

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
AUGUST 3, 2009**

ATTENDANCE: Michael Lyons, Acting Chairman; Michael Kolman; James Feigenbaum; Mayor Richard Moccia

STAFF: Ellen Wink, City Clerk; Thomas Hamilton, Finance Director; Ossie Lewis, Manager of Budgets & Systems.

The meeting was called to order at 7:30 p.m. by the Acting Chairman.

APPROVAL OF MINUTES

JULY 6, 2009 REGULAR MEETING

The following correction was noted: Page 7 last paragraph, “it appears” should be added in the second sentence after “Mr. Kolman said”

- ** **MR. LYONS MOVED TO APPROVE THE MINUTES AS DISTRIBUTED, WITH THE CORRECTION NOTED.**
- ** **MOTION PASSED UNANIMOUSLY.**

SPECIAL APPROPRIATIONS AGENDA

Mr. Hamilton presented the report of Special Appropriations from Mr. Lewis, stating that a correction is noted for the record on advertised items 1 and 3 that were originally listed as 2008-09 appropriations in error and should be 2009-10 appropriations. He added that an official notification to the public has been properly placed.

Item 1: \$282,800 FROM CONTINGENCY TO VARIOUS DEPARTMENTS TO COVER SALARY COSTS TO RESTORE FIVE NORWALK MUNICIPAL EMPLOYEES ASSOCIATION (NMEA) POSITIONS (ACCT. NO. VARIOUS)

Mr. Hamilton highlighted from the report that savings generated from concession bargaining with the NMEA of \$140,596 is broken down as follows:

Two Unpaid Furlough Days	\$ 40,462
Step Delay until 1/1/10	41,095
Elimination of drafter Position	49,039
Total	\$140,596

Mr. Hamilton added that salary for the five positions that were restored as a result of the agreement with the NMEA totals \$282,800 but with the offsetting savings of \$140,596 the net cost to the City of restoring these positions is \$142,204.

Since the savings from the furloughs and step delay is spread across in small increments, Finance is recommending that the savings from the elimination of the drafter position be transferred within the FY 2009-10 Budget and the rest of the amount needed for restoration of the positions be covered through a special appropriation as follows:

<u>Title</u>	<u>Account No.</u>	<u>Salary</u>	<u>Reco. Approp.</u>
Tax Admin Aide	01-1330-5110	\$49,165	\$49,165
Field Representative	01-1000-5110	69,032	69,032
Admin support I	01-3065-5110	42,367	42,367
Executive Secretary	01-3110-5110	62,620	62,620
Environ.Compl.Officer	01-3330-5110	59,637	10,598*
		\$282,800	\$233,761

*Remaining portion of funds needed (\$49,039) will be covered from transfer/

**** MAYOR MOCCIA MOVED RESOLVED, THAT A SUM NOT TO EXCEED \$282,800 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO VARIOUS DEPARTMENTS TO COVER SALARY COSTS TO RESTORE FIVE NORWALK MUNICIPAL EMPLOYEES ASSOCIATION (NMEA) POSITIONS (ACCT. NO. VARIOUS).**

**** MOTION PASSED UNANIMOUSLY.**

Item 2: \$5,200 FROM INCREASED ESTIMATED REVENUES TO THE RECREATION AND PARKS DEPARTMENT TO REIMBURSE EXPENSES FOR AN ART COUNCIL PARTY IN THE PARK. (ACCT NO. 01-6062-4505 AND 01-6062-5258).

Mr. Hamilton stated that this special appropriation is intended to cover a portion of the cost of \$6,000 which was covered from donations of \$5,240 from event vendors and area businesses. Finance recommends approval.

Mayor Moccia added that a press release has gone out acknowledging First County Bank for their donation in support of this program.

**** MAYOR MOCCIA MOVED: RESOLVED, THAT A SUM NOT TO EXCEED \$5,200 BE AND THE SAME IS HEREBY TRANSFERRED FROM ESTIMATED REVENUES TO THE RECREATION AND PARKS DEPARTMENT TO REIMBURSE EXPENSES FOR AN ART COUNCIL PARTY IN THE PARK. (ACCT NO. 01-6062-4505 AND 01-6062-5258).**

**** MOTION PASSED UNANIMOUSLY BY VOICE VOTE.**

Item 3: \$7,500 FROM INCREASED ESTIMATED REVENUES TO THE RECREATION AND PARKS DEPARTMENT FROM FIRST COUNTY BANK TO DEFRAY THE COST OF THE SUMMER CONCERT SERIES. (ACCT NO. 01-6062-4505 AND 01-6021-5258)

Mr. Hamilton reviewed Mr. Lewis' memo, noting that Finance recommends approval.

- ** MAYOR MOCCIA MOVED: RESOLVED, THAT A SUM NOT TO EXCEED \$7,500 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE DEPARTMENT OF PUBLIC WORKS TO COVER A SETTLEMENT BETWEEN THE CITY AND THE THIRD TAXING DISTRICT (ACCOUNT NO. 01-4021-5241).**
- ** MOTION PASSED UNANIMOUSLY BY VOICE VOTE.**

Report on Special Appropriations

Mr. Hamilton provided a narrative report with details and background information in support of the above listed special appropriations.

Justification/Back-up Material

Mr. Hamilton provided justification/back-up materials with accounting statements in support of the above listed appropriations.

Transfer Agenda (Section B)

FISCAL YEAR 2009-10:

PERSONNEL &: LABOR RELATIONS:

<u>From</u>	<u>To</u>	<u>Amount</u>
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01-0700-5110 (Regular Wages)	01-0700-5140 (Part-time Wages)	\$7,060
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This transfer is to cover an anticipated shortfall in the FY 2009-10 part-time wage account.

Finance recommends approval.

PLANNING &: ZONING:

<u>From</u>	<u>To</u>	<u>Amount</u>
01-3310-5110 (Regular Wages)	01-3330-5110 (Regular Wages)	\$ 49,039

This transfer is from the Drafter Position within Planning & Zoning which has been eliminated, to cover a portion of the cost of the Environmental Compliance Office in the Conservation Commission, which has been restored.

- ** MAYOR MOCCIA MOVED TO APPROVE THE ABOVE-LISTED TRANSFERS FY 2009-10.**
- ** MOTION PASSED UNANIMOUSLY.**

**CITY OF NORWALK TRANSFERS 2008-09
BOARD OF ESTIMATE AND TAXATION**

FISCAL YEAR 2008-09:**TAX COLLECTOR:**

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1330-3110	(Regular Wages)	01-1330-5258	(Other Prof. Services)	\$ 5,640
01-1330-5281	(Mileage Reimbursement)	01-1330-5258	(Other Prof. Services)	291
				<u>\$ 5,930</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

HEALTH DEPT.:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-2020-5110	(Regular Wages)	01-2020-5140	(Part-time Wages)	\$ 4,021
01-2040-5140	(Part-time Wages)	01-2040-5110	(Regular Wages)	41,000
				<u>\$45,021</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

<u>From</u>		<u>To</u>		<u>Amount</u>
01-2011-5281	(Mileage Reimbursement)	01-2050-5140	(Part-time Wages)	\$ 1,751
01-2070-5140	(Part-time Wages)	01-2050-5140	(Part-time Wages)	4,740
				<u>\$ 6,492</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

FIRE DEPT.:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3152-5120	(Overtime Wages)	01-3110-5271	(Clothing & Uniforms)	\$ 5,025

These transfers are to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

COMBINED DISPATCH:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3620-5110	(Regular Wages)	01-3620-5245	(Telephone)	\$5,351

This transfer is to cover a FY 2008-09 year-end deficit.

- ** MR. FEIGENBAUM MOVED TO APPROVE THE ABOVE-LISTED TRANSFERS.
** MOTION PASSED UNANIMOUSLY.

**CITY OF NORWALK TRANSFERS 2008-09
BOARD OF ESTIMATE AND TAXATION**

FISCAL YEAR 2008-09:**TAX COLLECTOR:**

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1330-5110	(Regular Wages)	01-1330-5258	(Other Prof. Services)	\$ 5,640
01-1330-5281	(Mileage Reimbursement)	01-1330-5258	(Other Prof. Services)	291
				<u>\$ 5,930</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

HEALTH DEPT.:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-2020-5110	(Regular Wages)	01-2020-5140	(Part-time Wages)	\$ 4,021
01-2040-5140	(Part-time Wages)	01-2040-5110	(Regular Wages)	<u>4,000</u>
				<u>\$45,021</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

<u>From</u>		<u>To</u>		<u>Amount</u>
01-2011-5281	(Mileage Reimbursement)	01-2050-5140	(Part-time Wages)	\$ 1,752
01-2070-5140	(Part-time Wages)	01-2050-5140	(Part-time Wages)	<u>4,740</u>
				<u>\$ 6,492</u>

This transfer is to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

FIRE DEPT.:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3152-5120	(Overtime Wages)	01-3110-5271	(Clothing & Uniforms)	\$ 5,025

These transfers are to cover a FY 2008-09 year-end deficit.

Finance recommends approval.

COMBINED DISPATCH:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-3120-5110	(Regular Wages)	01-3120-5245	(Telephone)	<u>\$5,351</u>

This transfer is to cover a FY 2008-09 year-end deficit.

- ** MAYOR MOCCIA MOVED TO APPROVE THE ABOVE-LISTED TRANSFERS.
** MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

UPDATE ON THE BOARD OF EDUCATION'S LABOR CONTRACT NEGOTIATIONS

Mr. Lyons stated that there was no further information and there was no need for an Executive Session during this meeting.

ADDITIONAL INFORMATION (Section D)

Mr. Hamilton said the Comptroller's Office is still working on closing entries based on modified accrual of actual plus 60 days. Any delinquent taxes are booked to the prior year and the final projections will reflect a number of adjusting entries to general ledger. He added that the real estate conveyance tax is picking up for between \$175,000 - \$200,000 in revenue.

The following reports were provided as justification/back-up materials. No additional comments were made.

Summary of Special Appropriation – FY 2008-09 and FY 2009-10

Status of Contingency – FY 2008-09 and 2009-10

Financial Reports

Year-to-date Capital Budget Reports (FY 2008-09 and 2009-10)

Year-to-date Operating Budget Reports (FY 2008-09 and 2009-10)

Board of Education Budget Report (FY 2008-09 and 2009-10)

Tax Collector's Report – June 2009

Tax Collector's Narrative – June 2009

Parking Authority – Unaudited Expense Report – June 2009

July, 2009 – BET/BOE Joint Services Study Group Minutes

Salary Accounts

Fire Overtime

Dispatch Overtime

Police Overtime

Board of Estimate and Taxation 8/3/09 Agenda (Final)

**** MAYOR MOCCIA MOTIONED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Marilyn Knox

Telesco Secretarial Services

Board of Estimate & Taxation

August 3, 2009

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