

**CITY OF NORWALK  
BOARD OF ESTIMATE & TAXATION  
MARCH 6, 2017**

**ATTENDANCE:** Gregory Burnett, Chairman; Mayor Harry Rilling James Feigenbaum, Anne Yang-Dwyer  
Edwin Camacho

**STAFF:** Robert Barron, Finance Director; Donna King, City Clerk; Lunda Asmani; Director of  
Management and Budgets

**CALL TO ORDER**

Chairman Burnett called the meeting to order at 6:33 p. m. A quorum was present.

**APPROVAL OF MINUTES**

**February 13, 2017**

Page 2            Change "M. Barron" to "Mr. Barron"  
                      Change "LoCip" to "LoCIP"

**\*\*                    MAYOR RILLING MOVED TO APPROVE THE MINUTES OF FEBRUARY 13, 2017 AS  
                          AMENDED.**

**\*\*                    THE MOTION PASSED UNANIMOUSLY.**

**SPECIAL APPROPRIATIONS AGENDA (SECTION A)**

**List of Resolutions**

**Advertised Items – 0**

**Report on Special Appropriations  
Justification/Back-up material**

No items were brought forward.

**Transfer Agenda (Section B)**

No items were brought forward.

**OTHER BUSINESS (SECTION C)**

**Discussion with Oak Hills Golf Course**

Mr. Jerry Crowley, Mr. William Waters, and Ms. Patricia Williams came forward on behalf of Oak Hills Golf Course. Mr. Barron stated that over the first 7 months of the fiscal year, Golf Revenue is lower by \$63,000. He stated that expenses are up \$13,000 over the same period. He stated that Operating Income is lower

than the prior year by \$78,000 due to expenses, mainly personnel, exceeding the rate of revenue. Personnel expenses were up by \$50,000.

Ms. Williams stated that cash in January is only \$7,000 lower than the prior month due to the sale of promotional sale of ID cards. She stated that based on the most current burn rate, we will have to draw down the credit line by approximately \$35,000 in February and \$55,000 in March. Ms. Williams stated that Oak Hills has a \$150,000 credit line that has to be renewed yearly. Loans from this line of credit are not guaranteed by the city. Cart revenues can be pledged as collateral.

Mr. Crowley stated that capital improvements have been made to the course. Twelve of the eighteen holes have had work done. Because of the investment in capital improvements, 2017 will not be a great year. 2016 was a great year. 2018, started July 1<sup>st</sup>, will be our year to see the positive results of the capital improvements. Mr. Barron stated that in 2018 he would like to see the cushion start to be built back up and a cut back in expenses.

Mr. Crowley stated that the superintendent, Mr. Schnell, has done a terrific job of using our own personnel to make improvements to the course and that, going forward, he expects the personnel expenses to be reduced. Mr. Crowley stated that the restaurant management has not been making the monthly lease payments and are now in default. He stated that we are currently speaking with other entities that could take over the restaurant.

Mr. Waters stated that all current construction is on hold until the spring season. Work on the Great Lawn is complete. The gravel walk path was installed. A connection to the Nature Trail was made to end away from the dumpsters. Invasive and unattractive trees and been removed. New trees and vegetation have been planted. Mr. Waters stated that work on the Fountain Garden is to be completed in the spring season. He stated that the fountain garden area was rough graded and irrigation was installed. The stone wall has been rebuilt and a trail has been installed to connect to the Great Lawn and the existing nature trail.

Mr. Waters stated that there are 8,200 contacts on the Oak Hills email distribution list. Emails are sent out advertising new promotions and online advertising is done through the use of banner ads on YouTube, Facebook and other websites. Dynamic pricing is done in order to maximize off peak golfing times and increase in paid rounds. He stated that the Oak Hills logo has been changed to reflect that Oak Hills offers more than just golfing.

Mr. Crowley stated that the management team has been restructured. The new team will consist of a Superintendent, a General Manager, and a Controller. Jim Schell, will continue in the Superintendent position and Mr. Ed Ruiz will fill the role of General Manager. Interviews are being held to fill the Controller position.

#### **ADDITIONAL INFORMATION (SECTION D) PAGE 5**

#### **Status of Contingency Page 6**

#### **Financial reports**

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**Oak Hills Financial Status – January, 2017 Page 7**  
**YTD Capital Budget Report – FY 2016-17 Page 18**  
**YTD City Operating Revenues Report – FY 2016-17 Page 54**  
**YTD City Operating Expenditure Report - FY 2016-17 Page 70**  
**YTD BOE Operating Expenditure Budget Report - FY 2016-17 Page 128**  
**Tax Collector’s Narrative – January 2017 Page 131**  
**Tax Collector’s Report – January 2017 Page 132**

**Salary accounts**  
**Police Page 133**  
**Fire Page 135**  
**Public Works Page 136**

Mr. Asmani stated that for the Year –to-Date Budget Report the Grand Total of the Original Appropriation was \$215,811,325. The Revised Budget was \$157,490,309. He stated that the YTD Capital Budget Report is consistent with were we planned to be.

**ADJOURNMENT**

**\*\* MR. FEIGENBAUM MOVED TO ADJOURN.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:44 p. m.

Respectfully submitted,

Tom Blaney  
Telesco Secretarial Services