

1. APPROVED Minutes BET Budget Comm. Meeting

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TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday, March 14, 2006

Present:

Committee: Stephen Walko, Chairman
Edward Krumeich, Michael Mason, Larry Simon

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; James Walters, Chief of Police; Ed Gomeau, Town Administrator; Caroline Beasley, Debbie Flynn, Health Department; Betty Linck, Fleet

Board: Nancy Barton, William Finger, Alma Rutgers,
Peter Tesei:

Ex Officio Board Member: James Lash, First Selectman

The meeting was called to order at 6:32 P.M.

HD-1 HEALTH -Transfer -\$63,000

Request for transfer:

\$59,000	to	A401-51010	Regular Salaries
\$ 2,000	to	A402-51010	Regular Salaries
\$ 2,000	to	A425-51010	Regular Salaries
\$16,500	from	A405-51010	Regular Salaries
\$46,500	from	A415-51010	Regular Salaries

This request is being made to transfer funds to cover payroll costs in the Department of Health. The shortages are a result of a \$55,000 reduction to the 05/06 Budget in A401, and higher than budgeted union contract settlement wage increases in A401, A402 and A425 (budgeted at 3% and settled at 3.25%). Funds are available to transfer due to a current open position in A405, and open positions in A415 which were filled later in the fiscal year.

Ms. Beasley and Ms. Flynn presented this request to the Committee. Ms. Beasley explained that the \$55,000 reduction was made in anticipation that the Business Office operations would be consolidated with Social Services. Since that plan was not implemented, funds are needed to pay this salary. Funds also need to be transferred to pay for the recent LIUNA settlement. Approximately 0.25% of each salary line item is needed.

In response to a question from Mr. Walko as to the dollar amount of the .25% difference, Mr. Gieger stated that it was less than \$40,000 for the LIUNA people, and for a \$14 million payroll.

Mr. Walko also asked how the salary for a known vacancy was budgeted. Ms. Beasley and Mr. Gieger responded that this was done at the midpoint of the salary range.

Mr. Walko asked Mr. Gieger to examine a proposed resolution with regard to a \$45,000 allotment appropriated by the RTM. Mr. Mason stated that this was voted on as part of last RTM meeting on March 13, 2006. The resolution stated how much additional money would be needed to pay for LIUNA contracts. The 3% was put into the FY 2005-06 budget and the additional 0.25% representing the actual contract settlement needs either to transferred within departments or appropriated if needed.

Mr. Walko read the resolution into the record: "Resolve that the sum of \$45,000 for FY05-06 being the same is hereby appropriated".

Mr. Walko asked that the wording be looked at, as the RTM does not have the authority to appropriate money. The money is not going to a line item, and was not voted on by the Budget Committee. Mr. Gieger pointed out that this was usually referred to as an allotment.

The Health Department is not fully staffed at this point, and all vacant positions are posted for.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

PD-1 POLICE- Transfer- \$348,515

Request for Transfer:

\$348,515	to	A217-51100	Overtime
\$ 13,600	from	A213-52050	Postage
\$ 50,300	from	A213-52090	Tuition
\$135,460	from	A213-52360	Software Maintenance
\$ 26,560	from	A213-53010	Office Supplies
\$ 79,506	from	A213-53300	Uniforms
\$ 43,089	from	A213-54200	Maintenance of Machinery

The Greenwich Police Department requests an appropriation to line item A217-51100 to cover projected negative overtime balances through June 30, 2006.

Chief Walters presented this request to the Committee. He explained that from July through December, the police department has consistently been down 15 people. This staffing shortfall was due to injuries, military leave, and officers away at training. At this point, 4 officers remain out because of long term injuries. An officer in the FTO Program resigned before completing it.

One military officer will not be back until April, there are two newly injured officers, and another three officers at the academy. There has also been one retirement and one transfer to the Fire Department.

There have also been issues with the implementation of the civilian dispatch program and the conversion to IT. Both project required additional and unplanned IT consulting money. Staffing the STEP (Selective Traffic Enforcement Program) program through the year and not using those people to backfill overtime has also had an impact.

Mr. Walko pointed out that there was not \$135,460 in the software maintenance line item, only \$80,385. Chief Walters stated that he was asked to consolidate as many line items as he could. Mr. Walko also asked about the impact on overtime with regard to civilian dispatchers. Chief Walters explained that the initial concept had been to hire 6 civilian dispatchers in September 2004, have them trained and ready to be on their own in February 2005, which would have allowed him to pull out the 6 police officers working as dispatchers. Hiring delays occurred and one dispatcher was hired in July 2005, two in August, 2005 and three in December 2005, pushing back their start dates, and the date by when the officers they were to replace are able to return to patrol duty. Civilian dispatch, when fully implemented, will have a positive impact on the overtime budget. The Marine Division will begin rotation on May 1st, and by the end of May, all 6 officers will be in place. By that time an additional officer will return from the military, a few of the injured officers should be returning and some officers in field training will be on patrol as well.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

PD-4 POLICE-Approval to Use-\$15,643

Request for approval to use:

\$ 8,143	to	F213-53640	Taser Equipment
\$ 7,500	to	F217-51100	Taser Training Overtime
\$15,643	from	F213-35018	Federal Asset Forfeiture

The Greenwich Police Department requests an appropriation to line item F213-53640 from Account F213-35018 "Federal Asset Forfeiture Fund" to allow for the purchase of ten M-26 Tasers and related equipment. An additional appropriation to line item A217-51100 in the amount of \$7,500 is requested from the Federal Asset Forfeiture Fund to cover the overtime cost of conducting training on the M-26 Taser.

Chief Walters presented this request to the Committee. The conversion to these tasers began just over a year ago, when 20 were purchased through SRU (Special Response Unit) general funds (SRU weapons) funds and issued to patrol officers. There have been 3 incidents that have

resulted positively with their use, and without discharge. The officers pulling the taser out of the holster being enough to make a suspect immediately compliant. Chief Walters said that once these 10 tasers are purchased and additional officers are trained in their use, there will be at least 2 officers of every shift carrying one.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

FL-1 FLEET- Additional Appropriation- \$171,000

Request for additional appropriation:

\$ 77,600	to	A380-53500	Additional Funds to purchase fuel (gas and diesel) to 06/30/2006
\$ 23,400	to	A380-53510	Additional funds to purchase Tires to 6/30/06
\$ 70,000	to	A380-53510	Additional Funds to purchase Parts to 6/30/06
\$171,000	from		Contingency

Betty Linck presented this request to the Committee. Ms. Linck began by stating that currently contract fuel is negotiated in quarterly intervals, due mostly to increased costs.

The budgeted amount for gasoline is \$1.45, projected to cost \$1.88 on average.

The budgeted amount for diesel is \$1.72, projected to cost \$2.10 on average. Fleet uses the same vendor for both, but they are separate purchases.

Ms. Linck said that the cost of gasoline is dropping, and the cost of diesel is remaining the same, and typically the opposite applies.

Mr. Simon asked why utilization was higher for diesel. Ms. Linck said she went back and examined expenditures for FY04-05 and FY05-06 to date, and there were a lot of storms through 2004, resulting in spending \$134,000 when \$130,000 was budgeted. Most of the diesel vehicles are snow plow trucks and heavy duty equipment used during storms.

Mr. Simon suggested that a variance analysis would be helpful in determining the fuel usage of specific vehicles. Mr. Gomeau stated that this may be difficult, as there are different kinds of storms, and some equipment may be kept running yet not actually used.

Mr. Walko asked for the 2006-07 use estimates for fuel. Ms. Linck said that \$757,000 was budgeted which includes \$60,000 in fluids (oil and lubricants which have gone up considerably). Gasoline costs were 215,000 gallons at \$1.96/gallon and 130,000 gallons for diesel at \$2.12/gallon which totals \$697,000 for fuel and \$60,000 for fluids equals the \$757,000 budgeted for FY 2006-07.

Mr. Mason asked about the \$18,000 for sweeper parts, and Ms. Linck said the parts for these machines are very expensive to replace.

Mr. Simon asked if the sweepers were used for the railroad parking lots and if this money was allocated to the parking funds. Ms. Linck said that Fleet only fixes the machines; she did not know what they were used for. Mr. Gieger said equipment costs (equivalent rental costs) are allocated to the State, which also includes repairs.

Ms. Linck explained that since FY2003-04, parts replacement has increased because more items are being put on vehicles, resulting in more items to fix. In the past, money has been available to transfer from the outsourcing account, and this year that money is not there.

Mr. Simon suggested there be an explanation available of what the plan was for fuel spending, and why the plan was not achieved. Although there was plenty of information available, a plan was not clear. There needs to be a coherent analysis of variance.

Ms. Linck said that the price of parts has gone up over the past several years. The parts account was not increased because there was a cap put on expenditures. Certain mandated areas were increased. In the past, funds have been available from other accounts.

Mr. Gomeau stated that there has always been a relationship between the parts account and the vehicle maintenance account, so that if vehicles aren't put out to be taken care of, money is left over for parts. More vehicles were sent out for maintenance than anticipated, resulting in more funds being used from that account. Mr. Gomeau and Ms. Linck are looking more closely at the account to make sure this does not occur again.

Mr. Simon would like to see Fleet continue to work with the town administrator to focus on turning data into information useful for management. It is not productive to produce a budget that although it meets the guideline is unrealistic and cannot be achieved.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

Approval of interest rate and repayment period for North Mianus and Millbrook sewer assessments:

The Budget Committee and the BET received a letter from Mr. Gomeau, stating that the BET, not the Condemnation Commission determines the pay back period and the interest rate (not to exceed 6%) that will be applied to the unpaid balance on the assessment of the Milbrook Sewer project, with his and Mr. Mynarski's recommendation. In January, 2003 twenty year obligation bonds in the amount of \$24,830,000 were issued to fund the Milbrook and North Mianus sewer projects. The Net Interest Cost of the bond issue is 4.181%.

In response to a question with regard to status of North Mianus from Mr. Walko, Mr. Gomeau stated that a draft of the construction order is still under review by Public Works. Finalization of this will be the last piece in terms of cost. Mr. Gomeau expects this to occur in 4-6 weeks. At that point, Mr. Mynarski will submit the certified cost to the Condemnation Commission, who will make a decision by the September 1, 2006 deadline. The cost of North Mianus was certified but was rescinded pending the results of the audit. The audit is being done by a construction auditor hired by the Town..

Mr. Walko asked that the Budget Committee be notified before any neighborhood group is notified of any variance between the original number and the auditor's number.

Mr. Lash said the only issue of substance is that when a road is rebuilt, is the entire amount charged to the sewer project, or part of it to road maintenance. There is no clear history on this issue.

Mr. Tesei recalled that it was always the Board's policy to allocate 100% of the cost of the sewer projects to the benefited owners. Any variance would require approval by the BET and the RTM.

The committee voted unanimously to set the payback period at (20) twenty years and the interest rate at 4.181%, and forward to the BET as New Business at the March 20, 2006 meeting..

Discussion of the opinion of the Town Attorney regarding control of commitments and the Board of Education:

This item was withdrawn, and will be taken up in April, 2006 to give the BOE time to review the opinion of the Town Attorney.

Discussion of the 2006-07 Budget Process:

Mr. Walko stated that there were aspects of the process that went well and some that could be improved upon. The following points were discussed:

1) Timing

- Increase the period of time when the Budget Committee has to start deliberations by at least one additional week. Possibly two weeks.
- The current structure is that the budget is received by the First Selectman December 1st, he consolidates it and then releases it to the Budget Committee around February 1st. The Budget Committee has a week to review it and make decisions. It goes to the RTM, who has two months to review it. Mr. Walko believes that the Budget Committee should have more time for review.

Mr. Walko would like to see a change in the schedule, and asked the Committee to consider schedule changes.

2) Capital Budget

- List all projects in final rank order
- Schedules should include:
 - Projects in Rank Order
 - Projects by Department
 - Projects by 13 major categories.

3) Line Item NOC (Not Otherwise Classified)—Need greater detail. Supporting detail should be included, minimum of a paragraph. A schedule for all NOC lines can be run.

4) Need to better define the role of the liaisons during the budget cycle.

5) Improve the quality of the annual operating reports and determine if the work of outcome based budgeting can be used in the FY 2007-08 budget.

Mr. Tesei suggested that Mr. Gieger go through the FY 2006-07 proposed budget book and do an addendum, containing information defining terms and highlighting items that changed dramatically from the previous fiscal year. This will better prepare the members of the BET for their meetings with the RTM committees and districts as well as to educate those not familiar with the process and allow all participants to focus quickly on the key issues.

There was discussion as to the RTM and sense of the meeting resolutions.

APPROVAL OF MINUTES

The minutes from the following Budget Committee Meetings will be reviewed and voted on at the April Budget Committee Meeting:

January 31, 2006- Finance Department Presentations, Fixed Charges, Revenue

February 1, 2006- First Selectman's Budget Presentation

BOE Budget Presentation

Public Hearing

February 2, 2006- Capital Budget

February 6, 2006- Department Reviews

February 7, 2006- Department Reviews

February 9, 2006- Consolidation Day

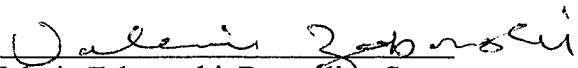
February 14, 2006- Decision Day

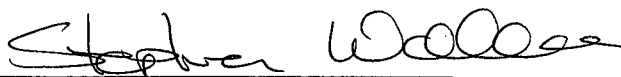
Upon a motion by Mr. Krumeich, seconded by Mr. Simon, the committee voted unanimously to approve the minutes of the February 15, 2006 Budget Committee Hearing.

There was discussion as to the timing of the filing of the minutes. The process will be confirmed, but there will be a draft of the meeting minutes made available to the Town Clerk and the public within 7 days of the meeting, and that a final approved version will be submitted after approval by the Budget Committee at its next meeting.

There being no further business before the committee, upon a motion by Mr. Krumeich, seconded by Mr. Mason, the committee voted 4-0-0 to adjourn the meeting at 8:20 P.M.

Respectfully submitted,


Valerie Zebrowski, Recording Secretary


Stephen G. Walko, Chairman