,170,358
42122	FEDERAL EMERGENCY MEAL REIMBMT	1,560,738	0	0	0	0	0
42123	PANDEMIC LOCAL LEVEL COST GRNT	38,033	38,911	0	0	0	0
42124	SUPPLY CHAIN ASSISTANCE FUNDS	371,213	506,291	0	0	0	0
42617	FEDERAL BREAKFAST PROGRAM	4,946,989	5,033,563	6,961,066	5,481,685	5,481,685	-1,479,381
44618	ST BREAKFAST START UP PROG	126,706	109,696	126,706	0	0	-126,706
44619	STATEPORTION-BREAKFASTPROGRAM	95,362	95,833	95,362	95,362	95,362	0
44620	STATE MATCHING LUNCH	0	0	0	126,706	126,706	126,706
<b>01900</b>	<b>NUTR-NUTRITION</b>	<b>21,268,191</b>	<b>19,780,796</b>	<b>25,000,613</b>	<b>25,000,613</b>	<b>25,000,613</b>	<b>0</b>

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

BOE FOOD SERVICES

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Prop. Budget	FY25 Mayor Vs FY24 Mod. Budget
<b>01900 NUTR-NUTRITION</b>								
	51000	FULL TIME EARNED PAY	4,396,154	4,440,878	4,946,824	4,028,990	4,028,990	917,834
	51100	PT TEMP/SEASONAL EARNED PA	789,785	871,319	962,993	1,135,058	1,135,058	-172,065
<b>01</b>	<b>PERSONNEL SERVICES</b>		5,185,939	5,312,197	5,909,817	5,164,048	5,164,048	745,769
	51106	REGULAR STRAIGHT OVERTIME	179,401	184,587	165,729	205,729	205,729	-40,000
	51108	REGULAR 1.5 OVERTIME PAY	24,645	18,820	31,346	31,346	31,346	0
	51116	HOLIDAY 2X OVERTIME PAY	1,375	2,828	1,000	1,295	1,295	-295
	51122	SHIFT 2 - 1.5X OVERTIME	46	1,282	1,282	101	101	1,181
	51128	SHIFT 3 - 1.5X OVERTIME	0	0	0	1,828	1,828	-1,828
	51138	NORMAL STNDRD SHIFT DIFFER	0	0	1,828	0	0	1,828
	51140	LONGEVITY PAY	75,308	65,384	72,715	69,460	69,460	3,255
	51144	EMPLOYEE COACHING PAY	0	0	4,971,828	7,030,843	7,030,843	-2,059,015
	51154	UNUSED SICK TIME PAYOUT	68,814	17,795	175,000	175,000	175,000	0
	51156	UNUSED VACATION TIME PAYOUT	25,335	2,677	20,000	35,000	35,000	-15,000
	51314	UNUSED VACATION PAY RETIREMENT	10,017	6,364	35,000	35,000	35,000	0
	51318	PERSONAL DAY PAYOUT RETIREMENT	2,563	582	3,000	3,000	3,000	0
	51404	TRAVEL ALLOWANCE/STIPENDS	10,536	12,584	12,584	12,584	12,584	0
<b>02</b>	<b>OTHER PERSONNEL SERV</b>		398,040	312,904	5,491,312	7,601,186	7,601,186	-2,109,874
	52150	LIFE INSURANCE NUTRITION	11,340	9,517	11,340	11,340	11,340	0
	52258	STATE OF CT ANNUAL ASMT FEE	3,500	3,500	3,500	3,500	3,500	0
	52260	CT 2ND INJURY FUND ASSESSM	3,500	3,500	3,500	3,500	3,500	0
	52262	WORKERS' COMP ADM FEE	11,000	11,275	11,275	11,275	11,275	0
	52312	WORKERS' COMP INDM - NUTRITION	250,000	250,000	250,000	250,000	250,000	0
	52314	WORKERS' COMP MED - NUTRITION	250,000	250,000	250,000	250,000	250,000	0
	52360	MEDICARE	66,731	70,478	95,401	56,546	56,546	38,855
	52385	SOCIAL SECURITY	68,286	71,234	75,000	3,047	3,047	71,953
	52397	UNEMPLOYMENT	38,327	4,796	40,000	50,000	50,000	-10,000
	52399	UNIFORM ALLOWANCE	27,225	26,675	34,875	34,500	34,500	375
	52504	MERF PENSION EMPLOYER CONT	722,596	813,890	850,000	826,146	834,262	15,738
	52917	HEALTH INSURANCE CITY SHARE	7,377,594	2,846,624	2,000,000	712,729	712,729	1,287,271
	52920	HEALTH BENEFITS BUYOUT	124,583	127,167	127,167	124,583	124,583	2,584
<b>03</b>	<b>FRINGE BENEFITS</b>		8,954,682	4,488,656	3,752,058	2,337,166	2,345,282	1,406,776
	53110	WATER UTILITY	10,549	14,012	16,200	16,686	16,686	-486
	53120	SEWER USER FEES	13,263	14,288	15,450	15,914	15,914	-464
	53130	ELECTRIC UTILITY SERVICES	310,374	269,630	357,706	377,706	377,706	-20,000
	53140	GAS UTILITY SERVICES	89,595	112,509	152,800	177,984	177,984	-25,184
	53605	MEMBERSHIP/REGISTRATION FEES	372	1,329	2,000	2,000	2,000	0
	54545	CLEANING SUPPLIES	15,751	12,484	12,500	75,000	75,000	-62,500
	54595	MEETING/WORKSHOP/CATERING FOOD	5,146,099	6,251,393	7,310,000	7,650,000	7,713,896	-403,896
	54600	FOOD SERVICE SUPPLIES	538,706	627,046	1,187,366	972,039	972,039	215,327
	54615	GASOLINE	10,146	16,143	12,000	23,475	23,475	-11,475
	54620	HEATING OIL	0	0	600	600	600	0
	54640	HARDWARE/TOOLS	3,546	3,527	4,500	4,500	4,500	0
	54645	LABORATORY SUPPLIES	2,400	2,400	2,400	2,400	2,400	0
	54675	OFFICE SUPPLIES	8,273	3,148	10,450	10,450	10,450	0

FY 2024-2025 PROPOSED GENERAL FUND BUDGET  
BOARD OF EDUCATION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
	54745	UNIFORMS	10,169	9,442	45,685	55,000	55,000	-9,315
	55045	VEHICLES	0	110,000	64,395	0	0	64,395
	55055	COMPUTER EQUIPMENT	0	1,205	15,000	15,000	15,000	0
	55095	FOOD SERVICE EQUIPMENT	271,719	1,882,913	115,000	0	0	115,000
	56015	AGRIC/HEAVY EQ MAINT SRVCS	13,973	19,760	11,386	20,000	20,000	-8,614
<b>04</b>	<b>OPERATIONAL EXPENSES</b>		<b>6,444,935</b>	<b>9,351,228</b>	<b>9,335,438</b>	<b>9,418,754</b>	<b>9,482,650</b>	<b>-147,212</b>
	56045	BUILDING MAINTENANCE SERVICE	60,150	64,009	168,999	80,000	80,000	88,999
	56055	COMPUTER SERVICES	19,966	15,697	41,914	69,347	69,347	-27,433
	56090	ACTUARIAL SERVICES	3,500	3,500	3,500	3,500	3,500	0
	56115	HUMAN SERVICES	500	2,329	2,562	2,562	2,562	0
	56165	MANAGEMENT SERVICES	5,000	5,000	5,000	5,000	5,000	0
	56170	OTHER MAINTENANCE & REPAIR S	132,884	158,109	227,632	173,116	173,116	54,516
	56175	OFFICE EQUIPMENT MAINT SRVCS	9,403	9,132	9,812	9,132	9,132	680
	56180	OTHER SERVICES	33,844	40,366	32,510	25,000	25,000	7,510
	59005	VEHICLE MAINTENANCE SERVICES	19,349	17,668	20,000	39,790	39,790	-19,790
<b>05</b>	<b>SPECIAL SERVICES</b>		<b>284,595</b>	<b>315,811</b>	<b>511,929</b>	<b>407,447</b>	<b>407,447</b>	<b>104,482</b>
<b>01900</b>	<b>BOE FOOD SERVICES</b>		<b>21,268,191</b>	<b>19,780,796</b>	<b>25,000,554</b>	<b>24,928,601</b>	<b>25,000,613</b>	<b>-59</b>

BOE DEBT SERVICE / BOE OTHER

Org#	Object#	Object Description	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Modified Budget	FY 2025 Requested Budget	FY 2025	
							Mayor Proposed Budget	FY25 Mayor Prop. Vs FY24 Mod. Budget
<b>01940</b>	<b>BOE DEBT SERVICE</b>							
	53200	PRINCIPAL & INTEREST DEBT SERV	16,584,284	16,694,356	18,150,000	18,825,000	18,825,000	-675,000
<b>06</b>	<b>OTHER FINANCING USES</b>		<b>16,584,284</b>	<b>16,694,356</b>	<b>18,150,000</b>	<b>18,825,000</b>	<b>18,825,000</b>	<b>-675,000</b>
<b>01940</b>	<b>BOE DEBT SERVICE</b>		<b>16,584,284</b>	<b>16,694,356</b>	<b>18,150,000</b>	<b>18,825,000</b>	<b>18,825,000</b>	<b>-675,000</b>

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(Ref. 58-23)

**CITY OF BRIDGEPORT**

**OFFICE OF THE CITY ATTORNEY**

999 Broad Street

Bridgeport, CT 06604-4328

Telephone (203) 576-7647  
Facsimile (203) 576-8252

**CITY ATTORNEY**

Tyisha S. Toms

**DEPUTY CITY ATTORNEY**

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Bruce L. Levin

James T. Maye

John R. Mitola

Lawrence A. Ouellette, Jr.

Dina A. Scalo



March 27, 2024

Honorable City Council of the City of Bridgeport  
City Hall  
45 Lyon Terrace  
Bridgeport, CT 06604

***Re: Referral to the Budget Committee for Discussion and Appropriation of Funds  
for the Senior Paralegal Position***

Dear Honorable Councilpersons,

The Department of Civil Service, at the request of the Office of the City Attorney, submitted Item 58-23 for referral to the Miscellaneous Matter Committee, which was approved and is on the consent calendar for the full City Council meeting on April 1, 2024.

The purpose of this communication is to respectfully request that the Budget Committee appropriate funds for the Senior Paralegal position.

Sincerely yours,

Tyisha Toms  
City Attorney

RECEIVED  
CITY CLERKS OFFICE  
24 MAR 27 PM 4: 01  
ATTEST  
CITY CLERK



Item# \*39-23 Consent Calendar

Amendments to the Municipal Code of Ordinances, Chapter 3.16 - Property Taxes, amend Article II - Real Property Tax Relief for Senior Citizens, Section(s) 3.16.100 - Eligibility, 3.16.110 - Real Property Tax Relief and Maximum & 3.16.120 - Application for Real Property Tax Relief.



Report  
of  
Committee  
on  
Ordinance

City Council Meeting Date: April 1, 2024

Attest: *Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by: *Joseph P. Gahim*  
Joseph P. Gahim, Mayor

Date Signed: \_\_\_\_\_

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24 APR 11 PM 2:41  
ATTEST  
CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport.*

The Committee on Ordinances begs leave to report; and recommends for adoption the following resolution:

Item No. \*39-23 Consent Calendar

### CITY COUNCIL RESOLUTION

**Proposed Amendments to Article II. Real Property Tax Relief for Senior Citizens,  
Sections 3.16.100, 3.16.110 and 3.16.120 of the Bridgeport  
Municipal Code of Ordinances**

**WHEREAS**, pursuant to Section 12-129n of the General Statutes of the state of Connecticut, any resident of the city who owns real property, including and not limited to cooperative unit owners in the city of who is liable for the payment of taxes thereon under Section 12-48 of the Connecticut General Statutes and occupies that property as his or her principal residence shall be eligible for the real property tax relief based on certain qualifying conditions; and,

**WHEREAS**, there has not been an update to the senior tax relief ordinance since it was last proposed by Mayor Ganim and adopted by the City Council in 2019; and,

**WHEREAS**, inflation in the United States has been significant over the last few years, causing prices and the cost of living to increase drastically; and,

**WHEREAS**, as a result of inflation and new economic conditions, the City Council should consider modest updates to the senior tax relief program to ensure that adequate relief is being provided to our most vulnerable senior taxpayers; and,

**WHEREAS**, as part of those modest adjustments, the City Council should from time to time update both the income eligibility requirements and the amount of the tax relief provided to qualifying senior taxpayers;

**Now Therefore, Be it Ordained by the City Council of the City of Bridgeport**, that Article II. Real Property Tax Relief for Senior Citizens, Sections 3.16.110 and 3.16.120 of the Bridgeport Municipal Code of Ordinances be amended in accordance with the changes in Exhibit A attached hereto, and that such amendments take effect immediately upon publication.



# City of Bridgeport, Connecticut

## Office of the City Clerk

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Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

-2-

### Article II. Real Property Tax Relief for Senior Citizens

#### **3.16.070 - Transfer of state tax relief program for the elderly.**

Pursuant to subsection (b) of section 4 of Public Act 82-322, the responsibilities and duties relative to the administration of the state tax relief program for the elderly shall be, and they are, transferred from the municipal assessor's office to the department on aging.

(Prior code § 28-4)

#### **3.16.080 - Homeowner's taxes—Billing on quarterly basis.**

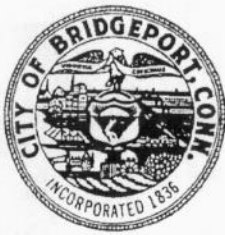
Any homeowner who is eligible for property tax relief pursuant to Section 12-129b or 12-170aa of the Connecticut General Statutes may pay such homeowner's taxes in quarterly, rather than semiannual, installments as provided in Section 16 of Connecticut Special Act 88-80, as amended by Section 9 of Connecticut Special Act 89-47. Upon a determination by the Bridgeport tax assessor that such homeowner is qualified for tax relief under Section 12-129b or 12-170aa, the Bridgeport tax collector shall bill such homeowner for his or her real property taxes on a quarterly basis and such taxes shall be due and payable in quarterly installments on July 1st, October 1st, January 1st and April 1st of each year rather than in semi-annual installments on July 1st and January 1st. This section shall be effective for the fiscal year beginning July 1, 1990.

(Ord. dated 2/5/90)

#### **3.16.090 - In general.**

The city enacts tax relief for elderly real property owners pursuant to Section 12-129(n) of the General Statutes of the state of Connecticut for eligible residents of the city for the fiscal year commencing July 1, 1987 and each ensuing fiscal year on the terms and conditions provided in this article. Wherever herein reference is made to the General Statutes of the state of Connecticut, reference shall be to the statutes cited, any amendments thereto or any successor statutes, as may be applicable to this article. All relevant General Statutes of the state of Connecticut are incorporated in this article so far as they may be applicable and in the event of any discrepancy between this article and any General Statute the General Statute shall control and this article shall not be invalid but shall be deemed to be in conformity with that General Statute.

(Prior code § 28-31)



# City of Bridgeport, Connecticut

## Office of the City Clerk

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Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

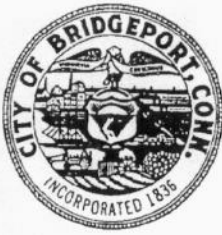
-3-

### **3.16.100 - Eligibility.**

Pursuant to Section 12-129n of the General Statutes of the state of Connecticut, any resident of the city who owns real property, including and not limited to cooperative unit owners in the city or who is liable for the payment of taxes thereon under Section 12-48 of the Connecticut General Statutes and occupies that property as his or her principal residence shall be eligible for the real property tax relief set forth in this article provided they meet all of the following conditions:

- A. At the close of the calendar year next preceding the year in which the claim for tax relief is filed and approved such resident shall be sixty-five (65) years of age or over; or the spouse of such resident shall be sixty-five (65) years of age or over; or such resident shall be sixty (60) years of age or over and the surviving spouse of a taxpayer who qualified in Bridgeport under this article at the time of his or her death;
- B. Such resident or his or her spouse has resided in a residence located in the city and has paid taxes to the city for a period of one year immediately preceding July 1st of the fiscal year for which the person shall receive the real property tax relief as set forth in this article; and
- C. During the calendar year preceding the year in which application is made for the tax relief under this article, such resident and his or her spouse together shall not have an income in excess of the maximum income for eligibility for the program of tax relief under Chapter 204a of the Connecticut General Statutes Sections 12-170aa et seq. determined under that chapter and statutes or any amendments thereto.
- D. Household is defined as single or married senior citizen and their spouse.**

(Ord. dated 9/3/19 ; Prior code § 28-32)



# City of Bridgeport, Connecticut

## Office of the City Clerk

Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

-4-

### 3.16.110 - Real property tax relief and maximum.

Each resident qualifying under this article shall receive a tax credit of ~~eight hundred dollars (\$800.00)~~ in the manner stated below on such resident's annual real property tax bill for his or her principal residence in the city; provided, no such property tax relief, together with any relief received by such resident under the provisions of all applicable General Statutes of the state of Connecticut, shall exceed, in the aggregate, seventy-five (75) percent of the tax which would, except for such General Statutes, and this article, be laid against the taxpayer. For the fiscal year commencing on July 1, ~~2020~~ 2024 to June 30, ~~2021~~ 2025 and future fiscal years, each resident qualifying under this article shall receive a tax credit up to the following amounts, based upon such resident's level of annual household income as defined under state statute:

Household Income From one dollar (\$1.00) up to ~~twenty thousand dollars (\$20,000.00)~~ thirty thousand dollars (\$30,000): Tax Credit up to ~~one thousand two hundred dollars (\$1,200.00)~~ one thousand five hundred dollars (\$1,500).

Household Income between ~~twenty thousand and one dollars (\$20,001.00)~~ thirty thousand dollars and one dollars (\$30,001) and ~~forty three thousand and nine hundred dollars (\$43,900.00)~~ fifty thousand dollars (\$50,000): Tax Credit up to ~~nine hundred dollars (\$900.00)~~ one thousand dollars (\$1,000).

Household Income between ~~forty three thousand nine hundred one dollars (\$43,901.00)~~ fifty thousand and one dollars (\$50,001) and ~~fifty eight thousand dollars (\$58,000.00)~~ seventy five thousand dollars (\$75,000): Tax Credit up to ~~four hundred dollars (\$400.00)~~ five hundred dollars (\$500).

~~Anything else in this Article to the contrary notwithstanding, the real property tax relief credits provided for in this Article shall not exceed a total of six hundred thousand dollars (\$600,000.00) per fiscal year more than the total amount in the FY 2020 year.~~

~~Tax credits shall be granted first to those applicants with household income from one dollar (\$1.00) up to twenty thousand dollars (\$20,000.00) who qualify for tax credits. In the event the number of such timely filed new eligible applicants results in the total of the tax credits if granted at the full one thousand two hundred dollars (\$1,200.00) rate exceeding the total of six hundred thousand dollars (\$600,000.00) per fiscal year, then the tax credits shall be granted in equal reduced amounts by allocating the six hundred thousand dollars (\$600,000.00) amongst all the eligible applicants in this category.~~





# City of Bridgeport, Connecticut

## Office of the City Clerk

Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

-5-

~~In the event that funds remain after granting the tax credits to those qualified applicants with household income from one dollars (\$1.00) up to twenty thousand dollars (\$20,000.00), then tax credits shall be granted to those applicants with household income between twenty thousand and one dollars (\$20,001.00) and forty-three thousand nine hundred dollars (\$43,900.00). In the event the number of such timely filed new eligible applicants results in the total of the tax credits if granted at the full nine hundred dollar (\$900.00) rate exceeding the total of six hundred thousand dollars (\$600,000.00) per fiscal year, then the tax credits shall be granted in equal reduced amounts by allocating the available funds amongst all the eligible applicants in this category.~~

~~In the event that funds remain after granting the tax credits to those qualified applicants with household income from twenty thousand and one dollars (\$20,001.00) up to forty-three thousand nine hundred (\$43,900.00), then tax credits shall next be granted to those applicants with household income between forty-three thousand nine hundred one dollars (\$43,901.00) and fifty-eight thousand dollars (\$58,000.00). In the event the number of such timely filed new eligible applicants results in the total of the tax credits if granted at the full four hundred dollars (\$400.00) rate exceeding the total of six hundred thousand dollars (\$600,000.00) per fiscal year, then the tax credits shall be granted in equal reduced amounts by allocating the available funds amongst all the eligible applicants in this category.~~

(Ord. dated 9/3/19; Ord. dated 7/3/06; Ord. dated 6/20/05; Ord. dated 9/4/01; prior code § 28-33)

### **3.16.120 - Application for real property tax relief.**

Any resident seeking tax relief under this article, or his or her authorized agent or duly appointed representative, must file an application for real property tax relief under this article, in such form as may be required by the tax assessor ~~on or before June 30, 1987 for the fiscal year~~ between February 1<sup>st</sup> and May 15<sup>th</sup> of each fiscal year beginning July 1, 1987 and thereafter on or before June 15<sup>th</sup> immediately preceding the fiscal year in which the resident seeks such tax relief and shall provide to the tax assessor such documents, including, but not limited to, federal income tax returns or authorization to secure same, as the tax assessor may deem necessary to determine whether or not the resident qualifies for the real property tax relief granted in this article. Once an applicant is determined to be eligible for the real property tax relief granted in this article he or she shall, thereafter, file an application on a biennial basis unless the tax assessor determines otherwise in order to determine if the applicant meets the eligibility requirements of this article.

(Ord. dated 9/6/88; prior code § 28-34)



# City of Bridgeport, Connecticut

## Office of the City Clerk

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Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

-6-

### **3.16.130 - Appeals.**

Any resident who is aggrieved by a decision of the tax assessor denying all or any part of the real property tax relief under this article may appeal from that decision in the same manner as any taxpayer may appeal any tax assessment.

(Prior code § 28-35)





# City of Bridgeport, Connecticut Office of the City Clerk

Report of Committee on Ordinances  
Item No. \*39-23 Consent Calendar

-7-

RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
ORDINANCES

Tyler Mack, Co-Chair

Eneida L. Martinez, Co-Chair

Aikeem G. Boyd

Maria I. Valle

Ernest E. Newton, II

Jeanette Herron

Michelle A. Lyons

City Council Date: April 1, 2024

CITY OF BRIDGEPORT

OFFICE OF THE CITY ATTORNEY

999 Broad Street  
Bridgeport, CT 06604-4328



CITY ATTORNEY  
Tyisha S. Toms

DEPUTY CITY ATTORNEY  
John P. Bohannon, Jr.

Telephone (203) 576-7647  
Facsimile (203) 576-8252

ASSOCIATE CITY ATTORNEYS

Deborah M. Garskof  
Michael C. Jankovsky  
Richard G. Kascak, Jr.  
Bruce L. Levin  
James T. Maye  
John R. Mitola  
Lawrence A. Ouellette, Jr.  
Dina A. Scalo

March 28, 2024

Honorable City Council of the City of Bridgeport  
City Hall  
45 Lyon Terrace  
Bridgeport, CT 06604

RECEIVED  
CITY CLERKS OFFICE  
24 APR - 1 AM 10:50  
ATTEST  
CITY CLERK

**Re:** *Item 39.23. Proposed Amendments to the Municipal Code of Ordinances, Chapter 3.16 – Property Taxes, amend Article II – Real Property Tax Relief for Senior Citizens, Section(s) 3.16.110 – Real Property Tax Relief and Maximum & 3.16.120 – Application for Real Property Tax Relief.*

Dear Honorable Councilpersons,

Pursuant to Chapter 5, Section 9 of the City Charter, please be advised that the above-referenced Item, as amended, is of proper and sufficient legal form for adoption.

The City Attorney's Office drafted the proposed ordinance with the assistance of the CAO's Office.

Kind Regards,

Tyisha S. Toms,  
City Attorney

- cc: Mayor Joseph P. Ganim
- Frances Ortiz, Asst. City Clerk
- Daniel Shamas, Chief of Staff
- Thomas Gaudett, CAO
- John P. Bohannon, Deputy City Atty.
- Mark T. Anastasi, Esq.

**Item# \*50-23 Consent Calendar**

Amendment to the Municipal Code of Ordinances, Chapter 2.36 - Officers' Salaries, amend Section 2.36.010 - Officers' and Unaffiliated Employee Salaries, Subsection A for the purposes of moving the Full-time City Attorney Position from the subsection *Executive Appointed Officials* at grade 8 to the subsection *Chief Appointed Officials* at grade 9a.



**Report  
of  
Committee  
on  
Ordinance**

City Council Meeting Date: April 1, 2024

Attest: *Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by: *[Signature]*  
Joseph P. Ganim, Mayor

Date Signed: \_\_\_\_\_

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CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport.*

The Committee on Ordinances begs leave to report; and recommends for adoption the following resolution:

**Item No. \*50-23 Consent Calendar**

**BE IT ORDAINED**, by the City Council of the City of Bridgeport that Code of Ordinance, Sec. 2.36.010 – Officers' and unaffiliated employee salaries, Subsection A. be and hereby is amended (to be effective immediately upon publication) as follows:

**2.36.010 - Officers' and unaffiliated employee salaries.**

- A. The following position salaries shall be established for all listed unaffiliated positions in this subsection. Position annual salaries and annual salaries for those acting in any of the positions set forth in this section shall be adjusted in accordance with the negotiated across-the-board increases granted to other city supervisors. The labor relations office shall provide the city clerk with updated ranges set forth in this section, effective as of each July 1, to reflect such across-the-board increases. Salary ranges for any newly created positions shall be referred to the budget and appropriations committee for review. Salary ranges for acting or appointed positions shall fall within the ranges listed below. The full city council shall have the power to approve or disapprove the salary ranges recommended by the mayor and/or budget and appropriations committee. The Mayor may authorize salary increases within the salary ranges established by ordinance. No individual, serving in a position listed below, may receive remuneration from any other city board, commission or authority of the city of Bridgeport, including the board of education, in the form of wages, fee or other emoluments, without express prior approval by the city council. The exception to this section is for a legally awarded pension from the city of Bridgeport or any of the boards, commissions or authorities, including the board of education.



# City of Bridgeport, Connecticut

## Office of the City Clerk

Report of Committee on Ordinances  
 Item No. \*50-23 Consent Calendar

-2-

Grade	Job Title/Class	Salary range	
<b>Chief Elected Official</b>			
<del>9</del> 10	Mayor		\$161,018 <u>\$184,000*</u>
<b>Chief Appointed Officials</b>			
9a	Director of Mayoral Initiatives/Chief of Staff	\$145,076 <u>\$150,000</u>	\$159,385 <u>\$165,000</u>
9a	Chief Administrative Officer	\$145,076 <u>\$150,000</u>	\$159,385 <u>\$165,000</u>
<del>8</del> 9a	City Attorney	\$138,740 <u>\$150,000</u>	\$152,610 <u>\$165,000</u>
<del>8a</del> 9a	City Attorney (PT)	\$91,915 <u>\$95,000</u>	\$100,586 <u>\$105,000</u>
9a-9b	Police Chief	\$145,076	\$159,385
9a-9b	Fire Chief	\$145,076	\$159,385
<del>8</del> 9b	Labor Relations Director	\$138,740 <u>\$145,076</u>	\$152,610 <u>\$159,385</u>
<b>Executive Appointed Officials</b>			
<del>9b</del> 8	Assistant CAO	\$142,590 <u>\$138,740</u>	\$156,230 <u>\$152,610</u>
8	Finance Director	\$138,740	\$152,610
8	OPM Director	\$138,740	\$152,610
8	OPM Director (PT)	\$91,915	\$100,586
8	Public Facilities Director	\$138,740	\$152,610
8	Health Director	\$138,740	\$152,610
8	Director of Health and Social Service	\$138,740	\$152,610





# City of Bridgeport, Connecticut

## Office of the City Clerk

Report of Committee on Ordinances  
Item No. \*50-23 Consent Calendar

-3-

8	I.T.S. Director	\$138,740	\$152,610
8	Parks and Recreation Director	\$138,740	\$152,610
8b	Assistant Chief of Police	\$138,740	\$152,610
8b	Deputy Director of Public Facilities	\$138,740	\$152,610
<b>Management appointed officials</b>			
7a	City Librarian	\$122,911	\$139,608
7a	Director of Public Safety	\$122,911	\$139,608
7a	Director of Construction Services	\$122,911	\$139,608
7a	Tax Assessor	\$122,911	\$139,608
7a	Deputy Director Finance/Comptroller	\$122,911	\$139,608
7a	Director of Public Safety Communications	\$122,911	\$139,608
7a	Deputy Director OPED	\$122,911	\$139,608
7a	Tax Collector	\$122,911	\$139,608
7a	Deputy Director of Labor Relations	\$122,911	\$139,608
<b>Major Deputy Class</b>			
6	Director of Human Services	\$110,132	\$121,139
6	Deputy CAO	\$110,132	\$121,139
6	Deputy Director Finance/Management	\$110,132	\$121,139
6	Director of Social Services	\$110,132	\$121,139
6	Deputy City Attorney (PT)	\$110,132	\$121,139
6	Deputy Tax Assessor	\$110,132	\$121,139
6	Deputy Director Public Safety Communications	\$110,132	\$121,139
6	Communications Director	\$110,132	\$121,139
6	Director, Office of Education and Youth	\$110,132	\$121,139
6	Deputy Chief of Staff	\$110,132	\$121,139



# City of Bridgeport, Connecticut

## Office of the City Clerk

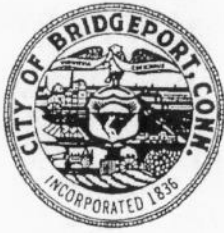
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Report of Committee on Ordinances  
Item No. \*50-23 Consent Calendar

-4-

	<b>Department Class</b>		
5	Sr. Labor Relations Officer	\$95,448	\$110,989
5	Mayor Executive Office Manager	\$95,448	\$110,989
5	Director Organizational Development	\$95,448	\$110,989
5	City Treasurer	\$95,448	\$110,989
5	Director L.U.C.R.	\$95,448	\$110,989
5	Utility Manager	\$95,448	\$110,989
5	Benefits Manager	\$95,448	\$110,989
5	Project Manager	\$95,448	\$110,989
5	Human Resource Manager	\$95,448	\$110,989
5	Director of Grants	\$95,448	\$110,989
5	Clinical Physician	\$95,448	\$110,989
5a	Chief Accountant	\$88,508	\$97,868
	<b>Program Class</b>		
4	Assistant Internal Audit	\$81,507	\$90,275
4	Affirmative Action Director	\$81,507	\$90,275
4	Harbormaster	\$81,507	\$90,275
4	Registrar of Voters	\$81,507	\$90,275
4a	OPM Analyst	\$73,343	\$88,415
4a	Mayor's Community Liaison	\$73,343	\$88,415
4a	Mayor's Aide	\$73,343	\$88,415
4a	Labor Management Coordinator	\$73,343	\$88,415
4a	Special Project Coordinator	\$73,343	\$88,415
4a	Labor Relations Officer	\$73,343	\$88,415
4a	Data Base Administrator	\$73,343	\$88,415
4a	Medical Health Director	\$73,343	\$88,415
	<b>Technical Class</b>		
3	Sealer Weights and Measurers	\$73,343	\$88,415
3	Executive Secretary	\$73,343	\$88,415
3a	Assistant City Attorney's (PT)	\$58,967	\$71,419
3a	Press Secretary	\$58,967	\$71,419
3a	Assistant Special Project Manager	\$58,967	\$71,419
3a	Assistant to Police Chief	\$58,967	\$71,419





# City of Bridgeport, Connecticut

## Office of the City Clerk

Report of Committee on Ordinances  
Item No. \*50-23 Consent Calendar

-5-

<b>Support Services Class</b>			
2	Administrative Assistant	\$52,026	\$64,167
2	Financial Coordinator	\$52,026	\$64,167
<del>2-3a</del>	Deputy Registrar of Voters	<del>\$52,026</del>	<del>\$64,167</del>
		<u>\$58,967</u>	<u>\$71,419</u>
2	Legislative Liaison	\$52,026	\$64,167
2	Secretary (Mayor)	\$52,026	\$64,167
2	Urban Affairs Officer	\$52,026	\$64,167
2a	Trainer	\$38,153	\$49,041
2a	Clerical Assistant	\$38,153	\$49,041
2a	Secretary	\$38,153	\$49,041
2a	Constituent Service Representative	\$38,153	\$49,041
2a	Legislative Aide	\$38,153	\$49,041
2b	Data Coordinator	\$44,787	\$50,761
<b>Special Class</b>			
1	City Clerk	\$40,868	
1	Town Clerk	\$40,868	
1	Public Facilities Inspector	\$49,103	
1	Annex Courier (P/T)	\$24,521	
1	Receptionist (P/T)	\$15,266	

(Ord. dated 7/7/08; Ord. dated 1/3/12; Ord. dated 9/4/12 ; Ord. dated 12/7/15 ; Ord. of 9/5/2017 ; Ord. dated 4/1/19 ; Ord. dated 7/1/19 ; Ord. dated 9/21/20 ; Ord. dated 6/21/22 ; Ord. dated 8/7/23 )

**\*Salary shall adjust pursuant to the CT Constitution Article XIX.**

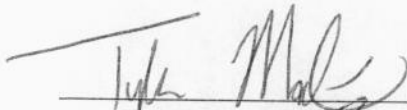


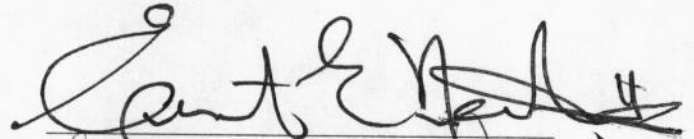
# City of Bridgeport, Connecticut Office of the City Clerk


Report of Committee on Ordinances  
Item No. \*50-23 Consent Calendar

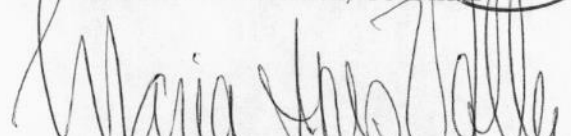
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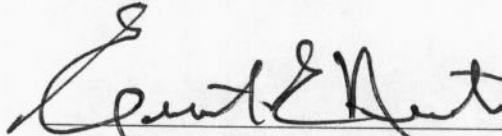
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
ORDINANCES

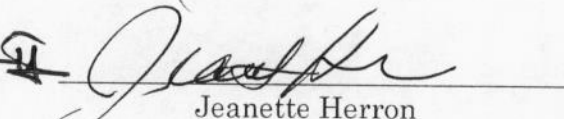
  
Tyler Mack, Co-Chair

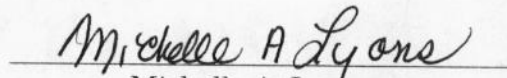
  
Eneida L. Martinez, Co-Chair

  
Aikeem G. Boyd

  
Maria I. Valle

  
Ernest E. Newton, II

  
Jeanette Herron

  
Michelle A. Lyons

City Council Date: April 1, 2024

CITY OF BRIDGEPORT  
OFFICE OF THE CITY ATTORNEY

999 Broad Street  
Bridgeport, CT 06604-4328



CITY ATTORNEY  
Tyisha S. Toms  
DEPUTY CITY ATTORNEY  
John P. Bohannon, Jr.

Telephone (203) 576-7647  
Facsimile (203) 576-8252

ASSOCIATE CITY ATTORNEYS  
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Michael C. Jankovsky  
Richard G. Kaseak, Jr.  
Bruce L. Levin  
James T. Maye  
John R. Mitola  
Lawrence A. Ouellette, Jr.  
Dina A. Scalo

March 28, 2024

Honorable City Council of the City of Bridgeport  
City Hall  
45 Lyon Terrace  
Bridgeport, CT 06604

*Re: Item 50-23. Proposed Amendment to the Municipal Code of Ordinances, Chapter 2.36 – Officers' Salaries, amend Section 2.36.010 – Officers' and Unaffiliated Employee Salaries for the purposes of moving the Full-time City Attorney Position from the subsection Executive Appointed Officials at grade 8 to the subsection Chief Appointed Officials at grade 9a.*

Dear Honorable Councilpersons,

Pursuant to Chapter 5, Section 9 of the City Charter, please be advised that the above-referenced Item, as amended, is of proper and sufficient legal form for adoption.

The City Attorney's Office drafted the proposed ordinance with the assistance of the CAO's Office.

Kind Regards,

Tyisha S. Toms,  
City Attorney

cc: Mayor Joseph P. Ganim  
Frances Ortiz, Asst. City Clerk  
Daniel Shamas, Chief of Staff  
Thomas Gaudett, CAO  
John P. Bohannon, Deputy City Atty.  
Mark T. Anastasi, Esq.

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24 APR - 1 AM 10:50  
ATTEST  
CITY CLERK

Item# \*53-23 Consent Calendar

Settlement of Pending Litigation in the Matter of Emilia Charles v. City of Bridgeport et al, Docket No. FBT-CV21-6110594-S.



Report  
of  
Committee  
on

Miscellaneous Matters

City Council Meeting Date: April 1, 2024

Attest:

*Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by:

*Joseph P. Ganim*  
Joseph P. Ganim, Mayor

Date Signed:

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24 APR 11 PM 2:42  
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CITY CLERK



# City of Bridgeport, Connecticut Office of the City Clerk

*To the City Council of the City of Bridgeport.*

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

**Item No. \*53-23 Consent Calendar**

**WHEREAS**, a lawsuit in the following name was filed against the City of Bridgeport and/or its employees and investigation disclosed the likelihood on the part of the City for which, in the event of suit and trial, the City might be held liable, and

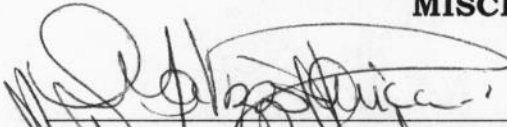
**WHEREAS**, negotiations with the Plaintiff's attorney has made it possible to settle this suit for the figure set forth below, and the City Attorney, therefore, recommends the following settlement be accepted, Now, Therefore be it

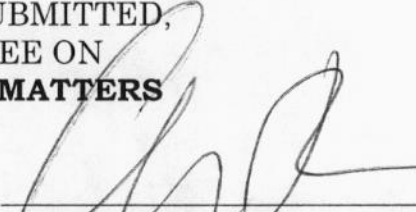
**RESOLVED**, That the City Attorney is hereby authorized to execute any and all documents necessary to effectuate the settlement referenced below, and

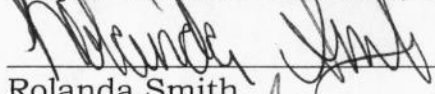
**BE IT FURTHER RESOLVED**, That the Comptroller be, and hereby is, authorized, empowered and directed to draw his order on the City Treasurer payable as follows:

<u>Name</u>	<u>Nature of Claim</u>	<u>Plaintiff's Attorney</u>	<u>Settlement</u>
Emilia Charles	Slip/Fall	Ganim Legal P.C. Alexa Billings, Esq. 2370 Park Avenue Bridgeport, CT 06604	\$125,000.00 to Alexa Billings, Esq as Trustee. Total cost to the City \$125,000.00.

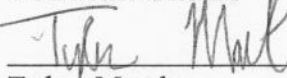
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
\_\_\_\_\_  
Amy Marie Vizzo-Paniccia, **Co-Chair**

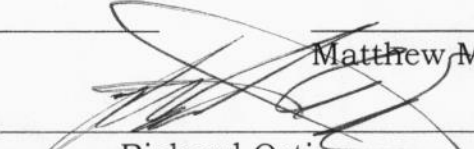
  
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Aikeem G. Boyd, **Co-Chair**

  
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Rolanda Smith

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Alfredo Castillo

  
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Tyler Mack

\_\_\_\_\_  
Matthew McCarthy

  
\_\_\_\_\_  
Richard Ortiz

*City Council Date: April 1, 2024*

Item# \*57-23 Consent Calendar

Resolution Concerning Succession Planning for  
Critical Departments.



Report  
of  
Committee  
on

Miscellaneous Matters

City Council Meeting Date: April 1, 2024

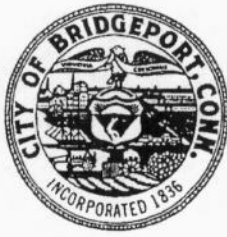
Attest: *Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by: *[Signature]*  
Joseph R. Ganim, Mayor

Date Signed: \_\_\_\_\_

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# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport:*

The Committee on Miscellaneous Matters begs leave to report; and recommends for adoption of the following resolution:

### Item No. \*57-23 Consent Calendar

#### RESOLUTION

**WHEREAS**, a successful succession planning process will help prepare and transition municipal employees to transition into other roles; and

**WHEREAS**, developing a succession planning process and the appropriate support training programs can help the City of Bridgeport prepare and equip employees to be good practitioners and supervisors; and

**WHEREAS**, the City of Bridgeport needs better transitional procedures to help the city operate at full capacity at all times;

**NOW, THEREFORE BE IT RESOLVED**, The Mayor or their designee must begin the process of creating a Supervisor's Succession plan by July 1, 2024; and

**BE IT FURTHER RESOLVED**, the Mayor or their designee must identify critical positions that are essential for each department and/or division that will need a succession plan; and

**BE IT FURTHER RESOLVED**, after the Mayor or their designee identify critical positions that are essential to each department or division, they must evaluate if there are any learning and development programs, mentoring efforts, and knowledge transfer practices for employees in each department or division; and

**BE IT FURTHER RESOLVED**, after examining current succession processes, the Mayor or their designee shall create a gap analysis to examine the successful planning efforts the City of Bridgeport currently have and the succession planning efforts the City of Bridgeport needs; and

**BE IT FURTHER RESOLVED**, the Mayor or their designee shall create a developmental program that will provide educational programming designed to enhance employees knowledge and develop leadership expertise; and

**BE IT FURTHER RESOLVED**, A progress report of this succession plan shall be reported to the Bridgeport City Council by March 1<sup>st</sup>, 2025.





# City of Bridgeport, Connecticut Office of the City Clerk

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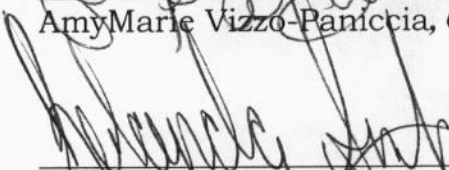
Committee on Miscellaneous Matters  
Item No. 57-23 Consent Calendar

-2-

RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
\_\_\_\_\_  
Amy Marie Vizzo-Paniccia, *Co-Chair*

  
\_\_\_\_\_  
Aikeem G. Boyd, *Co-Chair*

  
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Rolanda Smith

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Alfredo Castillo

  
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Tyler Mack

\_\_\_\_\_  
Matthew McCarthy

  
\_\_\_\_\_  
Richard Ortiz

*City Council Date: April 1, 2024*

**Item# \*58-23 Consent Calendar**

Approval to Establish the New Job Description of the Classification and Specifications for the Senior Paralegal Position pursuant to Municipal Charter Chapter 17, Section 206(d).



**Report  
of  
Committee  
on**

**Miscellaneous Matters**

**City Council Meeting Date: April 1, 2024**

**Attest:** Lydia N. Martinez  
*Lydia N. Martinez*  
**Lydia N. Martinez, City Clerk**

**Approved by:** Joseph P. Ganim  
*Joseph P. Ganim*  
**Joseph P. Ganim, Mayor**

**Date Signed:** \_\_\_\_\_

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# City of Bridgeport, Connecticut

## Office of the City Clerk

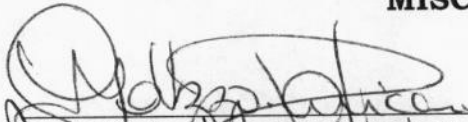
*To the City Council of the City of Bridgeport:*

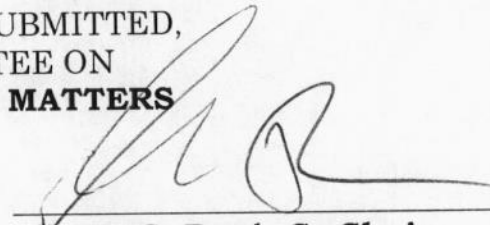
The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

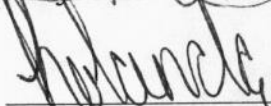
**Item No. \*58-23 Consent Calendar**

**RESOLVED**, that the attached job description for the new non-competitive job classification and specifications for the Senior Paralegal position pursuant to Municipal Charter Chapter 17, section 206(d) be, and hereby is, approved, ratified and confirmed.

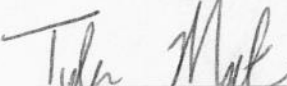
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
\_\_\_\_\_  
Amy Marie Vizzo-Paniccia, **Co-Chair**

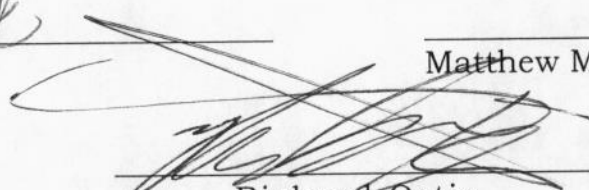
  
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Aikeem G. Boyd, **Co-Chair**

  
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Alfredo Castillo

  
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Tyler Mack

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Matthew McCarthy

  
\_\_\_\_\_  
Richard Ortiz

*City Council Date:* April 1, 2024

Bridgeport Labor Relations Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING**  
**March 4, 2024**

This Agreement is between the City of Bridgeport (hereinafter the "City") and National Association of Government Employees, Local RI-200 (hereinafter the "Union").

**NOW, THEREFORE**, the parties agree as follows:

1. The position of Senior Paralegal is a new position which is not included in any collective bargaining unit (See attached job description).
2. The parties agree the thirty-five (35) hour full time position of Senior Paralegal should be included in the bargaining unit represented by the Union.
3. Effective upon the signing of this Agreement, the position of Senior Paralegal will be a position included in the bargaining unit represented by the Union.
4. The position of Senior Paralegal will be subject to the terms and conditions of the collective bargaining agreement between the parties, and added to Appendices A and C of the Collective Bargaining Agreement.
5. The parties agree that effective upon the signing of this Agreement, the annual salary of the Senior Paralegal will be in accordance with the information below and is subject to general wage increase as provided in the collective bargaining agreement. Advancement to a higher step shall be pursuant to and consistent with the rules and practices of the Civil Service Commission.  
Step 1 - \$76,903.00  
Step 2 - \$79,001.00  
Step 3 - \$81,099.00  
Step 4 - \$83,195.00

**FOR THE CITY**

**Domenic Costello**  
Deputy Director of Labor Relations

**FOR THE UNION**

**James Meszoros, President**  
National Association of  
Government Employees,  
Local RI-200

## **JOB DESCRIPTION**

Job Title: Senior Paralegal  
Department: City Attorneys Office  
Reports To: City Attorney  
Union / Pay Grade: NAGE  
Prepared by: City Attorney  
Prepared Date: February 29, 2024

### **GENERAL STATEMENT OF DUTIES:**

The Senior Paralegal will utilize a high level of job expertise to complete paralegal tasks under the supervision of case attorneys. Must be able to exercise independent judgment and decision making. Experience organizing and managing complex files and discovery is required. Ability to work in a cooperative and positive manner with all coworkers, clients, attorneys and non attorney staff and observe confidentiality in all matters relating to the City Attorney's Office.

### **SUPERVISION RECEIVED:**

Acts under the supervision of the City Attorney

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews, organizes and summarizes case documents in order to assist in preparation of case for trial.
- Reviews records to determine what information is needed for cases.
- Draft routine notices, affidavits, memoranda, and correspondence.
- Prepare discovery.
- Order and summarize medical records.
- Reviews and analyzes matters for the purpose of preparing matter evaluations and status reports to clients. Communicate with clients, attorneys, staff and other outside personnel to obtain or provide information.
- Enter time into accounting and billing software as needed.
- Ability to handle pressure, interruptions, and multiple projects with frequently changing priorities in an efficient manner, rapid turnaround required, and generally perform in a fast paced environment.
- Proficient in all software; ability to adjust to multiple tasks from multiple individuals in the Firm.
- Follows ethical requirements as set forth by the Rules of Professional Conduct of the state.
- Populate contract forms, collect required documentation from the vendor, and process for execution and release.



### **KNOWLEDGE, SKILL AND ABILITIES**

- Minimum of 5 years' recent law firm litigation paralegal experience, with State court. Federal litigation experience a plus.
- Four-year Bachelor's degree and/or two-year ABA approved Paralegal certificate.
- Proficiency in Microsoft Office suite to include Word, PowerPoint, and Adobe Pro.
- Ability to consistently meet deadlines while managing multiple projects with competing priorities.
- Positive attitude and exceptional verbal, written, and interpersonal communication skills required for daily interaction with co-workers, clients, opposing counsel and mediators.
- Ability to exercise discretion, good judgment, and poise in handling sensitive and confidential information.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality.

### **PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of case materials, files, or other documents.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.



Civil Service Commission Meeting Record of Vote March 12, 2024

**CIVIL SERVICE COMMISSION**  
City Hall, Wheeler Rooms A and B  
45 Lyon Terrace, Bridgeport, CT 06604  
March 12, 2024 at 4:30 p.m.

**RECORD OF THE VOTE**

**Consent Agenda: Matters to be Acted Upon**

**1. Meeting Minutes**

The Minutes from the special meeting on February 28, 2024 are submitted for review.

**2. Merits – Certify for Payroll**

**3. Permanent Appointments – Certify for Payroll**

**4. Vacancy Report**

The consent agenda was adopted as a whole.

**Matters to be Acted Upon**

**5. Waiver Request**

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

**COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.**

**6. New Classification Request - Senior Paralegal**

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

**COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**7. New Classification Request – Deputy Chief Executive Officer**

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.

**Item# \*59-23 Consent Calendar**

Approval to update the Job Description of the Classification of Deputy Fire Chief Administration and Operations pursuant to Civil Service Rule IX, Sec. 3.



**Report  
of  
Committee  
on**

**Miscellaneous Matters**

**City Council Meeting Date: April 1, 2024**

**Attest:** *Lydia N. Martinez*  
**Lydia N. Martinez, City Clerk**

**Approved by:** *[Signature]*  
**Joseph P. Ganim, Mayor**

**Date Signed:** \_\_\_\_\_

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CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk


*To the City Council of the City of Bridgeport:*

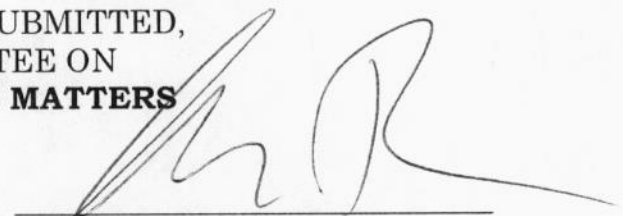
The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

**Item No. \*59-23 Consent Calendar**

**RESOLVED**, that the attached job description to update the classification and specifications for the Deputy Fire Chief Administration and Operations position pursuant to Civil Service Rule IX, Section 3 be, and hereby is, approved, ratified and confirmed.

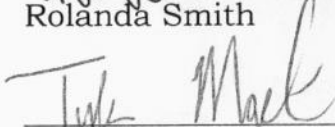
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
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Amy Marie Vizzo-Paniccia, **Co-Chair**

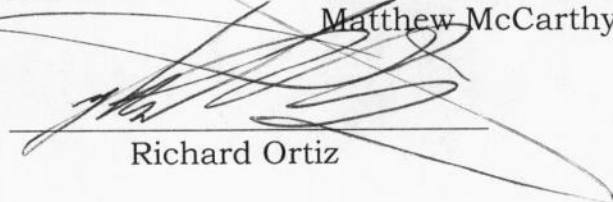
  
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Tyler Mack

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Matthew McCarthy

  
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Richard Ortiz

**City Council Date:** April 1, 2024



## Job Analysis

**Summary Report of the Job Analysis  
For the Fire Deputy Chief  
Executive Officer and Administration/Operations Positions**

This report is intended to summarize all of the key data points gathered from the incumbents in both positions during the job analysis of the rank of Deputy Chief for the Fire Department of the City of Bridgeport. To the extent possible without using a consulting firm, the job analysis followed the *Uniform Guidelines on Employee Selection Procedures*. Keeping in mind that this is only a summary of information, this report is organized according to the current federal documentation standards adopted by the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor, and the U.S. Department of Justice, wherever possible.

The Office of the Civil Service Commission started the job analysis by gathering and reviewing relevant information, including job materials, job descriptions, departmental guides, and past job analysis studies. We formulated a job analysis and linkage questionnaire which was then reviewed by the Fire Chief for thoroughness and completeness. The questionnaire was completed by three individuals in the Bridgeport Fire Department who are or were incumbents in the position (3 male; 1 African American/Black, 1 Hispanic/Non-White, and 1 White). Our office analyzed the completed questionnaires to determine the critical tasks, knowledge areas, and skills and abilities which were then linked to the duty areas to form a complete picture of each position in the rank of Deputy Chief.

**Part 1: Duty Areas**

The Executive Officer (XO) serves as principal assistant to the Fire Chief and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief; the Administration/Operations DC (A/O) does not, unless the Executive Officer is also absent or incapacitated.

The Executive Officer investigates inappropriate conduct and/or alleged violations, prepares reports and maintains administrative control of all discipline. The Administration/Operations DC does not.

The Executive Officer is the Attendance Review Officer; the Administration/Operations DC is not.

The A/O performs all other administrative duties (Clerk to the Board of Fire Commissioners, detailed records of department expenditures, control and distribution of supplies and equipment, recordkeeping, preparation of statistical and operational reports.)

According to the feedback from incumbents in the positions, both positions coordinate grant information; however, the Fire Chief has indicated that this is the responsibility of the XO.

Both positions respond to multiple alarm fires and perform Incident Command duties. Both positions are responsible for community relations.

The XO has no duties associated with training and operational readiness – this is solely a function of the A/O Deputy Chief.



Both positions have duties related to personnel, but the XO is solely responsible for serving as the attendance review officer, as noted above, and for recruiting. Although the A/O may participate in recruiting, it is a minimally important duty area, while the training and operational readiness duty area is minimally important to the XO position, as shown in the table below.

Duty Areas	Importance	
	A/O	XO
Administrative Functions	37	23
Incident Command and Operations	18	13
Community Relations	10	13
Training and Operational Readiness	17	5
Personnel Supervision and Management	15	33
Other (describe): Recruiting	3	13

The task statement ratings that support the summary of duty areas are included as Exhibit A.

#### **Tasks within the Duty Areas**

Tasks are distributed across duty areas and ranked according to applicability, importance, whether they are required upon hire, and performance frequency.

The A/O has 5 essential administrative tasks that are performed daily or multiple times a day. They consist of using computer systems or applications, reading reports and other written communications, monitoring communication systems, scheduling and prioritizing work, and keeping the Chief updated regarding daily functioning of the department.

These are the only essential tasks across any duty area that are performed daily or more frequently for the A/O.

The XO has 4 essential administrative tasks that are also performed daily or more frequently and consist of using computer systems or applications, reading reports and other written communications, and keeping the Chief updated (3 of the 5 same A/O tasks). The fourth task is reviewing attendance logs and lists of personnel assignments. This task is NOT performed by the A/O.

The XO has one other essential task under the Personnel Supervision and Management duty area that is essential and performed daily or more frequently, and that is to monitor employee leave usage and attendance, and to recommend actions based on the review. This task is NOT performed by the A/O.

#### **Part 2: Knowledge, Skills, Abilities and Other Characteristics**

##### **Knowledge Statements**

There were 62 knowledge statements included in the job analysis questionnaire for the rank of Deputy Chief. The knowledge statements were determined through general knowledge of the rank and of the department, and through discussions with the Fire Chief. The questionnaire asked the incumbents to rate the statements on applicability to the position, importance in possessing the knowledge, if the

knowledge is required immediately upon attaining the position, if having the knowledge differentiates the job performance and if the knowledge must be memorized or can be referenced.

The average importance ratings of the knowledge areas are included in the table below and are the same for both Deputy Chief positions:

KNOWLEDGE AREA	IMPORTANCE TO THE RANK OF DEPUTY CHIEF				
	Administrative Functions	IC/ Operations	Community Relations	Training/Op Readiness	Personnel Supervision and Management
Knowledge of Administrative Policies and Procedures	3	2	2	2	3
Knowledge of Incident Management Procedures	3	3	2	3	2
Knowledge of Incident Strategy and Tactics	3	3	2	3	1
Knowledge of Emergency Medical Operations	2	2	2	2	1
Knowledge of Tools, Equipment and Apparatus	1	2	1	2	2
Knowledge of Building Construction	2	2	2	2	1
Knowledge of Personnel Policies and Procedures	3	2	2	2	3
Knowledge of Management and Supervision Principles and Techniques	2	2	2	2	2
<b>Average Rating of the Duty Area</b>	<b>2.4</b>	<b>2.3</b>	<b>1.9</b>	<b>2.3</b>	<b>1.9</b>

It should be noted that although the average importance of knowledge and duty areas was the same for both positions, significant differences were seen between the two positions regarding knowledge statements, as evidenced in the knowledge statement ratings included herein as Exhibit B.

### Part 3: Skill/Ability Ratings within Dimensions

Forty-one skills and abilities were measured across 12 dimensions. The measurements were designed to provide data on applicability to the position, importance of possessing the skill/ability, whether or not the skill/ability is required upon hire and whether the possession of the particular skill/ability links to a higher level of performance.

In the areas of Personnel Supervision and Leadership, there were differences noted between the two positions, with the skills and abilities denoted in these two dimensions rated as being "essential" and "important" for the Executive Officer position, but only "important" or of "low importance" for the Administration/Operations position. For both positions, possession of these skills and abilities would make the individual a stronger performer in the role.

As expected, given that both positions are top level management roles, the rest of the skills and abilities in the areas of organizational, technological, interpersonal skills, as well as critical thinking and decision-making ability, were equally rated in importance and differentiation. The same ratings were also given to both roles for incident operations, written and oral communication, quantitative analysis, and other characteristics (such as honesty, integrity, dependability, and conscientiousness, which were all rated as essential).

#### Conclusion:

The job analysis for the rank of Deputy Chief yielded data that showed there are some significant differences in the duties and the knowledge areas between the two positions, Deputy Chief Executive Officer, and Deputy Chief of Administration/Operations. While most of the skills and abilities are similar between the two positions, that is to be expected given the level of authority each position holds within the rank structure of the Bridgeport Fire Department.

Chapter 17, Section 206 of the Bridgeport City Charter, paragraph (c) requires that the Personnel Director use the following formula to determine classification and allocation of positions in the classified service:

*Positions which are sufficiently similar in respect to their duties and responsibilities, (1) that the same title may be used with clarity to designate each position allocated to the class, (2) that the same requirements as to experience, education, capacity, knowledge, ability and other qualifications should be required of the incumbents, (3) that the same tests of fitness may be used to choose qualified employees, and (4) that the same salary range can be applied with equity under the same or substantially the same employment conditions, shall be allocated to the same class. **A single position essentially different from all other positions in characteristics enumerated above shall be considered as a class in itself and allocated to same.***

The data gathered from the job analysis highlights the essential differences between the two positions and given the above formula it seems clear that they each belong in a separate and distinct class.

Rule IX. Classification allows for the Civil Service Commission, after receiving a report from the Personnel Director wherein the duties and responsibilities of any position or group of positions

has undergone an analysis, to "establish new classes... without however modifying the classification plan as a whole."

It should also be noted that:

- The current methods of filling each position within the classification is not the same
  - The A/O position is required to be filled from union members through a competitive examination, as negotiated between Labor Relations and the Bridgeport Fire union (see Article 1–Recognition, included as Exhibit C)
  - The Executive Officer position is open non-competitive
- The Deputy Chief positions were removed from union affiliation in 2017 upon the retirement of former DCs Carfi and Petrucelli at which time the Operations DC and the Administration DC were combined into one position
- The minimum requirements of the Executive Officer position differ from those of the Deputy Chief of Administration/Operations
- The 2015 Bridgeport Fire Department Rules and Regulations specifically outline the duties of each position distinctly and separately and the job analysis reflects this (see Exhibit D)

Given the results of the job analysis and the items noted above, it is recommended and requested that the Civil Service Commission consider action to separate the two positions and (1) create a new class for the position of Deputy Chief Executive Officer and (2) reclassify the existing Deputy Chief class to Deputy Chief of Administration and Operations.

The new job description for Deputy Chief Executive Officer is included as Exhibit E, and the updated and revised job description for Deputy Chief of Administration and Operations is included as Exhibit F.



**Section 2. Tasks**

In section 2, we have documented the typical tasks that would be performed by incumbents in the deputy chief position. The tasks are separated into the duty areas they serve.

Again, we realize that not all tasks presented in this list will be performed in both positions so we are asking you to rate whether or not the particular task listed would be performed by each position. There are multiple ratings required for completion of this section, which are explained in detail below.

**Rating Guidelines for Task Statements**

**Applicability**

Y – the task IS applicable to the position

N – the task IS NOT applicable to the position

If you chose not applicable, you do not need to complete the remaining ratings

**Importance**

0 – the task is NOT IMPORTANT to the position and there is no value in being able to perform this task  
 1 – the task has LOW IMPORTANCE to the position and there is little value in being able to perform this task

2 – the task is IMPORTANT to the position, and it is valuable to be able to perform this task

3 – the task is ESSENTIAL to the position and there is a high value in being able to perform this task

**Required**

Y – Individuals are required to be able to perform this task without training in order to work effectively in this position immediately upon starting

N – Individuals will perform this task ONLY AFTER specialized and/or on-the-job training but can work effectively immediately upon starting

**Frequency**

0 – This task is performed only seldomly or never (once a month or less)

1 – This task is performed occasionally (once a week or a few times per month)

2 – This task is performed often (twice or more per week at minimum)

3 – This task is performed frequently (daily or several times a day)

**TASK STATEMENTS**

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Meets with Assistant Chiefs to give instructions, updates, and other information	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Distributes communication or information to fire stations and personnel in writing	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Distributes communications or information to fire stations and personnel orally	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1



Administrative Functions	Position	Applicable	Importance	Required	Frequency
Uses computer systems or applications to process, access, create, edit, print, send, retrieve, transmit and manipulate data, files, and other information	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Reviews overtime reports for the department	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Prepares project plans, timelines, resources, necessary funding, project steps and other information	XO	Y	2	Y	1
	Ad/Op	Y	3	Y	2
Reviews, prepares, submits, and tracks grants requests and related information	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	0
Reads reports and other written communications to stay informed on departmental activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Monitors communications systems (telephone, radio, CAD, email) for information	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Schedules and prioritizes duties so that all necessary work is completed	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Prepares and delivers presentations to personnel on a variety of topics, such as operational issues, special projects, and other information pertinent to the overall running of the department	XO	Y	1	Y	1
	Ad/Op	Y	3	Y	1
Reviews attendance logs and lists of personnel assignments	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Updates the Chief on new developments, issues, and activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Prepares statistical and operational reports	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	1
Distributes supplies and updates supply records	XO	N	—	—	—
	Ad/Op	Y	2	Y	2
Requests equipment/supplies purchases	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Reviews the activity of the training division	XO	Y	1	Y	1
	Ad/Op	Y	2	Y	2
Reviews the activity of the maintenance division	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Prepares, tracks, and evaluates departmental budgets	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Prepares budget requests	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Attends staff meetings	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Recommends policies and procedures governing the operation of equipment, apparatus, medical units, and other departmental resources	XO	N	—	—	—
	Ad/Op	Y	3	Y	2

<b>Administrative Functions</b>					
	Position	Applicable	Importance	Required	Frequency
Develops, recommends, and implements proposed laws, rules, regulations, and standard operating procedures	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes department goals and objectives and manages resources to optimize service delivery	XO	N	-	-	-
	Ad/Op	Y	3	Y	
<b>Incident Command and Operations</b>					
	Position	Applicable	Importance	Required	Frequency
Assumes the role of Incident Commander at incidents	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes command of the incident in accordance with the Incident Command System	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Develops, supervises, coordinates, and evaluates the procedures, tactics and strategies used to resolve emergency incidents and other situations	XO	N	-	-	-
	Ad/Op	Y	3	Y	1
Conducts post-incident analyses and discussion/evaluations of operations on scene and provides information to others in order to keep them informed and make improvements	XO	Y	3	Y	1
	Ad/Op	Y	2	Y	1
<b>Community Relations</b>					
	Position	Applicable	Importance	Required	Frequency
Explains firefighting practices, equipment procedures and policies to civilians during public meetings	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Acts as department spokesperson during emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Makes oral presentations to community groups regarding fire safety and prevention as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Explains incidents to media to ensure accurate coverage	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Testifies in court regarding fire-related matters as a representative of the department	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes communication with the community by participating in community events as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Participates in meetings with other agencies (e.g., mutual aid programs)	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Provides expertise to other agencies to assist them in the development of their own policies and operating procedures	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Investigates and intervenes in disputes between the public and departmental personnel	XO	Y	3	Y	1
	Ad/Op	N	-	-	-
Meets with outside agencies (i.e., police, utility companies, emergency management teams, etc.) to plan for coordination of activities in the event of natural disasters or terrorist attacks	XO	Y	3	Y	0
	Ad/Op	Y	2	Y	0

<b>Community Relations</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Investigates citizens' complaints	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Interviews witnesses or those involved in an accident, complaint, incident, or injury to gather information	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
<b>Training and Operational Readiness</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Serves as a training instructor in specialized training courses and conducts practical training sessions	XO	N	—	—	—
	Ad/Op	N	—	—	—
Develops and administers training programs	XO	N	—	—	—
	Ad/Op	N	—	—	—
Makes recommendations for changes in existing programs or the development of new training programs	XO	N	—	—	—
	Ad/Op	Y	1	Y	0
Identifies areas for improvement and/or additional training	XO	N	—	—	1
	Ad/Op	Y	2	Y	0
Instructs personnel on any new rules, policies, and procedures	XO	Y	1	Y	0
	Ad/Op	Y	2	Y	0
Supervises drills, practices, and simulations	XO	N	—	—	—
	Ad/Op	N	—	—	—
Participates in critiques following fires or other emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Reviews members' progress on required training to ensure requirements are met	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures that personnel attend appropriate training as scheduled	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Participates in training to update job knowledge and skills	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures the operational readiness, cleanliness and availability of equipment, apparatus, and the stations themselves within the entire City	XO	N	—	—	—
	Ad/Op	Y	2	Y	0
Meets with personnel to discuss problems, events, current information and the handling of past incidents and emergencies to improve future performance	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
<b>Personnel Supervision and Management</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Meets with assistant chiefs to review activities, new policies, changes to existing policies or other pertinent information	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Works with staff to establish appropriate goals and objectives for individuals and units	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Discusses performance-related problems and establishes a plan for improvement	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Encourages staff to reach individual and departmental goals by providing relevant training, answering questions, and ensuring availability of supplies and equipment	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Explains policies and procedures to subordinate staff	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides corrective action to members in an equitable manner	XO	Y	3	Y	2
	Ad/Op	N	—	—	—
Enforces departmental operating procedures, rules, regulations, policies, and orders	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Documents problem situations and recommends and/or provides disciplinary action	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Intervenes when necessary to settle an argument or interpersonal problems among members	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Makes recommendations for or initiates personnel transfers	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Evaluates staff performance and conducts performance appraisals	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides feedback and recommendations for changes to members in order to improve performance	XO	Y	3	Y	2
	Ad/Op	Y	2	Y	1
Directs, coordinates, and reviews the activities and performance of subordinate personnel	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Monitors employee leave usage/attendance and recommends actions	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Delegates work assignments and ensures effective completion of assignments by providing instruction and due dates for such assignments	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Coordinates the implementation of administrative procedures, personnel policies, and departmental objectives	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Please list any additional task statements that we have not documented that you believe are applicable to either or both positions and should be included:

Duty Area	Task Statement	Position	Applicable	Importance	Required	Frequency
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				

**Exhibit B**  
**Knowledge Statement Ratings**



### **Section 3. Knowledge**

This section contains knowledge statements that may describe the type of knowledge that an incumbent in the deputy chief position could be expected to possess.

As before, we realize that not all knowledge statements presented are applicable to both DC positions so please rate each knowledge statement separately for each position. There are multiple ratings required for completion of this section, which are explained in detail below.

#### **Rating Guidelines for Knowledge Statements:**

##### **Applicability**

- Y – the knowledge IS applicable to the position
- N – the knowledge IS NOT applicable to the position

**If you chose “N” you do not need to complete the remaining ratings**

##### **Importance**

- 0 – the knowledge is NOT IMPORTANT to the position in question and there is no value in possessing
- 1 – the knowledge has LOW IMPORTANCE to the position and there is little value in possessing
- 2 – the knowledge is IMPORTANT to the position and is valuable
- 3 – the knowledge is ESSENTIAL to the position and has high value

##### **Required**

- Y – Individuals ARE required to possess this knowledge immediately in order to work effectively in this position
- N – Individuals ARE NOT required to possess this knowledge immediately in order to work effectively in this position; it can be acquired through on-the-job or specialized training

##### **Differentiation**

- 0 – Having high levels of this knowledge DOES NOT make the individual a stronger performer
- 1 – Having high levels of this knowledge makes the individual a SOMEWHAT STRONGER performer
- 2 – Having high levels of this knowledge makes the individual a STRONGER performer

##### **Referenced/Memorized**

- R – This knowledge is referenced or looked up when needed on the job and there is no need to recall this knowledge from memory
- M – This knowledge cannot be referenced or looked up when needed and there is a strong need to know this information or commit it to memory



**KNOWLEDGE STATEMENTS**

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of relevant local, State, and Federal laws and code governing operations of the Department	XO	Y	3	N	1	R
	Ad/Op	Y	2	N	1	R
Thorough knowledge of all Department Rules and Regulations, SOG's, SOP's, Instructional and Informational material to provide appropriate direction and guidance to personnel	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of administrative policies and procedures, including report writing guidelines and the correct documentation for a given situation	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the collective bargaining unit/union contract as it relates to administrative personnel policies and procedures	XO	Y	3	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of sexual harassment and discrimination policies and procedures and other required Human Resource Administrative Rules	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of Department guidelines and procedures that guide actions on incident scenes	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the National Incident Management System (NIMS) Incident Command System	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of incident scene safety techniques	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of capabilities of equipment, apparatus, and staffing within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by all divisions within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by relevant City departments or other agencies, such as police or utility companies, ambulance services, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of notifications required for other agency response for specific incidents	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of fire suppression strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of salvage, ventilation, overhaul, and operational support activities	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of strategies and tactical operations for various non-structural fire incidents	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of rescue incidents strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of vehicle fires strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of hazardous material incidents strategies and tactical operations	XO	Y	3	Y	3	R
	Ad/Op	Y	3	Y	3	R
Knowledge of mass casualty incidents strategies and tactical operations	XO	Y	3	Y	2	M/R
	Ad/Op	Y	3	Y	2	M/R
Knowledge of rail system incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of aircraft incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of natural and man-made disaster incidents strategies and tactical operations	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of vehicle extrication strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of high angle rescue strategies and tactical operations	XO	Y	3	Y	2	R
	Ad/Op	Y	3	Y	2	R
Knowledge of confined space entry and rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of collapse rescue strategies and tactical operations	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of trench rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water supply sources and systems within the City	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	1	R
Knowledge of the geographic layout and target hazards in the City	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of automobiles (electric and fuel), pickup trucks, semi tractors and trailers (liquified natural gas [LNG] and compressed natural gas [CNG]), buses (Diesel fuel, LNG and CNG) and other over the road transport vehicles as well as their operating equipment/systems – batteries, air bags, braking systems, hydraulic systems, fuel systems, etc. that create hazards during vehicle incidents/extrications	XO	Y	2	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of cardiac, pulmonary/respiratory, neurological, spinal, cranial, and musculoskeletal systems, and basic anatomy of the human body	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Detailed knowledge of BLS emergency medical assessment and care techniques, strategies, principles, and practices including relationships with medical providers outside of the Department	XO	Y	3	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of infectious disease prevention and decontamination practices	XO	Y	3	N	2	M
	Ad/Op	Y	3	N	2	M
Knowledge of general patient (including pediatric and geriatric) assessment techniques and methods	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment for various types of trauma such as chest, abdominal, head, and spinal trauma as well as adult and pediatric trauma scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment of cardiac, respiratory, and stroke events	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of neurological assessments such as pupillary, GCS, Cincinnati, and LAMS scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of medical, legal, and ethical issues related to patient care and records	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	1	M
Knowledge of guidelines, policies and laws pertaining to equipment and apparatus, including inspection and operation	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R
Knowledge of City equipment and vehicle maintenance and inspection policies and procedures	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of personal protective equipment, including SCBA	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of equipment and location of equipment on the apparatus	XO	Z	1	1	1	1
	Ad/Op	Z	1	1	1	1
Knowledge of procedures for driving, positioning, and stabilizing apparatus	XO	Y	1	Z	1	M
	Ad/Op	Y	1	Z	1	M
Knowledge and procedures for safe use of extrication equipment, vehicle stabilization equipment, and techniques for multiple types of vehicle incidents	XO	Z	1	1	1	1
	Ad/Op	Z	1	1	1	1
Knowledge of capacities and capabilities of equipment such as the high lift jack, come-a-long, air bags, chains, ropes, shackles, cribbing, extrication equipment, stabilization equipment, etc. for direction of safe usage under load	XO	Z	1	1	1	1
	Ad/Op	Z	1	1	1	1
Knowledge of stabilization and cribbing techniques for safe usage during operations	XO	Z	1	1	1	1
	Ad/Op	Z	1	1	1	1
Knowledge of preventive maintenance techniques	XO	Z	1	1	1	1
	Ad/Op	Y				
Knowledge of building construction standards, codes, types (commercial and residential) and structural elements, including wood construction, masonry and ordinary construction, steel construction, and concrete construction	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of building occupancy design (what the buildings intended use is for/was this an old storage building converted into office space), potential hazards, and modifications from original design that would impact response	XO	Y	2	Z	1	M
	Ad/Op	Y	2	Z	1	M/R
Knowledge of fire protection systems	XO	Y	2	Z	1	M
	Ad/Op	Y	2	Z	1	M
Knowledge of building utilities including electrical (low and high voltage, single and 3 phase), HVAC, plumbing, Natural gas, LPG, compressed air, hydraulics, fire suppression systems, fire alarm systems, elevators, escalators, and mechanical doors	XO	Y	2	Z	1	M/R
	Ad/Op	Y	2	Z	1	M/R
Knowledge of types of foundations and roofs	XO	Y	2	Z	1	M/R
	Ad/Op	Y	2	Z	1	M/R



KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of fire evolution and smoke evaluation, behavior, and containment	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of special structures; high life hazards and high-risk hazards; high-rise buildings, hospitals, assisted living facilities, underground buildings, atriums, buildings with limited access, chemical plants and chemical storage facilities, Bulk fuel, CNG, LPG and LNG storage and transfer facilities, Lithium and other battery production and storage facilities, marine and terminal operations, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of training program delivery methods (e.g., providing training to employees through demonstration)	XO	N	-	-	-	-
	Ad/Op	N	-	-	-	-
Knowledge of performance planning and appraisal	XO	N	-	-	-	-
	Ad/Op	Y	2	N	1	R/M
Knowledge of counseling techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	1	M
Knowledge of motivational techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of coaching, mentoring, and leadership techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of methods for planning and organizing monetary resources, time, and personnel resources	XO	N	-	-	-	-
	Ad/Op	Y	2	Y	2	R

Please list any additional knowledge statements that we have not documented that you believe are applicable to either or both positions and should be included:

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					

**Exhibit C**  
**Collective Bargaining Agreement**



**AGREEMENT BETWEEN**

**THE  
CITY OF BRIDGEPORT**

**AND**

**THE  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**

**AFL-CIO, LOCAL 834**

**JULY 1, 2020 THROUGH JUNE 30, 2025**

### **PREAMBLE**

The following contract, entered into as of the first day of July 1, 2020 by and between respectively, the City of Bridgeport, Connecticut, hereinafter referred to as the "City", and Local 834, International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the "Union", is designed to maintain and promote a harmonious relationship between the City of Bridgeport and such of its employees who are within the provisions of this contract, in order that a more efficient and progressive public service may be rendered.

### **ARTICLE I – RECOGNITION**

The City hereby recognizes the Union as the exclusive representative and bargaining agent for the employees covered by this contract, for the purposes of establishing wages, hours and other conditions of employment. The employees covered by this contract are all uniformed and investigatory positions, including the position of safety officer, and uniformed and non-uniformed positions in the Maintenance Division within the Bridgeport Fire Department, except that of, Deputy Fire Chief Executive Officer, Deputy Chief of Administration / Operations, Fire Marshal and Fire Chief. The City agrees that the Deputy Chief of Administration / Operations will be hired from within the Union.

**Exhibit D**  
**2005 Fire Department**  
**Rules and Regulations**

# **RULES AND REGULATIONS**

**Governing the Personnel of the  
Bridgeport Fire Department**

**Approved by Board of Fire Commissioners: May 20, 2015**

**Effective: July 1, 2015**

**Department of Printing --- City of Bridgeport, CT**

# **BOARD OF FIRE COMMISSIONERS**

**William Marshall**  
President

**Dennis A. Bradley II, Esq.**  
Vice President

**James Meszoros Sr.**

**Cynthia Saunders-Maignan**

**Rocco Guarnieri**

**Robert W. Petrucelli, Deputy Chief**  
Clerk

**Brian Rooney**  
*Fire Chief*

Approved: May 20, 2015

Effective: July 1, 2015

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## **CHAPTER ONE**

### **APPOINTMENT – PROMOTION**

Section 1.1 Oath of Office, Appointment: All persons upon appointment to the Department by the Board of Fire Commissioners upon successful completion of training requirement and standards shall take the following oath before said Board:

“You do solemnly swear that you will support the Constitution of the United States and the State of Connecticut, the Laws and Ordinances of the City of Bridgeport, and obey the Rules and Regulations and Orders of the Fire Department, and the Orders and Directions of your Superior Officers, to the best of your ability, so help you God.”

Section 1.2 Oath of Office, Promotions: Persons promoted within the Department shall renew the Oath of Office in Section 1.1 above in every detail within the first four (4) months of the promotion.

Section 1.3 All members of the Department shall be subject to the Civil Service Provisions of the Charter and the Rules of the Civil Service Commission.

## **CHAPTER TWO**

### **ORGANIZATION**

Section 2.1 The Bridgeport Fire Department, for purpose of efficient and effective organization shall consist of four principal branches, identified as follows:

- a. Administrative
- b. Executive
- c. Fire Marshal
- d. Operations

Section 2.2 The Administration branch shall be responsible for all details pertaining to the management and operation of Department administration, the business of the Board of Fire Commissioners and execution of such plans and policies as shall be formulated by the Board and such other duties as the Fire Chief may direct. The Administration branch is also responsible for the Maintenance Division.

Section 2.3 The Executive branch shall be responsible for Investigations, Emergency Management, Strategic Planning, Grants, Awards, Employee Assistance Program, and Attendance Review.

Section 2.4 The Fire Marshal branch shall be responsible for Inspections, Certificate of Occupancy Inspection, Plan Review, Arson Investigation, Hazardous Material Inspections and Public Fire Education.

Section 2.5 The Operations Branch shall be responsible for effective functioning of The Firefighting Force, The Training Division, and Fire Communications.

Section 2.6 To assure maximum coordination of the four principal branches as shown in Section 2.1, a close liaison shall be maintained and shall be effectively employed.

## **CHAPTER THREE**

### **FIRE CHIEF**

Section 3.1 The powers and duties of the Fire Chief shall be subject to the operational control of the Mayor. The Fire Chief shall be responsible for the administration, supervision and discipline of the Fire Department. This shall include suspension, loss of pay, and discharge of members of the Department. The Chief may delegate the authority to issue verbal and/or written warnings to his/her designee. The Chief will be in command of the Department and shall be responsible to the Board of Fire Commissioners in the exercise of the Board's responsibilities under the City Charter.

Section 3.2 When on duty, the Chief shall have full and complete command of all Divisions and their personnel, apparatus and appurtenances necessary to effectively discharge the Chief's duties.

Section 3.3 The Chief shall make such assignments, transfers or details of Department personnel as he/she deems prudent and necessary to maintain the several Companies and Divisions at the maximum level of operating efficiency.

Section 3.4 The Chief shall be responsible for the enforcement of Department Rules, Regulations and such policies as may be issued by the Board, and shall promptly investigate and report to the Board all violations thereof, that may come to his/her attention.

Section 3.5 The Chief shall have full authority to recall and keep on duty all members of the Department whenever he/she deems it necessary to cope with an emergency.

Section 3.6 The Chief shall perform all the duties required of him/her by the Ordinances of the City.

Section 3.7 The Chief shall have power and authority to suspend from duty any member of the Department who violates any Rule, Policy, Regulation or Order of the Department/City or any Law or Ordinance.

Section 3.8 The Chief shall report to the Board any member, who by reason of age, disease, accident or any other incompetency; does not or cannot fully and promptly perform his/her duties.

Section 3.9 The Chief may, as he/she determines to be necessary, issue such orders and prescribe practices essential for effective operation of the Department and government of its members.

Section 3.10 The Chief may, whenever he/she considers it advisable, call a meeting of Department Officers or members.

Section 3.11 The Chief shall designate a Deputy Chief to assume Command when he/she is absent.

Section 3.12 The Deputy Chief so designated shall exercise the authority and assume the responsibilities of the Chief.

Section 3.13 The Chief will be in charge of the Emergency Management Director and continually oversee the operations of the Emergency Management Office.

## **CHAPTER FOUR**

### **DEPUTY CHIEF ADMINISTRATION**

Section 4.1 The Deputy Chief of Administration, shall exercise command of the Administration branch and shall be responsible for the formulation of plans for the effective administration and management of the business of the Department as shown in Chapter 2, Section 2.2 and will be responsible for the effective functioning of the Maintenance Division.

Section 4.2 The Deputy Chief of Administration shall perform the duties of Clerk of the Board of Fire Commissioners.

Section 4.3 The Deputy Chief of Administration shall, while so serving, be within the chain of command, at Staff level, and all orders issued by him/her shall forthwith be executed.

Section 4.4 The Deputy Chief of Administration shall keep an accurate record of all proceedings, orders, expenditures and improvements. He/she shall keep the books and records and accounts and shall preserve all records, proceedings and documents belonging to the Department.

Section 4.5 The Deputy Chief of Administration shall prepare from Department records statistical and operational reports as may be required.

Section 4.6 The Deputy Chief of Administration shall annually prepare and submit to the Chief and the Board a budget for operating the Department, and he/she shall subsequently submit same in such form and at such time as the OPM Director and/or Comptroller may direct.

Section 4.7 The Deputy Chief of Administration shall have supervision of and control of all supplies and distribution of same.

Section 4.8 The Deputy Chief of Administration and the Chief shall jointly prepare specifications for such Department equipment as may properly require specifications.

Section 4.9 The Deputy Chief of Administration also serves a command function, providing assistance to or serving as Incident Commander at an emergency.

Section 4.10 The Deputy Chief of Administration shall report directly to the Fire Chief. The Deputy Chief of Administration shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 4.11 The Deputy Chief of Administration shall at all times adhere to their prescribed job description.

## **CHAPTER FIVE**

### **DEPUTY CHIEF OPERATIONS**

Section 5.1 The Deputy Chief of Operations shall co-ordinate operations and responsibilities of the Operations Branch as shown in Section 2.5.

Section 5.2 The Deputy Chief of Operations will be responsible for Fire Communications.

Section 5.3 The Deputy Chief of Operations shall be responsible for the Training Division and will oversee and review the daily activity in the Division.

Section 5.4 The Deputy Chief of Operations shall be responsible for the Firefighting activities and supervision of the eight (8) Fire Stations throughout the City.

Section 5.5 The Deputy Chief of Operations shall be responsible for the assignment of personnel in the various companies throughout the City.

Section 5.6 The Deputy Chief of Operations shall serve a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 5.7 The Deputy Chief of Operations shall report directly to the Fire Chief. The Deputy Chief of Operations shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 5.8 The Deputy Chief of Operations shall at all times adhere to their prescribed job description.

## **CHAPTER SIX**

### **DEPUTY CHIEF EXECUTIVE OFFICER**

Section 6.1 The Deputy Chief Executive Officer will be responsible for investigating inappropriate conduct and/or alleged violations of Department/City, Rules, Regulations and Policies. He/she will give completed investigation reports with a recommendation to the Chief of the Department in an orderly and timely fashion.

Section 6.2 The Deputy Chief Executive Officer is responsible for administrative control of discipline cases.

Section 6.3 The Deputy Chief Executive Officer will have the responsibility as the Attendance Review Officer. He/she will be charged with the task of continually reviewing sick and injury leaves within the Department and arresting problem areas before they get out of hand.

Section 6.4 The Deputy Chief Executive Officer will be responsible for the coordination of grants applications and request from various divisions for grant information.

Section 6.5 The Deputy Chief Executive Officer will review all award nominations. As the need arises, he/she will form a committee from the ranks of the Department, charged with the responsibility to investigate the circumstances of each individual act of heroism that lead to a nomination. When sufficient nominations exist to warrant an awards ceremony the Deputy Chief Executive Officer will be responsible for the planning and coordination of the ceremony.

Section 6.6 The Deputy Chief Executive Officer serves as a liaison between an employee and any available programs that might prove beneficial on a case by case basis. He/she serves as a contact person and an advocate, and in the case of Department referrals, monitors the participation and progress of members in the program.

Section 6.7 The Deputy Chief Executive Officer serves a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 6.8 The Deputy Chief Executive Officer shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 6.9 The Deputy Chief Executive Officer shall at all times adhere to their prescribed job description.

**Exhibit F**  
**Updated Job Description**  
**Deputy Chief of Administration and Operations**



## CITY OF BRIDGEPORT

**Job Title:** Deputy Chief of Administration and Operations  
**Department:** Fire Department  
**Reports To:** Fire Chief  
**Union:** Unaffiliated; Management Appointed Officials – 7a  
**Job Class Code:** 3107

The Bridgeport Fire Department is dedicated to serving the people of the City of Bridgeport and providing the highest level of professional response to fire, medical, and environmental emergencies. Under the direction of the Fire Chief, the Deputy Chief of Administration and Operations is third in command of the Fire Department and is responsible for a variety of administrative and management functions for the administrative and operational branches of the Fire Department.

### **GENERAL STATEMENT OF DUTIES:**

This position will be responsible for the execution of administrative and operational responsibilities to ensure that the department is managed effectively and efficiently. This position is responsible for various incident command, community relations and education, financial management, and operational readiness duties. The position works independently within the Fire Department as third in command and reports directly to the Fire Chief, effectively carrying out all executive orders issued by the Chief and must be able to work collaboratively with all divisions within the department to execute department objectives. Performs related work as required.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and operations, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed advancing the City and Fire Department to improve operations and decision making. Work is performed in accordance with Department rules and regulations, the constitution of the United State of America and the State of Connecticut.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Serves as an assistant to the Fire Chief and exercises full command, authority, and responsibility for the fire department in the absence or incapacity of both the Fire Chief and the Deputy Chief Executive Officer.
- Works at the top command level with the Fire Chief to plan department personnel assignments to duty and work schedules and assists in maintaining department personnel records.
- Supervises the firefighting activities of the fire stations throughout the City of Bridgeport.
- Formulates plans for the effective administration and management of the business of the department, and for the effective functioning of the Maintenance division.
- Oversees the Training division and reviews daily activities for that division; assists in the development and administration of fire prevention training and company mobile inspections.
- Respond to all second or multiple alarm fires and provide assistance to or act as Incident Commander at major fires or other emergencies.
- Functions as Clerk to the Board of Fire Commissioners.
- Oversees the details of the department budget requirements, specifically in terms of manpower and equipment needs; keeps detailed record of department expenditures.
- Controls and distributes supplies and equipment for the department; prepares specifications for

- departmental equipment.
- Prepares statistical and operational reports.
- Collaborates with and acts as liaison to the Emergency Communications Center for the City of Bridgeport.
- Assists the Executive Officer with investigating the circumstances for award nominations and helps to plan and coordinate ceremonies.

**MINIMUM REQUIREMENTS:**

To qualify for this position the applicant must be a current/active uniformed member of the Bridgeport Fire Department and must meet all minimum eligibility requirements:

- At least one (1) year of progressively professional firefighting experience at the rank of Fire Assistant Chief in the Bridgeport Fire Department; or at least three (3) years of progressively responsible professional firefighting experience at the rank of Captain in the Bridgeport Fire Department; or at least one (1) year of progressively responsible firefighting experience at the rank of Captain in the Bridgeport Fire Department with State of Connecticut certifications: Fire Officer I, Fire Officer II, and Fire Instructor.
- Has not demonstrated a pattern of behavior of malfeasance or other serious misconduct for which discipline has been sustained.

**LICENSES AND CERTIFICATIONS:**

- A valid Connecticut Driver's License with a clean driving record is required.

**PREFERRED QUALIFICATIONS:**

- Fire Officer III Certification.
- College degree in Fire Service Management or a related field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of incident scene safety techniques, fire suppression strategies and tactical operations, and rescue incident strategies and tactical operations.
- Knowledge of department guidelines and procedures that guide actions on incident scenes, strategies and tactical operations for various non-structural fire incidents, collapse rescue strategies and tactical operations and personal protective equipment, including self-contained breathing apparatus (SCBA).
- Knowledge of the National Incident Management System (NIMS) Incident Command System.
- Knowledge of capabilities of equipment, apparatus, and staffing within the department, as well as services provided by all divisions within the department and by other relevant City departments or agencies, such as police or utility companies, ambulance services, etc.
- Knowledge of salvage, ventilation, overhaul, and operational support activities; vehicle fires strategies and tactical operations; rail system incidents strategies and tactical operations; aircraft incidents strategies and tactical operations; and of vehicle extrication strategies and tactical operations.
- Knowledge of the geographic layout and target hazards in the City of Bridgeport.
- Knowledge of building construction standards, codes, types (commercial and residential) and structural elements; fire evolution and smoke evaluation, behavior, and containment; and of special structures (high life hazards and high-risk hazards).
- Knowledge of financial management techniques.
- Knowledge of leadership and motivational techniques including coaching and mentoring techniques.
- Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up.
- Skill to perform basic operations on a personal computer. Use of email, the internet, Microsoft Office programs and other software on a computer or mobile/portable data terminal or device to create

documents, send emails, schedule on a calendar, or facilitate the sharing of information electronically.

**KNOWLEDGE, SKILLS, AND ABILITIES (continued):**

- Ability to establish working relationships with supervisors, subordinates, and the public and the ability to work as an integral team member.
- Ability to identify the needs and concerns of community members and make a concerted effort to deliver services that address those needs and concerns, while understanding the manner in which the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization.
- Ability to act in an honest and fair manner with a willingness to accept responsibility for one's actions.
- Ability to display strong moral principles and professionalism in action and words.
- Ability to follow through without prompting, and to be consistent and reliable with regard to actions and behavior.
- Ability to be thoughtful, careful, diligent, and vigilant with regard to work and task performance while exhibiting a strong attention to detail and maintaining a strong work ethic, perseverance, productivity, and desire to perform well.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments with intermittent periods of flexion/extension of fingers in conjunction with thumb opposition for successful manipulation of equipment and machinery.
- Must be able to coordinate eyes, hands, limbs in performing skilled movements while operating equipment and machinery.
- Essential and marginal functions may require maintaining the physical condition necessary for standing, sitting and/or walking for frequent and sometimes prolonged periods of time while performing command functions at fire scenes or conducting inspections, traveling to various locations or riding or driving motor vehicles and while attending meetings or working at a keyboard or workstation, which may involve frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required.

This position will be subject to additional security clearances and training as mandated by the City of Bridgeport Fire Department due to access to confidential and sensitive department facilities and electronic data.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.



## Fire Deputy Chief Job Description CURRENT

The Fire Deputy Chief is responsible for the day-to-day operations of the fire department. This position is a supervisory role and is responsible for the management of the fire department's resources. The Fire Deputy Chief is responsible for the following duties:

- Supervise the operations of the fire department, including the fire engine, fire truck, and fire station.
- Manage the fire department's budget and ensure that all expenses are properly accounted for.
- Recruit, hire, and train fire department personnel.
- Develop and implement fire department policies and procedures.
- Coordinate with other fire departments and emergency services.
- Respond to fire department emergencies and coordinate the fire department's response.
- Report to the Fire Chief on the fire department's activities and performance.

The Fire Deputy Chief is a key position in the fire department and is responsible for the safety and well-being of the community. This position requires a strong background in fire department operations and a commitment to public service.

Class Title: FIRE DEPUTY CHIEF.

1. Duties that are characteristic as to type and level:

Supervisory technical work of a difficult and responsible nature in the field of fire administration, fire safety and fire prevention; involving responsibility for planning, coordinating and directing the Fire Prevention Bureau or serving as officer in charge of fire department administrative and financial management activities; performed under general technical and administrative direction.

2. Typical tasks or assignments:

Serves as principal assistant to the Fire Chief Engineer in the discharge of his statutory duties and responsibilities as Fire Marshal, or within the established fire department chain of command at the administrative staff level, is responsible to the Board of Fire Commissioners through the Chief Engineer for the administrative and financial management of the fire department; organizes and supervises a program of fire prevention and fire safety inspection of buildings, industrial plants, institutions, and places of public assembly in the city, and of the enforcement of local or state fire safety laws or ordinances; publishes and disseminates information pertaining to fire safety and fire prevention; aids the Chief Engineer in the investigation and suppression of arson and in the investigation of fires of suspicious origin; under direction of the Fire Chief Engineer, assists in the enforcement of state regulations or statutes dealing with the transportation, storage or use of inflammable materials and combustibles; cooperates with the drillmaster in the development and administration of a program of fire prevention training and company mobile inspections; as directed, responds to all second or multiple fire alarms and performs line officer duties; serves as second in command of the fire department, and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief Engineer; serves as Clerk to the Board of Fire Commissioners, and as Secretary to the Board of Trustees of the fireman's pension fund; works at the top command level with the Chief Engineer in planning department personnel policies, assignments to duty and work schedules; maintains department personnel records; works on details of department budget requirements, specifically in terms of man power and equipment needs; keeps detailed record of department expenditures.

3. Minimum qualification requirements:

a. As to education, training, and experience:

At least three years of active line or administrative experience at the rank of Fire, Assistant Chief Engineer.

b. As to special knowledge, ability, and skill:

Extensive knowledge of department rules, regulations and practices.  
Extensive knowledge of modern firefighting equipment, methods and techniques, and of fire prevention engineering.

Thorough knowledge of the statutes, laws, ordinances and departmental regulations pertaining to fire prevention and fire safety.

Class Title: FIRE DEPUTY CHIEF (continued)

Thorough knowledge of fire administration methods and practices;  
and of financial management techniques.

Considerable knowledge of municipal government and of the relationships between the fire department and the municipal and state governmental agencies.

Demonstrated command and administrative ability.

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Approved Commission Action October 14, 1967



Civil Service Commission Meeting Record of the Vote March 12, 2024

## **CIVIL SERVICE COMMISSION**

City Hall, Wheeler Rooms A and B  
45 Lyon Terrace, Bridgeport, CT 06604

March 12, 2024 at 4:30 p.m.

### **RECORD OF THE VOTE**

#### **Consent Agenda: Matters to be Acted Upon**

**1. Meeting Minutes**

The Minutes from the special meeting on February 28, 2024 are submitted for review.

**2. Merits – Certify for Payroll**

**3. Permanent Appointments – Certify for Payroll**

**4. Vacancy Report**

The consent agenda was adopted as a whole.

#### **Matters to be Acted Upon**

**5. Waiver Request**

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

**COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.**

**6. New Classification Request - Senior Paralegal**

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

**COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**7. New Classification Request – Deputy Chief Executive Officer**

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.

**COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF EXECUTIVE OFFICER; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**8. Updated Job Description – Deputy Chief of Administration and Operations**

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve an updated job description for the Fire Department classification of Deputy Chief of Administration and Operations. It is not union affiliated.

**COMMISSIONER RODGERS MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF OF ADMINISTRATION AND OPERATIONS; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**9. Appeal – Michelle Farkas (Tabled from February 28, 2024)**

The Commission has received a request for an appeal from Michelle Farkas, regarding her disqualification from the Public Safety Telecommunicator exam #2387 hiring, process due to not meeting the minimum qualification of typing speed.

**COMMISSIONERS GRECH, FORD, RODGERS AND HALL UNANIMOUSLY DENIED THE APPEAL**

**10. Appeal – Kenneth DuBose, Jr. Police Officer #2388**

The Commission has received a request for an appeal from Kenneth DuBose, Jr. regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

**COMMISSIONER RODGERS MADE A MOTION TO TABLE KENNETH DUBOSE JR.'S APPEAL; COMMISSINER GRECH SECONDED THE MOTION. THE APPEAL WAS UNANIMOUSLY TABLED.**

**11. Appeal – Jordan Francis, Police Officer #2388**

The Commission has received a request for an appeal from Jordan Francis regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

**COMMISSIONERS FORD, GRECH AND HALL GRANTED JORDAN FRANCIS' APPEAL. COMMISSIONER RODGERS DENIED JORDAN FRANCIS' APPEAL.**

**12. Appeal – Bobbie Broadnax, Jr.**

The Commission has received a request for an appeal from Bobbie Broadnax, Jr. regarding his disqualification from the hiring process for a seasonal position with the Fairchild Wheeler Golf Course due to failing a portion of his medical examination.

**COMMISSIONERS GRECH, FORD, HALL AND RODGERS UNANIMOUSLY GRANTED BOBBIE BROADNAX, JR.'S APPEAL.**

Item# \*60-23 Consent Calendar

Approval to Establish the New Job Description of the Classification and Specifications for the Deputy Fire Chief Executive Officer Position pursuant to Municipal Charter Chapter 17, Section 206(d).



Report  
of  
Committee  
on

Miscellaneous Matters

City Council Meeting Date: April 1, 2024

Attest: Lydia N. Martinez  
Lydia N. Martinez, City Clerk

Approved by Joseph P. Ganim  
Joseph P. Ganim, Mayor

Date Signed: \_\_\_\_\_

RECEIVED  
CITY CLERKS OFFICE  
24 APR 11 PM 2:42  
ATTEST  
CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk

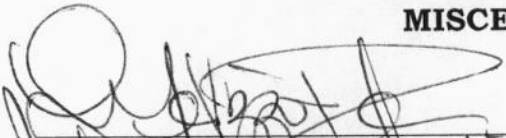
*To the City Council of the City of Bridgeport:*

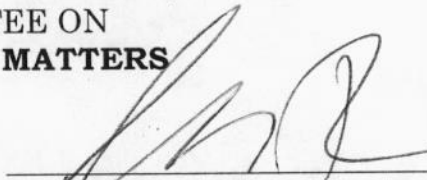
The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

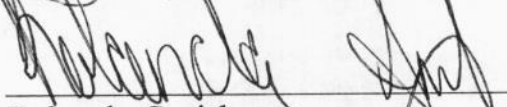
**Item No. \*60-23 Consent Calendar**

**RESOLVED**, that the attached job description for the new non-competitive job classification and specifications for the Deputy Fire Chief Executive Officer position pursuant to Municipal Charter Chapter 17, section 206(d) be, and hereby is, approved, ratified and confirmed.

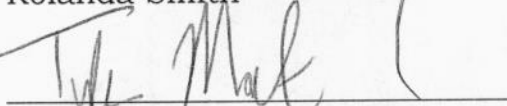
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
\_\_\_\_\_  
Amy Marie Vizzo-Paniccia, **Co-Chair**

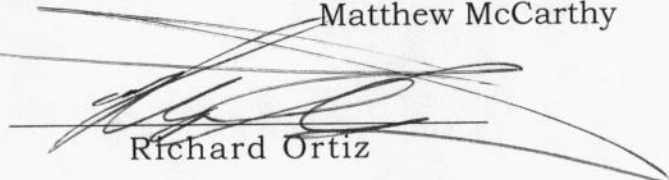
  
\_\_\_\_\_  
Aikeem G. Boyd, **Co-Chair**

  
\_\_\_\_\_  
Rolanda Smith

\_\_\_\_\_  
Alfredo Castillo

  
\_\_\_\_\_  
Tyler Mack

\_\_\_\_\_  
Matthew McCarthy

  
\_\_\_\_\_  
Richard Ortiz

**City Council Date:** April 1, 2024



## Job Analysis and Deputy Fire Chief Executive Officer Job Description



**Summary Report of the Job Analysis  
For the Fire Deputy Chief  
Executive Officer and Administration/Operations Positions**

This report is intended to summarize all of the key data points gathered from the incumbents in both positions during the job analysis of the rank of Deputy Chief for the Fire Department of the City of Bridgeport. To the extent possible without using a consulting firm, the job analysis followed the *Uniform Guidelines on Employee Selection Procedures*. Keeping in mind that this is only a summary of information, this report is organized according to the current federal documentation standards adopted by the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor, and the U.S. Department of Justice, wherever possible.

The Office of the Civil Service Commission started the job analysis by gathering and reviewing relevant information, including job materials, job descriptions, departmental guides, and past job analysis studies. We formulated a job analysis and linkage questionnaire which was then reviewed by the Fire Chief for thoroughness and completeness. The questionnaire was completed by three individuals in the Bridgeport Fire Department who are or were incumbents in the position (3 male; 1 African American/Black, 1 Hispanic/Non-White, and 1 White). Our office analyzed the completed questionnaires to determine the critical tasks, knowledge areas, and skills and abilities which were then linked to the duty areas to form a complete picture of each position in the rank of Deputy Chief.

**Part 1: Duty Areas**

The Executive Officer (XO) serves as principal assistant to the Fire Chief and exercises full command, authority and responsibility in the absence or incapacity of the Fire Chief; the Administration/Operations DC (A/O) does not, unless the Executive Officer is also absent or incapacitated.

The Executive Officer investigates inappropriate conduct and/or alleged violations, prepares reports and maintains administrative control of all discipline. The Administration/Operations DC does not.

The Executive Officer is the Attendance Review Officer; the Administration/Operations DC is not.

The A/O performs all other administrative duties (Clerk to the Board of Fire Commissioners, detailed records of department expenditures, control and distribution of supplies and equipment, recordkeeping, preparation of statistical and operational reports.)

According to the feedback from incumbents in the positions, both positions coordinate grant information; however, the Fire Chief has indicated that this is the responsibility of the XO.

Both positions respond to multiple alarm fires and perform Incident Command duties. Both positions are responsible for community relations.

The XO has no duties associated with training and operational readiness – this is solely a function of the A/O Deputy Chief.

Both positions have duties related to personnel, but the XO is solely responsible for serving as the attendance review officer, as noted above, and for recruiting. Although the A/O may participate in recruiting, it is a minimally important duty area, while the training and operational readiness duty area is minimally important to the XO position, as shown in the table below.

Duty Areas	Importance	
	A/O	XO
Administrative Functions	37	23
Incident Command and Operations	18	13
Community Relations	10	13
Training and Operational Readiness	17	5
Personnel Supervision and Management	15	33
Other (describe): Recruiting	3	13

The task statement ratings that support the summary of duty areas are included as Exhibit A.

**Tasks within the Duty Areas**

Tasks are distributed across duty areas and ranked according to applicability, importance, whether they are required upon hire, and performance frequency.

The A/O has 5 essential administrative tasks that are performed daily or multiple times a day. They consist of using computer systems or applications, reading reports and other written communications, monitoring communication systems, scheduling and prioritizing work, and keeping the Chief updated regarding daily functioning of the department.

These are the only essential tasks across any duty area that are performed daily or more frequently for the A/O.

The XO has 4 essential administrative tasks that are also performed daily or more frequently and consist of using computer systems or applications, reading reports and other written communications, and keeping the Chief updated (3 of the 5 same A/O tasks). The fourth task is reviewing attendance logs and lists of personnel assignments. This task is NOT performed by the A/O.

The XO has one other essential task under the Personnel Supervision and Management duty area that is essential and performed daily or more frequently, and that is to monitor employee leave usage and attendance, and to recommend actions based on the review. This task is NOT performed by the A/O.

**Part 2: Knowledge, Skills, Abilities and Other Characteristics**

**Knowledge Statements**

There were 62 knowledge statements included in the job analysis questionnaire for the rank of Deputy Chief. The knowledge statements were determined through general knowledge of the rank and of the department, and through discussions with the Fire Chief. The questionnaire asked the incumbents to rate the statements on applicability to the position, importance in possessing the knowledge, if the

knowledge is required immediately upon attaining the position, if having the knowledge differentiates the job performance and if the knowledge must be memorized or can be referenced.

The average importance ratings of the knowledge areas are included in the table below and are the same for both Deputy Chief positions:

KNOWLEDGE AREA	IMPORTANCE TO THE RANK OF DEPUTY CHIEF				
	Administrative Functions	IC/ Operations	Community Relations	Training/Op Readiness	Personnel Supervision and Management
Knowledge of Administrative Policies and Procedures	3	2	2	2	3
Knowledge of Incident Management Procedures	3	3	2	3	2
Knowledge of Incident Strategy and Tactics	3	3	2	3	1
Knowledge of Emergency Medical Operations	2	2	2	2	1
Knowledge of Tools, Equipment and Apparatus	1	2	1	2	2
Knowledge of Building Construction	2	2	2	2	1
Knowledge of Personnel Policies and Procedures	3	2	2	2	3
Knowledge of Management and Supervision Principles and Techniques	2	2	2	2	2
<b>Average Rating of the Duty Area</b>	<b>2.4</b>	<b>2.3</b>	<b>1.9</b>	<b>2.3</b>	<b>1.9</b>

It should be noted that although the average importance of knowledge and duty areas was the same for both positions, significant differences were seen between the two positions regarding knowledge statements, as evidenced in the knowledge statement ratings included herein as Exhibit B.

### Part 3: Skill/Ability Ratings within Dimensions

Forty-one skills and abilities were measured across 12 dimensions. The measurements were designed to provide data on applicability to the position, importance of possessing the skill/ability, whether or not the skill/ability is required upon hire and whether the possession of the particular skill/ability links to a higher level of performance.

In the areas of Personnel Supervision and Leadership, there were differences noted between the two positions, with the skills and abilities denoted in these two dimensions rated as being "essential" and "important" for the Executive Officer position, but only "important" or of "low importance" for the Administration/Operations position. For both positions, possession of these skills and abilities would make the individual a stronger performer in the role.

As expected, given that both positions are top level management roles, the rest of the skills and abilities in the areas of organizational, technological, interpersonal skills, as well as critical thinking and decision-making ability, were equally rated in importance and differentiation. The same ratings were also given to both roles for incident operations, written and oral communication, quantitative analysis, and other characteristics (such as honesty, integrity, dependability, and conscientiousness, which were all rated as essential).

#### Conclusion:

The job analysis for the rank of Deputy Chief yielded data that showed there are some significant differences in the duties and the knowledge areas between the two positions, Deputy Chief Executive Officer, and Deputy Chief of Administration/Operations. While most of the skills and abilities are similar between the two positions, that is to be expected given the level of authority each position holds within the rank structure of the Bridgeport Fire Department.

Chapter 17, Section 206 of the Bridgeport City Charter, paragraph (c) requires that the Personnel Director use the following formula to determine classification and allocation of positions in the classified service:

*Positions which are sufficiently similar in respect to their duties and responsibilities, (1) that the same title may be used with clarity to designate each position allocated to the class, (2) that the same requirements as to experience, education, capacity, knowledge, ability and other qualifications should be required of the incumbents, (3) that the same tests of fitness may be used to choose qualified employees, and (4) that the same salary range can be applied with equity under the same or substantially the same employment conditions, shall be allocated to the same class. **A single position essentially different from all other positions in characteristics enumerated above shall be considered as a class in itself and allocated to same.***

The data gathered from the job analysis highlights the essential differences between the two positions and given the above formula it seems clear that they each belong in a separate and distinct class.

Rule IX. Classification allows for the Civil Service Commission, after receiving a report from the Personnel Director wherein the duties and responsibilities of any position or group of positions

has undergone an analysis, to "establish new classes... without however modifying the classification plan as a whole."

It should also be noted that:

- The current methods of filling each position within the classification is not the same
  - The A/O position is required to be filled from union members through a competitive examination, as negotiated between Labor Relations and the Bridgeport Fire union (see Article 1—Recognition, included as Exhibit C)
  - The Executive Officer position is open non-competitive
- The Deputy Chief positions were removed from union affiliation in 2017 upon the retirement of former DCs Carfi and Petrucelli at which time the Operations DC and the Administration DC were combined into one position
- The minimum requirements of the Executive Officer position differ from those of the Deputy Chief of Administration/Operations
- The 2015 Bridgeport Fire Department Rules and Regulations specifically outline the duties of each position distinctly and separately and the job analysis reflects this (see Exhibit D)

Given the results of the job analysis and the items noted above, it is recommended and requested that the Civil Service Commission consider action to separate the two positions and (1) create a new class for the position of Deputy Chief Executive Officer and (2) reclassify the existing Deputy Chief class to Deputy Chief of Administration and Operations.

The new job description for Deputy Chief Executive Officer is included as Exhibit E, and the updated and revised job description for Deputy Chief of Administration and Operations is included as Exhibit F.





## Section 2. Tasks

In section 2, we have documented the typical tasks that would be performed by incumbents in the deputy chief position. The tasks are separated into the duty areas they serve.

Again, we realize that not all tasks presented in this list will be performed in both positions so we are asking you to rate whether or not the particular task listed would be performed by each position. There are multiple ratings required for completion of this section, which are explained in detail below.

### Rating Guidelines for Task Statements

#### Applicability

Y – the task IS applicable to the position

N – the task IS NOT applicable to the position

If you chose not applicable, you do not need to complete the remaining ratings

#### Importance

0 – the task is NOT IMPORTANT to the position and there is no value in being able to perform this task

1 – the task has LOW IMPORTANCE to the position and there is little value in being able to perform this task

2 – the task is IMPORTANT to the position, and it is valuable to be able to perform this task

3 – the task is ESSENTIAL to the position and there is a high value in being able to perform this task

#### Required

Y – Individuals are required to be able to perform this task without training in order to work effectively in this position immediately upon starting

N – Individuals will perform this task ONLY AFTER specialized and/or on-the-job training but can work effectively immediately upon starting

#### Frequency

0 – This task is performed only seldomly or never (once a month or less)

1 – This task is performed occasionally (once a week or a few times per month)

2 – This task is performed often (twice or more per week at minimum)

3 – This task is performed frequently (daily or several times a day)

### TASK STATEMENTS

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Meets with Assistant Chiefs to give instructions, updates, and other information	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Distributes communication or information to fire stations and personnel in writing	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Distributes communications or information to fire stations and personnel orally	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Uses computer systems or applications to process, access, create, edit, print, send, retrieve, transmit and manipulate data, files, and other information	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Reviews overtime reports for the department	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Prepares project plans, timelines, resources, necessary funding, project steps and other information	XO	Y	2	Y	1
	Ad/Op	Y	3	Y	2
Reviews, prepares, submits, and tracks grants requests and related information	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	0
Reads reports and other written communications to stay informed on departmental activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Monitors communications systems (telephone, radio, CAD, email) for information	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Schedules and prioritizes duties so that all necessary work is completed	XO	Y	2	Y	3
	Ad/Op	Y	3	Y	3
Prepares and delivers presentations to personnel on a variety of topics, such as operational issues, special projects, and other information pertinent to the overall running of the department	XO	Y	1	Y	1
	Ad/Op	Y	3	Y	1
Reviews attendance logs and lists of personnel assignments	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Updates the Chief on new developments, issues, and activities	XO	Y	3	Y	3
	Ad/Op	Y	3	Y	3
Prepares statistical and operational reports	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	1
Distributes supplies and updates supply records	XO	N	—	—	—
	Ad/Op	Y	2	Y	2
Requests equipment/supplies purchases	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Reviews the activity of the training division	XO	Y	1	Y	1
	Ad/Op	Y	2	Y	2
Reviews the activity of the maintenance division	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Prepares, tracks, and evaluates departmental budgets	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Prepares budget requests	XO	N	—	—	—
	Ad/Op	Y	3	Y	2
Attends staff meetings	XO	Y	3	Y	2
	Ad/Op	Y	3	Y	2
Recommends policies and procedures governing the operation of equipment, apparatus, medical units, and other departmental resources	XO	N	—	—	—
	Ad/Op	Y	3	Y	2

Administrative Functions	Position	Applicable	Importance	Required	Frequency
Develops, recommends, and implements proposed laws, rules, regulations, and standard operating procedures	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes department goals and objectives and manages resources to optimize service delivery	XO	N	—	—	—
	Ad/Op	Y	3	Y	—
Incident Command and Operations	Position	Applicable	Importance	Required	Frequency
Assumes the role of Incident Commander at incidents	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes command of the incident in accordance with the Incident Command System	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Develops, supervises, coordinates, and evaluates the procedures, tactics and strategies used to resolve emergency incidents and other situations	XO	N	—	—	—
	Ad/Op	Y	3	Y	1
Conducts post-incident analyses and discussion/evaluations of operations on scene and provides information to others in order to keep them informed and make improvements	XO	Y	3	Y	1
	Ad/Op	Y	2	Y	1
Community Relations	Position	Applicable	Importance	Required	Frequency
Explains firefighting practices, equipment procedures and policies to civilians during public meetings	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Acts as department spokesperson during emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Makes oral presentations to community groups regarding fire safety and prevention as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Explains incidents to media to ensure accurate coverage	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Testifies in court regarding fire-related matters as a representative of the department	XO	Y	3	Y	1
	Ad/Op	Y	3	Y	1
Establishes communication with the community by participating in community events as a representative of the department	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Participates in meetings with other agencies (e.g., mutual aid programs)	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Provides expertise to other agencies to assist them in the development of their own policies and operating procedures	XO	Y	2	Y	0
	Ad/Op	Y	2	Y	0
Investigates and intervenes in disputes between the public and departmental personnel	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Meets with outside agencies (i.e., police, utility companies, emergency management teams, etc.) to plan for coordination of activities in the event of natural disasters or terrorist attacks	XO	Y	3	Y	0
	Ad/Op	Y	2	Y	0

<b>Community Relations</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Investigates citizens' complaints	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Interviews witnesses or those involved in an accident, complaint, incident, or injury to gather information	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
<b>Training and Operational Readiness</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Serves as a training instructor in specialized training courses and conducts practical training sessions	XO	N	—	—	—
	Ad/Op	N	—	—	—
Develops and administers training programs	XO	N	—	—	—
	Ad/Op	N	—	—	—
Makes recommendations for changes in existing programs or the development of new training programs	XO	N	—	—	—
	Ad/Op	Y	1	Y	0
Identifies areas for improvement and/or additional training	XO	N	—	—	1
	Ad/Op	Y	2	Y	0
Instructs personnel on any new rules, policies, and procedures	XO	Y	1	Y	0
	Ad/Op	Y	2	Y	0
Supervises drills, practices, and simulations	XO	N	—	—	—
	Ad/Op	N	—	—	—
Participates in critiques following fires or other emergencies	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Reviews members' progress on required training to ensure requirements are met	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures that personnel attend appropriate training as scheduled	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Participates in training to update job knowledge and skills	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Ensures the operational readiness, cleanliness and availability of equipment, apparatus, and the stations themselves within the entire City	XO	N	—	—	—
	Ad/Op	Y	2	Y	0
Meets with personnel to discuss problems, events, current information and the handling of past incidents and emergencies to improve future performance	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
<b>Personnel Supervision and Management</b>	<b>Position</b>	<b>Applicable</b>	<b>Importance</b>	<b>Required</b>	<b>Frequency</b>
Meets with assistant chiefs to review activities, new policies, changes to existing policies or other pertinent information	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Works with staff to establish appropriate goals and objectives for individuals and units	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Discusses performance-related problems and establishes a plan for improvement	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1



Personnel Supervision and Management	Position	Applicable	Importance	Required	Frequency
Encourages staff to reach individual and departmental goals by providing relevant training, answering questions, and ensuring availability of supplies and equipment	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Explains policies and procedures to subordinate staff	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides corrective action to members in an equitable manner	XO	Y	3	Y	2
	Ad/Op	N	—	—	—
Enforces departmental operating procedures, rules, regulations, policies, and orders	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Documents problem situations and recommends and/or provides disciplinary action	XO	Y	3	Y	1
	Ad/Op	N	—	—	—
Intervenes when necessary to settle an argument or interpersonal problems among members	XO	Y	2	Y	1
	Ad/Op	N	—	—	—
Makes recommendations for or initiates personnel transfers	XO	Y	2	Y	2
	Ad/Op	Y	2	Y	1
Evaluates staff performance and conducts performance appraisals	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1
Provides feedback and recommendations for changes to members in order to improve performance	XO	Y	3	Y	2
	Ad/Op	Y	2	Y	1
Directs, coordinates, and reviews the activities and performance of subordinate personnel	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Monitors employee leave usage/attendance and recommends actions	XO	Y	3	Y	3
	Ad/Op	N	—	—	—
Delegates work assignments and ensures effective completion of assignments by providing instruction and due dates for such assignments	XO	N	—	—	—
	Ad/Op	Y	2	Y	1
Coordinates the implementation of administrative procedures, personnel policies, and departmental objectives	XO	Y	2	Y	1
	Ad/Op	Y	2	Y	1

Please list any additional task statements that we have not documented that you believe are applicable to either or both positions and should be included:

Duty Area	Task Statement	Position	Applicable	Importance	Required	Frequency
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				
		XO				
		Ad/Op				

**Exhibit B**  
**Knowledge Statement Ratings**



### **Section 3. Knowledge**

This section contains knowledge statements that may describe the type of knowledge that an incumbent in the deputy chief position could be expected to possess.

As before, we realize that not all knowledge statements presented are applicable to both DC positions so please rate each knowledge statement separately for each position. There are multiple ratings required for completion of this section, which are explained in detail below.

#### **Rating Guidelines for Knowledge Statements:**

##### **Applicability**

Y – the knowledge IS applicable to the position

N – the knowledge IS NOT applicable to the position

If you chose "N" you do not need to complete the remaining ratings

##### **Importance**

0 – the knowledge is NOT IMPORTANT to the position in question and there is no value in possessing

1 – the knowledge has LOW IMPORTANCE to the position and there is little value in possessing

2 – the knowledge is IMPORTANT to the position and is valuable

3 – the knowledge is ESSENTIAL to the position and has high value

##### **Required**

Y – Individuals ARE required to possess this knowledge immediately in order to work effectively in this position

N – Individuals ARE NOT required to possess this knowledge immediately in order to work effectively in this position; it can be acquired through on-the-job or specialized training

##### **Differentiation**

0 – Having high levels of this knowledge DOES NOT make the individual a stronger performer

1 – Having high levels of this knowledge makes the individual a SOMEWHAT STRONGER performer

2 – Having high levels of this knowledge makes the individual a STRONGER performer

##### **Referenced/Memorized**

R – This knowledge is referenced or looked up when needed on the job and there is no need to recall this knowledge from memory

M – This knowledge cannot be referenced or looked up when needed and there is a strong need to know this information or commit it to memory

### KNOWLEDGE STATEMENTS

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of relevant local, State, and Federal laws and code governing operations of the Department	XO	Y	3	N	1	R
	Ad/Op	Y	2	N	1	R
Thorough knowledge of all Department Rules and Regulations, SOG's, SOP's, Instructional and Informational material to provide appropriate direction and guidance to personnel	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of administrative policies and procedures, including report writing guidelines and the correct documentation for a given situation	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the collective bargaining unit/union contract as it relates to administrative personnel policies and procedures	XO	Y	3	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of sexual harassment and discrimination policies and procedures and other required Human Resource Administrative Rules	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of Department guidelines and procedures that guide actions on incident scenes	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of the National Incident Management System (NIMS) Incident Command System	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of incident scene safety techniques	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of capabilities of equipment, apparatus, and staffing within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by all divisions within the Department	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of services provided by relevant City departments or other agencies, such as police or utility companies, ambulance services, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of notifications required for other agency response for specific incidents	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of fire suppression strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of salvage, ventilation, overhaul, and operational support activities	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of strategies and tactical operations for various non-structural fire incidents	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of rescue incidents strategies and tactical operations	XO	Y	3	Y	3	M
	Ad/Op	Y	3	Y	3	M
Knowledge of vehicle fires strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of hazardous material incidents strategies and tactical operations	XO	Y	3	Y	3	R
	Ad/Op	Y	3	Y	3	R
Knowledge of mass casualty incidents strategies and tactical operations	XO	Y	3	Y	2	M/R
	Ad/Op	Y	3	Y	2	M/R
Knowledge of rail system incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of aircraft incidents strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of natural and man-made disaster incidents strategies and tactical operations	XO	Y	2	Y	2	R
	Ad/Op	Y	2	Y	2	R
Knowledge of vehicle extrication strategies and tactical operations	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of high angle rescue strategies and tactical operations	XO	Y	3	Y	2	R
	Ad/Op	Y	3	Y	2	R
Knowledge of confined space entry and rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of collapse rescue strategies and tactical operations	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of trench rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water rescue strategies and tactical operations	XO	Y	2	Y	1	M/R
	Ad/Op	Y	2	Y	1	M/R
Knowledge of water supply sources and systems within the City	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	1	R
Knowledge of the geographic layout and target hazards in the City	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of automobiles (electric and fuel), pickup trucks, semi tractors and trailers (liquified natural gas [LNG] and compressed natural gas [CNG]), buses (Diesel fuel, LNG and CNG) and other over the road transport vehicles as well as their operating equipment/systems – batteries, air bags, braking systems, hydraulic systems, fuel systems, etc. that create hazards during vehicle incidents/extrications	XO	Y	2	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of cardiac, pulmonary/respiratory, neurological, spinal, cranial, and musculoskeletal systems, and basic anatomy of the human body	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Detailed knowledge of BLS emergency medical assessment and care techniques, strategies, principles, and practices including relationships with medical providers outside of the Department	XO	Y	3	N	2	R
	Ad/Op	Y	2	N	2	R
Knowledge of infectious disease prevention and decontamination practices	XO	Y	3	N	2	M
	Ad/Op	Y	3	N	2	M
Knowledge of general patient (including pediatric and geriatric) assessment techniques and methods	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment for various types of trauma such as chest, abdominal, head, and spinal trauma as well as adult and pediatric trauma scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of assessment and treatment of cardiac, respiratory, and stroke events	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of neurological assessments such as pupillary, GCS, Cincinnati, and LAMS scoring	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	2	M
Knowledge of medical, legal, and ethical issues related to patient care and records	XO	Y	2	N	2	M
	Ad/Op	Y	2	N	1	M
Knowledge of guidelines, policies and laws pertaining to equipment and apparatus, including inspection and operation	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R
Knowledge of City equipment and vehicle maintenance and inspection policies and procedures	XO	Y	2	N	1	R
	Ad/Op	Y	2	N	2	R



KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of personal protective equipment, including SCBA	XO	Y	3	Y	2	M
	Ad/Op	Y	3	Y	2	M
Knowledge of equipment and location of equipment on the apparatus	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of procedures for driving, positioning, and stabilizing apparatus	XO	Y	1	N	1	M
	Ad/Op	Y	1	N	1	M
Knowledge and procedures for safe use of extrication equipment, vehicle stabilization equipment, and techniques for multiple types of vehicle incidents	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of capacities and capabilities of equipment such as the high lift jack, come-a-long, air bags, chains, ropes, shackles, cribbing, extrication equipment, stabilization equipment, etc. for direction of safe usage under load	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of stabilization and cribbing techniques for safe usage during operations	XO	N	1	1	1	1
	Ad/Op	N	1	1	1	1
Knowledge of preventive maintenance techniques	XO	N	1	1	1	1
	Ad/Op	Y				
Knowledge of building construction standards, codes, types (commercial and residential) and structural elements, including wood construction, masonry and ordinary construction, steel construction, and concrete construction	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of building occupancy design (what the buildings intended use is for/was this an old storage building converted into office space), potential hazards, and modifications from original design that would impact response	XO	Y	2	N	1	M
	Ad/Op	Y	2	N	1	M/R
Knowledge of fire protection systems	XO	Y	2	N	1	M
	Ad/Op	Y	2	N	1	M
Knowledge of building utilities including electrical (low and high voltage, single and 3 phase), HVAC, plumbing, Natural gas, LPG, compressed air, hydraulics, fire suppression systems, fire alarm systems, elevators, escalators, and mechanical doors	XO	Y	2	N	1	M/R
	Ad/Op	Y	2	N	1	M/R
Knowledge of types of foundations and roofs	XO	Y	2	N	1	M/R
	Ad/Op	Y	2	N	1	M/R

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
Knowledge of fire evolution and smoke evaluation, behavior, and containment	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of special structures; high life hazards and high-risk hazards; high-rise buildings, hospitals, assisted living facilities, underground buildings, atriums, buildings with limited access, chemical plants and chemical storage facilities, Bulk fuel, CNG, LPG and LNG storage and transfer facilities, Lithium and other battery production and storage facilities, marine and terminal operations, etc.	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of training program delivery methods (e.g., providing training to employees through demonstration)	XO	N	-	-	-	-
	Ad/Op	N	-	-	-	-
Knowledge of performance planning and appraisal	XO	N	-	-	-	-
	Ad/Op	Y	2	N	1	R/M
Knowledge of counseling techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	1	M
Knowledge of motivational techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of coaching, mentoring, and leadership techniques	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up	XO	Y	2	Y	2	M
	Ad/Op	Y	2	Y	2	M
Knowledge of methods for planning and organizing monetary resources, time, and personnel resources	XO	N	-	-	-	-
	Ad/Op	Y	2	Y	2	R

Please list any additional knowledge statements that we have not documented that you believe are applicable to either or both positions and should be included:

KNOWLEDGE STATEMENT	POSITION	APPLICABLE	IMPORTANCE	REQUIRED	DIFF	REF/MEM
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					
	XO					
	Ad/Op					



**Exhibit C**  
**Collective Bargaining Agreement**

**AGREEMENT BETWEEN**

**THE  
CITY OF BRIDGEPORT**

**AND**

**THE  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**

**AFL-CIO, LOCAL 834**

**JULY 1, 2020 THROUGH JUNE 30, 2025**

## **PREAMBLE**

The following contract, entered into as of the first day of July 1, 2020 by and between respectively, the City of Bridgeport, Connecticut, hereinafter referred to as the "City", and Local 834, International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the "Union", is designed to maintain and promote a harmonious relationship between the City of Bridgeport and such of its employees who are within the provisions of this contract, in order that a more efficient and progressive public service may be rendered.

## **ARTICLE 1 – RECOGNITION**

The City hereby recognizes the Union as the exclusive representative and bargaining agent for the employees covered by this contract, for the purposes of establishing wages, hours and other conditions of employment. The employees covered by this contract are all uniformed and investigatory positions, including the position of safety officer, and uniformed and non-uniformed positions in the Maintenance Division within the Bridgeport Fire Department, except that of, Deputy Fire Chief Executive Officer, Deputy Chief of Administration / Operations, Fire Marshal and Fire Chief. The City agrees that the Deputy Chief of Administration / Operations will be hired from within the Union.

**Exhibit D**  
**2005 Fire Department**  
**Rules and Regulations**

# **RULES AND REGULATIONS**

**Governing the Personnel of the  
Bridgeport Fire Department**

**Approved by Board of Fire Commissioners: May 20, 2015**

**Effective: July 1, 2015**

**Department of Printing --- City of Bridgeport, CT**

# **BOARD OF FIRE COMMISSIONERS**

**William Marshall**

President

**Dennis A. Bradley II, Esq.**

Vice President

**James Meszoros Sr.**

**Cynthia Saunders-Maignan**

**Rocco Guarnieri**

**Robert W. Petrucelli, Deputy Chief**

Clerk

**Brian Rooney**

*Fire Chief*

Approved: May 20, 2015

Effective: July 1, 2015



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## **CHAPTER ONE**

### **APPOINTMENT – PROMOTION**

Section 1.1 Oath of Office, Appointment: All persons upon appointment to the Department by the Board of Fire Commissioners upon successful completion of training requirement and standards shall take the following oath before said Board:

“You do solemnly swear that you will support the Constitution of the United States and the State of Connecticut, the Laws and Ordinances of the City of Bridgeport, and obey the Rules and Regulations and Orders of the Fire Department, and the Orders and Directions of your Superior Officers, to the best of your ability, so help you God.”

Section 1.2 Oath of Office, Promotions: Persons promoted within the Department shall renew the Oath of Office in Section 1.1 above in every detail within the first four (4) months of the promotion.

Section 1.3 All members of the Department shall be subject to the Civil Service Provisions of the Charter and the Rules of the Civil Service Commission.

## **CHAPTER TWO**

### **ORGANIZATION**

Section 2.1 The Bridgeport Fire Department, for purpose of efficient and effective organization shall consist of four principal branches, identified as follows:

- a. Administrative
- b. Executive
- c. Fire Marshal
- d. Operations

Section 2.2 The Administration branch shall be responsible for all details pertaining to the management and operation of Department administration, the business of the Board of Fire Commissioners and execution of such plans and policies as shall be formulated by the Board and such other duties as the Fire Chief may direct. The Administration branch is also responsible for the Maintenance Division.

Section 2.3 The Executive branch shall be responsible for Investigations, Emergency Management, Strategic Planning, Grants, Awards, Employee Assistance Program, and Attendance Review.

Section 2.4 The Fire Marshal branch shall be responsible for Inspections, Certificate of Occupancy Inspection, Plan Review, Arson Investigation, Hazardous Material Inspections and Public Fire Education.

Section 2.5 The Operations Branch shall be responsible for effective functioning of The Firefighting Force, The Training Division, and Fire Communications.

Section 2.6 To assure maximum coordination of the four principal branches as shown in Section 2.1, a close liaison shall be maintained and shall be effectively employed.

## **CHAPTER THREE**

### **FIRE CHIEF**

Section 3.1 The powers and duties of the Fire Chief shall be subject to the operational control of the Mayor. The Fire Chief shall be responsible for the administration, supervision and discipline of the Fire Department. This shall include suspension, loss of pay, and discharge of members of the Department. The Chief may delegate the authority to issue verbal and/or written warnings to his/her designee. The Chief will be in command of the Department and shall be responsible to the Board of Fire Commissioners in the exercise of the Board's responsibilities under the City Charter.

Section 3.2 When on duty, the Chief shall have full and complete command of all Divisions and their personnel, apparatus and appurtenances necessary to effectively discharge the Chief's duties.

Section 3.3 The Chief shall make such assignments, transfers or details of Department personnel as he/she deems prudent and necessary to maintain the several Companies and Divisions at the maximum level of operating efficiency.

Section 3.4 The Chief shall be responsible for the enforcement of Department Rules, Regulations and such policies as may be issued by the Board, and shall promptly investigate and report to the Board all violations thereof, that may come to his/her attention.

Section 3.5 The Chief shall have full authority to recall and keep on duty all members of the Department whenever he/she deems it necessary to cope with an emergency.

Section 3.6 The Chief shall perform all the duties required of him/her by the Ordinances of the City.

Section 3.7 The Chief shall have power and authority to suspend from duty any member of the Department who violates any Rule, Policy, Regulation or Order of the Department/City or any Law or Ordinance.

Section 3.8 The Chief shall report to the Board any member, who by reason of age, disease, accident or any other incompetency; does not or cannot fully and promptly perform his/her duties.

Section 3.9 The Chief may, as he/she determines to be necessary, issue such orders and prescribe practices essential for effective operation of the Department and government of its members.

Section 3.10 The Chief may, whenever he/she considers it advisable, call a meeting of Department Officers or members.

Section 3.11 The Chief shall designate a Deputy Chief to assume Command when he/she is absent.

Section 3.12 The Deputy Chief so designated shall exercise the authority and assume the responsibilities of the Chief.

Section 3.13 The Chief will be in charge of the Emergency Management Director and continually oversee the operations of the Emergency Management Office.

## **CHAPTER FOUR**

### **DEPUTY CHIEF ADMINISTRATION**

Section 4.1 The Deputy Chief of Administration, shall exercise command of the Administration branch and shall be responsible for the formulation of plans for the effective administration and management of the business of the Department as shown in Chapter 2, Section 2.2 and will be responsible for the effective functioning of the Maintenance Division.

Section 4.2 The Deputy Chief of Administration shall perform the duties of Clerk of the Board of Fire Commissioners.

Section 4.3 The Deputy Chief of Administration shall, while so serving, be within the chain of command, at Staff level, and all orders issued by him/her shall forthwith be executed.

Section 4.4 The Deputy Chief of Administration shall keep an accurate record of all proceedings, orders, expenditures and improvements. He/she shall keep the books and records and accounts and shall preserve all records, proceedings and documents belonging to the Department.

Section 4.5 The Deputy Chief of Administration shall prepare from Department records statistical and operational reports as may be required.

Section 4.6 The Deputy Chief of Administration shall annually prepare and submit to the Chief and the Board a budget for operating the Department, and he/she shall subsequently submit same in such form and at such time as the OPM Director and/or Comptroller may direct.

Section 4.7 The Deputy Chief of Administration shall have supervision of and control of all supplies and distribution of same.

Section 4.8 The Deputy Chief of Administration and the Chief shall jointly prepare specifications for such Department equipment as may properly require specifications.

Section 4.9 The Deputy Chief of Administration also serves a command function, providing assistance to or serving as Incident Commander at an emergency.

Section 4.10 The Deputy Chief of Administration shall report directly to the Fire Chief. The Deputy Chief of Administration shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 4.11 The Deputy Chief of Administration shall at all times adhere to their prescribed job description.

## **CHAPTER FIVE**

### **DEPUTY CHIEF OPERATIONS**

Section 5.1 The Deputy Chief of Operations shall co-ordinate operations and responsibilities of the Operations Branch as shown in Section 2.5.

Section 5.2 The Deputy Chief of Operations will be responsible for Fire Communications.

Section 5.3 The Deputy Chief of Operations shall be responsible for the Training Division and will oversee and review the daily activity in the Division.

Section 5.4 The Deputy Chief of Operations shall be responsible for the Firefighting activities and supervision of the eight (8) Fire Stations throughout the City.

Section 5.5 The Deputy Chief of Operations shall be responsible for the assignment of personnel in the various companies throughout the City.

Section 5.6 The Deputy Chief of Operations shall serve a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 5.7 The Deputy Chief of Operations shall report directly to the Fire Chief. The Deputy Chief of Operations shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 5.8 The Deputy Chief of Operations shall at all times adhere to their prescribed job description.



## **CHAPTER SIX**

### **DEPUTY CHIEF EXECUTIVE OFFICER**

Section 6.1 The Deputy Chief Executive Officer will be responsible for investigating inappropriate conduct and/or alleged violations of Department/City, Rules, Regulations and Policies. He/she will give completed investigation reports with a recommendation to the Chief of the Department in an orderly and timely fashion.

Section 6.2 The Deputy Chief Executive Officer is responsible for administrative control of discipline cases.

Section 6.3 The Deputy Chief Executive Officer will have the responsibility as the Attendance Review Officer. He/she will be charged with the task of continually reviewing sick and injury leaves within the Department and arresting problem areas before they get out of hand.

Section 6.4 The Deputy Chief Executive Officer will be responsible for the coordination of grants applications and request from various divisions for grant information.

Section 6.5 The Deputy Chief Executive Officer will review all award nominations. As the need arises, he/she will form a committee from the ranks of the Department, charged with the responsibility to investigate the circumstances of each individual act of heroism that lead to a nomination. When sufficient nominations exist to warrant an awards ceremony the Deputy Chief Executive Officer will be responsible for the planning and coordination of the ceremony.

Section 6.6 The Deputy Chief Executive Officer serves as a liaison between an employee and any available programs that might prove beneficial on a case by case basis. He/she serves as a contact person and an advocate, and in the case of Department referrals, monitors the participation and progress of members in the program.

Section 6.7 The Deputy Chief Executive Officer serves a command function, providing assistance to or serving as Incident Commander at major fires or other emergencies.

Section 6.8 The Deputy Chief Executive Officer shall perform such other related duties as may be required to properly supervise operations, or to fulfill requirements as may be determined by the Fire Chief.

Section 6.9 The Deputy Chief Executive Officer shall at all times adhere to their prescribed job description.



**Exhibit E**  
**New Job Description**  
**Deputy Chief Executive Officer**

## **CITY OF BRIDGEPORT**

**Job Title:** Deputy Chief Executive Officer  
**Department:** Fire Department  
**Reports To:** Fire Chief  
**Union:** Unaffiliated; Management Appointed Officials – 7a  
**Job Class Code:** TBD

The Bridgeport Fire Department is dedicated to serving the people of the City of Bridgeport and providing the highest level of professional response to fire, medical, and environmental emergencies. Under the direction of the Fire Chief, the Deputy Chief Executive Officer serves as second in command of the Fire Department and is responsible for a variety of administrative and management functions for the executive branch of the Fire Department.

### **GENERAL STATEMENT OF DUTIES:**

As the Deputy Chief Executive Officer, the person in this position will assist in the execution of executive and administrative responsibilities and ensure the department is managed effectively and efficiently. This position is responsible for various incident command, community relations, and personnel supervision and management duties. The position works independently within the Fire Department as second in command and reports directly to the Fire Chief, effectively carrying out all executive orders issued by the Chief and must be able to work collaboratively with other departments in the City to execute department and city-wide objectives. Performs related work as required.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and operations, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed advancing the City and Fire Department to improve operations and decision making. Work is performed in accordance with Department rules and regulations, the constitution of the United State of America and the State of Connecticut.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Serve as principal assistant to the Fire Chief and exercise full command, authority, and responsibility for the fire department in the absence or incapacity of the Fire Chief.
- Work at the top command level with the Fire Chief to plan department personnel policies and assignments to duty and work schedules and maintain department personnel records.
- Respond to all second or multiple alarm fires and provide assistant to or act as Incident Commander at major fires or other emergencies.
- Act as liaison between the fire department and the City's Communications department.
- Coordinate grant applications and requests for grant information.
- Investigate inappropriate conduct and/or alleged violations of Department/City rules, regulations and/or policies. Complete investigation reports in a timely manner.
- Maintain administrative control of discipline cases.
- Review attendance and sick and injury absences within the Department.
- Review and investigate the circumstances for award nominations and plans and coordinates ceremonies.

- Serves as liaison and contact person between employees and available programs. Advocates and monitors the participation and progress of members in any such program.
- Responsible for recruiting efforts designed to attract new members to the fire service.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Fire Service Management or related field, with at least ten (10) years of progressively responsible professional firefighting experience, of which a minimum of three (3) years shall have been at a supervisory rank/level in a municipal fire department.
- Associate degree in Fire Service Management or a related field, with at least fifteen (15) years of progressively responsible professional firefighting experience, of which a minimum of five (5) years shall have been at a supervisory rank/level in a municipal fire department.
- Not dismissed from any former fire or law enforcement unit(s) for malfeasance or other serious misconduct.
- Did not resign or retire from a fire service or public safety position while under investigation for malfeasance or serious misconduct.
- Must be in good standing with current agency and has not demonstrated a pattern of behavior of malfeasance or other serious misconduct for which discipline has been sustained.

**LICENSES AND CERTIFICATIONS:**

- A valid Connecticut Driver's License with a clean driving record is required.
- State of Connecticut certifications: Fire Officer I, Fire Officer II, Fire Instructor.

**PREFERRED QUALIFICATIONS:**

- Three (3) years as an Assistant Chief or Deputy Chief in a comparably sized or larger fire department.
- Fire Officer III Certification.
- Master's degree in Fire Service Management or a related field.
- Graduation from the Executive Officer Program at the National Fire Academy.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of incident scene safety techniques, fire suppression strategies and tactical operations, and rescue incident strategies and tactical operations.
- Knowledge of department guidelines and procedures that guide actions on incident scenes, strategies and tactical operations for various non-structural fire incidents, collapse rescue strategies and tactical operations and personal protective equipment, including self-contained breathing apparatus (SCBA).
- Knowledge of the National Incident Management System (NIMS) Incident Command System.
- Knowledge of capabilities of equipment, apparatus, and staffing within the department, as well as services provided by all divisions within the department and by other relevant City departments or agencies, such as police or utility companies, ambulance services, etc.
- Knowledge of salvage, ventilation, overhaul, and operational support activities; vehicle fires strategies and tactical operations; rail system incidents strategies and tactical operations; aircraft incidents strategies and tactical operations; and of vehicle extrication strategies and tactical operations.
- Knowledge of the geographic layout and target hazards in the City of Bridgeport.
- Knowledge of building construction standards, codes, types (commercial and residential) and structural elements; fire evolution and smoke evaluation, behavior, and containment; and of special structures (high life hazards and high-risk hazards).
- Knowledge of administrative policies and procedures, including sexual harassment and discrimination policies and procedures and other required human resource administrative rules.

**KNOWLEDGE, SKILLS, AND ABILITIES (continued):**

- Knowledge of counseling and motivational techniques including coaching, mentoring and leadership techniques.
- Knowledge of project management methods, including timelines, action items, delegation, monitoring, and follow-up.
- Ability to establish working relationships with supervisors, subordinates, and the public and the ability to work as an integral team member.
- Ability to identify the needs and concerns of community members and make a concerted effort to deliver services that address those needs and concerns, while understanding the manner in which the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization.
- Skill to perform basic operations on a personal computer. Use of email, the internet, Microsoft Office programs and other software on a computer or mobile/portable data terminal or device to create documents, send emails, schedule on a calendar, or facilitate the sharing of information electronically.
- Ability to act in an honest and fair manner with a willingness to accept responsibility for one's actions.
- Ability to display strong moral principles and professionalism in action and words.
- Ability to follow through without prompting, and to be consistent and reliable with regard to actions and behavior.
- Ability to be thoughtful, careful, diligent, and vigilant with regard to work and task performance while exhibiting a strong attention to detail and maintaining a strong work ethic, perseverance, productivity, and desire to perform well.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments with intermittent periods of flexion/extension of fingers in conjunction with thumb opposition for successful manipulation of equipment and machinery.
- Must be able to coordinate eyes, hands, limbs in performing skilled movements while operating equipment and machinery.
- Essential and marginal functions may require maintaining the physical condition necessary for standing, sitting and/or walking for frequent and sometimes prolonged periods of time while performing command functions at fire scenes or conducting inspections, traveling to various locations or riding or driving motor vehicles and while attending meetings or working at a keyboard or workstation, which may involve frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required.

This position will be subject to additional security clearances and training as mandated by the City of Bridgeport Fire Department due to access to confidential and sensitive department facilities and electronic data.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary

only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

*AN EQUAL OPPORTUNITY EMPLOYER*



Civil Service Commission Meeting Record of the Vote March 12, 2024



**CIVIL SERVICE COMMISSION**  
City Hall, Wheeler Rooms A and B  
45 Lyon Terrace, Bridgeport, CT 06604  
March 12, 2024 at 4:30 p.m.

**RECORD OF THE VOTE**

**Consent Agenda: Matters to be Acted Upon**

**1. Meeting Minutes**

The Minutes from the special meeting on February 28, 2024 are submitted for review.

**2. Merits – Certify for Payroll**

**3. Permanent Appointments – Certify for Payroll**

**4. Vacancy Report**

The consent agenda was adopted as a whole.

**Matters to be Acted Upon**

**5. Waiver Request**

The Commission has received a request from Aaron Bryan for a 6-month waiver from the entry level Police Officer #2388 examination hiring process.

**COMMISSIONER FORD MADE A MOTION TO GRANT THE WAIVER REQUEST; COMMISSIONER GRECH SECONDED THE MOTION. THE WAIVER WAS UNANIMOUSLY GRANTED.**

**6. New Classification Request - Senior Paralegal**

The Civil Service Commission has received a request from Personnel Director, Eric Amado in collaboration with City Attorney Tyisha Toms, to approve the creation of a new non-competitive classification of Senior Paralegal for the Office of the City Attorney.

**COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF SENIOR PARALEGAL; COMMISSIONER RODGERS SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**7. New Classification Request – Deputy Chief Executive Officer**

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve the creation of a new classification for the Fire Department position of Deputy Chief Executive Officer. It is not union affiliated.

**COMMISSIONER HALL MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF EXECUTIVE OFFICER; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**8. Updated Job Description – Deputy Chief of Administration and Operations**

The Civil Service Commission has received a request from Personnel Director, Eric Amado, in collaboration with Fire Chief Lance Edwards, to approve an updated job description for the Fire Department classification of Deputy Chief of Administration and Operations. It is not union affiliated.

**COMMISSIONER RODGERS MADE A MOTION TO APPROVE THE NEW CLASSIFICATION OF DEPUTY CHIEF OF ADMINISTRATION AND OPERATIONS; COMMISSIONER GRECH SECONDED THE MOTION. THE NEW CLASSIFICATION WAS UNANIMOUSLY GRANTED.**

**9. Appeal – Michelle Farkas (Tabled from February 28, 2024)**

The Commission has received a request for an appeal from Michelle Farkas, regarding her disqualification from the Public Safety Telecommunicator exam #2387 hiring, process due to not meeting the minimum qualification of typing speed.

**COMMISSIONERS GRECH, FORD, RODGERS AND HALL UNANIMOUSLY DENIED THE APPEAL**

**10. Appeal – Kenneth DuBose, Jr. Police Officer #2388**

The Commission has received a request for an appeal from Kenneth DuBose, Jr. regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

**COMMISSIONER RODGERS MADE A MOTION TO TABLE KENNETH DUBOSE JR.'S APPEAL; COMMISSINER GRECH SECONDED THE MOTION. THE APPEAL WAS UNANIMOUSLY TABLED.**

**11. Appeal – Jordan Francis, Police Officer #2388**

The Commission has received a request for an appeal from Jordan Francis regarding his disqualification from the hiring process for the entry level Police Officer examination #2388, due to failing a portion of his medical examination.

**COMMISSIONERS FORD, GRECH AND HALL GRANTED JORDAN FRANCIS' APPEAL. COMMISSIONER RODGERS DENIED JORDAN FRANCIS' APPEAL.**

**12. Appeal – Bobbie Broadnax, Jr.**

The Commission has received a request for an appeal from Bobbie Broadnax, Jr. regarding his disqualification from the hiring process for a seasonal position with the Fairchild Wheeler Golf Course due to failing a portion of his medical examination.

**COMMISSIONERS GRECH, FORD, HALL AND RODGERS UNANIMOUSLY GRANTED BOBBIE BROADNAX, JR.'S APPEAL.**

Item # \*47-23 Consent Calendar

Assignment of Tax Liens for Fiscal Year 2023-2024.



**Report**  
**of**  
**Committee**  
**on**  
**Contracts**

City Council Meeting Date: April 1, 2024

Attest:

*Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by:

*Joseph P. Ganim*  
Joseph P. Ganim, Mayor

Date Signed:

RECEIVED  
CITY CLERKS OFFICE  
24 APR 11 PM 2:42  
ATTEST  
CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport:*

The Committee on **Contracts** begs leave to report; and recommends for adoption the following resolution:

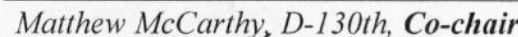
**Item No. \*47-23 Consent Calendar**

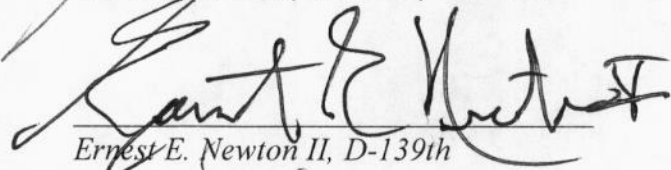
**BE IT RESOLVED**, That pursuant to C.G.S. Section 12-195h, The City Council of the City of Bridgeport authorize and approve the assignment for consideration of any or all tax liens by the Tax Collector to secure unpaid taxes on real property as provided under the provision of Chapter 206 of the Connecticut General Statutes for fiscal year 2023-2024.

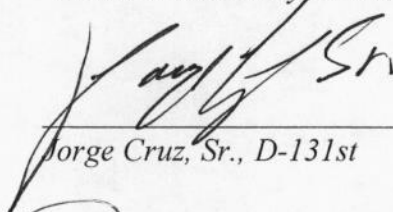
**BE IT FURTHER RESOLVED**, That pursuant to Connecticut General Statutes, including sections 7-148 and 12-195h, the City Council of the City of Bridgeport hereby authorized the Tax Collector and the Director of Finance and/or the Mayor of the City of Bridgeport to bid, enter into and execute any and all agreements as are reasonably necessary to effectuate the assignment of real property tax liens in form and substance satisfactory to the Mayor, the Director of Finance, the Tax Collector and the City Attorney.

RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
CONTRACTS

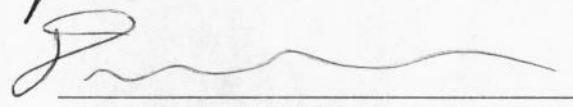
  
\_\_\_\_\_  
Jeanette Herron, D-133rd, Co-chair


  
\_\_\_\_\_  
Matthew McCarthy, D-130th, Co-chair

  
\_\_\_\_\_  
Ernest E. Newton II, D-139th

  
\_\_\_\_\_  
Jorge Cruz, Sr., D-131st

  
\_\_\_\_\_  
Richard Ortiz, D-135th

  
\_\_\_\_\_  
Dasha T. Spell, D-132nd

  
\_\_\_\_\_  
Scott Burns, D-130th

City Council Date: April 1, 2024

Item# \*51-23 Consent Calendar

Appointment of Rosa Franco (D) to the Board of Parks Commission.



Report  
of  
Committee  
on

Miscellaneous Matters

City Council Meeting Date: April 1, 2024

Attest: *Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by: *[Signature]*  
Joseph P. Ganim, Mayor

Date Signed: \_\_\_\_\_

RECEIVED  
CITY CLERKS OFFICE  
24 APR 11 PM 2:42  
ATTEST  
CITY CLERK





# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport:*

The Committee on **Miscellaneous Matters** begs leave to report; and recommends for adoption the following resolution:

**Item No. \*51-23 Consent Calendar**

**RESOLVED**, That the following named individual be, and hereby is, appointed to the Board of Parks Commission in the City of Bridgeport and that said appointment, be and hereby is, approved, ratified and confirmed.


**NAME**

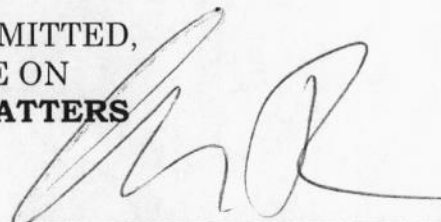
**TERM EXPIRES**

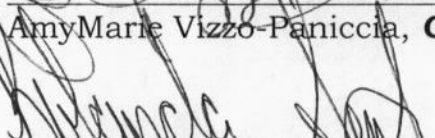
Rosa Franco (D)  
184 Funston Avenue  
Bridgeport, CT 06608

December 31, 2028

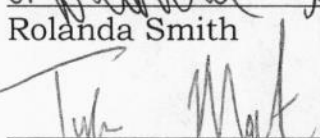
RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

  
\_\_\_\_\_  
Amy Marie Vizzo-Paniccia, **Co-Chair**

  
\_\_\_\_\_  
Aikeem G. Boyd, **Co-Chair**

  
\_\_\_\_\_  
Rolanda Smith

\_\_\_\_\_  
Alfredo Castillo

  
\_\_\_\_\_  
Tyler Mack

\_\_\_\_\_  
Matthew McCarthy

  
\_\_\_\_\_  
Richard Ortiz



Item# 46-23

Resolution Calling for Rescission of No. 20-23, (Resolution Calling for An Immediate De-escalation and Permanent Ceasefire in Israel, Gaza, and the West Bank) Based Upon Violations of Applicable Procedural Rules and Violations of Fundamental Principles of Parliamentary Law. **DENIED**



**Report  
of  
Committee  
on**

**Miscellaneous Matters**

City Council Meeting Date: April 1, 2024

Attest: *Lydia N. Martinez*  
Lydia N. Martinez, City Clerk

Approved by: *[Signature]*  
Joseph P. Ganim, Mayor

Date Signed: \_\_\_\_\_

RECEIVED  
CITY CLERKS OFFICE  
24 APR 11 PM 2:42  
ATTEST  
CITY CLERK



# City of Bridgeport, Connecticut

## Office of the City Clerk

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*To the City Council of the City of Bridgeport:*

The Committee on Miscellaneous Matters begs leave to report; and recommends for DENIAL of the following resolution:

**Item No. 46-23**

### RESOLUTION

**WHEREAS**, “motions that conflict with...bylaws of a society or with procedural rules prescribed by national, state, or local laws, are out of order, and if any motion of this kind is adopted, it is null and void” (Roberts Rules, 11<sup>th</sup> edition, 10.39 (pg. 343); and,

**WHEREAS**, Item No. 20-23, a resolution dealing with an international matter, does not fall under the purview of the Bridgeport City Council, whose responsibilities are outlined in its governing documents, and City Council members were reminded of this by City Attorney Anastasi; and,

**WHEREAS**, the members of the City Council are elected to their positions to address matters strictly related to the well-being of the city of Bridgeport based upon their expertise in these areas and do not necessarily have the expertise to address international issues and politics; and,

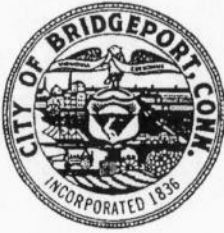
**WHEREAS**, the members of the City Council recognize the tragedies occurring in the Middle East, part of the long term conflicts among the peoples, religions, and ethnicities of the region; and,

**WHEREAS**, City Council members represent a diverse constituency with differing international concerns and the Council would therefore need to address a multitude international issues brought to the body that affect Bridgeport residents; and,

**WHEREAS**, City Council members retain the right to express their opinions as individual council members should they feel so moved to address matters related to their constituents and international matters; and

**WHEREAS**, spending significant time on this issue took away from the time that could have been spent by Council members addressing the many pressing Bridgeport issues; and,

**WHEREAS**, the language of the resolution served to divide, rather than unite, the community; and,



# City of Bridgeport, Connecticut

## Office of the City Clerk

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Committee on Miscellaneous Matters  
Item No. 46-23

-2-

**WHEREAS**, a balance of information was not presented at the three consecutive City Council meetings during which the resolution was discussed and one side of the issue was heard exclusively that was often inflammatory, derogatory and frequently antisemitic and other parliamentary procedures were not followed; and,

**WHEREAS**, elected representatives of the City Council are required to act in an ethical and objective manner, demonstrate comportsment, and do not have the latitude to ignore the due process that is stated in their governing documents; and,

**WHEREAS**, some members of the Council, the administration, and the public belatedly on the evening of the proposed vote attempted to amend the resolution in a situation not conducive to fair, balanced and thoughtful deliberation, resulting in virtually no opportunity for the voting body to consider the changes; and,

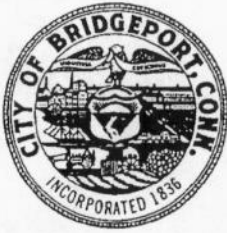
**WHEREAS**, the last-minute amendments produced a resolution not acceptable to all present and voting members;

**NOW, THEREFORE BE IT RESOLVED**, That the City Council acknowledge that Resolution 20-23 is hereby rescinded; and,

**BE IT FURTHER RESOLVED**, the City Council shall refrain from engaging in international matters that are beyond the purpose of the Council; and,

**BE IT FURTHER RESOLVED**, the City Council encourages in the near term that that the multiple faiths of the City come together to discuss matters in a public and civil manner to promote the public good; and,

**BE IT FURTHER RESOLVED**, that the City Council mitigate the damage inflicted by the resolution by conveying the information that the resolution is rescinded to any entities where the resolution has been sent, including, but not limited to the Bridgeport delegation to the Connecticut state legislature, the United States Congressional delegations from Connecticut, Connecticut Governor Ned Lamont, and President of the United States Joseph Biden.



# City of Bridgeport, Connecticut Office of the City Clerk

Committee on Miscellaneous Matters  
Item No. 46-23

-3-

RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
**MISCELLANEOUS MATTERS**

*I voted to Rescind*  
\_\_\_\_\_  
AmyMarie Vizzo-Paniccia, *Co-Chair*

\_\_\_\_\_  
Aikeem G. Boyd, *Co-Chair*

\_\_\_\_\_  
Rolanda Smith

\_\_\_\_\_  
Alfredo Castillo

\_\_\_\_\_  
Tyler Mack

\_\_\_\_\_  
Matthew McCarthy

\_\_\_\_\_  
Richard Ortiz

**Item # \*56-23 Consent Calendar**

Professional Services Agreement with Berry, Dunn, McNeil & Parker, LLC to perform a Permitting Process Study for City Departments.



**Report  
of  
Committee  
on  
Contracts**

City Council Meeting Date: **April 1, 2024**  
(Off The Floor)

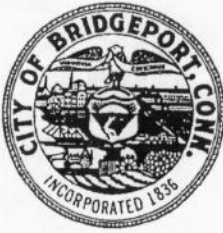
Attest: *Lydia N. Martinez*  
\_\_\_\_\_  
**Lydia N. Martinez, City Clerk**

Approved by: \_\_\_\_\_  
*Joseph P. Gungor*  
**Joseph P. Gungor, Mayor**

Date Signed: \_\_\_\_\_

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CITY CLERKS OFFICE  
24 APR 11 PM 2:42  
ATTEST  
CITY CLERK





# City of Bridgeport, Connecticut

## Office of the City Clerk

*To the City Council of the City of Bridgeport.*

The Committee on **Contracts** begs leave to report; and recommends for adoption the following resolution:

**Item No. \*56-23 Consent Calendar**

### RESOLUTION

**WHEREAS**, the City published a request seeking an independent comprehensive analysis of the city permitting process; and,

**WHEREAS**, the scope of the project is a final report that includes a summary of the analysis undertaken relevant data and specific recommendations regarding operational procedures, policy, management, and resources.

**WHEREAS**, to include, staffing, technology, and facilities enhancements for the city to consider and implement to improve the overall permitting process.

**WHEREAS**, Berry, Dunn, McNeil & Parker, LLC responded to the solicitation and was deemed the most responsive and qualified applicant; and,

**WHEREAS**, the City Attorney has drafted and reviewed the Professional Services Agreement (Agreement);

**WHEREAS**, the Agreement establishes a project budget of \$84,620, with a completion of a maximum of six (6) months from the execution of contract.

**NOW, THEREFORE, BE IT RESOLVED**, that the Bridgeport City Council approves the attached Agreement between the Consultant and Information Technology Services (ITS);

**BE IT FURTHER RESOLVED**, that the City is hereby authorized and empowered to enter into the Agreement attached hereto and made a part hereof; and in furtherance thereof the Mayor, or his designees, the Director of ITS, are expressly authorized and empowered to execute the Agreement, and such other documentation as reasonably necessary to facilitate the project.



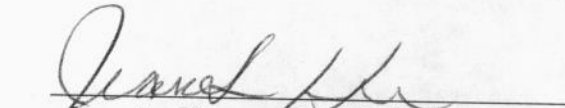


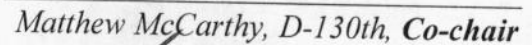
City of Bridgeport, Connecticut  
Office of the City Clerk

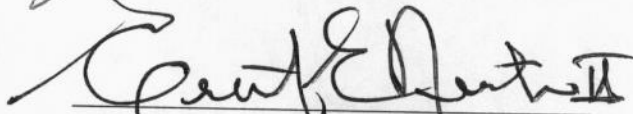
Report of Committee on Contracts  
Item No. \*56-23 Consent Calendar

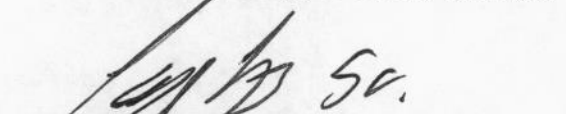
-2-


RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON  
CONTRACTS

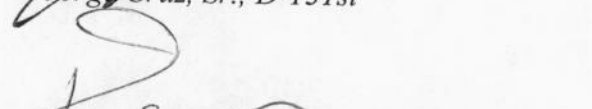
  
Jeannette Herron, D-133rd, Co-chair


  
Matthew McCarthy, D-130th, Co-chair

  
Ernest E. Newton II, D-139th

  
Jorge Cruz, Sr., D-131st

  
Richard Ortiz, D-135th

  
Dasha T. Spell, D-132nd

  
Scott Burns, D-130th

City Council Date: April 1, 2024 (Off The Floor)

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** between the parties dated the \_\_\_ day of \_\_\_\_\_, 2024 (the "Agreement") is hereby entered into between **Berry, Dunn, McNeil & Parker, LLC** a limited liability company organized under the laws of the State of Maine, with offices at 2211 Congress Street Portland, Maine 04102-1995 (the "**Consultant**") and **the City of Bridgeport**, with offices at 999 Broad Street, Bridgeport, Connecticut 06604 (the "**City**").

WHEREAS, the City published a request for Proposals #COX02923A on or about September 14, 2022 seeking a comprehensive analysis of the City's permitting process, which is attached hereto as Exhibit A and its terms incorporated herein ("**RFP**"); and

WHEREAS, the Consultant submitted its proposal dated October 12, 2022 ("**Proposal**"), which is attached hereto as Exhibit B and its terms incorporated herein incorporated by reference; and

WHEREAS, the Board of Public Purchases reviewed the solicitation and selection process at their meeting on November 9, 2022 and approved said process; and

WHEREAS, the City selected the Consultant based upon its qualifications and Proposal and the statements and representations made therein;

WHEREAS the Consultant agrees to commence its services and perform the same in accordance with this Agreement and as specifically directed by the City.

NOW, THEREFORE, for good and valuable consideration, the parties mutually agree as follows:

The above recitals are incorporated by reference into the body of this Agreement with full legal force and effect.

1. General Undertaking; Party Representatives.

(a) The parties are entering into this Agreement for the purposing of engaging the Consultant to perform a comprehensive analysis of the City-wide permitting process with recommendations for improvement accompanied by cost projections (the "**Services**"). The Consultant's specific activities shall consist of those set forth in Exhibits A and B.

(b) The Consultant's representative ("**Consultant Representative**") at the inception of this Agreement is Kevin Price and the City's representative ("**City Representative**") is Curtis Denton. Any subsequent changes shall be made in writing to the other party. These party representatives will coordinate and cooperate in connection with the performance of the Consultant's Services hereunder, necessary access to City property, and the like. The City Representative shall have no power or authority to make any material changes to this Agreement including but not limited to material changes to the term, scope, price, payment or other provisions thereof.

## 2. Term of Engagement; Schedule.

(a) Term. This Agreement shall commence on such date that is set forth in a notice to proceed ("**Notice to Proceed**") and shall continue in full force and effect for a term of three (3) months, or until the Services are completed according to this Agreement, or until the earlier termination of this Agreement as provided herein, whichever occurs first ("**Term**"). Termination shall have no effect on the City's obligation to pay for Services rendered through earlier termination of the Term for Services that have been completed in accordance with the terms of this Agreement and which the City has accepted in due course. Notwithstanding the Term as set forth herein, City in its sole discretion may extend the term for up to one additional three (3) month period for a total maximum Term of six (6) months. Consultant agrees that TIME IS OF THE ESSENCE for all Services performed under this Agreement.

(b) Schedule. The parties agree that the Services to be provided under this Agreement shall be completed no later than three (3) months from the date set forth in the Notice to Proceed ("**Completion Date**"), unless extended by the City in accordance with subsection (a), above. The Schedule shall be in accordance with that set forth in Consultant's Proposal (approximately pages 9-12), titled Project Work Plan. TIME IS OF THE ESSENCE.

3. Compensation; Record of Activities. The amount of record keeping shall depend upon the basis for compensation ("**Compensation**"), which may be, for example, a time-and-materials basis, lump sum, lump sum with a not-to-exceed, cost-plus, etc. When the basis for Compensation is time and materials, the Consultant shall maintain contemporaneous records of the Services performed, maintained according to hours spent by each employee on the tasks performed, containing sufficient detail as requested by the City, which records shall be submitted with the Consultant's invoices, or unless otherwise directed by the City. The parties understand that the Consultant will receive Compensation for its Services in four equal installments: twenty five percent (25%) of the total Compensation shall be paid to Consultant upon its commencement of work on Phase 1 of the Schedule; twenty five percent (25%) of the total Compensation shall be paid to Consultant upon its completion of work on Phase 1 of the Schedule and City's certification of completion; twenty five percent (25%) of the

total Compensation shall be paid to Consultant upon its commencement of work on Phase 2 of the Schedule; and twenty five percent (25%) of the total Compensation shall be paid to Consultant upon its completion of work on Phase 2 of the Schedule and City's certification of completion. The maximum not-to-exceed amount of the Compensation is Eighty-Four Thousand Six Hundred Twenty Dollars and 00/00 (\$84,620.00), in accordance with its Cost Proposal attached hereto as part of Exhibit B. Unless otherwise stated, the work Schedule shall be considered a material part of this Agreement.

4. Source of Funds; Payment.

(a) Source of Funds. The City's General Fund is the source of funding for this Agreement.

(b) Payment. The Consultant shall submit complete invoices with all backup documentation as required by this Agreement, to the City on a monthly basis for the prior month's Services rendered and any permitted reimbursable expenses, which invoices the City shall pay within forty-five (45) days of receipt. The City shall pay all undisputed portions of such invoices until the disputed portion is resolved.

5. Acceptability of Information and Reports Supplied by the Consultant. Any and all information and reports, whether supplied orally or in writing by the Consultant, shall be based upon consistent and reliable data-gathering methods and may be relied upon by the City.

6. Proprietary Rights. The City does not anticipate that the Consultant will develop or deliver to the City anything other than the Services and certain written reports or recommendations. With regard to the Services performed, the City shall own all right, title and interest in such Consultant's work under this Agreement to the extent such work provides analyses, findings, or recommendations uniquely related to the Services to be rendered. The Consultant expressly acknowledges and agrees that its work constitutes "work made for hire" under Federal copyright laws (17 U.S.C. Sec. 101) and is owned exclusively by the City. Alternatively, the Consultant hereby irrevocably assigns to the City all right, title and interest in and irrevocably waives all other rights (including moral rights) it might have in its work under this Agreement. The Consultant shall, at any time upon request, execute any documentation required by the City to vest exclusive ownership of such work in the City (or its designee). The Consultant retains full ownership of any underlying techniques, methods, processes, skills or know-how used in developing its Services under this Agreement and is free to use such knowledge in future projects. Notwithstanding anything contained in the foregoing to the contrary, the Consultant acknowledges that in the performance of its Services, it possesses all rights, proprietary and otherwise, utilized in rendering such Services and represents and warrants that it

has a license to use the proprietary or other rights owned by a third party, which license shall be provided to the City on written request.

7. Confidential Information.

(a) Acknowledgment of Confidentiality. Each party hereby acknowledges that it may be exposed to confidential and proprietary information belonging to the other party or relating to its affairs, including materials expressly designated or marked as confidential or as a draft ("**Confidential Information**"). Confidential Information does not include (i) information already known or independently developed by the party, (ii) information already in the public domain through no wrongful act of the party, (iii) information received by a party from a third party who was free to disclose it, (iv) information required to be disclosed under the Connecticut Freedom of Information Act, or (v) information required to be disclosed under court order.

(b) Covenant Not to Disclose. Each party hereby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose the other party's Confidential Information to any person or entity, except to its own employees who have a "need to know," to such other recipients as the other party may approve in writing in advance of disclosure, or as otherwise required by court order, statute or regulation. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own Confidential Information, but in no event shall a party use less than reasonable care and due diligence. Neither party shall alter or remove from any software, documentation or other Confidential Information of the other party (or any third party) any proprietary, copyright, trademark or trade secret legend.

8. Non-Circumvention. The Consultant shall not hire or employ a City employee involved in this Agreement as an employee of the Consultant until one (1) year following the expiration of the Term of this Agreement and such Consultant shall ensure that such former City employee shall be obligated to observe the requirements for non-disclosure of Confidential Information contained herein.

9. Injunctive Relief. The parties acknowledge that violation by one party of the provisions of this Agreement relating to violation of the other party's Proprietary Rights or Confidential Information rights would cause irreparable harm to the other party not adequately compensable by monetary damages. In addition to other relief, it is agreed that preliminary and permanent injunctive relief may be sought without the necessity of the moving party posting bond to prevent any actual or threatened violation of such provisions.

10. Representations and Warranties.



The Consultant represents and warrants, as of the date hereof and throughout the Term of this Agreement, as follows:

(a) The Consultant represents that it has the requisite experience to undertake and complete the Services pursuant to the requirements of this Agreement, has in its employ or will hire qualified and trained personnel to perform the Services required, and agrees to perform a substantial portion of the Services as required by City ordinance.

(b) The Consultant represents that it can commence the Services promptly as set forth herein and shall complete the Services in a timely manner according to the Schedule approved by the City.

(c) The Consultant represents that it is financially stable and has adequate resources and personnel to commence and complete the Services required in a timely fashion.

(d) The Consultant's performance of the Services described herein, and its representation of the City, will not result in a conflict of interest, will not violate any laws or contractual obligations with third parties, and is an enforceable obligation of the Consultant.

(e) The Consultant shall not subcontract any of its Services to third parties without prior written notice to the City and receipt of the City's prior written consent and shall ensure that any such subcontractor provides evidence of insurance as required of the Consultant herein prior to the subcontractor rendering any of its services.

(f) The Consultant represents that neither it, nor any of its officers, directors, owners, employees, agents or permitted subcontractors, have committed a criminal violation of or are under indictment of a federal or state law arising directly or indirectly from its business operations or that reflects on the Consultant's business integrity or honesty that resulted or may result in the imposition of a monetary fine in excess of \$10,000, injunction, criminal conviction or other penal sanction longer than one (1) year, and further represents that the Consultant, its officers, directors, owners, employees, agents and subcontractors shall comply with the requirements of all laws, rules and regulations applicable to the conduct of its business or the performance of the Services under this Agreement.

(g) The Consultant represents that it will perform the Services in a good and workmanlike manner pursuant to the Standard of Care applicable to such Services within the State of Connecticut and shall diligently pursue the completion of same in accordance with the terms of this Agreement.



(h) The Consultant represents that it possesses all licenses and permits that may be required to perform the Services required by this Agreement.

(i) The Consultant represents and warrants that the performance of the Services will not infringe upon or misappropriate any United States copyright, trademark, patent, or the trade secrets or other proprietary material of any third persons. Upon being notified of such a claim, the Consultant shall (i) defend through litigation or obtain through negotiation the right of the City to continue using the Services of the Consultant; (ii) rework the Services to be rendered so as to make them non-infringing while preserving the original functionality, or (iii) replace the Services with the functional equivalent. If the City determines that none of the foregoing alternatives provide an adequate remedy, the City may terminate all or any part of this Agreement and, in addition to other relief, recover the amounts previously paid to the Consultant hereunder.

These representations and warranties shall survive the Term of this Agreement.

#### 11. Remedies & Liabilities.

(a) Remedies. In addition to other remedies expressly acknowledged hereunder and except as expressly limited herein, the City shall have the full benefit of all remedies generally available at law or in equity.

(b) Liabilities. THE CITY SHALL NOT BE LIABLE TO THE CONSULTANT FOR ANY CLAIM ARISING OUT OF THIS AGREEMENT IN AN AMOUNT EXCEEDING THE TOTAL CONTRACT PRICE FOR THE DELIVERABLE AT ISSUE. EXCEPT FOR VIOLATIONS BY THE CONSULTANT OF PROVISIONS REGARDING PROPRIETARY RIGHTS, CONFIDENTIAL INFORMATION OR NON-CIRCUMVENTION, NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST SAVINGS OR PROFIT) SUSTAINED BY THE OTHER PARTY OR ANY OTHER INDIVIDUAL OR ENTITY FOR ANY MATTER ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS AGREEMENT. THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE THAT THE FOREGOING LIMITATION HAS BEEN NEGOTIATED BY THE PARTIES AND REFLECTS A FAIR ALLOCATION OF RISK.

12. Notices. Notices sent to either party shall be effective (a) on the date delivered in person by hand, (b) by overnight mail or delivery service or (c) on the date received when sent by certified mail, return receipt requested, to the other party or such other address as a party may give notice of in a similar fashion. The addresses of the parties are as follows:

If to the City:

Curtis Denton  
City of Bridgeport  
Margaret E. Morton Government Center  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

with a copy to:

City Attorney  
Office of the City Attorney  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

If to the Consultant:

At the address specified above.

13. Termination For Default; Termination For Convenience.

(a) Termination For Fault. This Agreement shall terminate upon expiration of the Term or upon the earlier termination by one of the parties in accordance with the terms hereof. In addition to other relief, either party may terminate this Agreement upon the giving of thirty (30) days prior written notice if the other party breaches any material provision hereof and fails after receipt of written notice of default to correct or cure such default unless the defaulting party details in writing to the other within such 30-day period the reasons why such default cannot be so corrected or cured within that time, whereupon the non-defaulting party shall give an additional thirty (30) day period to correct or cure such default and the defaulting party shall with best efforts and due diligence promptly commence and consistently pursue corrective or curative action to completion in a manner reasonably acceptable to the non-defaulting party in the exercise of its commercial business judgment, reasonably exercised. Either party shall be in default hereof if it becomes insolvent, makes an assignment for the benefit of its creditors, or if a receiver is appointed or a petition in bankruptcy is filed with respect to such party and is not dismissed within thirty (30) days. Termination shall have no effect on the parties' respective rights or obligations regarding Confidential Information, Injunctive Relief, Non-Circumvention or Representations and Warranties.

(b) Termination For Convenience. The Consultant may not terminate for convenience. The City may terminate for convenience upon giving written notice of termination, which shall not affect the City's obligations for the payment of Compensation for Services rendered in compliance with this Agreement in the ordinary course through the date of termination.

14. Resolution of Disputes and Choice of Law.

The parties agree that all disputes between them arising under this Agreement or involving its interpretation, if they cannot be first resolved by mutual agreement, shall be resolved in a court of competent jurisdiction over the parties located in Fairfield County, Connecticut.

15. Independent Consultant Status. The Consultant and its approved subcontractors are independent contractors in relation to the City with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. The Consultant shall remain responsible, and shall indemnify and hold harmless the City, from and against all liability for the withholding and payment of all Federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies or employee benefit requirements (under ERISA, state law or otherwise) now existing or hereafter enacted and attributable to the Consultant, its subcontractors and their respective employees. THE CONSULTANT REPRESENTS THAT IT RETAINS WIDE DISCRETION IN THE TIME, MANNER AND DETAILS OF PERFORMANCE, IS NOT UNDER THE CITY'S DIRECT SUPERVISION OR CONTROL, HAS THE SKILLS AND TOOLS TO PERFORM THE SERVICES, HOLDS ITSELF OUT GENERALLY AS AN INDEPENDENT CONSULTANT, AND HAS OTHER SUBSTANTIAL SOURCES OF INCOME.

16. Security, No Conflicts. Each party agrees to inform the other of any information made available to the other party that is classified or restricted data under applicable law, agrees to comply with the security requirements imposed by the United States Government or any state or local government, and shall return all such material upon request. Each party warrants that its participation in this Agreement does not conflict with any contractual or other obligation of the party or create any conflict of interest prohibited by the U.S. Government or any other State or local government and shall promptly notify the other party if any such conflict arises during the Term.

17. Indemnification; Insurance.

(a) Indemnification. The Consultant agrees to defend, indemnify and hold harmless the City, its elected officials, officers, department heads, employees and agents from and against any and all claims, liabilities, obligations, causes of action for damages arising out of the negligence or misconduct of the Consultant, including direct damage to the City's property, and costs of every kind and description arising from work or activities performed in connection with Services rendered under this Agreement and alleging bodily injury, personal injury, property damage to the extent the Consultant is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the

Consultant and the City. The Consultant shall not be responsible for indemnifying the City for the City's own negligence.

(b) Insurance Requirements: (1) The following insurance coverage is required of the Consultant and it is understood that the Consultant shall require similar coverage from every subcontractor or subconsultant in any tier according to the work or Services being performed and shall ensure that the City is named as additional insured with notice of cancellation **by policy endorsement** in the same manner as required for insurance coverages required of the Consultant. The Consultant shall procure, present to the City, and maintain in effect for the Term without interruption the insurance coverages identified below with insurers licensed to conduct business in the State of Connecticut and having a minimum Best's A + 15 financial rating or rating otherwise acceptable to the City.

Commercial General Liability (occurrence form) insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of operations conducted under this Agreement. Coverage shall be broad enough to include premises and operations, contingent liability, contractual liability, completed operations (24 months), broad form property damage, care, custody and control, with limitations of a minimum \$1,000,000 per occurrence/\$2,000,000 aggregate and \$500,000 property damage.

Business Automobile insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business. Coverage will be broad enough to include contractual liability, with limitations of \$1,000,000 combined primary and excess coverage for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.

Workers' Compensation insuring in accordance with statutory requirements in order to meet obligations towards employees in the event of injury or death sustained in the course of employment. Liability for employee suits shall not be less than \$500,000 per claim.

Professional Liability/Errors & Omissions with limitations of a minimum of \$1,000,000 per occurrence.

(b) General requirements. All policies shall include the following provisions:

Cancellation notice—The City shall be entitled to receive from the insurance carriers **by policy endorsement** not less than 30 days' written notice of cancellation, non-renewal or reduction in coverage

to be given to the City at: Purchasing Agent, City of Bridgeport, City Hall Annex, 999 Broad Street, Bridgeport, Connecticut 06604.

Certificates of Insurance; Policy Endorsements—All policies will be evidenced by an original certificate of insurance and required policy endorsements delivered to the City and authorized and executed by the insurer or a properly-authorized agent or representative reflecting all coverage required prior to any Services, work or other activity commencing under this Agreement.

Additional Insured—The Consultant and its permitted subcontractors shall arrange with their respective insurance agents or brokers to name the City, its elected and appointed officials, officers, department heads, employees and agents on all policies of primary and excess commercial general liability and automobile liability insurance coverages as additional insured parties **by policy endorsement** and as loss payee with respect to any damage to property of the City, as its interest may appear. The undersigned shall submit to the City upon commencement of this Agreement and periodically thereafter, but in no event less than once during each year during the Term of this Agreement, evidence of the existence of such insurance coverages in the form of original Certificates of Insurance. Such certificates shall designate the City in the following form and manner:

“The City of Bridgeport, its elected and appointed officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA  
Attention: Purchasing Agent  
999 Broad Street  
Bridgeport, Connecticut 06604”

18. Non-discrimination. The Consultant agrees not to discriminate or permit discrimination against any person in its employment practices, in any of its contractual arrangements, in all services and accommodations it offers the public, and in any of its other business operations on the grounds of race, color, national origin, religion, sex, disability or veteran status, marital status, mental retardation or physical disability, unless it can be shown that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commissioner of Human Rights and Opportunities with information which may be requested from time to time by the Commission concerning the employment practices and procedures of both parties as they relate to the provisions of Section 4-114a (now C.G.S. 4-60a) of the Connecticut General Statutes and any amendments thereto. This Agreement is subject to the provisions of the Governor’s Executive Order No. 3 promulgated June 16, 1971, and other Executive Orders that may apply from time to time and, as such, this



Agreement may be canceled, terminated, or suspended by the State Labor Commission for violation of, or noncompliance with, Executive Order No. 3, or any State or Federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this Agreement. The parties to this Agreement, as part of the consideration hereof, agree that Executive Order No. 3 is incorporated herein and made a part hereof. The parties agree to abide by Executive Order No. 3 and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to performance in regard to nondiscrimination, until the Agreement is completed or terminated prior to completion. The parties agree as part of the consideration hereof that this Agreement is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3 and that they will not discriminate in employment practices or policies, will file reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

19. Communications. All communications to the City shall be made orally or in writing to Curtis Denton or his/her respective designee. Any written report requested from the Consultant shall be sent in draft form for review prior to finalization.

20. Miscellaneous.

(a) Entire Agreement. This document and the identified exhibits, schedules and attachments made a part hereof or incorporated herein, constitute the entire and exclusive agreement between the parties with respect to the subject matter hereof and supersede all other communications, whether written or oral.

(b) Modifications. This Agreement may be modified or amended only by a writing signed by the party against whom enforcement is sought.

(c) Prohibition Against Assignment. Except as specifically permitted herein, neither this Agreement nor any rights or obligations hereunder may be transferred, assigned or subcontracted by the Consultant without the City's prior written consent which may be withheld in the exercise of its commercial business judgment and any attempt to the contrary shall be void.

(d) Excusable Delay. The parties hereto, respectively, shall not be in default of this Agreement if either is unable to fulfill, or is delayed in fulfilling, any of its respective obligations hereunder, or is prevented or delayed from fulfilling its obligations, in spite of its employment of best efforts and due diligence, as a result of extreme weather conditions, natural disasters, catastrophic events, casualties to persons or properties, war, governmental preemption in a national emergency, health emergency or pandemic, enactment of law, rule or regulation or change in existing laws, rules or regulations which prevent any party's ability to perform its respective obligations under this Agreement, or actions by other



persons beyond the exclusive control of the party claiming hindrance or delay. If a party believes that a hindrance or delay has occurred, it shall give prompt written notice to the other party of the nature of such hindrance or delay, its effect upon such party's performance under this Agreement, the action needed to avoid the continuation of such hindrance or delay, and the adverse effects that such hindrance or delay then has or may have in the future on such party's performance. Notwithstanding notification of a claim of hindrance or delay by one party, such request shall not affect, impair or excuse the other party hereto from the performance of its obligations hereunder unless its performance is impossible, impractical or unduly burdensome or expensive, or cannot effectively be accomplished without the cooperation of the party claiming delay or hindrance. The occurrence of such a hindrance or delay may constitute a change in the scope or timing of service, and may result in the need to adjust the contract price or contract time in accordance with the terms of this Agreement.

(e) Partial Invalidity. Any provision hereof found by a court of competent jurisdiction to be illegal or unenforceable shall be deleted and the balance of the Agreement shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect.

(f) Partial Waiver. The waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

(g) Headings. Headings are for reference purposes only and have no substantive effect.

(h) Survival. All representations, warranties and indemnifications contained herein shall survive the performance of this Agreement or its earlier termination.

(i) Precedence of Documents. In the event there is any conflict between this Agreement or its interpretation and any exhibit, schedule or attachment, this Agreement shall control and take precedence.

(j) Property Access. The parties understand that it is the City's obligation to obtain legal access to City property or other property where the Consultant's Services are to be performed. The Consultant shall not be held liable for any unlawful entry onto any property where such entry has been ordered, requested or directed by the City in writing.

(k) Authority. The person executing this Agreement on behalf of the Consultant is duly-authorized to do so. The person executing this Agreement on behalf of the City is duly-authorized to do so.

(l) Electronic Signatures. This Agreement, and any related documents entered into in connection with this Agreement may be signed electronically by facsimile, email, or other electronic medium and will be treated in all respects as having the same force and effect as original signatures.

(j) Modifications. This Agreement may be modified or amended only by a writing signed by the party against whom enforcement is sought.

**IN WITNESS WHEREOF**, for adequate consideration and intending to be legally bound, the parties hereto have caused this agreement to be executed by their duly-authorized representatives.

**CITY OF BRIDGEPORT**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

**CONSULTANT**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name: Kevin Price  
Title:  
duly-authorized

**Exhibit A**  
**RFP**

**Exhibit B**  
**Contractor's Proposal with Cost Proposal**

**REQUEST FOR QUALIFICATIONS**  
with **SEALED PRICE PROPOSAL**

**COX02923A**

**BUILDING PERMITTING PROCESS ANALYSIS**



**CITY OF BRIDGEPORT**  
**DEPARTMENT OF PUBLIC PURCHASES**  
**999 BROAD STREET**  
**BRIDGEPORT CT 06604**

**2PM, WEDNESDAY, OCTOBER 12, 2022**

**COX02923A**

**Building Permitting Process Analysis for the City of Bridgeport CT**

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Sealed submissions for a comprehensive review of the **Building Permitting Process for the City of Bridgeport** will be received by the **Department of Public Purchases, 999 Broad Street, 2<sup>nd</sup> Floor, Bridgeport, CT 06604** until **2:00 p.m. on Wednesday, October 12, 2022**

The City of Bridgeport is seeking proposals from qualified firms to provide an independent process analysis and review of the City's current overall building permitting process. Each qualified respondent is to provide a submission along with a SEALED price proposal in conformity with the terms of this Request for Qualifications with Sealed Price Proposal, herein referred to as *RFQ/P* by the deadline of 2pm, Wednesday, October 12, 2022. The respondent selected by the City, pursuant to the terms of this *RFQ/P* & the City's contracting procedures, is referred to herein as the *Contractor*.

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

All Contractors located or owning property in the City of Bridgeport shall assure that all real and personal property taxes are paid.

It is hereby understood, agreed, and acknowledged that upon award of the successful respondent, the undersigned shall be bound and obligated to perform for the City of Bridgeport in accordance with the Terms, Obligations, Conditions, and Specifications as set forth in this *RFQ/P*. Any changes, revisions or alterations of the Terms, Conditions, and Requirements herein shall deem this document to be null and void.

The successful awardee will enter into a professional services agreement approved by the Office of the City Attorney.



# **RFQ/P SPECIFICATIONS**

## **INTRODUCTION**

The City of Bridgeport (City) is seeking a qualified firm to provide an independent process analysis and review of the City's current building permit process. Departments involved in the process include Building Department, Zoning Department, Engineering Department, Fire Marshall, License & Permitting Division, Housing Code Division, Environmental Health Division, Anti-Blight Division, and Parks Department.

## **GENERAL PROJECT OVERVIEW**

The City of Bridgeport strives to provide a very high level of service and ease of process for its citizens, businesses, and development communities.

The City has identified the need for a comprehensive permitting process analysis with an intentional goal to improve development services efficiency and enhance the internal and external customer experience. The city is seeking a qualified consulting firm to provide an independent analysis relative to the city's current permitting process.

The process of mapping and analysis desired is multidisciplinary and will require coordination across several departments and functions within the City. The City is open to discussion with the successful respondent about the order and sequence of the specific processes for process mapping, analysis, and recommendations for improvement, including easing the process of some homeowner applications i.e., fence permit.

The City desires a review, including but not limited to, current organization, management, policies, and processes as they relate to the components of development proposals, intra departmental consultation, plan review, permitting, inspection and code enforcement, which is required for all public and private development related projects.

The successful respondent will conduct an operational analysis of and provide recommendations for improvements in efficiency and customer service among numerous processes and areas of service within the permitting process.

The City ultimately expects a final report that includes a summary of the analysis undertaken, relevant data and specific recommendations regarding operational procedures, policy, management, and resources to include, staffing, technology resources, and facilities enhancements for the City to consider and potentially implement.

## **GENERAL OVERVIEW OF THE CITY**

The City of Bridgeport is in Fairfield County and is approximately 60 miles east of New York City on the northern shore of Long Island Sound. With a 2020 US Census population of 145,014 residents Bridgeport is the largest city in the State of Connecticut. The City is part of the New York combined statistical area and is the fifth largest city in New England.

Bridgeport has a Mayor-Council form of government. There are 20 council members: two council members from each of the ten districts.

The City has a Police Commission, Fire Commission, Ethics Commission, Historic District, Planning and Zoning, Zoning Board of Appeals, Board of Public Purchases, Bridgeport Housing Authority, Parks Commission, Library Board, Board of Education, and the Water Pollution Control Authority. Each section of the City has an NRZ executive board which meets once a month with residents and local business leaders.

## **BACKGROUND**

The City strives to work collaboratively with its citizenry, development community, and related City departments to review all development proposals and then present them to the appropriate agency for consideration, to prepare comprehensive plans, master plans, and strategic plans for future development consideration, and to permit, inspect and approve development improvement projects within the community.

City of Bridgeport staff that participates in the City's development services are responsible for plan review and permitting and the inspection of development projects to ensure compliance with various federal, state, and local regulations, ordinances, and standards, including ADA Accessibility compliance. Development service provider staff consists of Engineers, Planners, Zoning Officials, Building Officials, Site Inspectors, and Administrators in multiple departments within the City.

The City's focus on development activity for construction development proposals includes system resources dedicated to enforcing zoning compliance, site compliance, State stormwater compliance, Federal flood zone compliance, State building code (Building, Plumbing, Mechanical, Electrical) compliance, State Fire Code compliance, and the oversight of various infrastructure maintenance and improvement for public projects within the city limits. These systems are all complex and involve many regulatory requirements and coordination with various state and local agencies.

The City's Building Division has distinct responsibilities in the permit and inspection processes of construction development. They are responsible for oversight of construction development, which includes the issuance of building permits and the provision of field inspections to determine compliance. Other staff members, housed in the Planning Division (zoning, site, and design compliance), the Parks and Recreation Department (landscaping/site compliance), the Fire Marshall's office (Fire Code compliance), and the Public Works Department (Engineering Division-environmental, civil site and traffic compliance), assist with this process.

## **BACKGROUND** *cont.*

Planners administer the Subdivision Ordinance, receive applications, issue permits, and provide plan review services to ensure compliance with the Boards and Commission Conditions and Approvals and the Land Management Ordinance.

Zoning Officials provide plan review and inspection services to ensure compliance with the Land Management Ordinance and compliance with the Boards and Commission Conditions and Approvals.

Engineers provide plan review, inspection, design, and project management services for transportation, storm water management, water and sanitary sewer plans, traffic management, and erosion/sediment control. These functions are performed to ensure compliance with the Land Management Ordinance, City engineering standards and State Agency requirements.

Building Officials provide administration, receive applications, issue permits, and provide plan review and inspection services to ensure compliance with State Building Code requirements.

Fire Marshal staff receive applications, issue permits, and provide plan review and inspection services to ensure compliance with State Fire Code requirements.

During site construction, the Engineers and Site Inspectors provide inspection services to ensure projects are built in compliance with approved plans, City ordinances, and applicable standards. These staff are responsible for coordination of site-related City Code requirements during construction, and in conjunction with the City's building permit process toward an eventual hold or release of a certificate of occupancy.

In addition, there are other City agencies that provide plan review, development review and inspection services through the building permit process. These services are primarily administered by the Building Department staff, Zoning staff and Fire Marshal staff.

## SCOPE OF SERVICES

### OVERVIEW

The City is seeking assistance from an experienced firm to conduct a comprehensive and objective review of the City's development review, permitting and inspection processes and procedures. The selected firm will be responsible for conducting the review from various perspectives (developer, contractor, citizen, neighborhood, etc.) to ensure the city provides a fair and predictable environment for development which results in timely decision-making, informs, and protects neighborhoods and leads to high-quality development. In addition to an analysis of the existing processes, the selected firm should engage various stakeholders, including staff and elected officials, through a variety of means (i.e., stakeholder interviews, focus groups, customer surveys, etc.) to identify public perceptions, expectations, as well as experiences and outcomes.

The final deliverables should highlight aspects of the existing development review and permitting systems that work well and pinpoint areas that need improvement, including an assessment of departmental culture as it relates to customer service. Recommendations should provide a roadmap for making needed improvements including, but not limited to, operations (including any staffing level changes and/or reorganization necessary to implement recommended changes), technology, customer service, communication, and emerging trends. Additionally, an evaluation of the need and desirability of a Development Service Center (one stop shop) considering the significant shift to online permitting (80%). A financial analysis and cost projections should also accompany all recommendations.

## **SCOPE OF SERVICES** *cont.*

### **ANTICIPATED DELIVERABLES**

Services required for this project shall include, but not be limited to:

- Engagement with key staff to:
  - Clarify project goals.
  - identify special issues to be considered.
  - identify staff required to participate.
  - identify staff responsibilities and accountability.
  - identify supervisor roles and responsibilities.
  - identify department head role and responsibilities.
  - identify all permitting process issues.
  - Final deliverable to include potential cost impact of each recommendation
  
- Engagement with staff to discuss the process analysis.
- Documentation, analysis and assessment of the existing organizational structure and staffing levels.
- Documentation, analysis and assessment of the existing land management policies and ordinances and recommendations to facilitate improvement.
- Recommendation of optimal organizational structure and staffing levels required to implement final organization, management, and process/procedure recommendations.
- Documentation, analysis and assessment of existing processes and procedures.
- Development of a narrative description and process map of the current processes.
- Identification and recommendation for the elimination of any redundant or unnecessary steps found in the workflow for each process.
- Identification and documentation of existing processes and procedures that work well and should remain in place.
- Identification and recommendation of relevant technologies (software, hardware, and data management) to facilitate improvements to processes, procedures or required staff training.
- Presentation of findings and recommendations to the city project team and City Council.
- Written progress reports at agreed upon intervals.
- A narrative description and process map of the recommended organization, staffing, processes, and procedures.
- A report that contains a Process Improvement Plan, to include a narrative description and a process flow diagram (business flowchart).
- Final deliverable to include potential cost impact of each recommendation.

## SCOPE OF SERVICES *cont.*

### MINIMUM QUALIFICATIONS

Demonstrated experience and knowledge of Connecticut State Statutes as they relate to Zoning, Building, Engineering, Fire Marshall, PZA, ZBA, Historic Districts, WPCA, Housing Code, and Environmental Health. And/or proven experience performing similar work in a city of similar size with no less than 50,000 residents.

Firms responding to this RFQ/P must have a track record of performing process improvement studies specific to municipal development review, permitting, and building inspections programs. Including revitalization specific assignments.

Firms shall provide examples of relevant projects, qualifications of key personnel that will be assigned to the project, the plan/approach, schedule, **SEALED** cost to meet the Scope of Services and provide a minimum of three (3) references for whom similar services have been provided.

### SUBMISSION REQUIREMENTS

The response to the RFQ/P should include the following:

**Table of Contents:** Identify contents by tab and page number.

#### **TAB 1 - Letter of Interest:**

- a. The respondent's understanding of the work to be performed specifically related to the City's requirements to analyze and improve current processes, procedures, and ordinances. Respondent's knowledge of Connecticut State Statutes and City ordinances.
- b. A positive commitment to perform the services.
- c. The names of key persons, representatives, project managers who will be the main contacts for the City relative to this project.

#### **TAB 2 - Team Qualifications:**

- a. Qualifications, knowledge, and experience of the Principal, Project Manager, and professional staff assigned to this project.
- b. The overall team capacity, balance, and organization.
- c. Assessment of the availability and ability of the Project Manager and key personnel to perform the project scope in a timely manner.
- d. The consultant's ability to become familiar with processes, procedures, and ordinances of the City.
- e. Sub-consultant's and/or sub-contractor roles and responsibilities clearly outlined, including deliverables.



## **SCOPE OF SERVICES *cont.***

**TAB 3 – Project Approach, Scope, Deliverables:** Clearly define the program offered and your method of approach, as well as the resources assigned to include, but not be limited to, the following elements:

- a. Consultant's approach to project /overall methodology.
- b. Consultant's understanding of overall project and proposed timeline to the project within each major element defined in the Scope of Services.
- c. The proposed workflow, schedule, and internal organization as it relates to Consultant's ability to produce deliverables.
- d. Clearly defined tasks, deliverables and schedule presented in a format that can be easily translated into the scope of services.
- e. Customer and staff engagement.
- f. Detailed summary timeline for completion.

**TAB 4 – Proven Performance:**

- a. Detailed information regarding completed similar projects for development review, permitting and inspections programs.
- b. Information regarding the success of implementation of project recommendations.
- c. Working relationships with previous clients.
- d. Job satisfaction expressed by previous clients, and the firm's ability to work well with organizations and project teams of a similar composition and nature to the City of Bridgeport.

**TAB 5 – References:**

- a. A minimum of three (3) references, preferably from other public entities, for whom you have provided similar services of similar size, and socioeconomic status. Include the name of entity, contact person's names, phone numbers, e-mail addresses, mailing addresses, type of service provided, dates these services were provided.
- b. Include references specifically dealing with permitting processes.

## **SEALED COST PROPOSAL**

A Sealed Cost Proposal for Professional Services, as addressed in this RFQ, must be submitted, and will be opened separately from the other submitted required response documents.

The sealed cost proposal shall provide one-time fees as requested for the entire project. Proposal prices shall not include federal, state, and local taxes. Pricing must be all-inclusive, as no additional charges will be allowed except for additional services as requested by the City, if any. There will be no additional reimbursement for travel time or expenses, telephone costs, copying costs, etc.

## **SELECTION COMMITTEE**

There will be a selection panel of between 3-5 persons, consisting of one or more representatives from the CAO's Office, one or more representatives from the City's ITS Department, one or more representatives from the Labor Department, and one or more representatives from the City's Office of Planning and Economic Development. The selection committee will be evaluating the factors as described in the specification of this RFQ/P.

## **EVALUATION CRITERIA/INTERVIEWS**

A selection committee will review and evaluate all submissions. After the evaluation, the committee may conduct interviews with the most qualified respondents before final selection.

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Submissions will be evaluated on the following criteria:

<b>Evaluation Criteria</b>	<b>Points</b>
Project understanding, proposed approach, accuracy, overall quality, thoroughness, and responsiveness to the City's requirements as summarized herein	40
Experience, team qualifications with staffing studies of cities of similar size	40
Staff and availability of resources	10
Time to complete project	10

## SUBMISSION INSTRUCTIONS

**ONE (1) ORIGINAL, FOUR (4) COPIES AND ONE (1) ELECTRONIC VIA THUMBDRIVE MUST BE SUBMITTED.**

Sealed submissions must be received and time-stamped by the Purchasing Department prior to RFQ/P closing time. No submission received after closing time will be considered.

To ensure proper handling & avoid misdirected delivery, please mark your RFQ/P envelope as follows:

### **COX02923A – BUILDING PERMITTING PROCESS ANALYSIS**

Send your submissions to:

Lisa Farlow  
Department of Public Purchases  
2<sup>nd</sup> floor, 999 Broad Street  
Bridgeport, CT 06604

**RFQ/P (RFQ with sealed Price Proposal) submissions are due:  
2:00 PM, Wednesday, October 12, 2022**

**Late Submissions:** City will not assume responsibility if a submission is misdirected, or its delivery is delayed. It shall be the sole responsibility of the submitter to pay for any type of delivery service charge, and to see that the Office of the Purchasing Agent receives his/her submission on time. The clock used shall be the Purchasing Agent's official date and time stamp clock. The City does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service.

The City shall not be responsible for and/or shall not pay any costs associated with the preparation, submission, or presentation of any submission, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

### TENTATIVE RFQ/P TIMELINE

RFQ/P Issued	September 14, 2022
Question submission deadline	September 28, 2022
Answers to questions deadline	October 3, 2022
<b>RFQ/P RESPONSES DUE</b>	<b>October 12, 2022</b>
Interviews to occur if necessary	Week of October 17, 2022
Select preferred vendor	Week of October 24, 2022
Presentation to the Board of Public Purchases	November 9, 2022
Commence negotiations with preferred vendor	TBD
Submit for City Council Approval	TBD

### CITY RESERVATION OF RIGHTS

The City reserves its rights to reject any or all responses or any portion thereof that it may determine to be in its own best interests, for whatever reason.

## PROFESSIONAL SERVICES AGREEMENT

### Permitting Process

**THIS AGREEMENT** between the parties dated the \_\_\_ day of \_\_\_\_\_, 2022 (the "Agreement") is hereby entered into between \_\_\_\_\_ with its principal places of business at \_\_\_\_\_ (the "**Consultant**") and **the City of Bridgeport**, through \_\_\_\_\_, with its principal place of business at 45 Lyons Terrace, Bridgeport, Connecticut 06604 (the "**City**") on the following terms and conditions:

**WHEREAS**, the City advertised a Request for Qualifications with sealed Price Proposals ("RFQ/P") on \_\_\_\_\_, 2022 for the purpose of reviewing the permitting and operational efficiency of the Building Department such RFQ is attached hereto as **Exhibit A**;

**WHEREAS**, the Consultant submitted responsive documents on \_\_\_\_\_, 2022, which are attached hereto as **Exhibit B**; and

**WHEREAS**, the Board of Public Purchases reviewed the solicitation and selection process at their meeting on November 9, 2022, **and approved said process**; and

**WHEREAS**, the City selected the Consultant based upon its qualifications and proposal and further based upon the Consultant's statements and representations made therein; and

**WHEREAS**, the City is utilizing General Funds to contract with the Consultant; and

**NOW, THEREFORE**, for good and valuable consideration, the parties mutually agree as follows:

1. General Undertaking. The parties are entering into this Agreement for the purposing of engaging the Consultant to provide a comprehensive Police Operations and Staffing Assessment, inclusive of an actionable Strategic Plan (the "Assessment"), of all Division of the Bridgeport Police Department, such duties being more detailed and delineated in the Scope of Work attached hereto and made a part hereof as **Exhibit C** and such other tasks as the City may direct the Contractor to perform within the general scope of activities for which the Contractor is being engaged (the "**Services**" or "**Project**").

2. Term of Engagement. This Agreement shall commence within five (5) business days of the date last below written and shall continue in full force and effect until **December 31, 2022**, or until the earlier termination of this Agreement as provided herein, whichever occurs first ("**Term**"). Termination shall have no effect on the City's obligation to pay for Services rendered through such earlier termination for work that has been completed in accordance with the terms of this Agreement and which has been accepted in due course by the City. The City may extend the Contract for up to **one (1) additional 3-month terms, for a maximum term of six months**. The City is not obligated to extend the Contract.

3. Contract Time. The initial Assessment shall be due on or before December 31, 2022. The City will have 15 days to review the initial Assessment and provide feedback to the Consultant during which time the City and the Consultant shall meet to discuss the initial Assessment. Consultant shall complete the final assessment the earlier of January 31, 2022, or 30 days from receipt of feedback from the City (the "Final Completion Date.").

(a) Time is and shall be of the essence for all Project milestones, completion date for the Project. The Consultant further agrees that the work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract time stated above. It is expressly understood and agreed, by and between the Consultant and City, that the Contract Time is reasonable for the completion of the Work. The Consultant shall be subject to City imposed fines and/or penalties in the event the Consultant breaches the foregoing dates.

#### 4. Responsibilities of Consultant

(a) Use of City Property. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall have access to such areas of City property as the City and the Consultant agree are necessary for the performance of the Consultant's services under this Contract (the "Site" or the "Premises") and at such times as the City and the Consultant may mutually agree. The Consultant shall not be held liable for any unlawful entry onto any property where such entry has been ordered, requested or directed by the City in writing. Consultant shall perform all work in full compliance with Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner. Consultant shall immediately correct any dangerous condition caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Consultant, City may, but shall not be required to, correct same at Consultant's expense. City shall confirm in writing any oral notice given within five (5) business days thereafter.

(b) Working Hours. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall coordinate its schedule so that work on the Premises is performed during those hours the City sets forth in a written notice to the Consultant, unless written permission is obtained from the City to work during other times. This condition shall not excuse Consultant from timely performance under the Contract. The work schedule must be agreed upon by the City and the Consultant.

(c) Pandemic Restrictions. Limitations relating to such shall follow local Health Department guidelines.

(d) Publicity. Consultant agrees not to deliberately disclose the fact that the City has entered into or terminated this Contract or disclose any of the terms of the Contract or use the City's name in connection with any publicity, unless the City gives prior written consent to such use of the City's name in each instance.

(e) Standard of Performance. All workmanship, services, materials or equipment, either at the Premises or intended for it, shall conform in all respects with the requirements of all this Contract, and shall be the best obtainable from the crafts and trades. In all cases, the services, materials, equipment, reports, plans, specifications, deliverables,



workmanship, etc. shall be equal to or better than the grade specified, and the best of their kind that is obtainable for the purpose for which they are intended. The standard of care and skill for all services performed by the Consultant shall be that standard of care and skill ordinarily used by other members of the Consultant's profession practicing under the same or similar conditions at the same time and in the same locality. The Consultant's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with standard industry practice.

(f). Consultant's Employees. The Consultant shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

5. Record of Activities. The Consultant shall maintain contemporaneous daily time records of hours and tasks performed in sufficient detail requested by the City, which records shall be submitted to the Project Manager as requested during the Term, or unless otherwise directed by the City. Unless otherwise stated, all work schedules shall be considered a material part of this Agreement.

6. Payment.

(a) Source of Funds. The Consultant's activities under this Agreement will be funded **General Funds**. The parties understand that the Consultant will provide its Services pursuant to the Scope of Work, including reimbursable expenses, up to a maximum not-to-exceed amount to be determined.

(b) Payment. The Consultant will submit invoices to the Project Manager on a monthly basis for the prior month's Services rendered and such invoices shall be paid by the City within 45 days of receipt of a complete invoice. The Project Manager will promptly review each Consultant invoice and shall, within ten (10) business days of receipt, either approve such invoice for payment or advise Consultant of any revisions or additional documentation necessary to render such invoice so approved.

5. Acceptability of Information and Reports Supplied by the Consultant. Any and all information and reports, whether supplied orally or in writing by the Consultant, shall be based upon consistent and reliable data-gathering methods and may be relied upon by the City. The City acknowledges that all such information and reports were prepared for the project at hand and are neither represented nor warranted to be appropriate for reuse on any other project or under different circumstances and that any such reuse shall be at the sole risk of the City and without liability to the Consultant.

7. Proprietary Rights. It is not anticipated that the Consultant will develop or deliver to the City anything other than Services and certain written reports or recommendations. Nevertheless, the City shall own all right, title and interest in such the Consultant's work under this Agreement to the extent such work provides analyses, findings, or recommendations uniquely related to the Services to be rendered. The Consultant expressly acknowledges and agrees that its work constitutes "work made for hire" under Federal copyright laws (17 U.S.C. Sec. 101) and is owned exclusively by the City and, alternatively, the Consultant hereby irrevocably assigns to the City all right, title and interest in and irrevocably waives all other rights (including moral rights) it might have in its work under this Agreement. The Consultant shall, at any time upon request, execute any documentation required by the City to vest exclusive ownership of such work in the



City (or its designee). The Consultant retains full ownership of any underlying techniques, methods, processes, skills or know-how used in developing its Services under this Agreement and is free to use such knowledge in future projects.

8. Confidential Information.

(a) Acknowledgment of Confidentiality. Each party hereby acknowledges that it may be exposed to confidential and proprietary information belonging to the other party or relating to its affairs, including materials expressly designated or marked as confidential ("**Confidential Information**"). Confidential Information does not include (i) information already known or independently developed by the recipient; (ii) information in the public domain through no wrongful act of the party, (iii) information received by a party from a third party who was free to disclose it or (iv) information required to be disclosed under the Connecticut Freedom of Information Act.

(b) Covenant Not to Disclose. Each party hereby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose the other party's Confidential Information to any person or entity, except to its own employees who have a "need to know," to such other recipients as the other party may approve in writing in advance of disclosure, or as otherwise required by court order, statute or regulation. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own Confidential Information, but in no event shall a party use less than reasonable care and due diligence. Neither party shall alter or remove from any software, documentation or other Confidential Information of the other party (or any third party) any proprietary, copyright, trademark or trade secret legend.

9. Injunctive Relief. The parties acknowledge that violation by one party of the provisions of this Agreement relating to violation of the other party's Proprietary Rights or Confidential Information rights would cause irreparable harm to the other party not adequately compensable by monetary damages. In addition to other relief, it is agreed that preliminary and permanent injunctive relief may be sought without the necessity of the moving party posting bond to prevent any actual or threatened violation of such provisions.

10. Representations and Warranties.

The Consultant represents and warrants, as of the date hereof and throughout the Term of this Agreement, as follows:

(a) The Consultant represents that it has the requisite experience to undertake and complete the Services pursuant to the requirements of this Agreement and has in its employ or will hire qualified and trained personnel to perform the Services required.

(b) The Consultant represents that it can commence the Services promptly within five (5) days of the receipt of a notice to proceed and will complete the Services in a timely manner on a schedule to be approved by the City.

(c) The Consultant represents that it is financially stable and has adequate resources and personnel to commence and complete the Services required in a timely fashion.

(d) The Consultant's performance of the Services described herein, and its representation of the City, will not result in a conflict of interest, will not violate any laws or contractual obligations with third parties, and is an enforceable obligation of the Consultant.

(e) The Consultant will not subcontract any of the work to third parties without prior written notice to the City and receipt of the City's prior written consent.

(f) The Consultant represents that neither it, nor any of its officers, directors, owners, employees or permitted subcontractors, have committed a criminal violation of or are under indictment of a federal or state law arising directly or indirectly from its business operations or reflects on its business integrity or honesty that resulted or may result in the imposition of a monetary fine, injunction, criminal conviction or other penal sanction, and further represents that the Consultant, its officers, directors, owners, employees, agents and subcontractors shall comply with the requirements of all laws, rules and regulations applicable to the conduct of its business or the performance of the Services under this Agreement.

(g) The Consultant represents that it will perform the Services in a good and workmanlike manner and will diligently pursue the completion of same in accordance with the terms of this Agreement.

(h) The Consultant represents that it possesses all licenses and permits that may be required to perform the Services required by this Agreement.

(i) The Consultant represents and warrants that the performance of the Services will not infringe upon or misappropriate any United States copyright, trademark, patent, or the trade secrets or other proprietary material of any third persons. Upon being notified of such a claim, the Consultant shall (i) defend through litigation or obtain through negotiation the right of the City to continue using the Services of the Consultant; (ii) rework the Services to be rendered so as to make them non-infringing while preserving the original functionality, or (iii) replace the Services with the functional equivalent. If the City determines that none of the foregoing alternatives provide an adequate remedy, the City may terminate all or any part of this Agreement and, in addition to other relief, recover the amounts previously paid to the Consultant hereunder.

(j) The Consultant represents and warrants that any computer program included as a deliverable Service hereunder operates substantially in accordance with the specifications for such work and in compliance with Year 2000 Standards. For these purposes, "**Year 2000 Standards**" means the deliverable Services and the reports prepared in connection therewith records, stores, recognizes, interprets, processes and presents both 20th and 21st century dates using four (4) digit years and operates at a programming interface level with other programs for which it could reasonably be expected to operate without causing the other programs to violate such Year 2000 Standards.

11. Remedies & Liabilities.

(a) Remedies. In addition to other remedies expressly acknowledged hereunder and except as expressly limited herein, the City shall have the full benefit of all remedies generally available to a purchaser of goods under the Uniform Commercial Code.

(b) Liabilities. THE CITY SHALL NOT BE LIABLE TO THE CONSULTANT FOR ANY CLAIM ARISING OUT OF THIS AGREEMENT IN AN AMOUNT EXCEEDING THE TOTAL CONTRACT PRICE FOR THE DELIVERABLE AT ISSUE. EXCEPT FOR VIOLATIONS BY THE CONSULTANT OF SECTION 6 ("PROPRIETARY RIGHTS") OR SECTION 7 ("CONFIDENTIAL INFORMATION"), NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST SAVINGS OR PROFIT) SUSTAINED BY THE OTHER PARTY OR ANY OTHER INDIVIDUAL OR ENTITY FOR ANY MATTER ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS AGREEMENT. THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE THAT THE FOREGOING LIMITATION HAS BEEN NEGOTIATED BY THE PARTIES AND REFLECTS A FAIR ALLOCATION OF RISK.

12. Notices. Notices sent to either party shall be effective on the date delivered in person by hand or by overnight mail service or on the date received when sent by certified mail, return receipt requested, to the other party or such other address as a party may give notice of in a similar fashion. The addresses of the parties are as follows:

If to the City:

Chief Administrative Office  
City of Bridgeport  
Margaret E. Morton Government Center  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

with a copy to:

Office of the City Attorney  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

If to the Consultant:

At the address specified above.

13. Termination For Default; Termination For Convenience.

(a) This Agreement shall terminate upon expiration of the Term or upon the earlier termination by one of the parties in accordance with the terms hereof. In addition to other relief, either party may terminate this Agreement if the other party breaches any material provision hereof and fails after receipt of written notice of default to advise the other party in writing within five (5) business days of its intentions with respect to such default and in any event corrects or cures such default within ten (10) business days of the receipt of notice of default. If such default cannot be cured or corrected within such 10-day period and the defaulting party details in writing to the other the reasons why such default cannot be so corrected or cured, the other party shall give an additional thirty (30) day period to correct or cure such default and the defaulting party shall with best efforts and due diligence promptly commence and consistently pursue corrective or curative action reasonably acceptable to the aggrieved party to completion. Either party shall be in default hereof if it becomes insolvent, makes an assignment for the benefit of its creditors, or if a receiver is appointed or a petition in bankruptcy is filed with respect to the party and is not dismissed within thirty (30) days. Termination shall have no effect on the parties' respective rights or obligations under **Section 7** ("Confidential Information"), **Section 9** ("Injunctive Relief") or **Section 10** ("Warranties").

(b) The Consultant may not terminate for convenience. The City may terminate for convenience upon giving written notice of termination.

14. Resolution of Disputes and Choice of Law.

The parties agree that all disputes between them arising under this agreement or involving its interpretation, if they cannot be first resolved by mutual agreement, shall be resolved in a court of competent jurisdiction over the parties located in Fairfield County, Connecticut.

15. Independent Consultant Status. The Consultant shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Consultant's services. The Consultant and its approved subcontractors are independent contractors in relation to the City with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. The Consultant shall remain responsible, and shall indemnify and hold harmless the City, from and against all liability for the withholding and payment of all Federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies or employee benefit requirements (under ERISA, state law or otherwise) now existing or hereafter enacted and attributable to the Consultant, its subcontractors and their respective employees. THE CONSULTANT REPRESENTS THAT IT RETAINS WIDE DISCRETION IN THE TIME, MANNER AND DETAILS OF PERFORMANCE, IS NOT UNDER THE CITY'S DIRECT SUPERVISION OR CONTROL, HAS THE SKILLS AND TOOLS TO PERFORM THE WORK, HOLDS ITSELF OUT GENERALLY AS AN INDEPENDENT CONSULTANT AND HAS OTHER SUBSTANTIAL SOURCES OF INCOME.



16. Security, No Conflicts. Each party agrees to inform the other of any information made available to the other party that is classified or restricted data, agrees to comply with the security requirements imposed by any state or local government, or by the United States Government, and shall return all such material upon request. Each party warrants that its participation in this Agreement does not conflict with any contractual or other obligation of the party or create any conflict of interest prohibited by the U.S. Government or any other government and shall promptly notify the other party if any such conflict arises during the Term.

17. Indemnification; Insurance.

(a) Indemnification. The Consultant agrees to defend, indemnify and hold harmless the City, its elected officials, officers, department heads, employees and agents from and against any and all claims, liabilities, obligations, causes of action for damages arising out of the negligence or misconduct of the Consultant, including direct damage to the City's property, and costs of every kind and description arising from work or activities under this agreement and alleging bodily injury, personal injury, property damage regardless of cause, except that the Consultant shall not be responsible or obligated for claims arising out of the sole proximate cause of the City, its elected officials, officers, department heads, employees or agents.

B. Insurance requirements: (1) The following insurance coverage is required of the Consultant and it is understood that the Consultant will require other coverage from every contractor and subcontractor in any tier according to the work being performed and shall ensure that the City is named as additional insured with notice of cancellation in the same manner as required for insurance coverages required of the Consultant. The Consultant shall procure, present to the City, and maintain in effect for the Term without interruption the insurance coverages identified below with insurers licensed to conduct business in the State of Connecticut and having a minimum Best's A 15 financial rating acceptable to the City.

Commercial General Liability (occurrence form) insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of operations conducted under this agreement. Coverage shall be broad enough to include premises and operations, contingent liability, contractual liability, completed operations (24 months), broad form property damage, care, custody and control, with limitations of a minimum \$1,000,000 per occurrence and \$300,000 property damage.

Business Automobile, if applicable, insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business. Coverage will be broad enough to include contractual liability, with limitations of \$1,000,000 combined primary and excess coverage for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.

Workers' Compensation insuring in accordance with statutory requirements in order to meet obligations towards employees in the event of injury or death sustained in the course of employment. Liability for employee suits shall not be less than \$500,000 per claim.

(b) General requirements. All policies shall include the following provisions:

Cancellation notice—The City shall be entitled to receive from the insurance carriers **by policy endorsement** not less than 10 days' written notice of cancellation, non-renewal or reduction in coverage to be given to the City at: Purchasing Agent, City of Bridgeport, City Hall, 45 Lyon Terrace, Bridgeport, Connecticut 06604.

Certificates of Insurance—All policies will be evidenced by an original certificate of insurance delivered to the City and authorized and executed by the insurer or a properly-authorized agent or representative reflecting all coverage required, such certificate required to be delivered to the City prior to any work or other activity commencing under this agreement.

Additional insured—The Consultant and its permitted subcontractors will arrange with their respective insurance agents or brokers to name the City, its elected officials, officers, department heads, employees and agents on all policies of primary and excess insurance coverages as additional insured parties **by policy endorsement** and as loss payee with respect to any damage to property of the City, as its interest may appear. The undersigned shall submit to the City upon commencement of this agreement and periodically thereafter, but in no event less than once during each year of this agreement, evidence of the existence of such insurance coverages in the form of original Certificates of Insurance issued by reputable insurance companies licensed to do business in the State of Connecticut and having minimum Best's A + 15 financial ratings acceptable to the City. Such certificates shall designate the City in the following form and manner:

"The City of Bridgeport, its elected officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA  
Attention: Purchasing Agent  
999 Broad Street  
Bridgeport, Connecticut 06604"

18. Non-discrimination. The Consultant agrees not to discriminate, nor permit discrimination, against any person in its employment practices, in any of its contractual arrangements, in all services and accommodations it offers the public, and in any of its other business operations on the grounds of race, color, national origin, religion, sex, disability or veteran status, marital status, mental retardation or physical disability, unless it can be shown that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commissioner of Human Rights and Opportunities with information which may be requested from time to time by the Commission concerning the employment practices and procedures of both parties as they relate to the provisions of Section 4-114a of the Connecticut General Statutes and any amendments thereto. This agreement is subject to the provisions of the Governor's Executive Order No. 3 promulgated June 16, 1971, and, as such, this Agreement may be canceled, terminated, or suspended by the State Labor Commission for violation of, or noncompliance with, Executive Order No. 3, or any State or Federal law concerning nondiscrimination,



notwithstanding that the Labor Commissioner is not a party to this agreement. The parties to this agreement, as part of the consideration hereof, agree that Executive Order No. 3 is incorporated herein and made a part hereof. The parties agree to abide by Executive Order No. 3 and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to performance in regard to nondiscrimination, until the agreement is completed or terminated prior to completion. The parties agree as part of the consideration hereof that this agreement is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3 and that they will not discriminate in employment practices or policies, will file reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

19. Communications. All communications shall be made orally or in writing to the Director of Planning and Economic Development for the City of Bridgeport or his respective designee. Any written report requested from the Consultant shall be sent in draft form for review prior to finalization.

20. Contract Change Order.

(a) At the sole discretion of the City, a Change Order may be issued solely by the City to modify an existing party obligation set forth in this Contract where the scope of the Change Order is:

(i) within the scope of the original Contract OR is made pursuant to a provision in the original Contract, AND

(ii) the Change Order monetary cost is charged solely against those funds encumbered for and at the time the Contract was originally executed by the City, that is those funds set forth in the original Contract as a not to exceed payment amount AND

(iii) the Final Completion Date has not been changed.

(b). Notwithstanding the foregoing subsection A, a Change Order shall not include:

(i) an upward adjustment to a Consultant's payment claim, or

(ii) a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment.

(c). That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed, and if agreed to, approved by the City's Purchasing Agent and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant, any City designated representative(s), and a duly authorized representative of the City's Purchasing Agent prior to the Consultant's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this Contract.

21. Excusable Delay. The parties hereto, respectively, shall not be in default of this Agreement if either is unable to fulfill, or is delayed in fulfilling, any of its obligations hereunder, or is prevented or delayed from fulfilling its obligations, in spite of its employment of best efforts and due diligence, as a result of extreme and unseasonable weather conditions, natural disasters, catastrophic events, mass casualties to persons or significant destruction of property, war, governmental preemption in a national emergency, enactment of law, rule or regulation or change in existing laws, rules or regulations which prevent any party's ability to perform its respective obligations under this Agreement, or actions by other persons beyond the exclusive control of the party claiming hindrance or delay. If a party believes that a hindrance or delay has occurred, it shall give prompt written notice to the other party of the nature of such hindrance or delay, its effect upon such party's performance under this Agreement, the action needed to avoid the continuation of such hindrance or delay, and the adverse effects that such hindrance or delay then has or may have in the future on such party's performance. Notwithstanding notification of a claim of hindrance or delay by one party, such request shall not affect, impair or excuse the other party hereto from the performance of its obligations hereunder unless its performance is impossible, impractical or unduly burdensome or expensive, or cannot effectively be accomplished without the cooperation of the party claiming delay or hindrance. The occurrence of such a hindrance or delay may constitute a change in the scope of Services, and may result in the need to adjust the Compensation in accordance with the terms of this Agreement.

22. Non-Discrimination. The requirements for minority hiring and participation by disadvantaged businesses are set forth in Chapter 3.12 of the Municipal Code of Ordinances of the City of Bridgeport, which Chapter is attached here to as **Exhibit D**.

21. Miscellaneous.

(a) No Third-Party Beneficiaries. None of the provisions of this Agreement is intended to be for the benefit of, or shall be enforceable by, any person other than the parties hereto and their permitted successors and assigns.

(b) Electronic Signatures. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed or signed and scanned, and that any electronic or scanned signatures appearing on this Agreement, or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

(c) Prohibition Against Assignment. Except as specifically permitted herein, neither this Agreement nor any rights or obligations hereunder may be transferred, assigned or subcontracted by the Consultant without the City's prior written consent and any attempt to the contrary shall be void.

(d) Partial Invalidity. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be deleted and the balance of the Agreement shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect.

(e) Partial Waiver. The waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

(f) Headings. Headings are for reference purposes only and have no substantive effect.

(g) Survival. All representations, warranties and indemnifications contained herein shall survive the performance of this Agreement or its earlier termination.

(h) Precedence of Documents. In the event there is any conflict between this agreement or its interpretation and any exhibit, schedule or attachment, this Agreement shall control and take precedence.

(i) Entire Agreement. This document and the identified exhibits, schedules and attachments made a part hereof or incorporated herein, constitute the entire and exclusive agreement between the parties with respect to the subject matter hereof and supersede all other communications, whether written or oral.

(j) Modifications. This Agreement may be modified or amended only by a writing signed by the party against whom enforcement is sought.

**IN WITNESS WHEREOF**, for adequate consideration and intending to be legally bound, the parties hereto have caused this agreement to be executed by their duly-authorized representatives.

**CITY OF BRIDGEPORT**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Joseph P. Ganim  
Mayor

**CONSULTANT**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:  
duly-authorized

**Exhibit A**

Requests for Qualification and Submissions

**Exhibit B**

Consultant's Proposal

## **Exhibit C**

### Scope of Work

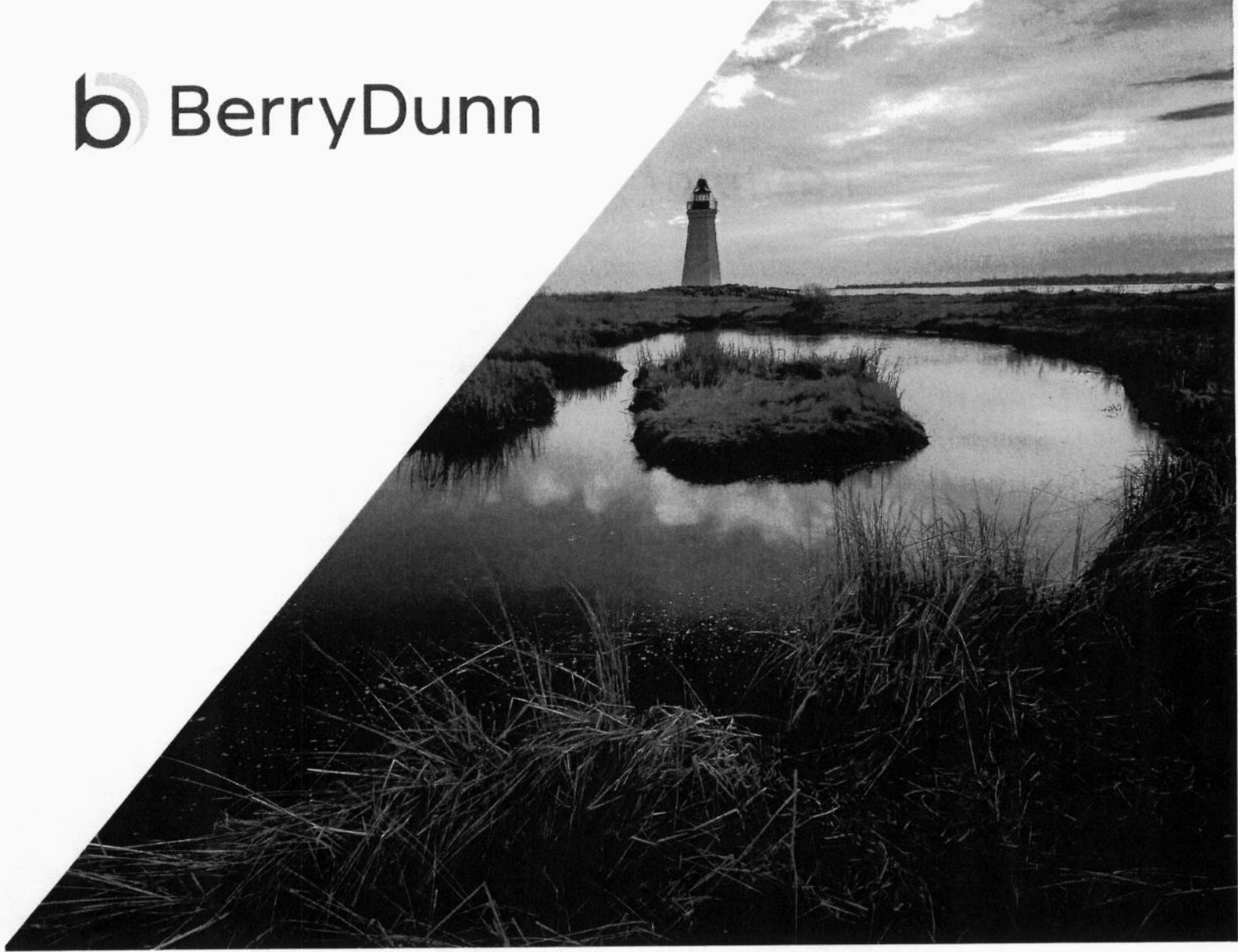


**Exhibit D**  
**Nondiscrimination**

Chapter 3.12 of the Bridgeport Code of Ordinances reads in pertinent part as follows:

- A. The Contractor agrees and warrants that during the performance of this contract he will not Discriminate or permit discrimination against any person or group of persons because of race, color, religion, sex, age or national origin in any manner prohibited by the laws of the United States or of the state of Connecticut, and further agrees to take affirmative action that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Office of Contract Compliance of the City of Bridgeport setting forth the provisions of this section.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, age or national origin.
- C. The Contractor will send to each labor union or other representative with which he has a collective bargaining agreement or other contract or understanding, and to each vendor with which he has a contract or understanding, a notice to be provided advising the labor union or worker's representative of the Contractor's commitments under this division, and shall post copies of such notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of this Section and with all the rules and regulations or orders issued by the Office of Contract Compliance pursuant thereto.
- E. The Contractor will provide the Office of Contract Compliance with such information requested by said office concerning the employment pattern, practices and procedures of the Contractor as relate to the provisions of subsections A through C of this Section and rules and regulations and/or orders issued pursuant thereto.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of the Contract or with any rule, regulation or order issued under this Section, the Contract may be canceled, terminated or suspended, in whole or in part and such other sanctions may be imposed and remedies invoked as are provided under the provisions of Section 3.12.100(D) of the City of Bridgeport Ordinances and rules, regulations or orders issued pursuant thereto, or as provided by federal and state laws.

- G. The Contractor will include the provisions of subsection A of this Section, in every subcontract or purchase order unless exempted by rules, regulations or orders of the Office of Contract Compliance issued pursuant to Section 3.12.060 of the City of Bridgeport Ordinances, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Office of Contract Compliance may direct as a means of enforcing this Section, including sanctions for non-compliance in accordance with the provisions of Section 3.12.100 of the City of Bridgeport Ordinances.



## *TECHNICAL PROPOSAL*

# City of Bridgeport

Building Permitting Process Analysis  
Request for Qualifications COX02923A

**BerryDunn**  
2211 Congress Street  
Portland, ME 04102  
207.541.2200

**Kevin Price, Project Principal**  
kprice@berrydunn.com

**Keri Ouellette, Project Manager**  
kouellette@berrydunn.com

**Submissions Due**  
October 12, 2022 | 2 p.m.

berrydunn.com

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# Tab 1. Letter of Interest

October 12, 2022

City of Bridgeport | Department of Public Purchases  
Attn: Lisa Farlow  
999 Broad Street, 2<sup>nd</sup> floor  
Bridgeport, CT 06604

Dear Lisa Farlow:

On behalf of Berry Dunn McNeil & Parker, LLC (BerryDunn), I would like to thank you for the opportunity to submit this **technical proposal** in response to the City of Bridgeport's (the City's) Request for Qualifications (RFQ) No. COX02923A for Building Permitting Process Analysis. We have read the City's request, and we have reviewed its terms and conditions and the contents presented therein. Our proposal will remain effective for 120 days from the submission deadline of October 12, 2022.

BerryDunn is a nationally recognized independent management and IT consulting firm founded in 1974 and headquartered in Portland, Maine with more than 100 clients in the New England region and two office locations in the State of Connecticut (the State). Focused on inspiring organizations to transform and innovate, we are a stable and well-established firm that has preserved our core values and reputation for excellence throughout our 48-year history. Our firm's culture is centered on a deep understanding of our clients' commitment to serving their internal and external stakeholders alike. The human aspect of projects can often be forgotten in the maze of regulatory changes and legal requirements with which counties, cities, and departments must comply. BerryDunn proudly tailors each of its projects to recognize the work our clients do every day. **We care about what we do, and we care about the people impacted by our work**—including those associated with the City and those impacted by its development review, permitting, and inspection processes and procedures.

As an organization that strives to provide a very high level of service and ease of process for its citizens, businesses, and development communities alike, Bridgeport has more than earned its positive reputation. The City's stakeholders benefit from its focus on providing a fair and predictable environment for development, as well as its ability to make timely decisions. In support of the City's reputation and its passion for protecting Bridgeport neighborhoods and leading high-quality development efforts, the City seeks guidance in the detailed and objective review of its development review, permitting, and inspection processes and procedures. By way of thorough information-gathering and engagement activities, the City's consulting partner will consider various viewpoints in identifying strengths and improvement areas in its existing environment. With this understanding as the basis, the City's consulting partner will then develop recommendations and a roadmap to respond accordingly. The perceptions, expectations, experiences, and outcomes realized through this analysis will inform the City's efforts in addressing current operational, technological, customer service, communication, and/or financial challenges, as well as help the City respond to emerging trends.

With the City's goals and objectives in mind, we are certain that we are well-positioned to partner with the City on this engagement. Further, we have several attributes that we hope the City will consider as it determines the best path forward.



***Our firm's specialized Community Development and Utility Operations Practice.***

BerryDunn's Community Development and Utility Operations Practice focuses on municipal and county policies, processes, fees, and systems related to planning, zoning, permitting, inspections, development services, code enforcement, land management, work order, and asset management functions. This practice is composed of industry experts with both firsthand and

project experience. Notably, several of our proposed project team members have worked in related local government positions, including in community development and permitting department leadership and finance roles. We will leverage this to provide unique insights and lessons learned in delivering the City's desired scope of services.



***Our deep experience conducting organizational development services.*** Organizational development is core to our firm's service offerings. Notably, we have deep experience and skill in conducting organizational, operational, and staffing analyses; business process review and improvement; strategic planning initiatives; and more. All these projects involve conducting thorough information-gathering activities and effectively engaging stakeholders. Through these efforts, we consider all voices, perspectives, and experiences in assessing our clients' current environments and developing recommendations that reflect a shared vision and offer widespread value. This focus helps promote buy-in, generate consensus, and deliver exceptional outcomes for our clients.



***Our proven methodologies, tools, and technologies.*** Our work for the City will be guided by established project management methodologies and best practices as defined by the Project Management Institute® (PMI®). These methodologies provide a proven framework for leading any type of project—keeping it on time, on budget, and progressing at a healthy pace. We leverage tools and technologies that allow us to conduct projects efficiently and effectively. For example, we leverage Social Pinpoint, a customizable project landing webpage, to engage project participants virtually when in-person engagement may not be possible. We are also well-versed in business process mapping software, allowing us to visually depict as-is and to-be environments, confirm our understanding of our clients' current and desired processes, and help ensure optimal efficiency and productivity. We will leverage these and other tools to support the City in this effort.

***Our familiarity with and presence in the State and the New England region.*** At BerryDunn, we are proud to serve our neighbors. With roots in Maine and two office locations in Connecticut, we have developed strong relationships with more than 100 clients in the region. Through this, we have become familiar with the State's statutes and related ordinances and will leverage our knowledge and insights in our work with the City. Also notable is the background of one of our proposed subject matter experts, Khara Dhodds. Khara previously served as the Director of Planning and Land Use Services for the City of Glastonbury, Connecticut where she oversaw four divisions, including the Offices of Health, Fire Marshal, Building Official/Zoning Enforcement, and Planning. She also led the Community Development Department through the COVID-19 pandemic, resulting in major shifts in department services with many business practices and procedures being transformed to digital processes. This firsthand experience—as well as BerryDunn's regional experience as a whole—will prove invaluable for the City on this project.

As a principal in our Local Government Practice Group and leader of our Community Development and Utility Operations Practice, I am authorized to bind BerryDunn to the commitments made herein. I can also positively commit that if chosen to partner with the City on this initiative, we will perform all requested services. **That said, please consider me your primary point of contact should the City have any questions or updates during the evaluation process.**

Sincerely,

**Kevin Price, MPP, PMP®, Prosci® CCP, Principal**  
207-541-2379 | kprice@berrydunn.com



BerryDunn at a Glance

**NAME**  
Berry Dunn McNeil & Parker, LLC  
(dba BerryDunn)

**FOUNDED**  
1974

**LOCATIONS**  
Maine  
New Hampshire  
Massachusetts  
Connecticut  
West Virginia  
Arizona  
Puerto Rico

**EMPLOYEES**  
800+ nationwide

## Tab 2. Team Qualifications

### Firm Overview

BerryDunn is a nationally recognized independent management and IT consulting firm focused on inspiring organizations to transform and innovate. As a Limited Liability Company formed in 1974 with 55 principals and 29 owners, we have experienced sustained growth throughout our 48-year history by delivering a high level of service to clients in all 50 states, the Commonwealth of Puerto Rico, and Canada.

We employ more than 800 staff members—including more than 300 in our Consulting Services Team. From extensive project experience for more than 400 state, local, and quasi-governmental agencies, our team brings valuable perspectives to every engagement. Our firm provides a full range of professional services that supports our ability to complete tasks outlined by the City on this initiative. These include:

- ▶ Business Process Improvement, Reviews, and Redesign
- ▶ Comprehensive/Master Planning
- ▶ Cost of Service and Fee Studies
- ▶ Enterprise and Departmental Strategic Planning
- ▶ IT Assessments
- ▶ IT Strategic Planning
- ▶ Leadership and Organization Development
- ▶ Organizational, Operational, and Staffing Analyses
- ▶ Organizational Change Management
- ▶ Performance Analyses
- ▶ Project Assessments and Remediation
- ▶ Software Planning and Procurement
- ▶ Software Implementation Project Management and Oversight

Additionally, our team has prior experience serving state and local government agencies, providing them with an in-depth understanding of government operations, staffing needs, budgetary constraints, and the business processes required to provide necessary services to the internal divisions and the constituents the City serves.

**Figure 1 illustrates the overall organization of BerryDunn's Local Government Practice Group.** We provide unparalleled expertise and unique insights across these practices, supporting our clients in solving some of their biggest challenges and addressing opportunities to improve and plan.

Figure 1: Local Government Practice Group Specialization



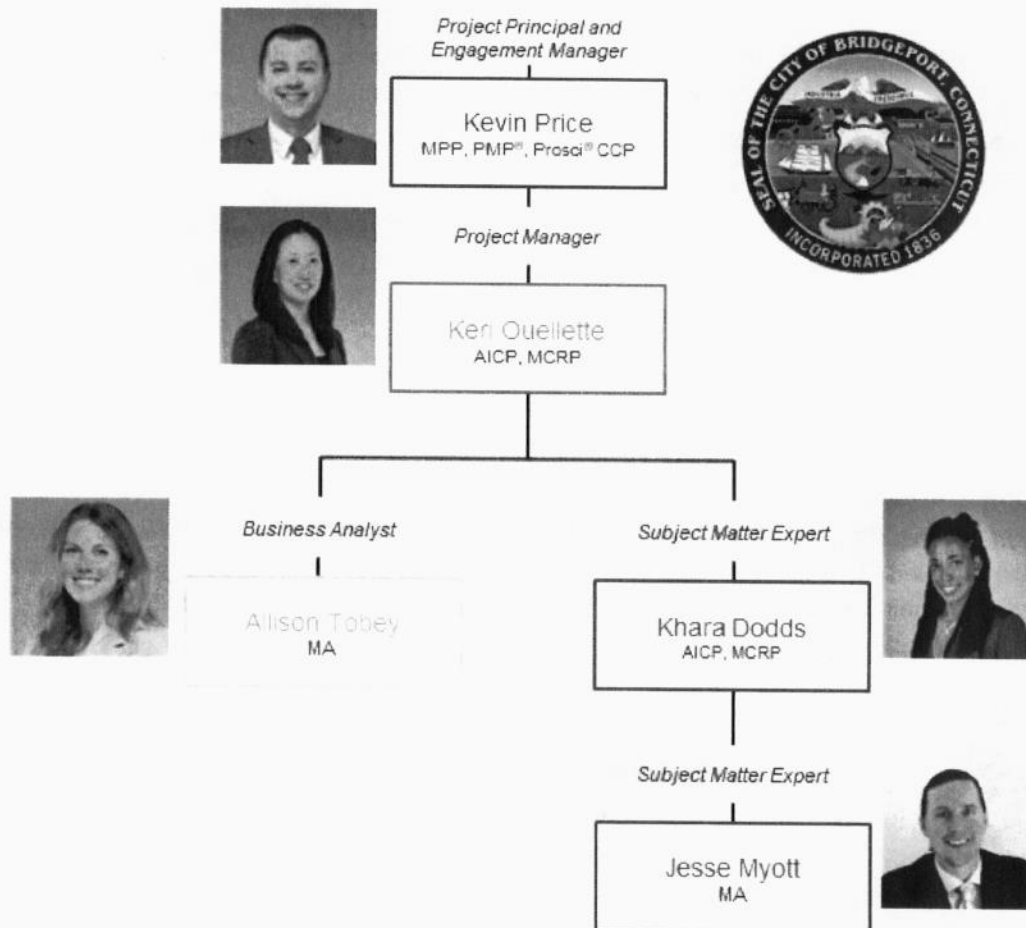
As mentioned, BerryDunn's *Community Development and Utility Operations Practice* will serve the City on this initiative. This practice focuses on municipal and county policies, processes, fees, and systems related to planning, zoning, permitting, inspections, development services, code enforcement, land management, work order, and asset management functions and is composed of industry experts with both firsthand and project experience.

## Project Team

### Organizational Structure

We are pleased to propose a project team with in-depth experience leading process improvement initiatives with municipal planning and development departments, as well as multi-disciplinary backgrounds in the public sector. We pride ourselves on project team cohesiveness, and our culture fosters clear communication, an understanding of team members' responsibilities, and the expectation to support each other throughout the project. While our project team members individually bring expertise to this project, as a group they will provide the City with a strong, objective team that establishes credibility, professional trust, and cooperative working relationships with the City's project manager, staff, and internal and external stakeholders alike. **Figure 2 depicts our project team's organizational structure.**

Figure 2: Project Team Organizational Structure



## Roles, Responsibilities, and Key Qualifications

Below, we provide details of our project team members' roles, responsibilities, and key qualifications for the City's further review and consideration. **Full resumes are provided in Appendix A.**



### Kevin Price | Project Principal

MPP, PMP®, Prosci® CCP

Kevin is a principal in BerryDunn's Local Government Practice Group. He leads our Community Development and Utility Operations Practice, assisting agencies similar to the City with business process improvement, fee analysis, and system selection projects. He has led business process improvement, strategic planning, and system selection projects for some of BerryDunn's most complex local government clients, including the City of Boston, Massachusetts; the City of Philadelphia, Pennsylvania; the City of Detroit, Michigan; and the City of Dallas, Texas.

As the **project principal**, Kevin will:

- ▲ Have overall responsibility for the services we have proposed to the City
- ▲ Help ensure the commitment of our firm and appropriate resource allocation
- ▲ Review and approve all deliverables in accordance with BerryDunn's quality assurance processes



### Keri Ouellette | Project Manager

AICP, MCRP

Keri is a senior consultant in BerryDunn's Local Government Practice Group Community Development and Utility Operations Practice. She joined the firm after working as permitting manager for the City of Portland, Maine, where she managed permitting, plan review, inspections, and code enforcement functions for the City. Thanks to her previous work with New York City's Department of Housing Preservation and Development and the Town of Eastchester, New York, Keri has keen understanding of issues that municipalities face in addressing growth and managing enforcement. Keri regularly helps clients evaluate processes and leads the development of standard operating procedures to improve efficiency.

Keri is currently managing the development of the City of Bangor, Maine's next Comprehensive Plan, as well as playing key roles on process improvement and planning projects with the City of Wilmington, North Carolina; the City of Leander, Texas; and the City of Attleboro, Massachusetts.

As the **project manager**, Keri will:

- ▲ Act as the primary liaison with the City
- ▲ Be responsible for maintaining a constructive and clear line of communication between City staff and BerryDunn
- ▲ Monitor project progress
- ▲ Track the initiation and completion of tasks and milestones



### Alison Tobey | Business Analyst

MA

Alison is a consultant in our Local Government Practice Group Community Development and Utility Operations Practice. Her skills include communication, content development, and research and analysis. Through her passion and experience, Alison offers perspective and dedication to her work.

As the **business analyst**, Alison will:

- ▲ Support the project team with facilitating meetings, preparing status reports, and developing project deliverables in a timely manner



**Khara Dodds | Subject Matter Expert**

AICP, MCRP

Khara is a senior consultant in BerryDunn's Local Government Practice Group Community Development and Utility Operations Practice. With over 13 years of leadership experience and 20 years of planning and community engagement expertise, Khara has led various departments in planning and land use services, economic development, code enforcement, and inspections services, most recently for the Towns of Prosper, Texas, and Glastonbury, Connecticut. She offers a unique and critical skillset to every initiative in which she participates, and specializes in planning and implementation, leadership, and process improvement. She will support project work and City goals by leveraging her experience managing stakeholders through the planning processes, organizing capital improvement, implementing grant funds, and assisting communities pursuing state and federal grants, as well as by contributing insights relating to State statutes—particularly Zoning, Building, Engineering, Fire Marshal, PZA, ZBA, Historic Districts, WPCA, Housing Code, and Environmental Health—and related ordinances.



**Jesse Myott | Subject Matter Expert**

MA

Jesse is a senior consultant in BerryDunn's Local Government Practice Group Community Development and Utility Operations Practice. He brings nearly a decade of public-sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting; revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services. His background as a financial and management leader for local governments like the Cities of Daly City and South San Francisco, California and Brookline, Massachusetts have given him broad exposure to the services like those provided by the City.

Jesse has led or supported several cost recovery, fee study, and process improvement initiatives for clients like Travis County, Texas; the City of Villa Park, California; Manatee County, Florida; the City of Gainesville, Florida; and the City of Tucson, Arizona.

As **subject matter experts**, Khara and Jesse will:

- ▲ Provide specialized knowledge and assistance on relevant operations within the City, drawing upon their prior public-sector and project experience
- ▲ Contribute relevant regional expertise when and where it most benefit the City

*Subcontractors*

We are not using any subcontractors on the City's engagement.

*Availability*

***We are proposing on the City's engagement because our proposed project team members have the qualifications and availability necessary to conduct the requested scope of services efficiency, effectively, and successfully.***

We have been providing professional consulting services for more than 30 years and use proven methodologies and tools to perform our work. As a result of this experience, we are skilled at developing realistic timelines that take the client's specific needs and common scheduling challenges into account. For example, when a project involves meeting with several stakeholders, we build time in the schedule for follow-up meetings, because we know that stakeholders' schedules can change on short notice, often due to circumstances beyond their control.

Once we have a signed contract, our project manager manages the engagement according to the agreed-upon work plan, schedule, and budget. We have an excellent track record of meeting deadlines and, as a standard practice, we only allow changes to the timeline, scope, or project fees based on changes that are documented and approved by the client.

Some BerryDunn staff members work exclusively on one engagement, while others work on multiple engagements concurrently. On average, staff members work on two to four projects at any given time.

#### *The Broader BerryDunn Network*

In the event additional resources are necessary to conduct the City's requested work effort, we have more than 300 consultants in our broader BerryDunn network to drawn upon as needed. These consultants bring unique qualifications across local and state government, functional areas, and industries, and can contribute their help and expertise to efforts related to fact-finding, research, and deliverable development, when and where it will most benefit the City.

## Tab 3. Project Approach, Scope, and Deliverables

### Guiding Methodologies

#### Project Management

To help ensure that project objectives are met and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services Team employs project management best practices from PMI®'s *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, Version 7. The principal leading this project, Kevin Price, is a certified Project Management Professional® (PMP®). **Figure 3 illustrates the phases of the project management life cycle, which provides a framework for managing any type of project.**

Figure 3: Project Management Life Cycle



#### Change Management

Stakeholders' willingness to adopt new processes and tools plays a significant role in the success—or failure—of related projects. We have observed resistance to change in virtually all our engagements, and we will work with you to proactively address resistance by:

- Engaging stakeholders at the right level throughout the project to build understanding for the need for change and gain support from the people who will be using the future solutions and who are most familiar with current processes
- Developing and executing a communications plan that considers the information needs of each stakeholder group
- Documenting business processes and working with stakeholders to understand how their work will be performed in the future environment

We have adopted the Prosci® change management methodology and trained over 100 consultants to become Prosci® Certified Change Practitioners (CCPs). **A central focus of the Prosci® change management approach is the belief that, for change to work in an organization, individuals must be willing to change and understand change.** Additionally, according to research conducted by Prosci®, the likelihood of project success increases significantly and in alignment with the level of change management focus applied to the project. Even small increases in focus on change management are likely to have a positive impact on project success.



## Project Work Plan

**Figure 4 presents an overview of our work plan intended to address all elements of the City's requested scope of services.** BerryDunn strives to be flexible when it comes to developing and executing an effective work plan. We understand that no two projects are exactly alike, and our past clients have appreciated our willingness to adapt to their needs. This mindset plays a foundational role in how we measure the success of our portfolio of similar projects.

You can expect our approach to offer the following key benefits:

- A methodology based on our extensive experience conducting similar projects
- Quality assurance processes that incorporate the City review and approval of all deliverables and key milestones
- Built-in project management and change management best practices that focus on keeping the project on time, on budget, and progressing at a healthy pace for City stakeholders to give input in the information-gathering process, understand recommendations, and trust in the plans for moving forward.

Figure 4: Project Work Plan Overview



Below and on the following pages, we outline the key steps and milestones the City can expect from our approach. We will approach this project with a focus on developing recommendations that align fact-finding outcomes, assessment results, stakeholder feedback, and more.

### Phase 0. Project Management

**0.1 Conduct initial project planning.** We will conduct an initial project planning teleconference with the City's project team to confirm project goals, objectives, and expectations. During this meeting, we will discuss methods of creating effective communication between BerryDunn and City staff, as well as our approach to scope, risks, and resource management.

**0.2 Develop the Project Work Plan and Schedule.** Based on the information gathered from our initial project planning teleconference, we will develop the Project Work Plan and Schedule, which will outline our communication and scope, risk, resource management approaches; include a timeline to schedule project meetings; and identify City project team members. The Project Work Plan and Schedule will also incorporate agreed-upon procedures between BerryDunn and the City related to project control, including quality management and deliverable submission/acceptance management. Once complete, we will facilitate a work session to review the Project Work Plan and Schedule with the City's project team, solicit feedback, and implement requested changes before updating it to final.

## Phase 0. Project Management

### ▲ D1 – Project Work Plan and Schedule

**0.3 Conduct Weekly Project Status Updates.** Throughout the project, our proposed project manager, Keri Ouellette, will provide Weekly Project Status Updates that describe the activities and accomplishments for the reporting period, plans for the upcoming week, risks or issues encountered during the reporting period, and anticipated problems that might impact any project deliverable. We will review these status updates with the City's project team.

### ▲ D2 – Weekly Project Status Updates

## Phase 1. Fact Finding

**1.1 Develop and submit information request.** We will provide the City with an information request sheet to obtain available documentation that will be helpful to us during the project (e.g., organizational charts, staffing level details, land management policies and ordinances, existing improvement recommendations, process and procedure documents, documentation on existing systems, and fees/cost of service details). We will respectfully request that the City provide the requested information prior to project kickoff and fact-finding, as reviewing this information in advance will enable us to be more efficient, become more knowledgeable of the current environment, and make best use of City personnel's time.

**1.2 Develop and issue a survey.** We will develop and distribute an online survey to understand issues and challenges with current systems, processes, and operations. We anticipate issuing this survey to staff and using their responses to help determine current and future needs. This survey will include questions aimed at understanding the current strengths, weaknesses, opportunities, and threats (SWOT) associated with current environment. Prior to issuing the survey, we will review the survey questions with the City's project team.

**1.3 Develop Social Pinpoint site to collect input from external stakeholders.** We will work with the City's project team to create a project site using Social Pinpoint—a customizable, web-based engagement platform. We will use the City's branded Social Pinpoint site to gather external stakeholder feedback via tools such as community forums, mapping, idea walls, and surveys. We find that this approach improves engagement outcomes and helps increase equitable access to engagement opportunities.

**1.4 Review survey results and City documentation in preparation for kickoff and Fact-Finding Meetings.** Before holding our project kickoff presentation and conducting Fact-Finding Meetings, we will review the survey results and data received from the information request. This will provide us with a foundational understanding of the City's current environment and allow us to make the best use of City personnel's time.

**1.5 Develop fact-finding schedule and prepare materials.** Before beginning fact-finding work sessions, we will develop a schedule and associated materials. We will review them with the City's project team and incorporate the City's feedback before updating them to final.

## Phase 1. Fact Finding

**1.6 Facilitate a project kickoff presentation.** We will conduct a project kickoff presentation with City leadership and project stakeholders. This kickoff presentation will serve as an opportunity to introduce project team members, discuss the City's goals, present our project approach and methodology, review the schedule of key project dates, and answer questions. As part of this presentation, the City's project sponsor is expected to participate and speak to the goals and objectives of the initiative.

**1.7 Conduct Fact-Finding Meetings.** We will conduct Fact-Findings Meetings with key department representatives and stakeholders to develop an understanding of business processes and communication tools, gauge current technology use, and identify areas for improvement.

**1.8 Conduct focus groups with external stakeholders.** We will lead focus groups with diverse stakeholders, including local developers, engineers, builders, brokers, and/or property owners who are familiar with the City's permitting application, review, and approval process. We will discuss current processes, challenges, and opportunities for improvement.

**1.9 Conduct fact-finding follow-up, as needed.** At the conclusion of the Fact-Finding Meetings and focus groups, we will conduct follow-up meetings as needed to gain further clarity into the City's business processes and environment.

### ▲ D3 – Fact-Finding Meetings

## Phase 2. Recommendations for Improvement

**2.1 Develop a list of as-is processes to be diagrammed.** Based on the information collected during Phase 1. Fact Finding, we will identify the top eight processes that should be diagrammed.

**2.2 Develop As-Is Process Diagrams.** We will develop As-Is Process Diagrams, based on information collected during Phase 1. We will use standard symbology and tools to represent existing workflows.

**2.3 Facilitate work sessions to review draft process diagrams with the City and finalize.** We will facilitate a work session with the City's project team to review the As-is Process Diagrams and gather feedback. Following the work sessions, we will update the As-Is Process Diagrams and conduct any necessary follow-up activities with City stakeholders. Our project team will apply necessary updates to the diagrams before submitting final versions to the City for approval.

### ▲ D4 – As-Is Process Diagrams

**2.4 Develop a summary and analysis of existing conditions.** We will use the information gathered through the Fact-Finding Meetings, information request, and web-based user surveys to develop a summary and analysis of existing conditions. This will include operational procedures, policies and ordinances, organizational structure, technology use, and communications.

**2.5 Identify issues and opportunities for improvement.** We will identify issues and opportunities for improvement based on our summary and analysis of existing conditions. We will then review and

## Phase 2. Recommendations for Improvement

prioritize these issues and opportunities with the City's project team and develop a process improvement plan. This plan will include a narrative description and process diagrams to support these areas.

**2.6 Develop a process improvement and implementation plan.** We will review prioritized issues and opportunities and develop recommended actions for improvement. These details will be captured in a process improvement plan. Then the process improvement plan will be built into an implementation plan. This plan will include action items, timeline, cost projects, east of implementation, and priority level.

**2.7 Develop an implementation plan.** We will develop an implementation plan to serve as a guide for future implementation of proposed recommendations, including action items, timeline, cost projections, east of implementation, and priority level.

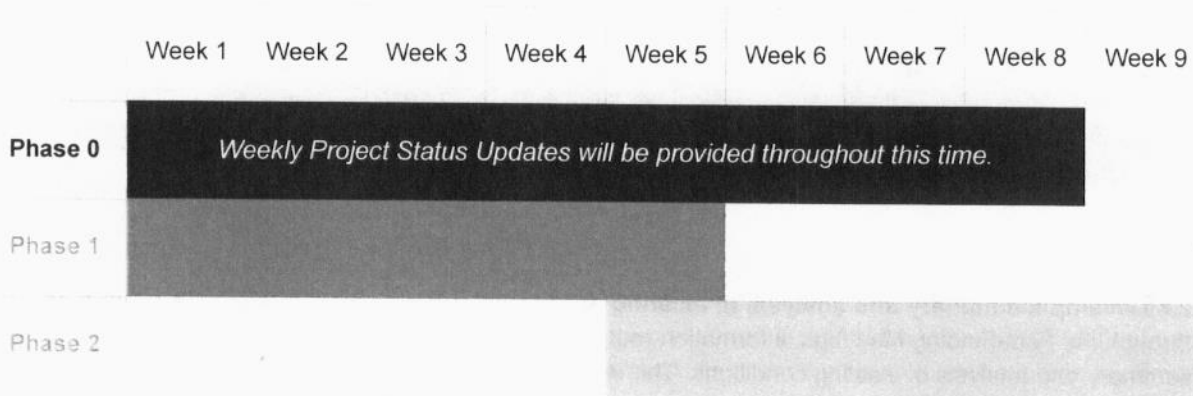
**2.8 Develop an Assessment and Recommendations for Improvement Report.** We will compile outcomes of Phase 2. Recommendations for Improvement in an Assessment and Recommendations for Improvement Report. We will review this report with the City's project team to gain consensus and solicit feedback before updating it to final and preparing it for presentation to City leadership.

**2.9 Develop and deliver a final presentation.** We will develop a final presentation of the Assessment and Recommendations for Improvement Report to deliver to the City's project team and City Council. This presentation will serve as an opportunity for participants to ask questions, confirm their understanding of the current environment, trust in the plans for moving forward, and approve this final deliverable.

### ▲ D5 – Assessment and Recommendations for Improvement Report

## Anticipated Timeline

Below, we outline our anticipated timeline to complete the City's initiative. We will identify key dates in coordination with the City when developing the final schedule during initial project planning.



## Tab 4. Proven Performance

### Experience Providing Relevant Services

**Our ability to successfully complete the City's initiative is strengthened by our prior experience providing relevant services, such as those listed in Table 1.** These services range from business process improvement to fee studies, community development system selection, and organizational and operational assessment projects. This experience affords us the ability to comply with related laws, regulations, and best practices and gain a thorough understanding of the City's local regulatory and legal environment—such as the State statutes as they relate to Zoning, Building, Engineering, Fire Marshall, PZA, ZBA, Historic Districts, WPCA, Housing Code, and Environmental Health, and other laws and regulations—that govern associated work. The experience provided in Table 1 is representative of our relevant experience from the last five years.

*Table 1: Representative Local Government Planning, Permitting, and Community Development Experience*

Client	Worked Performed	Dates
	<b>County Clients</b>	
	<i>Environmental Public Health Business Analyst and Project Manager</i>	
<b>Clark County, WA</b>	The Clark County Public Health Department engaged BerryDunn to implement a new environmental public health client permitting and financial data system. This effort involves analyzing existing systems and business processes, collaborating with County staff to identify functional and system requirements, and implementing the selected system through project closure.	01/2022 – Present
	<i>Land Management Consulting Services</i>	
<b>Doña Ana County, NM</b>	Doña Ana County engaged BerryDunn to lead the selection and implementation of land management software. This effort involves assessing the County's needs regarding building permit review and inspections, code enforcement, business registrations, and land use cases; developing a Request for Proposals (RFP); guiding the acquisition of the most suitable software; and providing project management consulting through implementation and configuration of the selected system.	06/2021 – Present
	<i>Building and Development Services Fee Study</i>	
<b>Manatee County, FL</b>	Manatee County engaged BerryDunn to conduct a Building and Development Services Cost of Service and Fee Study project. The focus of the project was to	06/2021 – 07/2022

Client	Worked Performed	Dates
Maui County, HI	<p>review all revenue generated from fees for permits and services provided by the Building and Development Services Department and the identified expenses associated with providing all Department services, as well as to calculate the percentage of full costs recovered delivering services at current fee levels. The information gained from conducting the cost of service analysis and cost recovery determination was used to develop an updated master fee schedule to propose to the County Board of Commissioners for adoption.</p> <p><i>Needs Refinement and Permit Software Acquisition</i></p> <p>Maui County's Department of Parks and Recreation, Permits and Enforcement Section, engaged BerryDunn to help refine its needs and determine software solutions available to best fit those needs. This effort involved RFP development, proposal evaluation, and new permitting system selection to support the Department's operations.</p>	06/2020 – 06/2021
Pitkin County, CO	<p><i>Community Development Department Process Review</i></p> <p><i>Community Development System Selection and Implementation Assistance</i></p> <p>The County engaged BerryDunn in the review of its business processes, completion of a needs assessment, definition of functional and technical requirements, RFP development, and system selection assistance as part of replacing its permitting system. The County replaced their legacy system with support from BerryDunn.</p>	12/2017 – 06/2020 08/2021 – 11/2022
Travis County, TX	<p><i>Consultation Development Review Process and Fees</i></p> <p>Travis County engaged BerryDunn in conducting as-is and to-be process diagramming as part of a thorough review of the County's Development Services processes and fees.</p>	12/2020 – 01/2022
<b>Municipal Clients</b>		
City of Attleboro, MA	<p><i>Development Review Process Improvement Services</i></p> <p>The City of Attleboro engaged BerryDunn to provide process improvement services related to the development review processes of the City for</p>	11/2021 – 06/2022



Client	Worked Performed	Dates
City of Bangor, ME	<p>construction or redevelopment projects. This includes the improvement of communications and development safeguards across departments. In doing so, BerryDunn helped to enhance process flows and identify ways to keep projects on track and efficient.</p> <p><i>2022 Comprehensive Plan</i></p> <p>BerryDunn is assisting the City of Bangor with developing a Comprehensive Plan that will provide a vision for the City's future, guide growth and development, and establish a roadmap for implementation. The project includes conducting an inventory and analysis of existing conditions, establishing a vision based on inclusive and thoughtful community engagement, developing policy and strategy recommendations, and developing a plan for implementation of recommended actions. The project also includes an ongoing engagement strategy intended to build on past engagement efforts that the City has led to keep stakeholders informed throughout the process and provide multiple opportunities for stakeholders to provide feedback and engage in discussion, both in-person and virtually.</p>	12/2021 – Present
City of Beaverton, OR	<p><i>Community Development Department Organizational Development</i></p> <p>BerryDunn worked with City staff and leadership to map the process and sub-processes from end-to-end, engaged customers in defining a “future state” process that will meet their needs and expectations, identified technology investments that will be required to support process improvements, and developed a multi-phase work plan to implement the improvements. Most recently we have provided consultative assistance to the City in implementing the improvements, including developing new customer service standards, performance metrics, and training to support the new culture.</p>	09/2019 – 01/2020
City of Beaverton, OR	<p><i>Electronic Permitting System Consultant and Implementation Project Management</i></p> <p>BerryDunn worked with the City to provide permitting system needs assessment and system selection consulting, which included a business process analysis, current environment assessment and recommendations report, requirements and RFP</p>	01/2019 – Present

Client	Worked Performed	Dates
City of Boca Raton, FL	development, system selection assistance, and contract negotiation assistance.  <i>Community Development System Selection and Implementation Assistance</i>  Our team is currently working with the City to implement a system for planning, permitting, inspections, business licensing, and code enforcement functions, which followed selection activities (requirements definition, RFP development, and procurement assistance).	07/2017 – Present
City of Boston, MA	<i>Business Process Mapping and Improvement of Right of Way Coordination and Management</i>  BerryDunn led as-is and to-be process diagramming to assess the in-house right of way Boston Utility Coordination Software (COBUCS) before a planned update and redesign.	12/2019 – 08/2020
City of Bozeman, MT	<i>Community Development Review Fee Review Study</i>  The City of Bozeman partnered with BerryDunn to establish a process for reviewing its Community Development fees on an annual basis. Our team led an in-depth review of these fees from a cost recovery perspective, working with the City to identify additional services needing fees and training City staff to apply a methodology for calculating fee increases, as the City's needs change. BerryDunn presented its final recommendations to the City Council in April 2021 and finalized staff training in the same month.	09/2020 – 04/2021
City of Broken Arrow, OK	<i>Community Development, Asset Management, and Utility Billing System Implementation Project Management</i>  The City of Broken Arrow engaged BerryDunn to conduct a utility billing system needs assessment, which involved the development of a Needs Assessment Report and an RFP, vendor demonstration and selection, and statement of work and contract negotiations. Following system selection activities, the City contracted BerryDunn to conduct implementation support for its chosen solution.	07/2019 – Present
City of Detroit, MI	<i>Software Management</i>	08/2019 – 09/2020

Client	Worked Performed	Dates
City of Fernandina Beach, FL	<p>BerryDunn provided system selection for software platform to manage the City's tax incentives and U.S. Housing and Urban Development (HUD) formula allocations (including needs assessment, process mapping, fact-finding, requirements and RFP development).</p> <p><i>Building Department Fee Study</i></p> <p>BerryDunn conducted an analysis of the Building Department's user fees and rates, which allowed the City to make informed policy decisions at the aggregate level as well as on each individual fee service. As part of our approach, BerryDunn worked with the City to identify any services currently provided that do not have an associated fee and developed a model to track new recommended fees and recovery rates.</p>	04/2020 – 02/2021
City of Fredericksburg, VA	<p><i>System Consulting Services</i></p> <p>The City worked with BerryDunn to develop an enterprise RFP to include planning, permitting, inspections, and code enforcement as functional areas. Our team also conducted as-is business process diagramming as part of our selection activities.</p>	01/2017 – 05/2017
City of Frisco, TX	<p><i>Electronic Plan Review (EPR) System Selection and Implementation Oversight</i></p> <p>Our team provided EPR system consulting, including as-is process diagramming, options analysis, and system selection assistance. We are currently providing implementation oversight during the implementation of their selected EPR system, Avovle ProjectDox.</p>	05/2018 – Present
City of Gainesville, FL	<p><i>Building Permit Fee Study</i></p> <p>The City of Gainesville engaged BerryDunn to provide support with updating the methodology used to calculate building permit fees, land development fees, and other related services provided by the Department of Sustainable Development's Building and Planning Divisions and to perform a full cost analysis to help ensure the City is recovering the full cost for providing these services.</p>	01/2021 – 06/2021

Client	Worked Performed	Dates
City of Hillsboro, OR	<p><i>Permitting and Planning Software Consultation</i></p> <p>BerryDunn is assisting the City with a permitting system replacement project. The City's current enterprise permitting and planning software no longer supported its business processes. As such, the City engaged BerryDunn to conduct a current environment needs assessment, define requirements, develop an RFP, and support the selection of a new system. We were later engaged to provide implementation support.</p>	08/2021 – Present
City of Homestead, FL	<p><i>Workflow Process Review</i></p> <p>BerryDunn helped the City choose a system for planning, permitting, inspections, code compliance, and business licensing. Project tasks included a needs assessment, current workflow review and recommendations for improvement, fee study analysis report, and defining functional and technical requirements.</p>	11/2015 – 07/2017
City of Irvine, CA	<p><i>Community Development Permit Software Needs Assessment and Procurement Consulting Services and Implementation Project Management</i></p> <p>The City of Irvine's Community Development Department engaged BerryDunn to receive assistance in replacing its legacy permitting and inspection tracking system. This includes needs assessment, vendor selection, procurement, and implementation. The City was using Eden software to track building inspection and permit activities. With this system discontinuing in the coming years, the City sought to replace this system with a new one that will meet both its current and future needs.</p>	08/2020 – Present
City of Largo, FL	<p><i>Permit Fee Study</i></p> <p>The City of Largo engaged BerryDunn to conduct a Community Development Department Cost of Service and Fee Study project, related specifically to building permits and inspections, and planning and engineering support. The focus of the project was to review all revenue generated from fees for permits and services provided by the Community Development Department – Building Division and the identified expenses associated with providing all</p>	03/2022 – Present

Client	Worked Performed	Dates
City of Leander, TX	<p>services and to calculate percentage of full costs recovered delivering services at current fee levels.</p> <p><i>Development Process Review</i></p> <p>The City of Leander engaged BerryDunn to solicit feedback from the development community regarding its services, review development service processes, prepare a SWOT analysis based on industry best practices and community feedback, and provide recommendations. Areas of focus include plan submittals, design standards, design and engineering review, permitting, inspections, code of ordinances, and closeout procedures.</p>	01/2022 – Present
City of Philadelphia, PA	<p><i>Municipal Street Addressing Process Review, CJIS Active Directory Audit, Philadelphia Water Permit Tracking Replacement System</i></p> <p>BerryDunn has worked with the City on multiple projects, including:</p> <ul style="list-style-type: none"> <li>▶ An analysis of property-based information systems and workflows to improve the collection, maintenance, and distribution of current and accurate property data across all City agencies</li> <li>▶ An assessment of existing Right of Way and Code Violation Notice systems for the Streets Department, including development of as-is process diagrams and functional requirements</li> <li>▶ An assessment of existing permit tracking system for the Water Department, including development of as-is process diagrams, functional requirements, and to-be process diagrams</li> </ul>	<p>08/2015 – 12/2015</p> <p>04/2015 – 11/2015</p> <p>05/2019 – 02/2020</p>
City of Plano, TX	<p><i>Building Inspections Process Improvement Project and Development Services Solution System Selection Project</i></p> <p>BerryDunn is currently assisting the City's Building Department with a process review and improvement project. This project involves documenting existing processes and engaging external stakeholders to understand their involvement with City permitting processes and to identify opportunities for improvement.</p>	09/2021 – Present

Client	Worked Performed	Dates
City of Puyallup, WA	<p><i>As-Is Business Process Diagramming for Community Development Functions and Implementation Project Oversight</i></p> <p>Our team provided to-be process mapping and contract negotiation assistance between the City and its chosen permitting vendor and provided project oversight during the implementation.</p>	02/2020 – Present
City of Richland, WA	<p><i>Community Development Business Process Review</i></p> <p>BerryDunn worked with the City to review and assess community development services and asset management business processes.</p>	11/2020 – 02/2021
City of Rockville, MD	<p><i>Business Process Mapping, Analysis, and Training</i></p> <p>Our team provided workflow mapping consultant services, focusing on Service Requests/Work Orders, Asset Management, Regulatory Inspections, and Licensing Processes.</p>	07/2018 – 03/2019
City of Tucson, AZ	<p><i>Permitting System Implementation; Cost of Service Study; and Fee Schedule Redesign</i></p> <p>Following selection of the preferred software system, EnerGov, we conducted a cost of service study focused on the City's Planning and Development Services Department (PDSD), Department of Transportation (TDOT), Building Department, and Fire Department.</p> <p>We are currently assisting the City with an EnerGov implementation project as well as a fee schedule redesign. As part of an environment assessment phase, we facilitated a series of meetings with the current external stakeholders, including but not limited to: builders, contractors, real estate agents, and neighborhood associations. A key task of the fee schedule redesign has included benchmarking Fire, TDOT, and PDSD fees against five peer cities.</p>	12/2018 – 01/2021
City of Tucson, AZ	<p><i>Planning and Development Services Vision 2024 Strategic Planning Project</i></p> <p>The City of Tucson retained BerryDunn to conduct an independent analysis of PDSD and development of its 2024 Vision, with the City's new permitting system playing a key role in the analysis. The resulting roadmap will include recommendations based on best</p>	07/2021 – Present



Client	Worked Performed	Dates
City of Wilmington, NC	practices in policy, process, and level of service, funding, technology, and personnel. The roadmap should also account for possible the barriers and challenges to implementing recommendations.  <i>EnerGov Implementation Project Management</i> To assist the City in selecting and implementing an enterprise system, including planning, permitting, code enforcement, and inspections as functional areas, BerryDunn conducted a current environment needs assessment, defined requirements, developed an RFP, facilitated selection activities, and guided contract negotiation. Our team is currently assisting with the implementation of the City's chosen system, Tyler Technologies EnerGov.	02/2019 – Present
Town of Longboat Key, FL	<i>Comprehensive Fee Study</i> The Town of Longboat Key engaged BerryDunn to lead a comprehensive user fee study for the Building and Fire Prevention Departments. Activities included on-site interviews with staff from each department, with a focus on documenting the current fee environment and providing recommended changes via cost model for the future state. The final report was presented to the Town Commission.	08/2018 – 03/2019
Town of Yarmouth, ME	<i>Community Facilitation/Public Engagement Services</i> The Town of Yarmouth engaged BerryDunn to assist its Department of Planning and Development in the development of a vision statement. The scope includes facilitating public meetings, developing outreach strategies and evens, developing its vision statement, and presenting to the Town Council.	05/2022 – Present
Town of Wells, ME	<i>Permitting Process Review</i> The Town of Wells engaged BerryDunn to conduct a review of current permitting processes. This project involved engaging Town staff and members of the development community. The result was a final presentation of recommendations for improvement to Town leadership.	09/2017 – 02/2018
Village of Schaumburg, IL	<i>Permitting and Inspections Operational Study</i> The Village of Schaumburg engaged BerryDunn to complete a permitting and inspections operational	02/2021 – Present

**Client**

**Worked Performed**

**Dates**

study of its Community Development Department. The purpose of the study is to identify opportunities to improve the efficiency and effectiveness of permit services provided to external customers. The study came about to address sporadic and ongoing concerns expressed by customers and elected officials regarding village regulation and processes as well as a desire for continuous improvement.

*Our Commitment to the State*



As a New England-based firm, we are deeply committed to serving the State and its neighbors. In fact, we have conducted more than 100 projects for local and state government agencies, colleges, and universities across the region. Further, our firm has locations in Glastonbury and Hamden, Connecticut, as well as several other locations throughout New England. The breadth and depth of our local experience, resources, and office locations strengthen our ability to provide responsive services to local government clients in the State and beyond, as well as understand the challenges and opportunities that exist across the associated public-sector landscape. Further, one of our proposed subject matter experts has worked in the State's local government landscape overseeing the same functions as what is requested by the City on this initiative.

Below, we list many of our State-specific, public-sector clients.

- ▲ City of Norwalk
- ▲ City of Waterbury
- ▲ Connecticut Department of Children and Families
- ▲ Connecticut Department of Public Health
- ▲ Connecticut Department of Social Services
- ▲ Southern Connecticut State University
- ▲ Town of Greenwich
- ▲ Town of Manchester
- ▲ University of Saint Joseph
- ▲ Wesleyan University

## Tab 5. References

Below, we provide three references for whom we provided similar services. We are happy to provide additional information upon request.

### **Village of Schaumburg, Illinois**

*Permitting and Inspections Operations Study | 02/2021 – 09/2021*

#### **Contact Information**

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Julie Fitzgerald, Community Development Director	<i>Address</i>
Tel: 847-923-3867	101 Schaumburg Court
Email: <a href="mailto:jfitzgerald@schaumburg.com">jfitzgerald@schaumburg.com</a>	Schaumburg, IL 60193

### **City of Attleboro, Massachusetts**

*Development Review Process Improvement Services | 11/2021 – Present*

#### **Contact Information**

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Catherine Feerick, Economic Development Director	<i>Address</i>
Tel: 508-223-2222	77 Park Street
Email: <a href="mailto:catherinefeerick@cityofattleboro.us">catherinefeerick@cityofattleboro.us</a>	Attleboro, MA 02703

### **Travis County, Texas**

*Consultation Development Review Process and Fees | 12/2020 – 01/2022*

#### **Contact Information**

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Anna Bowlin, Director of Development Services	<i>Address</i>
Tel: 512-854-7561	700 Lavaca Street
Email: <a href="mailto:anna.bowlin@traviscounty.gov">anna.bowlin@traviscounty.gov</a>	Austin, TX 78701

## Appendix A. Resumes



Kevin Price, MPP,  
PMP®, Prosci® CCP  
*Project Principal*

### Education and Certifications

Masters, Public Policy  
and Management,  
Concentration in  
Financial  
Management,  
University of Southern  
Maine

BA, Economics and  
Political Science,  
University of Maine

Project Management  
Professional® (PMP®),  
Project Management  
Institute®

Prosci® Certified  
Change Practitioner

Lean Six Sigma Green  
Belt Certified

### Professional Affiliations

City of Westbrook, ME  
Recreation and  
Conservation

Commission –  
Member, 2021 – 2023

City of Westbrook, ME  
Sewer Commission –  
Member, 2021 – 2023

**Kevin Price** leads BerryDunn's Community Development and Utility Operations Practice, assisting local government clients with business process improvement, fee analysis, system selection, and implementation projects. A certified Project Management Professional® (PMP®), he has extensive experience in assessing the business needs and processes of municipal clients for permitting, inspections, planning, code enforcement, and land management functions. Kevin is also a Lean Six Sigma Green Belt, allowing him to continuously define, measure, analyze, improve, and control projects and environments for his clients.

### Project Experience

**Local Rapid Recovery Plan Program**, Massachusetts Department of Housing and Community Development – Principal and Engagement Manager

**Business Process Review Services**, Travis County Transportation and Natural Resources, Texas — Principal and Engagement Manager

**Business Process Mapping and Improvement of Right of Way Coordination and Management**, City of Boston Public Works Department – Engagement Manager

**Development Process Review**, City of Leander, Texas – Principal

**Permit Tracking Replacement System**, City of Philadelphia Water Department, Pennsylvania – Engagement Manager

**Municipal Street Addressing Process Review**, City of Philadelphia, Pennsylvania – Project Manager

**Electronic Plan Review Audit, Selection Assistance, and Implementation Oversight**, City of Frisco, Texas – Engagement Manager

**Permit Software Needs Assessment and Procurement Consulting Services**, City of Irvine Community Development Department, California – Engagement Manager

### Key Focus Areas

**Process Analysis and Improvement:** Kevin has assisted BerryDunn clients with process improvement projects as part of system replacement projects and as standalone projects. Kevin has previously led the process improvement projects with the Cities of Rockville, Maryland; Alexandria, Virginia; Philadelphia, Pennsylvania; and Frisco, Texas. He also led the mapping of Community Development and Utility Operations processes for the City of Richland, Washington.

**Project Management:** Kevin has managed system selection and IT strategic planning projects for some of BerryDunn's most complex local government clients. He previously managed BerryDunn's Municipal Street Addressing and Right of Way Permitting and Code Violation System Assessment Projects for the City of Philadelphia.



Keri Ouellette,

AICP, MCRP  
*Project Manager*

**Education**

Masters of City and  
Regional Planning  
(MCRP), Georgia  
Institute of Technology

BA, Urban Studies  
and Architectural  
Studies, Connecticut  
College

American Institute of  
Certified Planners  
(AICP)

**Professional  
Affiliations**

APA Northern New  
England Chapter

American Planning  
Association (APA)

**Keri Ouellette** has spent 15 years of her career in local government permitting, inspections, and land development departments. From smaller cities (Portland, Maine) to large city agencies (New York City), Keri brings deep knowledge of policy development and the complex issues municipalities face in addressing growth and managing enforcement. She augments this knowledge with strong technical literacy in the technology that supports permitting and planning, as Keri pioneered system modernizations in her positions with multiple municipalities.

**Project Experience**

**Comprehensive Plan Development**, City of Bangor, Maine – Project Manager

**Local Rapid Recovery Plan Program**, Massachusetts Department of Housing and Community Development – Lead Planner

**Development Services Business Process Improvement Consulting Services**, City of Chelsea, Massachusetts – Business Analyst

**Business Process Review Services**, Travis County Transportation and Natural Resources, Texas — Business Analyst

**Permitting System Implementation Assistance**, City of Wilmington, North Carolina – Business Analyst

**Other Relevant Experience**

**City of Portland, Maine:** As the permitting manager for the City of Portland, Maine, Keri oversaw the entire permitting process from intake through inspection completion for all construction permits and also managed enforcement of City codes and ordinances. During her tenure, Keri managed the implementation of a modern online permitting and records management system. She was integral in the technical pieces such as system customization and conducting quality assurance testing while leading the business processes to support the systems, like training staff and establishing workflows.

**Key Focus Areas**

**City Planning:** Keri evaluated development applications and zoning and environmental reviews for the Planning, Zoning, and Architectural Review Boards for the Town of Eastchester, New York. She modernized the technology environment by implementing the use of GIS to prepare maps for planning analysis. Her work also involved community-based research around policy issues, and she drafted local laws related to zoning, housing, urban design, and environmental management.

**Program Coordination and Management:** Keri held the positions of program coordinator and senior program manager for the New York City Department of Housing Preservation and Development (HPD), Division of Building and Land Development Services. She was responsible for coordinating and planning services related to HPD's loan programs for both new construction and preservation of affordable housing.



Khara Dodds,

AICP, MCRP

*Business Analyst and  
Subject Matter Expert*

#### Education

Masters in City and  
Regional Planning  
(MCRP), Rutgers  
University

BA, Urban  
Studies/Africana  
Studies, Rutgers  
University

American Institute of  
Certified Planners  
(AICP)

#### Professional Affiliations

American Planning  
Association (APA)

APA Texas Chapter

Texas Association of  
Development  
Corporations

**Khara Dodds** is a senior consultant in BerryDunn's Local Government Practice Group and has more than 13 years of leadership experience and 20 years of experience in planning and community engagement. She has led various departments in planning and land use services, economic development, code enforcement, and inspections services, most recently the Towns of Prosper, TX and Glastonbury, CT. She empowers communities, impacts lives, and makes a difference in her work and she leverages her experience in city and regional planning to assist clients as they move forward in their endeavors.

#### Relevant Experience

**Town of Prosper, Texas:** As the Director of Development Services, Khara led the Planning, Health/Code Compliance, and Building Inspection Divisions through multiple strategic planning initiatives focused on improving town operations and procedures.

**Town of Glastonbury, Connecticut:** Serving as Director of Planning and Land Use Services, Khara oversaw four divisions, including the Offices of Health, Fire Marshall, Building Official/Zoning Enforcement, and Planning. She also led the Community Development Department through the COVID-19 pandemic, resulting in major shifts in department services with many business practices and procedures being transformed to digital processes.

#### Key Focus Areas

**Planning and Development:** Through leadership roles in departments in development, planning and land use services, and economic development, Khara has worked to implement initiatives to improve quality of life for residents and businesses within communities. A key project example is the creation of a vision for future development of the Dallas North Tollway, a primary thoroughfare in Prosper, TX. She has also completed major city initiatives, including a Capital City Parks Master Plan and Downtown North Master Plan for the City of Hartford, CT.

**Leadership:** Khara has assisted clients in the development and adoption of new ordinances and codes, participated in the annual budget process and educational improvement initiatives, and served as a liaison to various stakeholders. She successfully led the Town of Glastonbury's Sustainable CT certification, earning the Town a Silver Certification (the highest level and designation); coordinated the review process of securing land use approvals; and worked with underserved neighborhoods on improvement and revival.

**Process Improvement:** Khara has managed the plan review process of large-scale development projects and helped ensure coordination with staff and board/commission members. In addition, she has initiated the planning process for affordable housing; collaborated with stakeholders to develop incentive programs; negotiated policy and map amendments on behalf of municipalities in the state planning process; and prepared local planning documents including development studies and annual planning reports.





Jesse Myott, MA  
*Subject Matter Expert*

**Education and  
Certifications**

AS, Champlain  
College  
BA, History, University  
of Rhode Island  
MA, History, San  
Francisco State  
University

**Professional  
Affiliations**

California Society of  
Municipal Finance  
Officers (CSMFO)  
Municipal  
Management  
Association of  
Northern California  
(MMANC)

**Jesse Myott** brings nearly a decade of public-sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services.

**Project Experience**

- Permit Fee Study**, City of Largo, Florida – Project Manager
- Business Process Review Services**, Travis County Transportation and Natural Resources, Texas — Subject Matter Expert
- Local Rapid Response Planning**, Massachusetts Department of Housing and Community Development – Subject Matter Expert
- Citywide Fee Study**, City of Villa Park, CA – Project Manager
- Development Services Business Process Improvement Consulting Services**, City of Chelsea, Massachusetts – Business Analyst
- Building and Development Fee Study**, Manatee County, Florida – Project Manager
- Needs Analysis and Financial System Selection Assistance**, Waste Commission of Scott County, Iowa – Engagement Manager
- Needs Analysis and Financial System Selection Assistance**, Waste Commission of Scott County, Iowa – Business Analyst
- Building Fee Study**, City of Gainesville, FL — Project Manager

**Key Focus Areas**

**Process Analysis:** Jesse is an experienced municipal finance and management professional with nearly a decade of experience serving in many areas of local government both as an analyst and in management roles. His municipal business process knowledge extends through city administration, public works, water delivery and waste collection services, solid waste collection, public safety, economic development and redevelopment, library and recreation services, human resources, capital improvement program development, facility planning, compensation and benefits analysis, and citywide operating budget planning, monitoring and delivery.

**Fee Studies:** Jesse has authored highly complex and sensitive fee studies, created detailed subsidy analyses, developed cost recovery models, and water and sewer rate setting models for a number of municipalities in the San Francisco Bay Area, California and Boston, Massachusetts area.



**Alison Tobey, MA**  
*Business Analyst*

**Education and  
Certifications**

MA, Global Policy and  
International Affairs,  
University of Maine

BA, Journalism,  
University of Maine

**Alison Tobey** is a consultant in BerryDunn's Local Government Practice Group and brings her passion for helping others to her work. Her prior consulting experience lends to this desire and has afforded her the opportunity to help clients connect with stakeholders; to assist clients in preparing for conventions; and to better understand the current markets and competitors. She cares about what she does, and she leverages her skills in every situation to better assist clients.

**Key Focus Areas**

**Communication:** Alison's experience as a journalist afforded her the opportunity to enhance her written and verbal communication skills. Alison has also designed and built two social media campaigns and spearheaded content creation to help build a better cohesive social media strategy, and she developed content based on research at the University of Maine to assist the Vice President of Research and Dean of the Graduate School.

**Content Development:** Alison's prior experience includes working with The Cohen Group (TCG), a consulting firm in Washington, DC. She worked on multiple projects, both short and long term, with senior consultants. This included, but was not limited to, developing prep packets that provided background knowledge for clients and expanding written and digital products for clients, including PowerPoint briefs, market research, trip books, and draft outreach notes.

**Research and Analysis:** Studying internal relations with a concentration in security and foreign policy, Alison has the necessary analytical and professional skills to deal with pressing local and global challenges. She has provided support and led primary research and analysis on a diverse array of topics to meet client requests and needs. In addition, Alison has leveraged her research and analytical skills to successfully curate content for the media allowing her to write thorough, well-developed articles.

## Appendix B. Requested, Negotiable Exceptions

Listed below are two requested, negotiable exceptions to the City's provided terms and conditions. We believe in being fully transparent about any potential conflicts at the time of proposal. To this end, we have our Compliance Team perform a thorough review. As consultants focused on government clients, we are aware of the limitations on exceptions and additional constraints. If selected for this project, we fully expect to work with the City to reach an agreement on these terms that is fair and beneficial to both parties.

**Page 19, Section 17(a):** BerryDunn has a robust professional liability policy for acts or omissions of BerryDunn, our agents, employees, and subcontractors. This policy contains language within it that states that it will not apply if BerryDunn takes on additional liabilities under contract, such as the agreement to indemnify a client for its own negligence. To help ensure that our clients have the protection of this policy, as requested by this RFP, we ask to use the following language instead, which we believe is fair to both parties:

*The Contractor agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client against damages, liabilities and costs arising from the negligent acts of the Contractor in the performance of professional services under this Agreement, to the extent that the Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault and responsibility between the Contractor and the Client. The Contractor shall not be obligated to indemnify the Client for the Client's own negligence.*

**Page 19, Section 17(B), and Page 20:** As is industry standard, we cannot name a client as an additional insured on our Professional Liability or Workers' Compensation policy but may list them as a certificate holder.

**REQUEST FOR QUALIFICATIONS**  
with **SEALED PRICE PROPOSAL**

**COX02923A**

**BUILDING PERMITTING PROCESS ANALYSIS**



**CITY OF BRIDGEPORT**  
**DEPARTMENT OF PUBLIC PURCHASES**  
**999 BROAD STREET**  
**BRIDGEPORT CT 06604**

**2PM, WEDNESDAY, OCTOBER 12, 2022**

**COX02923A**

**Building Permitting Process Analysis for the City of Bridgeport CT**

.....

Sealed submissions for a comprehensive review of the **Building Permitting Process for the City of Bridgeport** will be received by the **Department of Public Purchases, 999 Broad Street, 2<sup>nd</sup> Floor, Bridgeport, CT 06604** until **2:00 p.m. on Wednesday, October 12, 2022**

The City of Bridgeport is seeking proposals from qualified firms to provide an independent process analysis and review of the City's current overall building permitting process. Each qualified respondent is to provide a submission along with a SEALED price proposal in conformity with the terms of this Request for Qualifications with Sealed Price Proposal, herein referred to as *RFQ/P* by the deadline of 2pm, Wednesday, October 12, 2022. The respondent selected by the City, pursuant to the terms of this RFQ/P & the City's contracting procedures, is referred to herein as the *Contractor*.

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

All Contractors located or owning property in the City of Bridgeport shall assure that all real and personal property taxes are paid.

It is hereby understood, agreed, and acknowledged that upon award of the successful respondent, the undersigned shall be bound and obligated to perform for the City of Bridgeport in accordance with the Terms, Obligations, Conditions, and Specifications as set forth in this RFQ/P. Any changes, revisions or alterations of the Terms, Conditions, and Requirements herein shall deem this document to be null and void.

The successful awardee will enter into a professional services agreement approved by the Office of the City Attorney.

# **RFQ/P SPECIFICATIONS**

## **INTRODUCTION**

The City of Bridgeport (City) is seeking a qualified firm to provide an independent process analysis and review of the City's current building permit process. Departments involved in the process include Building Department, Zoning Department, Engineering Department, Fire Marshall, License & Permitting Division, Housing Code Division, Environmental Health Division, Anti-Blight Division, and Parks Department.

## **GENERAL PROJECT OVERVIEW**

The City of Bridgeport strives to provide a very high level of service and ease of process for its citizens, businesses, and development communities.

The City has identified the need for a comprehensive permitting process analysis with an intentional goal to improve development services efficiency and enhance the internal and external customer experience. The city is seeking a qualified consulting firm to provide an independent analysis relative to the city's current permitting process.

The process of mapping and analysis desired is multidisciplinary and will require coordination across several departments and functions within the City. The City is open to discussion with the successful respondent about the order and sequence of the specific processes for process mapping, analysis, and recommendations for improvement, including easing the process of some homeowner applications i.e., fence permit.

The City desires a review, including but not limited to, current organization, management, policies, and processes as they relate to the components of development proposals, intra departmental consultation, plan review, permitting, inspection and code enforcement, which is required for all public and private development related projects.

The successful respondent will conduct an operational analysis of and provide recommendations for improvements in efficiency and customer service among numerous processes and areas of service within the permitting process.

The City ultimately expects a final report that includes a summary of the analysis undertaken, relevant data and specific recommendations regarding operational procedures, policy, management, and resources to include, staffing, technology resources, and facilities enhancements for the City to consider and potentially implement.



## **GENERAL OVERVIEW OF THE CITY**

The City of Bridgeport is in Fairfield County and is approximately 60 miles east of New York City on the northern shore of Long Island Sound. With a 2020 US Census population of 145,014 residents Bridgeport is the largest city in the State of Connecticut. The City is part of the New York combined statistical area and is the fifth largest city in New England.

Bridgeport has a Mayor-Council form of government. There are 20 council members: two council members from each of the ten districts.

The City has a Police Commission, Fire Commission, Ethics Commission, Historic District, Planning and Zoning, Zoning Board of Appeals, Board of Public Purchases, Bridgeport Housing Authority, Parks Commission, Library Board, Board of Education, and the Water Pollution Control Authority. Each section of the City has an NRZ executive board which meets once a month with residents and local business leaders.

## **BACKGROUND**

The City strives to work collaboratively with its citizenry, development community, and related City departments to review all development proposals and then present them to the appropriate agency for consideration, to prepare comprehensive plans, master plans, and strategic plans for future development consideration, and to permit, inspect and approve development improvement projects within the community.

City of Bridgeport staff that participates in the City's development services are responsible for plan review and permitting and the inspection of development projects to ensure compliance with various federal, state, and local regulations, ordinances, and standards, including ADA Accessibility compliance. Development service provider staff consists of Engineers, Planners, Zoning Officials, Building Officials, Site Inspectors, and Administrators in multiple departments within the City.

The City's focus on development activity for construction development proposals includes system resources dedicated to enforcing zoning compliance, site compliance, State stormwater compliance, Federal flood zone compliance, State building code (Building, Plumbing, Mechanical, Electrical) compliance, State Fire Code compliance, and the oversight of various infrastructure maintenance and improvement for public projects within the city limits. These systems are all complex and involve many regulatory requirements and coordination with various state and local agencies.

The City's Building Division has distinct responsibilities in the permit and inspection processes of construction development. They are responsible for oversight of construction development, which includes the issuance of building permits and the provision of field inspections to determine compliance. Other staff members, housed in the Planning Division (zoning, site, and design compliance), the Parks and Recreation Department (landscaping/site compliance), the Fire Marshall's office (Fire Code compliance), and the Public Works Department (Engineering Division-environmental, civil site and traffic compliance), assist with this process.

## **BACKGROUND** *cont.*

Planners administer the Subdivision Ordinance, receive applications, issue permits, and provide plan review services to ensure compliance with the Boards and Commission Conditions and Approvals and the Land Management Ordinance.

Zoning Officials provide plan review and inspection services to ensure compliance with the Land Management Ordinance and compliance with the Boards and Commission Conditions and Approvals.

Engineers provide plan review, inspection, design, and project management services for transportation, storm water management, water and sanitary sewer plans, traffic management, and erosion/sediment control. These functions are performed to ensure compliance with the Land Management Ordinance, City engineering standards and State Agency requirements.

Building Officials provide administration, receive applications, issue permits, and provide plan review and inspection services to ensure compliance with State Building Code requirements.

Fire Marshal staff receive applications, issue permits, and provide plan review and inspection services to ensure compliance with State Fire Code requirements.

During site construction, the Engineers and Site Inspectors provide inspection services to ensure projects are built in compliance with approved plans, City ordinances, and applicable standards. These staff are responsible for coordination of site-related City Code requirements during construction, and in conjunction with the City's building permit process toward an eventual hold or release of a certificate of occupancy.

In addition, there are other City agencies that provide plan review, development review and inspection services through the building permit process. These services are primarily administered by the Building Department staff, Zoning staff and Fire Marshal staff.

## SCOPE OF SERVICES

### OVERVIEW

The City is seeking assistance from an experienced firm to conduct a comprehensive and objective review of the City's development review, permitting and inspection processes and procedures. The selected firm will be responsible for conducting the review from various perspectives (developer, contractor, citizen, neighborhood, etc.) to ensure the city provides a fair and predictable environment for development which results in timely decision-making, informs, and protects neighborhoods and leads to high-quality development. In addition to an analysis of the existing processes, the selected firm should engage various stakeholders, including staff and elected officials, through a variety of means (i.e., stakeholder interviews, focus groups, customer surveys, etc.) to identify public perceptions, expectations, as well as experiences and outcomes.

The final deliverables should highlight aspects of the existing development review and permitting systems that work well and pinpoint areas that need improvement, including an assessment of departmental culture as it relates to customer service. Recommendations should provide a roadmap for making needed improvements including, but not limited to, operations (including any staffing level changes and/or reorganization necessary to implement recommended changes), technology, customer service, communication, and emerging trends. Additionally, an evaluation of the need and desirability of a Development Service Center (one stop shop) considering the significant shift to online permitting (80%). A financial analysis and cost projections should also accompany all recommendations.

## SCOPE OF SERVICES *cont.*

### ANTICIPATED DELIVERABLES

Services required for this project shall include, but not be limited to:

- Engagement with key staff to:
  - Clarify project goals.
  - identify special issues to be considered.
  - identify staff required to participate.
  - identify staff responsibilities and accountability.
  - identify supervisor roles and responsibilities.
  - identify department head role and responsibilities.
  - identify all permitting process issues.
  - Final deliverable to include potential cost impact of each recommendation
  
- Engagement with staff to discuss the process analysis.
- Documentation, analysis and assessment of the existing organizational structure and staffing levels.
- Documentation, analysis and assessment of the existing land management policies and ordinances and recommendations to facilitate improvement.
- Recommendation of optimal organizational structure and staffing levels required to implement final organization, management, and process/procedure recommendations.
- Documentation, analysis and assessment of existing processes and procedures.
- Development of a narrative description and process map of the current processes.
- Identification and recommendation for the elimination of any redundant or unnecessary steps found in the workflow for each process.
- Identification and documentation of existing processes and procedures that work well and should remain in place.
- Identification and recommendation of relevant technologies (software, hardware, and data management) to facilitate improvements to processes, procedures or required staff training.
- Presentation of findings and recommendations to the city project team and City Council.
- Written progress reports at agreed upon intervals.
- A narrative description and process map of the recommended organization, staffing, processes, and procedures.
- A report that contains a Process Improvement Plan, to include a narrative description and a process flow diagram (business flowchart).
- Final deliverable to include potential cost impact of each recommendation.

## SCOPE OF SERVICES *cont.*

### MINIMUM QUALIFICATIONS

Demonstrated experience and knowledge of Connecticut State Statutes as they relate to Zoning, Building, Engineering, Fire Marshall, PZA, ZBA, Historic Districts, WPCA, Housing Code, and Environmental Health. And/or proven experience performing similar work in a city of similar size with no less than 50,000 residents.

Firms responding to this RFQ/P must have a track record of performing process improvement studies specific to municipal development review, permitting, and building inspections programs. Including revitalization specific assignments.

Firms shall provide examples of relevant projects, qualifications of key personnel that will be assigned to the project, the plan/approach, schedule, **SEALED** cost to meet the Scope of Services and provide a minimum of three (3) references for whom similar services have been provided.

### SUBMISSION REQUIREMENTS

The response to the RFQ/P should include the following:

**Table of Contents:** Identify contents by tab and page number.

#### **TAB 1 - Letter of Interest:**

- a. The respondent's understanding of the work to be performed specifically related to the City's requirements to analyze and improve current processes, procedures, and ordinances. Respondent's knowledge of Connecticut State Statues and City ordinances.
- b. A positive commitment to perform the services.
- c. The names of key persons, representatives, project managers who will be the main contacts for the City relative to this project.

#### **TAB 2 - Team Qualifications:**

- a. Qualifications, knowledge, and experience of the Principal, Project Manager, and professional staff assigned to this project.
- b. The overall team capacity, balance, and organization.
- c. Assessment of the availability and ability of the Project Manager and key personnel to perform the project scope in a timely manner.
- d. The consultant's ability to become familiar with processes, procedures, and ordinances of the City.
- e. Sub-consultant's and/or sub-contractor roles and responsibilities clearly outlined, including deliverables.

## **SCOPE OF SERVICES** *cont.*

**TAB 3 – Project Approach, Scope, Deliverables:** Clearly define the program offered and your method of approach, as well as the resources assigned to include, but not be limited to, the following elements:

- a. Consultant's approach to project /overall methodology.
- b. Consultant's understanding of overall project and proposed timeline to the project within each major element defined in the Scope of Services.
- c. The proposed workflow, schedule, and internal organization as it relates to Consultant's ability to produce deliverables.
- d. Clearly defined tasks, deliverables and schedule presented in a format that can be easily translated into the scope of services.
- e. Customer and staff engagement.
- f. Detailed summary timeline for completion.

**TAB 4 – Proven Performance:**

- a. Detailed information regarding completed similar projects for development review, permitting and inspections programs.
- b. Information regarding the success of implementation of project recommendations.
- c. Working relationships with previous clients.
- d. Job satisfaction expressed by previous clients, and the firm's ability to work well with organizations and project teams of a similar composition and nature to the City of Bridgeport.

**TAB 5 – References:**

- a. A minimum of three (3) references, preferably from other public entities, for whom you have provided similar services of similar size, and socioeconomic status. Include the name of entity, contact person's names, phone numbers, e-mail addresses, mailing addresses, type of service provided, dates these services were provided.
- b. Include references specifically dealing with permitting processes.



## **SEALED COST PROPOSAL**

A Sealed Cost Proposal for Professional Services, as addressed in this RFQ, must be submitted, and will be opened separately from the other submitted required response documents.

The sealed cost proposal shall provide one-time fees as requested for the entire project. Proposal prices shall not include federal, state, and local taxes. Pricing must be all-inclusive, as no additional charges will be allowed except for additional services as requested by the City, if any. There will be no additional reimbursement for travel time or expenses, telephone costs, copying costs, etc.

## **SELECTION COMMITTEE**

There will be a selection panel of between 3-5 persons, consisting of one or more representatives from the CAO's Office, one or more representatives from the City's ITS Department, one or more representatives from the Labor Department, and one or more representatives from the City's Office of Planning and Economic Development. The selection committee will be evaluating the factors as described in the specification of this RFQ/P.

## **EVALUATION CRITERIA/INTERVIEWS**

A selection committee will review and evaluate all submissions. After the evaluation, the committee may conduct interviews with the most qualified respondents before final selection.

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Submissions will be evaluated on the following criteria:

<b>Evaluation Criteria</b>	<b>Points</b>
Project understanding, proposed approach, accuracy, overall quality, thoroughness, and responsiveness to the City's requirements as summarized herein	40
Experience, team qualifications with staffing studies of cities of similar size	40
Staff and availability of resources	10
Time to complete project	10

## SUBMISSION INSTRUCTIONS

**ONE (1) ORIGINAL, FOUR (4) COPIES AND ONE (1) ELECTRONIC VIA THUMBDRIVE MUST BE SUBMITTED.**

Sealed submissions must be received and time-stamped by the Purchasing Department prior to RFQ/P closing time. No submission received after closing time will be considered.

To ensure proper handling & avoid misdirected delivery, please mark your RFQ/P envelope as follows:

### **COX02923A – BUILDING PERMITTING PROCESS ANALYSIS**

Send your submissions to:

Lisa Farlow  
Department of Public Purchases  
2<sup>nd</sup> floor, 999 Broad Street  
Bridgeport, CT 06604

**RFQ/P (RFQ with sealed Price Proposal) submissions are due:  
2:00 PM, Wednesday, October 12, 2022**

**Late Submissions:** City will not assume responsibility if a submission is misdirected, or its delivery is delayed. It shall be the sole responsibility of the submitter to pay for any type of delivery service charge, and to see that the Office of the Purchasing Agent receives his/her submission on time. The clock used shall be the Purchasing Agent's official date and time stamp clock. The City does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service.

The City shall not be responsible for and/or shall not pay any costs associated with the preparation, submission, or presentation of any submission, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

## TENTATIVE RFQ/P TIMELINE

RFQ/P Issued	September 14, 2022
Question submission deadline	September 28, 2022
Answers to questions deadline	October 3, 2022
<b>RFQ/P RESPONSES DUE</b>	<b>October 12, 2022</b>
Interviews to occur if necessary	Week of October 17, 2022
Select preferred vendor	Week of October 24, 2022
Presentation to the Board of Public Purchases	November 9, 2022
Commence negotiations with preferred vendor	TBD
Submit for City Council Approval	TBD

### CITY RESERVATION OF RIGHTS

The City reserves its rights to reject any or all responses or any portion thereof that it may determine to be in its own best interests, for whatever reason.

## PROFESSIONAL SERVICES AGREEMENT

### Permitting Process

**THIS AGREEMENT** between the parties dated the \_\_\_ day of \_\_\_\_, 2022 (the "Agreement") is hereby entered into between \_\_\_\_\_ with its principal places of business at \_\_\_\_\_ (the "**Consultant**") and **the City of Bridgeport**, through \_\_\_\_\_, with its principal place of business at 45 Lyons Terrace, Bridgeport, Connecticut 06604 (the "**City**") on the following terms and conditions:

**WHEREAS**, the City advertised a Request for Qualifications with sealed Price Proposals ("RFQ/P") on \_\_\_\_, 2022 for the purpose of reviewing the permitting and operational efficiency of the Building Department such RFQ is attached hereto as **Exhibit A**;

**WHEREAS**, the Consultant submitted responsive documents on \_\_\_\_, 2022, which are attached hereto as **Exhibit B**; and

**WHEREAS**, the Board of Public Purchases reviewed the solicitation and selection process at their meeting on November 9, 2022, **and approved said process**; and

**WHEREAS**, the City selected the Consultant based upon its qualifications and proposal and further based upon the Consultant's statements and representations made therein; and

**WHEREAS**, the City is utilizing General Funds to contract with the Consultant; and

**NOW, THEREFORE**, for good and valuable consideration, the parties mutually agree as follows:

1. General Undertaking. The parties are entering into this Agreement for the purposing of engaging the Consultant to provide a comprehensive Police Operations and Staffing Assessment, inclusive of an actionable Strategic Plan (the "Assessment"), of all Division of the Bridgeport Police Department, such duties being more detailed and delineated in the Scope of Work attached hereto and made a part hereof as **Exhibit C** and such other tasks as the City may direct the Contractor to perform within the general scope of activities for which the Contractor is being engaged (the "**Services**" or "**Project**").

2. Term of Engagement. This Agreement shall commence within five (5) business days of the date last below written and shall continue in full force and effect until **December 31, 2022**, or until the earlier termination of this Agreement as provided herein, whichever occurs first ("**Term**"). Termination shall have no effect on the City's obligation to pay for Services rendered through such earlier termination for work that has been completed in accordance with the terms of this Agreement and which has been accepted in due course by the City. The City may extend the Contract for up to **one (1) additional 3-month terms, for a maximum term of six months**. The City is not obligated to extend the Contract.

3. Contract Time. The initial Assessment shall be due on or before December 31, 2022. The City will have 15 days to review the initial Assessment and provide feedback to the Consultant during which time the City and the Consultant shall meet to discuss the initial Assessment. Consultant shall complete the final assessment the earlier of January 31, 2022, or 30 days from receipt of feedback from the City (the "Final Completion Date.").

(a) Time is and shall be of the essence for all Project milestones, completion date for the Project. The Consultant further agrees that the work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract time stated above. It is expressly understood and agreed, by and between the Consultant and City, that the Contract Time is reasonable for the completion of the Work. The Consultant shall be subject to City imposed fines and/or penalties in the event the Consultant breaches the foregoing dates.

#### 4. Responsibilities of Consultant

(a) Use of City Property. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall have access to such areas of City property as the City and the Consultant agree are necessary for the performance of the Consultant's services under this Contract (the "Site" or the "Premises") and at such times as the City and the Consultant may mutually agree. The Consultant shall not be held liable for any unlawful entry onto any property where such entry has been ordered, requested or directed by the City in writing. Consultant shall perform all work in full compliance with Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner. Consultant shall immediately correct any dangerous condition caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Consultant, City may, but shall not be required to, correct same at Consultant's expense. City shall confirm in writing any oral notice given within five (5) business days thereafter.

(b) Working Hours. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall coordinate its schedule so that work on the Premises is performed during those hours the City sets forth in a written notice to the Consultant, unless written permission is obtained from the City to work during other times. This condition shall not excuse Consultant from timely performance under the Contract. The work schedule must be agreed upon by the City and the Consultant.

(c) Pandemic Restrictions. Limitations relating to such shall follow local Health Department guidelines.

(d) Publicity. Consultant agrees not to deliberately disclose the fact that the City has entered into or terminated this Contract or disclose any of the terms of the Contract or use the City's name in connection with any publicity, unless the City gives prior written consent to such use of the City's name in each instance.

(e) Standard of Performance. All workmanship, services, materials or equipment, either at the Premises or intended for it, shall conform in all respects with the requirements of all this Contract, and shall be the best obtainable from the crafts and trades. In all cases, the services, materials, equipment, reports, plans, specifications, deliverables,

workmanship, etc. shall be equal to or better than the grade specified, and the best of their kind that is obtainable for the purpose for which they are intended. The standard of care and skill for all services performed by the Consultant shall be that standard of care and skill ordinarily used by other members of the Consultant's profession practicing under the same or similar conditions at the same time and in the same locality. The Consultant's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with standard industry practice.

(f). Consultant's Employees. The Consultant shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

5. Record of Activities. The Consultant shall maintain contemporaneous daily time records of hours and tasks performed in sufficient detail requested by the City, which records shall be submitted to the Project Manager as requested during the Term, or unless otherwise directed by the City. Unless otherwise stated, all work schedules shall be considered a material part of this Agreement.

6. Payment.

(a) Source of Funds. The Consultant's activities under this Agreement will be funded **General Funds**. The parties understand that the Consultant will provide its Services pursuant to the Scope of Work, including reimbursable expenses, up to a maximum not-to-exceed amount to be determined.

(b) Payment. The Consultant will submit invoices to the Project Manager on a monthly basis for the prior month's Services rendered and such invoices shall be paid by the City within 45 days of receipt of a complete invoice. The Project Manager will promptly review each Consultant invoice and shall, within ten (10) business days of receipt, either approve such invoice for payment or advise Consultant of any revisions or additional documentation necessary to render such invoice so approved.

5. Acceptability of Information and Reports Supplied by the Consultant. Any and all information and reports, whether supplied orally or in writing by the Consultant, shall be based upon consistent and reliable data-gathering methods and may be relied upon by the City. The City acknowledges that all such information and reports were prepared for the project at hand and are neither represented nor warranted to be appropriate for reuse on any other project or under different circumstances and that any such reuse shall be at the sole risk of the City and without liability to the Consultant.

7. Proprietary Rights. It is not anticipated that the Consultant will develop or deliver to the City anything other than Services and certain written reports or recommendations. Nevertheless, the City shall own all right, title and interest in such the Consultant's work under this Agreement to the extent such work provides analyses, findings, or recommendations uniquely related to the Services to be rendered. The Consultant expressly acknowledges and agrees that its work constitutes "work made for hire" under Federal copyright laws (17 U.S.C. Sec. 101) and is owned exclusively by the City and, alternatively, the Consultant hereby irrevocably assigns to the City all right, title and interest in and irrevocably waives all other rights (including moral rights) it might have in its work under this Agreement. The Consultant shall, at any time upon request, execute any documentation required by the City to vest exclusive ownership of such work in the



City (or its designee). The Consultant retains full ownership of any underlying techniques, methods, processes, skills or know-how used in developing its Services under this Agreement and is free to use such knowledge in future projects.

8. Confidential Information.

(a) Acknowledgment of Confidentiality. Each party hereby acknowledges that it may be exposed to confidential and proprietary information belonging to the other party or relating to its affairs, including materials expressly designated or marked as confidential ("**Confidential Information**"). Confidential Information does not include (i) information already known or independently developed by the recipient; (ii) information in the public domain through no wrongful act of the party, (iii) information received by a party from a third party who was free to disclose it or (iv) information required to be disclosed under the Connecticut Freedom of Information Act.

(b) Covenant Not to Disclose. Each party hereby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose the other party's Confidential Information to any person or entity, except to its own employees who have a "need to know," to such other recipients as the other party may approve in writing in advance of disclosure, or as otherwise required by court order, statute or regulation. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own Confidential Information, but in no event shall a party use less than reasonable care and due diligence. Neither party shall alter or remove from any software, documentation or other Confidential Information of the other party (or any third party) any proprietary, copyright, trademark or trade secret legend.

9. Injunctive Relief. The parties acknowledge that violation by one party of the provisions of this Agreement relating to violation of the other party's Proprietary Rights or Confidential Information rights would cause irreparable harm to the other party not adequately compensable by monetary damages. In addition to other relief, it is agreed that preliminary and permanent injunctive relief may be sought without the necessity of the moving party posting bond to prevent any actual or threatened violation of such provisions.

10. Representations and Warranties.

The Consultant represents and warrants, as of the date hereof and throughout the Term of this Agreement, as follows:

(a) The Consultant represents that it has the requisite experience to undertake and complete the Services pursuant to the requirements of this Agreement and has in its employ or will hire qualified and trained personnel to perform the Services required.

(b) The Consultant represents that it can commence the Services promptly within five (5) days of the receipt of a notice to proceed and will complete the Services in a timely manner on a schedule to be approved by the City.

(c) The Consultant represents that it is financially stable and has adequate resources and personnel to commence and complete the Services required in a timely fashion.



(d) The Consultant's performance of the Services described herein, and its representation of the City, will not result in a conflict of interest, will not violate any laws or contractual obligations with third parties, and is an enforceable obligation of the Consultant.

(e) The Consultant will not subcontract any of the work to third parties without prior written notice to the City and receipt of the City's prior written consent.

(f) The Consultant represents that neither it, nor any of its officers, directors, owners, employees or permitted subcontractors, have committed a criminal violation of or are under indictment of a federal or state law arising directly or indirectly from its business operations or reflects on its business integrity or honesty that resulted or may result in the imposition of a monetary fine, injunction, criminal conviction or other penal sanction, and further represents that the Consultant, its officers, directors, owners, employees, agents and subcontractors shall comply with the requirements of all laws, rules and regulations applicable to the conduct of its business or the performance of the Services under this Agreement.

(g) The Consultant represents that it will perform the Services in a good and workmanlike manner and will diligently pursue the completion of same in accordance with the terms of this Agreement.

(h) The Consultant represents that it possesses all licenses and permits that may be required to perform the Services required by this Agreement.

(i) The Consultant represents and warrants that the performance of the Services will not infringe upon or misappropriate any United States copyright, trademark, patent, or the trade secrets or other proprietary material of any third persons. Upon being notified of such a claim, the Consultant shall (i) defend through litigation or obtain through negotiation the right of the City to continue using the Services of the Consultant; (ii) rework the Services to be rendered so as to make them non-infringing while preserving the original functionality, or (iii) replace the Services with the functional equivalent. If the City determines that none of the foregoing alternatives provide an adequate remedy, the City may terminate all or any part of this Agreement and, in addition to other relief, recover the amounts previously paid to the Consultant hereunder.

(j) The Consultant represents and warrants that any computer program included as a deliverable Service hereunder operates substantially in accordance with the specifications for such work and in compliance with Year 2000 Standards. For these purposes, "**Year 2000 Standards**" means the deliverable Services and the reports prepared in connection therewith records, stores, recognizes, interprets, processes and presents both 20th and 21st century dates using four (4) digit years and operates at a programming interface level with other programs for which it could reasonably be expected to operate without causing the other programs to violate such Year 2000 Standards.

11. Remedies & Liabilities.

(a) Remedies. In addition to other remedies expressly acknowledged hereunder and except as expressly limited herein, the City shall have the full benefit of all remedies generally available to a purchaser of goods under the Uniform Commercial Code.

(b) Liabilities. THE CITY SHALL NOT BE LIABLE TO THE CONSULTANT FOR ANY CLAIM ARISING OUT OF THIS AGREEMENT IN AN AMOUNT EXCEEDING THE TOTAL CONTRACT PRICE FOR THE DELIVERABLE AT ISSUE. EXCEPT FOR VIOLATIONS BY THE CONSULTANT OF SECTION 6 ("PROPRIETARY RIGHTS") OR SECTION 7 ("CONFIDENTIAL INFORMATION"), NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST SAVINGS OR PROFIT) SUSTAINED BY THE OTHER PARTY OR ANY OTHER INDIVIDUAL OR ENTITY FOR ANY MATTER ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS AGREEMENT. THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE THAT THE FOREGOING LIMITATION HAS BEEN NEGOTIATED BY THE PARTIES AND REFLECTS A FAIR ALLOCATION OF RISK.

12. Notices. Notices sent to either party shall be effective on the date delivered in person by hand or by overnight mail service or on the date received when sent by certified mail, return receipt requested, to the other party or such other address as a party may give notice of in a similar fashion. The addresses of the parties are as follows:

If to the City:

Chief Administrative Office  
City of Bridgeport  
Margaret E. Morton Government Center  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

with a copy to:

Office of the City Attorney  
999 Broad Street, Second Floor  
Bridgeport, Connecticut 06604

If to the Consultant:

At the address specified above.

13. Termination For Default; Termination For Convenience.

(a) This Agreement shall terminate upon expiration of the Term or upon the earlier termination by one of the parties in accordance with the terms hereof. In addition to other relief, either party may terminate this Agreement if the other party breaches any material provision hereof and fails after receipt of written notice of default to advise the other party in writing within five (5) business days of its intentions with respect to such default and in any event corrects or cures such default within ten (10) business days of the receipt of notice of default. If such default cannot be cured or corrected within such 10-day period and the defaulting party details in writing to the other the reasons why such default cannot be so corrected or cured, the other party shall give an additional thirty (30) day period to correct or cure such default and the defaulting party shall with best efforts and due diligence promptly commence and consistently pursue corrective or curative action reasonably acceptable to the aggrieved party to completion. Either party shall be in default hereof if it becomes insolvent, makes an assignment for the benefit of its creditors, or if a receiver is appointed or a petition in bankruptcy is filed with respect to the party and is not dismissed within thirty (30) days. Termination shall have no effect on the parties' respective rights or obligations under **Section 7** ("Confidential Information"), **Section 9** ("Injunctive Relief") or **Section 10** ("Warranties").

(b) The Consultant may not terminate for convenience. The City may terminate for convenience upon giving written notice of termination.

14. Resolution of Disputes and Choice of Law.

The parties agree that all disputes between them arising under this agreement or involving its interpretation, if they cannot be first resolved by mutual agreement, shall be resolved in a court of competent jurisdiction over the parties located in Fairfield County, Connecticut.

15. Independent Consultant Status. The Consultant shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Consultant's services. The Consultant and its approved subcontractors are independent contractors in relation to the City with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. The Consultant shall remain responsible, and shall indemnify and hold harmless the City, from and against all liability for the withholding and payment of all Federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies or employee benefit requirements (under ERISA, state law or otherwise) now existing or hereafter enacted and attributable to the Consultant, its subcontractors and their respective employees. THE CONSULTANT REPRESENTS THAT IT RETAINS WIDE DISCRETION IN THE TIME, MANNER AND DETAILS OF PERFORMANCE, IS NOT UNDER THE CITY'S DIRECT SUPERVISION OR CONTROL, HAS THE SKILLS AND TOOLS TO PERFORM THE WORK, HOLDS ITSELF OUT GENERALLY AS AN INDEPENDENT CONSULTANT AND HAS OTHER SUBSTANTIAL SOURCES OF INCOME.

16. Security, No Conflicts. Each party agrees to inform the other of any information made available to the other party that is classified or restricted data, agrees to comply with the security requirements imposed by any state or local government, or by the United States Government, and shall return all such material upon request. Each party warrants that its participation in this Agreement does not conflict with any contractual or other obligation of the party or create any conflict of interest prohibited by the U.S. Government or any other government and shall promptly notify the other party if any such conflict arises during the Term.

17. Indemnification; Insurance.

(a) Indemnification. The Consultant agrees to defend, indemnify and hold harmless the City, its elected officials, officers, department heads, employees and agents from and against any and all claims, liabilities, obligations, causes of action for damages arising out of the negligence or misconduct of the Consultant, including direct damage to the City's property, and costs of every kind and description arising from work or activities under this agreement and alleging bodily injury, personal injury, property damage regardless of cause, except that the Consultant shall not be responsible or obligated for claims arising out of the sole proximate cause of the City, its elected officials, officers, department heads, employees or agents.

B. Insurance requirements: (1) The following insurance coverage is required of the Consultant and it is understood that the Consultant will require other coverage from every contractor and subcontractor in any tier according to the work being performed and shall ensure that the City is named as additional insured with notice of cancellation in the same manner as required for insurance coverages required of the Consultant. The Consultant shall procure, present to the City, and maintain in effect for the Term without interruption the insurance coverages identified below with insurers licensed to conduct business in the State of Connecticut and having a minimum Best's A 15 financial rating acceptable to the City.

Commercial General Liability (occurrence form) insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of operations conducted under this agreement. Coverage shall be broad enough to include premises and operations, contingent liability, contractual liability, completed operations (24 months), broad form property damage, care, custody and control, with limitations of a minimum \$1,000,000 per occurrence and \$300,000 property damage.

Business Automobile, if applicable, insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business. Coverage will be broad enough to include contractual liability, with limitations of \$1,000,000 combined primary and excess coverage for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.

Workers' Compensation insuring in accordance with statutory requirements in order to meet obligations towards employees in the event of injury or death sustained in the course of employment. Liability for employee suits shall not be less than \$500,000 per claim.



(b) General requirements. All policies shall include the following provisions:

Cancellation notice—The City shall be entitled to receive from the insurance carriers **by policy endorsement** not less than 10 days' written notice of cancellation, non-renewal or reduction in coverage to be given to the City at: Purchasing Agent, City of Bridgeport, City Hall, 45 Lyon Terrace, Bridgeport, Connecticut 06604.

Certificates of Insurance—All policies will be evidenced by an original certificate of insurance delivered to the City and authorized and executed by the insurer or a properly-authorized agent or representative reflecting all coverage required, such certificate required to be delivered to the City prior to any work or other activity commencing under this agreement.

Additional insured—The Consultant and its permitted subcontractors will arrange with their respective insurance agents or brokers to name the City, its elected officials, officers, department heads, employees and agents on all policies of primary and excess insurance coverages as additional insured parties **by policy endorsement** and as loss payee with respect to any damage to property of the City, as its interest may appear. The undersigned shall submit to the City upon commencement of this agreement and periodically thereafter, but in no event less than once during each year of this agreement, evidence of the existence of such insurance coverages in the form of original Certificates of Insurance issued by reputable insurance companies licensed to do business in the State of Connecticut and having minimum Best's A + 15 financial ratings acceptable to the City. Such certificates shall designate the City in the following form and manner:

"The City of Bridgeport, its elected officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA  
Attention: Purchasing Agent  
999 Broad Street  
Bridgeport, Connecticut 06604"

18. Non-discrimination. The Consultant agrees not to discriminate, nor permit discrimination, against any person in its employment practices, in any of its contractual arrangements, in all services and accommodations it offers the public, and in any of its other business operations on the grounds of race, color, national origin, religion, sex, disability or veteran status, marital status, mental retardation or physical disability, unless it can be shown that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commissioner of Human Rights and Opportunities with information which may be requested from time to time by the Commission concerning the employment practices and procedures of both parties as they relate to the provisions of Section 4-114a of the Connecticut General Statutes and any amendments thereto. This agreement is subject to the provisions of the Governor's Executive Order No. 3 promulgated June 16, 1971, and, as such, this Agreement may be canceled, terminated, or suspended by the State Labor Commission for violation of, or noncompliance with, Executive Order No. 3, or any State or Federal law concerning nondiscrimination,

notwithstanding that the Labor Commissioner is not a party to this agreement. The parties to this agreement, as part of the consideration hereof, agree that Executive Order No. 3 is incorporated herein and made a part hereof. The parties agree to abide by Executive Order No. 3 and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to performance in regard to nondiscrimination, until the agreement is completed or terminated prior to completion. The parties agree as part of the consideration hereof that this agreement is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3 and that they will not discriminate in employment practices or policies, will file reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

19. Communications. All communications shall be made orally or in writing to the Director of Planning and Economic Development for the City of Bridgeport or his respective designee. Any written report requested from the Consultant shall be sent in draft form for review prior to finalization.

20. Contract Change Order.

(a) At the sole discretion of the City, a Change Order may be issued solely by the City to modify an existing party obligation set forth in this Contract where the scope of the Change Order is:

(i) within the scope of the original Contract OR is made pursuant to a provision in the original Contract, AND

(ii) the Change Order monetary cost is charged solely against those funds encumbered for and at the time the Contract was originally executed by the City, that is those funds set forth in the original Contract as a not to exceed payment amount AND

(iii) the Final Completion Date has not been changed.

(b). Notwithstanding the foregoing subsection A, a Change Order shall not include:

(i) an upward adjustment to a Consultant's payment claim, or

(ii) a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment.

(c). That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed, and if agreed to, approved by the City's Purchasing Agent and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant, any City designated representative(s), and a duly authorized representative of the City's Purchasing Agent prior to the Consultant's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this Contract.



21. Excusable Delay. The parties hereto, respectively, shall not be in default of this Agreement if either is unable to fulfill, or is delayed in fulfilling, any of its obligations hereunder, or is prevented or delayed from fulfilling its obligations, in spite of its employment of best efforts and due diligence, as a result of extreme and unseasonable weather conditions, natural disasters, catastrophic events, mass casualties to persons or significant destruction of property, war, governmental preemption in a national emergency, enactment of law, rule or regulation or change in existing laws, rules or regulations which prevent any party's ability to perform its respective obligations under this Agreement, or actions by other persons beyond the exclusive control of the party claiming hindrance or delay. If a party believes that a hindrance or delay has occurred, it shall give prompt written notice to the other party of the nature of such hindrance or delay, its effect upon such party's performance under this Agreement, the action needed to avoid the continuation of such hindrance or delay, and the adverse effects that such hindrance or delay then has or may have in the future on such party's performance. Notwithstanding notification of a claim of hindrance or delay by one party, such request shall not affect, impair or excuse the other party hereto from the performance of its obligations hereunder unless its performance is impossible, impractical or unduly burdensome or expensive, or cannot effectively be accomplished without the cooperation of the party claiming delay or hindrance. The occurrence of such a hindrance or delay may constitute a change in the scope of Services, and may result in the need to adjust the Compensation in accordance with the terms of this Agreement.

22. Non-Discrimination. The requirements for minority hiring and participation by disadvantaged businesses are set forth in Chapter 3.12 of the Municipal Code of Ordinances of the City of Bridgeport, which Chapter is attached here to as **Exhibit D**.

21. Miscellaneous.

(a) No Third-Party Beneficiaries. None of the provisions of this Agreement is intended to be for the benefit of, or shall be enforceable by, any person other than the parties hereto and their permitted successors and assigns.

(b) Electronic Signatures. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed or signed and scanned, and that any electronic or scanned signatures appearing on this Agreement, or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

(c) Prohibition Against Assignment. Except as specifically permitted herein, neither this Agreement nor any rights or obligations hereunder may be transferred, assigned or subcontracted by the Consultant without the City's prior written consent and any attempt to the contrary shall be void.

(d) Partial Invalidity. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be deleted and the balance of the Agreement shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect.

(e) Partial Waiver. The waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

(f) Headings. Headings are for reference purposes only and have no substantive effect.

(g) Survival. All representations, warranties and indemnifications contained herein shall survive the performance of this Agreement or its earlier termination.

(h) Precedence of Documents. In the event there is any conflict between this agreement or its interpretation and any exhibit, schedule or attachment, this Agreement shall control and take precedence.

(i) Entire Agreement. This document and the identified exhibits, schedules and attachments made a part hereof or incorporated herein, constitute the entire and exclusive agreement between the parties with respect to the subject matter hereof and supersede all other communications, whether written or oral.

(j) Modifications. This Agreement may be modified or amended only by a writing signed by the party against whom enforcement is sought.

**IN WITNESS WHEREOF**, for adequate consideration and intending to be legally bound, the parties hereto have caused this agreement to be executed by their duly-authorized representatives.

**CITY OF BRIDGEPORT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Joseph P. Ganim  
Mayor

**CONSULTANT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:  
duly-authorized

**Exhibit A**

Requests for Qualification and Submissions

**Exhibit B**

Consultant's Proposal

## Exhibit C

### Scope of Work

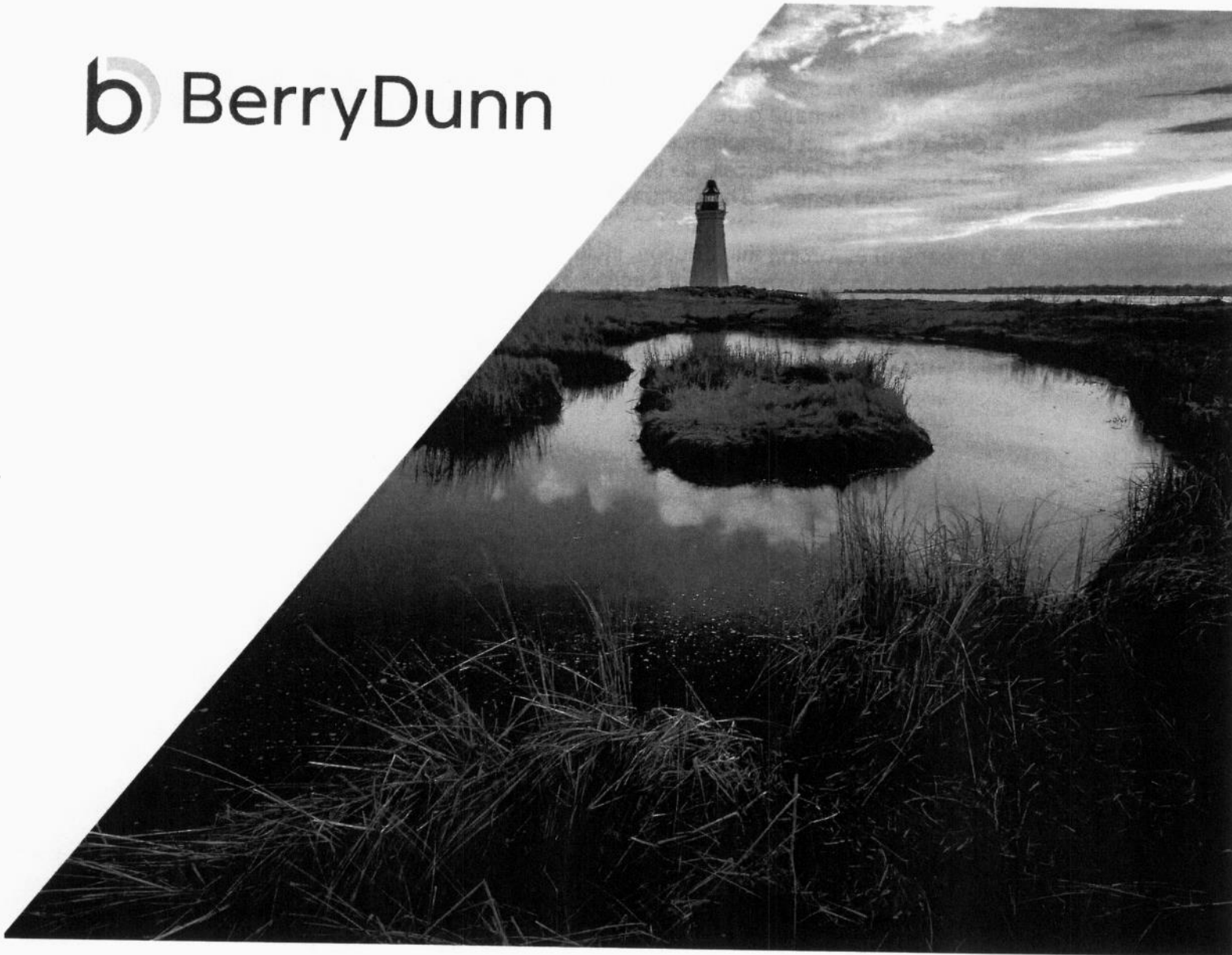
**Exhibit D**  
**Nondiscrimination**

Chapter 3.12 of the Bridgeport Code of Ordinances reads in pertinent part as follows:

- A. The Contractor agrees and warrants that during the performance of this contract he will not Discriminate or permit discrimination against any person or group of persons because of race, color, religion, sex, age or national origin in any manner prohibited by the laws of the United States or of the state of Connecticut, and further agrees to take affirmative action that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Office of Contract Compliance of the City of Bridgeport setting forth the provisions of this section.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, age or national origin.
- C. The Contractor will send to each labor union or other representative with which he has a collective bargaining agreement or other contract or understanding, and to each vendor with which he has a contract or understanding, a notice to be provided advising the labor union or worker's representative of the Contractor's commitments under this division, and shall post copies of such notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of this Section and with all the rules and regulations or orders issued by the Office of Contract Compliance pursuant thereto.
- E. The Contractor will provide the Office of Contract Compliance with such information requested by said office concerning the employment pattern, practices and procedures of the Contractor as relate to the provisions of subsections A through C of this Section and rules and regulations and/or orders issued pursuant thereto.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of the Contract or with any rule, regulation or order issued under this Section, the Contract may be canceled, terminated or suspended, in whole or in part and such other sanctions may be imposed and remedies invoked as are provided under the provisions of Section 3.12.100(D) of the City of Bridgeport Ordinances and rules, regulations or orders issued pursuant thereto, or as provided by federal and state laws.



- G. The Contractor will include the provisions of subsection A of this Section, in every subcontract or purchase order unless exempted by rules, regulations or orders of the Office of Contract Compliance issued pursuant to Section 3.12.060 of the City of Bridgeport Ordinances, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Office of Contract Compliance may direct as a means of enforcing this Section, including sanctions for non-compliance in accordance with the provisions of Section 3.12.100 of the City of Bridgeport Ordinances.



## **COST PROPOSAL**

# City of Bridgeport

Building Permitting Process Analysis  
Request for Qualifications COX02923A

**BerryDunn**  
2211 Congress Street  
Portland, ME 04102  
207.541.2200

**Kevin Price, Project Principal**  
kprice@berrydunn.com

**Keri Ouellette, Project Manager**  
kouellette@berrydunn.com

**Submissions Due**  
October 12, 2022 | 2 p.m.

berrydunn.com

October 12, 2022

City of Bridgeport | Department of Public Purchases  
Attn: Lisa Farlow  
999 Broad Street, 2<sup>nd</sup> floor  
Bridgeport, CT 06604

Dear Lisa Farlow:

On behalf of Berry Dunn McNeil & Parker, LLC (BerryDunn), I would like to thank you for the opportunity to submit this **cost proposal** in response to the City of Bridgeport's (the City's) Request for Qualifications (RFQ) No. COX02923A for Building Permitting Process Analysis. We have read the City's request, and we have reviewed its terms and conditions and the contents presented therein. Our proposal will remain effective for 120 days from the submission deadline of October 12, 2022.

BerryDunn is a nationally recognized independent management and IT consulting firm founded in 1974 and headquartered in Portland, Maine with more than 100 clients in the New England region and two office locations in the State of Connecticut (the State). Focused on inspiring organizations to transform and innovate, we are a stable and well-established firm that has preserved our core values and reputation for excellence throughout our 48-year history. Our firm's culture is centered on a deep understanding of our clients' commitment to serving their internal and external stakeholders alike. The human aspect of projects can often be forgotten in the maze of regulatory changes and legal requirements with which counties, cities, and departments must comply. BerryDunn proudly tailors each of its projects to recognize the work our clients do every day. ***We care about what we do, and we care about the people impacted by our work***—including those associated with the City and those impacted by its development review, permitting, and inspection processes and procedures.

As a principal in our Local Government Practice Group and leader of our Community Development and Utility Operations Practice, I am authorized to bind BerryDunn to the commitments made herein. I can also positively commit that if chosen to partner with the City on this initiative, we will perform all requested services. **That said, please consider me your primary point of contact should the City have any questions or updates during the evaluation process.**

Sincerely,



**Kevin Price, MPP, PMP®, Prosci CCP®, Principal**  
207-541-2379 | kprice@berrydunn.com

## *Sealed Cost Proposal*

Below, we present our fixed-fee, all-inclusive costs for performing the City's requested services. These fees are based on our experience conducting projects of similar size and scope, and the assumption that satisfying a deliverable is based on the City's signed acceptance. That said, the City will not incur any additional costs associated with the process of reaching deliverable acceptance.

These costs do not include federal, state, or local taxes. We understand that no additional charges will be allowed except for additional services as requested by the City, if any.

<b>Phase</b>	<b>Cost</b>
Phase 0: Project Management	\$8,120
Phase 1: Fact Finding	\$34,220
Phase 2: Assessment and Recommendations	\$42,280
<b>Total</b>	<b>\$84,620</b>

BPP APPROVED:  
COX02923A  
BLDG PERMITTING PROCESS  
ANALYSIS  
Berry Dunn

*laf*



**CITY OF BRIDGEPORT  
BOARD OF PUBLIC PURCHASES  
MEETING AGENDA**

**4:15PM | Wednesday, November 9, 2022, via ZOOM**

**Purpose of BPP:** Advises the City concerning the affairs of the Office of Public Purchases, approves City's annual Purchasing Policy Statement, approves all procedural rules and regulations, and hears appeals from the decisions of the Purchasing Agent as may be authorized by law.

**Meeting Facilitator:** James Money

**Invitees:** Denise Hanks, James Money, Kathy Williamson, Kenneth Flatto, Bernd Tardy, Lisa Farlow, Deborah (Deb) Garskof, Marilia (Lilly) Giacobbe, Curtis Denton- ITS Director, Tony Pires – BOE Operations Manager, Student Support & Special Education

- I. **Call to Order:** James Money
- II. **Roll Call**
- III. **Approval of minutes from previous *special* meeting:**
  - a. Thursday, October 20, 2022
- IV. **New Business**
  - a. **Request for Approval:** RFQ/P | COX02923A | BLDG PERMITTING PROCESS ANALYSIS | BERRY DUNN
  - b. **Request for Approval:** RFP | BEX054223R | SPECIAL EDUCATION AUDIT | ARIZONA STATE/URBAN COLLABORATIVE
- V. **Adjournment**