

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
OCTOBER 13, 2011**

ATTENDANCE: Douglas Hempstead, Acting Chair; Andrew Conroy; David Jaeger;
Kelly Straniti; Nora King (7:10 p.m.)

STAFF: Thomas Hamilton, Finance Director; Lisa Biagiarelli, Tax Collector;
Fred Gilden, Comptroller; Karen DelVecchio, IT Director;
Tom Schadlich, Director of Library Technology; Michael Mocciae,
Director, Parks and Recreation

Mr. Hempstead called the meeting to order at 7:08 p.m.

**CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND
APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: OCTOBER 13, 2011**

Ms. Biagiarelli reported that there were no claims to vote on this evening.

**NARRATIVE ON TAX COLLECTIONS DATED OCTOBER 13, 2011- RECEIVE REPORT
AND DISCUSS.**

**MONTHLY TAX COLLECTOR'S REPORT DATED SEPTEMBER 30, 2011 - RECEIVE
REPORTS AND DISCUSS.**

Ms. Biagiarelli reviewed the monthly report and said that they are on target and slightly ahead of last year. Between now and the end of the year, they will be working on enforcement and will focus on business personal property taxes. A tax sale will take place in July 2012. Wage garnishments for City and Board of Education staff who are delinquent on their taxes will go into effect in December. Mr. Jaeger asked if the garnishment would affect their employment. Ms. Biagiarelli explained that this would be a payroll issue and would not affect their employment. She said that notification letters were sent to the employees' homes.

Ms. Biagiarelli discussed a pilot program that the City was asked to participate in with the Department of Motor Vehicles. Residents would be able to pay a fee for a temporary motor vehicle registration extension.

Ms. King joined the meeting at 7:10 p.m.

Ms. Biagiarelli explained that only five towns will participate in this program.

Mr. Hamilton said that this will only provide an extension of time; the office will not be able to do anything about the car registrations.

Ms. King asked why this could not work two ways. She said that when people turn in their license plates, they are still charged a car tax. She said that there seems to be a problem and asked if this program would eliminate that problem.

Ms. Biagiarelli said that they can look up to see if people have turned in their plates. Some people say they did, when they did not. She said that if they already owe taxes they are flagged. The bill in July is for the prior October.

Mr. Hamilton asked if the DMV was going to advertise this plan. Ms. Biagiarelli said that she believes it is up to the City to publicize this.

**** MR. CONROY MOVED TO APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING: SEPTEMBER 8, 2011**

**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. JAEGER)**

**** MR. CONROY MOVED TO AUTHORIZE THE MAYOR, RICHARD MOCCIA, TO EXECUTE AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY AND ICON ENTERPRISES D/B/A/ CIVICPLUS.COM FOR WEBSITE DESIGN SERVICES, INCLUDING CONTENT MANAGEMENT, TRAINING, AND HOSTING SERVICES FOR THE NORWALK PUBLIC LIBRARY, FOR AN AMOUNT NOT TO EXCEED \$30,000, ACCOUNT 09110600-5777-C0375 (BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION REQUIRED)**

Ms. DelVecchio explained the item. She said that this is a re-design and re-launch of the Library's website. She said that in 2010 the Library identified this as a priority in the capital budget. She explained that a team of Library staff developed the project specifications.

Ms. DelVecchio said that CivicPlus, who also designed the City's website delivered the prototype. The team was pleased with the prototype. This action was approved by the ITT Committee at its August 3, 2011 meeting. CivicPlus is located in Manhattan, KS and they host over 400 municipal clients and have back up facilities.

**** MOTION PASSED UNANIMOUSLY**

AUTHORIZE A REDUCTION IN THE AMOUNT OF \$25,000 TO THE APPROVED CAPITAL APPROPRIATION OF \$50,000 FOR VETERANS MEMORIAL PARK (ACCOUNT 09116030-5777-C0367).

Mr. Hamilton explained that this item is the funding source for the following item.

AUTHORIZE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$25,000 FOR THE PARTIAL PURCHASE OF A LICENSE READER SYSTEM (ACCOUNT 09116030-5777-C0367).

Mr. Mocciae said that there were some valid questions asked at the last meeting, and he wanted to start this meeting with a history of parking passes at Calf Pasture Beach. He distributed and explained the history of park passes as well as a cost analysis beginning in 1960 to the present. From 1960-1998 beach stickers were issued at Calf Pasture Beach only. From 1999 to 2003 Beach stickers were distributed at City Hall. From 2003-2005 Resident passes were distributed by mail. From 2007 to the present Beach passes are issued from City Hall. It was proposed that in 2012 resident passes will be issued on line.

In 2003-2005 Mayor Knopp wanted to be more customer friendly and stickers were mailed based on the past data base. The passes were mailed in bulk and residents said that they did not receive passes, when they actually did. There were very flagrant issues of theft of service.

In 2007-2009 over 47,000 passes were given out at City Hall. There were parking issues as well as long lines of residents waiting to get their passes.

In 2009 the decision was made to re-work the system. An account for administering passes as well as printing them was nonexistent. Mr. Mocciae said that this system was worked on for over a year and it went out to bid. The passes will remain free to residents.

Mr. Mocciae explained that this is an on-line system. Residents can register their cars from their home, the library, the senior center or in the Park and Recreation office on a self service location. Once a plate is registered, the resident will have immediate access to the parks. If the resident does not owe taxes, they will be able to print out their own sticker. The car is identified by the license plate number.

Ms. King pointed out that leased cars do not have the home address on their registration. Mr. Hempstead asked about the cross reference. Mr. Mocciae said that they would have the data base from the Tax Collector's office. Mr. Hamilton said that they determined that leased vehicles will be able to use the system.

Ms. King asked about the percentage of leased vehicles. Mr. Mocciae said that he was told by Ms. Biagiarelli that it was 12%. Ms. King said that most people lease their cars and that she would like to see that it writing, because that percentage seems very low. She asked what other cities have done a similar system that could be used as a reference. Mr. Mocciae said that other cities charge for stickers. This system is used for major parking areas.

Mr. Mocciaie explained that they took in \$245,000 at Calf Pasture and Veteran's Park in non-resident fees. Mr. Mocciaie said that Ms. Biagiarelli said that leased cars were not a problem. He said that he asked about motorcycles. They will have to show the form at the gate, which is what they do currently.

Ms. Straniti said that she thought that they were told last month that the system automatically pulls from the data base. Ms. DelVecchio said that they would like residents to register so that there would be a back up. Mr. Mocciaie said that this system will save \$23,000 that they do not have in the budget.

Mr. Jaeger asked about the alternative. Mr. Mocciaie said that a special appropriation would be needed. They would go back to the old system with people waiting in line and trying to find a parking space at City Hall. He said that with this system, the attendant would have a tablet that scans the license plate. If the license plate is registered there will be a green light and the person can go through.

Ms. DelVecchio said that one of the efficiencies that they looked at were for private or corporate events. Mr. Mocciaie said that this would give them an idea of how many people utilize the beach. Currently the residents are not counted. Ms. Straniti said that she does not like all of this data being gathered.

Ms. King asked if the City ends up wanting to charge for beach passes like they do at Bailey Beach, would this system allow that. Ms. DelVecchio said that the system would allow that. Ms. Straniti said that the City should not be charging for beach passes.

Mr. Hempstead said that he was intrigued by this. He said that the data could be used to promote various programs. Ms. Straniti said that it was too much. Mr. Mocciaie said that the data gathering is unlimited. Ms. Straniti asked why a camera and scanner were needed if this is an on-line system. She said that this will be over complicated. Mr. Mocciaie said that they are trying to cater to the residents. If they are in the system, there will be no need for them to carry their stickers.

Ms. Straniti said that mailing the passes was the worst. She said that currently the plate number is written on the sticker and that works.

Ms. King asked if it will be easy to train staff on how to use the tables. She said that there will have to be wireless and internet connectivity available all the time. She said that this has not been thought through. She said that if the system goes down on a Saturday, they would be out of luck. Mr. Mocciaie said that is why they have a backup system.

Ms. DelVecchio said that the tablet saves the data, plus there is a server at the beach. They plan to do an update every 12 hours. Ms. King asked what would happen if the server was broken into. She said that this was not thought through. Mr. Mocciaie said that the small server will stay in the booth. He noted that there is cash in the booth on any given night. Ms. King said that the data on the server is more valuable. Mr. Jaeger said that the data is public information.

Mr. Conroy asked what data will be collected. Ms. King asked about credit card information. Ms. DelVecchio said that credit card information will not be captured.

Ms. Straniti asked Mr. Mocciaie when this will be going before the Recreation and Park Committee for approval. Ms. King said that Committee members she spoke to said that they never heard about this. Mr. Mocciaie suggested that Ms. King check the agendas. He said that this item is for the funding only.

Mr. Mocciaie said that he needs to move on this item because they will start issuing passes soon. He said that this affects 84,000 residents. He said that this system solves a lot of issues and makes it easier for the resident. Ms. King said that this should go before the Recreation and Park Committee for a vote.

Mr. Hempstead asked Mr. Hamilton if funds are available. Mr. Hamilton explained that the reduction of \$25,000 from the Veterans Memorial Park account and a special capital appropriation for \$25,000 will cover the cost. Mr. Hempstead said that he would like to see an out-reader at the beach. He said that the package should be all inclusive.

Mr. Hempstead said that he would accept the recommendation to send this item to the Recreation and Park Committee.

**** MS. KING MOVED TO FORWARD THE ITEMS TO THE RECREATION AND PARK COMMITTEE FOR THEIR COMMENTS**

Mr. Jaeger said that this has been going on for a year and that Mr. Mocciaie is trying to get something done. Ms. King said that it has not been going on for a year. Mr. Mocciaie said that when the budget to administer the stickers was cut, everyone knew he was working on this.

Ms. King said that this is a big change and it has to be looked at strategically. It is a bigger scope of work and a lot of it has not been thought out. She told Mr. Mocciaie that this was not a reflection on him.

Mr. Hamilton said that if a decision is not reached, they will have to fall back on extending the stickers. Mr. Mocciae said that many people tossed their stickers at the end of the season.

**** MOTION PASSED WITH TWO (2) VOTES IN OPPOSITION (MR. CONROY AND MR. JAEGER)**

Mr. Conroy said that he wants to pass this and move it to Recreation and Parks. Ms. King said that she does not accept that and wants this on the Public Works agenda. Ms. King and Ms. Straniti said that this should then come back to this Committee. Mr. Hempstead said that there is only one more meeting before the end of this Council term.

Mr. Conroy said that Mr. Alvord did mention this several months ago, but was not specific. Mr. Straniti said that she never heard about this until now. Ms. DelVecchio asked when the stickers will be issued, if this does not move forward. Mr. Mocciae said that they will have to create a system by January. If this is approved, they are ready to move forward. Ms. DelVecchio said that without approval, her department is not writing any more code. She said that she wanted to roll this out early on a testing basis.

Ms. King said that she is surprised that they were having this conversation, since Recreation and Parks does not know about this. Mr. Mocciae said that this was addressed at Recreation and Parks. The concept was in one of the meetings. Ms. King said that she spoke with two people on the Committee who said that this was not discussed.

Mr. Hempstead suggested that Mr. Mocciae send this to Public Works. Mr. Mocciae said that he will send a note to Mr. Alvord. Mr. Conroy said that Mr. Alvord was eager to hear about this.

RECEIVE BOARD OF ESTIMATE AND TAXATION APPROPRIATIONS
FROM OCTOBER 3, 2011

There was no discussion.

**** MS. STRANITI MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:26 p.m.

Respectfully submitted,
Rosemarie Lombardi
Telesco Secretarial Services

Finance/Claims Committee
October 13, 2011
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