

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: September 10, 2019

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Lamond Daniels, Chief of Community Services

REAPPOINTMENTS: Jo Bennett, Human Relations Commission
Julius Gamble, Human Relations Commission
Peter Halladay, Human Relations Commission
Karen Tobin, Human Relations Commission

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with A.V. Tuchy, Inc. for Project #3948 Window and Door Replacement at Ripka's Beach Café – Calf Pasture Beach not to exceed \$104,940.00. Account #'s 0920-6030-5777-C0365 (\$95,000) and 0918-6030-5777-C0365 (\$9,940).
- 1b. Authorize the Director, Recreation and Parks to issue change order to A.V. Tuchy, Inc. for Project #3948 Window and Door Replacement at Ripka's Beach Café – Calf Pasture Beach for a sum not to exceed \$10,000.00. Account #0918-6030-5777-C0365.

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: September 12, 2019.
2. For informational purposes only: Narrative on Tax Collections dated September 12, 2019.
3. For informational purposes only: Monthly Tax Collector's Report Dated: August 2019.
4. RESOLUTION: Approve special capital appropriations totaling \$250,000 to fund a new capital project to complete an updated Recreation and Parks Master Plan and authorizing the issuance of \$250,000 general obligation bonds of the city to meet said appropriation.
5. RESOLUTION: Authorize the closure of the following projects: 09-16-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$12,976; 09-17-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$101,372; and 09-19-6030-5777-C0623, Testa Field Turf Replacement with available balance of \$133,150.
6. Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with Event Approvals, Inc., for Eproval special permit software including installation, training and configuration services, per proposal EST-000013, dated 02-September-2019, for an amount not to exceed \$28,100, account 09201370-5777-C0375 (approved IT capital project; no special appropriation required), with option to renew at same annual rate for 24 additional months, and forward onto the Council for further action.
7. Authorized the Mayor, Harry W. Rilling, to execute and agreement with FIS for the Integrated Payables service to process electronic payments via ACH and virtual cards.

C. PLANNING COMMITTEE

1. Approve the Plan of Conservation & Development (Citywide Plan) with the following recommended changes:
 - a. Modifications to the Executive Summary, Pages 180, 182, 188, 191, 192 and 202 to reflect the inclusion of the Vision Zero initiative.
 - b. Other requested modifications.

2. Authorize Mayor Rilling to enter into an agreement with Planimetrics to perform the following services:
Consultant Services for Building Zone Regulations Analysis and Recommendations" in an amount not to exceed \$20,000.
3. Approve the Sole Source Procurement Approving Snyder Group to Update the Norwalk Tomorrow website.

D. ORDINANCE COMMITTEE

1. Approve proposed revisions to Chapter 32, Code of Ethics:
 - § 32-9 – Specific violations
 - § 32-13 – Effect of violation
 - § 32-14 – Time limits on complaints
 - § 32-15 – Proposed revisions
2. Approve proposed revisions to Chapter 32, Code of Ethics:
 - § 32-11 – Subsequent Employment
3. Approve new ordinance:
 - Use of Single-use Plastic Straws and Stirrers by Food or Beverage Establishments
4. Approve proposed revisions to Chapter 103, Taxation, Article III – Tax Relief for the Elderly and Disabled Homeowners:
 - § 103-6 – Eligibility
 - § 103-7 – Filing of application
 - § 103-12 – Amount of benefits; annual adjustment

X. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

REAPPOINTMENTS

HUMAN RELATIONS COMMISSION	M/C	Nwik, Code 60-3
JO BENNETT (D) 8 Silver Ledge Road Norwalk, CT 06850		Term Expires 09/01/2022
JULIUS GAMBLE (D) 8 Bonnybrook Trail Norwalk, CT 06850		Term Expires 09/01/2022
PETER HALLADAY (R) 52 Glenrock Road Norwalk, CT 06850		Term Expires 09/01/2022
KAREN TOBIN (R) 16 Lorena Street Norwalk, CT 06855		Term Expires 09/01/2022

**ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE
EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER
PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO
THE AVAILABILITY OF FUNDS**

Mayor Rilling called the meeting to order at 7:31 p.m. and led the Assembly in reciting the Pledge of Allegiance. He asked for a moment of silence in memory of Norwalk Fire Inspector Jess Granton.

Ms. King read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said that assisted listening devices were available.

1. ROLL CALL

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

Council at Large:	Mr. Gregory Burnett	Mr. Michael Corsello
	Mr. Colin Hosten	Mr. Nicholas Sacchinelli
	Ms. Barbara Smyth	(8:43 p.m.)
District A:	Ms. Eloisa Melendez	Mr. Chris Yerinides
District B:	Ms. Darlene Young	
District C:	Mr. John Kydes	Ms. Beth Siegelbaum
District D:	Mr. George Tsiranides	
District E:	Mr. John Igneri	Mr. Thomas Livingston

At Roll Call there were twelve (12) Common Council members present and three (3) absent (Mr. Dumas, Mr. Hempstead and Ms. Smyth)

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: August 13, 2019

- ** MR.IGNERI MOVED TO ACCEPT THE MINUTES AS PRESENTED
- ** MOTION PASSED WITH THREE (3) ABSTENTIONS (MR. KYDES; MR. LIVINGSTON AND MR. SACCHINELLI)

III. PUBLIC PARTICIPATION

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

Ms. Anna Kegan, on behalf of the Human Relations Commission spoke in support of the rainbow crosswalk. She said it was important to not overlook the symbol that represents safety.

Ms. Christine Biscoglie spoke in support of the rainbow crosswalk. She said the Bike/Walk Commission supports it. She said it enhances safety and is a positive thing.

Mr. Sean Hazuda, Executive Director of the Triangle Community Center spoke in support of the rainbow crosswalk. He said it is a powerful symbol to the members of the LGBT community and shows how accepting people of Norwalk are. The location of the rainbow crosswalk is going to be the site of the 2020 "Pride in the Park" event.

Ms. Betty Ball, Skip the Plastic spoke in support of the ordinance to ban the use and sale of polystyrene products. She said those products are not recyclable and are not biodegradable. Fish and other marine life ingest it thinking it is food.

Mr. David Westmoreland spoke in support of the restoration of the Nathan Hale fountain. He said that for over 20 years members of the historical community worked to get it back from Wilton. They raised funds for the conservation and restoration of the fountain. Mr. Westmoreland also spoke in support of the rainbow crosswalk and said it will be a visible display of Norwalk's welcoming spirit.

Ms. Diane Lauricella spoke in support of the ordinance to ban the use and sale of polystyrene products. She urged the addition of public education and to look at portable cleaners to wash the trays. She spoke about the Nathan Hale fountain and said it is the job of the Common Council to look at alternatives. She asked the Common Council to move that item back to Committee for one month. She said she would help raise funds.

Ms. Donna Smimiopoulos spoke about the rainbow crosswalk and asked the Common Council to table the vote. She said she supports the idea, but said it could be done more cost effectively. In April, the Mayor cut the sidewalk and curbing budget so that they could be in line with the POCD. She said that the job of the Mayor and Common Council is to make sure it makes economic sense. There are better ways to spend \$76,000. It is a great idea, but it costs too much.

Mr. Joe Andrasko spoke in support of the rainbow crosswalk. He said it sends a welcoming message.

IV. MAYOR

RESIGNATIONS AND APPOINTMENTS RESIGNATIONS:

APPOINTMENTS:

**** MR. YERINIDES MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

ROBERT ABRIOLA, ARTS COMMISSION

Mr. Yerinides spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

**** MR. YERINIDES MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS**

HELEN ROMAN GERSTEN, ARTS COMMISSION

MELISSA MATUSKA, ARTS COMMISSION

Mr. Yerinides spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS**

MATTHEW BROVENDER, BOARD OF HEALTH

JANET KARPIAK, BOARD OF HEALTH

Mr. Burnett spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

**** MR. KYDES MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

BRENDA PENN-WILLIAMS, HOUSING AUTHORITY

JEFFREY INGRAHAM, HOUSING AUTHORITY

CESAR RAMIREZ, HOUSING AUTHORITY

Mr. Kydes and Ms. Young spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

**** MR. HOSTEN MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

CAROL FRANK, FAIR HOUSING ADVISORY

JEFFREY INGRAHAM, FAIR HOUSING ADVISORY

Mr. Hosten spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

Ms. King administered the Oath of Office to Ms. Penn Williams and Mr. Ramirez.

MAYOR'S REMARKS:

Mayor Rilling announced the passing of Norwalk Fire Inspector Jess Granton. On September 11, 2019, Norwalk's Annual 9-11 Remembrance will be held in front of City Hall starting at 8:30 a.m. He noted that 14 Norwalk residents perished in the attack.

The 2019 Annual Mayor's Golf Tournament will be held on September 23, 2019 at Oak Hills Park.

Beginning next week, paving and milling will be done in the Wall Street area. Lines for the backed-in angle parking will go down the week of September 23, 2019. People will be available to assist people with parking.

The Grand Opening Reception for the Blue Teapot Café & Bakery at the Norwalk Public Library will be held on September 14th. The inaugural Norwalk Film Festival will be held on September 28, 2019. On September 9, 2019, the Norwalk Grassroots Tennis & Education held the ribbon

cutting of their new tennis courts. Mayor Rilling thanked everyone involved and said they can now hold USTA tennis tournaments there.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

**** MR. TSIRANTDES MOVED THE FOLLOWING CONSENT CALENDAR:**

VII.A.1, VII.A.1, VII.A.2, VII.A.3, VII.A.4, VII.A.5, VII.B.1, VII.B.3, VII.B.4, VII.B.6, VII.B.7a, VII.B.7b, VII.C.2, VII.D.1a, VII.D.1b, VII.D.2., VII.D.3, VII.D.4, VII.D.5, VII.D.6a, VII.D.6b, VII.D.7, VII.E.1., VII.E.2a, VII.E.2b, VII.E.4, VII.E.5, VII.E.6a, VII.E.6b, VII.E.7a, VII.E.7b, VII.E.8

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. AUTHORIZATION TO SETTLE CLAIM: THOMAS BIFANO V. GEORGIA NYQUIST AND THE CITY OF NORWALK EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH THE HUMAN SERVICES COUNCIL FOR THE USE OF TAYLOR FARM PARK FOR THE KIDZFEST TOUCH A TRUCK & MORE TO BE HELD ON SATURDAY, OCTOBER 26, 2019 FROM 10:00 AM – 3:00 PM. SET UP TO BEGIN FRIDAY, OCTOBER 25, 2019 AT 10:00 AM WITH TEAR DOWN NO LATER THAN 5:00 PM ON SATURDAY, OCTOBER 26, 2019. ESTIMATED ATTENDANCE 500.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH WOLF PIT ELEMENTARY SCHOOL FOR THE USE OF WOLF PIT ELEMENTARY SCHOOL GROUNDS FOR A PUMPKIN FESTIVAL TO BE HELD SATURDAY, OCTOBER 12, 2019 FROM 11:00 AM – 5:30 PM. SET UP TO BEGIN AT 7:00 AM WITH TEAR DOWN NO LATER THAN 5:30

PM ON SATURDAY, OCTOBER 12, 2019. RAIN DATE OF SUNDAY OCTOBER 13, 2019. ESTIMATED ATTENDANCE 499.

3. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO TURE PRODUCTS FOR THE PURCHASE OF A TORO GROUNDSMASTER 5910 (T4) FOR A SUM NOT TO EXCEED \$114,679.44. ACCOUNT #0920-6030-5777-C0486.

4. AUTHIORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GENGRAS FORD, LLC FOR THE PURCHASE OF A FORD EXPLORER BASE 4X2 SUV FOR A SUM NOT TO EXCEED \$29,356.00. ACCOUNT #0918-6030-5777-C0486 = \$28,929.23, 0919-6030-5777-C0486 = \$426.77.

5. AUTHIORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A CONTRACT WITH CONSERVE ART LLC FOR THE RESTORATION OF THE NATIAN HALE MEMORIAL FOUNTAIN PROJECT #3915 FOR A SUM NOT TO EXCEED \$58,225.00. ACCOUNT #0919-6030-5777- C0624 \$45,000.00 AND ACCOUNT #014150-5585 \$13,225.00.

B. PUBLIC WORKS COMMITTEE

1. AUTHIORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND ALFRED BENESCH & COMPANY FOR PROFESSIONAL SERVICES FOR THE REPLACEMENT DESIGN OF THE WEST CEDAR BRIDGE OVER FIVE MILE RIVER IN NORWALK, CONNDOT PROJECT NO. 102-366, FOR AN AMOUNT NOT TO EXCEED \$432,200.00. (FUNDING 80% FEDERAL, 20% CITY). ACCOUNT NO. 09 20 4021 5799 C0642 09 20 4021 5777 C0642 AUTHORIZED

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT BETWEEN THE CITY OF NORWALK AND DEERING CONSTRUCTION INC. FOR PROJECT NO RD2019-1 CONCRETE, CURBS AND SIDEWALKS AT VARIOUS LOCATIONS, FOR AN AMOUNT NOT TO EXCEED \$600,000.00. ACCOUNT NO. 09 19 4021 5777 C0318 09 20 4021 5777 C0021 09 20 4021 5777 C0318

4. AUTHIORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH THE NY-CONN CORPORATION FOR PROJECT NO. 3936, TRANSPORTATION, MOBILITY AND PARKING (TMP) ON-CALL TRAFFIC SIGNAL EMERGENCY SERVICES FOR A SUM NOT TO EXCEED \$35,000.00. ACCOUNT NO. 09 16 4021 5777 C0232

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND SEVERAL

OWNERS ABUTTING SEVERAL WATERCOURSES, SLATED FOR MAINTENANCE, UNDER PROJECT DPW2019-1 REMOVAL & DISPOSAL OF DEPOSITED SEDIMENT WITHIN THE WATERCOURSE, TO ESTABLISH A RIGHT OF ENTRY, SUBJECT TO SECTION 8-24 OF THE STATE STATUTES, IF REQUIRED.

7A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH EET ENVIRONMENTAL SERVICES INC., FOR A TOTAL NOT TO EXCEED \$284,900.00. ACCOUNT NO. 09 17 7100 5777 C0119

7B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$28,490.00. ACCOUNT NO. 09 17 7100 5777 C0119

C. ORDINANCE COMMITTEE

2. APPROVE PROPOSED REVISIONS TO CHAPTER 32, CODE OF ETHICS, SECTION 32-3 (DEFINITIONS)

D. HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE DEPARTMENT OF HOMELAND SECURITY, FEDERAL EMERGENCY MANAGEMENT AGENCY UNDER THE 2019 PORT SECURITY GRANT PROGRAM, IN THE AMOUNT OF \$42,973.75

1B. AUTHORIZE THE POLICE CHIEF, THOMAS KULHAWIK TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT ALL PROGRAMS THROUGH THE 2019 PORT SECURITY GRANT PROGRAM PURSUANT TO SAID FUNDING. ACCOUNTS TBD AND 030000 2660.

2. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC TO INSTALL NINE (9) NEW STREET LIGHTS ON BETMARLEA DRIVE IN ACCORDANCE WITH THE ATTACHED PLAN AT AN APPROXIMATE COST OF \$180 PER MONTH TO BE PAID FOR FROM ACCOUNT NO. 0140 21-5241.

3. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC TO INSTALL TWO (2) NEW STREET LIGHTS ON EARL STREET IN ACCORDANCE WITH THE ATTACHED PLAN AT AN

APPROXIMATE COST OF \$40 PER MONTH TO BE PAID FOR FROM
ACCOUNT NO. 0140 21-5241

4. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC TO INSTALL A NEW POLE AND THE ASSOCIATED WIRE FOR ONE (1) OF THE NEW STREET LIGHTS AT THE NORTH END OF CENTER AVENUE EXTENSION IN ACCORDANCE WITH THE ATTACHED PLAN AT AN APPROXIMATE ONE-TIME COST OF \$2,200.00 TO BE PAID FOR FROM ACCOUNT NO. 0140 21-5241.

5. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC TO INSTALL TWO (2) NEW STREET LIGHTS AT THE NORTH END OF CENTER AVENUE EXTENSION IN ACCORDANCE WITH THE ATTACHED PLAN AT AN APPROXIMATE COST OF \$50.00 PER MONTH TO BE PAID FOR FROM ACCOUNT NO. 0140 21-5241.

6A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM OPTIMUS HEALTH CARE INC. IN THE AMOUNT OF \$263,323 PER YEAR FOR CONTRACT PERIOD OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2021 FOR THE WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM.

6B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE WIC PROGRAM FOR THE PERIOD OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2021.

7. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS WITH CABLEVISION LIGHTPATH, INC. ("LIGHTPATH" OR "ALICE BUSINESS") TO PROVIDE CABLE/INTERNET SERVICE FOR THE WIC PROGRAM FOR TWO YEARS FOR THE PERIOD OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2021. ACCOUNT NO. 3520-74-5245

E. LAND USE & BUILDING MANAGEMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A LEASE AGREEMENT WITH FAMILY AND CHILDREN'S AGENCY FOR THE USE OF PORTIONS OF THE SECOND FLOOR AND THIRD FLOOR OF BEN FRANKLIN CENTER FOR ITS CHILDREN AFTERSCHOOL PROGRAMS AND ADMINISTRATIVE OFFICES FOR A PERIOD OF 5 YEARS, BEGINNING ON SEPTEMBER 1, 2019 TO AUGUST 31, 2024. ANNUAL

UTILITY PAYMENT SHALL BE INCREASED FROM \$2.50 PER SQ FT TO \$2.75 PER SQ FT.

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ALL STATE CONSTRUCTION INC. FOR THE NATHANIEL ELY ROOF TOP UNITS REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED \$60,433.00. FUNDS ARE AVAILABLE FROM ACCOUNT 0920 7100 5777 C0266.

2B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$6,043.00.

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH NEWFIELD CONSTRUCTION, INC. AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL WOOD DOORS & PANELING REPLACEMENT PROJECT STATE PROJECT NO. 1030250 A/CV. TERMS OF THE AGREEMENT SHALL INCLUDE THE FOLLOWING:

PRECONSTRUCTION PHASE SERVICES (INCLUDING REIMBURSABLE ALLOWANCE) \$15,000 CM FEES (% OF TOTAL TRADE BIDS) 2.50% CM CONTINGENCY (% OF TOTAL TRADE BIDS) 2.00%

FOLLOWING BIDDING PROCESS, FINAL CONTRACT PRICE (GMP) WILL BE SUBMITTED TO THE COMMON COUNCIL FOR APPROVAL. ACCT. #09195010 5777 C0619 & ACCT. #09205010 5777 C0619

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH NEWFIELD CONSTRUCTION, INC. AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL BLACK BOX THEATER/MEDIA PATHWAY, LEARNING COMMONS, MAIN ENTRANCE PROJECT STATE PROJECT NO. 103-0252. TERMS OF THE AGREEMENT SHALL INCLUDE THE FOLLOWING:

PRECONSTRUCTION PHASE SERVICES (INCLUDING REIMBURSABLE ALLOWANCE) \$25,000
CM FEES (% OF TOTAL TRADE BIDS) 2.50% CM CONTINGENCY (% OF TOTAL TRADE BIDS) 2.00%

FOLLOWING BIDDING PROCESS, FINAL CONTRACT PRICE (GMP) WILL BE SUBMITTED TO THE COMMON COUNCIL FOR APPROVAL.
ACCT. #09195010 5777 C0619 & ACCT. #09205010 5777 C0619

6A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ANTINOZZI ASSOCIATES TO PROVIDE ARCHITECTURAL SERVICES FOR THE JEFFERSON ELEMENTARY SCHOOL – RENOVATE-AS-NEW PROJECT STATE PROJECT NO. 103-0251 FOR A TOTAL AMOUNT NOT TO EXCEED \$1,565,500 ACCT. #09195010 5777 C0619

6B. APPROVE A CONTINGENCY FOR REIMBURSABLE EXPENSES AND ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED \$50,000.

7A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ENVIRO SHIELD INC. FOR THE NORWALK MARITIME AQUARIUM UNDERGROUND HEATING OIL STORAGE TANK REMOVAL PROJECT FOR A TOTAL NOT TO EXCEED \$9,250.00. ACCT # 9177100 5777 C0543 AND #0919/207100 5777 C0476

7B. APPROVE A CONTINGENCY IN THE AMOUNT OF \$9,000.00 FOR MISCELLANEOUS WORK AND REMOVAL OF APPROXIMATELY 7,000 GALLONS OF RESIDUAL OIL AT 0.94 PER GALLON. REMOVAL AND DISPOSAL OF CONTAMINATED SOIL (IF ANY) HAS NOT BEEN INCLUDED THIS CONTRACT.

8. AMEND COMMON COUNCIL ACTION OF JANUARY 23, 2018 ITEM VII.A.6A & 6B TO REPLACE BOARD OF EDUCATION FACILITIES STUDY IMPROVEMENTS CAPITAL BUDGET ACCOUNT NUMBER 09175010 5777 C0585 WITH BOARD OF EDUCATION NEW COLUMBUS SCHOOL AT ELY CAPITAL BUDGET ACCOUNT NUMBER 09185010 5777 C0607. AMENDED ACTION TO READ AS FOLLOWS WITH CHANGES HIGHLIGHTED IN BOLD:

“6A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CLASSIC TURF COMPANY LLC FOR THE SPRINGWOOD ELY PARK TENNIS COURTS DEVELOPMENT PROJECT FOR A TOTAL NOT TO EXCEED \$950,000. ACCT. # 0917/186030 5777 C0321, \$400,000 FROM 09185010 5777 C0607 AND \$300,000 FROM NORWALK GRASSROOTS TENNIS AND EDUCATION (ACCT. # TO BE DETERMINED)

6B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$95,000. ACCT. # 09186030 5777 C0321, 09176030 5777 C0364, \$11,169 FROM 09185010 5777 C0607 AND \$50,000 FROM NORWALK GRASSROOTS TENNIS AND EDUCATION (ACCT. # TO BE DETERMINED)”

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

B. PUBLIC WORKS COMMITTEE

Due to a potential conflict of interest, Mr. Hosten recused himself and left the Common Council Chambers.

**** MR. IGNERI MOVED TO APPROVE THE FOLLOWING ITEMS:**

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH LAYDON INDUSTRIES, LLC FOR PROJECT NO. TMP2019-2, ARTISTIC CROSSWALK AT WEST AVENUE AND CONNECTICUT AVENUE INTERSECTION FOR A SUM NOT TO EXCEED \$76,870.00. ACCOUNT NO. 09 20 4021 5777 C0648 09 18 4021 5777 C0562 09 19 4021 5777 C0021

2B. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS, TO EXECUTE AN AGREEMENT WITH LAYDON INDUSTRIES, LLC FOR PROJECT NO. TMP2019-2, ARTISTIC CROSSWALK AT WEST AVENUE AND CONNECTICUT AVENUE INTERSECTION FOR A SUM NOT TO EXCEED \$7,687.00. ACCOUNT NO. 09 20 4021 5777 C0648 09 18 4021 5777 C0562 09 19 4021 5777 C0021

Mr. Ignéri said this has been a collaborative effort. He spoke about the durability of the material and the cost of the project. He said this same material was used on Washington Street. White Plains has had 12 of these intersections for a number of years. An RFP was sent, but they only had one response. Despite one bidder, they feel the cost was reasonable.

Mr. Burnett said the implementation of the rainbow crosswalk will be the first permanent rainbow crosswalk in Connecticut. It is an example of working together for a positive solution. He described the crosswalk and said it will require minimal maintenance.

Mr. Kydes said that it is a misconception that this project is being rubber stamped. He said he supports the project and feels it is money well spent.

Ms. Jessica Casey, Chief of Community and Economic Development said this project started a year ago when various groups came together with a goal. This is the first permanent crosswalk in Connecticut. She said they looked at the costs and the thermoplastic tiles will last for several years. A painted crosswalk will last a year. She said that the crosswalk is a welcome to the City of Norwalk and an economic development driver.

Ms. Casey reviewed the costs and said the installation will take about one week. If approved, they hope to do it in the fall.

Mr. Livingston commended the staff for putting this program together.

In response to Ms. Young's question, Ms. Casey described the location and the installation process. Ms. Young asked if the pavers will keep the ramps ADA compliant. Ms. Casey said the rainbow will be on one side of the pavers.

Mr. Corsello spoke in support of the item and pointed out the appropriateness of the location, near Heritage Wall.

Mayor Rilling said Norwalk continues to take the lead in these initiatives. He added that he would like to see more of these in the City. He thanked everyone involved for their hard work.

**** MOTION PASSED UNANIMOUSLY**

Mr. Hosten returned to the Common Council Chambers.

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

5A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT WITH PRIORITY LANDSCAPING, LLC FOR REMOVAL & DISPOSAL OF DEPOSITED SEDIMENT WITHIN THE WATERCOURSE (PROJECT DPW2019-1) FOR AN AMOUNT NOT TO EXCEED \$389,950.00. ACCOUNT NO. 09 15 4027 5777 C0440 09 17 4027 5777 C0440 09 18 4027 5777 C0440 09 19 4027 5777 C0440

5B. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS, TO EXECUTE ORDERS ON CONTRACT WITH PRIORITY LANDSCAPING, LLC FOR REMOVAL & DISPOSAL OF DEPOSITED SEDIMENT WITHIN THE WATERCOURSE (PROJECT DPW2019-1) FOR AN AMOUNT NOT TO EXCEED \$38,995.00.

Mr. Ignier explained that over the years, they have heard from residents concerned about flooding during heavy rains. This is an effort to cure some of the flooding.

Mr. Kydes thanked the Chief of Operations and Public Works and said he is glad to see a plan in place.

Mr. Hosten said this is long overdue.

**** MOTION PASSED UNANIMOUSLY**

Ms. Smyth joined the meeting at 8:43 p.m.

C. ORDINANCE COMMITTEE

**** MS. MELENDEZ MOVED TO APPROVE THE FOLLOWING ITEM:**

1. APPROVE NEW ORDINANCE: USE AND SALE OF POLYSTYRENE PRODUCTS

Ms. Melendez thanked everyone involved. She said they are trying to make Norwalk better and this is a step in the right direction. Mr. Livingston thanked Ms. Livingston for her leadership. He noted this has the attention of the State. Norwalk is joining over 100 jurisdictions in banning polystyrene.

Mr. Livingston said it was important to note there are a lot of readily available alternatives.

**** MR. LIVINGSTON MOVED TO AMEND THE ORDINANCE TO CHANGE THE EFFECTIVE DATE TO APRIL 22, 2020, THE 50TH ANNIVERSARY OF EARTH DAY**

**** MOTION PASSED UNANIMOUSLY**

Ms. Smyth spoke in support of the ordinance and said this sends an important message.

Mr. Corsello said that there may be an additional cost to the schools, but their job is to educate the students to eliminate the carbon footprint.

Mr. Hosten said it is important that Norwalk is walking the walk. He added that he hopes Norwalk continues to be forward thinking.

**** MOTION AS AMENDED PASSED UNANIMOUSLY**

E. LAND USE & BUILDING MANAGEMENT COMMITTEE

**** MR. LIVINGSTON MOVED TO APPROVE THE FOLLOWING ITEM:**

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH EVERSOURCE TO RECEIVE ENERGY EFFICIENCY INCENTIVE PAYMENT FOR THE PONUS SCHOOL ADDITION AND RENOVATION PROJECT FOR AN AMOUNT UP TO \$320,805.00

Mr. Livingston explained that this has to do with the addition at Ponus Ridge Middle School. Eversource will present the City with a check up to \$320,000.

Mayor Rilling thanked Mr. Lo and the design team.

**** MOTION PASSED UNANIMOUSLY**

F. PLANNING COMMITTEE

**** MR. KYDES MOVED TO APPROVE THE FOLLOWING ITEM:**

**1. AUTHORIZE THE MAYOR TO SIGN THE MAYORAL CERTIFICATION
AND APPROVE THE ADVANCEMENT OF THE PY44 CAPER TO HUD.**

Mr. Kydes reviewed the item and said they were able to fund various request for good causes.

**** MOTION PASSED UNANIMOUSLY**

X. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none this evening.

X. SUSPENSION OF RULES

There were none this evening.

XI. ADJOURNMENT

**** MR. IGNERI MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:53 p.m.

Attest:_____

Donna King, City Clerk

EMPLOYMENT APPLICATION



CITY OF NORWALK
 125 East Avenue P.O. Box 5125
 Norwalk, Connecticut 06851-5125
<http://agency.governmentjobs.com/norwalk/default.cfm>

DANIELS, LAMOND
 0058-01-2019 CHIEF OF COMMUNITY SERVICES

PERSONAL INFORMATION

POSITION TITLE: CHIEF OF COMMUNITY SERVICES		EXAM ID#: 0058-C1-2019
NAME: (Last, First, Middle) DANIELS, LAMOND		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 251 HOLLAND ROAD, BRIDGEPORT, Connecticut 06610		EMAIL ADDRESS: lamond.daniels@gmail.com
HOME PHONE:	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☐ Yes ☐ No	DRIVER'S LICENSE: State: CT Number: 146231700	LEGAL RIGHT TO WORK IN THE UNITED STATES: ☐ Yes ☐ No

PREFERENCES

ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)
OBJECTIVE: To work in public service to serve communities with optimal service, efficiency and professionalism.

EDUCATION

DATES: From: To:	SCHOOL NAME: University of New Haven	DEGREE RECEIVED: Master's
LOCATION: (City, State) West Haven, Connecticut	DID YOU GRADUATE? ☐ Yes ☐ No	UNITS COMPLETED:
MAJOR: Public Administration		
DATES: From: To:	SCHOOL NAME: Fordham University	DEGREE RECEIVED: Master's
LOCATION: (City, State) New York, New York	DID YOU GRADUATE? ☐ Yes ☐ No	UNITS COMPLETED:
MAJOR: Social Work		
DATES: From: To:	SCHOOL NAME: University of Bridgeport	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State) Bridgeport, Connecticut	DID YOU GRADUATE? ☐ Yes ☐ No	UNITS COMPLETED:
MAJOR: Social Science		

WORK EXPERIENCE

DATES: From: 2/2016 To: Present	EMPLOYER: Aetna Foundation, a CVS Health Company	POSITION TITLE: PRINCIPAL CONSULTANT (contract)
ADDRESS: (Street, City, State, Zip Code) Hartford, Connecticut	SUPERVISOR: Amy Clark - managing director	COMPANY URL:
PHONE NUMBER:	# OF EMPLOYEES SUPERVISED:	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☐ No
HOURS PER WEEK: 40		

EMPLOYMENT APPLICATION



CITY OF NORWALK
 125 East Avenue P.O. Box 5125
 Norwalk, Connecticut 06851-5125
<http://agency.governmentjobs.com/norwalk/default.cfm>

DANIELS, LAMOND
 0058-01-2019 CHIEF OF COMMUNITY SERVICES

PERSONAL INFORMATION

POSITION TITLE: CHIEF OF COMMUNITY SERVICES		EXAM ID#: 0058-01-2019
NAME: (Last, First, Middle) DANIELS, LAMOND		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 251 HOLLAND ROAD, BRIDGEPORT, Connecticut 06610		EMAIL ADDRESS: lamond.daniels@gmail.com
HOME PHONE:	ALTERNATE PHONE:	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☐ Yes ☐ No	DRIVER'S LICENSE: State: CT Number: 146231709	LEGAL RIGHT TO WORK IN THE UNITED STATES: ☐ Yes ☐ No

PREFERENCES

ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Weekends, On Call (as needed)
OBJECTIVE: To work in public service to serve communities with optimal service, efficiency and professionalism.

EDUCATION

DATES: From: To:	SCHOOL NAME: University of New Haven	DEGREE RECEIVED: Master's
LOCATION: (City, State) West Haven, Connecticut	DID YOU GRADUATE? ☒ Yes ☐ No	UNITS COMPLETED:
MAJOR: Public Administration		
DATES: From: To:	SCHOOL NAME: Fordham University	DEGREE RECEIVED: Master's
LOCATION: (City, State) New York, New York	DID YOU GRADUATE? ☒ Yes ☐ No	UNITS COMPLETED:
MAJOR: Social Work		
DATES: From: To:	SCHOOL NAME: University of Bridgeport	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State) Bridgeport, Connecticut	DID YOU GRADUATE? ☒ Yes ☐ No	UNITS COMPLETED:
MAJOR: Social Science		

WORK EXPERIENCE

DATES: From: 2/2016 To: Present	EMPLOYER: AETNA FOUNDATION, a CVS Health Company	POSITION TITLE: PRINCIPAL CONSULTANT (con)
ADDRESS: (Street, City, State, Zip Code) Hartford, Connecticut	SUPERVISOR: amy clark - managing director	COMPANY URL:
PHONE NUMBER:	# OF EMPLOYEES SUPERVISED:	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40		

DUTIES: Lead for national initiative "Healthiest Cities & Counties Challenge" covering 50 sites: http://www.healthiestcities.org/ Work closely with senior/executive leaders in Foundation, Government Affairs, Legal and Communication to support development and implementation of strategic goals. Leading, planning and organizing Foundation national partner's engagement strategy.		
REASON FOR LEAVING:		
DATES: From: 9/2015 To: Present	EMPLOYER: HOUSATONIC COMMUNITY COLLEGE	POSITION TITLE: ADJUNCT PROFESSOR/HUMAN SERVICES DEPARTMENT
ADDRESS: (Street, City, State, Zip Code) Bridgeport, Connecticut		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: dr. ed keane - chair, human service dept	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 3	# OF EMPLOYEES SUPERVISED:	
DUTIES: (part-time) Utilizes a variety of instructional strategies to engage students, including cooperative and experiential learning by teaching assigned class materials developed by the department. Evaluates student performance promptly and accurately based on departmental rubrics.		
REASON FOR LEAVING:		
DATES: From: 12/2013 To: 11/2015	EMPLOYER: OFFICE OF THE MAYOR	POSITION TITLE: DIRECTOR OF NEIGHBORHOOD INITIATIVES
ADDRESS: (Street, City, State, Zip Code) Bridgeport, Connecticut		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: bill flach - mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED:	
DUTIES: Proactively conducted and developed assessments of existing and new opportunities on administration's key priorities and policy recommendations. Coordinated and executed effective working relationships with diverse stakeholders including non-profit and religious institutions to neighborhood and community associations/groups. Mayor liaison on police recruitment initiative, Connecticut Conference of Municipalities, neighborhood revitalization, community development block grant and neighborhood business councils		
REASON FOR LEAVING:		
appointed, administration loss election		
DATES: From: 10/2012 To: 12/2013	EMPLOYER: WELLMORE BEHAVIORAL HEALTH	POSITION TITLE: PROJECT MANAGER
ADDRESS: (Street, City, State, Zip Code) Waterbury, Connecticut		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: dr. victoria bosso - director	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Managed and evaluated clinical operations, programs and resources to ensure appropriate service delivery in three municipalities. Trained and evaluated the work of supervisors to increase department productivity. Administered cost-effective procedures in compliance with organizational and professional standards.		
REASON FOR LEAVING:		
career opportunity		
DATES: From: 9/2000 To: 9/2012	EMPLOYER: ANNIE E. CASEY FOUNDATION/CASEY FAMILY SERVICES	POSITION TITLE: team leader
ADDRESS: (Street, City, State, Zip Code) Bridgeport, Connecticut		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: tom murphy - deputy director	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 5	
DUTIES: TEAM LEADER 2010 - 2012 • Management of a professional staff evaluating and achieving organizational objectives including budget, innovation and quality improvement. CLINICAL SOCIAL WORKER 2005- 2010 • Provided treatment to youth and families with a range of developmental and mood disorders using theoretical treatment approaches and modalities. POLICY WORK 2006 -2010 • Facilitator of a professional team of senior administrators and policy makers to address key issues in child welfare including coordinating testimony at the state and federal level. • Key advisor to the division director covering policy, strategic planning, and program development. COMMUNITY LIAISON 2002 - 2005 • Primary representative for division-wide community engagement activities including local and state partnerships.		

- Lead facilitator for North End community resident group focusing on empowerment to increase community participation in neighborhood decision making.
- Co-developer of Volunteer Income Tax Assistance (VITA) Program and asset building program from concept to fruition.

REASON FOR LEAVING:

company closed

CERTIFICATES AND LICENSES:**TYPE:**

L.C.S.W.

LICENSE NUMBER:

007851

ISSUING AGENCY:

CT State Department of Public Health

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION:**Professional Associations**

American Public Health Association

Professional Associations

National Association of Social Workers, Membership

Volunteer Experience

Healing Tree Economic Development, Active Volunteer

Regional Food Pantry

Honors & Awards

2017

Awarded, Community Impact Advocate of the Year, Southern CT Black Chamber of Commerce, CT

2010

Awarded, 40 under 40 Business Honoree, Fairfield County Business Journal, CT

2006

Awarded, "Professional of the Year" by The Workplace, Inc., Fairfield County, CT

Additional Information

2005- 2007 Mayoral Appointee, Southwest Connecticut Regional Mental Health Board Member 2004- 2007 Commissioner, Greater Bridgeport Regional Planning Agency, Bridgeport, CT

REFERENCES:**REFERENCE TYPE:**

Personal

NAME:

deborah cavniss

POSITION:

president/ceo

ADDRESS: (Street, City, State, Zip Code)**PHONE NUMBER:**

203-335-0577

EMAIL ADDRESS:

bridgeport.ole@snet.net

REFERENCE TYPE:

Professional

NAME:

Linda Goldenberg

POSITION:

Retired

ADDRESS: (Street, City, State, Zip Code)**PHONE NUMBER:**

203-518-8828

EMAIL ADDRESS:

lgoldenberg217@gmail.com

Agency-Wide Questions

1. HAVE YOU BEEN PREVIOUSLY EMPLOYED WITH THE CITY OF NORWALK?
No
 2. IF YES, PLEASE INDICATE YOUR DATES OF EMPLOYMENT?
 3. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?
OTHINK WEBSITE
 4. ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? (IF "YES", VERIFICATION WILL BE REQUIRED.)
Yes
 5. MAY WE CONTACT YOUR PRESENT EMPLOYER?
No
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false, misleading or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Norwalk and will not be returned. I understand the City of Norwalk may contact prior employers and other references. I understand that I must notify the Personnel Department of any changes in my name, address, or phone number via email at personnel@norwalkct.org.

This application was submitted by LAMOND DANIELS on 6/15/19 11:10 PM



Jo Bennett

8 Silver Ledge Road • Norwalk, CT 06850

jbennett86@gmail.com

Phone: (203) 505-5574

www.linkedin.com/in/jobennett

Results-driven professional with a passion for facilitating success in my community and the diverse populations that are served. Proud to have made an impact and developed productive relationships in both the nonprofit and corporate arenas. Thrive on working with people, learning, and being a part of making good projects come together.

Strengths

- Marketing Strategy
- Event Support/Planning
- Fundraising/Outreach
- Relationship Building
- Database Management
- Writing, Editing & Content Management

Experience

Achilles Connecticut, Branford, CT
Director, Development & Marketing

2018 - present

- Grant-funded position to create a program to increase donors, sponsors and volunteers.
- Plan and promote run/walk events and fundraisers for this nonprofit serving disabled persons.
- Write grant requests, and created Achilles' first member fundraising program, earning \$11,000+ and Hartford Marathon Foundation's designation as a Gold-Tier Charity Partner.

Board Secretary/Marketing Coordinator

2016 - 2018

- Cultivated donors, sponsors, event partners and volunteers; managed donor correspondence.
- Recorded meeting minutes, wrote and edited chapter communications, and maintained member database.

Person-to-Person - Norwalk, CT
Site Associate

2017 - 2018

- Organized, trained and assisted teams of volunteers in P2P's food pantry and at special events.
- Processed and recorded donations in Salesforce.
- Supported front-line operations in reception as well as facilities and back-office needs.

Gartner - Stamford, CT (role progression detailed below)
Internal Communications Manager

2016 - 2017

- Collaborated with business unit leaders to schedule, create and publish articles and videos.
- Analyzed analytics data to create PowerPoint report on performance metrics.
- Implemented a workflow management system.

- Content Manager, Smarter With Gartner** 2015 – 2015
- Distilled complex technology reports into easily digestible, condensed articles.
 - Managed content workflow and content calendar.
 - Championed and implemented the team's workflow management system.
- Peer Connect Community Manager (ExP)** 2015
- Developed community events and conversation topics based on analysis of engagement trends.
 - Coordinated member registration process and led monthly "welcome" training webinars.
 - Coordinated client networking sessions at Gartner events.
- Web Producer, UX (User Experience)** 2012 – 2015
- Managed website and email newsletter promotions programs.
 - Tracked, analyzed, and reported on promo campaign performance effectiveness.
 - Established a workflow management system for internal-client promotions.
- Senior Writer/Assistant Project Manager, Research** 2004 – 2009
- Managed workflow, from researching and ghostwriting to proofreading approved copy.
 - Promoted analyst writing best practices and helped develop the corporate Style Guide.
 - Coordinated production of "Show Daily" reports at Gartner IT/xpo events.

Other Experience

- Consultant, Online Content – Norwalk, CT** 2009 – present
Float Marketing/Charity Mille/Others
- Hearst Media Services – Danbury, CT** 2010 – 2011
SEO Coordinator
- Hearst/Brooks Community Newspapers – Greenwich, CT** 2002 – 2004
Managing Editor, Greenwich Citizen
- Peppers & Rogers Group – Stamford, CT** 2000 – 2002
Associate Editor

Volunteer Experience – Norwalk, CT
 Person-to-Person (2015 -present)
 Norwalk Emergency Response Team (2016 - present)
 Family and Children's Agency (2016)

Education

American Studies - Western Connecticut State University

Rev. Julius A. Gamble

8 Bonnybrook Trail
Norwalk, CT 06850
203-855-1271 (H)
203-952-1474 (C)
Julius.gamble@gsmgc.com

(D)

BIOGRAPHY-Rev. Julius A. Gamble

Born in Norwalk where I attended all my education on Highland Ave. (Brookside, Roton & Brien McMahon). After graduating from McMahon in 1984, I attended North Carolina A & T State University in Greensboro, NC., and then went on to Connecticut Institute for Christian Religion. Ordained at the Mount Zion Baptist Church, where I now serve as the youth Pastor, also an active member of the Interdenominational Ministers Fellowship. Growing up in a family business, has given me an entrepreneurial spirit at a very young age and now I have my own Telecommunications company GSM Global Communications.

OBJECTIVE: To attain a position in the organization wherein my capabilities can be fully utilized, my personal Development is achieved along with organizational goal and fair reward for my service is provided. More than 10 years in the telecommunications industry. Strong background in both voice and data communications.

Professional Summary: Preserving, Enthusiastic, Motivated, Conscientious, hard working, possess excellent Communicative, analytical Skills and possess the ability to work with others as a Team. I am open Minded and always willing to learn.

WORK EXPERIENCE:

GSM, Inc 2006-Present

Vice President Sales & Marketing, 2006-Present

Meet with dealers, national accounts, end-users and the sales force to define new product requirements and work with product development to document these requirements in product specifications.

Defined roles and responsibilities for each group to improve company processes and strengthen communication channels.

Assisted in preparing a report with recommendations for how to properly reorganize the company that encompassed not only North American operations, but also overseas.

Mar noel, Inc.

Vice President of Sales, 2005-2006

My duties included acquiring new businesses.

Coordinated activities and supported key accounts representatives in a sales blitz resulting in high product demonstrations.

Distributed key account sales reports by branch to region managers and senior staff and reviewed sales goals with region managers via telephone conferences.

Conversant Communications

Sales Executive, 2004-2005

Previously worked with Conversant Communications, as senior account executive, in top the percent of sales team out of six hundred employees. My responsibilities are driving new sales in the New York and Connecticut market. Instrumental in maintaining company becoming the first CLBC in industry to become free cash flow positive.

Advance Telecoms Group

Account Executive II, 2001-2002

Acquired and retained new businesses through strong customer relationship
Provided a technical liaison for the Customer and Customer Support organizations Engineering and Development

Network Plus

Account Executive, 2000-2001

Worked with the key accounts to jointly establish sales forecasts, conveyed these forecasts to manufacturing, and met with the manufacturing and logistics on a weekly basis to ensure timely equipment delivery

Jackson Hewitt Tax Services

General Manager, 2002-2004

General Manager for Jackson Hewitt Tax services. Assembling, and training, a strong team to operate in several locations throughout the New York Metro area, made executive decisions that impacted the business on a daily basis. customer services, managing payroll accounts, hiring and training of other workers, to create larger accounts

J. Gamble & Son, Floor Sanding

Self employed, 1986-2000

Education:

North Carolina A&T State University	1984-1986
Connecticut Institute of Christian Religion	1987-1991

R

PETER HALLADAY - 52 GLENROCK, NORWALK, CT 06850 - 203-849-9835

- **EDUCATION - EMERSON COLLEGE**
- **MILITARY - U.S. ARMY - ARMED FORCES RADIO/TV, KOREA**
- **EMPLOYMENT - 30 YEARS EXPERIENCE IN BROADCASTING AS
NEWSCASTER/SPORTSCASTER**
- **RETAIL EXPERIENCE INCLUDING CORPORATE STORE MANAGER**
- **NINE YEARS EXPERIENCE IN SECURITY FIELD**
- **VOLUNTEER NORWALK PUBLIC SCHOOLS, MEALS ON WHEELS**
- **TWO YEARS BOARD OF DIRECTORS GLENROCK CONDOMINIUM**
- **MEMBER REPUBLICAN NATIONAL COMMITTEE, NORWALK
REPUBLICAN TOWN COMMITTEE**

KAREN MARIE TOBIN (P)

16 Lorena Street
Norwalk, Connecticut
203.853.4434 kmt068@aol.com

SUMMARY

Attorney, admitted to practice in New York and Rhode Island, with more than 15 years of litigation experience. Also experienced in public speaking, public policy, finance, management and grant writing/reporting.

EXPERIENCE

2006-pres.

Pirro and Church LLC, Of Counsel

Social Security Disability advocate for the physically and mentally ill.
Greater than 95% win ratio.

2005-pres.

Magistrali and Associates, Of Counsel

Social Security Disability advocate for the physically and mentally ill.
Greater than 95% win ratio.

2004-2005

**WESTCHESTER PUTNAM LEGAL SERVICES/PACE UNIVERSITY SCHOOL OF LAW
Volunteer Field Supervisor/Clinic Administrator**

Field Supervisor for the Pro Bono Bankruptcy Project. Developed and implemented a teaching clinic and lecture series on Chapters 7, 11 and 13 of the Bankruptcy Code, which delivered services to minorities and indigents.

- Directed 10 student interns and a law professor, within a clinical setting, providing service to 150 indigent, elderly or disabled clients.
- Prepared/ presented a lecture series on Bankruptcy and Secured Transactions to law students and consumers. Mentored law students.

2001-2005

**WESTCHESTER PUTNAM LEGAL SERVICES/Legal Services Of The
Hudson Valley,
Pro-Bono Manager/Coordinator**

Created and managed a Pro Bono referral network within lower Hudson Valley to deliver services to the socially and economically disadvantaged. Represented the Agency at local, State and national level meetings with other agencies.

- Conceptualized and created a pro bono program for delivery of services to clients in 7 counties covering a geographic area of 4,489 square miles.
- Coordinated attorney volunteers for direct service to clients.
- Selected as Pro Bono Coordinator based upon performance as Senior Attorney in the Disability Unit.
- Recruited and monitored more than 400 volunteer attorneys and placed more than 180 cases annually for pro-bono representation.
- Recruited and trained outside legal staff in employment, disability, bankruptcy, contract and family law. Established a training program for 350 volunteer attorneys; supervised their activities.

Senior Attorney, Disability Unit

Mentored attorneys in a general practice unit representing the physically and mentally ill.

- Assigned cases to appropriate attorneys and developed strategies for each matter.
- Within 18 months, quadrupled total number of cases and tripled the win/loss ratio.

- Monitored intakes; served as liaison between the Agency and other social service agencies throughout the area.
- Advocated for public policy changes to State and local government and other agencies.
- Represented the Agency before the Hudson Valley HIV Case Management Network and the Westchester Mental Health Case Management Network.

2000-2001

SOUTHEASTERN MASSACHUSETTS LEGAL ASSISTANCE CORP.,

Staff Attorney/Supervising Attorney, Disability Advocacy Project

Restructured the unit by implementing training and policy standards, to better litigate cases before federal agencies and federal courts. Responsible for grant reporting. Liaison/Board Member of several affiliated charities.

- Supervised eight Attorneys and Paralegals.

1995-2001

RASKIN & BERMAN, Associate Attorney

Full case management for a boutique bankruptcy/litigation firm. Served as First Chair in jury and bench trials. Represented debtors and creditors, in both commercial and personal bankruptcy litigation before State and Federal Courts.

1991-1995

THOMPSON & FOURQUREAN, Associate Attorney

Associate for a firm specializing in commercial litigation. Managed all phases of litigation from pre-filing settlement to jury trial; administrative hearings, contract litigation, personal injury, workers' compensation, social security, family law, employment discrimination and unemployment.

**CIVIC/COMMUNITY
AFFILIATIONS**

Justice of the Peace, Norwalk, CT

Board of Directors, Communities in Schools of Norwalk

Member Board of Trustees, Westchester Medical Center Foundation

Member, Westchester Golf Tournament Committee

PUBLICATIONS

Newspaper, authored a weekly legal self-help column; Law Journal, "Workers' Compensation Offsets in Social Security"; Law Review, "The Political Offender Exception to Extradition"; Books, "How to File for Social Security"; "How to File Your Own Bankruptcy"; various attorney training manuals for use by legal services staff and pro bono volunteers in all areas of law

ADMISSIONS

New York State and Rhode Island, SDNY, EDNY, RI Federal

ORGANIZATIONS

New York State and Rhode Island Bar Associations.

Westchester County Bar Association.

Former Member, New York State Bar Pro Bono Coordinators' Network.

EDUCATION

JD, Franklin Pierce Law School, Concord, NH

University of Virginia School of Law, Charlottesville, VA

Member, Moot Court Team.

BS, Finance and Marketing, Providence College, Providence, RI

Co-Editor, Providence College Literary Journal.

August 15, 2019

**Norwalk Purchasing Department
Response Summary Project # 3948
Window & Door Replacement at Ripka's Beach Cafe**

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

	Vendors	Total Lump Sum Price
1.	Wernert Construction Management, LLC	\$112,442.00
2.	Maggiore Construction, Inc.	\$123,475.00
3.	Deluca Construction Company	\$105,000.00
4.	A.V. Tuchy, Inc.	\$104,940.00

22

VII.A

August 15, 2019

**Norwalk Purchasing Department
Response Summary Project # 3948
Window & Door Replacement at Ripka's Beach Cafe**

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

	Vendors	Total Lump Sum Price
1.	Wernert Construction Management, LLC	\$112,442.00
2.	Maggiore Construction, Inc.	\$123,475.00
3.	Deluca Construction Company	\$105,000.00
4.	A.V. Tuchy, Inc.	\$104,940.00

ME

BIDDER'S INFORMATION AND ACKNOWLEDGMENT FORM

A. V. Tuchy, Inc.
Bidder's Name

1 McClintock Street
Street Address

Norwalk	CT	06851
City	State	Zip

Business Telephone:	203-847-2461
---------------------	--------------

Email Address:	ddiscala@avtuchybuilders.com
----------------	------------------------------

David W. DiScala, Vice President
Printed Name and Title of Individual Submitting Bid

The undersigned acknowledges that the terms, conditions and specifications of this bid are understood and unconditionally accepted.	
	8/15/19
Signature	Date

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SECTION 1 – FORMS OF PROPOSAL

1.1 RESPONSE FORM – 3948 Window and Door Replacement at Ripka's Beach Café

Vendor Name - A. V. Tuchy, Inc.		
Address - 1 McClintock Street, Norwalk, CT 06851		
Phone - 203-847-2461	Fax - 203-847-7116	Email - ddiscala@avtuchybuilders.com
Manager - David W. DiScala		Fed ID# 06-0976993

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned further agrees, in case of variations of quantities from those shown or specified, the following unit prices will be used in adjusting the contract price. If quantities are authorized by the City, the following amount will be added to the contract as required. Unless otherwise noted, each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved.

It is further understood and agreed that all the information included in, and attached to, or required by the Request for Bid shall become public record upon delivery to the City. The following unit prices shall apply to this project:

A.	Window and Door Replacement - TOTAL LUMP SUM FEE	\$ 104,940.00
In Writing: One Hundred Four Thousand Nine Hundred Forty Dollars		

Alt-1	Removal of Hurricane Shutter Systems (City of Norwalk will dispose of them)	\$ 3,220.00
In Writing: Three Thousand Two Hundred Twenty Dollars		

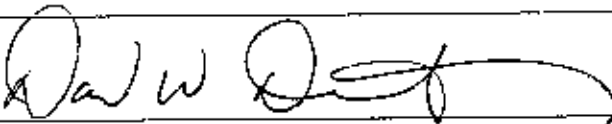
Bid Security in the form of a (check one) is attached.	☒	Bond	☐	Certified Check
Cost of performance bond included in lump sum	\$	25.00	per thousand dollars	
Insurance Agency Name-	The Watts Group LLC		Tel.-	860-231-7250
Agency Address -	65 LaSalle Road, Suite 209 West Hartford, CT 06107			

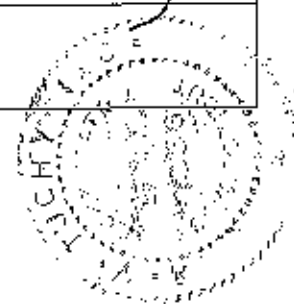
Submitted by -	A. V. Tuchy, Inc.	
Authorized Agent of Company (name and title)	David W. DiScala, Vice President	Date 8/15/19

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	1	Dated	7/26/19	Addendum #		Dated	
Addendum #	2	Dated	8/8/19	Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Submitted by:

Print Name of Authorized Agent of Company	David W. DiScala
Signature of Authorized Agent of Company	
Date	8/15/19



PROJECT:	3948 Window & Door Replacement at Ripka's Beach Café
VENDOR NAME:	A. V. Tuchy, Inc.

1.2 STATEMENT OF BIDDERS QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - 63
2. Number of personnel employed Part-time - 1, Full - time 11,
3. List projects of this type/size your firm has completed within the last five (5) years:

Projects	Date	Contact Person	Phone No.	Contract Cost
SEE ATTACHED				

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	☐	general partnership
	☐	limited partnership
	☐	limited liability corporation
	☐	limited liability partnership,
	☐	corporation doing business under a trade name
	☐	individual doing business under a trade name
	☒	other (specify) Connecticut Corporation

5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes ☒	No ☐
	Out-of-State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes ☐	No ☐
CT LICENSE/REGISTRATION NUMBER	MCO.0903241		
6. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form: N/A			
Business Name			
Address			
City		State	Zip
Name of Agent			

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

7. The awarded contractor may be required to submit one copy of the following information relative to its company's financial statements prior to contract signing. This information must represent the current circumstance which surrounds the financial position of the bidding organization. Note: This information will be kept confidential if provided in a separate envelop from your bid pricing.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt + Shareholders' Equity)

8. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also, indicate the portion or section of work a subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE
FURNISHED UPON AWARD OF CONTRACT			

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

A.V. Tuckey, Inc.
1 McClintock Street
Norwalk, Connecticut 06857

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company
of America
300 Windsor Street, Hartford, CT 06120

OWNER:

(Name, legal status and address)

City of Norwalk
125 East Avenue
Norwalk, CT 06858

BOND AMOUNT: \$ Ten Percent of the Amount Bid (10%)

PROJECT:

(Name, location or address, and Project number, if any)

Window & Door Replacement at Ripka's Beach Cafe
99 Calf Pasture Beach Road, Norwalk, CT
Project No.: 3948

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information, and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

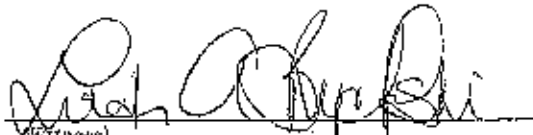
AIA Document A310™ – 2010. Copyright © 1993, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 13:01:18 on 04/22/2011 under Order No.0385315332_1 which expires on 03/01/2012, and is not for resale.

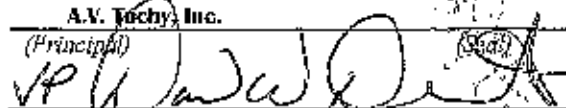
User Notes:

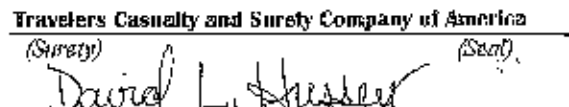
(077399000)

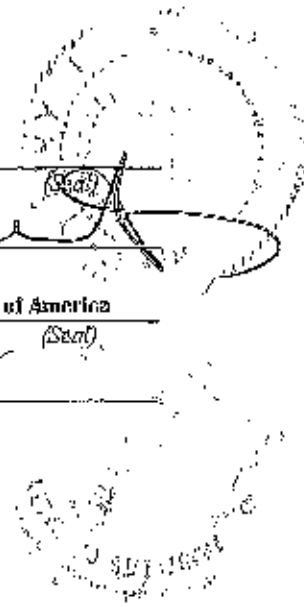
Signed and sealed this 15th day of August, 2019


(Witness)


(Witness)

A.V. Tachy, Inc.
(Principal)

(Title)

Travelers Casualty and Surety Company of America
(Surety)

(Title) David L. Hussey, Attorney-in-Fact



Int.



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **David L. Hussey** of West Hartford, Connecticut, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: 

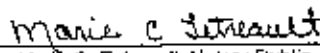
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021




Marie C. Tebeault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolution adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate of their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of August, 2019




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



McClintock Street
Norwalk, Connecticut 06851
Telephone: 203/847-2461
Fax: 203/847-7116

MAJOR PROJECTS COMPLETED IN THE PAST SEVEN (7) YEARS

Camp/Paddle Pavilion

Shorehaven Golf Club, Inc.
14 Canfield Avenue
Norwalk, CT 06855
\$1,100,000.00
Architect: K G & D Architects
May, 2019

1529 Post Road East - Addition

1529 Post Road East
Westport, CT 06880
L. H. Design
\$999,982.00
December, 2018

Side By Side Charter School

10 Chestnut Street
Norwalk, CT 06854
Stein/Troost Architects
\$3,498,720.00
August, 2018

Saint Pius X Office Fit-up

Saint Pius X Roman Catholic Church
834 Brookside Drive
Fairfield, CT 06824
Doyle Coffin Architecture, LLC
\$318,000.00
March, 2017

Fellowship Hall Renovation - Phase II

First Presbyterian Church of Stamford
1101 Bedford Street
Stamford, CT 06905
K G & D Architects, P. C.
\$945,000.00
May, 2017

Compo Beach South Restrooms

Town of Westport
60 Compo Beach Road
Westport, CT 06880
\$615,000.00
Architect: QA&M Architecture
May, 2019

Window & Door Replacement II

West Rocks Middle School
81 West Rocks Road
Norwalk, CT 06851
Silver/Petrucelli Architects
\$2,118,000.00
August, 2018

Cafeteria & Kitchen Upgrades

Kendall Elementary School
57 Fallow Street
Norwalk, CT 06850
Gill & Gill Architects
\$195,000.00
August, 2018

ADA Improvements - Phase I

First Presbyterian Church of Stamford
1101 Bedford Street
Stamford, CT 06905
K G & D Architects, PC
\$1,208,000.00
January, 2017

Windows & Doors Replacement I

West Rocks Middle School
81 West Rocks Road
Norwalk, CT 06851
Silver/Petrucelli & Associates
\$1,470,000.00
August, 2017

MAJOR PROJECTS COMPLETED IN THE PAST SEVEN (7) YEARS

Pool & Locker Room Refurbishment

Staples High School

70 North Avenue

Westport, CT 06880

Cusato Architecture

\$785,000.00

August, 2017

Renovations to Club House

Shorehaven Golf Club, Inc.

14 Canfield Avenue

Norwalk, CT 06855

K G & D Architects

\$8,862,795.00

February, 2016

Landlord Improvements

Retail Business Center, LLC

495 Westport Avenue

Norwalk, CT 06851

Gallin Beeler Design Studio, PLLC

\$750,000.00

June, 2015

Site Improvements - Maintenance Facility

Birchwood Country Club

22 Kings Highway South

Westport, CT 06880

Philip H. Cerrone, III, Architect

\$172,101.00

May, 2015

New Turf Maintenance Facility

Aspetuck Valley Country Club

67 Old Redding Road

Weston, CT 06883

Philip H. Cerrone, III, Architect

\$2,239,585.00

August, 2015

Showroom Renovations - Aitoro Appliance

Aitoro Appliance Co.

401 Westport Avenue

Norwalk, CT 06851

Beinfeld Architecture, P.C.

\$1,000,000.00

August, 2015

New Pool Building &

Addition to Tennis Building

Shorehaven Golf Club, Inc.

14 Canfield Avenue

Norwalk, CT 06855

K G & D Architects

\$1,540,000.00

May, 2014

Landlord Improvement Project

Elite Development Group, LLC

542 Westport Avenue

Norwalk, CT 06851

Dennis T. Mitchell, AIA

\$950,000.00

April, 2014

MAJOR PROJECTS COMPLETED IN THE PAST SEVEN (7) YEARS

Tenant Fit-Up

Pepperidge Farm, Inc.
542 Westport Avenue
Norwalk, CT 06851
Perkins Eastman Architects
\$1,400,000.00
April, 2014

New Faith Center

St. Pius X Roman Catholic Church
834 Brookside Drive
Fairfield, CT 06824
Doyle Coffin Architects
\$4,776,000.00
September, 2013

Interior Renovations – 80,000 sf.

Pepperidge Farm, Inc.
595 Westport Avenue
Norwalk, CT 06851
Perkins Eastman Architects
\$9,700,000.00
June, 2013

Occupational Therapy/Sleep Center

Norwalk Hospital
536 West Avenue
Norwalk, CT 06856
Westview Architectural, LLC
\$2,845,000.00
September, 2012

Urgent Care Center

Norwalk Hospital
28-30 East Avenue
New Canaan, CT 06840
Westview Architectural, LLC
\$930,000.00
August, 2013

Additions & Alterations-Dining Room

Birchwood Country Club
25 Kings Highway S.
Westport, CT 06880
Philip Cerrone Architects
\$1,300,000.00
May, 2013

New Grill Room & Dining Terrace

Birchwood Country Club
25 Kings Highway S.
Westport, CT 06880
Philip Cerrone Architects
\$1,025,000.00
May, 2012

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

A V TUCHY INC

**1 MCCLINTOCK ST
NORWALK, CT 06851-4406**

has satisfied the qualifications required by law and is hereby registered as a

MAJOR CONTRACTOR

Registration #: MCO.0903241

Effective Date: 07/01/2019

Expiration Date: 06/30/2020

verify online at www.elicense.ct.gov



Michelle Scagull, Commissioner

VII.B

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
ACAR LEASING LTD	17-MV-300270 (\$118.73)	PRORATION
ACAR LEASING LTD	18-MV-300368 (\$255.43)	PRORATION
ACAR LEASING LTD	17-MV-300459 (\$224.06)	PRORATION
	17-MV-300809 (\$357.11)	PRORATION
ACAR LEASING LTD	18-MV-300865 (\$134.33)	PRORATION
ACAR LEASING LTD	18-MV-300818 (\$132.96)	PRORATION
ACAR LEASING LTD	18-MV-300400 (\$296.26)	PRORATION
	18-MV-300729 (\$247.61)	PRORATION
ACAR LEASING LTD	18-MV-300791 (\$296.26)	PRORATION
	18-MV-300803 (\$106.10)	PRORATION
ARAYA HELBERT	18-MV-303004 (\$82.19)	PRORATION
BAIRD ROBERT CAMPBELL	18-MV-304192 (\$68.69)	PRORATION
BENADUCI SONIA F	18-MV-305491 (\$33.36)	PRORATION
BOGDANY CAROLE H	18-MV-306535 (\$27.76)	PRORATION
BOYD MICHAEL EDWARD	18-MV-307014 (\$16.13)	PRORATION
BROWN ALLEN M	18-MV-307556 (\$17.31)	PRORATION
CANALES ALLAN	17-MV-309857 (\$22.69)	PRORATION
CARD EVERETT F JR	18-MV-310175 (\$12.98)	PRORATION
CASOLINO MICHAEL	18-MV-310799 (\$58.83)	PRORATION
CHAVEZ-RIOS JORGE LUIS	18-MV-312271 (\$12.38)	PRORATION
CHRISTY SUSAN J	18-MV-312764 (\$19.09)	PRORATION
CLARK LAUREN F	18-MV-374264 (\$37.45)	PRORATION
CONBOY TIMOTHY FRANCIS	18-MV-313602 (\$192.42)	PRORATION
COOPER ELLIS	18-MV-314115 (\$15.88)	PRORATION
CORZO-FLORES DALILA S	18-MV-314516 (\$18.72)	PRORATION

AGENDA**SEPTEMBER 12, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
CRANE WOODWORKING INC	18-MV-314777 (\$52.65)	PRORATION
CREEDON MEGAN DOWE	18-MV-314750 (\$66.18)	PRORATION
CULLEN BRENDAN LIAM	18-MV-403379 (\$313.22)	PRORATION
DAIMLER TRUST	18-MV-315631 (\$193.12)	PRORATION
	18-MV-315749 (\$241.84)	PRORATION
DAIMLER TRUST	17-MV- SEE BACK UP (\$5,398.89)	PRORATION
DAIMLER TRUST	17-MV-403485 (\$570.02)	PRORATION
DAIMLER TRUST	17-MV-403535 (\$523.01)	PRORATION
DEJAEGER KEN DAVID	17-MV-316678 (\$196.14)	PRORATION
DELGADO VICENTE E	18-MV-317038 (\$14.39)	PRORATION
DELUCIA STELLA LOU	18-MV-317149 (\$72.57)	PRORATION
DORIS JOANNE	18-MV-318752 (\$18.05)	PRORATION
ELITE PLUMBING LLC	18-MV-370668 (\$98.35)	PRORATION
ELLIOTT STEPHEN MICHAEL	17-MV-404679 (\$132.55)	PRORATION
ENTERPRISE FM TRUST	18-MV-SEE BACK UP (\$2,094.84)	PRORATION
FALLON PHEBE F	18-MV-321593 (\$11.79)	PRORATION
FIFTAL JEREMY C	18-MV-322240 (\$17.41)	PRORATION
FOX CANDICELYNN ALEXANDRA	17-MV-323703 (\$146.14)	PRORATION
	18-MV-323761 (\$111.73)	PRORATION
FRICK EMILY ANNE	17-MV-323991 (\$78.36)	PRORATION
GARCIA MARIA ESMERALDA	18-MV-324861 (\$88.11)	PRORATION
GJURAJ DRITA	18-MV-326337 (\$31.70)	PRORATION
GOLDSTEIN JANE	18-MV-326538 (\$18.05)	PRORATION
GORSKI MARIANNE DONNA	18-MV-327137 (\$77.24)	PRORATION
GRIPOSKY PHILIP S	18-MV-327697 (\$48.96)	PRORATION

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
GUZMAN MARIA I	18-MV-328348 (\$31.89)	PRORATION
HAMILTON JEANETTE ROSE	17-MV-328570 (\$20.46)	PRORATION
HANN AUTO TRUST	18-MV-328757 (\$717.85)	PRORATION
HARRINGTON ANDRE GORDON	18-MV-328914 (\$19.02)	PRORATION
HARRINGTON JOHN BRENNAN	18-MV-328923 (\$40.50)	PRORATION
HEES GERALD P	18-MV-800301 (\$41.21)	PRORATION
HELLER NORMA J	17-MV-329357 (\$27.76)	PRORATION
HENDRICK MARY T	18-MV-329493 (\$33.96)	PRORATION
HOGAN KEVIN P	17-MV-330346 (\$19.09)	PRORATION
HONDA LEASE TRUST	17-MV-330672 (\$116.75)	PRORATION
	17-MV-330896 (\$282.88)	PRORATION
	17-MV-331298 (\$54.56)	PRORATION
HONDA LEASE TRUST	18-MV-330618 (\$518.10)	PRORATION
	18-MV-331325 (\$282.95)	PRORATION
	18-MV-331467 (\$297.46)	PRORATION
HONDA LEASE TRUST	18-MV-331433 (\$329.37)	PRORATION
HONDA LEASE TRUST	18-MV-330914 (\$307.88)	PRORATION
HONDA LEASE TRUST	18-MV-330520 (\$106.47)	PRORATION
HOWARD BARBARA	18-MV-331803 (\$17.96)	PRORATION
HOWARD THOMAS E OR	17-MV-331694 (\$16.59)	PRORATION
HUERTA LUIS F	17-MV-407239 (\$23.36)	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332581 (\$53.29)	PRORATION
IANNACONE SHAWN A	18-MV-332813 (\$16.86)	PRORATION
ISIDRO-BARRIOS RONEL M	18-MV-333185 (\$13.56)	PRORATION
JOHNSON ELIZABETH	17-MV-334054 (\$21.62)	PRORATION

AGENDA**SEPTEMBER 12, 2019****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
KAPLAN STUART N	18-MV-335972 (\$14.02)	PRORATION
KATZ LAWRENCE A	18-MV-336119 (\$14.39)	PRORATION
KOCSIS KRISZTINA	17-MV-408450 (\$11.84)	PRORATION
KOZINSKI JOHN A	18-MV-348825 (\$11.00)	PRORATION
LAWTHER MARIANNE	18-MV-338846 (\$22.75)	PRORATION
LERNER JEFFREY P	18-MV-339367 (\$18.30)	PRORATION
LOBLE DAVID VAN GELDEN	18-MV-339992 (\$172.11)	PRORATION
LUCIANO KATHERINE JANICE	17-MV-409220 (\$151.18)	PRORATION
MAHER MAUREEN A	18-MV-341494 (\$118.14)	PRORATION
MAKAREVICH ALA	18-MV-341605 (\$13.56)	PRORATION
MCCAREY DAVID JOHN 4 TH	17-MV-343143 (\$105.71)	PRORATION
MCCONNON PATRICK JAMES	18-MV-343502 (\$57.11)	PRORATION
MCVEIGH BARBARA E	18-MV-344094 (\$12.06)	PRORATION
	18-MV-344095 (\$16.86)	PRORATION
MISERENDINO JUDITH	18-MV-345450 (\$16.03)	PRORATION
MITCHELL JAMES J	18-MV-345494 (\$87.87)	PRORATION
MONTOYA-PARDO CARLOS A	18-MV-346106 (\$13.23)	PRORATION
MOSELLIE KAREN MICHELLE	18-MV-800379 (\$58.36)	PRORATION
MURALES-MONTENEGRO ESWIN	18-MV-347135 (\$67.62)	PRORATION
NARANJO-PILAY GEANELLA BELEN	18-MV-347587 (\$56.93)	PRORATION
NISSAN INFINITI LT	18-MV-348415 (\$115.45)	PRORATION
	18-MV-348688 (\$154.76)	PRORATION
	18-MV-349006 (\$60.78)	PRORATION
NISSAN INFINITI LT	17-MV-410997 (\$165.55)	PRORATION
OLIVA-CAMEY JUAN P	18-MV-350181 (\$10.44)	PRORATION

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
OPPENHEIMER PHILIP W	17-MV-350133 (\$42.18)	PRORATION
OVIEDO JUAN	18-MV-350913 (\$35.61)	PRORATION
PAVLIK WILLIAM J	18-MV-352193 (\$54.00)	PRORATION
PERMAN SOLOMON D	18-MV-352848 (\$79.72)	PRORATION
PINTA-GUARANGA SEGUNDO JUAN	18-MV-353530 (\$40.35)	PRORATION
PRATT LYNNE N	18-MV-353905 (\$10.46)	PRORATION
RAHE KATHERINE ANGSTADT	18-MV-354999 (\$52.11)	PRORATION
RIVERA AMPARO DEJOSEPH	18-MV-356610 (\$62.92)	PRORATION
R. W. HAGGERTY POOL SERVICES INC	18-MV-354893 (\$21.10)	PRORATION
SAHLIA CHARLES	18-MV-358874 (\$47.59)	PRORATION
SANKARALINHAM PAUL R	18-MV-359509 (\$20.53)	PRORATION
SANTOS CARLOTA ANN	18-MV-359731 (\$68.39)	PRORATION
SATHYAPALAN PRASANTH	18-MV-373885 (\$75.49)	PRORATION
SCIARABBA ANGELA MARIA	18-MV-360438 (\$62.86)	PRORATION
SINGH PIARA	18-MV-361968 (\$33.97)	PRORATION
STAUFFER JULIET BUSHEY	18-MV-363297 (\$90.35)	PRORATION
TORRES JOSE L	18-MV-366113 (\$16.43)	PRORATION
TOYOTA LEASE TRUST	17-MV-366393 (\$318.65)	PRORATION
	17-MV-366512 (\$347.48)	PRORATION
	17-MV-366730 (\$204.16)	PRORATION
	17-MV-366753 (\$124.65)	PRORATION
	17-MV-366877 (\$430.98)	PRORATION

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
TOYOTA LEASE TRUST	17-MV-366407 (\$332.17)	PRORATION
	17-MV-366428 (\$230.87)	PRORATION
	17-MV-366695 (\$339.46)	PRORATION
	17-MV-366722 (\$239.11)	PRORATION
	17-MV-366843 (\$159.32)	PRORATION
TOYOTA LEASE TRUST	17-MV-SEE BACK UP (\$751.56)	PRORATION
TOYOTA LEASE TRUST	17-MV-366137 (\$286.63)	PRORATION
TOYOTA LEASE TRUST	17-MV-367339 (\$358.67)	PRORATION
TURNER BRUCE CUNNINGHAM	17-MV-367911 (\$217.68)	PRORATION
	17-MV-367912 (\$119.97)	PRORATION
USB LEASING LTD	18-MV-368501 (\$265.48)	PRORATION
USB LEASING LT	18-MV-368467 (\$98.38)	PRORATION
USB LEASING LT	18-MV-368414 (\$195.93)	PRORATION
USB LEASING LT	16-MV- SEE BACK UP (\$1247.50)	PRORATION
US BANK NA	18-MV-368360 (\$531.64)	PRORATION
VANDERELS LYNN D.	18-MV-369023 (\$28.31)	PRORATION
VAULT TRUST	18-MV-369514 (\$99.72)	PRORATION
VAULT TRUST	17-MV-369044 (\$587.32)	PRORATION
	17-MV-369149 (\$261.01)	PRORATION
VAULT TRUST	17-MV-369253 (\$383.50)	PRORATION
	17-MV-369256 (\$537.39)	PRORATION
VITE BELEM	18-MV-370549 (\$45.17)	PRORATION
VW CREDIT LEASING LTD	18-MV-371248 (\$162.34)	PRORATION
VW CREDIT LEASING LTD	18-MV-371089 (\$61.08)	PRORATION
VW CREDIT LEASING LTD	18-MV-370879 (\$81.33)	PRORATION

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
VW CREDIT LEASING LTD	17-MV-415810 (\$193.61)	PRORATION
VW CREDIT LEASING LTD	18-MV-371289 (\$94.62)	PRORATION
VW CREDIT LEASING LTD	18-MV-371138 (\$144.04)	PRORATION
VW CREDIT LEASING LTD	18-MV-415818 (\$318.63)	PRORATION
VW CREDIT LEASING LTD	18-MV-371003 (\$63.20)	PRORATION
	18-MV-371214 (\$186.34)	PRORATION
WAHL MISTY A	17-MV-371008 (\$60.60)	PRORATION
WALSH PATRICIA M	18-MV-371535 (\$157.96)	PRORATION
WEED MARK A	18-MV-371880 (\$23.00)	PRORATION
WELCH PUTU	17-MV-415953 (\$217.86)	PRORATION
WONG AMBROSE HON WAI	16-MV-372144 (\$222.34)	PRORATION
	17-MV-372672 (\$184.67)	PRORATION
	18-MV-373057 (\$158.21)	PRORATION
WONG ROBERT QUINN	18-MV-373069 (\$110.42)	PRORATION
WONG THEDA L	18-MV-373072 (\$77.76)	PRORATION
ZAPATA MARLENE	18-MV-373444 (\$76.34)	PRORATION
ZELAYA-AGUILERA GLENDIS L	17-MV-373541 (\$109.42)	PRORATION
ATTORNEY CAROLE GILCHRIST		
170 WEST ROCKS RD		
5-23-167-0	18-RE-103935 (\$3653.79)	DUP PYMT

AGENDA

SEPTEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No. & AMOUNT REFUNDED</u>	<u>REASON</u>
CORELOGIC TAX SERVICE 125 OLD SAUGATUCK RD 3-78-23-0	16-RE-118533 (\$4709.95)	DUP PYMT
CORELOGIC TAX SERVICE 25 GREY HOLLOW RD 5-39-84-0	16-RE-118254 (\$3733.58)	DUP PYMT
CORELOGIC TAX SERVICE 89 STRAWBERRY HILL AVE 5-1-52A-0	16-RE-120503 (\$3668.01)	PAID IN ERROR
WOOD BRYAN & CARLEEN 458 FLAX HILL RD 5-78-116-0	18-RE-127807 (\$3809.77)	PAID IN ERROR

DAIMLER TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-315601	AC92676	WDDHF8JB5GB225485	\$ 396.08
18-315604	AE84416	WDC0G4KB1GF095137	\$ 406.04
18-315613	AA39661	55SWF4KB8FU091607	\$ 485.88
18-315636	AR23063	WDC0G4KB3GF087332	\$ 522.34
18-315707	9AUXS2	4JGDA5GB9FA515208	\$ 400.11
18-315716	AC56548	WDDHF8JB3GB207793	\$ 509.52
18-315736	AD36048	55SWF4KBXGU098995	\$ 289.97
18-315738	2AMDF3	WDDHF8JB5GB182508	\$ 226.23
18-315765	AC13596	4JGDF6EE3GA629159	\$ 681.90
18-315791	AC55029	WDDGJ8JB2FG371919	\$ 309.43
18-315803	AA39807	WDDHF8JB1GB198804	\$ 283.29
18-315804	AC38062	55SWF4KB3GU099700	\$ 434.96
18-315846	AK65639	WDDHF8JB0GB211252	\$ 453.14
TOTAL			\$ 5,398.89

ENTERPRISE FM

BILL #	PLATE #	VIN#	AMOUNT
18-320688	AD33640	YV4A22PK0G1065384	\$ 520.88
18-320717	C152437	1FTMF1CB9JKD86233	\$ 194.93
18-320733	C159762	1G1PA5SH8F7130760	\$ 167.19
18-320736	C088494	5FNYF6H70HB076207	\$ 175.47
18-320738	C084304	NM0LS7E74G1267195	\$ 338.21
18-320746	1794DE	1GCNKPEX3CZ350057	\$ 261.72
18-320748	AH91215	JN8AT2MVXHW258567	\$ 167.84
18-320767	5917DE	3C6TRVAG9FE516697	\$ 268.60
TOTAL			\$ 2,094.84

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
17-365978	AH82711	2T3BFREV5FW337266	\$ 31.72
17-366029	AC58998	3MYDLBZV3GY117124	\$ 62.31
17-366123	71OXDO	STD8KRFH2FS100434	\$ 420.31
17-366197	5AWAU0	JTMBFREV2FD139886	\$ 95.55
17-366500	AA55087	JTMRREV9FD154769	\$ 141.67
TOTAL			\$ 751.56

USB LEASING LT

BILL #	PLATE #	VIN#	AMOUNT
16-367551	5AHNE8	1G1RA6E43EU151376	\$ 78.42 - <i>Macch</i>
16-367587	9AHNE2	1G1PC5S86E7286154	\$ 43.40
16-367605	986ZNK	1G6AH5RX9E0110002	\$ 402.57
16-367606	4ABWP7	2GKFLVEK4D6392300	\$ 308.48
16-367647	6AFGM7	2GKFLWEK4E6124662	\$ 265.09
16-367691	646YLD	1GKKVRKD5EJ262066	\$ 149.54
16-368571	5AR8U9	5TDJRRFH2FS102700	\$ 225.89
TOTAL			\$ 1,473.39

1247.50

Tax Servicing

AUG 02 2019



CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851

www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: September 12, 2019
Re: Narrative for August, 2019 Tax Collector's Reports (2)

As of the end of August 2019, two months into our new fiscal year, we had collected more than \$170 million, or **51.43%** of our \$330 million adjusted tax levy. In addition, as of the end of August, 2019, we collected more than \$7.9 million of our sewer use levy, or **47.68%**. We also collected 70.87% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to current taxes (-.47%) and sewer use (-2.56%).

With regard to prior years' collections, through the month of August 2019, we showed a net collection of more than \$1.162 million in back taxes, interest, lien fees and other fees. This amount is nearly a million dollars less than what had been collected in the prior fiscal year through the end of August, because of last summer's tax sale.

There is a second report provided for August 2019. That is the **60 day collection report** that covers what was collected on the immediately prior grand list billing (2017 grand list) during the 60 days (July 1 – August 31) immediately following the end of the prior fiscal year on June 30, 2019. These figures are of interest to our finance department and to our external auditors in determining the collection rate under modified accrual accounting rules for how revenue is booked. The report shows that as of the end of August 2019, we had collected **99.04%** of our 2017 grand list adjusted tax levy that was initially billed in July 2018. In other words, in the 14 months since we billed those taxes, we collected 99.04% of what was due. This is a very high collection rate, particularly for a city of our size, and is likely the highest current collection rate among Connecticut's six largest cities.

The new fiscal year's collection period that began in mid June 2019 went well, and there were no major issues. We finished posting payments by the second week of August and began 'collection cleanup' by remailing bills that were returned to us, researching overpayments, reporting newly delinquent bills to the state Department of Motor Vehicles, and dealing with other problems.

We are now in the process of mailing delinquent notices, called 'demand for payment' notices. The term 'demand' is prescribed by state law, and is not intended to imply rudeness. We are required to 'demand' payment prior to pursuing any form of collection enforcement. Demands were mailed on September 11, and bear interest valid through the end of the month of September.

Maintaining a high current collection rate by efficiently enforcing collection of past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because not everybody will pay on time, mill rates are set slightly higher to allow for 'uncollected taxes'. If we keep the current tax collection rate

high, that 'uncollectible' amount can be less. This is tax relief for every taxpayer. This is the primary driver for our aggressive collection enforcement policies.

Following the issuing of demand notices, we will begin working on the tax sale that will be held in the summer of 2020. We will also be working with our Assessor's office to prepare for the second installment tax billing that is mailed in mid December. This billing includes supplemental motor vehicle bills for motor vehicles newly registered after October 1, 2018. The assessor's office will need to acquire the supplemental billing list from the Department of Motor Vehicles, import it into our tax system, and reconcile and proof the data. Those bills will be 'due' January 1, payable by February 3, 2020, along with the second installment of dual installment real estate, sewer use and business personal property bills.

TAX COLLECTOR'S REPORT
AUGUST 2019

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ADJ. TAX COLLECTIONS		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	ORIGINAL LEVY	JUN 18 - AUG 18				
AUTOMOBILE-REGULAR	\$25,298,846.95	\$16,203,896.22	79.84%	\$20,082,624.90	(\$216,322.15)	80.70%
PERSONAL PROPERTY	\$16,601,474.70	\$9,754,053.51	51.88%	\$7,870,524.58	(\$20,560.12)	51.94%
REAL ESTATE	\$292,525,761.96	\$144,041,402.28	49.24%	\$231,577,841.83	(\$547,919.83)	49.38%
TOTAL TAX	\$331,625,083.31	\$170,003,392.01	51.28%	\$330,541,391.21	(\$1,884,692.10)	51.43%
SEWER USE	\$16,586,428.00	\$7,951,746.63	47.65%	\$16,675,817.00	(\$12,511.00)	47.66%
IPP FEE	\$203,250.00	\$147,936.08	72.79%	\$238,750.00	\$5,500.00	70.87%
FISCAL YEAR 2018-2019 (2017 GRAND LIST)		JUN 18 - AUG 18				
AUTOMOBILE-REGULAR	\$19,785,892.64	\$16,053,136.55	81.13%	\$19,577,574.88	(\$208,317.76)	82.03%
PERSONAL PROPERTY	\$21,248,718.54	\$11,325,632.25	53.30%	\$21,236,754.75	(\$11,963.79)	53.33%
REAL ESTATE	\$280,979,420.26	\$139,652,971.22	49.70%	\$281,002,495.78	\$22,875.52	49.70%
TOTAL TAX	\$322,014,031.44	\$167,031,740.02	51.87%	\$321,816,625.42	(\$187,406.02)	51.90%
SEWER USE	\$15,844,431.00	\$8,134,451.62	51.34%	\$16,195,192.00	\$346,761.00	50.24%
IPP FEE	\$207,250.00	\$151,732.86	73.21%	\$208,000.00	\$750.00	72.95%
TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	\$9,812,051.87	\$2,872,651.99	-0.61%	\$8,724,765.79	(\$887,286.08)	-0.47%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	\$841,987.00	(\$182,705.05)	-3.39%	\$484,625.00	(\$357,372.00)	-2.58%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	(\$4,000.00)	(\$3,794.78)	-0.43%	\$750.00	\$4,750.00	-2.08%
BACK TAXES COLLECTED						
PRIOR TAXES	\$836,316.32	\$1,290,627.41	(\$434,311.09)			
PRIOR SEWER USE FEE	\$46,211.71	\$64,986.95	(\$18,775.24)			
PRIOR IPP FEE	\$1,674.89	\$1,750.00	(\$75.11)			
TOTAL PRIOR TAX, SEWER & IPP	\$804,202.92	\$1,357,364.36	(\$453,161.44)			
CURRENT INTEREST	\$72,446.15	\$79,875.60	(\$7,429.65)			
PRIOR INTEREST	\$156,740.15	\$308,924.35	(\$149,184.20)			
SEWER USE FEE INTEREST	\$10,437.17	\$25,428.68	(\$14,991.51)			
IPP FEE INTEREST	\$388.23	\$1,712.24	(\$1,314.01)			
TOTAL INTEREST COLLECTED	\$243,021.70	\$415,941.07	(\$172,919.37)			
PRIOR LIEN FEE	\$3,715.96	\$6,397.29	(\$2,681.33)			
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00			
TOTAL LIEN FEE COLLECTED	\$3,715.96	\$6,397.29	(\$2,681.33)			
MISC FEES COLLECTED	\$11,856.56	\$312,398.52	(\$300,439.96)			
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$1,162,899.14	\$2,092,101.24	(\$928,202.10)			

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

TAX COLLECTOR'S REPORT

AUGUST 2019

ADTL 60-DAY COLLECTION

FISCAL YEAR 2018-2019

(2017 GRAND LIST)

AUTOMOBILE-REGULAR
AUTOMOBILE-SUPPLEMENTAL
PERSONAL PROPERTY
REAL ESTATE
TOTAL TAX

ADJ. TAX COLLECTIONS

JUN 18 - AUG 19

ORIGINAL LEVY
\$19,785,892.84
\$3,590,973.07
\$21,248,718.54
\$280,979,420.26
\$325,806,001.51
\$19,844,431.00
\$207,250.00

COLLECTION %

94.28%
89.80%
97.15%
89.48%
98.90%
101.82%
88.78%

CORRECTED LEVY*

\$19,364,489.53
\$3,505,966.86
\$21,243,560.76
\$281,043,872.60
\$326,157,892.75
\$19,272,568.00
\$207,000.00

CHANGE IN LEVY

(\$421,403.11)
(\$85,000.21)
(\$5,157.78)
\$64,452.34
(\$447,108.76)
\$428,135.00
(\$250.00)

COLLECTION %

96.33%
91.98%
97.19%
99.45%
99.04%
99.14%
88.90%

IPP FEE

FISCAL YEAR 2017-2018

(2016 GRAND LIST)

AUTOMOBILE-REGULAR
AUTOMOBILE-SUPPLEMENTAL
PERSONAL PROPERTY
REAL ESTATE
TOTAL TAX

JUN 17 - AUG 18

ORIGINAL LEVY
\$18,742,512.33
\$3,280,045.73
\$20,774,746.28
\$269,517,650.23
\$312,294,954.60
\$16,371,652.00
\$204,250.00

COLLECTION %

84.50%
92.42%
96.33%
98.61%
99.14%
100.27%
92.81%

CORRECTED LEVY*

\$18,383,306.17
\$3,241,312.32
\$20,588,382.44
\$268,759,511.30
\$311,392,521.23
\$15,456,800.00
\$214,000.00

CHANGE IN LEVY

(\$359,207.16)
(\$18,733.41)
\$223,646.16
\$154,294.41
(\$308,588.82)
\$115,148.00
\$9,750.00

COLLECTION %

96.34%
92.85%
97.28%
99.85%
99.43%
99.52%
88.98%

TAX DIFFERENCE 2017 G.L. vs. 2018 G.L.
INCREASE/(DECREASE)

\$18,310,046.91
\$12,413,324.49

-0.24%

\$13,765,371.62

(\$138,518.94)

-0.32%

SEWER DIFFERENCE 2017 G.L. vs. 2018 G.L.
INCREASE/(DECREASE)

\$472,779.00
\$720,322.45

1.55%

\$785,766.00

\$312,987.00

-0.38%

IPP DIFFERENCE 2017 G.L. vs. 2018 G.L.
INCREASE/(DECREASE)

\$3,000.00
(\$5,549.56)

-4.02%

(\$7,000.00)

(\$10,000.00)

0.31%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION



CITY OF NORWALK
Recreation and Parks Department
125 East Avenue, Room 129
PO BOX 5125
Norwalk, CT 06851-5125

Finance and Claims Committee Council members,

I have provided the information below to address any questions in regards to the special appropriation request to fund a Parks Department Masterplan. The item will be on the agenda for discussion and we look forward to the Committee's approval.

Purpose

The Parks Master Plan will provide a set of recommendations for the Recreation and Parks Department based on feedback from members of the community, various stakeholders, and different interest groups. The Master Plan will include an analysis of the 1,000+ acres of public parks, 200+ acres of open space, and 70+ acres of waterfront under the direction of the Recreation and Parks Department. It will also look at our current strengths, weaknesses, conditions, and challenges, as a department. The Parks Master brings together the needs, wants, and concerns of the community, and will be strategic to achieving the Open Space, Parks, Trails, and Recreation goals in the POCD.

Scope

See an attached potential scoping list from a very reputable consultant firm who develops Park Master Plans for municipalities. The master plan will be the key implementation strategy for the open space and recreation initiatives within the city's POCD, which is a broader strategic plan, and requires more depth and detail in comparison. It will also aid in the development of Park Department policies, long-range goals, initiatives, and a system-wide plan. This will allow the department to serve the community's highest priorities and be responsible stewards of public assets and taxpayer dollars.

Cost

Prices can range based on many factors, for example, the amount of data you currently have, the amount of community outreach desired, and the level of planning required. For instance, the Town of Darien paid approximately \$95K for a plan that covers 17 sites which are smaller in property size and number compared to the 54 in the City of Norwalk. The City of Stamford choose to do a more detailed plan for just three of their sites - Boccuzzi Park, Veteran's Park, and Cummings/WB & Marina - and paid more than \$380K.

Considering the City of Norwalk has not had an updated plan in 25 years, the growth and change in demographics over that period, and trends in recreation, a full revision of the plan with extensive community outreach is recommended for the next Master Plan update. The pending Special Appropriation request is based on two preliminary proposals from consultants, other comparable municipal plans, and on the standard industry cost of \$250K for a system of

our size. The same amount was also recommended and confirmed by Steve Kleppin, Director of Planning and Zoning, last year who oversaw the funding request for the POCD update.

Benefits

The Master Plan will be designed to be flexible, providing a high-level framework, and will help the department build the systems and processes that will lead to sustained success. A Master Plan is also a required element for the department to attain National Recreation and Park Association Accreditation, which the department and City hopes to pursue. A Master Plan will also serve as a promotional document that calls attention to park needs and assets, and will help elevate the department's status on possible grant applications.

Action items

I am requesting the approval and support of the Committee for the Special Appropriation item which will be placed on the September 11th Recreation Committee meeting agenda. The appropriation seeks to utilize surplus funds from closed-out projects to fund the Master Plan. Once approved, the special appropriation will require the approval of the Finance and Claims Committee as well. The item was previously reviewed and approved by the BET and Planning and Commission.

Every great city has a great park system, and this is the first step in creating that vision for the future! Thank you for your consideration.

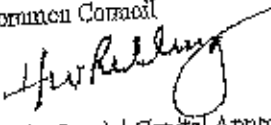
Sincerely,

Nick Roberts
Director, Recreation and Parks



CITY OF NORWALK
Office of the Mayor
P: 203-884-7701 / F: 203-884-7939
125 East Avenue, PM BOX 5123
Norwalk, CT 06856-5125

MEMORANDUM

DATE: June 26, 2019
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 
RE: Operations & Public Works Special Capital Appropriation

Attached is a request from Operations & Public Works for a \$250,000 special capital appropriation to fund an updated Recreation and Parks Master Plan. This project is critical to meet the current recreation programming needs of the city and will support the accreditation process. A master plan is required by the National Recreation and Park Association (NRPA) for Accreditation of Park and Recreation Agencies (CAPRA). Accreditation reflects the City's pursuit of excellence in resident services and a commitment to the continuous improvement of City offerings.

In the attached documents, the Director of Management & Budgets and the Director of Recreation and Parks have provided additional information regarding funding for these projects.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling \$250,000 to fund a new capital project to complete an updated Recreation and Parks Master Plan.
2. RESOLUTION: Authorize the closure of the following projects: 09-16-6030-5777-C0568, Brian McMahon Turf Fields with available balance of \$12,976; 09-17-6030-5777-C0568, Brian McMahon Turf Fields with available balance of \$101,372; and 09-19-6030-5777-C0623, Testa Field Turf Replacement with available balance of \$133,150.



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

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

MEMORANDUM

DATE: June 26, 2019

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: Henry M. Dachowitz, Chief Financial Officer 

RE: Operations & Public Works Special Capital Appropriation

Attached is a special capital appropriation request from the Operations & Public Works department in the amount of \$250,000. This appropriation will fund consulting services related to updating the Recreation and Parks Master Plan. The current plan was adopted in 1993 and no longer reflects the City's programming needs and accreditation goals. The department has identified two existing projects for closure. The BMHS Turf Field project accounts 09-16-6030 C0568 and 09-17-6030 C0568 with available balances of \$12,976 and \$101,372, respectively; and the Testa Field Project account 09-19-6030 C0623 with an available balance of \$133,150. These projects have been completed with budget surpluses. Closure of these projects will reduce total City capital appropriations by \$247,498. As such, this special appropriation will result in a net increase of \$2,502 to the City's total capital appropriations.

The Finance Department recommends the approval of this Special Capital Appropriation request.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling \$250,000 to fund a new capital project to complete an updated Recreation and Parks Master Plan.
2. RESOLUTION: Authorize the closure of the following projects: 09-16-6030-5777-C0568, Brian McMahon Turf Fields with available balance of \$12,976; 09-17-6030-5777-C0568, Brian McMahon Turf Fields with available balance of \$101,372; and 09-19-6030-5777-C0623, Testa Field Turf Replacement with available balance of \$133,150.



CITY OF NORWALK
Recreation and Parks Department
325 East Avenue, Room 129
PO BOX 8126
Norwalk, CT 06851-8126

MEMORANDUM

DATE: June 19, 2019
TO: Angela Fogel, Director Management & Budgets
FROM: Nick Roberts, Director Recreation and Parks *Nick Roberts*
CC: Henry M. Dachowitz, Chief Financial Officer
Anthony R. Carr, PB, CFM, Chief of Operations and Public Works
RE: Special Appropriation Request for an Updated Parks and Recreation Master Plan

We are respectfully requesting a capital project funding reallocation for the preparation of an updated Recreation and Parks Department "Master Plan". We have identified available funding sources resulting from unexpended budget from the following completed capital projects: C0568 "BMHS Turf Field" (09-16-6030 \$12,975.50 & 09-17-6030 \$101,372.00) and C0623 "Tennis Field" (09-19-6030 \$133,150.00).

The City's existing Recreation and Parks Master Plan was completed in 1993, and adopted by the Common Council in 1996. The existing Master Plan is outdated and does not meet the City's current and future programmatic needs and accreditation goals. We have received a proposal from a qualified consulting firm to prepare an updated Parks and Recreation Master Plan. The scope of work includes the attached project scoping checklist, and the following deliverables at an approximate cost \$250,000.

- o Part 1 -- Existing Conditions Analysis
- o Part 2 -- Needs and Priorities Assessment
- o Part 3 -- Long-Range Vision
- o Part 4 -- Implementation Plan
- o Part 5 -- Parks and Recreation Master Plan Report

A successful master planning process will transform a community's vision into tangible plans to create outstanding and enhance existing recreation opportunities, well-maintained facilities, and a customer-focused and responsive recreation and parks system.

A masterplan is also a required for the Department to attain National Recreation and Park Association (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation. This accreditation identifies areas for improvement by comparing an agency against national standards of best practice.

Your consideration to this matter is greatly appreciated.

Parks and Recreation Master Plan - Sample Scope of Work

Through our extensive experience, we have found that organizing the scope of work for a Parks and Recreation Master Plan update into five parts or phases is a concise and effective way to stay on schedule and reach consensus. The following sample scope includes our typical approach which meets CAPRA accreditation requirements and allows a "feedback loop" for review, comments and revisions at the end of each phase. Each phase concludes with an interim product, which ultimately forms the updated Master Plan as Part 5. These five phases are:

- Part 1 -- Existing Conditions Analysis
- Part 2 -- Needs and Priorities Assessment
- Part 3 -- Long-Range Vision
- Part 4 -- Implementation Plan
- Part 5 -- Parks and Recreation Master Plan Report

Part 1 -- Existing Conditions Analysis

1.1 Develop Project Public Participation Plan -- AECOM will develop a comprehensive Project Public Participation Plan for the Project Team's review and approval. The Project Public Participation Plan shall detail the following:

- Communications goals
- Communications methods
- Measurable objectives
- Strategies and tactics
- Key messages
- Spokespersons
- Activities
- Timelines
- Responsibilities

1.2 City Website Materials -- AECOM will provide deliverables in a digital format for posting to the City's website. Products may include a project schedule, approved chapters of final report and meeting notes. Posting of materials and maintenance of website will be the responsibility of the City.

1.3 Kickoff Meeting -- AECOM will conduct a ½ day kickoff/orientation meeting with the Project Team (City Staff) to review and discuss:

- Project scope and schedule
- Roles and expectations
- Needs, priorities, obstacles, opportunities and implementation
- Status of previous Parks and Recreation Master Plans
- Comprehensive Plan and other guiding documents
- Stakeholder interviews

- Website materials
- Final document format
- Presentation of Public Participation Plan

1.4 Public Engagement Website - AECOM and mySidewalk will create a website for the project in collaboration with the City. The website will include posting of digital (PDF) documents for public review along with up to 40 discussion topics. Website hosting, administration and moderation services will be provided for up to 12 months. An interactive City-wide Google Map will be provided during each phase of the project for public comments. Comments received will be documented and organized by topic for analysis and inclusion in final Master Plan. A final post-project report will be provided with all data, metrics and profiles of participants.

1.4 City Base Map Development - AECOM will prepare a digital GIS base file in the MXD file format for the project study area (the study area is determined by expanding the City boundary by two miles in each direction) which shall include all relevant City layers and those of containing information regarding adjacent municipal/City facilities that are used by residents. The sources of the GIS Map will include but are not limited to the following:

- City data
- Private
- Non-Profit
- HOA

1.5 Population/Demographic Analysis - AECOM will evaluate the current and projected population trends in the City including the size, character, ages, gender, ethnicity, income level and education level using data provided in the American Communities Survey.

1.6 High-Level Lifestyle Analysis - AECOM will prepare a High-Level Lifestyle Analysis using ESRI Tapestry Lifestyle data as a market customer analysis.

1.7 Parks and Program Evaluation - AECOM will evaluate each of the City's existing parks. An evaluation form will be developed with City staff prior to the evaluation. AECOM will prepare a memorandum summarizing the findings from the evaluation, including deficiencies in quantity and type of facilities, and opportunities and recommendations for system improvements.

1.8 Existing Conditions Analysis Summary - AECOM will compile the findings from the tasks outlined above into a draft Existing Conditions Analysis Summary document, including:

- Project overview
- Base map of existing system
- High-level lifestyle analysis
- Summary of existing system, including parks, facilities, trails and programs

Part 3 - Deliverables include:

- *Project Public Participation Plan (1.1)*
- *Website Materials (1.2)*
- *Kickoff Meeting notes (1.3)*
- *Base Map (1.4)*
- *Demographic Analysis (1.5)*
- *High-Level Lifestyle Analysis (1.6)*
- *Existing Park, Facility, Trails and Program Summary (1.7)*
- *Existing Conditions Analysis Summary (1.8)*

Part II -- Needs and Priorities Assessment

2.1 Public Involvement -- AECOM will use the following techniques to determine parks and recreation needs and priorities, including both facilities and programs.

- Six (6) focus group meetings
- Two (2) evening community meetings to provide broad-based community input
- One (1) youth workshop

2.2 Stakeholder Interviews -- AECOM will facilitate a series of 10 stakeholder interviews to be conducted via phone or in-person. Stakeholder interviews may be with the City Manager, elected officials and senior park staff.

2.3 Statistically Valid Public Survey - AECOM will work with the City to develop a statistically valid mail/telephone survey focusing on the parks, facility and trail needs, usage and priorities of residents. AECOM and ERC/Leisure Vision will detail the methodology of the survey and work with the City in the development of the questions. A draft survey instrument of the statistically valid survey will be provided to the City for review prior to administration of the survey and may not exceed six pages in length. Techniques utilized for administration of survey will include mail, telephone and a website. The statistically valid survey will have a minimum guaranteed sample size of 600 with a level of confidence of 95% and margin of error of $\pm 4.0\%$. Survey will include a set of important/unmet needs metrics, and national benchmarking, tailored to the questions of the survey.

2.4 Online Survey -- AECOM will prepare a web-based survey (via Survey Monkey) which will allow for the cross-checking of public input results with statistically valid and online responses. Though not statistically valid itself, the on-line survey results will help to identify and verify trends within the City for usage, importance, barriers to use, communications, funding, priorities and demographics.

2.5 Benchmarking/ Comparison of Parks and Recreation Resources -- AECOM will benchmark/ compare the parks and recreation resources of the City with similar municipal departments in regards to number of parks per capita, park facilities, open space, recreation/sports facilities per capita, recreation/sports programs and services, usage, revenues to expenditures, overall budgets and staffing levels.

2.6 *Service Area Analysis* – AECOM will work with City staff to verify existing parks and recreation access standards in coordination with current NJPA and comprehensive plan standards. Level of service analysis will include acreage and facility level of service results. Based on the standards established with City staff, AECOM will conduct a GIS-based service areas analysis for each type of existing park and/or recreation facility in the City based on current classifications. This task will help identify current City-wide service levels for use in development of future goals and policies for revised level of service standards. Using demographic projections analyzed earlier, AECOM will prepare projected park, facilities and acreage needs for 5, 10 and 15-year increments based on current level of service standards.

2.7 *Needs and Priorities Analysis Summary* -- Based on the tasks outlined above, AECOM will establish recommendations from citizens based on the public survey, stakeholder interviews, and analysis of data. This information, along with the results of the survey and public input in task 2.1, will provide the basis for determining the priority for parks, facilities and trails development needs of the City.

2.8 *City Commission Presentation* -- AECOM will conduct an update presentation of findings to City Commission. In addition, content from each interim section will be made available online for general public review. This 'check-in' presentation will ensure the project team is on firm base before launching the next phase of the project.

Part II – Deliverables Include:

- *Stakeholder Interview notes (2.2)*
- *Statistically Valid Public Survey Summary Report (2.3)*
- *Online Survey Results (2.4)*
- *Benchmarking/Comparison Summary (2.5)*
- *Level of Service Analysis Maps (2.6)*
- *Needs and Priorities Analysis Summary and PowerPoint (2.7)*

Part III – Long-Range Vision

3.1 *Visioning Workshop* – AECOM will facilitate a two-day Visioning Workshop with City staff, general public, special interest groups, stakeholders, school representative(s), and community officials to develop a long-range vision for the City's parks and recreation system. A preliminary agenda for the workshop includes:

- Tour of existing park sites with project team and City staff
- Presentation of the Needs and Priorities Analysis findings
- Discussion of alternative "responses" to needs and priorities, including alternative roles for the City as provider, partner and/or facilitator
- Development of Goals, Policies and Objectives
- Identification of key "sub-systems" for further planning and development, including guiding principles and planning criteria
- Tentative 'sub-systems' could be:
 - o Parks

- o Facilities
- o Aquatics
- o Natural Lands
- o Trails
- o Program/ Recreation
- Development of preliminary subsystem visions

AECOM will prepare a PowerPoint presentation summarizing key principles, concepts and ideas developed during the workshop and conduct one public open house at the conclusion of the workshop.

3.2 Order of Magnitude Estimate of Probable Construction Costs – AECOM will prepare an “order-of-magnitude” opinion of probable construction costs (Excel) to implement each of the parks and/or other improvements shown on the Conceptual Parks System Vision Map and the individual park concept plans, including:

- Land Acquisition (based on costs/acre provided by the City)
- Park/Facility Development (based on comparable facilities)
- Programming/Staffing (based on historic data provided by the City)
- Operations and Maintenance for existing and proposed system (based on historic data provided by the City)

Part III – Deliverables Include:

- *Visioning Workshop Meeting notes (3.1)*
- *Goals, Objectives and Policies (3.1)*
- *Conceptual Parks System Vision Map (3.1)*
- *Estimate of Probable Costs (3.2)*

Part IV – Implementation Plan

4.1 Implementation Workshop – AECOM will conduct a one-half day Implementation Workshop with the Department Staff, City Administrators, Finance Department Staff, School District, and/or other City staff to review the Cost statement, and to discuss various implementation Strategies for the Parks and Recreation Master Plan, including both public and private initiatives. In order to prepare for the workshop, the City will prepare estimates of available funding (from current sources) for the next 5, 10 and 15 year periods. A preliminary agenda for the workshop includes:

- Review of the vision and estimate of costs
- Review of the needs and priorities summary
- Review of current 5-year CIP
- Review of funding projections
- New park priorities and recommendations
- Recreation program priorities and recommendations
- Determination of top spending priorities
- Development of funding, phasing strategies for 5 and 10-year periods for existing and proposed system

- Coordination with other long-term goals of the City

4.2 10-year Action Plan – AECOM will develop a 10 Year Action Plan which includes issues, strategies, priorities and analysis for budget support and funding mechanisms for the parks system, open space, trails and recreation/sports facilities. The action plan shall include, but not be limited to, the following:

- a) A prioritized list of new park projects based on established goals and community input for the parks and recreation Capital Improvement Program (CIP) including suggested timelines. Projects must meet the City's criteria for inclusion in the CIP;
- b) Identification of park land including possible new park sites (parcels) and open space to meet future needs and potential acquisition strategies;
- c) Analysis of park development benchmarks of program fees, park features, existing budgets and admission fees;
- d) Recommendations and priorities for present and future recreation and aquatic programming needs of the City;
- e) Level of Service and park classification system recommendations;
- f) Budget and funding priorities and timeframes;
- g) Identification of potential grant funding sources, strategies and timelines;
- h) Identification of long-term recommendations in five-year increments through 2025.

Part IV – Deliverables includes:

- Implementation Workshop minutes (4.1)
- 10-Year Action Plan (4.2)

Part V – Parks and Recreation Master Plan

5.1 Draft System Plan Open House – AECOM will conduct a public open house to gain input while the draft master plan is available online. AECOM will record comments made by the public. AECOM will provide a record of all comments to the Project Team for review.

5.2 Develop Final Parks and Recreation Master Plan Document – AECOM will compile the interim documents prepared from Parts I – IV (outlined above) into a final Parks and Recreation Master Plan report and will include the following:

- Existing System Analysis (Part I)
- Needs and Priorities Assessment (Part II)
- Long-Range Vision (Part III)
- Action Plan (Part IV)
- A Parks and Recreation Master Plan PowerPoint

5.3 Marketing Materials and Executive Summary – AECOM will prepare a one-page brochure and an Executive Summary 11x17" glossy-finish graphic booklet for the project. In addition, website content will be provided in PDF format for posting to the Department's website.

5.4 City Commission Presentation for Adoption/Approval – AECOM in coordination with City staff will present the final Parks and Recreation Master Plan at a public hearing, scheduled by the City, to solicit City Commission approval and/or adoption.

Part V -- Deliverables Include:

- *Digital and printed copies of Parks and Recreation Master Plan Document (5.2)*
- *Digital and printed copies of Executive Summary (5.3)*
- *Digital marketing materials for website (5.3)*

Potential Additional Services for Consideration

- Comprehensive ADA Evaluation
- Comprehensive Greenways, Blueways, Trails, Bicycle and Pedestrian Plan
- Wayfinding and Signage Plan
- Park System Resiliency Evaluation

May 21, 2019

Parks System Master Planning - Project Scoping Checklist

PART I – Inventory and Analysis

Environmental

- * Inventory and GIS Map the Natural Environment
- * Inventory and GIS Map Existing and Future Land Use
- * Inventory and GIS Map Existing Parks and Recreation Facilities
 - o Parks
 - o Recreation Facilities
 - * Public
 - * Private
 - o Greenways, Blueways and Trails
 - o Walkable Streets
- * Assess the Natural Environment
 - o Identify Environmentally Sensitive Lands for Preservation
 - o Identify Unique Capabilities of the Environment
- * Assess the Condition of the Facilities
 - o Identify Critical Areas of Concern
 - o Identify Categories for Improvement
 - o Identify Redevelopment Opportunities
- * Assess Equitable Access
 - o Identify Community Boundaries
 - o Conduct Service Area Analysis
 - o Perform Gap Analysis

Social

- * Conduct a Demographics Analysis
- * Conduct a Historic and Cultural Resources Analysis
- * Analyze Existing Programs and Services
 - o Public
 - o Private
 - o Commercial

Economic

- * Conduct Funding Analysis
- * Conduct Staffing and Expenditures Benchmarking
- * Analyze Maintenance Standards and Expenditures

Deliverables:

- * Composite Existing Parks and Recreation Facility Base Map
- * Summary Existing Conditions Analysis Report

PART II – Needs, Priorities and Interests Assessment

- Conduct Qualitative Techniques:
 - Review and Interpret Demographic Trends and Characteristics of the City
 - Conduct a Statistically Valid Leisure Interest Survey
 - Interviews w/ City Commissioners, City Manager
 - Advisory/Steering Committee Workshop
 - Interviews w/ User Groups, School Board, Other Recreation/ Cultural Organizations
 - Neighborhood/Community/ Public Workshops
 - Focus Groups
 - On Site Surveys
- Conduct Quantitative Techniques:
 - Benchmarking Analysis
 - State and National Standards
 - Comparable Communities
 - Acreage Level of Services
 - Facilities Level of Service
 - Geographic Service Areas
- Prepare and Submit Needs, Attitudes and Interests Assessment
- Conduct Review Meeting(s):
 - Staff
 - Steering/Advisory Committee
 - Neighborhood/ Public
 - Planning Board/ Committees
 - City Commission

Deliverables:

- *Needs, Attitudes and Interests Assessment Summary*
- *Review Meeting Minutes*

PART III – Visioning

- Conduct Tours of Comparable Community Parks and Open Space Systems
- Identify, Invite Key Stakeholders (including Cities, School Board, Private/ Non-Profit Providers)
- Conduct Visioning Workshop
- Develop Subsystem Visions (Parks, Recreation Facilities and Activities, Trails, Greenways, Open Space, Streets, Programs, etc)
- Develop Conceptual Master Plans, Illustrative Sketches Depicting Major Proposed Expansions, Improvements
- Conduct Review Meeting(s):
 - Staff
 - Steering/Advisory Committee
 - Neighborhood/ Public
 - Planning Board/ Committees
 - City Commission
- Refine Vision, Plans and Sketches

AECOM

Deliverables:

- * *Visioning Workshop Minutes*
- * *Vision Map, Conceptual Plans and Sketches*
- * *Summary of Proposed Capital Improvement Projects*

PART IV - Implementation Strategy

Funding

- * Prepare and Submit a Cost Estimate of Proposed Capital Improvement Projects, Programs, Operations and Maintenance
- * Prepare a Summary of Potential Funding Vehicles for Current and Future Services, Including But Not Limited to Increased Taxes, Bonds, User Fees, Grants, Partnerships, Etc
- * Conduct a Funding/ Implementation Workshop with City Staff, including Representatives from the City Manager and City Finance Departments to determine phasing priorities; to review various funding vehicles, including state and federal grants, and to determine a realistic, phased funding scenario for proposed improvements
- * Prepare a Funding/ Implementation Strategy that includes:
 - o Phased Recommendations for Policy, Operations, Maintenance and Capital Improvements Over the 5, 10 and 20 Year Periods
 - o Grants Application Strategy
 - o Recommended Level-of-Service Standards
 - o Acquisition Opportunities and Priorities
 - o Management and Maintenance Operations
 - o Goals for Accomplishing the Overall Vision and Recommendations of the Plan
- * Submit Draft Funding and Implementation Plan for Review and Discussion
- * Prepare Draft Update to Capital Improvements Program
- * Review and Resubmit Implementation Program, If Required
- * Conduct Review Meeting(s):
 - o Staff
 - o Steering/Advisory Committee
 - o Neighborhood/ Public
 - o Planning Board/ Committees
 - o Councils/ Commission
- * Review and Resubmit Implementation Program

Deliverables:

- * *Budget Level Cost Estimate for all Proposed Improvements*
- * *Summary of Potential Funding Sources*
- * *Funding/ Implementation Workshop Minutes*
- * *Draft and Final Funding/ Implementation Plan*
- * *Review Meeting Minutes*

Program and Policy Initiatives

- * Prepare Draft Goals and Objectives to Incorporate Master Plan Vision and Principles into the General Plan
- * Prepare Draft Recommended Revisions to the Land Development Regulations to Align with Master Plan Vision and Principles

AECOM

- * Prepare Draft Recommended Revisions to the Transportation Improvements Program to include Projects identified in the Master Plan
- * Update Other Plans/ Codes
- * Conduct Review Meeting(s):
 - o Staff
 - o Steering/Advisory Committee
 - o Neighborhood/ Public
 - o Planning Board/ Committees
 - o City Commission
- * Review and Resubmit Final Plan Updates
- * Final Presentation(s) for Adoption/Approval

Deliverables:

- * *Draft Updates*
- * *Review Meeting(s) minutes*
- * *Final Updates*

PART V -- Comprehensive Parks and Recreation Master Plan

- * Prepare and Submit Final Report
 - o Executive Summary/Poster
 - o Existing Conditions Analysis Report
 - o Needs, Attitudes and Interests Assessment Summary
 - o Vision Map, Conceptual Plans and Sketches
 - o Summary of Proposed Capital Improvement Projects
 - o Implementation Plan
 - o Appendices (Meeting Minutes, etc)
- * Conduct Review Meeting(s):
 - o Staff
 - o Steering/Advisory Committee
 - o Neighborhood/ Public
 - o Planning Board/ Committees
 - o City Commission
- * Review and Resubmit Final Report
- * Final Presentation for Adoption/Approval

Deliverables:

- * *Final Report*
- * *Review Meeting(s) minutes*

Potential Additional Services for Consideration

- * Comprehensive ADA Evaluation
- * Comprehensive Greenways, Blueways, Trails, Bicycle and Pedestrian Plan
- * Wayfinding and Signage Plan
- * Park System Resiliency Evaluation



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT
Donna L. King, City Clerk

Re: Special Event Permit Software for City Clerk

Date: September 5, 2019

Organizations that wish to have a public gathering or special event in Norwalk are required to apply for and obtain a permit from the City Clerk (*City of Norwalk Ordinance Chapter 88 Public Gatherings and Special Events*). Some examples of these types of gatherings are: carnivals; block parties; fundraisers; parades; exhibitions; assemblies; road races & walk-a-thons; PTO events; activities, whether free or not, on City Property where the public is invited by an outside organization; and some private events where street closings are needed. Applications are notarized and must include the proper insurance. On average the City Clerk issues approximately 120 special permits each year. The City Clerk requests 30 day lead time and collects a nominal permit fee.

Depending on the type or scope of the event, other City departments may need to review and approve the permit application to insure all city codes and regulations and state laws are met. Typically, these departments include: Code Enforcement; Zoning; Public Works; Health; Fire Marshall; Police; and Recreation and Parks. Other agencies, like the Harbor Master and EMS, may need to be notified as part of the process.

Moreover, additional permits, aside from the Special Permit, may be required. For example, if food is being served, tents erected, alcohol served, or roads closed and traffic detoured, other City departments and agencies may issue their own specific permits or bonds and require an inspection prior to issuing

the permit. Some permits are further reviewed by the Law Department, Recreation and Parks Committee and/or full Council.

The Problem

- ✓ The special event permit intake, review, and signature process as it exists today is entirely manual.
- ✓ The process is confusing, time-consuming and frustrating for event organizers who are required to visit each department in the city for sign-off.
- ✓ "Public Signings" have been conducted in the past but are inconvenient for both the public and staff. Additionally, Police and Public works often need more time with applicants than is available at a public signing.
- ✓ Internally, the process requires considerable manual coordination and communication between the City Clerk and a multitude of departments and agencies.
- ✓ No single event calendar exists for alerts, reminders, and notification to all concerned entities, including the public.

Proposed Solution

In the fall of 2018, the City Clerk and IT Department began extensive research in ways to improve the manual special permit process by reviewing how other municipalities, both in and beyond Connecticut, had implemented an automated intake and approval process. The team also interviewed current permit system vendors to see if those solutions could be extended to the Special Permit process. After vetting several solutions over months of product demos and vendor interviews, the team unanimously selected the Event Approvals eProval system as having the features Norwalk needed. IT negotiated additional services and discounts directly with the vendor to obtain the features desired within budget.

Benefits

The City Clerk identified numerous benefits to moving toward an automated system:

- Event organizers complete an online application via a web portal. Any time an action is completed on the application, the organizer is emailed an update.
- It will give each department that signs onto the permit a record of each permit issued along with the date of the event.
- It allows the signer to ask questions as well as make notes.
- A common calendar will be produced for the staff and the public to see for all public events upcoming.

- Because of the questions asked within this software, the application is automatically directed only to the necessary signers.
- Recurring events can be stored and auto-filled for future use by the applicant (road races, festivals, etc.)
- The system allows for uploads of materials we may require i.e. proof of liability insurance, maps.
- There are many customizable aspects to the software.
- The firm has an extensive installed base of municipalities processing hundreds of special events annually.

During the 2019/2020 capital budget development process, IT identified implementing a Special Permit software system as a priority capital project. IT requested funding for this project which was approved.

The specific action requested is:

- Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with Event Approvals, Inc., for Eproval special permit software including installation, training and configuration services, per proposal EST-000013, dated 02-September-2019, for an amount not to exceed \$28,100, account 09201370-5777-C0375 (approved IT capital project; no special appropriation required), with option to renew at same annual rate for 24 additional months.*

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

Att: ITF Approval Form



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



Special Permit Software for City Clerk

Request Number: SpecPerm Modification Number: 0 Date of Request: 5-Sep-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN:
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Ship to: Joyce Liu, Manager, Citywide Applications

IT Suite 203, City Hall, 125 East Ave, Norwalk, Ct

jiu@norwalkct.org

Event Approvals, Inc.

304-343 Railway St. Vancouver, British Columbia

V6A1A4 Canada Duncan Mueller duncan@eproval.com

Everything on Vendor Estimate EST-000013, dated 9/2/2019.

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	Eproval eprimary license configuration, setup, implementation, calendar integration, advanced			\$25,000.00	\$25,000.00
	Add-on module			\$0.00	\$0.00
	Payment Gateway integration			\$0.00	\$0.00
				\$3,100.00	\$3,100.00
				\$0.00	\$0.00
Shipping				\$0.00	\$0.00
Total Price					\$28,100.00

Date Presented:

5-Sep-19

Date Approved:

5-Sep-19

PROJECT: SpecPerm

ITT Signature:

signature on file



Integrated Payables City of Norwalk

Kirk Kezel and Allie Tucker

6/25/2019

FIS

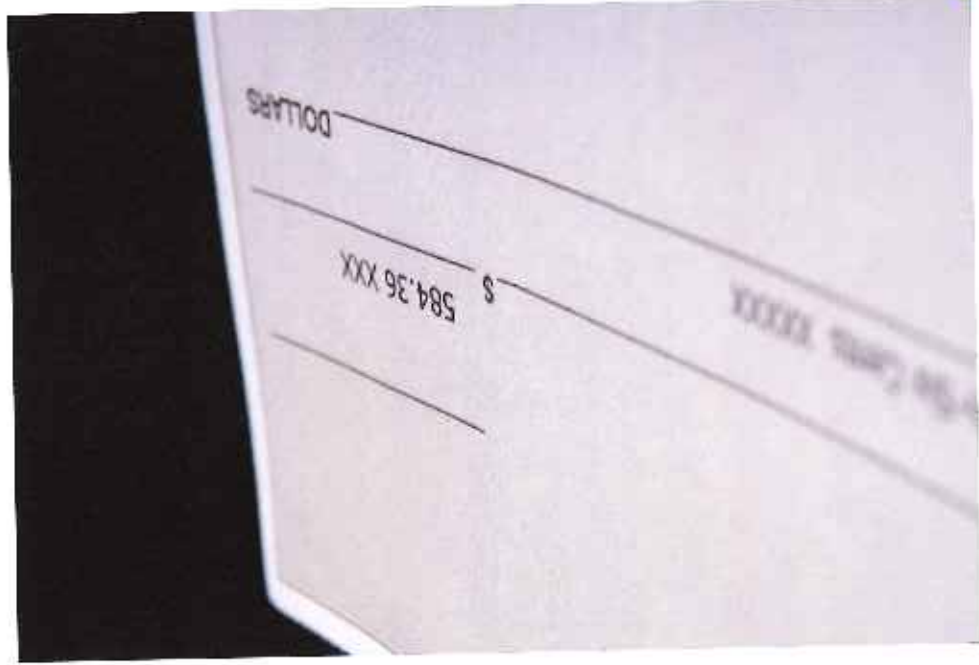
Agenda

- **Integrated Payables Solution Overview**
- **Vendor Analysis**
- **Timeline and next steps**

City of Norwalk

Financial System: Tyler Munis
Bank:

- Henry was interested in learning more about electronic payments and how they could help the organization.
- Discussion of current practice of paper check printing. Interest in vCard, ACH and potentially outsourcing check printing.
- Provided a 12 month spend file and the current program/enrollment



In the U.S., **checks** are the payment method most often **subject to fraud**.

This is likely due to the extensive use of checks for B2B transactions.

82 percent

of corporations reported payment fraud or attempted payment fraud in 2018.

70 percent

of organizations experienced check fraud

Source: 2019 AFP Payments Fraud and Control Survey: Comprehensive Report.

FIS

What is FIS Integrated Payables?

FIS Integrated Payables is a SaaS solution, that provides payment execution services for all payment types. These execution services include check printing and delivery as well as processing of electronic payments such as ACH and virtual cards..

Integrated Payables is designed to:

- Streamline the payments process
- Reduce check volume
- Increase electronic payments to vendors
- Earn additional revenue via rebates from vCard
- All while using your existing financial system

Industries Served



\$276B

Annual payment volume

1,000+

Integrated Payables clients

- Advertising
- Automotive Parts Distribution
- Banking
- Building Supply
- Charities
- Commercial Furniture
- Construction
- Local Government
- Education
- Entertainment
- Food Distributors
- Freight Logistics
- Healthcare Practice

- Hospital System
- Insurance
- Manufacturing
- Not-for-Profit
- Oil and Gas
- Pharmaceutical
- Property Management
- Retail
- Staffing
- Technology
- Transportation
- Utilities

fis

Why Integrated Payables?

- 1.
- 2.
- 3.

Rebate \$\$\$

Reduce paper checks-efficiency

Assist AP department

General paper reduction

Vendor satisfaction

AP Modernization

??????

Reduce paper checks-fraud

Easier reconciliation

What is a Virtual Card?

Attributes:

- Virtual(no plastic)
- 16 Digit code, CVC, Expiration Date
- MasterCard
- Unique **single-use** number generated for each payment
- Issued for an **exact** amount of invoice

Delivery:

- Supplier notified of payment via email
- Card data delivered via secure email and secure portal

Payment Receipt:

- Processed through supplier's existing POS/Merchant Terminal



Why use a virtual card (vCard)?

Benefit to the city:

- Reduce the amount of checks issued
- Simplified reconciliation and tracking
- Reduced risk of fraud-no lost or uncashed checks
- **Monthly Rebates / No-tiers**

Benefit to the vendor:

- Receive payment faster than waiting for a check
- Increase security controls
- Enhanced remittance advice
- Does not require bank account/routing information



Tyler MUNIS → Integrated Payables:

Process:

1. Payment file upload to IP from Tyler MUNIS
2. IP to send NACHA file to Bank
3. IP to send email notifications to vendors
4. Vendor to process vCard and receive payment
5. Rebate generated per card transaction

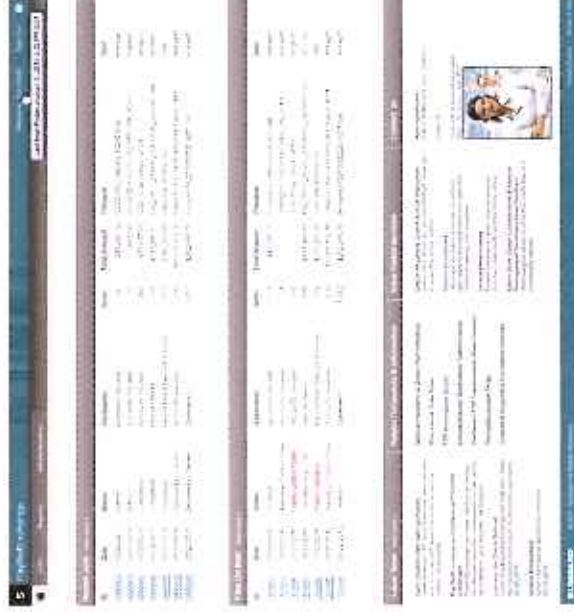


How it Works



FIS Portals

- Customer Portal:**
- Upload and approve payment files
 - View payment detail and reconcile
 - Provide audit trails and reports



- Vendor Portal:**
- Enroll for electronic payments (vCard & ACH)
 - Update banking information
 - View payment history & remittance information

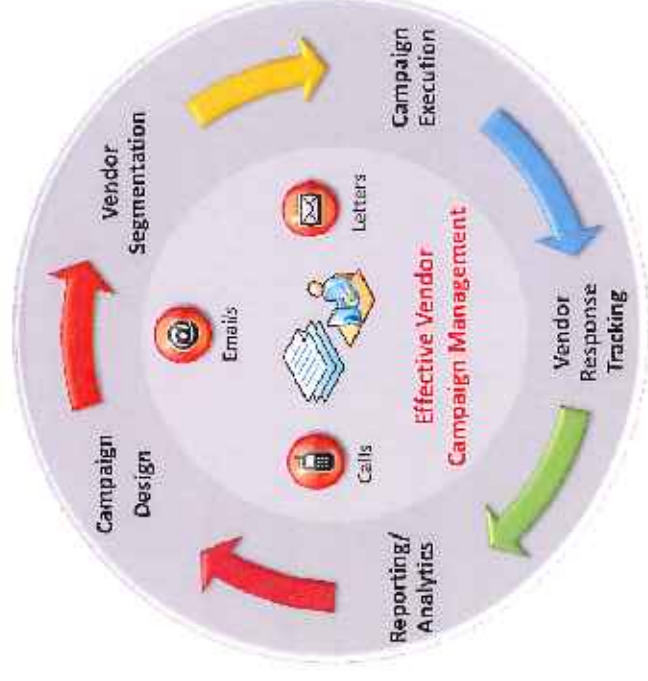


FIS

Vendor Enrollment Process

Vendor Enrollment Steps:

- Campaign Design
- Vendor Segmentation
- Campaign Execution
- Vendor Response Tracking
- Reporting/Analytics



Integrated Payables Vendor Portal



New Vendor:

- Enroll for electronic payments
- Input contact information where payments/remittance info will be delivered
- Create a login

Active "Matched" Vendor:

- Enroll for additional electronic payments
- Update vendor information
- View payment history & remittance information

Vendor Analysis Process

Vendor Analysis Overview

Receive 12 months payables file from City of Norwalk

Go through vendor file and determine what vendors are qualified, or excluded

Take all qualified vendors and break out into different spend tiers

Use historical conversion percentages to give projection of card spend to be converted

Determine which vendors are already in our system- "Matched Vendors"

Determine rebate potential

Norwalk Vendor Analysis

	Vendors	AP Spend
Total Vendors	3,217	\$91.4M
Excluded Vendors	581	\$6.2M
Excluded Employees	901	\$660K
Qualified Vendors	2,164	\$84.5M

Excluded Examples:

- Insurance Payments
- Government Payments
- School District Payments
- University Payments
- Individuals



District Examples:

- Sierra Health and Life Ins
- West CT Council of Govts
- Stamford Public Schools
- University of Bridgeport
- Michelle Brown

Norwalk Vendor Analysis Card Spend Projection

Analysis of Qualified Spend					
Spend Tier	# of Vendors	# of Payments	Total Spend	Spend Conversion %	Projected Card Spend
<\$5k	1,285	3,026	\$ 1,732,337	29%	\$ 502,378
\$5k-\$25k	503	2,893	\$ 6,035,206	34%	\$ 2,051,970
\$25k-\$50k	139	1,163	\$ 4,818,213	33%	\$ 1,565,919
\$50k-\$100k	109	1,160	\$ 7,769,181	30%	\$ 2,291,908
\$100k-\$250k	65	1,582	\$ 10,753,460	28%	\$ 3,010,969
\$250k-\$500k	28	984	\$ 10,282,662	27%	\$ 2,724,905
\$500k-\$1M	15	235	\$ 10,552,113	26%	\$ 2,690,789
\$1M-\$3M	17	2,340	\$ 27,932,952	14%	\$ 3,910,613.28
>\$3M	1	4	\$ 4,652,168	TBD	TBD
	2,162	13,387	\$ 84,528,292		\$ 18,749,452



Norwalk vCard Vendor Match

	Vendors	AP Spend	Payments
Eligible Vendors	3,217	\$84.5M	15,427
Matched Vendors	581	\$22M	4,063
Percentage	18%	26%	26%



IP ROI Components



ROI Component #1: Check Cost Reduction



Category	Conversion % Assumption	Checks Eliminated
ACH	30%	4,628
vCard	30%	4,628

Check Cost Reduction Calculation	
Checks Ellminated	9,256
Estimated Cost Per Check	\$3
Checks Eliminated x Cost per Check	9,256 x \$3
Annual Cost Savings = \$27,768	

ROI Component #2: vCard rebate

Rebate Projections			
	Total Spend	Annual Rebate	Monthly Rebate
Projection	\$18M	\$187,495	\$15,625
Match	\$22M	\$220,651	\$18,388
Goal	25M	\$252,000	\$21,000



City of Norwalk Cost Benefit

FIS IP Cost:	
Implementation Fee:	\$6,500
Monthly SaaS Fee:	\$150
ACH Transaction Fee:	Waived
vCard Transaction Fee:	\$0
First Year Cost	\$ 8,300
Annual Cost	\$ 1,800
FIS IP Benefit:	
Annual Rebate:	\$220,651
Check Cost Reduction	\$27,768
Time Savings	X
Annual Benefit: \$240,119 + X	

About FIS

GLOBAL HEADQUARTERS JACKSONVILLE, FLA., USA	FOUNDED 1968	WEBSITE FISGLOBAL.COM
GLOBAL REACH  MORE THAN 20,000 CLIENTS IN OVER 130 COUNTRIES		EMPLOYEES MORE THAN 55,000 EMPLOYEES WORLDWIDE 
\$9 MOVED GLOBALLY 		NYSE, TICKER SYMBOL: FIS 
1 TRILLION ROWS OF TICK DATA ANALYZED DAILY 		72 CREDIT CARD ACCOUNTS MANAGED 
848 MILLION CARDS PROCESSED 	248 PREPAID CARDS PROCESSED 	101 DEBIT CARDS PROCESSED 

FIS is a financial technology company that provides payments processing and banking software to corporations, financial institutions, and public sector entities.

FIS Integrated Payables is an AP solution that is designed to streamline the payments process, be budget neutral, and in most cases, generate revenue.

FIS

Next steps

- Decision process
- Timeline
- Technology consult



VII. C



Memorandum

September 18, 2019

To: Common Council
Mayor Rilling
Frances DiMeglio, Chair, Planning Commission

From: Steve Kleppin, Planning & Zoning Director

Re: Plan of Conservation & Development (Citywide Plan) 

This memorandum will serve to provide backup information regarding the minor modifications to the plan and address the issues with CT DEEP and the question of Fair Housing within the Plan. I have attached a listing of the modifications from the document you have seen.

The majority of the modifications are typos and clean-up items, including the inclusion of Vision Zero as an initiative the City should consider. The only substantive changes occur in Chapter 9, Coastal Resources & Resilience. The vast majority of the Chapter 9 changes were made at the request of CT DEEP, while a couple of minor changes have been requested by the Harbor Management Commission. CT DEEP requested additional mapping and analysis related to future coastal sea level rise as well as how activities occurring within and adjacent to the Harbor are impacting the Harbor. It is important to note that there were no significant changes to the goals and recommendations within that section.

CT General Statutes Section 8-23 outlines the items/issues the community must consider in preparing the plan. I have placed the items in **red type** that relate to housing.

*(1) The community development action plan of the municipality, if any, (2) **the need for affordable housing**, (3) the need for protection of existing and potential public surface and ground drinking water supplies, (4) the use of cluster development and other development patterns to the extent consistent with soil types, terrain and infrastructure capacity within the municipality, (5) the state plan of conservation and development adopted pursuant to chapter 297, (6) **the regional plan of conservation and development adopted pursuant to section 8-35a**, (7) physical, social, economic and governmental conditions and trends, (8) the needs of the municipality including, but not limited to, human resources, education, health, **housing**, recreation, social services, public utilities, public protection, transportation and circulation and cultural and interpersonal communications, (9) the objectives of energy-efficient patterns of development, the use of solar and other renewable forms of energy and energy conservation, (10) protection and preservation of agriculture, (11) the most recent sea level change scenario updated pursuant to subsection (b) of section 25-68a, and (12) the need for technology infrastructure in the municipality.*

Subsection "c" of 8-23 indicates that the plan shall:

(A) be a statement of policies, goals and standards for the physical and economic development of the municipality,

(B) provide for a system of principal thoroughfares, parkways, bridges, streets, sidewalks, multipurpose trails and other public ways as appropriate,

(C) be designed to promote, with the greatest efficiency and economy, the coordinated development of the municipality and the general welfare and prosperity of its people and identify areas where it is feasible and prudent (i) **to have compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, and (ii) to promote such development patterns and land reuse,**

(D) **recommend the most desirable use of land within the municipality for residential, recreational, commercial, industrial, conservation, agricultural and other purposes and include a map showing such proposed land uses,**

(E) **recommend the most desirable density of population in the several parts of the municipality,**

(F) note any inconsistencies with the following growth management principles: (i) Redevelopment and revitalization of commercial centers and areas of mixed land uses with existing or planned physical infrastructure; (ii) **expansion of housing opportunities and design choices to accommodate a variety of household types and needs;** (iii) concentration of development around transportation nodes and along major transportation corridors to support the viability of transportation options and land reuse; (iv) conservation and restoration of the natural environment, cultural and historical resources and existing farmlands; (v) protection of environmental assets critical to public health and safety; and (vi) integration of planning across all levels of government to address issues on a local, regional and state-wide basis,

(G) **make provision for the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity,** for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a,

(H) **promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to chapter 297, and**

(I) **consider allowing older adults and persons with a disability the ability to live in their homes and communities whenever possible. Such plan may: (i) Permit home sharing in single-family zones between up to four adult persons of any age with a disability or who are sixty years of age or older, whether or not related, who receive supportive services in the home; (ii) allow accessory apartments for persons with a disability or persons sixty years of age or older, or their caregivers, in all residential zones, subject to municipal zoning regulations concerning design and long-term use of the principal property after it is no longer in use by such persons; and (iii) expand the definition of "family" in single-family zones to allow for accessory apartments for persons sixty years of age or older, persons with a disability or their caregivers. In preparing such plan the**

commission shall consider focusing development and revitalization in areas with existing or planned physical infrastructure.

The draft Plan takes each of these items into consideration. Housing is addressed in several sections of the Plan, specifically within Chapter 4, *Housing Choice & Opportunity*, Chapter 3, *Prosperity & Opportunity* and Chapter 12, *Future Land Use, Zoning & Urban Design*. It is important to note that many of the issues and recommendations within each chapter have direct impacts on the issues and recommendations in the other chapters. For example, where you locate your infrastructure and transportation assets has a direct impact on where you should concentrate your housing, which directly impacts your ability to recruit and retain the talent your industries need.

Any indication that Fair Housing was not addressed in the Plan or that we are not compliant with the statutory provisions regarding Fair Housing is not correct. This is evidenced throughout Chapter 4. Chapter 4 goes into detail regarding the demographics and data behind the housing challenges the City faces, the types of affordable housing and existing programs within the city, as well as the history of Fair Housing within the City. In addition, the Plan goes into great length on the other issues that impact housing and housing choice, including community health related issues.

Specific to Fair Housing, the very first Goal in Chapter 4 contains concrete policies and actions the further Fair Housing within the City. This addresses providing housing choices throughout the City, which is consistent with the City's existing policies. For example, over 70 permanently deed-restricted workforce housing units will be available at Glover Avenue (once complete), which is on the Wilton border. Group Homes, Congregate Housing and Conservation Developments are allowed in most single-family zones and accessory apartments are also allowed in all single-family zones.

The Plan celebrates the housing choices the City offers, from single-family dwellings to mixed-use developments centered on transit to smaller multi-family developments and homes available to a wide range of incomes. Recommending multi-unit housing be allowed everywhere in the City goes against Smart Growth principles, since many of the suburban areas of the City lack infrastructure such as sewer, public water, sidewalk or mass transportation. More importantly, the Plan recognizes that while the City has made significant strides in many of these areas, there is still more work to be done and provides further recommendations on how to proceed.

Feel free to reach out to me with any questions.

END

Typos/Grammatical Issues:

Exec. Summary: Broaden Connectivity and Transportation Alternatives, "with Complete Streets, **Vision Zero**....."

- Page 4: Delete first paragraph (repeat of second sentence on preceding paragraph)
- Page 7: The median age of housing in Norwalk is ~~1960~~ **approximately 60 years**
- Page 11: "Be Business Friendly", change "protection" to "**protecting**"
- Page 27: Under Energy, add **Eversource** to 2nd and 3rd Taxing Districts
- Page 29: Delete **blue** box, also contained in the front of the document
- Page 34: Danbury (remove space)
- Page 41: Workforce Educational Attainment: The most important factor in economic development ~~is~~ are the ~~workforce~~ **skills**.....
- Page 85: Norwalk Community College, change to "**29%**" from "28.9%"
- Page 88: Phase II (**Bold** & shift left)
- Page 100: Historic Organizations.....last bullet, The Rowayton Historical Society ~~owns~~ **leases**.....
- Page 103: Museums, last bullet, The Rowayton Historical Society preserves "**local history**" and provides.....
- Page 108: Two "B" Strategies. Renumber.
- Pages 137/139: Change "Design" to "**Development**" when referring to LID. Make change universal.
- Page 147: Delete Xviii
- Page 150: Bullet X, change "pen" to "**open**".
- Page 157: Clarification regarding Five Mile River Commission
- Page 157 or 8: New bullet what **Coastal Site Plan Review** is, to be provided by NHMC.
- Page 172: A.ii, added **water dependent use**
- Page 173: A.i, Delete last sentence, "The plan should", repeat of prior sentence.
- Page 180: C, Goals & Policies, 1st goal, add third bullet "Enact a Vision Zero Policy"
- Page 182: Norwalk Bike Walk Commission, after "Complete Streets program add "**Implementing Vision Zero initiative**"
- Page 188: F, Integrating Transportation & Land Use, new final paragraph: "**Vision Zero is a traffic safety strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, and an equitable mobility platform for all roadway users. A citywide implementation of the Vision Zero initiative means that roadway system designers and policymakers recognize that traffic deaths and serious injuries are preventable through proper engineering, enforcement, evaluation, community engagement,**

and education. Vision Zero requires a performance based platform with the use of detailed crash data in order to identify areas where safety improvements are needed the most."

Page 189: Mixed Use Neighborhoods, 3rd line, reduce car trips by "making" multiple.....

Page 191: Goal 1, Policies, new bullet "Enact Vision Zero policy"

Page 192: New Actions A.iv, Adopt the Vision Zero Policy & a Vision Zero Ordinance: "Adopt a Vision Zero Policy in eliminating all traffic related deaths and serious injuries. According to the Vision Zero Network, the Vision Zero concept proposes that adopting communities recognize that traffic deaths and serious injuries are preventable through proper engineering, enforcement, evaluation, community engagement, and education. Thus, when communities adopt Vision Zero they are, in effect, rethinking traffic safety and setting programs and aggressive timelines to eliminate traffic deaths and serious injuries by a specific year." Same parties & timeframe.

Page 192: New Actions A.V, Create a Vision Zero Action Plan: "Adopt a Vision Zero Policy in eliminating all traffic related deaths and serious injuries. According to the Vision Zero Network, the Vision Zero concept proposes that adopting communities recognize that traffic deaths and serious injuries are preventable through proper engineering, enforcement, evaluation, community engagement, and education. Thus, when communities adopt Vision Zero they are, in effect, rethinking traffic safety and setting programs and aggressive timelines to eliminate traffic deaths and serious injuries by a specific year." Same parties & timeframe.

Page 202: Add Early Action Item, "Adopt a Vision Zero Policy (TMP, P&Z, Mayor)"

Page 202: Add Early Action Item, "Create a Vision Zero Action Plan (TMP, P&Z, Mayor)"

Page 205: 2018, Fire Department, 43 of working fires responded to and 7,131 incidents responded to

Page 209: Low Impact "Development" (universal change)

Page 210: SNEW, first paragraph last sentence "as". Second paragraphs, typo, "agreements"

Page 211: School Building Program, remove entire 4th bullet referencing "Jefferson"

Page 253: E, Growth Management Principle, needs bullet.

Certified Resolution of the Norwalk Common Council

2019-2029 Plan of Conservation & Development (Citywide Plan)

The Common Council of the City of Norwalk met on September 24, 2019 and adopted the following resolution by the vote of ____ to ____:

- (1) **Be it resolved** that the Common Council of the City of Norwalk recommends adoption of the **Norwalk Citywide Plan: 2019-2029, Plan of Conservation and Development**, with the modifications contained in Attachment A;
- (2) **Be it further resolved** that the Common Council authorizes **Mayor Harry Rilling** to sign the **Norwalk Citywide Plan: 2019-2029, Plan of Conservation and Development**, after the Planning Commission has incorporated the modifications contained in Attachment A.
- (3) **Be it further resolved** that the **Norwalk Citywide Plan: 2019-2029, Plan of Conservation and Development**, be effective upon adoption of the Planning Commission and signature of the Mayor.

Attested to by:

Name: _____

Title: _____

(City Clerk)

Date: _____

Memorandum

August 29, 2019

To: Planning Committee, Common Council
From: Steve Kleppin, Planning & Zoning Director



Re: Planimetries – Zoning Regulations Evaluation

As part of our current fiscal years operating budget, we allocated and were approved an amount of \$20,000 to conduct a preliminary evaluation of the zoning regulations, in anticipation of a complete overhaul of the regulations beginning in 2020. This preliminary evaluation will provide the cost basis for our 2020/2021 operating budget request.

An RFP was sent out to conduct the work. While only two responses were received, the 2 two firms that submitted proposals are both excellent. I speculate that there were only 2 respondents because of the short time frame proposed for completion and the dollar amount allocated to the project.

Planimetries was ultimately chosen based on their work experience on similar projects, having experience in coastal communities and their excellent reputation working with commissions and facilitating public meetings.

Planimetries work will include evaluating the regulations from an case of use standpoint, attending meetings to see how they are implemented, interviewing applicants regarding their experiences with the regulations, providing examples of zoning codes from peer communities that would work well for the city, evaluating and making recommendations on the type of code the city should consider and preparing a summary report of their findings.

I request that the following resolution be forwarded to full Council for consideration:

Approve forwarding to Common Council the authorization for Mayor Killing to enter into an agreement with Planimetries to perform the following services:

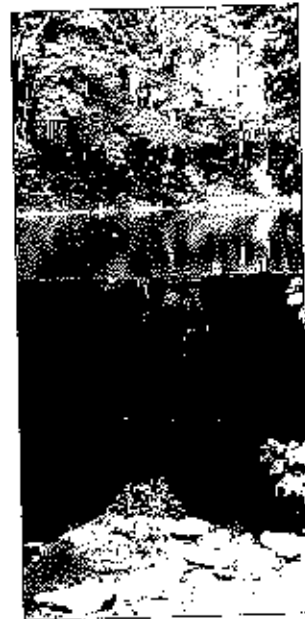
“Consultant Services for Building Zone Regulations Analysis and Recommendations” in an amount not to exceed \$20,000.

Feel free to contact me with any questions.

END

NORWALK

Proposal For Consultant Services For Building Zone Regulations Analysis And Recommendations



Planimetrics

70 County Road, Simsbury, CT 06070 860-913-4080

**CITY OF NORWALK
PURCHASING DEPARTMENT**

PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM

Planimetrics, Inc.
Proposer's Name

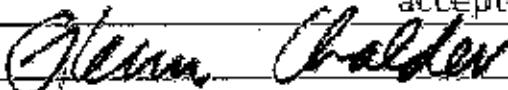
70 County Road
Street Address

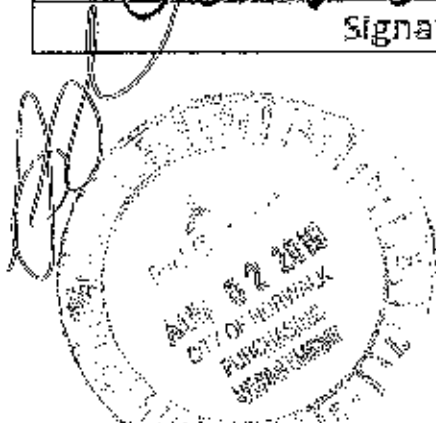
Simsbury, CT 06070		
City	State	Zip

Business Telephone:	860-913-4080
---------------------	---------------------

Email Address:	g.chalder@planimetrics.net
----------------	-----------------------------------

Glenn Chalder, President
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.	
 Signature	July 30, 2019 Date





Planimetrics

70 County Road, Simsbury, CT 06070 860-713-4000

July 30, 2019

Purchasing Department
City of Norwalk
125 East Avenue – Room 103
Norwalk, CT 06856-5125

To Whom It May Concern:

In response to the Request for Proposals (RFP), I am pleased to submit this information related to helping the City of Norwalk establish a framework for updating the Building Zone Regulations. Information on the scope of work to be provided is contained within this Proposal.

As provided in the RFP, this proposal includes the following:

- A. Introduction Letter
- B. Company Overview / Staffing Overview
- C. Scope of Work / Approach
- D. References
- E. Forms

Planimetrics has been in existence for almost 25 years and has extensive experience helping Connecticut communities address a variety of land use issues including comprehensive updates of Zoning Regulations. Information on the experience and qualifications of Planimetrics is contained in this proposal.

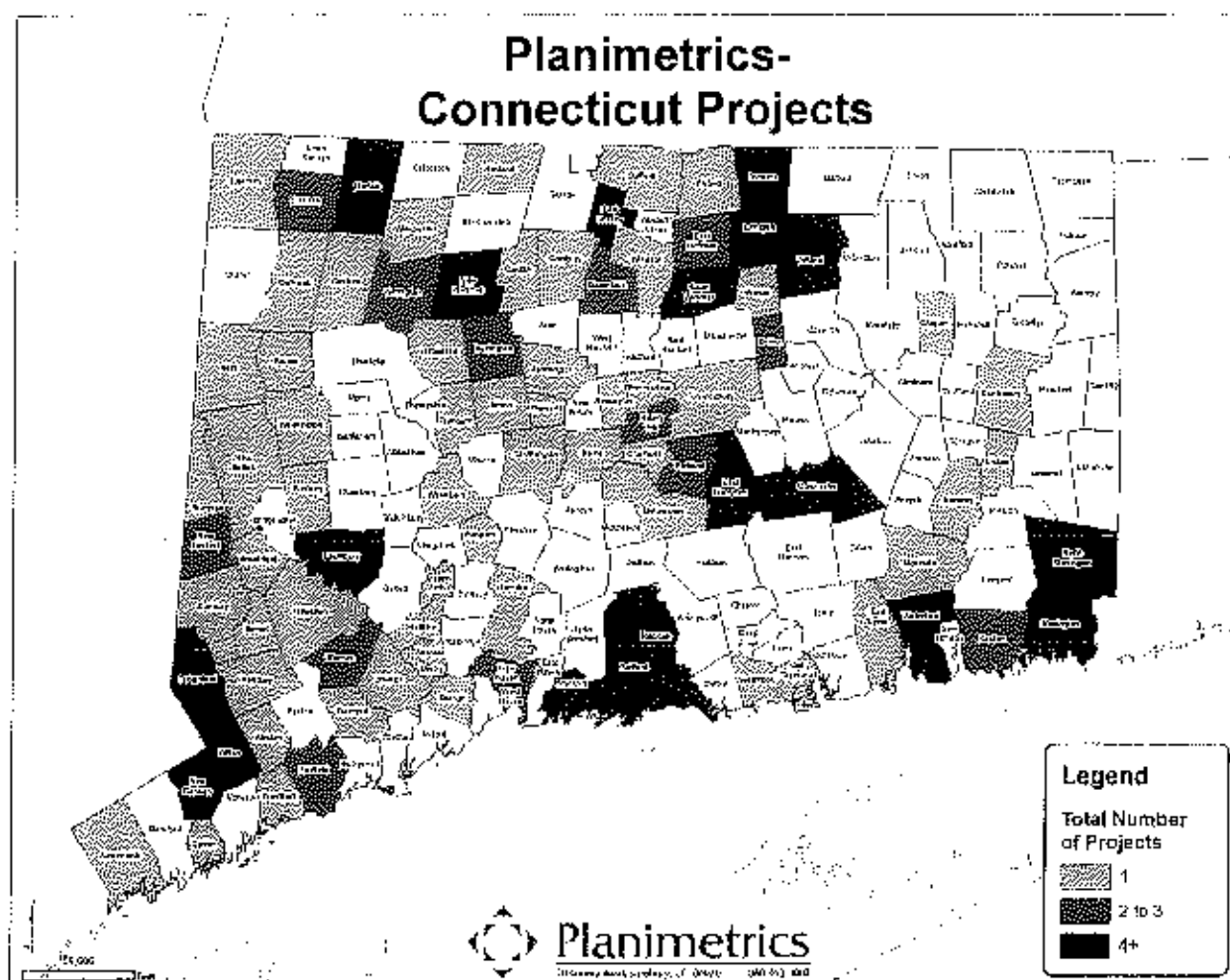
I look forward to the opportunity to bring this knowledge and experience to help the City of Norwalk with this project. I would be pleased to meet with you to discuss this proposal.

Sincerely,

Glenn Chalder, AICP
Planimetrics, Inc.

Company Overview

1. Name / form of company	Planimetrics, Inc. A Connecticut corporation
2. Company address	70 County Road Simsbury, CT 06070 860-913-1080
3. Primary areas of service	Land use consulting for Connecticut municipalities as described in this proposal
4. Year established	1995
5. Years engaged in above services	24 years

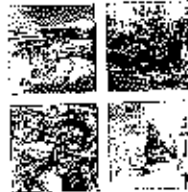


Guiding Principles



HAMDEN

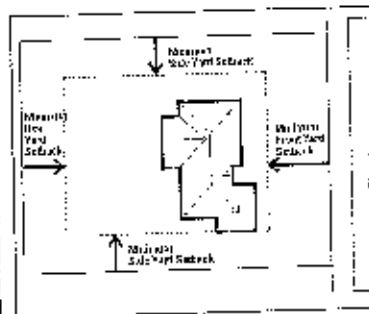
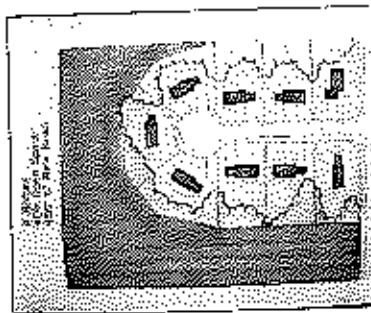
2010 Plan of Conservation and Development



Planning and Growing Our Future

Strategic Planning

- Plans of Conservation and Development
- Housing affordability plans
- Economic development plans
- Community facility plans
- Special area plans
- Implementation strategies



Regulations / Implementation

- Zoning regulations
- Subdivision regulations
- Implementation programs
- Progress tracking
- Capital budget programming



Public Participation

- Public presentations
- Interactive workshops
- Community events
- Community surveys

Planned and Completed

PlanMetrics has helped many communities with planning and zoning related projects. Below is a partial list of projects.

Zoning Regulations (partial list)

In Process

- Town of Somers, CT
- Town of Colebrook, CT

Adopted 2019

- Town of Danion (Business Zones)
- Town of Westbrook, CT
- Town of Easton, CT

Adopted 2018

- Town of Hebron, CT
- Town of Danion, CT (Sign Regulations)
- Town of Kent, CT

Adopted 2017

- Town of Rocky Hill, CT

Adopted 2016 And Prior Years

- Town of New Canaan, CT (CCAPA Award)
- Town of Bloomfield, CT (CCAPA Award)
- Town of Ridgefield, CT
- Town of Bethel, CT

Subdivision Regulations (partial list)

- City of Groton, CT
- Town of Bethel, CT
- Town of New Canaan, CT
- City of Bristol, CT
- Town of Norfolk, CT

Other Regulation Projects (partial list)

- Town of Bethel, CT (Welland Regulations)
- Town of Groton, CT (MS4 Regulations)
- Town of Tolland, CT (Water Ordinances)

Plans of Conservation and Development (partial list)

In Process

- Town of Hamden
- Town of Plainville
- Town of Ridgefield

Adopted 2019

- Town of Branford, CT
- Town of Oak Bluffs, MA
- City of Groton, CT

Adopted 2018

- Town of Willington, CT

Adopted 2017

- Town of Oxford, MA
- Town of Westport, CT
- Town of Simsbury, CT

Adopted 2016 And Prior Years

- Village of Pinehurst, NC
- Town of Greenwich, CT
- Town of Madison, CT
- Town of New Canaan, CT
- City of Norwich, CT
- Town of Waterford, CT
- Town of Canton, CT
- Town of Norfolk, CT
- Town of Bethel, CT
- Town of Somers, CT

Other Planning Studies (partial list)

- Smart Growth Strategies, Guilford, CT
- Fairfield Affordable Housing Plan
- New Canaan Incentive Housing
- Fiscal Impact Analysis, COGCNV
- Mystic Parking Study, Groton, CT
- Cromwell Center Study, Cromwell, CT

Planning, Design & Review

Overall Reorganization

Open to Public

- Westbrook (2019)
- Hebron (2018)
- Brooklyn (2017)
- Rocky Hill (2017)
- Kent (2017)
- Simsbury (2017)
- Grafton (City) (2016)
- Easton (2016)
- Canton (2014)
- East Hampton (2013)
- New Hartford (2012)
- Norfolk (2011)
- Branford (2011)
- Plainville (2010)
- Bethel (2009)
- Bloomfield (2009)
- Hamden (2009)
- Ridgefield (2007)
- Monroe (2007)
- Portland (2006)
- New Canaan (2005)
- Falls Village (2005)
- Burlington (1999)
- East Granby (1997)



Section Update

Open to Public

Residential Development

- Washington -- Soil-Based Density Zoning
- Ellington -- Multi-Family Development
- Madison -- Shoreline Zoning
- Madison -- Residential Standards
- North Stonington -- Residential Density

Incentive Housing

- Berlin -- Town Center
- Kent -- Town Center
- Tolland -- Tolland Village Area
- Simsbury -- Workforce Housing

Low Impact Development (LID)

- Harwinton -- LID
- Newington -- LID
- Plainville -- LID
- East Granby LID

Business Areas

- Darien -- Business Zoning
- South Windsor -- Town Center Zoning
- Orange -- Transit-Oriented District
- Ellington -- Route 83 Zoning
- Waterford -- Mago Point
- Stonington -- Manufacturing Zone
- Tolland -- Technology Corridor

Other Issues / Approaches

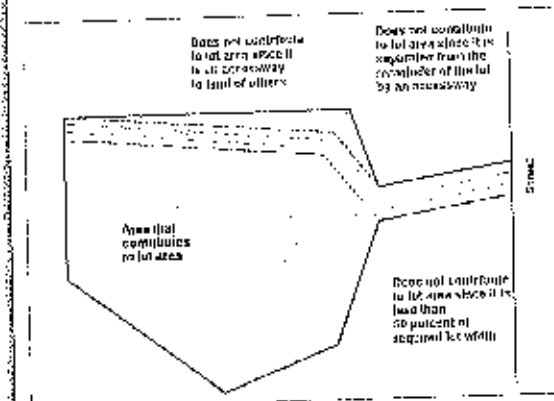
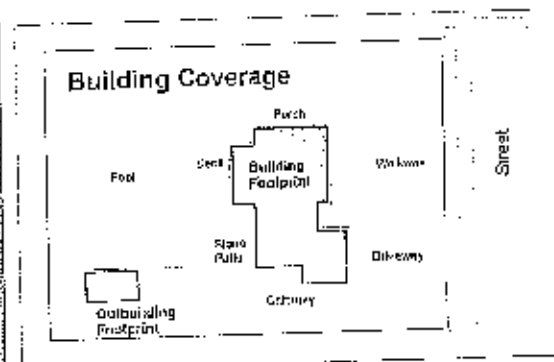
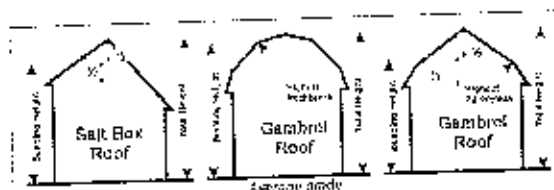
- Darien -- Sign Regulations
- Orange -- Parking Regulations
- Berlin -- Agricultural Uses
- Tolland -- Sign Regulations
- Wilton -- Village District
-

Graphic Illustrations

Continued from

For many years, Planimetrics has promoted the use of graphic illustrations to help make zoning regulations as "user-friendly" as possible.

Since some people are "visual" rather than "textual", a picture can be worth a thousand words in helping people visualize and understand the concepts underlying the regulations.



Definition "Groups"

Continued from

Planimetrics has also promoted the "grouping" of definitions that relate to each other to help make zoning regulations as "user-friendly" as possible.

A word such as "accessory" does not seem important until it is paired with "principal" and then the basic organizational structure of a set of zoning regulations becomes clearer. Thematic groupings can be much more effective at helping people visualize and understand different zoning concepts and hierarchies.

Building vs Structure

Building—a structure having a roof supported by columns or walls which is permanently affixed to the ground for the housing or enclosure of persons, animals, or property. The definition shall include any independent structure which a building is needed by, such as:

- The connection of two buildings by means of a span, porch, balcony, passageway, ramp, or other work upon structure, without exterior wall, shall not be deemed to make them one building, except in the case of a structure group, as provided for in the code.
- The term "building" shall not include mobile homes or trailers.

Structure—anything erect, erect or erected which requires foundation on the ground or attachment to something existing as a support on the ground. The term structure includes: "enclosures" as used in these regulations shall be deemed to include buildings, structures, pools, open water, fire walls, and fences or walls. The section shall apply to these regulations for the definition of structure for floodplain development purposes.

Day Care Relative Terms

Day Care—A program of supplementary care to people outside their own homes on a regular basis for a period of twenty-four hours in a calendar day in the week, generally excluding overnight care.

Adult Day Care—Day care provided to adults unable to take care of themselves and/or in need of assistance.

Child Day Care—Day care provided to children during nursery school and pre-school programs.

Day Care Center—A location which offers or provides day care to more than twelve related or unrelated people outside their own homes on a regular basis.

Family Day Care Home (Child)—A private family home caring for not more than six children, including the provider's own children not in school full time, where the children are cared for a total of less than twenty-four hours during a twenty-four-hour period and where the children are regularly receiving care. Such care may be provided in a room of the home but not in the same room as the provider's own children. The provider's own children, shall be permitted to remain in the home during the day. During the regular school year, a maximum of three additional children who are in school full time, including the provider's own children, shall be permitted, except that if the provider has more than three children who are in school full time, all of the provider's children shall be permitted; this maximum shall not be deemed to represent an intentional alteration of a property.

Family Day Care Home (Adult)—A private family home caring for not more than six people, including the provider's own adult relatives who are the people are cared for a total of less than twenty-four hours during a twenty-four-hour period and where care is given on a regularly recurring basis.

Group Day Care Home—A location which offers or provides day care.

- To not fewer than seven or more than six children or unrelated people; or
- That meets the definition of a family day care home except that it operates in a primary office that is provided family home.

Staffing Overview

6. Name, address, and contact information for the project leader	Glenn Chalder, AICP President Planimetrics 70 County Road Simsbury, CT 06070 860-913-4080 g.chalder@planimetrics.net
7. Team Format	All services will be provided in house with the exception of the following: - Any GIS services requested through Planimetrics would be provided by New England Geosystems of Middletown, CT at additional cost - Legal review prior to adoption
8. Other Planimetrics personnel on this project	None
9. Sub-consultants (if any) on this project	None

Working Meeting



Working Meeting



Public Presentation



Public Presentation



Key Personnel

Glenn Gaudier, AICP

Professional Planner



Education

Master of City Planning, Harvard University

Bachelor of Science, McGill University

Professional Affiliations & Activities

American Institute of Certified Planners (AICP)

Connecticut Chapter, American Planning Association (CCAPA)

CCAPA Executive Committee (1990-1994)

CCAPA Legislative Committee (Co-Chair (1990 - 94),
Member (1980 - 1994)

CCAPA Professional Planner Award (1997)

CCAPA Presidents Recognition Service Award (1991)

Legislative Task Forces:

State, Regional, & Local Planning (1991 - 1994)
Manufactured Housing (1982-1983)

Professional Background

Glenn has been a planning consultant since 1990. Prior to that he worked as a municipal planning director and for real estate development companies. Glenn credits understanding the land use process "from both sides" as helping him provide meaningful guidance to clients.

Glenn's primary interests are working for communities in order to help make them better places for future generations.

Professional Experience

Comprehensive Plans (partial list)

- Pinchurst, NC (2x)
- East Granby, CT (2x)
- Wilton, CT (3x)
- Ridgefield, CT (2x)
- Shelton, CT
- New Canaan, CT
- Simsbury, CT
- Narragansett, RI

Regulations / Coding (partial list)

- Zoning Regulations, New Canaan, CT
- Zoning Regulations, Ridgefield, CT
- Subdivision Regulations, New Canaan, CT
- Form-Based Coding, Hamden, CT

Other Projects (partial list)

- Smart Growth Strategies, Guilford, CT
- Soft-Based Density Zoning, Washington, CT
- Center Study, Cromwell, CT
- Fiscal Impact Study, Central Naugatuck Valley

Scope of Work / Approach

The scope of services to be provided by Planimetrics includes:

Collect Staff / Commission Input

1. Conduct one (1) meeting with City Zoning staff to gather input and perceptions on the current regulations.
2. Participate in one (1) Zoning Commission meeting to discuss Commission's goals and viewpoints on the regulations.

Collect "Power Users" Input

3. Work with City Staff to assemble contact information for lawyers, architects, engineers, surveyors, contractors, developers, and others familiar with the current regulations.
4. Conduct one or more focus group(s) and/or individual interviews with architects, engineers, surveyors, contractors, developers, and others to understand their experience with and perceptions of the current regulations.

Gather Community Input

5. Conduct at least one (1) community meeting to gather input (concerns and suggestions) from Norwalk residents about their experience with the Building Zone Regulations using one of the following formats:
 - (a) A "drop-in" meeting where attendees can interact one-on-one over an extended period.
 - (b) Formal presentation / facilitated discussion where ideas are shared among attendees
 - (a) Identify inconsistencies between existing regulations and current law;
 - (b) Identify contradictions within different sections of the regulations;

Conduct Independent Review

6. An Independent review of the City's Building Zone Regulations.
7. To understand regulatory framework in the City, review a cross-section of up to six (6) applications from inception to conclusion (Staff to assist with identifying applications based on permit software).

Prepare Work Products

8. Prepare a written report containing recommendations on future structure, format and consideration of code type the City should consider based on:
 - (a) Ease of use,
 - (b) Simplicity,
 - (c) Graphic representation,
 - (d) Clear and complete definitions, and
 - (e) Eventual transition to an easily navigable web-based format.
9. Assist the City in developing a budget for the comprehensive rewrite of the regulations considering not only structure, but also potential changes as a result of recommendations within the Citywide Plan.
10. Participate in one (1) Zoning Commission meeting to present findings and recommendations.

Timeline

Based on information in the Request For Proposals, it is anticipated that the project will begin on or before September 1, 2019.

As stated in the Request For Proposals, it is understood that the City would like for the project to be completed on or before December 1, 2019 (3 months) so that a funding request for the comprehensive rewrite can be included in the departments proposed fiscal year 2020/2021 budget.

Planimetrics is ready, willing, and able to undertake and complete this project within these parameters.

	September					October				November				December	
	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9
Independent review															
Meeting(s) with City Zoning staff															
Kick-off Meeting with Commission															
Focus group(s) /interviews															
Community meeting(s)															
Review applications															
Prepare recommendations															
Assist Staff with budget request															
Present recommendations															

2.2 PRICING RESPONSE FORM

Vendor Name - Planimetrics, Inc.		
Address - 70 County Road, Simsbury, CT 06070		
Phone - 860-913-4080	Fax - N/A	Email - g.chalder@planimetrics.net
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

Total Lump Sum Fee*	\$ 20,000
Total Lump Sum Fee in Writing	Twenty Thousand & No Dollars

*Fee should include all travel and other direct expenses

B. **PROJECT TEAM:** Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate for each member.

	Name	Title	% Involved	Hourly Rate
A	Glenn Chalder, AICP	President	100%	\$165
B				
C				
D				

Submitted by -	Planimetrix, Inc.	
	Glenn Chalder, AICP (President)	7/30/19
Authorized Agent of Company (name and title)		Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

**CITY OF NORWALK
PURCHASING DEPARTMENT**

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. Exceptions must be declared below in order to be considered by the City:

None at this time.

2.3 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - **24 years**

2. Number of personnel employed Part-time - **1**, Full-time **1**

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
Darien Zoning	2017-2019	Jeremy Ginsberg	203-656-7351
Hebron Zoning	2016-2018	Michael O'Leary	860-228-5971
Westbrook Zoning	2015-2019	Eric Knapp	860-399-3041
Easton Zoning	2015-2019	Robert Maquat	203-218-0633

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)

general partnership

limited partnership

limited liability corporation

limited liability partnership



corporation doing business under a trade name

individual doing business under a trade name

other (specify)

5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY

Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?

Yes

No



OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Out-of-State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
6. CT License/Registration Number:			
7. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service <u>if different from what has</u> <u>been indicated on the response form:</u>			
Business Name			
Address			
City, State & Zip			
Name of Agent			

References

Jeremy Ginsberg, AICP
Planning and Zoning Director
Town of Darien
2 Renshaw Road
Darien, CT 06820
(203) 656-7351
jginsberg@darien-ct.gov

- Zoning Regulations - Signage
- Zoning Regulations - Business Zone Revisions
- Plan of Conservation & Development (2010)

Daniel W. Kops Jr.
Town Planner
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518
(203) 287-7070
dkops@hamden-ct.com

- Plan of Conservation & Development (2019)
- Zoning Regulation / Form-Based Code (2009)

Harry Smith, AICP
Town Planner
Town of Branford
1019 Main Street
Branford, CT 06405
(203) 315-0657
hsmith@branford-ct.gov

- Plan of Conservation and Development (2019)
- Plan of Conservation and Development (2008)
- Zoning Regulation Update (2012)
- Subdivision Regulation Update (2012)

Michael O'Leary, AICP
Director of Planning and Development
Town of Hebron
15 Gilead Street
Hebron, CT 06248
(860) 228-5971
moleary@hebron-ct.com

- Zoning Regulation Revisions (2018)

Michelle Sloane
PZC Chair
Town of Norfolk
19 Maple Avenue
Norfolk, CT 06058
(860) 542-5287
Mjs06058@ynhcn.com

- Plan of Conservation and Development (2019)
- Village District Consultant (2012 -- present)
- Zoning Regulation Revisions (2011)
- Subdivision Regulation Revisions (2013)
- Plan of Conservation & Development (2009)



Planimetrics

70 County Road, Simsbury, Ct 06070 860-913-1080

**CITY OF NORWALK
PURCHASING DEPARTMENT**



**SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE
NORWALK, CT 06851 BY THE DATE AND TIME OF RFP OPENING**

PROJECT NUMBER:	3944
REQUESTING DEPARTMENT:	Planning and Zoning Department
DATE OF RFP ISSUANCE:	07/12/2019
TITLE OF RFP:	Consultant Services for Building Zone Regulations Analysis and Recommendations
RFP SUBMISSION DEADLINE:	08/02/2019
MANDATORY WALKTHROUGH:	YES () NO ()
DATE, TIME AND LOCATION OF WALKTHROUGH	N/A
TIME OF RFP OPENING:	2:00 PM
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED: IF YES, AMOUNT REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

- 1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM**
- 2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS (ONE ORIGINAL PLUS FIVE (5) COPIES)**
- 3. EXCEPTIONS (IF ANY)**

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL RFPs WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. IF A BIDDER USES A COURIER SERVICE FOR RFP DELIVERY, IT SHALL BE THE BIDDER'S RESPONSIBILITY THAT THE RFP REACHES THE PURCHASING DEPARTMENT BY THE DATE AND TIME SPECIFIED HEREIN.
3. ALL RFPs SUBMITTED TO THE CITY MUST BE IN A CLEARLY MARKED AND SEALED ENVELOPE.
4. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPs, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE HIM/HERSELF THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.
 - b. EACH BIDDER MUST FULLY INFORM HIM/HERSELF OF THE CONDITIONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF HIS/HER OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. INASMUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT HIS/HER WORK, EMPLOY SUCH METHODS OR MEANS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
5. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

CITY OF NORWALK
PURCHASING DEPARTMENT

PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM

Proposer's Name									
Street Address									
City				State			Zip		
Business Telephone:									
Email Address:									
Printed Name and Title of Individual Submitting Proposal									
The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.									
Signature							Date		

CITY OF NORWALK
PURCHASING DEPARTMENT

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. Exceptions must be declared below in order to be considered by the City:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CITY OF NORWALK
PURCHASING DEPARTMENT

GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is seeking the services of a consulting firm qualified to undertake an evaluation of Norwalk's Building Zone Regulations in order to provide the framework for a comprehensive rewrite and reorganization. The budget for this project is \$20,000.00. The requirements of this project are outlined in greater detail under Section 1 Scope of Work/Project Specifications.

2. RFP DOCUMENTS

All RFP documents for this invitation are available over the internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

3. ADDENDA

All addenda, if issued will be available over the internet at <http://www.norwalkct.org>. We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the RFP deadline. It is the responsibility of the bidder to check for issuance of any addenda.

4. BIDDER'S LIST

Bidder's List for this solicitation will not be published.

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Sharon Connors, Purchasing Agent at sconnors@norwalkct.org. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm, July 25, 2019.

6. SUBMISSION OF RFP

All sealed RFPs should be submitted to the City of Norwalk's Purchasing Department no later than August 02, 2019 at 2:00 pm at the address listed below:

City of Norwalk Purchasing Department
125 East Avenue, Room 103
Norwalk, CT 06856-5125

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at <http://www.norwalkct.org>. RFP results will not be provided over the phone.

CITY OF NORWALK PURCHASING DEPARTMENT

SPECIAL NOTES:

- 1) The RFP submission (original and copies) **is required to be delivered** the Purchasing Department. Uploading a digital copy is not required but recommended.

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

SECTION 1 – SCOPE OF WORK

1.1 INTRODUCTION

The City of Norwalk is seeking the services of a consulting firm qualified to undertake an evaluation of Norwalk's Building Zone Regulations in order to provide the framework for a comprehensive rewrite and reorganization.

We are a growing, dynamic community located in Fairfield County CT with a population of approximately 90,000 neighbors. We are a community that embraces our diversity in terms of our population, neighborhoods and economic base. Like many other historic communities, Norwalk has transformed itself throughout its history, from an important colonial seaport, to a major manufacturing center, and to today as a hotspot for millennials and empty-nesters with an economy that supports Fortune 500 companies, a busy marine harbor, high-tech manufacturing and innovative start-up companies.

We are in the final steps of adoption of the 2019 Plan of Conservation and Development (Citywide Plan). In addition, we are preparing a TOD Plan for the East Norwalk area and have completed rezoning for portions of our urban core. In response to recommended actions within the Citywide Plan and other planning initiatives, a comprehensive reorganization of the Building Zone Regulations is warranted.

The current Building Zone Regulations can be viewed at:

<https://www.norwalkct.org/203/Building-Zone-Regulations>

The draft Citywide Plan can be viewed at: <http://tomorrow.norwalkct.org/citywide-plan/>.

1.2 SCOPE OF SERVICES

The scope of services shall include:

1. A thorough review of the City's Building Zone Regulations;
2. Meetings with City Zoning staff to gather input and perceptions on the current regulations;
3. Attendance at a meeting(s) with the Zoning Commission to discuss Commission's goals and viewpoints on the regulations;
4. Develop a work program to gather adequate community feedback, including, but not limited to:
 - (a) Develop presentation materials to gain community feedback;

- (b) Conduct focus group and individual interviews with contractors, developers, architects and other building professionals to understand their needs and perceptions of the current regulations;
 - (c) Facilitate a community meeting to hear the public's concerns and suggestions on the regulations;
 - (d) Identify inconsistencies between existing regulations and current law;
 - (e) Identify contradictions within different sections of the regulations;
5. Possibility review of applications from inception to conclusion to understand regulatory framework in the City;
 6. Provide recommendations on future structure, format and consideration of code type the City should consider. Recommendations should focus on ease of use, simplicity, extensive and appropriate graphic representation, clear and complete definitions and ultimately translation to a easily navigable web-based format; and
 7. Assist the City in developing a budget for the comprehensive rewrite of the regulations considering not only structure, but also potential changes as a result of recommendations within the Citywide Plan;

The Planning and Zoning Department anticipates this project will be completed within three (3) months from the inception of the project, so funding requests for the comprehensive rewrite can be included in the department's proposed fiscal year 2020/2021 budget.

1.3 RECORD KEEPING

Incidental to any and all services provided is the requirement to prepare and maintain a project schedule, provide monthly status reports and maintain proper record keeping. The initial project schedule for any particular engagement shall be included in the original scope of services agreed upon by the City and the Consultant for that particular engagement. The consultant is required to keep the project schedule current and revise it as appropriate and necessary, subject to approval by the City, throughout the course of the engagement.

The monthly status reports shall summarize the status of all projects for which the consultant is engaged. Information contained in the status reports shall include work and activities completed and/or undertaken during the current reporting period, identification and explanation of any work or activities anticipated within the previous status report that was not completed or undertaken, identifying, and explaining if appropriate, any significant happenings or milestones occurring during the current reporting period, relating the current status of the project to the current project schedule, updating the project schedule, if necessary, and identifying the work, activities, milestones, and significant happenings anticipated and/or planned for the upcoming reporting period.

Record keeping shall include maintaining complete and accurate records of all correspondence, submittals, reports, transmittals, logs, meeting minutes, drawings, results, requirements, and any other written documentation or information generated or received by the consultant in the course of or related to the consultant's involvement in any engagement under the on-call contract. Such records shall be sorted and filed, separated by engagement and in chronological order, by the type of

information contained, the task and/or stage of the project related to, and/or the generator and/or recipient of the document as is appropriate to the scope of the engagement and the volume of records being stored. The consultant shall ensure that the City receives copies, in a timely manner, of any such records as may be significant, or otherwise appropriate, to the City's oversight and/or involvement in the engagement and/or any work, relevant event or effect, or public expenditure associated therewith or otherwise related thereto. The consultant shall also endeavor to obtain a copy of any document that the consultant knows to, or has reason to believe may, exist which appropriately should be included in such records. In addition, the consultant shall make a log of, or otherwise appropriately note in writing, (and include in such records,) any significant verbal correspondence and/or visual, or any other, observance as appropriate.

All such records shall be stored in a secure location and in a manner that allows for convenient location and identification for as long as the consultant is required to maintain them. Records associated with an active engagement shall be stored in such a manner as to be readily accessible on demand. Such records shall be maintained by the Consultant for a minimum of six (6) years beyond the completion of the particular engagement. Upon completion of the project, the Consultant shall provide to the City copies of all such documents requested by the City, deemed appropriate for the City to possess for purposes of utilizing and/or maintaining any facilities completed in association with the engagement, interpreting or applying any deliverables generated through the engagement, and/or evaluating or auditing any work or tasks associated with the engagement.

1.4 FEE, FEE STRUCTURE AND INVOICING

The City anticipates the total fee for this review will not exceed \$20,000.

Consultant shall provide a fee structure which includes the hourly rate for relevant firm personnel who may work on the project.

All invoices shall be in a format agreeable to the City of Norwalk (City). Invoices shall indicate breakdown of the weekly days and the hours worked.

1.5 AUDIT

The Contractor agrees to maintain complete records of all direct labor hours worked by employees engaged in fulfilling this contract. Payment for work completed which is beyond the scope defined below is to be computed on the basis of actual hours worked, at a fixed rate per hour and all other costs, if any, payable by the City under this contract.

Such records shall be maintained in accordance with recognized commercial accounting practices so they may be readily audited. Contractor further agrees to permit the City of Norwalk to examine and audit these records and all supporting records at reasonable times. All payments, if

any, made hereunder by the City of Norwalk, shall be subject to final adjustments as determined by such audit(s). Contractor shall retain all records for a period of not less than one calendar year after the completion date of this contract.

1.6 FIRM QUALIFICATIONS

The City seeks a firm(s) with a demonstrated track record of expertise with zoning regulations in peer communities that are not only similar in size to Norwalk but are also similar demographically and geographically. The firm should not only have a working knowledge of zoning regulations but also provide innovative approaches that have been enacted in other communities.

The selected firm(s) will also have a strong track record in conducting public outreach, including, but not limited to, facilitating public meetings, web surveys, social media, and conducting interviews with key stakeholders and meetings with the oversight committee.

1.7 REFERENCES

The consultant shall provide a list of references in which similar services were provided by the consultant, noting the specific individuals representing these comparable projects, within the past five years.

1.8 CRITERIA FOR AWARD

The City of Norwalk will be responsible for reviewing the proposals received and will further evaluate them, using the following criteria. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposals despite its compliance with these criteria if it determines that to do so would be in its best interests.

1. Firm's history and resource capability to perform required services.
2. Relevant experience.
3. Project manager's relevant and overall experience working with the city.
4. Qualifications of assigned personnel.
5. Quality of references from previous clients.

1.9 SELECTION PROCESS

The City of Norwalk's Purchasing Department and the Planning and Zoning Department will convene a submission review panel to evaluate the qualification statements. Based upon the review of the submissions and any current relevant experience with the city, the selection panel may select a consultant(s) to conduct the evaluation of the regulations.

Selected firms should be prepared to make a presentation to the review panel to demonstrate their firms and individual's ability to provide peer review services. Subsequent to that presentation a final selection will be made.

Following the review of responses, the Committee may elect to interview some or all of the respondents or may otherwise seek clarification or amplification of the materials. Upon completion of the review, the Committee will make its recommendation. The recommendation may include:

1. Rejection of all submittals
2. Selection of one or more respondents to submit formal proposals.
3. Selection of one respondent to enter into exclusive negotiations.

1.10 SCHEDULE

The Planning and Zoning Department anticipates this project will be completed within three (3) months from the inception of the project, so funding requests for the comprehensive rewrite can be included in the department's proposed fiscal year 2020/2021 budget.

As part of the RFP, the consultant shall provide a draft work schedule for Plan completion. Selected firms should be prepared to make a presentation to a committee established by the City to demonstrate their firm(s) and individual's ability to carry out the plan. Subsequent to that presentation a final selection will be made. The following timeline has been established by the City regarding the RFP:

DATE	TIME	TASK
07/12/2019		Issuance of Request for Proposals
07/25/2019	2:00 PM	Question(s) Deadline Concerning this RFP
08/02/2019	2:00 PM	RFP Submission Deadline
08/23/2019		Initial screening complete and individual presentations scheduled
08/30/2019		Final evaluation of qualifications and recommendations

1.11 INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Contractor; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation Insurance: With respect to all operations the Contractor performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Umbrella/Excess Liability: With respect to all operations the Contractor performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

Errors and Omissions/Professional Liability: With respect to any damage caused by a negligent act, error, or omission of the Contractor, the Contractor shall carry minimum One Million Dollars (\$1,000,000) coverage per claim and in the aggregate. With respect to any damage caused by a negligent act, error, or omission of the Contractor's subconsultants, the subconsultants shall carry minimum One Million Dollars (\$1,000,000) coverage per claim and in the aggregate.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional

Liability insurance is applicable to the Work performed by the subcontractors. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City of Norwalk as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed

by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

SECTION 2 - RESPONSE FORMS

2.1 FORM OF PROPOSALS:

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Firms should create their submissions in 8½" x 11" document size using a minimum 12 point font size, double sided. Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content. The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals will remain property of the City.

Request for Proposal (RFP) shall include the following, in this order:

- A. Introduction Letter: A cover letter shall identify the lead consultant, their area of expertise and understanding for the project. The letter should also summarize the firm's background and relevant experience providing zoning regulation review and update services or projects of similar magnitude.
- B. Staffing: The RFP should clearly identify personnel who will have a role and lead the evaluation. Please include resumes of team members. In addition, the RFP shall also identify any sub-consultants, their qualifications and provide experience of the firms working together.
- C. Method and Approach: Firms shall provide the recommended approach for the update, examples of experience with such approach, a time line for the project, options for what the final Plan would look like, an estimated schedule on how long it would take to complete the project and an estimated budget.
- D. References: No more than one (1) page per project. The lead consultant shall provide a list of references in which similar services were provided by the lead consultant, noting the specific individuals representing the lead consultant for these comparable projects, within the past five (5) years.
- E. Forms: Proposer's Information and Acknowledgement Form, RFP Response Forms, including pricing sheet, Addenda Acknowledgment form, Certificate of Insurance and Exceptions Form (if any).

You may include any additional information which demonstrates your qualification for this work.

2.2 PRICING RESPONSE FORM

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

Total Lump Sum Fee*	\$
Total Lump Sum Fee in Writing	

*Fee should include all travel and other direct expenses

B. PROJECT TEAM: Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate for each member.

	Name	Title	% Involved	Hourly Rate
A				
B				
C				
D				

Submitted by ~		
Authorized Agent of Company (name and title)		Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

2.3 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - _____

2. Number of personnel employed Part-time - _____, Full-time _____

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	general partnership		
	limited partnership		
	limited liability corporation		
	limited liability partnership,		
	corporation doing business under a trade name		
	individual doing business under a trade name		
	other (specify)		
5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No

OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Out-of-State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
6. CT License/Registration Number:			
7. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u> :			
Business Name			
Address			
City, State & Zip			
Name of Agent			

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

8. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)

- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt + Shareholders' Equity)

9. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

END OF SECTION

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08/08/2013 or later on file you may obtain a copy over the Internet at <http://www.norwalket.org> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it from Adobe.

Document Number 1002 <http://www.norwalket.org/documentcenter/view/868>

SECTION 4 – LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 041118, Express Request Doc. #1019

NOTE: SECTION 5 contains information concerning City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 04/11/2018 or later on file you may download a copy of this Ordinance from the Terms and Conditions section of the City of Norwalk's website at <http://www.norwalkct.org>

Document number 1019: <http://www.norwalkct.org/DocumentCenter/Home/View/862>

Memorandum

August 29, 2019

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director

Re: Sole Source Procurement, Snyder Group

In August of 2017 the Planning and Zoning Department (P&Z), the Norwalk Redevelopment Agency (NRA) and the Norwalk Parking Authority (NPA) partnered on developing a public outreach platform for future City planning efforts, which we called Norwalk Tomorrow.

The Norwalk Tomorrow platform was developed because of the simultaneous planning and outreach being done for the Citywide Plan, the West Avenue/Wall Street Redevelopment Plan and the Citywide Parking study. We were concerned that 3 simultaneous planning studies would duplicate research and outreach, probably confuse the public and lead to meeting fatigue.

We interviewed three firms to assist us and ultimately chose the Snyder Group to develop a website and assist with social media and public relations. The cost of producing the website and setting up the social media platforms was paid for by the NPA and NRA. Since that time P&Z, NPA and NRA have split the monthly operating costs 3 ways. The Planning and Zoning costs are part of our Operating Budget.

Since we have completed the initial three studies and are transitioning to the next planning phases, the site needs to be updated to reflect those changes which requires website structural changes. The structural changes have a one-time cost of \$7,650. That cost is being taken from carry-over monies from fund 013780 5B 0620, which is under the Business Economic Development & Tourism.

It will cost significantly more to start from scratch with a new vendor. In addition, the Snyder Group has proven extremely responsive and provide a high level of service. In addition to the web development and hosting, they also post monthly blogs and assist with social media promotion critical to communicating citywide to the various neighborhoods and urban areas.

More information on Norwalk Tomorrow can be found at: <http://tomorrow.norwalkct.org/>

I request that the following resolution be approved:

Authorization for Mayor Rilling to enter into an agreement with The Snyder Group, to update the Norwalk Tomorrow website, in an amount not to exceed \$7,650.

END

SOLE SOURCE PROCUREMENT REQUEST

Date - 8/13/19

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

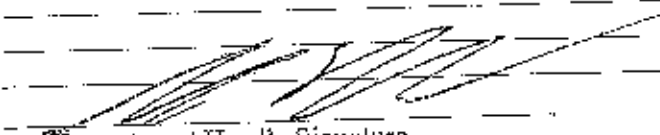
Update of existing Norwalk Tomorrow website.

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain - Please see ltr attached.

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

While putting the Norwalk Tomorrow website and process together we interviewed three (3) vendors, including the city's current vendor. It was clear that the Snyder Group was the appropriate team to put the site together and help us with our outreach effort. See attached for additional information.


Department Head's Signature

The Purchasing Agent

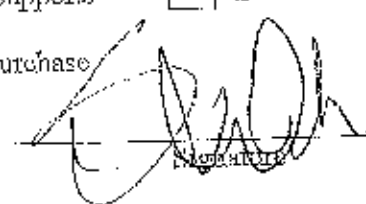
☒ Supports ☐ Does not support

Corporation Council

☒ Supports ☐ Does not support

This request for a sole source purchase


Signature


Signature

8/14/2019

SOLE SOURCE PROCUREMENT

Definition.

A proprietary vendor or sole source, as generally understood is one whose product is the only one which will meet a particular need.

A contract may be awarded for a supply, service, or construction item without competition when the Purchasing Agent, and Corporation Counsel or a designee of either office determines in writing that there is only one source for the require supply, service or construction item.

Application.

The provisions of this Regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Policy on Emergency Procurements.

Conditions for Use of Sole Source Procurements.

Sole source procurements is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement:

- (a) where the compatibility of equipment, accessories, or replacement parts is of paramount consideration ;
- (b) where the sole supplier's item is needed for trial use or testing;
- (c) where the sole supplier's item is to be produced for resale or donation.
- (d) where public utility services are to be used.

The determination as to whether a procurement shall be made as a sole source is to be made by the Purchasing Agent, based on written justification put forward by the requesting Department. Such determination and the basis thereof are to be in writing. The Agent may specify the application of such determination and the duration if its effectiveness.

The Purchasing Agent's determination is to be reviewed by Corporation Council and, if over \$20,000.00, approved by the Common Council.

In cases of reasonable doubt, competition should be solicited. Any request by a Department that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Negotiation In Sole Source Procurement.

The Purchasing Agent will conduct negotiations, as appropriate, as to price, delivery, and terms.

In August of 2017 the Planning and Zoning Department, (P&Z) the Norwalk Redevelopment Agency (NRA) and the Norwalk Parking Authority (NPA) partnered on developing a public outreach platform for future City planning efforts, which we called Norwalk Tomorrow. We interviewed three firms to assist us and ultimately chose the Snyder Group to develop a website and assist with social media and public relations.

The Norwalk Tomorrow platform was developed because of the simultaneous planning and outreach being done for the Citywide Plan, the West Avenue/Wall Street Redevelopment Plan and the Citywide Parking study. We were concerned that 3 simultaneous planning studies would duplicate research and outreach, and probably confuse the public and lead to meeting fatigue.

The cost of producing the website and setting up the social media platforms was paid for by the NPA and the NRA. Since that time P&Z, NPA and NRA have split the monthly operating costs 3 ways. The Planning and Zoning costs are part of our Operating Budget.

Since we have completed the initial three studies and are transitioning to the next planning phases, the site needs to be updated to reflect those changes which requires website structural changes. The structural changes have a 1 time cost of \$7,650. That cost is being taken from carry-over monies from fund 013/80 SB 0620, which is under Business Economic Development & Tourism.

It will cost significantly more to start from scratch with a new vendor. In addition, the Snyder Group has proven extremely responsive and provide a high level of service. In addition to the web development and hosting, they also post monthly blogs and assist with social media promotion critical to communicating citywide to the various neighborhoods and urban areas.

Content Marketing Program with Website Refinements

For Norwalk Tomorrow

May 2019



May 8, 2019

Mr. Steve Kleppin
Director - Norwalk Planning and Zoning
The City of Norwalk
125 East Avenue
Norwalk, CT 06851

RE: Norwalk Tomorrow Content Marketing Program and Website Revisions

To follow, please find Snyder Group recommendations and scope of services (SOW) for content marketing services and website refinements for Norwalk Tomorrow supporting programs that include:

- Master Plan of Conservation and Development
- Wall Street, West Avenue and Washington-South Main
Redevelopment Plans
- City Wide Parking Capacity Study
- East Ave TOD

Additional City projects listed below, but not limited to:

- Washington-South Main
- Ely/Mulvoy Neighborhood Plan
- Library area master planning
- Industrial zones
- City-wide housing study
- Traffic Management Plan update
- Phase IV Signal Upgrade Project, including dynamic
messaging (ie: wayfinding for travel and parking)
- Wayfinding and parking signage plan
- Zoning overhaul
- Route 1 corridor design guidelines
- Transportation Master Plan
- Citywide resiliency plan

As the POCD plan is completed, Snyder Group will make website refinements to the Norwalk Tomorrow website to support other planning

programs that are categorized in five main buckets:

- Economic Dev
- Transportation/Mobility
- Neighborhood Plans
- Sustainability/Environmental Planning
- Past plans

Content Marketing Services

Content Development/Blogging

Having identified and formed consensus on personas, keyword/message strategies and topics, Snyder Group will develop and ghostwrite/edit blogs – 2-3 per month aligned with four main categories:

- Economic Dev
- Transportation/Mobility
- Neighborhood Plans
- Sustainability/Environmental Planning

The topics/themes of this content will come from the work of the research and planning companies and/or related sources and be centralized and distilled by a centralized City of Norwalk manager who will provide direction and publishing approvals to the Snyder Group.

Supervision/Management-Blog Publishing & Performance Tracking

Snyder Group will manage, format, optimize and publish 1 blog every other week (2-3 per month) to the website. Snyder Group will also make recommendations for paid social boosts of specific content and, with approval, will develop and facilitate placements if desired.

Webmaster

Snyder Group will manage and update the Norwalk Tomorrow website with new events, resources, page content and graphics as needed.

Services Cost: \$ 2,550 per month

Website Refinements - Development Services

Snyder Group will provide copy, copy edit, creative direction and html programming for the following website refinements:

- Overall
 - Add search function
 - Create hierarchy of planning under large buckets ie:
 - Economic Dev
 - Transportation/Mobility
 - Neighborhood Plans
 - Sustainability/Environmental Planning
- Home Page
 - Set default to showing two updates if no new events
 - Revise quick links to get to each plan - potential to use map of Norwalk - show neighborhoods, that click to each plan (Google map interface, Internal GIS TBD)
 - Revise intro copy and Mayor's letter
- What's Happening
 - Create What's Happening page (rather than going directly to Citywide Plan page) with easy to find buckets of plans with filter mechanism in the following categories:
 - Economic Dev
 - Transportation/Mobility
 - Neighborhood Plans
 - Sustainability/Environmental Planning
 - Past plans
- News/Events page: Add filter to updates/blogs
- FAQ Page - Add FAQs for all plans with drop-downs and filter

Total Costs: Turnkey Website Services for Refinements Above: \$7,650

Terms & Conditions

Snyder Group bills to estimate unless issues are encountered in the project that neither we nor our clients could, reasonably, have anticipated, or the client requests work beyond the scope of the initial project estimate. In other words, you should expect to be charged for our

services what we have stated in our proposal, and nothing more, subject only to the foregoing caveat. Scope and other changes, however, must be agreed to in advance and reduced to writing which we must both sign before the additional work is performed.

We appreciate your consideration and look forward to the opportunity to help make a positive difference for you, your team, and the City of Norwalk.

Respectfully submitted by:



David A. Snyder, President
Snyder Group Incorporated
One Selleck Street – First Floor
Norwalk, CT 06855
Federal Identification: 06-1478876

To initiate work as outlined in this proposal, please sign below and return, keeping a copy of the estimate/ proposal for your files.

Agreed and accepted as of this ____ day of _____, 2019
for the City of Norwalk by:

**NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA**

DATE OF REQUEST: SEPTEMBER 4, 2019

(Note – Agenda closes 12:00 Noon on the Thursday before the Council meeting).

Person/Department/Committee Making Request: Steve Kleppin, Planning & Zoning Director

Section on Agenda Where Items Is To Appear: PLANNING COMMITTEE

Has Items Been To A Council Committee? Yes X No _____

Which One? PLANNING COMMITTEE

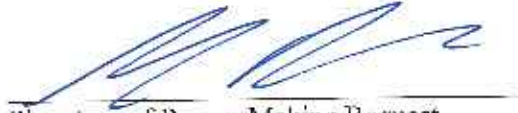
Has the Item Been Reviewed By the Planning and Zoning Commission Under Section 8-24 Of The State Statutes? Yes _____ No _____ N/A X

List Item/s And Action To Be Taken: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made).

1. **Approve the Plan of Conservation & Development (Citywide Plan) with the following recommended changes:**
 - (a) **Modifications to the Executive Summary, Pages 180, 182, 188, 191, 192 and 202 to reflect the inclusion of the Vision Zero initiative.**
 - (b) **Other requested modifications.**

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN: _____

EFFECTIVE DATE OF ACTION (if applicable): Immediately upon approval



Signature of Person Making Request
Steve Kleppin, Planning & Zoning Director

Planning and Zoning
125 East Avenue
Norwalk, CT 06856-5125

**NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA**

DATE OF REQUEST: SEPTEMBER 4, 2019

(Note – Agenda closes 12:00 Noon on the Thursday before the Council meeting).

Person/Department/Committee Making Request: Steve Kleppin, Planning & Zoning Director

Section on Agenda Where Items Is To Appear: PLANNING COMMITTEE

Has Items Been To A Council Committee? Yes X No

Which One? PLANNING COMMITTEE

Has the Item Been Reviewed By the Planning and Zoning Commission Under Section 8-24 Of The State Statutes? Yes No N/A X

List Item/s And Action To Be Taken: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made).

- (a) Approve the Sole Source Procurement Approving Snyder Group
to Update the Norwalk Tomorrow website.**

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable): Immediately upon approval


Signature of Person Making Request
Steve Kleppin, Planning & Zoning Director

Planning and Zoning
125 East Avenue
Norwalk, CT 06856-5125

**NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA**

DATE OF REQUEST: SEPTEMBER 4, 2019

(Note – Agenda closes 12:00 Noon on the Thursday before the Council meeting).

Person/Department/Committee Making Request: Steve Kleppin, Planning & Zoning Director

Section on Agenda Where Items Is To Appear: PLANNING COMMITTEE

Has Items Been To A Council Committee? Yes X No

Which One? PLANNING COMMITTEE

Has the Item Been Reviewed By the Planning and Zoning Commission Under Section 8-24 Of The State Statutes? Yes No N/A X

List Item/s And Action To Be Taken: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made).

- (a) Authorize Mayor Rilling to enter into an agreement with Planimetries to perform the following services: “Consultant Services for Building Zone Regulations Analysis and Recommendations” in an amount not to exceed \$20,000.**

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable): Immediately upon approval



Signature of Person Making Request
Steve Kleppin, Planning & Zoning Director

Planning and Zoning
125 East Avenue
Norwalk, CT 06856-5125

Memorandum

August 29, 2019

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director

Re: Sole Source Procurement, Snyder Group



In August of 2017 the Planning and Zoning Department (P&Z), the Norwalk Redevelopment Agency (NRA) and the Norwalk Parking Authority (NPA) partnered on developing a public outreach platform for future City planning efforts, which we called Norwalk Tomorrow.

The Norwalk Tomorrow platform was developed because of the simultaneous planning and outreach being done for the Citywide Plan, the West Avenue/Wall Street Redevelopment Plan and the Citywide Parking study. We were concerned that 3 simultaneous planning studies would duplicate research and outreach, probably confuse the public and lead to meeting fatigue.

We interviewed three firms to assist us and ultimately chose the Snyder Group to develop a website and assist with social media and public relations. The cost of producing the website and setting up the social media platforms was paid for by the NPA and NRA. Since that time P&Z, NPA and NRA have split the monthly operating costs 3 ways. The Planning and Zoning costs are part of our Operating Budget.

Since we have completed the initial three studies and are transitioning to the next planning phases, the site needs to be updated to reflect those changes which requires website structural changes. The structural changes have a one-time cost of \$7,650. That cost is being taken from carry-over monies from fund 013780 5B 0620, which is under the Business Economic Development & Tourism.

It will cost significantly more to start from scratch with a new vendor. In addition, the Snyder Group has proven extremely responsive and provide a high level of service. In addition to the web development and hosting, they also post monthly blogs and assist with social media promotion critical to communicating citywide to the various neighborhoods and urban areas.

More information on Norwalk Tomorrow can be found at: <http://tomorrow.norwalket.org/>

END

Chapter 32. Code of Ethics**§ 32-9. Specific violations.**

- A. Ordinances. It shall be a violation of the Code of Ethics for any Officer or Employee to willfully violate any provisions of the Code of the City of Norwalk concerning the purchasing of supplies, materials, equipment and services.
- B. Removal of original records. It shall be a violation of the Code of Ethics for any Officer or Employee or former Officer or Employee to take for personal or other non-City use any original records, files or documents belonging to the City. With appropriate authorization, Officers and Employees may take copies of nonconfidential documents to the same extent such documents would be available to the public.
- C. Access to information by Board of Ethics. It shall be a violation of the Code of Ethics for any Officer or Employee to intentionally deny access to information requested by the Board of Ethics or a duly appointed Investigating Panel in the course of an investigation or a public hearing, except to the extent that such information is exempt from disclosure or otherwise privileged under relevant federal, state or local law.
- D. Whistle blower protection. It shall be a violation of the Code of Ethics for any Officer, Employee, or Agency to threaten or retaliate or take any actions against an Individual, including in areas of employment, career advancement opportunities, benefits or contracting, as result of that Individual making an ethics complaint or providing truthful information as part of any investigation of or hearing on an ethics complaint.
- E. Violation of confidentiality. It shall be a violation of the Ethics Code for any Officer, Employee or Agency to intentionally violate any confidentiality requirement provided for under the Ethics Code.
- F. Additional specific violations. The Common Council may, from time to time, pass ordinances with the specific intent that said ordinances are to be incorporated into and enforced through the ethics process.
- G. Examples only. Violations of the Code of Ethics are not limited to the specific examples listed herein and may include other circumstances and actions that contravene the purpose and intent of the Code.

§ 32-13. Effect of violation.

A. A violation of this Code of Ethics:

- (1) By an elected Officer may be considered dereliction of official duty, and therefore a cause for censure, impeachment or removal from office under the Code of the City of Norwalk.
- (2) By an Officer of an appointed board or commission may be considered misconduct in the performance of duties and therefore a ground for censure or removal under the Code of the City of Norwalk.
- (3) By an Employee of an Agency may be considered misconduct and therefore a ground for censure or discipline, including demotion in rank or grade, termination of a contract or discharge under the Code of the City of Norwalk and any applicable labor agreement.

B. Any Individual who is found in violation of this chapter may be subject to a civil action by the City to recover damages, if any, that are incurred by the City as a result of said Individual's unethical conduct. The costs of the hearing process under this Code of Ethics shall not be included in the aforementioned damages and shall not be recoverable under the provisions of this subsection.

C. Any Officer or Employee who is determined to have violated the provisions of this chapter shall have a copy of said decision placed in his or her official personnel file.

D. The effect of a violation of this Code of Ethics on the validity of a decision or action in connection with which the violation occurred shall be determined by general principles of law.

E. Any Officer or Employee who is determined to have violated the provisions of this chapter may be subject to a fine in an amount up to \$250 per violation, and such fine may be in addition to any other discipline imposed under this chapter.

F. Where there has been a violation of the Norwalk Code of Ethics, the City may void any municipal purchase, contract or ruling which the Board of Ethics has found to have been influenced by that violation, pursuant to Section 7-479 of the Connecticut General Statutes.

§ 32-14. Time limits on complaints.

- A. Except as provided in Subsection B of this section, no allegation in a complaint of a violation of the Code of Ethics shall be ruled upon by the Board of Ethics if six months or more has passed between the time of the alleged violation and the filing of the complaint. In the event that multiple violations have been alleged, only those violations alleged in the complaint which have occurred within six months of the filing of the complaint to the Board of Ethics may be the subject of a hearing.
- B. In the event that a violation or evidence of a violation of this Code of Ethics has been actively concealed, such action shall have the effect of tolling the period of limitation during said period of concealment until such alleged violation is discovered.
- C. If an Officer or Employee under investigation leaves office or employment, the Board of Ethics, by a majority vote, shall have the power to continue the investigation.

§ 32-15. Proposed revisions.

- A. The Board of Ethics may propose revisions to the Code of Ethics to the Common Council to ensure its continuing effectiveness, and to hold public hearings, in its discretion, on matters pertaining to the administration of the Code of Ethics.

Chapter 32. Code of Ethics

§ 32-11. Subsequent employment.

- A. An Individual who has served as an Officer or Employee shall not within one year after termination of his or her service, assist any third party, for monetary or other valuable compensation, before the Agency for which the Officer or Employee served or was employed, in any matter in which said Officer or Employee participated personally and substantially during his or her service with the City.
- B. No Agency shall employ any Individual who has served as an Officer of the Agency during the preceding 12 months or any Immediate Family member of an Individual who has served as an Officer of the Agency during the preceding 12 months.

USE OF SINGLE-USE PLASTIC STRAWS AND STIRRERS BY FOOD OR BEVERAGE ESTABLISHMENTS

§____-1. – Purpose.

The purpose of this article is to preserve and protect the environment in the City of Norwalk by prohibiting the sale, provision, or distribution of Single-Use Plastic Stirrers and reducing the use of Single-Use Plastic Straws by Food or Beverage Establishments.

§____-2. – Definitions.

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

FOOD OR BEVERAGE ESTABLISHMENT

Any establishment where food or beverages of any kind are provided directly to a consumer, whether such food or beverages are provided free of charge or sold and whether consumption occurs on or off the premises. The term includes, by way of example and not limitation, any restaurant, bar, liquor store, delicatessen, coffee shop, movie theater, convenience store, food truck, take-out restaurant, delivery service, or caterer. The term shall not include hospitals, nursing homes, long-term care facilities, or other medical or dental facilities.

SINGLE-USE

A product that is intended to be only used one time in its same form.

SINGLE-USE PLASTIC STRAW

A Single-Use tube made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage. “Single-Use Plastic Straw” does not include a straw made from non-plastic materials, including, but not limited to, paper, metal, pasta, sugar cane, wood, or bamboo.

SINGLE-USE PLASTIC STIRRER

A Single-Use device, implement, or utensil made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, designed solely for the purpose of mixing liquids intended for internal human consumption. “Single-Use Plastic Stirrer” does not include a stirrer made from non-plastic materials, including, but not limited to, paper, metal, pasta, sugar cane, wood, or bamboo.

§ ____-3. – **Prohibition on Straws and Stirrers.**

- A. No Food or Beverage Establishment in the City of Norwalk shall sell, provide, or distribute a Single-Use Plastic Stirrer.
- B. No Food or Beverage Establishment in the City of Norwalk shall sell, provide, or distribute a Single-Use Plastic Straw unless requested by the consumer.

§ ____-4. – **Accommodation for Persons with Disabilities or Medical Conditions.**

Notwithstanding any other provision of this Article, and in recognition that a straw is an adaptive utensil that may provide basic accommodation for persons with disabilities or medical conditions to eat or drink, Food or Beverage Establishments in the City of Norwalk must provide a Single-Use Plastic Straw upon request to any consumer who requires the use of same due to a disability or medical condition.

§ ____-5. **Exceptions.**

- A. The prohibitions set forth in Section 3 of this article shall not apply to:
 - 1. The sale, provision, or distribution of beverages packaged and sealed prior to receipt by the Food or Beverage Establishment; and
 - 2. The sale of Single-Use Plastic Straws or Single-Use Plastic Stirrers in multi-straw or multi-stirrer packages, as the case may be, that are sealed prior to receipt by the Food or Beverage Establishment.
- B. The prohibition set forth in Section 3 of this article shall not apply to the extent it would violate the laws of the United States or the State of Connecticut.

§ ____-6. **Enforcement and penalties for violation.**

- A. This article shall be enforced by the Code Enforcement Office or its designee.
- B. Upon determination that a violation has occurred, the Food or Beverage Establishment shall be liable for the following:
 - 1. Upon the initial violation, written warning notice that a violation has occurred shall be issued to the Food or Beverage Establishment. No penalty shall be imposed for the initial violation;
 - 2. For the second violation, a penalty of one hundred fifty dollars (\$150.00); and
 - 3. For the third and each subsequent violation, a penalty of two hundred fifty dollars (\$250.00).

- C. No more than one penalty shall be imposed upon a Food or Beverage Establishment in one 24 hour period.

§ ____-7. **Severability.**

If any section, clause, sentence or provision of this article shall be adjudged by a court of competent jurisdiction to be invalid or unenforceable, such adjudication shall not affect the validity or enforceability of any other provision hereof, and the applicability thereof to other persons or circumstances shall not be affected thereby.

§ ____-8. – **Effective date.**

This article shall become effective April 22, 2020 following its adoption by the Common Council.

Chapter 103. Taxation

Article III. Tax Relief for the Elderly and Disabled Homeowners

§ 103-6. Eligibility.

- F. All permanent residents in the domicile who are aged 25 years and older and who occupy such domicile for more than 200 days of each year shall have combined annual aggregate adjusted gross income, as defined in the Internal Revenue Code of 1954, as amended, plus tax exempt interest per Section 103 of the Internal Revenue Code of 1954, as amended, social security benefits, railroad retirement benefits and income from other tax-exempt sources of an amount less than 155.76% of the maximum qualifying income defined in Connecticut General Statutes, Section 12-170aa. For the Grand List of October 1, 1999, this amount shall be \$33,500. The amount shall be adjusted annually as provided by Section 12-170aa(2) for the calendar year immediately preceding the year for which tax relief is sought and shall be posted in the office of the Assessor.

§ 103-7. Filing of application.

- A. In order to be entitled to the benefits provided herein, an application must be filed with the Assessor not earlier than February 1 nor later than May 15 of each odd-numbered year so that these benefits shall be available to the taxpayer in the next following two fiscal years. This application for such tax relief must be acted on in accordance with the eligibility standards hereinabove set forth. The Assessor is empowered to require all necessary documents to determine eligibility, and the withholding of such information, if reasonably available, shall be sufficient reason for the denial of tax relief.

§ 103-12. Amount of benefits; annual adjustment.

Any individual or married couple eligible for tax relief as provided by this article, having income as provided in § 103-6F of this article, shall be entitled to tax relief as follows:

A. For the 2019 grand list and all subsequent tax years:

1. Tier 1: 126.42% of maximum qualifying state income: \$1,500.
2. Tier 2: 126.44% to 155.76%; \$900, except that, if the maximum credits granted under the provisions of this program shall exceed an amount equal to $\frac{1}{2}\%$ of the total property tax assessed in Norwalk in the preceding fiscal year, then the amount of benefits for Tier 2 shall be adjusted by subtracting the total amount of benefits for Tier 1 from the maximum tax relief allowed under the program pursuant to § 103-9, leaving a balance of tax relief available to Tier 2. The amount of benefits for each Tier 2 recipient shall be calculated by dividing the remaining funding for tax relief available to Tier 2 by the total number of eligible persons in Tier 2.