

**CITY OF BRIDGEPORT  
BUDGET & APPROPRIATIONS  
REGULAR MEETING  
JANUARY 13, 2014**

**ATTENDANCE:** Susan Brannelly, Co-chair; AmyMarie Vizzo-Paniccia, Patricia Swain, Council President Thomas McCarthy, Lydia Martinez (6:26 p.m.)

**STAFF:** Anne Kelly-Lenz, Finance Director; Thomas Sherwood, OPM

**OTHERS:** Council Member Rick Torres, Council Member Rick Salter; Andy Nunn, Chief Administrative Officer

**CALL TO ORDER.**

Council Member Brannelly called the meeting to order at 6:07 p.m. A quorum was present.

**APPROVAL OF OCTOBER 15, 2013 MINUTES**

**\*\* COUNCIL PRESIDENT MCCARTHY MOVED TO APPROVE OF OCTOBER 15, 2013 MINUTES.**

**\*\* COUNCIL MEMBER VIZZO-PANICCIA SECONDED.**

**\*\* THE MOTION TO APPROVE THE OCTOBER 15, 2013 MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

**GENERAL DISCUSSION REGARDING THE REVIEW OF THE MONTHLY  
FINANCIAL REPORT**

Ms. Kelly-Lenz said that the audit was completed and that the financial picture is clearer. She said that the expected amount of LoCip funding for debt service was noted. Because the State sets their budget after the City approves theirs, there is a shortfall projected. Mr. Sherwood gave an overview of Local Capital Improvement Program, which is a State fund. Some towns use the funds for capital projects. Bridgeport was intending to use these funds for debt service. It is noted on page 1 under the Comptroller's Office.

Ms. Kelly-Lenz indicated that on page 2, under the Tax Assessor's, there was a change in the State process in the allocation of manufacturing. There was also an increase in the amount of how much money was allocated for the hospitals and colleges.

Council Member Swain asked where the projected figures from the State are taken from. Mr. Sherwood explained that the City uses the figures from the Governor's budget. Ms. Kelly-Lenz said that the department heads have a fairly good idea of what kind of revenue they will have. She then gave an overview of how the cyclical revenues are handled. Council Member Swain had several questions about the June 2013 figures. Ms. Kelly-Lenz said that now that the audit is completed, those numbers will be available soon.

Council President McCarthy asked about the amount associated with the parking violations. Ms. Kelly-Lenz said that the City was looking into hiring a collection agency for the outstanding parking tickets. There are people who have moved out of state and the City can't collect. Collection agencies can track down these people. Currently, the City is short one position for parking violations.

The Committee then reviewed the quarterly collections for the parking meters. Council President McCarthy asked whether the swipe cards had been approved.

*Council Member Martinez joined the meeting at 6:26 p.m.*

Mr. Nunn said that there was discussion underway about the different meters that handle swipe cards, apps and sensors to indicate which meters are open.

Council Member Torres asked about the net revenues against the parking expenses. Mr. Sherwood said that he would be willing to run a report on this for the Committee members.

Council Member Swain asked who would produce the study on parking meters. Mr. Nunn said that OPED would probably start the project and contact the various business owners. One of the City Planners would be leading the project through the various departments.

Council Member Vizzo-Paniccia said that she would recommend a few companies that have GPS locators. Mr. Nunn said that information had been gathered from those sources and once the City decides what they want, it will go out to bid.

Ms. Kelly-Lenz then reviewed the variable expenses, such as Human Resources, and other budgets that fluctuate. The Police overtime has been very good so far. EOC and Fire have a direct impact to turn over in the departments. A class of new firefighters will be sworn in soon. In EOC, there are staff members covering open positions. Mr. Nunn said that there is a high turn over in the EOC operators. Mr. Sherwood said that there were three main areas that were highlighted. Overall, the City is doing well. The Police Department is doing well because of the vacancies. The new vacation calendar starts on April 1st.

Council Member Torres then distributed copies of a document he had created that analyze the budget figures. He indicated that there were some problems with the bottom line figures. Mr. Sherwood then reviewed how the calculations are done.

Council Member Torres asked about the allocation of funds to line items. Mr. Sherwood explained that the City budgets into categories, such as Special Services (Legal Services, Accounting services, etc.) or Personnel (Police: Patrol, Traffic, Detectives, etc.). Department heads can move money within categories without Council approval.

Council Member Torres asked about Other Finances Uses category. Mr. Sherwood said that the previous Committee and the previous Council had requested a target reduction in the salary line. He then gave an overview of how this is accounted for across all the departments through union concessions. Because the contracts had not been negotiated when the budget was set, the amount is assigned to this line item. Discussion followed about the details.

Council Member Torres asked about the Board of Education appropriation. Mr. Sherwood said that once the City allocates an amount to the Board of Education, the BOE then moves the funds about as they feel fit.

Council Member Torres asked about the line items that had zeros in them. Mr. Sherwood explained that over the time that the City has used MUNIS, there were lines that the City will not need or use. The City is working to strip these extra lines out. Other zero lines happen when something like a police officer covers as a sergeant and the salary transfers over. The Nutrition department, the Library and the Board of Education have the right to move the funds around as necessary.

Council Member Torres said that there were numerous line items that have low figures and felt that these should be classified as Miscellaneous. Mr. Sherwood agreed. Discussion followed.

Council Member Martinez asked if the recommendations that were made last year regarding computers were being implemented. Mr. Sherwood said that a major portion of the items had been shifted to IT but there were still some items to be turned over to IT.

Council Member Torres said that the November report and said that he had added a column with percentage spent to date. Ms. Kelly-Lenz said that some of the departments are cyclical such as maintenance contracts. Some contracts have different due dates. That is why doing a straight line percentage is not accurate. Council Member Torres asked if Ms. Kelly-Lenz felt that the departments were coding correctly and that the departments were utilizing the funds correctly. Ms. Kelly-Lenz said that the departments are coding correctly because it is locked down to their departments. The payments were recorded and tracked.

Council Member Torres pointed out that there were numerous departments that had large publications amounts. Mr. Sherwood said that there were a number of publications for legal books and updated statutes. Mr. Nunn said that in the past, the State and Federal government gave the City a set of the code books or ordinances for free, but now the cities are expected to pay the State for them.

Council Member Martinez asked if Council Member Brannelly had looked at Budget in a Box. Council Member Brannelly said that she hadn't had time to review the item completely.

### **ADJOURNMENT**

**\*\* COUNCIL PRESIDENT MCCARTHY MOVED TO ADJOURN.**

**\*\* COUNCIL MEMBER MARTINEZ SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:17 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services

City of Bridgeport  
Budget & Appropriations  
Regular Meeting  
January 13, 2014