

**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
VIA TELECONFERENCE
AUGUST 5, 2024**

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

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email (Tom Ellis) at (Tellis@norwalkct.gov) with the subject line "Public Comment" to provide written public comment prior to the meeting.

ATTENDANCE: Anne Yang, Acting Chair; Ed Camacho; Kendrick Constant;
Troy Jellerette

STAFF: Irene Dixon, City Clerk; Mickey Docimo, Norwalk Police Department;
Thomas Ellis, Director of Management and Budgets; Tina Fogell, Director
of Personnel and Labor Relations; Jared Schmitt, Chief Financial Officer

OTHERS: Alan Dutton, Oak Hills Park Authority

Ms. Yang called the meeting to order at 6:32 p.m.

Ms. Dixon called the Roll as indicated above. A Quorum was present.

1. **APPROVAL OF MINUTES**

July 1, 2024 – Regular Meeting

**** MR. JELLERETTE MOVED TO APPROVE THE MINUTES AS PRESENTED
** MOTION PASSED UNANIMOUSLY**

2. **SPECIAL APPROPRIATIONS AGENDA** (Section A) None

3. **TRANSFER AGENDA** (Section B)

**** MR. JELLERETTE MOVED TO APPROVE THE FOLLOWING TRANSFER
AGENDA**

Mr. Ellis introduced the transfer requests and the department representatives were present to further explain their requests.

CITY OF NORWALK TRANSFERS 2023-24
BOARD OF ESTIMATE AND TAXATION

FISCAL YEAR 2023-24:

MAYOR'S OFFICE:

From		To		Amount
01-1420-5110	Wages & Salary - Regular	01-0100-5110	Wages & Salary - Regular	\$10,468

This transfer is to cover accumulated PTO payout.

Finance recommends approval.

FINANCE DEPARTMENT:

From		To		Amount
01-1320-5110	Wages & Salary - Regular	01-9020-5418	Social Security	\$128,834
01-1340-5110	Wages & Salary - Regular	01-9020-5418	Social Security	100,000
				\$228,834

This transfer is to cover increased Social Security Contributions.

Finance recommends approval.

POLICE DEPARTMENT:

From		To		Amount
01-3071-5110	Wages & Salary - Regular	01-3010-5110	Wages & Salary - Regular	\$5,983
		01-3023-5110	Wages & Salary - Regular	6,933
		01-3024-5110	Wages & Salary - Regular	825
		01-3026-5110	Wages & Salary - Regular	3,964
		01-3024-5110	Wages & Salary - Regular	14,289
		01-3030-5110	Wages & Salary - Regular	2,248
		01-3035-5110	Wages & Salary - Regular	12,254
		01-3036-5110	Wages & Salary - Regular	17,653
		01-3037-5110	Wages & Salary - Regular	545
		01-3042-5110	Wages & Salary - Regular	776
		01-3049-5110	Wages & Salary - Regular	584
		01-3053-5110	Wages & Salary - Regular	311
		01-3055-5110	Wages & Salary - Regular	828
				\$67,202

This transfer is to cover overtime account distributions to be charged to the proper accounts.

Finance recommends approval.

POLICE DEPARTMENT:

From		To		Amount
01-3022-5120	Wages & Salary - Overtime	01-3010-5120	Wages & Salary - Overtime	761
		01-3023-5120	Wages & Salary - Overtime	2,908
		01-3024-5120	Wages & Salary - Overtime	686
		01-3024-5120	Wages & Salary - Overtime	1,090
		01-3030-5120	Wages & Salary - Overtime	5,006
		01-3061-5120	Wages & Salary - Overtime	277
		01-3063-5120	Wages & Salary - Overtime	750
		01-3066-5120	Wages & Salary - Overtime	559
		01-3070-5120	Wages & Salary - Overtime	0.48
				\$12,037

This transfer is to cover overtime account distributions to be charged to the proper accounts.

Finance recommends approval.

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REGISTRAR OF VOTERS:

From		To		Amount
01-1210-5272	Training & Education	01-1210-5120	Wages & Salary - Overtime	\$1,480
01-1210-5294	Machinery & Equipment	01-1210-5120	Wages & Salary- Overtime	1,193
01-1210-5328	Educational Supplies	01-1210-5120	Wages & Salary- Overtime	1,000
01-1210-5711	Desks & Chairs	01-1210-5120	Wages & Salary - Overtime	1,500
01-1210-5729	Other Eqpt. & Machinery	01-1210-5120	Wages & Salary - Overtime	5,074
01-1210-5741	IT Hardware	01-1210-5210	Wages & Salary - Overtime	4,706
01-9600-5900	Contingency	01-1210-5120	Wages & Salary - Overtime	3,380
01-9600-5900	Contingency	01-1210-5130	Wages & Salary – Temporary	52,557
01-9600-5900	Contingency	01-1210-5140	Wages & Salary – Part-time	5,207
01-9600-5900	Contingency	01-1210-5296	Security Systems	21,068
				\$97,165

This transfer is to cover additional elections and primaries and on-site security. Funds will be taken from various Registrar accounts and \$83,000 from Contingency.

Finance recommends approval.

FISCAL YEAR 2024-25:

CITY CLERK:

From		To		Amount
01-1420-5110	Wages & Salary - Regular	01-1420-5742	IT Software	\$16,706

This transfer is to cover the purchase and installation of City Clerk Software to improve agendas and minutes processes.

Finance recommends approval.

**** MOTION PASSED UNANIMOUSLY**

4. OTHER BUSINESS (Section C)

5. ADDITIONAL INFORMATION (Section D)

Financial reports

Mr. Ellis updated the Contingency Tracker and noted they started with \$537,000 prior to this meeting and following the approvals, have \$460,000. He added that nothing in the 2025 Contingency Tracker has been approved. Currently there is \$2.6 million in there; typically they have \$1.5 million. This is a buffer for the ongoing labor negotiations and retroactive payments once all negotiations are finalized.

- Tax Collector's Narrative – June 2024
- Tax Collector's Report – June, 2024

These reports were included in the meeting packet.

- Oak Hills Park Financials – June 2024

Mr. Dutton reviewed the report as follows:

June 2024 Financial Commentary

General Notes:

1. Our FY2025 fiscal budget was finalized and approved in our June Authority meeting.
2. We've continued with our debt payments to the City of Norwalk as normal, paying down \$127k throughout the full fiscal year.
3. The year-end financial audit fieldwork took place on July 23-4, 2024. All Audit Report work needs to be completed.

Financial / Operational Activity:

1. Month of June golf rounds and cart rounds performed well above budget and finishes out a fiscal year that regularly performed above budget.
2. Discount ID card sales which had just gotten back on track with budget in May, fell short of budget in the final month unfortunately.
3. Total golf rounds for the fiscal year are over 4k rounds, or 9%, above budget. Cart rounds are over 7% above budget.
4. Unaudited fiscal year revenues are \$258k over budget driven by greater than expected revenue rounds. Full year expenses are \$66k over budget driven by higher staffing, restaurant bad debt and unforeseen repairs needed in the kitchen.
5. Unaudited full fiscal year Net Operating Income is \$607k, which is \$191k over-budget and ensures that we can continue to make some much-needed capital investments to the park.
6. We ended the year with an unrestricted bank balance of \$702k as well as a capital reserve cash balance of \$53k. The reserve can only be used for capital improvements to the structures on the course.
7. This is our third fiscal year in a row that we did not have to utilize our Line of Credit.

Mr. Jellerette asked about the restaurant revenues and noted it looks like they are \$12,000 short. Mr. Dutton explained that was from the previous vendor. He reported that he was happy to see that the new vendor introduced \$10.00 specials and thinks they are on the right track.

Mr. Dutton gave an update on their issue with SNEW (South Norwalk Electric and Water). They were treating Oak Hills like a residential customer. He said he met with them and when there are no drought conditions, Oak Hills will be able to purchase water from SNEW.

Mr. Jellerette expressed concern that when Oak Hills closes the course for outings, the restaurant is not used for food and beverage. Mr. Dutton said the restaurant is open, but a lot of people like to go to O'Neil's and the non-profits go back to their establishments. No one is permitted to bring their own food and drink to the course. Mr. Dutton said they will enforce the regulations next year.

- Year-to-date Capital Budget Report – FY 2023-24
- Year-to-date Operating Expenditure Report – FY 2023-24
- Year-to-date Operating Revenue Report – FY 2023-24
- Police Wages FY 2023-24
- Fire Wages FY 2023-24
- Public Works Wages – FY 2023-24
- Year-to-date BOE Operating Expenditure Report FY 2023-24
- Year-to-date Budget Expenditure Report by Division
- Year-to-date Capital Budget Report – FY 2024-25
- Year-to-date Operating Expenditure Report – FY 2024-25
- Year-to-date Operating Revenue Report – FY 2024-25
- Police Wages FY 2024-24
- Fire Wages FY 2024-25
- Year-to-date BOE Operating Expenditure Report – FY 2024-25
- Year-to-date Budget Expenditure Report by Division

Ms. Yang asked for an update on the bond issuance. Mr. Schmitt explained they are going out in the beginning of September, and they are meeting with the rating agencies next week. The issuance will be for \$70 million; \$16 million for the Enterprise entities and the remainder for the City. For cash flow purposes, they will issue \$15 million in advance for the school.

Mr. Jellerette asked where they were percentage wise with the South Norwalk School and the new Norwalk High School. Mr. Schmitt said that he understands the first reimbursement for the South Norwalk School was received. The School is expected to be completed next September.

Mr. Schmitt reported that he did not have a detailed update on the new Norwalk High School, but was told it will be three years before it opens. He added that he was not aware of any changes, but understands the Legislature will have to meet to make an Amendment to increase the cost of the project by \$10 million.

Mr. Schmitt explained that the general obligation is \$70 million which will be a mix of 10, 15, 20 and 30 year bonds based on the life of the project. He noted this will be a competitive sale.

Mr. Camacho left the meeting at 7:01 p.m.

Mr. Yang asked if the Consultant was confident the City's bond rating will hold. Mr. Schmitt said he has not heard anything on that.

In response to Ms. Yang's request, Mr. Schmitt said he can provide a detailed update on two school projects.

**** MR. JELLERETTE MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:08 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services