

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
AUGUST 1, 2016**

ATTENDANCE: Gregory Burnett, Chairman; James Feigenbaum, Edwin Camacho, Mayor Harry Rilling; Laoise King; James K. Page; Anne Yang-Dwyer

STAFF: Robert Barron, Director of Finance; Irene Dixon, Assistant City Clerk

CALL TO ORDER

Chairman Burnett called the meeting to order at 7:04 p.m. and asked Assistant City Clerk Dixon to call the roll. There was a quorum present.

Mr. Barron requested that Other Business (Section C) be heard after the approval of minutes. Chairman Burnett approved the request.

APPROVAL OF MINUTES

July 5, 2016

Two corrections on page 2 - Baron should be "Barron."
Correction on page 3 – already should be "already."

- ** MR. PAGE MOVED TO ACCEPT THE MINUTES FROM THE MEETING OF JULY 5, 2016 AS AMENDED WITH CORRECTIONS NOTED.**
- ** MOTION PASSED UNANIMOUSLY WITH TWO ABSTENTIONS (MS. KING AND MS. YANG-DWYER).**

OTHER BUSINESS - SECTION C

Chairman Burnett asked Assistant City Clerk Dixon to read the item as follows:

RESOLUTION, approving a special capital appropriation in the amount of \$200,000 to fund the Veteran's Memorial Park Launch Ramps & Visitor Dock Improvements and authorizing the issuance of \$200,000 general obligation bonds of the city to meet said appropriation.

Mr. Barron explained that the original scope of the project was authorized in FY 2014-15. The project was originally going to include boat launch ramps, parking, and a visitor's dock. After going out to bid it was clear it would cost significantly more than anticipated. It was decided to do the project in two phases.

Phase one includes only the launch ramp and parking area renovation. Capital appropriations of \$1,000,000 were made in each of FY 2015-16 and FY 2016-17, for a total of \$2,000,000 available for the project. The low bid for the project was \$2,118,900 and this Special Capital Appropriation request is to cover the incremental cost for construction, project management/consulting, inspection fees, and contingency.

Mr. Mocciaie stated that the project has a three year permit and we are close to the end of that time. The dock is in disrepair. The substructure is rotted and the dock has other significant problems. The company is using a lot of local subcontractors.

Mayor Rilling asked if there would be bonding for the project. Mr. Barron responded that yes there would be bonding. He probably won't bond for it until next July, but needs the authorization in place in order to use the money for this project.

Mayor Rilling asked what is being done with the existing docks, if an extension is being added, and if precast concrete is there now. Mr. Mocciaie said the existing footprint will be kept while adding four docks. No extension is being added in this phase. Rotting wood and asphalt is there now and the dock drops off at the end. The improvements will get you out to the water so at low tide you are not going off the edge.

Ms. Yang-Dwyer stated that it is a good idea to use local subcontractors.

**** MR. CAMACHO MOVED TO APPROVE THE RESOLUTION, APPROVING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$200,000 TO FUND THE VETERAN'S MEMORIAL PARK LAUNCH RAMPS & VISITOR DOCK IMPROVEMENTS AND AUTHORIZING THE ISSUANCE OF \$200,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID APPROPRIATION.**

**** MOTION PASSED UNANIMOUSLY.**

SPECIAL APPROPRIATIONS AGENDA (SECTION A)

ADVERTISED ITEM:

FISCAL YEAR 2015-16:

1. RESOLVED, that a sum not to exceed \$6,128 be and the same is hereby transferred to the Police Department Special Services Division overtime and Federal Reimbursements

due to Increased Estimated Revenues. (Account #01-3035-5120).

**** MR. COMACHO MOVED TO APPROVE SPECIAL APPROPRIATION: RESOLVED, THAT A SUM NOT TO EXCEED \$6,128 BE AND THE SAME IS HEREBY TRANSFERRED TO THE POLICE DEPARTMENT SPECIAL SERVICES DIVISION OVERTIME AND FEDERAL REIMBURSEMENTS DUE TO INCREASED ESTIMATED REVENUES. (ACCOUNT #01-3035-5120).**

**** MOTION PASSED UNANIMOUSLY.**

TRANSFER AGENDA (SECTION B)

Chairman Burnett stated that the Mayor, Corporation Counsel, and City Clerk transfer items come from a common funding source, and can be considered together.

Mr. Barron stated that these transfers are for raises given to non-union ordinance employees. Raises are not determined until the end of the year. Departments may have vacancies and may not end up needing a transfer. This is why the transfers are done now.

Mr. Barron stated that, for the year, the town has a surplus and most of these transfers will be interdepartmental. Even after the transfers are made, we are going to have a significant surplus.

MAYOR:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0300-5110	Regular Wages	01-0100-5110	Regular Wages	\$12,457
01-0300-5110	Regular Wages	01-0150-5110	Regular Wages	2,382
				\$14,839

CORPORATION COUNSEL:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0300-5110	Regular Wages	01-0300-5121	Premium Wages	\$6,794
01-0300-5110	Regular Wages	01-0300-5130	Temporary Wages	5,394
				\$12,188

CITY CLERK:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0300-5110	Regular Wages	01-0400-5110	Regular Wages	\$2,149
01-0300-5110	Regular Wages	01-0400-5121	Premium Wages	5,509
				\$7,658

**** MS. KING MOVED TO APPROVE THE ABOVE TRANSFERS AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Town Clerk: Mr. Barron explained that the Town Clerk transfer is to cover a part time wage deficit due to filling in for a full time vacancy throughout the year.

TOWN CLERK:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0500-5110	Regular Wages	01-0500-5140	Part-Time Wages	\$531
01-0500-5120	Overtime Wages	01-0500-5140	Part-Time Wages	1,048
01-0500-5130	Temporary Wages	01-0500-5140	Part-Time Wages	4,875
				\$6,454

**** MAYOR RILLING MOVED TO APPROVE THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Personnel & Labor Relations: Mr. Barron explained that the first Personnel & Labor Relations transfer is for Corporate Council, the second is within the Personnel Department itself, and the third is from the Town Clerk. The transfers are going to Premium Wages and Temporary Wages.

PERSONNEL & LABOR RELATIONS:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0300-5110	Regular Wages	01-0700-5121	Premium Wages	\$ 5,657
01-0700-5110	Regular Wages	01-0700-5130	Temporary Wages	10,967
01-0500-5110	Regular Wages	01-0700-5130	Temporary Wages	11,156
				\$27,780

**** MR. PAGE MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Human Relations & Fair Rent: Mr. Barron explained that the transfer is to cover wage deficits including an employee who was no longer covered by a grant.

HUMAN RELATIONS & FAIR RENT:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0500-5110	Regular Wages	01-1000-5110	Regular Wages	\$12,555
01-0500-5110	Regular Wages	01-1000-5120	Overtime Wages	2,563
01-0500-5110	Regular Wages	01-1000-5130	Temporary Wages	1,687
01-0500-5110	Regular Wages	01-1000-5175	Retro Wages	1,763
				\$18,568

**** MR. CAMACHO MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Voter Registration: Mr. Barron explained that the transfer is to cover a part time deficit due to the primary election.

REGISTRAR OF VOTERS:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-0500-5110	Regular Wages	01-1210-5140	Part-Time Wages	\$10,271
01-1210-5130	Temporary Wages	01-1210-5140	Part-Time Wages	<u>2,419</u>
				\$12,690

**** MS. KING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Finance Director: Mr. Barron explained that this transfer is to cover severance pay of an employee.

FINANCE DIRECTOR:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1320-5110	Regular Wages	01-1310-5110	Regular Wages	\$54,274

**** MAYOR RILLING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Tax Assessor: Mr. Barron explained that this transfer is to cover year end wage deficits.

TAX ASSESSOR:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1320-5120	Overtime Wages	01-1320-5130	Temporary Wages	\$1,190
01-1320-5120	Overtime Wages	01-1321-5110	Regular Wages	3,074
01-1320-5120	Overtime Wages	01-1321-5120	Overtime Wages	<u>738</u>
				\$5,002

**** MR. CAMACHO MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Management & Budgets: Mr. Barron explained that this transfer is to cover year end wage deficits.

MANAGEMENT & BUDGETS:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1350-5110	Regular Wages	01-1350-5120	Overtime Wages	\$184
01-1350-5110	Regular Wages	01-1350-5121	Premium Wages	3,479
				\$3,663

- ** MAYOR RILLING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Purchasing: Mr. Barron explained that this transfer is to cover year end wage deficits.

PURCHASING:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1361-5140	Part-Time Wages	01-1361-5110	Regular Wages	\$6,861
01-1361-5140	Part-Time Wages	01-1361-5120	Overtime Wages	217
01-1361-5140	Part-Time Wages	01-1361-5130	Temporary Wages	3,200
				\$10,278

- ** MR. PAGE MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Health Department: Mr. Barron explained that this transfer is to cover year end wage deficits throughout the department.

HEALTH DEPARTMENT:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-2011-5110	Regular Wages	01-2011-5121	Premium Wages	\$2,517
01-2011-5110	Regular Wages	01-2023-5130	Temporary Wages	6,926
01-2023-5110	Regular Wages	01-2023-5130	Temporary Wages	3,529
01-2023-5120	Overtime Wages	01-2023-5130	Temporary Wages	15
01-0500-5110	Regular Wages	01-2023-5140	Part-Time Wages	3,999
01-1320-5110	Regular Wages	01-2023-5140	Part-Time Wages	3,833
01-2011-5110	Regular Wages	01-2023-5140	Part-Time Wages	3,420
01-2011-5120	Overtime Wages	01-2023-5140	Part-Time Wages	200
01-2020-5110	Regular Wages	01-2023-5140	Part-Time Wages	1,248
01-2020-5140	Part-Time Wages	01-2023-5140	Part-Time Wages	2,099
01-1361-5140	Part-Time Wages	01-2070-5110	Regular Wages	2,774
01-2070-5140	Part-Time Wages	01-2070-5110	Regular Wages	14,416
				\$44,976

- ** MR. CAMACHO MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Planning & Zoning: Mr. Barron explained that this transfer is to cover year end wage deficits throughout the department.

PLANNING & ZONING:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1320-5110	Regular Wages	01-3310-5110	Regular Wages	\$47,250
01-1320-5120	Overtime Wages	01-3310-5110	Regular Wages	6,634
01-3310-5120	Overtime Wages	01-3310-5110	Regular Wages	178
01-3310-5130	Temporary Wages	01-3310-5110	Regular Wages	400
01-3310-5140	Part-Time Wages	01-3310-5110	Regular Wages	1,926
01-3310-5140	Part-Time Wages	01-3310-5141	Part-Time Typing Services	5,102
01-2011-5110	Regular Wages	01-3310-5110	Regular Wages	\$61,490

**** MS. KING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Code Enforcement: Mr. Barron explained that this transfer is to cover year end wage deficits throughout the department.

CODE ENFORCEMENT:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1320-5110	Regular Wages	01-3410-5110	Regular Wages	\$5,101
01-3310-5140	Part-Time Wages	01-3410-5120	Overtime Wages	2,021
01-1350-5110	Regular Wages	01-3410-5140	Part-Time Wages	15,526
01-1361-5140	Part-Time Wages	01-3410-5140	Part-Time Wages	27,975
01-2011-5110	Regular Wages	01-3310-5110	Regular Wages	\$50,623

**** MS. KING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Combined Dispatch: Mr. Barron explained that the transfer is to cover year end wage deficits throughout the department.

COMBINED DISPATCH:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-1350-5110	Regular Wages	01-3610-5110	Regular Wages	\$4,166
01-1350-5110	Regular Wages	01-3620-5120	Overtime Wages	65,785
01-3620-5110	Regular Wages	01-3620-5120	Overtime Wages	47,664
01-1320-5120	Overtime Wages	01-3620-5121	Premium Wages	2,139
01-1330-5110	Regular Wages	01-3620-5120	Premium Wages	1,350
01-2011-5110	Regular Wages	01-3310-5110	Regular Wages	\$121,104

**** MAYOR RILLING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Department of Public Works: Mr. Barron explained that the transfer is to cover year end wage deficits throughout the department.

DEPARTMENT OF PUBLIC WORKS:

<u>From</u>		<u>To</u>		<u>Amount</u>
01-4021-5110	Regular Wages	01-4010-5120	Overtime Wages	\$3,485
01-4021-5110	Regular Wages	01-4010-5121	Premium Wages	3,314
01-4010-5110	Regular Wages	01-4010-5130	Temporary Wages	16,763
01-4010-5110	Regular Wages	01-4010-5140	Part-Time Wages	5,670
01-4021-5110	Regular Wages	01-4021-5150	Longevity	7,550
01-4024-5110	Regular Wages	01-4024-5120	Overtime Wages	2,775
01-4024-5110	Regular Wages	01-4024-5130	Temporary Wages	13,058
01-4021-5110	Regular Wages	01-4025-5110	Regular Wages	95,959
01-4021-5110	Regular Wages	01-4025-5120	Overtime Wages	25,371
01-4027-5120	Overtime Wages	01-4027-5110	Regular Wages	6,152
01-4027-5120	Overtime Wages	01-4027-5121	Premium Wages	1,515
01-4021-5110	Regular Wages	01-4028-5110	Regular Wages	45,358
01-4027-5120	Overtime Wages	01-4029-5120	Overtime Wages	1,333
01-4027-5150	Longevity	01-4029-5120	Overtime Wages	2,092
01-4029-5110	Regular Wages	01-4029-5121	Premium Wages	1,220
01-4030-5110	Regular Wages	01-4030-5130	Temporary Wages	16,311
01-4030-5110	Regular Wages	01-4030-5175	Retro Wages	1,979
01-4021-5110	Regular Wages	01-4042-5110	Regular Wages	8,197
01-4021-5110	Regular Wages	01-4071-5120	Overtime Wages	1,733
				\$259,835

**** MR. CAMACHO MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Department of Public Works: Mr. Barron explained that this transfer is to cover the final payment and budget shortfall for Municipal Solid Waste collection.

DEPARTMENT OF PUBLIC WORKS cont'd.::

<u>From</u>		<u>To</u>		<u>Amount</u>
01-4042-5298	Other Contractual Services	01-4026-5258	Other Professional Services	\$30,560

**** MR. PAGE MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**

**** MOTION PASSED UNANIMOUSLY.**

Recreation & Parks Department: Mr. Barron explained that this transfer is to cover the mixed fuel that the Parks Department uses to power its small equipment.

RECREATION & PARKS DEPT.:

From		To		Amount
01-6031-5462	Centralized Fleet Maintenance	01-6031-5331	Automotive Fuel and Fluids	\$7,800

- ** MR. PAGE MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Recreation & Parks Department: Mr. Barron explained that this transfer is to cover supplies for Café Mu due to the popularity of the food stand.

- ** MR. CAMACHO MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Library: Mr. Barron explained that this transfer is to cover year end wage deficits throughout the department due to Sunday hours.

LIBRARY:

From		To		Amount
01-6200-5110	Regular Wages	01-6200-5121	Premium Wages	\$1,454
01-6200-5110	Regular Wages	01-6200-5140	Part-Time Wages	86,675
				\$88,129

- ** MS. KING MOVED TO ADOPT THE ABOVE TRANSFER AS PRESENTED.**
- ** MOTION PASSED UNANIMOUSLY.**

Ms. Dwyer-Yang asked if the library is used as a cooling center when temperatures are very hot in the summer. Mayor Rilling confirmed that the library is a cooling center.

ADDITIONAL INFORMATION (SECTION D)

FINANCIAL REPORTS

Oak Hills Financial Status – June 2016

Mr. Barron stated that Oak Hills had an incredible year. He would like to invite them to make a presentation on their numbers. Revenues are up but expenses are also up. There was \$94,000 in golf fees and total revenue was up \$113,000. Expenses are \$119,000 greater. Mr. Barron stated he would like the operating expense at a level so they can grow

rounds and their fund balance, so they won't be in a situation where they need to come back to us again.

Ms. Yang Dwyer stated that the debt forgiveness should not be a blank check. Mayor Rilling agreed. Mr. Barron stated that a target fund balance would be good.

Year-to-date Capital Budget Report – FY 2015-16

Year-to-date Capital Budget Report – FY 2016-17

Year-to-date City Operating Budget Report - FY 2015-16

Year-to-date City Operating Budget Report – FY 2016-17

Year-to-date BOE Operating Budget Report - FY 2015-16

Year-to-date BOE Operating Budget Report – FY 2016-17

Mayor Rilling stated that there were a large number of transfers, they were not due to over funding. It means there were vacancies, overtime requirements and other things that necessitated the transfers. Mr. Barron stated that vacancies create surpluses, but also drive overtime. Severance pay is an unknown. We had a great operational year. Ms. Yang Dwyer stated that given the number of line items in a \$3,000,000 budget that it is remarkable that we have so few and the numbers are what they are.

Tax Collector's Narrative – June 2016

Tax Collector's Report – June 2016

Mr. Barron stated that Ms. Biagiarelli is reporting that through the end of June, 2016, and the end of the fiscal year, collection was nearly \$296 million, or 99.12% of our nearly \$300 million adjusted tax levy.

Ms. Dwyer-Yang stated there is a possibility for the opportunity to package some land for someone to buy for charitable purposes. Mr. Barron stated that the city acquires vacant lots. All of them are unbuildable. Most are wetlands and add to our open space portfolio. Mayor Rilling stated that level of professionalism, competency, and dedication Ms. Biagiarelli and her staff is clear and saves the city money.

Key Revenue Report – 2016

Investment Income has earned a large amount of money in the past two months due to the disruption in the world markets. Actual for the year was \$1,273,227 versus the budget of \$760,000.

Mr. Barron stated that total revenue for FY 2015-16 is \$2,515,000 ahead of the revised budget. Unassigned fund Balance, GAAP basis remains the same at 12.1%

Salary accounts

Police

City of Norwalk

Board of Estimate & Taxation

August 1, 2016

Page 10 of 11

Fire
Public Works

ADJOURNMENT

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

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Tom Blaney,
Telesco Secretarial Services