

CITY OF NORWALK  
BOARD OF ESTIMATE & TAXATION  
APRIL 1, 2013

**ATTENDANCE:** Fred Wilms, Chairman; Mayor Richard Moccia, John Federici, James Clark, Michael Kolman.

**STAFF:** Erin Herring, City Clerk; Thomas Hamilton, Finance Director; Robert Barron, Director of Management & Budgets,

Call to Order

Chairman Wilms called the meeting to order at 7:30 p.m., asked the City Clerk to call the roll, stated the above members were in attendance, and there was a quorum present.

Approval of Minutes

March 4, 2013

Mr. Federici noted on page 2, paragraph 1, in the first sentence “as” should be changed to “was”.

**\*\* MR. FEDERICI MOVED TO ACCEPT THE MINUTES FROM MARCH 4, 2013 AS AMENDED WITH CORRECTION NOTED.**

**\*\* MOTION PASSED WITH FOUR VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (CLARK).**

March 13, 2013 – Special Meeting

Mr. Federici noted on page 1, Mayor Moccia should be moved up under attendance from staff.

**\*\* MR. WILMS MOVED TO ACCEPT THE MINUTES FROM THE MARCH 13, 2013 SPECIAL MEETING AS AMENDED WITH CORRECTION NOTED.**

**\*\* MOTION PASSED WITH FOUR VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (KOLMAN).**

March 20, 2013 – Public Hearing

Mr. Clark asked that page 2 last paragraph, “conformer” be changed to “reformer.”

**\*\* MR. WILMS MOVED TO ACCEPT THE MINUTES FROM MARCH 20, 2013 PUBLIC HEARING AS AMENDED WITH CORRECTION NOTED.**

**\*\* MOTION PASSED WITH FOUR VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (KOLMAN).**

## **SPECIAL APROPRIATIONS AGENDA**

There were no resolutions or advertised items.

## **TRANSFER AGENDA**

### Building Management:

Mr. Barron reviewed the supporting documents and explained the justification for the transfers requested cover snow removal and extermination services at the Police Headquarters.

- \*\* MR. CLARK MOVED TO APPROVE THE BUILDING MANAGEMENT TRANSFERS AS SUBMITTED IN THE AMOUNT OF \$9,743 FROM UTILITY ACCOUNTS TO OTHER CONTRACTUAL SERVICES.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Mr. Barron reviewed the supporting documents and explained the justification for the transfers requested to cover expanded guardian contract for two months to cover the new Fire Headquarters and Library.

- \*\* MR. FEDERICI MOVED TO APPROVE THE BUILDING MANAGEMENT TRANSFERS AS SUBMITTED IN THE AMOUNT OF \$22,000 FROM UTILITY ACCOUNTS TO BUILDINGS**
- \*\* MOTION PASSED UNANIMOUSLY.**

### Library

Mr. Barron reviewed the supporting documents and explained this transfer is requested to cover shortfall in part-time account due to the need to cover vacancies in full time positions. He added that he has reviewed this with the Library Director who has spent a good deal of time correcting these shortfalls and working on restructuring from part-time to full time due to a long term sick leave.

- \*\* MR. WILMS MOVED TO APPROVE THE LIBRARY TRANSFERS AS SUBMITTED IN THE AMOUNT OF \$75,000 FROM FULL-TIME SALARY & WAGES TO PART-TIME SALARY & WAGES.**
- \*\* MOTION PASSED UNANIMOUSLY.**

### Other Business

#### Adoption of FY 2013-14 Operating Budget

Mr. Hamilton reviewed the supporting documents and explained the proposed tentative budget is \$309,739,192 which is \$206,385 less than the budget presented at the Public Hearing on March 20, 2013. He outlined that this is due to incorporating settled contracts, updating insurance projections for health, workers' compensation and liability, auto and property.

He outlined that the proposed tentative budget is \$206,385 less than the cap established by the Common Council of \$294,879.967 and a 3.9% increase in the mill rate, with the average impact to taxpayers of approximately \$250.

There was discussion about the ECS funding and Mr. Hamilton explained that they recommend for now to stay with the proposed budget and then depending what happens in Hartford, we have some time to make changes. Mayor Moccia added that with impending changes to the ECS formula, it is still undetermined the impact on municipal aid. Mr. Barron stated that nothing has been finalized beyond the discussion and analysis phase, and the City has nothing more than the governor's recommendations and no approved budget.

- \*\* MAYOR MOCCIA MOVED TO ADOPT THE TENTATIVE FY 2013-14 OPERATING BUDGET OF \$309,739,192 AS PRESENTED.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Approval of FY 2013-14 Parking Authority Budget

Ms. Kathryn Hebert, Norwalk Parking Authority Administrative Services Manager presented the budget and reviewed the supporting documents. There was discussion on fees and Ms. Hebert explained that there are indicators that parking fees are not a deterrent, as demand at the Maritime Garage is up, the pay-by-cell use is very successful, permit sales are very high, and that demand is going up.

Mayor Richard Moccia noted that he had concerns that too much of the income was based on tickets, but this has been addressed as there are fewer tickets being issued. Mr. Wilms asked what percentage comes from out of town, and Ms. Hebert replied probably around 65-70 percent. Ms. Hebert stated that she agreed that parking tickets are negative but said they're a necessary part of the balancing act.

- \*\* MR. WILMS MOVED TO APPROVE THE FY 2013-14 PARKING AUTHORITY BUDGET AS PRESENTED.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Approval of Auditors for FY 2012-13

Mr. Barron explained that this is to comply with the statute for this fiscal year 2012-13 in accordance with the Norwalk Common Council approval of the five-year contract with McGladrey & Pullen for fiscal year audits beginning with fiscal year 2009-10 and ending with fiscal year 2013-14.

**\*\* MAYOR MOCCIA MOVED TO AUTHORIZE THE APPOINTMENT OF INDEPENDENT AUDITING SERVICES TO MCGLADREY & PULLEN, LLP IN ACORDANCE WITH THE APPROVED TOTAL CONTRACT AWARD OF \$445,150.00 BROKEN DOWN AS FOLLOWS:**

**Fiscal Year 2010-11 (Audit of June 30, 2010) for a sum not to exceed \$89,030.00**

**Fiscal Year 2011-12 (Audit of June 30, 2011) for a sum not to exceed \$89,030.00**

**Fiscal Year 2012-13 (Audit of June 30, 2012) for a sum not to exceed \$89,030.00**

**Fiscal Year 2013-14 (Audit of June 30, 2013) for a sum not to exceed \$89,030.00**

**Fiscal Year 2014-15 (Audit of June 30, 2014) for a sum not to exceed \$89,030.00**

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

### Key Revenue Report

Mr. Baron reviewed the Key Revenue report and noted the forecasted projections in areas of Real Estate Conveyance Tax and Building Permits, and added that overall this is the first evidence of a potential surplus.

### Approval of FY 2012-13 Suspense Tax List

Ms. Lisa Biagiarelli, Tax Collector submitted the lists for total dollar amount requested for transfer to suspense of \$ 454,871.68. She highlighted the areas of uncollected taxes and explained the reason these taxes are deemed ‘uncollectible which is part of an annual process. She stated that this year’s requested transfer amount is \$94,974.74 more than last year, but still less than 2011 and prior years and provided the suspense history over the last decade.

**\*\* MAYOR MOCCIA MOVED TO APPROVE FY 2012-13 SUSPENSE TAX LIST AS SUBMITTED.**

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

### Tax Collector’s Report —February 2013

Ms. Lisa Biagiarelli, Tax Collector read from her report that as of the end of February 2013, we had collected 97.27% of our current tax levy on the 2011 grand list, in excess of \$264 million; 97.16% of our current sewer use levy, an additional \$12.9 million; collected 85.46% of the IPP (Industrial Pretreatment Program) fee. Through the end of February 2013 an additional \$2.9 million was collected in back taxes, interest, lien fees and other fees, about \$219,000 less than what was collected in delinquent taxes during the same time period of the prior fiscal year.

Mayor Moccia noted that Mr. Hamilton and Ms. Biagiarelli are to be recognized for their involvement with the C-PACE project on Westport Avenue.

He explained that Norwalk is one of the first cities in the state that will support the implementation of this energy conservation program and stands as an example for other municipalities throughout Connecticut.

- \*\* **MAYOR MOCCIA MOVED TO APPROVE THE FEBRUARY 2013 TAX COLLECTOR'S REPORT AS SUBMITTED.**
- \*\* **MOTION PASSED UNANIMOUSLY.**

Other Business

Mr. Barron noted that the Oak Hills Authority has provided the financial reports that as required and there is additional revenue due to an increase in ID cards. There was a discussion of the plans for the driving range, and Mr. Barron noted that RFP's have gone out.

**Additional Information (Section D)**

Additional Information –the following reports were submitted:

- Report on Special Appropriations
- Justification/Back-up material
- Summary of Special Appropriation
- Status of Contingency
- Financial reports
  - Tax Collector's Narrative —February 2013
- Salary accounts
  - Fire Overtime
  - Dispatch Overtime
  - Police Overtime

Adjournment

- \*\* **MR. CLARK MOVED TO ADJOURN.**
- \*\* **MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Marilyn Knox  
Telesco Secretarial Services