City of Bristol
Regular Board of Finance Meeting
March 30, 2022

A Regular Meeting of the Board of Finance was held on March 30, 2022 in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairman John Smith, Mayor Jeffrey Caggiano, Commissioners Orlando Calfe, Ron Burns, Glenn Heiser, David Maikowski, Jon Mace, Marie O'Brien and Mark Whitford.
Also present from the Comptroller's Office: Diane Waldron, Robin Manuele, JoAnn Martin and Jessica Pilgrim.

1. Call to order

   John Smith called the meeting to order at 6:00 p.m.

2. Public Participation

   None.

3. Presentation and discussion regarding the 2022-2023 budget.

Comptroller Diane Waldron gave a presentation on the proposed 2022-2023 budget reviewing City Expenditures, Capital Outlay, Debt Service and Capital Expenditures, Education, Revenues, Fund Balance and Use of Reserves, Grand List, Mill Rate, Capital Budget, Road Improvement Fund and Open Items.

Diane reviewed the proposed budget for the General City totaling $78,899,780, increasing $2,005,590 or 2.61%. The initial requests totaled $81,457,290, or $79,957,260 excluding Capital Outlay with proposed changes of $2,557,510. Department Heads submitted budgets within the guidelines, and Police & Fire are the only settled contracts.

Diane highlighted the proposed city expenditure reductions:

- Corporation Counsel Professional Fees - reduced by $90,000 as there are currently funds that can be carried over in the account.
- A vacancy factor was applied to Police Patrol of 2.5 positions and Public Works Streets of one position, which is the same as in the current year. Police is currently down 6-8 positions with additional retirements coming up.
- Police Repairs & Maintenance - the equipment related to onetime expenses for additional cameras needed for the Police Accountability Act are being moved to the Equipment Building Sinking Fund.
- Emergency Management was approved for a salary increase by Salary Committee, which is 50% grant funded.
- Building Maintenance Utilities was reduced by the Department and felt it needed to be increased
- Motor Fuels – an analysis was done citywide with the increase moved to a commodities line item.
- BBHD - the budget request increase was 11%, which includes an increased in the per capita by $1 which was $60,000, the City knew $50,000 had to be made up that was funded by ARPA, and 20% was added for Salary increases, when you reduce that and take away increases for health insurance the reduction is $168,710.

Diane reviewed the Police Accountability Bill mandates which impacts the Police budget, including annual drug testing, behavioral assessments for officers along with additional body worn cameras, the implementation of dashboard cameras, and interview cameras totaling $503,282 for fiscal year 2023 with additional annual costs.

Capital Outlay requests for City Departments totaled $2,703,000 and $1,385,605 is proposed to be funded from the Equipment Building Sinking Fund. The Public Works Fleet Capital Outlay account stays in the General Fund, with a request of $1,203,000 and proposed funding of $920,000.

The Debt Service and Capital Transfers proposed budget totals $11,991,370, an increase of $941,370 or 8.52%. The initial request was $12,316,370 or a 11.46% increase. The General Fund Cash contribution to the Capital Budget has been reduced by $325,000 with projects approved through ARPA.

The Board of Education request of $124,328,000 or 2.20% increase and does not have a proposed reduction. This can be further discussed if the Board wants, but Diane recommends any reduction be put towards future Capital.

The total General Fund proposed budget increases 2.68%, with the General City at 2.61%, Debt Service and Capital Transfers 8.52% and Education 2.20%.

Requested revenues totaled $55,417,770 and after $106,495 of proposed changes proposed revenues total 55,524,265.

The proposed budget does not use Fund Balance, and maintains the Fund Balance percentage at 13.6%. However, there are $2,190,220 of surplus/reserves used in the budget. $1,190,220 which if 50% of the BOE FY21 carryover, and $1,000,000 from the Mill Rate Stabilization Fund.

The Grand List grew 4.04%, which will generate $6.22 million in additional tax revenue dollars at the current mill rate. The current 2021-2022 mill rate is 38.35. The proposed budget presents a 0% mill rate increase.

Diane stated the municipal spending cap of 2.5% is still in place, which municipalities are required to certify annually to OPM and with the presented proposed budget the City meets as Debt Service and Capital Outlay are excluded.

At this point, the Board of Finance is set to adopt the budget on April 26 and a Joint Meeting of City Council and Board of Finance to adopt on May 16.

The Board discussed BBHD's Fund Balance, where they purchased five vehicles during FY20 and FY21.

Commission O'Brien questioned where the state with its decisions on their budget, Diane stated it's been quiet, haven't received many updates from CCM.

Commissioner O'Brien questioned if the April 20 meeting is needed, the Board could always meet before the regular BOF on April 26 for discussion before adoption.

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"to cancel the April 20 Regular BOF meeting, and hold a special meeting before the April 26 meeting at 5 pm."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. Adjournment

Mayor Caggiano made a motion which was seconded by Commissioner Calfe

"To adjourn at 6:51 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

Diane M. Waldron
Board of Finance Clerk