



## **SPECIAL MEETING – CHARTER REVISION COMMISSION**

### **AGENDA**

**AUGUST 12, 2025, 5:55 PM**

**VIA ZOOM**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording on the City of Norwalk YouTube channel. Specific instructions and links can be found at [norwalkct.gov/meetings](https://norwalkct.gov/meetings).

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. UPDATE FROM COUNSEL**

**IV. DISCUSSION AND ACTION**

**A.** Council Recommendation #7 pertaining to the modification of the Charter to permit Council to modify BET membership by adding to the membership an ex-officio non-voting Council representative to the BET [§7-2.A(1)(c)]; and,

**B.** Council Recommendation #11 pertaining to the Comptroller Provisions [§8-3.C(1)(c)(ii)]

**V. ADJOURNMENT**

**Item IV - Special Meeting Agenda (081225 @ 5:55 P.M.)**

**REC. #7 - Council Representation on the Board of Estimate and Taxation**

**Charter §7-2.A(1)(c) - Council Representation<sup>1</sup>.** Upon adoption of an Ordinance, the City Council has the authority to designate a member of the City's legislative body to represent the Council as an ad hoc non-voting member on the Board of Estimate and Taxation. The Council representatives shall be entitled to participate in all proceedings of the Board. The President of the Council shall appoint the representative subject to approval by a Majority Vote of the Council for a term commencing on the 1<sup>st</sup> Day of February.

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<sup>1</sup> NEW (2025).

**Item IV – Special Meeting Agenda (081225 @ 5:55 P.M.)  
REC. #11**

**Sec. 8-3.C(1)(c)(ii). The Comptroller.**

**(1) Duties and Responsibilities<sup>1</sup>.** The Comptroller is required to perform the duties and responsibilities as set forth in this Charter and the Ordinances, under the authority of the Mayor and operational purview of the Chief Financial Officer or such other official in the event of a reorganization in accordance with the provisions of this Charter.

**(a) Certification of the Availability of Appropriated Funds.** The Comptroller must, in performance of the duties of office, certify as to the availability of appropriated funds for the payment of every obligation arising by reason of the proposed purchases or contracts of each Budgeted Entity, including the Norwalk Public Schools under the auspices of the Board of Education, and officer of the City, and assure that purchase orders or contracts are valid obligations of the City of Norwalk, bearing the certification of the Comptroller.

**(b) Refusal to Approve Purchase Orders or Contracts.** The Comptroller is also required to refuse to approve any purchase order or contract when the available appropriation for that purpose is exhausted or, in the opinion of the Comptroller, will be so depleted that there will remain insufficient funds for the regular and ordinary expenditures of that appropriation.

**(c) Additional Functions of the Comptroller or such other officer or employee as may be assigned by the Mayor or Chief Financial Officer<sup>2</sup>.** The Controller is also required to perform the following functions: (i) Maintenance and supervision of the general accounting system for all Budgeted Entities; ~~(ii) Retention and upkeep of the complete books of records and accounts showing the financial conditions of the City and all financial transactions, including all districts of the City but more especially those districts which are not under the supervision of District Commissioners as provided in this Charter;~~ (ii) Retaining separate accounts for the appropriations in the budget and the allotments thereof and shall encumber immediately each appropriation and each allotment for the amount of any purchase order, payroll

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<sup>1</sup> 2025 recodification of §8-4.C which is derived from the 2023 recodification and modification of current Article V, Part 4 – Department of Finance §1-240.A (Sixth sentence, clauses (ix) – (x)). The remainder of the historical provision has been recodified under Article XII, subject to sunset upon the conditions set forth in this Charter. The following provisions dealing with the Division of Accounting and Treasury and salary of the Comptroller are repealed: (1) current Article V, Part 4 – Department of Finance §1-240.A (First and second sentences). Added by Charter Amendment 8-29-1978, § 5. Editor's Note: Approved by the electorate at the general election held 11-7-197; and (2) current Article V, Part 4 – Department of Finance §1-240.A (Third through fifth sentences).

<sup>2</sup> 2025 recodification of §14-3 derived from the 2023 recodification of current Article V, Part 4 – Department of Finance §1-240.A (Sixth sentence, clauses (i) – (x)). With the exception of the following provisions which remain in Article VIII, 8.4.C: “certify as to the availability of appropriated funds for the payment of every obligation arising by reason of the proposed purchases or contracts of each Budgeted Entity and officer of the city, and no purchase order or contract shall be a valid obligation of the City of Norwalk unless it shall bear such certification of the Comptroller; and, refuse to approve any purchase order or contract when the available appropriation for that purpose is exhausted or, in his or her opinion, will be so depleted that there will remain insufficient funds for the regular and ordinary expenditures of that appropriation.”

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**REC. #11**

or contract upon approval; (iii) Maintenance for each account a record of the amounts paid and remaining unpaid, all encumbrances and unencumbered balances; the Comptroller shall keep a record of accounts payable by the City and accounts receivable by the City; (iv) Prescribing and controlling receipts to be used by all Departments, Boards and Commissions of the City; (v) Auditing before payment all bills, invoices, payroll and other evidence of claims, demands or charges against the City and approve them only if proper and legal and only if funds have been appropriated and an unspent and unencumbered balance is available; (vi) Payroll administration; and, (vi) Subject to the control and supervision of the Chief Financial Officer as aforesaid, manage and invest the excess funds of the City and shall administer the debt of the City.