

FINANCE/CLAIMS COMMITTEE MEETING

Thursday August 9, 2018 7:00P.M.

CITY HALL

Common Council Chambers

125 East Avenue

Norwalk, Connecticut

AGENDA

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:
June 14, 2018
July 12, 2018
5. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
August 9, 2018
6. Narrative on Tax Collections dated August 9, 2018- Receive Report and discuss.
7. Monthly Tax Collector's Reports - Receive Reports and discuss:
July 31, 2018
8. Discussion and vote on cost implications of the proposed reorganization
9. RESOLUTION: Approve special capital appropriations totaling \$5.0 million to increase the available funds for the Facilities Master Plan, project 09185010-5777-C0610.
10. RESOLUTION: Approve the reduction of \$5.0 million of appropriations for the Jefferson School, project 09195010-5777-C0618, from \$23.902 million to \$18.902 million.
11. Adjournment

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JUNE 14, 2018**

ATTENDANCE: Greg Burnett, Chairman; Douglas Hempstead, John Kydes, John Igneri. Travis Simms (7:30 p.m.)

OTHERS: Frederic Gilden, Comptroller; Lisa Biagiarelli, Tax Collector; Robert Barron, Finance Director; Karen DelVecchio, IT Director, Richard McQuaid, Town Clerk; Diane Lauricella, Debora Goldstein, Jerry Crowley, OHPA Chairman; Bill Waters, OHPA Vice Chair; Benjamin Luce, Purchasing Agent; Deputy Fire Chief Al Bassett; Deanna D'Amore, Health Department Director, Craig Schmidt, Risk Manager.

CALL TO ORDER.

Mr. Burnett called the meeting to order at 7:09 p.m.

ROLL CALL

Mr. Burnett called the roll. A quorum was present.

Mr. Burnett said that following the Monthly Report from Tax Collector, he would like to have the Oak Hills Report presentation before returning to the remainder of the agenda. This was agreeable to all.

PUBLIC PARTICIPATION

Ms. Lauricella came forward to comment on the consideration of the Emergency Management Performance Grant. She said that from her work with DEP, she has some experience with hazardous materials. She said that she hoped to speak with Al about handling hazardous materials.

Ms. Lauricella said that she was also present to speak about the South Norwalk Community Center purchase. She said that she had gone to the building and found the door wide open, but no one was present in the building.

Ms. Lauricella said that she would like to have a clearer evaluation of the building. She said that she believed that there should be an audit to determine what happened with the building.

When the item goes to the BET, she expected Mr. Camacho would recuse himself. Ms. Lauricella said that she did not think they could put a value on a renovation and hoped that the building would be found to be in good condition. It would be important to have community input and suggested that this building be used as a social service agency. Ms. Lauricella said that this would work better than having it privatized.

Ms. Debora Goldstein of 66 Osborne Avenue, came to address Item 8. She said that there were objection to using GGP funds to purchase the building. The building is already partially owned by the City. Ms. Goldstein added that the City had put money into the building renovation and now the tenants received the benefit of those repairs.

Ms. Goldstein said that she could not understand why two business agencies would be appointed to a social service agency board. She said that unless they had some kind of commitment to job training, this did not seem right. Lastly as a courtesy, she was requesting that they elaborate on the terms of the leases and who will occupy the building.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE
COMMITTEE MEETINGS:**

May 10, 2018

The following corrections were noted:

Page 1, under **ATTENDANCE**, please add "Travis Simms"

Page 3, under **Resolution making appropriations for the various public improvements aggregating \$83,793,000 for the 2018-2019 capital budget and authorizing the issuance of \$83,793,000 General Obligation Bonds of the City of Norwalk to meet said appropriation in the 2018-2019 capital budget**, paragraph 3, line 1, please change the following from:

"Mr. Armani, came forward" to "Mr. Asmani, came forward"

**** MR. HEMPSTEAD MOVED THE MINUTES OF MAY 10, 2018 AS CORRECTED.**

**** THE MOTION TO APPROVE THE MINUTES OF MAY 10, 2018 AS CORRECTED PASSED UNANIMOUSLY.**

Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated: June 14, 2018

Ms. Biagiarelli came forward and said that there was only one claim that was in excess of \$10,000. She reviewed the details of that claim with the Committee.

**** MR. KYDES MOVED TO APPROVE RECEIVE THE MONTHLY CLAIMS REPORT AND APPROVE THE REFUND OF OVER \$10,000 AS REQUIRED FOR CLAIMS REPORT AS OF THE JUNE 14, 2018 REPORT.**

**** THE MOTION PASSED UNANIMOUSLY.**

Narrative on Tax Collections dated June 14, 2018 - Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss: May 31, 2018

Ms. Biagiarelli presented her report to the Committee.

Mr. Kydes asked about one parcel that had code violations. Ms. Biagiarelli gave a brief overview.

Mr. Hempstead asked if the Tax Collector's had ever collected 99% of the taxes. Mr. Barron confirmed that the City had attained that percentage in the past.

The discussion moved to certain states that were allowing individuals to set up charitable trusts in order to avoid paying taxes. Mr. Burnett suggested that the Committee might want to have a discussion about this issue once the Tax Sale is concluded.

Receive Oak Hills Authority Monthly Financial Statements for April 30, 2018 and discuss Oak Hills Authority operations.

Mr. Jerry Crowley, the Chairman of the OHPA and Mr. Bill Waters, the Vice Chair came forward. Mr. Burnett asked if that Oak Hills had completed several renovations on the course. Mr. Crowley said that the State grant of \$1.5 million dollars has been totally utilized. The idea was to have safer navigation around the park. He said that they would be happy to show people around.

Some of the cart paths have been relocated, which is allowing the golfers to complete the game in four and half hours. This has been very appealing to golfers from other towns. The course has reached a new level and will require maintenance to maintain the course.

There will be a Father's Day barbecue because the restaurant issue has been resolved.

Mr. Crowley reviewed the details of the finances. He said that OHPA had made a interest only payment on the loan because they knew there would be a problem with the restaurant. The only revenue that OPHA has comes from the golf fees and the restaurant. No rent has been collected from the restaurant since October. There is an eight month lease with a new operator, who is hosting the Father's Day barbeque.

The weather was not been favorable for golf during March and April.

Mr. Simms joined the meeting at 7:30 p.m.

Mr. Hempstead asked what the best revenue was for the restaurant. He was told that he believed that the best year was from the original owner which was about \$90,000. A discussion followed regarding financial issues. Mr. Hempstead said that the individuals who set up the original arrangement are all long gone, but the restaurant has never generated the revenue that was expected.

Mr. Burnett said that there was ongoing discussions about assistance to Oak Hills.

Approve a special capital appropriation in the amount of \$500,000, of which \$300,000 is for the purchase of the remaining half interest of the building located at 98 South Main Street from the South Norwalk Community Center and \$200,000 to fund future capital improvements to the building; and authorizing the use of \$500,000 of the money received from GGP for the elimination of the hotel from its mall development (account to be determined)

**** MR.IGNERI MOVED THE ITEM.**

Mr. Simms said that he did not think that the City should be bailing out the organization that has not been able to provide any financial information about where the rent from the tenants has been going. The City just paid hundreds of thousands of dollars to cover the electric bill. Mr. Simms said that he was leery of this process. NEON was also in this position and was not able to pay for their upkeep. The current organization can not pay their electric bill or their gas bill and they are becoming a burden to the City. Mr. Simms said that Mr. Peña had received several grants, but there had not been any accounting of how those funds were used. The City needs to be more fiscally responsible. He said that there are no programs and no employees other than the Director. Mr. Simms said that he did not believe that the City should put any more money into the building. The current tenant has not paid for a number of years, so the City should just take the building.

Mr. Hempstead asked how they were distributing the City money. Mr. Barron said that he would characterize the purchase as acquiring the second half of the building, so that the proposed plans can move forward.

Mr. Barron said that the \$300,000 would go to the South Norwalk Community Center and there will be \$200,000 set aside for a joint capital maintenance fund. Mr. Barron said that the City acquired half of the building in 2017 when South Norwalk Community Center could not pay its bills. These expenditures will be part of a reconciliation that will account for the funds. No funds will be exchanged without the reconciliation. Mr. Barron added that without acquiring the second half of the building, all the needed repairs can not be made.

Mr. Simms repeated his earlier statement that it would be wrong to take the tax payers' money and it is not in the best interest of the City to pay this money. Mr. Igneri pointed out that there were tenants that wanted to rent space in that building and the space can't be used unless the building is in good repair.

Mr. Simms said that it was only a few months ago that the South Norwalk Community Center received \$300,000 and now they need more money. Mr. Barron said that he had reviewed all the bills and Mr. Gilden had written checks to the vendors. He said that he would provide Mr. Simms with a listing of all the vendors that received payment. Mr. Simms said that the point was not that the vendors were paid, but that the South Norwalk Community Center could not pay its way.

**** THE MOTION TO APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$500,000, OF WHICH \$300,000 IS FOR THE PURCHASE OF THE REMAINING HALF INTEREST OF THE BUILDING LOCATED AT 98 SOUTH MAIN STREET FROM THE SOUTH NORWALK COMMUNITY CENTER AND \$200,000 TO FUND FUTURE CAPITAL IMPROVEMENTS TO THE BUILDING; AND AUTHORIZING THE USE OF \$500,000 OF THE MONEY RECEIVED FROM GGP FOR THE ELIMINATION OF THE HOTEL FROM ITS MALL DEVELOPMENT (ACCOUNT TO BE DETERMINED) PASSED WITH FOUR IN FAVOR (BURNETT, HEMPSTEAD, IGNERI AND KYDES) AND ONE OPPOSED (SIMMS).**

Authorize the Purchasing Agent to issue a purchase order to Stanbury Uniforms, Inc. located at 108 Stanbury Industrial Drive, Brookfield, MO 64628, for two hundred (200) band uniforms for the Norwalk High School Marching Band for a sum not to exceed \$103,305.00. Account No. 09-19-5010-5777-C0620

Mr. Luce, the Purchasing Agent, came forward and said that the Norwalk High School band uniforms are 10 years old and have reached their useful life.

**** MR. KYDES MOVED THE ITEM.**

Mr. Burnett asked when the last time the band uniforms were purchased. Mr. Luce said that it was 10 years ago.

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO STANBURY UNIFORMS, INC. LOCATED AT 108 STANBURY INDUSTRIAL DRIVE, BROOKFIELD, MO 64628, FOR TWO HUNDRED (200) BAND UNIFORMS FOR THE NORWALK HIGH SCHOOL MARCHING BAND FOR A SUM NOT TO EXCEED \$103,305.00 PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection for grant funds for Emergency Management Performance Grant which is approximately \$55,000.

Deputy Fire Chief Bassett came forward and gave a brief overview the grant request.

**** MR. HEMPSTEAD MOVED THE ITEM.**

Mr. Kydes asked if every town has its own hazmat team. Deputy Fire Chief Bassett said that Norwalk is part of a regional group and most of the equipment is stored in Westport.

Mr. Burnett asked how the money will be used. Deputy Fire Chief Bassett said that they use the funding for capital improvements.

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION FOR GRANT FUNDS FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT WHICH IS APPROXIMATELY \$55,000 PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders to Connection for the supply of a Storage Area Network per response to Bid Project # 3819 for an amount not to exceed \$57,168.46, account 09170600-5777-C0375 (approved IT Capital project; no special appropriation required).

Ms. DelVecchio came forward and said that the current Storage Area Network was up to capacity and the speed was slower. There are version of Windows that are no longer compatible with this system. She reviewed the details of the request as outlined in her ITT Request form dated December 6, 2017, which was included in the Committee information packet.

**** MR. HEMPSTEAD MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO CONNECTION FOR THE SUPPLY OF A STORAGE AREA NETWORK PER RESPONSE TO BID PROJECT # 3819 FOR AN AMOUNT NOT TO EXCEED \$57,168.46, ACCOUNT 09170600-5777-C0375 PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Software License and Service Agreement between the City and Software Consulting Associates for the licensing and services of Muncity Permit System for the Health Department for an amount not to exceed \$65,078.00, account 09160600-5777-C0375 (approved IT Capital project; no special appropriation required).

Ms. D'Amore, the Health Department Director and Ms. DelVecchio came forward and explained that the current Environmental Inspection Permit system was not sufficient for the Department's need. Ms. DelVecchio reviewed the details of the request as outlined in her ITT Request form dated June 6, 2018, which was included in the Committee information packet.

**** MR. KYDES MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE SOFTWARE LICENSE AND SERVICE AGREEMENT BETWEEN THE CITY AND SOFTWARE CONSULTING ASSOCIATES FOR THE LICENSING AND SERVICES OF MUNICIPALITY PERMIT SYSTEM FOR THE HEALTH DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$65,078.00, ACCOUNT 09160600-5777-C0375 PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal according to City IT department specifications for an amount not to exceed \$197,018.70 account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required).

Ms. DelVecchio came forward and said the Department follows the City Procurement guidelines for used City computer equipment. The Department looks to refresh the computer unit every few years. The Police units last about 3 years, while the Tax Collectors units last longer. The PCs that are deemed no longer useful are kept on the shelf for parts or used in kiosks. Obsolete equipment is disposed of in an environmentally safe manner.

**** MR. IGNERI MOVED THE ITEM.**

Mr. Burnett asked if there was any collaboration with the BOE. Ms. DelVecchio said that the students used Chromebooks while the City administration uses a DELL platform.

Mr. Burnett asked if there was any equipment that the City could give to the BOE or if there was any equipment that the BOE could give the City that would be useful. Ms. DelVecchio said that when the City pulls a piece of equipment, it is no longer useful.

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, AND OBSOLETE ASSET DISPOSAL ACCORDING TO CITY IT**

DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED \$197,018.70 ACCOUNT 09190600-5777-C0375 PASSED UNANIMOUSLY.

Authorize the Purchasing Agent to issue purchase orders to SHI for the supply of Varonis software system per quotation #15417368, dated May 30, 2018, State of Connecticut contract #17-PSX0129, for an amount not to exceed \$49,116,00, account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

Ms. DelVecchio said that they put a placeholder in the budget for security. She gave the details regarding the proposed internal security measures request.

**** MR. SIMMS MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO SHI FOR THE SUPPLY OF VARONIS SOFTWARE SYSTEM PER QUOTATION #15417368, DATED MAY 30, 2018, STATE OF CONNECTICUT CONTRACT #17-PSX0129, FOR AN AMOUNT NOT TO EXCEED \$49,116,00, ACCOUNT 09190600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders to Total Communications, the lowest bidder, for the procurement of Cisco LAN switches for the main Library and South Norwalk Library for an amount not to exceed \$45,272.04, account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

Ms. DelVecchio came forward and presented the details of the five year plan to replace the switches in the City. The Police Department, Fire Department, City Hall and the Heath Department along with all the Fire Stations, and the Public Works Garage have already had their switches replaced. The Main Library and South Norwalk Branch are now scheduled for replacement. Ms. DelVecchio reviewed the details of the request as outlined in her ITT Request form dated June 6, 2018, which was included in the Committee information packet.

**** MR. KYDES MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, THE LOWEST BIDDER, FOR THE PROCUREMENT OF CISCO LAN SWITCHES FOR THE MAIN LIBRARY AND SOUTH NORWALK LIBRARY FOR AN AMOUNT NOT TO EXCEED \$45,272.04, ACCOUNT 09190600-5777-C0375) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to execute an amendment to the Lease Agreement with New Vision Systems Corporation, a sole source provider, for the provision of additional equipment, software, and services related to the Official Records Systems module and further extend the term of the Lease Agreement through March 2024. Lease payments shall be \$3,531.00 per month for the duration of the amended Agreement, account 010500-5255 (budgeted operating expense; no special appropriation required).

Mr. McQuaid came forward and introduced Cheryl who is with the New Vision System She said that Norwalk has used the system since 2003 with many upgrades over the years. The new module will be a direct benefit to the constituents. One key issue is the theft of social security numbers. When a mortgage is run off, the individual who has an Social Security number receives an automatic email informing them of this action.

Another part of the new modules will allow liens to be placed on properties or removed automatically. The City has automated the land record indexes. The company is offering a subscription service so that the title researchers do not have to come in to the office to access the records.

Electronic recording arrived in Connecticut a few years ago. This allows people to electronically sign legal documents and close on real estate sales. Miami/Dade county in Florida uses this system and it has worked well.

For dog licenses, the system can send out emails to owners for renewals. Rabies certificates can be uploaded.

Mr. McQuaid said that the dog license post cards had arrived late because the mail goes to Westchester for sorting and this may take two or three extra days before they arrive in the owners' mail boxes.

Mr. Hempstead asked about who would have access to the liens. Mr. McQuaid said that the City does not receive many liens from the Taxing districts.

Mr. Hempstead asked about the cost of mailing the dog licenses to the owners if they electronically renew. Mr. McQuaid said that the savings from not mailing the renewal postcards would more than cover the cost of mailing the tags out.

**** MR.IGNERI MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT WITH NEW VISION SYSTEMS CORPORATION, A SOLE SOURCE PROVIDER, FOR THE PROVISION OF ADDITIONAL EQUIPMENT, SOFTWARE, AND SERVICES RELATED TO THE OFFICIAL RECORDS SYSTEMS MODULE AND**

FURTHER EXTEND THE TERM OF THE LEASE AGREEMENT THROUGH MARCH 2024. LEASE PAYMENTS SHALL BE \$3,531.00 PER MONTH FOR THE DURATION OF THE AMENDED AGREEMENT, ACCOUNT 010500-5255 (BUDGETED OPERATING EXPENSE; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.

Authorize Mayor, Harry W. Rilling to execute Commercial Property and Equipment Breakdown insurance placements along with General Liability, Automobile Liability, UM/UM, Employee Benefits Liability, Law Enforcement Liability, Public Officials Liability, School Leaders Liability, Umbrella Liability and Automobile Physical Damage insurance placements for the one year period beginning July 1, 2018 with Connecticut Interlocal Risk Management Agency (CIRMA) for an amount not to exceed \$922,864 for FY 18-19. Account #161343-541N, 165053-541N

Mr. Craig Schmidt came forward and said that the first two items were property and liability. For the past four years, the City had been using CHUBB and now would be switching to CIRMA. He reviewed the details including the amounts with the Committee.

**** MR.IGNERI MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE COMMERCIAL PROPERTY AND EQUIPMENT BREAKDOWN INSURANCE PLACEMENTS ALONG WITH GENERAL LIABILITY, AUTOMOBILE LIABILITY, UM/UM, EMPLOYEE BENEFITS LIABILITY, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS LIABILITY, SCHOOL LEADERS LIABILITY, UMBRELLA LIABILITY AND AUTOMOBILE PHYSICAL DAMAGE INSURANCE PLACEMENTS FOR THE ONE YEAR PERIOD BEGINNING JULY 1, 2018 WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED \$922,864 FOR FY 18-19. ACCOUNT #161343-541N, 165053-541N PASSED UNANIMOUSLY.**

Authorize Mayor, Harry W. Rilling to execute Excess Workers' Compensation insurance placements for the FY 2018-19 with Safety National through H.D. Segur, Inc. for an amount not to exceed \$142,069. Account #161343-541N, 165053-541N

Mr. Schmidt said that the company had reduced the quote by approximately \$12,000. The revised amount is for \$130,692.

**** MR. SIMMS MOVED TO APPROVE THE FOLLOWING AMENDED ITEM:**

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE EXCESS WORKERS' COMPENSATION INSURANCE PLACEMENTS FOR THE

**FY 2018-19 WITH SAFETY NATIONAL THROUGH H.D. SEGUR, INC.
FOR AN AMOUNT NOT TO EXCEED \$130,692. ACCOUNT #161343-
541N, 165053-541N**

**** THE MOTION PASSED UNANIMOUSLY.**

**Authorize Mayor, Harry W. Rilling to execute Crime Insurance placements for the
FY 2018-19 with CIRMA for an amount not to exceed \$2,750. Account #161343-
541N, 165053-541N.**

**** MR. IGNERI MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO
EXECUTE CRIME INSURANCE PLACEMENTS FOR THE FY 2018-19 WITH
CIRMA FOR AN AMOUNT NOT TO EXCEED \$2,750. ACCOUNT #161343-541N,
165053-541N.**

**Authorize Mayor, Harry W. Rilling to execute Flood insurance placements for two
(2) separate locations and placements the FY 2018-19 with National Flood Insurance
Program - Middlesex Mutual Assurance Co. for a total amount not to exceed
\$22,091. Account #161343-541N, 165053-541N**

There are two properties in the flood zone, one is a firehouse and the second is a pump station on Sammis Street. Mr. Schmidt said that he wanted to try to see if he could incorporate these two properties into the CIRMA property policy.

**** MR. IGNERI MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO
EXECUTE FLOOD INSURANCE PLACEMENTS FOR TWO (2) SEPARATE
LOCATIONS AND PLACEMENTS THE FY 2018-19 WITH NATIONAL FLOOD
INSURANCE PROGRAM - MIDDLESEX MUTUAL ASSURANCE CO. FOR A
TOTAL AMOUNT NOT TO EXCEED \$22,091. ACCOUNT #161343-541N,
165053-541N PASSED UNANIMOUSLY.**

**Authorize Mayor, Harry W. Rilling to execute TULIP insurance placements for the
FY 2018-19 with Shoff Darby for a total amount not to exceed \$9,000. Account
#161343-541N, 165053-541N**

Mr. Schmidt gave an overview of the policy Last year, the City's bill was just under \$7,000 and Mr. Schmidt expected that they would be in the same range this year.

**** MR. KYDES MOVED THE ITEM.**

**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO
EXECUTE TULIP INSURANCE PLACEMENTS FOR THE FY 2018-19 WITH**

**SHOFF DARBY FOR A TOTAL AMOUNT NOT TO EXCEED \$9,000.
ACCOUNT #161343-541N, 165053-541N PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MR.IGNERI MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JULY 12, 2018**

ATTENDANCE: Greg Burnett, Chairman, Ernest Dumas, John Igneri

OTHERS: Fred Gilden, Comptroller, Lisa Biagiarelli, Tax Collector;
Vanessa Valadres, DPW Senior Engineer

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:05 p.m.

ROLL CALL

Mr. Burnett called the roll. A quorum was not present.

PUBLIC PARTICIPATION

There was no one from the public present that wished to address the Committee at this time.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

June 14, 2018

The following corrections were noted:

Page 1, under **PUBLIC PARTICIPATION**, paragraph 1, line 3: please change the following from: "she has some experience with hazardous materials." To "she has some experience with hazardous materials and felt more live emergency drill sessions were needed to be held each year."

Page 3, **Receive Oak Hills Authority Monthly Financial Statements for April 30, 2018 and discuss Oak Hills Authority operations**, line 2: please change the following from: "Mr. Burnett asked if that Oak Hills" to "Mr. Burnett asked if Oak Hills"

No vote was taken on the minutes due to the lack of quorum.

NARRATIVE ON TAX COLLECTIONS DATED JULY 12, 2018 -- RECEIVE REPORT AND DISCUSS.

Mr. Burnett congratulated Ms. Biagiarelli on her re-appointment as Tax Collector which took place at the previous Council Meeting. For the record, he said that he was very happy to have her working for the City.

Ms. Biagiarelli said that there were no claims over \$10,000 that required a vote. Mr. Burnett said that the upcoming July Council meeting has been cancelled and the next Council meeting will be held on August 14th.

MONTHLY TAX COLLECTOR'S REPORTS-- RECEIVE REPORTS AND DISCUSS.

Ms. Biagiarelli said that there were two spreadsheets for June. The office is currently in the middle of a collection period. The last date for payment will be August 1st.

There is also a Tax Sale underway. The sale started with 120 properties and currently there are only 34 properties left. Any properties remaining on the list at 2:00 p.m. on July 23rd then go to the auction block. Ms. Biagiarelli reviewed the details with the Committee members.

Mr. Burnett asked what they could do to be better prepared for the change in the tax laws. Ms. Biagiarelli said that the Finance Office has had discussions about this situation. She said that both she and Mr. Barron were watching the developments closely in order to be prepared for any changes.

RECEIVE BOARD OF ESTIMATE AND TAXATION APPROPRIATIONS DATED

July 9, 2018.

Mr. Gilden said that the two appropriation items included in the packet had been approved.

Approve a special appropriation in the amount of \$5,718.73 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.

Mr. Burnett noted that this item was regarding an AFG Grant for the Norwalk Fire Department was a reimbursement in the amount of \$5,718.73 for Fire Officer Education Certification. The three Committee members who were present were in favor of approving the special appropriation.

Approve a special appropriation in the amount of \$7,500 to increase the budget for the revenue account 016021-4504 and the expenditure account 016021-5258.

Mr. Burnett reviewed the fact that the second item was the acknowledgement of a donation from First County Bank for the 2017 Summer Concert Series. The three Committee members who were present were in favor of approving the special appropriation.

RESOLUTION: APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$93,000 to increase the available funds for Perry Avenue Bridge Project (09184021-5777-C0392). The funds will be drawn from Capital Fund balance.

Ms. Vanessa Valadres, a DPW Senior Engineer, came forward and reviewed the funding for the Perry Avenue bridge transfer with the Committee members. The actual transfer occurred in December, but the item was just appearing on the agenda now. The construction is completed, but the punch list items are currently being addressed.

Mr. Burnett said that he wanted to know what happened to the \$4,000 plus difference. Ms. Valadres explained that she had not received the final expenses yet. Once she does, she will be able to reconcile the final numbers. Ms. Valadres then gave an overview of the project and the major change orders.

Mr. Burnett said that he was very pleased to see that the CVS parking lot exit on Perry Avenue has been changed to three lanes and also an additional lane had been added on the bridge which helps the queuing at the Perry Avenue stop light.

The three Committee members who were present were in favor of approving the special appropriation.

RESOLUTION: Approve a special capital appropriation in the amount of \$223,915 to increase the available funds for the purchase of SCBA air packs (09183110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

Mr. Burnett noted that there was no one present from the Fire Department to present the item. Mr. Igneri said that he was a Rowayton Fire department volunteer and Rowayton have upgraded their equipment. The new system allows the air canisters to be changed quickly and more efficiently. It has also become the industry standard.

The three Committee members who were present were in favor of approving the special appropriation.

Mr. Burnett announced that all the appropriations will have to be presented to the full Common Council at the August meeting.

Receive Oak Hill Authority Monthly Financial Statements for May 31, 2018.

Mr. Burnett noted that there was no one present from Oak Hills to present the item. He then gave a brief overview of the Authority's financial status for Mr. Dumas' benefits. Mr. Burnett said that they had requested Mr. Gartner, the Oak Hills Comptroller, provide an update the status on the loan repayments that are coming due.

ADJOURNMENT

Mr. Burnett announced that the next meeting would be on August 9th. He will place the items on the Council meeting agenda on August 9th.

Mr. Burnett adjourned the meeting at 7:46 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services

CLAIMS COMMITTEE MEETING

**REFUNDS PROCESSED CLAIMS COMMITTEE
COMMITTEE**

APPROVED BY TAX COLLECTOR

REPORTED TO CLAIMS

<u>PAY TO:</u>		<u>BILL No & AMOUNT TO REFUND</u>	<u>REASON</u>
AKYUZ, HAYATI		17-MV-301356 (\$116.42)	PRORATION
BRANDMAN, KIM SCOTT		16-MV-306850 (\$73.18)	PRORATION
CONTRERAS, MARIO R		16-MV-313782 (\$16.44)	PRORATION
JP MORGAN CHASE BANK NA		16-MV-800711 (\$151.05)	PRORATION
KUMAR, PARDEEP		17-MV-337487 (\$65.11)	PRORATION
MANCUSI, JOSEPH C		17-MV-341547 (\$16.56)	PRORATION
MCARDLE, MICHELE N		17-MV-343076 (\$40.17)	PRORATION
MCGILLIVRAY, BURTON EDWARD		16-MV-343174 (\$847.19)	PRORATION
MENDEZ, SYLVIA Y		16-MV-344007 (\$73.00)	PRORATION
MUNSHI, ABDULHAFIZ A		16-MV-346539 (\$38.93)	OVERPAYMENT
NISSAN INFINITI LT		16-MV-347818 (\$376.41)	PRORATION
	(\$635.72)	16-MV-348043 (\$259.31)	PRORATION
PONS, PATRICK		16-MV-353235 (\$63.61)	PRORATION
POST, GERALD S		16-MV-353397 (\$295.63)	ABATEMENT
RIVERA, LUIS ANTONIO		17-MV-356247 (\$25.50)	PRORATION
ROGIENSKI, ALAN E		17-MV-357073 (\$75.91)	PRORATION
TIANI, MICHELLE TERESE		17-MV-365267 (\$184.67)	OVERPAYMENT
TOYOTA LEASE TRUST		16-MV-365524 (\$363.29)	PRORATIONS
		16-MV-365872 (\$245.43)	PRORATIONS
		16-MV-365814 (\$109.58)	PRORATIONS
	(\$1,210.45)	16-MV-366172 (\$492.15)	PRORATIONS
TOYOTA LEASE TRUST	(\$9,201.34)	16-MV- SEE BACK UP	PRORATION & ABATEMENTS

AGENDA

AUGUST 9, 2018

CLAIMS COMMITTEE MEETING

**REFUNDS PROCESSED CLAIMS COMMITTEE
COMMITTEE**

APPROVED BY TAX COLLECTOR

REPORTED TO CLAIMS

<u>PAY TO:</u>		<u>BILL No & AMOUNT TO REFUND</u>	<u>REASON</u> TOYOTA LEASE
TOYOYTA TRUST	(\$1,288.65)	16-MV-SEE BACK UP	PRORATIONS
BOTAQUI, JOSE ADD: 15 MADISON ST #A5 2-46-1-A5		15-RE-103019 (\$1,032.21)	PAID IN ERROR
	(\$2,074.81)	16-RE-103021 (\$1,042.60)	PAID IN ERROR
CORELOGIC ADD: 50 AIKEN ST UNIT G/244 5-21-101-G/244		16-RE-112111 (\$2,350.34)	OVERPAYMENT / DUP.PYMT
TECHNOLOGY PLAZA LLC ADD: TECHNOLOGY PLAZA 5-64-24-0		14-RE-126314 (\$450.00)	SEWER USE COC
		15-RE-126357 (\$475.00)	SEWER USE COC
	(\$1,407.00)	16-RE-126385 (\$482.00)	SEWER USE COC

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
16-365536	1AHWU4	5YFBPRHE8EP031194	\$ 231.82
16-365570	0AHMU8	2T1BURHE6EC096506	\$ 104.07
16-365593	105ZHM	4T1BF1FKXEU768599	\$ 195.20
16-365616	7ANJX7	2T2BK1BA5FC286100	\$ 319.86
16-365635	9AJXJ3	2T2BK1BA0EC249700	\$ 393.65
16-365640	5AVUK1	2T2BC1BAXFC007852	\$ 138.58
16-365650	LLB12	JTHBK1GG8D2062881	\$ 122.09
16-365701	3ASPT5	4T1BF1FK6FU475526	\$ 201.48
16-365770	3AKGH6	JTMRFREV4EJ005296	\$ 279.81
16-365771	5AJJH4	4T4BF1FK0ER380349	\$ 195.20
16-365788	6AHHB7	JTMRFREV3ED060367	\$ 174.92
16-365806	7ALLL1	4T1BF1FK3EU836600	\$ 24.30
16-365811	2AJAE7	2T3DFREV6EW162579	\$ 198.93
16-365836	6ANJU2	4T1BF1FK4EU460232	\$ 97.47
16-365860	8AHUW2	JTHCF1D23E5011791	\$ 286.00
16-365867	3ARBV9	JTHCE1BL9FA001256	\$ 584.57
16-365869	739YGH	JTDKN3DU5D1693639	\$ 152.24
16-365877	2ALEW6	2T1BURHE8EC195277	\$ 41.67
16-365880	2AMAX7	2T2BK1BAXFC270958	\$ 703.42
16-365893	455UMC	JTHBK1GG6D2064970	\$ 81.54
16-365903	4AKGH3	JTDKN3DU8E0374095	\$ 244.55
16-365912	555YPA	2T2BK1BA5EC232519	\$ 506.41
16-365915	3AKGF0	JTDKN3DUXE1742738	\$ 81.51
16-365917	793XHR	2T3BFREV4EW202715	\$ 357.39
16-365918	526YRS	2T3BFREV3DW105567	\$ 263.03
16-365939	2AJWG4	4T3BA3BB5EU053754	\$ 155.95
16-365980	2ADDM6	JTDKN3DP7D3043497	\$ 176.92
16-366003	7AVFP5	2T3BFREVXFW329972	\$ 104.24
16-366011	496YMV	JTDKN3DU5D5684691	\$ 177.51
16-366078	899ZCN	4T1BF1FKXEU305703	\$ 243.79
16-366082	5AEPM1	2T2BK1BA6EC227622	\$ 224.83
16-366085	3ADPW2	JTHBK1GG5D2075894	\$ 284.69
16-366104	1AEHW8	JTHCF1D2XE5004353	\$ 524.51
16-366117	5AHMU3	2T3RFREV6EW153449	\$ 174.92
16-366152	4ADBW9	JTDKN3DU6D5672677	\$ 253.64
16-366168	205YWY	2T3RFREV3EW142697	\$ 139.68
16-366169	4ARDA5	JTKJF5C71F3092308	\$ 148.14
16-366197	8AEHW9	2T2BK1BA5EC236151	\$ 224.83
16-366205	2AKTV8	2T2BK1BA0FC264876	\$ 63.66
16-366259	7AFSL7	5TDBK3EH4DS275523	\$ 324.32
TOTAL			\$ 9,201.34

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
16-365857	1ATBU9	JTDKN3DP5D3038038	278.29
16-365934	1AKJW7	JTHCE1D22E5004866	348.12
16-366460	9AHRJ3	JTHCF1D20E5012073	190.47
16-413528	6AMXE3	JTHBK1GG8E2139864	354.8
16-900089	AG89174	JTDKDTB35E1063893	116.97
TOTAL			1288.65

CITY OF NORWALK

LAW DEPARTMENT

CITY HALL
125 EAST AVENUE, P.O. BOX 5125
NORWALK, CONNECTICUT 06856-5125



TELEPHONE
(203) 854-7750
FACSIMILE
(203) 854-7901

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the Common Council Finance/Claims Committee will hold a Public Hearing on Thursday, August 9, 2018 at 7:00 p.m. in Norwalk City Hall, Common Council Chambers, 125 East Avenue, Norwalk, Connecticut for the following purposes:

- Vote on cost implications of the proposed reorganization

Dated at Norwalk, Connecticut this _____ day of July, 2018.

ATTEST: _____
Irene T. Dixon, Assistant City Clerk

THE HOUR: Please publish once on Wednesday, August 1, 2018.

City of Norwalk, Connecticut
AD HOC COMMITTEE REORGANIZATION PROPOSAL
 August 9, 2018

AD HOC COMMITTEE PROPOSAL

Department Head	Supervisor							
Organization	Position	Count	Budget	Change	Count	Proposed	Comments	
Mayor		1	\$ 147,043	\$ -	1	\$ 147,043	No Changes	
	Department Total	1	\$ 147,043	\$ -	1	\$ 147,043		
Chief of Staff		1	\$ 103,964	\$ 36,036	1	\$ 140,000	Previously Assistant to Mayor	
Mayor	Mayor's Executive Secretary	1	\$ 71,725	\$ -	1	\$ 71,725	Previously City Clerk Org	
City Clerk	City Clerk	1	\$ 84,466	\$ -	1	\$ 84,466	Previously City Clerk Org	
City Clerk	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	Previously City Clerk Org	
City Clerk	Assistant City Clerk	1	\$ 68,698	\$ -	1	\$ 68,698	Previously City Clerk Org	
Grants	Communications Manager Grants Coord.	1	\$ 101,357	\$ (32,527)	1	\$ 68,830	Previously Grants Coordinator in Mayor's C	
Grants	Administrative Secretary II	1	\$ 67,680	\$ -	1	\$ 67,680	Previously in City Clerk's Org	
Customer Service	Customer Service Manager	1	\$ 86,508	\$ -	1	\$ 86,508	Previously in DPW Org	
Customer Service	Customer Service Representative	2	\$ 108,710	\$ -	2	\$ 108,710	Previously in DPW Org	
	Department Total	10	\$ 754,492	\$ 3,509	10	\$ 758,001		
Corporation Counsel		1	\$ 117,176	\$ -	1	\$ 117,176	Part Time	
	Assistant Corporation Counsel P/T	1	\$ 94,481	\$ -	1	\$ 94,481		
	Assistant Corporation Counsel	3	\$ 386,513	\$ -	3	\$ 386,513		
	Assistant Legal Secretary	1	\$ 64,466	\$ -	1	\$ 64,466		
	Associate Corporation Counsel	1	\$ 71,673	\$ -	1	\$ 71,673		
	Deputy Corporation Counsel	1	\$ 163,301	\$ -	1	\$ 163,301		
	Senior Legal Secretary	2	\$ 156,714	\$ -	2	\$ 156,714		
	Department Total	10	\$ 1,054,324	\$ -	10	\$ 1,054,324		
Chief Financial Officer		1	\$ 165,611	\$ 9,389	1	\$ 175,000	Previously Director of Finance	
Accounting & Treasury	New Comptroller	1	\$ 155,912	\$ -	1	\$ 155,912		
Accounting & Treasury	Account Clerk II	3	\$ 203,040	\$ -	3	\$ 203,040		
Accounting & Treasury	Accountant	1	\$ 74,639	\$ -	1	\$ 74,639		
Accounting & Treasury	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384		
Accounting & Treasury	Budget Analyst/Accountant	1	\$ 95,245	\$ -	1	\$ 95,245		
Accounting & Treasury	Payroll & Accounts Payable Supervisor	1	\$ 78,357	\$ -	1	\$ 78,357		
Accounting & Treasury	Principal Accountant	1	\$ 113,972	\$ -	1	\$ 113,972		
Management & Budgets	Director of Management & Budgets	1	\$ 136,575	\$ -	1	\$ 136,575		
Management & Budgets	Assistant Dir. Management & Budgets	1	\$ 110,807	\$ -	1	\$ 110,807		
Management & Budgets	Executive Secretary	1	\$ 74,639	\$ -	1	\$ 74,639		
Management & Budgets	Risk Manager	1	\$ 97,831	\$ -	1	\$ 97,831		
Purchasing	Purchasing Agent	1	\$ 117,142	\$ -	1	\$ 117,142		
Purchasing	Administrative Support I	1	\$ 55,689	\$ -	1	\$ 55,689		
Purchasing	Buyer	1	\$ 64,466	\$ -	1	\$ 64,466		
Purchasing	Purchasing Officer	1	\$ 86,822	\$ -	1	\$ 86,822		
Tax Assessor	Assessor	1	\$ 149,400	\$ -	1	\$ 149,400		
Tax Assessor	Administrative Assessment Technician	1	\$ 61,384	\$ -	1	\$ 61,384		
Tax Assessor	Assessment Analyst	3	\$ 224,091	\$ -	3	\$ 224,091		
Tax Assessor	Assessment Clerk	2	\$ 116,922	\$ -	2	\$ 116,922		
Tax Assessor	Assessment Data Technician	1	\$ 67,680	\$ -	1	\$ 67,680		
Tax Assessor	Assessment Technician I	1	\$ 71,095	\$ -	1	\$ 71,095		
Tax Assessor	Assistant Assessor	1	\$ 120,308	\$ -	1	\$ 120,308		
Tax Collector	Tax Collector	1	\$ 141,566	\$ -	1	\$ 141,566		
Tax Collector	Assistant Tax Collector	1	\$ 113,576	\$ -	1	\$ 113,576		
Tax Collector	Cashier/Clerk	1	\$ 53,021	\$ -	1	\$ 53,021		
Tax Collector	Delinquent Tax Collector	1	\$ 90,386	\$ -	1	\$ 90,386		
Tax Collector	Sr Cashier	1	\$ 67,680	\$ -	1	\$ 67,680		
Tax Collector	Supervisor of Data Records	1	\$ 67,680	\$ -	1	\$ 67,680		
Tax Collector	Tax Administrative Aide I	2	\$ 122,768	\$ -	2	\$ 122,768		
Information Technology	Director of Information Technology	1	\$ 164,341	\$ -	1	\$ 164,341	Previously in IT Org	
Information Technology	Database Administrator/Programmer	1	\$ 105,004	\$ -	1	\$ 105,004	Previously in IT Org	
Information Technology	Desktop Support Technician	2	\$ 129,556	\$ -	2	\$ 129,556	Previously in IT Org	
Information Technology	E-Government Coordinator	1	\$ 99,997	\$ -	1	\$ 99,997	Previously in IT Org	
Information Technology	Manager, Citywide Applications	1	\$ 115,780	\$ -	1	\$ 115,780	Previously in IT Org	
Information Technology	Network Engineer	1	\$ 105,004	\$ -	1	\$ 105,004	Previously in IT Org	
Information Technology	Senior Systems Engineer	2	\$ 195,708	\$ -	2	\$ 195,708	Previously in IT Org	
Information Technology	Sr. Systems Engineer - Public Safety	1	\$ 105,004	\$ -	1	\$ 105,004	Previously in IT Org	
	Department Total	46	\$ 4,180,082	\$ 9,389	46	\$ 4,189,471		
Chief of Police		1	\$ 147,128	\$ -	1	\$ 147,128	No Changes	
Administration	Deputy Chief	2	\$ 268,558	\$ -	2	\$ 268,558		
Administration	Police Lieutenant	1	\$ 107,128	\$ -	1	\$ 107,128		
Administration	Executive Secretary	1	\$ 74,639	\$ -	1	\$ 74,639		
Administrative Services	Administrative Manager	1	\$ 109,358	\$ -	1	\$ 109,358		
Alarm Administration	Information Specialist	1	\$ 71,095	\$ -	1	\$ 71,095		
Animal Control	Dog Warden	1	\$ 74,639	\$ -	1	\$ 74,639		
Animal Control	Assistant Dog Warden	1	\$ 71,095	\$ -	1	\$ 71,095		
Animal Control	Kennel Keeper	1	\$ 61,467	\$ -	1	\$ 61,467		
Bldg. Mntnce. - New Police Station	Custodian	1	\$ 61,467	\$ -	1	\$ 61,467		
Communications/911	Public Safety Telecommunicator II	12	\$ 926,918	\$ -	12	\$ 926,918		
Communications/911	Dispatch Supervisor	6	\$ 556,584	\$ -	6	\$ 556,584		
Communications/911	Public Safety Telecommunicator I	6	\$ 392,617	\$ -	6	\$ 392,617		
Community Policing	Police Officer	7	\$ 572,647	\$ -	7	\$ 572,647		
Community Policing	Sergeant	2	\$ 195,822	\$ -	2	\$ 195,822		
Community Policing	Police Lieutenant	1	\$ 107,128	\$ -	1	\$ 107,128		
Court Officer	Police Officer	1	\$ 81,521	\$ -	1	\$ 81,521		
Data Entry	Administrative Support I	2	\$ 111,378	\$ -	2	\$ 111,378		
Detective Bureau	Detective	14	\$ 1,274,446	\$ -	14	\$ 1,274,446		
Detective Bureau	Sergeant	3	\$ 292,933	\$ -	3	\$ 292,933		
Detective Bureau	Police Lieutenant	1	\$ 107,728	\$ -	1	\$ 107,728		
Detective Bureau	Police Officer	1	\$ 81,521	\$ -	1	\$ 81,521		
Extra Work	Administrative Support I	1	\$ 58,461	\$ -	1	\$ 58,461		
Fleet Support	Police Lieutenant	1	\$ 107,928	\$ -	1	\$ 107,928		
Identification	Police Lieutenant	1	\$ 107,928	\$ -	1	\$ 107,928		
Identification	Sergeant	1	\$ 98,611	\$ -	1	\$ 98,611		
Identification	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384		
Internal Affairs	Police Lieutenant	1	\$ 108,228	\$ -	1	\$ 108,228		
K-9 Unit	Police Officer	2	\$ 163,842	\$ -	2	\$ 163,842		
K-9 Unit	Sergeant	1	\$ 98,611	\$ -	1	\$ 98,611		
Marine Patrol	Sergeant	1	\$ 97,211	\$ -	1	\$ 97,211		
Marine Patrol	Police Officer	1	\$ 81,521	\$ -	1	\$ 81,521		
Payroll	Payroll/Account Clerk	1	\$ 61,384	\$ -	1	\$ 61,384		
Planning/Research/Accreditation	Police Lieutenant	1	\$ 107,928	\$ -	1	\$ 107,928		
Planning/Research/Accreditation	Sergeant	1	\$ 97,811	\$ -	1	\$ 97,811		
Property & Evidence	Police Officer	1	\$ 81,521	\$ -	1	\$ 81,521		
Property & Evidence	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384		

City of Norwalk, Connecticut
AD HOC COMMITTEE REORGANIZATION PROPOSAL
 August 9, 2018

Organization	Position	Count	Budget	Change	Count	Proposed	Comments
Public Records	Administrative Support I	2	\$ 111,378	\$ -	2	\$ 111,378	
Purchasing & Bookkeeping	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	
School Resource Officers	Police Officer	8	\$ 654,168	\$ -	8	\$ 654,168	
Special Services	Police Officer	10	\$ 819,365	\$ -	10	\$ 819,365	
Special Services	Police Lieutenant	1	\$ 107,928	\$ -	1	\$ 107,928	
Special Services	Sergeant	1	\$ 97,911	\$ -	1	\$ 97,911	
Special Victims Unit	Detective	3	\$ 272,867	\$ -	3	\$ 272,867	
Special Victims Unit	Sergeant	2	\$ 195,722	\$ -	2	\$ 195,722	
Special Victims Unit	Police Lieutenant	1	\$ 107,128	\$ -	1	\$ 107,128	
Special Victims Unit	Police Officer	1	\$ 81,521	\$ -	1	\$ 81,521	
Testing & Recruiting	Police Lieutenant	1	\$ 107,128	\$ -	1	\$ 107,128	
Training	Police Officer	2	\$ 163,042	\$ -	2	\$ 163,042	
Uniform Patrol	Police Officer	88	\$ 7,015,983	\$ -	88	\$ 7,015,983	
Uniform Patrol	Sergeant	14	\$ 1,368,554	\$ -	14	\$ 1,368,554	
Uniform Patrol	Police Lieutenant	3	\$ 322,184	\$ -	3	\$ 322,184	
	Department Total	221	\$ 18,627,833	\$ -	221	\$ 18,627,833	
Fire Chief		1	\$ 146,028	\$ -	1	\$ 146,028	No Changes
Administration	Assistant Fire Chief	1	\$ 133,479	\$ -	1	\$ 133,479	
Administration	Account Clerk II	1	\$ 67,680	\$ -	1	\$ 67,680	
Administration	Computer Specialist	1	\$ 64,466	\$ -	1	\$ 64,466	
Emergency Preparedness Planning	Deputy Dir. Emergency Preparedness Planning	1	\$ 84,757	\$ -	1	\$ 84,757	
Fire Equipment	Fire Master Mechanic	1	\$ 91,567	\$ -	1	\$ 91,567	
Fire Equipment	Assistant Fire Mechanic	1	\$ 71,057	\$ -	1	\$ 71,057	
Fire Training	Deputy Fire Chief Training	1	\$ 128,868	\$ -	1	\$ 128,868	
Firefighting	Firefighter	96	\$ 7,506,631	\$ -	96	\$ 7,506,631	
Firefighting	Fire Lieutenant	20	\$ 1,939,500	\$ -	20	\$ 1,939,500	
Firefighting	Fire Captain	12	\$ 1,282,416	\$ -	12	\$ 1,282,416	
Firefighting	Deputy Fire Chief	4	\$ 468,612	\$ -	4	\$ 468,612	
Firefighting	Fire Inspector	1	\$ 101,822	\$ -	1	\$ 101,822	
Prevention	Fire Inspector	4	\$ 407,288	\$ -	4	\$ 407,288	
Prevention	Fire Marshal	1	\$ 117,153	\$ -	1	\$ 117,153	
Prevention	Deputy Fire Marshal	1	\$ 106,868	\$ -	1	\$ 106,868	
Prevention	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	
	Department Total	148	\$ 12,779,576	\$ -	148	\$ 12,779,576	
Chief of Public Works and Operations		1	\$ 141,210	\$ -	1	\$ 141,210	Previously Director of Public Works
Operations & Highways	Superintendent	1	\$ 128,838	\$ -	1	\$ 128,838	Chris Torre
Solid Waste Collection	Waste Programs Manager	1	\$ 90,386	\$ -	1	\$ 90,386	
Solid Waste Disposal	Weighmaster	3	\$ 235,377	\$ -	3	\$ 235,377	
Storm Drainage	Maintainer I (Laborer)	1	\$ 61,467	\$ -	1	\$ 61,467	
Storm Drainage	Maintainer II (Truck Driver)	2	\$ 129,100	\$ -	2	\$ 129,100	
Storm Drainage	Maintainer III (Equipment Operator)	3	\$ 213,492	\$ -	3	\$ 213,492	
Storm Drainage	Roads Supervisor	1	\$ 90,386	\$ -	1	\$ 90,386	
WPCA	Supervisory Environmental Engineer	1	\$ 120,313	\$ -	1	\$ 120,313	
WPCA	Junior Engineer	1	\$ 86,508	\$ -	1	\$ 86,508	
WPCA	Wastewater Systems Technician	1	\$ 74,639	\$ -	1	\$ 74,639	
Street Repair & Maintenance	Roads Supervisor	1	\$ 92,764	\$ -	1	\$ 92,764	
Street Repair & Maintenance	Maintainer I (Laborer)	7	\$ 388,916	\$ -	7	\$ 388,916	Split, 7 to Chris Torre and 6 to Ken Hughes
Street Repair & Maintenance	Maintainer II (Truck Driver)	7	\$ 445,759	\$ -	7	\$ 445,759	Split, 7 to Chris Torre and 5 to Ken Hughes
Street Repair & Maintenance	Maintainer III (Equipment Operator)	9	\$ 640,476	\$ -	9	\$ 640,476	Split, 9 to Chris Torre and 2 to Ken Hughes
Street Repair & Maintenance	Mason I	3	\$ 247,149	\$ -	3	\$ 247,149	
Signs & Markings	Maintainer II (Truck Driver)	3	\$ 187,646	\$ -	3	\$ 187,646	
Administration	Administrative Services Manager						Dual role, paid from Director of Transportation
Administration	Executive Secretary	1	\$ 74,639	\$ -	1	\$ 74,639	
Administration	Public Works Administrative Assistant	1	\$ 74,639	\$ -	1	\$ 74,639	
Administration	Records Data Entry Clerk	1	\$ 64,550	\$ -	1	\$ 64,550	
Engineering	Principal Civil Engineer	1	\$ 149,400	\$ -	1	\$ 149,400	Lisa Burns
Engineering	Engineering Aide III	1	\$ 86,508	\$ -	1	\$ 86,508	
Engineering	Senior Civil Engineer	3	\$ 354,045	\$ -	3	\$ 354,045	
Engineering	Assistant Civil Engineer	2	\$ 196,216	\$ -	2	\$ 196,216	
Engineering	Permit Engineer	1	\$ 91,567	\$ -	1	\$ 91,567	
Engineering	Permit Inspector	1	\$ 86,508	\$ -	1	\$ 86,508	
Engineering	GIS ANALYST	1	\$ 90,704	\$ -	1	\$ 90,704	
Engineering	Junior Engineer	5	\$ 408,968	\$ -	5	\$ 408,968	
Engineering	Traffic Analyst	1	\$ 86,508	\$ -	1	\$ 86,508	Frank Mauro
Building and Facilities	Building & Facilities Manager	1	\$ 135,798	\$ -	1	\$ 135,798	Alan Lo
Building and Facilities	Custodian	1	\$ 58,461	\$ -	1	\$ 58,461	
Recreation and Parks and Public Property	Director of Recreation & Parks & Public Property	1	\$ 139,632	\$ -	1	\$ 139,632	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Athletic Supervisor	1	\$ 78,357	\$ (78,357)	0	\$ -	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Recreation Manager	0	\$ -	\$ 109,358	1	\$ 109,358	New Position
Recreation and Parks and Public Property	Director of Youth Services	1	\$ 117,142	\$ -	1	\$ 117,142	Previously Youth Services Org
Recreation and Parks and Public Property	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Secretary/Bookkeeper	1	\$ 67,680	\$ -	1	\$ 67,680	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Superintendent of Public Property & Parks	1	\$ 109,358	\$ 19,480	1	\$ 128,838	Ken Hughes
Recreation and Parks and Public Property	Maintainer II (Truck Driver)	2	\$ 129,100	\$ -	2	\$ 129,100	Previously in DPW Org
Recreation and Parks and Public Property	Roads Supervisor	1	\$ 92,763	\$ -	1	\$ 92,763	Previously in DPW Org
Recreation and Parks and Public Property	Maintainer I (Laborer)	6	\$ 329,366	\$ -	6	\$ 329,366	Split, 7 to Chris Torre and 6 to Ken Hughes
Recreation and Parks and Public Property	Maintainer II (Truck Driver)	5	\$ 313,663	\$ -	5	\$ 313,663	Split, 7 to Chris Torre and 5 to Ken Hughes
Recreation and Parks and Public Property	Maintainer III (Equipment Operator)	2	\$ 142,328	\$ -	2	\$ 142,328	Split, 9 to Chris Torre and 2 to Ken Hughes
Recreation and Parks and Public Property	Carpenter Assistant	1	\$ 74,722	\$ -	1	\$ 74,722	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Carpenter	1	\$ 86,508	\$ -	1	\$ 86,508	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Maintenance Tradesworker	2	\$ 149,407	\$ -	2	\$ 149,407	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Park Maintainer I	4	\$ 245,868	\$ -	4	\$ 245,868	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Park Maintainer II	6	\$ 390,523	\$ -	6	\$ 390,523	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Park Maintainer III	2	\$ 142,328	\$ -	2	\$ 142,328	Previously Recreation & Parks Org
Recreation and Parks and Public Property	PLUMBER ASSISTANT	1	\$ 71,164	\$ -	1	\$ 71,164	Previously Recreation & Parks Org
Recreation and Parks and Public Property	Plumber/Pipefitter	1	\$ 86,508	\$ -	1	\$ 86,508	Previously Recreation & Parks Org
	Department Total	107	\$ 8,160,738	\$ 50,481	107	\$ 8,211,219	
Chief of Economic and Community Development		0	\$ -	\$ 140,000	1	\$ 140,000	New Position
Code Enforcement	Chief Building Official	1	\$ 164,341	\$ -	1	\$ 164,341	Previously Code Enforcement Org
Code Enforcement	Assistant Building Official	2	\$ 190,486	\$ -	2	\$ 190,486	Previously Code Enforcement Org
Code Enforcement	Electrical Inspector	1	\$ 95,243	\$ -	1	\$ 95,243	Previously Code Enforcement Org
Code Enforcement	Mechanical Inspector	1	\$ 95,243	\$ -	1	\$ 95,243	Previously Code Enforcement Org
Code Enforcement	Technical Assistant	3	\$ 199,826	\$ -	3	\$ 199,826	Previously Code Enforcement Org
Code Enforcement	Neighborhood Improvement Coordinator	1	\$ 59,324	\$ 10,000	1	\$ 69,324	Previously Redevelopment Grant
Code Enforcement	Housing Site Development Administrator	1	\$ 85,995	\$ -	1	\$ 85,995	Previously Redevelopment Grant
Planning & Zoning	Director of Planning & Zoning	1	\$ 147,478	\$ -	1	\$ 147,478	Previously Planning & Zoning Org
Planning & Zoning	Transportation Planner	0	\$ -	\$ 85,000	1	\$ 85,000	New Position
Planning & Zoning	Administrative Assistant I	1	\$ 48,464	\$ -	1	\$ 48,464	Previously Planning & Zoning Org
Planning & Zoning	Assistant Director of Planning & Zoning	1	\$ 149,400	\$ -	1	\$ 149,400	Previously Planning & Zoning Org
Planning & Zoning	Compliance Assistant	2	\$ 122,768	\$ -	2	\$ 122,768	Previously Planning & Zoning Org
Planning & Zoning	Compliance Inspector	1	\$ 74,639	\$ -	1	\$ 74,639	Previously Planning & Zoning Org

City of Norwalk, Connecticut
AD HOC COMMITTEE REORGANIZATION PROPOSAL
 August 9, 2018

Organization	Position	Count	Budget	Change	Count	Proposed	Comments
Planning & Zoning	Deputy Zoning Inspector	1	\$ 82,280	\$ -	1	\$ 82,280	Previously Planning & Zoning Org
Planning & Zoning	Site Planner	1	\$ 105,004	\$ -	1	\$ 105,004	Previously Planning & Zoning Org
Planning & Zoning	Sr Planner	1	\$ 110,265	\$ -	1	\$ 110,265	Previously Planning & Zoning Org
Planning & Zoning	Zoning Inspector	1	\$ 95,243	\$ -	1	\$ 95,243	Previously Planning & Zoning Org
Conservation Commission	Environmental Compliance Officer	1	\$ 78,357	\$ -	1	\$ 78,357	Previously Planning & Zoning Org
Conservation Commission	Senior Environmental Officer	1	\$ 112,242	\$ -	1	\$ 112,242	Previously Planning & Zoning Org
Transportation, Mobility and Parking	Director of Transportation, Mobility and Parking	1	\$ 123,477	\$ 12,321	1	\$ 135,798	Kathryn Hebert previously in DPW Aminist
Transportation, Mobility and Parking	Signal System Technician	1	\$ 74,611	\$ -	1	\$ 74,611	Jeromy P.
Transportation, Mobility and Parking	Supervisor-Traffic Maintenance	1	\$ 85,624	\$ -	1	\$ 85,624	Amy T.
Transportation, Mobility and Parking	Traffic Signal Mechanic	1	\$ 86,508	\$ -	1	\$ 86,508	John F.
Transportation, Mobility and Parking	Assistant Director of Transportation	1	\$ 135,798	\$ -	1	\$ 135,798	Mike Y.
Transportation, Mobility and Parking	Traffic Engineer	1	\$ 102,031	\$ -	1	\$ 102,031	Fred E.
Business Development	Business Development Officer	1	\$ 108,300	\$ (33,300)	1	\$ 75,000	Previously Redevelopment Grant
Department Total		29	\$ 2,732,947	\$ 214,021	31	\$ 2,946,968	
Chief of Human Resources & Personnel		1	\$ 139,912	\$ -	1	\$ 139,912	Previously Dir of Personnel & Labor Relatic
	Benefits Manager	1	\$ 90,185	\$ -	1	\$ 90,185	Previously Personnel & Labor Relations
	Executive Assistant	1	\$ 64,369	\$ -	1	\$ 64,369	Previously Personnel & Labor Relations
	HR Assistant	1	\$ 78,357	\$ -	1	\$ 78,357	Previously Personnel & Labor Relations
	HR Project Coordinator	1	\$ 74,639	\$ -	1	\$ 74,639	Previously Personnel & Labor Relations
	Personnel Administrator	1	\$ 91,656	\$ -	1	\$ 91,656	Previously Personnel & Labor Relations
Department Total		6	\$ 539,118	\$ -	6	\$ 539,118	
		578	\$ 48,976,153	\$ 277,400	580	\$ 49,253,553	

Known Operational Efficiencies:

Recreation & Parks Other Contractual Services for Tree Removal	\$ 54,660
Recreation & Parks Part Time Seasonal for Park Maintenance	\$ 41,600
Subtotal	\$ 96,260
Net Ad Hoc Committee Proposal Cost	\$ 181,140

AD HOC COMMITTEE FUTURE CONSIDERATION

Department Head Organization	Supervisor Position	Count	Budget	Change	Count	Proposed	Comments
Chief of Community Services		1	\$ 120,308	\$ 19,692	1	\$ 140,000	Previously Dir. of Human Relations & Fair F
Health Department	Director of Health	1	\$ 131,394	\$ -	1	\$ 131,394	Previously Health Department Org
Health Department	Administrative Support I	1	\$ 53,021	\$ -	1	\$ 53,021	Previously Health Department Org
Health Department	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	Previously Health Department Org
Health Department	Dir. of Environmental Health & Housing	1	\$ 123,477	\$ -	1	\$ 123,477	Previously Health Department Org
Health Department	Housing Inspector	3	\$ 267,794	\$ -	3	\$ 267,794	Previously Health Department Org
Health Department	Sanitarian	4	\$ 362,816	\$ -	4	\$ 362,816	Previously Health Department Org
Health Department	Administrative Technician	1	\$ 95,243	\$ -	1	\$ 95,243	Previously Health Department Org
Health Department	Public Health Nurse	1	\$ 82,280	\$ -	1	\$ 82,280	Previously Health Department Org
Health Department	Supervisor of Clinical Services	1	\$ 123,477	\$ -	1	\$ 123,477	Previously Health Department Org
Health Department	Health Educator	1	\$ 95,243	\$ -	1	\$ 95,243	Previously Health Department Org
Health Department	Sealer of Weights & Measures	1	\$ 71,095	\$ -	1	\$ 71,095	Previously Health Department Org
Library	Library Director	1	\$ 145,565	\$ -	1	\$ 145,565	Previously Library Org
Library	Accounts Clerk	1	\$ 64,466	\$ -	1	\$ 64,466	Previously Library Org
Library	Assistant Library Director	1	\$ 132,321	\$ -	1	\$ 132,321	Previously Library Org
Library	Circulation Systems Manager	1	\$ 99,416	\$ -	1	\$ 99,416	Previously Library Org
Library	Custodian	3	\$ 184,401	\$ -	3	\$ 184,401	Previously Library Org
Library	Director of Children's Library Services	1	\$ 120,308	\$ -	1	\$ 120,308	Previously Library Org
Library	Director of Library Information Services	1	\$ 103,606	\$ -	1	\$ 103,606	Previously Library Org
Library	Director of Library Technology	1	\$ 123,477	\$ -	1	\$ 123,477	Previously Library Org
Library	Librarian	1	\$ 86,386	\$ -	1	\$ 86,386	Previously Library Org
Library	Library Assistant	8	\$ 474,500	\$ -	8	\$ 474,500	Previously Library Org
Library	Library Clerk	3	\$ 164,399	\$ -	3	\$ 164,399	Previously Library Org
Library	Reference Librarian	5	\$ 408,610	\$ -	5	\$ 408,610	Previously Library Org
Fair Rent, Fair Housing & Human Relations	Director of Fair Rent, Fair Housing & Human Relations	1	\$ 90,704	\$ 8,712	1	\$ 99,416	Previously Civil Rights/Fair Rent Investigat
Fair Rent, Fair Housing & Human Relations	Program Coordinator	1	\$ 67,680	\$ -	1	\$ 67,680	Previously Human Relations & Fair Rent
Fair Rent, Fair Housing & Human Relations	Administrative Support II	1	\$ 61,384	\$ -	1	\$ 61,384	Previously Human Relations & Fair Rent
Fair Rent, Fair Housing & Human Relations	Fair Housing Officer	1	\$ 98,743	\$ (98,743)	0	\$ -	Previously Fair Housing Officer
Human Services	Director of Human Services	0	\$ -	\$ 86,335	1	\$ 86,335	New Position
Human Services	NECC Coordinator	1	\$ 68,721	\$ -	1	\$ 68,721	Previously Early Childhood in Mayor's Org
Human Services	JRB Assistant Coordinator	1	\$ 61,384	\$ -	1	\$ 61,384	Previously Youth Services Org
Human Services	Coordinator of Juvenile Justice and Prevention Program	1	\$ 78,356	\$ -	1	\$ 78,356	Previously Youth Services Org
Department Total		51	\$ 4,221,959	\$ 15,996	51	\$ 4,237,955	
GRAND TOTAL		629	\$ 53,198,112	\$ 293,396	631	\$ 53,491,508	

SUMMARY OF CHANGES

Organization	Position	Count	Budget	Change	Count	Proposed	Comments
AD HOC COMMITTEE PROPOSAL							
Recreation and Parks and Public Property	Athletic Supervisor	1	\$ 78,357	\$ (78,357)	0	\$ -	Previously Recreation & Parks Org
Business Development	Business Development Officer	1	\$ 108,300	\$ (33,300)	1	\$ 75,000	Previously Redevelopment Grant
Grants	Communications Manager Grants Coord.	1	\$ 101,357	\$ (32,527)	1	\$ 68,830	Previously Grants Coordinator in Mayor's C
Chief Financial Officer		1	\$ 165,611	\$ 9,389	1	\$ 175,000	Previously Director of Finance
Code Enforcement	Neighborhood Improvement Coordinator	1	\$ 59,324	\$ 10,000	1	\$ 69,324	Previously Redevelopment Grant
Transportation, Mobility and Parking	Director of Transportation, Mobility and Parking	1	\$ 123,477	\$ 12,321	1	\$ 135,798	Kathryn Hebert previously in DPW Aminist
Recreation and Parks and Public Property	Superintendent of Public Property & Parks	1	\$ 109,358	\$ 19,480	1	\$ 128,838	Ken Hughes
Chief of Staff		1	\$ 103,964	\$ 36,036	1	\$ 140,000	Previously Assistant to Mayor
Planning & Zoning	Transportation Planner	0	\$ -	\$ 85,000	1	\$ 85,000	New Position
Recreation and Parks and Public Property	Recreation Manager	0	\$ -	\$ 109,358	1	\$ 109,358	New Position
Chief of Economic and Community Development		0	\$ -	\$ 140,000	1	\$ 140,000	New Position
Total		8	\$ 849,748	\$ 277,400	10	\$ 1,127,148	
AD HOC COMMITTEE FUTURE CONSIDERATION							
Fair Rent, Fair Housing & Human Relations	Fair Housing Officer	1	\$ 98,743	\$ (98,743)	0	\$ -	Previously Fair Housing Officer
Fair Rent, Fair Housing & Human Relations	Director of Fair Rent, Fair Housing & Human Relations	1	\$ 90,704	\$ 8,712	1	\$ 99,416	Previously Civil Rights/Fair Rent Investigat
Chief of Community Services		1	\$ 120,308	\$ 19,692	1	\$ 140,000	Previously Dir. of Human Relations & Fair F
Human Services	Director of Human Services	0	\$ -	\$ 86,335	1	\$ 86,335	New Position
Total		3	\$ 309,755	\$ 15,996	3	\$ 325,751	



CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director


P: 203-854-7870 / F: 203-854-7848

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

MEMORANDUM

DATE: July 6, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance 

RE: Board of Education Special Capital Appropriation for Facilities Improvements

Attached is a request from the Board of Education for \$5.0 million of supplemental appropriations for the Board of Education's Facilities Master Plan and an appropriation reduction of \$5.0 million from the Jefferson School.

SUPPLEMENTAL APPROPRIATION REQUEST

- o \$5.0 million of supplemental appropriations for an expanded scope of the projects to be completed in the Board of Education's facilities master plan for Norwalk High School

APPROPRIATION REDUCTION REQUEST

- o \$5.0 million reduction to the appropriation for Jefferson School

The Finance Department recommends the approval of these Special Capital Appropriation requests.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling \$5.0 million to increase the available funds for the Facilities Master Plan, project 09185010-5777-C0610, and authorizing the issuance of \$5.0 million of General Obligation Bonds of the City of Norwalk to meet said appropriation.
2. RESOLUTION: Approve the reduction of \$5.0 million of appropriations for the Jefferson School, project 09195010-5777-C0618, from \$23.902 million to \$18.902 million.



CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: July 6, 2018

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

FROM: Harry Rilling, Mayor *Harry W. Rilling*

RE: Board of Education Special Capital Appropriation for Facilities Improvements

Attached is a request from the Board of Education for \$5.0 million of supplemental appropriations for an expanded scope of the projects to be completed in its facilities master plan for Norwalk High School. Also requested is a reduction of \$5.0 million in appropriations for the Jefferson School due to an anticipated delay of this project.

The Director of Finance and the Board of Education have provided additional information regarding funding for these projects in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling \$5.0 million to increase the available funds for the Facilities Master Plan, project 09185010-5777-C0610, and authorizing the issuance of \$5.0 million of General Obligation Bonds of the City of Norwalk to meet said appropriation.
3. RESOLUTION: Approve the reduction of \$5.0 million of appropriations for the Jefferson School, project 09195010-5777-C0618, from \$23.902 million to \$18.902 million.



NORWALK PUBLIC SCHOOLS

125 East Avenue · PO Box 6001

Norwalk, CT 06852-6001

Office: (203) 854-4063

Email: hamilton@norwalkps.org

Thomas Hamilton

Chief Financial Officer


MEMORANDUM

DATE: July 31, 2018

TO: Harry W. Rilling, Mayor

FROM: Thomas Hamilton, Chief Financial Officer, Board of Education

RE: Capital Appropriation Request – Norwalk High School



At the request of our Board through Chairman Michael Barbis, attached is a request for a special capital appropriation in the amount of \$5.0 million for the Norwalk High School Facilities Master Plan Capital Needs Improvement Project (Project #C0610).

The Norwalk High School project is being undertaken in phases over the next several years, based on whether the work will be eligible for State reimbursement, the type of State grant application that must be filed, and based on the timing of when the work will be ready to be placed out to bid. It has now been determined that the original allocation of \$6.5 million for this project will not be sufficient to complete all of the work that is necessary at this building, and therefore, the Board of Education is requesting a special capital appropriation in the amount of \$5.0 million in order to undertake the additional necessary work.

Attached are two separate project lists: One list itemizes the planned improvements that will be undertaken with the approved \$6.5 million capital appropriation, and the second project list itemizes the planned improvements that will be undertaken with the new \$5.0 million capital appropriation request.

The items that will be funded with the additional \$5.0 million include a complete cafeteria redesign; construction of a Learning Commons and Maker Space in the existing Library; upgrading the Auditorium; renovation and ADA improvements for the building's courtyards; safety and landscaping improvements for the school entrance, stairwells, and hallways; athletic facility improvements; and various other programmatic renovations/improvements.

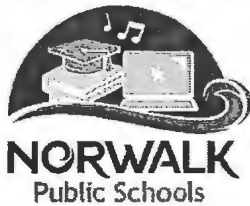
As noted in Mr. Barbis' letter, it now appears unlikely that the Jefferson School Project can be completed on the original schedule and will need to be deferred until the Ponus project is

completed. Therefore, we are requesting that the City temporarily reduce the appropriation for the Jefferson School project by the same amount in order to facilitate achieving the City's financial objective of holding the authorized amount to be bonded at current levels. We appreciate the Mayor's agreement to recommend restoration of full funding for the Jefferson renovation project in a future capital budget, when the Jefferson project can proceed based on the revised project phasing schedule.

Please note that per the recommendation of Alan Lo, we are not requesting that the City proceed with the funding adjustments to the Ponus Ridge Addition and Alteration Project or the New Columbus School Project, which are referenced in the attached letter from Michael Barbis. While both of these projects will likely need some additional funding before construction bids are awarded, Alan Lo indicates that the project team is still actively pursuing options to reduce costs on these projects and he recommends that any funding adjustments necessary for these projects be deferred until we have actual bid results, which is expected in 2019. We would expect to come forward with a request to adjust the budget for these two projects as necessary to meet the construction bids received in 2019.

If you have any questions on this request, please feel free to contact me.

Cc: Dr. Steven Adamowski, Superintendent of Schools
Michael Barbis, Chairman, Board of Education
Reginald Roberts, Principal, Norwalk High School
Robert Barron, Finance Director
Alan Lo, Building & Facilities Manager
Jim Giuliano, Construction Solutions Group



NORWALK BOARD OF EDUCATION
board@norwalkps.org
P: (203) 854-4081 / F: (203) 838-3299
125 East Avenue, PO Box 6001
Norwalk, CT 06852-6001

May 1, 2018

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

Dear Mayor Rilling,

As Chair of the Board of Education as well as Chair of the BOE's Facilities Committee, please see our recommended requests as follows:

1. Request that the City approve a special capital appropriation in the amount of \$4.0 million to fund a projected shortfall in the Ponus Ridge Addition and Alteration Project (Project #C0608).
2. Request that the City approve a special capital appropriation in the amount of \$3.6 million to fund a projected shortfall in the New Columbus School Project at the Ely Site (Project #C0607).
3. Request that the City approve a special capital appropriation in the amount of an additional \$5.0 million to fund the Facilities Master Plan Capital Needs Project for Norwalk High School (Project #C0610).
4. Since it now appears unlikely that the Jefferson School Project can be completed on the original schedule and will need to be deferred until the Ponus Ridge project is completed, we are requesting that the City reduce the appropriation for the Jefferson School Project by the same amount (\$12,600,000). We appreciate the Mayor's agreement to recommend restoration of full funding for the Jefferson renovation project in the City's next 5-year Capital Budget, following completion of the Ely, Chestnut St. and Ponus school projects.

Please let me know if you have any questions.

Sincerely,

Michael Barbis
Board of Education Chair



Norwalk High School

Project list - \$5.0 Million Appropriation

	Project	Reason	Reimbursable	State Grant	Budget	Est. Time Frame	Funding Source	Comments
10	Cafeteria Redesign based on "College Experience"	Program	No	No	\$1,000,000	2019	5.0	Scope to be determined - Less institutional dining environment
13	Courtyards- Not useable at this time	Student use/Program	No	No	\$1,300,000	2019	5.0	Courtyards need to be made ADA accessible & upgraded
14	Learning Commons, including Library "Maker Space"	Program	Possibly	Program	\$500,000	2019	5.0	Redesign Library into Library Maker Space
16	Auditorium Upgrade	Update/Program	Possibly	Program	\$1,000,000	2019	5.0	Replace carpet; improve acoustics, lighting, sound systems
18	Safety Lighting - Stairwells & Hallways	Update/Safety	No	No	\$100,000	2019	5.0	Preliminary estimate
19	Entranceway Renovation/Safety Improvements	Update/Safety	No	No	\$500,000	2019	5.0	Preliminary estimate
20	Athletic Sound System	Update	No	No	\$20,000	2019	5.0	
21	Scoreboard	Update	No	No	\$90,000	2019	5.0	
22	Small Gymnasium Floor Refinishing	Update	No	No	\$10,000	2019	5.0	
23	Upgrade PAW Print Lab	Program	Possibly	Program	\$150,000	2019	5.0	
24	Upgrade ROTC Program Space	Program	Possibly	Program	\$60,000	2019	5.0	
25	Upgrade Community Forum Room	Update	No	No	\$75,000	2019	5.0	
26	Improve Blended Learning Lab	Program	Possibly	Program	\$75,000	2019	5.0	
27	Construct two new Art Computer Labs	Program	Possibly	Program	\$80,000	2019	5.0	
28	Construct Black Box Theater Space	Program	Possibly	Program	\$40,000	2019	5.0	Total project cost of \$100,000 (two funding sources)
	TOTAL				\$ 5,000,000			



Norwalk High School

Project list - \$6.5 Million Appropriation

Project	Reason	Reimbursable	State Grant	Budget	Est. Time Frame	Funding Source	Comments
1 Rehab Frieght Elevator	Old/worn	No	No	\$225,000	2018	6.5	
2 Investigate Roof Leak/Spalled Concrete	Structural integrity	No	No	\$21,475	2018	6.5	
3 Water Cooled Refrig./Freezer	Energy efficiency	No	No	\$61,275	2018	6.5	Potential energy incentive
4 Panelling - Paint	Update	No	Yes	\$300,000	2019	6.5	100% state reimbursable up to \$600,000
5 Appearance of Exterior of Bldg.	Asthetics	No	No	\$258,450	2018	6.5	Estimate based on painting bids
6 Sound System in Auditorium	Program	No	Program	\$200,000	2018	6.5	
7 Stage Rigging System	Program	No	Program	\$254,395	2018	6.5	Estimate based on bids
8 Interior Doors - Re-finish	Update	No	Yes	\$300,000	2019	6.5	100% state reimbursable up to \$600,000
9 Electrical Evaluation - Increase amount of outlets	Update/Program	Possibly	Program	\$50,000	2019	6.5	Estimate based on budget for Cran. & Fox Run x2
11 Renovate all Toilet Rooms	Update/ADA	Yes	ADA	\$2,291,224	2019	6.5	Estimate from constuction manager & State project filing
12 Sound System - PA does not work in Audit./Gym	Correct	Possibly	Program	\$100,000	2019	6.5	Scope to be determined
15 Expand Culinary Program	Popular program	Probably	Program	\$1,859,644	2019	6.5	Estimate from constuction manager & State project filing
16 Media Pathway - Construction build out to support program	Program	Possibly	Program	\$518,537	2019	6.5	Preliminary estimate
28 Construct Black Box Theater Space	Program	Possibly	Program	\$60,000	2019	6.5	Total project cost of \$100,000 (two funding sources)
TOTAL				\$ 6,500,000			