FINANCE/CLAIMS COMMITTEE MEETING

Thursday May 10, 2012 7:30P.M.

CITY HALL
Room 101
125 East Avenue
Norwalk, Connecticut
AGENDA

Cancelled

1. Approve the Minutes of the following Finance Committee Meeting:
   April 12, 2012

2. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   May 10, 2012

3. Narrative on Tax Collections dated May 10, 2012- Receive Report and discuss.

4. Monthly Tax Collector's Report Dated April 30, 2012 - Review Report and discuss.

5. Authorize the Purchase Agent to issue purchase orders to Advanced Office Systems of Branford, CT for the supply, installation, and training services, and 36 months of hardware and software support, for a UniTrends Recovery System [Project Bid #3158] for an amount not to exceed $44,906.00, account 09090600-5777-C0375 (approved IT capital budget item; no special appropriation required) and forward onto the Common Council for further action.

6. a) Authorize the Purchasing Agent to issue purchase orders to En-Pointe Technologies for the supply of a Storage Area Network per response to Bid Project #3179 for an amount not to exceed $67,049.66, accounts 35309A ($38,219.00) and 09120600-5777-C0375 ($28,830.66).

   b) Authorize the Purchasing Agent to issue purchase orders to ePlus Technologies for the supply of a Cisco Switch per response to Bid Project #3179 for an amount not exceed $24,290.00, account 09120600-5777-C0375.

7. Resolution making appropriations for various public improvements aggregating $20,823,000 for the 2012-2013 capital budget and authorizing the issuance of $19,742,000 bonds of the city to meet certain appropriations in the 2012-2013 capital budget and pending the issuance thereof the making of temporary borrowings for such purpose

8. Resolution with respect to the authorization, issuance and sale of not exceeding $22,000,000 City of Norwalk, Connecticut General Obligation Refunding Bonds.

9. Authorize the Mayor Richard A. Moccia, to execute an Agreement with Vision Government Solutions, Inc. to provide appraisal services to assist the Tax Assessor with the 2013 property revaluation, perform data conversion services, and to supply the City with CAMA software, for a total not to exceed $1,100,000.00. (Account No. 011321-5258)

10. Board of Estimate and Taxation Appropriations From: May 7,2012 (See Item 8 for backup)

Cancelled

CITY OF NORWALK
FINANCE CLAIMS COMMITTEE
APRIL 12, 2012

ATTENDANCE:	Carvin Hilliard, Chair; David McCarthy; Warren Pena; John Igneri (7:32 p.m.); Matthew Miklave (7:34 p.m.)
STAFF:	Thomas Hamilton, Finance Director; Lisa Biagiarelli, Tax Collector; Michael Stuart, Tax Assessor; Robert Baron, Budget Director; Karen DelVecchio, IT Director; Gerald Foley, Purchasing Agent; Hal Alvord, Director, DPW; Lisa Burns, Operations Manager; Kathryn Hebert, Administrative Services Manager, Frederic Gilden, Comptroller
OTHERS:	Bruce Kimmel, Common Council

Mr. Hilliard called the meeting to order at 7:30 p.m. and announced that a quorum was not present.

CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: APRIL 12, 2012

Ms. Biagiarelli reported that there were no claims above the established threshold.

Mr. Igneri joined the meeting at 7:32 p.m. and a quorum was now present.

** **MR. PENA MOVED TO ACCEPT THE FOLLOWING ITEMS:**

NARRATIVE ON TAX COLLECTIONS DATED APRIL 12, 2012- RECEIVE REPORT AND DISCUSS.

MONTHLY TAX COLLECTOR'S REPORT DATED MARCH 31, 2012 - RECEIVE REPORTS AND DISCUSS.

Ms. Biagiarelli reviewed her narrative and spreadsheet. She explained that they are on track at nearly 98% of the current tax levy. She said that they filed fewer liens than they did last year. Ms. Biagiarelli reported that they have collected nearly $2 million on properties that were scheduled to be included in the July tax sale. She said that they are going to continue using the existing criteria for properties to be included in the tax sale.

Ms. Biagiarelli said that starting on Monday, the office will begin their participation in the Department of Motor Vehicles Registration Extension Pilot Program. She described the program.

Mr. Miklave joined the meeting at 7:34 p.m.

** **MOTION PASSED UNANIMOUSLY**

** **MR. MCCARTHY MOVED TO APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING: MARCH 8, 2012 AS SUBMITTED**

** **MOTION PASSED UNANIMOUSLY**

REPRESENTATIVES FROM JAFFEHOLDEN WILL PRESENT THEIR PROPOSAL AND RECOMMENDATIONS FOR IMPROVEMENTS TO THE AUDIO, VISUAL, AND PRESENTATION CAPABILITIES OF THE COMMON COUNCIL CHAMBERS

Ms. DelVecchio said that the IT Committee was asked to make improvements to the audio/video design in the Common Council Chambers. She introduced David and Alex Jaffe. She said that they were asked to focus on four items:

- Inadequate audio system intelligibility
- Low volume levels to combat feedback
- Inconvenient video presentation viewing methods as well as non-user friendly controls
- Vote tabulation also in question, electronic methods would be explored

Mr. Jaffe reviewed their recommendation and said that all of the equipment is non-proprietary and can be purchased off the shelf. He said that there would be a 30-day bid process and installation will take 45 days.

Mr. Hamilton explained that this was an informational session. Mr. Pena said that he sees the need for some technology upgrades. Mr. Miklave said that he was not enthusiastic with the electronic voting system for $30 - $40,000.

** **MR. PENA MOVED THE FOLLOWING ITEMS:**

NORWALK AND THE OAK HILLS PARK AUTHORITY TO RESTRUCTURE ITS EXISTING DEBT TO THE CITY.

Mr. Baron said that this is a new proposed debt restructuring. He reviewed the proposed debt repayment schedule and said that he adjusted the payment date to September to follow the golf season. A five year payoff plan was developed to pay off the three significant notes.

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SECURE THE REPAYMENT OF A LOAN IN AN AMOUNT NOT TO EXCEED $150,000 FROM THE CITY OF NORWALK TO THE OAK HILLS PARK AUTHORITY FOR ITS FISCAL YEAR 2012-13 CAPITAL REQUEST.

Mr. Baron explained that not enough rounds of golf had been played, and as a result there was not enough money to maintain the golf course. He said that this was keeping the golfers away.

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO GUARANTEE THE LEASE BETWEEN OAK HILLS PARK AUTHORITY AND PNC EQUIPMENT FINANCE LLC FOR OAK HILLS PARK AUTHORITY'S NEW FLEET OF BEVERAGE AND GOLF CARTS FOR A TERM NOT TO EXCEED FIVE YEARS AND A TOTAL VALUE OF $240,000

Mr. Baron said that another reason golfers were staying away from Oak Hills was that the golf carts were not maintained. He said that they received competitive pricing in response to the RFP. He said that the City is being asked to be the co-lessee for the carts. Mr. Baron said that the new carts are necessary to keep the golfer going to the golf course.

Mr. Miklave said that he supports what is being done with Oak Hills and added that it is a gem. He asked if the Common Council has the right to stop capital projects. Mr. Baron said that the Oak Hills Authority has the right to do capital repairs, but if they exceed $5,000 they have to go before the Board of Estimate and Taxation. Mr. Hamilton said that the Board of Estimate and Taxation has been reviewing their finances on a monthly basis for multiple years. Mr. Miklave said that the threshold level of $5,000 makes sense.

Mr. Pena said that this is making him a little nervous because they did not make enough last year to sustain the operation. He asked what changed that will give them enough revenue to afford the payments.

A representative from Oak Hills explained that their revenue was down last year due to the weather; there were 90 rain days. He said that the condition of the course and that it was not marketed correctly. He said that the employee benefits were renegotiated and they went through the budget line by line and eliminated unnecessary expanses. In addition, they increased prices and created a Marketing Committee.

Mr. Pena said that he understood that a lot of money was invested in the restaurant. The representative from Oak Hills said that the restaurant was not anticipated to be a revenue producer. Mr. Baron said that Oak Hills gets $100,000 from the restaurant, but it is run as a banquet facility instead of a burger/beer type of restaurant. He said that it was not open when the golf course was open and they have decided to change vendors. The restaurant will now be open when the golf course is open and will be user friendly. Mr. Pena asked why the restaurant was not making money. Mr. Mount said that the Oak Hills Authority did not want to be restaurateurs. Mr. Kimmel said that he did not consider weather a factor and did not think all golf courses in the north east were in this shape. He said that he agreed that they have to use a concession and feels that can make or break then. He said that people would play golf and go someplace else to go, or then stopped going to Oak Hills completely.

Mr. Miklave said that he loves Oak Hills and that probably in the past the restaurant was not a partner with the golf experience.

** **MOTION PASSED UNANIMOUSLY**

** **MR. MCCARTHY MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO SECURE THE REPAYMENT OF A LOAN IN AN AMOUNT NOT TO EXCEED $400,000 FROM THE CITY OF NORWALK TO THE SIXTH TAXING DISTRICT FOR THE RENOVATION OF THE ROWAYTON COMMUNITY CENTER. – PHASE II IN THE FY 2012-2013 CAPITAL BUDGET ($400,000)**

Mr. Hamilton explained the item. He said that this is an historical structure located in the Sixth Taxing district. He said that this is similar to the lease agreement that was approved a year ago for Phase I.

Mr. Igneri explained that the renovation project. Mr. McCarthy asked about Phase III. Mr. Igneri said that he was not sure, but there will be a charette.

** **MOTION PASSED UNANIMOUSLY**

** **MR. PENA MOVED THAT THE COMMON COUNCIL HEREBY DELEGATES TO THE MAYOR OR DIRECTOR OF FINANCE, SUBJECT TO THE APPROVAL OF THE PRESIDENT OF THE COMMON COUNCIL, THE MAJORITY LEADER OF THE COMMON COUNCIL, THE MINORITY LEADER OF THE COMMON COUNCIL, AND THE CHAIRMAN OF THE FINANCE COMMITTEE OF THE COMMON COUNCIL, OR ANY TWO OF THEM (THE "COMMITTEE"), THE AUTHORITY TO EXECUTE ANY AND ALL DOCUMENTS RELATING TO THE PROCUREMENT OF ELECTRICITY FROM NOBLES AMERICA, FOR A TERM NOT TO EXCEED TWO (2) YEARS, COMMENCING JANUARY 1, 2014 THROUGH DECEMBER 31, 2015. ACCOUNTS VARIOUS.**

Mr. Foley explained that the City of Norwalk is contracted with Nobles America through December 2013. He is requesting an extension of the agreement for an additional two years. He said that the thought is to stay ahead of the market and then go out for another RFP for the year beyond that. He said that as soon as the market goes up the cost of commodities will increase. He is trying to mitigate the costs and felt that this was an extremely good opportunity. Mr. Pena commended Mr. Foley for being pro-active.

** **MOTION PASSED UNANIMOUSLY**

DISCUSSION OF OCTOBER 1, 2013 REVALUATION

Mr. Michael Stewart explained that the 2013 Revaluation is state mandated. He said that the next date is October 1, 2013 and it is an attempt to equalize all of the properties and be sure that everyone is paying their fair share based on their property. He said that it is not based on the Assessor's opinion of the value of the property.

Mr. Stewart described how the value of a property is valued according to market metrics. He said that the RFP process began in 2011. He said that the RFP gave the vendor the opportunity to provide the cost to do a full revaluation or an updated revaluation. On March 29th, they received five responses. A small committee was formed to review the responses and interview three candidates. Almost unanimously all of the information pointed to one vendor who has the experience, technology and employees. The number one candidate has 121 towns in Connecticut as their clients. Mr. Stewart said that he will present more documentation in the next month or so. He said that they are fortunate to have the opportunity to do a full revaluation for around $1 million and bring themselves to a new level of technology. He said that he would like feedback of what they should be considering.

Mr. McCarthy asked for a comparison between a full revaluation and an update. Mr. Stewart said that the State passed legislation diminishing the scope of what they were looking for. In a full revaluation, they make the attempt to examine each property in the City.

Mr. Igneri asked Mr. Stewart if he thought about using the person they used last time. Mr. Stewart said that person responded but was not considered.

Mr. Kimmel said that he was concerned about the credibility issue. He said that he has heard from residents that commercial properties were low balled. He asked if there are certain times when you want to do a full and not a partial revaluation and if there is a difference in the outcome. Mr. Stewart said that you want to do an update when you do a full inspection and have confidence that the data is correct.

Mr. Stewart said that if the price for an update and a full revaluation is similar, he would recommend doing a full revaluation in this cycle. Mr. Kimmel said that after 4-5 years of a depressed economy, people are not making changes to their homes and does not see a reason for a full revaluation if there is a large difference in cost.

Mr. Igneri asked if the firm that is being considered has credibility. Mr. Stewart said that they do 121 towns in Connecticut. Mr. Hamilton added that they just completed a revaluation in New York City.

Mr. Pena asked about the process for the remainder of the calendar year. Mr. Stewart said that he will provide documentation for approval at the next meeting. He said that he is ahead of where he planned to be. He described the process and said that an appropriation will have to be in place before the City signs the contract. Once the vendor has the contract, they will be ready to start. He said that the information will be posted on the City website.

Mr. Stewart said that if a full revaluation is conducted, all property owners will get a notice. The vendor will break the City into neighborhoods and go street by street. He described the revaluation process for commercial properties. He said that the vendor will be provided with a list of neighborhood associations. The final revaluation will be completed by November 2012 and notices will be sent to property owners in February 2014.

**** MR. MCCARTHY MOVED TO APPROVE FY 2012-13 WPCA OPERATING BUDGET.**

Ms. Burns reported that the operating budget was approved by the WPCA Authority and the Board of Estimate and Taxation. She said that there was a modest rate increase. Ms. Burns explained the Industrial Pretreatment Surcharge and said that it is mostly for restaurants. Mr. McCarthy asked about the fund balance. Mr. Hamilton said that in this operation, unexpected things can and do happen.

**** MOTION PASSED UNANIMOUSLY**

**** MR. IGNERI MOVED TO APPROVE FY 2012-13 PARKING AUTHORITY BUDGET**

Ms. Hebert explained that the Parking Authority approved the budget in March. She reviewed the revenues and expenses and said that the revenues are expected to increase 2.16%.

Mr. Miklave asked why parking ticket revenue has decreased. Ms. Hebert said that is mostly due to higher compliance. Mr. Miklave said that he was concerned about overcrowding at the East Norwalk Rail Road parking lot. Mr. McCarthy asked if people are paying by cell. Ms. Hebert said that people love it and say it is very easy to use.

**** MOTION PASSED UNANIMOUSLY**

** **MR. MCCARTHY MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT FOR GRANT FUNDS PROVIDED UNDER THE STATE OF CONNECTICUT'S LOCAL CAPITAL IMPROVEMENT FUND FOR 2012 LOCAL CAPITAL IMPROVEMENT PROGRAM ($625,905 – 2011**

Mr. Hamilton explained that this is an annual authorization that is needed to apply for capital improvement funds. He said that the funding is now available.

** **MOTION PASSED UNANIMOUSLY**

** **MR. PENA MOVED TO ADJOURN**
** **MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:32 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

AGENDA MAY 10, 2012

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
CAB EAST LLC		10-MV-307683	($261.28)	PRORATION
		10-MV-307653	($183.89)	PRORATION
		10-MV-307606	($171.08)	PRORATION
	($814.79)	10-MV-307590	($198.54)	PRORATION
CC HOME SERVICE LLC		10-MV-1902	($11.69)	PRORATION
DAIMLER TRUST		10-MV-314044	($309.76)	PRORATION
DAIMLER TRUST		10-MV-314064	($511.71)	PRORATION
DAIMLER TRUST		10-MV-314042	($621.01)	PRORATION
		10-MV-314084	($371.64)	PRORATION
	($1,466.39)	10-MV-314101	($473.74)	PRORATION
DANIEL CAROL E		10-MV-314327	($33.09)	PRORATION
DANIEL HAYNES		10-MV-314330	($38.52)	ABATEMENT
DEJESUS RAMON E		10-MV-2891	($500.00)	OVERPAYMENT
ESPINAL-FELIZ RITA B		10-MV-319119	($28.08)	OVERPAYMENT
FIFTH THIRD AUTO LEASE TRT		10-MV-320384	($391.44)	ABATEMENT
	($517.16)	10-MV-320402	($125.72)	PRORATION
HERMAN SEAN		10-MV-327699	($42.84)	PRORATION
JEAN CHRISTY M		10-MV-331180	($20.09)	PRORATION
KUTRUBIS GEORGIOS P		09-MV-334374	($341.84)	ABATEMENT-VEHICLE SHPPED OVERSEAS
LAMOUR GIBSON		08-MV-335196	($349.27)	ABATED GARAGED BPT AS OF 8/8/08
LANGLEY KAREN T		09-MV-335080	($268.18)	ABATEMENT
MAYE JAMES T		10-MV-7488	($297.24)	DUPLICATE PAYMENT
		10-MV-7489	($191.86)	DUPLICATE PAYMENT
	($557.73)	10-MV-339671	($68.63)	DUPLICATE PAYMENT
NEVINS ANN		10-MV-344321	($35.30)	PRORATION

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
PORSCHE LEASING LTD		10-MV-349964	($90.85)	PRORATION
PORSCHE LEASING LTD		10-MV-349969	($850.90)	PRORATION
RUDNICK SETH A		10-MV-354096	($229.92)	PRORATION
SOMMA LAWRENCE A		09-MV-358344	($351.99)	DUPLICATE PAYMENT
TOYOTA MOTOR CREDIT CORP		10-MV-362460	($34.66)	PRORATION
VW CREDIT LEASING LTD		10-MV-365692	($592.15)	PRORATION
VW CREDIT LEASING LTD		10-MV-365517	($36.85)	PRORATION
VW CREDIT LEASING LTD		10-MV-365579	($333.01)	PRORATION
		10-MV-365588	($258.86)	PRORATION
		10-MV-365659	($129.63)	PRORATION
	($884.06)	10-MV-365741	($162.56)	PRORATION
WARREN JOSEPH		10-MV-12632	($243.36)	VOLUNTEER FIREFIGHTER CREDIT
BARDOS ALLA S & JEAN E		09-RE-101693	($525.92)	SEWER ADJ
	($1,102.12)	10-RE-101694	($576.20)	SEWER ADJ
CHASE		10-RE-103414	($2,737.29)	OVERPAYMENT
RE: BUCHTA ASHLEY E				
CORELOGIC		10-RE-101775	($2,557.23)	DUPLICATE PYMT/PAID IN ERROR
RE: BARRETT MARCIE L				
D'ANNA NORMA		09-RE-126470	($2,778.24)	DUPLICATE PYMT/OVERPAYMENT
MITICAN SORIN & PAPADOPOL CRISTINA		10-RE-118026	($3,396.70)	DUPLICATE PYMT/OVERPAYMENT

TAX COLLECTOR'S REPORT
APRIL 30, 2012

FISCAL YEAR 2010-2011 (2010 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 11 - APR 12	COLLECTION %	CORRECTED LEVY*	COLLECTION %
AUTOMOBILE-REGULAR	$13,785,227.95	$12,701,081.33	92.14%	$13,498,876.63	94.09%
AUTOMOBILE-SUPPLEMENTAL	$2,016,234.17	$1,713,607.48	84.99%	$1,974,290.56	86.80%
PERSONAL PROPERTY	$14,512,277.02	$13,721,834.57	94.55%	$14,203,939.32	96.61%
REAL ESTATE	$233,976,144.84	$230,272,929.31	98.42%	$233,070,558.11	98.80%
TOTAL TAX	**$264,289,883.98**	**$258,409,452.69**	**97.78%**	**$262,747,664.62**	**98.35%**
SEWER USE	$13,158,490.00	$12,837,999.81	97.56%	$13,157,036.00	97.58%
IPP FEE	$182,250.00	$166,959.96	91.61%	$185,250.00	90.13%
FISCAL YEAR 2009-2010 (2009 GRAND LIST)		**JUN 10 - APR 11**			
AUTOMOBILE-REGULAR	$13,065,680.37	$11,972,849.81	91.64%	$12,756,916.71	93.85%
AUTOMOBILE-SUPPLEMENTAL	$1,717,759.00	$1,436,635.29	83.63%	$1,688,163.04	85.10%
PERSONAL PROPERTY	$14,218,387.70	$13,025,479.94	91.61%	$13,374,806.98	97.39%
REAL ESTATE	$229,894,000.28	$226,373,460.41	98.47%	$229,652,022.31	98.57%
TOTAL TAX	**$258,895,827.35**	**$252,808,425.45**	**97.65%**	**$257,471,909.04**	**98.19%**
SEWER USE	$11,970,937.00	$11,579,084.83	96.73%	$11,900,296.00	97.30%
IPP FEE	$182,250.00	$166,405.94	91.31%	$181,500.00	91.68%
TAX DIFFERENCE 2010 G.L. vs. 2009 G.L. INCREASE/(DECREASE)	$5,394,056.63	$5,601,027.24	0.13%	$5,275,755.58	0.16%
SEWER DIFFERENCE 2010 G.L. vs. 2009 G.L. INCREASE/(DECREASE)	$1,187,553.00	$1,258,914.98	0.84%	$1,256,740.00	0.27%
IPP DIFFERENCE 2010 G.L. vs. 2009 G.L. INCREASE/(DECREASE)	$0.00	$554.02	0.30%	$3,750.00	-1.56%

BACK TAXES COLLECTED	FISCAL YR 2011-2012 (JUL 11 - APR 12)	FISCAL YR 2010-2011 (JUL 10 - APR 11)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$2,170,370.32	$2,083,685.76	$86,684.56
PRIOR SEWER USE FEE	$202,362.60	$191,723.31	$10,639.29
PRIOR IPP FEE	$6,409.21	$11,975.88	($5,566.67)
TOTAL PRIOR TAX, SEWER & IPP	**$2,379,142.13**	**$2,287,384.95**	**$91,757.18**
CURRENT INTEREST	$601,113.02	$657,157.79	($56,044.77)
PRIOR INTEREST	$760,436.42	$708,178.33	$52,258.09
SEWER USE FEE INTEREST	$79,908.71	$85,822.63	($5,913.92)
IPP FEE INTEREST	$4,123.93	$5,401.47	($1,277.54)
TOTAL INTEREST COLLECTED	**$1,445,582.08**	**$1,456,560.22**	**($10,978.14)**
PRIOR LIEN FEE	$14,553.78	$13,254.55	$1,299.23
CURRENT LIEN FEE	$6,120.00	$5,244.16	$875.84
TOTAL LIEN FEE COLLECTED	**$20,673.78**	**$18,498.71**	**$2,175.07**
MISC FEES COLLECTED	**$60,401.14**	**$61,670.61**	**($1,269.47)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,905,799.13**	**$3,824,114.49**	**$81,684.64**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

The City of Norwalk Connecticut

OFFICE OF INFORMATION TECHNOLOGY

To: Members of the Finance Committee

From: Karen Del Vecchio, Director, Information Technology

Date: April 13, 2012

Subj: Backup, Archive, and Restore System for City Business Systems.

The City of Norwalk's business systems are comprised of over 50 different applications, supporting such areas as email, tax payments, property assessments, maps, purchase records, payroll records, financial statements, health/fire/building inspections and various permits.

One of the vital maintenance requirements of each of these systems is the ability to effectively and efficiently create backup copies of the terabytes of information contained therein for 1) archival purposes for records retention periods established by the State of Connecticut Librarian and 2) the recovery of information/records deleted or overwritten or as requested under FOI.

Replacement of the City's existing archive and restore system was identified as a need in the capital budget process. The existing tape backup and restore system was installed in 2004 and has reached the end of its useful life. Moreover, the current system has limitations preventing it from supporting the latest versions of operating systems and 64 bit technology.

In March, 2012, the City released Project BID#3158 on behalf of the City's IT Department for the supply and installation of a file backup, archive and restore system. Two firms responded to the Bid request. The IT Department reviewed the responses with the ITT Committee and recommended the award be given to the lowest authorized bidder.

This project award was unanimously approved by the ITT Committee at its April 4, 2012 meeting.

The specific action requested is:

Authorize the Purchase Agent to issue purchase orders to Advanced Office Systems of Branford, CT for the supply, installation, and training services, and 36 months of hardware and software support, for a UniTrends Recovery System [Project Bid #3158] for an amount not to exceed $44,906.00, account 09090600-5777-C0375 (approved IT capital budget item; no special appropriation required) and forward onto the Common Council for further action.

Att: ITT Approval Form

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

ITT Request Form

UniTrend Backup and Archive System - Bid Project #3158

Request Number: UniTrend040420 Modification Number : 0 Date of Request: 4-Apr-12

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES **CONSISTENT WITH CITY TECHNOLOGY PLAN:** Yes
BUDGET ACCOUNT: **09090600-5777-c0375**

VENDOR DATA

Advanced Office Systems
211 Shunpkke Rd. Cromwell, CT 06416
860-635-7100

per bid proposal dated 3/27/2012
SHIP **Dave Ross, Rm 203, City Hall**
125 East Ave, Norwalk, CT

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	RC 823 backup appliance	UniTrends		$23,385.00	$23,385.00
1	RXDA empy 1u form factor	four bay rotational archiving disk	rack	$575.00	$575.00
1	RD-CAR-5	additional carrier tray for 5packs		$189.00	$189.00
1	ADA-=4ESSATA	four port eSATA adapter		$495.00	$495.00
1	IRX1000 Avanced Exchange	search and item-level recovery	up to 1,000 email boxes	$3,420.00	$3,420.00
1	Surecare per premise	mid-level installation up to 10 units		$945.00	$945.00
6	RD1000 1 TB 7200 RPM disk	drive with carrier		$99.00	$594.00
12	RD2000 2 TB 7200 RPM disk	drive with carrier		$219.00	$2,628.00
1	SS-RC823-3	Silver support serivce for Unitrends hardware and software 3 years		$12,675.00	$12,675.00
				Shipping	
				Total Price	**$44,906.00**

Date Presented: 4-Apr-12 **Date Approved:** 4-Apr-12

PROJECT **UniTrends Backup** **ITT Signature:**

The City of Norwalk Connecticut
OFFICE OF INFORMATION TECHNOLOGY

To: **Members of the Finance Committee**

From: **Karen Del Vecchio, Director, Information Technology**

Date: **May 7, 2012**

Subj: **Storage Area Network System for Police Data Center.**

A storage area network, or SAN, can be thought of as a separate network of storage devices physically removed from, but still connected to, a network. SANs evolved from the concept of taking storage devices, and therefore storage traffic, off the LAN and creating a separate, back-end network designed specifically for data. SANs represent the evolution of data storage technology to this point.

Traditionally, on client server systems, data was stored on devices either inside or directly attached to the server. Next in the evolutionary scale came Network Attached Storage (NAS) which took the storage devices away from the server and connected them directly to the network. SANs take the principle one step further by allowing storage devices to exist on their own separate network and communicate directly with each other and servers over very fast media.

A SAN provides modular scalability, high-availability, increased fault tolerance, and centralized storage management. The technical methodologies that a SAN introduces make it possible for the City, having completed the same project for City and Board of Ed in 2011, to move forward with Police to implement virtualization, backup, and disaster recovery projects. This includes the potential of having applications and data replicated to a secondary site, such as the new fire headquarters, so that they can be accessed by public safety users in the event that the primary data facility becomes unavailable.

City IT identified this project as a public safety infrastructure priority in its 2011/2012 capital budget development and the project was approved and funded at a cost not to exceed of $100,000. Prior to issuing any RFP, City IT worked with Norwalk Lt. Zecca to request grant funding to offset the project cost. We received word in early April that **a grant of $38,219** has been approved for this infrastructure project. The grant has a restriction in that the City must issue a PO **by June 30, 2012.**

In April, 2012, the City released Request for Bids # 3179 for the supply of a Storage Area Network (SAN) and Equipment Switch, utilizing the same manufacturer and technology as the City and Board of Ed's SAN. Moreover, the City reserved the right to award portions of the equipment procurement to separate bidders if the commodity pricing was more competitive by doing so.

Two authorized reseller firms responded to the Request. At its May 2, 2012 meeting, the ITT Committee unanimously recommended splitting the award between the two bidders as the pricing was more competitive on the equipment by doing so. The grant funds a little over 41% of the total project cost.

The specific action requested is:

1 a) Authorize the Purchasing Agent to issue purchase orders to En-Pointe Technologies for the supply of a Storage Area Network per response to Bid Project # 3179 for an amount not to exceed $67,049.66, accounts 35309A ($38,219.00) and 09120600-5777-C0365 ($28,830.66)

1 b) Authorize the Purchasing Agent to issue purchase orders to ePlus Technologies for the supply of a Cisco Switch per response to Bid Project #3179 for an amount not to exceed $24,290.00, account 09120600-5777-C0375.

And forward such authorizations onto the Common Council for further action.

Att: ITT Approval Forms

City of Norwalk

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

ITT Request Form

Storage Area Network for Police Data Center

Request Number: PDSAN2012 Modification Number : 0 Date of Request: 2-May-12

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes

BUDGET ACCOUNT: **35309A=$38,219 & 09120600-5777-C0375=$28,830.66**

VENDOR DATA

En-Pointe Technologies
18701 South Figueroa Street
Gardena, CA 90248 snazar@enpointe.com

per response to Bid Project #3179, dated 5/2/2012

ship: **Gabriel Asare, IT Dept, Norwalk Police**
One Monroe Street, Norwalk, CT

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	Storage area network main modu	FAS2240, 4U, 12x2TB dual ctl	Left Hand	$36,878.14	$36,878.14
1	includes disk storage and shelvin	DSK 24 X 1 TB SATA	Left Hand	included in above	
2	Software	SW-2240A-comp-bndl--p	Left Hand	$9,283.25	$18,566.50
1	SupportEdge standard part repl	4 hour	Left Hand	$11,522.86	$11,522.86
1	misc modules, parts, cables,		Left Hand	included in base price	
				Shipping	
				Total Price	**$66,967.50**

Date Presented: 2-May-12 **Date Approved:** 2-May-12

PROJECT **PD SAN** **ITT Signature:** *signature on file.*

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

ITT Request Form

Cisco Switches for Police SAN

Request Number: SAN2012 Modification Number : 0 Date of Request: 2-May-12

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES **CONSISTENT WITH CITY TECHNOLOGY PLAN:** Yes

BUDGET ACCOUNT: 09120600-5777-c0375

VENDOR DATA

ePlus
810 Hesters Crossing, Suite 125
Round Rock, TX **78681** **CT CNT #06ITZ0034A**

per response to Bid Project #3179, dated 5/2/2012

ship: **Gabriel Asare, IT Dept, Norwalk Police**
One Monroe Street, Norwalk, CT

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
2	CAT 3750X 48 port data IP-base	Cisco	WS-C3750X-48T-S	$12,145.00	$24,290.00
	all accessory items on bid respon	cables, power suppplies, module		included	
2	Smartnet 24 X 7 X4	maintenance and support		included	
2	Software			included	
				Shipping	
				Total Price	**$24,290.00**

Date Presented: 2-May-12 **Date Approved:** 2-May-12

PROJECT **PD SAN CISCO Switches** **ITT Signature:** *signature on file.*

RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING $20,823,000 FOR THE 2012-2013 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF $19,742,000 BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2012-2013 CAPITAL BUDGET AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. Appropriations aggregating $20,823,000 are hereby made for each subtotal set forth opposite the City's departments and entities (herein collectively "Departments") below. Each Departmental subtotal shall constitute an appropriation to meet the estimated costs of the projects or purposes specified for each Department, respectively, as follows:

POLICE			
	Replacement of Firearms	$ 65,000	
Subtotal			$ 65,000
COMBINED DISPATCH			
	Communications Enhancements	33,000	
Subtotal			33,000
FIRE			
	Apparatus Replacement	450,000	
	Various Stations-Repairs & Replacements	35,000	
	Fire Station Paving	140,000	
	SCBA Replacement Cylinders	20,000	
	Station Repair Study/Renovations	15,000	
Subtotal			660,000
PUBLIC WORKS			
	Various City Building Repairs	50,000	
	Public Works Center – Repairs/Improvements	93,000	
	Roosevelt Senior Center	70,000	
	Energy Conservation -Various Locations	25,000	
	Police Headquarters	20,000	
	Rowayton Avenue Widening	50,000	

Perry Avenue Bridge Over Norwalk River	$ 448,000	
James Street Bridge	195,000	
Westmere Avenue Bridge	113,000	
Fleet Replacement	790,000	
Pavement Management Program	5,000,000	
Sidewalk & Curbing - Citywide	350,000	
General Drainage	250,000	
Watercourse Maintenance	250,000	
Stormwater Management Plan	100,000	
Water Street Outlet Maintenance	250,000	
Keeler Brook Drainage Area	1,000,000	
Culvert Rehabilitation	280,000	
Traffic Signals at Various Location	250,000	
Transportation Master Plan Implementation	200,000	
General Tree Planting	45,000	
Transfer Station	80,000	
Subtotal		$9,909,000

WATER POLLUTION CONTROL AUTHORITY

Pump Station Upgrade/Replacement	250,000	
Collection System Rehabilitation	2,000,000	
Subtotal		2,250,000

BOARD OF EDUCATION

Rowayton Construction	1,733,000	
Technology Implementation	1,075,000	
District Paving & Concrete	63,000	
Subtotal		2,871,000

RECREATION & PARKS

Vehicles	107,000	
School & Park Playgrounds	180,000	
Calf Pasture Beach	750,000	
Cranbury Park	100,000	
Basketball & Tennis Courts	115,000	
Veteran's Memorial Park	50,000	
Nathan Hale Athletic Complex	1,000,000	
Backstop & Fencing Improvements	40,000	
Tree Planting	50,000	
Subtotal		2,392,000

HISTORICAL COMMISSION

	Lockwood Mathews Mansion Leak Repair and Paint	$ 100,000	
	Lockwood Matthews Mansion Improvement Project	110,000	
	Construction- ADA Access Mill Hill	100,000	
	Smith Street Buildings	10,000	
Subtotal			$ 320,000

REDEVELOPMENT AGENCY

	Affordable Housing	250,000	
	Transit Oriented Development	360,000	
	Wall Street Redevelopment	434,000	
Subtotal			1,044,000

INFORMATION TECHNOLOGY

	Citywide IT Projects	399,000	
Subtotal			399,000

PLANNING & ZONING

	Waterfront Public Access	145,000	
	Bikeway Plan	135,000	
	Sidewalk Plan	50,000	
Subtotal			330,000

SIXTH TAXING DISTRICT

	Rowayton Community Center Phase II	400,000	
Subtotal			400,000

OAK HILLS GOLF AUTHORITY

	Oak Hills Course Improvements	150,000	
Subtotal			150,000

GRAND TOTAL 2012-2013 CAPITAL BUDGET	$20,823,000

Section 2. To meet such portion of the appropriation for each Department not funded from other sources, $19,742,000 bonds of the City are hereby authorized to be issued to fund the projects set forth below:

POLICE

	Replacement of Firearms	$ 65,000	
Subtotal			$ 65,000

COMBINED DISPATCH

	Communications Enhancements	33,000	
Subtotal			33,000

FIRE

	Apparatus Replacement	450,000	
	Various Stations: Repairs & Replacements	35,000	
	Fire Station Paving	140,000	
	SCBA Replacement Cylinders	20,000	
	Station Repair Study/Renovations	15,000	
Subtotal			660,000

PUBLIC WORKS

	Various City Building Repairs	50,000
	Public Works Center – Repairs/Improvements	93,000
	Roosevelt Senior Center	70,000
	Energy Conservation -Various Locations	25,000
	Police Headquarters	20,000
	Rowayton Avenue Widening	50,000
	Perry Avenue Bridge Over Norwalk River	448,000
	James Street Bridge	195,000
	Westmere Avenue Bridge	113,000
	Fleet Replacement	790,000
	Pavement Management Program	4,369,000
	Sidewalk & Curbing - Citywide	350,000
	General Drainage	250,000
	Watercourse Maintenance	250,000
	Stormwater Management Plan	100,000
	Water Street Outlet Maintenance	250,000
	Keeler Brook Drainage Area	1,000,000
	Culvert Rehabilitation	280,000

Traffic Signals at Various Location	$ 250,000	
Transportation Master Plan Implementation	200,000	
General Tree Planting	45,000	
Transfer Station	80,000	
Subtotal		$9,278,000

WATER POLLUTION CONTROL AUTHORITY

Pump Station Upgrade/Replacement	250,000	
Collection System Rehabilitation	2,000,000	
Subtotal		2,250,000

BOARD OF EDUCATION

Rowayton Construction	1,733,000	
Technology Implementation	1,075,000	
District Paving & Concrete	63,000	
Subtotal		2,871,000

RECREATION & PARKS

Vehicles	107,000	
School & Park Playgrounds	180,000	
Calf Pasture Beach	300,000	
Cranbury Park	100,000	
Basketball & Tennis Courts	115,000	
Veteran's Memorial Park	50,000	
Nathan Hale Athletic Complex	1,000,000	
Backstop & Fencing Improvements	40,000	
Tree Planting	50,000	
Subtotal		1,942,000

HISTORICAL COMMISSION

Lockwood Mathews Mansion Leak Repair and Paint	100,000	
Lockwood Matthews Mansion Improvement Project	110,000	
Construction- ADA Access Mill Hill	100,000	
Smith Street Buildings	10,000	
Subtotal		320,000

REDEVELOPMENT AGENCY

Affordable Housing	250,000	

Transit Oriented Development	$ 360,000	
Wall Street Redevelopment	434,000	
Subtotal		$1,044,000
INFORMATION TECHNOLOGY		
Citywide IT Projects	399,000	
Subtotal		399,000
PLANNING & ZONING		
Waterfront Public Access	145,000	
Bikeway Plan	135,000	
Sidewalk Plan	50,000	
Subtotal		330,000
SIXTH TAXING DISTRICT		
Rowayton Community Center Phase II	400,000	
Subtotal		400,000
OAK HILLS GOLF AUTHORITY		
Oak Hills Course Improvements	150,000	
Subtotal		150,000
GRAND TOTAL 2012-2013 CAPITAL BUDGET		**$19,742,000**

Section 3. Said bonds may be issued in one or more series as determined by the Director of Finance in an amount necessary to meet the City's share of the cost of the projects determined after considering the estimated amount of State and Federal grants-in-aid of the projects, or the actual amounts thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds of each series shall mature not later than the maximum maturity permitted by the General Statutes of Connecticut, as amended from time to time (the "Connecticut General Statutes"), and may be issued subject to earlier

redemption by the City. The bonds shall be in the denomination of $5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, City Clerk, Comptroller and the Director of Finance, bear the City seal or a facsimile thereof, be payable at a bank or trust company, be certified by a bank or trust company, which bank or trust company may also be designated as the registrar and transfer agent, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale, and other terms, details and particulars of such bonds including approval of the rate or rates of interest payable thereon shall be determined by the Common Council, or such other persons as the Council shall designate, in accordance with the Connecticut General Statutes.

Section 4. Said bonds shall be sold by the Mayor in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be subject to the approval of the Common Council, or such other persons as the Council shall designate.

Section 5. The Mayor and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be in such denominations, bear interest at such rate or rates and be payable at such time or times as shall be determined by the Mayor and the Director of Finance, be executed in the name of the City by the manual or facsimile signatures of the Mayor and the Director of Finance, have the City seal or a facsimile thereof affixed, be certified by a bank or trust company designated by the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes, and be approved as to their legality by Robinson & Cole LLP as bond counsel. Such notes shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the capital improvements for the financing of which said notes were issued. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. The Mayor is authorized in the name and on behalf of the City to apply for and accept any and all Federal and State loans and/or grants-in-aid of any projects set forth in Section 1 and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith to contract in the name of the City with engineers, contractors and others.

Section 7. To meet any portion of the costs of such projects determined by the State of Connecticut Department of Environmental Protection to be eligible for funding under Section 22a-475 et seq. of the Connecticut General Statutes, as the same may be amended from time to time (the "Clean Water Fund Program"), the City may issue interim funding obligations in anticipation of project loan obligations and project loan obligations in such denominations as the Mayor and Director of Finance shall determine. The Mayor and Director of Finance are hereby authorized to determine the amount, date, maturity, interest rate, form and other details and particulars of such interim funding obligations and project loan obligations, subject to the provisions of the Clean Water Fund Program, and the Mayor, Director of Finance and Treasurer are authorized to execute and deliver the same. Said obligations shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such obligation is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The Mayor is hereby authorized to execute and deliver to the State in the name of and on behalf of the City Project Loan and Project Grant Agreements under the Clean Water Fund Program.

Section 8. The balance of any appropriation not required, in the determination of the Council, for any Department set forth in Section 1, may be transferred by resolution of the Council to any other Department set forth in Section 1.

Section 9. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this Resolution in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the City. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds.

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

Gilden, Frederic

From:	Kreutzer, Susan [skreutzer@rc.com]
Sent:	Tuesday, April 17, 2012 12:37 PM
To:	Gilden, Frederic
Cc:	Kreutzer, Susan
Subject:	FW: Norwalk 2012-13 Capital Budget Bond Resolution
Attachments:	REDLINE - 2012-13 Capital Budget Bond Authorization - 11608893.1 to 11609204.1.DOCX; 2012-13 Capital Budget Bond Authorization.DOCX; ATT6031065.txt

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From: Kreutzer, Susan
Sent: Tuesday, April 17, 2012 12:34 PM
To: fgliden@norwalkct.org
Cc: Kreutzer, Susan; Panico, David; D'Ercole, Frank
Subject: Norwalk 2012-13 Capital Budget Bond Resolution

Fred- Attached is the 2012-13 Capital Budget Bond Authorization and a redline showing the edits made against the draft you sent yesterday. Please call or e-mail me if you have any questions on the attached.

Susan

Susan M. Kreutzer
Public Finance Analyst

Robinson & Cole LLP
280 Trumbull Street
Hartford, CT 06103-3597
Direct 860-275-8273 | Fax 860-275-8299
skreutzer@rc.com | www.rc.com
Bio | Contact Card

RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND SALE OF NOT EXCEEDING $22,000,000 CITY OF NORWALK, CONNECTICUT GENERAL OBLIGATION REFUNDING BONDS

RESOLVED:

Section 1. Not exceeding $22,000,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the City of Norwalk, Connecticut (the "City ") maybe issued in one or more series and in such principal amounts as the Mayor and the Director of Finance shall determine to be in the best interests of the City for the purpose of achieving net present value savings and/or to moderate debt service payments. The Refunding Bonds are hereby authorized to refund all or any portion of any one or more series of the City's outstanding General Obligation Bonds (the "Refunded Bonds"). The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, at such time or times as the Mayor and the Director of Finance shall determine to be most opportune for the City. Each series of Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the Mayor and the Director of Finance provided that no Refunding Bonds shall mature later than the final maturity date of the last maturity of any Refunded Bonds being refunded by such series. The Refunding Bonds shall bear interest payable at such rate or rates as shall be determined by the Mayor and the Director of Finance. The Refunding Bonds shall be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, the Comptroller, the Director of Finance, and the City Clerk, bear the City seal or a facsimile thereof, and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the City and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the Mayor and the Director of Finance. The net proceeds of the sale of the Refunding Bonds, after payment of underwriter's discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The Mayor and the Director of Finance, are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The Mayor and the Director of Finance, are authorized to prepare and distribute preliminary and final Official Statements of the City for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the City a Bond Purchase Agreement, a Continuing Disclosure Agreement, a Tax Regulatory Agreement and such other documents necessary or desirable for the issuance of the Refunding Bonds and the payment of Refunded Bonds.

Section 2. This resolution shall be effective until June 30, 2013.

SECTION A

RESOLVED **SPECIAL APPROPRIATIONS - MAY 7, 2012**
BOARD OF ESTIMATE AND TAXATION

ADVERTISED ITEM:

FISCAL YEAR 2011-12:

1. RESOLVED, that a sum not to exceed $1,100,000 be and the same is hereby transferred from General Fund Balance to the Tax Assessor Department to cover 2013 property revaluation. (Account No.: 01-1321-5258).

NORWALK on the move!

DEPARTMENT OF FINANCE

OFFICE OF MANAGEMENT & BUDGETS

Date:	May 7, 2012
To:	Members of the Board of Estimate & Taxation
From:	Robert Barron, Director of Management and Budgets
Re:	Special Appropriations - Revaluation

FISCAL YEAR 2011-12:
Item 1:
$1,100,000 from General Fund Balance to the Tax Assessor's Department for the 2013 property revaluation.

Michael Stewart, the City of Norwalk's Assessor, is requesting a special appropriation of $1,100,000 to fund the City's 10/1/2013 revaluation. Vision Government Solutions was the successful bidder providing not only the lowest price, but the most comprehensive proposal of services, a brief summary:

- $595,000 Full residential valuation
- $244,000 Commercial valuation
- $110,000 Industrial valuation
- $80,000 Data Conversion and software and 3-year maintenance
- $71,000 Contingency whose use is anticipated to cover additional SQL and GIS licenses along with small hardware requirements.

ACTION REQUESTED:

1. Authorize a special appropriation in the amount of $1,100,000 for the purchase of revaluation services from Vision Government Solutions. The funds will come from the City's General Fund Balance and be placed into its Tax Assessor Revaluation Other professional Services. (Account #01-1321-5258).

Finance recommends approval.

NORWALK on the move!

DEPARTMENT OF FINANCE
OFFICE OF THE ASSESSOR

May 2, 2012

City of Norwalk
Common Council Finance/Claims Committee
Carvin Hilliard, Chairman

RE: Authorization Request – RFP #3154 – Appraisal Services for Real Estate

Dear Chairman Hilliard:

In accordance with Connecticut General Statute (CGS) §12-62 (b) (1), the City of Norwalk is required to implement a revaluation of real estate within the city not later than the first day of October that follows, by five years, the October first assessment date on which the city's previous revaluation became effective. The last revaluation of real estate in Norwalk was completed and implemented effective October 1, 2008. The revaluation completed for 2008 was full inspection revaluation, utilizing data mailers for all properties and approximately 7,500 physical inspections.

The Appraisal Institute defines a revaluation as the "mass appraisal of all property within an assessment jurisdiction to equalize assessed values". This equalization of assessment is achieved by updating assessments of real estate to reflect changes in the fair market value of property since the previous revaluation.

In conducting a revaluation, CGS § 12-62 (2) require an assessor to use generally accepted mass appraisal methods which include but is not limited to the market sales comparison approach to value, the cost approach to value and the income approach to value. The Appraisal Institute, defines **mass appraisal** as the process of valuing a universe of properties as of a given date using standard methodology, employing common data, and allowing for statistical testing. The **sales comparison approach** is defined as a set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, and identifying appropriate units of comparisons or marketing qualitative adjustments to the sale prices (or unit prices) of the comparable properties. The **cost approach** is defined as a set of procedures through which a value indication is derived for a property by estimating the current reproduction or replacement cost to construct the existing structure, deducting depreciation from the total cost, and adding the estimated land value. The **income approach** is a set of procedures through which a value indication is derived by converting the anticipated cash flow and reversion into property value. The value is often estimated by dividing one year's income expectancy by a market derived capitalization rate. In preparation for utilizing the income approach, income and expense data forms were mailed to properties located in Norwalk that are potentially income producing. Income and expense data for the calendar year 2010 was returned to the assessor by June 2011, and calendar 2011 Income and Expense data must be returned to the assessor by June 1, 2012. Annual I&E data collection will continue through June 2013.

CGS 12-62(e), permits an assessor to designate a revaluation company certified in accordance with CGS12-2b to assist with the various functions essential the revaluation process. The identification of a suitable revaluation company to assist the assessor with the 2013 Revaluation began in 2011 with a Request for Proposal (RFP) draft. In February 2012 RFP – 3154 – Request For Appraisal Services / Revaluation was finalized and published. All certified Connecticut revaluation companies were notified of the RFP and they were also invited to a pre-proposal submission meeting on March 8, 2012. The deadline for submitting proposals was March 29, 2012.

RFP # 3154 gave responding companies two options on which they could submit responses. Option #1 was for a full inspection of 29,000 parcels and the valuation of all parcels. Option #2 was for the full inspection of 7,500 parcels, supplemented with Data Mailers program for all parcels, and market analysis and valuation for all parcels.

In March 2012, members of a revaluation company selection committee were identified. The proposed committee members included Carvin Hilliard, Fred Wilms, Thomas Hamilton, Robert Maslan, Robert Barron, William O'Brien, Gerald Foley and Michael Stewart. Members of the committee reviewed the submissions of the five responding revaluation companies and shared their opinions on the revaluation companies and the ultimate scope of the revaluation project. The responding companies were the Appraisal Resource Revaluation Group, LLC; Municipal Valuation Services, LLC; J F Ryan Associates, Inc.; Tyler Technologies, Inc. and Vision Government Solutions, Inc. A summary of the submissions is attached.

The committee narrowed the field of candidate to three firms, at the initial meeting of members of the committee. Of primary consideration in the selection process was the capacity and experience of the companies and the cost competitiveness of their submissions. The three firms selected for interviews were Municipal Valuation Services, LLC, Tyler Technologies, Inc. and Vision Government Solutions, Inc.

On April 11, 2012, members of the committee reviewed presentations by the short listed companies and interviewed their representatives. It was the conclusion of the committee that Vision Government Solutions, Inc. (Vision) was the strongest candidate. Vision's presentation was detailed and the City's desire for ample and experienced personnel, good public relations practices, familiarity with Norwalk's existing CAMA software, responsive customer service, and their submission contained the lowest cost. The cost quoted by Vision for a software conversion, full inspection and revaluation of all real property was competitive with the price quoted for the partial inspection option of some of their competitors.

It was the City's preference to retain the Computer Assisted Mass Appraisal (CAMA) system currently used by Norwalk, which is Patriot Properties Inc., AssessPro CAMA system. The RFP that was published permitted a proposal that included a conversion to alternate software, and Vision's proposal included a conversion to Vision's CAMA software, and required additional due diligence regardless of the favorable proposed cost.

Communications were initiated with other municipalities that had converted to the Vision CAMA system, and issues arising from their conversions and experience using the Vision CAMA were explored. The communications revealed that strong IT support within the City was essential for a smooth conversion. Additionally, securing commitments from Vision to assign their top project managers and supervisors to the project was of critical importance. Issues that we identified during our due diligence review were communicated with Vision Government Solutions for their response and follow up.

A second meeting was convened with Vision Government Solutions, Inc. on April 27, 2012 to address our conversion and software concerns. Norwalk's IT Department was represented by Karen Del Vecchio and Frank Sarno. Norwalk's participants also included Thomas Hamilton, Robert Barron, Gerald Foley, William O'Brien and Michael Stewart. Vision was represented by Jay Taranto, Dave Arnold, Tasha Vincent and Joe Wehrli. Features of the Vision CAMA system we inquired about were demonstrated to our satisfaction and commitments to assign top qualified personnel were made.

After reviewing the proposals submitted and supplemental information provided, it is my recommendation as Assessor for the City of Norwalk that Vision Government Solutions, Inc. be awarded the contract to provide appraisal services for the 2013 Revaluation, and that the Option #1 be implemented. I further recommend that the City of Norwalk convert its CAMA software from Patriot Properties Inc. AssessPro CAMA to Vision CAMA software. It is estimated that the total cost of the revaluation and conversion utilizing Vision Government Solutions, Inc. will not exceed One Million One Hundred Thousand Dollars ($1,100,000).

Very truly yours,

Michael J. Stewart

Michael J. Stewart CCMA II, IAO
Assessor

Cc: Richard Moccia, Mayor
Thomas Hamilton, Director of Finance
The members of the Board of Estimate and Taxation

March 29, 2012

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #3154

APPRAISAL SERVICES – RE: PROPERTY REVALUATION

Thank you for your response to our Request for Proposals. The following is a summary of the responses received:

	VENDOR	PART 1 (opt1)	PART 1 (opt2)	PART 2	PART 3	PART 4
1	Appraisal Resource Revaluation Group, LLC	$ 638,000.00	$ 194,000.00	$ 384,000.00	$ 164,000.00	- No Bid -
2	Municipal Valuation Services, LLC	$ 505,000.00	$ 95,000.00	$ 320,000.00	$ 300,000.00	- No Bid
3	J F Ryan Associates, Inc.	$ 940,000.00	$ 500,000.00	$ 250,000.00	$ 155,000.00	- No Bid
4	Tyler Technologies, Inc.	$1,399,000.00	$ 347,900.00	$ 370,000.00	$ 190,500.00	- No Bid
5	Vision Government Solutions, Inc.	$ 595,000.00	$ 136,000.00	$ 244,000.00	$ 110,000.00	$ 29,000.00

#3154 RFP REVIEW -- APPRAISAL SERVICES - PROPERTY REVALUATION

	Appraisal Resource Revaluation Group	Municipal Valuation Services, LLC	J F Ryan Associates	Tyler Technologies CLT Division	Vision Government Solutions, Inc.
Number of Years in business	30	8	23	74	37
Principal place of business	Warwick, RI	Fairfield, CT	Newbury, MA	Tolland, CT	Northboro, MA
Certified by State of Connecticut, OPM	Yes	Yes	Yes	Yes	Yes
Number of employees Full time Part Time	16 2	10 0	4 4	330 20	125 0
References Project Date // No. of Parcels	Meriden, CT 2011 // 19,600	East Hartford, CT 2011 // 16,415	Wellesley, MA 2009-11 // 7,000	Providence, RI 2009 // 8,000	Danbury, CT 2012 // 27,700
Project Date // No. of Parcels	Newport, RI 2011 // 10,000	Middlebury, CT 2011 // 10	Belmont, MA 2009-11 // 7,000	Camden, NJ 2010 // Not Provided	Bridgeport, CT 2008 // 36,000
Project Date // No. of Parcels	Attleboro, MA 2010 // 16,000	Trumbull, CT 2011 // 13,007	Hancock, MA 2009-10 // 1,200	Allegheny Cnty, PA 2010 // Not Provided	Stamford, CT 2012 // 40,000
Project Date // No. of Parcels	North Providence, RI 2010 // 14,000	Greenwich, CT 2010 // 22,124	Old Saybrook, CT 2011-12 // Not Provided	Bedford Cnty, PA 2010 // Not Provided	Hamden, CT 2009 // 20,000
Project Date // No. of Parcels	Barrington, RI 2010 // 7,600	Fairfield, CT 2010 // 21,234	New Canaan, CT 2008-09 // Not Provided	Orlean Parish, LA 2011 // Not Provided	New Haven, CT 2010 // 30,000
Project Date // No. of Parcels	Coventry, CT 2010 // Not Provided	East Hampton, CT 2010 // 6,299	Norwalk, CT 2008-09 // 7,500	Monongalia, WV 2012 // Not Provided	Westport, CT 2010 // 11,000
Subcontractor	None	None	Leary Counseling & Valuation	None	None

#3154 RFP REVIEW -- APPRAISAL SERVICES - PROPERTY REVALUATION

	Appraisal Resource Revaluation Group	Municipal Valuation Services, LLC	J F Ryan Associates	Tyler Technologies CLT Division	Vision Government Solutions, Inc.
Proposed Fees					
Part 1 - Data Collection (100% option)	$638,000.00	$505,000.00	$940,000.00	$1,399,000.00	$595,000.00
Part 2 - Residential Valuation	$384,000.00	$320,000.00	$250,000.00	$370,000.00	$244,000.00
Part 3 - Commercial Industrial Valuation	$164,000.00	$300,000.00	$155,000.00	$190,500.00	$110,000.00
Part 4 - Software Application	No Bid	No Bid	No Bid	No Bid	$29,000.00
- Web Hosting - with GIS	No Bid	No Bid	No Bid	No Bid	$5,200.00
Total (parts 1 thru 4, 100% option)	***$1,186,000.00***	***$1,125,000.00***	***$1,345,000.00***	***$1,959,500.00***	***$983,200.00***
Part 1 - Data Collection - Mailer (7,500 parcels)	$194,000.00	$95,000.00	$500,000.00	$347,900.00	$136,000.00
Part 2 - Residential Valuation	$384,000.00	$320,000.00	$250,000.00	$370,000.00	$244,000.00
Part 3 - Commercial Industrial Valuation	$164,000.00	$300,000.00	$155,000.00	$190,500.00	$110,000.00
Part 4 - Software Application	No Bid	No Bid	No Bid	No Bid	$29,000.00
- Web Hosting - with GIS	No Bid	No Bid	No Bid	No Bid	$5,200.00
Total (parts 1 thru 4, 7500 parcel option)	***$742,000.00***	***$715,000.00***	***$905,000.00***	***$908,400.00***	***$524,200.00***

Part 2 - Residential - Appraisals, Expert Testimony

fees for appraisal narratives, per appraisal	$200.00	$500.00	$2,000.00 to $8,000.00	$2,000.00	$5,000.00 to $10,000.00
Hourly fees for expert testimony, 2014	$110.00	$200.00	$250.00	$150.00	$115.00

Part 3 - Commercial Industrial - Appraisals, Expert Testimony

fees for appraisal narratives, per appraisal	$800.00	$2,500.00 to $5,000.00	$4,000.00 to $20,000.00	$10,000.00	$5,000.00 to $10,000.00
Hourly fees for expert testimony, 2014	$135.00	$200.00	$275.00	$200.00	$115.00

Vision Government Solutions, Inc.
44 Bearfoot Road
Northboro, Massachusetts
01532
www.vgsi.com

VISION GOVERNMENT SOLUTIONS

Corporate Profile

Company

Since 1975, Vision Government Solutions, Inc. has been providing quality Appraisal Services and CAMA Software to assessing departments located throughout the United States. During this time, our company has grown to be the largest New England based provider of revaluation services and software and we now enjoy a reputation that is unmatched in our industry. We have earned our reputation by establishing long-term relationships with our customers and delivering successful, well-managed appraisal projects and CAMA installations that are completed on schedule. Our appraisal staff is comprised of professionals that have significant industry experience. Our Senior Appraisal personnel average over 20 years of experience, yet all remain committed to continuing their appraisal education and adopting new and innovative appraisal techniques. We complement our strong employee experience by providing technologically advanced CAMA software and we support this software with a well-staffed and fully trained group of programmers, help desk specialists and appraisal experts.

Innovation

Vision has observed our customer's changing needs and we have re-engineered our business practices and our software technology in order to meet these new requirements. Our company culture fosters innovation at all levels. Our current staff includes a diverse group of appraisal and information systems personnel dedicated to maximizing productivity through the use of technology. Our technology can support any size assessing department using smart client technology on a web centric architecture.

Commitment

Our Corporate goal continues to be the refinement of the assessment administration process through the use of new technology and innovative management techniques. We have been successful in the past and we will continue to spend the necessary resources on research and development in the information systems field, as well as for the education of our employees to maintain our leadership role in the Appraisal and Assessing field throughout the United States.

Services

At Vision, we combine the talents of experienced revaluation professionals, technical programmers and data conversion specialists on all new software implementations. By having our appraisal and technical people work with your staff, your decision makers gain a better understanding of the project and can make more informed decisions resulting in a higher level of satisfaction. Should your jurisdiction require assistance beyond the usual staff training, our appraisers can do anything from technical training, modeling training to completing a full revaluation. If you are looking to manage risk when switching CAMA software, Vision can supply the people that can speak to both the appraisers and the technical personnel.

VISION
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Appraisal Vision V7 Overview

Appraisal Vision **Version 7 (V7)** is a state-of-the-art Computer-Assisted Mass Appraisal (CAMA) Software Application that has been designed and implemented using Microsoft's latest **.NET Framework (.NET 4.0)** using Microsoft's Visual Studio 2010 Professional Edition.

The software is currently installed in over 400 assessing jurisdictions located throughout the Northeastern United States and the District of Columbia with installations that range from 5,000 parcels to more than 1,000,000.

V7 includes all of the primary components of a full-featured property valuation and assessment administration system. The product supports a number of approaches to value (Cost (Including Marshall & Swift), Market, Income, Regression, Condominium Value Apportionment, Trending and Z Contour for Land) with all approaches allowing the user to construct custom valuation algorithms. The core System includes many cutting edge features which are listed below.

Integrated GIS - Our embedded GIS module leverages the latest ESRI's ArcGIS technologies. Users can create reports in CAMA and send the data to the GIS SW for viewing. Conversely, subsets can be created in GIS for reporting from the CAMA report module.

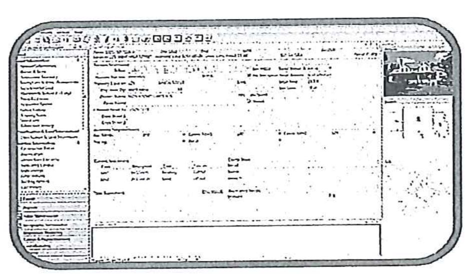
Build Your Own Screen - Users can create their own personal screen view using **V7 My Screen** technology. The software allows the user to choose only the areas that they will be working with and then allows them to build their own interface. This reduces screen changes, saves time and puts all of the information you need on one page.

Media - Users can make use of unlimited media including video or still photos. The user can also make use of free or commercially available products from Google, Microsoft as well as various video and imaging capture companies.

Reporting - The System also includes an integrated business intelligence style report writer and query function. User can preview the data and the format as they are creating the report.

Other Modules - The software comes with a sales analysis, comparable sales, income and personal property modules along with a context-sensitive, on-line help facility.

Public Access - CAMA and GIS data can also be published on the Internet. This service helps the Assessors office to be responsive 24x7 while reducing in-office traffic.



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Appraisal Vision GIS

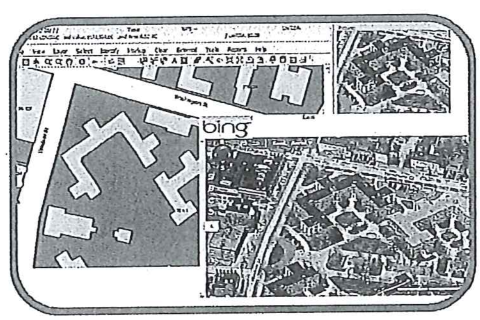
The Appraisal Vision GIS Module has been significantly improved and now provides complete CAMA/GIS integration using ESRI's ArcGIS software. Our GIS interface features significant functionality that was designed strictly for Assessors' offices.

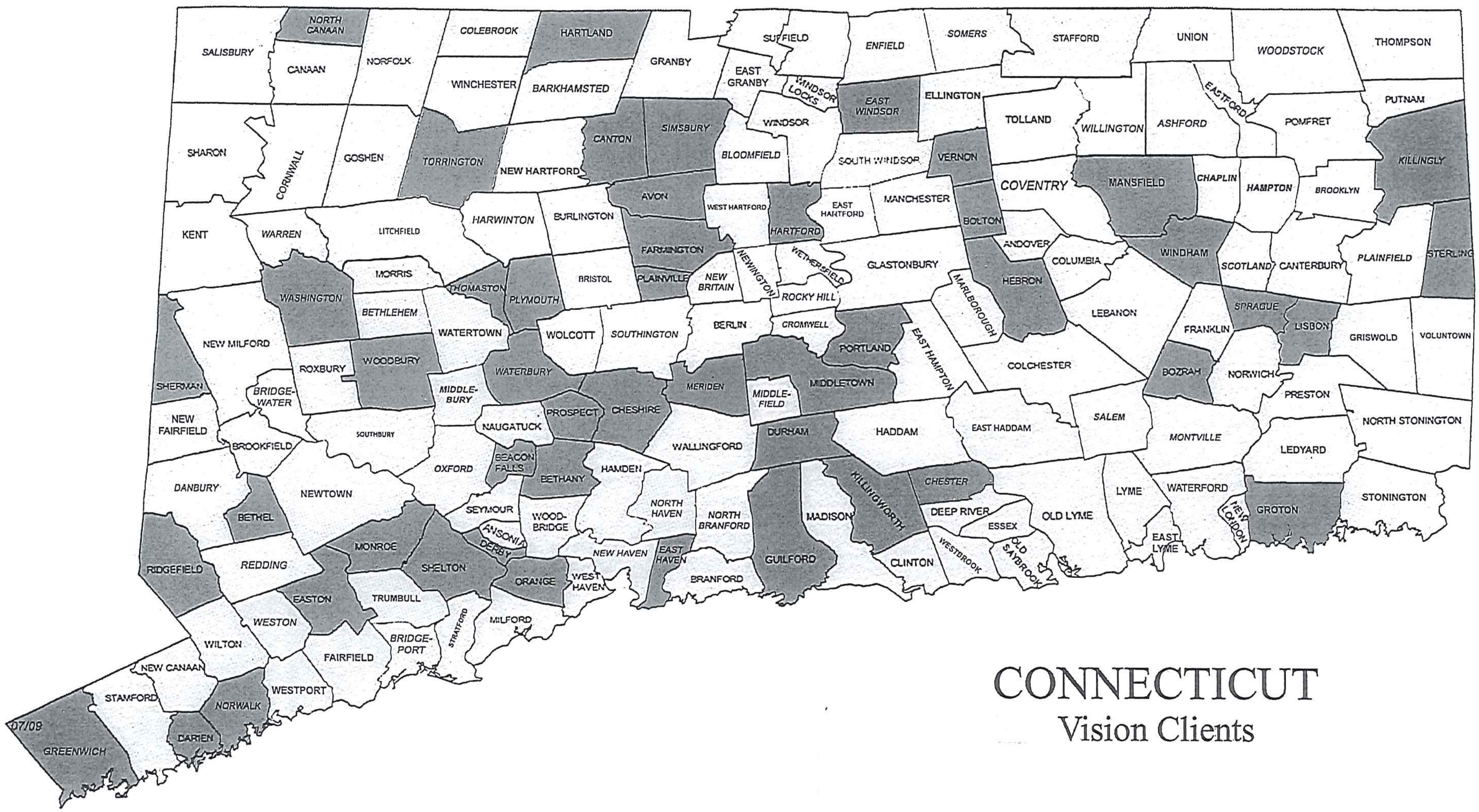
Users can:

- Query against the whole database
- Utilize a personal geodatabase
- Create thematic maps for use in public presentations
- Perform mass data updates
- Quickly build an abutters map for a taxpayer or another municipal office utilizing simple intuitive tools that have the same look and feel as the CAMA system
- Display comparable sale properties that were used in the valuation for any specific parcel
- Create their own map.ini(file) to load defined map layers through a front-end interface
- Utilize a Linear Measurement Tool to get distances between two points on the map

Publishing your CAMA data in a spatial format allows the user to analyze their data in a more efficient way for valuation analysis. Data integrity and consistency are more easily attained as "mistakes" practically jump off of the page as you are viewing that data much like a picture.

With the availability of huge amounts of data published over the Internet by Google and Microsoft, we have the added tools that allow you to view the data while using the V7 GIS product. We have also built tools for interface to private companies such as Pictometry and other popular industry companies should you have that data readily available.





CONNECTICUT

Vision Clients