

REGULAR MEETING - BOARD OF ESTIMATE & TAXATION

December 7, 2009 - 7:30 p.m., Room 231

City Hall, 125 East Avenue

Norwalk, Connecticut

1. Approval of Minutes

November 4, 2009 – Special Meeting

2. Special Appropriations Agenda (Section A)

List of Resolutions

Advertised Items - 2

Report on Special Appropriations

Justification/Back-up material

3. Transfer Agenda (Section B)

4. Other Business (Section C)

1. RESOLUTION, requesting a special Parking Authority Capital Appropriation in the amount of \$500,000 to pay for a change in the method of operation at the Webster Street Parking Lot.

2. Update on Board of Estimate Taxation/Board of Education's Joint Services Study.

5. Additional Information (Section D)

Oak Hills Report – October, 2009

Summary of Special Appropriation – FY 2009-10

Status of Contingency – FY 2009-10

Financial Reports

Year-to-date Capital Budget Report (FY 2009-10)

Year-to-date Operating Budget Report (FY 2009-10)

Board of Education Budget Report (FY 2009-10)

2010 Capital Projects Quarterly Status Report

Key Revenue Report – October 2009

Key Revenue Report – November 2009

Tax Collector's Report – July 2009

Salary Accounts

Fire Overtime

Dispatch Overtime

Police Overtime



DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT & BUDGETS

Date: December 7, 2009

To: Members of the Board of Estimate & Taxation

From: Oswald Lewis, Director of Management and Budgets

Re: Special Appropriations

FISCAL YEAR 2009-10:

Item 1:

\$5,900 from Increased Estimated Revenues to the Planning & Zoning Department to pay for Legal Notices for the Conservation Commission.

This special appropriation is intended to cover the cost of Legal Notices for the Conservation Commission.

There has been an increase in legal notices this year due to several mandatory notices associated with Aquifer Protection and the Inland Wetlands regulations. In addition, notices of decisions need to be published for routine inland wetland permits.

As a way to help defray the cost, the Conservation Office decided to charge inland wetland permit applicants up front for the cost of publishing their application decision. The Conservation Office pays a flat fee of \$84 to the newspaper to publish the decision notice, and the applicant pays \$85. The enclosed memo details that the \$5,900 was determined based on the historical number of inland wetland applicants.

There is currently a small deficit in the Legal Notice account, which has a budget of \$3,500. It should be noted that last year the approved budget for this account was also \$3,500, but nearly \$6,900 was spent.

Finance recommends approval.

Item 2:

\$20,196 from Contingency to the Registrar of Voters to cover the cost associated with the mandatory re-canvas and recount of the November 2009 elections.

The original request was for \$20,196 to be applied to various accounts in the Registrar of Voters office to cover expenditures incurred in the November elections due to two events: the untimely death of a candidate for the First Taxing District Commissioner which required the reprinting of ballots, and staff time to change the Moderators return's at an additional cost of \$1,565 (Acct 011210-532A Election Supplies); there was also a mandatory re-cavass or recount of all 13 precincts and absentee ballots, due to the closeness of the races for the Board of Education, and Common Council at Large races at a cost of \$13,631 (Acct 011210-5130 Temporary Wages). There is also a request for \$5,000 to cover anticipated part-time wages for the annual canvass (Acct 011210-5140).

During the FY 2009-10 Board of Estimate and Taxation budget deliberations, Mayor Moccia identified a projected cumulative year end surplus of \$5,000 in various accounts in the Registrar of Voters FY 2008-09 operating budget. The Mayor indicated then that he was in favor of the Registrar of Voters being permitted to use year-end surplus funds from FY 2008-09 in the subsequent fiscal year. The Registrar of Voters ended FY 2008-09 with an unaudited surplus of \$7,315. In acknowledgment of the Mayor's proposal, Finance is recommending a special appropriation of \$5,000 from contingency to account 0112210-5140 (Part-time Wages) to help cover the anticipated cost associated with the annual canvass. This account had previously been reduced to zero in the FY 2009-10 budget.

With respect to the other requests, Finance offers the following recommendations: After a review of the available balances in the Registrar of Voters Administration accounts and consultation with both Registrars, Finance is recommending a transfer of \$1,565 from account 011210-5221 (Printing & Duplication) to account 011210-532A (Election Supplies) to cover the cost of reprinting of ballots which was necessitated by the death of the First District Commissioner candidate.

With respect to the Temporary Wage account (011210-5130), Finance notes that all temporary wage expenses associated with the November 2009 election have now been paid, including the cost of re-cavass/recount, and this account has a positive balance of \$761. With the election over, it appears to us that this account was adequately budgeted, and that no additional funds are needed to cover the cost of the re-cavass/recount.

Unless the Registrar of Voters can provide a compelling reason why additional temporary staffing is necessary for the remainder of FY 2009-10, Finance recommends that the Registrar of Voters Office work within the constraints of its approved Temporary Wage account budget for the remainder of the fiscal year.

Finance recommends approval of a special appropriation for \$5,000 to the Part Time Wage Account (Acct 011210-5140).

NOTICE

A Regular Meeting of the Board of Estimate and Taxation of the City of Norwalk is hereby called and will be held on December 7, 2009 at 7:30 p.m. EDT, at City Hall, Norwalk, Connecticut, in Room 231, for the following purposes to wit:

Consider Departmental Transfers and Special Appropriations:

FY 2009-10:

1. \$5,900 from Increased Estimated Revenues to the Planning & Zoning Department to cover the cost of Legal Notices for the Conservation Commission.
2. \$20,196 from Contingency to the Registrar of Voters to cover the cost associated with the mandatory re-canvas and recount of the November 2009 elections.

Any other business proper to come before the Board.

Dated at Norwalk, Connecticut, November 30, 2009

ATTESTED:.....
Ellen Wink, City Clerk

Publish (1) time, December 1, 2009

SECTION A

RESOLVED

**SPECIAL APPROPRIATIONS - DECEMBER, 2009
BOARD OF ESTIMATE AND TAXATION**

ADVERTISED ITEM:

FISCAL YEAR 2009-10:

1. RESOLVED, that a sum not to exceed \$5,900 be and the same is hereby transferred from Increased Estimated Revenues to the Planning & Zoning Department to cover the cost of Legal Notices for the Conservation Commission.
2. RESOLVED, that a sum not to exceed \$20,196 be and the same is hereby transferred from Contingency to the Registrar of Voters to cover the cost associated with the mandatory re-canvas and recount of the November 2009 elections.

DRAFT

SECTION C

1. RESOLUTION, requesting a Special Parking Authority Capital Appropriation in the amount of \$500,000 to pay for a change in the method of operation at the Webster Street Parking Lot. (Account No. 0910-4095-5777-C0475).
2. Update on Board of Estimate & Taxation/Board of Education's Joint Services Study Committee.

DRAFT

DRAFT