

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE MEETING
REGULAR MEETING
JUNE 12, 2014**

ATTENDANCE: Dave McCarthy, Jerry Petrini, David Watts,
Douglas Hempstead, Travis Simms, John Igneri

STAFF: Thomas Hamilton, Finance Director
Lisa Biagiarelli, Tax Collector
Fred Gilden, Comptroller
Michael Stuart, Tax Assessor
Karen Del Vecchio, IT Director
Diane Barry, Risk Management Consultant
Tom Schadlich, Chief of Technical Services, Library

CALL TO ORDER

Mr. Petrini called the meeting to order at 7:05PM

1. PUBLIC PARTICIPATION

No one from the public was present.

**2. APPROVE THE MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING
OF TUESDAY MAY 8, 2014.**

Mr. Petrini said on page 2, paragraph 3, line 1, to change "purposed" to "purchased"

Mr. Hamilton said on page 2, paragraph 3, line 1 to change" to change "she did not remember any acquisitions that the city bid on" to she did not remember the specifications concerning the acquisitions that the city bid on"

**** MR. IGNERI MOVED TO APPROVE THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

Mr. Watts arrived at 7:10PM

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3. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED JUNE 12, 2014.

No discussion.

4. NARRATIVE ON TAX COLLECTIONS DATED JUNE 12, 2014- RECEIVE REPORT AND DISCUSS

Ms. Biagiarelli reported on the year to date tax collection and said the collections are at 98.45 percent for the current levy for the end of May. She reported on the sewer use fee collection and said the collection rate is at 98.42 percent. She said that the tax sale is way underway and that there are approximately 115 properties left, and that two legal notices have been done so far and the most recent one was done on June 6, 2014.

5. MONTHLY TAX COLLECTOR'S REPORTS- RECEIVE REPORTS AND DISCUSS: MAY 31, 2014

Ms. Biagiarelli said that the current tax bills will be going to the printer tomorrow, and that she anticipates them to be in the mail on June 23, 2014, and will be available online by the end of this week. Mr. Petrini asked why the tax sale is held in July. Ms. Biagiarelli said for budgeting purposes, and that it brings a large influx of revenue into the end of one fiscal year. She said the other reason is that it is a very busy time at City Hall and there is a lot more traffic. Mr. Hamilton said in looking at the back tax number it is increasing from last year to this year by \$1.5 million dollars, and is all the impact of the tax sale and that it is a very good collection tool for the city. Mr. Petrini asked how many parcels were on the tax sale. Ms. Biagiarelli said that it started with 220 properties and is down to approximately 115. Mr. Petrini asked how this year's tax sale compared to 2012. Ms. Biagiarelli said it was about the same. Mr. Igneri asked that once the property is auctioned off how many people come in and pay their tax bill. Ms. Biagiarelli said that most people redeem it and that they actually deed over few properties. Mr. Petrini thanked Ms. Biagiarelli for all of her hard work.

Mr. Hempstead arrived at 7:20PM

6. 2014-2015 DESKTOP REFRESH PROGRAM: AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED

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**DATA TERMINALS, TABLETS, PRINTERS, AND OBSOLETE ASSET
DISPOSAL ACCORDING TO THE CITY IT DEPARTMENT SPECIFICATIONS
FOR AN AMOUNT NOT EXCEED \$168,200
ACCOUNT NO. 09150600-5777-C0375 (BUDGETED IT CAPTIAL ITEM; NO
SPECIAL APPROPRIATION REQUIRED.)**

Ms. Del Vecchio reviewed the annual refresh program and said this year the plan calls for replacing 137 units, 10 rugged mobile terminals in the police department patrol cars and it also includes approximately 12 printers. She said that she meets with department heads to discuss the replacement of equipment within their department and combine that into the refresh plan. She said that the plan this year call for \$168,200, and that over half of that will be spent in the public safety area. Mr. Watts asked if the computers inside City Hall will be replaced as well. Ms. Del Vecchio said "yes" Mr. Watts asked when the last time the computers were replaced in the caucus room. Ms. Del Vecchio said they were replaced within the last six months.

**** MR. MCCARTHY MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

**7. III SIERRA INTEGRATED LIBRARY SYSTEM MIGRATION. AUTHORIZE THE
MAYOR HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH
INNOVATIVE INTERFACES FOR THE SUPPLY, INSTALLATION, TRAINING
AND SUPPORT OF THE SIERRA INTEGRATED LIBRARY SYSTEM
UPGRADE PER QUOTATION DATED 29-MAY-2014 FOR AN AMOUNT NOT
TO EXCEED \$57,050**

**ACCOUNT NO'S 09156210-5777-C0547 \$50,000
016200-5392 \$7,050**

**(APPROVED IN THE CAPITAL BUDGET ITEM; NO SPECIAL
APPROPRIATION REQUIRED.)**

Mr. Shalleck said that Sierra Integrated Library System is the new version of the integrated library system. He said that if approved he anticipates to start the implementation in August, and have it up and running by late September. Ms. Del Vecchio said that this system has the features and functionality that the library needs to serve the public.

**** MR. SIMMS MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

**8. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE GENERAL
LIBABILITY, AUTOMOBILE LIABILITY, LAW ENFORCEMENT LIABILITY,
PUBLIC OFFICIALS' LIABILITY, UMBRELLA LIABILITY AND AUTOMOBILE
PHYSICAL DAMAGE INSURANCE PLACEMENTS FOR THE FY 2014-15
WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA)
FOR AN AMOUNT NOT TO EXCEED \$472,073**
**ACCOUNT NO 161343-541N
165053-541N**

Mr. Hamilton introduced Ms. Diane Barry and said that she is the City's contracted Risk Manager, and that she oversees the risk management program. Ms. Barry said that this year CIRMA was approached yet again to look at the City's deductible and they declined to quote a \$250,000 deductible but that they did give a quote for \$500,000, which was over \$180,000. She said that after speaking with the committee it was determined to set aside additional funds in the insurance fund, rather than paying the premium and to stay with the \$1 million dollar deductible for a premium not to exceed \$472,073. Mr. Petrini asked if quotes were obtained from other agencies. Ms. Barry said that the liability coverage will go out to bid next year and that this year the property insurance went out to bid. She said that CIRMA is specific for municipalities and that all they insure are municipalities. Mr. Petrini asked what the maximum coverage is. Ms. Barry said for general liability it is \$11 million dollars per occurrence, and 13 million dollars for aggregate. Mr. Hempstead asked once a claim is submitted who decides to accept or deny the claim. Ms. Barry said that claims under the deductible are general handled by the Corporation Councils office and that they aggressively defend the City. She also said that it is stated in the policy that the insurance company does not have greater rights than the City. Mr. Watts asked how small claims are dealt with. Ms. Barry said that the Corporation Councils office are allowed to settle and report the claim to CIRMA when it is under a certain amount, and that she thinks that is anything under \$10,000. Mr. Watts asked that she provide him with what the amount is that the Corporations Councils office can settle.

**** MR. MCCARTHY MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

9. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE PROPERTY INSURANCE PLACEMENT FOR THE FY 2014-15 FISCAL YEAR WITH FEDERAL INSURANCE COMPANY (CHUBB) IN AN AMOUNT NOT TO EXCEED \$519,552

ACCOUNT NO 161343-541N
165053-541N

Mr. McCarthy left at 8:30PM

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

10. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE FLOOD INSURANCE PLACEMENT FOR FY 2014-15 THROUGH THE NATIONAL FLOOD INSURANCE PROGRAM FOR AN AMOUNT NOT TO EXCEED \$55,867.00

ACCOUNT NO. 161343-541N
165053-541N

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

11. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE TENANT'S AND USER'S LIABILITY PROGRAM (TULIP) INSURANCE PLACEMENT FOR FY 2014-15 THROUGH THE BERKLEY INSURANCE PROGRAM FOR AN AMOUNT NOT TO EXCEED \$7,020.00

ACCOUNT NO. 161343-541N
165053-541N

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

12. AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE EXCESS WORKERS' COMPENSATION INSURANCE PLACEMENT FOR FY 2014-15 THROUGH THE SAFETY NATIONAL CASUALTY CORP. FOR AN AMOUNT NOT TO EXCEED \$138,110.

ACCOUNT NO 161344-541N
165054-541N

**** MR. HEMPSTEAD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

13. PRESENTATION AND DISCUSSION ON OCTOBER 1, 2013 REVALUATION

Mr. Stewart provided an update on the 2013 revaluation and said that it is mandated by the State of Connecticut. He said that they are performed every 5 years, and that real property is assessed at 70% of market value. He reported on the data collection and verification process. Mr. Hamilton said that the entry rate is not good in the community for a variety of reasons, and that the response rate on the daily mailers is better, and may want to rethink the procedure of how to comply with inspections in the future. He reported on the results of the revaluation and said that the total residential values are declining by 12.3%, single family values are declining by overall by 9.5%, commercial property values are increasing by 1.37% and that overall the real estate grand list declined by 6.46%. He said that the results by district and neighborhood varied considerable, and that the second district had the largest drop and the sixth district had the smallest drop. He said that even within the districts, changes in value by individual neighborhood varied considerably. He reported on the summary of changes and said that there were 809 appeals, which included 776 real estate appeals and that in 463 cases there were reductions granted. He said that the total assessed value of property was \$1.088 billion dollars and that the reductions totaled \$38.1 million dollars. He concluded by saying that the 2013 revaluation is now completed. Mr. Hempstead asked what the appeals were like the second year after the last revaluation. Mr. Stewart said that they had gone done substantially.

14. DISCUSSION ON TAX RELIEF PROGRAMS FOR THE ELDERLY

**** MR. PETRINI MOVED TO TABLE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

15. RESOLUTION WITH RESPECT TO THE ISSUANCE AND SALE OF NOT EXCEEDING \$15,000,000 CITY OF NORWALK, CONNECTICUT GENERAL OBLIGATION BONDS, ISSUE OF 2014

Mr. Hamilton said that this is a State resolution that will allow him to issue bonds which is scheduled to occur in early August, and that the City typically goes out to the market once a year. He said that this is for the new capital projects that were primarily authorized in the fiscal year 2014/15 capital budget, as well as any other projects from prior years that have not yet been bonded. He said the the

majority leader, the minority leader and the President of the Common Council will need to be available at least by phone on August 5, 2014. Mr. Igneri asked if there is any indication of rates. Mr. Hamilton said that the rates are currently favorable, and that he does not expect they will increase dramatically and that they may be below last year's numbers.

16. RECEIVE BOARD OF ESTIMATE AND TAXATION APPROPRIATIONS DATED JUNE 2, 2014

Mr. Hamilton said that these are the yearend appropriations that deal with the wage account for the Police department, and the utility accounts at Park and Recreation. He said that the Police Department appropriations are to cover the overtime expenses and that the total budget is \$14.3 million dollars and the overtime budget is \$1.9 million dollars. He said that he is projecting the department is going to need \$210,000, and that a significant part of that is anticipated and was not budgeted in the police department budget, but it was reserved in contingency. He said the numbers depend on the activity and is also driven by the number of vacancies. Mr. Simms asked if the officers that are in training are paid the full salary. Mr. Hamilton said "yes" at the base rate. Mr. Watts said considering the amount he would like someone from the department to attend the meeting for questions. Mr. Hamilton said that he normally doesn't ask the department heads to attend because this is an item that is coming from the Board of Estimate and Taxation. Mr. Hamilton said that he will send the Chief of Police and e-mail requesting that he or a representative of the department attend the Common Council meeting.

17. DISCUSSION ON COUNCIL EXPENDITURE BUDGET

Mr. Hempstead provided a copy of the expenditure budget and asked that Mr. Hamilton scan it and e-mail it to the members of the Finance Committee, and to put it on the agenda for next month's meeting. Mr. Watts said that there should be communication on this, and should be done in conjunction with the three leaders of the council and should be crafted together. Mr. Hempstead that this is just a starting point and will be getting everyone's input at next month's meeting.

ADJOURNMENT

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

The meeting adjourned at 9:10PM

Respectfully Submitted,

Dilene Byrd
Telesco Secretarial Services