

Office of Administration

Overview and Budget Presentation
FY2018-19



Michael E. Handler
Director of Administration
March 12, 2018



Office of Administration - Overview

OFFICE OF ADMINISTRATION

Michael E. Handler, Director of Administration

The Office of Administration is responsible for administration of municipal finance functions including, but not limited to:

- Accounting
- Treasury
- Payroll
- Budgeting
- Purchasing
- Central services
- Grants
- Tax Assessment and Collection
- Risk Management
- Information Technology

In addition, as the chief fiscal officer for the City, the Director of Administration has all of the powers of Town Treasurers and as such, is responsible for issuance of all municipal bonds.



Office of Administration - Overview

OFFICE OF ADMINISTRATION

Michael E. Handler, Director of Administration

In the course of fulfilling the Office's responsibilities the Director works to:

- Develop, maintain, and improve the City's financial systems, procedures and internal controls
- Execute financial and administrative decisions in an effective and accountable manner
- Advise the Mayor and the City's fiscal boards with respect to financial and administrative matters in accordance with the Charter, local ordinances, and State law
- Provide executive leadership to all the operating divisions within the Office of Administration

Overarching this mission is a mandate to ensure that Stamford's taxpayers benefit from sound and prudent financial and administrative management.



Office of Administration - Overview

Fiscal Management

The Standard & Poor's and Fitch's ratings agencies evaluate the City's credit as AAA with a stable outlook. A Standard & Poor's report issued June 20, 2017 highlighted the following positive aspects of the City of Stamford financial health:

- a very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- strong management, with "good" financial policies and practices under their financial management assessment (FMA) methodology;
- strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in FY 2016 and projected for 2017;
- strong budgetary flexibility, with an available fund balance in FY 2016 of 6.2% of operating expenditures;
- very strong liquidity; strong debt and contingent liability profile, with debt service carrying charges at 8.1% of expenditures and 66.3% of debt scheduled to be retired in 10 years;
- and a very strong institutional framework score.



Office of Administration - Overview

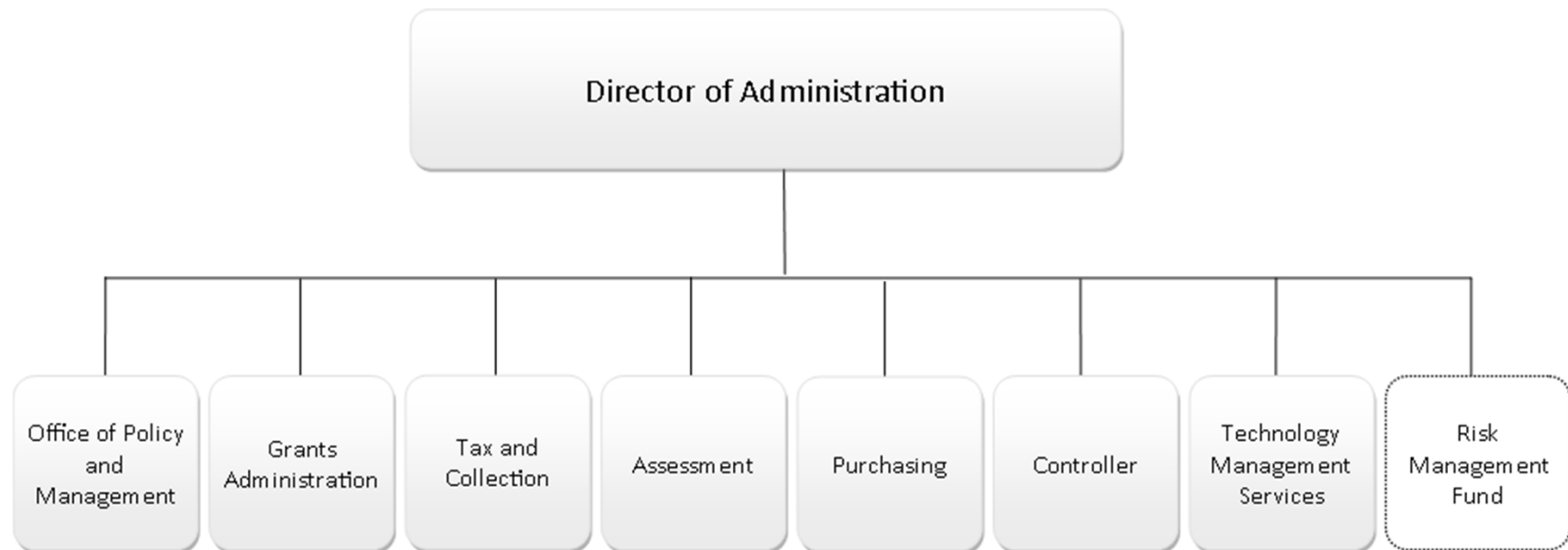
Fiscal Management

- In July of 2017, the City issued \$30 million in new bonds at interest rates of 2.08% and 2.68% - far better than other similarly rated credits.
- Also in July 2017, the City issued refunding bonds to replace 20-year bonds originally issued in 2009 and 2011 at 4.77% with 7-year bonds at 1.83% resulting in a gross savings of \$2.6 million or present value savings of 5.0%. This will save approximately \$200,000 in reduced debt service each year from 2017-2024.
- Harbor Point Infrastructure Improvement District Special Obligation bonds were refunded in December of 2017 reducing the amount of the City contribution to the Harbor Point TIF by \$1.3 million a year for the next few years.
- For the 30th consecutive year, the City was awarded the Certificate of Achievement for excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2017.
- The Rainy Day Fund has more than quadrupled from \$4 million to \$22.6 million and is expected to increase by another million in the current year.

Office of Administration - Overview



City of Stamford Office of Administration





Office of Administration - Overview

OPM/CENTRAL SERVICES

Jay Fountain, OPM Director

The Office of Policy and Management provides financial planning and analysis.

- OPM prepares the operating and capital budgets.
- OPM provides budgetary forecasting, analysis, and reporting to City departments and elected officials to ensure that the fiscal integrity and accountability of the City is maintained.
- Central Services provides duplication and mailing services to City departments.

In fiscal year 2017:

- *OPM kept the administration and boards informed about the effects of ongoing reductions in State Aid and helped develop methods of dealing with it without reduction in services to citizens*
- *Improved information available to administration about capital projects including authorized but unissued and capital non-recurring*

OPM monitors all revenues and expenditures through the preparation of various financial analyses including quarterly financial projections and quarterly capital project status reports and monitors major expense and revenue accounts.



Office of Administration - Overview

In fiscal year 2017 Grants:

- *Administered portfolio of over 150 grant awards totaling \$297 million*
- *Managed expenditure of \$1.4 million in CDBG/HOME funds for public services, renovation of 100+ housing units, capital improvements to 5 nonprofit facilities*
- *Completed reorganization of Community Development Office*
- *Secured approval from US Department of Justice to extend Body-Worn Camera program, retaining full use of grant fund*

GRANTS OFFICE/COMMUNITY DEVELOPMENT

Karen Cammarota, Grants Officer

Grants management includes:

- Identification of funding resources
- Application development
- Submission of grant contracts through the local approval process
- Subcontracting
- Financial reporting
- Processing required budget adjustments
- Program, financial, and compliance audits

The Community Development Office administers the HUD Community Development Block Grant and Home Investment Partnership Programs to support housing and public services for low and moderate income residents.



Office of Administration - Overview

TAX COLLECTOR'S OFFICE

William A. Forker, Tax Collector

The Tax Collector's Office is responsible for the billing and collection of property taxes which account for approximately 90% of City revenue.

Revenue Services Department

- Maximizes tax revenue due the City, bills taxpayers: collect payments, provides for effective delinquent collection program including timely filing of tax liens.
- Replies to requests for information from taxpayers and others.

Taxation Services Department

- Performs the customer service function for the Departments of Assessment and Tax & Collection and serves as the key point of public contact for the Departments of Assessment and Tax & Collection.

The City's tax collection rate exceeds 98%



Office of Administration - Overview

In fiscal year 2017, the Assessor's Office:

- *Implemented City-wide property revaluation of all real estate parcels for the 2017 Grand List*
- *Updated online digital tax maps for public use – appraisers, title searchers, attorneys, land surveyors, property owners*
- *Plans to work with Land Use to archive historical property field cards into searchable database*

ASSESSOR'S OFFICE

Greg Stackpole, Assessor

The Assessor's Office is responsible for the valuation of all property located within the City.

Assessment and Property Valuation Department

- Establishes fair and equitable property assessments so each property owner bears his appropriate share of the tax burden.
- Principal activity of the department is the preparation of the Grand List, which represents the total assessed value of all property.

To establish the Grand List, the department must determine values for approximately 38,000 real estate parcels, 120,000 motor vehicles (regular and supplemental lists combined) and 4,700 personal property business accounts.



Office of Administration - Overview

PURCHASING

Erik J. Larson, Purchasing Agent

The Purchasing Department procures goods and services in the most cost effective and timely manner possible in accordance with State, federal and local laws.

- The Purchasing Department strives to procure the highest quality of goods and services for all City departments and capital purchases for the Board of Education on a timely basis at the lowest possible price.
- The Purchasing Department reviews requisitions, approves purchase orders, prepares all bids and requests for proposal documents and maintains a centralized contracts database for City-wide use.

In fiscal year 2017:

- *Purchasing began the process of reviewing all department forms and bid/RFQ/RFP bid documents*
- *Identified opportunities to use technology to enhance procedures such as converting forms to fillable PDFs*
- *Is in the process of improving the bid to contract procedure*

eBid, the City's online bid system, allows vendors to register and download bid documents which eliminates the need for staff to copy and mail bid materials and results in more operational and economic efficiencies in the Purchasing Department.



Office of Administration - Overview

CONTROLLER'S OFFICE

David A. Yanik, Controller

- The City Controller's Office is responsible for accounting and financial reporting, accounts receivable, accounts payable, treasury and cash management, debt service management, payroll processing, time and attendance, and Pcard administration.
- Its mission is to maintain the integrity of internal control over financial reporting so that timely and accurate information is provided to City officials, elected officials, citizens, creditors, investors, grantors, and other interested parties to aid in effective decision-making.

In fiscal year 2017:

- *Auditors reported no material weaknesses or other deficiencies in internal control for City/BOE/SWPCA*
- *ACH wire payment program for key vendors was implemented*
- *RFP issued for Payroll Services Provider*

The City Controller's Office manages all accounting, accounts payable, and payroll functions for both the City and Board of Education for approximately 40 separate and distinct funds.



Office of Administration - Overview

In fiscal year 2017:

- *Upgraded all credit card systems to Payment Card Industry Data Security Standard (PCI DSS)*
- *Created Stamford Small Business Portal and upgraded the network and,*
- *Upgraded the network*

TECHNOLOGY MANAGEMENT SERVICES (TMS)

Michael Pensiero, Information Services Director

- The Technology Management Services Department (TMS) provides information technology planning, implementation and maintenance services to all City departments and the Board of Education so that cost-effective technology is delivered enabling user departments to meet their missions.

Over 7,500 computers and over 5,000 portable Chromebook devices are maintained for the City of Stamford and the Board of Education by the TMS Department. 1,500 applications running on 90 network servers are the backbone of the entire organization. Over 18,000 users access the system including City staff, Board of Education personnel and public school students.



Office of Administration - Overview

RISK MANAGEMENT

Ann Marie Mones, Risk Manager

The Risk Manager is responsible for all aspects of risk management, including, but not limited to:

- Risk financing and budgeting
- Risk control
- Claims
- Risk transfer
- Risk avoidance and risk assumption
- Worker's compensation
- Loss control
- Insurance provisions

In fiscal year 2017:

- *Risk Management provided 2,785 training events to employees*
- *There was a 22% Reduction in dollar value for injuries in at-fault collisions*

The Risk Manager writes insurance requirements for, and reviews, all leases, contracts, grants, and more than 3,000 building use/special event permits per year for insurance purposes.

Director of Administration Budget



FY 2018-2019

Michael E. Handler
Director of Administration

Fiscal Year 2018/2019 - Program Detail Report

3/8/2018 - 10:42:42 AM

Fund: 0001 General Fund
Office: 001 Administration
Dept/Div: 0101 Administration
Program: 1010 Director of Administration

Ref #	Account Title			FY 17/18			FY 18/19			
		FY 15/16 Actual	FY 16/17 Actual	Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Projected	% Var Projected
01410101100	Salaries	228,031	232,128	234,567	234,567	234,566	237,964	237,964	3,398	1.4%
	Full Time Salary	228,031	232,128	234,567	234,567	234,566	237,964	237,964	3,398	1.4%
01410101301	Overtime	298	13	500	500	500	500	500	0	0.0%
	Overtime	298	13	500	500	500	500	500	0	0.0%
01410101505	Deferred Compensation	0	0	16,174	16,174	16,174	16,513	16,513	339	2.1%
01410102120	Active Medical & Life	29,303	61,571	63,851	63,851	63,851	54,393	54,393	-9,458	-14.8%
01410102200	Social Security	18,622	19,020	19,220	19,220	19,220	19,506	19,506	286	1.5%
	Employee Benefits	47,925	80,591	99,245	99,245	99,245	90,412	90,412	-8,833	-8.9%
01410102121	Retiree Medical & Life	21,289	0	0	0	0	0	0	0	0.0%
01410102302	Classified Pension Fund	19,550	10,668	11,527	11,527	11,527	164	164	-11,363	-98.6%
01410102406	OPEB Contribution	22,036	0	0	0	0	0	0	0	0.0%
01410102410	CERF OPEB Service Cost	0	9,624	10,294	10,294	10,294	0	0	-10,294	-100.0%
	Retirement Benefits	62,875	20,292	21,821	21,821	21,821	164	164	-21,657	-99.2%
01410105240	Payments to Insurance Fund	695	635	618	618	618	570	570	-48	-7.8%
	Payments to Insurance Fund	695	635	618	618	618	570	570	-48	-7.8%
01410105400	Advertising/Official Notices	1,610	500	500	500	500	500	500	0	0.0%
01410105405	Postage	341	299	300	300	120	300	300	180	150.0%
	Purchased Other Services	1,951	799	800	800	620	800	800	180	29.0%
01410103001	Professional Consultant	10,000	9,300	0	600	600	5,000	5,000	4,400	733.3%
01410103009	Actuarial Services	31,000	33,700	43,000	43,000	43,000	40,000	40,000	-3,000	-7.0%
	Purchased Professional Services	41,000	43,000	43,000	43,600	43,600	45,000	45,000	1,400	3.2%
01410105301	Telephone	1,619	1,959	1,500	1,500	1,860	1,900	1,900	40	2.2%
	Utilities & Commodities	1,619	1,959	1,500	1,500	1,860	1,900	1,900	40	2.2%
01410105500	Copying & Printing	25	0	440	440	200	100	100	-100	-50.0%
01410106100	Office Supplies & Expenses	2,678	2,383	2,400	1,800	1,800	2,400	2,400	600	33.3%

Fiscal Year 2018/2019 - Program Detail Report

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Fund: 0001 General Fund

Office: 001 Administration

Dept/Div: 0101 Administration

Program: 1010 Director of Administration

Ref #	Account Title	FY 15/16 Actual	FY 16/17 Actual	FY 17/18		Projected Exp & Enc	FY 18/19			
				Adopted Budget	Revised Budget		Department Request	Mayor's Proposed	\$ Var Projected	% Var Projected
Supplies		2,703	2,383	2,840	2,240	2,000	2,500	2,500	500	25.0%
01410108100	Dues & Fees	1,855	1,855	1,920	1,920	1,920	1,920	1,920	0	0.0%
Other		1,855	1,855	1,920	1,920	1,920	1,920	1,920	0	0.0%
Total Operating Cost		388,951	383,654	406,811	406,811	406,750	381,730	381,730	-25,020	-6.2%