

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: November 12, 2019

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Elizabeth L. Golden, Historical Commission
John E. Igneri, Redevelopment Agency

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization to Settle Claim: Novack Lazare and the City of Norwalk, Fire Department **EXECUTIVE SESSION**

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with JS Endurance for the use of Veterans Park for the SoNo ½ Marathon/5K to be held Sunday, October 4, 2020 from 8:30 AM – 3:00 PM. Set up to begin at 10:00 AM Saturday, October 3, 2020 with tear down no later than 3:00 PM on Sunday, October 3, 2020. Estimated attendance 1,400
- 1b. Approve the use of the Show Mobile by JS Endurance for the SoNo ½ Marathon/5K to be held Sunday, October 4, 2020 from 8:30 AM – 3:00 PM.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Greenwich Kennel Club/Longshore Southport Kennel Club for the use of Taylor Farm for their 88th Greenwich Kennel Club AKC Dog Show, Obedience & Rally Trials and Longshore/Southport Kennel Club AKC Dog Show to be held Saturday, June 6, 2020 and Sunday, June 7, 2020 from 8:30 AM – 6:30 PM. Set up to take place at 6:00 AM on Wednesday, June 3, 2020 with tear down no later than 12:00 Noon on Monday, June 8, 2020. Estimated attendance 1,000.
3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Norwalk Board of Education and the Maritime Aquarium for the use of Veterans Park for their Annual Norwalk River Fun Run to be held Saturday, December 7, 2019 from 8:00 AM – 10:00 AM with a rain Date of Sunday, December 8, 2019. Estimated attendance 300-400.
- 4a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with M.E. O'Brien & Sons, Inc. for the San Vincenzo Park Playground Equipment and Installation for a sum not to exceed \$44,596.75 as a Sole Source provider for this project. Account #'s 0917-6030-5777-C0364 \$3,586.25, 0918-6030-5777-C0364 \$21,760.85, 0919-6030-5777-C0364 \$19,249.65.
- 4b. Authorize the Director, Recreation and Parks, to issue change order to M.E. O'Brien & Sons, Inc. for the San Vincenzo Park Playground Equipment and Installation for a sum not to exceed \$5,000.00. Account #0919-6030-5777-C0364.
5. Authorize the Mayor, Harry W. Rilling, to enter into licensing agreements with the following artists Lizzie Rockwell, Carlos Davila, Jahmane West and David Montoya, together with Redevelopment Agency and Housing Authority for the Art Installation in Ryan Park

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: November 14, 2019.
2. For informational purposes only: Narrative on Tax Collections dated November 14, 2019.
3. For informational purposes only: Monthly Tax Collector's Report Dated: September 2019.

4. Authorize the Mayor, Harry W. Rilling, to execute a contract to Paul Frijia for General Tax Assessor Services in an amount not to exceed \$75,000.00 at an hourly rate and other terms set forth in the Memorandum of Henry Dachowitz dated October 2, 2019. Funds are available in account 011320-5253.
5. Authorize the Purchasing Agent to issue a purchase order to Ali Karimi for General Tax Assessor Services in an amount not to exceed \$40,000.00 at an hourly rate and other terms set forth in the Memorandum of Henry Dachowitz dated October 2, 2019. Funds are available in account 011320-5253.
6. Authorize the Mayor, Harry W. Rilling to enter into a contract with American Valuation Group, Inc. for Special Tax Assessor Services on the Mall in a sum not to exceed \$60,000. Funds are available in account 011320-5253 Accounting, Auditing Services. This account has budgeted balance of \$158,000, no special appropriation is required.
7. Authorize the Mayor, Harry W. Rilling to enter into a contract with Safeground Organic Analytics for specialty Tax Assessor Services in a sum not to exceed \$75,000.00 at the terms set forth in the Memorandum of Henry Dachowitz dated November 4, 2019. Funds are available in account #01-1320-5253, Accounting, Auditing Services. No additional appropriation is required.
8. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Operating account 01-7029-5A0620 to provide matching funds for the YMCA build-out of the City owned property located at 98 South Main Street, subject to contract approval.
9. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Education account 01-5050-5050 for additional academic resources related to the recent inflow of English Language Learners.
10. RESOLVED, that a sum not to exceed \$400,000, be and the same is hereby transferred from Fund Balance to Community Services account number 01-2010-5298 for additional mental health and social services for City students.
11. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Blum Shapiro to provide a one-time technology assessment at a cost of \$39,000.
12. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to execute the Tax Abatement (tax fixing) agreements between the City of Norwalk, the Norwalk Housing Authority, and "Trinity WV3 Nine Limited Partnership" for Building D and "Trinity WV3 Four Limited Partnership" for Building E per enclosed Memorandum of Darin L. Callahan, Assistant Corporation Counsel, dated November 21, 2019.
13. Re-authorize the Mayor, Harry W. Rilling, to execute an agreement with FIS for the Integrated Payables Services to process electronic payments via ACH and virtual cards as supplemented by the enclosed Memorandum of Darin L. Callahan, Assistant Corporation Counsel dated November 21, 2019.

14. Authorize the Mayor, Harry W. Rilling, to execute a contract with MidFairfield Child Guidance Center, Inc. for in home mental health and family support services for public school children in an amount not to exceed \$400,000.00 on a single source procurement basis.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

HISTORICAL COMMISSION	M/C	Nw/k. Code 57A
ELIZABETH L. GOLDEN (D)		Term Expires 12/31/2020
22 Sunrise Hill Road		
Norwalk, CT 06851		

REDEVELOPMENT AGENCY	M/C	CGS 8-126
JOHN E. IGNERI (D)		Term Expires 11/01/2024
9 Ridgewood Road		
Norwalk, CT 06853		

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Mayor Rilling called the meeting to order at 7:39 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said that assisted listening devices were available.

I. ROLL CALL

Ms. King called the Roll. The following Common Council members were present:

Council at Large:	Mr. Michael Corsello Mr. Nicholas Sacchinelli Ms. Barbara Smyth	
District A:	Ms. Eloisa Melendez	Mr. Chris Yerinides
District B:	Mr. Ernest Dumas	Ms. Darlene Young
District C:	Mr. John Kydes	Ms. Beth Siegelbaum
District D:	Mr. George Tsiranides	Mr. Douglas Hempstead
District E:	Mr. John Igneri	Mr. Thomas Livingston

At Roll Call there were thirteen (13) Common Council members present and two (2) absent (Mr. Burnett and Mr. Hosten)

Also present were Mayor Harry Rilling, Corporation Counsel, Mario Coppola and City Clerk, Donna King.

II. ACCEPTANCE OF MINUTES

The following corrections were made to the minutes:

Page 1: Correct the spelling of Ms. Siegelbaum name.

Page 10: Third paragraph, second sentence should read...Mr. Livingston thanked...

**** MR.IGNERI MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. SIEGELBAUM)**

III. PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Ms. Shannon O'Toole Giandurco congratulated those returning to the Common Council and wished the best to those leaving. She thanked Mr. Hempstead for everything he taught everyone over all of his terms.

Mr. John Flynn said the procedure for public comment should be changed so members of the public could discuss items that are not on the agenda.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

Mayor Rilling said that he and the Town Clerk will be sworn in at 11:30 am on November 19, 2019 in the Community Room at City Hall. At 7:30 pm on the same day, the Common Council members will take the oath of office in the Council Chambers. The Mayor recognized and thanked the six retiring members of the Common Council. He said they operated as a team who wanted to make Norwalk grow.

Mayor Rilling congratulated the Norwalk High School Marching Band for their National Championship Title. He thanked the students, parents and the support team and noted that it is all a labor of love.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

**** MR. CORSELLO MOVED THE FOLLOWING CONSENT CALENDAR:**

City of Norwalk
Common Council
November 12, 2019
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VII.A.1, VII.B.1, VII.B.2, VII.B.3, VII.B.4, VII.V.1

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. TECHNICAL CORRECTION:

CORRECT COMMON COUNCIL ACTION OF SEPTEMBER 10, 2019 ITEM VII E.4. & 5. TO REFLECT THE CORRECT ACCOUNT NUMBER OF #0918/195010 5777 C0610:

"4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH NEWFIELD CONSTRUCTION, INC. AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL WOOD DOORS & PANELING REPLACEMENT PROJECT STATE PROJECT NO. 103-0250 A/CV. TERMS OF THE AGREEMENT SHALL INCLUDE THE FOLLOWING: PRECONSTRUCTION PHASE SERVICES (INCLUDING REIMBURSABLE ALLOWANCE) \$15,000

CM FEES (% OF TOTAL TRADE BIDS) 2.50%

CM CONTINGENCY (% OF TOTAL TRADE BIDS) 2.00% FOLLOWING BIDDING PROCESS, FINAL CONTRACT PRICE (GMP) WILL BE SUBMITTED TO THE COMMON COUNCIL FOR APPROVAL. ACCT. #0918/195010 5777 C0610

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH NEWFIELD CONSTRUCTION, INC. AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL WOOD DOORS & PANELING REPLACEMENT PROJECT STATE PROJECT NO. 103-0252. TERMS OF THE AGREEMENT SHALL INCLUDE THE FOLLOWING:

PRECONSTRUCTION PHASE SERVICES (INCLUDING REIMBURSABLE ALLOWANCE) \$25,000

CM FEES (% OF TOTAL TRADE BIDS) 2.50%

CM CONTINGENCY (% OF TOTAL TRADE BIDS) 2.00%

FOLLOWING BIDDING PROCESS, FINAL CONTRACT PRICE (GMP) WILL BE SUBMITTED TO THE COMMON COUNCIL FOR APPROVAL. ACCT. #0918/195010 5777 C0610"

B. HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A RIGHT OF ACCESS AND ENTRY AGREEMENT WITH CIANBRO CORPORATION TO MOBILIZE AND STAGE A CRANE OVER A PORTION OF THE POLICE STATION PARKING LOT.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION UNDER THE 2019-2020 MUNICIPAL DUI ENFORCEMENT GRANT IN THE AMOUNT OF \$60,223.56.

3. AUTHORIZE THE PURCHASING AGENT, SHARON CONNERS, TO EXECUTE A PURCHASE ORDER ON BEHALF OF THE FIRE DEPARTMENT TO MOTOROLA SOLUTIONS FOR THE PURCHASE OF PORTABLE RADIOS AS PER SOLE SOURCE PROCUREMENT REQUEST, FOR AN AMOUNT NOT TO EXCEED \$411,000. ACCOUNT # 09203110 0639.

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RESOURCE MANAGEMENT ASSOCIATES. FOR THE PROMOTIONAL EXAMS – FIRE DEPARTMENT (LIEUTENANT, CAPTAIN AND DEPUTY CHIEF) AT COST NOT TO EXCEED \$28,730.00 FROM ACCOUNT 013140 5258.

C. FINANCE COMMITTEE

1. RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND SALE OF UP TO \$22,000,000 CITY OF NORWALK GENERAL OBLIGATION REFUNDING BONDS RESOLVED:

SECTION 1. A MAXIMUM AMOUNT OF \$22,000,000 GENERAL OBLIGATION REFUNDING BONDS (THE "REFUNDING BONDS") OF THE CITY OF NORWALK, CONNECTICUT (THE "CITY") MAY BE ISSUED AND SOLD, SUBJECT TO FINAL APPROVAL BY THE COMMITTEE (AS DEFINED AND DESCRIBED BELOW), IN ONE OR MORE SERIES, IN SUCH PRINCIPAL AMOUNTS, AS THE MAYOR AND THE CHIEF FINANCE OFFICER SHALL DETERMINE TO BE IN THE BEST INTEREST OF THE CITY FOR THE PURPOSE OF ACHIEVING NET PRESENT VALUE SAVINGS AND/OR TO

MODERATE DEBT SERVICE PAYMENTS. THE REFUNDING BONDS ARE HEREBY AUTHORIZED TO REFUND ALL OR ANY PORTION OF ANY ONE OR MORE SERIES OF THE CITY'S OUTSTANDING GENERAL OBLIGATION BONDS (THE "REFUNDED BONDS"). SUBJECT TO FINAL APPROVAL BY THE COMMITTEE, EACH SERIES OF REFUNDING BONDS SHALL MATURE IN SUCH AMOUNTS AND ON SUCH DATE OR DATES AS SHALL BE DETERMINED BY THE MAYOR AND THE CHIEF FINANCE OFFICER, PROVIDED THAT NO REFUNDING BONDS SHALL MATURE LATER THAN THE FINAL MATURITY DATE PERMITTED BY LAW. THE REFUNDING BONDS SHALL BE EXECUTED IN THE NAME AND ON BEHALF OF THE CITY BY THE MANUAL OR FACSIMILE SIGNATURES OF THE MAYOR, THE COMPTROLLER, AND THE CHIEF FINANCE OFFICER, BEAR THE CITY SEAL OR A FACSIMILE THEREOF, AND BE APPROVED AS TO THEIR LEGALITY BY PULLMAN & COMLEY, LLC, BOND COUNSEL. THE REFUNDING BONDS SHALL BE GENERAL OBLIGATIONS OF THE CITY AND EACH OF THE REFUNDING BONDS SHALL RECITE THAT EVERY REQUIREMENT OF LAW RELATING TO ITS ISSUE HAS BEEN DULY COMPLIED WITH, THAT SUCH BOND IS WITHIN EVERY DEBT AND OTHER LIMIT PRESCRIBED BY LAW, AND THAT THE FULL FAITH AND CREDIT OF THE CITY ARE PLEDGED TO THE PAYMENT OF THE PRINCIPLE THEREOF AND INTEREST THEREON. THE NET PROCEEDS OF THE SALE OF THE REFUNDING BONDS, AFTER PAYMENT OF THE UNDERWRITER'S DISCOUNT AND OTHER COSTS OF ISSUANCE, SHALL BE DEPOSITED IN AN IRREVOCABLE ESCROW ACCOUNT IN AN AMOUNT SUFFICIENT TO PAY THE PRINCIPAL OF, INTEREST AND REDEMPTION PREMIUM, IF ANY, DUE ON THE REFUNDED BONDS TO MATURITY OR EARLIER REDEMPTION PURSUANT TO THE PLAN OF REFUNDING. THE MAYOR AND THE CHIEF FINANCE OFFICER ARE AUTHORIZED TO APPOINT AN ESCROW AGENT AND OTHER PROFESSIONALS, INCLUDING THE CERTIFYING, PAYING, REGISTRAR AND TRANSFER AGENT FOR THE REFUNDING BONDS, AND TO EXECUTE AND DELIVER ANY AND ALL ESCROW, INVESTMENT AND RELATED AGREEMENTS NECESSARY TO PROVIDE FOR ANY DEBT SERVICE OR REDEMPTION PAYMENTS ON THE REFUNDED BONDS AND TO PROVIDE FOR THE TRANSACTION CONTEMPLATED HEREBY. THE COMMON COUNCIL HEREBY DELEGATES TO THE MAYOR AND THE CHIEF FINANCE OFFICER, SUBJECT TO THE FINAL APPROVAL OF THE PRESIDENT OF THE COMMON COUNCIL, THE MAJORITY LEADER OF THE COMMON COUNCIL, THE MINORITY LEADER OF THE COMMON COUNCIL, AND THE CHAIRMAN OF THE FINANCE COMMITTEE OF THE COMMON COUNCIL, OR ANY TWO OF THEM (THE "COMMITTEE"), THE

AUTHORITY TO DETERMINE THE NUMBER OF SERIES TO BE ISSUED, THE PRINCIPAL AMOUNT OF THE REFUNDING BONDS OF EACH SERIES TO BE ISSUED, THE ANNUAL INSTALLMENTS OF PRINCIPAL, REDEMPTION PROVISIONS, IF ANY, AND OTHER TERMS, DETAILS AND PARTICULARS OF SUCH REFUNDING BONDS INCLUDING THE RATE OR RATES OF INTEREST PAYABLE THEREON AND THE TERMS OF ANY PURCHASE AGREEMENT EXECUTED IN CONNECTION WITH THE SALE OF THE REFUNDING BONDS IN A NEGOTIATED UNDERWRITING.

SECTION 2. THE REFUNDING BONDS SHALL BE ISSUED AND SOLD EITHER IN A NEGOTIATED UNDERWRITING OR A COMPETITIVE OFFERING, AT SUCH TIME OR TIMES AS THE MAYOR AND THE CHIEF FINANCE OFFICER SHALL DETERMINE TO BE THE MOST OPPORTUNE FOR THE CITY. IF SOLD IN A COMPETITIVE OFFERING, THE REFUNDING BONDS SHALL BE SOLD AT NOT LESS THAN PAR AND ACCRUED INTEREST ON THE BASIS OF THE LOWEST NET OR TRUE INTEREST COST TO THE CITY. IF THE REFUNDING BONDS ARE SOLD BY NEGOTIATION, THE PURCHASE AGREEMENT SHALL BE SIGNED BY THE MAYOR AND THE FINANCE DIRECTOR, SUBJECT TO THE FINAL APPROVAL OF THE COMMITTEE. THE MAYOR AND THE CHIEF FINANCE OFFICER, ARE AUTHORIZED TO PREPARE AND DISTRIBUTE PRELIMINARY AND FINAL OFFICIAL STATEMENTS OF THE CITY FOR USE IN CONNECTION WITH THE OFFERING AND SALE OF ANY REFUNDING BONDS, AND THEY ARE HEREBY AUTHORIZED TO EXECUTE AND DELIVER ON BEHALF OF THE CITY, A CONTINUING DISCLOSURE AGREEMENT, A TAX REGULATORY AGREEMENT, AGREEMENTS MODERATING INTEREST RATE FLUCTUATION PURSUANT TO SECTION 7-370B SUBJECT TO FINAL APPROVAL BY THE COMMITTEE, AND SUCH OTHER AGREEMENTS, INSTRUMENTS, DOCUMENTS AND CERTIFICATES NECESSARY OR DESIRABLE FOR THE ISSUANCE OF THE REFUNDING BONDS AND THE DEBT SERVICE OR REDEMPTION PAYMENTS ON THE REFUNDED BONDS.

SECTION 3. THIS RESOLUTION SHALL BE EFFECTIVE UNTIL JULY 31, 2020.

**** MOTION PASSED UNANIMOUSLY**

Mr. Livingston noted that this is the last meeting of the Common Council for this term. He congratulated everyone who ran and was re-elected and wished a farewell to those who were leaving. He highlighted the accomplishments of this Common Council and said they all worked well together.

Mr. Livingston thanked those who were leaving and said they made his life easier. He presented a plaque of application on behalf of the Common Council.

Common Council members each took time to thank individual Councilmembers who were leaving the Common Council. Common Councilmembers who were leaving also thanked individual Councilmembers. Mr. Hempstead reflected on his many years on the Common Council. He noted that he had the fortunate experience of serving with five different Mayors. He said they all agreed that it was about Norwalk. Mr. Hempstead was given a standing ovation.

Mayor Rilling thanked everyone and said it was bittersweet because they were losing great Councilmembers. He said everyone worked tirelessly.

X. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

X. SUSPENSION OF RULES

There were none

XI. ADJOURNMENT

**** MR. HEMPSTEAD, MR.IGNERI AND MS. MELENDEZ MOVED TO
ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:36 p.m.

ATTEST: _____
Donna King, City Clerk



Profile

22 Sunrise Hill Road, 06851

Seasoned Project Manager with strong administrative, operations and communications skills; outstanding organizational skills in the areas of meeting and project management, and coordination of high-profile fundraising and other events. Technical: Proficient in Microsoft Office Suite (Word, Outlook & Excel) and experienced in various data entry programs, such as Raisers Edge, Donor Perfect and Bloomerang.

Areas of Expertise

Project Management
Fundraising
Community Outreach

Event Planning
Vendor/Customer Relations
Donor Cultivation

Office Management
Business Process Improvement
Volunteer Programs

Experience

HEART OF GOLD FINE JEWELRY, LLC Stamford, CT 11/2015- present

Part-time Associate

- Assisted with marketing and social media plans
- Managed customer and social media databases
- Provided input for buying and merchandising

CONNECTICUT INSTITUTE FOR REFUGEES AND IMMIGRANTS, Bridgeport, CT 6/2017 – 10/2017

Non-profit Consultant

- Processed all donations
- Collaborated on and administered donor acknowledgement letters
- Assisted with Rebranding and Annual Gala Events

GLOBAL LYME ALLIANCE, Greenwich, CT 3/2016 – 9/2016

Office Manager/Executive Assistant (Temporary)

- Coordinated high level meetings with CEO and Board of Directors
- Managed operational and administrative needs for CEO and Board of Directors

SAVE THE CHILDREN FEDERATION, Fairfield, CT 2014-2016

Consultant -Donor Relations Coordinator (Seasonal)

- Updated and improved timely donor interaction, which improved donor relations and increased fundraising
- Introduced acknowledgements of Special and Major gifts at year end

INTERNATIONAL INSTITUTE OF CONNECTICUT, Bridgeport, CT 9/2015 – 11/2015

Event Coordinator

- Created and managed timeline for donor cultivation event
- Collaborated on donor outreach to maximize attendance
- Oversaw on-site management of event to ensure smooth and successful outcome

SEABURY ACADEMY OF MUSIC AND THE ARTS, Norwalk, CT 10/2014- 12/2014

Community Relations/Outreach Coordinator

- Established mutually beneficial relationships with Chamber of Commerce, Community and social groups
- Broadened geographic outreach by identifying new target audiences
- Developed and distributed press releases and increased awareness and support of all Seabury programs

ORBIS INTERNATIONAL, New York, NY 6/2011- 12/2013

Strategy Consultant

- Initiated and implemented vital organizational support to strengthen the ORBIS Strategic Planning Project

Events Manager

- Managed housing logistics for 35 staff members and other aspects of six-day EAA AirVenture six-day event (over 450,000 attendees) in Oshkosh, Wisconsin
- Planned and oversaw implementation of additional major events (up to 1,250 attendees) in Los Angeles, Fort Worth, New York, Greenwich, CT, and Canada

SAVE THE CHILDREN FEDERATION, Westport, CT

2001 -2011

Manager, Operations, Foundations and Trusts and Corporate Partnerships

- Conducted prospect research and strengthened the donor-management system
- Created and managed internal tracking systems, improving processes and outcomes

Manager, Development Communications

- Managed daily gift acknowledgment process and assisted in the creation and approval of annual report lists
- Provided both individual and team project support as well as execution and management of other program goals

Education

The American University
Bachelor of Arts, Literature

Washington, DC



John E Igneri
9 Ridgewood Road
Norwalk Ct 06853

Norwalk Resident since 1974.

Norwalk Common Council 2011-2019

Council President 2016-2017

Majority Leader 2017-2018

Committees:

DPW Committee Chair.

Planning

Finance

Water Pollution Control Authority

6th Taxing District Commissioner 2009-Present

Former President of Dreyfus Investment Advisors

Retired 2006

MBA- Finance, Hofstra University 1968

BA- Economics, St John's University 1966

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2019

VII. A

PLEASE PRINT

PERSONAL/FAMILY

COMPANY/BUSINESS

LEGAL ORGANIZATION NAME: JS Endurance

NON PROFIT [501C3] Yes ☐ No ☒

NAME OF BENEFICIARY: _____ is this an Annual Event: Yes ☒ No ☐ # of years 6

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: Shannon Whipple

TITLE: Director

YOUR NAME: Shannon Whipple

TITLE: Race Director

ADDRESS: 304 Main Ave #381

E MAIL ADDRESS: shannon@jsendurance.com

CITY: Norwalk

STATE: CT

ZIP CODE: 06851

HOME PHONE: _____

BUSINESS PHONE: cell

CELL: 203-943-9292

FACILITY REQUESTED: Vet's Park

FACILITY & EVENT INFORMATION

OF PARTICIPANTS

1,400

(1,336 finishers in 2017)

EVENT: Sono Half marathon / 5K

DATE REQUESTED: 10/4/19

SET UP TIME: 10/3 10AM STARTING TIME: 10/4 8:30AM

BREAKDOWN TIME: 12:30

ENDTIME: 3:00

RAIN DATE: N/A

(RAIN DATE FOR BEACH RENTALS ONLY)

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS?

☒ YES ☐ NO

SERVING FOOD: ☒ NO

ARE YOU USING A FOOD TRUCK? ☒ YES ☐ NO

NAME: Colony Grill

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO: ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, I.E. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT?

☒ YES

NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT?

☒ YES

NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES?

☒ YES

NO

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES?

☒ YES

NO

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☐

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Shannon Whipple

DATE: 10/16/19

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐

COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐



Norwalk Recreation and Parks

SHOWMOBILE APPLICATION FORM

CONTACT INFORMATION

APPLICANT'S NAME

Shannon Whipple

SPONSORING ORGANIZATION

JS Endurance

ADDRESS

304 Main Avenue #381

CITY

Norwalk

ST

ZIP

CT 06851

EMAIL

shannonejsendurance.com

RENTERS CELL PHONE

203-943-9292

RENTERS WORK PHONE

DATE OF APPLICATION

11/14/19

SHOWMOBILE REQUEST

RENTAL DATE REQUESTED

10/4/20

TIME

8:00 AM

EXPLANATION OF EVENT (sound system not included)

SONO Half Marathon / 5k

LOCATION/ADDRESS FOR SHOWMOBILE RENTAL SET-UP (Please provide map with exact location for approval prior to the event)

Veterans Park

NUMBER OF PERFORMERS USING SHOWMOBILE

TBD

ANTICIPATED EVENT ATTENDANCE

1,400

MUST BE ON SITE
AND SET UP BY:

10/3/20

TAKE DOWN MAY BEGIN
AT:

10/4/20 pm



SHOWMOBILE FEES

The Director shall establish all rental fees based on all Department costs of providing the Showmobile to the renting organization. The minimum fee for the use of the Showmobile is \$500.00 for Norwalk based non-profit organizations and \$700.00 for all other organizations. The Norwalk Exchange Club is exempt from the rental fee

- A deposit of \$100.00 must accompany all applications. The deposit will only be refunded if the application is denied. In all cases where applications are approved the deposit will be used toward the final rental fee. All rental fees and operating costs exceeding the deposit must be paid in full 45 days prior to the organizations rental date
- The Director may require a bond of up to \$1,000.00 on any rental, as well as specified insurance coverage
- All organizations must name the City of Norwalk as additionally insured on a standard \$1,000,000.00 liability policy
- All organizations must pay the operating costs for transportation, set up and removal of the Showmobile (NO EXCEPTIONS)

SHOWMOBILE USE AND RENTAL AGREEMENT

1. All requests for use of the Showmobile must be made on Application Form
2. Applications must be submitted at least 60 days prior to event date
3. Events that have occurred in the past years are considered "Annual" events. Annual events have first right of refusal on the corresponding date each year
4. Applicants are required to submit a "Certificate of Insurance with the CITY OF NORWALK RECREATION & PARKS named as an additional insured. The applicant must submit the certification 30 business days prior to the date of the reservation
5. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the NR&P may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the NR&P will survive the termination or expiration of this application
6. Applicant is responsible for any and all damage to the Showmobile that happens during the event
7. The Showmobile will not travel beyond the City of Norwalk
8. All cancellations must be submitted in writing to the NPS&R. All fees are non-refundable and non-transferable unless NR&P determines otherwise. If cancelling less than 14 days from your event date, you will be charged your \$100 deposit fee

SHOWMOBILE SPECIFICATIONS

STAGE DIMENSIONS

With roof/canopy, hydraulic stage and end panels fully open:

Length	32'
Depth	18'
Height off Ground	Varies
Canopy Height	Varies

APPLICANT SIGNATURE

D Whipple

DATE

11/14/19

APPROVED BY

DATE

COMMITTEE APPROVAL

DATE

SHOWMOBILE CONTACT INFORMATION

Erin E. Herring
203-854-7289
eherring@norwalkccr.org

Ken Hughes
203-505-5681
khughes@norwalkccr.org

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

2020

PLEASE PRINT

ORGANIZATION NAME: Greenwich Kennel Club / Long Shore - Southport Kennel Club PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No ☐

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☒ No ☐ # of years 13+

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Dr. Stacey P. Blau TITLE: Show Chair, Greenwich Kennel Club

YOUR NAME: Dr. Stacey P. Blau TITLE: Show Chair

ADDRESS: 18 Innisfree Pl E-MAIL ADDRESS: sdblau@gmail.com

CITY: Eastchester STATE: NY ZIP CODE: 10709

HOME PHONE: same BUSINESS PHONE: same
CELL: 914 588 2375

FACILITY REQUESTED: Taylor Farm Park FACILITY & EVENT INFORMATION # OF 1,000
PARTICIPANTS Greenwich Kennel Club AKC dog show, obedience & Rally trials
EVENT: 88th Long Shore - Southport Kennel Club AKC Dog Show DATE REQUESTED: 6/6 + 6/7 2020

SET UP TIME: 6:00 AM STARTING TIME: 8:30 AM BREAKDOWN TIME: _____ END TIME: 6:30 RAIN DATE: NONE
Setup 6/3 - 6/8 & Breakdown

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☒ (RAIN DATE FOR BEACH RENTALS ONLY)

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☒ NO ☐ NAME: will update

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO:
ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☒ NO ☐
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO ☐
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☒ NO ☐
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☒ NO ☐
WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☒ NO ☐

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☒ NO ☐

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2019

ORGANIZATION NAME: Norwalk Board of Education PERSONAL/FAMILY Schools
COMPANY/BUSINESS Schools
NON-PROFIT (501 C3) Yes No
NAME OF BENEFICIARY: Dvd Maritime Aquarium Is this an Annual Event: Yes ✓ No _____ # of years 25+
NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____
YOUR NAME: Joe Madofferi TITLE: _____
ADDRESS: 300 Highland Ave (Bm15) E-MAIL ADDRESS: Madofferi@a.norwalk
CITY: Norwalk STATE: CT ZIP CODE: 06854 P.S. on
HOME PHONE: 203-981-3005 BUSINESS PHONE: Same CELL: 203-981-3005

FACILITY/FIELD* REQUESTED: Veterans Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 300-400
EVENT: Norwalk River Fair Run DATE REQUESTED: 12/7/19
SET UP TIME: 8:00am STARTING TIME: 8:00 BREAKDOWN TIME: 10:00 END TIME: 10:00 RAIN DATE: 12/8/19
Am Am 10:00 (RAIN DATE FOR BEACH RENTALS ONLY)

~~PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY INCLUDING JEFFREY PARK~~

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: _____

ARE YOU REQUESTING A TENT? YES NO *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO:
ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, I.E. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY
PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT?	YES	NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT?	YES	NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES?	YES	NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES?	YES	NO

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES NO
WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES NO

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND
REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES NO

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending
the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



M.E. O'BRIEN & SONS, INC.
17 Trotter Drive - P O Box 718 / Medway MA 02053
508-359-4200 (phone) / 508-533-6342 (fax)
SDO Certified WBE (MA Only)

REVISED QUOTATION

Date: October 16, 2019

Page 1 of 2

Job: San Vincenzo Park – OPTION #2

Location: Norwalk, CT

Salesman: Peter Wallace, CPSI / Phone: 508-906-1628 / Fax: 203-805-4265
Peter_Wallace@obrienandsons.com

Attention: Ken Hughes / khughes@norwalkct.gov

We are pleased to offer our quotation on the following for the above subject job:

CT STATE CONTRACT PRICING / CONTRACT #17PSX0081

<u>QTY</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
1	By Landscape Structures, Inc. – Drawing #MEO19584	
1 Pr	PlayBooster Structure for 2-12 year olds	\$30,365 less 5%
	Talk Tubes	
	Total LSI Furnished and Delivered	\$28,846.75
	<u>Installation Services</u>	<u>\$15,750.00</u>
	• Excavate existing play area 12" deep, dispose of material offsite • Receive, offload equipment delivery • Layout and augur holes • Install equipment, pour concrete footings • Supply and install 30 cu/yds of Engineered Woodfiber safety surfacing	
	➤ Removal of existing equipment is by others.	
	Total Project Price – Opt #2	<u>\$44,596.75</u>

SEE IMPORTANT NOTES ON PAGE 2.

Re: San Vincenzo Park – Opt #2
Norwalk, CT

Page 2 of 2

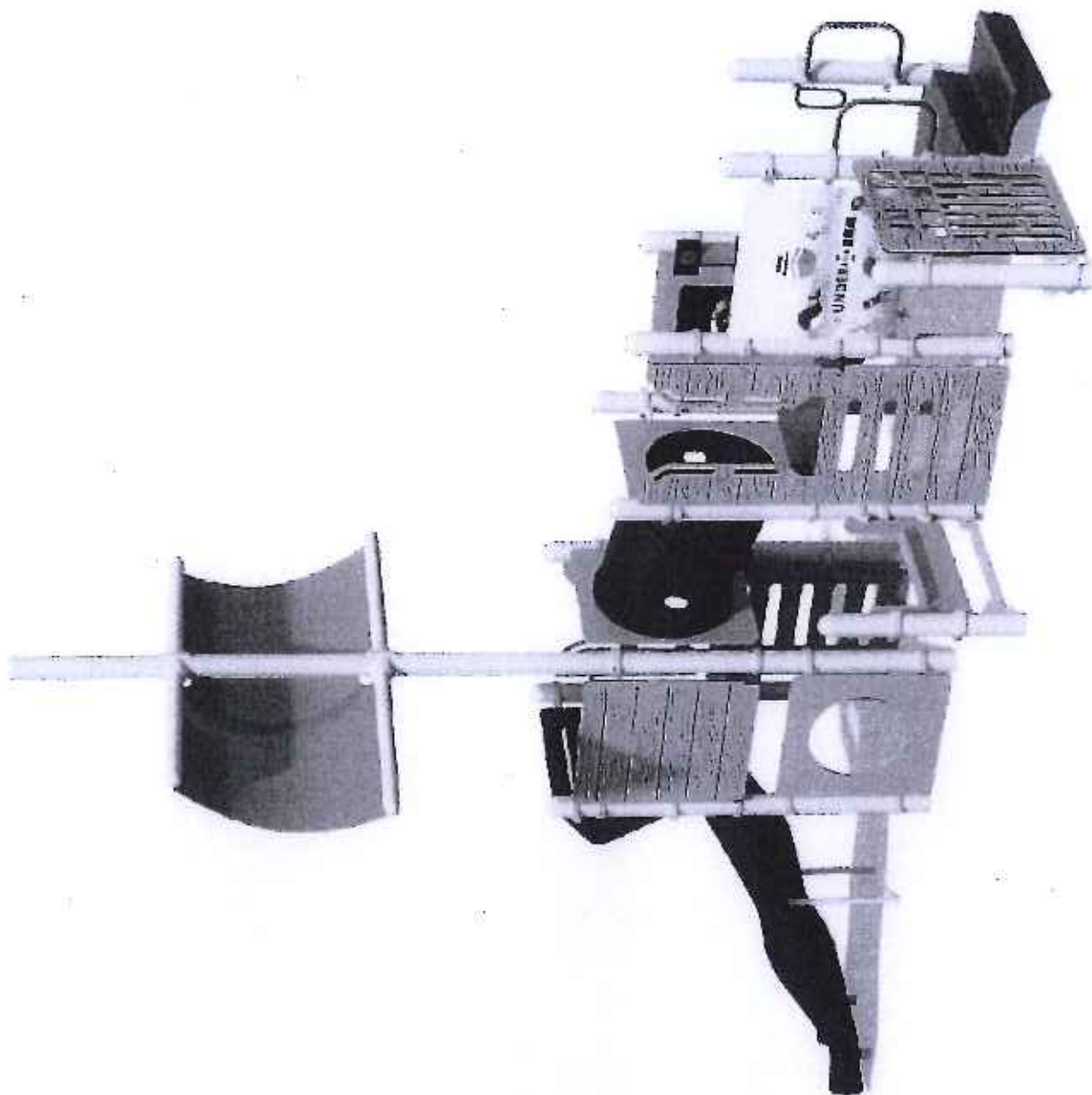
October 16, 2019

****PLEASE READ - IMPORTANT NOTES - PLEASE READ****

- Contractor/Customer is responsible for quantity, color, and product confirmation.
- Prices based on quantities listed. Any change to quantities may impact prices quoted.
- M.E. O'Brien & Sons is NOT responsible for plan take-offs. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Prices are quoted for 2019, are firm for 30 days only and are subject to review thereafter.
- Prices are for materials only unless otherwise noted. Prices do NOT include sales tax.
- If installation is included, M.E. O'Brien & Sons is NOT responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional cost will be required to rectify these situations.
- Standard manufacturer's design, colors, specifications, and construction apply.
- If ordered, inspect entire delivery carefully, making note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).
- Retainage does not apply.
- Returns must be made within 30 calendar days of receipt of order. Customer is responsible for re-stocking fee plus shipping charges (to and from) for all returned items. Surfacing products are NOT returnable.
- Our terms are: net 30 days.
- Allow 4 to 6 weeks for delivery of materials after receipt of order and architectural approval if required. Installation to take place as soon as possible after receipt of materials and according to installers schedule; prevailing wage rates do not apply unless otherwise noted.

If we can be of further assistance, please do not hesitate to contact us. Thank you!

150
100%
100%
100%

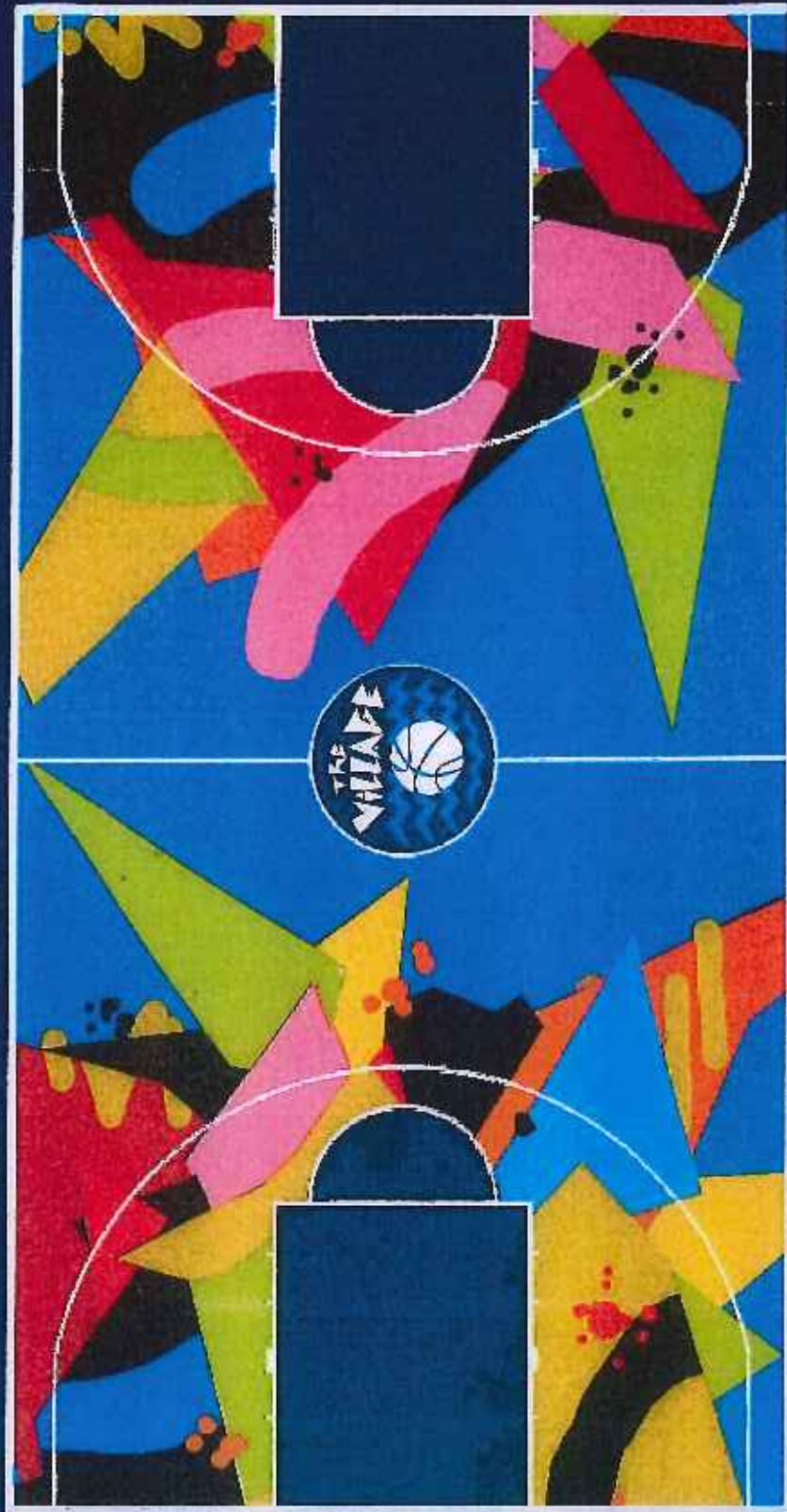


San
landscape
structures

SAN VINCENZO PARK

MEO19584 • 09.12.2019

© 2019 Landscape Sin



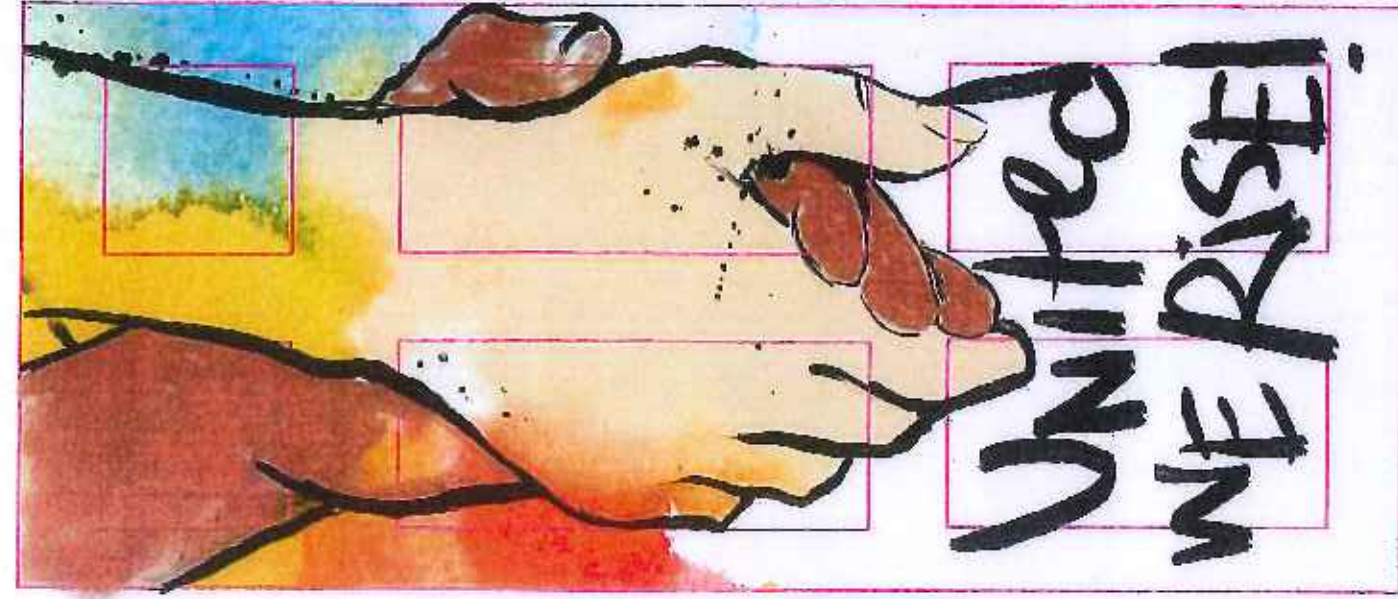
Base coat: Light Blue

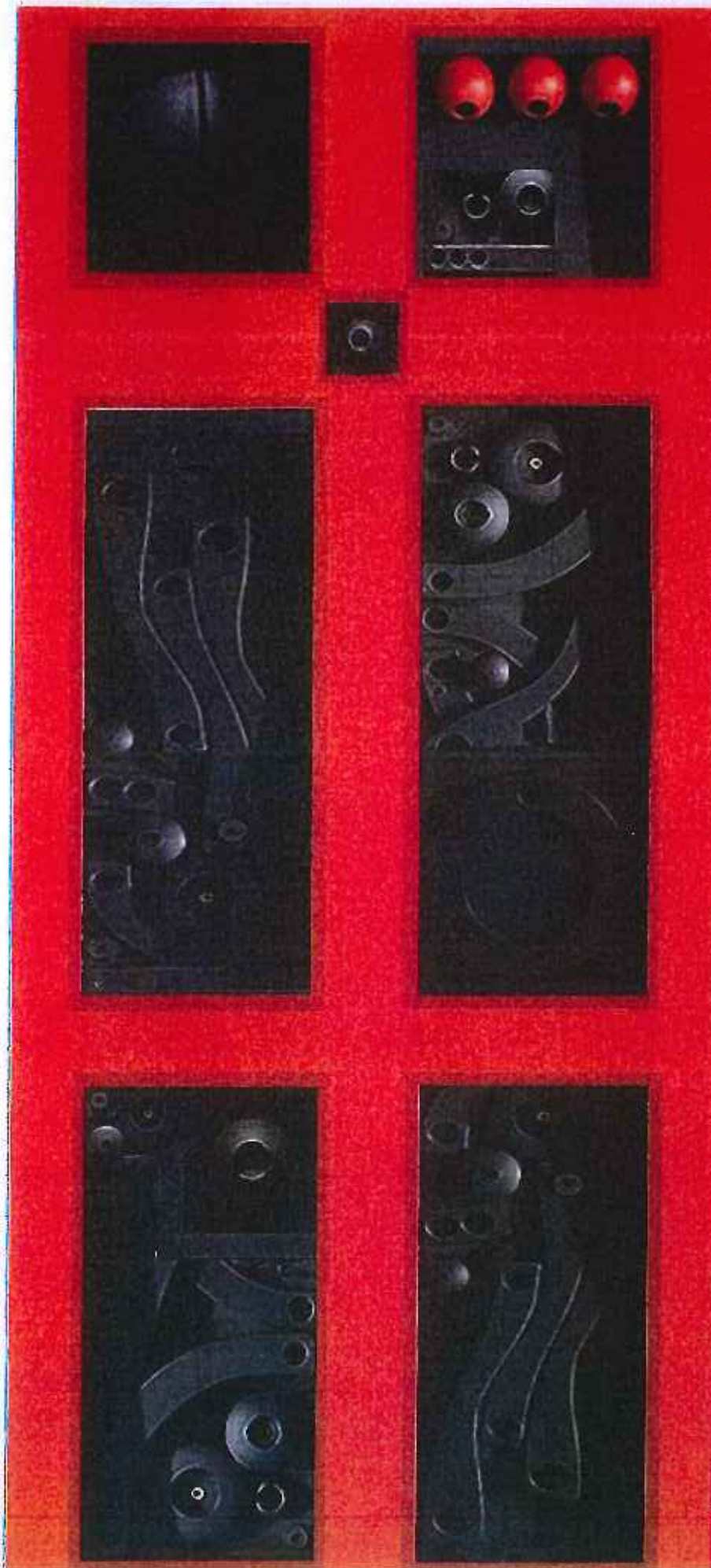
Boarder color: Pro Blue

Keys and Center court: Teal

*Will match corresponding colors with color charts, will need to mix some colors.







Carlos Davila

**Through These Doors
South Norwalk**

**All components are
aircraft aluminum
and stainless steel**

Ryan Park

Prepared for: Julio Pardo and the City of Norwalk

Prepared by: Duvian Montoya

30 April Drive

Easton, CT. 06612

duvian@duvianmontoya.com

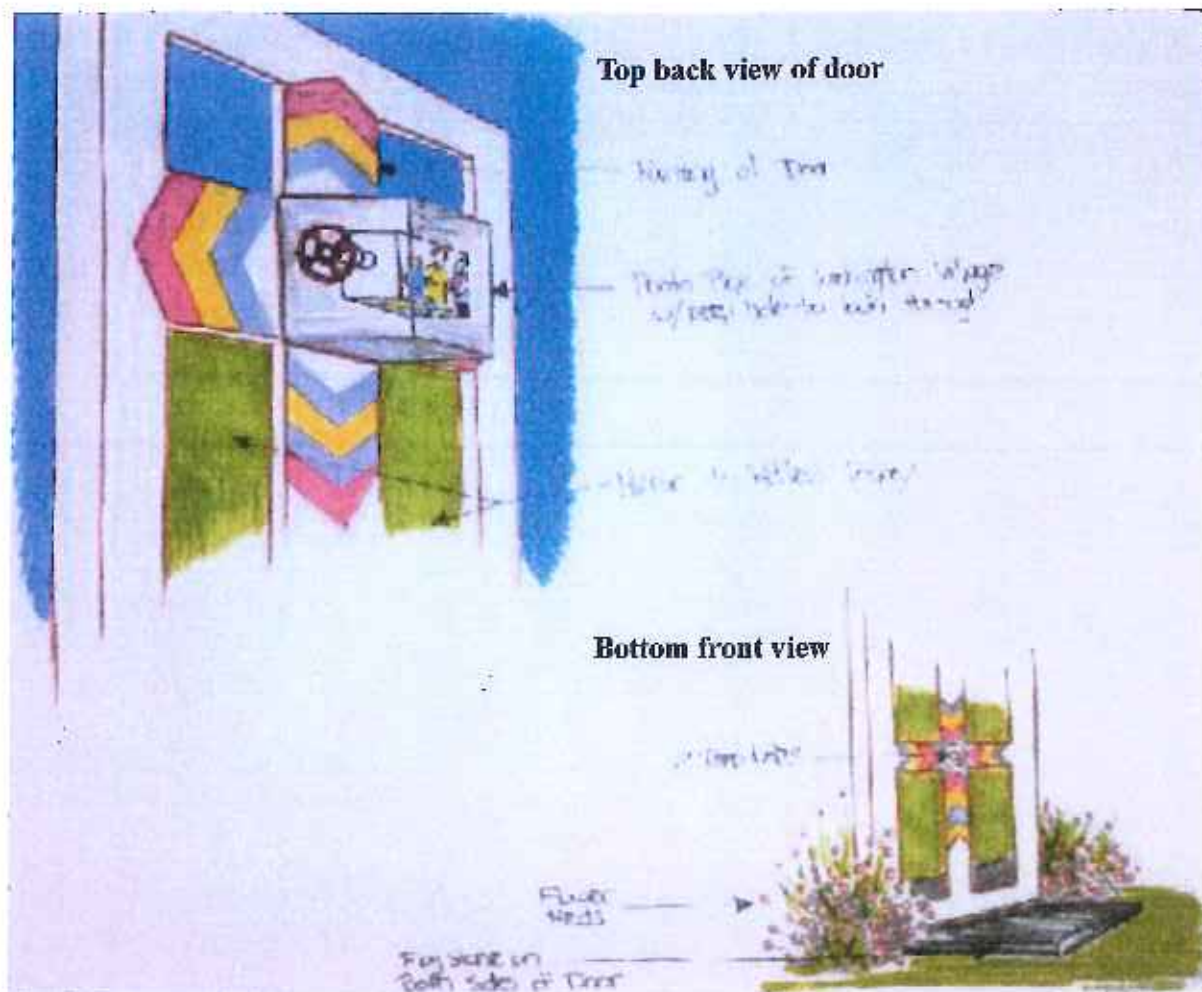
505-400-4467

June 25, 2019

Proposal number: 020118

“Saving History through the Peep hole”





Concept Statement

Since 1941 the people living in and around Washington Village have witnessed memorable moments and historic interactions through the vantage point of their door's. These unique perspectives will be recreated and scaled to give current visitors of the park a personal interaction with Norwalk's history.

VII. B.1

SPECIAL REQUEST

78 CRANBERRY RD II LLC

15-RE-105471 (\$23,659.17)

COURT STIP

5-30-1A-0

16-RE-100405 (\$44,371.64)

78 CRANBURY RD

17-RE-100496 (\$48,225.39)

TOTAL: \$112,887.57

AGENDA

NOVEMBER 14, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
ACAR LEASING LTD	18-MV-300789 (\$30.27)	PRORATION
	18-MV-300608 (\$276.08)	PRORATION
AIR CARE SPECIALIST	18-MV-301367 (\$41.36)	PRORATION
ARAGUE-ARANDA PEDRO JOSE	18-MV-302967 (\$90.01)	PRORATION
ARCAMONE GAIL L	18-MV-303055 (\$16.03)	PRORATION
AVERY BRYANA ANGELICA	18-MV-303865 (\$47.42)	PRORATION
BANNON JOHN T	18-MV-304538 (\$89.27)	PRORATION
BENNANI ABDELLAH	18-MV-305625 (\$197.22)	PRORATION
BENNANI GENEVIENE T	18-MV-305626 (\$55.59)	PRORATION
BENENSON ALLISON DORAN	17-MV-305422 (\$329.33)	PRORATION
BMW FINANCIAL SERV NA LLC	17-MV-306305 (\$739.23)	PRORATION
CABRERA JORGE E	18-MV-309317 (\$99.41)	PRORATION
CHACON MARCO	18-MV-312016 (\$12.41)	PRORATION
CRUZ ALBERTO C JR	18-MV-314996 (\$35.19)	PRORATION
CURCIO TONIMARIE	18-MV-315239 (\$399.23)	PRORATION
DAIMLER TRUST	17-MV-315550 (\$140.29)	PRORATION
	18-MV-315679 (\$679.37)	PRORATION
	18-MV-315808 (\$362.40)	PRORATION
DAIMLER TRUST	18-MV-315812 (\$94.78)	PRORATION
DEARTH GREGG M	18-MV-316584 (\$74.31)	PRORATION
	18-MV-316585 (\$45.41)	PRORATION
DEJESUS LISA	18-MV-316840 (\$29.87)	PRORATION
DIMEGLIO ANTHONY G	18-MV-318138 (\$13.70)	PRORATION
DOLAN MARY LOU	18-MV-318463 (\$140.93)	PRORATION
DRAMATIC COWBOY LLC	18-MV-318930 (\$11.97)	PRORATION
DUNLOP JOHN FREDERICK	18-MV-319279 (\$29.93)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
EDWARD MARIE C	18-MV-320199 (\$33.97)	PRORATION
ELITE LIMO SERVICE INC	18-MV-SEE BACK UP (\$3297.82)	PRORATION
EVANS BARBARA J	18-MV-321229 (\$18.05)	PRORATION
E-Z WAY TRANSPORTATION LLC	18-MV-319501 (\$310.94)	PRORATION
FARRELLY THOMAS	18-MV-321705 (\$51.49)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322652 (\$36.25)	PRORATION
	18-MV-322671 (\$353.69)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322385 (\$269.82)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322729 (\$110.68)	PRORATION
	18-MV-322783 (\$109.19)	PRORATION
FINANCIAL SER VEH TRUST	17-MV-322439 (\$185.40)	PRORATION
FINANCIAL SER VEH TRUST	17-MV-322204 (\$93.82)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322518 (\$62.94)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322636 (\$853.06)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322701 (\$521.95)	PRORATION
	18-MV-322757 (\$126.66)	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322581 (\$907.59)	PRORATION
	18-MV-322797 (\$41.60)	PRORATION
	18-MV-322826 (\$552.55)	PRORATION
GALLO HENRY D	15-MV-405305 (\$252.07)	PRORATION
	16-MV-324479 (\$179.21)	PRORATION
GAMCSIK JANE	18-MV-324647 (\$83.81)	PRORATION
GARCIA JOVITO	17-MV-324800 (\$20.09)	PRORATION
	18-MV-324799 (\$79.51)	PRORATION
	18-MV-324824 (\$66.51)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
GARDELLA COUNTY	18-MV-325108 (\$16.04)	PRORATION
	18-MV-325109 (\$192.97)	PRORATION
GAVIELIDIS HARIKLIA	18-MV-325329 (\$21.26)	PRORATION
GIBSON TIMOTHY C	18-MV-325936 (\$36.75)	PRORATION
GIGLIO NANCY	18-MV-326041 (\$11.52)	PRORATION
GRIFFITA CARLA G	18-MV-327744 (\$40.50)	PRORATION
HAHN ALEXANDRA	17-MV-328405 (\$166.47)	PRORATION
HANN AUTO TRUST	17-MV-406476 (\$195.34)	PRORATION
	18-MV-328754 (\$349.56)	PRORATION
HANOCCA KAYLA	18-MV-328771 (\$26.05)	PRORATION
HAYES MALCOLM A	17-MV-329154 (\$100.95)	PRORATION
HONDA LEASE TRUST	17-MV-331198 (\$47.51)	PRORATION
HONDA LEASE TRUST	18-MV-331474 (\$107.57)	PRORATION
HONDA LEASE TRUST	18-MV-330612 (\$138.29)	PRORATION
HONDA LEASE TRUST	17-18-MV- SEE BACK UP (\$2,015.19)	PRORATION
HONDA LEASE TRUST	18-MV-331239 (\$40.99)	PRORATION
	18-MV-331539 (\$29.99)	PRORATION
HONDA LEASE TRUST	18-MV-331042 (\$31.49)	PRORATION
	18-MV-331241 (\$199.66)	PRORATION
	18-MV-331365 (\$485.33)	PRORATION
HYUNDAI LEASING	18-MV-332552 (\$271.16)	PRORATION
	18-MV-332201 (\$256.04)	PRORATION
	18-MV-332298 (\$267.80)	PRORATION
	18-MV-332468 (\$256.04)	PRORATION
	18-MV-332258 (\$180.93)	PRORATION
JARVIS SHANNON	17-MV-333528 (\$12.93)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
JENSEN JOSEPH H	18-MV-333900 (\$333.10)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334809 (\$337.62)	PRORATION
	18-MV-334860 (\$146.82)	PRORATION
	18-MV-335358 (\$409.43)	PRORATION
	18-MV-335362 (\$164.26)	PRORATION
	18-MV-335391 (\$113.19)	PRORATION
	18-MV-335440 (\$133.96)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335024 (\$195.23)	PRORATION
	18-MV-335109 (\$344.37)	PRORATION
	18-MV-335573 (\$198.47)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335279 (\$116.49)	PRORATION
JP MORGAN CHASE BANK NA	17-MV-335110 (\$399.72)	PRORATION
	18-MV-335313 (\$431.36)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334891 (\$65.79)	PRORATION
	18-MV-335093 (\$152.68)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334795 (\$119.46)	PRORATION
	18-MV-334958 (\$295.11)	PRORATION
	18-MV-335410 (\$232.28)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334867 (\$1,364.53)	PRORATION
	18-MV-335078 (\$284.51)	PRORATION
	18-MV-335103 (\$370.43)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
JP MORGAN CHASE BANK NA	18-MV-334593 (\$424.00)	PRORATION
	18-MV-334721 (\$113.19)	PRORATION
	18-MV-334994 (\$232.53)	PRORATION
	18-MV-334994 (\$41.84)	PRORATION
	18-MV-335472 (\$28.62)	PRORATION
	18-MV-800004 (\$398.04)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335476 (\$49.48)	PRORATION
JP MORGAN CHASE BANK NA	18-MV- SEE BACK UP (\$1222.55)	PRORATION
JP MORGAN CHASE BANK NA	18-MV- SEE BACK UP (\$1680.07)	PRORATION
JUAN THERESA V	18-MV-335615 (\$22.76)	PRORATION
KAMSKEY VIRGINIA A	18-MV-335903 (\$80.97)	PRORATION
KLINE BRIDGET BELLE	18-MV-337000 (\$15.70)	PRORATION
KONYA JOHN G	18-MV-337262 (\$10.50)	PRORATION
KRIEGER KENNETH BARRY	18-MV-337556 (\$18.17)	PRORATION
LABELLA RICHARD DONALD J	18-MV-337952 (\$10.72)	PRORATION
LARGE THOMAS M	17-MV-338331 (\$56.02)	PRORATION
	18-MV-338550 (\$88.73)	PRORATION
	17-MV-338333 (\$70.97)	PRORATION
	18-MV-338551 (\$65.21)	PRORATION
LYNN LISA M	18-MV-341084 (\$200.17)	PRORATION
MARTINEZ-DECAGUAO GLADYS MARIA	18-MV-342773 (\$61.69)	PRORATION
MCINTYRE LEE JOSEPH	18-MV-343848 (\$40.07)	PRORATION
NANISTA JEFFREY S	18-MV-347534 (\$275.92)	PRORATION
NAPIORKOWSKI WIESLAW	17-MV-347235 (\$21.89)	PRORATION
NIEVES BENJAMIN JR	18-MV-347884 (\$184.67)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
NISSAN INFINITI LT	17-MV-348954 (\$44.38)	PRORATION
	18-MV-348349 (\$457.01)	PRORATION
	18-MV-349105 (\$304.81)	PRORATION
NISSAN INFINITI LT	18-MV-348247 (\$134.03)	PRORATION
	18-MV-348660 (\$76.32)	PRORATION
	18-MV-349007 (\$82.77)	PRORATION
NOA DIAGNOSTICS OF CT LLC	18-MV-349277 (\$50.24)	PRORATION
OCONNOR ALAN TIMOTHY	18-MV-349969 (\$45.21)	PRORATION
PARADY-MCLOUGHLIN MICHELLE	18-MV-357613 (\$11.45)	PRORATION
PARRETT JANE M	18-MV-411613 (\$84.94)	PRORATION
PEEBLES RICHARD TODD	17-MV-352061 (\$753.35)	PRORATION
PIPER THOMAS LAURENCE III	18-MV-353576 (\$183.50)	PRORATION
PLUMBING WORKS LLC	18-MV-353741 (\$44.83)	PRORATION
PRINCE STEVE JOSEPH	18-MV-354075 (\$43.86)	PRORATION
RIVERA VERONICA G	18-MV-356759 (\$73.78)	PRORATION
	18-MV-356758 (\$84.25)	PRORATION
	18-MV-356760 (\$58.42)	PRORATION
ROMERO RODRIGUEZ SONIA	18-MV-357309 (\$97.22)	PRORATION
RORICK KATHLEEN F	18-MV-357926 (\$35.10)	PRORATION
	18-MV-357925 (\$38.55)	PRORATION
ROSELLE JUSTIN A	18-MV-358047 (\$28.50)	PRORATION
RUUD ANDREW & KERI-ANN	18-MV-800206 (\$47.71)	PRORATION
RYAN VINCENT DEPAUL JR	18-MV-358680 (\$44.37)	PRORATION
SALDIVAN ANDREW E	18-MV-359027 (\$47.70)	PRORATION
SCHNEIDER DANIEL ALAN	18-MV-360255 (\$32.38)	PRORATION
SCHWEIZER SCOTT ALBERT	18-MV-306419 (\$106.90)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
SCOTT MATTHEW CAMPBELL	17-MV-413512 (\$26.88)	PRORATION
SHAPIRO STEVE HERBERT	18-MV-361144 (\$27.95)	PRORATION
SIM JENNY	17-MV-413766 (\$84.88)	PRORATION
STERNER BRETT J	18-MV-363493 (\$46.64)	PRORATION
STONYANOU KONSTANTIN	18-MV-363739 (\$70.55)	PRORATION
	18-MV-363740 (\$51.87)	PRORATION
TERENTINO PHILIP LEON O	18-MV-365092 (\$83.38)	PRORATION
TOREY DONALD W	18-MV-365986 (\$137.19)	PRORATION
TORRES ALBERT E	18-MV-366062 (\$47.03)	PRORATION
TOYOTA LEASE TRUST	17-18-MV-SEE BACK UP (\$9,819.48)	PRORATION
TOYOTA LEASE TRUST	18-MV-366360 (\$194.81)	PRORATION
	18-MV-366616 (\$394.74)	PRORATION
	18-MV-366877 (\$478.40)	PRORATION
	18-MV-367161 (\$369.23)	PRORATION
	18-MV-367329 (\$315.05)	PRORATION
	18-MV-367355 (\$283.28)	PRORATION
TOYOTA LEASE TRUST	18-MV-367119 (\$159.64)	PRORATION
TOYOTA LEASE TRUST	18-MV-365984 (\$239.11)	PRORATION
TOYOTA LEASE TRUST	18-MV-SEE BACK UP (\$3,849.59)	PRORATION
TOYOTA LEASE TRUST	18-MV-367225 (\$481.32)	PRORATION
USB LEASING LT	18-MV-368454 (\$98.38)	PRORATION
USB LEASING LT	18-MV-368483 (\$105.04)	PRORATION
USB LEASING LT	18-MV-368482 (\$630.72)	PRORATION
	18-MV-368504 (\$1082.72)	PRORATION
UZXATEGUI-MARQUE DEIVYSE	18-MV-368564 (\$43.80)	PRORATION

AGENDA**NOVEMBER 14, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
VAULT TRUST	18-MV-369394 (\$117.47)	PRORATION
	18-MV-369495 (\$135.37)	PRORATION
VAULT TRUST	18-MV-369503 (\$253.11)	PRORATION
VAULT TRUST	18-MV-369322 (\$161.60)	PRORATION
	18-MV-369392 (\$239.82)	PRORATION
	18-MV-369471 (\$248.98)	PRORATION
	18-MV-369506 (\$543.45)	PRORATION
	18-MV-369507 (\$430.84)	PRORATION
	18-MV-369542 (\$129.96)	PRORATION
VAULT TRUST	18-MV-369320 (\$315.67)	PRORATION
	18-MV-369476 (\$270.74)	PRORATION
	18-MV-369501 (\$496.54)	PRORATION
	18-MV-369529 (\$512.48)	PRORATION
VILLEGAS VERONICA	18-MV-370465 (\$12.06)	PRORATION
VO TIMOTHEA T	17-MV-370305 (\$47.92)	PRORATION
VW CREDIT LEASING LTD	18-MV-370790 (\$157.82)	PRORATION
	18-MV-370978 (\$424.46)	PRORATION
	18-MV-371054 (\$397.88)	PRORATION
	18-MV-371251 (\$269.39)	PRORATION
	18-MV-374485 (\$634.38)	PRORATION
VW CREDIT LEASING LTD	18-MV-371257 (\$179.87)	PRORATION
	18-MV-371308 (\$319.08)	PRORATION
VW CREDIT LEASING LTD	16-MV-370034 (\$690.60)	PRORATION
	17-MV-370577 (\$602.05)	PRORATION
	18-MV-370825 (\$512.60)	PRORATION
	18-MV-370837 (\$224.00)	PRORATION

AGENDA

NOVEMBER 14, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
VW CREDIT LEASING LTD	18-MV-370833 (\$567.68)	PRORATION
	18-MV-370924 (\$305.37)	PRORATION
	18-MV-371002 (\$487.16)	PRORATION
	18-MV-371101 (\$223.72)	PRORATION
WILLARD ALBERT R 3 RD	18-MV-374519 (\$33.47)	PRORATION
WILLIAMS CHRISTINE	18-MV-372548 (\$19.80)	PRORATION
ZEIDAN PAUL	18-MV-373881 (\$159.28)	PRORATION
	18-MV-373880 (\$112.25)	PRORATION
	18-MV-373882 (\$485.33)	PRORATION
 PRESCOTT MICHAEL & LYNNE		
15 BLUE MOUNTAIN RD		
5-13-52-0	16-RE-121666 (\$4182.07)	OVER/DUP PYMT

ELITE LIMO

BILL #	PLATE #	VIN#	AMOUNT
18-320407	L4547L	WDZPE8DC7E5930393	\$ 96.21
18-320409	L7259L	2C3CCAKG4JH151848	\$ 91.41
18-320411	Z00472Z	1GKS2FKC9HR336139	\$ 96.21
18-320413	L7711L	2C3CCARG8HH553114	\$ 119.18
18-320416	Z00424Z	1LN6L9HK6H5608840	\$ 172.11
18-320418	Z00425Z	1LN6L9HK6H5606294	\$ 119.18
18-320423	L6413L	5LMJJ3JT3GEL08460	\$ 222.35
18-320425	Z00047Z	2LMHJ5NK5HBL00117	\$ 84.45
18-320426	Z2372Z	1LNHL9EK4FG601643	\$ 234.64
18-320427	Z2939Z	2C3CCARG3HH580351	\$ 24.04
18-320428	L4558L	1GKS2FKC4GR422831	\$ 244.80
18-320429	L8440L	1LN6L9HK7H5609589	\$ 96.21
18-320430	Z2951Z	LVY982MKXJP033905	\$ 31.52
18-320433	L00074L	2LMHJ5NK8HBL00208	\$ 103.70
18-320436	L000456L	LVY982MKXJP032818	\$ 31.52
18-320437	Z2941Z	2C3CCAKG1JH224898	\$ 40.10
18-320438	L7790L	1GKS2FKC0GR336335	\$ 214.87
18-320439	L8415L	5LMJJ3JTXGE108469	\$ 258.69
18-320440	Z5460Z	5LMJJ3JTXGE108469	\$ 173.17
18-320441	L8439L	5LMJJ3JT4GEL08483	\$ 206.86
18-320442	Z00046Z	LVY982MK4JP036055	\$ 44.90
18-320443	Z00238Z	1LNHL9EK8GG602067	\$ 229.83
18-320444	L00466L	2LMHJ5NK7HBL01432	\$ 21.93
18-320445	L00050L	1LNHL9EK2GG600315	\$ 339.84
TOTAL			\$ 3,297.72

HONDA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
17-330569	9AHUU9	3CZRU6H73HM729256	\$ 279.03
18-331028	9AHUU9	3CZRU6H73HM729256	\$ 457.47
17-331381	606XYJ	1HGCR2F32DA285074	\$ 202.97
18-330658	3AVBV3	2HGFC2F51JH588358	\$ 66.68
18-330717	AL71471	5FNYF6H53JB035526	\$ 548.00
18-330791	AG11454	2HKRM4H45GH674085	\$ 205.25
18-331544	AF78874	1HGCR2F38GA243299	\$ 58.82
18-331612	645ZXU	19UDE2F85GA022013	\$ 196.97

TOTAL			\$ 2,015.19
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JP MORGAN CHASE BANK NA

BILL #	PLATE #	VIN#	AMOUNT
18-334786	AN35436	JM3KE4CY4G0745337	\$ 131.18
18-335247	AA88428	JM3KE4CY2G0699183	\$ 295.47
18-335259	AF53972	JM3KE4DYXG0807631	\$ 77.67
18-335397	AF54726	4S4BSAFC2G3346002	\$ 36.78
18-335433	AC15520	4S4BSANC9G3268500	\$ 398.04
18-335456	AF19800	JF1GPAP62G8276319	\$ 152.23
18-335574	AF53959	JM3KE4CY2G0757082	\$ 131.18
TOTAL			\$ 1,222.55

<u>Bill #</u>	<u>Veh. Descr</u>	<u>Plate #</u>	<u>VIN#</u>	<u>Refund Amt</u>
18-334705	'17 Subaru	AG62616	JF2GPA.BC5HB206985	*432.30
18-334927	'16 Subaru	AA66166	JF2SJA.BC6GH439090	*364.65
18-335320	'17 Subaru	AF54720	JF2SJA.GC6HH441626	*82.65
18-335432	'16 Subaru	AC21130	JF2SJA.DC8GH477112	*284.51
18-335470	'16 Subaru	AF19756	4S3BNAN64G3031206	*239.95
18-335495	'17 Subaru	AH36936	4S3GTAW67H3705771	*191.47
18-335578	'17 Subaru	AH04694	JF2GPA.LC3HB205459	*84.54
				1680.07

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-366552	AA87020	4T3BA3BB1FU074800	\$ 38.64
18-367226	AA87020	4T3BA3BB1FU074800	\$ 434.57
18-366413	AB85710	3MYDL8ZV9GY107097	\$ 84.72
18-366415	142BAV	2T3JFREVE8GW483769	\$ 83.29
18-366495	344ZRW	2T1BURHE2GC527216	\$ 225.75
18-366496	AB85742	2T3DFREV5FW392292	\$ 405.83
18-366498	5AUAU3	3TMCZ5AN8GMD11068	\$ 417.83
18-366501	AD24289	2T2BZMCA7GC017562	\$ 394.74
18-366520	4ADVE3	4T1BD1FK9GU193856	\$ 91.94
18-366584	AD51075	4T1BF1FK7GU189797	\$ 223.55
18-366607	AH13250	5TDY23DC1HS798239	\$ 448.18
18-366665	AA37946	2T2BK1BAXFC335288	\$ 433.37
18-366668	AF33718	4T1BF1FK0GU256157	\$ 55.96
18-366711	AC58519	5TDJKRFHXGS237909	\$ 605.83
18-366721	AD61204	2T1BURHE0GC576768	\$ 67.75
18-366849	AD28314	2T3BFREV7GW409361	\$ 231.85
18-366869	AM37839	4T1BD1FK0FU167242	\$ 320.54
18-366873	AC33258	5TDBKRFH1FS221066	\$ 221.10
18-366910	AB95365	JTHCE1D24G5010543	\$ 503.51
18-366940	AG29927	5B8BK1GG2GU024495	\$ 384.32
18-366958	AB58637	2T3RFREV9FW386324	\$ 192.97
18-367011	AC81045	4T4BF1FK0DR281318	\$ 114.66
18-367016	AA97571	2T3BFREV4GW415974	\$ 298.25
18-367020	995YKJ	2T3DFREV7FW368611	\$ 295.20
18-367117	3AHEN2	2T2BZMCA1GC016861	\$ 262.89
18-367040	AB58588	2T1BURHE1GC507328	\$ 248.53
18-367164	3AATV1	4T4BF1FK1GR568462	\$ 55.96
18-367202	176ZYG	2T1BURHE5GC615256	\$ 90.26
18-367204	511ZNV	4T1BF1FK5GU546183	\$ 195.39
18-367244	AB58391	2T1BURHE8GC509061	\$ 225.75
18-367251	AC75626	5TDJKRFH3FS172514	\$ 299.59
18-367257	AE81131	2T2BZMCA4GC036280	\$ 329.23
18-367258	182ZYG	5TDBKRFH0GS270261	\$ 285.70
18-367268	AB58690	2T3RFREVXFW403986	\$ 321.46
18-367284	AC33274	5TDJKRFH3GS240120	\$ 440.65
18-367286	AC37151	3TMLU4ENOFM190594	\$ 423.32
18-367397	AF19328	2T3BFREV1GW463111	\$ 66.40

\$ 9,819.48

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-366385	853ZYP	5TFHY5F19JX711522	\$ 938.07
18-366509	AG37890	5TDDKRFH2GS323261	\$ 710.89
18-366534	9AWPU0	2T3RFREV7FW348607	\$ 321.46
18-366762	1AVRH0	JTHCF1D21F5027456	\$ 369.23
18-366819	9ATJX2	JTHCF1D28F5022013	\$ 163.92
18-366952	0ANIX3	JTHCE18L8D5014988	\$ 369.54
18-367054	508WND	2T2BK1BA0FC274498	\$ 433.37
18-367177	4ARTR2	2T2BK1BA7FC298359	\$ 240.95
18-367192	3AWGA0	2T2BK1BA3BC097133	\$ 227.45
18-367285	AH26328	2T2BZMCA9HC063380	\$ 74.71
TOTOAL			\$ 3,849.59



CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: November 20, 2019
Re: Narrative for October, 2019 Tax Collector's Report

As of the end of October 2019, four months into our fiscal year, we had collected more than \$174 million, or 52.73% of our \$330 million adjusted tax levy. In addition, as of the end of October, 2019, we collected more than \$8 million of our sewer use levy, or 48.79%. We also collected 77.03% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to taxes (-0.3%) and sewer use collections (-2.24%).

With regard to prior years' collections, through the month of October 2019, we showed a net collection of more than \$1.9 million in back taxes, interest, lien fees and other fees.

We are now preparing for the second installment tax billing that will be mailed in mid December. This billing includes supplemental motor vehicle bills for motor vehicles newly registered after October 1, 2018. Those bills will be 'due' January 1, payable by February 3, 2020, along with the second installment of dual installment real estate, sewer use and business personal property bills. We worked with our assessor's office staff to import the new supplemental motor vehicles into our tax system this week. I anticipate running the data files for our printer next week, with the goal of having bills in the mail to taxpayers by December 10.

Last month, our delinquent tax collector issued approximately 30 new alias tax warrants for past due business personal property to our state marshals for collection. In these cases, we go door to door with the marshals in an attempt to collect and / or determine if there is any property subject to seizure. We are also in the final stages of a payroll garnishment against approximately 60 city and board of education employees who owe back taxes to the city. This is a process we undertake once or twice annually. We are also working with the Department of Health to identify taxpayers who owe past due business personal property taxes. The city will withhold renewal of any health permit until the establishment's back taxes are paid. This affects taxpayers such as nail salons, restaurants and other food establishments, hotels, and various other businesses. We also have already begun preliminary work and planning for the tax sale that will be held in July, 2020, and will continue that work through the winter.

Maintaining a high current tax collection rate by efficiently enforcing collection of past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because not everybody will pay on time, mill rates are set slightly higher to allow for 'uncollected taxes'. If we keep the current tax collection rate high, that 'uncollectible' amount can be less. This is tax relief for every taxpayer. This is the primary driver for our aggressive and consistent tax collection enforcement policies. It is important to keep this thought in mind as we begin the annual budget process, as approximately 90% of the City's annual operating revenue is generated from property taxes.

TAX COLLECTOR'S REPORT
OCTOBER 2019

VII. B.3

FISCAL YEAR 2019-2020
(2018 GRAND LIST)

ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - OCT 19	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$20,238,346.95	86.11%	\$19,971,935.07	(\$26,911.88)	87.51%
PERSONAL PROPERTY	\$18,801,474.70	52.83%	\$18,806,152.28	\$4,677.58	52.81%
REAL ESTATE	\$292,525,731.66	50.20%	\$291,705,634.43	(\$820,157.23)	50.34%
TOTAL TAX	\$331,626,083.31	52.54%	\$330,483,685.76	(\$1,142,397.55)	52.72%
SEWER USE	\$16,686,428.00	48.50%	\$16,588,083.00	(\$98,345.00)	48.79%
IPP FEE	\$203,260.00	79.12%	\$208,750.00	\$5,500.00	77.03%

FISCAL YEAR 2018-2019
(2017 GRAND LIST)

ORIGINAL LEVY	JUN 18 - OCT 18	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$19,765,892.64	86.34%	\$19,475,378.78	(\$310,513.86)	87.72%
PERSONAL PROPERTY	\$21,248,718.54	54.03%	\$21,237,012.16	(\$11,706.38)	54.05%
REAL ESTATE	\$280,979,420.26	50.57%	\$281,109,369.28	\$129,973.02	50.54%
TOTAL TAX	\$322,014,031.44	52.99%	\$321,821,784.22	(\$192,247.22)	53.02%
SEWER USE	\$15,844,431.00	52.14%	\$16,186,944.00	\$342,513.00	51.03%
IPP FEE	\$207,250.00	78.72%	\$208,000.00	\$750.00	78.43%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

	\$9,512,051.87	\$3,508,038.15	-0.45%	\$8,661,901.54	(\$350,150.33)	-0.30%
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SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

	\$841,997.00	(\$167,305.85)	-3.63%	\$401,139.90	(\$440,858.00)	-2.24%
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IPP DIFFERENCE 2018 G.L. vs. 2017 G.L.
INCREASE/(DECREASE)

	(\$4,000.00)	(\$2,330.13)	0.40%	\$750.00	\$4,750.00	-1.40%
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BACK TAXES COLLECTED

FISCAL YR 2019-2020 JUL 19 - OCT 19	FISCAL YR 2018-2019 JUL 18 - OCT 18	CUR YR vs. PRIOR YR INCH/DEC
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PRIOR TAXES

PRIOR SEWER USE FEE

PRIOR IPP FEE

TOTAL PRIOR TAX, SEWER & IPP

CURRENT INTEREST

PRIOR INTEREST

SEWER USE FEE INTEREST

IPP FEE INTEREST

TOTAL INTEREST COLLECTED

PRIOR LIEN FEE

CURRENT LIEN FEE

TOTAL LIEN FEE COLLECTED

MISC FEES COLLECTED

TOTAL PRIOR TAX, ALL INTEREST
& ALL FEES

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

\$1,293,673.99	\$1,478,888.69	(\$185,212.70)
\$67,021.61	\$83,177.82	(\$15,156.21)
\$3,174.89	\$1,750.00	\$1,424.89
\$1,363,872.49	\$1,563,818.51	(\$199,944.02)
\$259,033.34	\$243,435.44	\$15,597.90
\$278,839.92	\$397,692.44	(\$118,852.52)
\$20,325.98	\$36,285.42	(\$15,959.43)
\$1,623.76	\$2,347.57	(\$723.81)
\$559,823.01	\$679,750.87	(\$119,937.86)
\$5,347.96	\$8,053.11	(\$2,705.15)
\$0.00	\$0.00	\$0.00
\$5,347.96	\$8,053.11	(\$2,705.15)
\$53,373.10	\$341,443.13	(\$288,070.03)
\$1,982,416.56	\$2,593,073.42	(\$610,656.86)



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: October 2, 2019

TO: Harry Rilling, Mayor
The Members of the Finance & Claims Committee
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer *(HD)*

RE: Assessor Office Consulting Services

Due to recent vacancies in the Assessor's Office, I am requesting that the Purchasing Agent issue a purchase order for the procurement of part-time consulting staff for the Assessor's office. Corporation Counsel and the Finance Department have recruited Paul Fria who is the Assessor for the town of Westport and Ali Karimi who is a Personal Property and Real Estate Appraiser for the Town of Greenwich. Ali Karimi is also a City of Norwalk resident.

This staffing will allow the Assessor's Department to process the current volume of high value personal property assets. Completion of the work will impact the City's 2019 and 2020 Grand List and ultimately, the tax revenue for the City.

Paul Fria will be employed at a rate of \$150 per hour. The needs of the department will require his services for seven months for approximately 18 hours per week. The total amount for the seven months of service will not exceed \$75,000.

Ali Karimi will be employed at a rate of \$90 per hour. Ali will also be employed for seven months for approximately 18 hours per week. The total amount for the seven months of service will not exceed \$45,000.

ACTION REQUESTED:

1. Authorize the Purchasing Agent to issue a purchase order to Paul Fria for General Tax Assessor Services in an amount not to exceed \$75,000.00 at an hourly rate and other terms set forth in the Memorandum of Henry Dachowitz dated October 2, 2019. Funds are available in account 011320-5253
2. Authorize the Purchasing Agent to issue a purchase order to Ali Karimi for General Tax Assessor Services in an amount not to exceed \$40,000.00 at an hourly rate and other terms set forth in the Memorandum of Henry Dachowitz dated October 2, 2019. Funds are available in account 011320-5253



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-726-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: October 2, 2019

TO: Harry Rilling, Mayor
The Members of the Finance & Claims Committee
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer 

RE: Mall Valuation Services, American Valuation Group, LLC

In the absence of a full-time assessor and part-time assessor, I am requesting that the Mayor enter into a contract with American Valuation Group, Inc. The company will provide valuation consulting services to assess the value of the SoNo Collection properties located at 63 West Avenue.

American Valuation Group's skills and experience are specific to this type of property. Their credentials make them uniquely qualified to ensure that the mall and associated structures are valued appropriately. The company's valuation services will be performed by Mark T. Kenney who is the President of American Valuation Group and a highly respected and accredited valuation professional.

Valuation of the mall property will provide significant value to the City's Grand List. Mr. Kenney's services will cover valuation to the completion of the project which will include additions to Grand List years' 2019 and 2020.

ACTION REQUESTED:

1. Authorize the Mayor, Harry W. Rilling to enter into a contract with American Valuation Group, Inc. for Special Tax Assessor Services on the Mall in a sum not to exceed \$60,000. Funds are available in account 01320-5253 Accounting, Auditing Services. This account has budgeted balance of \$158,000, no special appropriation is required.



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: November 4, 2019

TO: Harry Rilling, Mayor
The Members of the Finance & Claims Committee
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer

RE: Commercial Property Appraisal Services, Safeground Organic Analytics

In the absence of a full-time assessor and part-time assessor, I am requesting that the Mayor enter into a contract with Safeground Organic Analytics. John Valente, of Safeground, will perform sole source services related to the valuation of the Sono Collection and other commercial properties. Mr. Valente has unique experience with complex commercial appraisal and litigation support.

ACTION REQUESTED:

1. Authorize the Mayor, Harry W. Rilling to enter into a contract with Safeground Organic Analytics for specialty Tax Assessor Services in a sum Not to exceed \$75,000.00 at the terms set forth in the Memorandum of Henry Dachowitz dated November 4, 2019. Funds are available in account #01-1320-5253, Accounting, Auditing Services. No additional appropriation is required.



CITY OF NORWALK
 Henry M. Dachowitz
 Chief Financial Officer
 hdachowitz@norwalkct.org

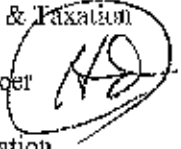
Mobile: 516-728-4991
 Office: 203-854-7870

125 East Avenue, PO BOX 5125
 Norwalk, CT 06856-5125

MEMORANDUM

DATE: November 12, 2019

TO: Harry Rilling, Mayor
 The Members of the Board of Estimate & Taxation

FROM: Henry Dachowitz, Chief Financial Officer 

RE: 98 South Main Street Special Appropriation

The Mayor is requesting a special appropriation in the amount of \$1,000,000. This appropriation will provide matching funds to the YMCA for the build-out of the City property located at 98 South Main Street.

The City's matching funds will total \$1,200,000. The remaining \$200,000 of the City's commitment will be provided by the 98 South Main Special Appropriation which was approved by The Board of Estimate and Taxation on August 6th 2018 in the amount of \$500,000. That appropriation allocated \$300,000 to the purchase of the 98 South Main building and an additional \$200,000 for capital improvements.

This special appropriation will be funded by a \$1,000,000 transfer from Fund Balance.

ACTION REQUESTED:

1. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Operating account 01-7029-5A0620 to provide matching funds for the YMCA build-out of the City owned property located at 98 South Main Street.



CITY OF NORWALK
Office of the Mayor

P: 203-854-7701 / F: 203-854-7939

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: November 12, 2019
TO: The Members of the Board of Estimate & Taxation
FROM: Harry Rilling, Mayor *Harry W. Rilling*
RE: 98 South Main Street Special Appropriation

I recommend the approval a Special Appropriation in the amount of \$1,000,000. This appropriation will provide matching funds for the YMCA build-out at the City property located at 98 South Main Street.

This funding, along with the remaining \$200,000 from the Board of Estimate and Taxation's August 6th 2018 approved appropriation in the amount of \$500,000 will add a total of \$1,200,000 to the YMCA's corresponding commitment of \$1,200,000. These funds will provide needed recreation facilities to the City of Norwalk.

The Finance Department has provided additional information regarding the funding of this appropriation.

ACTION REQUESTED:

1. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Operating account 01-7029-5A0620 to provide matching funds for the YMCA build-out of the City owned property located at 98 South Main Street.



CITY OF NORWALK
Harry W. Rilling
Mayor
hrilling@norwalkct.org
norwalkct.org
P: 203-854-7701 / F: 203-854-7939
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

TO: Board of Estimate and Taxation
FROM: Mayor Harry W. Rilling
Laoise King, Assistant to Mayor
DATE: June 6, 2018
RE: Purchase of Remaining Interest in 98 South Main Street

The City currently owns a one half interest in the subject property at 98 South Main Street (the "Property"), which it obtained from the bankruptcy trustee on behalf of NEON. As set forth in more detail below, the City now seeks to obtain the other one half-interest in the Property from the South Norwalk Community Center ("SNCC") for three hundred thousand dollars (\$300,000). We are also proposing for the Board of Estimate and Taxation to approve an additional two hundred thousand dollars (\$200,000) for future capital improvements for the Property. We propose that this request be paid from the funds that are already on deposit with the City from the GGP payment that was made to the City in exchange for the City's approval to modify the underlying Land Disposition Agreement to remove the requirement to construct a hotel along with the mall. At the time that the Common Council approved the GGP payment, it was discussed by the Council that the City intended for as much of those funds as possible to be used towards projects that will directly benefit the South Norwalk Community. Certainly, the funds from this request will be used to purchase and improve a building in the heart of South

Norwalk that will be a place where the City intends for there to be additional programming and services which will benefit the South Norwalk community.

On May 15, 2018, the Planning Commission voted unanimously to issue a positive report for the proposal its authority to review such a proposal pursuant to Connecticut General Statute, § 8-24. This proposal was also considered and received a positive review from the Common Council Land Use Committee. This proposal is scheduled to be considered by the Common Council Finance Committee on June 14, 2018.

HISTORY OF THE PROPERTY

In order to evaluate the issues in this case it is important to understand the complicated history of the Property. From 1981 through 1987, the City obtained grants of approximately \$1,000,000 and constructed the building at the Property. On August 26, 1987, the City quitclaimed the Property to both NEON and the SNCC as tenants in common. The deed provided that the City conveyed the Property to these organizations to "insure that these organizations have a facility to carry out social services which they were organized." A condition of the deed provided for a "reverter clause" which provided that title to the Property shall revert back to the City if NEON and SNCC or their grantees/successors ceased to use the Property solely to provide social service programs to the residents of Norwalk. The reverter clause states in relevant part:

"The premises are hereby conveyed to the grantees by the City to insure that these organizations have a facility to carry out the Social Services for which they were organized, it being a condition of this deed that should the said grantees or their successors ever cease to use the premises solely for said Social Service purposes for the benefit of the citizens of Norwalk, that title in said premises shall then revert to the City of Norwalk."

Around April 2014, NEON ceased providing social services, and became decertified and no longer used the Property. Around June 2015, NEON filed a Chapter 7 petition in Bankruptcy Court.

NEON claimed its interest (as a joint tenant) in the Property in the bankruptcy proceeding and claimed it had the right to sell its interest in the Property to another nonprofit organization. The City filed an action in the Superior Court alleging that NEON's interest in the Property reverted back to the City per the reverter clause in the deed since NEON was no longer providing social services to the citizens of Norwalk. The legal claims of NEON and the City were never adjudicated by the court. Instead the City and bankruptcy trustee reached a settlement of that case whereby the City was able to obtain a one half fee title interest to the Property thereby taking over NEON's ownership interest in the Property.

VALUATION ISSUES

The bankruptcy trustee submitted a valuation letter from a real estate broker which claimed that the value of the Property was \$2,100,000. Therefore, the bankruptcy trustee initially claimed that NEON's interest in the property was worth \$1,050,000. The Norwalk Tax Assessor valued the Property for \$2,357,220 on the most recent grand list (field card is attached hereto as Exhibit 1). Back on June 16, 2015, the City had an appraisal done by a certified commercial appraiser, Vimin Associates, which valued the Property for \$665,000.00 (attached hereto as Exhibit 2). Please note that this appraisal is almost three (3) years old and we believe that the value of similar commercial buildings in Norwalk during the past three years has significantly increased.

PROPOSED PURCHASE AND SALE OF SNCC'S ONE HALF INTEREST

Over the past few years City officials have been involved in negotiations with SNCC for the City to try to purchase SNCC's interest in the Property. After years of refusing to consider selling its interest in the Property to the City, SNCC finally agreed a few months ago to do so. During negotiations, the City offered to purchase SNCC's interest for three hundred thousand dollars (\$300,000). Attached hereto as **Exhibit 3** is the proposed purchase and sale agreement, along with proof of SNCC's acceptance. As part of the deal, SNCC will obtain will be able to maintain an office of approximately seven hundred (700 sq ft) at the Property for a five (5) year lease term at the rental rate charged by the City to other non-profit organizations that rent space at a City property, along with an option for an additional five (5) year term at the same rate. Furthermore as part of the deal, SNCC has agreed to change the structure of its organization with the goal of restructuring the organization in a manner that will make it more welcoming to the entire Norwalk community and more effective at providing necessary community activities and social services to the Norwalk community. Attached hereto as **Exhibit 4** is the executed SNCC bylaws showing those changes.

IN CONCLUSION

We have all concluded since the demise of NEON that this Property cannot be effectively operated to benefit to community while being jointly owned by two separate organizations. Furthermore, the Property has not been properly maintained for many years. Therefore, there is a significant amount of deferred maintenance and future capital improvements which must be immediately addressed. So in addition to three hundred thousand dollars (\$300,000) for the acquisition of a one half interest in the Property, the City is also proposing to Board of Estimate

and Taxation to approve an additional two hundred thousand dollars (\$200,000) for future capital improvements for the Property. Once the City confirms that it is going to take over ownership of the Property, the City could develop a plan for both the short term and long term use of the Property.

For the foregoing reasons it is respectfully requested that the Finance Committee move this proposal forward to the Common Council for approval. Thank you for your time and consideration of this matter.

and held in the Contingency account for increases in Regular wages. Also, two vacancies went unfilled throughout the year totaling \$119,700.

**** MAYOR RILLING MOVED TO APPROVE THE FY 2017-18 RESERVE SUMMARY AND TRANSFER REQUEST.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. OTHER BUSINESS (SECTION C)

1. RESOLUTION, Approve a special capital appropriations totaling \$5.0 million to increase the available funds for the Facilities Master Plan for Norwalk High School. Project #09185010-C0610, and authorizing the issuance of \$5.0 million of General Obligation Bonds of the City of Norwalk to meet said appropriation.

2. RESOLUTION: Approve the reduction of \$5.0 million of appropriations for Jefferson School, project #09195010-5777-C0618, from \$23,902 million to \$18.902 million.

**** MAYOR RILLING MOVED TO APPROVE A SPECIAL CAPITAL APPROPRIATIONS TOTALING \$5.0 MILLION TO INCREASE THE AVAILABLE FUNDS FOR THE FACILITIES MASTER PLAN FOR NORWALK HIGH SCHOOL. PROJECT #09185010-C0610, AND AUTHORIZING THE ISSUANCE OF \$5.0 MILLION OF GENERAL OBLIGATION BONDS OF THE CITY OF NORWALK TO MEET SAID APPROPRIATION.**

**** MAYOR RILLING MOVED TO AMEND THE RESOLUTION TO READ AS: "APPROVE A SPECIAL CAPITAL APPROPRIATIONS TOTALING \$5.0 MILLION TO INCREASE THE AVAILABLE FUNDS FOR THE FACILITIES MASTER PLAN FOR NORWALK HIGH SCHOOL. PROJECT #09185010-C0610"**

**** THE MOTION PASSED UNANIMOUSLY.**

**** MAYOR RILLING MOVED TO APPROVE A SPECIAL CAPITAL APPROPRIATIONS TOTALING \$5.0 MILLION TO INCREASE THE AVAILABLE FUNDS FOR THE FACILITIES MASTER PLAN FOR NORWALK HIGH SCHOOL. PROJECT #09185010-C0610 AND APPROVE THE REDUCTION OF \$5.0 MILLION OF APPROPRIATIONS FOR THE JEFFERSON SCHOOL, PROJECT 09195010-5777-C0618, FROM \$23,902 MILLION TO \$18.902 MILLION.**

Mr. Tom Hamilton came forward in support of the item. He stated that the Norwalk High School project is being undertaken in phases over the next several years, based on whether the work will be eligible for State reimbursement, the type of State grant application that must be filed, and based on the timing of when the work will be ready to be placed out to bid. It has now been determined that the original allocation of \$6.5 million for this project will not be sufficient to complete all of the work that is necessary at this building. The Board of Education is requesting a special capital appropriation in the amount of \$5.0 million in order to undertake the additional necessary work.

Mr. Hamilton stated that the items that will be funded with the additional \$5.0 million include a complete cafeteria redesign. A Learning Commons and Maker Space will be constructed in the existing Library. The Auditorium will be upgraded. ADA improvements and renovation will be done for the

building's courtyards. Safety and landscaping Improvements will be made to the school entrance, stairwells and hallways. Improvements will be made to the athletic facility. There will also be various programmatic renovations and improvements.

Mr. Hamilton stated that it appears unlikely that the Jefferson School Project can be completed on the original schedule and will need to be deferred until the Ponus project is completed. He stated that we are requesting that the City temporarily reduce the appropriation for the Jefferson School project by the same amount to be bonded at current levels. He stated that we appreciate the Mayor's agreement to recommend restoration of full funding for the Jefferson renovation project in a future capital budget, when the Jefferson project can proceed based on the revised project phasing schedule.

**** THE MOTION DID NOT PASS WITH THREE VOTES IN FAVOR AND THREE IN OPPOSITION (MR. FRAYER, MR. JELLERETTE, AND MR. KASSIMIS.**

3. RESOLUTION: Approve a special capital appropriation in the amount of \$500,000 of which \$300,000 will cover the City's purchase of the remaining one half interest of the building located at 98 South Main Street, and \$200,000 will cover estimated future capital improvements and repairs to the property.

Mr. Camacho recused himself from the Item.

**** MR. KASSIMIS MOVED TO APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$500,000 OF WHICH \$300,000 WILL COVER THE CITY'S PURCHASE OF THE REMAINING ONE HALF INTEREST OF THE BUILDING LOCATED AT 98 SOUTH MAIN STREET, AND \$200,000 WILL COVER ESTIMATED FUTURE CAPITAL IMPROVEMENTS AND REPAIRS TO THE PROPERTY.**

Mayor Rilling stated that we would like to acquire the building and bring it up to code. The elevator, roof, security system, and other items need fixing.

Mayor Rilling stated that the City currently owns a one-half interest in the property at 98 South Main Street. He stated that the property was obtained from the bankruptcy trustee on behalf of NEON. Mayor Rilling stated that the City now seeks to obtain the other one-half interest in the property from the South Norwalk Community Center. He stated that the existing South Norwalk Community Center would not be receiving the \$300,000. An entirely new agency will be created. The board of directors will be made of 11 individuals.

Mayor Rilling stated that the new agency will be providing social services at a higher level than what SNCC is currently providing. He stated that we hope to bring in additional tenants that provide social services. RFPs will be issued to attract the new tenants. He stated that at some point, a social service organization could purchase the building from the City.

Mr. Alan Lo stated that we have a Certificate of Occupancy for the building, but there are significant improvements that need to be made to the building. Security, energy management system, interim mechanical repair, lighting, and other improvements will need to be made.

**** THE MOTION PASSED WITH FOUR VOTES IN FAVOR AND ONE VOTE IN OPPOSITION (MR. JELLERETTE).**

Mayor Rilling exited the meeting at 8:00 p. m.

4. Approval of FY 2017-18 Reserve for Encumbrances

Mr. Barron stated that each year, the Board of Education can request that 1% of the prior year appropriation to be carried forward for use in the next year. He stated that the 1% is \$1,840,843. He stated that the BOE would like to encumber \$717,257.

Mr. Barron stated that the Total City Reserve is \$1,239,272. \$343,907 of the total City Reserve is for the Headstart Program. We have a new Headstart provider. The \$343,907 needs to be carried into this year in order to make the first quarterly payment of \$120,000.

**** MR. KASSIMIS MOVED TO APPROVE THE CITY SIDE OF THE APPROVAL OF FY 2017-18 RESERVE FOR ENCUMBRANCES IN THE AMOUNT OF \$1,239,272.53.**
**** THE MOTION PASSED UNANIMOUSLY.**

5. ADDITIONAL INFORMATION (SECTION D)

Special Appropriation Status of Contingency

Financial reports

- Year-to-date Capital Budget Report – FY 2017-18
- Year-to-date Capital Budget Report – FY 2018-19
- Year-to-date Operating Expenditure Report – FY 2017-18
- Year –to-date Operating Expenditure Report – FY 2018-19
- Year-to-date Operating Revenue Report – FY 2017-18
- Year-to-date Operating Revenue Report – FY 2018-19
- Year-to-date BOE Operating Expenditure Report – FY 2017-18
- Year-to-date BOE Operating Expenditure Report – FY 2018-19

Salary accounts

- Police – FY 2017-18
- Police – FY 2018-19
- Fire – FY 2017-18
- Fire – FY 2018-19
- Public Works – FY 2017-18
- Public Works – FY 2018-19

Mr. Barron stated that the Oak Hills Park Authority is in the process of closing out the year and do not yet have the final numbers.

regulators are required. He stated that the new SCBA masks and regulators for each member are required with the new air packs.

**** MAYOR RILLING MOVED TO APPROVE THE SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$133,915 FROM THE CAPITAL FUND BALANCE TO INCREASE THE AVAILABLE FUNDS FOR THE PURCHASE OF SCBA AIR PACKS FOR THE FIRE DEPARTMENT.**

**** THE MOTION PASSED UNANIMOUSLY.**

1. RESOLUTION, Approve a special capital appropriation in the amount of \$500,000 of which \$300,000 will cover the City's purchase of the remaining one half interest of the building located at 98 South Main Street, and \$200,000 will cover estimated future capital improvements and repairs to the property.

Mr. Camacho stated that he would recuse himself from this item.

Mayor Rilling stated that the City currently owns a one half interest in the property at 98 South Main Street. The property was obtained from the bankruptcy trustee on behalf of NEON. He stated that the City now seeks to obtain the other one half-interest in the property from the South Norwalk Community Center for \$300,000. Mayor Rilling stated that the building will need \$200,000 in capital improvements in order to bring the building up to code.

Mayor Rilling stated that in August of 1987, the City quitclaimed the property to both NEON and SNCC as tenants in common. The deed provided that the City conveyed the Property to these organizations to insure that these organizations have a facility to carry out social services which they were organized. Mayor Rilling stated that as a condition of the deed provided for a reverter clause which provided that the title to the property shall revert back to the City of NEON or SNCC ceased to use the property solely to provide social service programs to the residents of Norwalk.

Mayor Rilling stated that in 2014, NEON ceased providing social services and no longer used the property. In 2015, NEON filed for bankruptcy. Mayor Rilling stated that the City and bankruptcy trustee reached a settlement whereby the City was able to obtain a one half ownership of the property.

Mayor Rilling stated that City officials have been involved in negotiations with SNCC for the City to try purchasing SNCC's interest in the property. After years of refusing to sell its interest, SNCC agreed a few months ago to sell. He stated that during negotiations, the City agreed to purchase SNCC's interest for \$300,000. As part of the deal, SNCC will be able to maintain an office of approximately 700 square feet for a five year lease term.

Mayor Rilling stated that as part of the deal, SNCC has agreed to change the structure of its organization with the goal of restructuring the organization in a manner that will make it more welcoming to the entire Norwalk Community. It will become more effective at providing necessary community activities, and social services to the community.

Mayor Rilling stated that an RPF will be issued seeking tenants to fill the building with organizations that service the community.

**** MAYOR RILLING MOVED TO , APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$500,000 OF WHICH \$300,000 WILL COVER THE CITY'S PURCHASE OF THE REMAINING ONE HALF INTEREST OF THE BUILDING LOCATED AT 98 SOUTH MAIN STREET, AND \$200,000 WILL COVER ESTIMATED FUTURE CAPITAL IMPROVEMENTS AND REPAIRS TO THE PROPERTY.**

**** THE MOTION FAILED WITH THREE VOTES IN FAVOR AND THREE VOTES IN OPPOSITION (MR. FRAYER, MR. JELLERETTE, AND MR. FEIGENBAUM).**

Mayor exited the meeting at 8:06 p. m.

5. ADDITIONAL INFORMATION (SECTION D)

Special Appropriation

Status of Contingency

Financial reports

Oak Hills Financial Status – May 2018

Year-to-date Capital Budget Report – FY 2017-18

Year-to-date Operating Revenues Report – FY 2017-18

Year-to-date Operating Expenditure Report – FY 2017-18

Year-to-date BOE Operating Expenditure Report – FY 2017-18

Tax Collector's Narrative - May 2018

Tax Collector's Report - June 2018

Salary accounts

Police

Fire

Public Works

Mr. Barron stated that Oak Hills YTD July 2017 –May 2018, revenues are about \$51,000 better than the same period of the previous year. Total Expenses are \$62,000 higher than the same period of the previous year. Net Operating Income is \$11,317 worse than the same period of the previous year.

ADJOURNMENT



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: November 12, 2019
TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
FROM: Henry Dachowitz, Chief Financial Officer 
RE: Board of Education Special Appropriation

The Board of Education is requesting a special appropriation in the amount of \$1,400,000. These funds will provide additional resources related to the recent inflow of English Language Learners (ELL) and Students with Limited and/or Interrupted Formal Education (SLIFE).

To-date, Norwalk schools have enrolled over two thousand ELL and SLIFE students. The District's FYE 2020 Operating Budget does not provide for this anticipated inflow of special needs students. As such, the Finance Department is recommending that an additional \$1,000,000 be appropriated to the Board of Education's FYE 2020 Operating Budget.

These funds will provide the additional academic resources detailed in the Superintendents' attached proposal. An amount of \$400,000 will also be allocated to the Community Services department for related mental health and social work services for City students.

This appropriation will be funded by transfers from Fund Balance totaling \$1,400,000.

ACTION REQUESTED:

1. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Education account 01-5050-5050 for additional academic resources related to the recent inflow of English Language Learners.
2. RESOLVED, that a sum not to exceed \$400,000, be and the same is hereby transferred from Fund Balance to Community Services account number 01-2010-5298 for additional mental health and social services for City students.



CITY OF NORWALK
Office of the Mayor

P: 203-854-7701 / F: 203-854-7939

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: November 12, 2019

TO: The Members of the Board of Estimate & Taxation

FROM: Harry Killing, Mayor

RE: Board of Education Special Appropriation

I recommend the approval of a Special Appropriation totaling \$1,400,000 to fund necessary services to the recent inflow of English Language Learners to the Norwalk Public School District. This request will provide \$1,000,000 of additional educational resources. Another \$400,000 will be allocated to the Community Services department to provide related mental health and social services to City students.

As of October 16th, the City's schools have enrolled more than two thousand English Language Learners and special needs students. The district has projected that another 140 students will be enrolled by January 2020. These students have limited English language skills and/or limited formal education. In many instances, they have also experienced some form of trauma.

In response to this unanticipated inflow, the Board of Education has proposed the attached plan for the current school year. The proposal calls for additional resources required to facilitate the academic and social success of these new students.

The Finance Department and the Board of Education have provided additional information regarding the funding and implementation of this appropriation.

ACTION REQUESTED:

3. RESOLVED, that a sum not to exceed \$1,000,000, be and the same is hereby transferred from Fund Balance to Education account 01-5050-5050 for additional academic resources related to the recent inflow of English Language Learners.
4. RESOLVED, that a sum not to exceed \$400,000, be and the same is hereby transferred from Fund Balance to Community Services account number 01-2010-5298 for additional mental health and social services for City students.



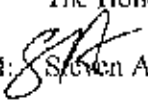
Steven J. Adamowski, PhD.
Superintendent of Schools

adamowski@norwalkps.org
O: 203-854-4001 / F: 203-838-3299
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

MEMORANDUM

DATE: October 16, 2019

TO: The Honorable Harry W. Rilling, Mayor

FROM:  Steven Adamowski, PhD, Superintendent of Schools

RE: Special Appropriation Request for Increased Enrollment of English Language Learners (ELL) and Student with Limited and/or Interrupted Formal Education (SLIFE) in the Norwalk Public Schools

On behalf of the Norwalk Board of Education, I am formally requesting a special appropriation in the amount of \$1,173,000 from the City of Norwalk to fund the immediate expansion of educational and social services to address the needs of a large, unanticipated enrollment increase of ELLs and SLIFE that have immigrated to Norwalk in the period since approval of the District's Operating Budget last spring, and surged in the period of July - October, 2019.

As of today we have enrolled 2,050 English Language Learners, up 13% since last year and 59% since 2013. We estimate another 50 students are in process of registering and predict a January surge of another 90 students comparable to the last school year. Many of the large, unanticipated number of ELLs are SLIFE - Students with Limited and/or Interrupted Formal Education.

While schools have tried their best to remain within their allocated budgets, they can no longer manage to do so. Cranbury and Norwalk High School have experienced a 40% increase in English Language Learners so far this year. Six schools have reached a "tipping point" of 25% or more English Language Learners. Kendall is at 34%, or one out of three students.

The attached Budget represents what is needed in the remainder of the 2019-20 SY to maintain ELL services at the current level. A more comprehensive and innovative 'full year' approach will be reflected in the Board of Education's 2020-21 Proposed Operating Budget request.

As detailed in the attached Proposal, the Special Appropriation will enable the opening of additional ESL and ESL Content Classes at the high school level, ESL sheltered classes at the

middle school level and additional ELL teachers and bilingual instructional aides at six elementary schools. It will also provide much needed support for general education teachers who have the best of intentions but need instructional tools and supplies for classes which may consist of a large number of students who speak very little English. Many of these immigrant students, primarily from Honduras and Guatemala, have experienced trauma and are in poor health. Resources are needed to support them including two bilingual social workers. We are requesting the City hire the necessary social workers and provide students and their families with needed social services directly, in partnership with the schools.

Connecticut law does not allow Boards of Education to exceed funds in excess of their approved budgets without agreement of the municipality. Given the urgency of this situation, I am requesting that the special appropriation be expedited.

We thank you for your leadership and support of the Norwalk Public Schools and look forward to partnering with the City to insure equal access to a quality education for all the students of Norwalk.

CC: Members, Norwalk Board of Education
Tom Hamilton, CFO

HIGH SCHOOLS

Norwalk High School

Need	Rationale	Cost	Actual Cost for Remainder of School Year
2 ELL Teachers	To open new ESL sections for newcomer SLIFE students. Current classes are at capacity or near capacity.	230,000	Long term subs 114,000
ESL Science Foundations (6 th class)	Current classes are at capacity or near capacity.	20,000	19,000
ESL Math Foundations (6 th class)	Current classes are CLOSED.	20,000	14,000
1 Bilingual Instructional Aide	To re-open the ELL Tutoring Center	30,000	20,000
1 Bilingual Social Worker (for NHS and BMHS)	A significant number of new high school ELLs have experienced trauma and need the specialized support of a Spanish-speaking Social Worker. This position is currently combined with a special ed. position which does not leave enough time to adequately serve these SLIFE ELLs.	115,000	92,000

Brien McMahon High School

1 ELL/ELL Math Teacher	To open new ESL and ESL Math sections for newcomer SLIFE students. Current classes are at capacity or near capacity.	115,000	1 ELL long term sub: 57,000; 2 teachers -- 6 th class: 21,000
Bilingual US History (6 th class)	Current classes are at capacity or near capacity.	20,000	13,000
ESL US History (6 th class)	Current classes are at capacity or near capacity.	20,000	15,000
ESL Science Foundations (6 th class)	Current classes are at capacity or near capacity.	20,000	14,000
Spanish for Native Speakers I (6 th class)	Current class is at near capacity.	20,000	15,000
Spanish for Native Speakers II (6 th class)	Current classes is CLOSED.	20,000	15,000
1 Bilingual Instructional Aide	To re-open ELL Tutoring Center	30,000	20,000
SUBTOTAL FOR HIGH SCHOOLS		660,000	429,000

MIDDLE SCHOOLS

Need	Rationale	Cost	Actual Cost for Remainder of School Year
2 ESL Teachers	To support newcomer SLIFE in the math and science classrooms across grade levels at the middle schools.	230,000	Long term subs 114,000
SUBTOTAL FOR MIDDLE SCHOOLS		230,000	114,000

ELEMENTARY SCHOOLS

Need	Rationale	Cost	Actual Cost for remainder of school year
2 ELL Teachers	To support the increase in ELL population, especially at Cranbury, Kendall, Marvin, Tracey, Naramake.	230,000	Long term subs 114,000
5 Bilingual Instructional Aides	To increase the capability of elementary schools to handle translation of written communication and interpreting at parent meetings and PPTs (for ELL and other Hispanic families).	150,000	100,000
1 Bilingual Social Worker (for Elem. and Middle School)	A significant number of new ELLs across the district have experienced trauma and need the specialized support of a Spanish-speaking Social Worker.	115,000	92,000
SUBTOTAL FOR ELEMENTARY SCHOOLS		495,000	306,000

DISTRICT (CENTRAL OFFICE)

Need	Rationale	Cost	Actual Cost for Remainder of School Year
ELL Instructional Specialist: increase from 11 months to 12 months	Responsibilities have increased manifold as the ELL population has grown 47% over the past 5 years.	15,000	12,000
1 ELL Supervisor (10 month)	To assist with teacher evaluation; professional development district-wide; etc.	160,000	130,000
1 SIOP Coach	To support all schools with SIOP implementation.	115,000	92,000
Data/Testing Facilitator at the ELL Welcome Center; increase from half time to full time.	Responsibilities have increased manifold as the ELL population has grown 47% over the past 5 years.	50,000	40,000
Instructional Supplies	To provide textbooks and supplies for the influx of ELLs K-12	50,000	50,000
SUBTOTAL FOR DISTRICT		390,000	324,000

TOTAL FOR FULL PROPOSAL K-12	\$1,775,000	\$1,173,000
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**PROPOSAL TO ADDRESS
THE RECENT INFUX OF ELLS IN
THE NORWALK PUBLIC SCHOOLS
SY 2019-2020:
IMMEDIATE PRIORITIES**

Prepared by Helene Becker, ELL Instructional Specialist
and Dr. Brenda Myers, Chief Academic Officer

October 2019

NUMBERS OF ELLS: K-12
AS OF 10/8/19
COMPARED TO 10/8/18

SCHOOL	10/08/2018	10/08/2019	% increase in one year
BMHS	221	273	24%
BRO	116	115	
COL	38	31	
CRA	55	77	40%
FOX	46	53	
JEF	138	144	
KEN	171	175	
MAR	82	100	22%
NAR	47	62	32%
NAT	60	64	
NHS	190	265	39%
PON	123	124	
ROT	65	57	
ROW	68	62	
SIL	154	171	
TRA	110	120	
WOL	54	54	
WRO	94	114	21%
TOTAL	1832	2061	

NORWALK PUBLIC SCHOOLS ELL POPULATION
2004-2019
(DATA FROM OCT. 1 OF EACH SCHOOL YEAR)



HIGH SCHOOL CONSIDERATIONS
AND PRIORITIES

**TYPICAL SCHEDULE FOR
SLIFE* ELLS AT THE HIGH
SCHOOLS**

Since 10/1/18:

82% of new ELLs (60/73) at BMHS are
SLIFE

78% of new ELLs (73/94) at NTHS are
SLIFE

*STUDENTS WITH LIMITED AND/OR
INTERRUPTED FORMAL EDUCATION

- ESL Foundations (double block)
- ESL Math Foundations (double block)
- ESL Science Foundations
- ESL or Bilingual US History
- Spanish for Native Speakers
- Instructional Support (for tutoring in the ESL Tutoring Room)
- Additional Courses (art, music, physical education)

AT NHS

- ESL Foundations (double block): extra section opened 8/19
- ESL Math Foundations (double block): extra section opened 9/19
- ESL Science Foundations: extra section opened 9/19 (Title III)
- ESL or Bilingual US History: extra section opened 9/19
- Spanish for Native Speakers
- Instructional Support (for tutoring in the ESL Tutoring Room):
- Additional Courses (art, music, physical education)

AT BMHS

- ESL Foundations (double block)
- ESL Math Foundations (double block): extra single block section opened 9/19 (Title III)
- ESL Science Foundations: extra section opened 9/19 (Title III)
- ESL or Bilingual US History
- Spanish for Native Speakers
- Instructional Support (for tutoring in the ESL Tutoring Room):
- Additional Courses (art, music, physical education)

AS OF OCTOBER 8, 2019...

- ALL OF THE CLASSES APPROPRIATE FOR SLIFE ELLS AT BOTH HIGH SCHOOLS ARE NEARLY CLOSED, CLOSED, OR OVER CAPACITY
 - ESL Foundations
 - ESL Math Foundations
 - ESL Science Foundations
 - ESL or Bilingual US History
 - Spanish for Native Speakers
-
- ESL TUTORING ROOMS AT NHS AND BMHS ARE CLOSED (BILINGUAL AIDES ARE ASSISTING IN CONTENT CLASSES)
-
- ADDITIONAL COURSES APPROPRIATE FOR SLIFE ELLS ARE CLOSED (art, music, physical education)

MIDDLE SCHOOLS

-Our Middle Schools do not have ESL sheltered classes. Beginner ELLs are in mainstream math and science classes. ESL teachers are needed to provide support.

-An increasing number of children have experienced trauma. Bilingual Social Worker needed.

- At **Nathan Hale**, several math and science classes have a majority of ELL beginners (many of them SLIFE).
- **West Rocks** has experienced a surge in ELL numbers and at the same time, a need to support dual language classes.

ELEMENTARY SCHOOLS

-The influx is almost all beginners and many are SLIFE.

-Increasing number of children have experienced trauma. Bilingual Social Worker needed

-Need for Bilingual Instructional Aides to support students in the classroom, interpret for parents, translate home/school communication.

- Elementary Schools that need more ELL staff (based on 50 students per ELL teacher)

School	No. of ELLs	Current FTE	FTEs Needed
Cranbury	75	1.0	0.5
Fox Run	52	0.6	0.4
Kendall	168	2.5	1.0
Marvin	96	1.5	0.5
Naramake	60	1.0	0.25
Tracey	120	2.0	0.25
TOTAL FTE NEEDED			2.9

DISTRICT PRIORITIES

Evaluation Obligations

Number of evaluation meetings for 37
ELL teachers = 111

-Goal Setting Meetings

-Mid-Year Check-In Meetings

-End-of-Year Meetings

Number of observations and
observation meetings = 154

-Pre-observation meetings

-Observations of lessons

-Post-observation meetings

Totals combined = **265**
meetings/observations

In 18 different buildings!

Since 2013, the ELL population
has increased by 59% with no
increase in ELL district
personnel.

ELL Supervisor needed to assist
with:

- ELL teacher evaluations
- Professional development for all
teachers in the district on ELL
best practices and strategies

INSTRUCTIONAL SUPPLIES

Influx of ELLs
means more
textbooks and
supplies

• Title III funds budgeted for
textbooks and supplies for 2019-
2020 =

\$30,000

• Title III funds already spent on
textbooks and supplies =

• \$44,000

with more requests coming in
daily!

From Alexis Polina, ESL Teacher at Nathan Hale
8/29/19

"During periods 1 and 2 there is a math class with 10 of our newcomers and only 6 speakers in the class."

From Jane Wilkins, Principal, Naramake Elementary
9/23/19

"As we are all aware, a vast number of the new arrivals that are now enrolling are immigrants who have been held/released from detention centers or have experienced other traumas on their journey to America. They are understandably having a difficult time transitioning and are not always available to learn."

From Phebe Fallon, School Counselor, Nathan Hale
10/2/19

"I'm wondering if you had any success finding a bilingual social worker that can come to NEMS once a week to meet with the student we discussed who is struggling emotionally every day. I told her I was reaching out to you and she is very anxious to have someone to talk to her in Spanish."

From Connie Jessup, Science Teacher at Nathan Hale
9/5/19

"Our science class is composed of 14

"On B days my science class is composed of 14 beginner ELLs and 9 native English speakers. I will need more than just strategies to determine how I will be able to ensure all students are able to access the NGSS curriculum."

From James Martinez, Principal, Fox Run Elementary
10/3/19

"Is there a maximum number of ELL students that would warrant an additional aide?"

From Melissa O'Donnell, ELL Dept. Chair, BMS
9/25/19

"I have been racking my brain with ways to solve our class problem. Is there any way we could hire someone part time to at least teach ESL Foundations?"

From Carola Osse, ELL Dept. Chair, NHS
9/27/19

"I'm wondering how we are going to proceed...I have seven students and eight science, two without history."

"I have seven students and eight science, two without history. Four new with more than one study hall."

"Any updates on the new hire, or kids today and no math, history, or English."

Summary of Proposal

EFFECTIVE 1983-84	PROPOSAL FOR 1983-84	TOTALS FOR 1983-84
High Schools	\$ 660,000	\$ 429,000
Elementary and Middle Schools	\$ 725,000	\$ 420,000
District	\$ 390,000	\$ 324,000
TOTALS	\$1,775,000	\$1,173,000



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7070
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: September 5, 2019

TO: Harry Rilling, Mayor
Members of the Common Council
Members of the Finance & Claims Committee

FROM: Henry Dachowitz, Chief Financial Officer *(HD)*

SUBJECT: City of Norwalk Technology Assessment

In May, 2019 the City, in conjunction with the Board of Education, selected Accounting, Tax and Technology advisory firm, blumshapiro to perform an assessment of the City and Board of Education's cybersecurity resilience. Blumshapiro is the largest advisory firm based in New England with over 60 years of experience. The firm has developed a specialization in the municipal, government and non-profit sectors.

In addition to those services, the City would like to employ blumshapiro to conduct a general technology assessment for the City. The immediate needs of the City and blumshapiro's specific qualifications in the public sector qualifies them as a single source vendor. Additionally, the firm's recent cybersecurity review of the City gives them the internal knowledge to complete this project in the most financially and tactically efficient manner.

Blumshapiro has proposed a project that will include departmental interviews, an assessment report and an action plan to implement necessary upgrades. Based on the scope and assumptions in the attached proposal, blumshapiro will provide these services for a fixed price of \$39,000.

The project will be funded through available budgeted funds in account 01-1310-5258, Other Professional Services.

ACTION REQUESTED:

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with blumshapiro to provide a one-time technology assessment at a cost of \$39,000.



blumshapiro
accounting • tax • advisory

TECHNOLOGY ASSESSMENT SERVICES

May 31, 2019

step forward —



blumshapiro
accounting • tax • advisory

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000
Tel 860.561.4000

blumshapiro.com

May 31, 2019

Mr. Henry M. Dachowitz
Chief Finance Officer
City of Norwalk
125 East Avenue
Norwalk, Connecticut 06033

Dear Henry:

It was a pleasure speaking with you and Karen about your technology concerns at the City of Norwalk. As such, blumshapiro is pleased to submit this proposal to perform a Technology Assessment for the City of Norwalk, (hereinafter referred to as Norwalk). We believe blumshapiro's independent perspective and expansive experience with technology and municipal/not-for-profit operations can benefit Norwalk in assessing, aligning and providing achievable IT recommendations to successfully bring the organization into the future.

We fully recognize the critical nature of this task, as it will provide Norwalk with a future information technology direction. We believe that our experience and approach will provide the City of Norwalk with a successful project and partnership that will exceed your needs and expectations.

Our proposal is organized into the following sections:

- I. Firm Background and Experience
- II. Project Approach & Methodology
- III. Project Fees

We appreciate the opportunity to perform this work and look forward to a successful business partnership with you. We welcome the opportunity to discuss further, at your convenience, any of the matters covered in this proposal. Should you require any additional information or clarification, please call me at (860) 561-6815.

Very truly yours,



Jeffrey Ziplow
Partner

I. Firm Background and Experience

A. BRIEF FIRM BACKGROUND

blumshapiro is the largest regional accounting, tax and advisory firm based in New England with offices in West Hartford and Shelton, CT, Boston, Newton and Quincy, MA, and Cranston, RI. With over 60 years of experience, we have grown to over 500 accounting, advisory and administrative professionals, making us a member of the top 75 public accounting firms in the U.S.

Our size has allowed us to develop specialized industry knowledge and dedicated staff in our primary service areas— municipalities, governmental entities, non-profit organizations and privately held businesses. We continue to adhere to the same belief embraced by our firm's founders more than six decades ago—to offer customized services to meet our clients' individual needs. This belief translates into a commitment to provide every client with the personalized attention of a partner, specialized knowledge of the client's industry, and resources tailored to client needs.

We serve as your independent business advisor, helping you solve challenges and maximize opportunities. Drawing upon our breadth and depth of experience in our primary service areas, we strategically tailor and consistently deliver sound advisory services and tested solutions. Our highly valued team members bring their diverse backgrounds and strengths to the table resulting in Norwalk receiving a true blend of national firm experience and local firm delivery. Our team shares a common passion: a personal commitment to each client's success as well as to the communities in which we live and work.

B. ADVISORY SERVICES GROUP

Our advisory services group is dedicated to serving private and public organizations and committed to meeting Norwalk's specialized needs. blumshapiro provides organizations with a proven, capable strategic partner that can provide a pragmatic approach to better operations with first-hand knowledge. Our background, knowledge and experience give blumshapiro unique insight into practical and implementable solutions for Norwalk's IT Assessment. blumshapiro has the ability to be prudent in its approach to advancing ideas and best practices for assessing the organization's technology and developing a plan and roadmap for the future.

blumshapiro has had extensive experience working with many municipal organizations to evaluate their IT infrastructure, software applications, organizational structure, operations and overall technologies in order to streamline and enhance overall business operations and develop meaningful recommendations.

Our proposed approach is based on our experience and current methodology, which has been customized to meet your specific goals and objectives. As part of our efforts, understanding the current environment within Norwalk along with the core strategic goals and services and resources is imperative.

VII. B.12

MEMORANDUM

From: Darin L. Callahan, Assistant Corporation Counsel
To: Common Council
Harry W. Rilling, Mayor
Cc: Henry Dachowitz, Chief Financial Officer
Mario Coppola, Corporation Counsel
Date: November 21, 2019
Re: Washington Village Tax Agreement

As you are aware, the Common Council approved the Washington Village Phase III Tax Abatement proposal during its January 22, 2019 Regular Meeting session. This proposal was brought forward by Robert Barron, former Chief Financial Officer of the City of Norwalk. Attached hereto as Exhibit A is a copy of the January 22, 2019 Agenda together with the back-up documentation provided by Mr. Barron explaining and recommending said proposal.

In order to proceed with the Tax Abatement Agreement for Phase III, an amendment to the Common Council authorization is necessary as follows:

Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to execute the Tax Abatement (tax fixing) agreements between the City of Norwalk, the Norwalk Housing Authority, and ~~entities totally controlled or owned by Trinity Washington Village Phase Three Limited Partnership~~ "Trinity WV3 Nine Limited Partnership" for Building D and "Trinity WV3 Four Limited Partnership" for Building E per enclosed Memorandum of Darin L. Callahan, Assistant Corporation Counsel, dated November 21, 2019.

Additional background: The Norwalk Housing Authority ("NHA") plans to ground lease a portion of the property known as Raymond Street, Map/Block/Lot 2/61/4/0 where the Washington Village housing complex is located to facilitate the construction of two new buildings thereon identified as Buildings D and E all of which is reflected in the back-up provided by Mr. Barron and attached hereto. The ground lessee for Building D will be with Trinity WV3 Nine Limited Partnership. The Ground Lessee for Building E will be with Trinity WV3 Four Limited Partnership. The purpose of the separate ownership is to facilitate the LIHTC financing component of the project. Specifically, Building D will be financed with 9% LIHTC while Building E will be financed with 4% LIHTC. As a result, the ground lessee is requesting that the Tax Abatement Agreements between be between the City, NHA and Trinity WV3 Nine Limited Partnership for Building D and the City, NHA and Trinity WV3 Four Limited Partnership for Building E.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**JANUARY 22, 2019
COUNCIL CHAMBERS**

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 8, 2019

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Nicholas Scott Kantor, Zoning Commission (Alternate)
Marilyn Altman, Zoning Board of Appeals (Alternate)

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization for authority to file Offers of Compromise; Braulio Segura-Ordaz & Samantha Segura v. Francois Van Rensberg, et al. – **EXECUTIVE SESSION**

VII. COMMON COUNCIL COMMITTEES

A. RECREATION & PARKS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Gordon Fine Arts for the use of 50 Washington Plaza, Washington Street, North/South Main and surrounding Streets, along with Veterans Park (Parking) for an Arts Festival to be held Saturday, August 3, 2019, 10:00 AM – 8:00 PM and Sunday, August 4, 2019, 10:00 AM – 5:00 PM. Set up to take place at 6:00 AM Friday, August 2, 2019 with tear down no later than 8:00 PM Sunday, August 4, 2019. Estimated attendance 1,500.
2. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Gordon Fine Arts for the use of Mathews Park for the Norwalk Art Festival to be held Saturday, June 29, 2019 and Sunday, June 30, 2019 from 10:00 AM – 5:00 PM each day. Set up to take place Friday, June 28, 2019 at 7:00 AM with tear down no later than 7:30 PM on Sunday, June 30, 2019. Estimated attendance 400.
3. Authorize the Mayor, Harry W. Rilling to enter into an agreement with N.I.C.E. Inc. for the use of Oyster Shell Park for the Annual N.I.C.E. Festival to be held Saturday, July 6, 2019 from 11:00 AM – 11:00 PM. Set-up to take place Friday, July 5, 2019 at 6:30 AM, with tear down no later than 12:00 Noon Monday, July 8, 2019. Estimated attendance 4,000.
4. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Mid Fairfield Child Guidance Center Inc. for the use of Golf Pasture Beach for their Annual Penguin Plunge to be held on Sunday, February 24, 2019 from 10:00 AM – 1:00 PM with set-up to begin at 9:00 AM and tear down no later than 2:00 PM on Sunday, February 24, 2019. Estimated attendance 100.
5. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Norwalk YMCA Camp Sunrise for the use of Silvermine Elementary School grounds for their Summer Camp to take place Monday – Friday, June 24, 2019 – August 16, 2019 from 7:30 AM – 6:00 PM. Estimated attendance 150.
6. Authorize the Mayor, Harry W. Rilling to enter into an agreement with JS Endurance for the use of Veterans Park for their SoNo Half Marathon/5K to be held Saturday, October 19, 2019 from 9:00 AM – 12:30 PM with set up to begin at 6:00 AM and tear down no later than 2:00 PM on Saturday, October 19, 2019. Estimated attendance 1,500.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**JANUARY 22, 2019
COUNCIL CHAMBERS**

7. Authorize the Mayor, Harry W. Rilling to enter into an agreement MBI Inc for the use of Norwalk High School Front Lawn and Parking Area for their NHS Winter Guard/Parcussion Home Show to be held Saturday, March 23, 2019 from 8:00 AM – 9:00 PM. Estimated attendance 2,500 Staggered.
8. Authorize the Mayor, Harry W. Rilling to enter into an agreement with LAZ Parking for the management of parking at Calf Pasture Beach, Shady Beach, Taylor Farm, Veterans Park and Cranbury Park for the 2019 season for an amount not to exceed \$180,000. Account #TBD
9. Authorize the Purchasing Agent to issue a purchase order to Crowley Auto Groups for the purchase of a Ford Escape, SUV, for a sum not to exceed \$24,147.00. Account #09196030-5777-C0365.

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: January 10, 2019.
2. For informational purposes only: Narrative on Tax Collections dated January 10, 2019.
3. For informational purposes only: Monthly Tax Collector's Report Dated: December 2018.
4. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Microsoft for Government Cloud Office 365 Solution project for the City's email system (875 users) for 3 year term with 1 optional 2 year extension for an annual amount not to exceed \$62,867.25, account 09160600-5777-C0375.
5. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Connection Business Solutions, a Microsoft Gold-certified implementation partner, for deployment services related to the migration of the City's email system to Microsoft's Government Cloud Office 365 Solution per quotation #345387-1.2, dated 11/5/2018, for an amount not to exceed \$19,999.00, account 09160600-5777-C0375.
6. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to execute the Tax Abatement (tax fixing) agreement between the City of Norwalk, the Norwalk Housing Authority, and entities totally controlled or owned by Trinity Washington Village Phase Three Limited Partnership.

C. PUBLIC WORKS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling to execute the Fourth Amendment to the June 5, 2017 Contract with Tighe & Bond, Inc. to provide professional engineering services relative to the Norwalk Levee, for an amount not to exceed \$193,050, for Construction Observation Services for Project No. PM2019-1, Pavement Management Program.

Account No. 09 19 4021 5777 C0021

D. LAND USE & BUILDING MANAGEMENT COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to execute a contract with A.V. Tuchy, Inc. for the Mill Hill Jail and Barn site accessibility alterations- Phase I for a total amount not to exceed \$414,600.00 Funding from DEEP Administered OPM Grant. Acct. # to be assigned.
- 1b. Authorize the Historical Commission to issue Change Orders on Contract for a total not to exceed \$41,000.00
- 2a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Antinozzi Associates to provide architectural design services for various projects at Norwalk High School for a total not to exceed of \$449,000. Acct. #09185010 5777 C0610
- 2b. Authorize to establish a contingency for additional services as may be required for a total not to exceed \$44,000.
- 3a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Ponus Ridge School (new PK-8 STEM School) renovation and addition project, to accept the Guaranteed Maximum Price (GMP) in the amount of \$36,473,862.00. Acct. Acct. #09185010 5777 C0608
- 3b. Authorize the NFCC to issue Change Orders on Contract for a total not to \$1,823,000.00.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT



CITY OF NORWALK, DEPARTMENT OF FINANCE
Robert Barron, CPFO
Chief Financial Officer
rbarron@norwalkct.org

P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

January 9, 2019

Finance Committee and Common Council Members:

I recommend the approval of the Washington Village Phase III Tax Abatement proposal subject to final revisions by the city's Corporation Counsel. This is the third and final phase of the development and will complete the 273 mixed income unit project. The terms have remained unchanged from the previous two phases with the city receiving \$1,000 per unit in the first year, 7.25% of the prior year's effective gross income (EGI) for years two through four, and 8.25% of the prior year's EGI for years five through 15. The city received no property tax on the original 136 public housing units so this contract will not only benefit the city's redevelopment goals, but will also increase its tax base.

The first phase of the project (80 units) is complete and is 90% occupied and the second phase (85 units) is nearing completion of its demolition and will begin construction soon. Phase III represents the remaining 108 units of the project and could begin construction as early as the fall of 2019. Phase II is expected to begin leasing in the spring of 2020 and phase III in the spring of 2021.

The terms of this proposal are illustrated in the operating pro forma document and show that the city will receive property taxes of \$108 thousand in the first year and close to \$183 thousand in the 15th year of the agreement. The terms have been compared to similar developments in the region, specifically the Palmer Square and Westwood Housing Developments in Stamford. This contract represents a higher share of the EGI than either of those two developments which is impressive because our contract has a higher mix of rent restricted units (203 of the 273 units) than the Stamford projects.

Regards,

Robert Barron, CPFO
Chief Financial Officer

The New Washington Village:

A Mixed-Income Community with Family Housing

The Income Mix

	Proposed Units	
	No.	%
FHU	136	45.8%
LHTC	67	24.5%
Market Rate	70	25.6%
Total	273	100.0%

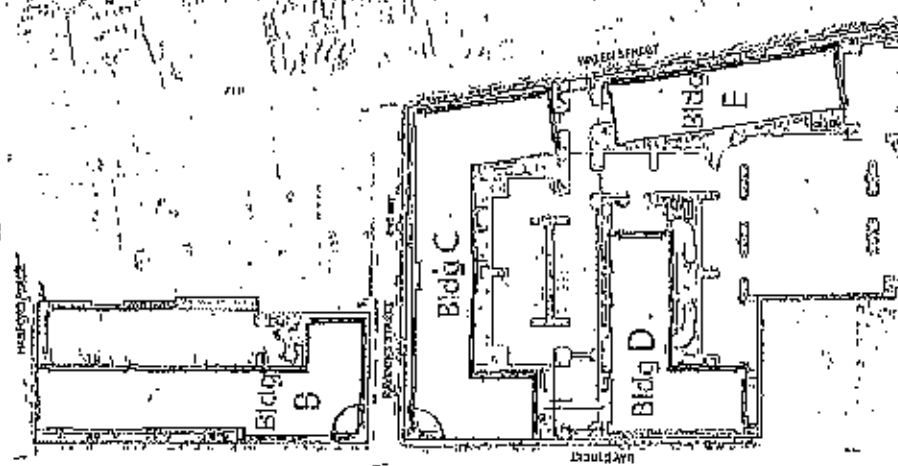
*2014 Area Median Income for Norwalk is \$125,100 (Family of Four)

The Unit Mix

	Proposed Units	
	No.	%
One-Bed	95	34.8%
Two-Bed	143	52.4%
Three-Bed	31	11.4%
Four-Bed	4	1.5%
Total	273	100.0%

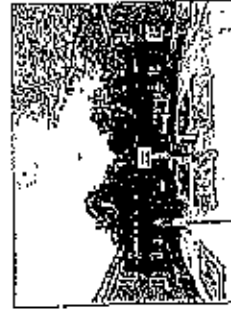
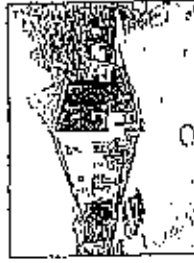


Phase 1	80 Units
Building A:	10 Units
Building B:	70 Units
Phase 2	85 Units
Building C:	108 Units
Phase 3	50 Units
Building D:	58 Units
Building E:	



Current Washington Village:

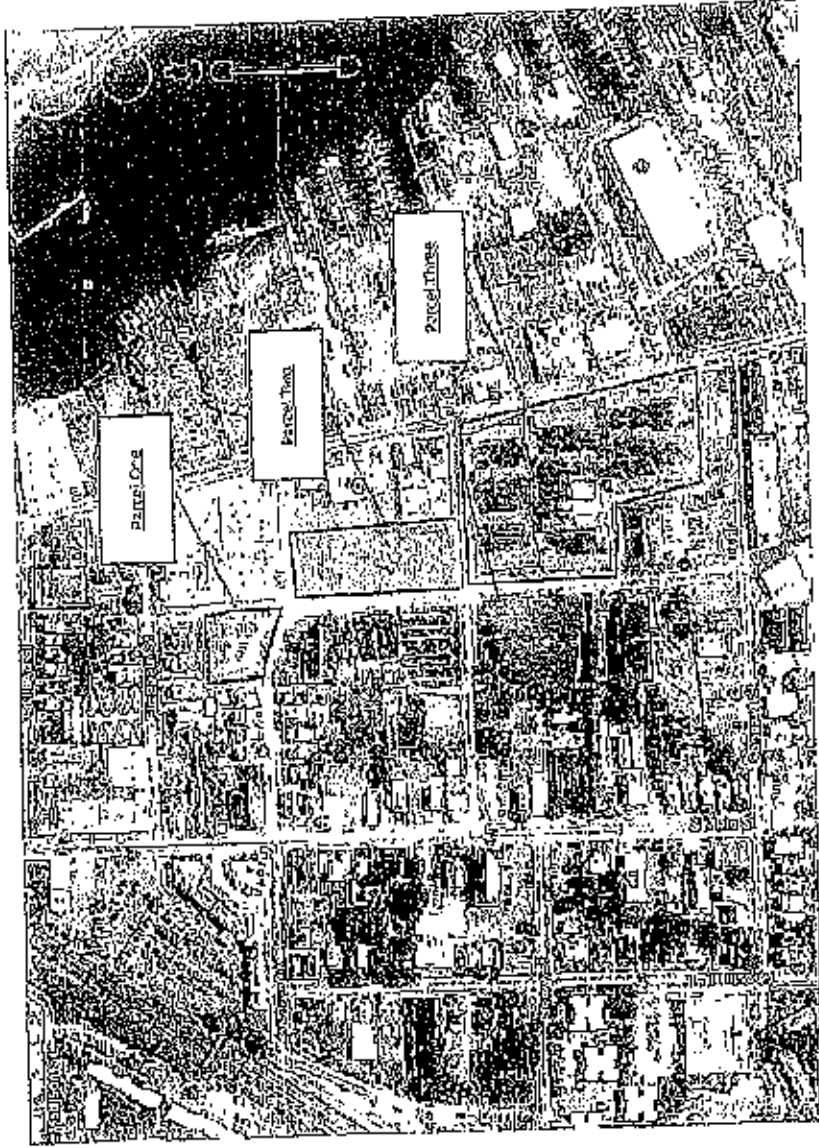
Oldest Public Housing in CT



- Obsolete
- Cramped Units
- Damaged by Flooding
- Inwardly Focused Urban Design from a By-Gone Era

The New Washington Village:

Constructed on Three Parcels in Three Phases



VII. B. 13

MEMORANDUM

From: Darin L. Callahan, Assistant Corporation Counsel

To: Common Council
Harry W. Rilling, Mayor

Cc: Henry Dachowitz, Chief Financial Officer
Mario Coppola, Corporation Counsel

Date: November 21, 2019

Re: FIS Agreement

As you are aware, the Common Council approved the FIS Agreement on its September 24, 2019 Agenda. A copy of said Agenda and supporting documents are attached hereto as Exhibit 1.

The FIS Agreement is an agreement upon which the City receives rebates on its vendor payment transactions. While there are fees associated with this service that nominally exceed the \$20,000.00 threshold triggering formal bidding requirements, the City's historicals on vendor payments indicate rebates in the approximate amount of \$200,000.00. As a result, not only is it anticipated that the services fee will be fully offset by the rebates, but the vendor is effectively offering to pay the City to provide the subject service.

Our Procurement Guidelines do not contemplate transactions whereby the fee is fully offset and exceeded by contractual rebates. Moreover, other vendors in the industry that do not charge a fee, also provide a much lower rebates. As a result, while the service fees for this vendor may technically trigger formal bidding requirements if anticipated rebates are wholly ignored, other vendors that offer lower rebates with no fee (such as the City's current provider, Bank of America) would arguably not have been looked as a purchase and covered by the Procurement Guidelines at all.

Based on the foregoing, our office is of the opinion that informal bidding, which was followed in matter, is consistent with the overall intent and purpose of the Procurement Guidelines to the extent said guidelines are even controlling here. Nonetheless, our office, in abundance of caution and upon consultation with the Finance Department, is submitting this matter for re-authorization on the basis of the procurement procedures Sections 3-204 and 205 of the Procurement Guidelines.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**REVISED AGENDA
7:30 PM EST**

**SEPTEMBER 24, 2019
COUNCIL CHAMBERS**

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: September 10, 2019

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Lamond Daniels, Chief of Community Services

REAPPOINTMENTS: Jo Bennett, Human Relations Commission
Julius Gamble, Human Relations Commission
Peter Helladay, Human Relations Commission
Karen Tobin, Human Relations Commission

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS; DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with A.V. Tucky, Inc. for Project #3948 Window and Door Replacement at Ripka's Beach Café – Calf Pasture Beach not to exceed \$104,940.00. Account #'s 0920-6030-5777-C0365 (\$95,000) and 0918-6030-5777-C0365 (\$9,940).
- 1b. Authorize the Director, Recreation and Parks to issue change order to A.V. Tucky, Inc. for Project #3948 Window and Door Replacement at Ripka's Beach Café – Calf Pasture Beach for a sum not to exceed \$10,000.00. Account #0918-6030-5777-C0365.

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: September 12, 2019.
2. For Informational purposes only: Narrative on Tax Collections dated September 12, 2019.
3. For informational purposes only: Monthly Tax Collector's Report Dated: August 2019.
4. RESOLUTION: Approve special capital appropriations totaling \$250,000 to fund a new capital project to complete an updated Recreation and Parks Master Plan and authorizing the issuance of \$250,000 general obligation bonds of the city to meet said appropriation.
5. RESOLUTION: Authorize the closure of the following projects: 09-18-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$12,976; 09-17-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$101,372; and 09-19-6030-5777-C0623, Testa Field Turf Replacement with available balance of \$133,150.
6. Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with Event Approvals, Inc., for Eproval special permit software including installation, training and configuration services, per proposal EST-000013, dated 02-September-2019, for an amount not to exceed \$28,100, account 09201370-5777-C0375 (approved IT capital project, no special appropriation required), with option to renew at same annual rate for 24 additional months, and forward onto the Council for further action.
7. Authorized the Mayor, Harry W. Rilling, to execute and agreement with FIS for the Integrated Payables service to process electronic payments via ACH and virtual cards.

C. PLANNING COMMITTEE

1. Approve the Plan of Conservation & Development (Citywide Plan) with the following recommended changes:
 - a. Modifications to the Executive Summary, Pages 180, 182, 188, 191, 192 and 202 to reflect the inclusion of the Vision Zero Initiative.
 - b. Other requested modifications.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**REVISED AGENDA
7:30 PM EST**

**SEPTEMBER 24, 2019
COUNCIL CHAMBERS**

2. Authorize Mayor Rilling to enter into an agreement with Planimetrics to perform the following services:
Consultant Services for Building Zone Regulations Analysis and Recommendations" in an amount not to exceed \$20,000.
3. Approve the Sole Source Procurement Approving Snyder Group to Update the Norwalk Tomorrow website.

D. ORDINANCE COMMITTEE

1. Approve proposed revisions to Chapter 32, Code of Ethics:
 - § 32-9 – Specific violations
 - § 32-13 – Effect of violation
 - § 32-14 – Time limits on complaints
 - § 32-15 – Proposed revisions
2. Approve proposed revisions to Chapter 32, Code of Ethics:
 - § 32-11 – Subsequent Employment
3. Approve new ordinance:
 - Use of Single-use Plastic Straws and Stirrers by Food or Beverage Establishments
4. Approve proposed revisions to Chapter 103, Taxation, Article III – Tax Relief for the Elderly and Disabled Homeowners:
 - § 103-6 – Eligibility
 - § 103-7 – Filing of application
 - § 103-12 – Amount of benefits; annual adjustment

X. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT



Integrated Payables City of Norwalk

Kirk Kezel and Allie Tucker

6/25/2019

121

121

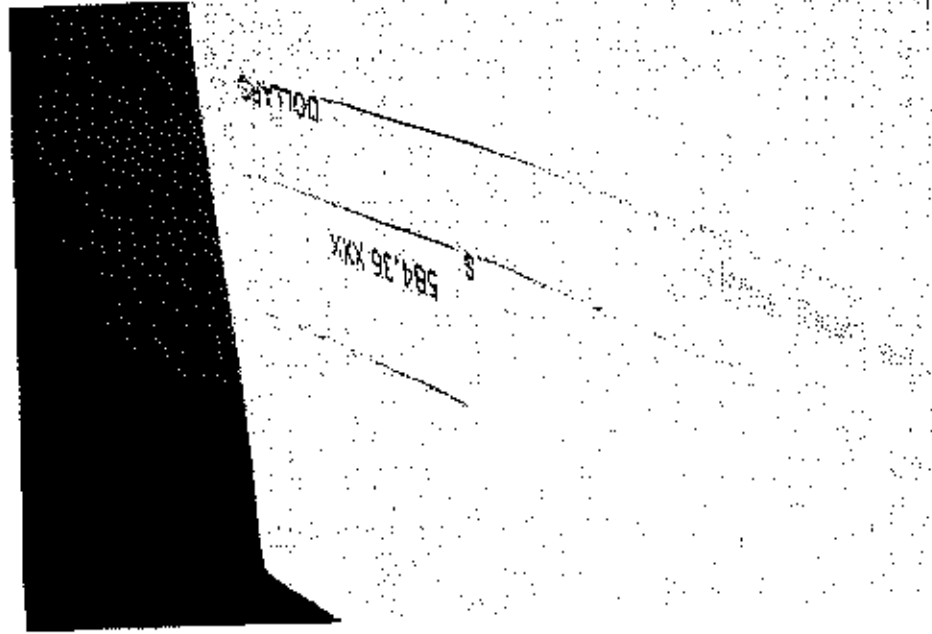
Agenda

- Integrated Payables Solution Overview
- Vendor Analysis
- Timeline and next steps

City of Norwalk

Financial System: Tyler Munis Bank

- Henry was interested in learning more about electronic payments and how they could help the organization.
- Discussion of current practice of paper check printing. Interest in vCard, ACH and potentially outsourcing check printing.
- Provided a 12 month spend file and the current program/enrollment.



In the U.S., checks are the payment method most often subject to fraud.

This is likely due to the extensive use of checks for B2B transactions.

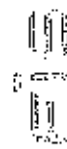
82 percent

of corporations reported payment fraud or attempted payment fraud in 2018.

70 percent

of organizations experienced check fraud

Source: 2019 ACF Payments Fraud and Control Survey: Comprehensive Report



What is FIS Integrated Payables?

FIS Integrated Payables is a SaaS solution that provides payment execution services for all payment types. These execution services include check printing and delivery as well as processing of electronic payments such as ACH and virtual cards.

Integrated Payables is designed to:

- Streamline the payments process
- Reduce check volume
- Increase electronic payments to vendors
- Earn additional revenue via rebates from vCard
- All while using your existing financial system

Industries Served



SHARP



REDUNN

YRC
FREIGHT



FOUR SEASONS



\$276B

Annual payment volume

1,000+

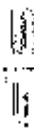
Integrated Payables clients

- Advertising
- Automotive Parts Distribution
- Banking
- Building Supply
- Charities
- Commercial Furniture
- Construction

- Local Government
- Education
- Entertainment
- Food Distributors
- Freight Logistics
- Healthcare Practice

- Hospital System
- Insurance
- Manufacturing
- Not-for-Profit
- Oil and Gas
- Pharmaceutical

- Property Management
- Retail
- Staffing
- Technology
- Transportation
- Utilities



Why Integrated Payables?

- 1.
- 2.
- 3.

Rebate \$\$\$

Reduce paper checks-efficiency

Assist AP department

General paper reduction

Vendor satisfaction

AP Modernization

Reduce paper checks-fraud

Easier reconciliation

???????

What is a Virtual Card?

Attributes:

- Virtual (no plastic)
- 16 Digit code, CVC, Expiration Date
- MasterCard
- Unique single-use number generated for each payment
- Issued for an exact amount of invoice

Delivery:

- Supplier notified of payment via email
- Card data delivered via secure email and secure portal

Payment Receipt:

- Processed through supplier's existing POS/Merchant Terminal



Why use a virtual card (vCard)?

Benefit to the city:

- Reduce the amount of checks issued
- Simplified reconciliation and tracking
- Reduced risk of fraud-no lost or uncashed checks
- Monthly Rebates / No-filers

Benefit to the vendor:

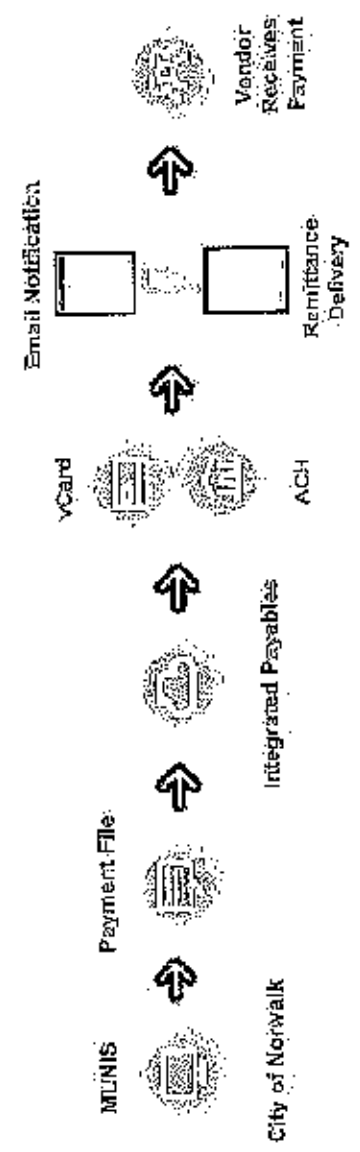
- Receive payment faster than waiting for a check
- Increase security controls
- Enhanced remittance advice
- Does not require bank account/routing information



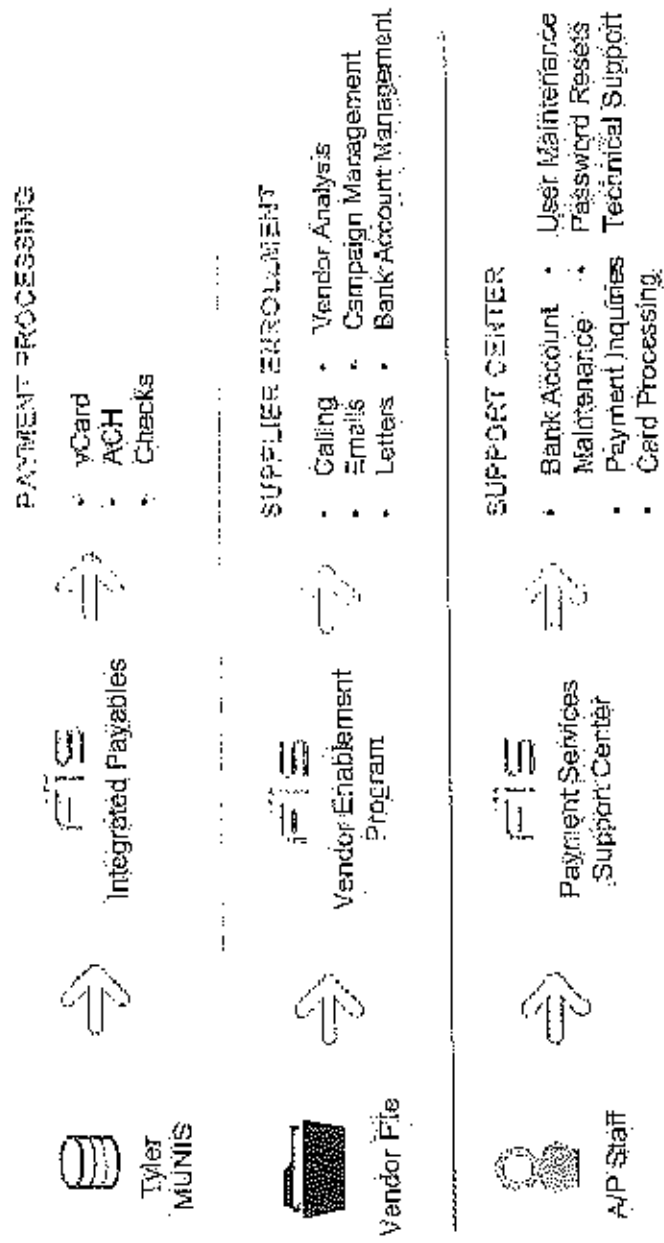
Tyler MUNIS → Integrated Payables:



1. Payment file upload to IP from Tyler MUNIS
2. IP to send NACHA file to Bank
3. IP to send email notifications to vendors
4. Vendor to process vCard and receive payment
5. Rebate generated per card transaction



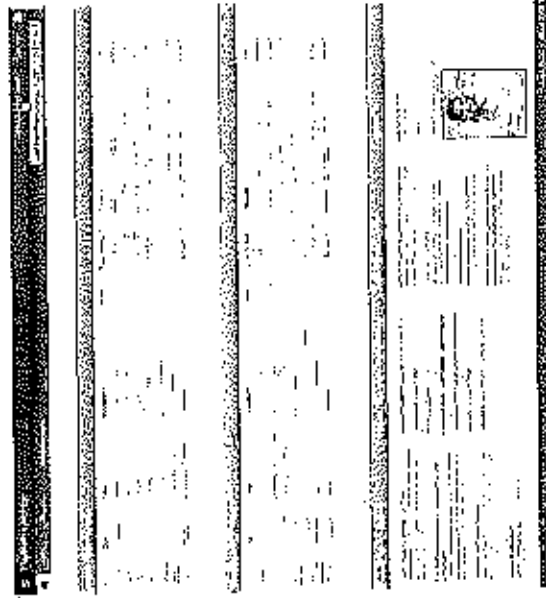
How it Works



FIS Portals

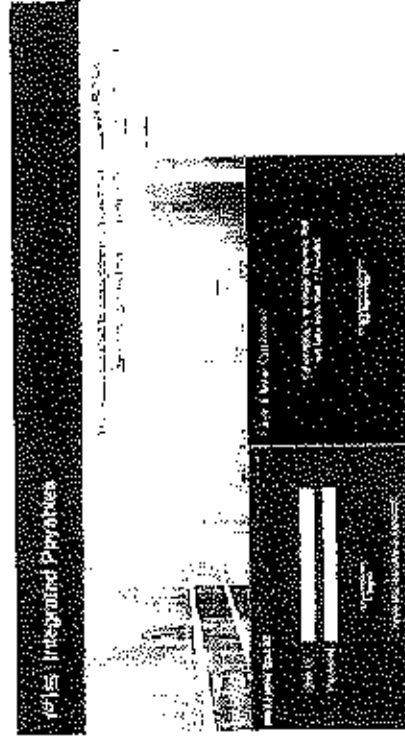
Customer Portal:

- Upload and approve payment files
- View payment detail and reconcile
- Provide audit trails and reports



Vendor Portal:

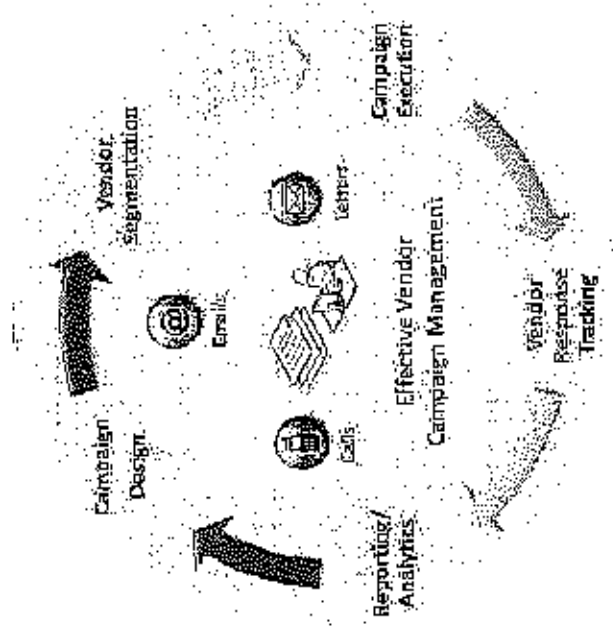
- Enroll for electronic payments (vCard & ACH)
- Update banking information
- View payment history & remittance information



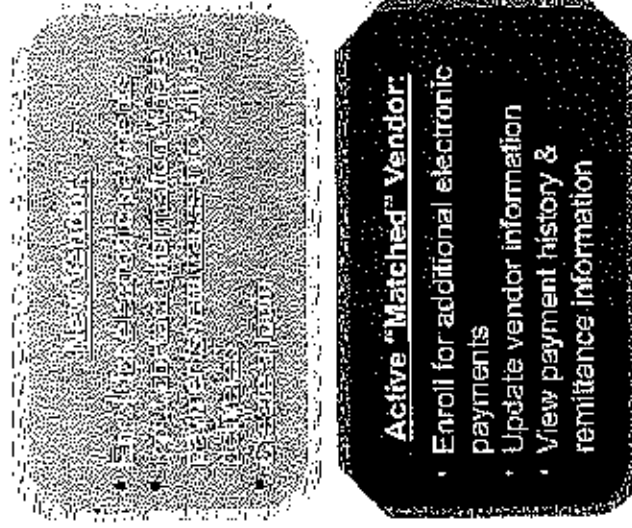
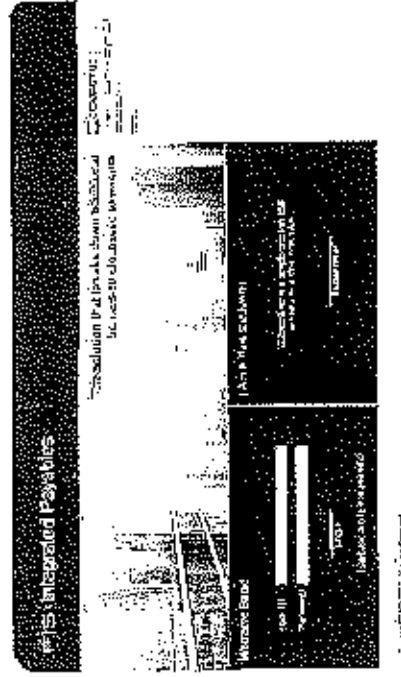
Vendor Enrollment Process

Vendor Enrollment Steps:

- Campaign Design
- Vendor Segmentation
- Campaign Execution
- Vendor Response Tracking
- Reporting/Analytics



Integrated Payables Vendor Portal



Vendor Analysis Process



Retrieve 12 months payables file from City of Norwalk

Go through vendor file and determine what vendors are qualified, or excluded

Take all qualified vendors and break out into different spend tiers

Use historical conversion percentages to give projection of card spend to be converted

Determine which vendors are already in our system- "Matched Vendors"

Determine rebate potential

Norwalk Vendor Analysis

Vendor Analysis			
	Vendors	Amount	Percentage
Total Vendors	3,217	\$91.4M	
Excluded Vendors	581	\$6.2M	
Excluded Employees	901	\$660K	
Qualified Vendors	2,164	\$84.5M	

Excluded Examples:

- Insurance Payments
- Government Payments
- School District Payments
- University Payments
- Individuals

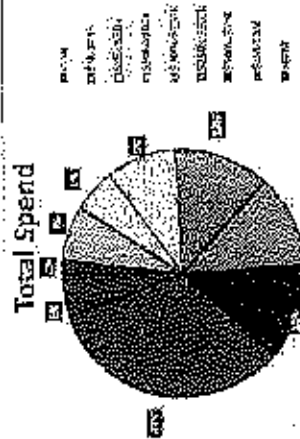


District Examples:

- Sierra Health and Life Ins
- West CT Council of Govts
- Stamford Public Schools
- University of Bridgeport
- Michelle Brown

Norwalk Vendor Analysis Card Spend Projection

Analysis of Estimated Spend					
Spend Tier	# of Vendors	# of Payments	Total Spend	Spend Completion %	Projected Spend
<\$5k	1,285	8,026	\$ 1,732,337	29%	\$ 502,378
\$5k-\$25k	503	2,803	\$ 6,035,206	34%	\$ 2,051,970
\$25k-\$50k	139	1,163	\$ 4,818,213	33%	\$ 1,555,919
\$50k-\$100k	109	1,160	\$ 7,769,481	30%	\$ 2,291,908
\$100k-\$250k	65	1,582	\$ 10,753,450	28%	\$ 3,010,963
\$250k-\$500k	28	984	\$ 10,282,662	27%	\$ 2,724,905
\$500k-\$1M	15	235	\$ 30,552,139	26%	\$ 2,690,789
\$1M-\$3M	17	2,340	\$ 27,932,952	14%	\$ 3,910,613.28
>\$3M	1	4	\$ 4,352,168	TBD	TBD
	2,162	13,987	\$ 84,525,292		\$ 16,755,473

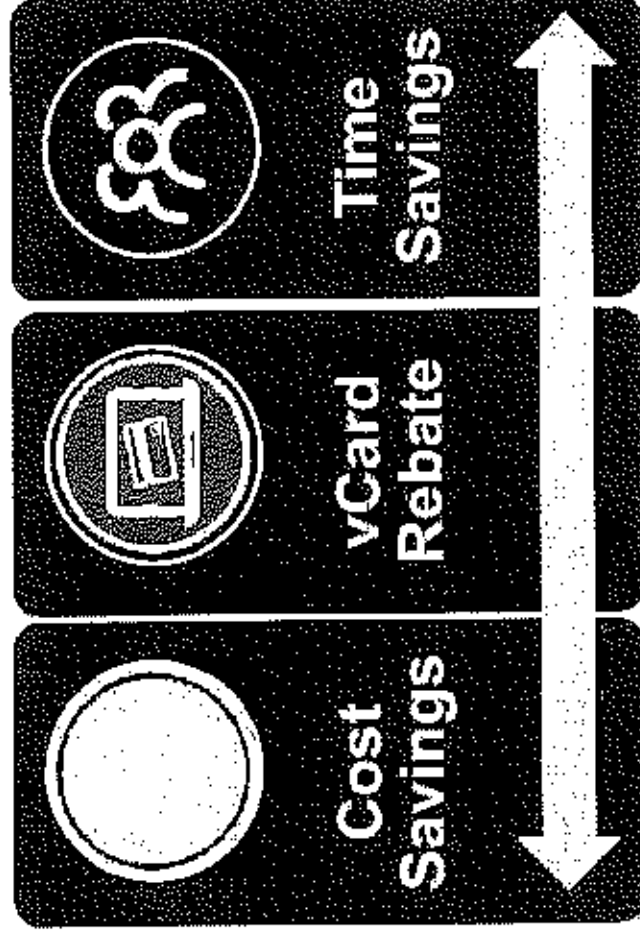


Norwalk vCard Vendor Match

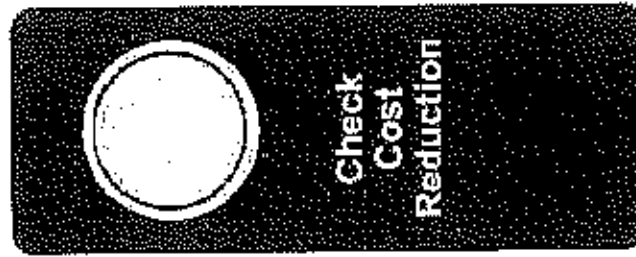
	Vendors	AF Spend	Estimate
Eligible Vendors	3,217	\$84.5M	15,427
Matched Vendors	581	\$22M	4,063
Percentage:	18%	26%	26%



IP ROI Components



ROI Component #1: Check Cost Reduction



Category	Conversion % Assumption	Checks Eliminated
ACH	30%	4,628
Wire	30%	4,628

Check Cost Reduction Calculation	
Checks Eliminated	9,256
Estimated Cost Per Check	\$3
Checks Eliminated x Cost Per Check	9,256 x \$3
Annual Cost Savings = \$27,768	

ROI Component #2: vCard rebate

Revenue Expectations				
	Investment	Annual Sales	Profit Margin	
Pay/Person	\$18M	\$187,495		\$15,625
Total	\$22M	\$220,851		\$18,386
Net	25M	\$252,000		\$ 21,000



City of Norwalk Cost Benefit

Benefits	
Implementation Fee:	\$6,500
Monthly SaaS Fee:	\$150
ACH Transaction Fee:	Waived
vCard Transaction Fee:	\$0
First Year Cost	\$ 8,300
Annual Cost	\$ 1,300
Benefits	
Annual Rebate:	\$220,551
Check Cost Reduction	\$27,768
Time Savings	X
Annual Benefit:	\$240,119 + X

About FIS

GLOBAL HEADQUARTERS 2000000000	FOUNDED 1969	WEBSITE WWW.FIS.COM
GLOBAL REVENUE MORE THAN 20,000 CLIENTS IN OVER 130 COUNTRIES	EMPLOYEES MORE THAN 55,000 EMPLOYEES WORLDWIDE	MARKET LEADER IN PAYMENTS FIS
REMOVED GLOBALLY	1 TRILLION DOLLARS IN REVENUE	72 COUNTRIES
840 MILLION CARDS	248 COUNTRIES	101 DEBIT CARDS

FIS is a financial technology company that provides payments processing and banking software to corporations, financial institutions, and public sector entities.

FIS Integrated Payables is an AP solution that is designed to streamline the payments process, be budget neutral, and in most cases, generate revenue.

Next steps

04/04/2025 10:00 AM

- Decision process

- Timeline

- Technology consult

04/04/2025 10:00 AM

Empowering
the Financial World

FIS

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I. Firm Background and Experience

C. MUNICIPAL KNOWLEDGE AND EXPERIENCE

blumshapiro brings to this project a number of similar engagements and talented leaders that will complete this project on time and within budget. Our personnel have spent significant time working with municipalities in a wide range of activities, many of which include the review, evaluation, and development of technology findings and recommendations.

D. PROJECT SPECIALTIES/AREAS OF EXPERTISE

blumshapiro's management advisory and technology advisory consulting teams have a broad range of skills, specialties, and areas of expertise. Our top technology-related advisory specialties include, but are not limited to:

- > Technology Assessments
- > Strategic Technology Plans and Technology Selection
- > Security/Vulnerability/Cybersecurity Reviews and Evaluations
- > Organizational Assessments
- > Operational and Workflow Reviews
- > Internal Control Assessments and Reviews
- > Shared Services
- > Project Management
- > Computer Forensics

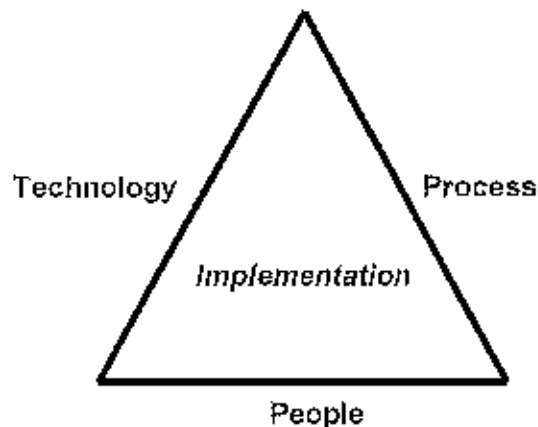
II. Project Approach & Methodology

blumshapiro helps organizations take an accurate picture of where they are today and how they can improve to reach their goals for tomorrow. We are knowledgeable of, and responsive to, the needs and requirements of Norwalk. Our goal is to perform a comprehensive IT assessment, deliver findings, and give achievable/implementable recommendations. As part of this effort, blumshapiro needs to perform a review of the existing operations and associated software, an evaluation of current IT positions, an assessment of security protocols, a review of IT roles/responsibilities and an evaluation of business practices, policies and protocols.

OUR PHILOSOPHY

To achieve our objective, blumshapiro has developed and refined a structured approach to meet Norwalk's needs. This methodology is designed to successfully complete the project on time and within the designated budget. These guidelines also help avoid the pitfalls many organizations fall into when performing a study of this magnitude and importance.

Our experience has shown that municipalities rely on three critical elements for their success:



Technology -- Harnessing the power of today's technology is a major component of improving performance and achieving efficiencies. Our goal is to review the technologies currently in place within Norwalk as they relate to the scope of services, and rethink how to improve the technologies used in order to increase efficiencies and enhance the overall quality of services.

Process -- The way integrated departments function is key to meeting operational and management goals. As part of this project, we will take a cross-functional perspective of how technologies have been implemented and utilized within Norwalk. We will also identify new technology alternatives and considerations that would have a positive impact within the Organization

People -- It is important to ensure people have appropriate training and technology tools for their respective position. Our assessment helps to identify the technology needs and requirements of Norwalk and help to confirm the successful use of technology tools. We will also identify the types of training provided to employees on an on-going basis and confirm additional training needs.

II. Project Approach & Methodology

These elements are dependent on each other to complete tasks and meet operational goals. In performing our assessment, we will review how the integration of current business processes, staff resources and technologies affect the flow of information throughout the Organization. In doing so, we will be able to better identify the opportunities available for streamlining and enhancing internal services.

Recognizing that Norwalk is comprised of many departments with many diverse needs, a crucial factor to the success of this project will be the involvement of the staff and management of these departments. By understanding the systems and plans implemented by these departments, we can help identify the common technology opportunities that will benefit Norwalk's operations. Our goal is to assess the various needs of these groups into a comprehensive and unified technology direction.

PLANNING MEETING

Prior to the start of this engagement, blumshapiro proposes to have a planning meeting with the Norwalk Management Team to discuss the goals, objectives and scope for this project. The goal of this meeting will be to reconfirm project expectations and develop an overall project schedule. During this meeting, we would also like to confirm the key stakeholders that will be interviewed. This meeting will help to define the roles and responsibilities of all project team members, so we can complete this project within the appropriate timeframe and budget. As part of the planning meeting, blumshapiro will address the following:

- » Scheduling for the overall project
- » Confirming interview sessions
- » Scheduling of the departmental interview sessions
- » Developing a memorandum to personnel apprising them of the project goals and objectives

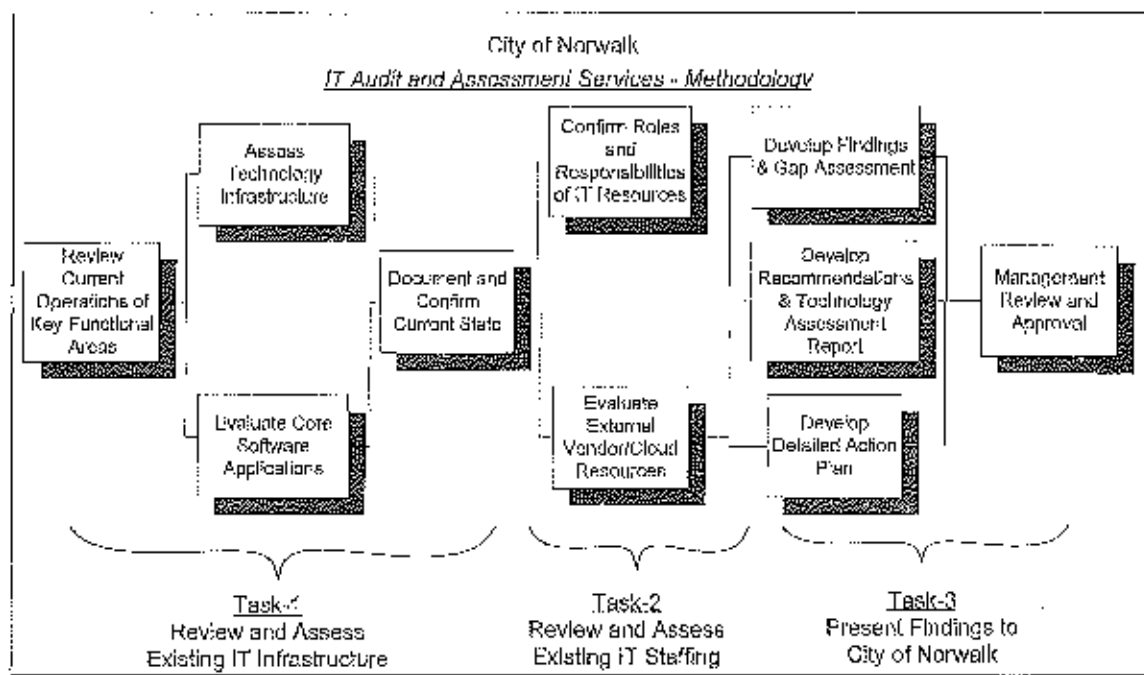
PROJECT STATUS MEETINGS

blumshapiro also believes that communication is vital to the success of any project. To ensure an open flow of information and feedback, we strongly recommend regular project status meetings that allow both the project team and the Management Team to jointly have input into the project. During each meeting, we will provide updates to assure that the project is proceeding according to plan and to Norwalk's expectations. Status Meetings also provide a forum to discuss any issues or problems related to the project.

PROJECT APPROACH

For this project, blumshapiro suggests an approach comprised of ten tasks. This approach will help ensure that all aspects of the engagement are met and result in a successful project. Outlined below is a diagram and brief overview of the tasks required to complete this project.

II. Project Approach & Methodology



A. REVIEW CURRENT OPERATIONS OF KEY FUNCTIONAL AREAS

We will obtain an in-depth understanding of how information is utilized and processed in key functional areas and business units. In addition, we will identify cross functional systems and processes to understand their impact to all affected departments. As part of this effort we will identify strengths, weaknesses, threats and technology-related opportunities to Norwalk. This review will include an assessment of current utilization of technologies and software challenges, emerging issues, and any security / compliance concerns. We plan to accomplish this task in the following ways:

- » **Focus Group Sessions** – Focus group sessions are an efficient tool when working with a large and diverse user community. These sessions have proven to be an effective method for identifying user needs and requirements, obtaining operational information, and for involving department personnel in the review process. Members of each session can listen to one another's ideas and concerns in an informal setting. This stimulates new ideas, ensures a more open perspective and helps elicit constructive recommendations. We use focus groups sessions as needed to obtain valuable information.
- » **Individual Interviews** - Interviews will be conducted with key stakeholders to gain specific information and perspectives on relevant issues. This will help us to gather information to assess and document Norwalk's "as-is" state of IT. We typically use individual interviews as a follow-up to our focus group sessions.

II. Project Approach & Methodology

- » General Survey – If Norwalk desires, a survey(s) will be developed to solicit input from the Organization's user population as well as from standing committees (if required). Surveys are a useful tool when capturing information from a large and diverse user community.
- » Documentation Reviews – Throughout the information collection process, we will review the policies, procedures and any other documents related to IT departments operations and/or implemented technologies. As part of this effort, we will review contracts and maintenance/support agreements with all relevant hardware and/or software vendors.

B. ASSESS TECHNOLOGY INFRASTRUCTURE

A review of the current technology initiatives implemented by Norwalk will help identify the strengths and weaknesses of these systems and their effect on the overall operations. We will develop a comprehensive inventory and assessment of existing technologies, business systems, infrastructure core applications and systems, telecommunications, network and remote network access, network protocol and data security. This task includes a confirmation of the current status of the following:

- | | |
|--|---------------------------------|
| » Server/Network Configuration and Infrastructure | » Data and configuration backup |
| » Mobile device deployment | » Building technologies |
| » Security/Compliance configuration and protection | » Access to technical support |
| | » Level of technical support |

Any hardware and/or software procurement process needs will be identified and documented in this project task.

C. EVALUATE CORE SOFTWARE APPLICATIONS

The project team will review the use of the various identified software applications in order to assess the effectiveness of these systems in the current environment. As part of this effort, blumshapiro will identify the strengths and weaknesses of each application and provide insight to improving utilization (if applicable).

D. DOCUMENT AND CONFIRM CURRENT STATE

Having completed the aforementioned tasks, we would then proceed to document the current state of technologies within Norwalk and how these solutions meet (or do not meet) the needs of the organization as a whole. Our documentation will include a matrix of the software and technology solutions currently available, an assessment of their effectiveness, and recommendations for improving value and service delivery. Once we have created the documentation we will review it with key users and ultimately the Management Team.

II. Project Approach & Methodology

E. CONFIRM ROLES AND RESPONSIBILITIES OF IT RESOURCES

As part of this task, we will identify the roles and responsibilities of IT personnel within Norwalk, looking for overlap of tasks and duties. As part of this effort, blumshapiro will look for inefficiencies and/or duplication of efforts. Our assessment will also consider the current management structure of the IT Department(s), staffing levels, capacity, required levels of staff proficiencies, and areas of expertise. As such, blumshapiro recognizes that IT resources are currently limited and there is no anticipation of eliminating any IT positions or merging operations.

F. EVALUATE EXTERNAL VENDOR/CLOUD RESOURCES

In this task, blum will assess the use of third-party, or outside vendors for supplemental knowledge, software support and/or manpower to increase efficiency in Norwalk's IT operations. For any Software as a Service (SaaS) vendors, we will confirm and review SOC-1 or SOC-2 audit reports (as applicable) to assess if their security protocols meet the needs of Norwalk. We will provide our assessment within the "Develop Findings & Gap Assessment" section of our project.

G. DEVELOP FINDINGS & GAP ASSESSMENT

Based on interviews and the current technology infrastructure, blumshapiro will identify technology gaps that may exist. Our past experience with similar clients enables us to objectively explore various issues and concerns that may impact the IT operations at Norwalk. These may include:

- Identifying technology and/or software application gaps and/or concerns that could impact current business operations
- Confirming security and/or vulnerabilities identified during the assessment
- Determining security and/or control issues that need to be considered as part of different compliance standards (e.g. PCI, HIPAA)
- Identifying necessary training programs
- Confirming standard IT related policies, procedures and protocols implemented to secure Norwalk's information assets.

As various technology gaps are assessed, the costs of the required hardware and software will be developed as part of the overall technology assessment. This will include:

- Hardware replacement schedules for computers, servers and other technology-related equipment
- Estimated purchasing costs for additional hardware, software and/or services
- Evaluating different computer support options for the current technology solutions.

H. DEVELOP RECOMMENDATIONS AND TECHNOLOGY ASSESSMENT REPORT

Having completed the user needs and technology alternatives analysis, we will then proceed to develop recommendations and a high-level Technology Assessment report. We will design the information and recommendations in this document to address the needs of Norwalk while building on and reinforcing the current technology foundation presently in place (as appropriate).

II. Project Approach & Methodology

I. DEVELOP DETAILED ACTION PLAN

In order to achieve the overall goals and objectives of Norwalk's technology assessment plan, blumshapiro will develop a detailed action plan that prioritizes the programs and projects that will bring Norwalk from the current state to the desired future state. This includes organizational structure recommendations, communications plans for change, and high-level process functions. Any suggested IT organizational structure changes will have associated staffing requirements and job descriptions noted as well as any changes to IT support personnel roles and responsibilities. In the action plan, blum will provide any hardware/software improvements, modifications, or configuration changes. Recommendations will be crafted to ensure that Norwalk will maintain stable IT operations.

Typically, an action plan will be organized into manageable phases with specific projects/initiatives grouped by functional program or area. The plan will delineate action items to be completed, appropriate timeframes, and "owners" of the action plan projects/tasks.

As part of the action plan, blumshapiro will include an annual projected cost report to reflect the priorities for ongoing services.

J. MANAGEMENT REVIEW AND APPROVAL

At the conclusion of the tasks above, we will present our findings and recommendations to Norwalk. Our meeting will include all of our analysis and supporting data of our recommendations. Once the Management Team has approved the plan, blumshapiro can provide other presentations as necessary.

PROPOSED PROJECT SCHEDULE

Our time estimate includes all of the steps described in this proposal. The initiation or completion of certain steps may be affected by several time-consuming activities, primarily:

- » Scheduling individual interview sessions
- » Scheduling the review of the draft report with the Management Team
- » Holidays and/or vacations

Every effort will be made to minimize the impact of these activities on the schedule to ensure the project completion date is met. blumshapiro has built its reputation by delivering quality services on time and within budget. We will use our project management experience and structured methodology to focus our resources on the tasks outlined in the project work plan. We estimate that it will take approximately 8 to 10 weeks to complete the project.

III. Project Fees

blumshapiro is pleased to submit this price proposal to provide IT Assessment services to develop an IT Assessment report and action plan. To minimize project costs, blumshapiro will utilize hourly rates as provided in the State of Connecticut's Department of Administrative Services/Procurement Services, Government Contract Accounting and Auditing Services to State Agencies, Municipalities and Not For Profit Organizations (RFP – 16PSX0081). blumshapiro won this contract and will use the same reduced hourly rates for all related projects as identified below.

Labor Classification Title	Labor Rate Per Hour
Partner/Member	\$295.00
Director	\$280.00
Manager	\$255.00
Senior	\$165.00
Staff	\$135.00

In order to estimate the effort required to perform this project, the following assumptions were made:

- Individual and group interviews will be used throughout this project to obtain information from the various stakeholders.
- Norwalk will assist in setting up and scheduling the interview sessions.
- Our fees include all travel and miscellaneous out-of-pocket expenses.
- Additional advisory services and consulting outside the scope of this project will be on a time and expense basis.

Based upon the scope and assumptions detailed in our proposal, our fees for this project will be a fixed price of 38,000 based on providing these services to the City Norwalk.

The total amount billed will not exceed this figure unless previously discussed and approved. Billing will take place monthly for the actual hours incurred during the previous month. Invoices are due within 30 days of receipt.

III. Project Fees

This proposal specifically excludes any "accounting services" in the traditional sense: no attestation work or tax services or advice are contemplated or included. Rather, we anticipate working closely with the City's internal staff on any matter requiring accounting information.

The City is responsible for management decisions and functions, for designating a management-level individual with suitable skill, knowledge or experience to oversee our proposed services and any nonattest services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Please indicate your agreement to these arrangements by signing the attached copy of this letter and returning it to us.

The above terms and the services described in the foregoing letter are in accordance with our requirements and are hereby agreed to.

Date

Mayor, Harry W. Rilling
City of Norwalk

Date

Mr. Henry M. Dachowitz
Chief Finance Officer – City of Norwalk

Date

Jeffrey Ziplow
Partner – Blum Shapiro Consulting, LLC

VII. B. 14

SOLE SOURCE PROCUREMENT REQUEST

Date - November 8, 2019

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

Request for comprehensive behavioral health services within Norwalk Public Schools.

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -
Md-Fairfield is qualified and capable of providing the necessary services.

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

No other agency in service area provides a portfolio of childhood behavioral health services.

See attachment for supportive documentation

James D. Lefebvre
Department Head's Signature

The Purchasing Agent

☒ Supports

☐ Does not support

Corporation Council

☒ Supports

☐ Does not support

This request for a sole source purchase

[Signature]
Signature

[Signature]
Signature

11/13/2019

Page 1 of 2

11/15/19

SOLE SOURCE PROCUREMENT

Definition.

A proprietary vendor or sole source, as generally understood is one whose product is the only one which will meet a particular need.

A contract may be awarded for a supply, service, or construction item without competition when the Purchasing Agent, and Corporation Counsel or a designee of either office determines in writing that there is only one source for the required supply, service or construction item.

Application.

The provisions of this Regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Policy on Emergency Procurements.

Conditions for Use of Sole Source Procurements.

Sole source procurements is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement:

- (a) where the compatibility of equipment, accessories, or replacement parts is of paramount consideration;
- (b) where the sole supplier's item is needed for trial use or testing;
- (c) where the sole supplier's item is to be produced for resale or donation;
- (d) where public utility services are to be used.

The determination as to whether a procurement shall be made as a sole source is to be made by the Purchasing Agent, based on written justification put forward by the requesting Department. Such determination and the basis thereof are to be in writing. The Agent may specify the application of such determination and the duration of its effectiveness.

The Purchasing Agent's determination is to be reviewed by Corporation Council and, if over \$20,000.00, approved by the Common Council.

In cases of reasonable doubt, competition should be solicited. Any request by a Department that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Negotiation in Sole Source Procurement.

The Purchasing Agent will conduct negotiations, as appropriate, as to price, delivery, and terms.

Addendum

Since its incorporation in 1956, Child Guidance Center of Mid-Fairfield County (Mid-Fairfield) has provided essential behavioral health services that promote family preservation and maintenance of youth in their communities throughout the Greater Norwalk area. As one of the leading behavioral health service providers in the community, Mid-Fairfield has a strong record of providing evidence-based interventions with fidelity across multiple services provisions in both community- and school-based setting.

1. Mid-Fairfield is currently providing the required services and has an existing record of satisfactorily meeting the needs of the intended population.

- In 2015, Norwalk Public Schools contacted Child Guidance Center of Mid-Fairfield County (Mid-Fairfield) to assess the mental/behavioral health needs of unaccompanied minors enrolled in NPS International Academy. Mid-Fairfield has been providing Cognitive Behavioral Intervention or Trauma in Schools (CBITS) for students in NPS International Academy at Norwalk and Brien McMahon High Schools (3+ years). In 2018 Mid-Fairfield began the implementation into all twelve (12) elementary schools. Both models are evidence- and school-based and offer group/individual interventions to help relieve the symptoms (e.g., anxiety, depression, functional impairment) of school-aged children who have been exposed to traumatic events. Mid-Fairfield is also facilitating Trauma Informed Care (TIC) trainings in Norwalk elementary and high schools.

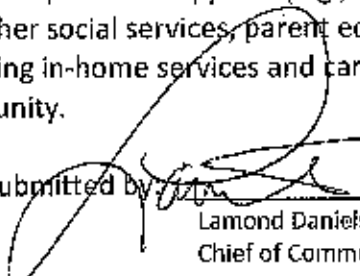
2. No other agency in the service area provides a portfolio of childhood behavioral health services in scope and scale.

- Mid-Fairfield is the primary provider of comprehensive bilingual behavioral health services to Latino children/adolescents (and their families) in the community. Bilingual team exists solely for the purpose of serving children and their families where the language barrier impedes access to care. All programs and services are offered in Spanish by a team of bilingual, bicultural clinicians and care coordinators, and a Spanish-speaking child and adolescent psychiatrist.

3. Mid-Fairfield has the capacity to begin and engage in the work upon execution of the appropriation. They provide seamless transitions/referrals to other programs within the Agency and the community at large with strong relationships with other community-based providers (e.g., non-profits, hospitals, etc.).

- Mid-Fairfield recently hired a bilingual, bicultural Family Advocate to work with children/adolescents (and families) identified as victims of crime in need of community-based wraparound supports (e.g., advocacy, case management and linkage to treatment and other social services, parent education, etc.). Mid-Fairfield has a long history of providing in-home services and care coordination to the most at-risk children in the community.

Respectfully Submitted by


Lamond Daniels, LCSW, MPA
Chief of Community Services

Date

11/12/19



Helping the Children and Families of Darien, New Canaan, Norwalk, Weston, Westport, and Wilton since 1956.

Request. Mid-Fairfield Child Guidance Center, Inc. is requesting \$400,000 from the City of Norwalk to provide embedded school-based and in-home clinical behavioral health treatment and care coordination services to the recent influx of immigrant children/adolescents and their families arriving in Norwalk and attending Norwalk Public Schools. Clinical services will include individual, group and family evidence-based mental health treatment; care coordination services will include coordinated and comprehensive evaluations, advocacy, case management and linkage to treatment and other social services as needed.

Organizational Overview. The nonprofit Mid-Fairfield Child Guidance Center, Inc. (Mid-Fairfield) serves as the safety net for thousands of lower- and middle- income families across the greater Norwalk region who cannot access and/or afford private mental/behavioral health services for their children. We specialize in helping the growing number of children/adolescents in our community who suffer from severe behavioral health disorders due to stressful life events or experiences of trauma. We never turn a child away regardless of their family's ability to pay. *Simply put, without Mid-Fairfield most of the children and families we help would have nowhere else to go.* Our programs/services are offered within a continuum of care to children, birth - 21 and their families as well as prenatal mothers and are provided across the lifespan of a child/adolescent based on their needs to promote optimal health. Often, children referred to Mid-Fairfield are exposed to numerous environmental risk factors and/or have experienced, or are currently experiencing, complex and recurring traumas; client symptoms and diagnoses include depression, mood disorders, anxiety, trauma-related disorders, and self-harming behaviors. We provide individualized evidence-based interventions and support services which include the following: outpatient and psychiatric services (evaluation and medication management), extended day treatment, school-, community- and home-based services, consultation, case management, and care coordination. All of our programs/services offer parent guidance and psychoeducational sessions to support the parent/caregiver's understanding of their child's behavioral health needs and work to facilitate change within the family system (e.g., communication patterns, intergenerational trauma). Our wrap-around care coordination and case management services help to stabilize the entire family, not just the identified child and connect families, including parents and caregivers, to higher levels of care and/or appropriate prevention/intervention and support services. Our fundamental operating principle is the engagement and participation of parents, or alternative caregivers, in the delivery of strength-based treatment and support services. Our commitment to this philosophy of care is embodied in our family-oriented approach to treatment and our extensive efforts to deliver culturally sensitive and, when needed, bilingual services to facilitate the highest possible level of involvement by adults who are central to their child's emotional well-being. We provide interventions that target family and community support systems, with particular attention focused on reducing risk factors in the family system, all while building healthy supportive family connections. We strive to build attachments and positive relationships between children/adolescents and their parents/caregivers in order to buffer toxic stress and decrease instances of adverse experiences, thus fostering ideal growth in all areas. Depending on a child's and family's needs, Mid-Fairfield's behavioral health services - whether dyadic and in the home, individual/family in an outpatient setting, or in the extended day environment - work to decrease symptoms, build social skills and increase overall functioning, thus increasing the likelihood they will grow to become independent, self-sufficient adults.

Community Need. Demand for comprehensive behavioral health services for English Language Learners (ELLs) within the Norwalk Public Schools (NPS) is rapidly growing. This surge is due, in part, to the increase in ELLs relocated to Norwalk, CT. The district now has more than 2,050 ELL students, up 13 percent year-over-year and 59% since 2013, the point just before students began arriving in large numbers from Central America. (Source:

Norwalk Hour, <https://www.thchour.com/news/article/Migrant-students-to-cost-Norwalk-schools-nearly-14540529.php?src=nwklhpcp>). These are children/adolescents who have crossed the U.S. border, have been captured and put in detention centers (usually in Texas), have been released to family members and/or sponsors in Norwalk, and are awaiting court dates to determine if they can remain in the U.S. These children/adolescents are leaving their homes and coming to the U.S. because of extreme violence in their countries of origin (South and Central America), deaths of family members, sexual and physical abuse, and gang violence. A majority of these children/adolescents are arriving with significant issues; not only are they presenting with an increased need for academic support and remediation, they are also presenting with significant behavioral health needs related to complex and recurring traumas. Since 2016, Mid-Fairfield, one of the leading trauma experts in the community, in partnership with NPS Norwalk International Academy, has been working collaboratively to assess the level of need, as well as provide Cognitive Behavioral Intervention for Trauma in Schools (CBITS) and comprehensive behavioral health services to ELLs at Norwalk and Brien McMahon High Schools. Due to an overwhelming need, Mid-Fairfield, has been approached by NPS to expand its partnership to provide comprehensive individualized therapeutic interventions, care coordination and case management to ELLs (and their families) that is negatively impacting their overall level of functioning. Mid-Fairfield is eager to further expand our partnership with NPS to provide these vital and oftentimes life-saving services to those most in need of support.

Program Description/Service Delivery. The target population for this program is ELLs in grades PreK – 12th attending Norwalk Public Schools (NPS). Students with the highest need will be identified as participants; criterion includes family need of community supports and/or history of trauma (e.g., physical abuse or neglect and sexual abuse/assault, victims of/witness to domestic and/or community violence, etc.) and/or heightened problem severity and/or decreased functioning. The program will provide coordinated, comprehensive evaluations; advocacy, case management and linkage to treatment and other social services, parent education, as well as individual, group and family evidence-based mental health treatment. We anticipate that children/adolescents, parents/caregivers and their families will present with a wide variety of needs and clinical presentations. Interventions and type of support needed will be determined during the intake and treatment planning process.

Referrals: Referrals will be initiated by NPS staff. Referral forms must be accompanied by the Basic Needs Screener/ACB-Q, OHHO-W, and a Release of Information signed by the parent/guardian indicating they are aware of the referral to Mid-Fairfield. Referrals will be assessed by Mid-Fairfield staff in order to determine appropriateness of fit for services. If a referral is deemed not appropriate, Mid-Fairfield will make a recommendation for an appropriate level of care (e.g., HCAPS, IOP, hospitalization, etc.). Referrals will be categorized as the following: (1) accepted for services, case is opened (individual and/or group treatment and/or care coordination); (2) accepted for services, go on waitlist/no current openings (biweekly check-ins until services available); (3) not accepted for services, client needs a higher level of care (e.g., HCAPS, IOP, hospitalization, etc.); (4) not accepted for services, no need for care.

Student and Family Assessment: Mid-Fairfield will contact the families of identified students to provide basic information about our services and supports in school- and community-based settings. Once parents/caregivers agree to receive support, a care coordinator and a clinician will meet with each family and the student, at home or in the school, to obtain the legally necessary consents and complete a thorough strength-based assessment of the student and his or her family's needs and functioning to determine with the family what level of care is necessary. Clinicians will conduct comprehensive mental/behavioral health assessments of each identified student; care coordinators will assess the family for basic needs, resource navigation, and identification of natural supports. The clinician/care coordinator team and the family will develop a preliminary service plan, based on the students and family's needs.

Direct Counseling/Therapy: Students identified to be in need of mental/behavioral health services will be provided weekly intensive, evidence-based and trauma-informed treatments (e.g., individual, family, group therapy) as well as the necessary case management. Services will be provided on school-grounds as well as in home; if needed,



services are also available on-site at Mid-Fairfield. Clinicians are trained in trauma-informed evidence-based practice interventions (TF-CBT, MATCH, Bounce Back, CBITS). Clinicians will provide guidance for parents/caregivers in coping with the impact of their own abuse and/or that of their children; education on sexual abuse and domestic violence; and strategies to enhance parenting skills. Program staff will collaborate and coordinate services with school staff and other providers involved with the family in order to ensure open communication, strengthen relationships and build a network of care around the student and the family to meet the unique needs of each student. If it is determined that a child/adolescent is in need of a psychiatric evaluation and/or medication management this service will be provided on-site at Mid-Fairfield (100 East Avenue); the child/adolescent must be accompanied by a parent/guardian for each visit. *Note: average caseload per clinician is approximately 18-20 students.* **Care Coordination:** Care Coordinators will be the heart of this program; providing community based wraparound supports to meet the highest needs of families, offering multiple sessions per week when necessary. Care Coordinators will: (1) conduct evaluations to assess service needs and supports; (2) promote family stabilization by identifying all needed and desired services and address barriers to accessing services as they arise; (3) work with families to develop service plans, facilitate meetings and make service and case management recommendations that are flexible, culturally sensitive and responsive to the individual needs of each child and family; (4) if warranted, work alongside a mental health clinician to ensure that the therapeutic needs are met; (5) work as a liaison between the school district and the student/family to ensure optimal communication and support student development; (6) provide crisis intervention, evaluations, plans and referral services; (6) develop and maintain relationships with community agencies and professionals who can meet the needs of the student/family. In addition, families with the highest need will have access to "flex funds" which will be used to supplement resources to improve and strengthen the family's ability to meet the service needs of the child (e.g., after-school activities, utilities, school supplies, etc.) as outlined in the Plan of Care. *Note: average caseload per care coordinator is approximately 12-15 students.*

Qualification and Experience. Since its incorporation in 1956, Mid-Fairfield has provided essential behavioral health services that promote family preservation and maintenance of youth in their communities throughout the Greater Norwalk area. As one of the leading behavioral health service providers in the community, we have a strong record of providing evidence-based interventions with fidelity across multiple services provisions in both community- and school-based settings. Staff develops relationships with families and stakeholders in communities to mitigate factors related to social determinants of health. Mid-Fairfield has significant demonstrated ability to provide outpatient community-, school- and home-based services through the following: **Outpatient Children's Clinic (OPCC):** offers evidence-based individual, family, and group therapies (TF-CBT, DBT, MATCH, Bounce Back, CBITS); psychiatric services (evaluation and medication management); parent guidance; and case management services. **Child First:** the agency has been providing Child First services with fidelity to the model since March 2010. Child First is an evidence-based, two-generation model that provides intensive, home-based behavioral health services to children, birth through 6, and their families, as well as prenatal mothers. **System of Care (SOC):** designed for children (birth -18) that present with complex behavioral health needs and require coordination of multiple services to meet those needs. SOC Care Coordinators meet with clients and their families in their home environment, or other agreed upon community setting, on a regular basis throughout treatment and work collaboratively to identify informal family supports and create a plan of care to support the family in meeting their needs. **Early Childhood Consultation Partnership (ECCP®):** an evidence-based consultation program that provides early childhood consultation services to preschools focused on healthy social and emotional development. In addition, the Child-Specific component of the ECCP® includes one to three home visits. ECCP®'s Child-Specific service is focused on one child, who may be having social, emotional, or behavioral difficulties.



Philosophy of Care. Mid-Fairfield's fundamental strength-based, family driven philosophy is actively encouraged within the therapeutic process as a catalyst for developing rapport. Staff also works collaboratively with families to develop treatment plans that reflect the family's goals and desired outcomes. This approach requires our agency to recognize and validate the family's experiences and concerns around social justice, marginalization and disenfranchisement, and incorporate these into the client's treatment plan. Our clinical staff has been trained in the use of diagnostic tools and assessments, such as the genogram, to guide the exploration of the family's history, cultural background and socio-economic status. We recognize the need for continuous training as we work with children and families from diverse cultural backgrounds. Annual cultural competency training is provided to all staff by an outside professional/organizations. In addition, Mid-Fairfield has biweekly multicultural team meetings with presentations, case reviews, and discussions on a variety of topics that impact and are impacted by cultural differences (e.g., domestic violence, religion, family, and gender roles). In terms of how the proposed program will effectively meet the needs of the families served, Mid-Fairfield will build on existing structures to ensure cultural and linguistic appropriateness. We are committed to establishing trust with families related to experiences with discrimination or racism and how this influences and guides treatment planning. To build an alliance, program staff will partner with parents/caregivers in service planning and collaboration in order to improve decision making and create better outcomes. Our programs regularly review and address barriers to family involvement, both case specific and systemic, including but not limited to the following issues: transportation, child care, flexible hours, culture, and language. The program will ensure that meetings and conferences that parents/caregivers and family attend are facilitated in the language of the parents/caregivers, or with translators available to assist the parents/caregivers.

Staffing. Mid-Fairfield employs a multi-disciplinary team of professionals dedicated to improving the lives of children and families in our community. Staff includes board certified child and adolescent psychiatrists, APRNs, psychologists, marriage and family therapists, social workers, professional counselors, and support and supervisory staff. Mid-Fairfield's culturally diverse staff possess the skills and competencies required to provide services that are appropriate in responding to our clients' unique cultural differences, such as race and ethnicity, national origin, religion, age, gender, sexual orientation, or physical disability. All competencies are adapted to fit a family's values and customs. Service providers engage with the family from a strength-based and culturally competent perspective that respects the family's own perception of their needs and goals. While all of our practices are trauma-informed, 90% of our clinical staff is trained in trauma-oriented treatment modalities. Approximately 50% of clinical staff has experience working, currently or past, in home-based related services. All of Mid-Fairfield's programs are offered in Spanish by a team of bilingual, bicultural clinicians, care coordinators, and a Spanish-speaking child and adolescent psychiatrist to help maximize community access to our programs. In addition to their clinical training, these staff members are adept at addressing cultural issues, which along with behavioral health challenges, affect the functioning of the child and family. Our bilingual team also attends community meetings (e.g., case planning meetings with CT DCF, Planning and Placement Team (PPT) meetings) to offer consultation and support as needed. Throughout the last few years, Mid-Fairfield has made tremendous progress in meeting the mental and behavioral health needs of diverse populations served by our agency. We've expanded and enhanced our bilingual, bicultural services; improved recruitment for bilingual, bicultural staff (e.g., enhanced relationships with local/regional universities); employed a variety of strategies in an effort to reduce staff burnout and turnover (e.g., incentive programs related to increased productivity); increased commitment to continued trainings and supports to staff; supported continuous open dialogue and feedback (e.g., supervisors meetings and new employee review process); and expanded in-house trainings (e.g., cultural competency). **Program Staff.** Mid-Fairfield will plan to hire internally for bilingual (Spanish) positions in which there is an expertise and desire to work on the program. For those positions in which additional recruitment is needed, we will use the same recruitment tools employed to regularly fill vacant positions within the agency (e.g., Indeed (job



search engine); local/regional universities; cross referrals via community partners; job postings on Mid-Fairfield's website). Please note, prior to an outside individual being employed by Mid-Fairfield they must pass Connecticut state criminal and the Department of Children and Families (DCF) background checks, a process that may take up to 8-weeks. We plan to use current staff as needed and available to support program implementation however it may take time to have a fully staffed program. As part of our onboarding process, all staff members receive an orientation about common barriers to family engagement and strategies to involve clients and parents/caregivers. In addition, ongoing training and supervision around cultural sensitivity is provided to all staff by an experienced licensed clinical supervisor, our bilingual child and adolescent psychiatrist, and by other bilingual, bicultural senior staff members. Bilingual, bicultural staff also attend team meetings that address a wide range of issues that impact service delivery. Various cultures, their views about mental and behavioral health services, language, and specific cultural values, are also discussed in these team meetings, which are designed to improve the quality of treatment provided to families of diverse backgrounds. *Reporting & Collaboration:* In order to promote quality collaboration between all agencies involved in the program, Mid-Fairfield staff will meet monthly (at an agreed upon time/day) with identified NPS staff, City of Norwalk staff, and any others identified by the team in order to provide program updates, as well as discuss and think through challenges that may arise. While services will be provided in the school building or at home, students served as part of this program will be considered and treated as clients/patients of Mid-Fairfield. For example, records will be held in the Mid-Fairfield electronic health record, patient information will be kept in compliance with HIPAA regulations, and releases of information will be required to speak to school and city staff.

Budget. See attached.

**Mid-Fairfield Child Guidance Center, Inc.
City of Norwalk Grant Proposal**

Staff Positions	FTE	Salary
Project Management / Oversight	0.18	\$ 12,833
On Site Mental Health Clinicians	2.00	\$ 113,000
Care Coordinators	2.00	\$ 90,000
Psychiatrist	0.10	\$ 7,000
Data Analyst	0.05	\$ 2,145
TOTAL SALARY	4.33	\$ 224,978
Fringe Benefits (@ 23%)		\$ 51,745
TOTAL PERSONNEL COSTS		\$ 276,722
OTPS		
Mileage		\$ 1,080
Telephone		\$ 2,640
EHR		\$ 1,800
Rent & Utilities		\$ 7,800
Training		\$ 1,000
Supplies		\$ 1,440
TOTAL OTPS		\$ 15,760
TOTAL DIRECT COSTS		\$ 292,482
OTHER		
Care Coordination Family Funds		\$ 16,500
Administrative / Indirect Expense 23% (Excluding CBITS below)		\$ 71,018
Groups (Spanish - CBITS/Bounce Back)		\$ 20,000
TOTAL EXPENSE		\$ 400,000
GRANT AMOUNT		\$ 400,000