

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
AUGUST 4, 2014**

ATTENDANCE: James Clark, Chairman; Mayor Harry Rilling, Erik Anderson, Gregory Burnett, Edwin Camacho, Ann Yang Dwyer, James Feigenbaum.

STAFF: Erin Herring, Assistant City Clerk; Thomas Hamilton, Finance Director; Robert Barron, Director Management & Budgets; Mike Green, Director of Planning & Zoning; Hal Alvord, Director of Public Works; Tim Sheehan, Redevelopment Agency;

Call to Order

Chairman Clark called the meeting to order at 7:30 p.m. and asked Assistant City Clerk to call the roll. Members were in attendance as indicated above, and there was a quorum present.

Approval of Minutes

July 7, 2014

Mr. Clark noted on page 4, paragraph 1, sentence 4, change Mr. to Ms. Yang.

- ** MR. ANDERSON MOVED TO ACCEPT THE MINUTES FROM THE MEETING OF JULY 7, 2014 AS AMENDED WITH CORRECTION NOTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Report on Special Appropriations
No Special Operating Appropriation

Transfer Agenda

Mr. Hamilton reviewed the transfers and explained this was a total of overages and under budget amounts that were cleaned up the year-end for various departments. Mr. Barron explained that the largest transfer was in the Police Department Overtime Account.

Mr. Clark asked Deputy Chief Zecca to come forward to review the summary memo provided and she fielded questions and comments from the Board members. Mr. Clark asked why this was unexpected overtime and Mr. Hamilton explained that there was a special appropriation done back in June based on the best estimate, but the overtime was about \$50,000 higher than expected

Deputy Chief Zecca explained the reduction in patrol manpower by the previous reallocation of personnel to serve as school resource officers created a greater impact in June when vacation use typically rises.

Mr. Anderson asked how vacation time is managed. Deputy Chief Zecca explained the reduction of patrol manpower causes the staffing levels to be low enough to cause the need to hire for patrol almost every day. She added that by federal law they are unable to deny the use of time owed unless they cannot fill the position. Additionally, there was an increase in officer injuries in June that cause some loss of work time and officers being assigned in light duty status and unable to perform their normal patrol functions; and the combination of all these factors caused the overtime to be over what was previously projected.

Mr. Clark asked about the Fire Department increase in overtime and Mr. Baron referred to the memo submitted by Chief Denis McCarthy that he had sent officers out for grant-funded training and then had to pay overtime for others to cover their shifts.

Mr. Hamilton reviewed the account numbers and highlighted that the budget transfers would have no effect on any department as the fiscal year had ended. He added that it is routine for police officers to switch from division to division, and this is unique to public safety officers and is mandated by the federal government. Mr. Barron noted that Finance Department recommends approval.

**** MR. ANDERSON MOVED TO APPROVE THE YEAR END BUDGET TRANSFERS FOR THE FISCAL YEAR 2013-14 AS PRESENTED IN ACCORDANCE WITH THE ACCOUNT DETAILS AS OUTLINED. MOTION PASSED UNANIMOUSLY. ****

Presentation of Commissioned Studies by Department

Mr. Clark stated that the next portion of the meeting would be a thirty minute presentation by each of the following departments:

Planning and Zoning, Department of Public Works, Redevelopment Agency.

Mr. Clark prefaced that the intention was to report on the goals and objectives of departments in line with the ten-year plans and an overview of the status of projects.

Planning and Zoning

Mr. Mike Green, Director of Planning and Zoning provided the ten-year plan presentation binder for the City based on the City Master Plan, Plan for Conservation and department mandates. He fielded questions and comments and gave an overview summary of projects.

Mr. Clark stated that the presentation was a general overview of the ten year plan and he cautioned against the direction to use this as a resubmission document.

There was discussion over the hiring of a consultant to update the plan and past practice. Ms. Yang Dwyer suggested that this is something that should be assigned to the City's new Director of Economic Development. It was agreed that this presentation was not in line with the direction and Mr. Clark asked that a more specific outline of projects be reviewed with status, completion and timelines be submitted.

Public Works

Mr. Hal Alvord, Director of Public Works provided a detailed outline and summary of all DPW projects. Comments and questions by board members were fielded and discussed.

Redevelopment Agency

Mr. Tim Sheehan, Director of the Redevelopment Agency provided a detailed outline and summary of the studies and plans for Norwalk Connectivity, West Avenue Corridor, Parking Master Plan, Pedestrian and Biking Study projects, and Transit Oriented Development. Comments and questions by Board members were fielded and discussed.

Fees and Fines

Mr. Barron provided the report of fees and fines for discussion. It was decided for members to do further independent review and to forward questions and comments to Mr. Anderson. Mr. Barron will then summarize the questions for further analysis and review by the Department Heads for the next meeting.

Other Business

Mr. Barron noted that the Oak Hills Authority financial report remains similar to what was reported last month and comparisons to last year to date are slightly ahead of last year.

Adjournment

**** MR. BURNETT MOVED TO ADJOURN.
** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,
Marilyn Knox;
Telesco Secretarial Services

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Additional Information—the following reports were submitted for information:

- Oak Hills Financial Status — June 2014
- Summary of Special Appropriation - FY 2013-14
- Status of Contingency — FY 2013-14 - Status of Contingency— FY 2014-15
- Financial reports
 - Year-to-date Capital Budget Report— FY 2013-14
 - Year-to-date Capital Budget Report — FY 2014-15
 - Year-to-date City Operating Budget Report - FY 2013-14
 - Year-to-date City Operating Budget Report— FY 2014-15
 - Year-to-date BOE Operating Budget Report – FY 2013-14
 - Year-to-date BOE Operating Budget Report — FY 2014-15
 - Tax Collector’s Report and Narrative — June 2014
 - Tax Collectors Report and Narrative — June 2014
 - Key Revenue Report — YTD June 2014 and July 2014
- Salary accounts
 - Fire Overtime
 - Police
 - DPW

KEY REVENUE DRIVERS - HISTORICAL COMPARISON and PROJECTION TO YEAR-END

(As of 08/04/14)

GENERAL FUND

YEAR-TO-DATE JULY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15			FY 2014-15 JUL YTD + FY 2013-14 AUG-JUN FY 2013-14 PROJECTION		
ORG OBJ	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	% of BUDGET	PROJECTION	BUD VAR	BUD %
010500 4478	REAL ESTATE CONVEYANCE TAX	\$ 346,150	\$ 241,559	\$ 381,696	\$ 321,392	\$ 3,000,000	10.7%	\$ 3,291,049	\$ 291,049	9.7%
013410 4401	BUILDING PERMITS	\$ 85,334	\$ 377,276	\$ 629,599	\$ 374,003	\$ 3,100,000	12.1%	\$ 3,076,263	\$ (23,737)	-0.8%
011340 4901	INVESTMENT INCOME	\$ 84,371	\$ 54,874	\$ 38,641	\$ -	\$ 450,000	0.0%	\$ 540,356	\$ 90,356	20.1%
010500 4535	RECORDING FEES	\$ 23,403	\$ 36,280	\$ 22,341	\$ 22,812	\$ 378,750	6.0%	\$ 300,803	\$ (77,947)	-20.6%
		\$ 539,258	\$ 709,988	\$ 1,072,276	\$ 718,207	\$ 6,928,750	10.4%	\$ 7,208,471	\$ 279,721	4.0%

FULL FISCAL YEAR		FY 2011-12	FY 2012-13	FY 2013-14	FY15 BUD vs.	
ORG OBJ	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	FY14 ACT	FY14 BUD
010500 4478	REAL ESTATE CONVEYANCE TAX	\$ 2,217,496	\$ 2,804,148	\$ 3,351,353	\$ (351,353)	\$ 300,000
013410 4401	BUILDING PERMITS	\$ 1,736,208	\$ 2,916,517	\$ 3,331,858	\$ (231,858)	\$ 500,000
011340 4901	INVESTMENT INCOME	\$ 1,004,262	\$ 201,177	\$ 578,997	\$ (128,997)	\$ (262,000)
010500 4535	RECORDING FEES	\$ 374,434	\$ 423,920	\$ 300,331	\$ 78,419	\$ 3,750
		\$ 5,332,400	\$ 6,345,762	\$ 7,562,540	\$ (633,790)	\$ 541,750

% COLLECTED AS OF JULY		FY 2011-12	FY 2012-13	FY 2013-14
ORG OBJ	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS
010500 4478	REAL ESTATE CONVEYANCE TAX	15.6%	8.6%	11.4%
013410 4401	BUILDING PERMITS	4.9%	12.9%	18.9%
011340 4901	INVESTMENT INCOME	8.4%	27.3%	6.7%
010500 4535	RECORDING FEES	6.3%	8.6%	7.4%
		10.1%	11.2%	14.2%