

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

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings

-  Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.
-  Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. Please find the information using the link above.
-  Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.
-  Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Irene Dixon at idxon@norwalkct.gov to provide written public comment prior to the meeting.

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: September 12, 2023

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Manuel Salgado, Bike Walk Commission

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute all forwarding documentation required by HUD to submit the PY48 CAPER.

B. RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE

1. Acceptance and approval of the 2023 Recreation and Parks Ten Year Master Plan and Strategic Plan developed in concert with Kimley-Horn Consultants.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Wolfpit Elementary School and immediate surrounding grounds by the Wolfpit PTA for their Pumpkin Fest event on Saturday, October 14, 2023, from 10:00 AM to 4:00 PM. Set-up time at 6:00 AM with tear-down by 6:00 PM. Rain date Sunday, October 15, 2023. Approximately 300 + people.
3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the City of Norwalk for the use of 50 Washington Street and immediate surrounding grounds for their A Night-Fair on Washington Street event to be held on Saturday, October 28, 2023, from 5:00 PM to 10:00 PM. Set-up time at 8:00 AM with tear-down by 11:00 PM. Approximately 100+ people.
4. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the City of Norwalk for the use of 50 Washington Street and immediate surrounding grounds for their A Night-Fair Brunch event to be held on Sunday, October 29, 2023, from 11:00 AM to 4:00 PM. Set-up time at 10:00 AM with tear-down by 8:00 PM. Approximately 100+ people.
5. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Blue & Yellow Ukraine for the use of Calf Pasture Beach and immediate surrounding grounds for their Veterans Day 5K event to be held on Sunday, October 29, 2023, from 8:00 AM to 10:00 AM. Set-up time at 6:00 AM with tear-down by 11:00 AM. Rain date Sunday, November 5, 2023. Approximately 200 people.
6. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the City of Norwalk for the use of 50 Washington Street and immediate surrounding grounds for their Holiday Extravaganza event to be held on Saturday, November 25, 2023, from 3:00 PM to 8:00 PM. Set-up from 8:00 AM with tear-down by 10:00 PM. Approximately 200 people.

- 7a. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Langan for an amount not to exceed \$103,250.00, project # 4289, for design and construction administration services for Meadow Street Park.
Account No. 134010 5796 ARP01
- 7b. Authorize the Director of Recreation and Parks to issue change orders in an amount not to exceed \$13,950.00, project # 4289, for design and construction administration services for Meadow Street Park.
Account No. 134010 5796 ARP01
8. Authorize the Mayor, Harry W. Rilling, to enter into a 5-year rental agreement with Eric Montgomery for the caretaker apartment, located at the rear of the Fodor Homestead at 328 Flax Hill Road, Norwalk, CT.
9. RESOLVED, that the City of Norwalk, CT may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection, any and all documents which it deems to be necessary or appropriate for a grant of \$1,000,000.00 for the City of Norwalk's Department of Recreation and Parks; and be it FURTHER RESOLVED that Harry W. Rilling as Mayor of the City of Norwalk is authorized and directed to execute and deliver any and all documents on behalf of the City of Norwalk, and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.
- 10a. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Sport Tech Construction Corp., in an amount not to exceed \$299,000.00 for the Rowayton School Tennis and Pickleball Court Reconstruction project # 4299.
Account No. 0923 6030 5796 C0832
- 10b. Authorize the Director of Recreation and Parks to issue change orders with Sport Tech Construction project # 4299 from account # 0923-6030-5796-C0832 in an amount not to exceed \$29,000.00.
- 11a. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Hinding Tennis, LLC, project number # 4305, Tennis-Pickleball and Basketball Court Renovations, for an amount not to exceed \$718,994.00.
Account No. 0923 6030 5777 C0321
0924 6030 5777 C0321
0923 6030 5777 C0364
0923 6030 5777 C0364
- 11b. Authorize the Mayor, Harry W. Rilling to issue an amendment to the contract with Hinding Tennis, LLC, Tennis-Pickleball and Basketball Court Renovations, for additional requested items, in an amount not to exceed \$43,180.00.
Account No. 0923 6030 5777 C0321
0924 6030 5777 C0321
0923 6030 5777 C0364
0923 6030 5777 C0364

- 11c. Authorize the Director of Recreation and Parks to issue change orders to Hinding Tennis, LLC, project # 4305, Tennis-Pickleball and Basketball Court Renovations in an amount not to exceed \$71,800.00.

Account No. 0923 6030 5777 C0321

0924 6030 5777 C0321

0923 6030 5777 C0364

0923 6030 5777 C0364

C. FINANCE & CLAIMS COMMITTEE

1. Report of the Claims Committee Dated: September 2023
2. For informational purposes only: Narrative on Tax Collections Dated: September 2023
3. For informational purposes only: Monthly Tax Collector's Reports Dated: August 2023
4. Request a special capital appropriation in the amount of \$10,727.32 to increase the authorization for account 09243110-5777-C0486 (Fire Department-Vehicles). This capital appropriation shall be funded through \$10,727.32 of authorized but unissued general obligation bonds or notes of the City. The \$10,727.32 of bonds or notes of the City shall be issued in accordance with the provisions and terms set forth in the original bond resolutions that authorized the issuance of the bonds or notes of the city for the project.
Account No. 09243110 5777 C0486
5. Requesting deauthorization in the amount of \$10,732.32 from the available balance in account 09213110-5777-C0667 (Fire Department-Mobile Radio Upgrade).
6. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Andres Technology (UKG) for a Time and Attendance System migration project not to exceed \$225,025.00 (Capital Budget Account 09241340-5777-C0089 and 011340-5258).

D. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to apply for and accept grant funding under the Fiscal Year 2023 Justice Assistance Grant (JAG).
2. Authorize the Police Chief, James Walsh, to execute any and all documents and agreements as may be necessary to implement the Fiscal Year 2023 Project Justice Assistance Grant (JAG).

E. COMMUNITY SERVICES COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept public health workforce development and infrastructure grant funds from the Connecticut Department of Public Health in the amount of \$300,385.00 for the period October 1, 2023, through November 30, 2027.

- 1b. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary to implement the public health workforce development and infrastructure grant activities for the period October 1, 2023, through November 30, 2027.
2. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Alliance for Community Empowerment, Inc. located at 108 Main Street, Norwalk, CT 06851 and Person to Person, Inc. located at 76 South Main Street, Norwalk, CT 06854 to administer the Community Services Department ARPA COVID-19 Rent Relief Program for Norwalk residents with each organization receiving \$250,000.00 for a total amount of \$500,000.00.
Account No. 132010 5796 ACS01

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

BIKE WALK COMMISSION

M/C

Nwlk. Code 20-01

MANUEL SALGADO (U)

Term Expires – 06/30/2025

70 Gregory Boulevard #1
Norwalk, CT 06855

**COMMON COUNCIL REGULAR MEETING
NORWALK, CONNECTICUT**

**SEPTEMBER 12, 2023
COUNCIL CHAMBERS AND
VIA TELECONFERENCE**

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

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Irene Dixon at idxon@norwalkct.gov to provide written public comment prior to the meeting.

Mayor Rilling called the meeting to order at 7:33 p.m. and led the Assembly in reciting the Pledge of Allegiance. He asked everyone to remain standing and asked for a Moment of Silence in memory of Mr. Louis Ciccarello. He spoke about Mr. Ciccarello's many accomplishments and contributions on behalf of the City of Norwalk.

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett Mr. Joshua Goldstein Ms. Barbara Smyth	Mr. Edwin Camacho Ms. Nora Niedzielski Eichner	
District A:	Ms. Nicol Ayers	Mr. David Heuvelman	(7:54 p.m.)
District B:			
District C:	Mr. John Kydes	Ms. Jenn McMurrer	
District D:	Mr. Bryan Meek		
District E:	Mr. James Frayer	Ms. Lisa Shanahan	

At Roll Call there were eleven (11) Common Councilmembers present and three (3) absent (Ms. Young; Ms. Revolus; Mr. Heuvelman and Ms. Alterman). A Quorum was present.

Also present were Mayor, Harry Rilling; City Clerk, Irene Dixon and Corporation Counsel, Mario Coppola.

II. ACCEPTANCE OF MINUTES

Regular Meeting: August 8, 2023

**** MS. MCMURRER MOVED TO ACCEPT THE MINUTES AS PRESENTED**
**** MOTION PASSED WITH ONE (1) ABSTENTION (MS. SHANAHAN)**

Special Meeting: August 15, 2023

The following correction was made to page 3:

The comment attributed to Ms. Niedzielski Eichner should be Ms. Ayers

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY**

III. PUBLIC PARTICIPATION

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

Ms. Moina Noor, President of the Board of Directors Norwalk Public Library spoke in support of the plan to acquire 11 Belden Avenue. She noted it is a necessary step for the Library's renovation plan. Plus, it is a matter of inclusivity for all patrons. She expressed gratitude to the City for initiating the lease for 30 parking spaces at the Eagle's Club, but the Library needs long term parking on an contiguous parcel.

Mr. Haraldo Williams, member of the Norwalk Public Library Board of Directors also spoke in support of the City's acquiring the parcel at 11 Belden Avenue.

Ms. Patsy Brescia member of the Norwalk Public Library Board of Directors said she was here to support and emphasize the importance of the effort to purchase 11 Belden Avenue. She said this will be an economic engine for Wall Street.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Peter Halladay, Fair Rent Commission, Alternate

Mayor Rilling announced the resignation of Mr. Halladay as an alternate on the Fair Rent Commission.

APPOINTMENTS:

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

PETER HALLADAY, FAIR RENT COMMISSION, REGULAR

Ms. Smyth spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING APPOINTMENT**
J. HANSON GUEST, FAIR RENT COMMISSION, ALTERNATE

Mr. Burnett spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

**** MS. NIEDZIELSKI EICHNER MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

JOHN CHURCH, FAIR RENT COMMISSION, REGULAR
FRAN COLLIER-CLEMMONS, FAIR RENT COMMISSION, REGULAR
LUNISE CONSTANT, FAIR RENT COMMISSION, REGULAR
BRENDA PENN-WILLIAMS, FAIR RENT COMMISSION, REGULAR
JOHNNIE MAE WELDON, FAIR RENT COMMISSION, REGULAR
SONJA OLIVER, FAIR RENT COMMISSION, ALTERNATE
SAMUEL PRIDE, FAIR RENT COMMISSION, ALTERNATE
DORA WITHERSPOON, FAIR RENT COMMISSION, ALTERNATE

Ms. Niedzielski Eichner and Ms. McMurrer spoke in support of the reappointments.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MS. MCMURRER MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

DENISE BROWN, OAK HILLS PARK AUTHORITY
JENNIFER MCALLISTER, OAK HILLS PARK AUTHORITY

Ms. McMurrer spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

MAYOR'S REMARKS:

Mayor Rilling recently joined members of the Common Council where they commemorated the

Sheperd's Men at Veterans Park. This is an organization that aims to raise awareness about Veterans' suicide.

Mayor Rilling announced the City's final summer concert performance by Sensational Soul Cruisers will be held Thursday, September 14, 2023. DC League Super-Pets! will be the final outdoor movie showing Friday, September 15, 2023. Those interested in attending either event may do so at Calf Pasture Beach.

The Mayor recognized the Director of Health, Deanna D'Amore, as one of the 40 Under 40 in Public Health by the de Beaumont Foundation. He reviewed her accomplishments on behalf of the City and offered a round of applause.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Mr. Burnett announced that the Bike Walk Commission has applied to be considered for the Bicycle Friendly Community Award. Norwalk residents will have the opportunity to support the application by filling out a survey before October 20, 2023.

Mr. Burnett announced that Mr. Camacho would be reading this evening's Consent Calendar.

RESIGNATION AND APPOINTMENTS

There were no resignations or appointments announced this evening.

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

Mr. Heuvelman joined the meeting during the reading of the Consent Calendar at 7:54 p.m.

**** MR. CAMACHO MOVED TO APPROVE THE FOLLOWING CONSENT CALENDAR:**

City of Norwalk
Common Council
Regular Meeting
September 12, 2023
Council Chambers and Via Teleconference
Page 5

VI.A, VII.A.1, VII.A.2, VII.A.3, VII.A.4, VII.A.6, VII.A.7, VII.B.1, VII.B.2, VII.B.3, VII.B.4, VII.B.5A, VII.B.5B, VII.B.6A, VII.B.6B, VII.C.1, VII.C.2, VII.C.3, VII.C.4, VII.C.4A, VII.C.5, VII.C.5A, VII.C.6, VII.C.6A, VII.D.1A, VII.D.1B, VII.D.2A, VII.D.2B, VII.D.5, VII.E.1, VII.E.2A, VII.E.2B, VII.E.3, VII.F.2, VII.F.3, VII.F.4, VII.F.5

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. DISCUSSION AND AUTHORIZATION FOR RESOLUTION: ALFRED ESPOSITO V. RAUL ALDARONDO ET AL (3:22-CV-00621-MPS) EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, AND AMENDMENTS THERETO AS MAY BE NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDING UNDER THE FISCAL YEAR 2023 PROJECT SAFE NEIGHBORHOODS GRANT.

2. AUTHORIZE THE POLICE CHIEF, JAMES WALSH, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY TO IMPLEMENT THE FISCAL YEAR 2023 PROJECT SAFE NEIGHBORHOODS GRANT.

**3. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SUFFOLK MARINE CTR INCORPORATED, FOR THE PURCHASE OF 2 (TWO) YAMAHA F250NSB 30” DES R&L ROTATION OUTBOARD ENGINES WITH THE NECESSARY ELECTRONIC CONTROLS, GAUGES, HARNESSSES, AND STEERING CONTROLS RESULTING FROM PURCHASING PROJECT 4294R OUTBOARD ENGINES FOR POLICE BOAT (RE-BID) FOR A SUM NOT TO EXCEED \$91, 721.00.
ACCOUNT NO. 09243010 5777 C0671**

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH MORRIS AND MCDANIEL, MANAGEMENT

**CONSULTANTS, 117 SOUTH SAINT ASAPH STREET, ALEXANDRIA, VA. 22314 RESULTING FROM PURCHASING PROJECT 4302 CONSULTANT SERVICES FOR AN ENTRY LEVEL FIREFIGHTER SELECTION PROCESS TO DEVELOP AND ADMINISTER A FIREFIGHTER ENTRY LEVEL EXAM, NOT TO EXCEED THE AMOUNT OF \$ 90,000.00.
ACCOUNT NO. 013110 5298**

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDING UNDER THE FISCAL YEAR 2024 CT D.O.T. DRUG RECOGNITION SUPPORT GRANT (DRE).

7. AUTHORIZE THE POLICE CHIEF, JAMES WALSH, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY TO IMPLEMENT THE FISCAL YEAR 2023 CT D.O.T. DRUG RECOGNITION SUPPORT GRANT (DRE).

B. FINANCE & CLAIMS COMMITTEE

1. CLAIMS COMMITTEE: NONE

2. NARRATIVE ON TAX COLLECTIONS DATED AUGUST 2023 – RECEIVE REPORTS AND DISCUSS.

3. MONTHLY TAX COLLECTOR’S REPORTS DATED JULY 2023 - RECEIVE REPORTS AND DISCUSS.

**4. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO TELREPCO, IN AN AMOUNT NOT TO EXCEED \$53,401.00 FOR PURCHASE MOBILE DEVICES, PRINTERS, AND MISC. EQUIPMENT FOR POLICE PATROL CARS. TELREPCO IS ON STATE OF CT DAS - NASPO PANASONIC CONTRACT -#15PSX0221.
ACCOUNT NO. 09241370 5777 C0375**

5A. RESOLUTION: AUTHORIZE THE ALLOCATION OF \$2,900,000.00 IN SPECIAL CAPITAL APPROPRIATION FUNDS TO THE NORWALK PUBLIC SCHOOLS FOR THE ACQUISITION OF 6 PROPERTIES ABUTTING THE PROPOSED SOUTH NORWALK SCHOOL AS IDENTIFIED HEREIN THIS MEMO. THIS CAPITAL APPROPRIATION SHALL BE FUNDED THROUGH \$2,900,000 OF AUTHORIZED BUT UNISSUED GENERAL OBLIGATION

BONDS OR NOTES OF THE CITY. THE \$2,900,000 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF THE BONDS OR NOTES OF THE CITY FOR PROJECT.

ACCOUNT NO. 0919 205010 5777 C0619

5B. APPROVE THE DEAUTHORIZATION IN THE AMOUNT OF \$2,900,000 FROM FREE BALANCE IN THE JEFFERSON SCHOOL IMPROVEMENT PROJECT- CAPITAL BUDGET.

ACCOUNT NO. 0919 205010 5777 C0619

6A. RESOLUTION: AUTHORIZE TO REVISE THE PROJECT DESCRIPTION FOR CAPITAL BUDGET ACCOUNT# 092-06210 5777 C0662.

CURRENT: FUNDING FOR BUILDING PROGRAMMING PHASE WITH DESIGN OPTIONS PROPOSED: FUNDING FOR BUILDING PROGRAMMING PHASE WITH DESIGN OPTIONS AND PROPERTY ACQUISITION. THIS PROJECT WAS APPROVED IN FYE 2020 WITH A BUDGET OF \$450,000, NO ACTUALS TO DATE.

6B. AUTHORIZE TO REVISE THE PROJECT DESCRIPTION FOR CAPITAL BUDGET ACCOUNT# 092-16210 5777 C0662. CURRENT: BELDEN AVE LIBRARY EXPANSION - ARCHITECTURAL SERVICES PROPOSED: BELDEN AVE LIBRARY EXPANSION -ARCHITECTURAL SERVICES AND PROPERTY ACQUISITION THIS PROJECT WAS APPROVED IN FYE 2021 WITH A BUDGET OF\$1,570,000, NO ACTUALS TO DATE.

C. RECREATION, PARK & CULTURAL AFFAIRS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH NORWALK HOSPITAL FOUNDATION FOR THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS FOR THEIR WHITTINGHAM CANCER CENTER WALK & RUN EVENT TO BE HELD ON SATURDAY, SEPTEMBER 30, 2023, FROM 7:30 AM TO 12:00 PM. SET-UP FROM 6:00 AM WITH TEARDOWN BY 4:00 PM. APPROXIMATELY 1250 PEOPLE.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH ALZHEIMER'S ASSOCIATION CONNECTICUT CHAPTER FOR THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS FOR THEIR WALK TO END ALZHEIMER

EVENT TO BE HELD ON SUNDAY, OCTOBER 8, 2023, FROM 8:00 AM TO 12:00 PM. SET-UP AT 5:30 AM WITH TEAR-DOWN BY 1:00 PM. APPROXIMATELY 2400 PEOPLE.

**3. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$66,993.44, FOR THE PURCHASE OF 48 IN-GROUND GARBAGE RECEPTACLES FROM SYBERTECH WASTE REDUCTION, LTD., PROJECT # 4276.
ACCOUNT NO. 0923 6030 5796 C0832**

**4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH AQUALIS FOR THE INSTALLATION OF 48 IN. GROUND GARBAGE RECEPTACLES FOR AN AMOUNT NOT TO EXCEED \$71,181.00.
ACCOUNT NO. 0923 6030 5796 C0382**

**4A. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDER TO AQUALIS FOR THE INSTALLATION OF 48 IN. GROUND GARBAGE RECEPTACLES, IN AMOUNT NOT TO EXCEED \$14,236.22.
ACCOUNT NO. 0923 6030 5796 C0382**

**5. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND FOR CRANBURY PARK, IN AN AMOUNT NOT TO EXCEED \$192,291.50 OF THE OMNIA PARTNERS AGREEMENT.
ACCOUNT NO. 0921 6030 5888 C0366**

**5A. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE A CHANGE ORDER IN AN AMOUNT NOT TO EXCEED \$18,815.00 FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND FOR CRANBURY PARK.
ACCOUNT NO. 0921 6030 5777 C0366**

**6. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER FOR THE SOLE SOURCE PURCHASE OF A FREIGHTLINER M2 106 PLUS FROM FREIGHTLINER OF HARTFORD, OFF THE STATE OF CONNECTICUT DAS CONTRACT # 14PSX0239 IN AN AMOUNT NOT TO EXCEED \$192,206.20.
ACCOUNT NO. 0923 6030 6796 C0832**

**6A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A CHANGE OF ORDER FOR THE SOLE SOURCE PURCHASE OF A FREIGHTLINER M2 106 PLUS FROM FREIGHTLINER OF HARTFORD, OFF THE STATE OF CONNECTICUT DAS CONTRACT # 14PSX0239 IN AN AMOUNT NOT TO EXCEED \$19,220.00.
ACCOUNT NO. 0923 6030 6796 C0832**

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

**1A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO G.A. FLEET ASSOCIATES, INC. FOR THE PURCHASE OF TWO NEW CONDENSING BOILERS FOR BEN FRANKLIN CENTER FOR A TOTAL NOT TO EXCEED \$77,630.00. FUNDS ARE AVAILABLE FROM
ACCOUNT NO. 09247100 5777 C0295**

**1B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE INCREASES TO THE PURCHASE ORDER FOR A TOTAL NOT EXCEED \$3,800.00.
ACCOUNT NO. 09247100 5777 C0295**

**2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH UNIVERSAL BUILDING SERVICES, LLC TO PROVIDE LABOR TO INSTALL TWO BOILERS AT THE BEN FRANKLIN CENTER FOR A TOTAL NOT TO EXCEED \$58,643.00.
ACCOUNT NO. 09247100 5777 C0295**

**2B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$5,564.00.
ACCOUNT NO. 09247100 5777 C0295**

5. APPROVE DESIGN SERVICES CONTINGENCY FOR PETER GISOLFI, ASSOCIATES' ARCHITECTURAL DESIGN SERVICES CONTRACT FOR THE CRANBURY PARK/GALLAHER MANSION IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$45,000.00. FUNDS ARE AVAILABLE FROM THE STATE DECD GRANT. CITY ACCOUNT NO. 09236030 4120 C0831

E. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT, BETWEEN THE CITY OF NORWALK AND JOHN TURNER CONSULTING, INC, RESULTING FROM PROJECT #4308 REQUEST FOR QUALIFICATIONS PAVEMENT DESIGN AND CONSTRUCTION SERVICES FOR PAVEMENT ENGINEERING AND CONSULTING SERVICES IN CONNECTION WITH THE PAVEMENT MANAGEMENT PROGRAM. THE AGREEMENT IS TO ESTABLISH A THREE (3) YEAR BASE PERIOD, WITH TWO (2) ONE-YEAR OPTIONS AND AN ANNUAL SUM NOT TO EXCEED \$250,000.00 PER YEAR.

ACCOUNT NO. 09 23 4021 5777 C0021

09 24 4021 5777 C0021

09 25 4021 5777 C0021

09 26 4021 5777 C0021

09 27 4021 5777 C0021

09 28 4021 5777 C0021

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THE GRASSO COMPANIES LLC. FOR PURCHASING PROJECT 4310, PM2023-5 PAVEMENT MANAGEMENT PROGRAM FOR A SUM NOT TO EXCEED \$6,331,657.50 WITH THE OPTION TO EXTEND THIS AGREEMENT FOR TWO (2) ADDITIONAL TERMS OF ONE (1) YEAR.

ACCOUNT NO. 13 4010 5796 APW10

09 22 4021 5777 C0021

09 23 4021 5777 C0021

09 24 4021 5777 C0021

09 24 4021 5777 C0503

03 00 00 2602

2B. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON CONTRACT WITH THE GRASSO COMPANIES LLC. FOR PURCHASING PROJECT 4310, PM2023-5 PAVEMENT MANAGEMENT PROGRAM FOR A SUM NOT TO EXCEED \$633,165.75.

ACCOUNT NO. 13 4010 5796 APW10

09 22 4021 5777 C0021

09 23 4021 5777 C0021

09 24 4021 5777 C0021

09 24 4021 5777 C0503

03 00 00 2602

**3. TECHNICAL CORRECTION OF THE COMMON COUNCIL ACTION OF AUGUST 8, 2023, ITEM VII.B.9, TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A FIRST AMENDMENT TO THE WOODS MEN'S AND BOY'S CLOTHING CONTRACT DATED JULY 23, 2021, FOR PROJECT NO. 4087 FOR A SUM NOT TO EXCEED \$25,000 FOR FISCAL YEAR 2023/24 WITH AN OPTION TO EXTEND FOR TWO (2) ADDITIONAL TERMS OF ONE (1) YEAR EACH.
ACCOUNT NO. 01 40 21 5276**

F. ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ALL FORWARDING DOCUMENTATION REQUIRED BY HUD TO SUBMIT THE PY48 CAPER. CONSENT TO TABLE TO NEXT MEETING

**2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRI-STATE LED FOR \$36,217.40 TO UPGRADE THE ELECTRICAL FIXTURES IN THE ISLAND ADJACENT TO MARITIME AQUARIUM.
ACCOUNT NO. 510000 5796 GGP08
0923 3710 5777 C0773**

**3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE CDM SMITH AGREEMENT TO INCLUDE AN ADDITIONAL \$27,150 FOR THE HAMILTON AVE STAIRCASE.
ACCOUNT NO. 520000 5796 MLK01**

**4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH YOU ARE NOT ALONE MURALS, PURPOSE PROJECTS NY, IN AN AMOUNT NOT TO EXCEED \$25,000 TO INSTALL A MURAL LOCATED ON BRIEN MCMAHON HIGH SCHOOL AS APPROVED BY NORWALK PUBLIC SCHOOLS FACILITIES AND ADMINISTRATION.
ACCOUNT NO. 0922 3760 5777 C0804
0923 5777 C0804**

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH ARC SOUND. STAGE. LIGHTING. LLC TO INSTALL AND PRODUCE STAGES AND LIGHTING AND SECURE ENTERTAINMENT FOR THE CITY OF NORWALK NIGHTFAIR ON WASHINGTON HALLOWEEN

**EVENT IN AN AMOUNT NOT TO EXCEED \$75,000 VIA SOLE SOURCE
PROCUREMENT.**

**ACCOUNT NO. 133710 5796 AEC16
0924 3780 5777 C0680**

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

**** MS. MCMURRER MOVED TO AUTHORIZE THE PURCHASING AGENT TO
ISSUE A PURCHASE ORDER FOR THE RENEWAL OF A ONE-YEAR
CONTRACT TO COMMENCE ON OCTOBER 1, 2023, AND EXPIRE ON
OCTOBER 1, 2024, IN THE AMOUNT OF \$248,748.00 FOR THE
EMPLOYMENT OF TWO FULLTIME CLINICIANS AS PART OF THE
NORWALK POLICE DEPARTMENT'S BEHAVIOR HEALTH UNIT TO
RECOVERY OF NETWORK PROGRAMS INC. OF SHELTON, CT.
ACCOUNT NO. 013026 5110**

Ms. McMurrer reviewed the request and noted this program has been a wonderful addition to the Police Department. Police Chief Walsh said this unit has been an overwhelming success and supports the members of the Norwalk community for behavioral health. Since October 2022, they have opened 293 cases.

Mr. Meek asked about efforts made to obtain additional grant funding. Chief Walsh said they are working with the Grants Coordinator and they continue to scour the Department of Justice for other sources of grant funding. Mr. Meek asked what Bargaining Unit the Clinicians belong to. Chief Walsh said they are outsourced from the Recovery Network.

Ms. Niedzielski Eichner asked how about the long term savings for the Police Department. Chief Walsh explained that this creates more patrol time for the Officers. He said that toward the end of the year, they will have a full study.

Mr. Frayer noted this is a one year contract for \$248,000 and asked what that would bring it down to if they backed out Police personnel. Chief Walsh said this contract is specifically for two outside Social Workers. Mr. Goldstein asked if the Police Department has one and one half full time Clinicians. Chief Walsh said that right now, the Recovery Network gives Norwalk a part time worker who started in January. Mr. Goldstein spoke in support of the program. Ms. McMurrer spoke in support of this program.

City of Norwalk
Common Council
Regular Meeting
September 12, 2023
Council Chambers and Via Teleconference
Page 13

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MS. MCMURRER MOVED TO AUTHORIZE THE PURCHASING AGENT, SHARON CONNORS, TO ISSUE A PURCHASE ORDER TO ROBERT'S CHRYSLER OF MERIDEN CT FOR THE PURCHASE OF TWO (2) 2023 DODGE POLICE SEDAN PACKAGE VEHICLES UNDER THE COLLECTIVE PURCHASING OF THE STATE OF CONNECTICUT GOVERNMENT CONTRACT PRICING FOR AN AMOUNT NOT TO EXCEED \$72,996.00. ACCOUNT NO. 09243010 5777**

Ms. Niedzielski Eichner said she raised the issue that the City needs to address a comprehensive plan to convert to electrical vehicles. Ms. Shanahan agreed.

**** MOTION PASSED WITH THREE (3) VOTES IN OPPOSITION (MR. MEEK; MS. SHANAHAN AND MS. NIEDZIELSKI EICHNER)**

**** MS. MCMURRER MOVED TO AUTHORIZE THE PURCHASING AGENT, SHARON CONNORS, TO ISSUE A PURCHASE ORDER TO FLEET AUTO SUPPLY, LLC FOR EMERGENCY LIGHTING AND UPFIT FOR TWO 2023 DODGE POLICE SEDAN PACKAGE VEHICLES FOR AN AMOUNT NOT TO EXCEED \$26,000.00. ACCOUNT NO. 09243010 5777**

Ms. McMurrer explained that this request is to retrofit the cars that they just voted on.

**** MOTION PASSED WITH THREE (3) VOTES IN OPPOSITION (MR. MEEK; MS. SHANAHAN AND MS. NIEDZIELSKI EICHNER)**

B. FINANCE & CLAIMS COMMITTEE

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING:**

RESOLUTION: AUTHORIZE THE ALLOCATION OF \$2,000,000 IN SPECIAL CAPITAL APPROPRIATION FOR IMPROVEMENTS AT SOUTH MAIN STREET/MEADOW STREET/WILSON AVENUE INTERSECTION: A. \$1,000,000 FOR INTERSECTION TRAFFIC IMPROVEMENTS TO BE ALLOCATED TO TM&P B. \$1,000,000 FOR INTERSECTION FLOOD IMPROVEMENT TO BE ALLOCATED TO DPW.

This capital appropriation shall be funded through \$2,000,000 of authorized but unissued general obligation bonds or notes of the City. The \$2,000,000 of bonds or notes of the City shall be issued in accordance with the provisions and terms set forth in the original bond resolutions that authorized the issuance of the bonds or notes of the City.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MR. BURNETT MOVED TO APPROVE THE DEAUTHORIZATION OF \$1,000,000 FROM FREE BALANCE IN THE PONUS RIDGE SCHOOL IMPROVEMENT PROJECT - CAPITAL BUDGET. ACCOUNT #09185010 5777 C0608**

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MR. BURNETT MOVED TO APPROVE THE DEAUTHORIZATION OF \$1,000,000 FROM FREE BALANCE IN THE JEFFERSON SCHOOL IMPROVEMENT PROJECT – CAPITAL BUDGET. ACCOUNT #09205010 5777 C0619**

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HV CONTRACTOR CORP. FOR THE POLICE HEADQUARTERS MEN’S SHOWER ROOM RENOVATION PROJECT FOR A TOTAL NOT TO EXCEED \$152,400.00. ACCOUNT NO. 09247100 5777 C0137**

Ms. Smyth explained the showers are used 24/7/365 and there is some seeping that has caused quite a bit of damage.

Mr. Meek expressed concern that shortcuts were taken on the quality and design of the 18 year old building. He added that he is hearing that there are a lot of problems with the Police station in terms of durability. Mr. Alan Lo explained that the design could be better, but that is something they can do better next time. He said he does not know of more issues, but there may be mechanical issues. The building is about 20 years old and today’s mechanical equipment lasts about 20-25 years. Overall the building is holding up well. There were roof leaks that were

fixed. He added that he believes there will be other improvements to the building in the next five years.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MS. SMYTH MOVED TO AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$15,240.00.
ACCOUNT NO. 09247100 5777 C0137**

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY WITH EVERSOURCE ENERGY FOR A UTILITY EASEMENT IN ORDER TO PROVIDE GAS SERVICE TO THE PARKS GARAGE IN SOUTH NORWALK (AT 10 TITO COURT).**

Ms. Smyth explained that the Parks and Recreation Department have taken use of 10 Tito Court and want to improve the safety situation. Mr. Meek said they used Eminent Domain to acquire the property and the property was supposed to be used for a school. He said this should be a lesson to future Common Councils to be careful in using Eminent Domaine.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

**** MS. SMYTH MOVED THE FOLLOWING:**

**AUTHORIZATION: THE CITY OF NORWALK IS HEREBY AUTHORIZED TO PURCHASE, ACQUIRE AND/OR TAKE THE PROPERTIES LISTED BELOW, AND FURTHER, THAT THE MAYOR, HARRY W. RILLING, OR HIS DESIGNEE, IS AUTHORIZED TO EXECUTE AND DELIVER ANY AND ALL AGREEMENTS, DOCUMENTS, AND OTHER INSTRUMENTS NECESSARY TO PURCHASE, ACQUIRE AND/OR TAKE SUCH PROPERTIES.
ACCOUNT NO. 0919 205010 5777 C0619**

(1) 28 OXFORD STREET, NORWALK, CT, TO PROVIDE FOR ENHANCED VEHICULAR AND STUDENT ACCESS, ADDITIONAL PARKING, AND RECREATIONAL AND OPEN SPACE AREA FOR THE SOUTH NORWALK SCHOOL.

(2) 32 OXFORD STREET, NORWALK, CT, TO PROVIDE FOR ENHANCED VEHICULAR AND STUDENT ACCESS, ADDITIONAL PARKING, AND RECREATIONAL AND OPEN SPACE AREA FOR THE SOUTH NORWALK SCHOOL.

(3) 36 OXFORD STREET, NORWALK, CT, TO PROVIDE FOR ENHANCED VEHICULAR AND STUDENT ACCESS, ADDITIONAL PARKING, AND RECREATIONAL AND OPEN SPACE AREA FOR THE SOUTH NORWALK SCHOOL.

(4) 38 OXFORD STREET, NORWALK, CT, TO PROVIDE FOR ENHANCED VEHICULAR AND STUDENT ACCESS, ADDITIONAL PARKING, AND RECREATIONAL AND OPEN SPACE AREA FOR THE SOUTH NORWALK SCHOOL.

(5) 16 MEADOW STREET EXT., NORWALK, CT, TO PROVIDE FOR ENHANCED VEHICULAR AND STUDENT ACCESS, ADDITIONAL PARKING, AND RECREATIONAL AND OPEN SPACE AREA FOR THE SOUTH NORWALK SCHOOL.

(6) A PORTION OF REAL PROPERTY IDENTIFIED AS PORTION OF PARCEL A TO BE DEEDED TO THE CITY OF NORWALK, AREA =44,338 S.F.± (1.01786 ACRES), AND PORTION OF LOTS 8 & 9 TO BE DEEDED TO THE CITY OF NORWALK, AREA = 4,426 S.F. ± (.010161 ACRES) ON AND AS SHOWN IN A CERTAIN MAP ENTITLED “BOUNDARY SURVEY (PARCEL A AND LOTS 8 & 9)” SCALE 1’ = 30’ DATED JULY 27, 2023 PREPARED BY LANGAN CT, INC., ON FILE IN BUILDING MANAGEMENT DEPARTMENT OF THE CITY OF NORWALK, TO PROVIDE FOR RIGHT-OF-WAY IMPROVEMENTS INCLUDING REMOVING EXISTING SIGHTLINE OBSTRUCTION BY THE MODIFICATION OF TRAVEL LANE AND RECONFIGURATION OF THE INTERSECTION AT THE SOUTH MAIN STREET/MEADOW STREET/ WILSON AVENUE/MEADOW STREET EXTENSION AND OTHER RIGHT OF WAY IMPROVEMENTS.

(7) A PORTION OF REAL PROPERTY KNOWN AS 11 BELDEN AVENUE, NORWALK IDENTIFIED AS PARCEL “X” AREA: 11,227.63 SQ. FT. OR 0.258 ACRES (TO BE CONVEYED TO CITY OF NORWALK) ON AND AS SHOWN IN A CERTAIN MAP ENTITLED MAP OF PROPERTY 587, LLC SHOWING LAND TO BE CONVEYED TO CITY OF NORWALK, #11 BELDEN AVENUE, NORWALK, CT” SCALE 1” = 20’ DATED JULY 19, 2023 PREPARED BY

**ADVANCED SURVEYING LAND SURVEYORS, ON FILE IN BUILDING
MANAGEMENT DEPARTMENT OF THE CITY OF NORWALK, FOR
EXPANSION OF THE NORWALK LIBRARY LOCATED AT 1 BELDEN
AVENUE INCLUDING EXPANSION OF THE EXISTING FOOTPRINT OF THE
LIBRARY, ADDITIONAL PARKING AND/OR OTHER ANCILLARY
FACILITIES SERVICING THE LIBRARY.**

Ms. Smyth spoke in support of the items.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were no resolutions from Common Council members this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were no motions postponed to a specific date this evening.

X. SUSPENSION OF RULES

There were no suspension of the rules this evening.

XI. ADJOURNMENT

**** MR. MEEK MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:44 p.m.

ATTEST: _____
Irene Dixon, City Clerk

Manuel A. Salgado70 Gregory Blvd. #1, Norwalk, CT (956) 4665881 · Masalgado85@gmail.com**EXPERIENCE****Outreach Clinician/VOCA Case Manager***Family Centers*

September 2022- Present

Greenwich, CT

- Provide case management and social/emotional support to 15 families participating in after school program.
- Connect victims of crimes to local community resources to assist with housing, mental health, & basic needs.
- Developed and conducted workshops and groups for after school program.
- Maintained case notes and documentation for clients.

Outreach Coordinator*Kingdom Causes Bellflower*

December 2015- September 2022

Bellflower, CA

- Coordinates weekly street outreach in 8 cities, interviewing and administering assessment tools.
- Develops and implements case management plans to approximately 40 individuals experiencing vulnerabilities related to substance use, medical, mental health, and other systemic barriers, evaluating solutions towards goals.
- Utilizes outreach strategies, such as rapport building, cultural humility, and motivational interviewing to develop positive relationships and understand history of individual circumstances and barriers.
- Responds to calls and referrals from city officials, law enforcement, institutions, and community stakeholders on a weekly basis regarding encampments, hotspots and individuals requiring mental health and medical intervention and shelter.
- Collaborates and participates in case conferences involving partner organizations including mental health agencies, service providers, shelters, and medical facilities to provide case conferencing, coordination and evaluate appropriate next steps.

Social Work Intern*Kingdom Causes Bellflower*

August 2021-May 2022

Bellflower, CA

- Interviewed and surveyed community members in order to asset map community and evaluate themes, community perceptions, strength and needs in the neighborhood in order to develop plans to address issues and connect individuals to resources.
- Researched and developed Lived Experience Advisory Board bylaws and initial plan for organization to implement within its homeless services program.

Social Work Intern*William Green Elementary*

August 2020-June 2021

Lawndale, CA

- Interviewed students and parents, utilizing assessments and Bio/Psycho/Social to understand family, school, mental health history.
- Developed and conducted workshops, mindfulness sessions, support groups for approximately 3 classrooms.
- Provided psychoeducation and counseling to individuals referred by school social worker and teachers.

EDUCATION**California State University Long Beach**

Masters in Social Work

May 2022

Long Beach, CA

University of North Texas

Bachelors in Radio, TV, & Film

May 2007

Denton, TX

SKILLS

Spanish speaking, strong intrapersonal communication, empathetic, effective problem-solving skills, proficient in Adobe Suite, videography/video editing.

TO: MEMBERS OF THE COMMON COUNCIL
FROM: NORWALK REDEVELOPMENT AGENCY STAFF
RE: PY48 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
DATE: SEPTEMBER 26, 2023

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 48 (July 1, 2022 - June 30, 2023). In keeping with the City's *Citizen Participation Plan*, the CAPER has been made available for public comment between August, 30 2023 and September 14, 2023. On September 8, 2023 the Redevelopment Agency will hosted a public hearing for the CAPER to meet public participation requirements. No comments were received during the public hearing or during the public comment period. A draft of the PY48 CAPER is provided as an attachment and also available for viewing at the following link. <https://www.norwalkct.gov/1412/Community-Development-Block-Grant>

Resource Narrative

In PY48, the total resources made available to the City was \$1,008,611 which included the 2022 HUD CDBG allocation of \$848,611, prior and program income of \$160,000. The City expended \$964,229 during the program year and funds were used to increase quality and decent affordable housing through housing rehab, expand economic opportunities with job training, modernize public facilities and infrastructure, and increase available public services to LMI and special needs residents in Norwalk.

Achieving ConPlan Objectives and Strategies

PY48 is the third year of the five-year period of the 2020-2024 Consolidated Plan. A summary of achievements for goals listed in the PY48 Annual Action Plan, as well as cumulative achievements for goals listed in the Consolidated Plan are provided as an attachment.

ATTACHMENTS:

[DRAFT PY48 CAPER](#)
[Summary of Achievements](#)

ACTION REQUESTED: Authorize the Mayor to sign all forwarding documentation required by HUD for the submission of the PY48 CAPER and approve the advancement of the PY48 CAPER to HUD.

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: September 14, 2023

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Robert Stowers, Director of Recreation & Parks

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Recreation & Parks

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES XX NO

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO XX N/A

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made.)

1. Acceptance and approval of the 2023 Recreation and Parks Ten Year Master Plan and Strategic Plan developed in concert with Kimley-Horn Consultants.
2. Approve the use of Wolfpit Elementary School and immediate surrounding grounds by the Wolfpit PTA for their Pumpkin Fest event on Saturday, October 14, 2023 from 10:00 AM to 4:00 PM. Set-up time at 6:00 AM with tear-down by 6:00 PM. Rain date Sunday, October 15, 2023. Approximately 300 + people.
3. Approve the use of 50 Washington St. and immediate surrounding grounds by the City of Norwalk for their A Night-fair on Washington St. event to be held on Saturday, October 28, 2023 from 5:00 PM to 10:00 PM. Set-up time at 8:00 AM with tear-down by 11:00 PM. Approximately 100+ people.
4. Approve the use of Calf Pasture Beach and immediate surrounding grounds by Blue & Yellow Ukraine for their Veterans Day 5K event to be held on Sunday, October 29, 2023 from 8:00 AM to 10:00 AM. Set-up time at 6:00 AM with tear-down by 11:00 AM. Rain date Sunday, November 5, 2023. Approximately 200 people.
5. Approve the use of 50 Washington St. and immediate surrounding grounds by the City of Norwalk for their A Night-fair brunch event to be held on Sunday, October 29, 2023 from 11:00 AM to 4:00 PM. Set-up time at 10:00 AM with tear-down by 8:00 PM. Approximately 100+ people.
6. Approve the use of 50 Washington St. and immediate surrounding grounds by the City of Norwalk for their Holiday Extravaganza event to be

held on Saturday, November 25, 2023 from 3:00 PM to 8:00 PM. Set-up from 8:00 AM with tear-down by 10:00 PM. Approximately 200 people.

7. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Langan for an amount not to exceed \$103,250.00, project # 4289, for design and construction administration services for Meadow St. Park from account # 134010-5796-ARP01.

7a. Authorize the Director of Recreation and Parks to issue change orders in an amount not to exceed \$13,950.00, project # 4289, for design and construction administration services for Meadow Street Park, from account # 134010-5796-ARP01.

8. Authorize the Mayor, Harry W. Rilling, to enter into a 5-year rental agreement with Eric Montgomery for the caretaker apartment, located at the rear of the Fodor Homestead at 328 Flax Hill Road, Norwalk.

9. RESOLVED that the City of Norwalk, CT may enter into with and deliver to the State of Connecticut Department of Energy and Environmental protection, any and all documents which it deems to be necessary or appropriate for a grant of \$1,000,000.00 for the City of Norwalk's Department of Recreation and Parks; and be it FURTHER RESOLVED that Harry W. Rilling as Mayor of the City of Norwalk is authorized and directed to execute and deliver any and all documents on behalf of the City of Norwalk, and to do an perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

10. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Sport Tech Construction Corp., in an amount not to exceed \$299,000.00 for the Rowayton School Tennis and Pickleball Court Reconstruction project # 4299, from account # 0923-6030-5796-C0832.

10a. Authorize the Director of Recreation and Parks to issue change orders with Sport Tech Construction project # 4299 from account # 0923-6030-5796-C0832 in an amount not to exceed \$29,000.00.

11. Authorize the Mayor, Harry W. Rilling, to execute a First Amendment to the April 24, 2020 Agreement for Professional Engineering Services between the City of Norwalk and Stantec Consulting Services, Inc., regarding the Broad River Park, for an amount not to exceed \$108,000.00 in accordance with the attached scope of services dated August 15, 2023, from account # 0921-6030-5777-C0658.

11a. Authorize the Director of Recreation and Parks to issue change orders in an amount not to exceed \$10,800.00 for Professional Engineering Services with Stantec Consulting Services, Inc., regarding the Broad River Park, from account # 0921-6030-5777-C0658.

12. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Hinding Tennis, LLC, project number # 4305, Tennis-Pickleball and Basketball Court Renovations, for an amount not to exceed \$718,994.00 from accounts # 0923-6030-5777-C0321, 0924-6030-5777-C0321, 0923-6030-5777-C0364 and 0923-6030-5777-C0364.

12a. Authorize the Mayor, Harry W. Rilling to issue an amendment to the contract with Hinding Tennis, LLC, Tennis-Pickleball and Basketball Court renovations, for additional requested items, in an amount not to exceed \$43,180.00 from accounts # 0923-6030-5777-C032, 0924-6030-5777-C0321, 0923-6030-5777-C0364 and 0923-6030-5777-C0364.

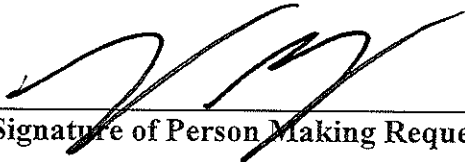
12b. Authorize the Director of Recreation and Parks to issue change orders to Hinding Tennis, LLC, project # 4305, Tennis-Pickleball and Basketball Court renovations in an amount not to exceed \$71,800.00 from accounts # 0923-6030-5777-C032, 0924-6030-5777-C0321, 0923-6030-5777-C0364 and 0923-6030-5777-C0364.

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage.

Original with signature hand delivered.



Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION (IF APPLICABLE) Wolfpit PTA

PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____

NAME OF BENEFICIARY (IF APPLICABLE) _____

Annual/Event Yes ☒ No _____ # of years 30+

NAME OF CORPORATE OFFICER AUTHORIZED _____

TO EXECUTE THE LICENSE AGREEMENT: _____

TITLE: _____

YOUR NAME: Amanda Trimboli

TITLE: PTA President

ADDRESS: 12 Cider Lane

E-MAIL ADDRESS: amanda.trimboli@gmail.com

CITY: Norwalk

STATE: CT

ZIP CODE: 06851

HOME PHONE: _____

BUSINESS PHONE: _____

CELL: 203-536-3463

FACILITY REQUESTED: Wolfpit Elementary School

OF PARTICIPANTS: 300+

EVENT: Pumpkin Fest

DATE REQUESTED: Oct. 14, 2023

SET UP TIME: 6am START TIME: 10am END TIME: 4pm BREAKDOWN TIME: 4pm - 6pm

RAIN DATE: Oct 15th, 2023
(RAIN DATE FOR BEACH RENTALS ONLY)

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

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

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? (NOT ALLOWED AT BEACH) 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: [Signature]

DATE: 8-2-23

OFFICE USE ONLY

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

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

PLEASE PRINT

PERSONAL/FAMILY
COMPANY/BUSINESS
NON-PROFIT (501C3) Yes ☒ No ☐

ORGANIZATION (IF APPLICABLE) City of Norwalk

NAME OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes ☐ No ☐ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Anna Breault TITLE: Special Event Coordinator

ADDRESS: 125 East Avenue E-MAIL ADDRESS: abreault@norwalkct.gov

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: _____ BUSINESS PHONE: 203.854.7336 CELL: 203.818.6828

FACILITY REQUESTED: 50 Washington St # OF PARTICIPANTS 100+

EVENT: A Nightfair on Washington Street DATE REQUESTED: 10/28/23

SET UP TIME: 8 am START TIME: 5 pm END TIME: 10 pm BREAKDOWN TIME: 11 pm RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

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

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

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? (NOT ALLOWED AT BEACH) YES ☒ NO ☐ NAME: _____

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10x10 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: Anna Breault DATE: 8/11/23

OFFICE USE ONLY

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

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

SE PRINT _____
PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____
ANIZATION (IF APPLICABLE) City of Norwalk
IE OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes _____ No _____ #of years _____
IE OF CORPORATE OFFICER AUTHORIZED _____
XECUTE THE LICENSE AGREEMENT: _____ TITLE: _____
R NAME: Anna Breault TITLE: _____
RESS: 125 East Avenue E-MAIL ADDRESS: abreault@norwalkct.gov
Y: Norwalk STATE: CT ZIP CODE: 06851
ME PHONE: _____ BUSINESS PHONE: 203.854.7336 CELL: 203.818.6828

FACILITY & EVENT INFORMATION
CILITY REQUESTED: 50 Washington Street # OF PARTICIPANTS 100+
ENT: A Nightfair Brunch DATE REQUESTED: 10/29/23
ET UP TIME: 10 am START TIME: 11 am ENDTIME 4 pm BREAKDOWN TIME 8 pm RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

RE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEYS? YES ☒ NO ☐

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

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? (NOT ALLOWED AT BEACH) YES ☒ NO ☐ NAME: _____

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10x10 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: Anna Breault DATE: 8/11/23

OFFICE USE ONLY

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

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION (IF APPLICABLE) Blue & Yellow Ukraine PERSONAL/FAMILY ☐ COMPANY/BUSINESS ☒ NON-PROFIT (501C3) Yes ☒ No ☐

NAME OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes ☐ No ☐ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: _____

TITLE: _____

YOUR NAME: STEPAN DRAGAN TITLE: Secretary

ADDRESS: 28 Mianus Rd E-MAIL ADDRESS: stepan.bayuk@gmail.com

CITY: Stamford STATE: CT ZIP CODE: 06902

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 203.362.8185

FACILITY REQUESTED: Calf Pasture Beach FACILITY & EVENT INFORMATION # OF PARTICIPANTS 200

EVENT: Veterans Day SK DATE REQUESTED: Oct 29, 2023

SET UP TIME: 6am START TIME: 8am END TIME: 10 BREAKDOWN TIME _____ RAIN DATE: Nov 5

(RAIN DATE FOR BEACH RENTALS ONLY)

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

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

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? (NOT ALLOWED AT BEACH) 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: [Signature]

DATE: 8.5.23

OFFICE USE ONLY

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

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION (IF APPLICABLE) City of Norwalk PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____

NAME OF BENEFICIARY (IF APPLICABLE) _____
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ Annual Event: Yes _____ No _____ # of years _____
TITLE: _____

YOUR NAME: Anna Breault TITLE: Special Event Coordinator

ADDRESS: 125 East Avenue E-MAIL ADDRESS: ABreault@norwalkct.gov

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: _____ BUSINESS PHONE: 203.854.7336 CELL: 203.818.6828

FACILITY REQUESTED: 50 Washington Street FACILITY & EVENT INFORMATION # OF PARTICIPANTS 200+

EVENT: Holiday Extravaganza DATE REQUESTED: 11/25/23

SET UP TIME: 8 am START TIME: 3 pm END TIME: 8 pm BREAKDOWN TIME: 10 pm RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

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

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

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? (NOT ALLOWED AT BEACH) 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: Anna Breault DATE: 8/15/23

OFFICE USE ONLY

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

LANGAN

Electronic Submission Due: July 7, 2023

QUALIFICATIONS FOR RFP#: 4289

Meadow Street Park Redesign and Construction project

City of Norwalk
Purchasing Department
125 East Avenue
Norwalk, CT 06851



TECHNICAL EXCELLENCE | PRACTICAL EXPERIENCE | CLIENT RESPONSIVENESS

555 Long Wharf Drive, New Haven, CT 06511 | P: 203.562.5771 | F: 203.789.6142

LEASE AGREEMENT
BY AND BETWEEN
THE CITY OF NORWALK
AND
TYRONE MARTYLEWSKI
FOR
REAR APARTMENT AT FODOR FARM HOMESTEAD

THIS RENTAL AGREEMENT, made this _____ day of _____, 2023, between the **CITY OF NORWALK**, a municipal corporation located in the County of Fairfield and State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized (the "LANDLORD"), and _____, of the City of _____, County of _____ and State of Connecticut (the "TENANT").

W I T N E S S E T H:

WHEREAS, the LANDLORD is the owner of 328 Flax Hill Road, Norwalk, Connecticut (the "Property");

WHEREAS, the TENANT desire to lease the rear apartment of the building known as the Fodor Farm Homestead located on the Property;

NOW, THEREFORE, for good and valuable consideration recited herein, the Parties hereby agree, accept and consent to the following terms and conditions, promises and obligations.

1. For and in consideration of the rents set forth herein and the covenants, promises and agreements made by the TENANT to be faithfully observed, fulfilled and performed, the LANDLORD does hereby demise and lease to the TENANT and the TENANT hereby leases from the LANDLORD, the rear apartment building (i.e. the apartment building attached to the rear of the building known as

Pursuant to this Lease of the Premises, TENANT shall have the non-exclusive right, in common the City of Norwalk and all other tenants, occupants, visitors, and invitees using or accessing the Property, to use the surrounding grounds on the Property directly adjacent Premises and such parking as designated by the LANDLORD (collectively, the "Common Areas"). Except as otherwise provided herein, such use of the Common Areas shall be for the limited purposes of parking and gaining access to and from the Premises.

2. Term.

The term of this Lease shall be for five (5) years commencing effective the first day of _____, 2023, and terminating on the _____ day of _____, 2028 (the "Term").

3. Rent.

A. The rent for the term shall consist of a monthly payment of **ONE THOUSAND SIX HUNDRED SIXTY DOLLARS AND 00/100 CENTS (\$1660.00)** payable in advance on the first day of each month throughout the term hereof. In addition, TENANT shall perform personal services for the benefit of the LANDLORD, described in this Lease as "Additional Rent."

B. Additional Rent. The TENANT agrees that as Additional Rent, over and above the monetary payments due each month, he will, during his occupancy of the Premises, render the following Services for the benefit of the Premises and its surrounding Property:

shall perform the following services: Opening up and closing the barn located on the Property for each such event at the times the event is scheduled to begin and end (the "Barn Services") for such events designated by the Director. The Barn Services and Litter Services collectively referred to as the "Services").

It is agreed that the fair value of the Litter Services is \$120.42 per month and fair value of the Barn Services is \$22.00 per month. TENANT shall submit monthly reports of his time documenting the Services rendered on the Property to the Director of the Recreation and Parks Department (the "Director").

In the event that the TENANT is unable to personally perform any of the above Services for reasons related to his health or physical condition or due to a temporary absence from the Premises not to exceed four (4) consecutive weeks at any time, he shall so advise the LANDLORD as soon as practicable and shall arrange for an acceptable agent to perform such Services in his absence or during his period of disability. The agent shall be acceptable to the LANDLORD and must have prior written authorization from the Director to perform the Services. The TENANT shall at all times remain responsible for the quality of the performance by the agent.

IT IS FURTHER AGREED that a failure of the TENANT or his authorized agent to perform, in a reasonably competent manner, any of the Services set forth above, shall constitute a breach of this Lease and subject TENANT to the same penalties as

thirty (30) days thereafter, this Lease shall terminate and the TENANT shall vacate the Premises and return them to the LANDLORD in good condition as stated herein. In such event, at the time of termination of this Lease, TENANT agrees that all money due and owing to the LANDLORD under the terms of this Lease, shall be deducted from any termination or severance pay to which the TENANT may be entitled, without the need for authorization from the TENANT.

B. The TENANT further covenants with the LANDLORD to use the Premises for the sole purpose of a personal residence for himself and his immediate family members; that no waste, nuisance or unlawful activity will be committed on the Premises; that the Premises will be at all times maintained in good condition; that he will not assign this Lease or sublet any part of the Premises at any time; that he will not make any alterations therein without the prior written consent of the LANDLORD; and that he will deliver up the Premises at the expiration of this Lease or sooner termination of the tenancy in as good condition as they are now in, ordinary wear, damages by the elements excepted.

C. The TENANT agrees that the LANDLORD and its agents and other representatives shall have the right to enter into and upon the Premises, or any part thereof, at all reasonable hours for the purpose of examining the same, or making such repairs or alterations therein as may be necessary for the safety and preservation thereof. The TENANT agrees to permit the LANDLORD

hindrance or molestation.

D. TENANT shall procure and maintain at his own expense during the term of this Lease, renter's insurance sufficient to protect his personal belongings from theft or other loss or damage and that he shall look to such insurance in the event of any loss or damages.

The TENANT shall comply with and conform to all applicable laws of the State of Connecticut, and the laws, rules and regulations of the City of Norwalk regarding the Premises and he shall save the LANDLORD harmless from all fines, penalties and costs for any violation of or non-compliance with the same.

E. The TENANT shall be responsible for the cost of all utilities, including electricity, gas and water, used and consumed on the Premises and for all other services, including heat, telephone and cable that the TENANT may desire. These expenses shall be paid for by the TENANT in addition to the rent hereinbefore provided.

F. TENANT further covenants and agrees that no accumulation of boxes, barrels, packages, waste paper, or other debris or obstructing material shall be permitted in or upon the Premises, and that nothing shall be done or omitted regarding the maintenance of the Premises or the Common Areas, in violation of state and local laws, ordinances, zoning regulations and fire and building code requirements. The TENANT agrees to indemnify, defend and save the LANDLORD, its officers,

A. If the rent shall remain unpaid five (5) days after it shall become payable as aforesaid, or if the TENANT shall assign this Lease, sublet or otherwise dispose of the whole or any part of the Premises, use the same for any purpose but that hereinbefore authorized, make any alteration thereto without the prior consent of the LANDLORD in writing, commit waste or suffer the same to be committed on the Premises, or injure or misuse the same, then this Lease shall thereupon, by virtue of this express stipulation, expire and terminate, and the LANDLORD may, at any time thereafter, re-enter the Premises, and have and possess them as of LANDLORD's former estate, and without such re-entry, may recover possession thereof in the manner prescribed by the State of Connecticut General Statutes relating to summary process. It is understood that no demand for rent, and no re-entry for condition broken, as at common law, shall be necessary to enable the LANDLORD to recover such possession pursuant, but that all rights to any such demand, or re-entry are hereby expressly waived by the TENANT. In such event, all rent due hereunder, together with all reasonable costs, including attorneys' fees, incurred by the LANDLORD in the enforcement of these provisions, shall become due and payable. The LANDLORD shall have all other rights and remedies as the law and equity now afford or may hereafter confer upon the LANDLORD. Such rights and remedies shall be cumulative.

B. AND IT IS FURTHER AGREED:

After any default of any of the covenants herein

accepted after such default, and regardless of any failure on the LANDLORD's part to re-enter or declare a default or breach. The acceptance by the LANDLORD of a lesser amount of rent than that due shall not be deemed to satisfy the TENANT's obligations hereunder. Such payment shall be applied to the earliest accruing obligation of the TENANT. No endorsement, statement or letter accompanying any check or payment shall be deemed to affect an accord and satisfaction. The LANDLORD may accept any such check or payment without prejudice to its right to recover the balance due, or to pursue any remedy provided at law, equity or in this Lease.

C. The parties hereto may, by mutual agreement, terminate this Lease, provided that no less than fifteen (15) days prior written notice is given of the intention to do so; that such agreement to terminate shall be expressed in writing; and shall, upon its effective date, extinguish the rights and obligations hereto of both parties each to and from the other, except as to indemnification as set out in Section 7 hereof and for damages and injuries arising prior to the date of termination.

Based upon the mutual agreement of the parties hereto, whenever this Lease shall terminate, either by lapse of time or by virtue of any of the express stipulations herein, the TENANT hereby waives all right to any notice to quit possession, as prescribed by the statute relating to summary process.

D. If the TENANT fails to deliver up the possession of

agreements as are herein contained. No holding over by said TENANT shall operate to renew this Lease without such written consent of the LANDLORD.

5. In the event that the Premises are partly damaged by fire or otherwise, so that the Premises shall be untenable, then this Lease, at the option of the LANDLORD, shall cease and terminate and the rent shall be pro-rated as of the date of termination. The LANDLORD shall be under no duty to repair the damage, or to restore the Premises to a tenantable condition.

6. This agreement with respect to the reasonable value of the use of the Premises is not intended to, nor shall it be construed as, establishing a new or extending an existing LANDLORD-TENANT relationship from and after the expiration of this Lease, and the LANDLORD may elect to pursue its remedies against the TENANT for failure to return the Premises.

7. Indemnification

The TENANT shall indemnify, defend and save the LANDLORD, its employees, agents and officials, harmless from and against any and all liabilities, obligations, damages, penalties, claims, losses, financial costs and expenses, including reasonable attorneys' fees, related to, arising out of or in connection with (i) any breach by the TENANT, his agents, sublessees, guests, or invitees, of any covenant or condition of this Lease; (ii) any negligent, willful or wanton act or omission of the TENANT, his agents, sublessees, guests or invitees; (iii) TENANT's use and occupancy of the Premises; or

and any agent, contractor, employee, invitee or licensee of any sub-tenant, or assignee.

Neither the LANDLORD nor its agents shall be liable for damages to the TENANT or to any person claiming through the TENANT, nor shall rent be abated for injury to person or damage to or loss of property wherever located from any cause or for damage claimed for eviction, actual or constructive. This provision includes particularly but not exclusively all claims arising out of the condition of the Premises or any part thereof including appurtenances, equipment, furnishings, fixtures or apparatus located in or on the Premises. The TENANT agrees to pay all costs of the defense of any such claims, liabilities, obligations, damages, penalties, losses, and costs. The provisions of the foregoing paragraph shall survive the expiration or early termination of this Lease; shall not be limited by reason of any insurance coverage; and shall be separate and independent of any other provision or requirement of this Lease.

8. General Provisions.

A. The LANDLORD and its officers and agents shall not be liable for any damage to TENANT's property or that of TENANT's guests, licensees or invitees, caused by theft or otherwise, unless caused solely by the negligence of the LANDLORD, its agents, servants or employees.

B. The parties understand and agree that the TENANT has examined the Premises and accepts them in their present

equipment, systems and appurtenances in or upon the Premises or Cranbury Park area, caused in whole or in part by or resulting from any omission, negligence or act by the TENANT, his agents, invitees or licensees shall be repaired promptly by the TENANT at his sole cost and expense to the satisfaction of the LANDLORD. If the TENANT fails to make any such repairs after thirty (30) days, the LANDLORD may have the repairs made and charge the TENANT for the cost thereof as additional rent payable within thirty (30) days.

C. If any provision of this Lease or application hereof to any person or circumstance shall to any extent be invalid, the remainder of this Lease or the application of such provision to persons or circumstances other than those to which it is held invalid shall not be affected thereby, and each provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

No amendment, alteration, or modification of this Lease shall be effective or binding upon either party unless it is in writing and signed by both parties.

executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand.

—
Court

Commissioner of Superior
Notary Public

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

Described premises:

The rear apartment of the Fodor Farm homestead, approximately 790 sq ft living space located at 328 Flax Hill Road, in Norwalk, CT. See attached map.

Also has use of 350 sq ft basement storage and 445 sq ft rear raised porch.

Estimated Value of Caretaker Services contained within the lease agreement:

Open/close barn for events, 10 events per year (10 hours): \$280.00

10 Supervisor Emergency Response events, Citywide (30 hours), \$2150.55

Check Park property, pick up litter, branches, debris (2 hours per week, 104 hours): \$2912

Snow removal around immediate house including walks, stairs and rear patio (5 events), 7.5 hours, \$210.00

790 sq. ft. living space

3 Comparables within .5 mile, recently rented:

218 Flax Hill Road, 600 SQ/FT, \$1600

218 Flax Hill Road, unit 4, 600 SQ/FT, \$1700

7 Fairfield Ave 535 SQ/FT, \$1825.00

11 Hadik Parkway, Unit 2, 676 SQ./FT., \$1900

Recommended rent:

\$1750 per month, \$21,000 per year

In kind services \$5552.55, \$462.71 per month

\$1280 per month

08/17/2023

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4299

Rowayton School Tennis and Pickleball Court Reconstruction

Thank you for your response to our Bid. The following pages are a summary of the responses received.

BID SECURITY	VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION	BID AMOUNT
YES	Hinding Tennis LLC	YES	YES	\$399,000.00
YES	Sport-Tech Construction Corp	YES	YES	\$299,000.00

*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



4299 Rowayton School Tennis and Pickleball Court Reconstruction Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Sport-Tech Construction Corp.	Aug 14, 2023 1:48 PM EDT	Beth Golden	beth@sporttechconstruction.com	MZ15MDM4
Hinding Tennis LLC	Aug 15, 2023 1:43 PM EDT	Tom Hinding	emily@hindingtennis.com	MZ15NDKy



Hinding Tennis, LLC · 24 Spring Street · West Haven, CT 06516 · Office 203-285-3055 · Fax 203-285-3033

August 25, 2023

Ken Hughes
Norwalk Parks
Norwalk, CT
khughes@norwalkct.gov
203-854-7814

RE: Senior Center, Fitch and Ludlowe Parks

Dear Ken,

Hinding Tennis proposes the following services in association with the above referenced project. Please review and contact me directly for any additional detail needed.

Fitch Park-

1. Add 120' x 7' and 120 x 5' of asphalt around court- Remove and Replace: 1440 sq. ft. x \$5.50 per sq. ft. \$7,920.00
2. Add 4 Dominator 72" Steel Backboard Basketball Hoop with locking adjustable crank \$5,000 each \$20,000.00

Ludlowe Park-

1. Add 120' of 4' High Chain Link Fence: \$6,960 - for 10" Fence \$10,900.00
2. Add 120' x 5 - Twice 1,200 sq. ft. @ \$5.50 sq. ft. \$6,600.00

Sr. Center-

1. Credit for Fence - Behind Basketball Hoop 60' x 10' -\$3,300.00
2. Add 1 Dominator 72" Steel Backboard Dominator Hoop with Locking Adjustable Crank- \$5,000.00

If you have any questions or concerns regarding this proposal, please feel free to contact me directly, 203-410-6090.

Sincerely,

Thomas P Hinding

Thomas Hinding
Owner
203-410-6090

<http://www.HindingTennis.com/> info@HindingTennis.com



CITY OF NORWALK PURCHASING DEPARTMENT



**SEALED BIDS MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE
NORWALK, CT 06856 BY THE DATE AND TIME OF BID OPENING**

PROJECT NUMBER:	4305
REQUESTING DEPARTMENT:	Recreation & Parks
DATE OF BID ISSUANCE:	07/26/2023
TITLE OF BID:	Tennis-Pickleball and Basketball Court Renovations
RFI/QUESTION DEADLINE:	2:00 PM 08/07/2023
ELECTRONIC SUBMISSION DEADLINE:	2:00 PM 08/18/2023
HARD COPY SUBMISSION DEADLINE:	2:00 PM 08/21/2023
MANDATORY WALKTHROUGH:	YES () NO (X)
DATE, TIME AND LOCATION OF WALKTHROUGH	N/A
TIME/DATE OF BID OPENING:	2:00 PM 08/21/2023
BID DEPOSIT REQUIRED:	YES (X) NO ()
IF YES, AMOUNT REQUIRED	10%
SUCCESSFUL BIDDERS ONLY:	YES (X) NO ()
PERFORMANCE & PAYMENT BOND REQUIRED:	100%
IF YES, AMOUNT REQUIRED	
SUCCESSFUL BIDDERS ONLY:	
MAINTENANCE BOND REQUIRED:	YES (X) NO ()

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM
2. BID FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS (ONE ORIGINAL PLUS TWO (2) COPIES)
3. EXCEPTIONS (IF ANY)

AGENDA

CLAIMS COMMITTEE MEETING

SEPT 14 2023

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:

BILL No & AMOUNT REFUNDED

REASON

MOTOR VEHICLE

ACAR LEASING LTD	22-MV-300428 \$281.92	PRORATION
	21-MV-300755 \$1,168.71	PRORATION
	22-MV-300554 \$1,018.36	PRORATION
ACAR LEASING LTD	22-MV-300304 \$517.42	PRORATION
	22-MV-300328 \$164.74	PRORATION
	22-MV-300597 \$828.00	PRORATION
ACAR LEASING LTD	22-MV-300391 \$479.64	PRORATION
	22-MV-300621 \$400.43	PRORATION
ADAMCIK KEVIN & FRANCES	22-MV-300809 \$218.88	PRORATION
AREVALO AURORA EMPERATRIZ	22-MV-303076 \$67.37	PRORATION
BARECIC VILIM	22-MV-304558 \$20.74	PRORATION
BARRERA-GONZALEZ LINA M	22-MV-304724 \$84.15	PRORATION
BAUTISTA-IBANEZ JUAN	21-MV-304951 \$184.21	PRORATION
BOGGS STACEY R	20-MV-306382 \$119.16(109.32+9.84)	ABATEMENT
	20-MV-306383 \$209.81(192.49+17.32)	
CAB EAST LLC	22-MV-308800 \$270.40	PRORATION
CAB EAST LLC	22-MV-308789 \$496.37	PRORATION
CAMARGO JUANA & MAGGIE	22-MV-309489 \$10.14	PRORATION
CENTENO JOSE A	21-MV-311621 \$56.43	PRORATION
CONCORD SERVICE INC	22-MV-313711 \$1,780.22	PRORATION
CORRA ALEXANDRA M	22-MV-314599 \$27.45	PRORATION

CROSWELL BEATRICE	22-MV-315151 \$21.36	PRORATION
DEURA MOHAMMAD A JR	22-MV-317801 \$125.82	PRORATION
DILLON-SWACKER ROSANNE & JOHN	21-MV-403654 \$58.38	PRORATION
DIMAGGIO WILLIAM & MARIA	21-MV-317963 \$18.16	PRORATION
DUNNE ERIN C	22-MV-319576 \$70.11	PRORATION
DURON SAUL A	21-MV-319185 \$75.19	PRORATION
	21-MV-319186 \$53.01	PRORATION
ENTERPRISE FM TRUST	21-MV-404271 \$425.83	PRORATION
GIL YESID ALONSO	21-MV-800640 \$940.52	PAID IN ERROR
GOMES THIAGO	21-MV-326721 \$856.89(797.11+59.78)	ABATEMENT
GONZALEZ-RETANA NIDIA Y	22-MV-327616 \$27.69	PRORATION
GRANADA DANIEL LOPEZ	21-MV-327073 \$284.71	PRORATION
GRANATA MARIA L & MICHAEL	22-MV-327952 \$248.06	PRORATION
HAAVIK HAROLD K & NAN	21-MV-328244 \$18.37	PRORATION
HONDA LEASE TRUST	21-MV-330678 \$533.84	PRORATION
HYUNDAI LEASE TRUST	22-MV-SEE ATTACHED \$4,591.45	PRORATIONS
INTERNATIONAL ARTISAN BAKING	21-MV-332737 \$213.27	PRORATION
	22-MV-333649 \$37.35	PRORATION
	22-MV-333656 \$231.40	PRORATION
JEAN CARINE ALPHONSE	21-MV-333417 \$27.05	PRORATION
JIMENEZ JERRY & NATALIA	22-MV-334770 \$262.51(254.86+7.65)	
	22-MV-334750 \$17.23(15.23+2.00)	
	22-MV-334751 \$118.09(114.65+3.44)	
	22-MV-334752 \$310.30(301.26+9.04)	OVER PAID
JOHNSON RICA KAREN	22-MV-334998 \$94.66	PRORATION
KANTZAS CHRISTINA T	22-MV-336465 \$80.10	PRORATION
KANTZAS NIKOLAOS E	22-MV-336466 \$204.44	
	22-MV-336469 \$50.46	PRORATION
LATO ELIZABETH CATHERINE	21-MV-338243 \$16.39	PRORATION

LAU RITA	22-MV-339200 \$26.72	PRORATION
LOPEZ MARTHA	22-MV-340908 \$43.08	PAID IN ERROR
LUNA'S CONSTRUCTION LLC	22-MV-341510 \$21.48	ADJUSTMENT
MANGELS JEFFREY	21-MV-341588 \$476.14	
	21-MV-341587 \$123.18	OVER PAID
NEWSOME JENNIFER NGUYEN	21-MV-409881 \$172.62	PRORATION
NISSAN INFINITI LT LLC	21-MV-348425 \$852.01	ABATEMENT
NISSAN INFINITI LT LLC	22-MV-349531 \$437.02	PRORATION
	22-MV-349860 \$90.83	PRORATION
	22-MV-349986 \$77.11	PRORATION
NISSAN INFINITI LT LLC	22-MV-349641 \$179.42	PRORATION
	22-MV-349751 \$717.13	PRORATION
	22-MV-349785 \$179.42	PRORATION
NISSAN INFINITI LT LLC	21-MV-348434 \$353.15	PRORATION
NISSAN INFINTIT LT LLC	21-MV-348711 \$852.01	ABATEMENT
OSORIO-BARQUERO MARIA A	22-MV-351672 \$39.98	PRORATION
PASCUAL-PAZ CARLOS ROCAEL	21-MV-351946 \$192.49	PRORATION
PENTECOSTAL CHURCH	20-MV-350903 \$906.09	PRORATION
PFEIFFER CLINT MICHAEL	22-MV-322944 \$903.74	PAID IN ERROR
PORSCHE LEASING	22-MV-355027 \$857.34	PRORATION
TOYOTA LEASE TRUST	22-MV-SEE ATTACHED \$2,134.78	PRORATION
TOYOTA LEASE TRUST	22-MV-SEE ATTACHED \$5,114.31	PRORATION
TOYOTA LEASE TRUST	21-MV-366240 \$467.85	PRORATION
TOYOTA LEASE TRUST	22-MV-367833 \$217.26	PRORATION
TOYOTA LEASE TRUST	21-MV-366286 \$415.72	PRORATION
TOYOTA LEASE TRUST	20-MV-365238 \$256.99	ABATEMENT
TURNER VAN L	22-MV-369403 \$57.16	DUP PAYMENT
	22-MV-369404 \$34.34	DUP PAYMENT
	22-MV-369405 \$222.35	DUP PAYMENT

USB LEASING LT	22-MV-369841 \$972.48	PRORATION
VALLEJO JOSE RENE	22-MV-370398 \$162.09	PRORATION
VASILLO GREGORY S	21-MV-414206 \$91.71	OVER PAID
Vault TRUST	22-MV-370938 \$23.97	PRORATION
	22-MV-370951 \$245.44	PRORATION
	22-MV-371062 \$140.69	PRORATION
Vault TRUST	22-MV-SEE ATTACHED \$4,559.81	PRORATION
VW CREDIT LEASING LTD	22-MV-372543 \$545.97	PRORATION
	22-MV-372638 \$484.88	PRORATION
VW CREDIT LEASING LTD	21-MV-370373 \$116.11	PRORATION
WELCH KEVIN	22-MV-373568 \$130.49	PRORATION

REAL ESTATE

CHURCH OF NAZARENE		
146 MAIN STREET		
1-85-5-0	21-RE-105345 \$24.00	CHARGED IN EROR

CORELOGIC TAX SERVICE		
71 AIKENS ST UNIT P/1		
5-21-382-P/1	19-RE-106446 \$2863.72	OVER PAYMENT

CORELOGIC TAX SERVICE		
97 RICHARDS AVE UNIT E8		
5-70-78-E8	20-RE-129510 \$2,222.58	OVER PAYMENT

GRACA ISABEL

19 ISAACS ST UNIT 404

1-29-54-404

22-RE-110996 \$2000.01

ELDERLY TAX CRDT

INCA-ANDIA GILBERTO & JUANA

44 GRANDVIEW AVENUE

1-17-78-0

21-RE-125770 \$2997.29

PAID IN ERROR

KIETT ALMETA

3 SEIR HILL RD UNIT B4

5-40-28-GAR7

22-RE-114088 \$75.40

DUPLICATE PAYMENT

LECKLITER LORI

204 ROWAYTON AVENUE

6-23A-13-0

21-RE-115351 \$7804.58

PAID IN ERROR

NILSSON ERIK

10 ANN STREET UNIT 301

2-23-2-301

21-RE-128290 \$2252.20

DUPLICATE PAYMENT

ROEDER KATHRYN

2 KNOLL STREET

5-1-98-0

21-RE-122881 \$2000.00

ELDERLY CREDIT

21 KEELER AVENUE LLC

21 KEELER AVENUE

5-72-20A- -0

21-RE-100218 \$5769.98

DUPLICATE PAYMENT

SPECIAL REQUEST

FM INVESTMENTS LLC

21-RE-SEE ATTACHED \$17,453.40

OVER PAID



CITY OF NORWALK

Tax Collector's Office

Department of Finance

125 East Avenue Room 105

Norwalk, CT 06851

Phone: 203- 854-7731 (main line)

Fax: 203-854-7770

Norwalkct.gov

To: Mayor Harry Rilling; Board of Estimate and Taxation
From: Lisa Biagiarelli, Tax Collector
Date: September 14, 2023
Re: Tax Collector's **REVISED** Narrative to accompany August 2023 End of Month reports

There are two spreadsheets for the month of August 2023, reporting collections on the immediately prior fiscal year (FYE June 30, 2023) as well as for the current, new fiscal year (ending June 30, 2024). We track July and August collections against the prior grand list year for purposes of the annual external audit; collections against the immediately prior levy that are received within the sixty days following the close of the fiscal year can be used to pay liabilities of the prior period under modified accrual accounting rules. It basically means we track our collections for 14 months, rather than 12.

Relative to the immediately prior fiscal year (ending June 30, 2023): through the end of August 2023, we collected more than \$360 million, or **99.03%** of the \$364 million adjusted tax levy on the 2021 grand list (due July 1, 2022 and January 1, 2023). We also collected more than \$17 million of our sewer use levy, or **99.09%**, and **88.9%** of that year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. These numbers are slightly behind those of the prior year for taxes (-0.48%), sewer use (-0.3%) and the IPP fee (-5.61%). The fact that we achieved a 99.03% collection rate in spite of the challenges of the past year is remarkable.

Relative to the new fiscal year, as of the end of August, 2023, having concluded the first two months of the fiscal year, we collected more than \$202 million against our \$376 million adjusted levy, or **53.71%**. We collected **52.51%** of our sewer use levy, nearly \$9.7 million, and **67.01%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended August 2023 slightly ahead of last year for collection of taxes (0.89%) and sewer use (3.34%), and behind for the IPP fee (-1.02%). For prior years' collections, year to date through the end of August 2023, our monthly report shows a **net** loss of \$970,432.59, as a consequence of transferring payments from prior years taxes to current taxes in accordance with court stipulated judgments in property tax appeal cases. There is also a corresponding reduction in the current tax levy for the 2022 grand list, through August 2023, of more than \$2.7 million, for the same reason.

As with the current levy, note as well the reduction of more than \$9.7 million in the collectible levy for the prior year (FYE June 2023). This is due in part to court settlements and stipulated judgments in court cases involving property tax appeals on real estate accounts, but also due to reductions to the business personal property levy. Coincidentally, there were approximately \$4.5 million in reductions to the 2022 grand list real estate levy, and \$4.5 million in reductions to the 2022 grand list business personal property levy, as well as moderate reductions to the motor vehicle levy as well. Please note that the figures we report are net of refunds and credits.

Prior narratives discussed the revised / corrected billing of 2022 grand list motor vehicle accounts that were incorrectly assessed in our July 2023 billing. The preliminary narrative I provided earlier this month addressed that revised billing and I am providing additional details here. This was a labor intensive project that took

approximately eight weeks to complete. The City's assessment and tax collection software provider, Quality Data Services (QDS) prepared the mailing. Interim Assessor Paul Gorman and my division worked with the Chief of Staff, the CFO, and the Administration to determine how best to communicate the revised information to the taxpayers. There were more accounts involved than we originally anticipated, and in the end, more taxpayers owed additional amounts, because their assessments were originally too low, rather than too high. Accordingly, in excess of 3,800 taxpayers have received revised tax bills, indicating they owe the city additional amounts. These taxpayers also received an explanatory letter from the Assessor's office, and are being given until Tuesday, October 10 to pay their revised amounts without interest penalty. These bills were mailed on September 8. As discussed at prior meetings, taxpayers receive at least 30 days in which to pay without penalty. There were another 3,200+ taxpayers who, for reasons of efficiency, the City decided not to bill, because the additional amounts due would have been for less than \$10 per bill. Those accounts were eliminated from the mailing, although the assessment amounts have been changed to reflect the revised values.

There were approximately 1,500 taxpayers whose assessments were reduced as a result of the revised billing; those taxpayers are either receiving a credit on a future bill in July 2024, or they can apply now for a refund. We did process credits, and sent revised bills showing credits, even to taxpayers who were overbilled small amounts (less than \$10) so taxpayers are receiving credit for the amount they were overbilled regardless of the amount of the credit. If the amount owed to the taxpayer is more than \$10, we also sent a refund form, and instructions for its return. If they do not return the form, they will receive a credit on their bill for the same vehicle in July 2024.

As mentioned earlier, this was a difficult undertaking and involved many variables. The software vendor had to match the new billing against payments that had been made since July 2023 so we could accurately reflect transactions that had already been processed. We also had to account for the fact that more than 1,000 motor vehicle bills were already adjusted, manually, by assessor's office staff in response to customer inquiries on a case by case basis since the bills were first mailed in July 2023.

In addition to issuing the revised motor vehicle billing, our office sent delinquent notices, called "demand for payment" notices, earlier this month to past due real estate and business personal property accounts. We did not send delinquent notices to motor vehicle accounts as we are still collecting on revised 2022 grand list motor vehicle bills. I wrote about this mailing in the narrative of September 7. This was our first delinquent billing issued on the QDS software system, and it appears to have gone well.

Our third party collection agency that bills on our behalf for suspended motor vehicle accounts has now been billing for approximately nine months. From December 2022 through the end of August 2023, we have processed payment of nearly \$830,000 in past due motor vehicle taxes, interest and fees as a result of the agency's ability to locate taxpayers. The agency sent out another set of letters earlier this month. Of the \$830,000 collected to date, approximately \$721,000 was retained by the City, and the remainder sent to the agency as collection fees (approximately 15%, paid by the taxpayer in addition to the taxes and interest due to the City). We are also working on a payroll garnishment initiative for City of Norwalk and Board of Education employees who owe back taxes; initial letters were sent this month, and we will follow up with remaining unpaid accounts later this calendar year.

Maintaining high current and back tax collection rates promotes budgetary stability and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for "uncollectible" taxes, and correspondingly lower mill rates.

I am prepared to respond to any questions and will continue to keep all stakeholders informed of our progress.

TAX COLLECTOR'S REPORT
AUGUST 2023

FISCAL YEAR 2023-2024
(2022 GRAND LIST)

ADJ. TAX COLLECTIONS

ORIGINAL LEVY	JUN 23 - AUG 23	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$30,725,059.50	73.00%	\$30,198,707.33	(\$526,352.17)	74.27%
PERSONAL PROPERTY	\$22,422,652.30	54.03%	\$22,341,897.07	(\$80,755.23)	54.22%
REAL ESTATE	\$325,927,765.40	51.41%	\$323,762,263.00	(\$2,165,512.40)	51.76%
TOTAL TAX	\$379,075,477.20	53.32%	\$376,302,857.40	(\$2,772,619.80)	53.71%
SEWER USE	\$18,240,059.00	53.11%	\$18,447,941.06	\$207,882.06	52.51%
IPP FEE	\$199,250.00	67.51%	\$200,750.00	\$1,500.00	67.01%

FISCAL YEAR 2022-2023
(2021 GRAND LIST)

ORIGINAL LEVY	JUN 22 - AUG 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$27,605,498.25	78.25%	\$27,396,494.14	(\$209,004.11)	78.85%
PERSONAL PROPERTY	\$26,217,238.98	44.60%	\$21,930,094.80	(\$4,287,144.18)	53.32%
REAL ESTATE	\$315,360,461.09	50.30%	\$313,974,550.26	(\$1,385,910.83)	50.52%
TOTAL TAX	\$369,183,198.32	51.98%	\$363,301,139.20	(\$5,882,059.12)	52.82%
SEWER USE	\$17,981,973.00	48.15%	\$17,608,599.56	(\$373,373.44)	49.17%
IPP FEE	\$190,750.00	69.00%	\$193,500.00	\$2,750.00	68.02%

TAX DIFFERENCE 2022 G.L. vs. 2021 G.L.
INCREASE/(DECREASE)

\$9,892,278.88	\$10,200,192.11	1.33%	\$13,001,718.20	\$3,109,439.32	0.89%
----------------	-----------------	-------	-----------------	----------------	-------

SEWER DIFFERENCE 2022 G.L. vs. 2021 G.L.
INCREASE/(DECREASE)

\$258,086.00	\$1,029,057.03	4.96%	\$839,341.50	\$581,255.50	3.34%
--------------	----------------	-------	--------------	--------------	-------

IPP DIFFERENCE 2022 G.L. vs. 2021 G.L.
INCREASE/(DECREASE)

\$8,500.00	\$2,890.68	-1.49%	\$7,250.00	(\$1,250.00)	-1.02%
------------	------------	--------	------------	--------------	--------

BACK TAXES COLLECTED

CUR YR vs. PRIOR YR
INC/(DEC)

FISCAL YR 2023-2024
(JUL 23 - AUG 23)

FISCAL YR 2022-2023
(JUL 22 - AUG 22)

PRIOR TAXES					
PRIOR SEWER USE FEE	(\$1,469,124.48)	\$545,952.41	(\$2,015,076.89)		
PRIOR IPP FEE	\$57,331.08	\$67,919.56	(\$10,588.48)		
TOTAL PRIOR TAX, SEWER & IPP	\$757.50	\$1,145.34	(\$387.84)		
CURRENT INTEREST	(\$1,411,035.90)	\$615,017.31	(\$2,026,053.21)		
PRIOR INTEREST	\$95,153.44	\$106,160.97	(\$11,007.53)		
SEWER USE FEE INTEREST	\$309,681.04	\$165,916.43	\$143,764.61		
IPP FEE INTEREST	\$14,055.74	\$13,541.59	\$514.15		
TOTAL INTEREST COLLECTED	\$361.01	\$401.86	(\$40.85)		
PRIOR LIEN FEE	\$419,251.23	\$286,020.85	\$133,230.38		
CURRENT LIEN FEE	\$3,622.79	\$3,679.51	(\$56.72)		
TOTAL LIEN FEE COLLECTED	\$0.00	\$0.00	\$0.00		
MISC FEES COLLECTED	\$17,729.29	\$16,722.66	\$1,006.63		
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	(\$970,432.59)	\$921,440.33	(\$1,891,872.92)		

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

TAX COLLECTOR'S REPORT AUGUST 2023

ADT'L 60-DAY COLLECTION

FISCAL YEAR 2022-2023 (2021 GRAND LIST)

ADT'L 60-DAY COLLECTION	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 22 - AUG 23	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$27,605,498.25	\$25,479,853.30	92.30%	\$27,140,261.21	(\$465,237.04)	93.88%
AUTOMOBILE-SUPPLEMENTAL	\$4,572,442.02	\$3,695,408.46	80.82%	\$4,393,005.25	(\$179,436.77)	84.12%
PERSONAL PROPERTY	\$26,217,238.98	\$21,287,024.34	81.19%	\$21,670,354.55	(\$4,546,884.43)	98.23%
REAL ESTATE	\$315,360,461.09	\$310,014,644.73	98.30%	\$310,812,147.65	(\$4,548,313.44)	99.74%
TOTAL TAX	\$373,755,640.34	\$360,476,930.83	96.45%	\$364,015,768.66	(\$9,739,871.68)	99.03%
SEWER USE	\$17,981,973.00	\$17,447,917.09	97.03%	\$17,608,319.48	(\$373,663.52)	99.09%
IPP FEE	\$190,750.00	\$168,902.16	88.55%	\$190,000.00	(\$750.00)	88.90%

FISCAL YEAR 2021-2022 (2020 GRAND LIST)

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	JUN 21 - AUG 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$21,672,160.18	\$20,375,891.55	94.02%	\$21,317,186.28	(\$354,973.90)	95.58%
AUTOMOBILE-SUPPLEMENTAL	\$4,219,965.63	\$3,776,866.13	89.50%	\$4,193,138.34	(\$26,827.29)	90.07%
PERSONAL PROPERTY	\$22,968,731.64	\$22,255,451.46	96.90%	\$22,397,802.05	(\$568,929.59)	99.36%
REAL ESTATE	\$308,716,745.40	\$303,751,842.58	98.39%	\$303,888,702.51	(\$4,728,042.89)	99.92%
TOTAL TAX	\$357,575,602.85	\$350,160,051.72	97.93%	\$351,896,829.18	(\$5,678,773.67)	99.51%
SEWER USE	\$16,488,685.00	\$16,213,291.74	98.33%	\$16,312,301.54	(\$176,383.46)	99.39%
IPP FEE	\$187,000.00	\$178,374.17	95.39%	\$188,750.00	\$1,750.00	94.50%

TAX DIFFERENCE 2021 G.L. vs. 2020 G.L.
INCREASE/(DECREASE)

\$16,180,037.49	\$10,316,879.11	-1.48%	\$12,118,939.48	(\$4,061,098.01)	-0.48%
-----------------	-----------------	--------	-----------------	------------------	--------

SEWER DIFFERENCE 2021 G.L. vs. 2020 G.L.
INCREASE/(DECREASE)

\$1,493,288.00	\$1,234,625.35	-1.30%	\$1,296,017.94	(\$197,270.06)	-0.30%
----------------	----------------	--------	----------------	----------------	--------

IPP DIFFERENCE 2021 G.L. vs. 2020 G.L.
INCREASE/(DECREASE)

\$3,750.00	(\$9,472.01)	-6.84%	\$1,250.00	(\$2,500.00)	-5.61%
------------	--------------	--------	------------	--------------	--------

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

SECTION C
OTHER BUSINESS

City of Norwalk, Board of Estimate & Taxation
August 7, 2023

1. RESOLUTION: Requesting a Special Capital Appropriation from the Norwalk Fire Department in the amount of \$10,727 to cover the increased costs for the purchase and upfitting of two Ford Ranger vehicles.



CITY OF NORWALK
Tom Ellis
Director of Management & Budgets
tellis@norwalkct.org

Office: 203-854-7708
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

Date: August 7, 2023

To: Harry W. Rilling, Mayor
Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the Common Council

From: Tom Ellis, Director of Management & Budgets 

Re: Special Capital Appropriation Request from Norwalk Fire Department for increased funding -- (2) Ford Ranger vehicles

Attached is a request from the Norwalk Fire Department for a special capital appropriation in the amount of \$10,727.32 in order to meet price increases from the vendor. The original capital appropriation request (which was approved) for FY 2023 was \$75,000 for two Ford Rangers. This request was based on estimates received at the time the capital request process was being developed in the fall of 2022.

In order to provide sufficient funds to complete the purchase of the vehicles, a Special Capital Appropriation in the amount of \$10,732.32 is required. Funding for this increase will come from a different Fire Department Capital project (Mobile Radio Upgrades). The current authorization for this project is \$177,402 with \$17,718 available budget remaining.

ACTION REQUESTED:

1. REQUESTING a Special Capital Appropriation in the amount of \$10,727.32 to increase the authorization for account 092-43110-5777-C0486 (Fire Department -- Vehicles). The new appropriation for this project will be \$85,727.32.
2. REQUESTING a reduction in the amount of \$10,732.32 to the appropriation in account 092-13110-5777-C0667 (Fire Department -- Mobile Radio Upgrade). The new appropriation for this project will be \$166,669.68.
3. Finance recommends approval.



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, PO Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

August 7, 2023

To: Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the Common Council

From: Harry Rilling, Mayor 

Re: Special Capital Appropriation Request from Norwalk Fire Department for increased funding -- (2) Ford Ranger vehicles

Attached is a request from the Norwalk Fire Department for a special capital appropriation in the amount of \$10,727.32 in order to meet price increases from the vendor. The original capital appropriation request (which was approved) for FY 2023 was \$75,000 for two Ford Rangers. This request was based on estimates received at the time the capital request process was being developed in the fall of 2022.

In order to provide sufficient funds to complete the purchase of the vehicles, a Special Capital Appropriation in the amount of \$10,732.32 is required. Funding for this increase will come from a different Fire Department Capital project (Mobile Radio Upgrades). The current authorization for this project is \$177,402 with \$17,718 available budget remaining.

ACTION REQUESTED:

1. REQUESTING a Special Capital Appropriation in the amount of \$10,727.32 to increase the authorization for account 092-43110-5777-C0486 (Fire Department -- Vehicles). The new appropriation for this project will be \$85,727.32.
2. REQUESTING a reduction in the amount of \$10,732.32 to the appropriation in account 092-13110-5777-C0667 (Fire Department -- Mobile Radio Upgrade). The new appropriation for this project will be \$166,669.68.
3. Finance recommends approval.

CITY OF NORWALK
FIRE DEPARTMENT
Apparatus Maintenance Division

100 Fairfield Ave.
NORWALK, CONNECTICUT 06854



Tel: (203) 854-0200
Fax: (203) 854-0219

2024 Original budget for 2 Ford Rangers

Original Budget: \$75,000

Current cost of 2024 Ranger: $\$41,313.66 \times 2 = \$82,627.32$ (\$7,627.32)

Cost of Upfit:

Bed cover: $\$800 \times 2 = \1600

Emergency Lighting $\$500 \times 2 = \1500

Requested additional funding for a total of : \$10,727.32

New total requested amount: \$85,727.32



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 08-17-23

DEPARTMENT: Comptroller

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☒	Other, please explain: See below. Migration to new time clocks

TOTAL COST: see below

MUNIS Account: 09241340-5777-C0089 Capital for time clocks, 011340-5258 Other professional Se

VENDOR: Andrew Technology

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Sharon Conner	Digitally signed by Sharon Conner	X	Supports	Chitsamay Lam	Digitally signed by Chitsamay Lam
	Purchasing Agent Name		Does Not Support		Department Head Name
	Date: 2023.08.21 16:10:53 -04'00'		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?		Date: 2023.07.21 09:52:35 -04'00'

JUSTIFICATION:

City of Norwalk and Norwalk Public Schools utilizes Novatime applications and time clocks for time and attendance for over 10 years. In 2023, the City and BOE worked with purchasing department to issue a RFP for a new time keeping system. Unfortunately we could not go forward with the project due to the costs.

In 2022 UKG(formerly Kronos) acquired the Novatime system and provided a 5 year window of support for the Novatime system. Over the next 4 years Andrews Technology will migrate all Novatime clients to the UKG Ready system.

The total initial implementation fee is \$225,025(see attached) which consists of 65 DX time clocks and the programming fee for those time clocks. The software will continue to be billed monthly in the amount of \$11,345, and the maintenance of \$69,670 will continue to be billed in July of each year. The implementation will take approximately 8-10 months and the City can begin the new term 5 year-term starting 7/1/24 through 6/30/29.

There will be savings from the implementation software fee and setup time as vendor is familiar with the City's paycodes and rules that are currently in the time and attendance Novatime application.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



VENDOR HOSTED ORDER FORM

Invoice To:	City of Norwalk & Norwalk BOE	Hosted By:	Vendor
Ship To:	TBD	Terms:	5 Year Term
Account Executive:	Jamie Blundell		Software Billed Monthly Maintenance Billed Annually Service Dates 7/1/24 - 6/30/29

Qty	Description	Item	Monthly
	UKG Web-Based Time & Attendance System		
3000	UKG Web-Based Time & Attendance Software	\$3.00	\$9,000
3000	Employee Web Services (PC Entry, Mobile Applications)	Included	Included
250	Supervisor Module: Approval/Reporting/Review/Modification	Included	Included
1	Tyler Munis Payroll Interface	Included	Included
1	Electronic In-Out Board	Included	Included
1	Labor Tracking (Activity Based Reporting - 8 Levels)	Included	Included
1	Standard Supply & Demand Scheduling Module	Included	Included
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	Included	Included
1	Schedule Lockout Module	Included	Included
	Government Software Discount	30%	-\$2,700
3000	Borrowing Manager	\$0.53	\$1,590
35	Phone Entry Module	\$1	\$35
3	Monthly Phone Line	\$100	\$300
3000	Leave of Absence Module (FMLA Case Tracking)	\$1.00	\$3,000
1	Automatic Report Generator (Up to 10 Gig/month)	\$60	\$60
1	Document Storage (Up to 10 Gig/month of Upload/Download and Storage)	\$60	\$60
1	Advanced Scheduling Module (up to 200)	\$600	Optional
3000	Facial Recognition/Thermal Reading Module	\$1.50	Optional
EA	iPad Station Fee (Client must provide iPads)	\$50	Optional
	Monthly Total		\$11,345.00
EA	Synel Synergy HID Proximity Terminal	\$1,890	Optional
65	InTouch DX HID Proximity Terminal	\$2,490	\$161,850
4000	UKG HID Proximity Cards	\$11	\$44,000
	Implementation		\$99,175
	UKG Migration Promotion: Free Software Implementation		-\$99,175
	Hardware Programming		\$19,175
	Annual Software & Hardware Maintenance	\$69,670/yr	Paid through 7/1/24
	Sales Tax		TBD
	12 Month Deposit Total		\$225,025
	One Time Implementation Fees		
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install UKG Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	Unlimited Administrative/Supervisor Training	Included	
	System Test/Go Live	Included	
	Total One Time Fees	\$ 99,175	

Phone Bill will be based on actual usage

Customer Authorization _____ Title _____

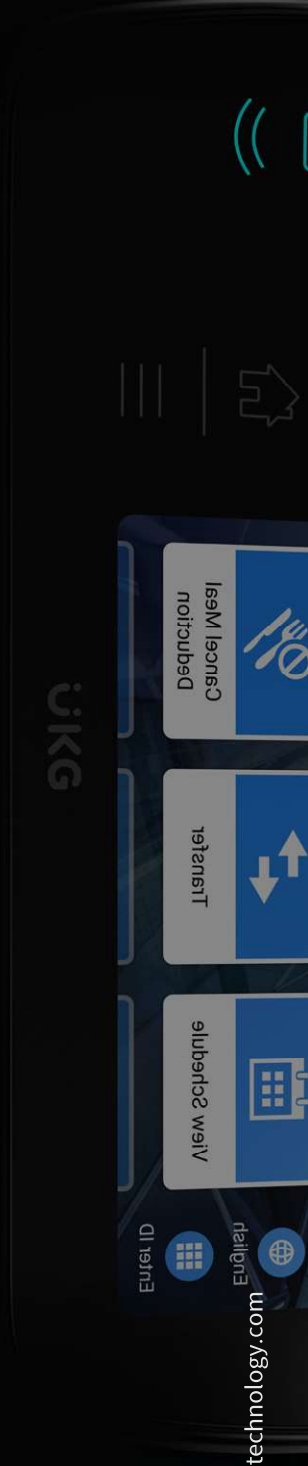
_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____

UKG InTouch DX

A reimagined timeclock experience for the modern workforce



Key features

Large, 7" capacitive touchscreen with wide VGA full-color LCD

With its super-responsive touchscreen and reimagined user experience, the UKG InTouch DX drives rapid adoption and new levels of efficiency.

A rugged device designed for virtually any environment

With its industrial-strength enclosure, the UKG InTouch DX is extremely durable and reliable — even in the toughest, grimmest workplaces.

A personalized experience with real-time notifications

SmartLanding surfaces the issues and tasks that require immediate action, and Individual Mode provides instant access to employee-specific transactions.

Multilock schedule enforcement across your facility

Real-time access to the cloud lets employees and managers perform key transactions at any UKG InTouch DX during their shift for greater convenience.

Streamlined navigation for faster interactions

My Time brings the timecard and schedule together so employees can compare punches to time worked — without all the back and forth.

Multilanguage support for your diverse workforce

UKG InTouch DX users can select their preferred language from the multiple options supported by our HCM solution.

Optimized viewing angle for ergonomic use

The front panel is angled to optimize viewing when mounted at the height required by the Americans with Disabilities Act.

Optional biometric authentication to prevent time theft

The UKG InTouch DX works with all major badge and card formats, and supports biometric identification and verification for added security and convenience.

UKG

UKG InTouch DX device specifications



User interface

7" color wVGA LCD and dedicated, always-on time and date display
Rugged, capacitive touchscreen
Multicolor LED indicator
Speaker and microphone

Available integrated readers and supported card technologies

Integrated bar code badge reader
Integrated magnetic stripe card reader
Integrated HID proximity card reader

Integrated contactless smart card reader supporting the following technologies:
HID™ iCLASS™
MiFare Classic
HID™ iCLASS SE™
MiFare DesFire EV1
HID™ iCLASS™ Seos™

Communications

10/100 Mbps auto-sensing Ethernet with DHCP, https, IPV4, and IPV6 support
Optional wireless 802.11 b, g, or n 2.4 GHz with WPA, WPA2 Personal, and WPA2 enterprise security

CPU type

TI OMAP 4460 Dual Core

Memory

2GB Micro SD Card, 512 MB NAND Flash, 1 GB RAM

Power

Integrated Power Over Ethernet (802.3af) and Power Over Ethernet Plus (802.3at)
100—240V, 1.0A max, AC power adaptor (optional)

Environment

Operating temperature: 0°–40° Celsius
Storage temperature: -20°–70° Celsius
Humidity: 10%–95% noncondensing

Dimensions

11.5" wide x 5.5" high x 4" deep

Enclosure

Rugged polycarbonate/ABS resin

Shipping weight

5 lbs.

Options

UKG Touch ID™ Plus finger-based biometrics
External proximity reader
External linear imager bar code scanner
Backup battery
Universal relay
Wi-Fi adaptor



ANDREWS TECHNOLOGY
UKG TIME & ATTENDANCE PROJECT
Statement of Work

Prepared for the City of Norwalk
July 20, 2023

Overall Statement of Responsibility.....	1
Master Agreement.....	2
Statement of Work	
- Deliverables.....	5
- Vendor Installation Responsibilities.....	5
- Customer Installation Responsibilities.....	6
- Professional Services Overview.....	7
- Software Training Overview.....	9
- Phase _____ Sign-off.....	10
Exhibit A - Order Form.....	See Attached
Exhibit B – Maintenance Agreement.....	11

Andrews Technology - Overall Statement of Responsibility

Andrews Technology has **complete responsibility** for the following:

- Delivery of System as described on the Andrews Technology UKG Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of Tyler Munis Interface
- Unlimited Training of all Administrators and Supervisors
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period(s)
- Unparalleled Customer Satisfaction During all of the Above
- Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")
 - Includes all software licenses and time clocks as shown on the Andrews Technology Purchase Order Form –(See Exhibit A).

Andrews Technology **Master Customer Agreement**

This Master Customer Agreement (called the "Agreement") and its applicable Transaction Documents along with the above Description of Responsibilities and Exhibits are the complete Agreement regarding the products and services provided by Andrews Technology to the City of Norwalk.

Definitions

Transaction Document is any document including, but not limited to the: "Master Customer Agreement"; "Statement of Work"; "Project Plan"; "Payment Schedule" and "Maintenance Agreement" that requires execution to be effective.

Change Order is a document completed by both of us that authorizes a change to a Transaction Document or Statement of Work.

Discovery is a process performed to define a Statement of Work.

Deliverable is any item, specified in a Transaction Document or Statement of Work, which we provide (Software, Hardware, Documentation, Training, Reports or Materials, Etc.).

Materials are work products such as programs, program listings, programming tools, documentation, reports, and drawings. The term "Materials" does not include Program Products, but does include modifications of a Program Product.

Product is a machine, its features, elements, cables, or accessories, or any combination thereof or a program product. The term "Product" includes the documentation required to install, support, use, and maintain the product.

Program Product is a commercially available software product and the documentation required to install, support, use, and maintain it. City of Norwalk is the licensee (Andrews Technology is not the licensee.).

Services are technical work that we perform to complete a Statement of Work or the delivery of customer offerings. Deliverables may result from such work.

Statement of Work is a detailed list of tasks to be performed during the implementation of a project.

Changes to the Master Agreement, Project Plan or Statement of Work: Any modification of the above including, but not limited to, additional project phases, changes in system design or timeline, after execution below, will be considered a change in the agreement. Any such change may only be modified by a Change Order, which both of us must sign prior to performed services. Any such changes may affect the estimated schedule, payments, and other terms.

Our Relationship

Mutual Responsibilities: Each of us agrees that under this Agreement:

- All information exchanged is non-confidential. If either of us requires the exchange of confidential information, it will be done under a signed Non-Disclosure Agreement;
- Each will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations;
- Neither of us will bring a legal action against the other more than two years after the cause of action arose.

Your other responsibilities: You agree to do the following:

- To not assign or otherwise transfer, this Agreement, without our prior written consent;
- To provide us with sufficient, free and safe access to your facilities for us to fulfill our obligations; and
- To not disclose the terms of this Agreement without our prior written consent.

Personnel

Each of us will authorize a person to represent us in all matters concerning this Agreement. These representatives will be available throughout the term of this Agreement. Each of us will 1) address all notices to the other's representative and 2) promptly notify the other in writing if this person is replaced.

You agree to not hire or attempt to hire any Andrews Technology employee on either a temporary or permanent basis, either directly or through a third party, without the express written consent of Andrews Technology.

Ownership and Proprietary Rights

Notwithstanding anything to the contrary stated herein, no transfer is made to Customer of any ownership to or proprietary rights in the Licensed Products, software programs, software interfaces and Documentation, and all copies of the Licensed Products, software programs, software interfaces and Documentation, including modifications by Andrews Technology contained in customized versions and related software. Customer shall NOT have any right to copy any Licensed Products, software programs, software interfaces and Documentation for use, sale, sublicensing, distribution or any other purpose.

Compliance with Laws

You agree to comply, and assist us in complying, with all applicable 1) Federal, State, and local laws and regulations and 2) building codes, ordinances, and standards.

Prices, Payment, and Taxes

You will pay to Andrews Technology the price reflected in City of Norwalk Response Form. Payment is due on the dates agreed. Annual Maintenance after year one will be billed directly from Andrews Technology to the City of Norwalk.

Charges for services outside of the scope of the Customer Master Agreement; Project Plan and Statement of Work are billed at a rate of \$225/hour including travel. Our payment terms are Net 30.

You agree to pay all transportation charges as required by the project and mutually agreed upon for the shipment of Equipment and Program Products (if applicable) to the location you specify.

Occasionally a manufacturer will charge us "rework" charges if a configuration is changed after a certain point in the manufacturing cycle. We will make every effort to avoid rework charges on your behalf. If rework charges are incurred due to configuration changes requested by you, these charges will be passed on to you. You will be notified in advance of such charges.

Confidentiality

Andrews Technology will maintain the confidentiality of any information received throughout this project. This includes any confidential employee information. Upon termination Andrews Technology will return any confidential information at the request of the Customer. Customer has the responsibility of extracting any data from the system prior to the termination date. After the termination date access to the database will no longer be granted.

Termination

We may terminate this agreement or associated document for non-payment upon providing thirty days written notice. Otherwise, a Statement of Work terminates when our obligations under it are met.

You may terminate this Agreement effective upon the completion of the Statement of Work.

Customer may terminate the agreement if it does not appropriate funding to continue the use of UKG, or related services. To so terminate, Customer must give Andrews Technology written notice of the non-appropriation at least 30 days before the next annual billing following the non-appropriation. Customer may also terminate for cause. Andrews Technology will be provided a 30 day cure period to resolve any identified issues to prevent the termination.

Any terms of this Agreement, which by their nature extend beyond its termination, remain in effect until fulfilled, and apply to respective successors and assignees.

Electronic Communications

Each of us may communicate with the other by electronic means. Each of us agrees that email and respective attachments when accepted by return email are binding.

Governing Law

The laws of the State of Connecticut govern this Agreement. Any legal action brought under this agreement shall be brought only in the State of Connecticut.

Agreed to: City of Norwalk

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
City of Norwalk

Agreed to: Andrews Technology

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Andrews Technology

STATEMENT OF WORK

ANDREWS TECHNOLOGY – DELIVERABLES

As per the electronically attached "Order Form – Exhibit A", Andrews Technology has the following responsibilities throughout the three phased Project Plan as described above:

Software Phase

- Delivery of Software as described on Andrews Technology Purchase Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of Tyler Munis Interface
- Unlimited Training of all Administrators and Supervisors Associated with Phase I
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Hardware Phase – (Intouch DX)

- Delivery of Wall Mounted Hardware
- Installation of Hardware
- Unlimited Training of all Administrators and Supervisors Associated with Phase II
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Go Live Phase

- Unlimited Training of all Administrators and Supervisors Associated with Phase III
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")

- Includes all hardware and software listed on Andrews Technology Purchase Order Form(s)

Other Andrews Technology Installation Responsibilities

To ensure an optimally performing UKG System, Andrews Technology will perform the following:

- Provide a person who will function as the Project Manager, responsible for securing and scheduling resources for City of Norwalk.
- Verify that all hardware and technology readiness checks have been completed.
- If necessary, recommend a Network Readiness and Performance Assessment to ascertain what improvements are required to provide sufficient response time.
- Understand any other applications that will reside on the database server, and discuss any performance implications.
- Advise the customer of any conditions, which, in the opinion of Andrews Technology, will reduce the performance of the UKG System.
- Provide server configuration assistance as requested.

Customer Installation Responsibilities

- Schedule personnel for appropriate Andrews Technology training classes to be held at a central customer site or via the web.
- Unless otherwise specified on the order form, Customer is responsible for any ethernet cabling/jacks, phone lines, power and surge suppression at the terminal locations, unless otherwise noted.
- Provide a Customer Project Manager whose responsibilities include but are not limited to:
 - Participate in periodic meetings and status conference calls.
 - Review and approve all Project Plan Phases.
- Andrews Technology will need a completed pay rules questionnaire addressing specific pay policies, basic work rules and overtime limits. Andrews Technology must receive the completed document within three (3) weeks of scheduled installation date. The pay rules survey establishes the baseline rules used to initialize the UKG system. During the Implementation Phase you will have an opportunity to test your baseline rules.
- Provide Andrews Technology with payroll contact information for interfacing to the payroll system, if applicable.
- Work with your Andrews Technology project leader to verify communications to all terminals.

- Provide Andrews Technology access to the appropriate resources during all phases.
- Provide appropriate resources to test the UKG System to the System Specification.
- Sign-off that the Software Phase Responsibilities have been completed.
- Sign-off that the Hardware Phase Responsibilities have been completed. (If Applicable)
- Sign-off that the Go Live Phase Responsibilities have been completed.

Professional Services Overview

Payroll Rules Questionnaire:

The purpose of this document is to assist your payroll staff in defining the rules and regulations that govern your labor cost management requirements. This survey is also used as a guideline for Andrews Technology to custom configure your UKG system. Your staff members responsible for payroll and work regulations should complete this. Your Andrews Technology Representative will guide you through this survey and Andrews Technology technical staff members will answer any questions that you may have.

Employee File Creation:

City of Norwalk is responsible for the creation of an employee import file. The content of which will be discussed with your assigned Andrews Technology project leader.

Software Configuration and Programming

Once your Payroll Rules Questionnaire and Employee File are created, your UKG software will be configured to meet your specifications. During Phase I, test data will be entered and test reports will be generated and validated. This will be a thorough process. Modifications will be made as required.

Ethernet Cable/Phone Line Installation (Not Applicable)

City of Norwalk is responsible for the installation of all Ethernet cable and jacks and phone lines/jacks. Andrews Technology can assist you by providing information regarding the correct type of communications cable and proven installation techniques to insure error free transfer of punch data from the terminal to your UKG software. If POE is an identified requirement, Ethernet Jacks would not be necessary and Andrews Technology would design and implementation work accordingly.

Software Installation:

Communications will be tested between the server and terminal(s) after the customer installs the hardware.

Software Training:

The next aspect of the Implementation Phase of the project is the training of the key users and supervisors. Arrangements should be made to allow for uninterrupted training. This ensures that the quality of the training received is the highest possible. All training will be central site (at the customer's main office or via the web). City of Norwalk is responsible for notifying all attendees of their assigned class schedule. All software training for key users and supervisors is **unlimited** in availability. (See below for more information)

Hardware Trainer: Andrews Technology upon completion of software installation will train the customer's Installer as to how to install and program selected terminals. (Not Applicable)

Implementation Testing and Adjustments:

Once the hardware and software is installed, programming and configuration of the system will be tested and adjustments may be made. Any changes that need to be made which vary from the pay rules survey will be identified as a change order item and may be billed on a time and materials basis. It is highly recommended that City of Norwalk run a parallel test for one (1) to two (2) pay periods. This gives the UKG key users and supervisors time to familiarize themselves with the operation of the new software, as well as, develop new ways for management information review.

Interface Installation and Training:

The TYLER MUNIS interface should be reviewed by the project leaders from both teams to determine if any modifications are required. The TYLER MUNIS interface is an existing UKG interface. The TYLER MUNIS interface will be tested and is 100% guaranteed to work in accordance with the customer's application specifications.

Software Training Overview

Key User Training

Suggested Attendees: Payroll Manager, HR Manager, Supervisor/Administrative Assistant

Course Description – Initial Training For Key Users

This session will last for approximately six hours at your facility after the installation of the software. The class is intended to provide participants with an understanding of how to maintain employee records and schedules, setup supervisor's privileges and accounts, edit timesheets and process reports. This course also provides key users with an understanding of pay period operations that are necessary for keeping track of and managing employee time and labor data, as well as accessing and interpreting pay period based reports.

Course Description – Follow-up Training for Key Users

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be for the previously trained employees and will last from two to four (2 to 4) hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no additional charge.

Supervisor Training

Suggested Attendees: Supervisors and Supervisor Assistants

Course Description- Initial Supervisor Training

This course provides participants with an understanding of the daily operations that are necessary for keeping track of and managing employee time and labor data. This includes providing information needed to build and maintain individual and group schedules. Procedures will be covered for the standard client and the Supervisor and Employee Web Services. This training is available at the customer's central site or via the web. Class size should not exceed 12 students per class (maximum 2 hours per class). Supervisors are expected to train their employees on the use of Employee Web Services (if appropriate). Andrews Technology will train supervisors as to how to train their employees how to use biometric terminals. Andrews Technology has full responsibility for training employees on the use of all data collection technology (EWS/Swipe/Biometric).

Course Description – Follow-up Training for Supervisors

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be a refresher for previously trained employees, and an introduction for supervisors not yet trained. The class will last from two to four hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no charge. Our quote includes 24/7/365 support and unlimited onsite and webex training/support.

Statement Of Work Phase Completion Sign-Off

When a Phase is complete, a meeting of both implementation teams is held. At this meeting, the system is signed off as being complete for all areas of responsibility as addressed in the Statement of Work.

Software Phase Sign-Off

Agreed to: City of Norwalk

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Norwalk

Date: _____
Andrews Technology

Hardware Phase Sign-Off

Agreed to: City of Norwalk

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Norwalk

Date: _____
Andrews Technology

Go Live Phase Sign-Off

Agreed to: City of Norwalk

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Norwalk

Date: _____
Andrews Technology

Exhibit B - Maintenance Agreement

Execution below entitles City of Norwalk (the "Customer") to full maintenance coverage provided by Andrews Technology ("Vendor") for the attached time and attendance system for five years from the date of execution below. This agreement is renewed automatically every five years unless advised by the Customer in writing no less than thirty days prior to the five year anniversary of the date of execution of this agreement.

Maintenance coverage is all inclusive and is described in more detail below:

- On-Site Maintenance includes the following features:
 - All technicians are dispatched locally
 - Service is available 24 hours-a-day; seven days-a-week.
 - Customer's assigned technical team can be reached directly by cell phone 24/7.
 - Toll-Free support is available as a back-up to direct contact with assigned technical team.
 - On-site support is available.
 - Machine replacement is next day provided call received prior to 2:00pm.
 - Parts replacement is next day provided call is received prior to 2:00pm as mentioned above.
 - Customer is responsible for annually completing brief "Customer Satisfaction Survey" to determine assigned technician's performance regarding above standards.
- Hardware depot maintenance. Vendor will overnight the customer a replacement device. The Customer is responsible for sending the failing device back to the Vendor.
- Labor
- Hardware upgrades
- Software upgrades
- Toll-free online support
- On-line support

If the customer elects not to execute this document, and therefore be covered on a time and materials basis, the customer is responsible for all machine and parts replacements. The Vendor's hourly rate for service, including travel, is \$225 per hour (two hour minimum). Hardware and software upgrades are chargeable to the Customer when not covered under maintenance contract.

Maintenance Terms

WARRANTEE: Vendor warrants the listed products to be free from defects in material and workmanship, and perform in material respects in accordance with the system specifications (or equivalent) document under normal use for the Warranty Period of 90 days. The term of this agreement will begin after the expiration of the warranty, run for a term of five years from such date, and continue for subsequent five-year terms thereafter until terminated. After the first 5 year term, maintenance will be billed at the applicable rate at that time.

MAINTENANCE COVERAGE: Three years of software and equipment support for the products listed above will be provided by Vendor to maintain proper functioning of the entire system and the replacement of malfunctioning devices. This signed agreement provides unlimited remote telephone and/or internet support, covering any questions with the configuration or operation of the system. Software updates or patches of the installed version will be provided on a need, or request, basis at no additional charge.

SUPPORT TERMS: Support is available twenty-four hours a day; seven days a week except holidays. Without a support contract, service will be billed at the prevailing hourly rate. In this instance, there will be a two hour minimum per phone call for support.

PRICE INCREASES: The annual maintenance charges will not exceed the consumer price index in place at the time of the announced increase. Historically 3% annually.

LIMITS OF LIABILITY: Failure due to customer alteration of equipment with which the above products are connected, moving or altering of the software or equipment, and/or any problems caused by such actions are not covered under this agreement and are subject to billing at the prevailing hourly rate. This agreement does not cover accidents, misuse, theft, power failure/surge, lightning or storm, or other casualties. The unserviceability of the products will be solely determined by the Vendor. This agreement is not valid until properly signed by the Customer's authorized agent and the Vendor, and may not be amended unless approved by both parties, in writing, and signed by a duly authorized officer of both parties. This agreement may be canceled by either party upon 30 days written notice. Terms are net, paid yearly in advance and renewed each year at the prevailing rates. Additional equipment, or software, may be added by the customer providing written notification. In no situation, will the Vendor, or its employees, be held responsible for any loss incurred pertaining to the use, misuse, or failure of the above-mentioned products and or services.

Agreed to: City of Norwalk

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
City of Norwalk

Date: _____
Andrews Technology

***Norwalk Police Department
Professional Standards Unit******Memo*****To:** Common Council**From:** Lieutenant Thomas Roncinske**Date:** 8/21/23**Re:** Fiscal Year 2023 Justice Assistance Grant (JAG) Authorization

With the Fiscal Year 2023 Justice Assistance Grant (JAG) the city is allocated up to \$24,900.00 under this program. There is a no matching funds requirement. The funds will be used for high visibility patrols, "School Slow Down Days", special community events and the lease/purchase of 2 Automatic Plate Readers. The authorization requested is as follows:

1. Authorize the Mayor, Harry W. Rilling to execute any and all documents and agreements necessary to apply for and accept grant funding under the Fiscal Year 2023 Justice Assistance Grant (JAG).
2. Authorize the Police Chief, James Walsh to execute any and all documents and agreements as may be necessary to implement the Fiscal Year 2023 Project Justice Assistance Grant (JAG).

2023 Justice Assistance Grant (JAG)

Abstract

Grant funds will enhance community safety through targeted initiatives. The primary focus lies on High Visibility Patrols and Selective Enforcement Patrols in the core of South Norwalk, an area of residential complexes managed by the Norwalk Housing Authority, magnet schools, a homeless shelter, the South Norwalk Train Station, and the SONO District. The area has seen concentrated gang activity and criminal incidents. Additionally, the grant will fund the deployment of Automatic Plate Readers at strategic intersections to address the surge in vehicle-related crimes. These enhancements will improve public safety and foster stronger bonds between law enforcement and the community.

Grant Narrative: Strengthening Community Safety and Police Services in Norwalk

Project Identifier: Enhance Norwalk Policing and Safety

Problem Statement: The Norwalk Police Department, with an authorized strength of 181 officers, faces ongoing challenges in maintaining optimal staffing levels to effectively address a range of public safety concerns. In 2022, retirements and resignations led to personnel changes and the hiring of new officers, including those requiring academy training. A significant proportion of the Patrol Division's 124 officers have less than a decade of police experience. While grappling with less experienced officers, the demand for police services remains steady, encompassing issues from minor traffic violations to violent gang-related incidents. Furthermore, mental health-related calls have surged. These challenges can strain timely service delivery and the department's commitment to community protection. The reallocation of officers from the Narcotics Street Team Unit compounds these resource limitations. The proposed grant assistance aims to bridge these gaps and ensure the fulfillment of citizen expectations.

Community and Demographics: Norwalk, population 91,000 across 22.86 square miles, ranks as Connecticut's sixth-largest city by population. The city's diverse makeup includes a population comprising 51.7% white or Caucasian, 28% Hispanic or Latino, 14% Black or African American, and 5% Asian residents, with the remainder identifying as other or multiple ethnicities. The foreign-born population stands at 24.9%, higher than the state average. Although Norwalk has an above-average median household income of \$85,769, approximately 10% of residents live below the poverty line, with disparities evident in areas such as South Norwalk.

Project Design and Implementation: The proposed grant seeks to enhance community safety through targeted initiatives. The primary focus lies on High Visibility Patrols and Selective Enforcement Patrols in the core of South Norwalk. This area includes residential complexes managed by the Norwalk Housing Authority, magnet schools, a homeless shelter, the South Norwalk Train Station, and the SONO District. The project's core area, defined by specific streets, has seen concentrated gang activity and criminal incidents. Additionally, the grant will fund the deployment of Automatic Plate Readers at strategic intersections to address the surge in vehicle-related crimes.

For the problem of gang activity, the project aims to revive and bolster the efforts of the disbanded Special Services Street Team. This specialized unit will focus on suppressing gang influence, reducing violent crime, and confiscating illegal firearms. The goal is to

track progress through firearm and drug seizures, arrests, and evaluations of gang activity levels.

Regarding traffic enforcement, the plan targets school zones and residential areas with intensified speed enforcement during the start and end of the school year. This approach will be supported by media coverage and Community Services Division initiatives. Success metrics include the number of citations issued resulting in an expected reduction in related complaints.

Lastly, the funding will enable an agile response to unforeseen spikes in crime, allowing the department to efficiently address incidents such as crime sprees, burglaries, or civil unrest. The measurements of success will be determined based on the impact of increased resources in mitigating these incidents.

Community Safety through Targeted Policing Strategies

Project Identifier: Safer Streets Initiative

Problem Statement: With the increase of residential housing, there has been a surge in traffic leading to increased calls for traffic issues. Retail shopping districts such as Connecticut Ave., Main Ave., Westport Ave., & The SoNo Collection Mall have experienced a notable rise in traffic complaints. The influx of apartment developments in South Norwalk and Glover Avenue areas has compounded the issue, straining resources and diminishing police capacity to enforce traffic laws. The escalating traffic violations have generated substantial complaints to the city. This project aims to allocate overtime for targeted motor vehicle enforcement in problematic areas.

Project Goals: To increase selective enforcement of motor vehicle laws, thereby promoting compliance and creating safer streets for pedestrians, motorists, and bicyclists.

Project Identifier: Safe Norwalk Initiative

Problem Statement: Despite the Norwalk Police's efforts, there are concerns about firearms used in gang-related shootings and incidents of shots fired in the city. The recovery of "Ghost Guns," and increased firearm seizures demand strategic action. Due to resource constraints, the Narcotics Street Team has been disbanded, making it imperative to enhance police visibility in areas prone to violent crime and firearm offenses.

Project Goals: To enhance police presence through high-visibility directed patrols in areas of violent crime, specifically focusing on the illegal use of firearms. This initiative seeks to curb firearm offenses and promote public safety.

Project Identifier: Gang-Free Norwalk Program

Problem Statement: The resurgence of teenage gang members in Norwalk, particularly those associated with historical gangs like Bloods and Crips, poses a renewed challenge. These gangs draw their names from geographical areas despite lacking current affiliations. The emergence of new gangs like the "504 Gang" has exacerbated the problem, manifesting within schools. This has reintroduced fear into neighborhoods. Incidents of "shots fired" and firearm assaults have continued in specific housing complexes.

Project Goals: To deploy the Special Services Division to address gang-related concerns within legal boundaries. Additionally, uniformed officers will collaborate with citizens and neighborhood leaders to foster safer communities.

Project Identifier: Crime-Free Norwalk Initiative

Problem Statement: While major complaints like traffic violations and violent crimes are addressed, persistent lower-level crimes continue to impact community well-being. Incidences of motor vehicle thefts, catalytic converter thefts, and motor vehicle burglaries have spiked, causing distress among residents and businesses. Addressing these crimes requires additional manpower and resources for surveillance and crime suppression.

Project Goals: To establish agile response teams capable of conducting surveillance and responding to crimes in progress. The integration of Automatic Plate Reader technology will augment investigative resources, leading to arrests and effective crime suppression.

Project Identifier: Strengthening Community-Relations

Problem Statement: The Norwalk Police Department faces budget constraints despite increased demands for services. Maintaining a visible presence in neighborhoods remains a priority for community satisfaction. The recruitment and retention of officers are challenging amid current conditions.

Project Goals: To maintain a Community Police strategy & actively engage with residents. To ensure the delivery of exemplary police services even when demands exceed available resources.

In conclusion, this comprehensive grant proposal addresses key challenges facing Norwalk's safety and aims to enhance law enforcement strategies through targeted initiatives. By focusing on traffic enforcement, violent crime reduction, gang suppression, crime prevention, and community engagement, the Norwalk Police Department aims to create a safer, more secure environment for its residents and businesses.

Budget Detail Worksheet and Budget Narrative 2023/24

City of Norwalk

Grant \$24,900.00

Personnel

245 hours @ \$77.00 = \$18,865.00

Equipment

2- Automatic Plate Readers = \$6,000.00

We are requesting to use the grant funding of \$24,900.00 for high visibility patrols, selective enforcement patrols and automatic plate readers. This will provide approximately 245 hours of additional high visibility patrols. High visibility patrols will be used for increased police presence in areas requiring a higher concentration of police officers while not diminishing police services elsewhere in the City of Norwalk. High visibility patrols would also be used for special community events. Selective enforcement of motor vehicle laws would be used to address "School slow down days" at the start and end of the school years and to address speeding violations in school zones during the academic year. The Automatic Plate Readers will allow additional investigative resources, deterrent and presence in Motor vehicle thefts, motor vehicle burglaries, catalytic convertor thefts and major violent crime.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

07/18/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

CT

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Norwalk

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

06-6011881

*** c. UEI:**

V7ZTXNBKJM9

d. Address:

* Street1: 125 East Avenue

Street2:

* City: Norwalk, Connecticut

County/Parish:

* State: CT: Connecticut

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 06856-5125

e. Organizational Unit:

Department Name:

Norwalk Police Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Lt

* First Name:

Thomas

Middle Name:

* Last Name:

Roncinske

Suffix:

Title: Grant Manager

Organizational Affiliation:

City of Norwalk Police Department

* Telephone Number: 203-854-3007

Fax Number:

* Email: troncinske@norwalkct.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

* 12. Funding Opportunity Number:

O-BJA-2023-171790

* Title:

BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

13. Competition Identification Number:

C-BJA-2023-00104-PROD

Title:

Category 1- Applicants with eligible allocation amounts of less than \$25,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

1234-AREAS AFFECTED BY PROJECT - Grants.gov

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

BJA FY23 Edward Byrne Memorial JAG

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	24,900.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	24,900.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 9/15/23

DEPARTMENT: Community Services Department

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☒	Other, please explain: Alliance for Community Empowerment and Person to Person have stood out for their effectiveness and rapid response as the best options to distribute funding to eligible to Norwalk residents.

TOTAL COST: \$500,000.00 (\$250K each) MUNIS Account: 132010-5796-ACS01

VENDOR: Alliance for Community Empowerment and Person to Person

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
Sharon Digitally signed by Sharon	X Supports	<i>Lamond Daniels</i>
Purchasing Agent Name Date: 2023.09.15 14:29:23 -04'00'	Does Not Support	Department Head Name Lamond Daniels, LCSW, MPA
Date	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date 9/15/23

JUSTIFICATION:

RECOMMEND ORGANIZATIONS: Alliance for Community Empowerment and Person to Person
During the ongoing COVID-19 pandemic, a number of organizations have stepped up to offer temporary rent and mortgage relief programs to assist Norwalk residents. Nevertheless, longstanding providers of community support and household assistance, such as the Alliance for Community Empowerment and Person to Person, continue to offer invaluable aid beyond the pandemic. These two commendable organizations have been widely praised for their effectiveness and swift response in providing rent relief services to Norwalk residents. As a result, the Community Services Department regards them as the optimal options for distributing funding to eligible Norwalk residents. With their extensive experience administering federal, state, and flexible funds for rent and mortgage relief programs, these organizations have become pivotal components of the aid landscape in Norwalk. They possess the necessary infrastructure and compliance expertise to disburse funds promptly and efficiently to those in need.

After conducting an assessment, it is highly recommended by the Community Services Department that these two organizations serve as the partner agencies for dispensing funds to Norwalk residents who meet the eligibility criteria.

Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Alliance for Community Empowerment, Inc. located at 108 Main Street, Norwalk, CT 06851 Inc. and Person to Person, Inc. located at 76 South Main Street, Norwalk CT 06854 to administer the Community Services Department ARPA COVID-19 Rent Relief program for Norwalk residents with each organization receiving \$250,000 for a total amount of \$500,000.00 Account # 132010-5796-ACS01

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): N/A

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



COVID-19 RELIEF ASSISTANCE PROGRAM

Administered by the Alliance for Community Empowerment and Person to Person on behalf of the City of Norwalk Community Services Department

INTRODUCTION

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, to provide continued relief from the impact of the COVID-19 pandemic. \$350 billion of State and Local Fiscal Recovery Funds (SLFRF) were allotted to assist governments in responding to the COVID-19 pandemic and its impacts. The City of Norwalk received \$39.3 million of SLFRF to support its community by addressing negative economic impacts caused by the public health emergency, providing support for public health expenditures, replacing lost public sector revenue, providing premium pay for essential workers, and investing in water, sewer, and broadband infrastructure.

To further support the community, the Community Services Department Recovery Fund will allocate \$500,000 to fund activities for the COVID-19 RELIEF ASSISTANCE PROGRAM. This funding will provide significant economic relief to households at risk of experiencing homelessness or housing instability by offering rental arrears, temporary rental assistance, and limited mortgage relief. The program will continue until all funds have been depleted.

RATIONALE

The fair market rent (FMR) for a two-bedroom apartment in Stamford-Norwalk is \$2,563 per month. This is a 14.93% increase from the previous year. The average rental price in Norwalk, CT in 2023 was \$2,495. In 2022, Connecticut saw the highest number of evictions filed in the state. This is 50% higher than pre-pandemic levels. Many residents are finding it hard to recover because they haven't found steady work, or their wages haven't kept pace with the rising cost of rent.

<i>Date range: 2020-03-11 to 2023-08-15 https://evictionmap.ctdata.org/#</i>	Norwalk	CT
<i>Eviction filings</i>	964	47,573
<i>Renters facing eviction</i>	2,055	109,723
<i>% With counsel</i>	15%	10%
<i>% Female</i>	53%	56%
<i>% Asian or Pacific</i>	3%	2%
<i>% Black</i>	19%	24%
<i>% Latino</i>	33%	28%
<i>% Multirace</i>	1%	2%
<i>% White</i>	43%	44%

PROGRAM DESCRIPTION

The Community Services Department oversees the Community Recovery Fund, which was created with federal funds from the American Rescue Program Act (ARPA). To qualify for assistance, applicants must have experienced a financial crisis caused or exacerbated by the COVID-19 pandemic. Before granting funds, staff members will verify and document the applicant's residency and financial information and explore all available options to promote the applicant's self-sufficiency.

According to the ARPA final rule, eligible expenses for this funding encompass relief in the following areas:

- Rent
- Rental arrears
- Utility costs or arrears (can be made through direct payments/bulk payments to utility providers to assist multiple consumers at one time)
- Mortgage payment assistance

Applicants must be Norwalk residents and provide proof of residency and have lived in Norwalk before March 1, 2020. Priority should be given to households in Qualified Census Tracts (QCT).

Applicants must show proof of the loss of their income due to reduced work hours/wages because of COVID-19. Families to be assisted must be homeowner's primary residence or must have a tenant-owner valid lease in the applicant's name as of March 1st, 2020. Applicants who are behind in their rent can receive up to 2 months of payments and up to the current fair market value based on the Documentation System. See below.

Final FY 2023 FMRs By Unit Bedrooms					
Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
<u>FY 2023 FMR</u>	\$1,735	\$2,127	\$2,563	\$3,160	\$3,443

Source: https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2024_code/2024summary.odn

RECOMMEND ORGANIZATIONS: Alliance for Community Empowerment and Person to Person

During the ongoing COVID-19 pandemic, a number of organizations have stepped up to offer temporary rent and mortgage relief programs to assist Norwalk residents. Nevertheless, longstanding providers of community support and household assistance, such as the **Alliance for Community Empowerment** and **Person to Person**, continue to offer invaluable aid beyond the pandemic. These two commendable organizations have been widely praised for their effectiveness and swift response in providing rent relief services to Norwalk residents. As a result, the Community Services Department regards them as the optimal options for distributing funding to eligible Norwalk residents. With their extensive experience administering federal, state, and flexible funds for rent and mortgage relief programs, these organizations have become pivotal components of the aid landscape in Norwalk. They possess the necessary infrastructure and compliance expertise to disburse funds promptly and efficiently to those in need.

After conducting an assessment, it is highly recommended by the Community Services Department that these two organizations serve as the partner agencies for dispensing funds to Norwalk residents who meet the eligibility criteria.

Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Alliance for Community Empowerment, Inc. located at 108 Main Street, Norwalk, CT 06851 Inc. and Person to Person, Inc. located at 76 South Main Street, Norwalk CT 06854 to administer the Community Services Department ARPA COVID-19 Rent Relief program for Norwalk residents with each organization receiving \$250,000 for a total amount of \$500,000.00 Account # 132010-5796-ACS01

THE FOLLOWING IS A BRIEF DESCRIPTION OF THE TWO ORGANIZATIONS TO ADMINISTER THE PROGRAM:

	Person to Person manages and executes critical programs every day that transform the lives of our clients. Our diversity of programs that focus on the well-being of our clients and the community is part of what makes P2P unique. Essential needs are more than food and housing; it's about the well-being of the individuals and families we serve. Location: 76 South Main Street * Norwalk, CT 06854 * (203) 939-1650
	Alliance for Community Empowerment was established by the Office of Economic Opportunity to serve as the anti-poverty agency. Currently, the Alliance strives to collaborate with individuals to eliminate the "paradox of poverty in the midst of plenty in this nation." The Alliance for Community Empowerment operates throughout an eight-town region, including Bridgeport, Easton, Fairfield, Monroe, Norwalk, Stratford, Trumbull, and Westport, Connecticut, and provides comprehensive services to over 35,000 individuals every year. Location: 108 Main Street * Norwalk, CT 06851 * (203) 838-8110

Target eligible income guidelines for the program are as follows:

Source: DOH Development Program Income Limits based on HUD Median Incomes 2023 Income Limits (Revised 5/15/2023)									
PMSA/MSA Area		HOUSEHOLD SIZE							
		1	2	3	4	5	6	7	8
Stamford-Norwalk-HMFA	60% of AMI (HOME/CDBG)	\$ 72,000	\$ 82,260	\$ 92,520	\$ 102,780	\$ 111,060	\$ 119,280	\$ 127,500	\$ 135,720
	Low Income (HOME/CDBG)	\$ 75,750	\$ 86,550	\$ 97,350	\$ 108,150	\$ 116,850	\$ 125,500	\$ 134,150	\$ 142,800
	80% of AMI	\$ 95,928	\$ 109,632	\$ 123,336	\$ 137,040	\$ 148,003	\$ 158,966	\$ 169,930	\$ 180,893

AMERICAN RESCUE PLAN ACT (ARPA) PROGRAM REQUIRED APPLICANT DOCUMENTS

1. Proof of Identity (one of the following for all household members 18 and older):
 - A copy of your Government Photo ID; or
 - Permanent Resident Card; or
 - Passport; or
 - Birth Certificate
2. All pages of the current lease showing address of home, amount of lease rent, term of lease or if lease is on a month-to-month basis. Must include physical signature of applicant and landlord.
 - Late notice for past due rent/eviction notice or a copy of general ledger from landlord showing past due rent.
 - Landlord agreement accepting terms and conditions of the program.
 - W-9 form required for Landlord.

MORTGAGE ASSISTANCE - MANDATORY DOCUMENTS:

- Mortgage Statement showing past due after March 1st, 2020.
 - Proof of homestead, ownership and current on property taxes as of March 1st, 2020.
 - Property cannot be used in any part as a rental.
 - Lender agreement accepting terms and conditions of the program.
 - W-9 form required for Mortgage Lender.
3. Proof that one or more members of the of the applicant's household either:
 - (i) qualified for unemployment benefits or
 - (ii) experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during the COVID-19 pandemic.
 - If the applicant is applying based on section (i) for this determination, the applicant must either provide a written attestation signed by the applicant or other relevant documentation regarding the household member's qualification for unemployment benefits.
 - If the applicant is applying based on section (ii) for this determination, Federal guidance requires the applicant to provide a written attestation signed by the applicant that one or more members of the household meets this condition.
 - Duplication of Benefits inquiry for all applicants.
 4. Proof that one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include:
 - A past due utility or rent notice or eviction notice.

- Written attestation or other evidence of risk.

5. Proof of Income including written attestation of income and documentation available such as:

- Form W2 or 1099
- Bank Statements
- Two (2) months of pay stubs.
- Letter from employer that notes decrease of hours or wages.
- State of Connecticut unemployment benefits document

Duplication of Benefits: If applicant received, receives, or is scheduled to receive additional funds because of COVID-19, are not eligible.

Required Measures as outlined by ARPA

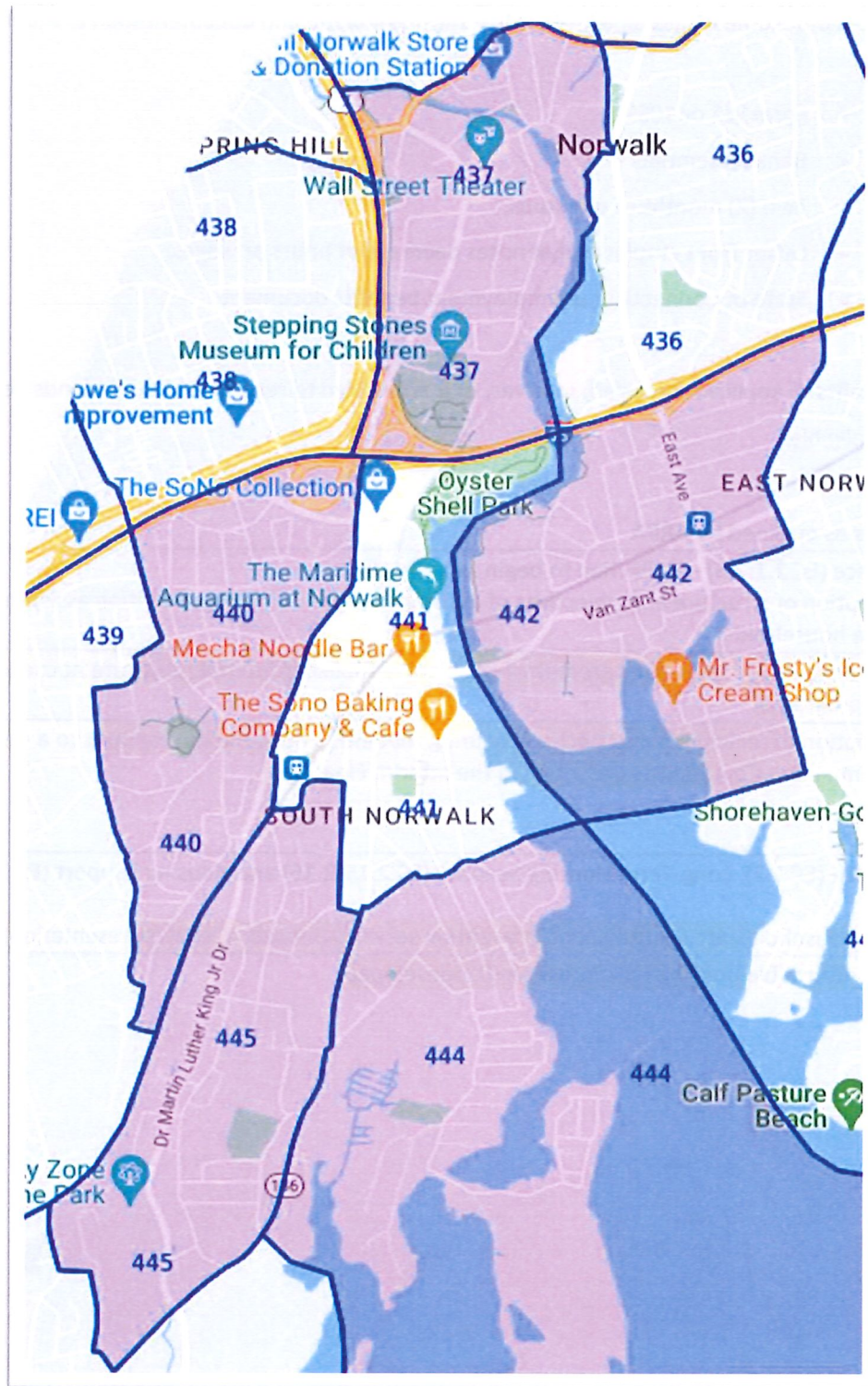
Household Assistance (EC 2.1-2.5) – Collection to begin January 2022:

- Brief description of structure and objectives of assistance program(s) (e.g., nutrition assistance for low-income households)
 - Number of households served (by program if recipient establishes multiple separate household assistance programs)
 - Brief description of recipient's approach to ensuring that aid to households responds to a negative economic impact of Covid-19, as described in the Interim Final Rule
-

Household Assistance (EC 2.2), Long-Term Housing Security (EC 2.15-2.16) and Housing Support (EC 2.17-2.18):

- Number of households receiving eviction prevention services (including legal representation)
 - Number of affordable housing units preserved or developed.
-

2023 Qualified Census Tracts (QCTs) and Difficult Development Areas (DDAs) are effective January 1, 2023



City Coordinator

Carlos Duque, MBA
Fair Rent Coordinator
City of Norwalk - Community Services Dept.
125 East Avenue, Room 202
Norwalk, CT 06851
CDuque@Norwalkct.gov
Office: (203) 854-7989 (or 7987)
Cell: (203) 970-4200

Recommended Partner Agencies

Nancy Coughlin
Chief Executive Officer
Person to Person
76 South Main Street
Norwalk CT 06854
Cell: 203-621-0680
Email: nancycoughlin@p2phelps.org
Website: p2pHelps.org

Dr. Monette M. Ferguson
Executive Director
Alliance for Community Empowerment
108 Main St, Norwalk, CT 06851
Office: (203) 838-8110
Email: mferguson@alliancect.org
Website: www.alliancect.org