

## COMMITTEE ASSIGNMENTS

### CHAIR

- Ambulance Service Board
- Outstanding Debt Work Group

### VICE CHAIR

- Public Safety and Health Committee

### MEMBER

- Finance and Personnel Committee
- Judiciary and Legislation Committee



*The  
Garden  
District*

**TERRY L. WITKOWSKI**  
ALDERMAN, 13TH DISTRICT

October 18, 2017

Bevan Baker  
Commissioner Health Department  
Zeidler Municipal Building  
841 N. Broadway, Rm 315

Dear Commissioner Baker,

Consider this a "heads up" letter reminding your department that the next update of the Common Council on the latest progress implementing the recommendations of the Outstanding Debt Work Group (Council File #170333) will be Monday, December 11<sup>th</sup>, before the Judiciary & Legislation Committee at 9:00 a.m. The pertinent recommendations from the Outstanding Debt Work Group for the Health Department are:

- **Recommendation 13.** Departments that place special charges and assessments on the property tax bill should develop easy to read and understandable notices, so that the affected taxpayers understand the ramifications of failure to act.
- **Recommendation 14.** Departments that place special charges and assessments on the property tax bill should notify the affected taxpayers prior to doing so, thus giving the taxpayers the opportunity to pay the charges due prior to their being added to the tax bill. Ideally, the department would send out a separate mailing in the autumn serving as the final warning that the outstanding balances will be added to the tax bill if not paid by a certain date. If this is not practicable, the department should include a neon-colored warning notice with the original billing notification informing the constituent that failure to pay by a certain date will result in the outstanding special charge balance being added to the tax bill.

No one from the Health Department appeared before the Committee to update the Council on these recommendations during the initial hearing of this matter on June 12<sup>th</sup>.

Please, appear before the Committee on December 11<sup>th</sup> prepared to discuss the progress the Health Department has made in implementing these recommendations.

Sincerely,

A handwritten signature in black ink that reads "Terry L. Witkowski".

Terry L. Witkowski,  
13th Aldermanic District