

**CITY OF BRIDGEPORT  
BUDGET AND APPROPRIATIONS  
REGULAR MEETING  
OCTOBER 11, 2011**

**ATTENDANCE:** Angel dePara, Chair; Robert Curwen, Co-Chair; Carlos Silva,  
Susan Brannelly, Lydia Martinez

**STAFF:** Dawn Norton, Interim Finance Director; Thomas Sherwood, OPM

**OTHERS:** Council Member Andre Baker

**CALL TO ORDER**

Council Member dePara called the meeting to order at 6:40 p.m.

**APPROVAL OF COMMITTEE MINUTES OF JULY 11, 2011**

**\*\* COUNCIL MEMBER CURWEN MOVED TO APPROVE THE MINUTES OF JULY 11, 2011.**

**\*\* COUNCIL MEMBER BRANNELLY SECONDED.**

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

**22-10 Request concerning independent auditor's review of City of Bridgeport Monthly Financial Reports on a Quarterly Basis.**

**\*\* COUNCIL MEMBER CURWEN MOVED TO TABLE AGENDA ITEM 22-10 REQUEST CONCERNING INDEPENDENT AUDITOR'S REVIEW OF CITY OF BRIDGEPORT MONTHLY FINANCIAL REPORTS ON A QUARTERLY BASIS.**

**\*\* COUNCIL MEMBER BRANNELLY SECONDED.**

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

**An Information Session Re Evaluation And Discussion Of The Monthly Financial Report  
For May, June, July And August**

Mr. Sherwood then greeted the Committee. He said that in the interest of clarity, he would like to speak about the practice of the quarterly meeting. He explained that the June report had not been issued because the June report was usually turned directly over to the auditors for review. He went on to speak about the summer month's reports and how the summer affects the July and August report, particularly since the BOE has very little activity during that time. Mr. Sherwood said that there was a June, July and August report that had been produced.

Mr. Sherwood said that he felt it might be better if there was an executive summary that focused on topics rather than the line items. He said that he would like to take this forum and bring in the actuaries and the insurance providers for quarterly reviews. Mr. Sherwood reminded everyone that there will be a new sitting council soon and that this would be an opportunity for the Council Members to learn about how the insurance and the actuary figures are formulated. He pointed out that this would also lead up to the budget process in April. The audit will be completed in December, so in January would be a good time to review the CAFR report.

Mr. Sherwood said that if there were a sudden change in any item, such as police overtime, it would be easier to bring the Chief in to address the issue. He also added that there were some numbers that changed monthly. Overtime was up in certain departments because of the hurricane, but it should drop back down to normal level now.

Council Member Brannelly said that she had been asking for a standing agenda item on this in whatever format it takes, so that it could be reviewed on a monthly basis. Council Member dePara said that he agreed and that when the session ends in the coming month, he will suggest it to the next sitting committee. Mr. Sherwood said that the reports are finished up at the end of month but needed to make sure that any department head would be notified they needed to attend the meeting because something that was put off a month could change dramatically.

Council Member Baker then said that Mr. Sherwood had spoken about providing a monthly report. He asked for a status report on this. Mr. Sherwood said that he had tried to set it up with the MUNIS system to produce the type of report that he wanted and failed miserably. There had been a software program called Microsoft Binder that he had used previously that had done this. He then reviewed the details of this. Discussion followed.

Council Member Curwen said that after being the Committee Chair for 14 years, he felt that it was refreshing to have an aggressive committee that wants to know things. He said that he could easily remember prior Committee informational sessions that the Co-chairs had hosted and there hadn't been a quorum. He said that he appreciated this Committee's consistent attendance. Mr. Sherwood agreed and said that he will be explaining the difference between the budget and CAFR to the committee members. It is important that Council members understand that the budget is a profit and loss sheet geared towards one year, where the CAFR is long term planning.

Council Member Curwen said that he noticed a surplus and asked about that. Mr. Sherwood said that it was due to position vacancies. He cautioned everyone that it was still early in the year and there would be adjustments to various items, such as the East Side and East End library projects. The East End library information may be ready by the end of the month, but it probably won't make it to the committee until December at the earliest. Council Member Martinez asked about the East Side library. Mr. Sherwood said that the project wasn't through the process yet.

Council Member Curwen said that he would not mind a consideration vote on the bond since the Library would be paying the debt service. The discussion then moved to an issue at Columbus School. Mr. Sherwood said that he would move the project forward.

Council Member dePara said that since the committees change, it would be sad if the work that this Budget and Appropriations Committee had completed was not continued forward.

The discussion then moved to the issue of releasing documents to the Council Members. Mr. Sherwood said that there was a problem with releasing documents electronically because of the lengthy legal notice requirement. He then gave a quick overview of the details involved. Discussion followed on how to address this issue.

Council Member Curwen commented that in all the years that he had been on the Council, no one had thought to institute a standing agenda item to accept the released electronic documents in order to forward to the committees and create a policy until the Charter is revised.

### **ADJOURNMENT**

**\*\* COUNCIL MEMBER CURWEN MOVED TO ADJOURN.**

**\*\* COUNCIL MEMBER BRANNELLY SECONDED.**

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

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services