

FINANCE/CLAIMS COMMITTEE PUBLIC HEARING AND SPECIAL MEETING

Thursday February 20, 2014 7:00P.M.

CITY HALL

Common Council Chambers

125 East Avenue

Norwalk, Connecticut

AGENDA

PUBLIC HEARING

Public hearing on Fiscal Year 2014-2015 Operating Budget Cap

Followed by a Special Meeting

1. Approve the Minutes of the following Finance Committee Meeting:
January 9, 2014
January 29, 2014
2. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
February 13, 2014
3. Narrative on Tax Collections dated February 13, 2014- Receive Report and discuss.
4. Monthly Tax Collector's Reports - Receive Reports and discuss:
January 31, 2014
5. Authorize Mayor, Harry W. Rilling, to execute a contract with the City of Norwalk and Charles B.Feldman & Associates to provide audits of business personal property accounts as detailed in RFP No. 3308. Amount not to exceed \$20,000 in Fiscal Year 2013-14 and not to exceed \$10,000 in each of the subsequent four optional years (Account 011330-5253)
6. Authorize the Mayor, Harry W. Rilling, to execute a contract extension with DB& R Consulting, LLC, to provide risk management consulting services for the period commencing January 1, 2014 and ending December 31, 2014, for an hourly rate of \$195/hour, and not to exceed \$75,000. Account #161343-5258
7. Authorize the Purchasing Agent to issue annual Blanket Purchase Orders for the purchase of miscellaneous office Supplies with W B Mason Co., Inc. for an annual amount not to exceed \$100,000.00, commencing on or about March 1, 2014, for three (3) calendar years, with options to extend the issuance of blanket purchase orders for two (2) additional two (1) year periods.
8. Receive Board of Estimate and Taxation Appropriations dated:
February 10, 2014
9. Fiscal Year 2014-2015 Operating Budget and Cap Review and Discussion and Recommendation.

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JANUARY 9, 2014**

ATTENDANCE: Bruce Kimmel, Chair; Douglas Hempstead, Jerry Petrini, David McCarthy, Travis Simms (7:06 p.m.)

STAFF: Thomas Hamilton, Director of Finance; Fred Gilden, Comptroller; Lisa Biagiarelli, Tax Collector

OTHERS: Charles Arquette, Vision Government Solutions, Inc; David Arnold, Vision Government Solutions, Inc; Charlene O'Shea, Vision Government Solutions, Inc; Michael Stewart, Norwalk Tax Assessor; Gerald Foley, Purchasing Agent; Council Member Glenn Iannaccone; Karen DelVecchio, IT Director; Mayor Harry Rilling

CALL TO ORDER.

Mr. Kimmel called the meeting to order at 7:00 p.m. A quorum was present. Mr. Kimmel introduced the Committee members present.

PUBLIC PARTICIPATION.

There was no one from the public that wished to address the Committee at this time.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE
MEETING.**

December 12, 2013.

**** MR. MCCARTHY MOVED THE ITEM.**

**** THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 12, 2013
MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

Claims Committee: receive the monthly Claims report: review and approve claims as required for Claims Report dated January 9, 2014.

Narrative on Tax Collection dated January 9, 2014 - Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss. December 31, 2013.

Ms. Biagiarelli explained that there were no claims that needed approval.

Ms. Biagiarelli said that the City was on track for revenues and delinquent amounts are coming in because of the tax sales. The final numbers won't be available until after the July sale. There is also a project to insure restaurants have health department licenses.

Mr. Travis Simms joined the meeting at 7:06 p.m.

Mr. Kimmel asked about the grease collection system. Mr. Petrini then gave a brief overview of how his system works. There is a two-tier fee structure. Mr. Hamilton said that Norwalk was an early participant in the program, which is now a statewide program. The lower the amount of grease in the water, the lower the fee. Mr. Hamilton said that he thought that having the tax collector handle this was efficient.

Mr. Kimmel asked what the "Alias tax warrant" was. Ms. Biagiarelli said that this was a warrant that allowed a sheriff to go to a location to inspect it for personal property if she could not go herself.

Authorize the Purchasing Agent to issue purchase orders to SHI International Corporation of Somerset, NJ, for the supply, installation and training services, and 12 months of Gold support for a UniTrends Recovery System [Project Bid ##3372] for an amount not to exceed \$46,931.00, account 09140600-5777-C0375 (approved IT capital budget item; no special appropriation required.)

Ms. DelVecchio said that the back up and archive system at the Police Department is a tape system that was installed in 2004. The City Hall changed over to a disc system and stores the back up offsite. This has worked well. This is a critical need for the police department. The IT committee is recommending that this be given to the lowest authorized bidder. All the bidders that responded to the RFP were authorized dealers of the product.

**** MR. PETRINI MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO SHI INTERNATIONAL CORPORATION OF SOMERSET, NJ, FOR THE SUPPLY, INSTALLATION AND TRAINING SERVICES, AND 12 MONTHS OF GOLD SUPPORT FOR A UNITRENDS RECOVERY SYSTEM [PROJECT BID ##3372] FOR AN AMOUNT NOT TO EXCEED \$46,931.00, ACCOUNT 09140600-5777-C0375 PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent, Gerald J. Foley, to forward to the Ordinance Committee the request to raise the City's bid Threshold amount to \$25,000 as allowed by Public Act No. 13-71.

Mr. Foley came forward and said that the State now changed its threshold. The City has currently a threshold of \$10,000.

Mayor Rilling joined the meeting at 7:17 p.m.

City of Norwalk
Finance/Claims Committee
Regular Meeting
January 9, 2014

Now the State has raised their threshold and Mr. Foley was requesting the City to approve raising its threshold to \$25,000. This would save money by not requiring going out to bid, avoid the cost of newspaper ads and be in line with the procurement guidelines. Three quotes would still be required. Mr. Hamilton said that the bid process can be cumbersome and this would allow more efficiency for the departments.

Mr. Foley then distributed copies of the procurement guidelines, which are actually ordinances. He then reviewed the various thresholds and the circumstances that would require the Finance Committee to review large purchases.

Mr. Hempstead pointed out that the ordinance was formally adopted in 2005 and suggested that it might be worthwhile to review the procurement guidelines to update them.

The discussion then moved to the process of removing surplus equipment from the City property.

Mr. Kimmel asked if the guidelines would include the Board of Education when they dispose of their computers, vehicles, etc. Mr. Hamilton said that the BOE is required to follow the guidelines but they do not have to go through the City to do it. Mr. Foley said that the BOE would most likely have a surplus sale.

Mr. Foley listed the various sections of the guidelines that would have to be amended or adjusted. Mr. Kimmel said that he was curious about the disposal of property and asked Mr. Foley to report back to the Committee on this.

Mr. Kimmel then asked about the amount of bidders that are required when a bid is released. Mr. Foley then reviewed the process. Ideally, the City wants three quotes, but there are times when that is not possible. Discussion followed.

Mr. Hempstead said that he was fine with forwarding this to the Ordinance Committee.

**** MR. KIMMEL MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT, GERALD J. FOLEY, TO FORWARD TO THE ORDINANCE COMMITTEE THE REQUEST TO RAISE THE CITY'S BID THRESHOLD AMOUNT TO \$25,000 AS ALLOWED BY PUBLIC ACT NO. 13-71 PASSED UNANIMOUSLY.**

Mr. Hamilton asked if the item had to go the Council first. Mr. Hempstead replied that it had to go to the Ordinance first before going to the Council.

Receive Board of Estimate and Taxation Appropriation dated January 6, 2014.

Mr. McCarthy said he did not know the particulars regarding this item. He then asked about the special phones charges. Mr. Hamilton said that the State requires these special phones at the voting locations. The City is currently renting these phones but is considering installing them at the locations permanently. He added that this item was being presented to the Committee for their information only.

October 1, 2013 Revaluation Update.

Mr. Stewart said that there had been a series of public meetings held in Rowayton, East Norwalk, South Norwalk, Spring Hill and Cranbury and the meetings were recorded and posted on the City website.

The informal appeal hearings are underway for the public. The last hearings are scheduled for Saturday, the 11th. The evaluation process is between 90 to 95% complete. There are about 45 items that are being discussed with the reevaluation company. An update on these items will be available on January 10th. Work is going on to connect the real estate software to the MUNIS system so an Grand List can be produced. Mr. Stewart introduced members of the company to the Committee members.

Mr. Petrini then asked about the informal hearings process. Ms. O'Shea then gave an overview of the process. Mr. Stewart said that he was intending to ask the Mayor for a month extension for the informal hearings. Formal hearings will start in March 20th.

Mr. McCarthy said that he had attended the meeting at Brien McMahon and commended the staff and the Vision employees for their work at the meeting. The discussion moved to the availability of sales data to the general population.

Mr. Hempstead said that it might be worth planning presentations in June for those who have sticker shock. One of the Vision staff said that on the company website there was a section for Frequently Asked Questions (FAQs) about revaluations. She added that most of what the company does is education. There is also a section included on how to prepare for an informal hearing. Mr. Hempstead asked about how many appeals went to court after the last revaluation. Mr. Stewart said that he thought that there were about 40 cases that were still in the court. Most of the appeals were in the low double digits.

Mr. Kimmel asked if the other towns are as involved in public education. He was told that the Tax calculator was not available in most towns. While most towns do hold public information meetings, they do not provide as many as Norwalk.

Mr. Kimmel asked how items like wetlands or flood zones were accounted for. Mr. Arquette reviewed the process. Mr. Kimmel asked if there were any broad changes in the revaluation. He was told no.

Mayor Rilling left the meeting at 8:23 p.m.

Mr. Kimmel asked if the Committee wished to have Mr. Stewart come back to update the Committee. It was decided that Mr. Stewart would come back and update the Committee at the April 10th meeting.

Fiscal Year 2014-15 Budget Update.

Mr. Hamilton said that he had met with every department head, including the Board of Education, regarding their requests. Now a budget recommendation is being constructed and should be released on February first for the Capital budget. He outlined the timeline for the budget process. The Council will be setting the cap for the Capital budget on April 8th.

Regarding the Operating Budget, the BET will be receiving the budget on the second Monday in April. The public hearing will be on February 20th. The Council must set the cap during their second meeting in February.

Mr. Hempstead said that he had contacted Mr. Lyons about scheduling an informal presentation for the entire Council. This was done last year and was very informative. He suggested the January 29th or 30th. It was agreed that this would be scheduled on the 29th at 7:00 p.m.

Mr. Hempstead asked about the grant funding process. Mr. Hamilton gave an overview. He explained that the grant committee makes suggestions to him and that information is passed to the BET.

Mr. Hempstead said that the CDBG funding has a follow-up process, but that the City does not have that. Mr. Hamilton said that there was an opportunity in the process to ask the grant recipients if they achieved their funds. Audit reports are provided for the various agencies.

Mr. Hamilton asked about the operating surplus fund. Mr. Hamilton said that the funds could only be expended through an appropriation process. Discussion followed about the details of these issues.

Mr. Simms asked about the farmland budget. Mr. Hamilton said that there was a State requirement that when a real estate transaction happens, a few dollars are held back and sent to the State. The City retains a dollar or so that is held in the City for Capital projects and can be used with LoCip funds. He said that he believed there were about \$70,000 in the budget. Mr. Simms asked if any of the funding was used for Fodor Farm. Mr. Hamilton said that he would check to see what projects were funded with the money. Since Fodor Farm is City owned, the funds could be used for capital projects.

Mr. Simms left the meeting at 8:50 p.m.

Mr. Kimmel asked about the BOE textbooks allocations. Mr. Hamilton said that the Common Core curriculum may be separate from the textbooks. Mr. Kimmel asked if there would be a

problem with the fact that the BOE was purchasing textbooks in both the Capital budget and the Operating Budget.

Mr. Hempstead asked about the unassigned fund balance and how the funds are expended. Mr. Hamilton said that there was a fund balance policy that was approved in 2007. He said that in the future, he may request the policy be changed since it stipulates that if the balance reaches 5%, the Council will take action. The current policy deems that if fund balance is over 10%, some funds can be used for capital non-reoccurring expenses. However other triple A rated municipalities are keeping their fund balances at 10%. Currently, the fund balance is about 9.5%.

Receive information on Tax Relief Programs for the elderly and discuss.

Mr. Kimmel said that there were three Committee members who were absent. He said that it would be best to reschedule this item to the March agenda.

Mr. Hempstead said that this information had been requested back in 2011. Mr. Hamilton said that he had the 2011 information. He said that the City was spending about \$100,000 more than projected, but added that there had been a number of seminars held throughout the City. Currently, it costs the City about 1.1 million in revenue.

Mr. Kimmel said that he would like to see the audit report in March for an overview. He said that about a year ago a new software program had been approved. Mr. Kimmel said that the final revaluation updates were scheduled and he would like an update on the software in April.

ADJOURNMENT.

**** MR. PETRINI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

**CITY OF NORWALK
FINANCE COMMITTEE
SPECIAL MEETING
JANUARY 29, 2014.**

ATTENDANCE: Bruce Kimmel, Finance Committee Chairman; Douglas Hempstead
John Igneri, David McCarthy, Jerry Petrini, Travis Simms, David
Watts (7:08 p.m.)

OTHERS: Dr. Manuel Rivera, NPS Superintendent of Schools; Tony Daddona,
Deputy Superintendent of Schools; Richard Rudl, Chief Financial Officer;
Ralph Valenzisi, Chief of Technology, Partnerships and Innovation; Craig
Creller, NPS Math Instructional Specialist; Brenda Williams, NPS
Communications Director; George Giannitti, NPS Central Office;
Francine Hakim, Brookside teacher; Pamela Serlin, Brookside teacher;
Bruce Mellion, NFT; Thomas Hamilton, Finance Director; Eloisa
Melendez, Common Council; Shannon O'Toole-Giandurco, Common
Council; Mayor Harry Rilling (7:08 p.m.); Fay Bowman, Common
Council (7:11 p.m.); Michelle Maggio, Common Council (7:13 p.m.);
Richard Bonenfant, Common Council (7:24 p.m.); John Kydes, Common
Council (7:35 p.m.)

CALL TO ORDER.

Mr. Kimmel called the meeting to order at 7:00 p.m. Introductions were made. Mr. Kimmel said that seventeen questions had been sent to the BOE and that thorough answers had been provided quickly.

Dr. Rivera said that when he came to Norwalk, he wanted to get a clear sense of where the District needed to go and what the goals were, along with what the priorities are. This will determine the strategies and the method of measuring the progress. He then narrated a PowerPoint presentation, which will be available on the Norwalk Public School website.

Parents value their teachers and diversity. Many people are concerned about after school programs and class size. As the information came in, the administration analyzed the information

Committee Member Watts and Mayor Rilling joined the meeting at 7:08 pm.

Norwalk is now aligned with the Norwalk ACTS goals. There are ways to save money, be more efficient but Dr. Rivera did not want to advance recommendations in the budget without having the long term goals in clear focus. The budget contains both recommendations for this coming school year and also for 29014-15 and 2015-16.

Council Member Bowman joined the meeting at 7:11 p.m.

Dr. Rivera then reviewed the Mission, Vision and the Primary Goal of the Norwalk School District, which were all outlined in the PowerPoint presentation. In order to close the achievement gap, every student must meet the goal level in 3rd grade reading.

Council Member Maggio joined the meeting at 7:13 p.m.

The Focus Areas and Priorities for the District were the next topic that Dr. Rivera. The District is moving forward with the Common Core State Standards. He said that the District will be moving forward with care in order to avoid the problems that the State of New York experience due to moving forward too quickly.

Dr. Rivera said that there were several areas that needed to be address regarding the online testing that will occur in the spring. Mr. Kimmel expressed concern about the students being ready to take the tests online. Mr. Valenzisi gave a brief overview of the technology. A number of the schools now have adequate Internet service. The students will have the opportunities to start working with the Chrome Books and other computers in the next few weeks. The District is rolling out the information as quickly as the State releases it.

Mr. Daddona said that New York State went with a paper test, but Connecticut will be using an online testing method. All the IEPs have been amended because they were based on the CAPT tests.

Council Member Bonenfant joined the meeting at 7:24 p.m.

Dr. Rivera said that the number of Norwalk Students who are now placed out of District has increased recently.

He added that there were some issues with the scheduling and the number of high school study halls. This situation is being analyzed as the high school students will need to have 25 credits to graduate rather than the current 20 credits.

Council Member Kydes joined the meeting at 7:35 p.m.

Mr. Daddona said that one of the issues with the number of study halls is that the high schools need more teachers.

The District is working on a Facility Utilizations Plan in order to accommodate the projected enrollments. Dr. Rivera said that he would like to see more after school programs for the students. If Norwalk becomes a District with more than 50% of the students eligible for Free and Reduced Lunches which will change how the Title 1 funding can be used.

Dr. Rivera said that Norwalk is viewed as a wealthy community because of its proximity to several wealthy communities. However, our demographics are much closer to Danbury's.

However, our ECS percentage is more than 14% lower than Danbury's. Mr. Hempstead said that if there was anything that the Council could do to support the District in terms of the ECS disparity. Dr. Rivera said that he was working with someone who is familiar with the outdated ECS formula and the State Education Committee. Mr. Barbis said that State Representative LaValle had reconfigured the ECS formula slightly and run some numbers that would have adjusted the percentage to a more appropriate level at no cost to any other district.

Mr. Rudl then reviewed the Revenue Assumptions for 2014/2015. He said that there is a 4% increase expected for health insurance. He also reviewed the costs associated with the Affordable Care Act for the District. The discussion moved back to the increased costs associated with the recent Avalon development on Strawberry Hill Avenue. The District will be receiving less of a reimbursement from the State for transportation. The District will be going out to bid on the transportation contract. Dr. Rivera said that every time a student has an out of district placement, it drives up the cost of the overall tuition. Discussion about the details then followed.

Mr. Rudl then reviewed the expenses with those present, including the reductions. These reductions included the elimination of six positions, three of which were vacant.

Mr. Kimmel asked what would happen with the planetarium. Mr. Valenzisi gave a brief overview of the plans for the planetarium and the potential development of a science center.

Dr. Rivera said that his job is to improve systems, delivery of services to special education students, to support the common core and move the district forward.

Mr. Hempstead asked if there was a plan in place to do a three year projected budget and longer term planning. Dr. Rivera said that the type of detailed analysis will help with the projections. There are several major areas that were flagged for further research, such as transportation and special education. The assumptions that were made for the longer term projections were that the budget would remain flat. Efforts will continue to find more state aid and grant funding.

Mr. Hempstead asked about the health care savings. Mr. Rudl said that they have been tracking these costs because the District is self insured. Mr. Kimmel asked Mr. Rudl to continue to control the health costs.

Mr. Watts thanked Dr. Rivera for his concerns about the ECS inequity and reiterated Mr. Hempstead's comment regarding the support from the Common Council. Dr. Rivera said that it would be important to develop good strategies to reach out to other legislatures in the other areas.

CAPITAL BUDGET.

Mr. Rudl then directed everyone to the section on the Capital Budget goals. The key projects will include the Common Core materials, enhancements to school security, district technology, a construction project for Rowayton, and district paving.

Mr. Kimmel asked if other district included textbooks as Capital expenditures. Dr. Rivera said that it was not uncommon to have the textbooks in Capital because they were expected to be used for more than five years, whereas workbooks were in Operating because they were consumables.

Mr. Valenzisi said that he expected to see publishing and technology change in the next few years. Mr. Hempstead said that he had heard that some of the curriculum and textbooks were used and then left to sit on the shelves. Dr. Rivera said that the biggest concern was not that the Common Core would be used, but how the District will utilize it. Discussion followed about the various details of the technology involved.

Dr. Rivera then gave an overview of the school safety capital budget.

Mr. Kimmel commented that this year's capital budget was somewhat unique in that the items listed were required for testing and safety concerns. Mr. Hamilton said that the Capital budget will be released on Friday and that it may be a bit higher than last year. He said that the State reimbursement for Norwalk High had turned out to be much lower than expected, which will affect the cost of the Rowayton project. Mr. Hempstead said that he appreciated the longer term maintenance planning.

Mr. Kimmel said that one of the questions that had been sent to the administration concerned the portables at Rowayton. He said that as there had been a number of expansions at different schools and the portables are moved to the various school sites as needed.

Dr. Rivera said that it would be important to set some standards about the portables. Based on those standards, the District can then decide what the future role of the portables will be. However, this must be done thoughtfully rather than in terms of a reaction to an issue.

Mr. Simms asked if there had been any studies done regarding using solar panels and other green technology. Mr. Rudl said that the schools were changing out the light bulbs to more efficient ones. There is also an effort underway to purchase electricity jointly with the City.

Mr. Kimmel asked if the paving projects were coordinated with DPW. Mr. Rudl said that the projects were coordinated.

Mayor Rilling said that he wanted to applaud the Board and Dr. Rivera for putting together a reasonable budget. He said that Mr. Hamilton, Mr. Barron, Mr. Barbis, and Mr. Lyons had already reviewed this budget. Mr. Mellion said that the budget appeared to be reasonable. Mr. McCarthy said that he understood that Mr. Lyons was out of town, but he was disappointed that only member of the BOE present at the meeting was Mr. Barbis. Mr. McCarthy said that two years ago, there was a crisis and the Common Council ended up in the middle of it. The major issue is about trust. Mr. Bonenfant said that he hoped that the maintenance would be kept up so that the building would last longer.

Mr. Kimmel conclude the meeting by announcing that on Feb 13th the budget will be presented to the Council. There will be a public hearing on the Operating Budget on the 20th. The full council will vote on budget cap on the 25th.

ADJOURNMENT.

**** MR.IGNERI MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

AGENDA

FEBRUARY 13, 2014

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED
CLAIMS COMMITTEE

APPROVED BY
TAX COLLECTOR

REPORTED TO
CLAIMS COMMITTEE

AUSTIN COURTENAY D	12-MV-302683 (\$68.49)	PRORATION
BETANCOURT MICHAEL	12-MV-304798 (\$29.25)	PRORATION
BREU CHARLES J	12-MV-306270 (\$50.35)	PRORATION
BRIGGS AARON KYLE	12-MV-306319 (\$89.32)	PRORATION
BROWN RONALD V	12-MV-306687 (\$284.81)	PRORATION
BUTHER PATRICIA E	12-MV-307306 (\$53.75)	PRORATION
CARTER WILLIAM S	12-MV-309391 (\$26.63)	PRORATION
COEN LAURA	12-MV-311795 (\$22.99)	ABATEMENT
COUGHLAN PETER G JR	08-MV-402160 (\$108.17)	VETS EXEMPTION APPLIED
	09-MV-313166 (\$125.95)	VETS EXEMPTION APPLIED
	10-MV-313162 (\$141.97)	VETS EXEMPTION APPLIED
	11-MV-313083 (\$121.18)	VETS EXEMPTION APPLIED
	(497.27)	
DAIMLER TRUST	12-MV-314104 (\$486.77)	PRORATION
DAIMLER TRUST	12-MV-314234 (\$627.89)	PRORATION
DAVID CURTIS M JR	12-MV-314606 (\$80.43)	ABATEMENT
GARCIA OSCAR	12-MV-322942 (\$25.61)	PRORATION
GEDNEY REX B	12-MV-323346 (\$158.78)	PRORATION
HONDA LEASE TRUST	11-MV-328662 (\$135.86)	PRORATION
	12-MV-328821 (\$277.29)	ABATEMENT
	(413.15)	
HONDA LEASE TRUST	12-MV-328517 (\$380.87)	PRORATION
	12-MV-328603 (\$313.55)	PRORATION
	12-MV-329006 (\$432.45)	ABATEMENT
	(1,126.87)	
KHISTI ASHUTOSH A	11-MV-332379 (\$79.98)	PRORATION
LARUSSO RICHARD J	12-MV-334840 (\$28.24)	PRORATION
MANCINI NATALIA G	11-MV-407950 (\$215.38)	ABATEMENT

CLAIMS COMMITTEE MEETING

**REFUNDS PROCESSED
CLAIMS COMMITTEE**

**APPROVED BY
TAX COLLECTOR**

**REPORTED TO
CLAIMS COMMITTEE**

NARDI LINDA G		12-MV-343472 (\$18.26)	PRORATION
NAVARRO GERMAN		12-MV-343607 (\$76.37)	PRORATION
NOVOA WILLIAM F		12-MV-345339 (\$12.00)	OVERPAYMENT
	(\$102.28)	12-MV-345338 (\$90.28)	ABATEMENT
OROURK DARREN J		12-MV-346155 (\$196.65)	PRORATION
SELLERS SWANETTE		12-MV-355916 (\$192.05)	ABATEMENT
TAY PAUL T		10-MV-360734 (\$81.94)	ABATEMENT
TOYOTA MOTOR CREDIT CORP		12-MV-361954 (\$84.88)	PRORATION
	(\$180.30)	12-MV-361957 (\$95.42)	PRORATION
TOYOTA MOTOR CREDIT CORP		12-MV-361791 (\$381.69)	OVERPAYMENT
TOYOTA MOTOR CREDIT CORP		12-MV-361797 (\$95.42)	PRORATION
		12-MV-361813 (\$169.77)	PRORATION
	(\$672.85)	12-MV-362138 (\$407.66)	PRORATION
TOYOTA MOTOR CREDIT CORP		12-MV-361677 (\$868.62)	PRORATION
		12-MV-361978 (\$435.04)	PRORATION
		12-MV-362043 (\$223.00)	PRORATION
	(\$1,717.51)	12-MV-362081 (\$190.85)	PRORATION
USB LEASING LT		12-MV-363142 (\$305.99)	PRORATION
VARGA-GUGLIELMO MARIANN		12-MV-363824 (\$11.05)	PRORATION
WALKER ALLISON C		11-MV-365163 (\$438.09)	ABATEMENT
LASPROGATO ROSE		12-RE-115012 (\$100.00)	CASHIER#1 OVERAGE IN CASH

SPECIAL REQUEST

CORELOGIC TAX SERVICE		12-RE-119911 (\$191,246.37)	OVERPAYMENT/PAID IN ERROR/TAX APPEAL
RE: ONE HUNDRED NORWALK LLC			
GLOBAL MONTELLO GROUP CORP		11-PP-201151 (\$7,620.98)	PRORATION
	(\$13,801.23)	12-PP-201131 (\$6,180.25)	PRORATION



DEPARTMENT OF FINANCE
OFFICE OF THE ASSESSOR

MEMORANDUM

Date: January 31, 2014

To: City of Norwalk
Finance/Claims Committee

From: Michael J. Stewart, CCMA II - Assessor

Re: Request Contract Approval – Charles B. Feldman and Associates

The International Association of Assessing Officers (IAAO) and the Connecticut Association of Assessing Officers (CAAO) recommends periodic audits of business personal property accounts as a tool for improving personal property declaration filing compliance, and to increase the thoroughness and accuracy of declarations filed.

The City of Norwalk has maintained a business personal property audit program for many years. The 2011 audit results indicate that Norwalk continues to benefit from conducting audits. That audit included the 2008 through 2010 Grand List filings for eleven companies. The total tax revenue increase resulting from the audit was \$141,539.97. The city collected the full amount of tax revenues from all the companies with one exception; a company that closed.

RFP No. 3308 solicited vendors to bid for performing auditing services on selected business personal property accounts in the City of Norwalk. In August 2013 RFP No. 3308 was issued to determine market pricing for business personal property auditing services. On September 12, 2013 submissions from the three responding firms were unsealed.

The responding firms provided bids for a pilot program of forty (40) audits and annual audits for 20 accounts in fiscal years 2015, 2016, 2017 and 2018. Please see the attached summary of responses prepared by Norwalk's Purchasing Department.

Charles B. Feldman and Associates was the low bidder for the pilot program and as well as for the annual audits. Additionally, Charles B. Feldman has successfully performed personal property audits for Norwalk for the past ten years. Based on the firms bid price and experience I selected Charles B. Feldman & Associates as the winning bidder for Project # 3308.

I respectfully request that you authorize Mayor, Harry W. Rilling to execute a contract with the City of Norwalk and Charles B. Feldman & Associates to provide audits of business personal property accounts as detailed in RFP No. 3308.

Attachment

CC: Frederic J. Gilden, Comptroller
Thomas Hamilton, Director of Finance
Gerald Foley, Purchasing Agent

September 12, 2013

TAX ASSESSOR

**NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT #3308
Appraisal Services - Audit of Business Personal Property**

Thank you for your response to our request for proposals. The following is a summary of the submissions received.

		FIRMS		
		Charles B. Feldman & Associates, Inc.	Reed & Associates CPAs, Inc.	Tax Management Associates, Inc.
	FEE COMPONENTS			
A.	Pilot Program - 40 Audits	\$20,000.00	\$33,000.00	\$30,000.00
B.	Optional Years - 20 Audits per Fiscal Year			
	<i>Proposed Lump Sum Fiscal Year 2015.</i>	\$10,000.00	\$16,500.00	\$15,000.00
	<i>Proposed Lump Sum Fiscal Year 2016.</i>	\$10,000.00	\$16,500.00	\$15,000.00
	<i>Proposed Lump Sum Fiscal Year 2017.</i>	\$10,000.00	\$16,500.00	\$15,000.00
	<i>Proposed Lump Sum Fiscal Year 2018.</i>	\$10,000.00	\$16,500.00	\$15,000.00
C.	Total Proposed Fee – Item A + Item B	\$60,000.00	\$99,000.00	\$90,000.00



DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: February 4, 2014

TO: Bruce Kimmel, Chairman, Finance Committee

FROM: Thomas Hamilton, Director of Finance

RE: Contract Authorization – DB & R Risk Management Consulting

For the past five years, the City has contracted with DB&R Consulting LLC to provide the City with professional risk management consulting services. This contract is in lieu of the City hiring a full-time Risk Manager. The contract risk manager engaged under this contract provides a broad range of services to the City in the areas of insurance procurement and remarketing, loss control and safety, claims reporting and handling, insurance budgeting and departmental cost allocation, and providing on-site services to City departments. The full scope of services of this engagement is attached.

DB& R Consulting's current contract expired on 12/31/2013, and we are seeking authorization to extend the contract for a one-year period, until 12/31/2014. DB&R was originally selected through a full RFP process to which they responded and were deemed to be the most qualified proposer. The City has been satisfied with their services for the past five years, however, we are presently evaluating whether or not the City wants to consider retaining the services of a full time risk manager in lieu of continuing to contract for these services long-term. In the interim, however, it is important that the City continue to engage the services of DB& R Consulting so that we have continuity in service in this important area of operation. Services would continue to be billed at the existing hourly rate of \$195/hour, with an estimate of 32 hours/month.

I would expect to make a decision concerning whether the City will continue to contract for these services or to look to bring them in-house shortly after July 1st. At that time, we would either issue a new RFP to provide contract risk management services for the next five years, or look to begin the process of creating and filling an in-house risk manager position for calendar year 2015.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute a contract extension with DB& R Consulting, LLC, to provide risk management consulting services for the period commencing January 1, 2014 and ending December 31, 2014, for an hourly rate of \$195/hour, and not to exceed \$75,000. (Account #161343-5258)

Cc: Harry Rilling, Mayor

1.2 Scope of Services

The City of Norwalk has a comprehensive program for managing all areas of risk, including health and life insurance for active and retired employees, workers' compensation, heart and hypertension, property and casualty, general liability, professional liability, and other exposures including theft, performance and surety. While in the past the City employed a full time risk manager, since 2003 the City has outsourced these functions to an independent contractor. The City's current contract expires on 12/31/2008, and we are seeking proposals for a successor contract. Since the City already retains the services of a health benefits consultant, this engagement will not include health benefit consulting services. The activities of the risk management program are accounted for in an internal service fund. This fund operates on a full accrual basis within self-insured retention levels. The City is seeking a qualified Risk Management Advisor to provide advisory and other services, on an as needed basis. Among the activities that the Advisor may be requested to perform are the following:

- a. Periodic full remarketing (every 3-5 years) of the City's Property & Casualty insurance program.
- b. Periodic full remarketing (every 3-5 years) of the City's self-insured worker's compensation program.
- c. Implementation of the annual Property & Casualty (P&C) insurance renewal program. Review and finalize all new insurance policies effective at the start of each fiscal year.
- d. Analyze and prepare a cost/benefit analysis relative to the appropriate level of self-insurance that the City should retain with respect to the various loss exposures that it faces.
- e. Prepare annual renewal information for brokers and carriers. Collect underwriting information, complete renewal applications, contact departments for updated underwriting information, prepare citywide statement of value, review citywide automobile listing, update financial information, collect quarterly reports from City Hall, Parks and BOE for Special Events, policy, etc.
- f. Oversee and participate in loss control visits by the designated broker and insurer, where requested.
- g. Review and make recommendations on the existing insurance wording used in procurement contracts. Assist Purchasing Agent with this analysis and evaluation of the RFP process.
- h. Interface/troubleshoot situations with Corporation Counsel on claim payments and reserving practices. Review vendor contracts for appropriate insurance wording. Negotiate with vendors Risk Management departments, where appropriate.
- i. Participate in the City's Risk Management activities required to manage, oversee and

implement appropriate City Planned Training Programs and safety management.

j. Attend and facilitate Quarterly Citywide Safety and Health meetings. Review and edit meeting minutes for distribution.

k. Develop comprehensive Annual Summary Report for Workers' Compensation experience. This will include department analysis for type of injury, cause of loss, body part injured, lag time, total expenses, average costs per claim, etc. Provide recommendations for training.

l. Work with CIRMA Claims Adjuster on a weekly basis regarding the status of claims within the City.

m. Prepare insurance budget on a citywide basis by line of coverage, including preparation of departmental cost allocation. This includes premium and assessments for 2nd Injury Fund, and Heart & Hypertension budget projections.

n. Oversee Builder's Risk policy placement for school construction projects. This includes coordinating with Facilities Manager and construction manager.

o. Verify TPA charges on monthly basis.

p. Coordinate Outdoor Permit Certificate requirements for local eateries. Review all documentation and contract local businesses for additional or renewal certificates of insurance.

q. Coordinate safety training. Assist Finance Secretary in documenting training.

r. Work with brokers and TPA in reporting claims. Assist with third party property/automobile liability claims with the Controller's Office.

The Contractor's staff must be available for consultation with City staff on an as-needed basis between 8:00 a.m. and 5:00 p.m., Monday through Friday.

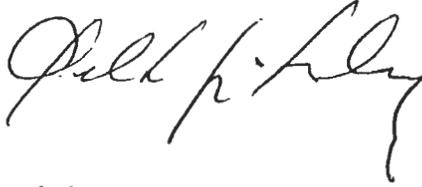
MEMORANDUM

February 6, 2014

To: Chairperson
Finance Committee

From: Gerald J. Foley
Purchasing Agent

Subject: Office Supplies
Re: Award recommendation



Recently the City solicited proposals for Office Supplies.

The City received proposal submissions from four (4) firms interested in providing Office Supplies to the City. Proposal submissions were received from: W B Mason Co., Inc.; Universal Business Equipment Corporation; Office Max and; Staples.

The proposal submissions received were reviewed internally by the City's Purchasing Department staff namely: Dave Carroll, Purchasing Officer; Karen Kelsey, Purchasing Assistant; Denese Thompson, Part-time clerk and myself.

Each submission was evaluated based on the criteria outlined within the City's RFP.

After a thorough review, we have unanimously decided that the W B Mason Co. Inc. had presented the best overall offer to provide Office Supplies to the City.

In short, W B Mason Co, Inc. provided the lowest overall costs and the best overall value to the City in comparison to the other submissions.

Accordingly, it is my recommendation that WB Mason Co., Inc. be awarded this agreement.

I recommend that this award be for a period of three (3) years with the City having two (2) additional one (1) year optional extensions periods.

For your review, I have attached a summary of proposed costs.

Thank you for your assistance in this matter.

Please contact me at extension 47892 if you have any questions.

Agenda Language:

Authorize the Purchasing Agent to issue annual Blanket Purchase Orders for the purchase of miscellaneous office Supplies with W B Mason Co., Inc. for an annual amount not to exceed \$100,000.00, commencing on or about March 1, 2014, for three (3) calendar years, with options to extend the issuance of blanket purchase orders for two (2) additional two (1) year periods.

Acct various.

NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT #3235
 SUPPLY & DELIVERY OF OFFICE SUPPLIES

	W.B. Mason Co., Inc.	Universal Business Equipment Corp.	Office Max	Staples
A. OFFICE SUPPLIES	16,415.86	26,709.59	32,876.82	28,742.60
B. TONER	72,634.80	78,901.71	93,942.67	89,460.24
C. TOTAL	89,050.66	105,611.30	126,819.49	118,202.84

SECTION A

RESOLVED

**SPECIAL APPROPRIATIONS - FEBRUARY 10, 2014
BOARD OF ESTIMATE AND TAXATION**

ADVERTISED ITEM:

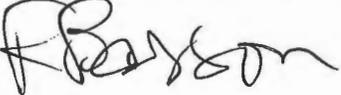
FISCAL YEAR 2013-14:

1. RESOLVED, that a sum not to exceed \$28,000 be and the same is hereby transferred from Contingency to the Norwalk Redevelopment Agency to cover the anticipated costs of hiring a Business Development Officer. (Account #01-7025-5B0620).



DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT & BUDGETS

MEMORANDUM

DATE: February 6, 2014
TO: The Members of the Board of Estimate and Taxation
FROM: Robert Barron 
RE: Special Appropriation – Registrar of Voters

Tim Sheehan, the Executive Director of the Norwalk Redevelopment Agency, is requesting a special appropriation of \$28,000 to fund the costs anticipated with the hiring of a new Business Development Officer. Tim explains in the attached memorandum that this supplemental funding request is due to a change in the insurance budget assumption for the position—the new hired employee is assumed to require an insurance contribution whereas the budget for the current year had not.

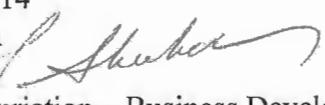
ACTION REQUESTED:

1. Authorize a special appropriation in the amount of \$28,000 for the Norwalk Redevelopment Agency for expenses associated with the hiring of a new Business Development Officer. The funds will come from the City's contingency account 01-9600-5900 and will be placed into the Norwalk Redevelopment Agency account 01-7025-5B0620

FINANCE RECOMMENDS THE APPROVAL OF THIS REQUEST

NORWALK  DEVELOPMENT AGENCY

MEMORANDUM

DATE: January 24, 2014
 TO: Tom Hamilton
 FROM: Tim Sheehan 
 RE: Special Appropriation – Business Development Officer (BDO)

The City of Norwalk’s Redevelopment Agency requests a special appropriation of \$28,000 to cover the anticipated costs of hiring a Business Development officer. A posting for the position will be made shortly with an anticipated start date of 3/24/2014.

The budgeted shortfall in funding for this position are due to a change in the insurance budget assumption and the costs associated with the recent vacancy of the position, i.e. sick and vacation accrued payouts. The new hired employee is assumed to require an insurance contribution whereas the budget for the current year had not.

	BUDGET RECOMMEND
GROSS PAYROLL	\$ 90,168
TAXABLE PAYROLL (gross - 25% medical)	\$ 79,577
SS (6.2%)	\$ 4,934
MED (1.45%)	\$ 1,154
TOTAL PAYROLL TAXES	\$ 6,088
MEDICAL (75% share)	\$ 31,774
401K Match (12.5%)	\$ 11,271
ST DISABILITY	\$ 772
DENTAL	\$ 585
ACCRUED SICK (SALARY/260*9DAYS*100%)	\$ 3,121
WORKERS COMP.	\$ 418
LIFE	\$ 1,471
ADP FEES	\$ 691
TOTAL OTHER PAYROLL COSTS	\$ 50,103
ANNUAL PERSONNEL COSTS	\$ 146,358
WEEKLY PERSONNEL COSTS (52.2/YR)	\$ 2,804
COSTS FOR 14.2 WEEKS (est. hire 3/24/2014)	\$ 39,814
REMAINING BUDGET	\$ (11,824)
SPECIAL APPROPRIATION REQUEST	\$ 27,990

Cc: John Slovak, Redevelopment
 Robert Barron, Management & Budgets