



REGULAR MEETING – ORDINANCE COMMITTEE AGENDA

APRIL 21, 2026, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Brian Candela at bcandela@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC HEARING

- A. Discuss and vote on new ordinance: City Council member being appointed as ex officio member of the Board of Estimate and Taxation
- B. Discuss and vote on Chapter 95 (Streets and Sidewalks), Section 10 (Snow and Ice Removal from Sidewalks and Driveways), Subsection F. City Code § 95-10(F)

IV. PUBLIC PARTICIPATION

V. ACCEPTANCE OF MINUTES

- A. Discuss and vote on approval of March 17, 2026 minutes of the regular meeting of the ordinance committee

VI. OLD BUSINESS

- A. Discuss and vote on new ordinance: Financial Disclosures and Impact of Ordinances**

VII. NEW BUSINESS

- A. Discuss and vote on Chapter 7 (General Provisions), Article II (City Seal), Section 10 (Custody)**
- B. Discuss and vote on Chapter 95 (Streets and Sidewalks), Article II (Honorary and Historic Naming of Streets), Sections 37, 38, 39**
- C. Discuss and vote on Chapter 32 (Code of Ethics), Section 1 (Title; Administration)**
- D. Discuss and vote on Chapter 32 (Code of Ethics), Section 3 (Definitions)**
- E. Discuss and vote on Chapter 32 (Code of Ethics), Section 12 (Board of Ethics)**

VIII. DISCUSSION

IX. ADJOURNMENT

Legal Notice of Public Hearing

Notice is hereby given that the City Council Ordinance Committee will hold a Public Hearing on Tuesday, April 21, 2026 at 7:00 p.m. by way of videoconference/teleconference for the purpose of discussing and voting on a New Ordinance concerning a City Council member being appointed to the Board of Estimate and Taxation as a non-voting member. Please check the Ordinance Committee agenda for additional details and instructions about how to attend this Public Hearing by way of videoconference/teleconference. The Ordinance Committee agenda will be posted on the City website by April 17, 2026.

New Draft Ordinance

Pursuant to Charter section 7-2(A)(1)(c), the City Council is hereby authorized to designate one of its members to represent it as an ex officio, non-voting regular member on the Board of Estimate and Taxation and another City Council member as an alternate in case the regular member is unable to attend a Board of Estimate and Taxation meeting. The ex officio City Council member shall be entitled to participate in all proceedings of the Board of Estimate and Taxation. The President of the City Council shall appoint ~~this both~~ members, subject to approval by a Majority Vote of the City Council. The President of the City Council shall provide the City Council with at least seven days' notice of these appointments before any vote were to take place. The vote to appoint the City Council members to the Board of Estimate and Taxation as ex officio, non-voting members shall take place no later than the second meeting in January of each year. The terms for both the regular and alternate member of the City Council shall be two years. No City Council member can serve after the expiration of their term of office. This ordinance shall be effective ten days from its passage.

Dated at Norwalk, Connecticut this 18th day of March 2026.

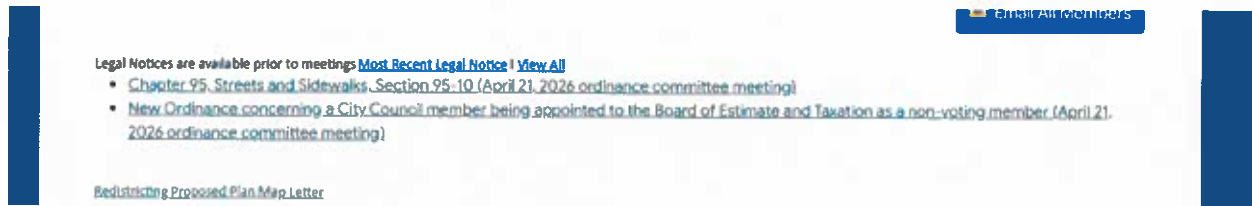
ATTEST: 
Marsha Elbourne, City Clerk

A digital copy of this Legal Notice of Public Hearing was published on the Ordinance Committee's webpage: <https://hub.norwalkct.gov/meetingboard/committee/27>

A physical copy of this Legal Notice of Public Hearing was published at the City of Norwalk's Town Clerk's Office.

**Legal Notice of Public Hearing
New Ordinance
City Council Member Being Appointed to
Board of Estimate and Taxation as a Non-Voting Member**

Weblink to the Ordinance Committee Page



The screenshot shows a website interface with a blue header bar on the right containing the text "Email All Members" with an envelope icon. Below the header, there is a section titled "Legal Notices are available prior to meetings" with a link to "Most Recent Legal Notice | View All". Underneath, there are two bullet points: "Chapter 95, Streets and Sidewalks, Section 95-10 (April 21, 2026 ordinance committee meeting)" and "New Ordinance concerning a City Council member being appointed to the Board of Estimate and Taxation as a non-voting member (April 21, 2026 ordinance committee meeting)". At the bottom of the screenshot, there is a link for "Redistricting Proposed Plan Map Letter".

**Web Link to the Legal Notice of Public Hearing on the Ordinance
Committee Page
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extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.norwalkct.gov/DocumentCenter/View/38773/Legal-Notice-of-Public-Hearing-Ex-Officio-Member-on-BET-from-City-Council-3-18-26

Photograph of Legal Notice Published at Town Clerk's Office:

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RECEIVED FOR RECORD
2026 MAR 18 P 2:23
Richard O'Meara
NORWALK TOWN CLERK

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§ 95-10. Snow and ice removal from sidewalks and driveways. [Amended 2-27-2018; 10-22-2019]

- A. The provisions of Section 7-163a of the Connecticut General Statutes are hereby adopted and are set forth in Subsections B, C and D hereof.
- B. Notwithstanding the provisions of Section 13a-149 of the Connecticut General Statutes or any other general or special act, the City shall not be liable to any person for injury to person or property due to the presence of ice or snow on a public Sidewalk unless the City is the owner or person in possession and control of land abutting such Sidewalk, other than land used as a highway or street, provided that the City shall be liable for its affirmative acts with respect to any such sidewalk under its possession and control.
- C. The owner or person in possession and control of land abutting a public sidewalk shall have the same duty of care with respect to the presence of ice or snow on such sidewalk toward the portion of the sidewalk abutting his property as the City had prior to the effective date of this article and shall be liable to persons injured in person or property where a breach of said duty is the proximate cause of said injury,
- D. No action to recover damages for injury to person or property caused by the presence of ice or snow on a public sidewalk against a person who owns or is in possession and control of land abutting a public sidewalk shall be brought but within two years from the date when the injury is first sustained.
- E. It shall be the duty of each owner and/or occupant in possession and control, jointly, of every parcel of real estate abutting a public sidewalk, whether the parcel of real estate is occupied by a structure or not, to keep such sidewalks free from snow and ice for the full paved width of such sidewalks or, in the case of ice, by covering the same with sand, salt, chemical ice melt or other suitable material, and then renewing such treatment as often as may be necessary to keep such sidewalk safe and convenient.
- F. In case of the failure or neglect of the owner or occupant in possession and control of land abutting the public sidewalk to comply with this section, as identified in Subsection E, the Chief of Economic and Community Development, the Chief Building Official, or their respective designees may cause the same to be done, and the expense thereof shall be collectible from the person so failing or neglecting, in an action of debt brought in the name of the City under this section. It will be presumed that the owner and/or occupant, as identified in Subsection E, has not complied with its obligations under this section if the owner and/or occupant fails to remove snow and/or ice within 24 hours after the cessation of the weather-related event ~~reasonable period of time after such accumulation~~. Any person who fails or neglects to comply with this subsection shall also be liable for a penalty or fine in an amount established in accordance with § 90-4 of the Norwalk City Code, Approval of rates and fees.

- G. No person, firm or private corporation shall deposit, throw, place or strew, nor shall any person, firm, or private corporation cause to be deposited, thrown, placed or strewn, any snow or ice upon any streets, avenues, roadways, highways or sidewalks within the City. Any person, firm or private corporation who violates this subsection shall also be liable for a penalty or fine in an amount established in accordance with § 90-4 of the Norwalk City Code, Approval of rates and fees.

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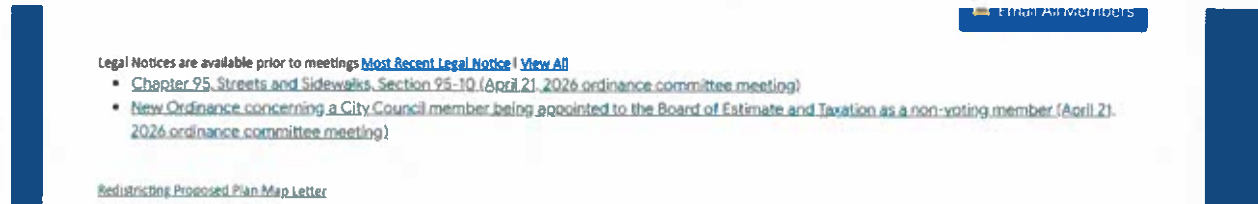
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Chapter 95, Streets and Sidewalks
Section 95-10**

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extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.norwalkct.gov/DocumentCenter/View/38772/Legal-Notice-of-Public-Hearing-Chapter-95-10-re-Snow-and-ice-removal-from-sidewalks-and-driveways-3-18-26

Photograph of Legal Notice Published at Town Clerk's Office:

RECEIVED FOR RECORD
2026 APR 9 P 2:24
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**CITY OF NORWALK
ORDINANCE COMMITTEE
REGULAR MEETING MINUTES - MARCH 17, 2026
VIA ZOOM VIRTUAL CONFERENCE**

ATTENDEES: Jalin Sead, Colin Hosten, Richard Dellinger, Anne Wennerstrand, Josh Goldstein, Jesse Buccolo, Johan Lopez.

STAFF: Brian Candela, Vanessa Valadares.

I. CALL TO ORDER

The regular meeting of the Ordinance Committee was called to order by Chair Mr. Jalin Sead.

II. ROLL CALL

The members present were as listed above.

III. PUBLIC HEARING

No public hearings were scheduled.

IV. PUBLIC HEARING DISCUSSION

There was no public hearing discussion.

V. PUBLIC PARTICIPATION AND COMMENT

No public comments were received.

VI. ACCEPTANCE OF MINUTES

A. February 17, 2026 – regular meeting of the ordinance committee
Mr. Dellinger noted a correction on page 3 regarding a suggestion about modeling the ordinance on Office of Policy Management and Federal Congress levels, attributing it to Mr. Colin Hosten.

Mr. Buccolo noted that his earlier comments regarding staff time allocation and anticipating future staff capacity as an additional financial impact had not been captured in the minutes. Mr. Candela confirmed the points and stated that he would incorporate the amendments into the minutes.

****MR. HOSTEN MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2026, REGULAR MEETING OF THE ORDINANCE COMMITTEE AS AMENDED.**

****THE MOTION PASSED UNANIMOUSLY.**

VII. OLD BUSINESS

A. Discuss and vote on new ordinance: Financial Disclosures and Impact of Ordinances

Mr. Sead reminded the committee that Councilwoman Ayers had spearheaded the ordinance and that Mr. Candela had refined the draft for feasibility in Norwalk. Mr. Lopez suggested extending fiscal projections from one year to three to five years to better capture multi-year impacts. Mr. Candela responded that similar ordinances in other jurisdictions allow for up to five years and that the council could always amend the ordinance later if projections proved inaccurate. Mr. Sead highlighted Section 6, noting that inaccuracies in the financial impact statement would not affect the validity of the legislation.

Mr. Goldstein expressed concern that Section 3D regarding significant amendments after a public hearing was undefined and could be used to delay or stymie ordinances. Mr. Candela agreed that Section 3D might not be necessary since ordinances can be amended at any time and suggested it could be removed. Mr. Hosten proposed adding language to Section 3D allowing the requirement for a new fiscal impact statement on amendments to be waived by a two-thirds vote of the council. Mr. Hosten also recommended using plural language in Section 3A for “city departments” and “reasons” to account for ordinances affecting multiple departments, and he raised the question of CFO oversight when the finance department itself is the impacted department.

Ms. Wennerstrand asked whether additional language was needed for revisions to existing ordinances that have no financial impact, noting that Section 3A already covers a written statement explaining why no statement is required. Mr. Candela confirmed that a simple statement from the department head would suffice and that CFO review would only be needed if an impact was identified.

Mr. Dellinger inquired about potential administrative burdens on departments and suggested obtaining input from department heads before finalizing the ordinance. Mr. Buccolo emphasized the need for clarity on staffing impacts, including whether existing capacity could absorb the work or if additional staff would be required, and recommended creating a high-level template for feedback from department heads.

Mr. Sead explained that the ordinance would help the council anticipate costs and staffing needs when passing new ordinances, reducing strain on departments during budget season. Mr. Candela noted that most ordinances originate from departments seeking council assistance and that early involvement would allow departments to provide accurate guidance. The committee reached consensus to send an updated draft to department heads for feedback on administrative feasibility and to revise the ordinance accordingly before returning it to the committee. No motion was made.

Mr. Lopez offered five thoughts for the committee’s consideration. He suggested adding language to Section 4, number 1, to require that fiscal impact statements address the upcoming fiscal year and, where feasible, at least three subsequent fiscal years. Second, in response to Mr. Goldstein’s concern, he asked whether the ordinance could define the term “significant

amendment” to some extent. Third, he proposed requiring the use of a standardized guideline for how departments calculate possible impacts, noting that the Chief Financial Officer could prepare this so all departments follow a uniform approach. Fourth, he asked whether the fiscal impact statements should be required to be placed in the public domain and attached to agenda documents when relevant. Fifth, he suggested adding language for an emergency waiver clause in case an ordinance is truly time-sensitive.

Mr. Candela responded that the projection period in Section 4 could be extended for as long as the committee wanted, whether one year, two years, three years, or more. Regarding “significant amendment,” he agreed it could create headaches and might be used to block legislation. He stated that if a council member proposes an amendment, departments could simply provide an analysis of impacts within the available time, or indicate whether they could or could not, and the City Council would decide how to proceed. He confirmed that fiscal impact statements should absolutely be public and attached to the backup materials on the ordinance committee agenda and to the full City Council agenda.

Mr. Lopez followed up by asking whether language requiring a standardized method for preparing impact statements needed to be codified in the ordinance or could be handled internally. Mr. Candela stated that standardization could be done internally and would likely develop naturally once the ordinance passes. Departments would be asked to provide specific information on staffing, costs, and other impacts, probably through required meetings. Over time, the City could identify best practices and create a consistent form or list of topics to cover, with a “not applicable” option and a miscellaneous section for additional details.

Mr. Buccolo agreed that Mr. Lopez’s suggestion for standardization was a good idea and recommended creating a high-level template in advance to solicit feedback from department heads before finalizing the ordinance, rather than reacting after passage. He noted that the template could be refined over time and might vary by department.

Mr. Candela added that if an ordinance passes and the fiscal impact statement later proves inaccurate, departments should promptly notify staff, the Ordinance Committee Chair, or the relevant council members so amendments can be made if necessary. He cited the recent reapportionment of voting districts as an example where feedback led to immediate amendments.

Mr. Sead observed that it might be preferable to keep the standardization process internal rather than codifying it in the ordinance, since the preferred format could change with a new Chief Financial Officer. He noted that department heads and the Chief Financial Officer could establish their own standard during the outreach process.

Mr. Sead thanked Mr. Candela and all members for their input and confirmed that additional work would be done on the draft before the item returned to the committee. Mr. Candela agreed the comments were helpful and that revisions would be prepared.

Mr. Hosten then addressed the effective date. He noted that a ten-day effective period would be too short and recommended allowing more time for departments to become familiar with the requirements, suggesting January 1 as a possible start date depending on passage. Mr. Candela

agreed and referenced the grace period used for the vape ordinance. He proposed that if the ordinance passed by June 1, for example, it could take effect January 1, with departments using the intervening months to test the process and work out kinks. Mr. Hosten concurred that this approach made sense.

No motion was made on this item. The committee agreed to continue refining the draft and to seek feedback from department heads before returning to the matter.

B. Discuss and vote on new ordinance: City Council member being appointed as ex officio member of the Board of Estimate and Taxation

Mr. Sead introduced the item, noting that it was a short discussion. He reminded the committee that the charter revision had authorized the creation of this ordinance to appoint a City Council member as an ex-officio member of the Board of Estimate and Taxation. He stated that he did not believe an alternate was necessary and that if the appointed member could not attend a meeting they simply would not attend, as adding an alternate might complicate the process. He opened the matter for discussion.

Mr. Hosten stated he had no objections to including an alternate, noting that it mirrored the vice-chair structure already in use for committees and provided a fallback if a member could not participate fully. He recommended changing the term from one year to two years, particularly as the Council moves to four-year terms, so the appointee could fully grow into the role. He added that staggered terms for the primary appointee and alternate might be considered but acknowledged it could be too complicated.

Mr. Sead agreed that staggered terms might be complicated and would need to align with elections. Ms. Wennerstrand asked Mr. Sead to elaborate on the complicating factors he anticipated with an alternate, as she could see clear benefits to including one.

Mr. Sead replied that he was not strongly opposed either way. He noted that a prior discussion had focused on avoiding the complication of identifying two people, but he was comfortable with the alternate and observed that it aligned with the vice-chair model.

Ms. Wennerstrand supported the alternate, explaining that the appointee's other committee workload would likely be reduced for equity and that the role was distinct from standard Council committee service. She added that the change should anticipate the future four-year Council terms.

Mr. Dellinger stated that although he was not generally a fan of alternates on other committees, the workload here justified one, and he supported including an alternate.

Mr. Buccolo agreed with the alternate, noting that the purpose of the position was to serve as a liaison to improve communication between the Board of Estimate and Taxation and the Council. He viewed the alternate as helpful to maintain that connection if the primary member could not attend and noted that it followed the same pattern as the vice-chair approach being used this year.

Mr. Sead observed that there appeared to be consensus on changing the term to two years.

Mr. Candela confirmed whether the committee was comfortable with a two-year term rather than one year.

Mr. Goldstein supported the two-year term for the reasons already stated and added that an alternate would also provide a training structure and succession glide path when a Council member leaves the role.

Mr. Sead asked for any other questions or comments and then called for a motion to move the ordinance to public hearing.

Mr. Goldstein raised one additional point: the ordinance required the Council President to provide seven days' notice no later than the second meeting in January each year. If the ordinance took effect before the end of the current year, the committee would likely want to make the appointment this year. He suggested handling the transition with a resolution to clarify the initial term length.

Mr. Sead agreed and noted that the two-year term language regarding expiration of the term of office would naturally refresh with the new Council.

Mr. Goldstein sought confirmation on the approach.

Mr. Candela stated that a resolution could specify that the appointments would occur after the ordinance's effective date and would serve for less than a full two-year term due to the current Council members' terms ending.

Mr. Sead thanked Mr. Goldstein and called for the motion.

****MR. GOLDSTIEN MADE A MOTION TO MOVE THE NEW ORDINANCE REGARDING THE CITY COUNCIL MEMBER BEING APPOINTED AS AN EX-OFFICIO MEMBER OF THE BOARD OF ESTIMATE AND TAXATION TO PUBLIC HEARING.**

****THE MOTION PASSED UNANIMOUSLY.**

Mr. Candela explained, for the record, the process for publishing the legal notice of public hearing for this ordinance and all future ordinances. Notices would be posted in the Town Clerk's Office and on the City website under the Ordinance Committee webpage, with a link provided on the agenda for easy access. The notice would be available prior to the agenda being posted and would clearly identify the date of the public hearing (the next meeting in April). This approach was being followed pursuant to the Charter. Beginning in April, every agenda would include a sheet with the direct link to the Ordinance Committee webpage so the public could access past and upcoming agendas, minutes, and legal notices of public hearing. Mr. Candela stated that anyone with access issues could contact him directly.

VIII. NEW BUSINESS

A. Discuss and vote on Chapter 95 (Streets and Sidewalks), Section 10 (Snow and Ice Removal from Sidewalks and Driveways), Subsection F. City Code § 95-10(F)

Mr. Sead moved the meeting to new business and introduced the item. He thanked Ms. Wennerstrand for taking the lead on the matter and turned the discussion over to her. Mr. Candela noted that Ms. Valadares from the Department of Public Works was present and thanked her for attending.

Ms. Wennerstrand welcomed Ms. Valadares and thanked Mr. Candela for his work on the draft. She explained that this was a clarification of an existing ordinance in Section F concerning landowners and business owners clearing sidewalks and driveways. The current language referring to a “reasonable time frame” had created vagueness for the public, so the proposal tightened it to require sidewalks to be cleared within 24 hours after the end of a weather event. She stated that the change provided transparency, clarity, and a clear expectation for the public.

Mr. Candela reported that staff had reviewed ordinances from surrounding municipalities. The majority used a 24-hour standard or more complicated alternatives that created confusion (such as different deadlines depending on whether the storm ended overnight or before 5:00 p.m.). The committee therefore chose the simpler, direct 24-hour guidance after the cessation of a weather-related event for abutting landowners.

Mr. Dellinger asked about enforcement on the Norwalk River Valley Trail extension along Riverside Road, which is not plowed under an existing arrangement with the Norwalk River Valley Trail Authority. He inquired whether the trail authority would be subject to fines.

Ms. Valadares greeted the committee and explained that the Norwalk River Valley Trail is treated the same as other public trails and parks in the city. It is maintained under a separate agreement and is not plowed in winter. She clarified that the ordinance applies specifically to sidewalks and that the trail is not considered a sidewalk.

Mr. Dellinger asked whether the ordinance should explicitly state that the trail is exempt to avoid public confusion about potential fines. Ms. Wennerstrand noted that a fine structure and enforcement process already exist and suggested additional public outreach and education campaigns during storm seasons to reinforce expectations regarding sidewalks, accessibility, safety, and community responsibility.

Mr. Dellinger observed that newly installed sidewalks in areas such as West Rocks and Cranberry resemble the trail surface, making them hard to distinguish. Ms. Valadares confirmed that the city maintains a map for enforcement purposes and that Chapter 95 already contains clear definitions of sidewalk and footpath. She stated that enforcement officers use the map and definitions so they do not issue citations for footpaths. She added that an updated map would soon be available online.

Mr. Dellinger asked about the reference to driveways in the ordinance title and section. Ms. Valadares explained that the term covers the concrete apron where a sidewalk meets a private driveway, which is constructed as part of sidewalk installation.

Mr. Candela confirmed that the definitions of footpath and sidewalk appear in Chapter 95.1. He emphasized that the legal requirements remain unchanged; the only modification is the clearer 24-hour timeframe. He noted that any future changes to the fee schedule under Chapter 90-4 would be discussed by the Public Works Committee and ultimately by the full City Council.

Ms. Wennerstrand clarified that the vote that evening was solely on the language change to the 24-hour period. Mr. Candela added that the ordinance is governed by two state statutes and that no new fiscal impact or enforcement burden would be placed on the city.

Mr. Dellinger asked whether the ordinance had previously contemplated different fines for homeowners versus businesses. Ms. Wennerstrand and Mr. Sead confirmed that any discussion of the fee schedule would occur in the Public Works Committee. Mr. Candela explained that state law (7-148) caps most municipal fines at \$250 and that the current fee schedule treats each day of noncompliance as a separate violation. He stated that the Public Works Committee could review whether to keep the \$250-per-day amount, lower it, or structure it differently.

Mr. Sead asked whether anyone had additional questions for Ms. Wennerstrand or Ms. Valadares. Hearing none, he invited Ms. Wennerstrand to make the motion.

****MS. WENNERSTRAND MOVED TO MOVE THE AMENDMENT TO CHAPTER 95, SECTION 10(F) TO PUBLIC HEARING.
THE MOTION PASSED UNANIMOUSLY.

IX. DISCUSSION

There was no additional discussion.

X. ADJOURNMENT

****MR. DELLINGER MOVED TO ADJOURN THE MEETING.
THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at approximately 8:15 PM.

Respectfully Submitted,
Courtney Baldwin
Recording Secretary

PROPOSED ORDINANCE - FISCAL IMPACT STATEMENTS

§ XX-1. Purpose.

The purpose of this chapter is to promote responsible fiscal planning and transparency in the City of Norwalk. In order to ensure proper fiscal planning and public transparency, it is critical that the City Council be aware of any fiscal impact that may arise from enacting a new or revised ordinance. The City residents are best served when an ordinance is accompanied by clear and accurate information regarding its financial implications. It is in the public interest to require that the enactment of all new or revised ordinances being passed by the City Council to include a Fiscal Impact Statement outlining the projected impact of the ordinance for the upcoming fiscal year. The Fiscal Impact Statement shall allow the City Council to make informed decisions concerning the City's budget, spending, and use of public funds.

§ XX-2. Definitions.

FISCAL IMPACT STATEMENT: A document that estimates the financial effect of a proposed new or revised ordinance on the costs, savings, revenue, staffing, operations and capital expenditures of the City's budget.

§ XX-3. Fiscal Impact Statements; when required, preparation and review.

- A. All ordinances shall include either a Fiscal Impact Statement prepared by the appropriate City Department(s), or a written statement from the appropriate City Department(s) explaining the reason(s) that no Fiscal Impact Statement could be prepared.
- B. The Fiscal Impact Statement, or a written statement explaining the reason why no Fiscal Impact Statement could be prepared, must be submitted to the City's Chief Financial Officer, or their designee, for their review and comment before a public hearing is held on the new or revised ordinance. The Fiscal Impact Statement shall be submitted to the City's Chief Financial Officer, or their designee, twenty-one days before the public hearing is held.
 1. The City's Chief Financial Officer, or their designee, shall review all Fiscal Impact Statements, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared. The City's Chief Financial Officer, or their designee, may accept or revise the Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared. The City's Chief Financial Officer, or their designee, shall decide whether to accept or revise the Fiscal Impact Statement within seven days of receipt.
 2. If the Chief Financial Officer, or their designee, revises a Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, then the revised document shall be provided to the City Council no later than ten days after before the public hearing is held.
- C. The Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, must be submitted to the City Council before a public hearing is held on the new or revised ordinance. The Fiscal Impact Statement shall be submitted to the City Council ten days before the public hearing is held.
- D. Following the public hearing, any City Council member who intends to present a significant amendment to the ordinance shall provide the appropriate City Department and the Chief Financial Officer, or their designee, with a copy and sufficient time to analyze the fiscal impact of the amended ordinance. If the amendment requires a revised Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, it shall be provided to the City Council no less than three days before the City Council meeting where the final vote will be held.
- E. The City Council cannot vote on an ordinance unless the requirements of this Section are satisfied.

§ XX-4. Contents of Fiscal Impact Statement.

A. A Fiscal Impact Statement shall include, but not be limited to the following information:

1. A statement of the estimated costs or savings to the City resulting from the ordinance in the upcoming fiscal year.
2. A statement on any potential impact of the ordinance on revenues in the upcoming fiscal year.
3. A statement on any potential impact of the ordinance on staffing, operations, and capital expenditures in the upcoming fiscal year.
4. Identification of the funding source(s) of the ordinance, if applicable.

§ XX-5. Submission and Use.

All Fiscal Impact Statements, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, shall be submitted as supporting documentation to the proposed ordinance at the City Council meeting where the final vote will be held. The purpose of the Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, is to provide a formal structure for estimating potential financial impact and to inform the City Council's deliberations. The Fiscal Impact Statement shall not be considered binding.

§ XX-6. Effect of Inaccuracy.

Any mistake or inaccuracy in a Fiscal Impact Statement shall not affect the validity of the legislative action to which it is attached.

§ XX-7. When effective.

This Chapter shall take effect 10 days following adoption by the City Council.

§ 7-10. Custody.

The City Clerk¹ shall have the custody of the city seal, and the same shall be carefully preserved and kept ~~by him~~ at all times in ~~the his~~-office. The city seal may not be used by private companies or organizations. A violation of this section shall be punishable by a fine of \$250 per day. Each day such violation continues shall constitute a separate violation.

1. Editor's Note: As to duties of City Clerk see Charter and Related Laws, § 5-5.

ARTICLE II
Honorary and Historic Naming of Streets
[Adopted 10-28-2014; amended in its entirety 9-23-2025]

§ 95-37. Purpose.

The purpose of this article is to establish guidelines and formalize procedures when considering the honorary or historic naming or renaming of a City street or roadway, administered under the responsibility charged to the Public Works Committee of the Common Council, or its successor (hereinafter "Public Works Committee").

§ 95-38. Policy and considerations.

If a City street or roadway is to be named in honor of an individual, it is generally required that such individual has made a significant contribution to the community through public service and deeds and is respected for their accomplishments and good conduct. Consideration shall be given to individuals who have made recent accomplishments and contributions as well as individuals with historic ties to the City. An individual shall be deceased at least one year prior to the naming unless the Common Council determines by a two-thirds-majority plus one vote that a living individual or a person who has been deceased less than one year deserves the honor. Groups should not be in a position to influence the process by funding of past or future operations of the street or roadway, and it is ultimately important for the City to avoid any perception of improper manipulation, special favor, vested interest, or endorsement of businesses, products or services.

§ 95-39. Procedure.

Naming of City streets or roadways shall proceed as follows:

- A. The proposed naming of a City street or roadway shall be placed on a Public Works Committee regular meeting agenda for discussion and review. In the event that the street or roadway to be named is located within a City park, the proposed naming shall also be placed on the Recreation, Parks and Cultural Affairs Committee of the Common Council, or its successor, agenda for discussion and review, following which such committee shall report its recommendation to the Public Works Committee.
- B. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Public Works Committee, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the Committee.
- C. A two-thirds-majority of the Common Council is required for the approval of all honorary or historic street or roadway names, except in the case where a living individual or a person who has been deceased less than one year is the honoree, in which case a two-thirds-majority plus one vote is required.

§ 32-1. Title; administration. [Amended 7-23-2019]

This chapter shall be known and referred to as the "Norwalk Code of Ethics." The Common Council of the City of Norwalk shall be charged with the administration of the Norwalk Code of Ethics. Accordingly, there shall be established an independent committee of nine ~~five~~ members ~~and two alternates~~ to be known as the "Board of Ethics." The Board of Ethics (the Board) shall be appointed by the Common Council and comprised as provided for in § 32-12 of this chapter.

§ 32-3. Definitions. [Amended 7-23-2019]

As used in this chapter, the following terms shall have the meanings indicated:

HEARING BOARD — Shall be comprised of three members of the Board of Ethics ~~or, in the event of a conflict or vacancy, one or more of the alternates to the Board of Ethics~~ who shall be appointed by a majority vote of the Board of Ethics. In the event the Board of Ethics members have a conflict or an interest in the complaint at issue, the Common Council, by majority vote, may appoint one or more City officials, who are electors of the City of Norwalk, to serve on a Hearing Board for that particular complaint. Once impaneled, the Hearing Board shall continue to serve until it completes the hearing process specified in this Code of Ethics. No more than two members of a Hearing Board shall be registered members of the same political party. The Hearing Board shall be permitted to hold a public hearing(s) and to determine whether there is Clear And Convincing Evidence that the respondent has violated the Code of Ethics.

INVESTIGATING PANEL — Shall consist of three individual electors, from the City of Norwalk, each of whom shall be appointed by the Board of Ethics to investigate an ethics complaint and to determine whether there is Probable Cause to proceed to a public hearing on such a complaint. No two members of an Investigating Panel shall be registered members of the same political party; ~~and the Investigating Panel shall include an unaffiliated voter.~~

§ 32-12. Board of Ethics. [Amended 6-11-2019; 7-23-2020]

- A. Appointment of members. The Board of Ethics shall be comprised of ~~nine five~~ full members ~~and two alternate members~~, each of whom shall be electors of the City of Norwalk. No more than ~~three two~~ of the members of the Board ~~and one of the alternates~~ shall be registered members of the same political party, and no member of the Board of Ethics shall be an Employee or Officer of the City. Each member shall serve for a three-year term and, in the event of a vacancy on the Board of Ethics, a replacement shall be appointed to serve the balance of the term. All appointments to the Board of Ethics shall be made by the Common Council and shall require the affirmative vote of 11 members of the Common Council.
- B. Organization. The Board of Ethics shall elect a Chairperson. The Board of Ethics shall keep minutes of its meetings, which shall be filed in the office of the City Clerk, and the Board of Ethics shall hold meetings at the call of one full member of the Board and at such times as a majority of the full members of the Board of Ethics may determine. ~~Five Four~~ members present, ~~including sitting alternates~~, shall constitute a quorum in order for the Board of Ethics to conduct official business. ~~An alternate serving in place of an absent member of the Board of Ethics shall have all of the powers and responsibilities as a full member during the meeting at which such alternate member shall sit.~~
- C. Powers and duties. The powers and duties of the Board of Ethics shall include: rendering advisory opinions, investigation of complaints, and hearings on complaints; notification to the Mayor, City Clerk, Corporation Counsel and any other Officer as it deems appropriate of its memorandum of decision on any complaint; annual reports to the Mayor, Common Council, and Corporation Counsel on its activities and recommendations; annual educational programs on the Code of Ethics for municipal Officers, Employees, and Agencies; and such other powers and duties as may be set forth herein. Further, the Board of Ethics shall promote a culture and operating environment of high ethical standards throughout the City of Norwalk by educating, informing and encouraging Officers, Employees, residents and vendors of the City of Norwalk to become aware of the Code of Ethics to ensure that their public actions and activities are in compliance with the Code of Ethics.
- (1) Advisory opinions. The Board of Ethics, when requested to do so in writing by any Officer, Employee, Agency, or upon its own motion, may render advisory opinions concerning Officers and Employees and other issues with respect to this Code of Ethics. Such an advisory opinion shall be binding on the Board of Ethics, until amended or revoked, and reliance on a controlling advisory opinion in good faith is an absolute defense in any action or proceedings brought under the provisions of this Code of Ethics. Within 120 days of valid receipt of such a request, the Board of Ethics shall render its advisory opinion or its decision not to consider such request, and shall file such opinion or decision with the office of the City Clerk, and such opinion or decision shall be available to the public. The opinion or decision so filed may contain such deletions as the Board of Ethics may in its sole discretion deem necessary to prevent disclosure of the identity of the Officer or Employee involved.
- (2) Probable Cause hearings and subsequent procedures.
- (a) Filing of the complaint; notification and amendment. Any Person, including a member of the Board of Ethics, may submit a written complaint, in a form

prescribed by the Board of Ethics and signed under penalty of false statement, alleging a violation of this Code of Ethics by an Officer or Employee or an Individual who was an Officer or Employee within the preceding year. The complaint shall contain the specific act or acts which allegedly constitute the violation.

(b) Review of complaint.

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

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

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

(c) Appointment of Investigating Panel. An Investigating Panel shall be appointed within 21 days after the next regularly scheduled Board of Ethics meeting following receipt of a complaint by the Board of Ethics. No member of the Investigating Panel shall serve or have served within one year as an Officer or Employee from the Agency at which the Complainant or Respondent serves or formally served within one year as an Officer or Employee. The Investigating Panel members may delete, defer or reject any part of a complaint that does not conform to the requirements specified by the Board of Ethics. If any member of the Board of Ethics initiates or is involved in a complaint, he or she will recuse himself or herself from the Board of Ethics for the purposes of that complaint, including the appointment of the Investigating Panel and any Hearing Board, ~~and an alternate of the Board shall serve in his or her place as to all further proceedings on that complaint.~~