

Finance Department

Budgeting

- Budget Preparation
- Budget Monitoring

Accounting & Financial Reporting

- General Ledger
- Payroll/ Pension
- Accounts Payable
- Fixed Assets
- Grants Management
- Coordination of annual audit

Procurement

- Invitations to Bid, Requests for Proposal
- Contract Management

Risk Management

- Property/Liability Insurance
- Workers' Compensation

Information Technology

- Network Administration
- Hardware Support
- Software Support
- Website Maintenance

Revenue Collection

Bond and Note Issuance

- Bond Refinancing, when advantageous
- Continuing Disclosure

Support to Other Departments

- Pension Administration
- Cost-benefit analyses
- Other

Treasurer

Banking Relationships

- Account opening
- Account transfer of all city funds
- Daily account deposit of all city receipts
- Monthly bank reconciliation
- Reporting
- Custodial safety review

Cash Management

Monitor cash balances to ensure City expenditures are covered and account balance(s) meet required minimum to avoid unnecessary bank fees

Investment of City Funds

Investment of City funds to ensure maximum rate of return earned while maintaining their safety. Serves as a fiduciary for the City's trust funds.

Safekeeping and Retention of City Documents

Deeds, leases, bond issues and agreements

Assessor

- Maintenance of 14,000 real estate property records by reading and interpreting all deeds and maps filed with the City Clerk
- Maintenance of the Geographic Information System (GIS) maps of all real estate properties
- Maintenance and inspection of all building permits issued and the property value updates resulting therefrom.
- Maintaining Sales files of all transactions and filing sales ratio studies with the State for educational funding
- Discovery, maintenance and calculation of approximately 1,900 personal property accounts within the city limits
- Discovery and valuation of approximately 29,000 motor vehicles
- Yearly receipt and calculation of 250 Tax Relief applications for the Elderly and Totally disabled, as well as the Additional Veterans program applications
- Maintenance of a current Veterans database and application of 3,300 exemptions to real, personal or motor vehicle property files
- Maintenance of over 1,000 exemptions for the totally disabled, blind, disabled veterans and a score of other exemptions allowed by CGS and local ordinances
- Maintenance of over 50 Enterprise Zone properties and exemptions
- Providing information and guidance for Assessment Deferral programs, as provided by CGS.
- Maintenance of Manufacturing exemptions and reports
- Overseeing personal property audits

- Public relations – a constant flow of phone calls and personal visits by the public. Providing information to attorneys, appraisers, taxpayers.
- Motor Vehicle – collecting and reviewing information for adjustments to tax bills based on vehicle sales and/or moving out of state after the assessment date
- Maintaining good working relationships with all City Offices and Officials
- Board of Assessment Appeals –Set meeting dates/ do legal notice/Accept and process all BAA applications/ make appointments and notify appellant/make copies of all appeals for each board member/keep minutes of Board meetings/meet with board to help with any questions they might have on assessments and/or state laws and processes that govern assessment/ make all applicable changes to real estate records based on changes voted on by the Board