

**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
DECEMBER 2, 2013**

ATTENDANCE: Mayor Harry Rilling, Chair; James Feigenbaum, James Clark, Erik Anderson (via phone)

STAFF: Thomas Hamilton, Finance Director; Robert Barron, Assistant Finance Director; Donna King, City Clerk; Erin Herring, Assistant City Clerk

CALL TO ORDER.

Mayor Rilling called the meeting to order at 7:30 p.m. Ms. Herring called the roll. There was a quorum present.

APPROVAL OF MINUTES.

November 4, 2013 - Regular Meeting.

**** MR. CLARK MOVED THE MINUTES OF THE NOVEMBER 4, 2013 REGULAR MEETING.**

The following corrections were noted:

Page 3, under **OTHER BUSINESS**, paragraph 2, line 2: please change “had a an available” to “had an available”

Page 4, paragraph 1, line 3: please change “their budget, the amount was a placeholder.” To “their budget, an amount of \$100,000 was budgeted as a placeholder.”

**** THE MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 4, 2013 REGULAR MEETING AS CORRECTED PASSED WITH ONE IN FAVOR (CLARK) AND THREE ABSTENTIONS (RILLING, FEIGENBAUM AND ANDERSON).**

SPECIAL APPROPRIATIONS AGENDA (SECTION A).

RESOLVED, that the sum not to exceed \$20,000 be and the same is hereby transferred from anticipated increases in Building Permit Revenues to the Code Enforcement Department to cover personnel costs associated with increased permitting activity. (Account #01-3410-4401)

Mr. Barron gave an overview of the events leading to the increase in the Code Enforcement personnel. Mr. Barron explained that due to the nature of the permitting, there are times when many projects are moving forward. Mr. Ireland hires temporary staff to assist with handling the

increase in permitting activities. Mr. Barron said that Mr. Ireland expects the permit revenue will exceed the cost of the temporary personnel staff.

**** MR. FEIGENBAUM MOVED THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

TRANSFER AGENDA (SECTION B)

There were no items to discuss at this time.

OTHER BUSINESS (SECTION C).

There were no items to discuss at this time.

ADDITIONAL INFORMATION (SECTION D).

Oak Hill Financial Status – October 2013 –

Mr. Hamilton gave a brief overview of the Financial Reports and Salary Accounts. He went on to say that the data through October indicate that revenues are up and expenses are down. The Oak Hills Park Authority (OHPA) appears to be in a stronger financial position than they were last year. Last year, they had to request a loan from the City in order to meet their expenses. At this time, they believe they have enough cash to see them through the winter. Revenues were up by about \$80,000. Mr. Barron then reviewed the details of the financials. Mayor Rilling asked about the loan repayment. Mr. Barron said that OHPA has made two payments and was current on their payments.

The discussion then moved to the definition of "non-revenue rounds". Mr. Barron said that he understood that this referred to special groups, such as the high school teams.

Mr. Anderson left the meeting at 7:44 p.m. A quorum was no longer present.

Key Revenue Drivers –

Mr. Barron then directed everyone's attention to the Key Revenue Drivers. He spoke about the difference between the projections and the actual figures for the Real Estate Conveyance Taxes, Building Permits, and the Investment Income. Mr. Hamilton spoke about strategy for the liquid market investment and the long term investments for the City. He said that the investment revenue was steady, but the vehicle underneath may fluctuate. Mr. Hamilton said that in 2006, the City had collected in excess of 15 million from these accounts. In 2008, the market plummeted and has been very slow in recovering.

**Summary of Special Appropriation – FY 2012-2013
Status of Contingency – FY 2013-14**

City of Norwalk
Board of Estimate and Taxation
Regular Meeting
December 2, 2013

Financial Reports:

- **Year-to-date Capital Budget Report - FY 2013-14**
- **Year-to-date Operating Budget Report - FY 2013-14**
- **Year-to-date BOE Budget Report - FY 2013-14**
- **Tax Collector's Report – October 2013**
- **Tax Collector's Narrative – September 2013**

Salary Accounts

- **Fire Overtime**
- **Dispatch Overtime**
- **Police Overtime**

Mr. Barron then reviewed the Police, Fire and Dispatch Overtime with the Board Members. Discussion followed about the details.

Mr. Barron said now that the Fire Department had a settled contract ,next month there would be a request to transfer the funds from contingency to the regular account.

The Dispatch Department is reviewing their staffing levels and coverage issues. At the present, the department is projected to be over budget. Mr. Barron said that he would compile a list of the current staff and open positions.

ADJOURNMENT.

**** MR. FEIGENBAUM MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services