

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
JANUARY 14, 2010**

ATTENDANCE: Nicholas Kydes, Chair; Andrew Conroy; David Jaeger;
Douglas Hempstead; Nora King

STAFF: Lisa Biagiarelli, Tax Collector; Frederic Gilden,
Comptroller;
Tom Hamilton, Finance Director; Karen DelVecchio,
Director, Information Technology; Tom Schadlick,
Norwalk Library, Technology; Hal Alvord, Director, DPW

Mr. Kydes called the meeting to order at 7:15 p.m.

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEM AS PRESENTED**

14. Approve the Minutes of the following Finance Committee Meetings: December 2, 2009

**** MOTION PASSED UNANIMOUSLY**

**** MR. KYDES MOVED THE FOLLOWING ITEM**

1. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated: January 14, 2010

Ms. Biagiarelli explained that there is a special request that is in excess of \$5,000.

**** MOTION PASSED UNANIMOUSLY**

**** MR. KYDES MOVED TO ACCEPT THE FOLLOWING ITEMS**

2. Narrative on Tax Collections dated January 14, 2010 - Receive Report and discuss.

Mr. Kydes said that he received the report. Ms. Biagiarelli said that the narrative is based on the spread sheet dated December 31st

3. Monthly Tax Collector's Report Dated November 30, 2009 and December 31, 2009. - Receive Report and discuss.

Ms. Biagiarelli explained that collections were slightly ahead of last year, but that is because people were given extra time. She said that the current collections are going very well and that the last day to pay taxes is February 1st. The new procedures are going well and next month they will issue past due notices.

Ms. Biagiarelli said that they will start working on the tax sale notices. She said that they have already done title searches and are on target for July.

Mr. Kydes asked Ms. Biagiarelli if they have gotten responses to the delinquent letters. Ms. Biagiarelli said that the letters were sent in September. She said that in March she will know better where they stand.

Mr. Hempstead asked Ms. Biagiarelli if she expected to see appeals on the water usage based on reduced usage. Mr. Alvord said that the fee was based on prior year history and all residents pay a flat fee. He added that he has not seen a reduction in usage.

**** MOTION PASSED UNANIMOUSLY**

**** MR. KYDES MOVED THE FOLLOWING ITEM**

4. Resolution Appropriating \$500,000 For Renovations And Improvements At Webster Parking Lot And Authorizing The Issuance Of \$500,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose.

Mr. Hamilton explained the item. He said that the \$500,000 would be used to modify the Webster Street parking lot into a pay by space lot. He said that it will be more customer friendly and will result in less operational expenses.

Mr. Hamilton said that he asked the Board of Estimate and Taxation for a financial analysis, but failed to include it in this evening's packet. He said that he will include it in the packet for the next Common Council meeting.

Ms. King said that she did not see a breakdown of the bids. Mr. Alvord said that there is a memo in the package that provides all of the information. He said that this has not been put out to bid yet. Mr. Hamilton explained that they do not typically go out to bid unless the Common Council approves an item. Ms. King asked if they would spend less if they do an RFP. Mr. Alvord said that LAZ can get this equipment at a better price than

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the City. They do not have to get an RFP because this was approved by the Parking Authority.

Ms. King asked if the business owners had been contacted. Mr. Alvord said that the people he spoke with are in favor of this. Ms. King asked Mr. Alvord who he spoke with. He said that Ms. Hebert and Mr. DelMonaco spoke with the merchants in the area. Ms. King said that she did not want the merchants to be surprised. Mr. Kydes said that he believed there had been public hearings and discussions about this. Mr. Alvord said that there have been articles in the newspaper. He added that there is no requirement for a public hearing and that people come to the Parking Authority meetings.

Ms. King asked about the new fee. Mr. Alvord said that the fee structure will remain the same, but people will be able to program the pay station according to how long they wish to park. Ms. King said that she did not want to approve this if the local business owners were not aware of this. She said that she would like to postpone this to the next month to be sure that the businesses understand. Mr. Hempstead said that they can't wait to do this. He said that he has heard from the businesses and as a user, this is a 10,000% improvement over what is there.

Mr. Conroy said that his only concern would be the implementation of the plan, but he said that he feels the concept is good. Mr. Conroy said that he is all for it. Mr. Jaeger said that he was all for it too.

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEM**

5. Authorize the Mayor, Richard Moccia, to execute an Agreement with Andrews Technology (NOVATIME SYSTEM) for a Time and Attendance System for time collection, recording, and reporting as specified in City's RFP #2813 for an amount not to exceed \$100,000.00 (Account 09100600-5777-C0375). b. Authorize the Comptroller to issue change orders on the contract for a total not to exceed \$10,000.00.

Mr. Hempstead explained that the City contacted him to ask him who provides time and attendance to Stew Leonard's. He said that he did not believe it is this company. Mr. Hamilton said that there have been talking about a time and attendance program for about three years. He said that they recognize their method of collecting and reporting time is antiquated and inefficient. Mr. Hamilton said that it is a manual process in most of the City.

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Mr. Hamilton said that the system will automate the process and cover all City employees. He said that they went through the RFP process and interviewed three providers. He said that they are at a point where they are ready to make a decision. He said that funding is available. Mr. Hamilton said that this will be a huge advance for the City and at a future date, he hopes to get the Board of Education on this system.

Mr. Kydes asked about the amount quoted by Kronos. Mr. Hamilton said that it was significantly more expensive. Mr. Jaeger said that he felt this was a good thing and asked if this would include seasonal workers. Mr. Hamilton said that he believes that this will be sufficient for workers except for Poll workers who work one day. He said that there are challenges for some part timers, but he would like to see all part timers included. Mr. Kydes said that this was well done.

**** MOTION PASSED UNANIMOUSLY**

Mr. Hempstead said that he did not feel the City should pay a dime more than they are paying now.

6. Authorize the Mayor, Richard Moccia, to execute an Amendment to the Agreement with Innovative Interfaces for:
 - A. the Norwalk Public Library Automated Library Management System Replacement Program, which includes equipment, software, and services, per quotation dated November 3, 2009, at a cost not to exceed \$23,700, account 09100600-5777-C0375 (approved IT capital budget item; no special appropriation required)

Ms. DelVecchio explained that there are two components to this. The first component is for the replacement of equipment. She said that the server is approaching five years and that is a good life cycle. Mr. Hamilton said that this is like a counterpart to the Munis system in the City. It is an integrated library system.

Ms. DelVecchio said that the software is bundled with the server and resides in the Library. It also runs the system for the South Norwalk Library.

B. the renewal of the Automated Library Management system Hardware and Software Maintenance Agreement. The amendment periods and costs shall be as follows: 7/1/2010 – 6/30/2011 @ \$37,452.00; 7/1/2011 – 6/30/2012 @ \$39,323.00; 7/1/2012 – 6/30/2013 @ \$41,280.00. Account 010600-5269, budgeted operating item.

Ms. DeVecchio said that the other component is the maintenance system for the server. Mr. Kydes asked why there was an increase in cost. Ms. DeVecchio explained that services and modules were added that added to the cost.

Mr. Kydes asked how often they had to call for service. Mr. Schadlick said that they did not have to call frequently; the cost is for the license and support. Ms. DeVecchio said that the system is fairly reliable, but if it goes down it is a serious impact. Mr. Kydes suggested negotiating a zero increase. Mr. Hempstead said that he has trouble seeing an increase. Mr. Hamilton asked Mr. Schadlick if he knows if Purchasing tried to negotiate the cost.

Mr. Kydes said that he is passionate about this. Ms. DeVecchio said that she would like to go forward with the server. Mr. Kydes said that he has issues with that and would like to understand this better. Ms. King said that there is no competition. Mr. Hamilton said that it would be worth going back and asking them to come in flat or 5% less.

**** MR. HEMPSTEAD MOVED TO APPROVE 6A
** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED TO TABLE 6B
** MOTION PASSED UNANIMOUSLY**

7a: Authorize the Purchasing Agent to issue a Purchase Order to Total Communications Inc., a sole source provider, for the annual renewal of technical support and maintenance services for the telephone and voice mail systems for the following locations: City Hall, Board of Education Central Office, Health Department, South Norwalk Library Branch, Police Department (@ 24x7), Animal Control, Public Works Center, 5 Fire Stations (@24 x 7), Fire Apparatus Maintenance; and voice mail systems for Norwalk High School, Brien McMahon High School, Briggs High School, Ponus Middle School, Nathan Hale Middle Schools, and Roton Middle School; for the period September 30, 2009 to September 29, 2010, for an amount not to exceed \$73,056.69, account 010600-5245 (budgeted operating expense; no special appropriation required).

7 b: Authorize the Purchasing Agent to issue purchase orders to Total Communications Inc for the renewal of such annual equipment and software maintenance for Citywide and Board of Education voice mail and telephone system components, including any technical support and upgrades, subject to the availability of future funds.

Ms. DelVecchio explained that this is for the City wide voice mail system. She said that there are a number of users in this group and they are very pleased with the support services they receive from Total Communicaitons. She said that this request is to renew the maintenance agreement with them. She said that this contract is flat except that the Board of Education added Nathan Hale and Roton Middle schools. She said that the Board of Education will be billed back for those schools.

Ms. DelVecchio said that they bridged the City for the time the contract renewal was in progress. Mr. Hempstead said that this is an opportunity for a rate reduction. Mr. Kydes asked if they could change the term to the date of the execution of the agreement. Mr. Kydes asked if there were any major issues with the system during the three month period. Ms. DelVecchio said that there were no significant problems. Mr. Kydes suggested that the term commence at the execution date. Ms. DelVecchio said that there is a major update scheduled for February.

Ms. King said that she was not comfortable with 7A and Mr. Kydes said that he was not comfortable with 7B. Mr. Hamilton said that they have an existing relationship and a major upgrade scheduled in February and hopes that they do not have to push that back. He said that with respect to 7B, he suggested tabling that item for now and to ask the Purchasing department to add another 1-2 years to the proposal and to hold the price flat. He said that if 7A is not approved, they maintenance project will be delayed.

Ms. DeVecchio said that a purchase order has been issued for the February work. It is for \$75,000 and is being paid for with a grant. Mr. Kydes said that he wants to negotiate the current system and the upgrade as a bundle to get a better deal. Ms. DeVecchio said that this is the installation and equipment. Mr. Kydes said that he does not see the risk of negotiating after the upgrade is complete.

Ms. King said that she does not want to create a bad relationship with a company that is doing the phone system with the City. Mr. Kydes said that there is a purchase order for the upgrade and does not see it being jeopardized.

**** MR. HEMPSTEAD MOVED TO APPROVE ITEM 7A**

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED TO TABLE ITEM 7B**

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEM**

8. Authorize the Purchasing Agent to issue purchase orders to ePlus Technologies, an authorized HP reseller, for the purchase of HP storage drives for Police surveillance video storage for an amount not to exceed \$2,109.42, account 09100600-5777-C0375 (budgeted capital item; no special appropriation required).

Ms. DeVecchio said that the Police identified the need to increase capacity.

**** MOTION PASSED UNANIMOUSLY**

**** MS. KING MOVED THE FOLLOWING ITEM**

9. Approve Resolution with respect to the authorization, issuance and sale of City Of Norwalk General Obligation Refunding Bonds not exceeding \$95,000,000. Authorization expires December 31, 2010.

Mr. Hamilton explained that this is a request to authorize the City to refund outstanding City debt and to take advantage of lower rates in the market. He said that this does not extend the maturity of the debt.

**** MOTION PASSED UNANIMOUSLY**

**** MR. CONROY MOVED THE FOLLOWING ITEM**

10. Receive Board of Estimate and Taxation Appropriations from December 7, 2009.

Mr. Hamilton explained that these are two small appropriations. One is for the Conservation Commission and the other is for the Registrar of Voters.

**** MOTION PASSED UNANIMOUSLY**

11. Receive Comprehensive Annual Financial Report for the year ended June 30, 2009. (sent to all Common Council Members)

12. Receive Federal and State Financial and Compliance Report for the year ended June 30, 2009. (Sent to all Common Council Members)

Mr. Hamilton said that information has been provided to all Councilmembers. He said that the Audit Committee, including Mr. Kydes has scheduled a meeting for January 20th at 6:00 p.m. Mr. Hempstead suggested that Mr. Hamilton provide a re-cap at the March meeting. Mr. Kydes said that he may schedule a special meeting for feedback.

13. Discussion of Fiscal Year 2010-11 Operating Budget and Operating Budget Cap.

Mr. Hamilton said that he has copies of the handout showing requests.

**** MR. HEMPSTEAD MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:50 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services