

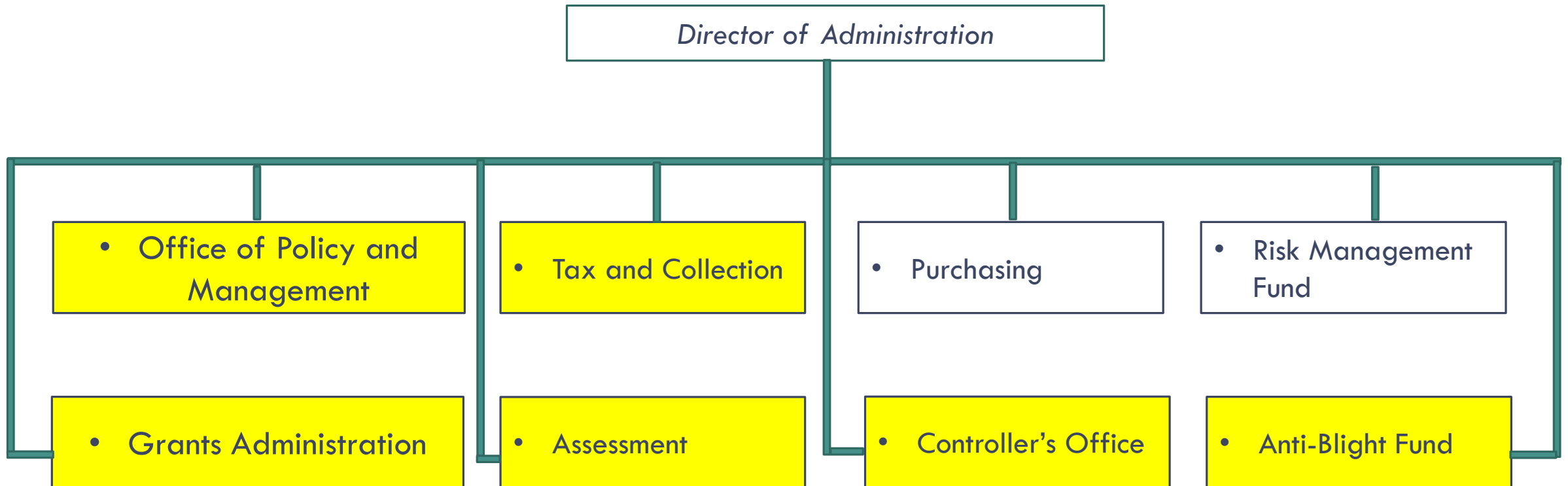


**OFFICE OF ADMINISTRATION -**  
OPM, REVENUE, ASSESSOR, TAX & COLLECTION,  
CONTROLLER'S OFFICE, GRANTS, ANTI-BLIGHT,

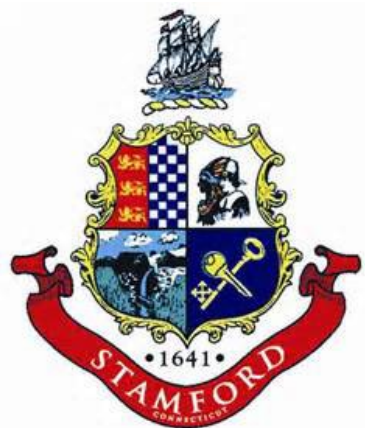
**April 5<sup>th</sup> Board of Representatives**  
**Sandra L. Dennies**

# DEPARTMENT OVERVIEW

# OFFICE OF ADMINISTRATION







# OFFICE OF ADMINISTRATION- OPM

**April 5<sup>th</sup> Board of Representatives**  
**Lee Berta**



# DEPARTMENT FUNCTIONS OPM

## *Preparation of the Annual Operating & Capital Budget*

**December 10:** Budget instructions distributed to departments/outside organizations

**January 10:** Final day for completion and submission of all budget information including submission of department budget overview memorandum

**March 1:** Board of Education budget due to the Mayor

**March 8:** Mayor's Operating Budget is transmitted to the Board of Finance and Board of Representatives

**April 8:** Latest date for the Board of Representatives and the Board of Finance to jointly hold public hearings on the proposed budget

**April 20:** Board of Finance transmits approved budget to the Board of Representatives

**May 15:** Board of Representatives adopts budget and transmits it with the annual appropriation resolution to the Town Clerk

**May 25:** Latest date for the Board of Finance to set the mill rate

## Quarterly and Year End Budgetary Forecasting & Analysis

- Report quarterly projections to the boards.
- Projection in Budget Book represents current status (versus adopted budget).
- Manage additional appropriations when required/track contingency.
- Work with accounting office and auditors on year end requests/needs.

## Cost Reduction and Revenue Enhancement/Create and Manage Policy

- Assist department in collecting data to request fee changes/increases.  
Ex. Working with Health Department on creating policies and procedures that will help create reliable reporting, budgeting, collecting, and projecting of their revenues.
- Perform analysis of departments to evaluate efficiency and effectiveness and compliance to City Charter/Ordinance and other policies and procedures.  
Ex. Currently working with Vehicle Maint regarding the City's fleet (i.e. Managing Inventory, centralizing purchasing of fuel, parts, Creating efficiencies.

# DEPARTMENT FUNCTIONS OPM

## *Copier Leases/Cellular Service/Chargebacks*

- Manages process for procurement, leasing, billing, and chargeback of city copiers.
- Manages the process for initiating and approving cellphone service and equipment, analysis of usage, billing, and chargeback.
- Creates the budget and chargeback for medical, unemployment comp, central service cost allocation, FICA, telephones, salary, etc.

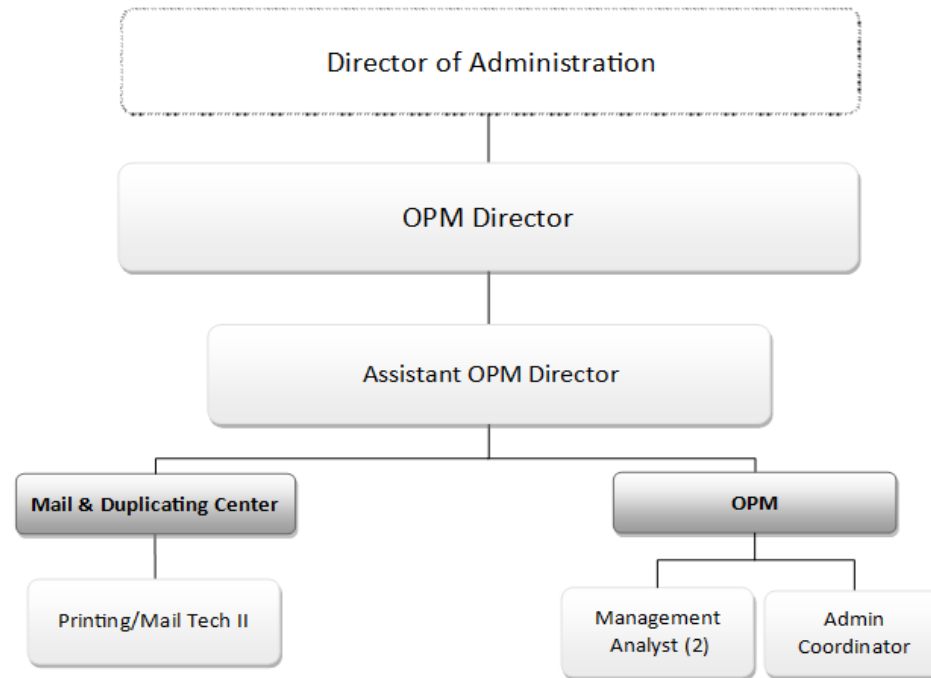
## Position Control

- Create the budget and maintain current status of all FT and PPT Employees.
- Reports Projection quarterly
- Digital signer for all benefit eligible salary requests.

## Mail & Duplicating Department

- Processes all incoming and outgoing mail for City. -Runs 300k+ pieces of mail or \$200k annually.
- Provides delivery service for priority packages.
- Provides a large variety of printing services to city departments. Average \$60-\$70k/year.
- Charges back all printing and postage costs to departments.

City of Stamford  
Office of Administration  
Office of Policy and Management (OPM)



# CURRENT STAFF

## Fiscal Year 2022/2023 - Program Summary

3/14/2022 - 2:32:14 PM

**Fund:** 0001 General Fund  
**Office:** 001 Administration  
**Dept/Div:** 0105 Office of Policy & Management  
**Program:** 1011 Office of Policy & Management

**Program Description:** The Office of Policy and Management is responsible for the preparation of the annual operating and capital budgets, assisting departments in identifying and assessing opportunities for cost reduction and revenue enhancement, as well as providing revenue and expenditure budgetary forecasting and analysis

			FY 21/22			FY 22/23				
	FY 19/20	FY 20/21	Adopted	Revised	Projected	Department	Mayor's	% of	\$ Var	% Var
Description	Actual	Actual	Budget	Budget	Exp & Enc	Request	Proposed	Total	Adopted	Adopted
Expenditures										
Full Time Salary	414,514	435,842	440,311	462,417	532,024	650,504	650,504	78.55%	210,193	47.7%
Other Salary	166,543	181,074	206,983	206,983	147,299	69,000	69,000	8.33%	-137,983	-66.7%
Overtime	2,278	3,546	2,000	2,141	2,500	3,000	3,000	0.36%	1,000	50.0%
FICA	44,319	49,691	49,671	51,478	52,159	55,272	55,272	6.67%	5,601	11.3%
Purchased Other Services	0	10	100	100	100	100	100	0.01%	0	0.0%
Purchased Professional Services	5,908	10,426	21,000	21,000	21,000	20,000	20,000	2.42%	-1,000	-4.8%
Purchased Property Services	48,937	31,147	5,800	5,800	10,059	13,216	13,216	1.60%	7,416	127.9%
Utilities & Commodities	-24,778	-60,451	1,500	1,500	1,500	1,500	1,500	0.18%	0	0.0%
Supplies	16,874	15,491	14,500	14,500	15,500	15,500	15,500	1.87%	1,000	6.9%
Total Expenditures	674,596	666,777	741,865	765,919	782,141	828,092	828,092	100.00%	86,227	11.6%

# FISCAL YEAR 2022-23



## Fiscal Year 2022/2023 - Program Summary

3/15/2022 - 9:15:49 AM

**Fund:** 0001 General Fund  
**Office:** 001 Administration  
**Dept/Div:** 0105 Office of Policy & Management  
**Program:** 1041 Mail & Duplicating

**Program Description:** Central Services provides print and duplicating services for City departments. It processes all incoming and outgoing mail for Government Center

			FY 21/22			FY 22/23				
	FY 19/20	FY 20/21	Adopted	Revised	Projected	Department	Mayor's	% of	\$ Var	% Var
Description	Actual	Actual	Budget	Budget	Exp & Enc	Request	Proposed	Total	Adopted	Adopted
Expenditures										
Full Time Salary	64,032	66,013	66,518	69,965	69,907	69,907	69,907	35.05%	3,389	5.1%
Other Salary	24,062	29,360	36,977	36,977	38,860	40,430	40,430	20.27%	3,453	9.3%
Overtime	429	877	1,300	1,338	1,400	1,300	921	0.46%	-379	-29.2%
FICA	6,772	7,708	8,017	8,284	8,428	8,540	8,511	4.27%	494	6.2%
Purchased Other Services	1,560	3,735	1,525	1,525	3,750	4,000	4,000	2.01%	2,475	162.3%
Purchased Property Services	40,078	16,699	62,000	62,000	62,000	62,000	62,000	31.08%	0	0.0%
Utilities & Commodities	147	145	200	200	200	200	200	0.10%	0	0.0%
Supplies	12,716	13,947	13,500	13,500	14,100	13,500	13,500	6.77%	0	0.0%
Total Expenditures	149,795	138,484	190,037	193,789	198,645	199,877	199,469	100.00%	9,432	5.0%

# FISCAL YEAR 2022-23

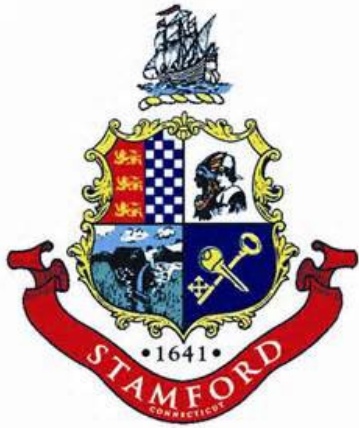
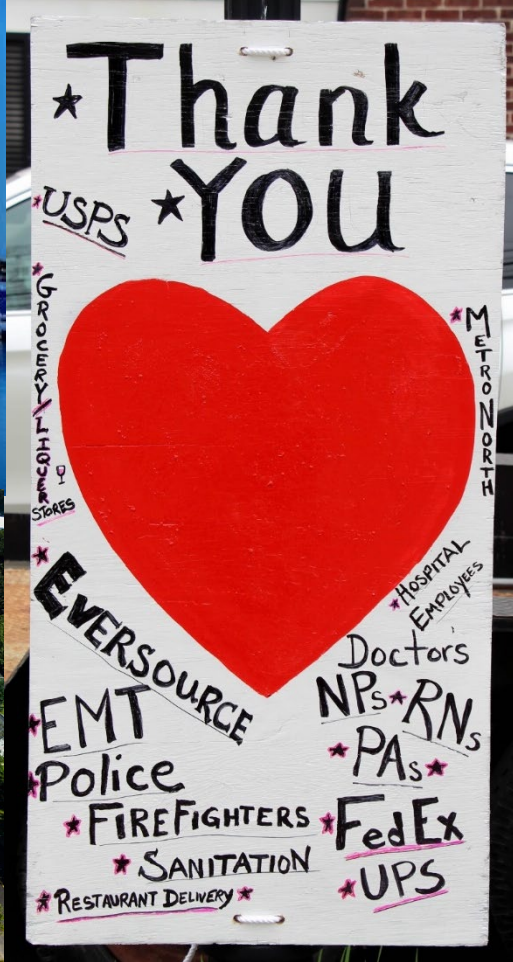
# CHANGES FOR THE NEXT FISCAL YEAR

- Conversion of revenue and expenditure chart of accounts and history from H.T.E to the new Oracle ERP System.
- Conversion of homegrown existing budget database and data entry database to Oracle's Budget (EPM) Module.
- Develop and create new reports for new ERP System.
- Design a new budget book (Operating, Capital, WPCA) using Oracle's Budget Module.
- Creation of dashboards for budgeting and projection.
- Continue creating Payroll database for payroll to house weekly payroll data.

# REVENUE ESTIMATES FY23 OPERATING BUDGET

Revenue Highlights FY23							
Ref Num	Account Title	ReportGroupName	Actuals	Adopted	Q2 Projection	Mayor's Request	Variance to Adopted \$
			2021	2022	2022	2023	
01301023621003	Enterprise Zone Reimbursement	Intergovernmental Revenue	1,656,015	746,250	467,874	1,994,252	1,248,002
01305053421010	Conveyance Tax	Departmental Revenue	8,846,893	4,450,000	9,000,000	5,250,000	800,000
01302143411000	Bulky Waste Tipping	Departmental Revenue	2,256,595	2,250,000	2,400,000	3,000,000	750,000
01302133421004	Building Permits	Departmental Revenue	9,337,009	6,000,000	7,000,000	6,500,000	500,000
013S1803321891	Municipal Grants-In-Aids	Intergovernmental Revenue	797,064	797,064	1,154,179	1,154,179	357,115
01302143691099	Bottle Bill	Other Revenue	-	-	-	60,000	60,000
01302143691022	Recycling-Mixed Metals	Departmental Revenue	119,496	114,000	190,000	170,000	56,000
01302133441076	Lease-OTH Othrozon Technologies	Other Revenue	-	-	69,636	39,520	39,520
01302133441068	Lease-Lockwood	Other Revenue	105,000	105,000	105,000	55,008	(49,992)
01301013691050	E-Payables Program Rebate	Other Revenue	114,816	100,000	-	-	(100,000)
01303813421028	Multi Family Dwell Fees	Departmental Revenue	766,345	1,150,000	1,180,000	975,000	(175,000)
013F0003316020	American Rescue Plan Funds	Intergovernmental Revenue	-	1,500,000	1,500,000	-	(1,500,000)





# OFFICE OF ADMINISTRATION- ASSESSOR

April 5<sup>th</sup> Board of Representatives  
Greg Stackpole

# DEPARTMENT FUNCTIONS



# DEPARTMENT FUNCTIONS

## 1020 ASSESSOR

- Annually discover, measure and list all taxable and exempt property perfected and according to law – 38,000 RE accounts, 4,800 PP accounts, and 115,000 MV accounts. YOY increase of 2.40%, or 532MM.
- Process all State and Local exemption programs.
- Audit Personal Property accounts (TMA), discover and list out of State MV's (MTS).
- Provide data and historical research services to public and other City departments accurately and in a timely manner.

## 1021 BOARD OF ASSESSMENT APPEALS

- The Board of Assessment Appeals – A State-mandated autonomous body that hear and deliberate upon assessment related appeals from taxpayers who feel erred by the actions of the Assessor.
- Board members are appointed by the Mayor.

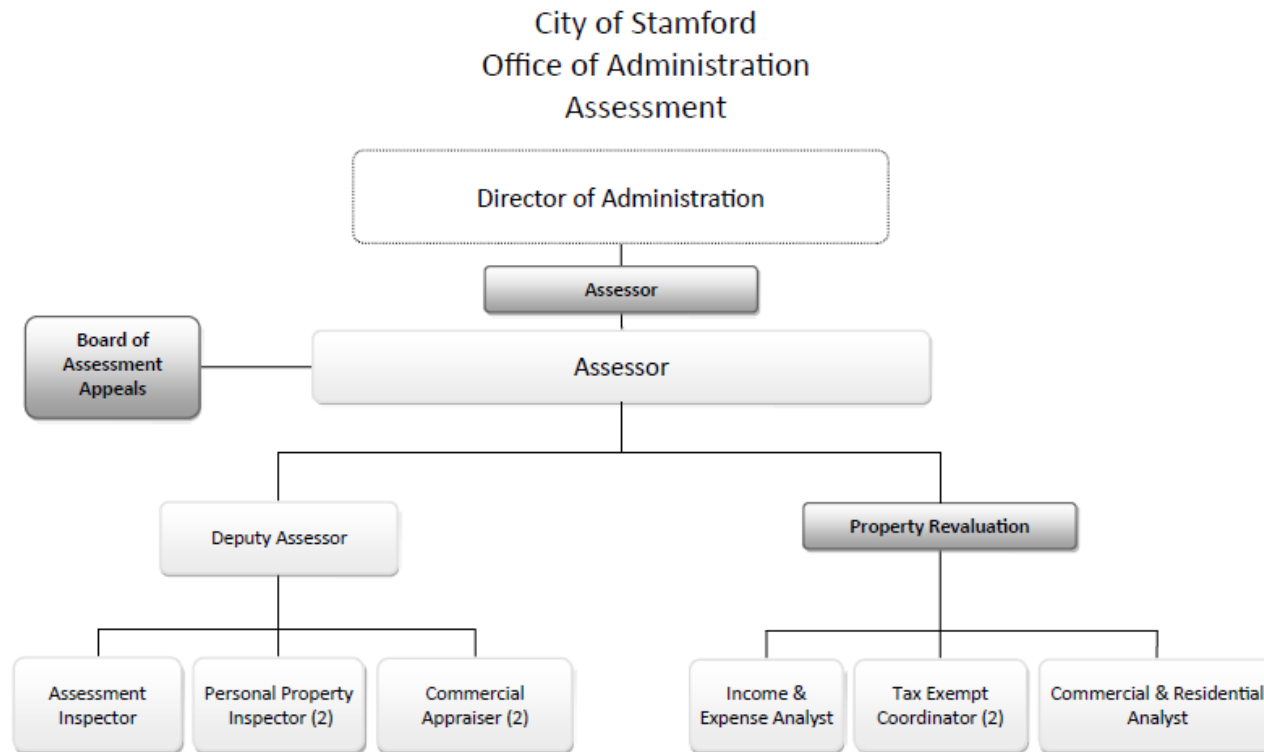
## 1026 PROPERTY REVALUATION

- Analyze Real Estate market trends for commercial and residential properties.
- Annually collect and analyze income and expense data from commercial and industrial property owners.
- Review all transferred Real Property at time of sale.



# CURRENT STAFF

# CURRENT STAFF



**FISCAL YEAR 2022-23**



# CHANGES FOR THE NEXT FISCAL YEAR

- ASSESSOR – 1020 – Increase in Software Maintenance (\$5.8k due to increased costs of NADA price guides required for Motor Vehicle Pricing) – All other budget line items remained flat with the exception of salaries.
- BOARD OF ASSESSMENT APPEALS – 1021 – No change Year Over Year
- PROPERTY REVALUATION – 1026 – Decrease of \$1,045,000 – State mandated City Wide revaluation project was fully funded in FY 2021-2022. – All other budget line items remained flat with the exception of salaries.

# DEPARTMENT MANAGEMENT

# CHANGES FOR THE NEXT FISCAL YEAR

## **New or Expanded Services or Programs**

- Not Applicable

## **Abandoned or Curtailed Services or Programs**

- Office Closed to Public due to COVID-19 – Appointment Only
- Assessment Inspectors have returned to fully inspecting the interior of properties (if permitted by the owner)

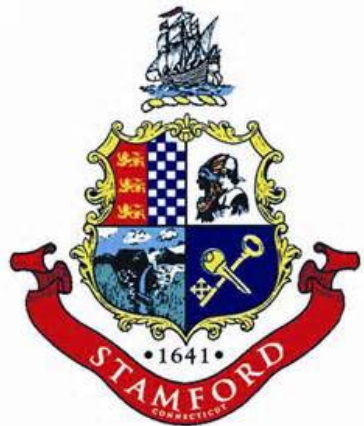
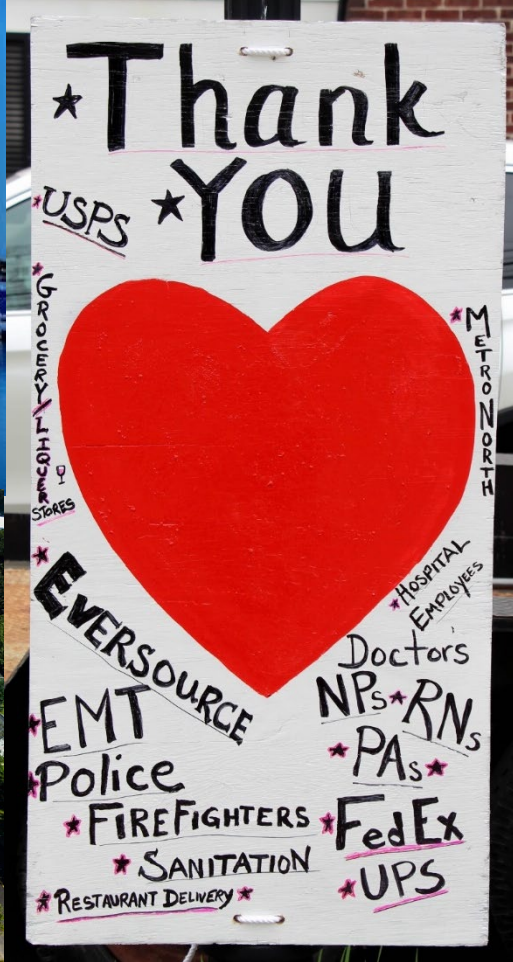
## **Key Department Challenges**

- City-wide Property Revaluation – Effective for the 10/1/2022 Grand List Year

## **Highlights, Efficiencies and Service Improvements**

- Expedite Public Requests
  - Provide online access for the Public to request historical field card and abutters lists via seamlessdocs on the City website.
  - Continued effort to convert and catalog 50 years of historical, microfiche field cards into digital images.





## OFFICE OF ADMINISTRATION- TAX & COLLECTION

April 5<sup>th</sup> Board of Representatives  
Bill Napoletano

# DEPARTMENT FUNCTIONS



# DEPARTMENT FUNCTIONS

#1

- Tax office Re-Org
- Combine Tax and C&P Cashiers
- 3 Positions removed from Tax – 221K salary decrease
- 8 Positions reclassified with upgrades – 94K salary increase
- 1 Existing position upgraded – 9k salary increase
- Overall savings 118K
- Cashiers have been merged and 3 cashiers have been cross trained to process Tax or C&P payments

#2

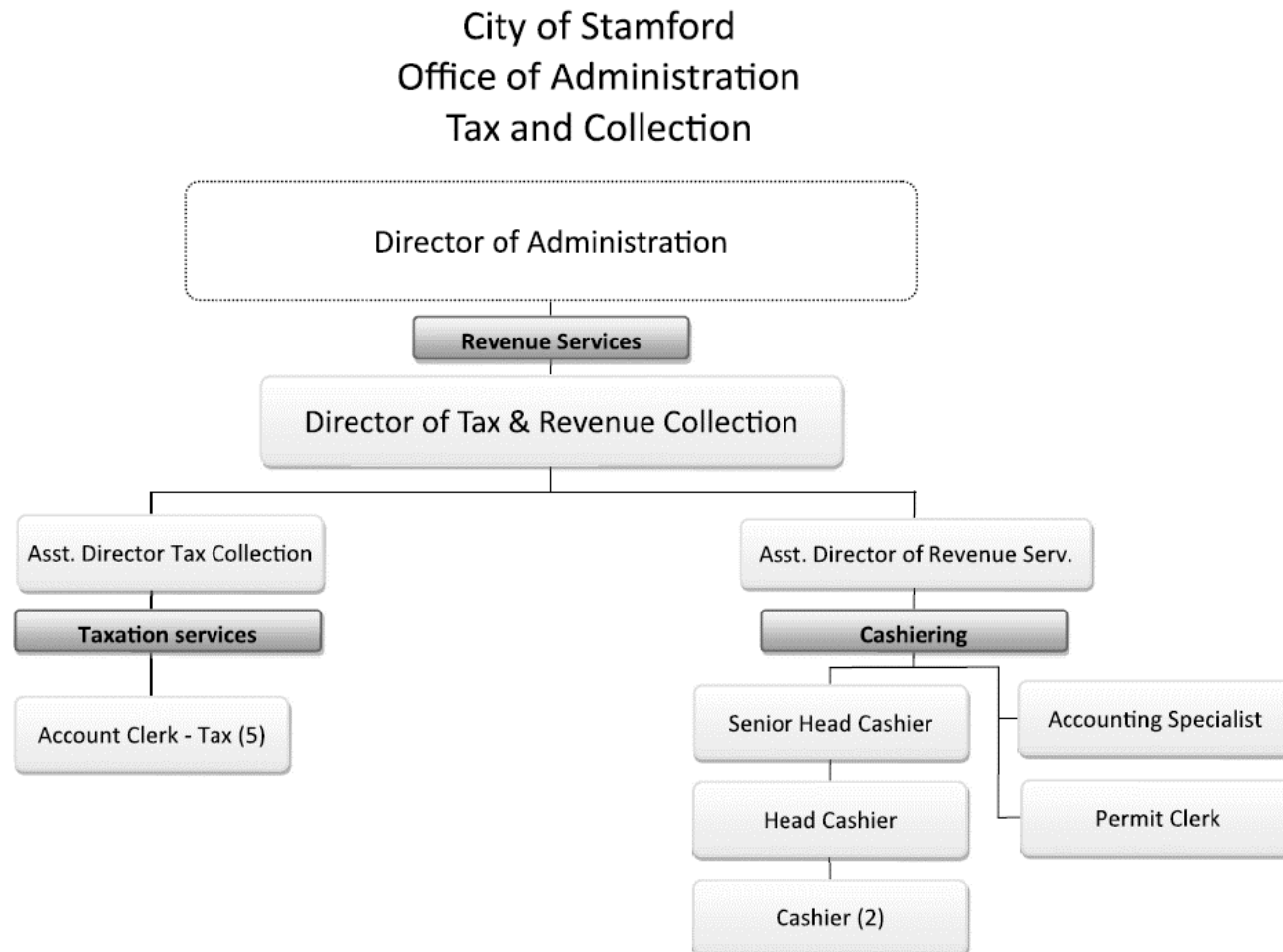
- Bill and collect all Real Estate, Personal Property and Motor Vehicle tax bills.
- Assist residents in the addition, deletion and adjustment of account
- Bill and collect all Sewer Assessment/Connection Loans
- Perform all lien applications and removals

#3

- Issue beach permits
- Issue residential parking passes
- Issue parking garage and RR parking passes
- Issue parks use passes
- Issue boating permits
- Collection of parking citations

# CURRENT STAFF

# CURRENT STAFF



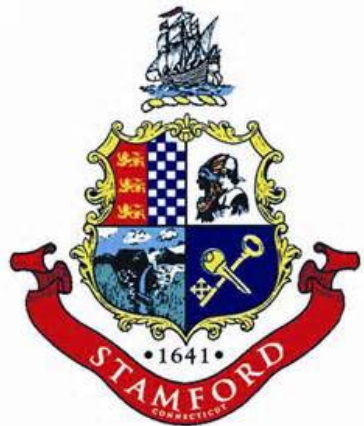
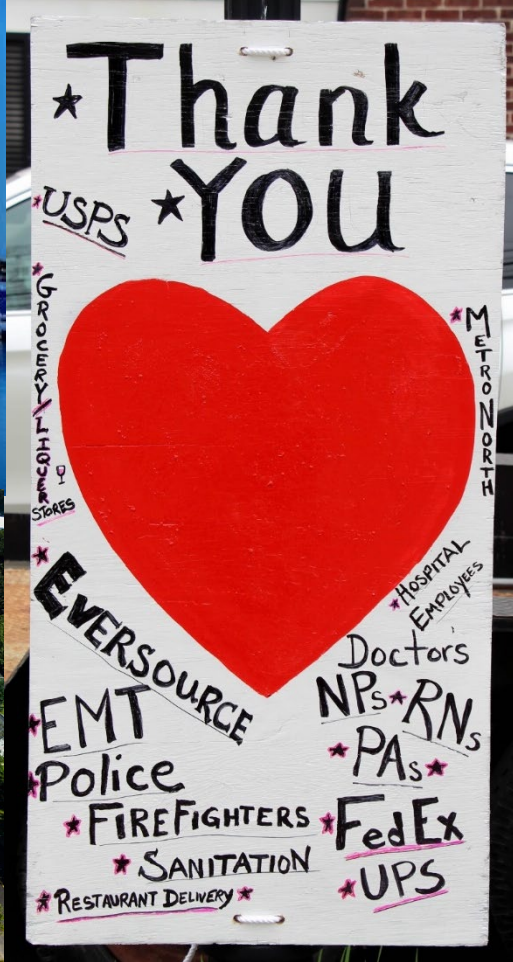


**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEXT FISCAL YEAR

- Salary increase 30k – A) settlement of Union contracts during re-organization and necessity for all upgrades to received minimum 10% increase. B) transfer of cashiers salary from C&P to tax
- Conferences & Training 5K – new tax collection laws requiring 50 hours of continuing education for State Certified Tax Collectors – currently have 3 on staff
- Contracted Services 5k – to allow for additional delinquent billings throughout the year to increase revenues
- Postage 5K – to cover the additional billings noted above
- Equipment Rental 10k – replacement of several old copy/printing/scanning machines and renewed annual contract





## OFFICE OF ADMINISTRATION- CONTROLLER'S OFFICE

April 5<sup>th</sup> Board of Representatives  
David Yanik, Controller  
Joanne Noone, Assistant Controller

# DEPARTMENT FUNCTIONS

# DEPARTMENT FUNCTIONS

**Mission:** The Controller's Office mission is to maintain the books and records of the City of Stamford and its various agencies, functions and departments by supporting the General Accounting, Accounts Payable, Treasury, and Payroll functions and ensuring that prudent accounting policies, procedures and practices have been established which are supported by well-designed and operationally effective internal controls.

#1

□ 1032 Transaction Processing & Financial Reporting

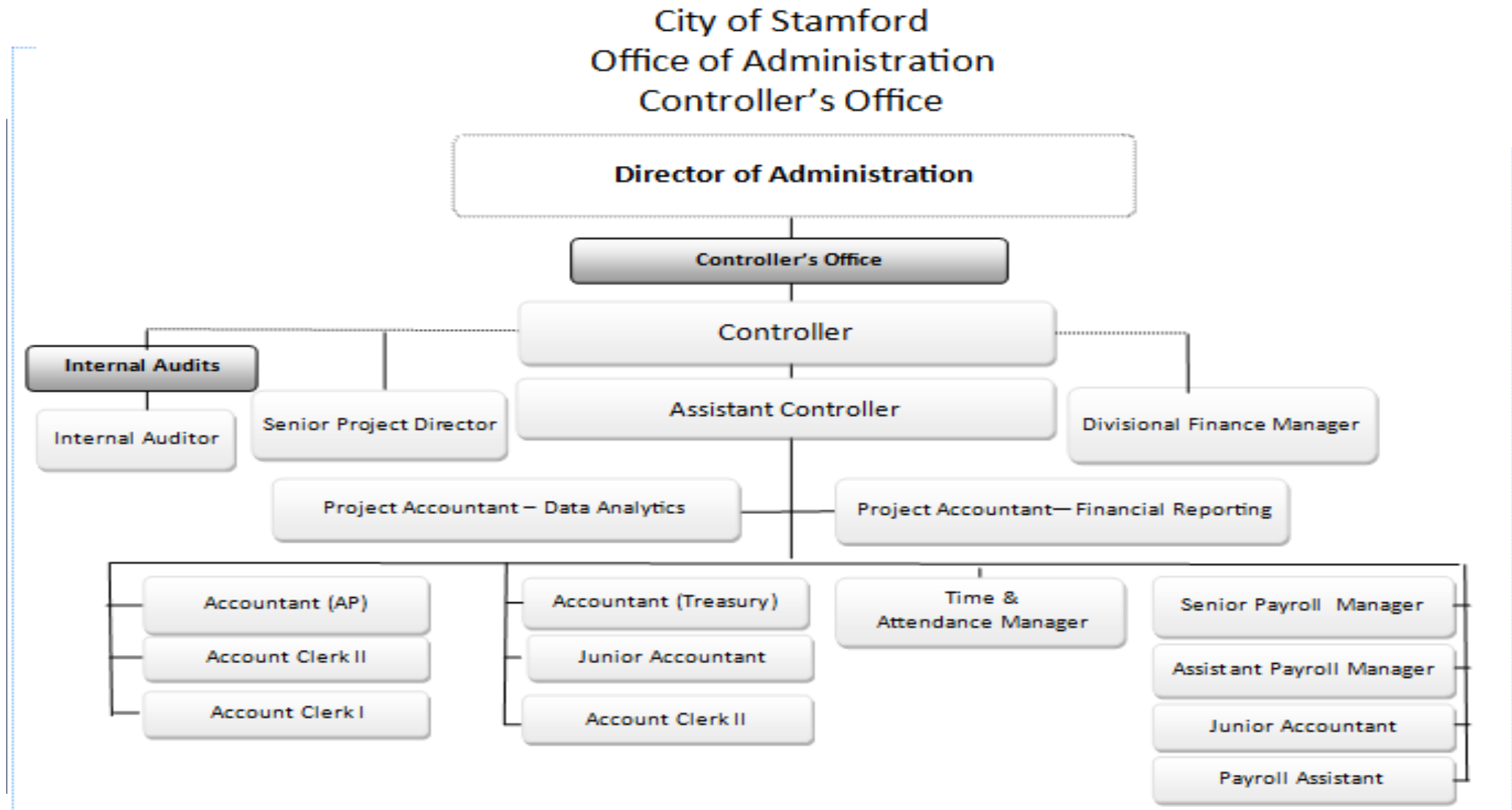
#2

□ 1034 Internal Audit



# CURRENT STAFF

# CURRENT STAFF



**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEW FISCAL YEAR

- HTE#01410321100 Controller/Salaries  
FY2022 Projected Expenditures of \$1,597,648 vs FY2023 Mayor's Budget of \$1,884,792  
\$287,144 increase (6.7%) over prior year Projected Expenditures due to salary COLAs and addition of two positions: Project Accountant – Data Analytics and Senior Project Director
- HTE#01410323604 Controller/Outside Payroll Service  
FY2022 Projected Expenditures of \$625,000 vs FY2023 Mayor's Budget of \$645,524  
\$20,524 increase (3.3%) over prior year Projected Expenditures due to continuing costs related to Payroll and Timekeeping System application conversion projects and other costs for the implementation of the Employee Self-Service module
- HTE#01410325405 Controller/Postage  
FY2022 Projected Expenditures of \$50,000 vs FY2023 Mayor's Budget of \$12,500  
\$37,500 decrease (75.0%) over prior year Projected Expenditures due to the expected implementation of the Employee Self-Service module

# CHALLENGES IN THE COMING FISCAL YEAR

- FY 2023 Challenges

The two most significant challenges in FY2023 for the Controller's Office are going to be:

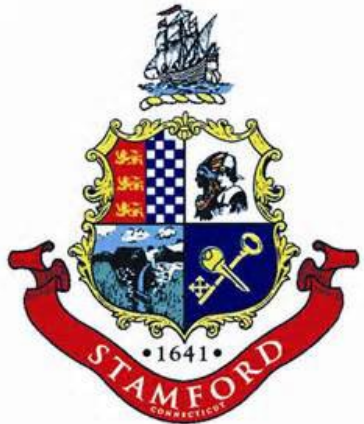
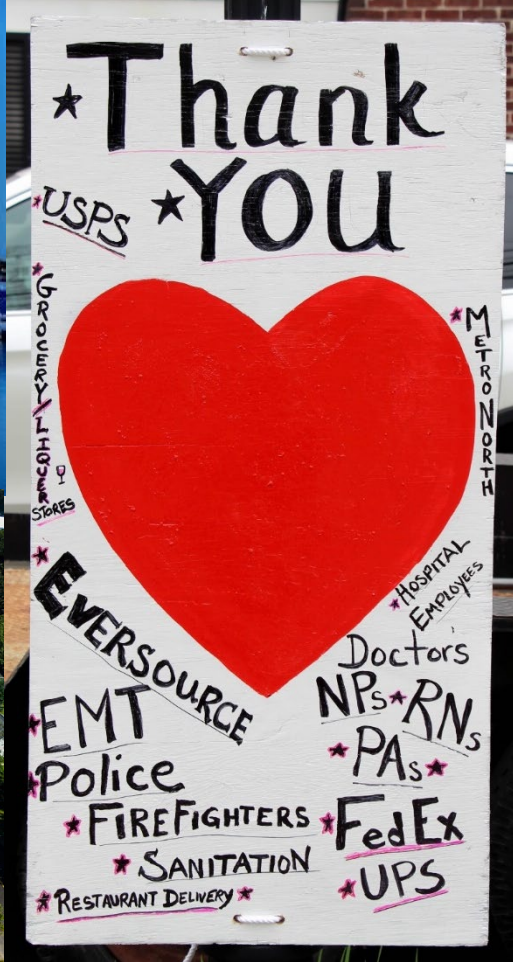
- 1) Supporting the staff's participation in the ERP Software implementation while completing their ongoing work responsibilities; and,
- 2) Skills enhancement, retention and recruiting for the Controller's Office staff in light of changes in the post-pandemic workplace **and** job market



# PREVIOUS FISCAL YEAR SERVICE IMPROVEMENTS

- FY 2022 Service Improvements:

The Controller's Office implemented a new cloud-based payroll software system effective July 1, 2022 and stayed within the original budget established by the Planning Board when the project was originally approved. City and BOE employees did so despite the onset of the pandemic, remote work / office closure mandates, and other challenges.



## OFFICE OF ADMINISTRATION- GRANTS

April 5<sup>th</sup> Board of Representatives  
Anita Carpenter

# DEPARTMENT FUNCTIONS



# DEPARTMENT FUNCTIONS

#1

- Work with Departments to Identify Projects and Initiatives that need external funding

#2

- Research, write, and submit applications

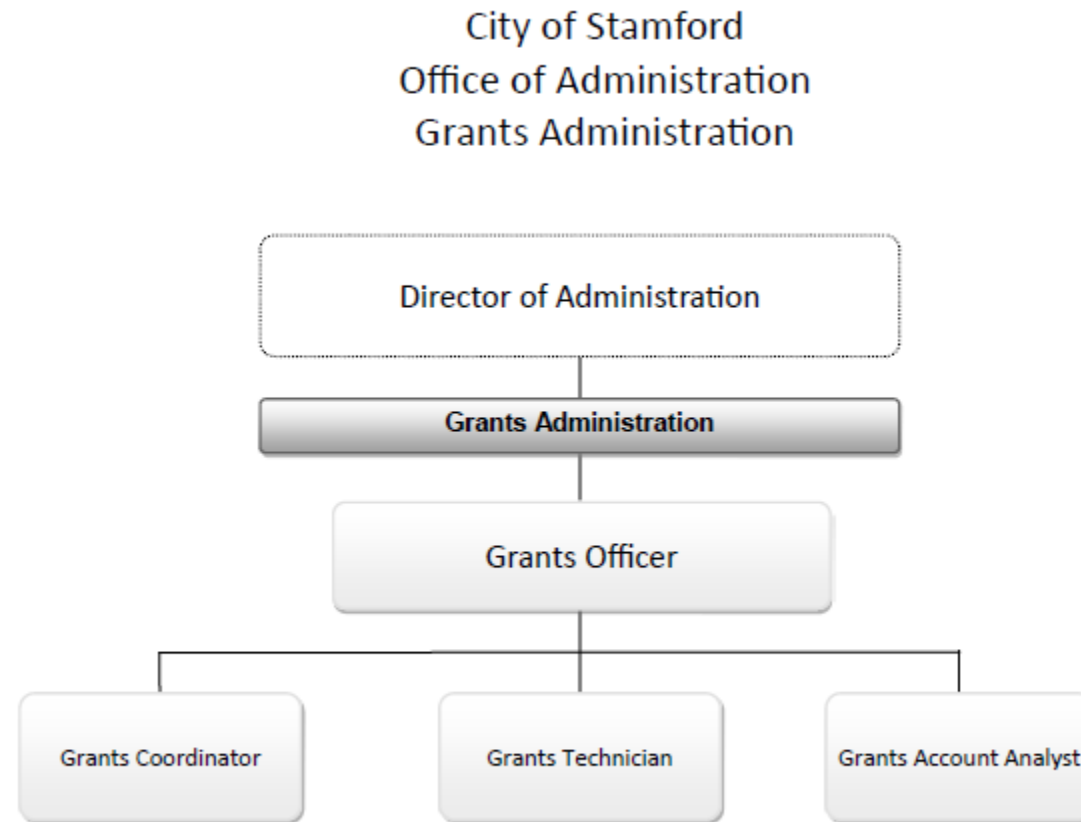
#3

- Effectively assist in the management of grants from award to closeout.

# CURRENT STAFF



# CURRENT STAFF

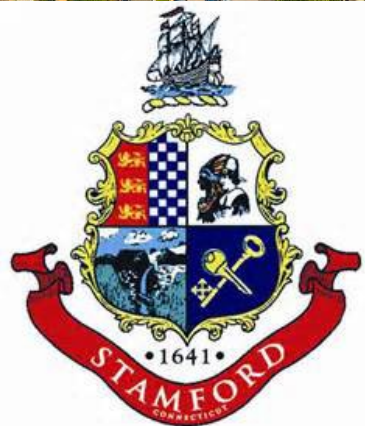
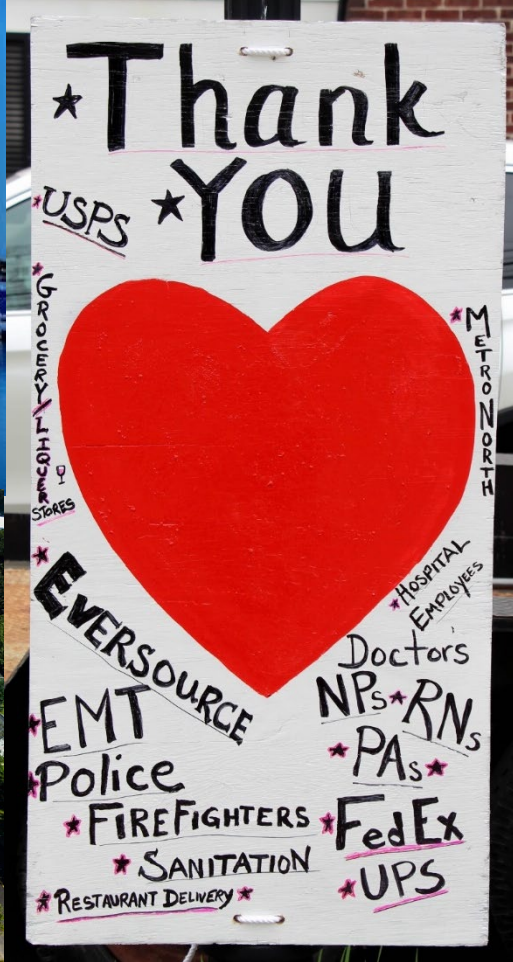


**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEXT FISCAL YEAR

- Full Team in place – Grants Technician hired and onboarded
  - Grants Technician to assist with subrecipient monitoring / FFATA
  - Improve tracking on current grants
  - Support transition to Oracle
- Pro-active approach to grant development
  - Establish regular meetings with department
  - Focus on Infrastructure Bill
  - Administration's agenda on priorities for funding





## OFFICE OF ADMINISTRATION- ANTI-BLIGHT

April 5<sup>th</sup> Board of Representatives  
Sandra L. Dennies  
Moira Sawch

# DEPARTMENT FUNCTIONS



# DEPARTMENT FUNCTIONS

#1

- Respond to Citizen complaints of blighted properties

#2

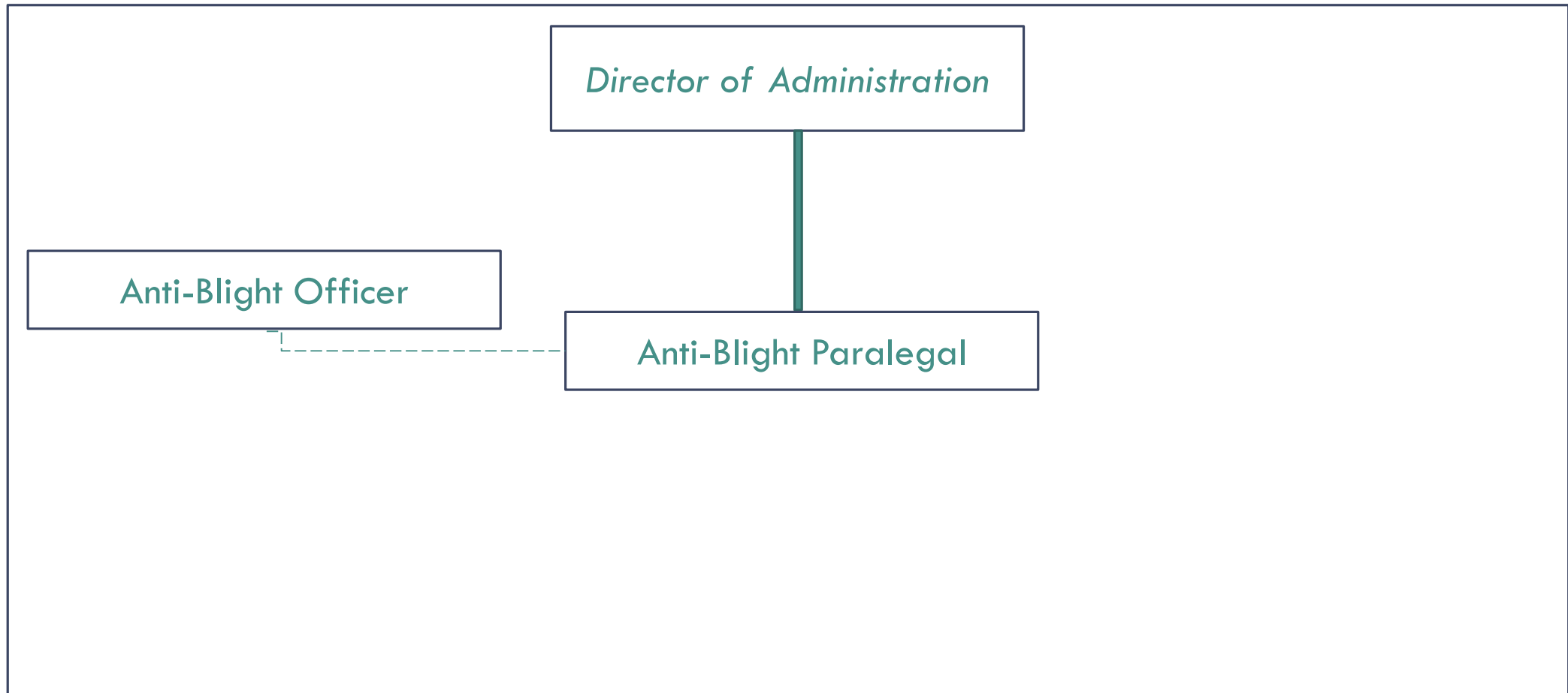
- Work with property owners to get blight conditions remediated in a timely manner

#3

- Enforce the provisions of the Anti-Blight Ordinance, while ensuring the rights of property owners are respected

# CURRENT STAFF

# OFFICE OF ADMINISTRATION — ANTI-BLIGHT



**FISCAL YEAR 2022-23**

# CHANGES FOR THE NEXT FISCAL YEAR

## Fiscal Year 2022/2023 - Fund Detail Report

3/9/2022 - 3:02:49 PM

Fund: 0016 Anti-Blight

Ref #	Account Title	FY 19/20	FY 20/21	Adopted Budget	FY 21/22	Projected	Department Request	FY 22/23	\$ Var	% Var
		Actual	Actual		Revised Budget	Exp & Enc		Mayor's Proposed	Adopted	Adopted
Revenue										
16301013431090	Anti-Blight Penalties	543,771	241,723	125,000	125,000	125,000	150,000	150,000	25,000	20.0%
16301013621083	Remediation Reimbursement	0	0	25,000	25,000	25,000	25,000	25,000	0	0.0%
16301013811001	Transfer In- From General Fun	0	0	0	0	0	0	0	0	0.0%
16301013691991	Use of Fund Balance	0	0	160,191	160,191	174,059	196,214	196,214	22,155	12.7%
Revenue Total		543,771	241,723	310,191	310,191	324,059	371,214	371,214	47,155	14.6%
Expenditures										
Program: 5096 Anti-Blight										
16450961100	Salaries	0	0	64,004	64,004	69,172	71,118	71,118	7,114	11.1%
16450961201	Part-Time	52,085	62,404	25,000	25,000	31,000	30,000	30,000	5,000	20.0%
16450961301	Overtime	0	0	0	0	1,250	0	0	0	0.0%
16450962120	Active Medical & Life	0	0	0	0	0	27,245	27,245	27,245	100.0%
16450962200	Social Security	3,985	5,967	6,809	6,809	7,759	7,736	7,736	927	13.6%
16450962410	CERF OPEB Service Cost	0	0	0	0	0	15,560	15,560	15,560	100.0%
16450962420	CERF OPEB UAL Amortization	0	0	0	0	0	7,105	7,105	7,105	100.0%
16450962500	Unemployment Comp	0	0	3,240	3,240	3,240	0	0	-3,240	-100.0%
16450963006	Legal Expenses	171,636	102,271	150,000	150,000	150,000	150,000	150,000	0	0.0%
16450963401	Central Service Cost Allocation	0	5,182	8,042	8,042	8,042	13,772	13,772	5,730	71.3%
16450963617	Remediation Services	0	0	25,000	25,000	25,000	20,000	20,000	-5,000	-20.0%
16450965240	Payments to Insurance Fund	0	0	196	196	196	278	278	82	41.8%
16450965301	Telephone	1,254	1,435	1,000	1,000	1,500	1,500	1,500	500	50.0%
16450965405	Postage	369	410	400	400	400	400	400	0	0.0%
16450966100	Office Supplies & Expenses	1,095	2,369	1,500	1,500	1,500	1,500	1,500	0	0.0%
16450968400	Misc Contingency	0	0	25,000	25,000	25,000	25,000	25,000	0	0.0%
Total Anti-Blight Expenditures		230,423	180,038	310,191	310,191	324,059	371,214	371,214	61,023	14.6%
Total Operating Expenditures		230,423	180,038	310,191	310,191	324,059	371,214	371,214	61,023	19.7%
Net Operating Cost		(313,347)	(61,686)	0	0	0	0	0	0	0.0%



# STAMFORD, CT

