



JOHN J. LOUIZOS  
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MARY LOU RINALDI  
VICE CHAIR  
GERALD BOSAK, JR.  
RICHARD FREEDMAN  
SAL GABRIELE  
DUDLEY N. WILLIAMS

TEL: (203) 977-4699  
FAX: (203) 977-5030

## BOARD OF FINANCE

STAMFORD GOVERNMENT CENTER  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

February 24, 2015

**To:** All City Department Heads, Managers, Outside Agencies & Budget Presenters

**From:** Lorraine Gilden, Clerk of the Board of Finance

**Re:** Presentation/Submission of 2015-16 Budgets

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Attached is the Board of Finance Budget Presentation calendar which list the date(s) when your department or agency will present its 2015-16 budget request to the Board of Finance. To assist in this process is a copy of the Budget Presentation Outline which *all* departments and agencies *are to follow* when submitting and presenting their budgets (see attached). Using the budget outline provided will allow departments and agencies to submit to the Board specific and concise information it needs in order to make its final budget determination. All presentations are to follow this agenda, so again do not deviate from it. \*

All departments are asked to include with their Budget Presentation any appendix items (i.e. backup materials and supporting documentation listed in the presentation outline) that they would like the Board members to consider. Please note that you are to submit a written budget presentation outline & electronic copy even if your department or agency will not make a live presentation to the Board. Please submit **seven (7) hard & send 1 electronic copy (e-mail)** of your budget presentations and appendix items including backup materials identified in the budget presentation *1 week prior* to your department's scheduled presentation date (or by March 18, 2015 if not presenting in person). Appendix items should be labeled as "Appendix." It is important that you be prepared to present your business case, appropriate rationales/justifications and data which support your request.

Should you have any questions about your presentation or this agenda, please advise this office at 977-4699. ***Please do not ask to change your scheduled date from the calendar, excepting true emergencies.*** Again we appreciate your cooperation and look forward to your presentation.

\* Please note that if your department unit/agency is not listed on the attached calendar, the Board of Finance does not require an in-person presentation. Please submit your budget presentation outline as requested above.

**BOARD OF FINANCE**

**Departmental 2015-2016 FY Approved Budget Presentation Calendar (2/12/15)**

Budget book Page

<b>Monday, March 9</b>	<b>6:30</b>	Presentation of Budgets	<i>Mayor Martin</i>
(by 3/8- Sunday in 2015)		Mayor's Office	<i>Mayor Martin</i>
		Capital Budget Overview	<i>Mayor Martin</i>
		Office of Econ Devel	<i>Thomas Madden</i>
<b>Tuesday, March 10</b>	<b>6:30</b>	Registrar of Voters	<i>L. Corelli /R. Malloy</i>
		City/Town Clerk	<i>Donna Loglisci</i>
		Law Department	<i>Kathryn Emmett</i>
		Human Resources	<i>Clemon Williams</i>
<b>Wednesday, March 11</b>	<b>6:30</b>	Board of Education: Part 1	<i>Winnie Hamilton, Hugh Murphy</i>
<b>Thursday, March 12</b>	<b>7:00</b>	<b>REGULAR MEETING</b>	
<b>Tuesday, March 24 (by 4/8)</b>	<b>6:30</b>	Joint Public Hearing	<i>Boards of Finance &amp; Representatives</i>
<b>Wednesday, March 25</b>		Board of Ed: # 2	<i>W.Hamilton,H. Murphy</i>
<b>Thursday, March 26</b>		Engineering	<i>Lou Casolo</i>
		Leisure Services/Terry Conners	<i>Laurie Albano</i>
		E.G.Brennan	<i>Mike Sullivan</i>
		WPCA	<i>Bill Brink</i>
<b>Monday, March 30</b>	<b>6:30</b>	Transportation,Traffic & Parking/OPS Admin	<i>E.Orgera, T.Turk,M. Poola</i>
		Road Maintenance/Fleet Mgmt	<i>Tom Turk/Mike Scacco</i>
		Land Use Bureau	<i>Norman Cole</i>
		Facilities & Parks	<i>Kevin Murray</i>
		Solid Waste	<i>Dan Colleluori</i>
		Cashiering&Permitting/Citizen Serv	<i>Frank Fedeli</i>
		Building Inspection	<i>Bobby DeMarco</i>
<b>Tuesday, March 31</b>	<b>6:30</b>	Administration	<i>Michael Handler</i>
		OPM	<i>Jim Hricay</i>
		Grants Office	<i>Karen Cammarota</i>
		Risk Management Fund	<i>Ann Marie Mones</i>
		Assessment	<i>Greg Stackpole</i>
		Taxation	<i>Bill Forker</i>
		Controller	<i>David Yanik</i>
		Technology Mgmt	<i>Mike Pensiero</i>
		Smith House	<i>Bob Mislou</i>
<b>Wednesday, April 1</b>	<b>6:30</b>	Bartlett Arboretum	<i>S. Jane vonTrapp, Exec. Off.</i>
		Stamford DSSD Events	<i>Sandy Goldstein</i>
		Mill River Collaborative	<i>Director Milton Puryear</i>
		Stamford Museum	<i>Melissa Mulrooney</i>
		Ferguson Library	<i>Alice Knapp, Nick Bochicchio</i>
<b>Thursday, April 2</b>	<b>6:30</b>	Office of Public Safety Admin	<i>Dir. Ted Jankowski</i>
		Health & Soc Services	<i>Anne Fountain</i>
		Police Department/911	<i>Chief Jonathan Fontneau</i>
		Fire and Rescue	<i>Chief Peter Brown</i>
<b>Thursday April 9</b>	<b>7:00</b>	<b>REGULAR MEETING</b>	
<b>Tuesday, April 14 (by 4/20)</b>	<b>6:30</b>	<b>SPECIAL BUDGET MEETING</b>	
<b>Tuesday, May 12 (by 5/25)</b>	<b>7:00</b>	<b>MILL RATE MEETING</b>	
<b>Thursday, May 14</b>	<b>7:00</b>	<b>REGULAR MEETING</b>	

# BOARD OF FINANCE 2015-16 Budget Presentation Format

## Agenda/Outline

- **Review of Budget Request** (Provided in Budget Book)
  - Financial Request (2015-16 resource requests, bold in budget book)
    - Total funding requested
    - Identify and describe Increases/decrease Year Over Year
    - Human Capital/ Personnel Change
  
- **Budget Management**
  - Summary of any cost reductions taken in 14/15 - include amount and source
  - Cost managements actions to be taken 2015-16
  
- **Cost Analysis and Spending Priorities**
  - Breakdown of total department spending and resources by of priority (high to low program/department priorities) Include supporting analysis and description of how analysis was done
  - Describe what drives program cost (Cost Drivers). Highlight controllable Cost Drivers
  - Key operational changes planned to improve service level (2015-16)
  
- Business case and justification for any increases in resources requested (1 page)
  
- Q&A, General Discussion (Be prepared to provide detail if asked)