OFFICE OF THE
FIRST SELECTMAN

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Email to: Lynne.Vanderslice@Wiltonct.org

TOWN OF WILTON CHARTER 1802 SEAL CONNECTICUT

Lynne A. Vanderslice
First Selectman

Richard J. Dubow

Michael P. Kaelin

David K. Clune

Lori A. Bufano

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN BUDGET WORKSESSION
THURSDAY, JANUARY 28, 2016
MEETING ROOM B, WILTON TOWN HALL

PRESENT: First Selectman Lynne Vanderslice, Richard Dubow, Michael Kaelin, David Clune, Lori Bufano

GUESTS: Fire Chief Ron Kanterman, Deputy Fire Chief Mark Amatrudo, Captain Kevin Czarnecki, and members of the Fire Commission, Anne Kelly-Lenz, David Lisowski, Phil Damato

Ms. Vanderslice called the meeting to order at 7:32 pm.

Fire Department Budget
Fire Chief Ron Kanterman and Deputy Chief Mark Amatrudo, presented the FY 2017 Fire Department Budget Requests. Budget presentation attached.

Finance, Assessor and Tax Collector Budgets
Presentations of FY 2017 Budget Requests were given by Anne Kelly-Lenz (CFO), David Lisowski (Assessor) and Phil Damato (Tax Collector). Budget presentations attached.

The meeting was adjourned at 9:23 p.m.

Jacqueline Rochester
Recording Secretary

RECEIVED
FEB 05 2016
@ 11:50 A.M.
WILTON TOWN CLERK

Wilton Fire Department

FY 2017 Budget Presentation

January 28, 2015

Contents	**Page**

We've Had Another Busy Year

- Hired 4 new Firefighter/EMT's – a significant effort/cost savings
- Promoted 4 Lieutenants, 2 Captains and a Fire Marshal
- Completed the full revision of our SOP's and operational documents
- Reviewed and revised our annual training program
- Once again, we took an aggressive approach to Public Fire Safety Education and Life Safety Programs
  - Over 4,200 school children received education
  - Continued to enhance our the programs through adoption of best practices an industry standards
  - Fire Marshal's Office -
    - Inspections, projects & permits will increase with full staffing
    - Deputy Fire Marshal provides greater enforcement authority vs. Fire Inspector
    - HSFA grant for residential sprinklers – Ambler Farm Day

Operating Budget Overview

- ***FY17 Budget decreases from:***
  - *FY16 Year End Estimate by $51K (1.1%)*
  - *FY16 Budget by $43K (.9%)*
- **Salaries and Shift Coverage/Overtime**
  - Contract expires 6/30/16 so no contractual increases in FY17 Budget
  - Salaries increase from FY16 Est. Actual due to filling open positions
  - Shift Coverage increase from FY16 Budget results from Sick Time Coverage offset by Reduction to Open Position Shift Coverage
  - Combined Change from FY16 Budget to FY17 Budget for Salaries and Shift Coverage/Overtime was $84K (2.9%) increase
- **Other Major Items**
  - Decrease in Group Insurance and Retirement $84K
  - Decrease in Vehicle and Building Fuel (Price/Gallon) is $17K
  - Non-recurring expenses caused Vehicle Repairs, Building, Hiring/Promotional and Uniforms to decrease $41K

Major Variances

Variance Analysis Operating Budget Only	$ 2016 Adopted Budget	$ FY2016 Revised Budget	$ FY2016 Year End Estimate	$ FY2017 Requested Budget	% Variance FY2016 Adopted (+-)	% Versus FY2016 YrEndEst (+-)	Comments *All accounts with increases or decreases greater than $5,000 have been included in this schedule*
Department Total	4,633,253	4,647,056	4,641,651	4,589,939	-0.9%	-1.1%	
Major Line Items or Category Variances							
Salaries	2,363,462	2,376,284	2,202,911	2,388,510	1.1%	8.4%	Increase results from filling previously open positions (retirements) for the full year and normal Step Increases - Contractual rate increases are budgeted elsewhere because the current contract expires 6/30/16.
Shift Coverage & OT	498,015	498,015	645,894	544,503	9.3%	-15.7%	Increase from FY 16 Budget primarily due to sick time and other shift coverage. Shift Coverage/Overtime decreased compared to the FY 15 Actual Expense and FY 16 Est Actual because open position shift coverage should not be needed in FY 17.
Social Security	228,462	229,443	227,643	234,349	2.6%	2.9%	Impact of additional Salaries, Shift Coverage/OT, etc.
Group Insurance	555,949	555,949	555,949	584,211	5.1%	5.1%	Budgeted expense amount provided by Finance Department.
Retirement	387,977	387,977	387,977	276,154	-28.8%	-28.8%	Budgeted expense amount provided by Finance Department.
Building Fuel/Heating Oil	21,465	21,465	28,775	17,054	-20.6%	-40.7%	Reduction results from consistent usage, but at a lower cost per gallon.
Vehicle Fuel	25,123	25,123	25,252	19,822	-21.1%	-21.5%	Reduction results from consistent usage, but at a lower cost per gallon.
Vehicle Repairs & Maintenance	33,100	33,100	33,100	22,700	-31.4%	-31.4%	Completion of the rust/corrosion related repairs of our two 2007 engines takes place in FY 16. Because the repairs are considered non-recurring, the Budgeted expenses for FY 17 will be lower than FY 16.
Building Renovations	7,500	7,500	7,500	-	N/A	N/A	Installation of an exhaust fan and fire suppression system for Fire Headquarters in FY 16, no need to budget in FY 17.
Recruiting & Promotional Tests	17,200	17,200	26,150	9,500	-44.8%	-63.7%	Reduction in the number of promotional and entry level tests.
Uniform Replacement	19,750	19,750	28,500	21,240	7.5%	-25.5%	FY 16 will exceed Budget due to the uniform requirements for 4 new Firefighters and 5 officer promotions. Not expected to reoccur in FY 17.
ALL OTHER	475,250	475,250	472,000	471,897	-0.7%	0.0%	

CERT Team

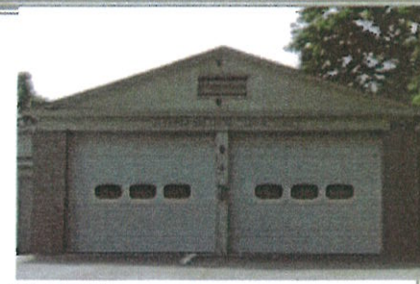
- **Activity Level**
  - Over 80 sworn members
  - Over 3,100 hours of training and response in 2015
  - Slightly over 1,000 hours would have been performed by uniformed services at overtime rates
  - Duties include traffic and crowd control, downed tree/wires standby, large area searches and water & MRE distribution, as well as all aspects of sheltering operations
- **Budget**
  - FY17 Budget Request $12,275
  - Budget increase due for equipment replacement and one new radio

FUNDING BY YEAR

PROJECT	PRIORITY	FY 2017 Comments	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Vehicle Related								
Staff Vehicle - 2017	2	Planned replacement of vehicle with 150K miles	$48,500	$0	$0	$0	$0	$48,500
Staff Vehicle - 2018	2	Planned vehicle replacement	$0	$49,500	$0	$0	$0	$49,500
Staff Vehicle - 2019	2	Planned vehicle replacement	$0	$0	$49,500	$0	$0	$49,500
Staff Vehicle - 2021	2	Planned vehicle replacement	$0	$0	$0	$0	$51,000	$51,000
Equipment Related								
Automatic External Defibrillators	1	End of Lifecycle Replacement	$33,600	$0	$0	$0	$0	$33,600
Radio Equipment - Portable & Mobile Radio Replacement	2	End of Lifecycle Replacement	$64,125	$64,125	$64,250	$0	$0	$192,500
Replace Dive Team Equipment (Loaned to Team by FFs)	3	Replace Loaned Equipt	$7,950	$7,950	$0	$0	$0	$15,900
Holmatro Hydraulic Rescue Tool Replacement	2	End of Lifecycle Replacement	$0	$195,000	$0	$0	$0	$195,000
Hazardous Materials Meter Replacement	2	Planned Replacement	$8,500	$17,500	$0	$0	$0	$26,000
Replacement of Outdated Mobile Data Terminals and Related Equipment	3	Replace apparatus modems, MDTs (with tablets), etc.	$0	$9,780	$9,780	$0	$0	$19,560
SCBA & SCUBA Air Compressor Replacement	3	Postponed to FY 2019	$0	$0	$71,500	$0	$0	$71,500
Building Related								
Replacement of Protective Clothing Racks at Fire Headquarters	3	Replacement	$11,200	$0	$0	$0	$0	$11,200
Fire Headquarters Training Room Project	3	Tables, bookcases, furniture, etc.	$0	$4,000	$0	$0	$0	$4,000
Resurfacing of the Fire Headquarters Apparatus Floor	3	Repair	$0	$115,500	$0	$0	$0	$115,500
TOTAL OPERATING CAPITAL			$173,875	$463,355	$195,030	$0	$51,000	$883,260
			-	-	-	-	-	-
Dive Team & Major Incident Response Truck	3	BONDED	$295,000	$0	$0	$0	$0	$295,000
Update & Remodeling of Station 2	1	BONDED	$400,000	$600,000	$0	$0	$0	$1,000,000
TOTAL - All CAPITAL			$868,875	$1,063,355	$195,030	$0	$51,000	$2,178,260

FY 2016 Capital Projects

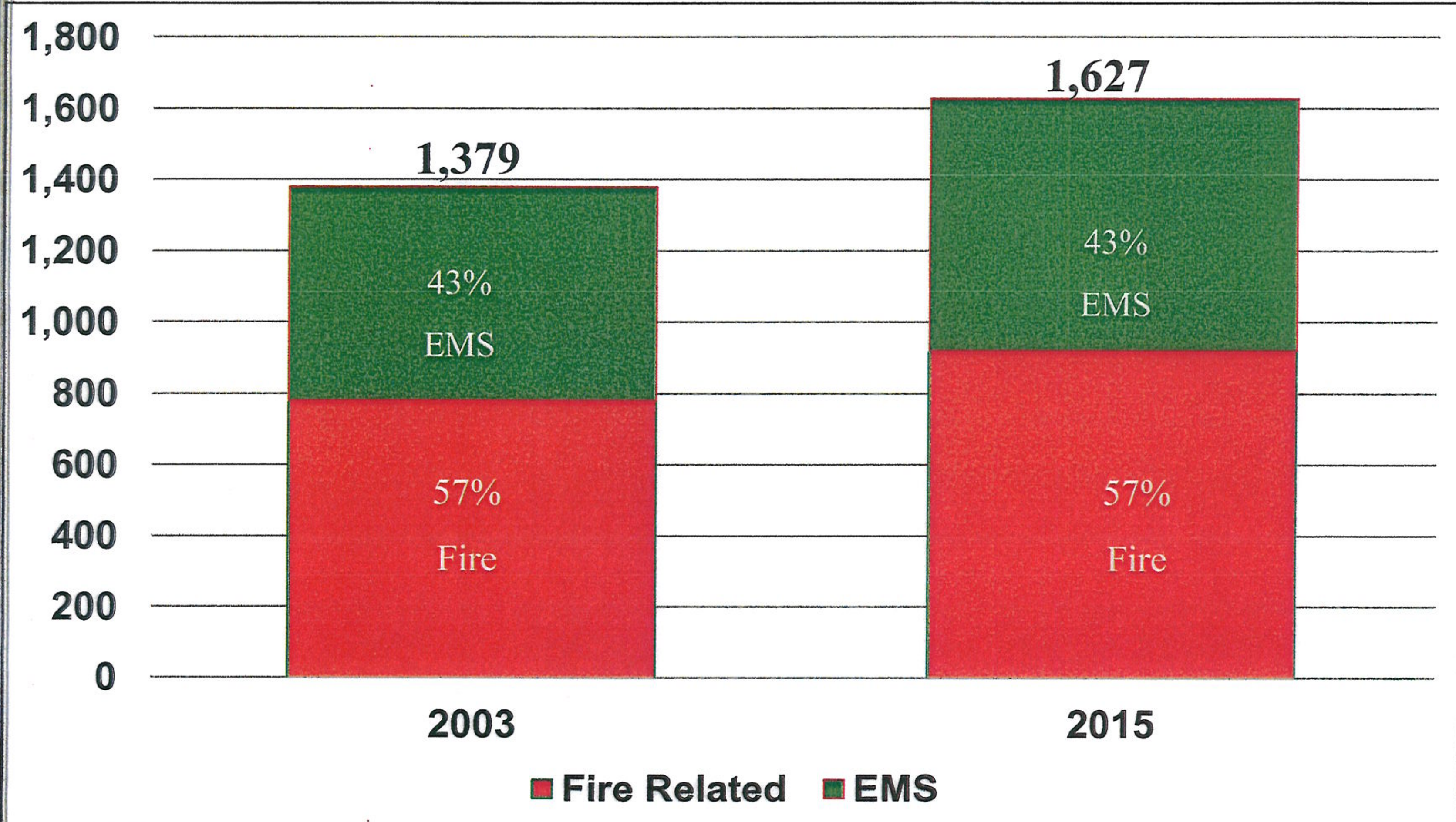
- **Staff vehicle** (planned replacement) – 150K miles **$47,500**
- **Defibrillators** (planned replacement) – outdated **$33,600**
- **12 Portable radios** (1/3 of planned replacement) – manufacturer discontinued **$64,125**
- **Replace dive rescue equipment personally owned by the Dive/Water Rescue Team** **$7,950**
- **Meter replacement** (portion of planned replacement) – Current ones are failing **$8,500**
- **Protective clothing racks at Fire Hdq.** – Rusting & not large enough **$11,200**
- **Dive/Water Rescue & Major Incident Response Vehicle** – (planned replacement) – 115K miles & 20 years old **$295,000**



Station 2 Project

- The Statement of Requirements has been completed
- A&E firms to resubmit proposals under guidance from Chris Burney
- Building Committee established
- A&E work should be completed by 9/30/16
- Most significant issue is availability of potable water at that site
- New or alternate sites may be evaluated
- Out for bid and start work during the winter/spring of 2017

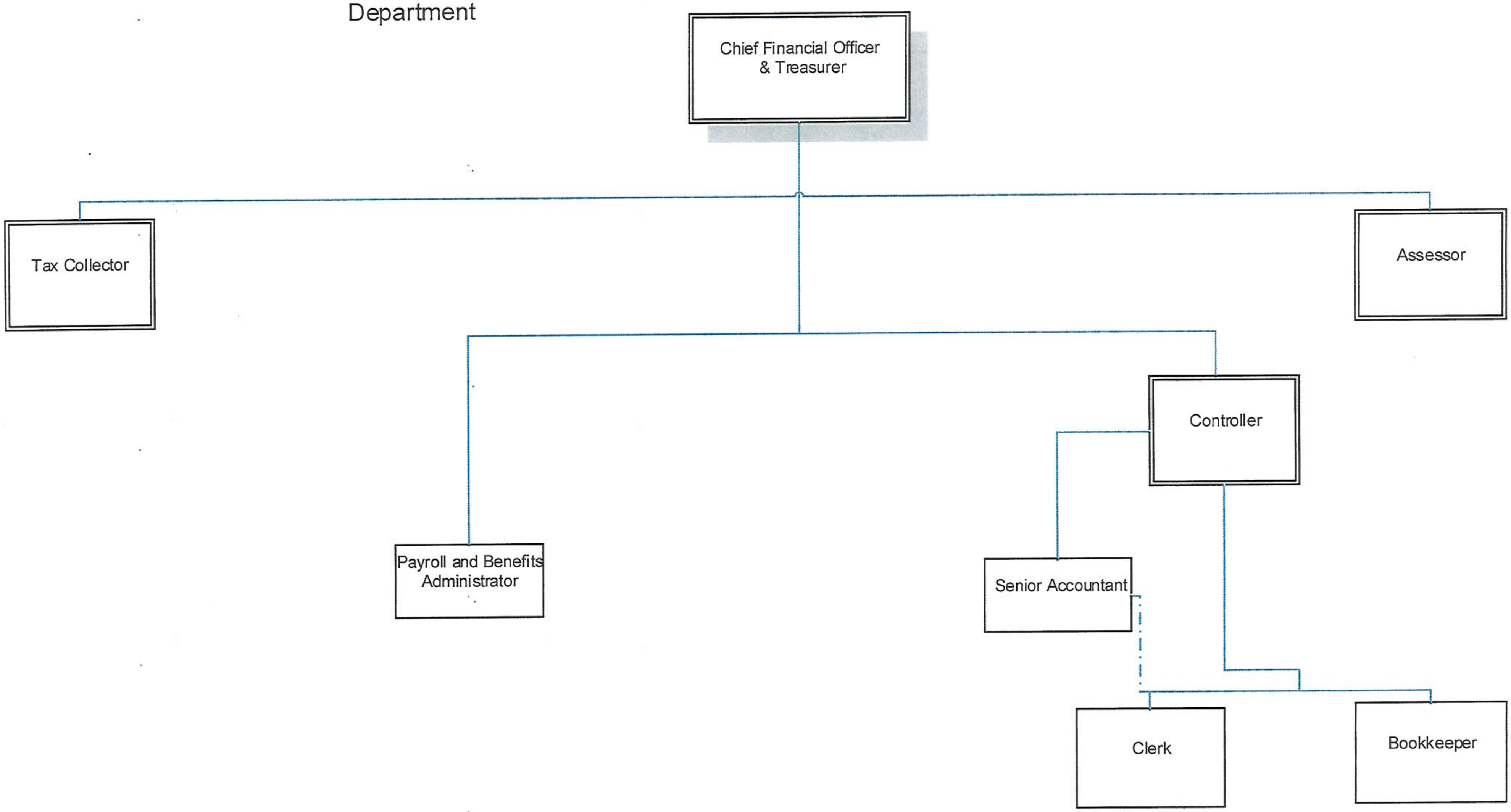
Total Calls for Service Increased by Almost 17% from 2003 to 2015



Summary

- Operating Expense Budget is:
  - A slight decrease from FY16 Year End Estimate
  - $51K (1.1%) decrease from FY16 Budget
  - $189K (3.9%) decrease from FY15 Actual
  - Salary increases from new contract are budgeted separately
- Substantially all Operating Capital items are either firefighter safety equipment or planned replacement items from prior years
- Bonded capital
  - New Dive/Water Rescue & Major Incident Response Vehicle
  - Station 2 Project
- Key Issues On The Horizon

Wilton Finance Department



Finance Department
Mission and Services

Department Mission

The Department of Finance is responsible for the overall financial management of the Town. Our mission is to ensure the financial stability and integrity of the Town by implementing strong financial policies and procedures. To ensure that the Town adherences to all provisions of the Government Accounting Standards Board (GASB) while providing timely and accurate information.

Quantified Services and/or Activities (FY2015 Actual)

- Department employees are cross trained so that each function of the department is able to be handled by more than one employee. This ensures that all functions are being carried out in a timely and efficient manner.
- Continue to increase efficiencies through the use of New World
- The monthly process includes
    - Processing accounts payable
    - Posting accounts receivables
    - Processing Payroll
    - Purchase orders, change orders and liquidations
    - Timely fund deposits
    - Bank reconciliations
    - Health care payments and cash management
    - Invoice billing - Transfer Station, Outside overtime
    - Investing Town funds to insure best return possible
    - Approximate journal entries

  - Account analysis
  - Capital project processing
  - Fixed Asset management
  - Various department support

- The annual process includes:
  - Capital bonding - preparing official statement, request for proposals and collaborate with appropriate parties, rating agencies, Bond Council and Financial advisors.
  - Ensure all year end accounting functions are processed
  - Prepare financials for annual audit.
  - Manage the various third party vendors for appropriate annual reports - OPEB, Pension, & Insurance.

- Attend various meeting:
  - Board of Selectman
  - Board of Finance
  - Investment Committee and Trustee
  - WPCA
  - Annual Town meeting
  - Public hearings

- The Finance Department also supports the Board of Education:
  - Deposit and record all cash transactions
  - Process bi-weekly payroll
  - Process accounts payable
  - Bank Reconciliations
  - Track and monitor Fixed Assets
  - Compile information for the required ED001 (State of CT required BOE document.

Number of Current Employees

Full Time: 7 Part Time: 0

Finance
Goals and Objectives

Goals and Objectives

- Implementation of the HR/payroll module of New World, the Town's financial software package including system procedural documentation, training and departmental support for town wide use.
- Set up structured month end closings.
- Review all general ledger account analyses and bank reconciliations monthly.
- Develop and Implement purchasing policy, Town wide.
- Continue to ensure that The Town of Wilton complies with all current Governmental Accounting Accepted Practices and to review and implement any new accounting requirements.
- Prepare financial reports and analysis related to the Town's finances for Board of Selectmen, Board of Finance, other Town agencies and commissions, independent auditors, Federal and State agencies and other parties.
- Develop initial annual budget. Incorporate changes from BOS and BOF into budget and submit final annual budget for adaption.
- Process all payrolls and related cash transactions in a timely, accurate manner. File required reports with State and Federal agencies.
- Review all department requests for payment to vendors to ensure the request is correct. Process payments to reach vendor by due date.
- Support all other Town Departments for financial related matters and improve efficiencies with system training
- Ensure that there are no vendors past due for either extra duty charges or Transfer Station charges.
- Increase efficiencies in work flow, financial reporting and all facets of the department's responsibilities where possible.
- Monitor interest income and define investment strategies for undesignated fund balance.

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
REVENUE									
Department 05 - Finance									
Division 0700 - Finance Department									
31522	Admin Fee - Private Duty	12,769.04	18,315.63	18,000.00	19,000.00	18,000.00	18,000.00	18,000.00	(5.26)
31523	Alarm Registration Fees	38,755.00	42,552.46	25,000.00	22,000.00	25,000.00	25,000.00	25,000.00	13.63
32555	Local Capital Improvement	112,983.00	.00	.00	.00	.00	.00	.00	.00
32560	Other Town Grants	100,372.00	.00	.00	.00	.00	.00	.00	.00
33005	Interest - Investments	217,816.94	209,011.71	145,000.00	200,000.00	200,000.00	200,000.00	200,000.00	.00

Comments

Level	Comment
Department Request	As interest rates increase, the unrealized investment losses on the MBS increase disproportionately. Too difficult to forecast, so leaving flat in FY2017 and forecasts

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
33085	Unrealized Inv Gain/Loss	(9,999.20)	5,086.28	.00	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)	.00
34005	Sale of Assets	.00	77,801.00	.00	932,800.00	.00	.00	.00	(100.00)
34010	Miscellaneous Revenue	108,361.69	1,101,339.64	.00	10,214.00	.00	.00	.00	(100.00)
34025	MRSA Bonded Distribution	451,209.09	295,204.25	288,788.00	288,788.00	307,058.00	307,058.00	307,058.00	6.32
	Division 0700 - Finance Department Totals	$1,032,267.56	$1,749,310.97	$476,788.00	$1,422,802.00	$500,058.00	$500,058.00	$500,058.00	(64.85%)

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
EXPENSE									
Department 05 - Finance									
Division 0700 - Finance Department									
40305	Salaries - Full Time	558,139.23	555,126.48	594,269.00	598,315.00	581,604.00	581,604.00	581,604.00	(2.79)
40315	Salaries - Overtime	7,790.47	10,173.65	10,000.00	11,000.00	10,000.00	10,000.00	10,000.00	(9.09)
	Comments — *Level*: Department Request — *Comment*: OT for payroll at calendar and fiscal year end. OT will be needed during New World HR/Payroll training and implementation to ensure normal Finance Department activities continue								
40320	Longevity	1,710.00	1,710.00	1,830.00	1,460.00	1,830.00	1,830.00	1,830.00	25.34
	Comments — *Level*: Department Request — *Comment*: Longevity for 4 employees 1 @ $605, 1 @ $485 and 2 @ $370								
40605	Social Security	40,708.34	40,672.39	46,366.00	46,954.00	45,780.00	45,397.00	45,397.00	(2.50)
40610	Defined Benefit	44,856.00	45,260.00	50,182.00	50,182.00	35,830.00	35,830.00	35,830.00	(28.59)
40611	Defined Contribution	20,236.93	24,016.30	29,074.00	27,335.00	27,934.00	27,934.00	27,934.00	2.19
40615	Group Insurances	126,931.28	110,710.02	114,621.00	114,621.00	155,032.00	155,032.00	155,032.00	35.25
40630	Employee Medical Exams	.00	733.00	.00	488.00	.00	.00	.00	(100.00)
41230	Telephone	2,523.98	2,759.04	2,700.00	2,332.00	2,436.00	2,486.00	2,536.00	4.45
	Comments — *Level*: Department Request — *Comment*: Office phones $1,800.00 CFO cell phone $636.00								
41505	Mileage Reimbursement	250.27	240.18	750.00	500.00	500.00	500.00	500.00	.00
41510	Conferences/Seminars	4,690.57	5,447.25	7,200.00	7,200.00	8,100.00	8,100.00	8,100.00	12.50
	Comments — *Level*: Department Request — *Comment*: Two attendees New World User's Conference - Registration and related travel $4,600.00 One attendee at National Government Financial Officer's annual conference - registration and related travel $3,000.00 Local CT GFOA conferences $500.00								
41805	Subscriptions & Pubs	.00	.00	300.00	300.00	.00	300.00	.00	(100.00)
41810	Office Supplies	2,375.80	2,724.38	3,000.00	2,500.00	2,500.00	3,000.00	3,000.00	.00
48105	Maint Agreements - Equipment	185.00	185.00	185.00	185.00	.00	185.00	.00	(100.00)
48705	Dues And Memberships	385.00	315.00	600.00	500.00	435.00	485.00	535.00	(13.00)
	Comments — *Level*: Department Request — *Comment*: National and CT Government Finance Officer's Association membership								

35 4/9/16

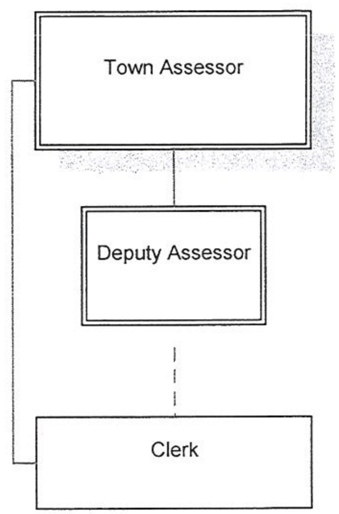
~~35~~ 35K

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
EXPENSE									
Department	05 - Finance								
Division	0700 - Finance Department								
48710	Printing & Binding	.00	779.94	2,900.00	2,900.00	2,050.00	2,000.00	2,200.00	(29.31)
	Comments								
	Level	*Comment*							
	Department Request	Accounts Payable and Payroll check stock $1,100.00 Envelopes - Accounts Payable and Payroll $950.00							
48730	Temp. Help-Outside Agency	.00	52,509.59	12,500.00	.00	.00	.00	.00	.00
49615	Prof Serv-Payroll Proc	21,031.25	23,870.74	12,500.00	25,200.00	18,900.00	.00	.00	(25.00)
	Comments								
	Level	*Comment*							
	Department Request	Nine months of ADP Payroll services							
49650	Misc Contractual Serv	28,800.00	4,135.00	.00	.00	.00	.00	.00	.00
49660	Bank Charges	1,368.74	7,281.23	3,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
	Comments								
	Level	*Comment*							
	Department Request	Bank charges fees for current payroll related bank accounts							
	Division 0700 - Finance Department Totals	$861,982.86	$888,649.19	$892,477.00	$894,472.00	$895,431.00	$877,183.00	$876,998.00	0.11%

Town Assessor's Office



Town of Wilton, CT
Town Budget Fiscal Year 2017

Assessor's Office
Mission and Services

Department Mission

THE VALUATION OF ALL TAXABLE AND TAX-EXEMPT REAL AND PERSONAL PROPERTY WITHIN THE TOWN FOR THE PURPOSES OF ESTABLISHING AND MAINTAINING THE GRAND LIST.

Quantified Services And/or Activities (FY2015 Actual)

NO FLOATER ASKED FOR OR NEEDED TO FILL IN – THOROUGH KNOWLEDGE OF OFFICE OPERATIONS IS NECESSARY. ASSISTANCE FROM TAX DEPARTMENT ACCEPTED AND ACKNOWLEDGED. EXTENSIVE PUBLIC INTERACTION VIA TELEPHONE, COUNTER AND EMAIL.

7/01/14 – 6/30/15	APPROX. 1400 ASSESSMENT CORRECTIONS MOTOR VEHICLE CORRECTIONS – PHONE CALLS, COLLECTING/REVIEWING DOCUMENTATION, COMPUTER PROCESSING, SOME E-MAIL & SNAIL MAIL CORRESPONDENCE, FILING
7/01/14 – 6/30/15	APPROX. 508 DEEDS READ, COMPUTER OWNERSHIP UPDATED, STATE REPORTS FILED, TOWN COUNSEL ADVICE SOUGHT WHEN NEEDED
7/01/14 – 6/30/15	SURVEY MAPS INTERPRETED, VALUATION RECORDS ADJUSTED WHEN NECESSARY, CHANGES FORWARDED TO MAPPING COMPANY AND REVIEWED WHEN RETURNED.
7/01/14– 6/30/15	APPROX. 353 BUILDING PERMITS (AN ADDITIONAL 100+ ROLLING STOCK) VISITED, MEASURED, INSPECTED, INPUT IN COMPUTER, QUALITY CONTROL INPUT. AVERAGE TIME TO FIELD INSPECT – 45 MINUTES. AVERAGE OFFICE TIME - 45 MINUTES. TOTAL TIME 510 HRS = 15 WEEKS. CONTRACTOR FIELD VISITS 200 PERMITS PER YEAR.

8/14 – 12/14	APPROX. 1348 PERSONAL PROPERTY FORMS MAILED. 962 RETURNED, OPENED, SCRUTINIZED, ERRORS RECONCILED WITH PROPERTY OWNERS, CALCULATIONS CHECKED & DOUBLECHECKED, 386 ESTIMATED, ASSESSMENTS INPUT IN COMPUTER, FILING. DISCOVERY OF ACCOUNTS THROUGHOUT YEAR.
11/14– 12/14	PROCESS 2013 SUPPLEMENTAL MOTOR VEHICLE LIST. 2976 VEHICLES. APPROX. 1100 VEHICLES ARRIVE UNPRICED. MODIFICATIONS TO LIST INCLUDE ADDITIONS, DELETIONS, REMOVAL OF EXCESS CREDITS AND DUPLICATIONS
12/143 – 1/15	APPROX. 460 VETERANS BENEFITS RECONCILED ON COMPUTER FROM PRIOR YEAR GRAND LIST. NEW VETS ADDED, VETS REMOVED FROM LIST – SOLD PROPERTY, SOME EXISTING BENEFITS RECLASSIFIED – SPOUSE PASSES.
12/14 – 1/15	PROCESS 2014 MOTOR VEHICLE GRAND LIST.
3/15 – 4/15	PERFORM ALL BOARD OF ASSESSMENT APPEALS FUNCTIONS.
2/3/15 – 5/30/15	ELDERLY & DISABLED TAX RELIEF ADMINISTERED. PROCESSING INCLUDES HANDLING PHONE AND COUNTER INQUIRIES, REVIEWING FINANCIAL DOCUMENTATION FOR ELIGIBILITY, GRANTING BENEFITS, UPDATING COMPUTER DATABASE AND MAILING NOTIFICATIONS TO PROPERTY OWNERS.
4/15 – 6/15	ANNUAL INCOME AND EXPENSE FORMS. IDENTIFY, MAIL, PROCESS AND FILE 170 INCOME AND EXPENSE FORMS. APPLY 10% REAL ESTATE ASSESSMENT PENALTY FOR NONCOMPLIANCE.
4/1/15–10/1/15	RENTERS REBATE RELIEF ADMINISTERED. APPROX. 78 STATE APPLICATIONS AND BENEFITS GRANTED. PROCESSING INCLUDES REVIEWING FINANCIAL AND RENTAL DOCUMENTATION FOR ELIGIBILITY, INPUT OF INFORMATION ON STATE SOFTWARE, MAILING OF GRANT NOTIFICATIONS.

Number of Current Employees

Full Time: 3

Part Time:

Assessor's Office
Goals and Objectives

Goals and Objectives

TO MAXIMIZE GRAND LIST WITHOUT COMPROMISING ACCURACY OR EQUITABILITY WITH CURRENT AVAILABLE STAFF.

FILE COMPLETED GRAND LIST WITH TOWN CLERK BY STATUTORY DEADLINE – JANUARY 31, 2017

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
REVENUE									
Department	05 - Finance								
Division	0800 - Assessor								
31510	Assessor Fees	2,464.50	2,167.00	2,500.00	2,100.00	2,500.00	2,750.00	2,500.00	19.04
	Comments								
	Level — *Comment*								
	Department Request — FIELD CARDS, GRAND LISTS								
32520	Elderly Tax Relief	60,370.26	59,525.59	57,000.00	53,022.00	54,000.00	54,000.00	54,000.00	1.84
	Comments								
	Level — *Comment*								
	Department Request — REIMBURSEMENT DISABILITY & 2015 STATE ELDERLY(SPRING 2016) FILING								
32525	Veterans Exemption	4,373.27	4,914.25	4,500.00	4,722.00	4,300.00	4,500.00	4,500.00	(8.93)
	Comments								
	Level — *Comment*								
	Department Request — REIMBURSEMENT GRAND LIST 2015-REPORT DUE TO STATE 8/1/16								
	Division 0800 - Assessor Totals	$67,208.03	$66,606.84	$64,000.00	$59,844.00	$60,800.00	$61,250.00	$61,000.00	1.60%

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
EXPENSE									
Department	05 - Finance								
Division	0800 - Assessor								
40305	Salaries - Full Time	227,314.03	232,962.59	239,331.00	236,397.00	239,331.00	239,331.00	239,331.00	1.24
40315	Salaries - Overtime	913.78	854.04	2,000.00	2,000.00	2,000.00	3,000.00	2,000.00	.00

Comments

Level	Comment
Department Request	DEPUTY ASSESSOR-GRAND LIST PREPARATION JANUARY 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
40320	Longevity	855.00	1,090.00	1,090.00	1,090.00	1,460.00	1,460.00	1,460.00	33.94

Comments

Level	Comment
Department Request	17',18',19' ANNA-$370, MICHELLE-$485 DAVE-$605

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
40605	Social Security	17,120.65	17,584.23	18,332.00	18,336.00	18,589.00	18,665.00	18,589.00	1.37
40610	Defined Benefit	32,033.00	31,944.00	35,238.00	35,238.00	21,457.00	21,457.00	21,457.00	(39.10)
40615	Group Insurances	52,682.14	46,283.05	50,878.00	50,878.00	56,785.00	56,785.00	56,785.00	11.61
40637	Safety Stipend	200.00	.00	200.00	200.00	200.00	200.00	200.00	.00

Comments

Level	Comment
Department Request	DEPUTY ASSESSOR-PERSONAL PROPERTY FIELD WORK

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
41230	Telephone	717.29	720.04	850.00	850.00	850.00	900.00	850.00	.00

Comments

Level	Comment
Department Request	FY 2018 - REVALUATION YEAR

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
41505	Mileage Reimbursement	213.95	189.12	675.00	600.00	675.00	750.00	650.00	12.50

Comments

Level	Comment
Department Request	DAVE-PERMIT FIELD WORK, TRAVEL STAMFORD/NEW BRITIAN COURT, BAA FIELD INSPECTIONS - 17' & 18' REVAL YEARS

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
41510	Conferences/Seminars	.00	.00	205.00	120.00	200.00	200.00	200.00	66.66

Comments

Level	Comment
Department Request	1 OF 2 CAAO MEETINGS FCAA WINTER MEETING 2 STAFF MEMBERS FCAA SUMMER MEETING 2 STAFF MEMBERS

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
EXPENSE									
Department 05 - Finance									
Division 0800 - Assessor									
41515	Training	208.80	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
41805	Subscriptions & Pubs	1,097.04	1,151.05	1,250.00	1,250.00	1,350.00	1,375.00	1,375.00	8.00
41810	Office Supplies	186.88	452.94	560.00	500.00	550.00	550.00	550.00	10.00
41825	Computer Supplies	229.99	174.99	450.00	374.00	425.00	425.00	425.00	13.63
45715	Legal Notices	13.00	37.00	150.00	150.00	150.00	150.00	150.00	.00
46310	Computer Software Maint	7,750.00	7,900.00	8,600.00	8,100.00	8,795.00	9,160.00	9,160.00	8.58

41515 Training — Comments

Level	Comment
Department Request	ASSESSOR RECERTIFICATION CREDITS-UCONN & SEMINARS 1 STAFF MEMBER UCONN BAA TRAINING SEMINAR

41805 Subscriptions & Pubs — Comments

Level	Comment
Department Request	MARSHALL SWIFT REAL ESTATE CONSTUCTION COST MANUAL MOTOR VEHICLE PRICING SCHEDULES

41810 Office Supplies — Comments

Level	Comment
Department Request	CALENDERS,LABELS,BINDERS,FILE FOLDERS,PENS/PENCILS,

41825 Computer Supplies — Comments

Level	Comment
Department Request	TONER HP LASERJET PRINTER - 2 TONER DESKTOP COPIER

45715 Legal Notices — Comments

Level	Comment
Department Request	BAA MOTOR VEHICLE - SEPTEMBER PERSONAL PROPERTY - OCTOBER

46310 Computer Software Maint — Comments

Level	Comment
Department Request	VGSI SOFTWARE & GIS MAINTENANCE WEB HOSTING VERSION 6 2018 & 2019 REFLECTS VERSION 7

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
EXPENSE									
Department	05 - Finance								
Division	0800 - Assessor								
48705	Dues And Memberships	360.00	360.00	400.00	400.00	400.00	425.00	425.00	.00
48710	Printing & Binding	770.00	652.00	850.00	850.00	850.00	1,250.00	875.00	.00
49005	Assessment/Appraisal Serv	4,698.80	3,652.01	6,250.00	6,250.00	5,750.00	6,250.00	6,000.00	(8.00)
49015	Aerial Mapping	.00	2,500.00	3,250.00	3,250.00	2,500.00	2,500.00	2,500.00	(23.07)
49650	Misc Contractual Serv	4,383.34	(3,133.33)	900.00	350.00	400.00	400.00	425.00	14.28
	Division 0800 - Assessor Totals	$351,747.69	$345,373.73	$372,959.00	$368,683.00	$364,217.00	$366,733.00	$364,907.00	(1.21%)

Comments for account lines:

48705 Dues And Memberships

Level	Comment
Department Request	1 IAAO MEMBER- DECEMBER 2 CAA0 MEMBERS - JANUARY 2 FCAA MEMBERS - JANUARY

48710 Printing & Binding

Level	Comment
Department Request	ELDERLY FORMS, ENVELOPES, BUSINESS CARDS, INDEX CARDS FY 2018 GRAND LIST PAPER

49005 Assessment/Appraisal Serv

Level	Comment
Department Request	INDEPENDENT CONTRACTOR TO FIELD INSPECT APPROX. 100 MINOR & 100 MAJOR BUILDING PERMITS. HOURLY RATE -$36/HR WITH MILEAGE ADDITIONAL. FY2018=REVAL YEAR

49015 Aerial Mapping

Level	Comment
Department Request	GIS MAP UPDATES REFLECTING NEW LOT LINES, ACREAGE & EASEMENTS

49650 Misc Contractual Serv

Level	Comment
Department Request	QUALITY DATA-MOTOR VEHICLE CONVERSIONS(REGULAR & SUPPLEMENTAL)

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
Department	90 - Capital								
Division	9008 - Assessor								
59005	Assessment/Appraisal Serv	.00	11,770.00	62,880.00	62,880.00	208,500.00	250,000.00	74,000.00	(69.84)
	Division 9008 - Assessor Totals	$0.00	($11,770.00)	($62,880.00)	($62,880.00)	($208,500.00)	($250,000.00)	($74,000.00)	(69.84%)
	Department 90 - Capital Totals	$0.00	($11,770.00)	($62,880.00)	($62,880.00)	($208,500.00)	($250,000.00)	($74,000.00)	(69.84%)
	Fund 001 - General Fund Totals	$0.00	($11,770.00)	($62,880.00)	($62,880.00)	($208,500.00)	($250,000.00)	($74,000.00)	(69.84%)
	Net Grand Totals								
	REVENUE GRAND TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++
	EXPENSE GRAND TOTALS	$0.00	$11,770.00	$62,880.00	$62,880.00	$208,500.00	$250,000.00	$74,000.00	(69.84%)
	Net Grand Totals	$0.00	($11,770.00)	($62,880.00)	($62,880.00)	($208,500.00)	($250,000.00)	($74,000.00)	(69.84%)

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

FY2017 THROUGH FY2021

Department ASSESSOR

FUNDING BY YEAR

PROJECT	PRIORITY	2017	2018	2019	2020	2021	TOTAL
2017 REVALUATION	1	208,500	250,000	74,000			532,500
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
TOTAL		208,500	250,000	74,000	-	-	532,500

List in descending priority order, no two projects can have the same priority in the same fiscal year.

Insert rows as needed (do not insert above first row or after last row as this will affect formula operation).

FISCAL YEAR 2017 CAPITAL PROJECT REQUEST FORM

Department ASSESSOR

Project: **2017 REVALUATION** Priority: 1

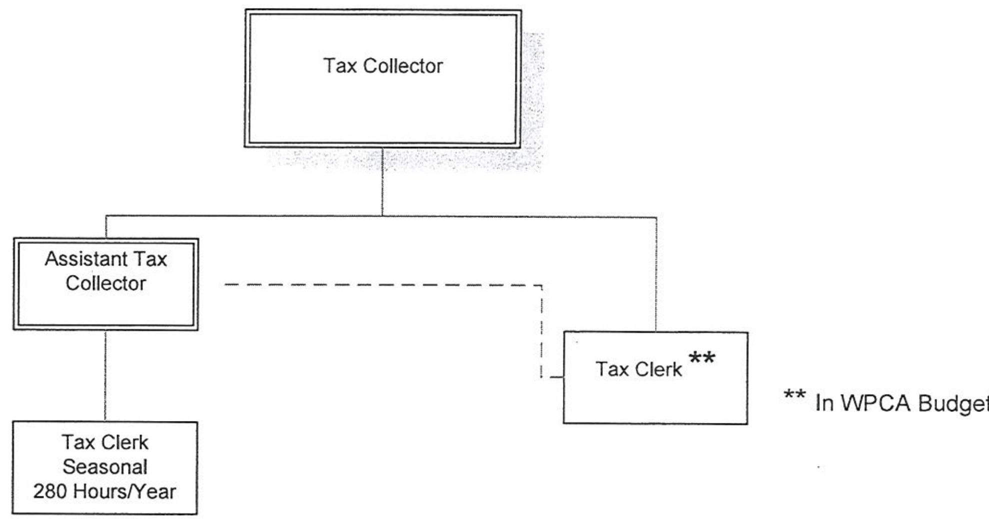
Project Description

OCTOBER 2017 STATE MANDATED REVALUATION. REVALUATION INCLUDES PHYSICAL INSPECTIONS. ESTIMATED OVERALL COST $532,500. 7000 PARCELS @ $55/PARCEL & $139,000 APPRAISAL/COURT SUPPORT. $1,000 ROOM RENTAL FOR INFORMAL HEARINGS. $5,500 VERSION 7 SOFTWARE UPGRADE. $2,000 ASSOCIATED ARC GIS LICENSES.

Amounts of Funding Requested

Fiscal Year	Architecture Engineering	Acquisition Construction	Furniture & Equipment	Vehicles & Rolling Stock	Other	Total
2017	208,500					208,500
2018	250,000					250,000
2019	74,000					74,000
2020						-
2021						-
TOTAL	532,500	-	-	-	-	532,500

Tax Collector's Office



Town of Wilton, CT
Town Budget Fiscal Year 2017

Tax Department
Mission and Services

Department Mission

The Tax Collector department mission is to make every effort to maintain or improve our collection rate in this current economy. To make certain that the Town collects the amount of taxes approved by the Town Residents for the Town of Wilton to operate. Work towards keeping low delinquencies, by using all the collection tools given to us by State Statutes. Calculate, prepare, mail, collect, and report all Real Estate, Personal Property, Motor Vehicle, Sewer/ Water Assessments, Sewer User, Alarm Management billings, all in a timely manner. Improve public relations and provide the best possible customer service. Maintain a courteous attitude while upholding high standards of ethical conduct and operating in accordance with all applicable Federal and State Laws and Statutes

Quantified Services And/or Activities (FY2015 Actual)

- Balance the Rate Book to the Assessor's final Grand List totals.
- April, all banks are notified to send the Tax Office a list of all the accounts they will escrow. Once received, all the escrow accounts have to be coded into the system before printing the bills.
- All Volunteer Fire and EMS abatements are adjusted and coded, before printing bills.
- The Tax Office receives a list of elderly program credits and deferrals. All deferrals have to be coded, have a lien placed on the property, and have letters written to the home owners.
- Recapture Town and State benefits after sale of property or death.
- Processed, printed, and mailed all Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle bills.
- Processed, printed, and mailed delinquent statements four times a year as opposed to twice.
- Processed, printed and mailed Alarm registration forms, bill false alarms monthly.
- Connect directly with the Police Departments Nexgen system for false alarm billing.

- Worked closely with American National Recovery Group (Collection Agency), Suspense and mail returned accounts only.
- Work with and assist taxpayers, researchers, realtors and attorneys that come in or call the Tax Office to pay a bill, have questions about a bill or requesting tax of property information.
- Enter, edit, balance, and post transactions received daily.
- Balance monthly collections, process and report for Finance Department and Treasurer, Record collections in proper Rate Books, and balance to Treasurer's total monthly.
- Worked closely with Assessor's office processing Certificate of Change (C of E's).
- Processed, printed, and mailed adjusted bills and refunds to taxpayers where required.
- Return signed refund forms have to be reviewed and sent to the First Selectman and the board of finance to be approved. Once approved, the Tax Collector sends to Finance to have a check processed for mailing.
- Notice of Lien of Real Estate, Sewer Assessment, Water Assessment, and Sewer User are mailed out on the proper billing cycle, and the Lien applied the following month. The Liens are released once the delinquency is paid.
- After every mass mailing, the Post Office gives the Tax Collector a list of address changes. Also, once a year DMV does the same. The address changes are corrected in our system as we receive them.
- Real Estate transfers are processed weekly.
- The Connecticut General Statutes require the Tax Collector to submit to the Board of Finance an estimate of uncollectable taxes for transfer to the Town's Suspense Book.
- Motor Vehicle put-ons (adds) and take offs (deletes). We report delinquent motor Vehicle bills to DMV quarterly (put-ons) and once paid (take-offs) twice a month.
  Rate Books for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor Vehicle for the previous Grand List are balanced, printed, and sent out for binding (every August).
- All batches and postings are put in alphabetical and numerical order, to assist the department if we have to look back at an account processed on a given day. Also to assist the Auditors when they are looking for accounts and payments.
- Throughout the year the Assessor increases property tax (Pro-Rates) from permits issued. These increases are processed, billed and mailed from the Tax Office.
- Enter all daily transaction and deposits into New World system for the Finance Department, breaking down the different categories.

Number of Current Employees

Full Time: 2 Part Time:

Tax Department
Goals and Objectives

Goals and Objectives

a) E-mail delinquent statements monthly to banks that hold mortgages, and do not collect escrow.
b) Continue to maintain high current year collection rate and low back tax balances.
c) Double up on mailing delinquent statements.
d) Work closely with American National Recovery Group (collection agency). Mail return accounts, suspense accounts, and after final warning, out of state motor vehicle delinquent accounts.
e) Use all the tools of collection given to us by State Statutes where necessary. Demand Letters, Jeopardy Collections, Tax Warrants, State Marshal, Town Counsel, etc.
f) Receive monthly foreclosure list from the Town Clerk, keeping in touch with banks involved.
g) In a personal letter or office discussion, encourage delinquent taxpayers to sign an agreement letter to make monthly payments.
h) Zero overtime.

1) Improve public relations
a) Inform taxpayers of on line payment, and the ability to look up taxes paid for income tax purposes at Wilton CT web site.
b) Dealing with complaints, explain the applicable laws and regulations.
c) Continue to give the best possible customer service.
d) Insert legal notices into local newspaper advising the public when taxes are due.
e) Work with the I.T. department to up-date the web site
f) Have on-line computer in office for taxpayers to pay their taxes with credit card, e-check or debit card.

2) Staff training

a) Attend excel courses when available
b) Tax Collector and Assistance Tax Collector to attend State and County seminars and meetings. These meetings and seminars are a valuable source of information and continuing education, keeping up to date with Tax office procedures, DMV policies and revisions, Connecticut State Statutes, etc.
c) Attending Connecticut Tax Collector Association road shows when in our area.
d) Working closely with Q.D.S., training with the software company.
e) Working closely with the Finance Department., training and using the New World software.

3) Clerical task and job improvements

a) Process on line payments with Webster bank
b) Process electronic banking with all banks that offer the option.
c) Continue to improve alarm registration, tracking, and billings.
d) Continue to complete all the tasks of the Tax office without overtime.
e) Connect directly to the Police Departments Nexgen system for false alarm billing.
f) Set up folder for Items and reports normally requested by Auditors

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
REVENUE									
Department 05 - Finance									
Division 0900 - Tax Collector									
30505	Current Property Taxes	108,546,128.17	111,329,140.79	114,512,614.00	114,512,614.00	.00	.00	.00	(100.00)
	Comments — *Level*: Department Request — *Comment*: Current property Taxes will be updated when the Mill Rate is set.								
30520	Motor Vehicle Supplement	670,007.67	767,172.55	650,000.00	700,000.00	650,000.00	550,000.00	550,000.00	(7.14)
	Comments — *Level*: Department Request — *Comment*: Will update when the Assessor completes the Supp rate book with total assessment.								
30525	Back Taxes	748,704.32	505,244.10	400,000.00	400,000.00	390,000.00	390,000.00	390,000.00	(2.50)
	Comments — *Level*: Department Request — *Comment*: Based on the anticipated delinquencies and the collection rate of back taxes								
30530	Interest And Lien Fees	468,457.89	395,987.12	275,000.00	275,000.00	265,000.00	265,000.00	265,000.00	(3.63)
	Comments — *Level*: Department Request — *Comment*: Interest and Lien fees are based on the collection of back taxes.								
32510	State Property Tax Refund	93,816.93	96,399.53	96,400.00	.00	.00	.00	.00	.00
	Comments — *Level*: Department Request — *Comment*: Reduction due to budget deficit cuts								
32515	Pequot Pilot	8,012.64	11,265.37	10,909.00	11,415.00	11,075.00	10,909.00	10,909.00	(2.97)
	Comments — *Level*: Department Request — *Comment*: Based on the Estimates Of State Formula Aid To Municipalities (August 28, 2015).								
32535	Telephone Line Tax Grant	76,668.94	76,577.39	70,000.00	70,000.00	65,000.00	60,000.00	60,000.00	(7.14)
	Comments — *Level*: Department Request — *Comment*: Telephone line deprecate each year.This will change only if lines are replaced or more lines are added. A more accurate projection when checks are received in March 2016.								

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
REVENUE									
Department 05 - Finance									
Division 0900 - Tax Collector									
34010	Miscellaneous Revenue	4,982.00	4,534.00	.00	4,500.00	4,000.00	4,000.00	4,000.00	(11.11)

Comments

Level	Comment
Department Request	DMV delinquent tax fees and miscellaneous fees

	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Division 0900 - Tax Collector Totals	$110,616,778.56	$113,186,320.85	$116,014,923.00	$115,973,529.00	$1,385,075.00	$1,279,909.00	$1,279,909.00	(98.81%)
Department 05 - Finance Totals	$111,716,254.15	$115,002,238.66	$116,555,711.00	$117,456,175.00	$1,945,933.00	$1,841,217.00	$1,840,967.00	(98.34%)
REVENUE TOTALS	$111,716,254.15	$115,002,238.66	$116,555,711.00	$117,456,175.00	$1,945,933.00	$1,841,217.00	$1,840,967.00	(98.34%)

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund	001 - General Fund								
EXPENSE									
Department	05 - Finance								
Division	0900 - Tax Collector								
40305	Salaries - Full Time	140,792.67	145,398.18	151,596.00	149,388.00	153,793.00	153,793.00	153,793.00	2.94
40310	Salaries - Part Time	705.25	3,863.89	2,500.00	3,500.00	4,000.00	4,000.00	4,000.00	14.28
	Comments								
	Level	*Comment*							
	Department Request	The floater is not available during collection periods, (June 15th - Aug 15th & Dec 15th - Feb 15th)							
40320	Longevity	485.00	485.00	485.00	485.00	605.00	605.00	605.00	24.74
	Comments								
	Level	*Comment*							
	Department Request	Tax Collector 20 years $605.							
40605	Social Security	10,481.88	11,152.70	11,825.00	11,733.00	12,117.00	12,117.00	12,117.00	3.27
40610	Defined Benefit	13,767.00	9,428.00	9,375.00	9,375.00	6,067.00	6,067.00	6,067.00	(35.28)
40611	Defined Contribution	5,323.55	6,077.97	6,220.00	6,220.00	6,418.00	6,418.00	6,418.00	3.18
40615	Group Insurances	52,986.29	45,881.88	40,068.00	40,068.00	44,736.00	44,736.00	44,736.00	11.65
41230	Telephone	610.35	608.51	800.00	700.00	800.00	800.00	800.00	14.28
	Comments								
	Level	*Comment*							
	Department Request	Kept the same, not sure how the new system will be allocated. Fax machine shared with Assessor's Office.							
41505	Mileage Reimbursement	592.93	535.13	650.00	650.00	650.00	650.00	650.00	.00
	Comments								
	Level	*Comment*							
	Department Request	Reimbursement for seminars/meetings State and County. Annual State seminar, three Fairfield County meetings, two State meetings, road shows and escrow meeting. Also for work related trips, banks, post office etc.							
41510	Conferences/Seminars	823.00	792.00	950.00	900.00	950.00	950.00	950.00	5.55
	Comments								
	Level	*Comment*							
	Department Request	Annual three day CT. State Tax Collector's Seminar. Full day CT. State Tax Collector's Assoc. meetings (two) attended by Tax Collector and Asst. Half day Fairfield County Tax Collector's meetings (three) attended by Tax Collector and Asst.							
41515	Training	.00	.00	500.00	.00	500.00	500.00	500.00	.00
	Comments								
	Level	*Comment*							
	Department Request	Connecticut Tax Assoc. classes for staff as required. The education meetings earn credits							

Budget Worksheet Report
Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
EXPENSE									
Department 05 - Finance									
Division 0900 - Tax Collector									
41810	Office Supplies	896.93	928.17	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	.00
	Comments — *Level*: Department Request — *Comment*: All supplies required to operate the Tax Office. Also Sewer assessment, Water Assessment, Sewer user and Alarms.								
43025	Copier/Fax/Mailing Machine	.00	.00	.00	.00	1,400.00	.00	.00	.00
	Comments — *Level*: Department Request — *Comment*: Model 62001 Letter Opener. This item can be used for all departments. A time saver during collection times in the Tax Office as well as the Assessor Office, Town Clerk office and Finance.								
45715	Legal Notices	580.12	1,043.54	850.00	910.00	910.00	910.00	910.00	.00
	Comments — *Level*: Department Request — *Comment*: Publication of tax billing periods in local newspaper as required by Connecticut State Statute # 12-145								
48705	Dues And Memberships	175.00	175.00	250.00	175.00	250.00	250.00	250.00	42.85
	Comments — *Level*: Department Request — *Comment*: CT Tax Collector's Association, Collector & Asst. 125. Fairfield County Tax Collector's Association, Collector & Asst. 50. Northeast Tax Collector's Association, Collector 75.								
48710	Printing & Binding	5,071.76	4,484.51	7,300.00	7,300.00	7,300.00	7,400.00	7,400.00	.00
	Comments — *Level*: Department Request — *Comment*: Tax bills, freight and envelopes Posted rate books, printing and binding. Required to keep for 15 years. Stationary, envelopes and paper for delinquent statements. Alarm invoices and envelopes, labels. Sewer and water envelopes.								
49650	Misc Contractual Serv	(196.35)	4,155.95	.00	250.00	250.00	250.00	250.00	.00
	Comments — *Level*: Department Request — *Comment*: Online DMV direct data access.								
	Division 0900 - Tax Collector Totals	$233,095.38	$235,010.43	$235,244.00	$233,529.00	$242,621.00	$241,321.00	$241,321.00	3.89%
	Department 05 - Finance Totals	$1,446,825.93	$1,469,033.35	$1,500,680.00	$1,496,684.00	$1,502,269.00	$1,485,237.00	$1,483,226.00	0.37%

Budget Worksheet Report

Budget Year 2017

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Department Request	2018 Forecast	2019 Forecast	% Variance EstimatedFY16 to FY17
Fund 001 - General Fund									
	EXPENSE TOTALS	$1,446,825.93	$1,469,033.35	$1,500,680.00	$1,496,684.00	$1,502,269.00	$1,485,237.00	$1,483,226.00	0.37%
	Fund 001 - General Fund Totals								
	REVENUE TOTALS	$111,716,254.15	$115,002,238.66	$116,555,711.00	$117,456,175.00	$1,945,933.00	$1,841,217.00	$1,840,967.00	(98.34%)
	EXPENSE TOTALS	$1,446,825.93	$1,469,033.35	$1,500,680.00	$1,496,684.00	$1,502,269.00	$1,485,237.00	$1,483,226.00	0.37%
	Fund 001 - General Fund Totals	$110,269,428.22	$113,533,205.31	$115,055,031.00	$115,959,491.00	$443,664.00	$355,980.00	$357,741.00	(99.62%)
	Net Grand Totals								
	REVENUE GRAND TOTALS	$111,716,254.15	$115,002,238.66	$116,555,711.00	$117,456,175.00	$1,945,933.00	$1,841,217.00	$1,840,967.00	(98.34%)
	EXPENSE GRAND TOTALS	$1,446,825.93	$1,469,033.35	$1,500,680.00	$1,496,684.00	$1,502,269.00	$1,485,237.00	$1,483,226.00	0.37%
	Net Grand Totals	$110,269,428.22	$113,533,205.31	$115,055,031.00	$115,959,491.00	$443,664.00	$355,980.00	$357,741.00	(99.62%)