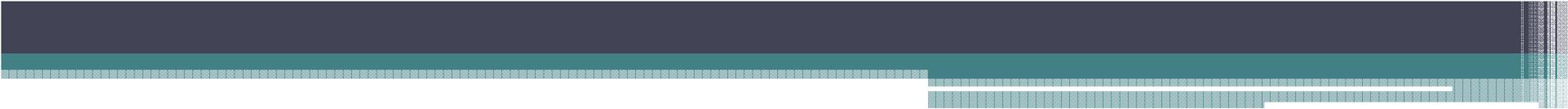


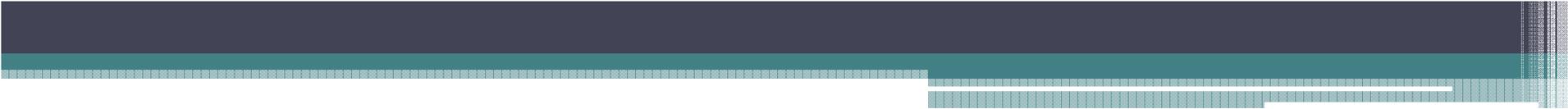
Budget Process

RTM January 22, 2018



Starting point

- Guidance given to departments
 - General limits
 - Expenditure increase
 - Personnel limitations
 - Commodities
 - Standard rates



Department Requests

- Budget entry into Financial System
 - Includes detail entries
- Forms required
 - Capital requests
 - Personnel requests
 - Narratives



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kbuch

Town of Darien ** Live**
ADMIN BUDGET REQUESTS

P 1
bgdeptrg

BUDGET PROJECTION 20191 FY 2018-19 Operating Budgets

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADMIN	PERCENT CHANGE
1040701182041		Facility Repair & Maintenance	57,420.00	56,520.00	56,720.00	-1.22
	100 -04-0407-01 -2-82041 -					
		Burners @ Town Hall	2.00	1,500.00	3,000.00	
		Annual Cleaning & Tune-up				
		Fire Extinguishers @ Town Hall	1.00	700.00	700.00	
		Service & Maintenance				
		Tree Maintenance	1.00	1,500.00	1,500.00	
		Boiler Water Treatment - Tests	1.00	400.00	400.00	
		Fire Sprinkler Maint.	4.00	840.00	3,360.00	
		Irrigation System - Maintenance	1.00	480.00	480.00	
		Emergency Generator Maintenance	1.00	1,000.00	1,000.00	
		Backflow Preventer Annual Servicing	1.00	600.00	600.00	
		Glass Replacement	1.00	2,000.00	2,000.00	
		VAC Systems Maint. & Repairs	1.00	4,000.00	4,000.00	
		Annual Preventive Maint.				
		Heating System Repairs Steam Traps, Vav	1.00	6,500.00	6,500.00	
		's, Piping etc				
		Electrical Maintenance & Repairs	1.00	9,000.00	9,000.00	
		Elevator Service Contract	24.00	575.00	13,800.00	
		Town Hall & Mather Center				
		State Permits	2.00	440.00	880.00	
		Elevators (2) & Boilers (2)				
		Plumbing Maint. & Repairs	1.00	2,500.00	2,500.00	
		Misc. Repairs & Materials	1.00	2,000.00	2,000.00	
		Sound System, Locks, Lumber, Hardware, Paint, etc.				
		Exterior Window Washing	1.00	4,000.00	4,000.00	
		#701 BPR Maintenance	1.00	1,000.00	1,000.00	
		BUDGET CEILING:			114,840.00	
		TOTALS:	57,420.00	56,520.00	56,720.00	-1.22

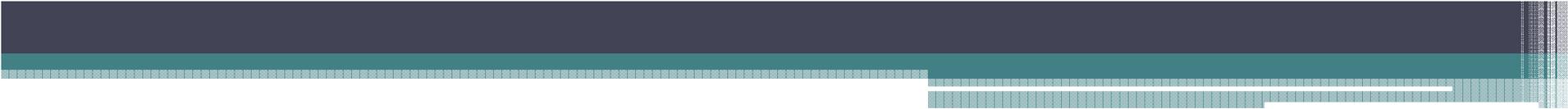
** END OF REPORT - Generated by Kathleen Buch **

Town of Darien
POSITION REQUEST SUMMARY

Department & Division:	Expected Start Date:
Position Status	
Position Status	
<input type="checkbox"/> New (Specify Full-Time; Part-Time;	<input type="checkbox"/> Change to Existing Position(s)
Union or Non-Union: Non- Union	Proposed Grade & Step:
Justification & Rationale	
Position Description & Job Title:	
Why is the position necessary? What additional duties and responsibilities will be handled by the position? How are those duties and responsibilities currently addressed?	
Is the position required to address statutory or regulatory changes? If so, please explain.	
What other options were considered to fulfill this need? Why did you choose this option?	
How will this position change benefit the residents of Darien?	
If converting multiple part-time positions into one full-time position, will the loss of scheduling flexibility result in a need for additional office coverage?	
Position Cost Estimate (Provided by Finance Department)	
COST	EXPLANATION
SALARY:	
SOCIAL SECURITY: \$	
BENEFITS: \$	
PENSION: \$	
TOTAL POSITION COST:	
WILL THERE BE RECURRING REVENUE INCREASES AND/OR COST SAVINGS? IF ONLY TWO OF THESE PROJECTS ARE STARTED I WOULD	
WILL THERE BE ONE-TIME REVENUE INCREASES AND/OR COST SAVINGS?	
WILL THERE BE ANY ONE-TIME START-UP COSTS FOR THE POSITION (EQUIPMENT, VEHICLE, UNIFORMS, ETC.)?	

Town of Darien
CAPITAL PROJECT REQUEST SUMMARY

Department & Division:	Project:	Priority:
Project Plan		
Total Project Cost: \$	FY2019 Request: : \$	
Expected Start Date:	Expected End Date:	Estimated Useful Life:
Risks:		
Justification & Rationale		
What problem or opportunity is being addressed by this project? What is the impact of not doing this project?		
What is the goal of the project?		
Is this being done to comply with statutes or regulations? If so, please explain.		
What options were investigated to address the problem/opportunity? Why did you choose this option?		
How was the requested amount developed?		
What are the benefits of the project? (Hard and soft)		
How will benefits be measured?		
What is the payback/ROI?		



New in 2018-19 budget

- Grantees & Commissions have been requested to provide additional information
- Performance measures included in narrative

Town of Darien FY 2018-2019 Grant Request

Name of Organization	
Purpose of Organization	
Name(s) of responsible person(s) for the administration of our potential grant funding.	
Amount requested from Darien	
Total Organization budget for FY 19 or most recent available	
Please describe grant funding the organization is pursuing from other sources, including amounts	
A statement of how funds provided by Darien will be utilized	
Number of Darien residents served by your organization	
Darien residents served as a percent of total individuals served by your organization	

Submitted by	
Title	
Date	

Remember to also submit your most recent budget and financial statements.

Town of Darien
COMMISSION & AFFILIATED ORGANIZATION BUDGET REQUEST 2018-2019

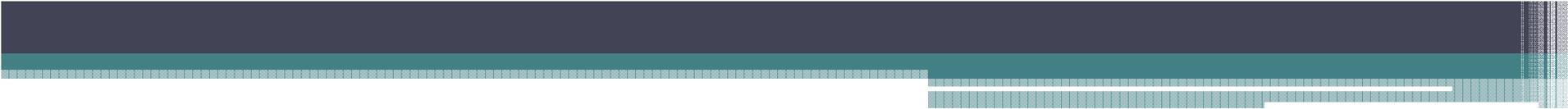
Name of Commission/Organization:		
Budget Request		
Account Name	Current Budget	2018-2019 Request
Justification & Rationale		
How will the requested funds be utilized?		
How will expenditure of these funds benefit the residents of Darien?		
Commission/Organization Contact for Budget and Financial Information		
Name of Financial Contact:		
Phone Number:		
Email:		

Form completed and submitted by:

 Printed Name

 Date

 Signature



Department Requests

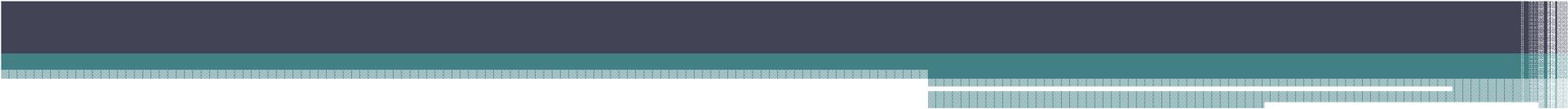
- Due in by end of December
- During the first two weeks of January, the First Selectman, Town Administrator and Finance Director meet jointly with each department head
- Budgets are reviewed
 - Detail
 - Narrative
 - 5 year outlook (introduced last year)
 - Performance measures (new this year)

Five Year outlook

- Now that this department has moved the bulk of its building permit files on to our public terminals, we will continue to move completed files on an annual basis onto our data base. We will continue to upgrade how we access our files and are working toward including the property work cards so that property searches can be performed independently.
- Now that we have completed the removal of outdated building permits (the ones allowed by the state) the next step is to start with the online permitting process for public access. I see this being implemented in stages. The first with Mechanical permits and then after a period of time moving to building permits.
- We have always maintained an open door policy to Builders and Homeowner with accessibility to the inspectors and staff. And as technology advancements are made we will strive to take advantage of anything that will enhance our services without losing the small town appeal.
- As we have grown I believe the next step is the need to revamp our office space. For a department that is supposed to work with and represent the construction industry the working layout and present condition is a poor representation. This is still in the planning stage and is awaiting further approvals.
- One major change from the state has been the adoption of Public Act No. 17-176 added to the general statutes under section 29-265. In short it states that after nine years from the date of issuance for the construction of or alterations to a one or two family dwelling for which a certificate of occupancy has not been issued such building permit shall be deemed closed. It further explains structure but not limited to, a shed, garage, sign, fence, wall, pool, patio, tennis court or deck.
- The State is working toward updating the code on a more regular basis. A new code adoption is slated for the late summer/fall of 2018. This would be one of the quickest code updates considering that we just had a code update in Oct. of 2016.

Performance Measures	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Anticipated 2018-2019
Increase Social Media awareness	0	200	600	1,000
Increase Paddle Hut Rentals	\$5,000	\$11,000	\$15,000	\$17,000
Weed Beach Festival Attendance	0	400	800	1,000
Percentage of costs covered by revenue			TBD	TBD
Cost per acre maintained – staff costs, equipment costs,			TBD	TBD
Customer service rating/survey/program satisfaction rating			TBD	TBD

Performance Measures	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Anticipated 2018-2019
Zoning Permits acted upon	557	562	565	575
Zoning Permits acted upon within 3 business days			55%	
Average business days to act upon “Category 1” permits. (finish attic/basement [FAB]; flood repair [FR]; interior reno-vations/remodel [R]; re-roof [RR]; signs [S]; tennis court [TC])			3	3
Average business days to act upon “Category 2” permits. (accessory structure [AS]; commercial tenant fit-up [CA]; detached garage [DG]; new foundations [F]; miscellaneous [M])			7	7
Average business days to act upon “Category 3” permits. (business building [BB]; residential additions [RA]; new residence above foundation [N/DW]; pools/spas [P])			10	10
Planning & Zoning Commission applications	67	81	80	80
Zoning Board of Appeals (ZBA) applications	44	31	50	50
Environmental Protection Commission (EPC) applications	37	45	50	50
Architectural Review Board (ARB) applications	30	38	38	40
Percent of applications decided within 65 calendar days of the close of the public hearing—all land use boards (Planning & Zoning Commission, Zoning Board			95%	95%



Town Administrator budget

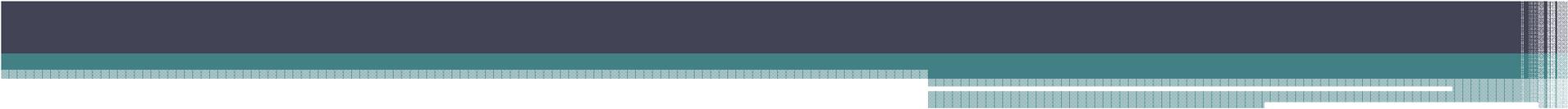
- Review requests
 - Compare to historical actuals
 - Evaluate need v impact
 - Understand statutory and union obligations
 - Review Town priorities for programs v budgetary impact
- Generally presented to BOS late January
- Includes 6 year capital plan

Board of Selectmen budget

- Meets Jan/Feb
- New this year, only large budget departments are required to present to BOS
- After the BOS has reviewed all budgets, discussion is focused on suggested cuts, new programs or personnel that have been proposed and capital plans
- Important to note that the BOS has no role in the approval process for BOE budget
- By charter, the BOS budget must be printed in the newspaper prior to the public hearing Sec 39-(a) (2)

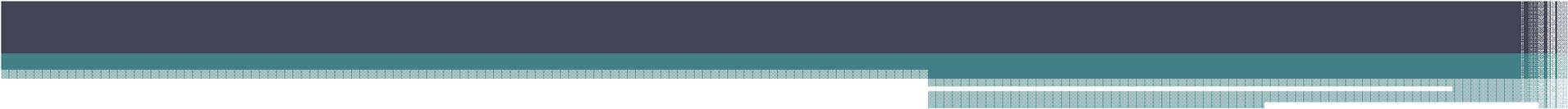
Board of Finance Budget

- By charter, the Board of Finance must meet on the first Tuesday in March to receive budget proposal from the Board of Selectmen and Board of Education. Sec 39 (a) (1) & Sec 39 (a)(2)
- By charter, the Board of Finance must meet on the second Tuesday in March to hear public comment on the budget. Sec 39 (b)



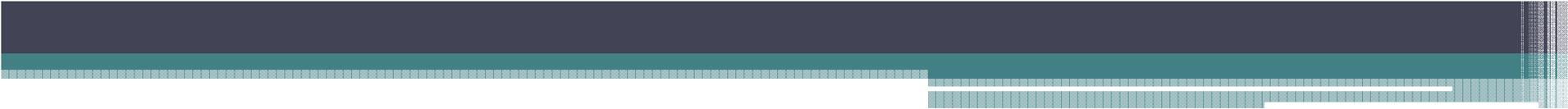
Board of Finance budget

- The BOF meets weekly to review the various segments of the budget
- The BOF assigns primary responsibility for the segments to teams of members
- Prior to finalizing their budget proposal, the Board invites the BOS and BOE to meet with them to discuss potential revisions to their proposed budgets



Board of Finance budget

- The charter requires the Board of Finance to approve a mill rate and budget and file those with the Town Clerk on or before the third Tuesday in April. Sec 39 (c)

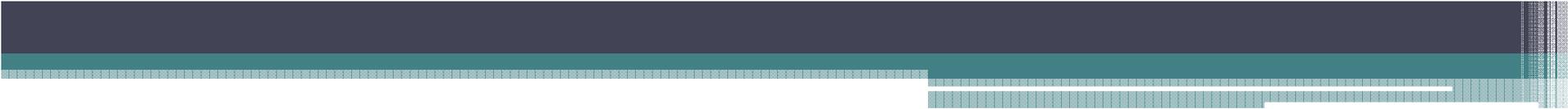


RTM budget

- Various committees follow the budget as it makes its way through the process
- Finance & Budget in particular members attend many BOS meetings and pairs with BOF members reviewing particular segments of the budget
- RTM Rules of Procedure require an Annual Budget Meeting on the 2nd Monday in May
Appendix B, Part III Sec 1

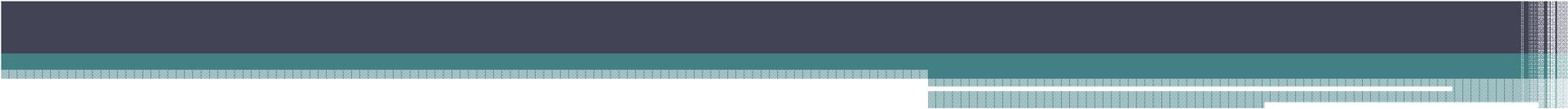
BOS v BOF v RTM roles

- BOS
 - Can add to or reduce line items
 - No say over BOE budget
 - No say on Mill rate
- BOF
 - Can add to or reduce line items
 - May adjust the BOE budget bottom line, but not BOE individual line items
 - Establishes mill rate
- RTM
 - Can only reduce line items in BOS budget
 - Can only reduce BOE bottom line
 - Can only reduce mill rate
 - Sec 39 (d) of the charter



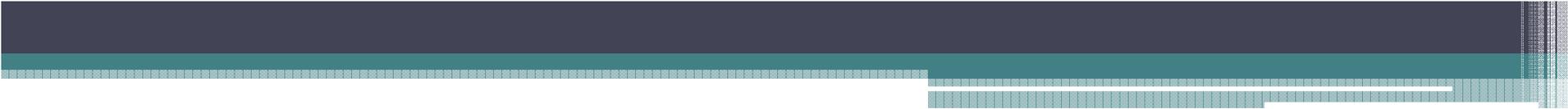
Items of interest

- All debt service is in the Town budget, including debt issued for school construction
- Certain town expenses that cross department lines are budgeted together rather than being allocated to individual departments such as pension contributions, medical benefits, motor fuel, legal expenses



Items of interest

- There are other funds - sewer, parking and the capital fund among them
- These go through the same process, with the exception of mill rate approval
- Included in the final approval is collecting in two installments and approval for issuance of temporary financing should tax bills not be issued on time



- Questions?