FINANCE/CLAIMS COMMITTEE MEETING
Thursday, May 14, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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

Public should watch via the youtube link to the City of Norwalk CT is https://www.youtube.com/channel/UCRcAj0a6fNzo2prQ6LhSjVA

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 862 647 869

Register in advance for this webinar only to take part in public participation:
https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

AGENDA

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:

   April 9, 2020 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   May 14, 2020
6. Narrative on Tax Collections dated May 14, 2020 – Receive Report and discuss.
7. Monthly Tax Collector’s Reports dated April 2020 – Receive Report and discuss.
8. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection
   Division of Emergency Management & Homeland Security Grant for the Emergency Management Performance Grant which is approximately $65,000.
9. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for Local Capital Improvement Program ($647,076- 2020 Entitlement).
10. Update on Oak Hills Authority operation.
11. Approval of Budget:

    a. Approval of FY 2020-21 Parking Authority Budget

    b. Approval of FY 2020-21 WPCA Budget
12. Authorize the Mayor, Harry W. Rilling, to execute a contract with Shipman & Goodwin LLP to provide bond counsel services, with pricing for services based upon the proposal submitted by Shipman & Goodwin to the City on January 28, 2020 as amended by the May 1, 2020 email from Bruce Chudwick. Account #301340-5523.
13. Adjournment.

CITY OF NORWALK
FINANCE AND CLAIMS COMMITTEE
REGULAR MEETING
APRIL 9, 2020

ATTENDANCE: Greg Burnett, Chair; Nick Sacchinelli; Tom Keegan; David Heuvalman; John Kydes; George Theodoridis; Ernie Dumas; Kadeem Roberts; Barbara Smith; Tom Livingston; Diana Johnson

STAFF: Harry Rilling, Mayor; Henry Dachowitz, Chief Financial Officer; Lisa Biagiarelli, Tax Collector; Mario Coppola, Corporation Counsel; Chitsamay Lam, Comptroller; Jessica Casey, Chief of Community and Economic Development; Carl Dickens, Chair, Oak Hills Park Authority; Mark Gartner, Comptroller, Oak Hills Park Authority

I. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:00 PM. A quorum was present.

II. ROLL CALL

III. PUBLIC PARTICIPATION

Since this was a virtual meeting, written comments were to be submitted to the committee earlier in the day. However, there was no public comment at this time.

IV. APPROVAL OF MINUTES

Mr. Burnett amended the March 12, 2020 meeting minutes on page 3 in the third sentence of the "Monthly Tax Collector's Reports" section. The sentence should read: "The Tax Collector's Office intends to be open from 10 a.m. to 3 p.m. on Tuesday, Wednesdays and Thursdays."

****MR. KYDES MOVED TO APPROVE THE MARCH 12, 2020 MINUTES AS AMENDED**
****MR. SACCHINELLI SECONDED**
****MOTION PASSES UNANIMOUSLY.**

V. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT ON APRIL 9, 2020

VI. NARRATIVE ON TAX COLLECTIONS DATED APRIL 9, 2020

VII. MONTHLY TAX COLLECTOR'S REPORTS DATED MARCH 2020

Ms. Biagiarelli said that the claims this month were not in excess as of the end of March. She said the Tax Collector's office was still on track to meet collection goals with a 98% rate of collection with 3 months to go in the cycle. She reported an even more successful rate of collection with regards to sewer tax.

Ms. Biagiarelli said the tax sale was on hold and postponed until at least 30 days after the Governor opens the City for regular business. She said that, out of approximately $3 million to be collected on property taxes from November 2019 to today, they have been able to collect about $2 million towards that total. She said that the Tax Collector's office will continue working on this, and the sale postponement will be communicated to the participants.

Ms. Biagiarelli said the Tax Collector's office is still at work in City Hall on Tuesdays, Wednesdays, and Thursdays. Taxes can be collected online and by phone. She suggested that, if the shutdown continues beyond the next two weeks, they create a walk-up/drive-up window at City Hall to accommodate the population who are only comfortable submitting their taxes in person.

Ms. Biagiarelli said that the office is relying on the City website to communicate with citizens. She said they are doing their best to get the money in for the committee.

VIII. DISCUSSION OF STATE OF CONNECTICUT EXECUTIVE ORDER 7S CONCERNING POSSIBLE EXTENDED GRACE PERIOD AND/OR OTHER TAX RELIEF IN RESPONSE TO COVID-19

Ms. Biagiarelli said that taxation is a state function and municipalities are allowed to adjust their tax rates by the State. She said that people are looking for tax relief and there was a rush at the state level on April 1. She said that the language was not optimal and it caused confusion throughout the state. Guidance was offered and those materials were made available to the committee in tonight's agenda packet. The recommendation for Norwalk is contained within this document. The City was offered a choice between 1 of 2 plans, or both.

The Tax Collector's office is recommending the first plan, which includes an extension of the tax deadline for a total of a 90-day extension, or a due date of October 1. She said that some towns are not able to do this, and the tax relief application process was designed in a way that is very complicated and unfair to taxpayers. This recommendation was discussed with the Mayor and his office and all agree that this is the best solution for the City. Ms. Biagiarelli said that the collections are sound enough that they are able to forego further collections until that date.

Mr. Dachowitz said that this process would be administratively burdensome and they felt that they can allow and accommodate our citizens to pay on a deferred basis. Ms. Biagiarelli agreed with this grace period for all. She said that, however, if citizens are late with their tax payment on October 1, on October 2 interest reverts back to the original due date of July 1.

Ms. Biagiarelli noted that, if real estate taxes are paid by an escrow agents, those entities are not covered by Executive Order 7S. Mr. Theodoridis asked to confirm how much revenue is paid by escrow agents. Ms. Biagiarelli said roughly half.

Mr. Dachowitz said that his office did a quick calculation regarding $200,000 of interest collected in July and August of last year. He said that half of that was paid by banks. He calculated the deferral program would collect $50,000. Mr. Coppola said that the deferral program is really just 60 days, plus a 30-day grace period.

Ms. Biagiarelli said that this grace period would be revoked if complaints are received about landlords who do not extend the same to their tenants.

Ms. Biagiarelli said that they are on track and issuing tax bills on time. The Tax Assessor's office is currently accepting tax relief applications from elderly and disabled people. The Executive Order also allows the Tax Assessor's office to carry forward the elderly and disable applicants from last year to this year.

Mr. Burnett reminded the assembly that this recommendation is up for Common Council vote on April 14. Mr. Coppola said that the form is to be filed by April 25. The specific language is available in tonight's agenda packet.

Mr. Burnett, with the assistance of Mr. Coppola, Ms. Biagiarelli, and Mr. Keegan, said that they should use the following language:

> "The Finance and Claims Committee recommends that the City of Norwalk adopt the plan referred to as a deferral or extended grace period. This plan will simply extend the amount of time all taxpayers in the City of Norwalk will have to pay their July 1, 2020 tax installment and allow until Thursday, October 1, 2020 to pay without interest as described in Executive Order 7S. This recommendation modifies the general deferment and, instead of requiring applications, offers a grace period to all taxpayers, rather than to qualified applicants only.

Mr. Coppola will draft a more detailed resolution that involves specific language that expands the grace period to all taxpayers in advance of the Common Council meeting. Mr. Burnett said they will get that language to all the members of the Council. He requested that they vote on the matter with the final language that will appear on the Council floor.

****MR. SACCHINELLI MOVED TO APPROVE THE RECOMMENDATION FOR THE DEFERRAL OR EXTENDED GRACE PERIOD PURSUANT TO EXECUTIVE ORDER 7S WITH FINAL LANGUAGE TO BE CONFIRMED BY THE COMMON COUNCIL**
****MR. KEEGAN SECONDED**
****MOTION PASSES UNANIMOUSLY.**

IX. REVIEW AND APPROVAL OF REVISED OPERATING AND CAPITAL BUDGET DEADLINES

Discussion took place regarding the revised operating and capital budget deadline schedule.

Mr. Dachowitz said that, according to the Executive Order, all deadlines have been accommodated with a 30-day delay. He said that Angela Fogel prepared the chart and made sure they accommodated the Charter requirements. In February 2020, the Common Council established a CAP and the Board of Estimate held a hearing with each department to develop a list of open items, which have all been completed, except for the Board of Education. The BOE meeting was scheduled, but because of the coronavirus and work on distance learning, the meeting was postponed.

The FYE 2021 Proposed Operating Budget Dates are as follows:

- April 20, 2020 - BET Finance/BOE Meeting & Deliberation
- April 22, 2020 - BET OPBUD Public Hearing
- May 4, 2020 - BET Votes on Tentative Budget (Regular Meeting)
- May 5, 2020 - BET Forwards Tentative Budget to Common Council
- May 12, 2020 - Common Council sets Final Cap (Regular Meeting)
- May 15, 2020 - BET Makes Necessary Alterations to Accommodate Common Council Final CAP

- May 19, 2020 - BET Publishes Tentative Budget
- June 1, 2020 - BET Approves OPBUD and Tax Rates

The FYE 2021 Proposed Capital Budget Dates are as follows:

- April 14, 2020 - Mayor Forwards Recommended Budget
- April 22, 2020 - BET Sets Capital Budget CAP
- May 7, 2020 - Planning Committee Meets With Departments
- May 12, 2020 - Common Council Approves CAPBUD
- May 20, 2020 - CFO Transmit CAPBUD Financing Recommendation to Common Council and BET
- June 9, 2020 - Bonding Resolution Approved by Common Council

****MR. HEUVELMAN MOVED TO APPROVE THE REVISED OPERATING AND CAPITAL BUDGET DEADLINES**
****MR. SACCHINELLI SECONDED**
****MOTION PASSES UNANIMOUSLY.**

X. CFO FYE 2021 OPERATING BUDGET UPDATE

Mr. Dachowitz thanked Ms. Fogel for her help. He reminded the assembly that the Common Council established a CAP on February 25. The FYE 2021 Recommended Budget as of the February 25 Common Council CAP totaled $385.6 million. They cannot exceed that CAP unless the Council agrees to increase it. Mr. Dachowitz highlighted an increase of 5% or $9.9 million to the Board of Education budget.

Mr. Dachowitz said that they have to make sure they increase the mill rate when making tax adjustments (like to the elderly who qualify), because those are credits for the expenditures. They add that to the amount of money the mill rate must cover.

The Reserve amount is basic uncollectible accounts. He said they have an extraordinarily high collection rate of 98.6%. He said that they anticipate not collecting $4.6 million dollars based on this rate, because they are looking at a $4.75 million increased budget.

Mr. Dachowitz said they have to collect $377.6 million to cover expenses, adjustments and the uncollected according to the Gross Tax Levy. Mr. Dachowitz explained that Non-Tax Revenue are deductions (most are intergovernmental) from the amount they must collect in their taxes, and the Fund Balance Transfer is for the Rainy Day Fund. The Mill Rate this year is 24.09.

Mr. Dachowitz said that the Net Grand List didn't change. He said it was a unique year because a Deputy resigned and a Tax Assessor retired. Due to that, they were extended a 30-day extension to prepare a grand list by February 29. They used last year's Net Grand List on the assumption it was not a reevaluation year.

Regarding the Impact of COVID-19 Recommended Budget Updates, on February 29, the new Assessor, William Ford, certified the Grand List and there was an increase of revenue of $9.96 million. The Grand List went up and the majority of that was the SoNo Collection.

There was a misinterpretation of the Education Cost Sharing (ECS) Grant from Connecticut. There was a change to the formula and they assumed that change was to the benefit of the City. They found out from the schools' Chief Financial Officer, Tom Hamilton, that this money goes to the schools directly. They had to correct that error. At the same time, they got updated information from the WPCA about an expense reimbursement of approximately $500,000 more than what they had on February 25. They increased the back taxes and supplemental auto taxes because they saw a trend historically, but they decided to revert back to last year's historical numbers due to COVID-19.

Mr. Dachowitz said they may have revenue shortfalls and unexpected expenditures due to COVID-19, and they have built in a cushion to next year's budget of $4.9 million to cover that.

Mr. Livingston asked if the ECS money will go to the Board of Education or to the Board of Finance. Mr. Dachowitz said that the BOE gets money from the State for their own benefit. They look at in-kind expenditures. He said the ECS money belongs to the BOE, but it was in the wrong bucket.

Mr. Kydes asked if the buffer is for taxes, or if the City expects to be reimbursed eventually. Mr. Dachowitz said that they don't know about reimbursement, or the timing of reimbursement. He said they expect some expenditures reduced by the change in usage of City Hall, but they don't know how much will be saved. 95% of Norwalk's revenue is real estate tax, which he said holds up best in a crisis. Mr. Dachowitz said they will use the funds at the direction of the Mayor.

Mr. Heuvelman asked if the buffer accounts for emergency expenditures for school cleaning and the purchase of Chromebooks. Mr. Dachowitz said this will be a 2020 expenditure, so they may have a $1 million shortfall this year. Last year there was a surplus. He said they can apply for Federal reimbursement, but they don't know which fiscal year in which it will be received. Mr. Dachowitz said he is not worried - they may collect less money this year, but this money protects them from the other revenue shortfalls.

Discussion took place regarding the Grand List.

Mr. Dachowitz said that the increase in tax revenue made the budget cushion possible. A significant part of the cushion is from the SoNo Collection.

Discussion took place regarding the Reduced Collection Rate Expectations.

Discussion took place regarding the Decreased Other Tax Revenue Expectations. Mr. Dachowitz reported no decrease from last year's budget.

Discussion took place regarding Decreased Non Tax Revenue Expectations. Mr. Dachowitz reported a net $2 million loss.

Discussion took place regarding the FYE 2021 Recommended Budget Post COVID-19 Updates Subject to BET Approval. Changes to the budget include a $109,000 increase from last year. Since February 25, they have put in a $3.6 million buffer.

Mr. Dachowitz said that they looked at Stamford's mill rate increase. He said they have tried to use this fortunate circumstance to create this buffer. Discussion took place regarding the Median Single Family Tax Bills By District.

In conclusion, a one-time delay in finalizing the Grand List generated an additional $10 million in the Operating Budget.

- $2MM was used to offset a reduction in "Non-Tax Revenue
- $5MM was used to protect the budget from COVID-related costs
- $3MM was used to lower taxes lower Mill Rates

Norwalk is fortunate to have a large "Rainy Day" Fund. It is available and will be used to offset COVID-related reductions in revenues and increases in expenditures, as needed.

Ultimately, this Operating Budget provides:

- The departments with sufficient funds to provide their services,
- The City is protected from $5MM of COVID related costs, and
- The Mill Rates are only going up by an average of 2.98%

The average Monthly Tax Bill will increase as follows:

First District……………..$13.50
Second District…………$12.67
Third District ……………$16.25
Fourth District…………..$17.33
Fifth District.…………….$25.58
Sixth District…………….$50.17

Mayor Rilling said they want to keep the tax levy as low as possible. He said that the Rainy Day Fund is for situations of uncertainty. He said that they are very fortunate to have that fund. He thanked the Council, as well as Mr. Dachowitz and Ms. Fogel for the clear presentation tonight.

XI. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH HILLTOP SECURITIES INC. TO PROVIDE FINANCIAL ADVISORY CONSULTING SERVICES FOR THE PERIOD COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2024, WITH PRICING FOR SERVICES BASED UPON THE PROPOSAL SUBMITTED BY HILLTOP SECURITIES INC. TO THE CITY ON JANUARY 28, 2020. ACCOUNT #301340-5523.

Mr. Dachowitz said that this is one of 3 essential RFPs. This one is for financial advisor Bill Lindsey of IBIC, who has advised the City for 20 years. He said the combination of Mr. Lindsey's local expertise with the nationally ranking Hilltop Securities firm is ideal and unbeatable.

****MR. KYDES MOVED TO APPROVE THE AUTHORIZATION FOR THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH HILLTOP SECURITIES INC. TO PROVIDE FINANCIAL ADVISORY CONSULTING SERVICES FOR THE PERIOD COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2024, WITH PRICING FOR SERVICES BASED UPON THE PROPOSAL SUBMITTED BY HILLTOP SECURITIES INC. TO THE CITY ON JANUARY 28, 2020. ACCOUNT #301340-5523.**
****MR. SACCHINELLI SECONDED**
****MOTION PASSES UNANIMOUSLY.**

XII. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH BLUM, SHAPIRO & COMPANY, PC TO PERFORM THE CITY'S ANNUAL FINANCIAL STATEMENT AUDIT FOR THE FIVE-YEAR PERIOD FISCAL YEARS ENDING JUNE 30, 2020, 2021, 2022, 2023, AND 2024 FOR AN AMOUNT NOT TO EXCEED $495,000. ACCOUNT #011310-5253.

Mr. Dachowitz said that the auditor contracts are due to be expired. He said they would like to have the auditors get a head start. BlumShapiro counts over 50 Connecticut towns and cities as their clients and Norwalk has experience with them. Mr. Burnett confirmed that there is no conflict of interest with this firm. Mr. Dachowitz said that the audit partner and the computer consulting partner were part of the presentation team and they ensure that all of their activities abide by the restrictions in the profession. If there is ever a potential conflict, they will mention it to them in advance.

****MR. HEUVELMAN MOVED TO APPROVE THE AUTHORIZATION FOR THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH BLUM, SHAPIRO & COMPANY, PC TO PERFORM THE CITY'S ANNUAL FINANCIAL STATEMENT AUDIT FOR THE FIVE-YEAR PERIOD FISCAL YEARS ENDING JUNE 30, 2020, 2021, 2022, 2023, AND 2024 FOR AN AMOUNT NOT TO EXCEED $495,000. ACCOUNT #011310-5253.**
****MR. SACCHINELLI SECONDED**
****MOTION PASSES UNANIMOUSLY.**

Mr. Burnett thanked Sharon Conners in the Purchasing Department for putting together a smooth and seamless process in terms of interviews with the companies via Zoom.

Mayor Rilling thanked Ms. Lam and her team in the Financial Department, who are operating at a level of 10.

XIII. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR DECEMBER 2019; JANUARY 2020 AND FEBRUARY 2020

XIV. RECEIVE OAK HILLS AUTHORITY INDEPENDENT AUDITORS' REPORT FOR THE YEAR ENDED JUNE 30, 2019.

Mr. Gartner said that the Oak Hills Authority held several emergency meetings and they are still operating at the Clubhouse with a skeleton crew with no revenue or cash inflows. They filed paperwork for the CARES Act, although they may not be eligible. On March 16, they agreed to shutdown in line with Mayor Rilling's request. Their bank account is close to empty. They have discussed reopening, although the timelines are constantly changing.

Mr. Kydes said that this is the first year the City would profit-share. He said that this must be revisited. Discussion took place.

Mr. Dachowitz asked if anyone had done an analysis of Oak hills split by fixed and variable.
Mr. Gartner said that the use of seasonal workers influences the numbers.

Mr. Burnett said that the fixed cost analysis was done by the City in 2018.

Mr. Dickens addressed the assembly and thanked the Mayor for his help with past decisions. He said they are trying to get this PPP money. Opening day was scheduled for April 1. He said they should see revenue come in from the golfers a month into their season, whenever that is.

XV. ADJOURNMENT

****MR. KYDES MOVED TO ADJOURN THE MEETING AT 9:03 PM**
****MR. SACCHINELLI SECONDED**
****MOTION PASSES UNANIMOUSLY.**

Respectfully submitted,

Elizabeth Anaya Sheils
Telesco Secretarial Service

AGENDA AGENDA ITEM #5

MAY 14,2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
	MOTOR VEHICLE		
BRAY ALMA	18-MV-307207	$198.01	PRORATION
BRIEN JENNIFER A	18-MV-307338	$127.00	PRORATION
CAB EAST LLC	18-MV-308857	$322.81	PRORATION
	18-MV-308897	$184.81	PRORATION
CAB EAST LLC	18-MV-308477	$31.31	PRORATION
	18-MV-308568	$45.82	PRORATION
	18-MV-308598	$295.63	PRORATION
	18-MV-308698	$116.40	PRORATION
	18-MV-308747	$235.11	PRORATION
	18-MV-308923	$148.80	PRORATION
	18-MV-308948	$70.34	PRORATION
CARSWELL MATTHEW E	17-MV-310603	$178.50	PRORATION
CARRASCO LUIS R	18-MV-310506	$100.38	PRORATION
CERON-FERNANDEZ OSCAR ANTONIO	18-MV-311939	$41.34	PRORATION
DAMATO BRYAN M	18-MV-315915	$21.93	PRORATION
ECONOMY EVELYN LONG	18-MV-404384	$205.28	ABATEMENT
GOODWIN WILLIE	18-MV-405876	$266.36	OVER GARNISHED PAY
GUARENTE LISA M	18-MV-327945	$71.10	PRORATION
HONDA LEASE TRUST	18-MV-406894	$111.85	PRORATION
HONDA LEASE TRUST	18-MV-331426	$130.48	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332302	$174.49	PRORATION
	18-MV-332412	$274.49	PRORATION
HYUNDAI LEASE TTILING TRUST	18-MV-407147	$109.04	PRORATION
JANKOVIC VERA T	18-MV-333566	$11.49	PRORATION
JP MORGAN CHASE BANK NA	18-MV-407795	$271.10	PRORATION

AGENDA ITEM #5
MAY 14,2020

AGENDA

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
LOPEZ JULIO ALBERTO	18-MV-340299	$76.66	PRORATION
NILT INC	18-MV-348218	$316.64	PRORATION
NISSAN INFINITI LT	18-MV-348336	$67.23	PRORATION
NISSAN INFINITI LT	18-MV-348400	$228.52	PRORATION
	18-MV-349042	$222.50	PRORATION
NISSAN INFINITI LT	18-MV-348388	$266.42	PRORATION
	18-MV-348814	$383.77	PRORATION
	18-MV-410528	$152.71	PRORATION
PORSCHE LEASING LTD	18-MV-353988	$609.27	PRORATION
PORSCHE LEASING LTD	18-MV-353958	$685.60	PRORATION
PORSCHE LEASING LTD	18-MV-SEE BACK UP	$5,051.75	PRORATION
SPAGNUOLO RONALD G	18-MV-362885	$16.86	PRORATION
STUART JOHN F	18-MV-363871	$60.97	PRORATION
TOYOTA LEASE TRUST	18-MV-414146	$94.75	PRORATION
VAULT TRUST	18-MV-414810	$442.44	PRORATION
	18-MV-414825	$196.15	PRORATION
VAULT TRUST	18-MV-369323	$406.10	PRORATION
	18-MV-369398	$239.40	PRORATION
	18-MV-369405	$496.54	PRORATION
	18-MV-369527	$939.65	PRORATION
VAULT TRUST	18-MV-414831	$556.16	PRORATION
VW CREDIT LEASING LTD	18-MV-370920	$894.02	PRORATION
VW CREDIT LEASING LTD	18-MV-800675	$185.48	PRORATION
VW CREDIT LEASING LTD	18-MV-SEE BACK UP	$1,517.24	PRORATION

AGENDA ITEM #5
MAY 14,2020

AGENDA

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
	REAL ESTATE		
BRADLEY SCOTT & NANCY 9 STAPLES CT 3-52-33-0	16-RE-103126	$4,712.70	DUP/OVER PAYMENT
BULLITT RICHARD & GEORGIA PINE POINT RD 6-1A-1-6	16-RE-103598	$656.00	DUP/OVER PAYMENT
CORELOGIC 75 WEED AVE 5-59-9-0	16-RE-117133	$4,435.01	DUP/OVER PAYMENT
DOMINIC RONALD & CAROLYN 11 BOULDER RD 5-68-93-0	16-RE-107588	$3,419.60	DUP/OVER PAYMENT
FAGAN MICHELLE & JOHN 1 OLD FIELD PL 5-82-202-0	18-RE-108761	$290.91	WEB ERROR INT
FRATACANGELO PETER 115 FILLOW ST #42 5-58-12-42	16-RE-109642	$2,717.94	DUP/OVER PAYMENT

AGENDA ITEM #5

AGENDA

MAY 14,2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
FRATACANGELO ROSEMARY 14 FIRESIDE CT 5-63-168-0	16-RE-109643	$5,831.09	DUP/OVER PAYMENT
FRATINO KELLY A 71A OSBORNE AVE 3-7-26-A1	16-RE-109787	$67.33	DUP/OVER PAYMENT
INGHILTERRA ROBERT & SPECIALE MONICA 11 HIGHBROOK RD 1-81-21-0	16-RE-112864	$3,654.34	DUP/OVER PAYMENT
KEATING MARY P 39 ARNOLD LN 5-80-142-0	18-RE-113839	$150.10	WEB ERROR INT
MACGREGOR HELEN & RUTTER NICHOLAS 125 WASHINGTON ST UNIT L304 2-24-16-L304	16-RE-116013	$1,976.58	DUP/OVER PAYMENT
MANNING TRUSTEE 4 HILLTOP RD 5-84A-34-0	18-RE-116628	$598.44	CORR THERA SPA

AGENDA ITEM #5
MAY 14,2020

AGENDA

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
ONE COVEWOOD LLC 1 COVEWOOD DR 6-19A-36-0	16-RE-120005	$7,310.99	DUP/OVER PAYMENT
PLINER JASON M 15 CUDLIPP ST 5-1F-5-0	16-RE-121437	$7,070.65	DUP/OVER PAYMENT
RUGGIERI KRISTIN 11 BLACKSTONE DR 3-70-8-0	16-RE-123081	$5,932.98	DUP/OVER PAYMENT
SAADH PROPERTIES INC 97 RICHARDS AVE UNIT AA9 5-70-78-AAP	16-RE-100756	$2,187.31	DUP/OVER PAYMENT
SETHNA NISHTITA 16 LLOYD RD 5-52-127-0	18-RE-124316	$119.27	WEB ERROR INT
SILAS TIA & ABRAM 234 CHESTNUT HILL RD 5-31-199-0	16-RE-124558	$6,052.30	DUP/OVER PAYMENT

AGENDA ITEM #5
MAY 14,2020

AGENDA

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
SUSAN LIVINGSTON 21 HARRIET ST 1-88-9-0	18-RE-101393	$82.19	DUP/OVER PAYMENT
TIFFEN RICHARD & MICAELA 33 SPLITROCK RD 5-84-110-0	16-RE-126763	$6,149.02	DUP/OVER PAYMENT
WEST MAIN GROUP LLC 127 MAIN ST 1-86-2-0	18-RE-110773	$515.00	REMOVE SEWER

PERSONAL PROPERTY

FILLING IN THE BLANKS	18-PP-201212	$576.82	DUP/OVER PAYMENT

SPECIAL REQUEST

CORELOGIC TAX SERVICE 9 HUNT ST 6-29-35-0	18-RE-124910	$11,348.51	DUP/OVER PAYMENT
DEWYNGAERT MARK & HEIDI 16 HARBORVIEW AVE 5-85C-25-0	16-RE-103452	$10,364.15	DUP/OVER PAYMENT

AGENDA ITEM #5

MAY 14,2020

AGENDA

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL no & AMOUNT REFUNDED		REASON
FLAHERTY KATHLEEN F 136 HIGHLAND AVE 6-19B-6A-0	18-RE-109400	$11,034.93	PAID IN ERROR
GREENFIELD ANDREW & LANTZ ANNE 12 SEASIDE PL 3-60-10-0	16-RE-111113	$11,829.44	DUP/OVER PAYMENT
JORDAN BRADLEY & STEPHANIE 18 BRYAN RD 6-20E-16-0	16-RE-113385	$13,884.16	DUP/OVER PAYMENT
LEGNANI PETER & GINA 1 BITTERSWEET TRL 6-20F-8-0	16-RE-115324	$15,750.00	DUP/OVER PAYMENT

VW CREDIT INC

BILL #	PLATE #	VIN#	AMOUNT
18-370855	101UUO	WVGBV7AX3HK000701	$ 191.90
18-370857	AF00298	3VW267AJ0GM363202	$ 81.33
18-370970	AD27703	WAUB8GFF7G1037246	$ 182.31
18-370983	AF14248	WVGBV7AX7GW616196	$ 63.20
18-371045	AH53818	WVGBV7AX7HW507075	$ 31.85
18-371090	AF14362	WAUY8LFF3G1093882	$ 243.83
18-371109	969YOR	WVGBV7AX8HK006915	$ 31.85
18-371193	AA97264	WA1L2AFP4GA063313	$ 103.35
18-371221	2AJEN1	WA1CCAFP3GA108920	$ 262.37
18-371240	280WSM	1VWAT7A32GC038087	$ 116.34
18-371253	AA43431	WA1UFAFL7GA005282	$ 159.83
18-374490	AF48722	WA1GFCFS7GR021984	$ 49.08
TOTAL			$ 1,517.24

PORSCHE LEASING LTD

BILL #	PLATE #	VIN#	AMOUNT
18-353959	7AJLD5	WP1AB2A24ELA59194	$ 492.69
18-353961	AF10180	WP1AB2A51GLB57533	$ 316.12
18-353962	750ZHA	WP1AE2A28GLA60875	$ 997.93
18-353963	AM22715	WP1AA2A53JLB04231	$ 937.15
18-353978	AC73994	WP0AA2A86GK170265	$ 894.76
18-353987	AD54781	WP1AE2A27GLA16592	$ 272.08
18-353989	6AVFA6	SCBET9ZAXF8046798	$ 460.59
18-353993	AA97243	WP1AD2A24GLA78499	$ 680.43
TOTAL			**$ 5,051.75**

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

As of the end of April, 2020, having completed ten out of twelve months in our current fiscal year, we had collected more than $327 million, or **98.12%** of our $333+ million adjusted tax levy. As of the end of April, 2020, we collected more than $16 million of our sewer use levy, or **98.22%.** We also collected 84.85% 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 (-0.37%) and sewer use collections (-0.28%). With regard to prior years' collections, through the month of April, 2020, we showed a net collection of more than $3.3 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.

Beginning on March 16, City Hall was closed to the public, and our office began working with reduced staff and reduced hours. 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.

Beginning on April 28, with the assistance of our I.T. Department and Building Management, we opened a 'tax payment station' on the first floor of City Hall adjacent to the sidewalk to enable taxpayers to park their car and 'walk up' to a window for an in-person transaction. This 'window' has now been open for two weeks and it is being used with greater frequency. We are also accepting items to be dropped off to certain other offices, including the Assessor's and Town Clerk's offices. We will expand our hours at this location this week, and will be 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 until at least 30 days after the governor lifts the state of emergency he declared on March 10, 2020. 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, more than 40 accounts have been paid in full, and we have collected in excess of $2 million. The planned tax sale that we began working on last fall is undoubtedly a factor in our revenue having kept pace with budgeted collection goals, in spite of the effects of the pandemic.

We will continue to correspond with taxpayers who are involved in the sale, and advise them of what is happening. It is still in their best interest to work toward paying their accounts. The taxes that we were seeking to collect through the tax sale were delinquent prior to the Covid 19 outbreak, and their status will not be affected by it, beyond our waiting longer to collect them. As soon as the governor lifts the state of emergency, we will re-assess our position and determine the best time to reschedule the sale.

Last month, in a separate memo, I provided details about what has come to be known as 'EO 7S,' an executive order from Connecticut Governor Ned Lamont. In accordance with this order, the Norwalk Common Council voted to extend the grace period for the property tax installment that will come due on July 1, 2020. With a few caveats, most Norwalk taxpayers will have an extended grace period, 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, and taxpayers also can find more details on our website.

The tax collector's office staff has been working behind closed doors in city hall in split shifts, with staff coming in three days a week. That is increasing to four days a week this week, and we anticipate transitioning to a five day workweek within the next month. Collections have been impacted by the closure of the building and the other effects of Covid 19. 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 by opening the walk up window. We consider ourselves 'essential' in terms of both function and service. We are following all 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.

Taxpayers are reminded that in spite of the pandemic, they still can pay their property taxes by mail, or 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. 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.

AGENDA ITEM #7

TAX COLLECTOR'S REPORT
APRIL 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - APR 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$18,679,798.68	92.02%	$19,892,914.87	($405,932.08)	93.90%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,883,275.24	84.51%	$3,402,311.28	($9,322.31)	84.74%
PERSONAL PROPERTY	$18,801,474.70	$18,012,013.59	95.80%	$18,815,063.94	$13,589.24	95.73%
REAL ESTATE	$292,525,761.66	$287,634,310.05	98.33%	$291,380,924.97	($1,144,836.69)	98.71%
TOTAL TAX	**$335,037,716.90**	**$327,209,397.56**	**97.66%**	**$333,491,215.06**	**($1,546,501.84)**	**98.12%**
SEWER USE	$16,686,428.00	$16,287,544.16	97.61%	$16,582,531.90	($103,896.10)	98.22%
IPP FEE	$203,250.00	$177,115.84	87.14%	$208,750.00	$5,500.00	84.85%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - APR 19				
AUTOMOBILE-REGULAR	$19,785,892.64	$18,335,958.27	92.67%	$19,410,882.62	($375,010.02)	94.46%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$3,036,570.77	84.56%	$3,520,688.82	($70,281.25)	86.25%
PERSONAL PROPERTY	$21,248,718.54	$20,621,682.30	97.05%	$21,248,667.16	($51.38)	97.05%
REAL ESTATE	$280,979,420.26	$278,313,270.65	99.05%	$281,049,527.49	$70,107.23	99.03%
TOTAL TAX	**$325,605,001.51**	**$320,307,481.99**	**98.37%**	**$325,229,766.09**	**($375,235.42)**	**98.49%**
SEWER USE	$15,844,431.00	$16,028,417.82	101.16%	$16,272,566.00	$428,135.00	98.50%
IPP FEE	$207,250.00	$180,842.12	87.26%	$207,500.00	$250.00	87.15%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$6,901,915.57	-0.71%	$8,261,448.97	($1,171,266.42)	-0.37%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$259,126.34	-3.55%	$309,965.90	($532,031.10)	-0.28%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($3,726.28)	-0.12%	$1,250.00	$5,250.00	-2.31%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - APR 20)	FISCAL YR 2017-2018 (JUL 18 - APR 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,660,244.61	$2,155,783.72	($495,539.11)
PRIOR SEWER USE FEE	$128,122.23	$267,212.40	($139,090.17)
PRIOR IPP FEE	$11,864.88	$12,433.43	($568.55)
TOTAL PRIOR TAX, SEWER & IPP	**$1,800,231.72**	**$2,435,429.55**	**($635,197.83)**
CURRENT INTEREST	$720,922.59	$724,315.42	($3,392.83)
PRIOR INTEREST	$641,480.94	$645,329.35	($3,848.41)
SEWER USE FEE INTEREST	$73,543.49	$61,742.04	$11,801.45
IPP FEE INTEREST	$6,407.54	$7,552.19	($1,144.65)
TOTAL INTEREST COLLECTED	**$1,442,354.56**	**$1,438,939.00**	**$3,415.56**
PRIOR LIEN FEE	$11,630.84	$10,734.21	$896.63
CURRENT LIEN FEE	$3,350.18	$3,957.58	($607.40)
TOTAL LIEN FEE COLLECTED	**$14,981.02**	**$14,691.79**	**$289.23**
MISC FEES COLLECTED**	**$111,253.87**	**$398,623.23**	**($287,369.36)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,368,821.17**	**$4,287,683.57**	**($918,862.40)**

* 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
FIRE DEPARTMENT
TRAINING DIVISION

121 Connecticut Ave
Norwalk, Connecticut 06850

Tele: (203) 854-0235
Fax (203) 854-7931

I would like to request that the City of Norwalk continues as the fiduciary for the Region 1, Emergency Management Preparedness Grant (EMPG).

History

The City of Norwalk is part of a mutual aid agreement with 13 others cities and towns in Fairfield County. These 14 municipalities make up Region1and also the Fairfield County Hazardous Incident Response Team (FFCoHIRT). The team administered through the Fire Chiefs that represent the municipalities.

Annually our regional hazardous material team is awarded funds from the Emergency Preparedness Grant (EMPG), a federal grant that is managed through the State of Connecticut.

Our issue is that our hazardous materials team is a mutual aid agreement between the municipalities, not a true government entity. The grant is a reimbursement grant that needs a municipality or a council of governments to purchase items and then submit for reimbursement.

FFCoHIRT identifies equipment or training that is needed for our region. We confirm with the state that the purchase will be a reimbursable cost. The vender provides a quote for the purchase; the municipality will then issue a purchase order. The vendor delivers the item and then issues an invoice. The municipality pays the invoice and then submits reimbursement from the state.

We have successfully managed this grant for three previous years.

Respectfully,

Albe Bassett

Albert Bassett
Deputy Chief
Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

____

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, ________________________, the ________________ of _______________,
(keeper of the records—for ex. town clerk or secretary of council)
do hereby certify that the following is a true and correct copy of a resolution adopted by ______________________ at its duly called and held meeting on _____________, 20__,
(name of governing body) *(Month, Day)*
at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _________________________ may enter into with and deliver
(name of governing body)
to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that ___________________, as ____________________ of
(name and title of officer)
_____________________________,
(Name of governing body)
is authorized and directed to execute and deliver any and all documents on behalf of the
____
(name of governing body)
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that ___________________________
(name of officer)
now holds the office of ____________________________ and that he/she has held that office since ______________________.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

________________ 20____

____
(Name and title of record keeper)

INSERT TACTILE TOWN SEAL HERE

The Chief Executive Officer has not changed since the previous resolution was authorized on __________
(*Date)*

STATE OF CONNECTICUT
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security
Grant Applicant Data Sheet

Mail Completed and signed Form To: DESPP, Grants Unit, 3rd floor North 2111 Country Club Road Middletown, CT 06457 **Please also E-mail the completed and signed Data Sheet To:** robert.drozynski@ct.gov	**FOR DEMHS USE ONLY** **Application Tracking #:** **Date Received:** ____________________

Grant Program: 2019 EMPG Regional Hazardous Materials Teams

SECTION B: APPLICANT INFORMATION AND DATA SHEET

1. Name of Non-profit Organization/ Agency: City of Norwalk CT	**2. Period of Award for this Sub-grant:** **7/1/20 to 6/30/21**
3. Point of Contact (Project Director) Name & Address Name: Albert Bassett Title: Deputy Fire Chief Organization: Norwalk Fire Address Line 1: 121 Connecticut Ave Address Line 2: ______ City/State/Zip: Norwalk Ct 06854 Phone: 203-854-0242 Fax: ______ E-mail: abassett@norwalkct.org	**4. Official Authorized to Sign for the Applicant:** Name: Harry Rilling Title: Mayor Organization: City of Norwalk Address Line 1: 125 East Ave Address Line 2: ______ City/State/Zip: Norwalk Ct 06851 Phone: ______ Fax: ______ E-mail: hrilling@norwalkct.org
5. Application Prepared by: (If Different than Point of Contact) Name: ______ Title: ______ Organization: ______ Address Line 1: ______ Address Line 2: ______ City/State/Zip: ______ Phone: ______ Fax: ______ E-mail: ______	**6. Municipal/Agency Financial Officer** Name: Chitsamay Lam Title: Comptrollor Organization: City of Norwalk Address Line 1: 125 East Ave Address Line 2: ______ City/State/Zip: Norwalk Ct 06851 Phone: 203-854-7711 Fax: ______ E-mail: clam@norwalkct.org

7. I, the undersigned, am the authorized official and can sign a subgrant award on behalf of the above mentioned non-profit.

SIGNATURE OF AUTHORIZED OFFICIAL: X ____ **DATE:** ____________________

PLEASE SIGN

8. Applicant FEIN: ______	**9. Applicant DUNS #:** _____

FEDERAL SINGLE AUDIT INFORMATION

ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regards to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Please initial here ________ to indicate that you have read and understood this requirement.

PLEASE INITIAL

Please note that the information required for boxes 10 through 14 refers to the sub-grantee's audit cycle.

10. Applicant Fiscal Year End: ______	**11. Date of Last Audit:** ______
12. Dates Covered by Last Audit: ______ to ______	**13. Date of Next Audit:** ______
14. Dates to be Covered by Next Audit: ______ to ______	

AGENDA ITEM #8

Grant Title: 2019 EMPG Haz Mat

Non-profit Agency Name:

Allocation Total: 65,000.00

Grant Program Request	
Planning	
Organization	
Equipment*	
Training	
Exercises	
Total	**0.00**

	Grant Funding	AEL NUMBER (EQUIP. ONLY)
Planning - *Describe planning costs related to this project and identify below the specifics of these costs toinclude planning personnel, contratced labor, or other planning related costs. Enter the amounts to the right of the description.*		N/A
	0.00	
Organization - *Describe organization costs related to this project and identify below the specifics of these costs to include personnel, contratced labor, or other organization related costs. Enter the amounts to the right of the description.*		N/A
	0.00	
Equipment - *List all specific equipment purchases that are related to this project and their related costs. Enter amounts in the columns to the right. Please include the AEL number that applies. (See www.rkb.mipt,org for AEL #)*		
	$ -	
Training - *Please include the the Training expenses related to this project. List apporopriate expenses and the related costs in the column to the right.*		
	0.00	
Exercise - *Please include the the Exercise expenses related to this project. List apporopriate expenses and the related costs in the column to the right.*		N/A
	$ -	
	0.00	

CITY OF NORWALK
Chitsamay Lam
Comptroller
clam@norwalkct.org
P: 203-854-7711 / F: 203-854-7710
125 East Avenue
Norwalk, CT 06851

AGENDA ITEM #9

Date: May 2020

To: Greg Burnett, Chairman, Finance and Claims Committee

From: Chitsamay Lam, Comptroller

Re: Local Capital Improvement Program (LoCIP)

The Local Capital Improvement Program (LoCIP) distributes formula-based entitlement funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge or public building construction activities.

A municipality must request and be granted project authorization by OPM in order to be eligible for reimbursement for allowable project costs. A municipality must request LOCIP reimbursement costs associated with an OPM approved LoCIP project in order to receive funds.

Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for Local Capital Improvement Program ($647,076-2020 Entitlement).

LoCIP PROJECT AUTHORIZATION REQUEST FORM **Local Capital Improvement Program (LoCIP)** (rev. 03/2020) PROJECT #: ____-____-____ (to be assigned by OPM upon approval)		**STATE OF CONNECTICUT** Office of Policy & Management prescribed by the Secretary pursuant to CGS §7-536(c)

Town Code & Municipality Name: **103 Norwalk**	
Name of Project: **Pavement Mamagement**	
Project Description: **Pavement and Maintenance of City Roads and Reconstruction of Seriously Damaged Roads in Norwalct CT AND location**	
Project Contact Person Name: **Anthony Carr**	Contact Person Title: **Director of Public Works**
Is the above project located within a floodplain, or does it encroach upon or affect a floodplain, or does it have any impact on natural or man-made storm drainage, peak run-off rates and/or the regulation of flood flows? ☐ YES or ☒ NO	
Contact Person Phone: **203.854.7792**	Contact Person e-mail: **acarr@norwalkct.org**

PROJECT CATEGORIES - ***(for more project eligibility information, restrictions and submittal requirements, see next page and Guidelines.***

☐ Auto External Defibrillator - acquisition	☐ Land Acquisition - including for open space, and costs involved in making land available for public uses	☐ Public Building (other than schools)- construction, renovation, code compliance, energy conservation, fire safety	☐ Technology Upgrades – including expansion of public access to government information through electronic portals and kiosks
☐ Bikeways/Greenways – establishment of	☐ Local Capital Improvement Plan – costs associated with preparation or revision	☐ Public Housing – development, renovations, improvements (including energy conservation)	☐ Technology acquisition (for schools) related to the implementation of SDE Common Core State Standards
☐ Bulky Waste/Landfill projects	☐ Municipal Broadband Network – Costs associated w/planning	☒ Roads – construction, renovation, repair or resurfacing	☐ Thermal Imaging systems - acquisition
☐ Dams/Bridges/Flood Control – construction, renovation, enlargement or repair	☐ On-board Oil Refining System ≥ 384K bps	☐ Sewage Treatment Plants, Sanitary or Storm, Water or Sewer Lines – construction, renovation, enlargement, repair, including separation of lines	☐ Veterans' Memorials – renovations or construction
☐ Emergency Communication System & Building Security Improvements (including for schools)	☐ Public Parks - Improvements	☐ Sidewalk/Pavement - Improvements	☐ Water Treatment or Filtration Facilities/Mains – construction, renovation, enlargement or repair
☐ Flood Plain Management /Hazard Mitigation activities ☐ Hazardous Tree/limb/branch trimming/removal	☐ Plan of Conservation & Development (reimb. not more than 1x/10 yrs.) – costs associated with preparation or revision	☐ Solid Waste Facilities – construction, renovation or enlargement	☐ Equipment (see guidelines for limitations)

Amount of LoCIP funds requested (cannot exceed town's current LoCIP available entitlement account balance):	$ 647,076

MUNICIPAL CERTIFICATION

The undersigned certifies that:

1. I am the Chief Executive Officer of the Municipality and have the authority to execute this certification on behalf of the Municipality.
2. The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a)(4).
3. The Municipality has authorized the Project for which it seeks approval, and such authorization is documented in minutes of the required municipal meeting(s).
4. The Project is included in the Municipality's Capital Improvement Plan (CIP).
5. The Municipality agrees to (1) maintain detailed accounting and project records with respect to the Project; and (2) make such records available to auditors and the State upon request, for the prescribed period of time pursuant to CGS §§7-536(h), 11-8, 11-8a, 11-8b and 7-109. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities shall retain records for whichever retention period is longest.
6. The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.
7. The information contained on this form is true, accurate and complete.

By (signature):__________________________________ Printed/typed Name: Harry Rilling
(must be Chief Executive Officer of Municipality: Mayor, First Selectman or Town Manager)

Title: Mayor Date: / /2020

Email this completed and signed form in PDF format to: LoCIP.Submit@ct.gov. **The email subject line MUST include your town's name, the word LoCIP, the word Authorization or Reimbursement depending on which form you are submitting. If you are submitting both an authorization and a reimbursement, indicate by including the words Authorization and Reimbursement in the email subject line.**

LoCIP Reimbursement Request Form

Local Capital Improvement Program (rev. 03/2020)

Email this completed and signed form in PDF format to: LoCIP.Submit@ct.gov. The email subject line MUST include your town's name, the word LoCIP, the word Authorization or Reimbursement depending on which form you are submitting. If you are submitting both an authorization and a reimbursement, indicate by including the words Authorization and Reimbursement in the email subject line.

STATE OF CONNECTICUT - OFFICE OF POLICY & MANAGEMENT

Prescribed by the Secretary pursuant to CGS §7-536(c)

Select Town/City/Borough Name from drop down list to: 103 Norwalk

LoCIP Project Number:

Project Name: Pavement Management

Vendor/Supplier/Contractor Name	ACTUAL DATE GOODS OR SERVICES WERE RECEIVED (XX/XX/XX)	Invoice #	Invoice Date XX/XX/XX	Check #	Total $ Check	Amt. of check attributable to this entry (requested amount)	Select Expenditure Category from drop down	Enter Description of Goods/Services provided by vendor/supplier/contractor (see 2nd tab of this workbook for description examples) (see 3rd tab of this workbook for examples of costs that are allowable/not allowable). ALSO, ENTER LOCATION OF WORK IF NOT PROVIDED ON PREVIOUSLY SUBMITTED PROJECT AUTHORIZATION REQUEST
Deering Construction	11/01/19	5	11/21/19	6118384	$732,040.51	$647,076.00	Contracted services	Repaving, concrete curbing, catch basin, line painting
					TOTAL AMOUNT OF REIMBURSEMENT BEING REQUESTED →	$647,076.00	← THIS CELL WILL TOTAL DOLLAR AMOUNTS ABOVE	

CHECK HERE IF FINAL REIMBURSEMENT ☐ ←CHECK THIS BOX TO CLOSE OUT THE PROJECT & RETURN UNEXPENDED FUNDS TO THE TOWN'S AVAILABLE ENTITLEMENT ACCT. TO CONFIRM, PLEASE HAND INITIAL →

The undersigned certifies that:

1.) I am the Chief Executive Officer (Mayor, First Selectman or Town Manager) of the Municipality and have the authority to execute this certification on behalf of the Municipality.
2.) The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a) (4).
3.) The Municipality has authorized the Project for which it seeks reimbursement, and such authorization is documented in minutes of the required municipal meeting(s).
4.) The Project is included in the Municipality's Capital Improvement Plan (CIP) (Project must be listed on town's CIP.)
5.) The Municipality is entitled to reimbursement for the Project, pursuant to CGS §7-536(e).
6.) The Municipality agrees to maintain detailed project & accounting records with respect to the Project, reflecting expenditures set forth above; and to make such records available to its auditors and to the state. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities are advised to retain records for whichever retention period is longest.
7.) The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.
8.) The information contained on this form is true, accurate and complete.

By: ______________________ signature

Mayor
Title: (Mayor, First Selectman or Town Mgr)

Harry Rilling
Printed Name

Date: __________

Signed at:

103 Norwalk, Connecticut, this ______ day of ______
day month & year

Local Capital Improvement Program (LoCIP) Entitlement Awards, by Town/by Borough, 2007 through 2020

MUNICIPALITY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
New Haven	$1,714,333	$1,692,992	$1,678,216	$1,901,108	$1,803,526	$1,754,365	$1,724,309	$1,790,889	$1,648,668	$1,603,034.00	$0.00	$2,918,579.00	$1,885,218.00	$1,607,157.00
Newington	$208,733	$210,268	$220,248	$209,637	$214,002	$212,832	$213,927	$212,179	$209,032	$209,841.00	$0.00	$380,531.00	$239,950.00	$207,750.00
New London	$281,508	$281,979	$273,444	$275,065	$293,373	$292,042	$295,699	$313,951	$308,565	$313,264.00	$0.00	$571,489.00	$363,292.00	$317,612.00
New Milford	$199,289	$200,897	$207,890	$198,095	$200,988	$199,186	$197,428	$196,090	$192,049	$192,641.00	$0.00	$354,370.00	$224,399.00	$195,416.00
Newtown	$201,046	$201,689	$204,146	$201,170	$191,605	$204,621	$205,697	$208,139	$207,562	$207,668.00	$0.00	$378,513.00	$241,178.00	$207,543.00
Norfolk	$33,453	$33,690	$33,708	$33,555	$32,349	$32,201	$32,138	$32,030	$31,899	$31,884.00	$0.00	$58,265.00	$37,049.00	$31,743.00
North Branford	$92,241	$92,856	$96,898	$91,977	$93,280	$91,938	$91,859	$90,105	$88,887	$88,766.00	$0.00	$160,523.00	$101,777.00	$88,388.00
North Canaan	$32,023	$31,431	$31,217	$30,437	$30,843	$30,061	$29,508	$29,814	$29,971	$29,454.00	$0.00	$53,693.00	$34,275.00	$29,325.00
North Haven	$155,769	$157,084	$168,830	$159,088	$157,592	$156,038	$155,899	$155,081	$154,749	$154,546.00	$0.00	$281,577.00	$180,028.00	$153,193.00
North Stonington	$49,334	$49,739	$50,322	$48,861	$49,283	$49,841	$48,664	$48,378	$47,925	$48,062.00	$0.00	$90,123.00	$57,900.00	$49,918.00
Norwalk	$628,640	$646,549	$632,914	$616,531	$623,199	$625,905	$628,837	$632,242	$631,512	$638,740.00	$0.00	$1,184,801.00	$754,298.00	$647,076.00
Norwich	$301,185	$300,331	$299,690	$288,131	$294,788	$316,793	$314,011	$329,508	$320,837	$322,978.00	$0.00	$626,447.00	$394,240.00	$335,773.00
Old Lyme	$49,547	$49,697	$49,143	$48,721	$48,927	$49,376	$49,388	$49,181	$49,195	$49,358.00	$0.00	$90,124.00	$57,805.00	$49,441.00
Old Saybrook	$70,768	$70,943	$71,313	$69,634	$65,257	$67,807	$67,295	$67,503	$67,011	$67,014.00	$0.00	$122,562.00	$77,885.00	$66,896.00
Orange	$100,298	$100,505	$101,239	$103,263	$102,483	$101,640	$101,797	$101,148	$100,913	$98,746.00	$0.00	$179,801.00	$114,632.00	$99,016.00
Oxford	$92,786	$95,489	$99,715	$98,148	$100,725	$98,972	$97,149	$96,161	$95,377	$95,165.00	$0.00	$176,517.00	$112,842.00	$99,029.00
Plainfield	$143,296	$134,803	$131,999	$125,373	$133,668	$132,668	$128,045	$127,716	$129,537	$125,953.00	$0.00	$224,605.00	$142,986.00	$123,317.00
Plainville	$125,889	$129,836	$129,019	$127,881	$126,670	$125,324	$124,197	$126,839	$124,459	$124,497.00	$0.00	$228,683.00	$146,929.00	$126,426.00
Plymouth	$99,800	$102,467	$102,256	$99,137	$99,754	$99,119	$98,459	$96,857	$94,231	$96,614.00	$0.00	$176,227.00	$110,130.00	$94,820.00
Pomfret	$48,216	$49,536	$48,713	$47,807	$48,947	$48,232	$48,372	$47,325	$46,820	$46,950.00	$0.00	$83,512.00	$54,466.00	$46,146.00
Portland	$67,550	$68,576	$69,613	$67,703	$68,957	$66,983	$66,121	$65,305	$63,149	$63,429.00	$0.00	$116,795.00	$73,391.00	$62,218.00
Preston	$48,546	$47,301	$46,669	$45,690	$46,932	$45,477	$45,029	$44,833	$44,286	$44,551.00	$0.00	$81,135.00	$52,139.00	$44,626.00
Prospect	$65,438	$65,655	$69,501	$65,740	$67,240	$67,150	$65,709	$64,423	$66,103	$64,798.00	$0.00	$119,898.00	$76,134.00	$65,904.00
Putnam	$77,433	$79,989	$78,322	$76,921	$77,968	$79,437	$79,453	$78,759	$84,782	$82,002.00	$0.00	$146,598.00	$90,809.00	$76,730.00
Redding	$69,139	$69,016	$69,108	$68,836	$68,326	$68,964	$69,161	$69,029	$69,362	$69,407.00	$0.00	$126,987.00	$80,693.00	$68,976.00
Ridgefield	$155,111	$154,205	$153,716	$152,735	$154,290	$153,002	$153,782	$153,701	$153,327	$153,548.00	$0.00	$280,895.00	$178,698.00	$153,510.00
Rocky Hill	$110,599	$114,253	$114,587	$112,064	$112,473	$113,338	$113,116	$115,106	$113,558	$113,500.00	$0.00	$209,237.00	$131,189.00	$114,161.00
Roxbury	$36,432	$36,535	$36,490	$36,336	$36,470	$36,146	$36,098	$36,013	$35,916	$35,839.00	$0.00	$65,525.00	$41,639.00	$35,664.00
Salem	$33,992	$34,306	$34,105	$34,134	$35,221	$34,519	$34,079	$33,947	$33,666	$34,396.00	$0.00	$61,635.00	$39,755.00	$33,443.00
Salisbury	$45,602	$45,223	$45,172	$44,891	$44,987	$44,190	$44,156	$44,020	$43,871	$43,808.00	$0.00	$80,114.00	$50,915.00	$42,999.00
Scotland	$22,066	$21,961	$22,313	$21,127	$22,035	$21,617	$21,036	$21,492	$21,198	$21,296.00	$0.00	$38,797.00	$24,618.00	$21,107.00
Seymour	$115,846	$116,785	$122,983	$115,917	$117,907	$118,207	$114,987	$115,793	$115,583	$116,598.00	$0.00	$214,311.00	$136,527.00	$117,509.00
Sharon	$50,373	$50,577	$50,551	$49,633	$49,718	$48,996	$49,738	$49,602	$49,456	$48,779.00	$0.00	$89,274.00	$56,759.00	$48,612.00
Shelton	$264,515	$270,951	$270,415	$271,573	$273,609	$265,176	$265,682	$265,841	$267,034	$268,166.00	$0.00	$495,012.00	$313,935.00	$268,554.00
Sherman	$28,185	$28,115	$28,211	$27,953	$28,134	$26,660	$26,783	$26,721	$26,607	$26,023.00	$0.00	$47,740.00	$30,326.00	$25,951.00
Simsbury	$162,038	$160,957	$161,445	$158,925	$161,441	$157,471	$156,004	$155,184	$154,713	$157,504.00	$0.00	$291,729.00	$189,096.00	$162,987.00
Somers	$89,236	$94,065	$91,992	$88,400	$91,975	$92,123	$91,097	$88,743	$87,482	$88,675.00	$0.00	$160,133.00	$101,554.00	$86,540.00
Southbury	$129,960	$131,342	$130,749	$130,398	$130,696	$131,817	$131,475	$131,719	$132,008	$130,193.00	$0.00	$236,233.00	$150,537.00	$130,569.00
Southington	$283,902	$288,954	$296,540	$283,703	$289,838	$285,572	$279,853	$280,548	$280,242	$283,158.00	$0.00	$518,659.00	$327,788.00	$284,425.00
South Windsor	$171,484	$173,135	$173,112	$168,035	$172,070	$166,439	$166,517	$164,563	$164,723	$163,674.00	$0.00	$295,638.00	$188,850.00	$162,535.00
Sprague	$26,099	$27,404	$26,645	$26,461	$27,005	$26,677	$24,899	$25,271	$24,806	$26,251.00	$0.00	$47,592.00	$30,145.00	$25,854.00
Stafford	$112,489	$113,887	$117,507	$109,866	$111,986	$112,724	$112,240	$110,004	$109,168	$111,207.00	$0.00	$198,750.00	$126,455.00	$108,824.00
Stamford	$794,055	$795,039	$788,604	$890,036	$806,693	$795,763	$797,072	$812,613	$821,608	$842,577.00	$0.00	$1,545,130.00	$991,302.00	$846,469.00
Sterling	$42,729	$40,959	$41,190	$40,160	$40,913	$42,224	$42,485	$40,652	$40,587	$41,624.00	$0.00	$76,873.00	$48,745.00	$41,832.00
Stonington	$115,077	$112,385	$113,009	$110,074	$111,540	$112,307	$110,944	$110,337	$109,956	$109,735.00	$0.00	$203,790.00	$128,441.00	$109,374.00
Stratford	$380,071	$388,592	$375,026	$367,678	$373,582	$386,453	$393,472	$393,196	$391,112	$392,331.00	$0.00	$716,335.00	$460,998.00	$392,245.00

Roads Paved (2019)	Limits	Final Amount
ACADEMY STREET	*from Chapel Street to Merwin Street*	$ 196,896.31
ALGONQUIN ROAD	*from Chestnut Hill Road to Pocono Road*	$ 68,698.81
BARNUM AVENUE	*from Hawthorne Drive to Lovatt Street*	$ 41,881.10
CHAPEL STREET	*from Commerce Street to West Avenue*	$ 385,913.66
COMMERCE STREET	*from Chapel Street to Railroad Crossing*	$ 255,516.40
FULLIN COURT	*from Fullin Road to Cul-De-Sac*	$ 379,009.78
HAWTHORNE DRIVE	*from Lovatt Street to Vollmer Avenue*	$ 72,060.51
LOVATT STREET	*from Wolfpit Avenue to Hawthorne Drive*	$ 96,071.59
MERWIN STREET	*from West Avenue to Harbor Avenue*	$ 115,968.12
MOHAWK DRIVE	*from Grumman Avenue to Stonecrop Road*	$ 113,363.59
NEWTOWN COURT	*from Newtown Avenue Route 53 to Cul-De-Sac*	$ 29,862.71
OLD FARM PLACE	*from Ells Street to Cul-De-Sac*	$ 23,794.99
ORCHARD HILL COURT	*from Orchard Hill Road to Cul-de-sac*	$ 47,167.72
ORCHARD HILL ROAD	*from Wolfpit Avenue to 534' N Orchard Hill Court*	$ 88,497.17
POCONO ROAD	*from Mohawk Drive to Cul-De-Sac*	$ 42,341.99
RAILROAD PLACE	*from Chapel Street to Railroad Crossing*	$ 8,732.91
SACHEM STREET	*from Fillow Street to Chester Street*	$ 41,490.37
SHEILA COURT	*from Fullin Road to Cul-De-Sac*	$ 35,144.40
STARLIGHT DRIVE	*from Wolfpit Avenue to Wolfpit Avenue*	$ 217,322.81
STONECROP ROAD #2	*from Mohawk Drive to Algonquin Road*	$ 64,737.84
TOWER DRIVE	*from Beau Street to Cul-De-Sac*	$ 33,414.61
VOLLMER AVENUE	*from U.S. Route 1 to Lovatt Street*	$ 39,969.92
WILDMERE LANE	*from Lovatt Street to Hawthorne Drive*	$ 19,772.36
AUTUMN STREET	*from June Avenue to Chester Street (including dead end)*	$ 33,627.72
BEAU STREET	*from Ponus Avenue to Elenor Lane*	$ 79,464.34
CHESTER STREET	*from June Avenue to Kettle Road*	$ 25,673.43
ELENOR LANE	*from Beau Street to Maher Drive*	$ 36,566.02
ELLS STREET	*from Ponus Avenue to Route 123*	$ 37,409.86
HOYT STREET	*from US Route 1 to Main Street*	$ 39,292.21
KNIGHT STREET	*from Wall Street to US Route 1*	$ 36,827.82
NOLAN COURT	*from Nolan Street to Cul-De-Sac*	$ 30,975.10
NOLAN STREET	*from Spring Hill Avenue to Tracey Street*	$ 37,864.22
NOLAN STREET EXTENSION	*from Tracey Street to Dead End*	$ 21,641.33
NORVEL ROAD	*from Ponus Avenue to Eleanor Lane*	$ 46,425.86
TRACEY STREET	*from June Avenue to Newfield Street*	$ 35,803.40
RIVER STREET	*from Burnell Blvd to Wall Street*	$ 24,577.23
ARCH STREET	*from West Avenue to dead end*	$ 45,996.88
ELM STREET	*from West Avenue to dead end*	$ 45,536.88
BUTLER STREET	*from Qunicy Street to West Avenue*	$ 43,019.36
	Total	**$ 3,038,331.34**

Proposed Roads List (2020)	Limits	Estimate
AUBURN STREET	*from Soundview Avenue to Lenox Avenue*	$ 31,399.00
AVIATION COURT	*from Soundview Avenue to Cul-De-Sac*	$ 8,473.00
ANDERSON ROAD	*from Toilsome Avenue to Dead End*	$ 29,296.00
BARJUNE ROAD	*from Winnipauk Drive to Tod Road*	$ 45,084.00
BELLE AVENUE	*from South Main Street to San Vincenzo Place*	$ 37,193.00
BELAIR ROAD	*from Comstock Hill Avenue to Silvermine Avenue*	$ 27,123.00
BEAUFORD ROAD	*from Scribner Avenue to Rampart Road*	$ 18,674.00
BLACKBERRY LANE	*from Comstock Hill Avenue to Cul-de-sac*	$ 34,340.00
BUMBLE BEE LANE	*from Chestnut Hill Road to Cul-De-Sac*	$ 43,370.00
BUTTERNUT LANE	*from Creeping Hemlock Dr to West Rocks Rd*	$ 20,018.00
CADDY ROAD	*from West Rocks Road to Winding Lane*	$ 17,013.00
CIDER LANE	*from Fullin Road to Cul-De-Sac*	$ 25,746.00
CHATHAM DRIVE	*from Shaw Avenue to Cossitt Road*	$ 29,178.00
CLIFFVIEW DRIVE	*from Silvermine Avenue to Riverview Drive*	$ 29,115.00
COSSIT ROAD #1	*from Scribner Avenue to Chatham Drive*	$ 12,911.00
COSSIT ROAD #2	*from Cossit Road#1 to Rampart Road*	$ 7,986.00
COLUMBINE LANE	*from Newtown Avenue to Thistle Road*	$ 47,188.00
CROWN AVENUE	*from Taylor Avenue to Avenue D*	$ 23,944.00
DAWN ROAD	*from Eastwood Rd to Cul-De-Sac*	$ 21,340.00
DEERFIELD STREET	*from Lenox Avenue to Soundview Avenue*	$ 39,000.00
DRIFTWOOD LANE	*from West Rocks Rd to Eastwood Rd*	$ 59,870.00
ELY AVENUE	*from Franklin Street to Laura Street*	$ 30,521.00
EDGEWOOD STREET	*from Soundview Avenue to Lenox Avenue*	$ 34,429.00
FAIRVIEW AVENUE	*from Maple Street to Dover Street*	$ 51,257.00
FERN STREET	*from Soundview Avenue to Lenox Avenue*	$ 12,714.00
GLENDENNING STREET	*from East Rocks Road to France Street*	$ 37,186.00
GLENWOOD AVENUE	*from U.S. Route 1 to Benedict Street*	$ 115,061.00
GREEN HILL ROAD	*from Comstock Hill Avenue to Cul-de-sac*	$ 54,769.00
HAWKINS AVENUE	*from Fifth Street to Cul-De-Sac*	$ 18,211.00
HADIK PARKWAY	*from Soundview Avenue to Cul-De-Sac*	$ 23,254.00
HONEY HILL ROAD	*from Bayberry Lane to Dead End*	$ 79,760.00
HONEY HILL LANE	*from Brookhill Lane to Honey Hill Road*	$ 14,277.00
HUNTERS LANE	*from Lancaster Drive to Fillow Street*	$ 226,647.00
JAYNE WAY	*from Grumman Avenue to Dead End*	$ 24,188.00
JAMES STREET	*from Silvermine Avenue to Perry Avenue*	$ 48,695.00
KREINER LANE	*from Comstock Hill Avenue to Cul-de-sac*	$ 38,992.00
LAURA STREET	*from Ely Avenue to Austin Street*	$ 20,024.00
LENOX AVENUE	*from Highland Avenue to Deerfield Street*	$ 38,748.00
LINDEN STREET	*from Main Avenue to West Rocks Road*	$ 135,433.00
LILAC LANE	*from St. Marys Lane to Cul-De-sac*	$ 18,503.00
MICHAEL STREET	*from Flax Hill Road to Soundview Avenue*	$ 112,225.00
MEREDITH COURT	*from Highland Avenue to Cul-De-Sac*	$ 17,982.00
MORTON STREET	*from Avenue D to Tayloy Avenue*	$ 44,650.00
NOAH'S LANE EXTENSION	*from Noahs Lane to Toilsome Avenue*	$ 91,129.00
NORTH TAYLOR AVENUE	*from West Cedar Street to Nash Place (South)*	$ 119,607.00
OAK HILL AVENUE	*from Flax Hill Road to Jomar Road*	$ 70,789.00
POGANY STREET	*from Soundview Avenue to Dead End*	$ 14,571.00
PUMPKIN LANE	*from Chestnut Hill Road to Cul-de-sac Loop*	$ 63,582.00

PUMPKIN STEM LANE	*from Pumpkin Lane to Pumpkin Lane*	$	34,303.00
RANGE ROAD	*from Witch Lane to Croocked Trail Road*	$	32,447.00
RIVERVIEW DRIVE	*from James Street to Cul-de-sac Loop*	$	46,157.00
RUNNING BROOK LANE	*from Comstock Hill Avenue to Bow end road*	$	14,461.00
REED STREET	*from Fairfield Avenue to West Avenue*	$	22,296.00
ROWAYTON AVENUE	*from McKinley Street to Cook Street*	$	44,508.00
SOUTH MAIN STREET	*from Concord Street to Meadow Street*	$	113,187.00
SOUNDVIEW AVENUE	*from Michael Street to Glasser Street*	$	41,205.00
SHADOW LANE	*from Eastwood Rd to Cul-De-Sac*	$	33,235.00
SHAW AVENUE	*from Scribner Avenue to Rampart Road*	$	19,313.00
SKYVIEW LANE	*from West Rocks Road to Linden Street*	$	25,840.00
SUBURBAN DRIVE	*from West Rocks Road to Midrocks Road*	$	35,235.00
SPRINGVIEW AVENUE	*from Grandview Avenue to Spring Hill Avenue*	$	10,247.00
SENGA ROAD	*from Scribner Avenue to Avenue E*	$	23,730.00
TOPSAIL ROAD	*from Farm Creek Road to Cul-De-Sac Loop*	$	17,501.00
WEATHERBELL DRIVE EXTENSION	*from Weatherbell Drive to Dead End*	$	13,195.00
WINDING LANE	*from Caddy Road to Dead End*	$	68,281.00
WEST AVENUE	*from North Main Street to Garner Street*	$	7,595.00
	Total	**$**	**2,768,201.00**

SECTION C (b)
BOARD OF ESTIMATE AND TAXATION

Approval of FY 2020-21 Parking Authority Budget

NORWALK PARKING AUTHORITY

MEMORANDUM

April 27, 2020

TO: Members of the Board of Estimate and Taxation

FROM: Dick Brescia
Chairman

RE: **FY 2021 OPERATING BUDGET**

Attached is the Norwalk Parking Authority Operating Budget for Fiscal Year 20/21 which was approved at the Parking Authority meeting on February 26, 2020.

We realize that adjustments will have to be made but, at this point in time, while we are still instituting adjustments to the 19/20 Fiscal Year brought on by the COVID 19 impact, we do not have a clear picture of exactly when we will begin to introduce the changes that will positively impact our revenue stream. We are evaluating options we've laid out as part of our long term strategy and adjusting to State and City mandates as to when we can start to return to some sense of normalcy. In the meantime, we plan to utilize the Parking Authority's Fund Balance as well as reduce and defer expenses to ease the loss of Revenue impact.

Cc: Mayor Harry W. Rilling
Laoise King, Chief of Staff
Jessica Casey, Chief of Economic and Community Development
Kathryn Hebert, Director Transportation, Mobility and Parking

11 North Water Street, Norwalk, Ct. 06854 * 203-831-9063 * norwalkgeneralcomment@lazparking.com*
www.norwalkpark.org *https://www.facebook.com/NorwalkParkingAuthority

February 2020

OPERATING BUDGET / FISCAL YEAR 2020-2021

The operating budget for FY 2021 reflects the Parking Authority's mission to enhance economic development and quality of life as a critical contributor through community partnerships, investment opportunities and financially balanced parking programs, smartparking technologies, security systems, overseeing the management, operation, facilities, and maintenance of 4,281 on and off-street parking in the SoNo, West, Wall and Railroad Station areas. The FY 2021 Operating Expense Budget of $7,320,748 represents a -.32%, or $(23,646) decrease compared to FY 2020.

SUMMARY

Expense Highlights

- $154,715 increase in salary and benefits for parking personnel
- $176,756 increase for wayfinding signage, marketing and outreach, equipment maintenance contracts, liability insurance, software and technology system fees.
- $(61,980) decrease for city allocated expenses for utilities, professional services, salaries and benefits for staff services provided to the Parking Authority.
- $(80,211) decrease for debt service.
- $(212,925) decrease for capital outlay.
- $182,746 increase for sales tax on parking permits and meter revenue per the new state of CT approved legislation.

Revenue Highlights

- $6,947 increase in monthly permit sales.
- $46,033 increase for facility hourly parking transactions.
- $97,121 increase in on street meter collections.
- ($9,120) decrease in projected violation revenue.

Norwalk Parking Authority
BUDGET (SUMMARY)
FY 2021

	Actual FY 2019	Budget FY 2020	Budget FY 2021	Variance $ to Budget FY 2020	Variance % to Budget FY 2020
REVENUE:					
Monthly	2,895,338	2,903,483	2,910,430	6,947	0.24%
Transient	3,095,464	3,134,236	3,180,269	46,033	1.47%
Meters	554,612	528,277	625,398	97,121	18.38%
Violations	769,172	883,368	874,247	(9,120)	-1.03%
Sales Tax/Refunds	(217,001)	(213,369)	(396,115)	(182,746)	85.65%
TOTAL PARKING REVENUE	**7,097,585**	**7,235,995**	**7,194,231**	**(41,765)**	**-0.58%**
Other Revenue	89,063	108,398	126,600	18,202	16.79%
TOTAL SYSTEM REVENUE	**7,186,648**	**7,344,393**	**7,320,830**	**(23,563)**	**-0.32%**
EXPENSES:					
Payroll/Benefits	2,129,921	2,206,520	2,361,234	154,715	7.01%
All Other Oper Exp	2,933,423	2,818,913	2,995,669	176,755	6.27%
City Support Charges	831,696	1,008,432	946,452	(61,980)	-6.15%
Debt Service	974,628	921,993	841,782	(80,211)	-8.70%
Capital Outlay	316,980	388,536	175,611	(212,925)	-54.80%
TOTAL EXPENSES	**7,186,648**	**7,344,393**	**7,320,748**	**(23,646)**	**-0.32%**

Norwalk Parking Authority
BUDGET (Detail)
FY 2021

	Actual FY 2019	Budget FY 2020	Budget FY 2021	Variance $ to Budget FY 2020	Variance % to Budget FY 2020	SEE NARRATIVE
PARKING REVENUE						
Monthly	2,895,338	2,903,483	2,910,430	6,947	0.24%	
Transient	3,095,464	3,134,236	3,180,269	46,033	1.47%	
Meters	554,612	528,277	625,398	97,121	18.38%	
Violations	769,172	883,368	874,247	(9,120)	-1.03%	
Less: Refunds	(775)	0	0	0	0	
Less Sales Tax	(216,226)	(213,369)	(396,115)	(182,746)	85.65%	
TOTAL PARKING REVENUE	**7,097,585**	**7,235,995**	**7,194,231**	**(41,765)**	**-0.58%**	
OTHER REVENUE						
Art Program - MG	2,300	2,400	2,400	0	0.00%	
Advertising		500	18,000	17,500	3500.00%	
Lease Income - SNRR	19,160	34,770	35,796	1,026	2.95%	
Lease Income - YDG	25,913	17,568	17,568	0	0.00%	
SNRR/ENRR Concessions	10,000	41,160	40,836	(324)	-0.79%	
Investment Income	26,585	8,000	8,000	0	0.00%	
ATM Machines	5,105	4,000	4,000	0	0.00%	
TOTAL OTHER REVENUE	**89,063**	**108,398**	**126,600**	**18,202**	**16.79%**	
TOTAL SYSTEM REVENUE	**7,186,648**	**7,344,393**	**7,320,830**	**(23,563)**	**-0.32%**	
EXPENSES						
Personnel/Benefits (FTE 40.5)	2,129,921	2,206,520	2,361,234	154,715	7.01%	
Security Service Contracts	187,261	130,000	130,000	0	0.00%	
Equipment Expense	391,447	90,000	150,000	60,000	66.67%	
Vehicle Expense	58,543	120,000	120,000	0	0.00%	
Building & Property R&M	484,800	579,867	579,867	0	0.00%	
Sanitation Expense	20,075	17,520	19,920	2,400	13.70%	
Operating Expense	212,986	95,000	125,000	30,000	31.58%	
Elevator Repair & Maintenance	16,688	27,600	27,600	0	0.00%	
Snow Removal	176,588	275,000	275,000	0	0.00%	
Signage	23,105	70,000	100,000	30,000	42.86%	
Tickets	18,309	20,000	20,000	0	0.00%	
Liability Insurance	171,778	180,916	180,449	(467)	-0.26%	
Maritime Garage Condo Fees.	21,353	22,216	22,656	441	1.98%	
Uniforms	17,828	10,000	10,000	0	0.00%	
Utilities	82,386	89,842	89,842	0	0.00%	
Management Fees	150,000	100,000	100,000	0	0.00%	
Office Expense	14,025	18,000	18,000	0	0.00%	
Service Contracts	63,180	119,000	125,000	6,000	5.04%	
Telephone/Data Communications	78,215	75,000	75,000	0	0.00%	
Credit Card Fees	285,341	203,953	202,335	(1,618)	-0.79%	
Permit/Violation Management	88,290	130,000	130,000	0	0.00%	
Marketing & Communications	36,225	60,000	90,000	30,000	50.00%	
Capital Reserve & Replacement	135,000	135,000	135,000	0	0.00%	
Parking Programs	200,000	200,000	200,000	0	0.00%	
Contingency Fund		50,000	70,000	20,000	40.00%	
TOTAL OPERATING EXPENSES	**5,063,344**	**5,025,433**	**5,356,903**	**331,470**	**6.60%**	
CITY ADMINISTERED EXPENSES						
Personnel/Benefits (city alloc.)	579,333	683,972	650,862	(33,110)	-4.84%	*
Electric	195,009	224,923	230,551	5,628	2.50%	
Business Exp.	6,647	4,500	4,500	0	0.00%	
Sewer (WPCA)	5,433	10,037	10,539	502	5.00%	
Professional Service	45,274	80,000	45,000	(35,000)	-43.75%	
Legal Service	0	5,000	5,000	0	0.00%	
TOTAL CITY ADMINISTERED	**831,696**	**1,008,432**	**946,452**	**(61,980)**	**-6.15%**	
SUB-TOTAL OPERATING EXP.	**5,895,040**	**6,033,865**	**6,303,355**	**269,490**	**4.47%**	
Debt Service Interest	333,924	287,442	234,479	(52,963)	-18.43%	^
Debt Service Principal	640,704	634,551	607,303	(27,248)	-4.29%	^
SUB-TOTAL DEBT SERVICE	**974,628**	**921,993**	**841,782**	**(80,211)**	**-8.70%**	
Capital Outlay	**316,980**	**388,536**	**175,611**	**(212,925)**	**-54.80%**	
TOTAL EXPENSES	**7,186,648**	**7,344,393**	**7,320,748**	**(23,646)**	**-0.32%**	

Norwalk Parking Authority
BUDGET NARRATIVE
FY 2021

	Budget FY 2021	Variance % to Budget FY 2020	Notes
PARKING REVENUE			
Monthly	2,910,430	0.24%	Based on current permit activity.
Transient	3,180,269	1.47%	Based on current activity levels and trend; long term rate adjustment Webster Lot;
Meters	625,398	18.38%	454,000 transactions in SONO area. It includes meter operations from 8am-9pm. Additional 264,000 estimated transactions at Wall area between 9am - 9pm (additional 254 metered spaces in the wall area at $0.50/hour).
Parking Violation Revenue	874,247	-1.03%	Includes decrease from Beach issuance (increased compliance) and from Courtesy card expansion to Wall area.
Less: Refunds	0	0	0
Less Sales Tax	-396,115	85.65%	Increased sales tax due to expansion of taxable parking to include railroad station facilities and metered parking
TOTAL PARKING REVENUE	**7,194,231**	**-0.58%**	
OTHER REVENUE			
Art Program - MG	2,400	0.00%	Based on three years trend average.
Advertising	18,000	3500.00%	Advertising program (20% of Gross Ad sales) & they manage ad content for local
Lease Income - SNRR	35,796	2.95%	$1,268/ month for fashion institute lease, including 1 parking spaces, includes SNEW condo income of $20,585k per year.
Lease Income - YDG	17,568	0.00%	NPD lease of $12,768/year plus $4,800/year for Transit district
SNRR/ENRR Concessions	40,836	-0.79%	Concession lease of $10,800 from east bound station and $30,036 from Westbound station.
Investment Income	8,000	0.00%	per city of Norwalk comptroller
ATM Machines	4,000	0.00%	SNRR. Based on current activity
TOTAL OTHER REVENUE	**126,600**	**16.79%**	
TOTAL SYSTEM REVENUE	**7,320,830**	**-0.32%**	
EXPENSES			
Personnel/Benefits (FTE 40.5)	2,361,234	7.01%	Replacement of enforcement officer (Lois), Maintenance Personnel adjustment due to extended operating hours at Wall area, inlcudes 2% wage increases
Security Service Contracts	130,000	0.00%	Stanley, Dunbar services, security cameras
Equipment Expense	150,000	66.67%	Includes equip. purchase and Meter & pay station replacement program.
Vehicle Expense	120,000	0.00%	Vehicle repairs, gas; replacement enforcement vehicle as part of Fleet Replacement program.
Building & Property R&M	579,867	0.00%	Building repairs, HVAC, parking equipment, electrical, plumbing, landscaping, doors & hardware, irrigation, painting, fire alarm, fence repairs, minor paving/drainage repairs for 9 facilities (3 garages and 1 deck)
Sanitation Expense	19,920	13.70%	Dumpster services SNRR(1), MG(1), Wall St (1), pest control (SNRR, ENRR)
Operating Expense	125,000	31.58%	Payroll processing, cleaning garage gallery., janitorial supplies, access cards, coin count maint fee, internet service, Parkmobile pay by cell fees.
Elevator Repair & Maintenance	27,600	0.00%	Elevator R&M and service contract
Snow Removal	275,000	0.00%	Reflects historical trend
Signage	100,000	42.86%	Wayfinding signage program installations
Tickets	20,000	0.00%	Citations, spitter tickets, pay station receipt paper. Includes an additional $5,000 for added meters in the Wall area
Liability Insurance	180,449	-0.26%	based on total revenues
Maritime Garage Condo Fees.	22,656	1.98%	Increase 2% per the condo association
Uniforms	10,000	0.00%	Field personnel
Utilities	89,842	0.00%	Includes water costs; 2.0% increase based on City proforma
Management Fees	100,000	0.00%	Contractual expenses
Office Expense	18,000	0.00%	Includes printing, postage, office supplies, professional publications, memberships. Incl. SONO & YDG customer service offices
Service Contracts	125,000	5.04%	Includes communications equip., copier, PARCS PM contract, Cale, IPS fees, internet/phone system maint. Contracts, Streetline fees. Waranty expired for the new equipment.
Telephone/Data Communication	75,000	0.00%	Cell phones, landlines, data lines. Includes customer service/security intercoms in facilities & pay stations. Includes the new Business intelligence dashboard program.
Credit Card Fees	202,335	-0.79%	76% of parking revenue is via credit card. Credit card use increase plus new separate EMV charges.
Permit/Violation Management	130,000	0.00%	Includes LPR, permit, enforcement & collections costs; software maint. Fees; Increase based on historical cost average

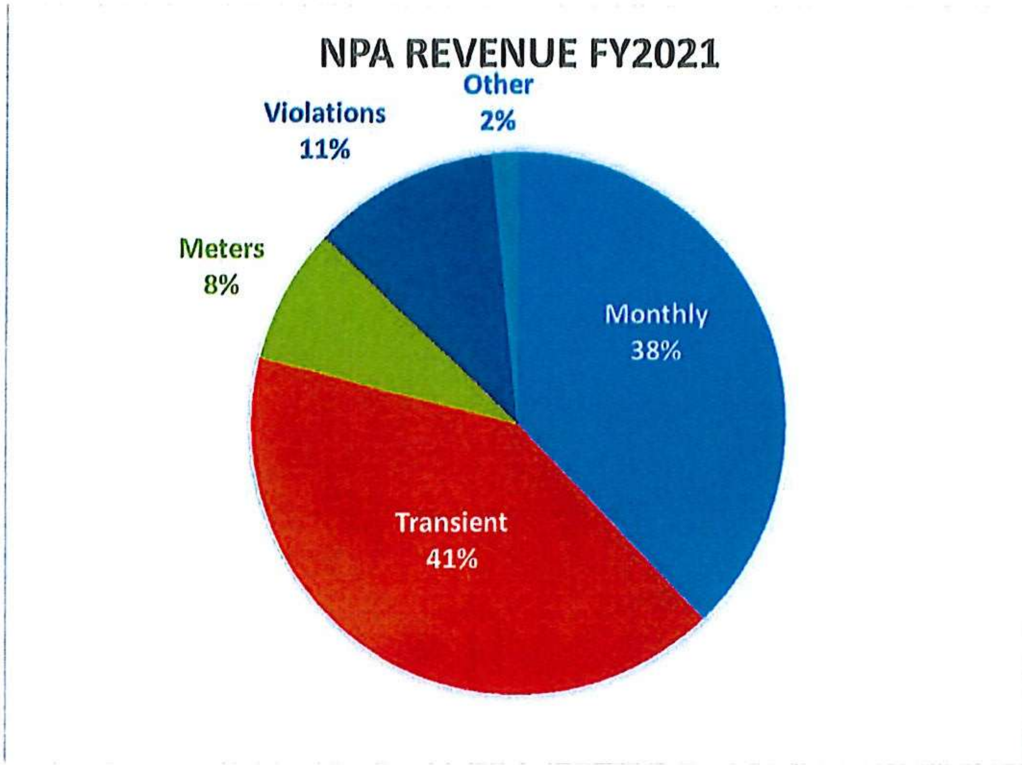
Norwalk Parking Authority
BUDGET NARRATIVE
FY 2021

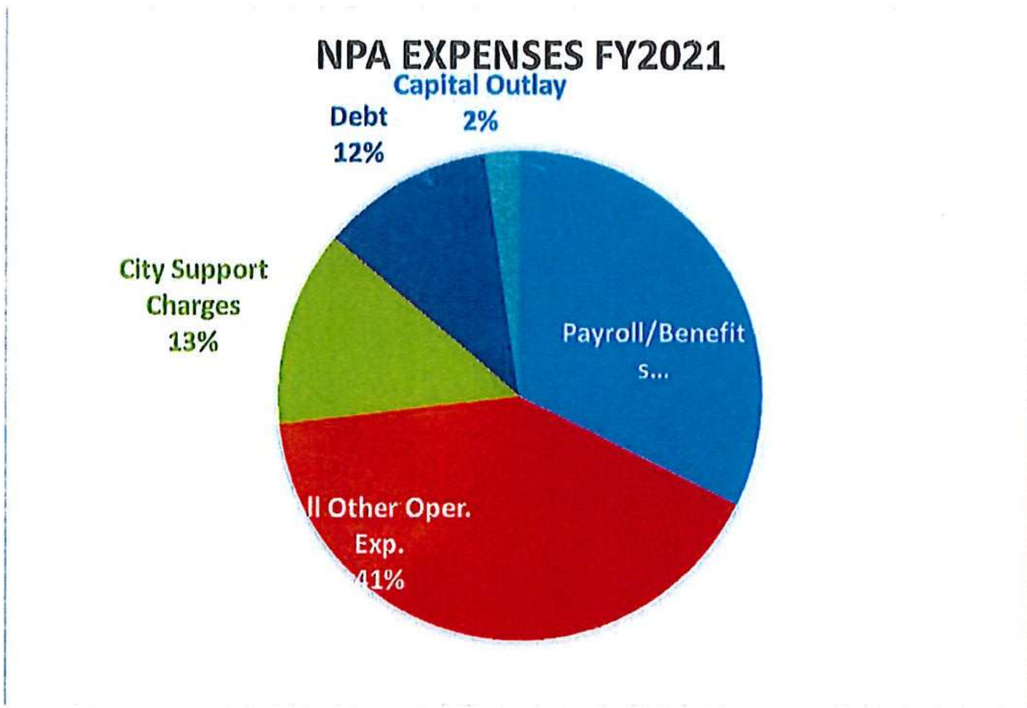
	Budget FY 2021	Variance % to Budget FY 2020	Notes
Marketing & Communications	90,000	50.00%	website maint., public relations, general marketing and outreach programs
Capital Reserve & Replacement	135,000	0.00%	Infrastructure improvements
Parking Programs	200,000	0.00%	Includes parking commercial validation program, parklets, adaptive reuse of parking facilities such as farmers market, art in parking places expansion, parking payment incentives
Contingency Fund	70,000	40.00%	0
TOTAL OPERATING EXP.	**5,356,903**	**6.60%**	
CITY ADMINISTERED EXP.			
Personnel/Benefits (city alloc.)	650,862	-4.84%	City of Norwalk contractual obligations
Contingency -unsettled negotiati	0	0.00%	
Electric	230,551	2.50%	SNEW/Eversource utility expenses ; 1.0% increase built in for any usage or change increase.
Business Exp.	4,500	0.00%	City allocated expenses
Sewer (WPCA)	10,539	5.00%	City expense increased 5.0% per WCPA
Professional Service	45,000	-43.75%	Engineering, architectural consulting services.
Legal Service	5,000	0.00%	Contract development
TOTAL CITY ADMINISTERED	**946,452**	**-6.15%**	
SUB-TOTAL OPERATING EXP.	**6,303,355**	**4.47%**	
Debt Service Interest	234,479	-18.43%	Based on DS schedule provided by City
Debt Service Principal	607,303	-4.29%	Based on DS schedule provided by City
SUB-TOTAL DEBT SERVICE	**841,782**	**-8.70%**	
capital outlay	**175,611**	**-54.80%**	Parking Capacity planning and building: alternative parking strategies, walk bridge/parking access expenses
TOTAL EXPENSES	**7,320,748**	**-0.32%**	

Rate Adjustment Summary Analysis

FY 2021

	Current	FY 2020 Budget	Rate Change	Additional ANNUAL Revenue
Webster Lot Hourly Rate - $1/hr before 6 p.m. max $8				
Up to 7 hours Max	$7.00	$10.00	$3.00	$7,109
After 7 hours Max	$8.00	$12.00	$4.00	$6,770
				$13,879
				$13,879


NPA REVENUE FY2021
Other
2%
Violations
11%
Meters
8%
Monthly
38%
Transient
41%


NPA EXPENSES FY2021
Capital Outlay
2%
Debt
12%
City Support
Charges
13%
Payroll/Benefit
s...
ll Other Oper.
Exp.
41%

SECTION C (c)
BOARD OF ESTIMATE AND TAXATION

Approval of FY 2020-21 WPCA Budget

M E M O R A N D U M

TO: Board of Estimate and Taxation

FROM: Ralph Kolb, PE, Sr. Environmental Engineer, WPCA

CC: Anthony Carr, PE, Chief of Operations and Public Works
Chris Torre, Superintendent of Operations, DPW

DATE: March 26, 2020

REASON: Norwalk Water Pollution Control Authority
Approved FY20/21 Operating Budget

The Norwalk Water Pollution Control Authority (WPCA), an enterprise fund, manages the City's sanitary sewer collection system, pumping stations and wastewater treatment facility in accordance with environmental standards and regulations in the most cost effective and responsible manner.

Enclosed is the WPCA's FY2020-21 budget as approved at the WPCA Board meeting held on March 16, 2020. The FY2020-21 budget includes a $7 rate increase for a single family residence and an overall blended rate increase of approximately 2% over the previous fiscal year.

On September 16, 2019, the WPCA executed a Wastewater Treatment System Operations, Maintenance, and Management Services Agreement (Service Agreement) with SUEZ Water Environmental Services Inc. (SUEZ) for an initial term of 10 years with two additional five-year renewal options. The current Service Agreement with OMI, Inc. expires May 17, 2020. The WPCA has been working with SUEZ and its current operator, OMI, Inc., to ensure a smooth transition in May. The new contract emphasizes asset preservation, enhanced operations, and high quality effluent.

OMI, Inc. is in the process of replacing approximately 125 pieces of equipment (pumps, mixers, drive units, etc.) at the WWTP and pump stations as part of project closeout agreement.

Capital projects to be funded from reserve fund balance. No WPCA bonding requests.

Some items on the operating budget to point out are as follows:

Revenues:
- Norwalk to receive Nitrogen Credits (~$150k) for 2019, waiting for final pricing from CTDEEP.
- Includes line item for reimbursement ($130,748) of WPCA support services billed to City

Expenditures:
- Operation and maintenance fee account increased to reflect new Service Agreement with SUEZ
- Includes line item for reimbursement ($586,669) of City support services billed to WPCA
- Professional and Legal services accounts decreased due to closure of Service Agreement procurement and contract closeout
- Decrease in debt service

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2020-21 Operating Budget Summary

REVENUES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 19-20	PROJECTED ACTUAL FY 19-20	PROPOSED FY 20-21
	Sewer Use Charges	**$ 17,106,000**	**$ 17,195,299**	**$ 17,549,000**
4513	*Norwalk Customers* [1]	*$ 16,496,000*	*$ 16,577,744*	*$ 16,909,000*
4521	*Wilton Interlocal Agreement* [2]	*$ 575,000*	*$ 579,169*	*$ 600,000*
4522	*Other Contract Customers*	*$ 35,000*	*$ 38,386*	*$ 40,000*
	Other Revenues	**$ 1,116,161**	**$ 1,170,531**	**$ 1,004,648**
452C	*Industrial Pretreatment Surcharge* [3]	*$ 210,000*	*$ 214,200*	*$ 215,000*
452D	*Sewer Connection Fees*	*$ 100,000*	*$ 193,970*	*$ 125,000*
452E	*Industrial Pretreatment Interest*	*$ -*	*$ 5,000*	*$ 5,000*
4451	*Sewer Permits*	*$ -*	*$ 1,200*	*$ 1,500*
4807	*Reimbursement of Expenses*	*$ -*	*$ -*	*$ 1,000*
4453	*Septage Haulers Licenses*	*$ 1,400*	*$ 1,400*	*$ 1,400*
4516	*Septage Disposal Fees*	*$ 250,000*	*$ 200,000*	*$ 200,000*
4121	*Nitrogen Credits* [4]	*$ -*	*$ -*	*$ 150,000*
4901	*Investment Income* [5]	*$ 110,000*	*$ 110,000*	*$ 110,000*
4051	*Interest on Delinquent Accounts* [6]	*$ 65,000*	*$ 65,000*	*$ 65,000*
489F	*Reimbursement for Indirect Expenses* [7]	*$ 379,761*	*$ 379,761*	*$ 130,748*
XXXX	**Transfer from Fund Balance - Replacement Reserve** [8]	**$ 850,000**	**$ -**	**$ 850,000**
4513	**Allowance for Uncollectibles** [9]	**$ (297,000)**	**$ (298,000)**	**$ (304,000)**
4513	**Adjustments - Sewer Use Charges**	**$ (100,000)**	**$ (100,000)**	**$ (100,000)**
	TOTAL	**$ 18,675,161**	**$ 17,967,830**	**$ 18,999,648**

[1] Rate increase $7 residential; $10 commercial; $0.19/1000 gallons commercial consumption per WPCA Financial Model.
[2] Billed on actual metered wastewater flow. Varies based on audited expenditures.
[3] Assumes no change in IPP rates.
[4] Nitrogen FY20/21 credits estimated based on past CTDEEP credit sharing. No credits in FY19/20.
[5] Per Comptroller.
[6] Per Comptroller.
[7] Salaries, benefits and other direct costs for WPCA support services, City Sewer Use Fee, IPP/FOG billing and stormwater O&M.
[8] Nets out in replacement reserve on expenditures sheet and is only an administrative exercise.
[9] Assumes 98.2% collection rate per Tax Collector's Office. May decrease based upon economic conditions.

AGENDA ITEM #11b

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2020-21 Operating Budget Summary

EXPENDITURES (224062)

ACCOUNT	DESCRIPTION	APPROVED FY 19-20	PROJECTED ACTUAL FY 19-20	PROPOSED FY 20-21
	Personnel/Benefits	**$ 652,805**	**$ 537,668**	**$ 687,254**
5110	*Wages & Salary - Regular*[1]	*$ 415,414*	*$ 322,109*	*$ 408,450*
5428	*Employee Benefits*	*$ 221,415*	*$ 171,684*	*$ 217,704*
5120	*Wages & Salary - Overtime*	*$ 15,000*	*$ 15,000*	*$ 30,000*
5140	*Wages & Salary - Part-time*	*$ -*	*$ 27,775*	*$ 30,000*
5150	*Longevity*	*$ 975*	*$ 1,100*	*$ 1,100*
5258	**Operations & Maintenance Fees**[2]	**$ 6,757,000**	**$ 6,757,000**	**$ 8,341,000**
5651	**Indirect Expenses**[3]	**$ 543,744**	**$ 543,744**	**$ 586,669**
5241	**Electricity**[4]	**$ 1,455,506**	**$ 1,455,506**	**$ 1,470,061**
5298	**Other Contractual Services**	**$ 325,000**	**$ 325,000**	**$ 200,000**
5252	**Legal Services**[5]	**$ 300,000**	**$ 150,000**	**$ 150,000**
	Administration	**$ 54,000**	**$ 54,000**	**$ 78,000**
5286	*Business Expense (General Office / Billing Costs)*	*$ 30,000*	*$ 30,000*	*$ 32,000*
5245	*Telephone*	*$ 4,000*	*$ 4,000*	*$ 2,000*
5741	*IT Hardware / Software*	*$ 20,000*	*$ 20,000*	*$ 44,000*
5235	**Professional Dues/Memberships**	**$ 10,000**	**$ 10,000**	**$ 10,000**
5295	**Training/Conferences**	**$ 6,000**	**$ 6,000**	**$ 10,000**
5418	**Property Insurance/Liability Premium Worker's Compensation**[6]	**$ 100,267**	**$ 100,267**	**$ 103,844**
5789	**Replacement Reserve - Wilton's portion per agreement**	**$ -**	**$ -**	**$ -**
5789	**Replacement Reserve - Norwalk**[7]	**$ 4,888,332**	**$ -**	**$ 4,713,950**
5521	**Debt Service - Principal**	**$ 2,899,363**	**$ 2,982,845**	**$ 2,105,083**
5522	**Debt Service - Interest**	**$ 593,144**	**$ 593,240**	**$ 543,787**
5463	**Nitrogen Credits**	**$ 90,000**	**$ 87,739**	**$ -**
	TOTAL	**$ 18,675,161**	**$ 13,603,009**	**$ 18,999,648**

[1] Includes step and estimated COL increases. Unions will be negotiating new contracts.
[2] Item includes initial base service fee of $7,184,753 with SUEZ and a 10% contingency for contract components (pass-through and extroadinary items) and $437,507 for capital cost recovery repayment (biosolids dewatering and collection system equipment).
[3] Salaries, benefits and other direct costs for City support services including Finance Department (Tax Collector, Tax Assessor, Comptroller, IT, and Management & Budgets).
Includes allocation for DPW management. Also includes Property Insurance/Liability Premium Worker's Compensation
[4] Assumes 1% increase over previous year.
[5] Legal fees have been reduced due to MLP litigation and O&M Procurement have been completed.
[6] Per Risk Management and Finance Department
[7] Includes $850K transfer from fund balance (shown on revenue sheet). Replacement reserve funded at $3,863,950. Funds to be used for rate stabilization in future years related to multiple collection system, pump station and WWTP projects included in WPCA Financial Model.

CITY OF NORWALK
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Chief Financial Officer
hdachowitz@norwalkct.org

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

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Norwalk, CT 06856-5125

M E M O R A N D U M

To: Greg Burnett, Chairman of the Finance Committee of the Common Council

From: Henry M. Dachowitz, CFO

Date: May 13, 2020

Subject: Bond Counsel Services – Contract Authorization

The City recently issued Request for Proposal (RFP) #3992 requesting proposals to provide professional legal services to the City as Bond Counsel, primarily relating to the issuance and management of City debt. The City usually issues debt annually to finance the Capital Budget (New Money issues). In addition, when market conditions are favorable, the City issues Refunding Bonds to refinance existing debt at lower interest rates.

The role of Bond Counsel is to render a legal opinion on the validity of the bond offering, the security for the offering, and whether and to what extent the interest on the bonds is exempt from income and other taxation to the investor.

Prospective purchasers of the City's bonds rely upon Bond Counsel's legal opinion when deciding whether to bid or purchase the City's bonds and what interest rates they will agree to accept for their investment. This is a specialized area of the law that must be performed by a firm recognized by the Municipal Bond industry with expertise in this legal area.

Bond Counsel is involved in drafting and reviewing the Official Statement for all bond offerings (in coordination with our underwriters and Financial Advisor), assisting the City in complying with the Security and Exchange Commission's (SEC) Continuing Disclosure Requirements, and assisting the City with any tax, private use, arbitrage rebate or other IRS-related matters that may arise concerning the City's debt issuance.

The City received four (4) proposals in response to our solicitation. All proposals were evaluated based on the criteria contained in the City's RFP. Three proposers were short-listed as finalists and were subsequently interviewed in ZOOM video conference calls. The selection panel unanimously recommended that Shipman & Goodwin LLP be selected as the City's bond counsel.

Shipman has over 100 years' experience serving as a Municipal Bond Counsel in Connecticut. They have served as Bond Counsel to the State of Connecticut and 23 cities and towns including the State Treasurer's office since 1994 and West Hartford. They have a sizable firm of 170 attorneys plus support staff with 6 offices located in Connecticut in addition to offices in New York City and Washington. They have an excellent reputation for high quality work and excellent customer service, had an outstanding presentation, excellent references and a competitive price.

ACTION REQUESTED: Authorize the Mayor, Harry W. Rilling, to execute a contract with Shipman & Goodwin LLP to provide bond counsel services, with pricing for services based upon the proposal submitted by Shipman & Goodwin to the City on January 28, 2020 as amended by the May 1, 2020 email from Bruce Chudwick. Account #301340-5523.