

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 www.norwalkct.org/meetings.



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AGENDA

I. ROLL CALL

II. ACCEPTANCE OF MINUTES June 9, 2020

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATION AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

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. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with FGB Construction Company for Project DPW RNP2020-1 Nathan Hale Middle School Bathroom – Concession Building Foundation for a sum not to exceed \$31,500. Account #'s 09156030-5777-C1518, 09206030-5777-C05187, 014150-5585.

1b. Authorize the Director of Recreation and Parks to execute change orders on Contract with FGB Construction Company for Project DPW RNP2020-1 Nathan Hale Middle School Bathroom – Concession Building Foundation for a sum not to exceed \$3,150.00. Account #014150-5585.

2a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Giliberto & Sons, LLC Project #4018 Chimney Repair and Reconstruction at Gallaher Mansion/Cranbury Park for a sum not to exceed \$229,900.00. Account #'s 09166030-5777-C0366, 09186030-5777-C0366, 09206030-5777-C0366, 014150-5585.

2b. Authorize the Director of Recreation and Parks to execute change orders on contract with Giliberto & Sons, LLC Project #4018 Chimney Repair and Reconstruction at Gallaher Mansion/Cranbury Park for a sum not to exceed \$22,990. Account #014150-5585.

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: June 11, 2020
2. For informational purposes only: Narrative on Tax Collections Dated: June 11, 2020.
3. For informational purposes only: Monthly Tax Collector's Report Dated: May 2020.
4. Specific Action for IT 2020/2021 Capital Projects:
 - a. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computer workstations, laptops, ruggedized data terminals, tablets and obsolete asset disposal, according to City IT department specifications for an amount not to exceed \$203,349.75, account 09211370-5777-C0375 (budgeted 2020/2021 IT capital item; no special appropriation required) and forward onto the Common Council for further action.
 - b. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of Information Security software, subscriptions, and professional services or an amount not to exceed \$70,000.00 account 09211370-5777-C0375 (budgeted IT 2020/2021 capital item; no special appropriation required).
 - c. Authorize the Purchasing Agent to issue purchase orders to Total Communications, State of CT contract 18PSX0202, for the supply, installation, and training for Cisco Call Manager software upgrade for an amount not to exceed \$60,865, accounts 09211370-5777-C0375 (City:\$30,865) and 158-28400-430-58 (Board of Education portion \$30,000. (budgeted expenses; no special appropriation required).
 - d. Authorize the Purchasing Agent to issue purchase orders to Baramundi Software, USA Inc, for the Baramundi Management Suite, 800 endpoints, including support, maintenance, and subscriptions services, and training, per vendor quotation dated 1/22/2020, for an amount not to exceed \$31,512.00, account 09211370-5777-C0375 (budgeted 2020/2021 IT capital item; no special appropriation required).
5. Action Requested: Authorize the Mayor, Harry W. Rilling, to execute a contract with Cavanaugh Macdonald Consulting, LLC to perform the City's pension and OPEB actuarial valuations for the five-year period beginning July 1, 2020 and ending June 30, 2025 in accordance with their RFP Proposal and their Final Fee Structure Proposal as of May 22, 2020 for an amount not to exceed \$318,500 Account # 050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258
6. Resolution making appropriations for various public improvements aggregating \$153,832,356 for the 2020-2021 Capital Budget and Authorizing the Issuance of \$129,001,956 General Obligation Bonds of the City to meet certain appropriations in the 2020-2021 Capital Budget.

C. ORDINANCE COMMITTEE

1. Approve the following revisions/amendments to Chapter 30 of the City Code: Chapter 30:

- Section 30-15: Implementation and Oversight of City Capital Building
- Section 30-15.1: Powers and duties
- Section 30-15.2: Building Advisory Committees
- Section 30-16: Designation of School Building Committee

2. Approve the following revisions/amendments to Chapter 32 of the City Code: Chapter 32:

- Section 32-12: Board of Ethics

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

COMMON COUNCIL
NORWALK, CONNECTICUT

JUNE 9, 2020
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
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Mayor Rilling called the meeting to order at 7:33 p.m. and led the Assembly in reciting the Pledge of Allegiance. He asked for a moment of silence in memory of Mr. George Floyd.

Ms. King read the notice.

I. ROLL CALL

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

Common Council
Via Teleconference
June 9, 2020
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Council at Large: Mr. Gregory Burnett Ms. Dominique Johnson
 Mr. Manny Langella Mr. Nicholas Sacchinelli
 Ms. Barbara Smyth

District A: Mr. David Heuvelman Mr. Kadeem Roberts

District B: Ms. Darlene Young

District C: Mr. John Kydes Mr. George Theodoridis

District D: Mr. George Tsiranides Mr. Tom Keegan

District E: Mr. Thomas Livingston Ms. Lisa Shanahan

At Roll Call there were fourteen (14) Common Council members present and one (1) Common Council member absent (Mr. Dumas). A Quorum was present.

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

II. ACCEPTANCE OF MINUTES

May 26, 2020

The following spelling corrections were made throughout the minutes:

SUEZ
ALTICE
Meyer-Mitchell
Chromebooks

**** MS. SHANAHAN MOVED TO APPROVE THE MINUTES AS
CORRECTED
** MOTION PASSED UNANIMOUSLY BY VOICE VOTE**

III. PUBLIC PARTICIPATION

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

Ms. Diane Lauricella commended the City for the way it has handled Covid. She talked about the request to have Construction Solutions work with Mr. Lo on the school

Common Council
Via Teleconference
June 9, 2020
Page 2

construction projects. She said she thought the City would need a full time employee so it has control over intellectual property. She also spoke in support of the Industrial Zone study and said there are other parts of the City that could support clean, industry. She said she wants the City to look at other areas in the City where it could provide clean manufacturing opportunities.

IV. MAYOR

A. RESIGNATION AND APPOINTMENTS RESIGNATIONS:

APPOINTMENTS: There were none.

REAPPOINTMENTS: There were none.

MAYOR'S REMARKS:

Mayor Rilling thanked the community and the Norwalk Police Department for their participation in the peaceful, well conducted demonstrations held in the City of Norwalk. He thanked the Police Department for their participation and said they agreed that the goal of the Police was to protect the demonstrators.

Mayor Rilling said the Governor will be moving to Phase II of the Reopen CT Plan. The plan has been moved up to June 17, 2020. The City of Norwalk's plan is somewhat parallel to the Governor's plan and will phase in appropriately while keeping the community's safety and health as its focus.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Ms. Barbara Smyth, President of the Norwalk Common Council read a Statement the following statement the Common Council:

We, the members of the Norwalk Common Council, join together in condemning the senseless killing of George Floyd by police officers who are meant to protect and serve. We stand in solidarity with Norwalk's Black community.

As leaders elected by the people to serve on your behalf, we recommit ourselves to actively listen and find more constructive ways to challenge racism and end social injustice in our city. At this pivotal moment, we also recognize that all children of Norwalk deserve to inherit a more just and equitable city. Norwalk's diversity is its greatest and most precious resource, and it should be respected and nurtured.

We in city government must work to ensure that we value and defend this diversity not just in words, but also in actions. We recognize that building a just community requires elected officials working with a coalition of people willing to do the work necessary to address systemic and institutional racism in our city.

Our country is in a national crisis and our humanity at a crossroads as the Black community continues to deal with the residue of racism and injustice. As leaders, we commit to a process of deep self-reflection and accountability.

We stand Norwalk Strong and join our voices in unison for change and in declaration that Black Lives Matter.

Ms. Smyth added that this Common Council is committed, beyond this statement. She said that the Police Department is steps ahead of others, but there is room for improvement. She said that education is the most important part of making changes.

Ms. Smyth challenged students who led the way in surrounding towns to speak to their parents to demand a change.

B. CONSENT CALENDAR:

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

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

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH A.M. RIZZO ELECTRICAL CONTRACTORS FOR STATE PROJECT 102-347 NORWALK TRAFFIC SIGNAL SYSTEM UPGRADE – PHASE 3 FOR A TOTAL SUM NOT TO EXCEED \$4,131,983.70 (BASE BID) AND \$42,270.00 (ALTERNATE A). ACCOUNT NO. FEDERAL CMAQ AND TA GRANTS 09 12 4021 5777 C0232 09 16 4021 5777 C0232 09 19 4120 5777 C0232 09 20 4120 5777 C0232 09 21 4120

5777 C0232 09 13 4031 5777 C0514 09 14 4021 5777 C0514 09 15 4031 5777 C0514

1B. AUTHORIZE THE DIRECTOR OF TRANSPORTATION, MOBILITY AND PARKING TO EXECUTE ORDERS ON CONTRACT WITH A.M. RIZZO ELECTRICAL CONTRACTORS FOR STATE PROJECT 102-347 NORWALK TRAFFIC SIGNAL SYSTEM UPGRADE – PHASE 3 FOR A SUM NOT TO EXCEED \$413,198.00. ACCOUNT NO. FEDERAL CMAQ AND TA GRANTS 09 12 4021 5777 C0232 09 16 4021 5777 C0232 09 19 4120 5777 C0232 09 20 4120 5777 C0232 09 21 4120 5777 C0232 09 13 4031 5777 C0514 09 14 4021 5777 C0514 09 15 4031 5777 C0514

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND JKB CONSULTING, LLC, FOR ENVIRONMENTAL INSPECTION SERVICES AND SUPPORT, NECESSARY TO REMAIN IN COMPLIANCE WITH REGULATORY ENVIRONMENTAL AGENCIES (EPA, DEEP, ACOE & CONSERVATION), DURING THE WATERCOURSE MAINTENANCE PROJECT (DPW 2019-1), FOR A SUM NOT TO EXCEED \$47,730.00. ACCOUNT NO. 09 15 4027 5777 C0440 09 17 4027 5777 C0440 09 18 4027 5777 C0440 09 19 4027 5777 C0425

2B. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS, ANTHONY CARR, TO ADD ORDERS ON CONTRACT, TO THE CONTRACT AGREEMENT, BETWEEN THE CITY OF NORWALK AND JKB CONSULTING, LLC, FOR A SUM NOT TO EXCEED \$4,773.00. ACCOUNT NO. 09 15 4027 5777 C0440 09 17 4027 5777 C0440 09 18 4027 5777 C0440 09 19 4027 5777 C0425

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. AUTHORIZE TO INCREASE CONTINGENCY ALLOWANCE FOR THE NORWALK CONCERT HALL SOUND SYSTEM REPLACEMENT PROJECT WITH WC MCBRIDE ELECTRICAL CONTRACTOR LLC FROM \$3,914.00 TO \$9,692.66. FUNDS ARE AVAILABLE FROM ACCOUNT 0919 7100 5777 C0439.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ORION PROTECTIVE SERVICES, INC. TO PROVIDE SECURITY SERVICES AT THE NORWALK PUBLIC LIBRARY (1 BELDEN AVENUE AND 10 WASHINGTON STREET). BASE CONTRACT FEE SHALL BE FOR FY 2020-2021 NOT-TO-EXCEED \$136,012; FY 2021-2022 \$140,344; FY 2022-2023 \$142,200; FY

2023-2024 \$149,626 AND FY 2024-2025 \$152,720. FUNDS ARE AVAILABLE IN OPERATING BUDGET 016200-5296.

C. PLANNING COMMITTEE

2. APPROVE THE 5-YEAR CONSOLIDATED PLAN (CONPLAN) AND PY46 ANNUAL ACTION PLAN (AAP) AND AUTHORIZE THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS ASSOCIATED WITH THE SUBMISSION OF THE CONPLAN/PY46 AAP.

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH UTILE, INC. TO CONDUCT AN INDUSTRIAL ZONES STUDY, IN AN AMOUNT NOT TO EXCEED \$100,000.

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

PRESENTATION BY MICHAEL M. YEOSOCK, ASSISTANT DIRECTOR OF TRANSPORTATION, DEPARTMENT OF TRANSPORTATION, MOBILITY AND PARKING, REGARDING FINDINGS FROM PHASE I TEST RESULTS FOR A PORTION OF THE NORWALK RIVER VALLEY TRAIL PROJECT.

Mr. Yeosock gave a presentation of the current status of the Phase I test results. He explained that the Norwalk River Valley Trail is 28 miles long.

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC FOR PROGRAM MANAGEMENT SERVICES FOR MAJOR BUILDING CONSTRUCTION PROJECTS TO PROVIDE ADDITIONAL STAFFING FROM JULY 1, 2020 TO JUNE 30, 2022 FOR A TOTAL ADDITIONAL FEE NOT TO EXCEED \$934,640.00. TOTAL FEE WILL BE CHARGED TO THE FOLLOWING PROJECTS: NORWALK HIGH SCHOOL - \$493,336 ACCT. NUMBER TO BE DETERMINED CRANBURY SCHOOL - \$266,274 ACCT. NUMBER TO BE DETERMINED NARAMAKE SCHOOL - \$175,000 ACCT. NUMBER TO BE DETERMINED**

Mr. Livingston explained that this request is an amendment to an existing agreement. He said the City has been very happy with their work with all the school projects. He noted there are still uncertainties with the Norwalk High School project. If that project is not approved, there will be a reduction in the hours.

Mr. Lo said their pricing was very competitive.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MS. JOHNSON; MR. LANGELLA; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. YOUNG; MR. KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

C. PLANNING COMMITTEE

Due to a potential conflict of interest, Ms. Johnson and Ms. Young left the meeting.

**** MR. KYDES MOVED TO APPROVE THE 2020 APPLICATIONS FOR REFERRAL TO THE STATE FOR INCLUSION IN THE NAA TAX CREDIT PROGRAM.**

Mr. Kydes briefly described the program that is eligible to non-profit organizations.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. LANGELLA; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MR. KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were none.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

X. SUSPENSION OF RULES

There were none.

XI. ADJOURNMENT

**** MR. KEEGAN MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY BY VOICE VOTE**

There was no further business and the meeting was unanimously adjourned at 8:14 p.m.

ATTEST: _____
Donna King, City Clerk

Project Number: RNP2020-1
Project Name: NATHAN HALE MIDDLE SCHOOL BATHROOM/CONCESSION BUILDING SITE AND FOUNDATION

Item Number	Item Description	FGB Construction Company	Star Construction Corporation	Maggiore Construction Inc.
5600.110100	NATHAN HALE MIDDLE SCHOOL BATHROOM/CONCESSION BUILDING- FOUNDATION	\$ 31,500.00	\$ 78,023.00	\$ 69,200.00
5600.110200	NATHAN HALE MIDDLE SCHOOL BATHROOM/CONCESSION BUILDING- SITEWORK	\$ 67,570.00	\$ 59,763.00	\$ 61,461.00
TOTAL		\$ 99,070.00	\$ 137,786.00	\$ 130,661.00



CITY OF NORWALK
Vanessa Valadares, PE
Principal Engineer
Vvaladares@norwalkct.org
norwalkct.org
P: 203-854-7902 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06851-5125

MEMORANDUM

To: Nick Roberts – Director of Recreation and Parks

From: Vanessa Valadares, P.E. – Principal Engineer

RE: RNP2020-1 Nathan Hale Middle School Bathroom/Concession Building Site and Foundation

Date: June 4, 2020

After reviewing the bid submittals for the project referenced, DPW recommends awarding the foundation work to FGB Construction Company (FGB) for the amount of \$31,500. FGB is the overall apparent low bidder for the project and is the lowest bidder for the foundation work, as shown in the attached spreadsheet. All site work for the precast concrete building can be performed in house.

The construction of the precast concrete foundation has already begun and is expected to arrive to site mid-summer. Without a foundation in place, there will be no place to set the precast concrete building. Awarding the foundation work to FGB will provide a sustainable location to set the building while staying within budget.

April 30, 2020

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4018

Chimney Repair and Reconstruction at Gallaher Mansion/Cranbury Park

Thank you for your response to our Request for Bid Submissions. The following is a summary of the submitted bids for this solicitation process.

Vendor	Total Lump Sum	Alternate 1 Provide and install total Eighty V” COPPER WEEPS on stepped metal flashing shoulders as indicated and detailed on drawings	UNIT PRICE NO. 1: Submit price PER “V” COPPER WEEP manufactured and installed as detailed on drawing	UNIT PRICE NO. 2: Submit price PER STONE ANCHOR as manufactured by HB Hohmann and Bernard company or equal and installed. Anchor type as noted on drawing and as required by field conditions. Anchors to be type 304 or 316 Stainless Steel. Submit price for model”309”.
Kronenberger & Sons Restoration, Inc.	\$525,000.00	\$1,000.00	\$12.50	\$10.00
Giliberto & Sons, LLC	\$229,900.00	\$1,995.00	\$24.94	\$18.95
G.L. Capasso, Inc.	\$273,800.00	\$700.00	\$8.75	\$10.00
Maggiore Construction Inc.	\$271,400.00	\$10,400.00	\$130.00	\$25.00

AGENDAJUNE 11TH, 2020CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
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MOTOR VEHICLE

ACAR LEASING LTD	18-MV-300616 \$721.76	PRORATION
CCAP AUTO LEASE LTD	17-MV-311340 \$556.15	PRORATION
	18-MV-311314 \$463.43	PRORATION
CCAP AUTO LEASE LTD	18-MV-402454 \$591.71	ABATEMENT
CRANE MARY S	18-MV-314772 \$47.31	PRORATION
DOCIMO DIANE RODRIGUES	18-MV-318428 \$194.56	PRORATION
ENTERPRISE FM TRUST	18-MV-404512 \$59.89	PRORATION
FORTINI JAMES	18-MV-323680 \$50.00	OVER W/HELD PAY GAR
HONDA LEASE TRUST	18-MV-406783 \$201.70	PRORATION
MARSON NICHOLAS L	17-MV-342139 \$21.74	PRORATION
ONEILL ERICA	17-MV-350089 \$68.65	OVER PYMT
TOYOTA LEASE TRUST	18-MV-366357 \$161.30	PRORATION
	18-MV-366741 \$529.86	PRORATION
	18-MV-367203 \$285.76	PRORATION
TOYOTA LEASE TRUST	18-MV-366308 \$405.70	PRORATION
VW CREDIT LEASING LTD	18-MV-371227 \$51.37	PRORATION

REAL ESTATE

BURLIN ANDREW

113 WEST NORWALK RD

5-62-111-0	16-RE-101342 \$2,284.49	DUP/OVER PYMT
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AGENDA

JUNE 11TH, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
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KIMMICH SCOTT &

TEMPER-KIMMICH KATHLEEN

186 GILLIES LANE UNIT 2C

5-64-200-2/06	16-RE-114064 \$2,731.58	DUP/OVER PYMT
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MARR VIRGINIA

26 JUNE AVE

5-56-11-0	16-RE-128860 \$2,423.75	DUP/OVER PYMT
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OGDEN SPENCER &

OGDEN DANIELLE

21 LEDGE RD

6-32B-61-0	16-RE-121762 \$9,392.17	DUP/OVER PYMT
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ORBAN MORGAN JANET

82 MAGNOLIA AVE

1-17-41-0	16-RE-120080 \$1,670.84	DUP/OVER PYMT
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VANCE ROBERT & CHUNLING

20 WOODBURY AVE

1-2-23-0	16-RE-127522 \$3,080.40	DUP/OVER PYMT
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AGENDA

JUNE 11TH, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:

BILL No & AMOUNT REFUNDED

REASON

SPECIAL REQUEST

BELCASTRO JULIANA & LUKE

9 COVEWOOD DR

6-19A-13-0

16-RE-102226 \$11,160.04

DUP/OVER PYMT

DIXON BRETT & SUSAN

6 ST JAMES PL

6-36-3-0

16-RE-107516 \$15,280.55

DUP/OVER PYMT

GALLOWAY JESSE CHARLES & LINDSAY

39 WILSON AVE

6-20E-38-0

16-RE-109965 \$11,515.55

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: June 11, 2020
Re: Narrative for May 2020 Tax Collector's Report

As of the end of May, 2020, with only one month remaining in our current fiscal year, we had collected nearly \$328 million, or **98.34%** of our \$333+ million adjusted tax levy. As of the end of May, 2020, we collected more than \$16 million of our sewer use levy, or **98.38%**. We also collected 86.4% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to taxes (-0.21%) and sewer use collections (-0.38%). With regard to prior years' collections, through the month of May, 2020, we showed a net collection of more than \$3.5 million in back taxes, interest, lien fees and other fees. Note this figure is net - we 'lost' some prior year collection (revenue) due to recent settlements of court cases initiated by taxpayers who appealed their tax assessments.

Since March 16, City Hall has been closed to the public. Our office has been working with reduced staff and at reduced hours due to physical distancing directives. However, we have been open every single business day since the state of emergency began. We continue to process and post tax payments, respond to inquiries, receive and send mail, report to the Department of Motor Vehicles, process credits and refunds, file and release tax liens, send adjusted tax bills, and perform all of our other functions.

Our 'tax payment station' on the first floor of City Hall adjacent to the sidewalk has been open since April 28 and has worked well. Taxpayers can park their car and 'walk up' to a window for an in-person transaction. We are also accepting items to be dropped off to certain other offices, including the Assessor's and Town Clerk's offices. The window is staffed Tuesday through Friday from 9 am – 4:30 pm. Taxpayers may also still pay by mail, on line, or over the telephone. When paying on line, they may use an electronic check (ACH payment), or a debit, credit or ATM card.

Were it not for the pandemic, we would have filed our tax sale notices the first week of May. However, on April 1, the state of Connecticut issued an executive order that, among other things, halted tax sales. So for now, our tax sale remains 'on hold,' until the fall at the earliest. Since we began working on the sale in November 2019, 58 accounts have been paid in full, and we have collected in excess of \$2.3 million on tax sale properties. The planned tax sale has been a significant factor in stabilizing our tax collections, in spite of the effects of the pandemic. We are continuing to keep in touch with the owners of the properties that are scheduled for sale. Bear in mind what was scheduled for tax sale was already past due at the time the pandemic hit in March 2020.

We are now in the process of issuing our new tax bills for the grand list of October 1, 2019. These bills will come due July 1, 2020. We expect them to be mailed the week of June 15 (next week). We began accepting payments on these bills at the end of May. With a few caveats, most Norwalk taxpayers will have an extended grace period for this collection, and will have until Thursday, October 1, 2020 to pay their July 1 tax installment without interest. I can explain this in greater detail in person, or there are details on our website.

Taxpayers are reminded that in spite of the pandemic, they still can pay their property taxes by mail, over the telephone, or online 24/7. Information is available on the tax collector's home page of the city website, www.norwalkct.org/taxcollector.

Over the course of the next week, our office is transitioning to a new online and telephone payment provider, Invoice Cloud. Their system offers some enhancements that we hope will make online payments easier and more convenient for taxpayers. Also, Invoice Cloud charges only 95 cents for an E Check while our current provider charges \$1.50. The cost of using a card is nominally higher with Invoice Cloud, but since all the charges are borne by the taxpayer using the service, and not by the City, we felt the platform, the payment experience, and the services offered, were better with the new company, and justified the cost. We will be updating our website and all our communications once we "go live" with Invoice Cloud. If somebody is looking at an old bill and trying to use the old system, they will not be able to do so after we transition. Please be aware of this should a constituent have an issue. We will be sure to inform Customer Service and other departments, so all area aware.

Our collections and all of our operations remain significantly impacted by the closure of the building and the other effects of Covid 19. We anticipate similar issues during the new collection period. We have attempted to mitigate the drop in collections and to work around restrictions, including the closure of the building. We have tried advertising other payment options, communicating through the city website and social media, and opening the walk up window. The bank branches also have agreed to accept payments through August 3, but in some cases those branches have not yet re-opened, so their agreement is subject to their future plans.

We consider ourselves 'essential' in terms of both function and service. Our staff is working in split shifts, following directives concerning physical distancing, sanitizing, wearing masks and gloves, and so on. Any employee who is sick, or who has had contact with a person who has Covid 19, is directed to stay home.

We will continue to update our website with our hours of operation and other matters. I will keep everybody informed, and intend to do whatever is necessary to fulfill our obligations.

**TAX COLLECTOR'S REPORT
MAY 2020**

FISCAL YEAR 2019-2020 (2018 GRAND LIST)		ADJ. TAX COLLECTIONS					
	ORIGINAL LEVY	JUN 19 - MAY 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %	
AUTOMOBILE-REGULAR	\$20,298,846.95	\$18,798,354.85	92.61%	\$19,885,605.72	(\$413,241.23)	94.53%	
AUTOMOBILE-SUPPLEMENTAL	\$3,411,633.59	\$2,939,345.38	86.16%	\$3,401,865.25	(\$9,768.34)	86.40%	
PERSONAL PROPERTY	\$18,801,474.70	\$18,032,977.87	95.91%	\$18,705,036.36	(\$96,438.34)	96.41%	
REAL ESTATE	<u>\$292,525,761.66</u>	<u>\$288,057,750.80</u>	<u>98.47%</u>	<u>\$291,373,946.46</u>	<u>(\$1,151,815.20)</u>	<u>98.86%</u>	
TOTAL TAX	<u>\$335,037,716.90</u>	<u>\$327,828,428.90</u>	<u>97.85%</u>	<u>\$333,366,453.79</u>	<u>(\$1,671,263.11)</u>	<u>98.34%</u>	
SEWER USE	\$16,686,428.00	\$16,313,210.71	97.76%	\$16,582,531.30	(\$103,896.70)	98.38%	
IPP FEE	\$203,250.00	\$177,115.84	87.14%	\$205,000.00	\$1,750.00	86.40%	
FISCAL YEAR 2018-2019 (2017 GRAND LIST)		ADJ. TAX COLLECTIONS					
	ORIGINAL LEVY	JUN 18 - MAY 19					
AUTOMOBILE-REGULAR	\$19,785,892.64	\$18,456,971.57	93.28%	\$19,401,918.98	(\$383,973.66)	95.13%	
AUTOMOBILE-SUPPLEMENTAL	\$3,590,970.07	\$3,098,680.30	86.29%	\$3,517,790.76	(\$73,179.31)	88.09%	
PERSONAL PROPERTY	\$21,248,718.54	\$20,620,563.91	97.04%	\$21,242,059.64	(\$6,658.90)	97.07%	
REAL ESTATE	<u>\$280,979,420.26</u>	<u>\$278,724,123.69</u>	<u>99.20%</u>	<u>\$281,453,232.81</u>	<u>\$473,812.55</u>	<u>99.03%</u>	
TOTAL TAX	<u>\$325,605,001.51</u>	<u>\$320,900,339.47</u>	<u>98.56%</u>	<u>\$325,615,002.19</u>	<u>\$10,000.68</u>	<u>98.55%</u>	
SEWER USE	\$15,844,431.00	\$16,070,679.36	101.43%	\$16,272,566.00	\$428,135.00	98.76%	
IPP FEE	\$207,250.00	\$181,342.12	87.50%	\$207,000.00	(\$250.00)	87.60%	
TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)		\$9,432,715.39	\$6,928,089.43	-0.71%	\$7,751,451.60	(\$1,681,263.79)	-0.21%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)		\$841,997.00	\$242,531.35	-3.66%	\$309,965.30	(\$532,031.70)	-0.38%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)		(\$4,000.00)	(\$4,226.28)	-0.36%	(\$2,000.00)	\$2,000.00	-1.21%
BACK TAXES COLLECTED		FISCAL YR 2018-2019 (JUL 19 - MAY 20)	FISCAL YR 2017-2018 (JUL 18 - MAY 19)	CUR YR vs. PRIOR YR INC/(DEC)			
PRIOR TAXES		\$1,704,507.59	\$1,874,625.54	(\$170,117.95)			
PRIOR SEWER USE FEE		\$131,821.33	\$268,233.22	(\$136,411.89)			
PRIOR IPP FEE		<u>\$12,364.88</u>	<u>\$12,433.43</u>	<u>(\$68.55)</u>			
TOTAL PRIOR TAX, SEWER & IPP		<u>\$1,848,693.80</u>	<u>\$2,155,292.19</u>	<u>(\$306,598.39)</u>			
CURRENT INTEREST		\$789,096.65	\$789,766.30	(\$669.65)			
PRIOR INTEREST		\$687,173.06	\$666,834.22	\$20,338.84			
SEWER USE FEE INTEREST		\$77,216.20	\$65,801.32	\$11,414.88			
IPP FEE INTEREST		<u>\$6,580.04</u>	<u>\$7,634.69</u>	<u>(\$1,054.65)</u>			
TOTAL INTEREST COLLECTED		<u>\$1,560,065.95</u>	<u>\$1,530,036.53</u>	<u>\$30,029.42</u>			
PRIOR LIEN FEE		\$12,019.72	\$11,070.21	\$949.51			
CURRENT LIEN FEE		<u>\$5,434.85</u>	<u>\$6,285.58</u>	<u>(\$850.73)</u>			
TOTAL LIEN FEE COLLECTED		<u>\$17,454.57</u>	<u>\$17,355.79</u>	<u>\$98.78</u>			
MISC FEES COLLECTED**		<u>\$121,312.27</u>	<u>\$407,113.19</u>	<u>(\$285,800.92)</u>			
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES		<u>\$3,547,526.59</u>	<u>\$4,109,797.70</u>	<u>(\$562,271.11)</u>			

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: 2019/2020 Technology Refresh Program

Date: June 4, 2020

City Information Technology maintains an inventory database of personal computer workstations, tablets and laptops in City Hall, Libraries (both staff and public access), Public Works Center, Health, and Police Department and Fire Stations, including mobile data terminals and tablets in police and fire vehicles.

From this inventory, IT annually assesses the condition of all the workstations and tablets relative to: equipment age, reliability, supportability, utilization, and overall performance. Based on this assessment, IT develops an annual Technology Refresh Plan and Schedule.

The 2020/2021 Technology Refresh Plan calls for the replacement of 232 personal computer workstations with new workstations, tablets, laptops, and monitors including 12 ruggedized mobile data terminals with mobile printers for public safety, which are specified to the City IT equipment and software standards.

The public safety mobile data terminal and mobile printer portion of the Refresh plan accounts for \$61,560 of the total Plan. The mobile data terminals are now scheduled for refresh on a 3 year cycle as these units are in use 24x7x365 and installed in vehicles that are subject to extremes in temperature and other demanding conditions. This capital year request will refresh 1/3 of the Police mobile data terminals inventory. The total Public Safety investment in the Plan, which includes Police, Fire and Combined Dispatch, is \$108,535.

IT, after discussion with the respective department heads, assigns a replacement schedule for each workstation based on its condition and performance. Older PCs that are replaced, but deemed having some useful life, will be “cascaded” to other uses such as training, temporary, loaner/repair, single-use kiosk, or occasional-use systems.

The Technology Refresh continues the electronic asset disposal program started in 2005 which inventories, sanitizes the disk drives (erase to DoD specification), and disposes of obsolete computer equipment in accordance with City Procurement Guidelines and in an environmentally responsible manner.

The 2020/2021 Information Technology Capital budget requested and received approval for the funding of **\$203,350** for the Technology Refresh. No special appropriation is required for this project.

This Technology Refresh Plan was unanimously approved by the ITT Committee at its June 3, 2020 meeting.

The specific action I am requesting is as follows:

- a. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal, according to City IT department specifications for an amount not to exceed \$203,350.00, account 09211370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.*

ATT: ITT Approval Form



City of Norwalk
Information Technology Department
125 East Ave., Rm203
Norwalk, CT 06850
Phone: 203-854-7714 Fax:203-854-7803
ITT Request Form



2020 2021 Desktop Refresh Program - PCs, Rugged Data Terminals, Tablets

Request Number: DRF2020/2021 Modification Number : 0 Date of Request: 3-Jun-20

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09211370-5777-C0375

VENDOR DATA

Various Vendors

Separate Regs to follow over next 12 months

TO ENCUMBER FUNDS ONLY

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
	Public Safety desktops, laptops	rugged mobile data terminals+	Panasonic/Dell/Apple	various	\$108,535.00
	Library desktops and laptops for	staff and public use	Various	various	\$42,039.25
	DPW		Various	various	\$10,582.50
	Health		Various	various	\$13,639.00
	City Hall and All others		Various	various	\$28,554.00
				Shipping	
				Total Price	\$203,349.75

Date Presented: 3-Jun-20

Date Approved: 3-Jun-20

PROJECT 2020 2021 Desktop Refresh

ITT Signature: signature on file



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Risk Mitigation and Cyber Security

Date: June 4, 2020

In the fall of 2019, the City of Norwalk voluntarily undertook a comprehensive Information Security Risk Assessment by engaging an independent third party cybersecurity audit firm. The Assessment included: a vulnerability assessment of the City's network including penetration testing, endpoints, and IT systems; a review of security controls across multiple areas; and compliance reviews for PCS-DSS. The intent was to identify opportunities to advance information security practices and recommend practical solutions to support the improvement of the information security program.

The resulting Assessment report indicated that the information security practices at Norwalk are well-established and reasonably robust with no significant deficiencies given the size and complexity of the City. However, there are always opportunities for improvement. Norwalk has already taken remediation action, addressing noted areas for improvement and implementing recommended best practices.

This project is in support of continual improvement of the City's security posture and includes implementation of several risk mitigation initiatives, including software/software subscriptions and services.

The specific action requested is:

Authorize the Purchasing Agent to issue purchase in accordance with City Procurement Guidelines for the supply of CyberSecurity software/software subscriptions and professional services for an amount not to exceed \$70,000, account 09211370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

Att: ITT Approval Form



City of Norwalk
Information Technology Department
125 East Ave., Rm203
Norwalk, CT 06850
Phone: 203-854-7714 Fax:203-854-7803
ITT Request Form



2020 2021 Risk Mitigation and Information Security Projects

Request Number: RMIS01 Modification Number : 0 Date of Request: 3-Jun-20

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09211370-5777-C0375

VENDOR DATA

Various Vendors

Separate Regs to follow over next 12 mont

TO ENCUMBER FUNDS ONLY

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
	Cybersecurity Assessment	Report Response Project 1			\$25,000.00
	Cybersecurity Assessment	Report Response Project 2			\$20,000.00
	Cybersecurity Assessment	Report Response Project 1			\$25,000.00
				Shipping	
				Total Price	\$70,000.00

Date Presented: 3-Jun-20

Date Approved: 3-Jun-20

PROJECT Risk & Cyber Projects

ITT Signature: signature on file



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Telephone & Voice Mail Systems Software Upgrade – City and Board of Education

Date: June 5, 2020

The City's digital telephone and voice mail system services over 1500 telephones and 1700 voice mail users at: City Hall; Police Headquarters, Marine Base, and Animal Control; Fire Stations 1-5 and apparatus maintenance; Health Department; Board of Education Central Office; three high schools and four middle schools; Main and South Norwalk Libraries; and Public Works Garage.

The digital phone and voice mail system was initially installed in 2005 and the last feature/functionality upgrade took place in 2015. Technology and telephony has been improved and enhanced in the past five years. The present software version is approaching end-of-life by the manufacturer and this request is to upgrade to the latest phone and voice mail version.

The phone and voice mail systems serve both the City and Board of Education and, as a result, provides both entities with operating savings such as shared Teleco lines, shared equipment, automatic failover, and 5 digit internal dialing. Both City and Board of Ed IT recognized the need for capital funding for this upgrade in their 2020/2021 capital budget request and are sharing the cost of the upgrade.

The upgrade will provide both entities with improved network performance, conferencing and collaboration, messaging, extension mobility and mobile support. The upgrade required replacing the 15 year old handsets in most locations which will be completed prior to the upgrade. There is no change in phone numbers for any location.

The City and Board of Ed will procure the software upgrade using State of CT contract 18PSX0202AB, vendor Total Communications. Total is a Cisco, Certified Gold Partner, holding the advanced Cisco certifications required to successfully support an

installation the size and scope of Norwalk's, which includes Public Safety. The City and Board of Education have used Total in the past on similar projects.

The ITT Committee unanimously approved this project at its June 3, 2020 meeting.

The specific action requested is:

- a) *Authorize the Purchasing Agent to issue purchase orders to Total Communications Incorporated, State of CT contract 18PSX0202, for the supply, installation, and training for Cisco Call Manager software upgrade for an amount not to exceed \$60,865, accounts 09211370-5777-C0375 (City portion: \$30,865) and 158-28400-430-58 (Board of Education portion \$30,000). (both budgeted expenses; no special appropriation required) and forward onto the Common Council for further action.*

Att: ITT Approval Form



City of Norwalk
Information Technology Department

125 East Ave., Rm203

Norwalk, CT 06850

Phone: 203-854-7714

Fax: 203-854-7803

ITT Request Form



City and Board of Ed Telephone System Software Upgrade

Request Number: TSRTFD

Modification Number : 0

Date of Request: 3-Jun-20

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES

CONSISTENT WITH CITY TECHNOLOGY PLAN:

Yes

BUDGET ACCOUNT: Shared:09211370-5777-C0375 = \$30,866 /158-28400-430-58 = \$30,000

VENDOR DATA

ship to: Rodney Garcia, IT Suite 203, City Hall

Total Communications

125 East Ave, Norwalk, CT

333 Burnham St, East Hartford, CT 06108

CT Contract: 18-PSX0202

860-622-4121

janetoconnell@totalcomm.com

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1500	SWSS Upgrade UC Manager	Cisco		\$27.27	\$40,909.00
225	SWSS Upgrade UC Manager	Cisco		\$5.16	\$1,160.00
1700	SWSS Upgrade Unity 4.x or later	Cisco		\$11.06	\$18,796.00
					\$0.00
					\$0.00

Shipping

not to exceed

Total Price

\$60,865.00

Date Presented: 3-Jun-20

Date Approved: 3-Jun-20

PROJECT V12 upgrade

ITT Signature: signature on file



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: End Point Software

Date: June 4, 2020

The City's IT department manages and supports over 800 end point devices such as PC, tablet, and laptops.

Unified end point software is a suite of systems administration productivity tools for both IT and the PC users. This software allows IT to:

- remotely install new software;
- remotely install security updates and software patches;
- implement uniform security standards;
- maintain an inventory of software and applications;
- manage software licenses;
- automate routine maintenance tasks;
- remotely diagnose and resolve problems;

City IT has used end point management software for several years, however, the current product lacks key features for an installation the size of Norwalk and the administrative interface is cumbersome. IT identified replacing the end point management software as a priority in its 2020/2021 capital budget development and the project was approved and funded.

IT performed proof-of-concept testing with several commercial end point management platforms and selected Baramundi as the best fit. Norwalk is currently using Baramundi's MDM module for mobile device (cellphone and tablet) management and is familiar with the overall platform.

The ITT Committee unanimously approved this project at its June 3, 2020 meeting.

The specific action requested is:

Authorize the Purchasing Agent to issue purchase orders to Baramundi Software, USA Inc, for the Baramundi Management Suite, 800 endpoints, including support, maintenance, and subscriptions services, and training, per vendor quotation dated 1/22/2020, for an amount not to exceed \$31,512.00, account 09211370-5777-C0375 (budgeted 2020/2021 IT capital item; no special appropriation required). And forward onto the Common Council for further action.

Att: ITT Approval Form



City of Norwalk
Information Technology Department

125 East Ave., Rm203

Norwalk, CT 06850

Phone: 203-854-7714

Fax: 203-854-7803

ITT Request Form



Baramundi End Point Software

Request Number: Varonis

Modification Number : 0

Date of Request: 3-Jun-20

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES

CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes

BUDGET ACCOUNT: 09211370-5777-C0375

VENDOR DATA

Baramundi Software USA Inc

550 Cochituate Rd, Suite 25, Framingham, MA 01701

axel.peters@baramundi.com

[508-930-1561](tel:508-930-1561)

Ship to: Anthony Mathieu, IT Suite 203

City Hall, 125 East Ave, Norwalk, CT 06854

per quote dated 1/22/2020

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
800	baramundi management suite				\$14,100.00
800	maintenance and support				\$7,332.00
800	managed software subscription				\$6,480.00
3	days onsite training	may convert to distance learning	due to covid 19 & reduce T&E		\$3,600.00
					\$0.00
				Shipping	
				Total Price	\$31,512.00

Date Presented: 3-Jun-20

Date Approved: 3-Jun-20

PROJECT Baramundi End Point

ITT Signature: signature on file



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

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

M E M O R A N D U M

To: Greg Burnett, Chairman, Finance Committee
From: Henry M. Dachowitz
Subject: Pension and OPEB Actuary Contract for the five (5) year period
FY2020-2021 through FY2024-2025
Date: June 3, 2020

The City recently issued Request for Proposals (RFP) number 4015 soliciting proposals from qualified actuarial firms to perform the City's annual pension plan and biennial Other Post-Employment Benefits (OPEB) program valuations. The City is required by Generally Accepted Accounting Principles (GAAP), pronouncements of the Government Accounting Standards Board (GASB) and the City Charter to have periodic valuations of these plans performed by an independent actuary.

The actuary conducts valuations of the pension and OPEB plans in order to calculate the Actuarially Required Contribution (ARC) that must be contributed to these plans in order to keep the plans on an actuarially sound financial footing. Additionally, the actuary prepares required financial disclosures concerning the Fiduciary Net Position and Net Pension Liability that must be reported in the City's audited financial statements. Also, during contract negotiations with our personnel unions regarding benefits, the actuary assists the City in developing management's proposals relative to pensions and OPEB, and calculates the costs and other impacts of any proposed changes to the City's pension and OPEB plans.

A Review Committee was established consisting of the City Comptroller, the Director of Human Resources, the Chairman of the Pension Board, and the Chief Financial Officer. The Committee reviewed all seven written proposals submitted and then selected four finalists which were interviewed in individual video conferences. The Committee unanimously recommends entering into a contract with Cavanaugh Macdonald Consulting, LLC to serve as the City's actuary for the next five years (FY2020-2021 through FY2024-2025) commencing July 1, 2020.

Cavanaugh Macdonald Consulting is based in Kennesaw, Georgia and has a prestigious national practice exclusively serving public sector (government) clients which includes a significant presence in Connecticut. Their senior staff averages 30 years' experience each with public sector clients and 93% of their personnel are either credentialed actuaries or studying to become accredited.

They have served as the actuary for the Connecticut State Employees Retirement System and the Connecticut Teachers Retirement Board since 2009, and for the Connecticut Municipal Retirement System since 2013. The firm is very familiar with actuarial practice in the governmental sector and municipal government in the State of Connecticut.

Representative other clients include plans at the State level in Georgia, Alabama, Nebraska, Minnesota, Iowa, Missouri, Virginia, Indiana, and North Carolina; at the County or regional level in Chattanooga, TN Region; Cobb County, GA; Cook County, IL; Jefferson County, AL; Washtenaw County, MI, and Shelby County, TN; and cities such as Pompano Beach, FL, Omaha, Neb, Ocean City, MD, Milwaukee, Wis, and Kansas City, MO.

Their final fee proposal was very competitive and includes five annual pension plan valuations, two OPEB valuations (conducted biennially), and one experience study which focuses on our personnel and our specific experience to enable better assumptions and modeling in other years.

While this recommendation represents a change in providers, we are confident that Cavanaugh Macdonald will provide excellent service, and they submitted a very attractive price for their services. The five-year cost of the Cavanaugh Macdonald contract (excluding potential work related to special projects and labor negotiations which cannot be accurately estimated at this time) is \$318,500, an increase over our expiring 5 year contract of 7.6% (or on average a 1.5% increase per year).

Action Requested: Authorize the Mayor, Harry W. Rilling, to execute a contract with Cavanaugh Macdonald Consulting, LLC to perform the City's pension and OPEB actuarial valuations for the five-year period beginning July 1, 2020 and ending June 30, 2025 in accordance with their RFP Proposal and their Final Fee Structure Proposal as of May 22, 2020 for an amount not to exceed \$318,500 Account # **050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258**

cc: Mayor Harry W. Rilling



**CITY OF NORWALK, DEPARTMENT OF FINANCE
Management & Budgets, Director**

P: 203-854-7708

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

To: The Members of the Finance & Claims Committee
The Members of the Common Council

From: Angela Fogel, Director of Management & Budgets

Re: FYE 2021 Capital Budget Project Bonding Authorization

Date: June 5, 2020

Attached is the resolution authorizing bonding for capital projects that were appropriated by the Common Council on May 12, 2020 with the Approval of the FYE 2021 Capital Budget. This allows the City to complete all phases of the projects including Requests for Proposals, Encumbering, and Bonding either on a temporary or permanent basis for each project detailed in the resolution provided by the City's Bond Counsel. The Resolution includes two schedules. The first (Exhibit A), details the gross amounts appropriated by the Council. The second (Exhibit B), shows the appropriated amount net of offsetting expected revenues. The project amounts shown on Exhibit B are the amounts that the Council is authorizing to be bonded for each project.

For large projects such as school construction, the full amount of the authorization will not be bonded in the first year. However, to access state funding for these projects, the full amount of the project must be appropriated and authorized for bonding in the first year. Generally, 10% will be spent in the first year for pre-construction costs, 60% during the second year, and 30% in the third year. These percentages are estimates and may be adjusted during the process to accommodate changes in construction schedules and cash flow needs.

To issue General Obligation Bonds for capital projects, the City must get approval as indicated in the attached bonding authorization.

Requested Action:

Resolution:

Be it resolved to authorize the appropriations for various public improvements aggregating \$153,832,356 for the 2020-2021 Capital Budget and Authorizing the Issuance of \$129,001,956 General Obligation Bonds of the City to meet certain appropriations in the 2020-2021 Capital Budget.

**RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS
PUBLIC IMPROVEMENTS AGGREGATING \$153,832,356
FOR THE 2020-2021 CAPITAL BUDGET AND
AUTHORIZING THE ISSUANCE OF \$129,001,956 GENERAL
OBLIGATION BONDS OF THE CITY TO MEET CERTAIN
APPROPRIATIONS IN THE 2020-2021 CAPITAL BUDGET**

RESOLVED:

Section 1. Appropriations aggregating \$153,832,356 are hereby made by the City of Norwalk, Connecticut (the “City”) for each subtotal set forth opposite the City’s departments and entities (herein collectively “Departments”) attached hereto as Exhibit A. Each Departmental subtotal shall constitute an appropriation to meet the estimated costs of the projects or purposes (the “Projects”) specified for each Department, respectively, as attached on Exhibit A.

Section 2. To meet such portion of the appropriation for each Department not funded from other sources, a maximum of \$129,001,956 bonds of the City are hereby authorized to be issued to fund the Projects in the amounts set forth on Exhibit B attached hereto. The costs of issuance of the City’s bonds and notes may be paid from the proceeds of the bonds and notes.

Section 3. Said bonds may be issued and sold, subject to final approval by the Committee (as defined and described below) in one or more series as determined by the Director of Finance in an amount necessary to meet the City’s share of the cost of the Projects determined after considering the estimated amount of State and Federal grants-in-aid of the Projects, or the actual amounts thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. Subject to final approval by the Committee, the bonds of each series shall mature not later than the maximum maturity permitted by the General Statutes of Connecticut, as amended from time to time (the “Connecticut General Statutes”), and may be issued subject to earlier redemption by the City. The bonds of each series shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, Comptroller and the Director of Finance, bear the City seal or a facsimile thereof, be payable at a bank or trust company designated by the Director of Finance, be certified by such bank or trust company, which bank or trust company may also be designated as the registrar and transfer agent, and be approved as to their legality by Shipman & Goodwin LLP, bond counsel to the City. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The Common Council hereby delegates to the Mayor and the Director of Finance, subject to the final approval of the President of the Common Council, the Majority Leader of the Common Council, the Minority Leader of the Common Council, and the Chairman of the Finance Committee of the Common Council, or any two of them (the “Committee”), the authority to determine the number of series to be issued, the principal amount of the bonds of each series to be issued, the annual

installments of principal, redemption provisions, if any, and other terms, details and particulars of such bonds including the rate or rates of interest payable thereon and the terms of any purchase agreement executed in connection with the sale of the bonds in a negotiated underwriting.

Section 4. Said bonds shall be sold by the Mayor and Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. If the bonds are sold by negotiation, the purchase agreement shall be signed by the Mayor and the Finance Director, subject to the final approval by the Committee. The Mayor and the Director of Finance are authorized to prepare and distribute preliminary and final Official Statements of the City for use in connection with the offering and sale of any bonds.

Section 5. The Mayor and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be in such denominations, bear interest at such rate or rates and be payable at such time or times as shall be determined by the Mayor and the Director of Finance, be executed in the name of the City by the manual or facsimile signatures of the Mayor, Comptroller and the Director of Finance, have the City seal or a facsimile thereof affixed, be certified by a bank or trust company designated by the Director of Finance, and be approved as to their legality by Shipman & Goodwin LLP, as bond counsel. Such notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, may be included as a cost of the capital improvements for the financing of which said notes were issued. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the Director of Finance, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be subject to final approval by the Committee.

Section 7. To meet any portion of the costs of such projects determined by the State of Connecticut Department of Energy and Environmental Protection to be eligible for funding under Section 22a-475 et seq. of the Connecticut General Statutes, as the same may be amended from time to time (the "Clean Water Fund Program"), the City is authorized and may issue interim funding obligations in anticipation of project loan obligations and project loan obligations ("Clean Water Fund Obligations") in such denominations as the Mayor and Director of Finance shall determine. The Mayor and Director of Finance are hereby authorized to determine the amount, date, maturity, interest rate, form and other details and particulars of such Clean Water Fund Obligations, subject to the provisions of the Clean Water Fund Program, and the Mayor,

Comptroller and the Director of Finance are authorized to execute and deliver the same. Said Clean Water Fund Obligations shall be secured as to both principal and interest by (i) a pledge of revenues to be derived from sewage system use and/or connection charges, benefit assessments, or both, (ii) the full faith and credit of the City, or (iii) any combination of (i) and (ii). The Mayor is hereby authorized to execute and deliver to the State in the name of and on behalf of the City Project Loan and Project Grant Agreements under the Clean Water Fund Program.

Section 8. Any appropriation, or portion thereof, not required, in the determination of the Common Council, for any Department set forth in Section 1, may be transferred by resolution of the Common Council to any other Department of the City.

Section 9. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations (the “Regulations”), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution, or otherwise as may be allowed under the Regulations, in the maximum amount and for the Projects with the proceeds of bonds, notes, or other obligations (“Tax Exempt Obligations”) authorized to be issued by the City. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Projects, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax Exempt Obligations. The Director of Finance is authorized to amend such expression of official intent to bind the City pursuant to such changes he deems necessary or advisable to maintain the continued exemption from federal income taxation of interest on the Tax Exempt Obligations. While it is anticipated that the bonds or notes will qualify as tax exempt bonds, the Mayor and Director of Finance are authorized, upon the advice of bond counsel, to issue all or any portion of the bonds or notes as bonds or notes the interest on which is includable in the gross income of the owners thereof for federal income tax purposes and it is hereby found and determined that the issuance of any such bonds or notes is in the public interest.

Section 10. The Mayor and Director of Finance are hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders or noteholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the “MSRB”) and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 11. The Mayor and Director of Finance are hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor is hereby authorized, on behalf of the City, to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Projects, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the City with engineers, contractors and others to complete the Projects.

EXHIBIT A
2020-2021 CAPITAL BUDGET APPROPRIATIONS

	<u>Amount</u>	<u>Subtotal</u>
WATER POLLUTION CONTROL AUTHORITY		
Pump Station Upgrade	\$3,000,000	
WWTP Rehabilitation	750,000	
SUBTOTAL WPCA		\$3,750,000
 BOARD OF EDUCATION		
New Cranbury School	\$45,000,000	
Norwalk High School	50,279,655	
Cafeteria/Kitchen Renovations	3,500,000	
Fuel Tank Replacement	1,250,000	
Silvermine Driveway Improvements	80,000	
Air Conditioning Program	855,000	
BOE Asbestos Abatement Program	500,000	
Curriculum Materials & Textbooks	450,000	
BMHS Air Quality Recommendations	100,000	
Enhancement to School Security	200,000	
Instructional Technology	500,000	
SUBTOTAL BOARD OF EDUCATION		\$102,714,655
 RECREATION & PARKS		
School & Park Playgrounds	\$300,000	
Basketball and Tennis Courts	575,000	
Athletic Fields	85,000	
Cranbury Park	580,000	
Calf Pasture Beach	325,000	
Vehicles	275,000	
West Rocks Soccer Complex	900,000	
Broad River Basketball Complex	2,500,000	
Turf Softball	1,000,000	
Backstops and Fencing	50,000	
Tree Planting	50,000	
Open Space Fund	50,000	
SUBTOTAL RECREATION & PARKS		\$6,690,000

POLICE / COMBINED DISPATCH

Cars and Vans	\$624,575
Communication Console	13,500,000

SUBTOTAL POLICE / COMBINED DISPATCH**\$14,124,575****FIRE**

Battery Powered Extrication Equipment	\$110,000
Mobile Radio Upgrade	177,402
SCBA Airpacks, Facepieces	48,000
Power Washer	10,964
Training Tower	19,000
Building Repairs Various Stations	35,000
Utility Vehicles	25,500

SUBTOTAL FIRE**\$425,866****OPERATIONS & PUBLIC WORKS**

Bridge Repairs	\$100,000
Structural Inspection & Repairs	35,000
West Cedar Bridge	1,800,000
Pavement Management Program	5,000,000
Sidewalks & Curbs	2,800,000
Footpath Replacement	100,000
General Drainage	250,000
Watercourse Maintenance	4,000,000
Norwalk River Flood Control	150,000
Tree Planting	65,000
East Avenue Reconstruction	1,500,000
Tea21 Local Match	1,983,400
Fleet Replacement	900,000
Compactor Replacement	25,000
City Hall Repairs & Improvements	230,000
Various City Building Repairs	50,000
Health Department	90,000
Public Works Center	210,000
Nathan Ely - Various Repairs	20,000
Norwalk Museum	50,000
Various Buildings - Environmental	20,000
Ben Franklin - Various	135,000
Sidewalk & Curb Building Management	50,000

SUBTOTAL OPERATIONS & PUBLIC WORKS**\$19,563,400****ECONOMIC & COMMUNITY DEVELOPMENT**

Small Business/Main Street Program	\$150,000
Library Expansion Architectural	1,570,000

SUBTOTAL ECONOMIC & COMMUNITY DEVELOPMENT**\$1,720,000**

BUSINESS DEVELOPMENT & TOURISM

Business Incentive Economic Analysis & Plan	\$50,000
Tourism Branding & Marketing Initiative	100,000
Business Outreach & Marketing Strategy	50,000

SUBTOTAL BUSINESS DEVELOPMENT & TOURISM **\$200,000**

ARTS COMMISSION

MLK Boulevard Art	\$50,000
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SUBTOTAL ARTS COMMISSION **\$50,000**

TRANSPORTATION, MOBILITY AND PARKING

Traffic Signals	\$550,000
Transportation Master Plan	210,000
Projected Crosswalks	30,000
Safe Routes to School	225,000
Fleet Equipment	40,000
Striping and Signing	150,000
Artistic Crosswalk Signs	25,000
New Sidewalk Construction	100,000
Rowayton Avenue Sidewalk	30,000
Hunt Street/Witch Lane Sidewalks	50,000
George Avenue Sidewalks	40,000
Norwalk River Valley Trail	50,000
Pavement Markings for Biking	50,000

SUBTOTAL TRANSPORTATION, MOBILITY AND PARKING **\$1,550,000**

PARKING AUTHORITY

Parking Facilities	\$912,000
Residential Parking Permits	150,000
Parking Wayfinding Signage	100,000

SUBTOTAL PARKING AUTHORITY **\$1,162,000**

LIBRARY

Laptop Dispensers	\$70,000
Norwalk Newspaper Digitization	50,000
Auditorium Refresh	68,000

SUBTOTAL LIBRARY **\$188,000**

HISTORICAL COMMISSION

ADA Access Mill Hill	\$134,000
Lockwood House ADA Access	314,000
Smith Street Buildings	21,000
LM Mansion Code & Repairs	50,000
Museum Collection Archive/Cataloging	10,000

SUBTOTAL HISTORICAL COMMISSION **\$529,000**

HEALTH DEPARTMENT

Health Building Upgrades

\$31,000

SUBTOTAL HEALTH DEPARTMENT**\$31,000****REDEVELOPMENT**

Affordable Housing

\$250,000

Façade Improvements

150,000

SUBTOTAL REDEVELOPMENT**\$400,000****PLANNING & ZONING**

Update of Zoning Regulations

\$200,000

SUBTOTAL PLANNING & ZONING**\$200,000****INFORMATION TECHNOLOGY**

Citywide Technology Projects

\$433,860

SUBTOTAL INFORMATION TECHNOLOGY**\$433,860****HUMAN RELATIONS AND FAIR RENT**

ADA Compliance

\$100,000

SUBTOTAL HUMAN RELATIONS AND FAIR RENT**\$100,000****\$153,832,356**

EXHIBIT B
2020-2021 CAPITAL BUDGET BONDING

	<u>Amount</u>	<u>Subtotal</u>
WATER POLLUTION CONTROL AUTHORITY		
Pump Station Upgrade	\$0	
WWTP Rehabilitation	0	
SUBTOTAL WPCA		\$0
 BOARD OF EDUCATION		
New Cranbury School	\$30,600,000	
Norwalk High School	50,279,655	
Cafeteria/Kitchen Renovations	3,500,000	
Fuel Tank Replacement	1,250,000	
Silvermine Driveway Improvements	80,000	
Air Conditioning Program	855,000	
BOE Asbestos Abatement Program	340,000	
Curriculum Materials & Textbooks	450,000	
BHMS Air Quality Recommendations	100,000	
Enhancement to School Security	200,000	
Instructional Technology	500,000	
SUBTOTAL BOARD OF EDUCATION		\$88,154,655
 RECREATION & PARKS		
School & Park Playgrounds	\$300,000	
Basketball and Tennis Courts	575,000	
Athletic Fields	85,000	
Cranbury Park	580,000	
Calf Pasture Beach	325,000	
Vehicles	275,000	
West Rocks Soccer Complex	900,000	
Broad River Basketball Complex	2,500,000	
Turf Softball	1,000,000	
Backstops and Fencing	50,000	
Tree Planting	50,000	
Open Space Fund	50,000	
SUBTOTAL RECREATION & PARKS		\$6,690,000

POLICE / COMBINED DISPATCH

Cars and Vans	\$624,575
Communication Console	13,500,000

SUBTOTAL POLICE / COMBINED DISPATCH**\$14,124,575****FIRE**

Battery Powered Extrication Equipment	\$110,000
Mobile Radio Upgrade	177,402
SCBA Airpacks, Facepieces	48,000
Power Washer	10,964
Training Tower	19,000
Building Repairs Various Stations	35,000
Utility Vehicles	25,500

SUBTOTAL FIRE**\$425,866****OPERATIONS & PUBLIC WORKS**

Bridge Repairs	\$100,000
Structural Inspection & Repairs	35,000
West Cedar Bridge	360,000
Pavement Management Program	4,250,000
Sidewalks & Curbs	1,500,000
Footpath Replacement	100,000
General Drainage	250,000
Watercourse Maintenance	4,000,000
Norwalk River Flood Control	150,000
Tree Planting	65,000
East Avenue Reconstruction	1,500,000
Tea21 Local Match	115,000
Fleet Replacement	900,000
Compactor Replacement	25,000
City Hall Repairs & Improvements	230,000
Various City Building Repairs	50,000
Health Department	90,000
Public Works Center	210,000
Nathan Ely - Various Repairs	20,000
Norwalk Museum	50,000
Various Buildings - Environmental	20,000
Ben Franklin - Various	135,000
Sidewalk & Curb Building Management	50,000

SUBTOTAL OPERATIONS & PUBLIC WORKS**\$14,205,000****ECONOMIC & COMMUNITY DEVELOPMENT**

Small Business/Main Street Program	\$150,000
Library Expansion Architectural	1,570,000

SUBTOTAL ECONOMIC & COMMUNITY DEVELOPMENT**\$1,720,000**

BUSINESS DEVELOPMENT & TOURISM

Business Incentive Economic Analysis & Plan	\$50,000
Tourism Branding & Marketing Initiative	100,000
Business Outreach & Marketing Strategy	50,000

SUBTOTAL BUSINESS DEVELOPMENT & TOURISM **\$200,000**

ARTS COMMISSION

MLK Boulevard Art	\$50,000
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SUBTOTAL ARTS COMMISSION **\$50,000**

TRANSPORTATION, MOBILITY AND PARKING

Traffic Signals	\$550,000
Transportation Master Plan	210,000
Projected Crosswalks	30,000
Safe Routes to School	225,000
Fleet Equipment	40,000
Striping and Signing	150,000
Artistic Crosswalk Signs	25,000
New Sidewalk Construction	100,000
Rowayton Avenue Sidewalk	30,000
Hunt Street/Witch Lane Sidewalks	50,000
George Avenue Sidewalks	40,000
Norwalk River Valley Trail	50,000
Pavement Markings for Biking	50,000

SUBTOTAL TRANSPORTATION, MOBILITY AND PARKING **\$1,550,000**

PARKING AUTHORITY

Parking Facilities	\$0
Residential Parking Permits	0
Parking Wayfinding Signage	0

SUBTOTAL PARKING AUTHORITY **\$0**

LIBRARY

Laptop Dispensers	\$70,000
Norwalk Newspaper Digitization	50,000
Auditorium Refresh	68,000

SUBTOTAL LIBRARY **\$188,000**

HISTORICAL COMMISSION

ADA Access Mill Hill	\$134,000
Lockwood House ADA Access	314,000
Smith Street Buildings	21,000
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Museum Collection Archive/Cataloging	10,000

SUBTOTAL HISTORICAL COMMISSION **\$529,000**

HEALTH DEPARTMENT

Health Building Upgrades

\$31,000

SUBTOTAL HEALTH DEPARTMENT**\$31,000****REDEVELOPMENT**

Affordable Housing

\$250,000

Façade Improvements

150,000

SUBTOTAL REDEVELOPMENT**\$400,000****PLANNING & ZONING**

Update of Zoning Regulations

\$200,000

SUBTOTAL PLANNING & ZONING**\$200,000****INFORMATION TECHNOLOGY**

Citywide Technology Projects

\$433,860

SUBTOTAL INFORMATION TECHNOLOGY**\$433,860****HUMAN RELATIONS AND FAIR RENT**

ADA Compliance

\$100,000

SUBTOTAL HUMAN RELATIONS AND FAIR RENT**\$100,000****\$129,001,956**

§ 30-15 Implementation and Oversight of City Capital Building Projects
~~**Establishment of Norwalk Facilities Construction Commission.**~~

~~There is established a Norwalk Facilities Construction Commission (NFCC). The Land Use and Building Management Committee of the Common Council, or any successor thereto (the "Land Use Committee") shall have responsibility for charged with the implementation and oversight of City capital building projects in Norwalk, as provided herein.~~

§ 30-15.1 Membership.

~~A. Members of the NFCC shall be appointed by the Mayor with the approval of the Common Council.~~

~~B. The NFCC shall consist of 11 members, as follows:~~

- ~~(1) The Mayor or his designee shall serve as chairman of the NFCC;~~
- ~~(2) Two members of the Common Council, one of whom shall be the Chairman of the Land Use and Building Management Committee of the Common Council and the other who shall be affiliated with a nonmajority political party or, if there is no such party represented on the Council, the second member may be any other Council member recommended by the Council;~~
- ~~(3) One member shall be the chairperson of the Board of Education's Permanent Education Specifications Committee or such other member of the Board as may be recommended by the Board of Education;~~
- ~~(4) One member shall be recommended by the Parent Teacher Organization Council of Norwalk;~~
- ~~(5) One member shall be the Chairman of the Board of Estimate and Taxation or such other member as may be recommended by the Board;~~
- ~~(6) One member shall be the Superintendent of Schools or his designee from the Central Office Staff of the Board of Education responsible for facility construction; and~~
- ~~(7) Four public members shall be electors of the City of Norwalk who shall have experience with building projects, such as construction trades, general contracting, construction management, architecture, engineering, public parking facilities and finance. No more than three of the five members who include the four public members and the one PTO Council representative shall be affiliated with the same political party.~~

~~§ 30-15.2~~ Terms.

- ~~A. The representative of the Parent Teacher Organization Council and two of the four public members shall be appointed for initial terms ending January 1, 2007, and two of said public members shall be appointed for initial terms ending January 1, 2006. Thereafter, the terms for these members of the Commission shall be for four years and the Mayor shall appoint, with the approval of the Common Council, each year, successors to those members whose terms expire on the succeeding January 1.~~
- ~~B. The terms of the Mayor, Common Council members, Board of Education member and Board of Estimate and Taxation member, as voting ex officio members, shall be coterminous with the terms of their office.~~

§ 30-15.13 Powers and duties.

- ~~A. The NFCC shall develop a facilities construction program to implement facility policy decisions adopted by the Common Council and, as may be appropriate, by the Board of Education and Parking Authority.~~
- ~~B. The NFCC Land Use Committee shall provide project management and oversight of those all City capital public building projects in Norwalk in excess of \$400,250,000 or as designated by the Common Council, including oversight of project planning and design, recommending selection of architect and construction manager or general contractor, project execution planning, status tracking for schedule and budget, reporting, project completion and closeout. City capital public building projects do not include public infrastructure improvements such as roads, bridges and drainage, which shall continue to be the responsibility of the Department of Public Works.~~
- ~~C. The NFCC may establish performance standards and specifications that ensure quality construction. The NFCC shall be responsible for full life cycle cost analysis. The NFCC may establish clear performance goals and standards for architects, construction managers and other professionals providing services in connection with NFCC projects.~~
- ~~D. The NFCC shall submit any matter requiring approval by the Common Council directly to the Council agenda as if it were a committee of the Council. The Mayor shall designate one of such Common Council members to propose motions to the Common Council as authorized by the Commission.~~

§ 30-15.24 Building Advisory Committees.

~~A. The Mayor-Land Use Committee shall may, in its sole discretion, establish and appoint a Building Advisory Committee for anyeach City capital building project and shall designate the membership and chairman of each such committee. Each Building Advisory Committee so established shall advise the Land Use Committee NFCC on user needs related to the function, and the design, construction, or any other matter of the project related to the project, and the construction implementation schedule as determined by the Land Use Committee. Each Building Advisory Committee shall remain in existence until the completion of the applicable construction project.~~

~~B. The membership of each such Building Advisory Committee for a City project shall consist of the following:~~

- ~~(1) One member of the Common Council representing the district in which the City project is located or an at large member if the project involves more than one district;~~
- ~~(2) One member of the City Department that will occupy or use the building; and~~
- ~~(3) At least three members of the public knowledgeable about the purpose of the building or having construction experience.~~

~~C. The membership of each such Building Advisory Committee for an individual school building project shall consist of the following:~~

- ~~(1) One member of the Common Council representing the district in which the school project is located;~~
- ~~(2) One member of the Norwalk Board of Education recommended by the Chairman of the Board of Education;~~
- ~~(3) Two members such as the principal or principal's designee of said school and from the faculty or staff of said school as recommended by the Superintendent of Schools; and~~
- ~~(4) Three members recommended by the Parent Teacher Organization Council of said school and approved by the Board of Education.~~

~~D. The Mayor shall designate a representative from the NFCC for each such Building Advisory Committee.~~

~~E. The Ad Hoc Advisory or Building Advisory Committees currently in existence for Brookside Elementary School, West Rocks Middle School, Brien McMahon High~~

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School, the School Roofs Project, the Norwalk Police Station and the Oak Hills Park Restaurant shall continue to serve as and shall be designated as Building Advisory Committees pursuant to this section for their respective capital building projects.

~~§ 30-15.5 — Staffing and operations.~~

~~A. The NFCC may request through the Mayor the assistance of public officials or City employees in matters such as purchasing, legal, security, public works, building and public safety in carrying out its duties.~~

~~B. The NFCC after a competitive proposal process shall recommend a construction program management firm to the Mayor and Common Council to be responsible for the day-to-day implementation and oversight of the facilities construction program and staffing for the NFCC.~~

~~C. The NFCC shall have a separate line item in the City operating budget and, if needed, in the City capital budget, and may submit requests for capital funds through the City's capital budget process.~~

~~D. Norwalk Facilities Construction Commission Operations:~~

~~(1) The NFCC shall meet at least monthly and at such other times as it deems necessary.~~

~~(2) The NFCC shall provide a standardized monthly report to the Mayor and Common Council regarding the status of all ongoing capital building projects, and shall provide a monthly report to the Board of Education on the status of all school building projects. Such reports shall be public documents.~~

~~(3) The NFCC shall develop policies and practices for facility planning, facility management and utility conservation to control operating costs.~~

§ 30-16 Designation of School Building Committee.

A. The ~~NFCC~~ Land Use Committee is hereby designated and shall serve as the Norwalk School Building Committee and shall have all such power and authority as may be necessary to properly perform and discharge its responsibilities and obligations pursuant to the Connecticut General Statutes.

B. The ~~NFCC~~ Land Use Committee shall commence service as the Norwalk School Building Committee as of ~~August 1, 2003~~ the effective date of this amendment ~~section.~~

All actions taken by the Norwalk Facilities Construction Commission in its capacity as the Norwalk School Building Committee prior to such date are hereby ratified and confirmed.

~~§ 30-17~~ ~~When effective.~~

~~This chapter shall take effect pursuant to § 1-193 of the Charter of the City of Norwalk.~~

Chapter 32. Code of Ethics

§ 32-12. Board of Ethics.

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A. Appointment of members. The Board of Ethics shall be comprised of five full members and two alternate members, each of whom shall be electors of the City of Norwalk. No more than two of the members of the Board and one of the alternates shall be registered members of the same political party, and no member of the Board of Ethics shall be an Employee or Officer of the City. Each member shall serve for a three -year year term and, in the event of a vacancy on the Board of Ethics, a replacement shall be appointed to serve the balance of the term. Except for the original appointments, replacement members shall be appointed each year after the effective date of the enactment of this chapter to serve for terms of three years. At the origination of the Board of Ethics after the first effective date of this amendment to Chapter 32, the Common Council shall appoint two members and one alternate for three-year terms, two members for two year terms and one member and one alternate for one year terms. All council appointments to the Board of Ethics shall be made by the Common Council and shall require the affirmative vote of 11 members of the Common Council.

B. Organization. The Board of Ethics shall elect a Chairperson. The Board of Ethics shall keep minutes of its meetings, which shall be filed in the office of the City Clerk, and the Board of Ethics shall hold meetings at the call of one full member of the Board and at such times as a majority of the full members of the Board of Ethics may determine. Four members present, including sitting alternates, shall constitute a quorum in order for the Board of Ethics to conduct official business. An alternate serving in place of an absent member of the Board of Ethics shall have all of the powers and responsibilities as a full member during the meeting at which such alternate member shall sit.

C. Powers and duties. The powers and duties of the Board of Ethics shall include: rendering advisory opinions, investigation of complaints, and hearings on complaints; notification ~~of~~ to the Mayor, City Clerk, Corporation Counsel and any other public Officer as it deems appropriate of its memorandum of decision on any complaint; annual reports to the Mayor, Common Council, and Corporation Counsel on its activities and recommendations, and annual educational programs on the Code of Ethics for municipal Officers, Employees, and Agencies; and such other powers and duties as may be set forth herein on the Code of Ethics. Further, the Board of Ethics shall promote a public culture and operating environment of high ethical standards throughout the City of Norwalk, by educating, informing and encouraging City officialsOfficers, Employees, residents and vendors of the City of Norwalk to become aware of the Code of Ethics to ensure that their public actions and activities are in compliance with the Norwalk Code of Ethics. and high ethical standards.

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(1) Advisory opinions.

The Board of Ethics, when requested to do so in writing by any Officer, Employee, Agency, or upon its own motion, may render advisory opinions concerning Officers and Employees and other issues with respect to this Code of Ethics. Such an advisory opinion shall be binding on the Board of Ethics, until amended or revoked, and reliance on a controlling

advisory opinion in good faith is an absolute defense in any action or proceedings brought under the provisions of this Code of Ethics. Within 120 days of valid receipt of such a request, the Board of Ethics shall render its advisory opinion or its decision not to consider such request, and shall file such opinion or decision with the office of the City Clerk, and such opinion or decision shall be available to the public. The opinion or decision so filed may contain such deletions as the Board of Ethics may in its sole discretion deem necessary to prevent disclosure of the identity of the Officer or Employee involved, if agreed to by both the individual involved and the Board.

(2) Probable Cause hearings and subsequent procedures.

(a) Filing of the complaint; notification and amendment. Any Person, including a member of the Board of Ethics, may submit a written complaint, in a form prescribed by the Board of Ethics and signed under penalty of false statement, alleging a violation of this Code of Ethics by an Officer or Employee or an Individual who was an Officer or Employee within the preceding year, year. The complaint shall contain the specific act or acts which allegedly constitute the violation.

(b) Review of complaint. Upon receipt of a complaint, the Board of Ethics shall review the complaint and determine whether it warrants acceptance. If a majority of the members of the Board of Ethics present at the meeting reviewing said complaint determines that acceptance is not warranted, by a majority of the members present at the meeting, then it shall notify the Complainant that it has refused to accept the complaint without establishing an Investigating Panel. If the Board of Ethics refuses to accept a complaint, it shall issue a written explanation of the reasons for such rejection.

The basis for which the Board of Ethics may refuse to accept a complaint. The conduct which the Board of Ethics relies on to make such a decision shall may include, but not be limited to: (i) the number of complaints filed and the total number of pending complaints by the Complainant; (ii) the scope of the complaint; (iii) the nature, content, language or subject matter of the complaint; (iv) the nature, content, language or subject matter of other oral and written communications to the Board of Ethics from the Complainant; and (v) a pattern of conduct that amounts to an abuse of the ethics complaint process or an interference with the operations of the Board of Ethics.

Upon the rejection of a complaint, if the Board of Ethics makes a finding that the complaint was vexatious and brought in bad faith it may provide appropriate relief commensurate with the conduct, including but not limited to, an order that the Board of Ethics need not accept future complaints from the filer Complainant for a specified period of time.

(c) Appointment of Investigating Panel. Upon receipt of said complaint by the Board of Ethics members and subject to [32-12(e)(1)(a)] [CHECK CITE], an An Investigating Panel will shall be appointed within 21 days after the next regularly scheduled Board of Ethics meeting following receipt of a complaint by the Board of Ethics. The No members of the Investigating Panel shall not serve or have served within one year as be an Officers or Employees from the Agency at which the Complainant or Respondent Individual(s) serves or formally served within one year as an Officer, or Employee alleged to be involved in the facts of the complaint currently serves or formerly served within one year as Officers or Employees. The Investigating Panel members may delete, defer or

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reject any part of a complaint that does not conform to the requirements specified by the Board of Ethics. If any member of the Board of Ethics initiates or is involved in a complaint, he or she will recuse himself or herself from the Board of Ethics for the purposes of that complaint, including the appointment of the Investigating Panel and any Hearing Board, and an alternate of the Board shall serve in his or her place as to all further proceedings on that complaint.

(3) Investigation of Complaint, Notification of Parties, Investigating Panel.

(a) Notification of Parties. The Board of Ethics shall notify, by registered or certified mail, or by personal service by a State Marshal, constable or indifferent Person, any Respondent(s) against whom a complaint is filed not later than 10 business days after the Investigating Panel is formed. A copy of such complaint, the name of the Complainant(s) and any subsequent changes to the complaint shall accompany such notice. The Board shall also notify the Complainant in writing of its receipt of such complaint not later than 10 business days after the Investigating Panel is formed.

(b) Expansion of Complaint by Investigating Panel. Subsequent to the filing of the original complaint, the Investigating Panel or the Board of Ethics may, at its discretion, supplement or expand any such complaint filed with the Board of Ethics to include other violations which it reasonably suspects to have occurred, based on allegations in the original complaint. Any such supplementation expansion shall be in writing, and a copy shall be sent by registered or certified mail, or by personal service by a State Marshal, constable or indifferent Person to the Respondent(s) and Complainant(s) within seven days of such amendment.

(4) Investigation of Probable Cause; Confidentiality of Initial Proceedings.

The Investigating Panel members shall investigate the complaint and any expansion thereto. For this purpose, hearings and meetings may be held to determine whether or not there is Probable Cause to believe that the Respondent has violated the Code of Ethics. Any Probable Cause investigation and Probable Cause hearing, if held, shall be confidential and shall not be open to the public unless the Respondent requests that such investigation and hearing be open. The request by the Respondent for a public hearing shall waive the confidentiality requirement of the investigation and hearing.

Pending the outcome of the Probable Cause hearing, no member of the Board of Ethics or Investigating Panel shall disclose his or her knowledge of the Probable Cause investigation to a third party. By filing a complaint with the Board of Ethics, the Complainant shall be bound by the requirement of confidentiality. A violation of the requirement of confidentiality by the Complainant, whether direct or indirect, shall be grounds, at the discretion of the Board of Ethics, to dismiss the complaint and may be grounds to ban the Complainant from filing complaints in the future.

The Respondent shall have the right to appear and be heard and to offer any information by way of answer or denial of the allegations. The Respondent may be represented by counsel of his or her choice in the Probable Cause hearings before the Investigating Panel. The Investigating Panel may, in its discretion, hear testimony or take written statements from the Complainant and any other witnesses it deems necessary to its investigation. The Investigating Panel may retain counsel or investigators to assist it in the Probable Cause hearing process.

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(a) Determination of Probable Cause, Written Report, Hearing Board. A decision regarding Probable Cause shall be made by the Investigating Panel within 60 days after the date that the Board of Ethics served notice of the formation of the Investigating Panel to the Respondent and Complainant. A finding that there is Probable Cause to believe that the Respondent has violated the Code of Ethics exists shall require two concurring affirmative votes from the members of the Investigating Panel.

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(i) Finding of No Probable Cause before an ethics hearing board. If the Investigating Panel fails to determine that there is Probable Cause that the Respondent has violated the Code of Ethics, the Investigating Panel shall dismiss the complaint for the Board of Ethics and shall report such dismissal to the Board of Ethics, and a copy of the report of dismissal shall be sent by registered or certified mail or by personal service by a State Marshal, constable or indifferent Person to the Respondent and Complainant within seven days of its receipt by the Board of Ethics Ethics Board.

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(ii) Finding of Probable Cause. A finding that Probable Cause to believe that the Respondent has violated the Code of Ethics exists shall require two concurring votes from the members of the Investigating Panel. (ii) Written Report of Investigating Panel; Public Hearing Before Hearing Board. If the Investigating Panel determines that there is Probable Cause that the Respondent respondent has violated the Code of Ethics, it shall submit a written report to the Board of Ethics stating the basis for the finding of Probable Cause. Upon receipt of the report of the Investigating Panel finding probable cause, the Board of Ethics shall appoint a Hearing Board, which shall initiate a public hearing [process] within 30-45 days from such appointment of receipt of the report, to determine whether the Respondent(s) respondent(s) committed a violation of the Code of Ethics. In any public hearing held to determine a violation of the Code of Ethics, the Investigating Panel members shall have the responsibility of gathering and presenting evidence to the Hearing Board.

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(5) Report to the Hearing Board; Hearings; Extensions of Time.

(a) Notice of Probable Cause Finding to Complainant and Respondent. The Hearing Board shall give notice-send a copy of any report of Probable Cause made by the Investigating Panel in writing, and a copy of the report shall be sent by registered or certified mail or by personal service by a State Marshal, constable or indifferent Person to the Respondent and Complainant within 10 business days of its-its receipt, receipt by the Hearing Board.

(b) Hearings. The Hearing Board shall hold hearings in accordance with its regulations and procedures adopted under this Code of Ethics Code and shall call such witnesses and admit such evidence as the Hearing Board determines to be appropriate. The Investigating Panel, Complainant and the Respondent shall each have the right to present evidence and witnesses subject to the rules and regulations adopted by the Board of Ethics under this Code of Ethics Code.

(c) Evidence; Burden of Proof. The Hearing Board shall determine whether a violation of the Code of Ethics has been proven by Clear And Convincing Evidence. In conducting such hearings,

the ~~Investigating Panel~~ ~~Investigating Panel~~ ~~Complainant~~ shall have the burden of proving the claim. A finding of a violation of the Code of Ethics shall require the affirmative vote of two of the three Hearing Board members that there is Clear And Convincing Evidence that the Respondent has violated the Code of Ethics.

(d) Written Decision of the Hearing Board. ~~Upon completion of the hearings before the Hearing Board, t~~The Complainant and Respondent shall be notified in writing of the decision of the Hearing Board not later than 10 business days after such decision has been made. Such notification shall be either by registered or certified mail, or personal service by a State Marshal-, constable or indifferent Person. If the Hearing Board determines a violation of the Code of Ethics has been proven by Clear And Convincing Evidence, the Hearing Board shall, ~~within 30 days after such determinationdecision,~~ state its findings of fact and conclusions of law in writing and shall specify the Code section violated. The Hearing Board shall file its memorandum of decision with the Mayor, City Clerk, Corporation Counsel, and any other ~~public~~ Officer it deems appropriate and deliver it contemporaneously to the Complainant and Respondent.

(e) Extension of time.

(i) For good cause, the Hearing Board may grant extensions of time upon an affirmative vote of a majority of the Hearing Board. ~~However, in no event shall the extension double the original time periods specified in this chapter.~~

(ii) The Hearing Board shall give written notice of any extension(s) of time to the Respondent and to the Complainant.

(iii) Notwithstanding the foregoing: ~~a decision must be rendered within 120 days of the appointment of the Hearing Board. No , no extensions of time may be given for time periods required for notification(s), and [no extensions may be given for the time limitation for ruling on actions unless otherwise specified herein~~

(6) Rules and procedure for public hearings.

(a) Public Hearings. Public hearings shall be conducted under the rules and regulations adopted by the Board of Ethics, which shall include the following: oral evidence shall be taken under oath; documentary evidence may be received in the form of copies or excerpts, if the original is not readily available; and upon request, parties and the Hearing Board shall be given the opportunity to compare the copy to the original.

(b) Rights of Investigating Panel and Respondent. The Investigating Panel, ~~Complainant~~ and Respondent shall have the right in any such hearing before the Hearing Board:

(i) To be represented by counsel.

(ii) To present oral or written documentary evidence which is not irrelevant, immaterial or unduly repetitious.

(iii) To examine and cross-examine witnesses required for a full and true disclosure of the facts.

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(c) Evidentiary rules. All decisions regarding the introduction and admissibility of evidence not previously specified ~~and which is to be introduced or precluded, are~~ to be determined by a majority of the Hearing Board.

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(d) Rules of Procedure. The Board of Ethics shall have the power to adopt and amend rules of procedure for hearings conducted pursuant to the Code of Ethics, provided such rules are approved by a majority vote of the entire Common Council, ~~after publication of the text of the proposed rules of procedure or amendments thereto in a newspaper having a general circulation in the City.~~ Any rules of procedure or amendments thereto shall become effective 30 days after adoption, and the full text of the rules for procedure, adopted in accordance with this section, shall be published and maintained as part of Chapter 32 of the Code of the City of Norwalk.

(e) Due Process. All Board of Ethics hearings shall be conducted in such a manner as to provide the Complainant and Respondent(s) with all due process that is required by federal, state and local law.

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(f) Recording and transcription of hearings. Upon the request of the Complainant, the Respondent, the Investigating Panel or a member of the Hearing Board, the Hearing Board shall cause the hearings to be recorded and/or a transcription to be made thereof. If either the Respondent or Complainant requests a copy of the recording or transcript, the requesting party shall bear the costs for the same.

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(g) Witnesses; Issuance of Subpoenas. The Hearing Board may subpoena witnesses to testify and may compel production of documents and other effects as evidence, and such subpoena may be enforced as provided under Chapter 32 of the Code of the City of Norwalk and state law.

(h) Public's right of access. In order to insure the public's right of access to the proceedings held in accordance with the provisions of this chapter, the Board of Ethics in conducting hearings before the Hearing Board shall follow the requirements of the Connecticut Freedom of Information Act.^[1]

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(7) Stipulations of Parties and Settlement

At any time after an ethics complaint has been made, the Board of Ethics, Investigating Panel or the Hearing Board or a duly constituted may accept stipulated findings and/or a settlement from a Respondent.

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D. Annual Report. On or before June 1 of each Yearyear, the Board of Ethics shall submit to the members of the Common Council, the Mayor, and the Corporation Counsel a written report, which shall include, but not be limited to, a summary of its activities and recommendations for improvements in the Code of Ethics.

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E. Educational Programs and Materials.

~~E.~~

(1) Educational programs. The Board of Ethics shall hold or sponsor at least one educational program for the City and its Employees and Officers annually.

~~(1).~~

(2) Handbook. The Board of Ethics ~~may shall~~ create and maintain a handbook, which shall include a copy of this chapter, which should be distributed together with this chapter to all Officers and Employees. If created, a copy of the handbook shall be kept at the City Clerk's office and shall be available for inspection by the public and distributed to all Officers and Employees.

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