COMMON COUNCIL **REVISED AGENDA** **July 26, 2022**
NORWALK, CONNECTICUT **7:30 PM EST** **COUNCIL CHAMBERS**

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

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.org/meetings**

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I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: July 12, 2022

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Peter Gisolfi Associates, Project # 4179A, for Architect and Engineering Services for Cranbury Park, fee schedules attached. Funding provided through the State of Connecticut, Office of Economic and Community Development, Urban Act program, 4-66c.

2. Authorize the Mayor, Harry W. Rilling, to enter into a three year contract with Active Network, LLC for the purchase of Recreation Management software in an amount not to exceed $51,475.00 for year 1, $28,875.00 for year 2, $30,319 for year 3, $31,835 for year 4 (extension) and $33,427.00 for year 5 (extension). Funding for year 1 through the ARPA account, years 2, 3, 4 and 5 through the Recreation and Parks operating budget.

2a. Authorize the Director of Recreation and Parks, or a representative, to issue yearly change orders in amount not to exceed $5,147.00 per fiscal year.

2b. Authorize the Director of Recreation and Parks, or a representative, to approve two 1-year contract extensions.

B. FINANCE & CLAIMS COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: July 14, 2022

2. For informational purposes only: Narrative on Tax Collections Dated: July 14, 2022

3. For informational purposes only: Monthly Tax Collector's Report Dated: June 2022

4a. Authorize the Mayor to execute a three (3) year agreement with TaxServ Capital Services, LLC, for the 4109 – Collection Agency Services.

4b. Authorize the Tax Collector or designee to issue two (2) one (1) year contract extensions on the TaxServ Capital Services, LLC contract.

5a. Authorize the Mayor to execute a three (3) year agreement with Canon Solutions America, Inc for the 4181-City and BOE Centralized Mailroom Services for a total not to exceed $243,036.00. Funding available from account 011362-5259

5b. Authorize the Purchasing Agent to issues change orders on the contract for a total not to exceed $24,304.00.

5c. Authorize the Purchasing Agent or designee to issue two (2) one (1) year contract extensions on the Canon Solutions America, Inc contract.

6. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to execute memorandum of understanding regarding payments in Lieu of Taxes between the City of Norwalk and The Housing Authority of the City of Norwalk.

7. Authorize the Mayor, Harry W. Rilling, to execute agreement with Quality Data Service. A total amount not to exceed $125,000 accounts: 011321-5258 TAX ASSESSOR OTHER PROFESSIONAL

8a. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments and/or amendments as may be necessary to enter into agreement with Recovery Network of Programs Inc., for the sole source contracting for embedded social workers, amount not to exceed $216,000.00 annually. ARPA Funds, Account 133010-5796-APD01.

8b. Authorize the Chief of Police, Thomas Kulhawik, to execute any and all agreements, documents, instruments and amendments as may be necessary to implement the Recovery Network of Programs, Community Response Initiative within the City of Norwalk.

9. RESOLUTION: Requesting for City of Norwalk's Recreation and Parks Department aggregating in the amount of $2,000,000 from the ARPA (American Rescue Plan Act) fund. Accounts: 134010-5796-ARP01 PLAYGROUND REPLACEMENTS for $1,400,000; 134010-5796-ARP02 STAFFING AND EQUIPMENT for $380,000 and 134010-5796-ARP03 PLANNING AND SYSTEM ADMINISTRATION for $220,000.

C. ORDINANCE COMMITTEE

1. Approve amendment to City Code. Chapter 17 (Aquifer Protection Agency), Subsection 1 (Designation; membership; technical training).

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

COMMON COUNCIL REGULAR MEETING JULY 12, 2022
NORWALK, CONNECTICUT COMMON COUNCIL CHAMBERS & 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

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Mayor Rilling called the meeting to order at 7:38 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. **ROLL CALL**

Ms. Dixon called the Roll:

Council at Large: Mr. Gregory Burnett Mr. Joshua Goldstein

	Ms. Dominique Johnson Ms. Barbara Smyth	Ms. Nora Niedzielski Eichner
District A:	Ms. Nicol Ayers	Mr. David Heuvelman
District B:	Ms. Diana Revolus	Ms. Darlene Young
District C:	Mr. John Kydes	Ms. Jenn McMurrer
District D:	Mr. Bryan Meek	
District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan

At Roll Call there were fourteen (14) Council members present and one (1) absent (Ms. Alterman). A Quorum was present.

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

II. **ACCEPTANCE OF MINUTES**

Regular Meeting: June 28, 2022

The following correction was made to page 2: Correct the spelling of Mr. Schantz' name.

** **MS. SHANAHAN MOVED TO APPROVE 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.

Ms. Diane Cece, represented the East Norwalk Neighborhood Association and spoke about item VII.D.2 regarding the approval of the Industrial Zone. She explained that the ENNA requested that several changes be made, mostly relative to Industrial Zone 2. In addition, they expressed their concerns that it may open the area up to objectional uses.

Ms. Cece highlighted six allowable uses and said they are not asking to restrict any existing uses. She asked the Common Council to consider sending this back, because they could end up with six story buildings. Ms. Cece said they have asked for changes repeatedly.

IV. **MAYOR**

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Mayor Rilling announced and accepted the resignation of Mr. Babar R Sheikh from the Oak Hill Park Authority

APPOINTMENTS:

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

AVA JACOBS, ART COMMISSION

Ms. Niedzielski Eichner spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

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

CHRISTINE BISCEGLIE, BIKE WALK COMMISSION

Mr. Burnett spoke in support of the reappointment.

**** MOTION PASSED UNANIMOUSLY**

Due to a potential conflict of interest, Ms. Johnson recused herself and left the Common Council Chambers.

**** MR. GOLDSTEIN MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT**

TANNER THOMPSON, BIKE WALK COMMISSION

Mr. Goldstein, Mr. Meek and Ms. Smyth spoke in support of this reappointment.

Mr. Tanner addressed the members of the Common Council and shared his vision for the Bike Walk Commission.

** **MOTION PASSED UNANIMOUSLY**

Ms. Johnson returned to the Common Council Chambers.

** **MR. LIVINGSTON MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT**

ALAN DUTTON, OAK HILL PARK AUTHORITY

Mr. Livingston spoke in support of this reappointment.

** **MOTION PASSED UNANIMOUSLY**

• MAYOR'S REMARKS:

Mayor Rilling said that COVID-19 cases were on the rise in Fairfield County and asked everyone to stay up to date on vaccinations, boosters, and take precautions. He said he will continue to update everyone.

The Connecticut Summer at the Museum initiative is back where Connecticut residents under 18 and one accompanying adult can visit participating museums free of charge, July 1st – September 5th. Some of the participating museums are the Lockwood Mathews Mansion Museum, the Norwalk Historical Society, the Norwalk Seaport Association, The Maritime Aquarium and the Stepping Stones Museum for Children.

The Summer Concert Series is back on Wednesday nights. The City is actively looking applications from jazz bands for Saturday evening concerts this summer.

V. **COUNCIL PRESIDENT**

A. GENERAL COUNCIL BUSINESS:

Mr. Livingston welcomed Mr. Meek to the Common Council. He announced that Ms. Shanahan would be reading this evening's Consent Calendar.

B. CONSENT CALENDAR:

** **MS. SHANAHAN MOVED TO APPROVE THE FOLLOWING CONSENT CALENDAR:**

VI.A.1, VII.A.1, VII.A.3A, VII.A.3B, VII.A.4, VII.B.1, VII.B.2, VII.B.4, VII.C.1A, VII.C.1B, VII.C.2A, VII.C.2B

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. PEREZ, OLLIE V. CITY OF NORWALK, ET AL, DOCKET NUMBER FST-CV19-6044707-S. – EXECUTIVE SESSION

VII. <u>COMMON COUNCIL COMMITTEES</u>

A. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. AUTHORIZE THE PURCHASING AGENT, SHARON CONNORS, TO ISSUE A PURCHASING ORDER TO THE SOLE BIDDER, SEA SUPPORT INC. OF NEW HAVEN, CT, UNDER BID #4165R, FOR THE PURCHASE OF A REFURBISHED AND CERTIFIED TO NEW 25" SAFEBOAT,
DEFENDER CLASS, NOT EXCEED $240,000. THE 25% MUNICIPAL GRANT MATCH OF $60,000 HAS BEEN ALLOCATED FOR IN THE 2022-2023 CAPITAL BUDGET.
ACCOUNT #363185-5738-GOOOS.

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND/OR AMENDMENTS AS MAY BE NECESSARY TO ENTER INTO AGREEMENT WITH RECOVERY NETWORK OF PROGRAMS INC., FOR THE SOLE SOURCE CONTRACTING FOR EMBEDDED SOCIAL WORKERS, AMOUNT NOT TO EXCEED $216,000.00 ANNUALLY. ARPA FUNDS, ACCOUNT TBD. CONSENT TO TABLE

2B. AUTHORIZE THE CHIEF OF POLICE, THOMAS KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE RECOVERY NETWORK OF PROGRAMS, COMMUNITY RESPONSE INITIATIVE WITHIN THE CITY OF NORWALK. CONSENT TO TABLE

3A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT FUNDING UNDER THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION, FY 2022 HIGHWAY SAFETY PROJECT, DRE INSTRUCTOR SUPPORT GRANT.

3B. AUTHORIZE THE CHIEF OF POLICE, THOMAS KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION, FY 2022 HIGHWAY SAFETY PROJECT, DRE INSTRUCTOR SUPPORT GRANT. ACCOUNT: TBD.

4. AUTHORIZE MAYOR HARRY W. RILLING TO SIGN MUTUAL BENEFIT AND USE AGREEMENT FORMS TO UTILIZE THE FOLLOWING STATE OF CT CONTRACTS, AS NEEDED, IN THE EVENT OF LARGE- SCALE DISASTER RESPONSES THAT PROVIDE THE OPPORTUNITY FOR FEMA REIMBURSEMENT.
• DISASTER DEBRIS RESPONSE AND MANAGEMENT SERVICES
O VENDOR: ASHBRITT
O STATE OF CT CONTRACT #: 14 PSX 0060
• DISASTER DEBRIS MONITORING SERVICES
O VENDOR: TETRATECH
O STATE OF CT CONTRACT #: 14 PSX 0059

B. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH M&J ENGINEERING P.C., TO PROVIDE CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICE FOR TMP, PHASE 4 TRAFFIC SIGNAL UPGRADE & DMS INSTALLATION, PROJECT NUMBER #102-360, FOR AN AMOUNT NOT TO EXCEED $246,650.00.
ACCOUNT NO. 09 22 4120 5777 C0232

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF NORWALK AND STANTEC CONSULTING SERVICES, INC. FOR CONSTRUCTION INSPECTION SERVICES FOR STATE PROJECT 102-350
NORWALK RIVER VALLEY TRAIL PHASE 2 FOR AN AMOUNT NOT TO EXCEED $5,500.00.
ACCOUNT NO. 09 22 3750 5777 C0777

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT TO THE APRIL 13, 2021 AGREEMENT BETWEEN THE CITY OF NORWALK AND THE GRASSO COMPANIES, LLC. FOR PROJECT PM2021-1 PAVEMENT MANAGEMENT PROGRAM FOR A SUM NOT TO EXCEED $3,400,000.00. ACCOUNT NO. 09 23 4021 5777 C0318
09 23 4021 5777 C0302
09 23 4021 5777 C0021
09 23 4120 5777 C0649
03 00 00 2602

C. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH AAIS, A DIVISION OF SPECTRUM ENVIRONMENTAL, LLC (STATE CONTRACT: 103-0265 CV) FOR THE ROTON MIDDLE SCHOOL ASBESTOS FLOORING REMOVAL AND REPLACEMENT PROJECT FOR A TOTAL NOT EXCEED $487,228.00. FUNDS ARE AVAILABLE IN ACCT. # 09225010 5777 C0595.

1B. AUTHORIZE THE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED $48,722.00.
FUNDS ARE AVAILABLE IN ACCT. #09225010 5777 C0595.
2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RE-TECH LLC FOR ROOSEVELT SENIOR CENTER ADA TOILET ROOM RENOVATIONS FOR A TOTAL NOT TO EXCEED $79,900.00. ACCOUNT #0919/20 1000 5777 C0536

2B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $7,990.00.

D. ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTATION TO RATIFY AND APPROVE THE INDUSTRIAL ZONES STUDY. CONSENT TO TABLE

** **MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

B. PUBLIC WORKS COMMITTEE

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN ON-CALL AGREEMENT BETWEEN THE CITY OF NORWALK AND ALMSTEAD TREE & SHRUB CARE COMPANY LLC AND MINUTEMEN LAND SERVICES, LLC FOR THE SUPPLY AND PLANTING OF TREES AND SHRUBS. TASK ORDERS NOT TO EXCEED $700,000.00 IN THE AGGREGATE BETWEEN THE TWO (2) COMPANIES.**
ACCOUNT NO.
13 4010 5796 APW08
13 3710 5796 AEC18

Ms. Smyth reviewed the request. Mr. Anthony Carr, Chief of Operations explained they will be using ARPA funds (American Rescue Plan Act) and plan to have an aggressive tree planting program. They are looking for Minuteman to work in conjunction with Almstead. He added that the scope of work has not been defined yet, but as they define each area, they will issue task orders. Mr. Paul Solnik, Senior Engineer reviewed the pruning plan.

Mr. Livingston commended the Public Works department and the department of Economic and Community Development. He said this is further evidence of the City's commitment to planting more trees. Ms. Niedzielski Eichner applauded Mr. Solnik and the Public Works team and said she looks forward to seeing $700,000 worth of trees.

** **MOTION PASSED UNANIMOUSLY**

D. ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

** **MR. KYDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ALL DOCUMENTATION AND/OR RESOLUTIONS ASSOCIATED WITH THE CITY OF NORWALK'S OPT OUT OF THE STATE OF CONNECTICUT PARKING PROVISIONS OF PUBLIC ACT NO. 21-29 (HB 6107).**

Mr. Kydes explained that Mr. Baker was here to answer any questions. Ms. McMurrer asked if there were going to be regulation re-writes around parking. Mr. Baker said they are looking at parking citywide and he does not know if this will come back to the Common Council. Ms. McMurrer said there are a lot of questions about the regulation requiring 1.3 parking spaces per unit. Mr. Baker said the staff feels the existing parking is sufficient. Mr. Meek said he did not see any reason not to keep the power with the City rather than the State.

** **MOTION PASSED UNANIMOUSLY**

Ms. Young welcomed Mr. Meek to the Common Council and said she looks forward to seeing him at all the meetings. Ms. Smyth also welcomed Mr. Meek and said she feels he will be a great member of the Common Council. She added that he will fit right in.

IX. **MOTIONS POSTPONED TO A SPECIFIC DATE**

There were none this evening.

X. **SUSPENSION OF RULES**

There were none this evening.

XI. **ADJOURNMENT**

** **MS. YOUNG MOVED TO ADJOURN**
** **MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:25 p.m.

ATTEST:_____
Irene Dixon, City Clerk

AGENDA

JULY 14th 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

PAY TO:	**BILL No & AMOUNT REFUNDED**		**REASON**

MOTOR VEHICLE

ACAR LEASING LTD	19-MV-300367	$451.43	PRORATION
	20-MV-300586	$407.34	PRORATION
	20-MV-300789	$353.51	PRORATION
ACAR LEASING LTD	20-MV-400120	$458.50	PRORATION
BARRINGTON MONIQUE KIRBY	20-MV-304684	$518.79	PRORATION
BIASE RENE P	20-MV-401379	$40.83	PRORATION
BOYLE JOSEPH MARIAN	20-MV-306875	$28.80	PRORATION
HONDA LEASE TRUST	20-MV-407332	$67.48	PRORATION
MAVILA ANA C	20-MV-341797	$53.42	PRORATION
VILLACIS MARCIA	21-MV-369921	$303.50	PAID IN ERROR

REAL ESTATE

CORELOGIC			
6 SILVERMINE AVE UNIT A/4			
5-49-158-A/4	20-RE-125718	$1,893.30	DUP/OVER PYMT
CORELOGIC			
17 HONEYHILL RD			
5-23-53-0	20-RE-100765	$4284.83	DUP/OVER PYMT
CORELOGIC			
14 BAYNE ST			
5-35-92-0	20-RE-128067	$4529.49	DUP/OVER PYMT

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

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

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

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: July 11, 2022
Re: Narrative for June, 2022 Tax Collector's Reports (plural)

As of the end of June, 2022, having concluded the prior fiscal year, we collected more than $349 million against our $352 million adjusted levy, or **99.18%**. We collected **98.97%** of our sewer use levy, more than $16 million, and **93.9%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of June 2022 slightly ahead of last year for collection of taxes (0.37%), sewer use (0.51%), and the IPP fee (5.54%). Please note the continuing change in the actual collectible levy: between July 1, 2021 and the end of June 2022, the net decrease now stands at more than $5.2 million. This very significant decrease in our current collectible levy is primarily due to court settlements and stipulated judgments in court cases involving property tax appeals.

For prior years' collections, through the end of June 2022, we show a **net** collection of nearly $3.4 million (down since last month, and down from more than $5 million since the beginning of this fiscal year on July 1, 2021).

The month of June was one of our busiest months, as we closed out the old year, and prepared for the beginning of the new year. The new tax and sewer use billing was issued in late June 2022, and bills went in the mail to Norwalk taxpayers on June 24. The last day on which to pay these taxes without penalty is Monday, August 1.

Our June 2022 report on advance collections processed during June 2022 on the new levy shows we collected more than $11 million, or 3.04% of our adjusted tax levy, prior to July 1. This is one of the advantages of mailing our bills out as "early" as possible (prior to July 1). We were able to bank more than $11 million in receipts even before the bills were "technically" due on July 1, 2022.

The current collection period is going as well as could be expected. There are a few issues, primarily related to short staffing in our division and the assessor's division, but we are working together as best we can. The Human Resources division is recruiting externally for the entry level cashier's position in our division. We also "lost" one of our senior employees to another division, so we are now short by two, in the middle of the collection period, but that employee is now working in the assessor's division, so the "win" is nearby, in the office next door.

Taxpayers who so choose may pay in person at one of 10 participating Norwalk bank branches, or at our office at City Hall. There are other options as well: taxpayers may pay online or over the telephone, or by mail. Taxpayers paying online or by phone may choose to pay by electronic check ("E check" or ACH payment); or by credit, debit or ATM card. There are fees associated with these payment methods, but the least expensive option may be the "E Check" – for the relatively modest additional cost of $1.25, the taxpayer can eliminate the anxiety and uncertainty of mailing the payment, as well as the inconvenience of making the trip to pay in person. Those paying in person are welcome to pay by check, money order, cash, or any of the cards mentioned above.

Our budgeted collection goals are, as always, predicated on the infusion of revenue generated by tax sales and other aggressive tax collection enforcement measures. The tax sale site at City of Norwalk Tax Sale 2021 (arcgis.com) remains active online. Our next tax sale will be held next year, in July 2023. We will begin work on that sale this fall after the summer collection cycle has concluded.

Since February 2022, we have been issuing alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We continue issuing approximately 25 warrants per month. We also continue to pursue our health permit initiative for business establishments owing back taxes that have been delinquent for at least one year, and are still administering a wage garnishment for city and board of education employees who owed back taxes.

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.

With that in mind please allow me to address the Finance and Claims Committee agenda item concerning hiring a collection agency. In Connecticut, taxes are collectible for 15 years from their due date. Most taxpayers do pay on time, but in a city of close to 90,000 individuals, there are some who do not. There are also billing issues relative to incorrect addresses and returned mail, particularly with motor vehicle taxes, due to the volume of accounts and the fact that we live in a mobile society. Collecting motor vehicle taxes will become even more challenging now that the state of Connecticut has enacted three year rather than two year vehicle registrations; in some cases that means taxpayers will take advantage of the longer time to avoid paying their property taxes until it is time for them to re-register their vehicle at the Department of Motor Vehicles, and more time will go by.

Municipalities work with the DMV to report taxpayers for noncompliance and also to update the DMV when payment is made. One of our mutual challenges has always been attempting to locate taxpayers who move and who no longer have a forwarding address on file. Additionally, our division simply does not have the staff to spend considerable time trying to research returned mail, particularly motor vehicle bills that can number in the hundreds. In the past, we had a collection agency that was hired to pursue billing of past due motor vehicle accounts for which we had no valid address. That agency went out of business during the COVID 19 pandemic.

Earlier this year, we were able to issue a Request for Proposals through our Purchasing Department and received five bids from companies interested in taking on these accounts. Sharon Conners, the Purchasing Agent, and her staff, as well as me and two senior staff members from my division, reviewed all five of the proposals in detail and rated the applicants. We subsequently interviewed two firms online and made our final selection based on the ratings and the interviews. Both of those firms have numerous other Connecticut municipal clients, including several large clients, and are very familiar with the challenges we face and the type of business arrangement the City contemplates. It is our unanimous recommendation to recommend that the Common Council choose TaxServ Capital Services, LLC as the service provider.

Please note that now, as in the past, there is no cost to the city, because the collection fees are passed on to the delinquent taxpayers. We are structuring the arrangement so that all taxes are being paid directly to the City, not to the agency – the agency is only locating and billing on our behalf but all funds are coming through the tax collector's office. The agency will be entitled to charge an **additional fee of 15%** which is set by statute and is the same amount that state marshals charge for their collection services.

I am prepared to respond to any questions you may have concerning this recommendation, and / or how the collection agency works.

TAX COLLECTOR'S REPORT
JUNE 2022

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 21 - JUN 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$21,672,160.18	$20,269,727.33	93.53%	$21,319,576.04	($352,584.14)	95.08%
AUTOMOBILE-SUPPLEMENTAL	$4,219,965.63	$3,689,791.23	87.44%	$4,196,170.71	($23,794.92)	87.93%
PERSONAL PROPERTY	$22,966,731.64	$22,208,775.23	96.70%	$22,719,329.15	($247,402.49)	97.75%
REAL ESTATE	$308,716,745.40	$303,286,211.13	98.24%	$304,101,673.82	($4,615,071.58)	99.73%
TOTAL TAX	**$357,575,602.85**	**$349,454,504.92**	**97.73%**	**$352,336,749.72**	**($5,238,853.13)**	**99.18%**
SEWER USE	$16,488,685.00	$16,149,998.15	97.95%	$16,317,457.54	($171,227.46)	98.97%
IPP FEE	$187,000.00	$177,228.83	94.77%	$188,750.00	$1,750.00	93.90%

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	JUN 20 - JUN 21				
AUTOMOBILE-REGULAR	$20,760,190.24	$19,524,700.89	94.05%	$20,421,054.61	($339,135.63)	95.61%
AUTOMOBILE-SUPPLEMENTAL	$2,974,458.75	$2,605,191.17	87.59%	$2,925,528.58	($48,930.17)	89.05%
PERSONAL PROPERTY	$20,000,411.00	$19,411,910.63	97.06%	$19,955,004.03	($45,406.97)	97.28%
REAL ESTATE	$310,928,205.46	$305,155,969.24	98.14%	$307,561,714.28	($3,366,491.18)	99.22%
TOTAL TAX	**$354,663,265.45**	**$346,697,771.93**	**97.75%**	**$350,863,301.50**	**($3,799,963.95)**	**98.81%**
SEWER USE	$16,883,967.00	$16,622,106.89	98.45%	$16,881,855.34	($2,111.66)	98.46%
IPP FEE	$200,500.00	$176,704.69	88.13%	$199,999.78	($500.22)	88.35%

TAX DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	$2,912,337.40	$2,756,732.99	-0.03%	$1,473,448.22	($1,438,889.18)	0.37%
SEWER DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($395,282.00)	($472,108.74)	-0.50%	($564,397.80)	($169,115.80)	0.51%
IPP DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($13,500.00)	$524.14	6.64%	($11,249.78)	$2,250.22	5.54%

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 21 - JUN 22)	FISCAL YR 2019-2020 (JUL 20 - JUN 21)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$377,984.28	$809,300.27	($431,315.99)
PRIOR SEWER USE FEE	$239,294.44	$242,224.75	($2,930.31)
PRIOR IPP FEE	$26,052.59	$12,169.66	$13,882.93
TOTAL PRIOR TAX, SEWER & IPP	**$643,331.31**	**$1,063,694.68**	**($420,363.37)**
CURRENT INTEREST	$978,498.26	$1,037,490.44	($58,992.18)
PRIOR INTEREST	$1,204,959.99	$1,173,184.29	$31,775.70
SEWER USE FEE INTEREST	$125,694.94	$108,823.58	$16,871.36
IPP FEE INTEREST	$12,788.55	$7,615.76	$5,172.79
TOTAL INTEREST COLLECTED	**$2,321,941.74**	**$2,327,114.07**	**($5,172.33)**
PRIOR LIEN FEE	$12,690.73	$14,620.36	($1,929.63)
CURRENT LIEN FEE	$7,320.00	$5,781.76	$1,538.24
TOTAL LIEN FEE COLLECTED	**$20,010.73**	**$20,402.12**	**($391.39)**
MISC FEES COLLECTED**	**$386,716.84**	**$134,535.44**	**$252,181.40**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,372,000.62**	**$3,545,746.31**	**($173,745.69)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

TAX COLLECTOR'S REPORT
JUNE 30, 2022
ADVANCE COLLECTIONS

FISCAL YEAR 2021-2022 (2021 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 2022	COLLECTION %	CORRECTED LEVY*	COLLECTION %
AUTOMOBILE-REGULAR	$27,605,498.25	$1,195,792.30	4.33%	$27,565,111.84	4.34%
PERSONAL PROPERTY	$26,217,238.98	$361,262.61	1.38%	$22,417,047.70	1.61%
REAL ESTATE	$315,360,461.09	$9,517,233.82	3.02%	$314,639,785.78	3.02%
TOTAL	**$369,183,198.32**	**$11,074,288.73**	**3.00%**	**$364,621,945.32**	**3.04%**
SEWER USE FEE	$17,981,973.00	$420,590.01	2.34%	$17,958,889.00	2.34%
IPP FEE	$190,750.00	$8,250.00	4.33%	$193,500.00	4.26%

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	JUN 2021			
AUTOMOBILE-REGULAR	$21,672,160.18	$2,009,912.03	9.27%	$21,611,510.77	9.30%
PERSONAL PROPERTY	$22,966,731.64	$417,817.69	1.82%	$22,962,541.34	1.82%
REAL ESTATE	$308,716,745.40	$11,473,897.91	3.72%	$307,920,929.90	3.73%
TOTAL	**$353,355,637.22**	**$13,901,627.63**	**3.93%**	**$352,494,982.01**	**3.94%**
SEWER USE FEE	$16,488,685.00	$497,230.65	3.02%	$16,485,001.00	3.02%
IPP FEE	$187,000.00	$15,750.00	8.42%	$175,500.00	8.97%
DIFFERENCE 2021 G.L. vs. 2020 G.L. TAX ONLY - INC/(DEC)	$15,827,561.10	($2,827,338.90)	-0.93%	$12,126,963.31	-0.91%
DIFFERENCE 2021 G.L. vs. 2020 G.L. SEWER USE FEE ONLY - INC/(DEC)	$1,493,288.00	($76,640.64)	-0.68%	$1,473,888.00	-0.67%
DIFFERENCE 2021 G.L. vs. 2020 G.L. IPP FEE ONLY - INC/(DEC)	$3,750.00	($7,500.00)	-4.10%	$18,000.00	-4.71%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

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

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

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

MEMORANDUM

To: Finance and Claims Committee of the Common Council and Common Council
From : Lisa Biagiarelli, Tax Collector
RE : 4109 – Collection Agency Services
Date : 07/05/2022

The most recent provider of collection agency services to the city has gone out of business and ceased operations.

The City issued a request for proposal on May 20, 2022, for project 4109 – Collection Agency Services. Five proposal submissions were received from the following interested proposers:

1. Evergreen Professional Recoveries
2. First Credit Services
3. I C System, Inc.
4. Rossi Law Offices, Ltd
5. TaxServ Capital Services, LLC

Purchasing Agent Sharon Conners, Tax Collector Lisa Biagiarelli, Assistant Tax Collector Al Palumbo, and Delinquent Tax Collector Cynthia Haith reviewed the submitted proposals, and conducted interviews via Zoom with key staff from the top two finalists.

Based on our review, we are unanimous in recommending the award to TaxServ Capital Services, LLC.

Thank you for your review and consideration.

Agenda Language

a. Authorize the Mayor to execute a three (3) year agreement with TaxServ Capital Services, LLC, for the 4109 – Collection Agency Services.
b. Authorize the Tax Collector or designee to issue two (2) one (1) year contract extensions on the TaxServ Capital Services, LLC contract.

CITY OF NORWALK
Sharon Conners
Purchasing Agent
sconners@norwalkct.org
P: 203-854-7947 / F: 203-854-7817
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

To: Finance and Claims Committee of the Common Council and Common Council
From : Sharon Conners, Purchasing Agent
RE : 4181- City and BOE Centralized Mailroom Services
Date : 06/27/2022

The current agreement with Canon Solutions America, Inc. (CSA) is set to expire on June 30, 2022. The City and BOE issued a joint request for proposal on May 6th, 2022, for project 418-City and BOE Centralized Mailroom Services. Two proposal submissions were received from the following interested proposers:

FIRM	CITY BASE PERIOD 7/1/2022-06/30/2025	CITY OPTIONAL EXTENSION PERIOD 1	CITY OPTIONAL EXTENSION PERIOD 2	CITY TOTAL
Canon Solutions America Inc.	$243,036.00	$83,442.50	$83,442.50	$412,424.50
Onsite Management Group, LLC	$343,090.00	$121,295.00	$124,935.00	$589,320.00

Representatives of BOE (Karen Barton and Bill Hodel) and the City (Sharon Conners) who managed the current day to day operations of the shared mailroom and services reviewed the submitted proposals.

Based on the current and outstanding services performed by Canon and that Canon was the low bidder from the RFP, the representatives are recommending to award to Canon Solutions America, Inc. The BOE will seek a similar authorization for their recommendation to award through the BOE Board.

Thank you for your review and consideration

Agenda Language

a. Authorize the Mayor to execute a three (3) year agreement with Canon Solutions America, Inc for the 4181-City and BOE Centralized Mailroom Services for a total not to exceed $243,036.00. Funding available from account 011362-5259
b. Authorized the Purchasing Agent to issues change orders on the contract for a total note to exceed $24,304.00
c. Authorize the Purchasing Agent or designee to issue two (2) one (1) year contract extensions on the Canon Solutions America, Inc contract.

MEMORANDUM OF UNDERSTANDING
By and Between
CITY OF NORWALK
and
HOUSING AUTHORITY OF THE CITY OF NORWALK
Regarding Payments in Lieu of Taxes

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this ___ day of _____, 2020, by and between, the City of Norwalk, acting herein by its Mayor, the Honorable Harry Rilling, duly authorized (hereinafter the "City"), and the Housing Authority of the City of Norwalk, a public body corporate and politic, organized under the laws of the State of Connecticut, acting herein by its Executive Director, Adam Bovilsky, duly authorized, with its principal office at 24 ½ Monroe Street, Norwalk, Connecticut (hereinafter "NHA"), (collectively the "Parties").

Recitals

WHEREAS, the City and NHA are parties to several Cooperation Agreements relating to payments in lieu of taxes (hereinafter "PILOT") to be made by the NHA for various properties owned by NHA situated within the City of Norwalk (a list of said Cooperation Agreements is attached hereto as Exhibit A); AND

WHEREAS, a disagreement has developed regarding the interpretation of the terms and conditions of the Cooperation Agreements: AND

WHEREAS, the City and NHA desire to memorialize their agreement and understanding with respect to the interpretation of the Cooperation Agreements and the various terms and conditions contained therein.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth and other good and valuable consideration, the parties agree as follows:

1. Trash Collection/Disposal Expenses. The parties agree that, in addition to all other offsets, credits and deductions available to the NHA as set forth in the Cooperation Agreements, the NHA may deduct the costs of trash collection, including any necessary equipment, waste collection and disposal fees, and labor costs of NHA personnel, from any PILOT payment due in connection with any of NHA's federally-funded properties, detailed further in Section 2(b) herein, in existence at the time this Memorandum of Understanding is executed. The parties agree to mutually cooperate with each other to develop more cost effective methods of trash collection and disposal. Specifically, the parties will explore the use of dumpsters in lieu of individual receptacles at its projects. Upon written request, NHA shall provide the City with the basis of NHA's trash deduction computation.

2. Rental Subsidies.

a. Colonial Village. On or about April 12, 1951, the parties entered into that certain Cooperation Agreement related to NHA's housing complex known as Colonial Village. When the complex was originally constructed, there was no rental subsidy available to the residents. In or about 1980, the NHA applied for and was granted a project-based Section 8 subsidy from the United States Department of Housing and Urban Development. A dispute arose between the City and NHA whether this Section 8 subsidy should be included in the definition of "shelter rent" as contained in in Paragraph 1(c) of said Cooperation Agreement. The parties hereby agree that the term "shelter rent" shall include One Hundred percent (100%) of the Section 8 project-based subsidy received by NHA for existing units, along with actual tenant rental payments and less the costs of dwelling and non-dwelling utilities. Trash collection and disposal costs as set forth in Section 1 of this MOU will not be included as utilities for Colonial Village, so there will

be no deduction for same. Any PILOT payment relating to future housing to be developed on the Colonial Village site shall be separately negotiated between the City and NHA.

b. Federal Projects. With respect to the Cooperation Agreements relating to any federally-funded project, including but not limited to: Roodner Court, Senior Court, Irving Freese, Leroy Downs, John Shostak, 20 West Avenue, King Kennedy, Ludlow Village, Meadow Gardens, Seaview/Elmwood Avenue, Fairfield Avenue, Chapel Street, and Main Avenue, the Parties agree that only rental income received from tenants shall be included in the calculation of shelter rent, less all applicable setoffs, credits and deductions as contained therein, including trash collection and disposal costs as set forth in Section 1 of this MOU. Any operating subsidy, grants or other income received by the NHA shall not be included in the definition of "Shelter rent".

c. State Projects. With respect to the Cooperation Agreements relating to 16 School Street and Ludlow Commons, the parties agree that the definition of "shelter rent" shall only include actual rents paid by the residents, less all applicable setoffs, credits and deductions as contained therein. Any operating subsidy, grants or other income received by the NHA shall not be included in the definition of "Shelter rent".

3. Aggregation of PILOT Payments.

The parties understand and acknowledge that NHA has been and will continue to calculate PILOT payments based upon the individual Cooperation Agreements already in place. Under certain circumstances, after application of all setoffs, credits and deductions in any Cooperative Agreement, a negative balance may result. In such instance, the parties agree that NHA may apply this negative balance to any PILOT payment otherwise due to the City, whether state or federally-funded. A negative balance cannot be carried over to subsequent years; nor will the NHA be entitled to any reimbursement from the City for a negative balance.

4. Ratification and Approval. The parties hereby ratify and approve of all actions, calculations and payments previously made under the Cooperation Agreements to the date of this MOU. The terms and conditions of this MOU shall apply to all PILOT payments going forward beginning with the fiscal year ending _____.

5. PILOT Due Date. The parties agree that the PILOT payments shall be due and payable _____ days after the close of the fiscal year for any complex.

6. Representations. The parties represent that each has the power and authority to enter into this Memorandum of Understanding. In the event that any approval is required by the governing board of the NHA or Common Council of the City, the parties agree to mutually cooperate with each other to obtain said approval. Furthermore, should approval be required by the United Stated Department of Housing and Urban Development, the State Department of Housing/Economic Development or the Connecticut Housing Finance Authority, the parties agree to mutually cooperate to obtain said approvals.

7. Counterparts. This Memorandum of Understanding may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all the parties shall not have signed the same counterpart.

8. Miscellaneous. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring any party by virtue of authorship of any of the specific provisions of the MOU. When used in this MOU, the word "including" shall mean including without limitation. Any reference to federal, state, local statutes or laws shall be deemed also to refer to all rules and regulations promulgated thereunder, unless the context requires otherwise. The headings have been

inserted for convenience only and are not to be considered when interpreting the provisions of this MOU. The invalidity or unenforceability of any provision hereof shall in no way effect the validity or enforceability of any other provision herein.

9. Notice. In the event of any dispute arising under this MOU, written notice shall be given to the other party and either personally delivered or sent by overnight courier or certified mail, return receipt requested, and shall be addressed to:

To the City of Norwalk:

Hon. Harry Rilling, Mayor
City of Norwalk
125 East Avenue
Norwalk, CT 06851

To the NHA:

Adam Bovilsky
Executive Director
Housing Authority of the City of Norwalk
24 ½ Monroe Street
Norwalk, CT 06854

Signatures on following page

IN WITNESS WHEREOF, the Parties have each executed this Memorandum of Understanding.

City of Norwalk

_____
Harry Rilling, Mayor
Date:

Housing Authority of the City of Norwalk

_____
Adam Bovilsky, Executive Director
Date:

Exhibit A
LIST OF COOPERATION AGREEMENTS

1.	**WASHINGTON VILLAGE**	**06/07/1939**
2.	**ROODNER COURT**	**05/12/1950**
3.	**COLONIAL VILLAGE**	**04/12/1951**
4.	**SENIOR COURT**	**10/29/1958**
5.	**IRVING FREESE**	**10/17/1960**
6.	**LEROY DOWNS** **JOHN SHOSTAK**	**02/08/1966**
7.	**20 WEST AVENUE** **KING KENNEDY**	**08/06/1973**
8.	**AMENDMENT TO 08/06/1973** **MEADOW GARDENS** **SEAVIEW/ELMWOOD** **FAIRFIELD AVENUE** **CHAPEL STREET** **MAIN AVENUE**	**01/24/1978**
9.	**LUDLOW VILLAGE**	**12/30/1974**
10.	**16 SCHOOL STREET**	**08/03/1995**
11.	**LUDLOW COMMONS**	**11/20/1992**

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10.	**16 SCHOOL STREET**	**08/03/1995**
11.	**LUDLOW COMMONS**	**11/20/1992**

DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7/7/2022 **DEPARTMENT:** Assessor's Office

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: Based upon specifications

TOTAL COST: 125000 **MUNIS Account:** _____

VENDOR: Quality Data Service

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
	X	**Supports**	
Purchasing Agent Name		**Does Not Support**	**Department Head Name**
	X	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	William J. Ford
Date			**Date** 7/7/2022

JUSTIFICATION:

See Attached

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Providers of Assessment Administration and Collection software are very limited throughout the Country. The State of New York developed their own system for this reason, and in 2015 contracted with Tyler technologies for $20 million to develop a new system which satisfies their state specific requirements. Tyler is the number one provider of this type of software in the country. Unfortunately, in the State of Connecticut, the City of Norwalk is the only client. Several issues arise in these situations, like MUNIS V2019 did not have a Tax Administration package developed for Connecticut.

In my almost 30 years in the Assessment Profession, having worked in multiple jurisdictions in multiple states, I have reviewed and worked with several different systems. Each state oversite agency (Office of Policy and Management in Connecticut) requires specific reports and analyses in formats specific to their state. Having only one jurisdiction/client creates a significant burden on the software provider as well, when changes are required by oversite agencies.

In addition, a midsized municipality has different needs than smaller towns. The system must be sufficiently robust to handle the numerous property accounts, different exemptions, and payment periods. Personal Property and Motor Vehicle accounts are also more challenging in cities, with significant values and multiple types of exemptions.

Therefore the City would require the following minimum vendor requirements;

- Vendor must have minimum five (5) years experience in Municipal Revenue Collection and Assessor Administrative software

- Vendor must have at least 5 current Municipal clients in Connecticut AND in a city with a minimum of
    - 15,000 Real Estate Accounts
    - 50,000 Motor Vehicle Accounts
    - 2,000 Personal Property Accounts

- Vendor must have converted a minimum of one (1) municipality from Tyler Technologies/Munis

- It is expected that detailed plans will be provided by the due date for implementation and completion of the project.

After review of these minimum qualifications, only Quality Data Systems meets all the requirements.

Recovery Network

OF PROGRAMS

Recovery Network of Programs, Inc.

A private, non-profit behavioral health provider

The Community Response Initiative (CRI)

725 Bedford St

Stamford, CT 06902

The Community Response Initiative (CRI) is a mental health/substance use collaboration between Recovery Network of Programs, Inc (RNP) and the Stamford Police Department. The program operates out of the Stamford Police Department located 725 Bedford St, Stamford CT. The program connects individuals suffering from mental health illness and/or substance use dependence issues to mental health/substance use treatment and case management services primarily within the Stamford, CT area. The goal of the program is to work collaboratively with law enforcement personnel in addressing the needs of the mental health/substance use community. This will be accomplished by embedding a social worker within the law enforcement agency. In doing so we intend to close the gap that currently exist for the mentally ill and substance use disorder population. This will give this population the necessary means to obtain and stay connected to comprehensive services. Through this process the program will successfully lower law enforcements repeated calls for service, which will free up additional police resources to better serve its community. The CRI will give an opportunity for non-violent offenders to receive treatment in lieu of arrest by allowing them to receive a Promise To Appear (PTA) instead of a bond coupled with immediate access to treatment. The program may also divert Individuals who meet the necessary criteria to be in the CRI program and have reported a mental health/substance use disorder illness.

Level of care is determined by a complete and thorough evaluation and clinical observation. Individuals who are part of the CRI program are given high priority access to treatment programs and, most times, can have an intake completed within a couple of hours from the time they are evaluated. The individuals can be referred to RNP programs or other treatment providers depending on their needs and availability of resources.

CRI clients that are receiving treatment from RNP, meet weekly with the CRI social worker or designee. Each encounter is documented in the client record. A copy of the note is made for

the program the client is currently participating in. Individuals in programs outside of RNP will meet or be in communication with the CRI social worker on a regular, consistent basis. Case management continues throughout the time that the client is in the CRI program.

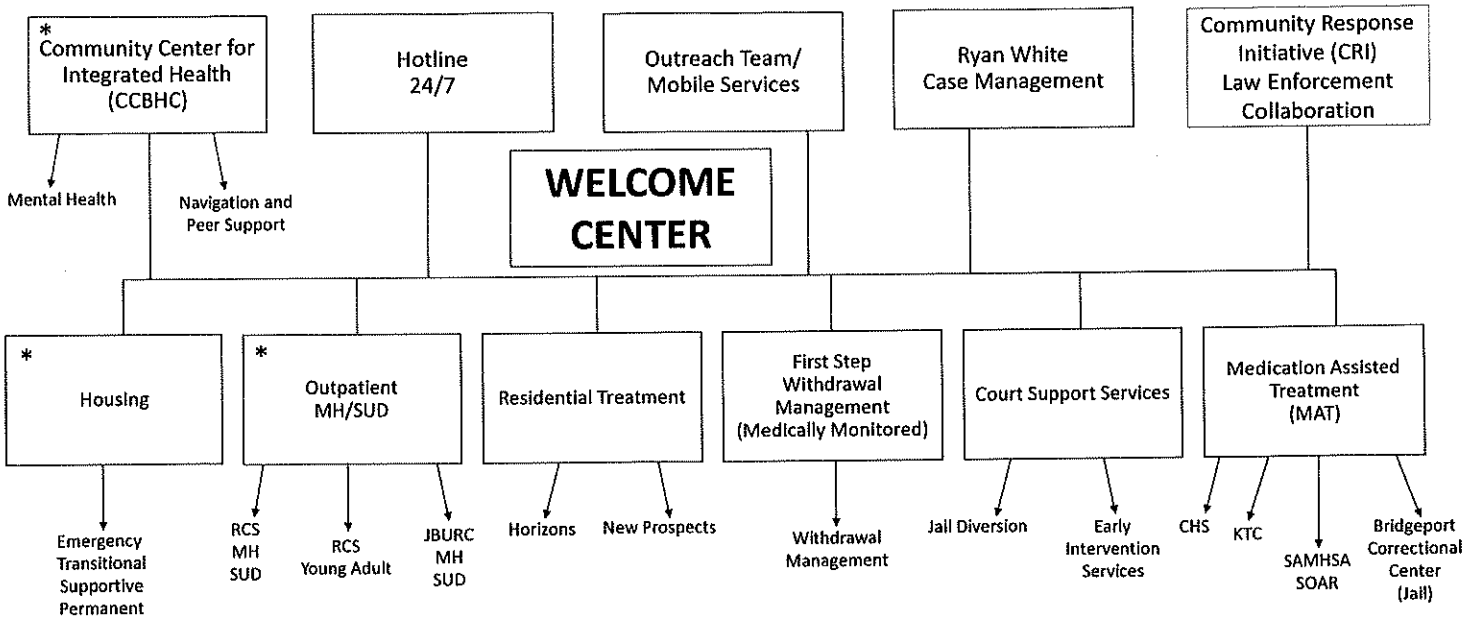
The designated community counselor/case manager must inform the CRI social worker or designee immediately of any major changes, non-compliance with program rules, lack of attendance or any other concerns. The CRI social worker or designee will meet with the client and community counselor/case manager in person or by phone within one business day of being notified of the issues. In collaboration with service providers and the CRI social worker/designee, treatment recommendations will be determined with the client. If it is decided that the client needs a higher level of care, the CRI social worker/Designee will assist in arranging the transfer and transportation of the client to the new program. If the client stops attending their program or stops engaging in their treatment, then the CRI social worker or designee will notify their law enforcement partner and RNP supervisor to inform them of such situation. If they are unable to make contact within seventy-two hours (72) there will be home visit conducted by CRI social worker and their law enforcement partner.

Once the client stabilizes, has been consistently engaged in treatment and/or has demonstrated a reduction in law enforcement calls for service the CRI social worker and the treatment team will meet and decide if the client is appropriate for a lower level of care. All treatment decisions are made in collaboration with the client, the current program and the CRI social worker/designee and documented in the client record.

Data outcomes are maintained by the Data Specialist and the CRI social worker and their law enforcement partners to determine trends and outcomes in the CRI program.

Recovery Network of Programs, Inc.

Recovery Network



*Primary Care Provided On-Site

Budget CRI

1 FTE Social Worker-Bilingual		$75,000	
Fringe		$19,000	(employee plus one)
Laptop/Cell phone		$2,400	
Travel/Training/Public Material		$2,000	
Clinical Supervison		$10,040	
Administrative cost	Total	$16,566	
		$127,006	

1 PTE Social Worker-Bilingual		$47,500
Fringe		$10,000
Laptop/Cell		$2,400
Clinical Supervision		$7,290
Administrative cost		$12,028
	Total	$79,218

DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 6/3/22 **DEPARTMENT:** Police 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:

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☐	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: new pilot program with expertise and research by one known provider.

TOTAL COST: $206,224.00 **MUNIS Account:** ARPA funding

VENDOR: Recovery Network of Programs, Inc.

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature
Sharon Conners	Digitally signed by Sharon Conners Date: 2022.06.22 10:14:07 -04'00'	X	**Supports**	
Purchasing Agent Name			**Does Not Support**	**Department Head Name**
		X	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	
Date				**Date** 6-21-22

JUSTIFICATION:

The department's goal is to hire a full-time Police Social Worker (PSW) position to decrease the repeat calls often related to mental health and unmet social service needs. The embedded PSW will work closely with the police department and act as a bridge to the community resources throughout the Greater Norwalk community. They can assess on the scene, the needs of the person in crisis and help quickly connect the residents to receive the best help, specific to the person's needs.

To do so the Recovery Network of Programs Incorporated (RNP) headquartered in Shelton, CT has served Fairfield County for over 50 years. Within the past several years they have developed a unique expertise developing the community response initiative in collaboration with local law enforcements. Having launched this targeted response with police departments in Connecticut, the city of Norwalk Police Department would like to propose engaging the Recovery Network Programs as the lead partner to house a full-time PSW to work collaboratively with law enforcement personnel in addressing the needs of mental health/substance use community.

Through this process the program will successfully lower law enforcement repeated calls for service, which will free up additional police resources to better serve the community. This initiative will give an opportunity for nonviolent offenders to receive treatment in lieu of arrests by allowing them to receive a Promise To Appear (PTA) instead of a bond couple with immediate access treatment. Selecting Recovery Network Programs will also divert individuals who meet certain criteria with direct access too many of their regional and statewide programs otherwise not available or known.

In closing, having an embedded social worker partnering with public safety, we can address and solve so many community issues and needs that we've never been able to do before. The expertise that the Recovery Network Programs, Incorporated will bring is critical to adeptly addressing problems or concerns from this vulnerable population. Thus, the need for allocation of resources will ensure a differential response that assesses, intervenes and effectively evaluates those who are in need.

UNIQUE AND SPECIAL FEATURES
Recovery Network of Programs (RNP) is uniquely qualified to provide described services above as they are the only known organization in our region to provide these services with specialized expertise working with Police Department's similar in size, diversity and intricacies. After an independent agency research no known organization have the knowledge, immediate responsiveness, contractor experience including personnel and direct project management. RNP has the features for all the needs, particularly providing individuals access with continuity of care from the initial call to the follow-up visits. Backed by their expanded access to integrated care within the State, including medical, mental health, and substance abuse services, residents who are directly referred from the police department will able to receive the help they need with preferred referrals to directly to their network and other applicable programs. This approach will readily make available these resources and does not exists independent from the RNP service array.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): n/a

Vendor 1: none known

Vendor 2: none known

EMERGENCY: Explain in detail the nature of the emergency

ADDENDUM

CITY OF NORWALK COMMON COUNCIL

FINANCE COMMITTEE

THURSDAY July 14, 2022

Authorize the Mayor Harry W. Rilling to approve the allocation of $2,000,000 of the American Rescue Plan ACT (ARPA) funds to the City of Norwalk's Recreation and Parks Department to be expended as follows:

Capital Improvements in the amount of $1,400,000 for Playground replacements at Bouton Street and Flax Hill Park, and Kendall School Playground and a complete redesign and installation of playground equipment and landscape at Meadow Street Park Playground; and the replacement of 1000 linear feet of a wooden fencing structure at Oyster Shell Park; and, Staffing and Equipment in the amount of $380,000 for Synthetic Field Grooming equipment; three new trucks for new staff and additional maintenance and Recreation Staff hours; and, Planning and Systems Administration in the amount of $220,000 for funding for the New Field, Program, Events, and Facility scheduling system, A Project Coordinator for the National Recreation and Parks Accreditation program; and a Fees and Charges Demand Study to bring about equity in Fees and Charges and create more access to programs

§ 17-1 **Designation; membership; technical training.**

A. In accordance with the provisions of Connecticut General Statutes § 22a-354a, et seq. the Planning and Zoning Commission is hereby designated as the "Aquifer Protection Agency" (hereinafter the "Agency") of the City of Norwalk.

B. Members of the Planning and Zoning Commission shall serve coexisting terms on the Agency. The membership requirements of the Agency shall be the same as those of the Planning and Zoning Commission, including, but not limited to, the number of members, terms, method of selection and removal of members, and filling of vacancies.

C. At least one member of the Agency or staff of the Agency shall complete the course in technical training formulated by the Commissioner of Environmental Protection of the State of Connecticut, pursuant to Connecticut General Statutes § 22a-354v.