TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE

DEPARTMENTAL REVIEW DAY FOUR FOR FY2018-2019 BUDGET

Town Hall Meeting Room
Wednesday, February 7, 2018 – 9:00 A.M.

Present:

Committee: Leslie Moriarty, Chair; Michael Mason, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Ben Branyan, Town Administrator; Angela Gencarelli, Financial Analyst, Finance Department; Blaise Levant, Senior Business Analyst; Al Cava, Director, Labor Relations Department; Mary Pepe, Director, HR Department; Erica Mahoney, Ass't Director, HR Department; Amy Seibert, Commissioner, Public Works; James Michel, Assistant Commissioner, Public Works; Alan Monelli, Superintendent, Buildings & Construction; Tom Klein, Director, IT Department; J. Wayne Fox, Town Attorney, Legal Department; Gene McLaughlin, Assistant Town Attorney, Legal Department; Mark Kordick, Captain, Police Department Detective Division

Board: William Drake, Andy Duus, Karen Fassuliotis, Debra Hess, Beth Krumeich, Jill Oberlander, Anthony Turner, David Weisbrod

Selectmen: Peter Tesei, First Selectman

Public: James Aiello, MAC Advisors, LLC, Chair, EAC; Sabine Schoenberg, Principal, Primesites Inc. EAC Member; Teresa Hatton, Coldwell Banker, Think Greenwich Board Member; Eric Breuer, Commissioner, Conservation Commission; Ken Borsuk, Reporter, Greenwich Time, Leslie Yeager, Greenwich Free Press

Ms. Moriarty called the meeting to order at 9:09 A.M.

SPEAKERS

OFS – Mr. Tesei provided an overview of his department’s staff and their responsibilities; he commented that its Budget overall increase is 1.58% and reflected initiatives which would be pursued: The Citizens’ Survey, Lean Six Sigma training, and Think Greenwich. He suggested that in addition to the all-volunteer Economic Advisory Committee, economic development would continue to be addressed in several ways: joint missions with the Fairfield 5, coastal Fairfield County towns pursuing potential business relocation leads; the possible addition of an economic development role into the Community Development Director’s position; work with P&Z on regulations that help target businesses; transportation initiatives; better identification of what the Town can and cannot do to attract and retain businesses; and other avenues. There was
discussion about the concern of the lack of a focused effort on this which often includes staff and the longer term impact on the Town.

Ms. Schoenberg presented information on the current activity and plans for Think Greenwich. The effort received $30,000 from the Town which was matched by $90,000 from local businesses. The same budget is targeted for next year. A marketing firm was hired to help create the message of “Live, Work, Play” and the ways to communicate that message. It took several months to get the effort started during which they created a photo library, established social media accounts, and built contacts with media outlets. Currently, they are measuring success through impressions and press placements. Ms. Schoenberg indicated she will provide more detailed expense information.

**Human Resources** – Ms. Pepe and Ms. Mahoney explained the activity of the HR Department and its goals. A key objective is to assist the departments in driving change and risk management through the offering of training programs. Some of the training programs include an onboarding process including Community First, harassment training, performance training, and the Leadership Institute. The Department will continue to focus on workplace safety and is proposing the change in the Safety Analyst position from part time to full time in this budget. The Safety Analyst positions works with both the Town and BOE. The Department will continue its update of Job Descriptions to make positions more relevant to needs. The Department will be changing the payroll practice to pay in arrears. This will reduce the need for frequent payroll adjustments.

Ms. Pepe identified the following efficiency efforts: improvements to the ADP payroll management processing to reduce customization; placing more forms online, a coordinated offboarding process (which came out of a Lean Six Sigma project), adding more standard reports on the HRIS.

**Labor Relations** – Mr. Cava provided an overview of contract negotiation future dates and commented on the prolonged firefighter contract negotiations.

Ms. Moriarty made a motion to go into Executive Session to discuss contract negotiations. Mr. Ramer seconded. Vote was 4-0-0. Motion passed.

**The Committee entered Executive Session at 11:18 AM.**

Ms. Moriarty made a motion to exit the Executive Session at 12:03 p.m. Mr. Ramer seconded. Vote was 4-0-0. Motion passed.

**The Committee exited Executive Session at 12:03 P.M.**

**Law Department** - Mr. Fox advised the Committee that several issues would affect the Departmental FY18 budget. He indicated there were about 350 active matters, including tax appeals, contracts, FOIA requests, discrimination cases and major litigation. Additionally, the department assists with governance questions. The FY19 budget includes a request to increase one position from PT to FT and increases the budget for fees for outside counsel from $903,000 in FY18 to $1 million. Regarding the Risk Fund, he concurred with the proposed budget request to add $1 million in FY19.

**Conservation Commission** - Mr. Tesei proposed consolidation and staff changes for the Conservation and IWWA departments including the move from two separate Directors to a single Director of Environmental Affairs, the change of one position in the Conservation department from
PT to FT plus some additional consultant support. He advised that the current Conservation Director is retiring. To cover the transition period, $25,000 is budgeted in the professional services object code for consulting. Mr. Tesei indicated he believes this will support both Departments' initiatives and allow them to leverage resources to assist each other. Ms. Tarkington indicated support for the change. Mr. Ramer indicated ill-ease with the possible negative impact on conservation initiatives. Mr. Eric Breuer, Vice Chair of the Conservation Commission and Sue Baker, member of the Conservation Commission, indicated the workload of the Conservation Department has increased and has a concern that overall staff time will decrease with the change. They indicated that if the organizational change negatively impacts the department's effectiveness that they would request a full time Director be reinstated.

**Parking Services** - Mr. Tesei, Capt. Kordick and Mr. Branyan spoke about the interim management of Parking Services and the issuance of an RFP for consulting services for interim management, department services and strategy, and organizational planning. March 2 is the deadline for receipt of RFP responses with the expectation that the contract would be in place beginning on April 2. The FY19 Budget reflects a 20% increase in parking fine revenue, which continues the trend seen in FY18. The Capital budget includes additional multi-space meters to complete their installation in multi space lots.

**IT Department** - Mr. Klein reviewed the accomplishments that had been implemented including stabilization of infrastructure, improvement of the disaster recovery plan, improvement of cyber security, the conversion to Microsoft Office 365, upgrades in email and the development of the Town of Greenwich’s new website on the CivicPlus website platform used by many municipalities. Capital projects planned include improvements to an HR tracking system, developing a new database for the Health Department, and refinements to ADP programming. A seven-year plan for IT Support Staff, infrastructure enhancements and GIS offerings is under development.

Mr. Ramer asked if the proliferation of independent departmental information systems such as Parks & Recreation's RecTrac, Health Dept. client database, Building Department's reliance on Cornerstone, and Police and Fire data was detrimental to IT Department efforts to centralize information. Mr. Klein indicated his department focuses 55% on infrastructure, 15% GIS, 15% administration and 15% on business systems due to need to still address structural issues and the staffing level. Ms. Tarkington questioned the amount of open appropriations.

**Land Use** - Mr. Klein reported that CityView's use for an integrated land use information system will not work, however it is being used by most Town land use related departments. Land Use software users, including Ms. DeLuca, Mr. Marr and Ms. Sesto jointly commented to the Committee on their experience attempting to customize CityView over the past year. They are committed to identifying a system that meets all departments' needs. Ms. Sesto indicated that from an IT perspective, Greenwich is "leaps and bounds above other communities." Mr. Klein indicated that the first phase is to replace Cornerstone by the end of 2018 and then onboard other departments. There was a broader discussion of the issues with the current structure of the land use agencies and how to address them. It was clear that there wasn’t a common understanding of the issues and that the current effort to survey users was intended to identify the residents' priorities. Ms. DeLuca added that how the Town is doing depends upon who is speaking. It was noted that there are 7,000 – 8,000 permits issued each year and the vast majority seem to proceed without complaints. Mr. Klein added that a determination of what success looks like would help this process.

The meeting adjourned at 5:02 P.M.
Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie Moriarty, Chair

BET Budget Committee Departmental Hearing Day 4 - FY2019
February 7, 2018 – Approved