CITY OF NORWALK
JOINT SERVICES STUDY GROUP
BOARD OF ESTIMATE AND TAXATION/BOARD OF EDUCATION
JANUARY 28, 2010

ATTENDANCE: Fredrich Wilms, Chairman; Leo Mellow; Jody Bishop-Pullan, Glenn Iannaccone

STAFF:
City of Norwalk: Thomas Hamilton, Director of Finance;
Ossie Lewis, Director of Management/Budgets;
Board of Ed: Dr. Dan Cook, Interim Chief of Operations;
George Giannitti, Financial Services/Purchasing Agent

OTHERS: Dr. Lynn Moore, West Rocks Middle School

CALL TO ORDER

Mr. Wilms called the meeting to order at 5:35 p.m.

APPROVAL OF MINUTES

** **MR. IANNACONE MOTIONED TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 3, 2009 AS PRESENTED.**
** **THE MOTION PASSED UNANIMOUSLY.**

Recycling at City and Board of Education Facilities

Dr. Cook provided an overview and stated that he, Mr. Wilms and Mr. Giannitti attended the "start-up" day at Rowayton Elementary School and were very impressed with how well the pilot has gone. He asked George Giannitti describe the program, and he stated that there are levels of recycling that start with cafeteria cans/bottles, then trays, then office paper, followed by full classroom recycling. Mr. Giannitti reported that Fox Run and Wolfpit schools are up and running, and next will be Marvin, then middle schools, followed by the high schools, which are doing cafeteria cans/bottles. He reported that there has already been an 80% reduction in general trash and an increase in recyclables that should amount to a large savings for the District, as well as the City.

Mr. Alvord explained that there is a savings of $47.50 for each less dumpster pull, multiplied for each week, times all schools amounts to thousands of dollars in garbage pick up savings. In addition the recyclables are sold at $17.50 per ton, which is another City budget savings.

Mr. Hamilton asked about the high schools, and Mr. Giannitti explained that each school varies with their procedures and he works with the Principals to accommodate what works best for their cafeteria layout. He added that the Principals and Environmental Clubs have been very cooperative and the program is well on track,

Dr. Cook suggested that a reward be issued to each school for their participation in the new recycling program, and Mr. Wilms added that he was also thinking along those same lines, in terms of a $500 "incentive" or allocation to help supplement funding for field trips or enrichment programs.

Mr. Wilms asked Mr. Alvord if there were any barriers from the DPW perspective, and Mr. Alvord responded that all is working well with the cooperative efforts by the schools and the City. He added that he has blue bins available and can upgrade the outside containers to the larger barrel type if needed. He commented that there was a tremendous educational value for students to take home the benefits of recycling and added that he has been impressed with the school resources that have been focused to the program.

Printing Services

Mr. Wilms asked Dr. Cook to update the group on the status of the printing services consolidation efforts, and Dr. stated that they have been in negotiations with Corporation Counsel regarding the Xerox contract. He added that he is not in a position to release the numbers, but that would be announced at the next BOE meeting.

Dr. Cook stated that it looks to be a favorable position of negotiating a more economic service agreement; that they are looking at relocating the Copy Center back to City Hall where efforts of consolidating copying needs with the schools and City departments can take place. He stated that already they have been able to save the Registrar of Voters a good deal of money by including them with their copy services.

Dr. Cook added that Mr. Foley has been very helpful with issuing the RFPs and assisting Mr. Giannitti with outsourcing information. He added that it will be a homerun for everyone with ultimately a more efficient system of consolidation of copying and printing services.

Mr. Wilms asked Mr. Hamilton for an update on the payroll improvements and Mr. Hamilton said that one consideration was whether the City should outsource the payroll system. He said that while MUNIS has its flaws, the payroll portion does work, but the new time and attendance portion needs to be fixed first before automation can be implemented.

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Mr. Hamilton said that there were some cities that combined outsourcing and with in-house processing. He pointed out that one thing for municipalities is that the maintenance of the various tables and pay scales when union clauses are renegotiated and changed. Mr. Hamilton said that it would make some sense to look at outsourcing the services, and it would give the City a benchmark for comparison, and if there were an-in house payroll solution, he would like to use MUNIS.

A brief discussion followed about whether this should be done now or wait until after the next twelve months when the gathering of data has been automated. Mr. Hamilton said that there was more work to do internally before anything can be determined, and suggested that the item be kept on the agenda for further discussion as the results of the new time and attendance systems are implemented and evaluation data becomes available.

Mr. Wilms stated that he is very encouraged with the level of cooperation with the City, Finance Department, and the Purchasing Department in working together to save money for the City.

Discussion Concerning 2010-2011 Budget

Mr. Wilms asked Mr. Hamilton for an update on the 2010-11 Budget and Mr. Hamilton stated that the capital budget is due to be out next Monday. He added that the Operating Budget will be out the following week, scheduled to be released at the February 8 BOE meeting. He stated that the BET has met with the BOE Finance Committee and that it is going to be a difficult budget year, and tat extraordinary steps are needed from both sides to preserve services. He added that the process culminates with the Council setting the budget cap, and the reconciliation process gets negotiated and evaluated with all levels plus City bargaining groups.

Mr. Hamilton commented on the directive that the Council fully expects a zero percent increase, which has been communicated to all City Departments and Committees and it has been suggested that the reconciliation process be started sooner rather that later, once the Council has set the CAP. Mr. Wilms stated that he cannot see how the City is going to reach this goal without having a tax increase, and Mr. Hamilton stated that there very well may have to be a slight increase in taxes.

Mr. Wilms added that there is no magic, but that it is an accumulative process of cutting and saving and it all depends how it all adds up, but that unfortunately the measure of success is that no one is happy.

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New Business

Mr. Wilms said that he would like to keep the momentum going to further address areas of consolidation and duplication avoidance with City and Board of Education services. He added that it may be time to look toward the next challenge and suggested that the group review the list of joint services and select the next area to address for consolidation efforts.

Ms. Bishop-Pullan stated that depending on the area, there could be union issues or other limitations and suggested that Mr. Wilms guide the committee on the parameters for each area. Mr. Wilms stated that he would provide the group with a copy of the list of joint services analysis for them to review and bring to the next meeting their thoughts on what should be next on the "to be addressed" list.

Adjournment

**** MR. WILMS MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services

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