

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

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

norwalkct.org/meetings



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



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AGENDA

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: March 9, 2021

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute the HGACBuy Interlocal Contract for the City of Norwalk to participate in the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program. The agreement allows the City to purchase products and services that have been contracted after having been subjected to either a competitive bid (IFB) or competitive proposal (RFP) process.
2. Authorize the Purchasing Agent to issue a purchase, via sole source order to Kassbohrer All Terrain Vehicles, Inc. for the purchase of one (1) Cherrington Model 5500 Beach Cleaner for a sum not to exceed \$124,010.00. Account #09216030-5777-C0486. Approved FY2021 Capital Fleet Purchase.

B. FINANCE AND CLAIMS COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: March 11, 2021
2. For informational purposes only: Narrative on Tax Collections Dated March 11, 2021.
3. For informational purposes only: Monthly Tax Collector's Report Dated: February 2021
4. Authorize the Mayor, Harry W. Rilling, to agree to the Connecticut Green Bank Commercial-Property Assessed Clean Energy (C-PACE) program assessment billing and collecting change.
5. Authorize the Mayor, Harry W. Rilling, to terminate contract with Hilltop Securities, Inc. for Project No. 3986 Financial Advisory Services for Bond Sale.
6. Authorize the Mayor, Harry W. Rilling, to execute a contract with Bill Lindsay at Munistat Services, Inc. to provide financial advisory consulting services for the fiscal year 2021 through 2024. Account #301340-5523.

C. COMMUNITY SERVICES AND PERSONNEL COMMITTEE

1. Approval of and Vote on new position description for Communications Director and reassignment of Grants Coordinator responsibilities.
2. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept the School Readiness Grant which includes the Quality Enhancement Grant for the period July 1, 2021 to June 30, 2022.
3. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Led By Us & Associates for the Consultant for the Equity and Justice for All Commission for a period of one year for a total amount not to exceed \$150,000.00. Account number to be TBD.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**MARCH 23, 2021
VIA TELECONFERENCE**

- VIII. RESOLUTIONS FROM COMMON COUNCIL
- IX. MOTIONS POSTPONED TO A SPECIFIC DATE
- X. SUSPENSION OF RULES
- XI. ADJOURNMENT

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

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**CITY OF NORWALK
COMMON COUNCIL
MARCH 9, 2021
VIA TELECONFERENCE**

Mayor Rilling called the meeting to order at 7:30 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King read the announcement and called the Roll:

Common Council

March 9, 2021

Page 1

Via Teleconference

The following Common Council members were present:

Council at Large:	Mr. Gregory Burnett Mr. Manny Langella Ms. Barbara Smyth	Ms. Dominique Johnson Mr. Nicholas Sacchinelli
District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
District B:	Ms. Darlene Young	Ms. Diana Revolus
District C:	Mr. John Kydes	
District D:	Mr. George Tsiranides	Mr. Tom Keegan
District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan

At Roll Call there were fourteen (14) Common Council members present and one (1) Common Council member absent (Mr. Theodoridis). A Quorum was present.

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: February 23, 2021

The following corrections were made to the minutes:

Page 12: Mr. Heuvelman's remarks should read as follows:

"Mr. Heuvelman said we are all experiencing a fatigue that has the ability to drive us to distraction and take our eyes off the real horizon. I have been troubled by some of the rhetoric that has been levied during this budget season and saddened by the lack of fundamental understanding that we are all on the same side. The side that only wants what is best for the city of Norwalk."

Page 12: The 2% increase should be 2.7% increase.

Ms. Shanahan's remarks should read as follows:

"Ms. Shanahan said she supported Mr. Kydes' amendment. She said that in no way did she think this reduction as being punitive or directed at the Board of Education. She said

that we are all paying taxes and this has been an extraordinarily difficult year for everyone. She said that she was comfortable with this reduction due to the possibility of Federal stimulus funds and because there is a leftover surplus in the BoE budget this year end. She added that there is the ability to do a special appropriation later in the fiscal year if the Board of Education needs funding. "

- ** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
- ** MOTION PASSED UNANIMOUSLY**

III. PUBLIC PARTICIPATION

No members of the public wished to comment this evening.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were no resignations announced this evening.

APPOINTMENTS:

- ** MS. JOHNSON MOVED TO APPROVE Jolie Leung and Steven Rust TO THE ARTS COMMISSION**

Ms. Johnson and Mr. Roberts spoke in support of the appointments.

- ** MOTION PASSED UNANIMOUSLY**

- ** MR. LANGELLA MOVED TO APPROVE DAN DARBANDI TO THE FAIR RENT COMMISSION**

Mr. Langella spoke in support of the appointment.

- ** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

- ** MR. BURNETT MOVED TO APPROVE THE REAPPOINTMENT OF ELIZABETH GOLDEN TO THE HISTORICAL COMMISSION**

Mr. Burnett and Ms. Johnson spoke in support of the reappointment.

**** MOTION PASSED UNANIMOUSLY**

MAYOR'S REMARKS:

Mayor Rilling reported that this morning a vaccine clinic was held at Grace Baptist Church. The purpose of this is to encourage our communities of color to get the vaccine. He noted that the communities of color are severely impacted by Covid. In addition, they are severely underrepresented in vaccine administration and he wants to see that changed. A similar event is planned the following week at Bethel AME Church. Mayor Rilling thanked Ms. Young and Mr. Burnett for volunteering their time at the vaccine clinic and the food clinics. He noted that food insecurity is still a problem.

On March 10, 2021, another food distribution event will be held at Calf Pasture Beach to address food insecurity. On March 20, 2021, a vaccine clinic will be held at Brien McMahon High School with the goal of providing at least 1,000 vaccinations. Mayor Rilling noted that already about 5,000 people have been vaccinated in the City of Norwalk. He thanked all the volunteers who have been working at the clinics and been on the front line during this pandemic.

Mayor Rilling said this is budget season and he will be submitting the capital budget to the Common Council for review and consideration. He thanked the Department Heads for diligently keeping their budgets at or under the cap set forth by the Common Council.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Mr. Sacchinelli announced that Ms. Young would be reading the Consent Calendar this evening.

B. CONSENT CALENDAR:

**** MS. YOUNG MOVED TO APPROVE THE FOLLOWING CONSENT CALENDAR:**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

**1. AUTHORIZATION FOR DISCUSSION: SETTLEMENT: SAVANNAH THOMPSON V. CITY OF NORWALK, CIRMA CLAIM NO. A04823
EXECUTIVE SESSION**

**2. AUTHORIZATION FOR DISCUSSION: SETTLEMENT: JOSEPH MAURO V. CITY OF NORWALK, CIRMA CLAIM NO. 0165935
EXECUTIVE SESSION**

VII. COMMON COUNCIL COMMITTEES

A. HEALTH 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 LEDGE LIGHT HEALTH DISTRICT IN THE AMOUNT OF \$51,580 PER FISCAL YEAR FOR THE PERIOD BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2024 FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS.

1B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AND ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT FOR THE PERIOD BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2024.

B. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A SUBORDINATION AGREEMENT WITH HEAD OF THE HARBOR SOUTH, LLC PER TERMS OF THE MEMORANDUM OF ASSISTANT CORPORATION COUNSEL, DARIN I. CALLAHAN DATED FEBRUARY 26, 2021.

**2. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE THE 1ST AMENDMENT TO AN AGREEMENT BETWEEN THE CITY OF NORWALK AND VANNASSE HANGEN BRUSTLIN, INC. (VHB) FOR THE DESIGN OF ADAPTIVE TRAFFIC SIGNALS ON WEST AVENUE FOR AN AMOUNT NOT TO EXCEED \$7,000.00.
ACCOUNT NO. 09 20 4120 5777 C0232**

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE 1ST SUPPLEMENTAL PROJECT AUTHORIZATION LETTER FOR STATE PROJECT 102-350 NORWALK RIVER VALLEY TRAIL – PHASE 2.

5. ADOPT A RESOLUTION TO AUTHORIZE THE DEPARTMENT OF TRANSPORTATION, MOBILITY AND PARKING TO APPLY FOR FUNDING UNDER THE CONGESTION MITIGATION AND AIR

QUALITY IMPROVEMENT PROGRAM GRANT FUNDING FOR THE CITY OR ITS DESIGNEE(S) TO CONSTRUCT, OWN, OPERATE, AND MAINTAIN ALL TRAFFIC SIGNAL EQUIPMENT AND APPURTENANCES INSTALLED AS PART OF PROPOSED PROJECT NORWALK TRAFFIC SIGNAL SYSTEM UPGRADE – PHASE V. IN ADDITION, THE CITY WILL PROVIDE UP TO 20% OF THE TOTAL PROJECT COST AS MATCHING FUNDS, FROM APPROVED CAPITAL FUNDS FOR TRAFFIC SIGNAL REPLACEMENT.

C. PLANNING COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE SEPARATE MASTER SERVICES AGREEMENTS WITH WSP USA AND AKRF FOR ON CALL PROFESSIONAL CONSULTING SERVICES TO BE PERFORMED ON AN AS-NEEDED BASIS RELATED TO PEER TRAFFIC REVIEW. THE SCOPE OF WORK WILL BE PERFORMED PURSUANT TO INDIVIDUAL LETTERS OF AGREEMENT DETAILING THE SCOPE OF THE WORK FOR EACH PROJECT. SERVICES WILL BE PAID FOR BY INDIVIDUAL APPLICANTS WITH THE DEPARTMENT.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE SEPARATE MASTER SERVICES AGREEMENTS WITH DECARLO & DOLL, BFJ PLANNING AND ANDRIOPOULOS DESIGN ASSOCIATES FOR ON CALL PROFESSIONAL CONSULTING SERVICES TO BE PERFORMED ON AN AS-NEEDED BASIS RELATED TO PEER ARCHITECTURAL/PLANNING REVIEW. THE SCOPE OF WORK WILL BE PERFORMED PURSUANT TO INDIVIDUAL LETTERS OF AGREEMENT DETAILING THE SCOPE OF THE WORK FOR EACH PROJECT. SERVICES WILL BE PAID FOR BY INDIVIDUAL APPLICANTS WITH THE DEPARTMENT.

3. AUTHORIZE THE DIRECTOR OF PLANNING AND ZONING TO EXECUTE THE LETTERS OF AGREEMENT FOR BOTH TRAFFIC PEER REVIEW SERVICES AND ARCHITECTURAL/PLANNING PEER REVIEW SERVICES FOR INDIVIDUAL PROJECTS ON AN AS-NEEDED BASIS TO AUTHORIZE THE WORK TO BE DONE.

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH INTEGRATED SYSTEM SERVICES, LLC. FOR THE ENHANCEMENT TO SCHOOL SECURITY – ACCESS CONTROL IMPROVEMENTS AT BRIEN MCMAHON HIGH SCHOOL

& NORWALK HIGH SCHOOL PROJECT FOR A TOTAL NOT EXCEED \$58,001. ACCT. # 0915/215010 5777 C0537.

1B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$5,800.00. ACCT. # 09215010 5777 C0537.2.

2. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SPECIAL TESTING LABORATORIES, INC. FOR MATERIALS TESTING AND FIELD INSPECTION SERVICES FOR THE JEFFERSON ELEMENTARY SCHOOL RENOVATE AS NEW PROJECT FOR A TOTAL NOT TO EXCEED \$60,000. ACCOUNT #0919/20 5010 5777 C0619.

3A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH UNIVERSAL BUILDING SERVICES, LLC FOR CITY HALL AIR HANDLER UNIT#3 REFURBISHMENT PROJECT FOR A TOTAL NOT TO EXCEED \$78,850.00 ACCOUNT # 0918/21 7100 5777C0439

3B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$7,885.00.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MS. JOHNSON; MR. LANGELLA; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR. KYDES; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

VII. COMMON COUNCIL COMMITTEES

B. PUBLIC WORKS COMMITTEE

**** MR TSIRANIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTIVE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND FITZGERALD & HALLIDAY, INC. (FHI) FOR THE NORWALK TRANSPORTATION MANAGEMENT PLAN FOR AN AMOUNT NOT TO EXCEED \$300,000.00.
ACCOUNT NO. 09 18 4021 5777 C0599
09 21 4120 5777 C0514
09 21 3750 5777 C0774
09 21 3750 5777 C0775
09 21 3750 5777 C0776**

Mr. Tsiranides explained the item and noted it changes the current plan. Ms. Casey, Mr. Carr and Mr. Yoesak were present. Ms. Casey said the current plan was done in 2012. In 2019 the Plan of Conservation and Development was signed. She said that as a City, we care about mobility. She explained why those chose Fitzgerald and Halliday and said added that they all agreed as a panel, that Fitzgerald and Halliday will work closely with the community and think creatively.

Mr. Livingston commented that this plan will replace the 2012 master plan. He said a lot of changes have taken place since then, and that this is a very appropriate time to look at this. This new plan will look at where bike and pedestrians are underserved. Mr. Livingston said this is a change in approach from a car centric approach and that he fully supports its passage.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MS. JOHNSON; MR. LANGELLA; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR. KYDES; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were none.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

X. SUSPENSION OF RULES

There were none.

XI. ADJOURNMENT

**** MS. SHANAHAN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:03 p.m.

ATTEST: _____
Donna King, City Clerk



INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING

VII.A

ILC

No.: _____

Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * _____, a local government, state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * _____

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * _____, and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * _____ and ends * _____. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

*
Name of End User (local government, agency, or non-profit corporation)

*
Mailing Address

*
City State ZIP Code

By: _____
Signature of chief elected or appointed official

*
Typed Name & Title of Signatory

*
Date

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: _____
Executive Director

Date: _____

**Denotes required fields*

END USER DATA

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to 713-993-2424. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: _____ County Name: _____
(Municipality/County/District/etc.)

Mailing Address: _____
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: _____ FAX Number: _____

Physical Address: _____
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: _____

Official Contact: _____ Title: _____
(Point of Contact for HGACBuy Interlocal Contract) Ph No. _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Authorized Official: _____ Title: _____
(Mayor/City Manager/Executive Director/etc.) Ph No.: _____

Mailing Address: _____ Fx No. _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Purchasing Agent/Auditor/etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Public Works Director/Police Chief/etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(EMS Director/Fire Chief/etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

* denotes required fields



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

MEMORANDUM

Date: February 25, 2021

To: Sharon Conners, Purchasing Agent
Darin Callahan, Esq. Assistant Corporation Counsel

From: Nick Roberts, Director Recreation & Parks

Subject: Beach Cleaner

The City's Parks Department is seeking to replace its 20+ year old beach cleaner to drag, rake, and sift the sand at Calf and Shady beaches which removes rubbish and other foreign matter. Funding was approved in the FY20-21 Capital Fleet budget for the equipment and we are looking to purchase a self-contained close cab unit. This type of vehicle eliminates the need for a supplemental tractor to pull or drag the cleaner and eliminates the need for staff to walk behind the unit to operate.

There is currently only one self-contained model on the market, the Cherrington Model 5500 beach cleaner, which meets the specs we are looking for. The vendor, Kassbohrer All Terrain Vehicles, Inc, is also the only authorized U.S. dealer who offers this product and we were hoping to utilize the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program to make the purchase. However, the HGAC mandates a separate agreement with the City of Norwalk prior to accessing the program benefits and will require approval and authorization from the Rec and Parks Committee and Common Council approval's prior to the contract being drafted by our legal department.

Since the approval and contract process will take a few weeks from the City, as well as the additional lead time for delivery of the cleaner, we are requesting authorization to utilize the sole source transaction method instead to purchase the vehicle. The vendor has agreed to maintain the same price available through the cooperative agreement of \$124,010, and allows the Parks Department to attain and utilize the equipment prior to the beach season being officially open May 15th.

Thank you for your consideration.

SOLE SOURCE PROCUREMENT REQUEST

Date - 2/25/21

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.

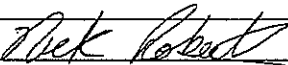
Purchase of a beach cleaner vehicle

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 -

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.

There is currently only one self-contained model on the market, the Cherrington Model 5500 beach cleaner, which meets the specs we are looking for. The vendor, Kassbohrer All Terrain Vehicles, Inc., is also the only uthorized U.S. dealer who offers this product and we were hoping to utilize the sole source transaction to purchase the vehicle. (See memo attached as well)



Department Head's Signature

The Purchasing Agent

Corporation Council

☒ Supports

☐ Does not support

☐ Supports

☐ Does not support

Sharon Conners

This request for a sole source purchase
Digitally signed by Sharon

Conners

Date: 2021.03.04 10:56:40 -05'00'

Signature

Signature



KÄSSBOHRER ALL TERRAIN VEHICLES, INC.

City of Norwalk
125 East Avenue
Norwalk, CT 06851
USA

Offer No.: 20014007
Date: 01/15/2021
Customer no.: 73099901

Valid to: 03/20/2021
Contact: Evan Huckaby
Phone: 775-848-8258
Fax:

Your Tax no.:

OFFER

Ken,
Thank you for the opportunity to provide you with a proposal for a Cherrington 5500

Item	Description	Unit price	Quantity	amount in USD
10	700.01.00.003.00.0	124,010.00	1	124,010.00

Cherrington 5500
Beach cleaner, self-propelled

single screen oscillation system
pressurized air conditioned cabin
hydrostatic, all-wheel drive with
3-wheel design, zero turn ability
xxx DEUTZ Turbo Diesel Engine
working width 1.524 m (60")

* cleaning method - variable speed,
oscillating sifting screen with galvanized
screen bed and loading paddles that are
supported by a system of carbide glide

PistenBully *PowerBully* *BeachTech* **SILWSAT** **PRO ACADEMY** **KCOMPOSITES**

Page 1 / 3

www.pistenbully.com

Kässbohrer All Terrain Vehicles, Inc.
8850 Double Diamond Pkwy
Reno, Nevada 89521

Tel: (775) 857-5000
Fax: (775) 857-5010
E-Mail: ar@pistenbullyusa.com



KÄSSBOHRER ALL TERRAIN VEHICLES, INC.

Offer No.:

20014007

Date:

01/15/2021

Item	Description	Unit price	Quantity	amount in USD
	pucks			
	* screening/cleaning depth adjustable from 0 to 152 mm (0 to 6")			
	* cleaning Speed: up to 14 km/h (8.5 mph), with infinite hydrostatic control			
	* variable dumping heights ground up to 2.591 mm (up to 102")			
	* polyurethane Groomer, 2.794 mm (110") wide to remove tire tracks and leave a groomed finish			
	* corrosion & abrasion resistant coatings grit blasted and powder coated with zinc rich epoxy primer and polyester top coat			
	* certified ROPS (Roll Over Protections Structure)			
	* cab mounted video display for 2 cameras (1) rear view (2) sifting screen operation monitoring			
	* ground clearance of 254 mm (10") for road travel automatic parking brake.			
	* CE certified for safety compliance and clean air compliant for Calif., USA & EU			
	* night working lights & safety visual flashers with audible backup warning signal			
	* changeable high speed sifting screens available in variety of screen hole sizes			
Net amount in USD				124,010.00

Delivery

Within 14 days of P.O. if in stock

Terms of payment

Net 30

PistenBully

PowerBully

ReichTech

SNOWSAT

PRO ACADEMY



Page 2 / 3

www.pistenbully.com

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E-Mail: ar@pistenbullyusa.com



KÄSSBOHRER ALL TERRAIN VEHICLES, INC.

Offer No.:

20014007

Date:

01/15/2021

Delivery terms

FOB Norwalk, CT

Prices

HGAC RH08-20 Refuse Handling Equipment

Warranty

BeachTech offers a 1 year warranty from date of delivery. Excluded from this warranty are parts subject to wear and tear.

Thanks again Ken, I really appreciate the opportunity to be a part of your beach cleaning team. If you would like any more information, or need anything, please let me know and I'll get it done.

Evan Huckaby
Regional Sales/Branch Operations Manager

PistenBully *PowerBully* *BeachTech* **SNOWSAT** **PROACADEMY** **KCOMPOSITES**

Page 3 / 3

www.pistenbully.com

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E-Mail: ar@pistenbullyusa.com



KÄSSBOHRER ALL TERRAIN VEHICLES, INC.

"SCHEDULE B"

BeachTech- "model number"

PHASE 1: INSPECTION

1. Thorough pressure washing
2. Check all mechanical components for wear and breakage
3. Check all frame members for cracks and damage
4. Inspect for loose hydraulic connections, worn hoses and hydraulic tubing
5. Check all accessories: wires, lights, etc.

PHASE 2: GENERAL MAINTENANCE

1. **Gear Box**
 - a. Inspect gear box
 - b. Change oil in gear case
 - c. Clean relief valve
2. **Hydraulics**
 - a. Check the hydraulic oil cooler for contamination
 - b. Clean the cooling surface if necessary
 - c. Check hydraulic hoses for any cracks or damage
 - d. Verify following hose fittings are fit tightly and sealed:
 - Line connections on reservoirs
 - Oil cooler
 - Return hose and suction filters
 - Variable displacement pumps
 - Hydraulic motors
 - e. Drain and replace hydraulic oil
 - f. Replace hydraulic filters
 - g. Check hydraulic pressures on system
3. **Electrical**
 - a. Inspect all electrical systems, components and lights for proper operation
 - b. Check contact and fit of the electrical cable connectors and replace as necessary
 - c. Clean the cable connectors as necessary and spray the contacts with contact spray
4. **Axle/Wheels**
 - a. Check the screwed connection of axle
 - b. Remove all hubs and clean the tapered roller bearings
 - c. Replace damaged bearings if necessary
 - d. Lubricate the bearings
 - e. Check hub seals
 - f. Check tire pressure
 - g. Check tires and rims for any damage
 - h. Verify that all lug nuts fit tightly

PHASE 2 (CONTINUED)**5. Waste container/ Finisher**

- a. Check for damage
- b. Check:
 - Frame
 - Tube couplings
 - Screwed connections
 - Hydraulic cylinders
 - Hydraulic hoses
 - Chafing points
 - Finisher flaps

6. Seperation System

- a. Inspect screening belt: Shorten or replace if needed
- b. Inspect Rollers
 - Drive roller
 - Eccentric rollers
 - Carrier rollers
 - Front roller
 - Inspect rubber on rollers for wear and tear: Replace as needed
- c. Replace eccentric disc as needed
- d. Inspect bearings and bearing housings: Replace as needed

7. Pick Up

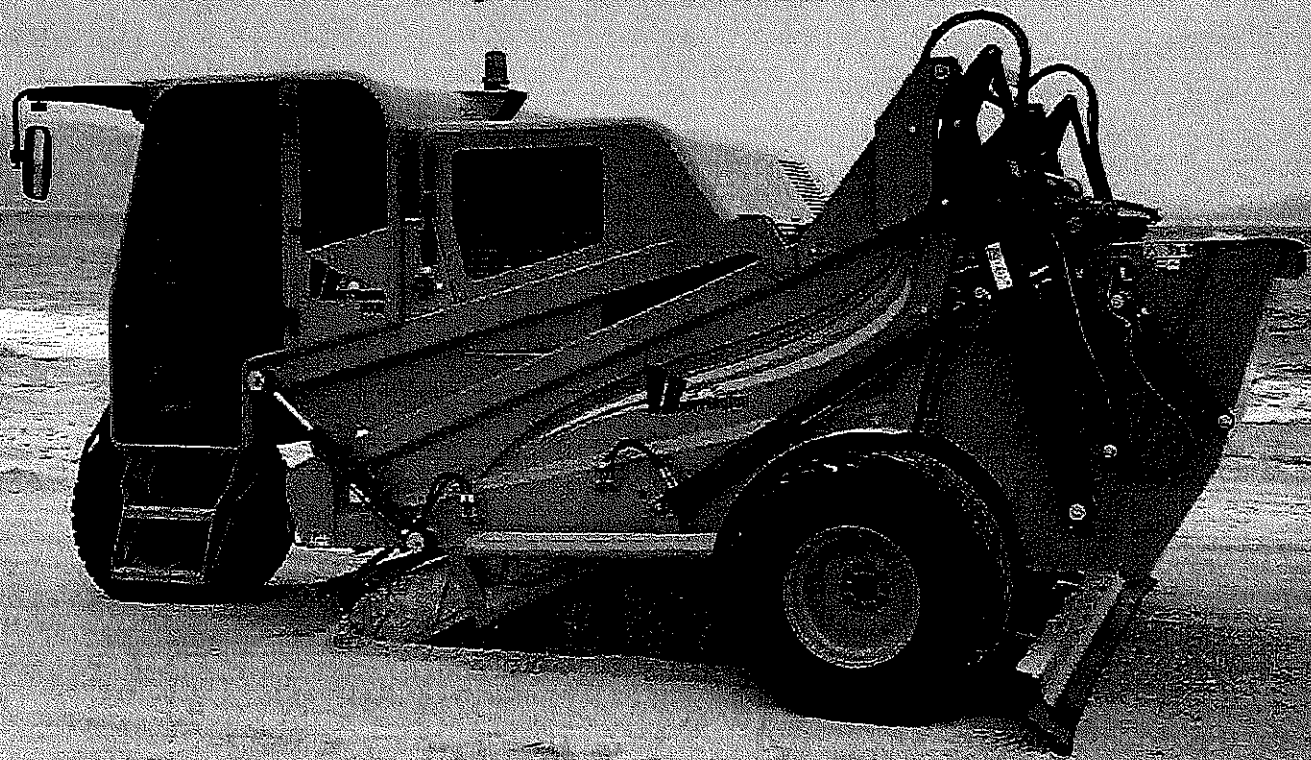
- a. Remove tine shaft
- b. Inspect tine shaft support Frame
- c. Inspect tine shaft bearing and bearing housing: Replace as needed
- d. Replace all tines + Hardware
- e. Inspect Coupling flange and Coupling: Replace as needed

Total:**\$XXXX.XX****Travel:****\$XXXX.XX**

Note: Please keep in mind that trucking and/or travel time or charges are not included in service. If the customer has request to replace all bearings and/or screening belt, please let service manager know ahead of time to adjust Total.

CHERRINGTON MODEL 5500

Superior Beach Care



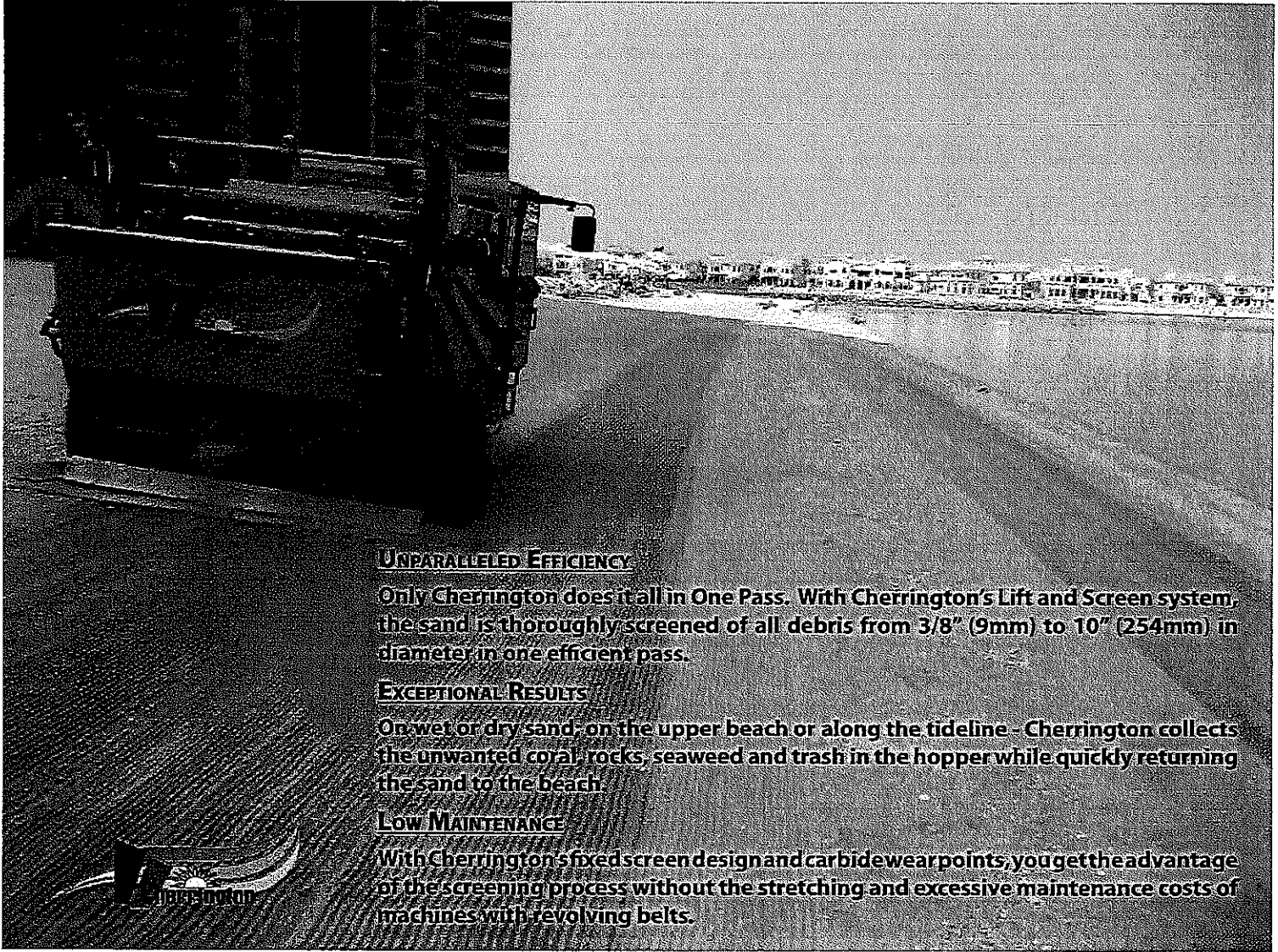
www.cherrington.net



We have combined the proven Cherrington Lift and Screen Method with state of the art technology and a modern, innovative design to bring you the new Model 5500 Beach Cleaner.



Like the Model 5000, the Model 5500 is a self-propelled beach cleaner with unparalleled maneuverability, but now with enhanced operator comfort and ease of operational control. The Model 5500 also has a single screen with a more efficient and quieter oscillating system for debris/sand separation, a larger hopper and improved traction. Pressurized air-conditioned cab. Night-time operating lights.



UNPARALLELED EFFICIENCY

Only Cherrington does it all in One Pass. With Cherrington's Lift and Screen system, the sand is thoroughly screened of all debris from 3/8" (9mm) to 10" (254mm) in diameter in one efficient pass.

EXCEPTIONAL RESULTS

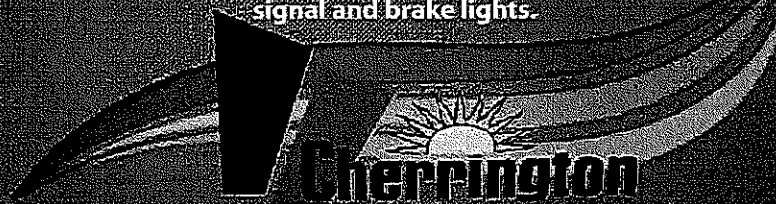
On wet or dry sand - on the upper beach or along the tideline - Cherrington collects the unwanted coral, rocks, seaweed and trash in the hopper while quickly returning the sand to the beach.

LOW MAINTENANCE

With Cherrington's fixed screen design and carbide wear points, you get the advantage of the screening process without the stretching and excessive maintenance costs of machines with revolving belts.

Backup View Camera (Conveyor and
screen camera not visible here)

Drive directly from beach to beach or from
shop to beach with road-legal tail lights,
signal and brake lights.



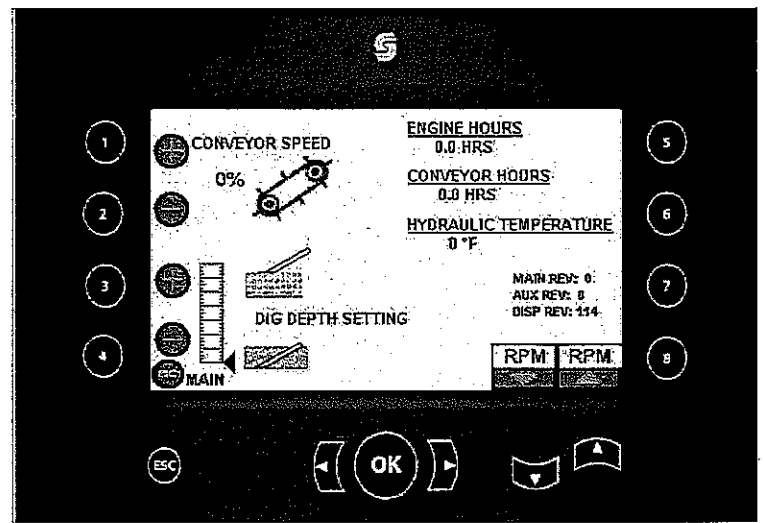
Standard 1.5 yd³ (1.2 m³) Hopper;
Optional 1.8 yd³ (1.4 m³) Hopper

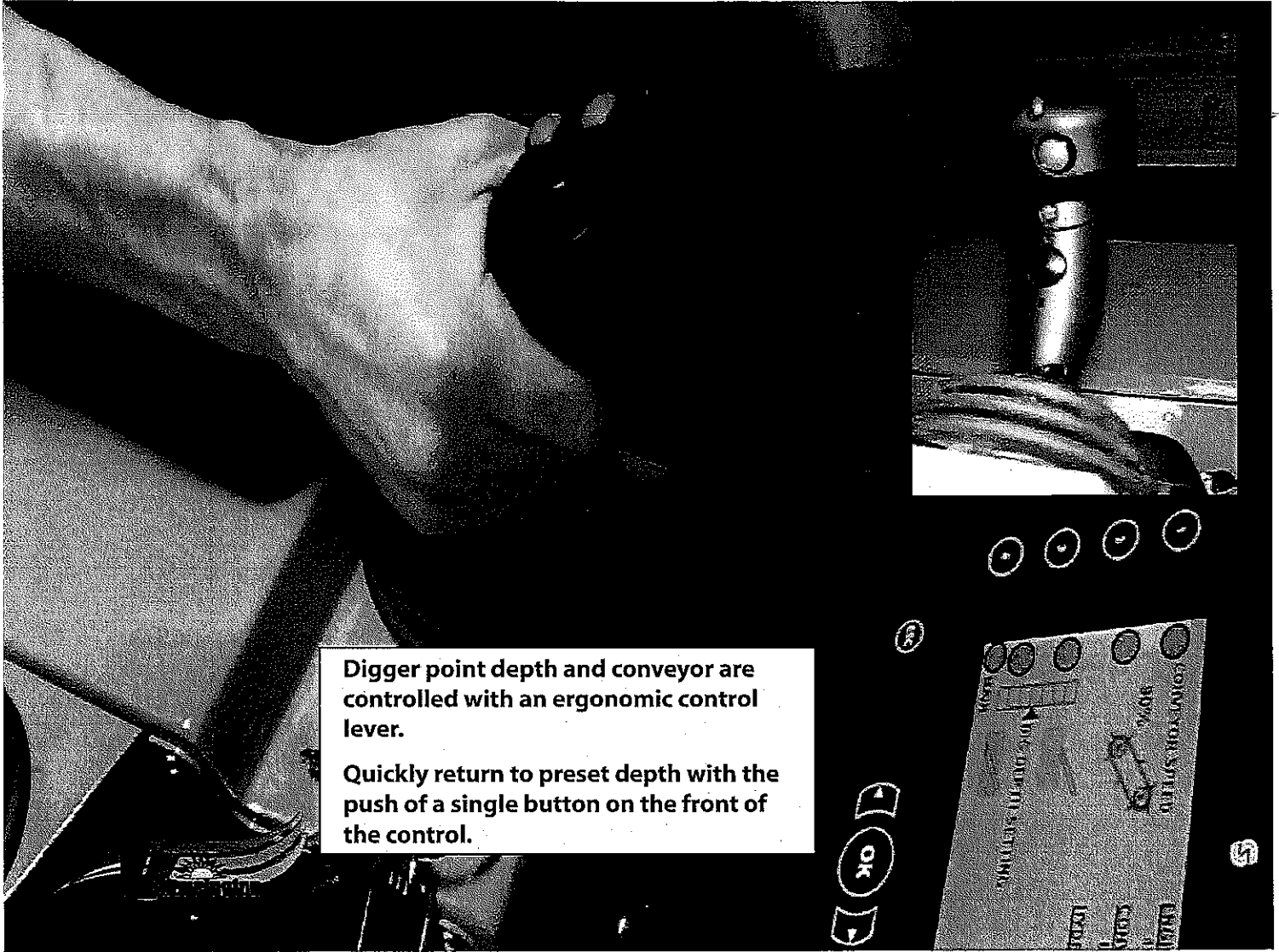
CAMERA MONITOR:

The Model 5500 is equipped with cameras to allow the operator a clear view of the screen bed/conveyor system as well as behind the machine.

DIGITAL CONTROL PANEL:

Digital control panel and display of all engine functions is conveniently located for operational ease.





Digger point depth and conveyor are controlled with an ergonomic control lever.

Quickly return to preset depth with the push of a single button on the front of the control.

Cherrington's Lift And Screen Results

Beachcleaning this well can only be done by screening.

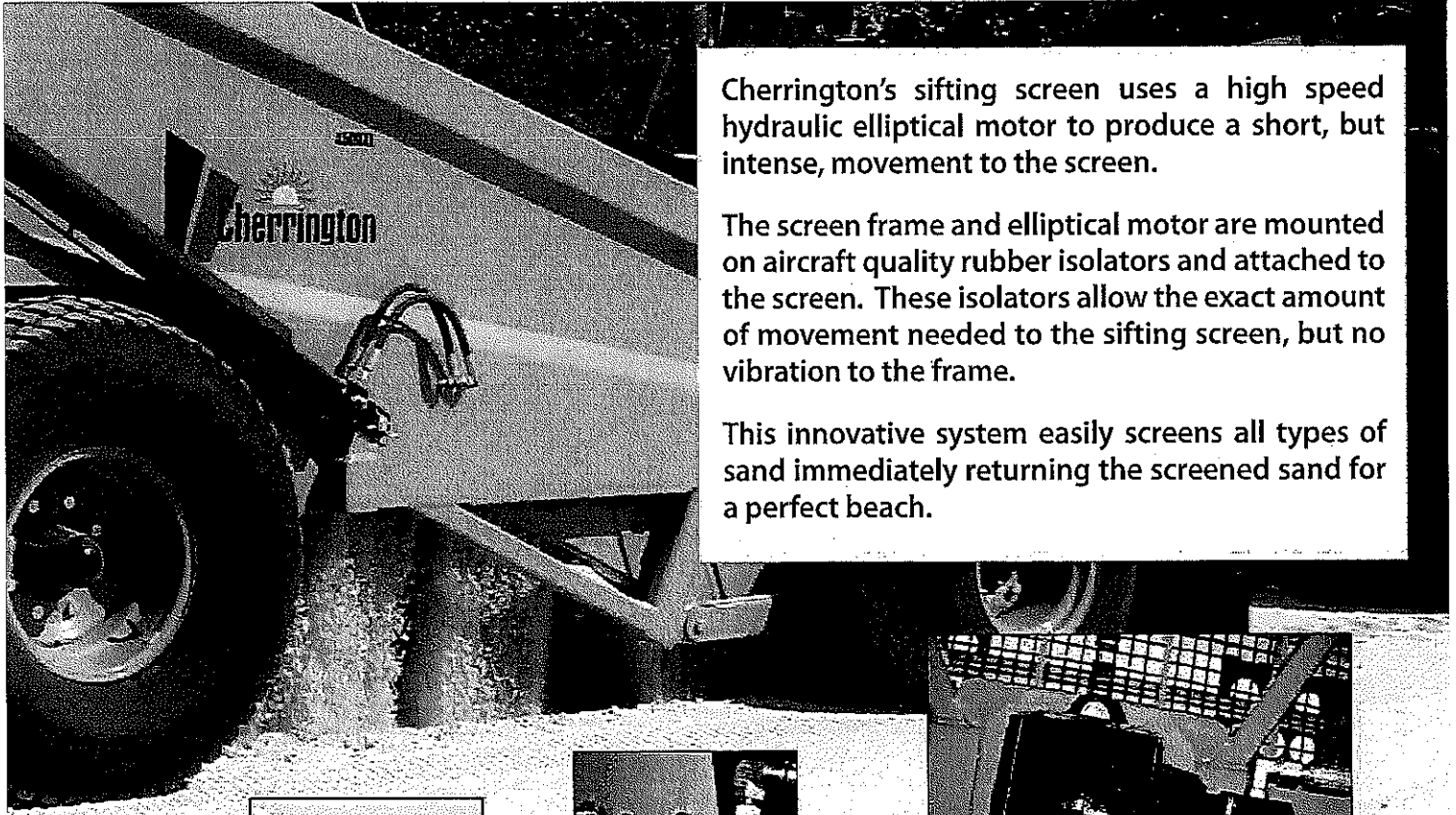
Cherrington Beach Cleaners have taken beach cleaning to a new level.

Only Cherrington provides deep down Lift and Screen Results.



www.cherrington.net





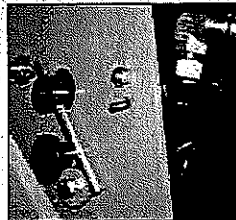
Cherrington's sifting screen uses a high speed hydraulic elliptical motor to produce a short, but intense, movement to the screen.

The screen frame and elliptical motor are mounted on aircraft quality rubber isolators and attached to the screen. These isolators allow the exact amount of movement needed to the sifting screen, but no vibration to the frame.

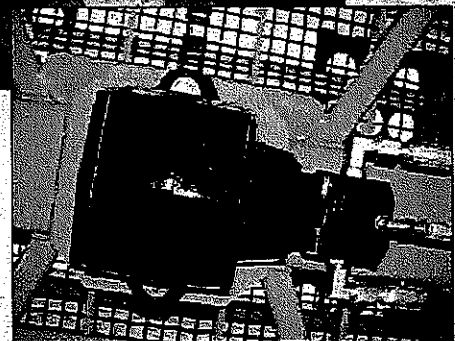
This innovative system easily screens all types of sand immediately returning the screened sand for a perfect beach.



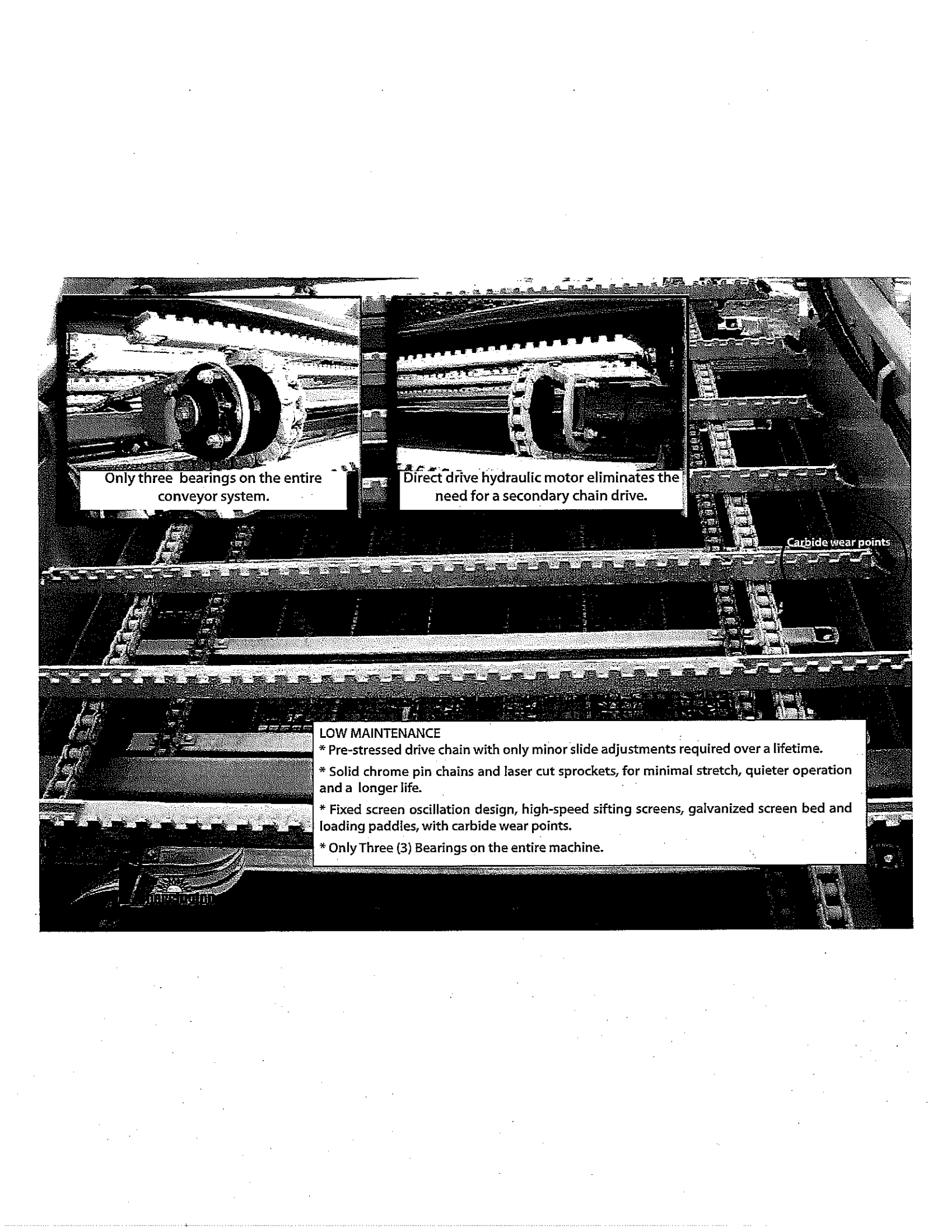
Rubber Isolators



Oscillation control valve - select the exact amount of screen oscillation for varying conditions



Hydraulic elliptical motor



Only three bearings on the entire conveyor system.

Direct drive hydraulic motor eliminates the need for a secondary chain drive.

Carbide wear points

LOW MAINTENANCE

- * Pre-stressed drive chain with only minor slide adjustments required over a lifetime.
- * Solid chrome pin chains and laser cut sprockets, for minimal stretch, quieter operation and a longer life.
- * Fixed screen oscillation design, high-speed sifting screens, galvanized screen bed and loading paddles, with carbide wear points.
- * Only Three (3) Bearings on the entire machine.

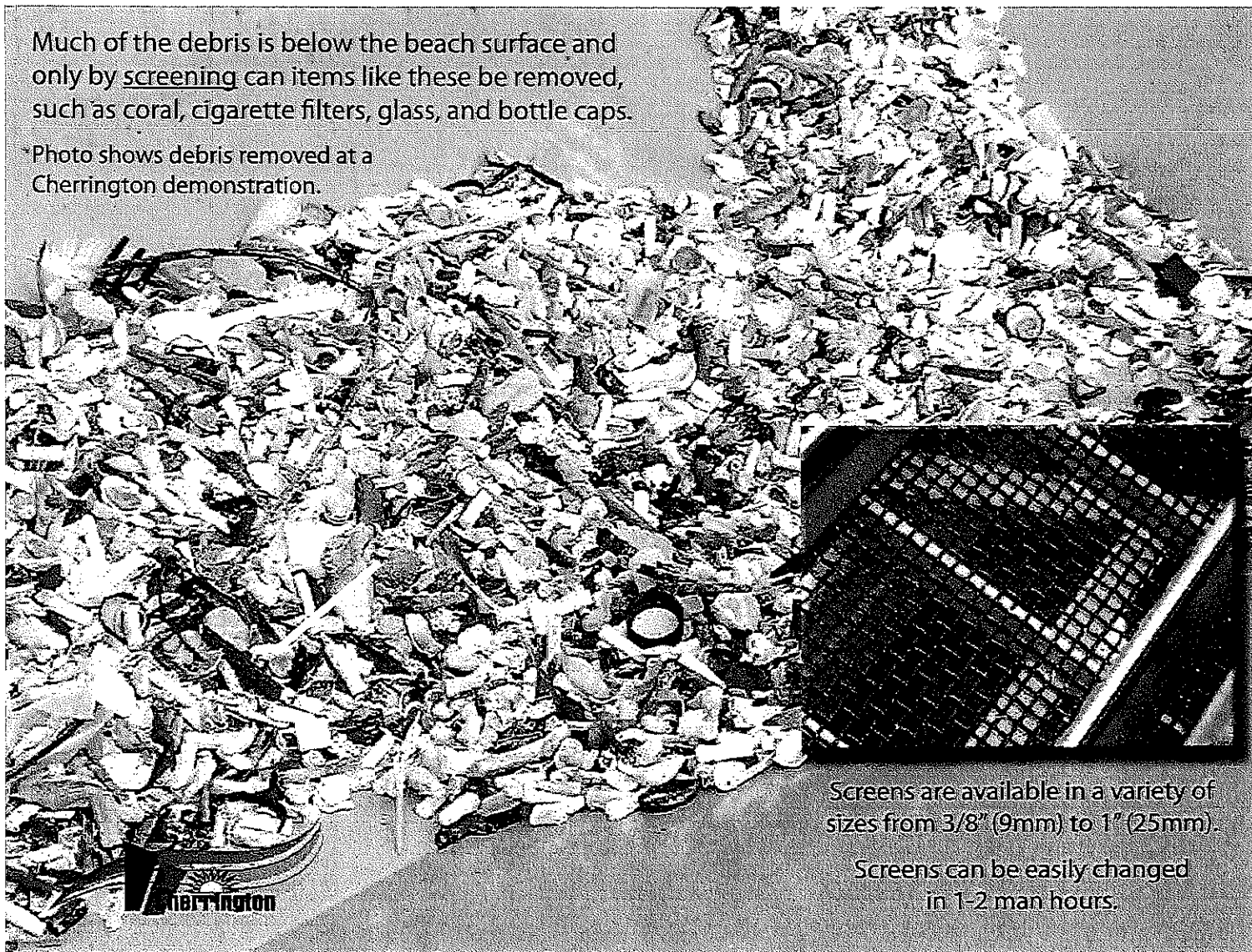


All-wheel drive with high floatation tires in a three-wheel design gives the Model 5500 zero-turn ability and superior traction.



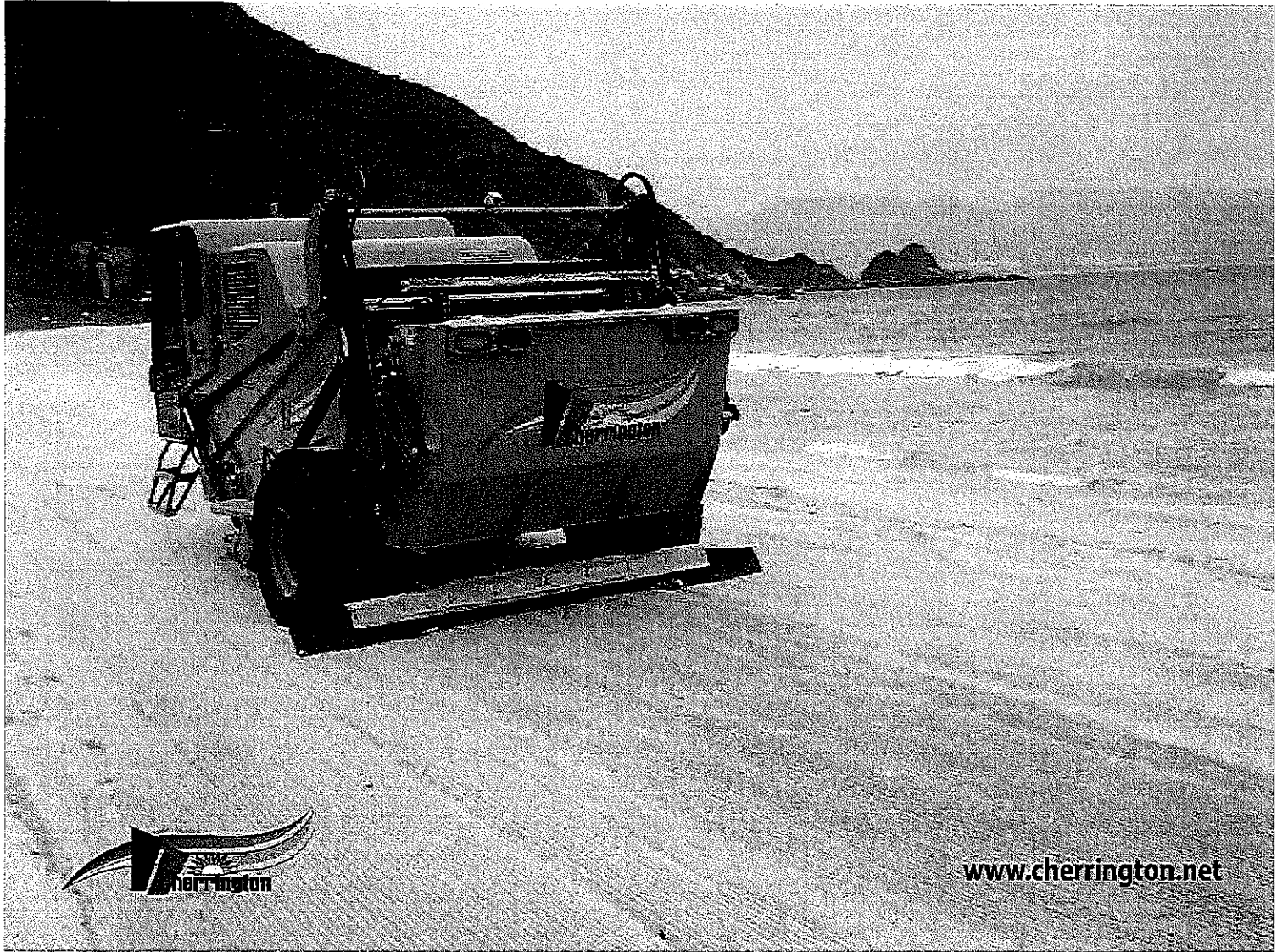
Much of the debris is below the beach surface and only by screening can items like these be removed, such as coral, cigarette filters, glass, and bottle caps.

Photo shows debris removed at a Cherrington demonstration.

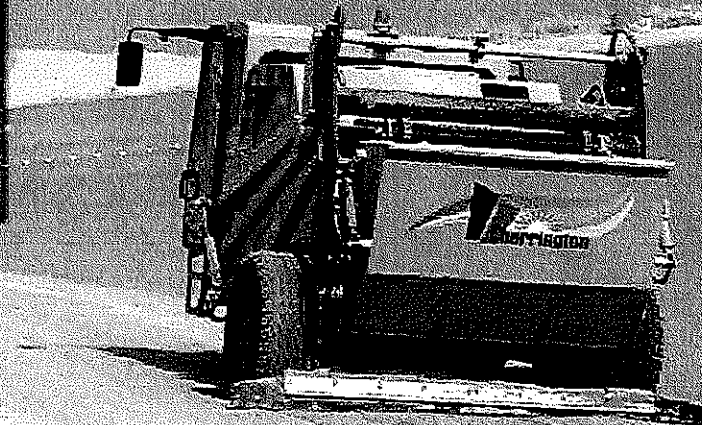


Screens are available in a variety of sizes from 3/8" (9mm) to 1" (25mm).

Screens can be easily changed in 1-2 man hours.



www.cherrington.net



www.cherrington.net

+1 701 952 0226
beaches@cherrington.net
www.cherrington.net

AGENDA

VII.B
MARCH 11TH 2021

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
MOTOR VEHICLE		
ACAR LEASING LTD	19-MV-300306 \$363.17	PRORATION
	19-MV-300477 \$480.14	PRORATION
	19-MV-300524 \$214.02	PRORATION
	19-MV-300689 \$250.05	PRORATION
	19-MV-300707 \$75.20	PRORATION
ACAR LEASING LTD	19-MV-300338 \$276.94	PRORATION
ACAR LEASING LTD	19-MV-300390 \$258.96	PRORATION
ALZATE-FIGUEROA ANA FRANQUINA	19-MV-302216 \$56.64	PRORATION
ANAND VIKRAM	19-MV-302482 \$12.18	PRORATION
BHATT PREETI PRADIP	19-MV-401345 \$174.52	PRORATION
CAB EAST LLC	18-MV-308871 \$239.25	PRORATION
	19-MV-309029 \$323.28	PRORATION
	19-MV-308875 \$455.90	PRORATION
	19-MV-308903 \$234.35	PRORATION
CCAP AUTO LEASE LTD	19-MV-311431 \$178.13	PRORATION
	19-MV-311782 \$450.61	PRORATION
DALEY GEORGE	19-MV-316045 \$243.81	OVER GARN
ERWAY GENNA MERRELL	19-MV-320884 \$145.78	PRORATION
FARLEY STEPHEN C	19-MV-321792 \$69.79	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322863 \$468.60	PRORATION
FLORES-SANTACRUZ SONIA HAYDEE	19-MV-323532 \$42.93	PRORATION
GOODWIN WILLIE	19-MV-327360 \$170.42	OVER GARN
GUILLEN LUZ M	19-MV-328434 \$50.00	OVER GARN
HERNANDEZ RUFINO	19-MV-330117 \$26.07	PRORATION

AGENDA

MARCH 11TH 2021

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
IOSIFIDIS ANTONIOS	19-MV-333441 \$958.28	PRORATION
JP MORGAN CHASE BANK NA	19-MV-335272 \$381.27	PRORATION
JP MORGAN CHASE BANK NA	19-MV-335227 \$436.54	PRORATION
JP MORGAN CHASE BANK NA	19-MV-335058 \$294.35	PRORATION
	19-MV-335219 \$287.91	PRORATION
JP MORGAN CHASE BANK NA	19-MV-335256 \$88.93	PRORATION
KAUFMAN CAROLYNN	19-MV-336527 \$63.07	PRORATION
KENNEDY VICTORIA ANNE	17-MV-336158 \$111.02	PRORATION
	18-MV-336425 \$103.50	PRORATION
LAFRENIERE KENNETH	19-MV-900090 \$724.20	PRORATION
LEE BERNARD JAMES	19-MV-339487 \$98.40	PRORATION
MACEDO WANDA C	19-MV-341698 \$37.19	PRORATION
MARTYNIK WIESLAW	19-MV-343310 \$74.32	PRORATION
MICHAEL SOLUTIONS	19-MV-345403 \$995.15	PRORATION
NISSAN INFINITI LT	19-MV-800006 \$392.85	PRORATION
PARKINSON ANGELO	19-MV-352239 \$62.01	OVER GARN
PESCE MATTHEW AARON	19-MV-353457 \$23.39	PRORATION
SANTALUCIA MICHAEL J	19-MV-360124 \$15.95	PRORATION
SIDIROPOULOS ELEFTHERIOS	19-MV-362043 \$205.76	PRORATION
STARK CLAUDETTE M	19-MV-363775 \$72.07	PRORATION
TARZIA NICHOLAS	19-MV-365213 \$17.87	PRORATION
THORNE RENA	19-MV-366129 \$152.48	OVER GARN
TOYOTA LEASE TRUST	19-MV-366887 \$51.10	PRORATION
	19-MV-367605 \$96.89	PRORATION
TOYOTA LEASE TRUST	19-MV-367639 \$476.38	PRORATION

AGENDA

MARCH 11TH 2021

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	19-MV-371746 \$131.34	PRORATION
VW CREDIT LEASING LTD	19-MV-371661 \$235.87	PRORATION
VW CREDIT LEASING LTD	19-MV-371832 \$240.12	PRORATION
ZUNDA CHARLES W JR	19-MV-374662 \$99.69	PRORATION

PERSONAL PROPERTY

DEERE CREDIT INC	19-PP-200855 \$73.82	ORG PYMT FOUND ON TIME
ERP OPERATING LP	19-PP-201058 \$1,548.12	ASS OFF NEVER CLOSED ACCT
SIMPLY DELICIOUS	18-PP-202919 \$709.98	DUP ACCT BY ASSESSORS
	19-PP-202807 \$1,091.54	
SUNNOVA LAP II LLC	19-PP-203006 \$487.10	ACCT OPEN IN ERROR
	19-PP-203005 \$480.44	

REAL ESTATE

CHILA DOMINICK & ANN M

6 CHOLWELL PL

5-25-50-0	19-RE-105120 \$364.29	DUP/OVER PYMT
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CORELOGIC

113 PONUS AVE

5-56-608-0	18-RE-107819 \$3,673.03	DUP/OVER PYMT
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AGENDA

MARCH 11TH 2021

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
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LIDDY JAN & SUSAN

7 BOXWOOD RD

5-23-297-0	19-RE-115662 \$3,371.70	DUP/OVER PYMT
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LIPMAN JACOB & DEBORAH

11 ADMIRAL LN

5-31-193-0	19-RE-115752 \$5288.45	DUP/OVER PYMT
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LORENZ LEE

5 HONEY HILL LANE

5-23-73-0	18-RE-115962 \$112.02	WEB ERROR INT
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SERVIDO RONALD

31 OLD TROLLEY WAY

5-58-234-0	19-RE-124339 \$5,871.12	DUP/OVER PYMT
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SPECIAL REQUEST

AHOLD FINANCIAL SERVICE

349 CT AVE

5-74-37-0	19-RE-115689 \$59,465.15	OVER PYMT
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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: March 5, 2021
Re: Narrative for February 2021 Tax Collector's Report

As of the end of February, 2021, eight months through the fiscal year that began on July 1, we had collected in excess of \$337 million, or **96.03%** of our now \$351 million adjusted current tax levy on the 2019 grand list. As of the end of February 2021, we also collected nearly \$16 million of our sewer use levy, or **94.7%**. We also collected 84.11% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority.

Compared with the prior fiscal year, we ended February only slightly behind with regard to taxes (-1.22%) and sewer use collections (-2.88%), and slightly ahead with the IPP fee (.5%). The drop is likely due to the extended grace period and the effects of COVID 19 in general, but overall, collections are good.

With regard to prior years' collections, through February, 2021 we now show a net collection of only \$1.9 million, down from the nearly \$2.8 million in back taxes, interest, lien fees and other fees we reported at the end of January 2021. This amount is nearly a million dollars less than what we collected during the same time period in the prior fiscal year and is a consequence of court authorized tax refunds. Recall that these figures are net, meaning we lose some prior year revenue due to settlements of court cases initiated by taxpayers who appealed their tax assessments from prior years as well as the current assessment year.

The current tax collection period is ongoing. Most Norwalk taxpayers have until Thursday, April 1, 2021 to pay their second installment without interest. We recently decided to mail "reminder" notices to property owners who still owe real estate taxes as of the first week of March to remind them that their payment is due by April 1. We felt it was worth the additional cost to do this. The 6% interest charge that will be effective on April 2 will most significantly impact the higher dollar amount real estate tax bills, and we normally file real estate tax liens as soon as we can after the collection period ends, so this notice serves to warn taxpayers about that. We will also send a mass mailing of delinquent notices for all types of taxes – real estate, personal property and motor vehicles – after the April 1 collection deadline.

Regarding our tax sale, we have collected in excess of \$3.6 million since November 2019 on properties originally slated for sale. The sale was put on hold in the spring of 2020 due to COVID 19. Since then, the state lifted the prohibitions on tax sales, and I rescheduled the sale for the summer of 2021. We initially planned to have the sale in July, but have changed the date to Monday, August 16, 2021. 100 of the accounts we began working on in November 2019 have been paid in full. The extended grace period for the January 1, 2021 current tax installment has made working on the sale more challenging. Our budgeted collection goals for both this current fiscal year and for the fiscal year ending 2022, are predicated on the infusion of that revenue.

We are also working on other collection enforcement measures, including withholding of health permits when past due taxes are owed; alias tax warrants on business personal property accounts; and wage garnishments.

In our division, we are still adhering to COVID 19 related directives. Tax collecting is different from many other types of municipal work, in that the nature of our work, security issues, and proper cash management and internal control procedures preclude us from performing many functions off site. There are some things that can be done from home, but many things cannot.

We recently received permission from the Administration to bring back our staff full time without staggered shifts, effective Monday, March 15. We will serve in-person customers in our office in Room 105, as well as outside at the payment window in front of City Hall, which will re-open on March 15. Hours will be Monday through Friday, 9 am to 3 pm, with no appointment needed. Taxpayers are required to wear a mask that covers their nose and mouth, and to maintain proper physical distance. The state is lifting certain restrictions; our payment deadline of April 1 is approaching; the weather is getting warmer and more people will be out; there will be customers needing clearance for building permits and motor vehicle registrations; and most of the extensions that the Connecticut DMV gave during COVID will be expiring soon if they have not already. For all these reasons, I felt it was necessary to offer longer in-person hours and am bringing staff back to the building in order to provide the necessary services.

Taxpayers still have numerous options and can pay their property taxes by mail, over the telephone, online, or in person. Information is available on the tax collector's home page, www.norwalkct.org/taxcollector. When paying online, taxpayers may use an electronic check (ACH payment), or a debit, credit or ATM card. The cost of an electronic check is only \$0.95. This is a convenient, cost effective and safe alternative that avoids the delays inherent in mailing payment and allows for a contact-less transaction.

We consider ourselves 'essential' in terms of both function and service, and will continue to update our operations to deal with changing circumstances. We are very proud that our office never closed and that we have maintained operations throughout the (so far) 52 weeks we have been dealing with COVID 19.

**TAX COLLECTOR'S REPORT
FEBRUARY 2021**

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 20 - FEB 21	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$20,760,190.24	\$18,841,362.43	90.76%	\$20,456,412.42	(\$303,777.82)	92.10%
AUTOMOBILE-SUPPLEMENTAL	\$2,974,458.75	\$2,204,798.56	74.12%	\$2,981,798.30	\$7,339.55	73.94%
PERSONAL PROPERTY	\$20,000,411.00	\$19,242,319.11	96.21%	\$20,040,502.48	\$40,091.48	96.02%
REAL ESTATE	\$310,928,205.46	\$297,320,340.20	95.62%	\$308,078,628.04	(\$2,849,577.42)	96.51%
TOTAL TAX	\$354,663,265.45	\$337,608,820.30	95.19%	\$351,557,341.24	(\$3,105,924.21)	96.03%
SEWER USE	\$16,883,967.00	\$15,987,435.74	94.69%	\$16,883,034.84	(\$932.16)	94.70%
IPP FEE	\$200,500.00	\$169,280.04	84.43%	\$201,249.78	\$749.78	84.11%

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	JUN 19 - FEB 20				
AUTOMOBILE-REGULAR	\$20,298,846.95	\$18,361,776.80	90.46%	\$19,910,406.45	(\$388,440.50)	92.22%
AUTOMOBILE-SUPPLEMENTAL	\$3,411,633.59	\$2,657,570.62	77.90%	\$3,405,231.85	(\$6,401.74)	78.04%
PERSONAL PROPERTY	\$18,801,474.70	\$17,851,804.98	94.95%	\$18,808,739.42	\$7,264.72	94.91%
REAL ESTATE	\$292,525,761.66	\$285,608,688.97	97.64%	\$291,509,640.55	(\$1,016,121.11)	97.98%
TOTAL TAX	\$335,037,716.90	\$324,479,841.37	96.85%	\$333,634,018.27	(\$1,403,698.63)	97.26%
SEWER USE	\$16,686,428.00	\$16,180,051.06	96.97%	\$16,582,531.90	(\$103,896.10)	97.57%
IPP FEE	\$203,250.00	\$174,553.74	85.88%	\$208,750.00	\$5,500.00	83.62%

TAX DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	\$19,625,548.55	\$13,128,978.93	-1.66%	\$17,923,322.97	(\$1,702,225.58)	-1.22%
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SEWER DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	\$197,539.00	(\$192,615.32)	-2.28%	\$300,502.94	\$102,963.94	-2.88%
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IPP DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	(\$2,750.00)	(\$5,273.70)	-1.45%	(\$7,500.22)	(\$4,750.22)	0.50%
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BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 20 - FEB 21)	FISCAL YR 2019-2020 (JUL 19 - FEB 20)	CUR YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES	\$327,559.19	\$1,495,129.24	(\$1,167,570.05)
PRIOR SEWER USE FEE	\$164,147.25	\$125,286.23	\$38,861.02
PRIOR IPP FEE	\$10,859.66	\$11,729.88	(\$870.22)
TOTAL PRIOR TAX, SEWER & IPP	\$502,566.10	\$1,632,145.35	(\$1,129,579.25)
CURRENT INTEREST	\$606,304.37	\$544,810.97	\$61,493.40
PRIOR INTEREST	\$679,161.81	\$579,161.56	\$100,000.25
SEWER USE FEE INTEREST	\$58,846.47	\$66,038.03	(\$7,191.56)
IPP FEE INTEREST	\$5,990.01	\$6,028.00	(\$37.99)
TOTAL INTEREST COLLECTED	\$1,350,302.66	\$1,196,038.56	\$154,264.10
PRIOR LIEN FEE	\$10,348.36	\$10,814.84	(\$466.48)
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00
TOTAL LIEN FEE COLLECTED	\$10,348.36	\$10,814.84	(\$466.48)
MISC FEES COLLECTED**	\$89,898.40	\$93,828.97	(\$3,930.57)
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$1,953,115.52	\$2,932,827.72	(\$979,712.20)

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

Lam, Chitsamay

To: Biagiarelli, Lisa; Callahan, Darin L
Subject: RE: CT Green Bank / C-PACE Agreement Change - Signature Needed

From: Catherine Duncan [<mailto:Catherine.Duncan@ctgreenbank.com>]
Sent: Wednesday, February 10, 2021 5:11 PM
To: Rilling, Harry <hrilling@norwalkct.org>; Biagiarelli, Lisa <LBiagiar@norwalkct.org>; Sheehan, Timothy <TSheehan@norwalkct.org>
Subject: C-PACE Agreement Change - Signature Needed
Importance: High

CAUTION: EXTERNAL Email: Don't open links or attachments from untrusted senders

Good afternoon,

The Connecticut Green Bank is making some changes to the Commercial-Property Assessed Clean Energy (C-PACE) program and we are looking for your help and support in implementing what we think will be a welcome change. We are looking to shift responsibility for billing and collecting C-PACE tax assessments from your municipality to the Connecticut Green Bank. In order to do this, your municipality needs to execute a release document, attached here, that frees the municipality from the billing and collection aspects of program participation. We would like to implement this change for the July 2021 tax collection cycle and will need your signature on a release document by the end of April. Once you have had the opportunity to review the release, would you kindly let us know when we could expect it to be returned to us executed?

Background

The Connecticut Green Bank designed the C-PACE program as an economic tool to attract low cost capital into our state for the purpose of energy upgrades to buildings. Municipalities opt in and execute the C-PACE Agreement, attached here, that requires them to bill and collect on behalf of the Green Bank. At the inception of the program, it was determined that municipal billing and collection of benefit assessment repayments would make the program both more attractive and more creditworthy. The ensuing eight years have seen remarkable growth in Connecticut's C-PACE program and programs across the country, and there is sufficient evidence that municipal billing and collection is no longer required to attract lenders to the program. In fact, the needs of the tax collectors and their colleagues are at odds with the needs of our investors. The investors want quick access to funds paid against liens and municipal employees need time to process payments, balance books, and cut checks.

Program Administrator Billing and Collection

As Program Administrator, the Green Bank will begin billing and collection for Fiscal Year 2022. This frees the tax collector and her colleagues from the challenge of on boarding transactions as well as the repeated billing, processing, and remitting that occurs throughout the repayment term. It also gives investors much quicker access to their funds. Further, with the support of our loan servicer, investors will have online access to payment information within days of receipt. Currently months can elapse before some investors have full data and all funds from a collection cycle.

Implementation

Once we hear from you regarding your turn around time for the release, we will work with your tax collector to identify account balances after the completion of the January and April cycles, as appropriate for your municipality. Once we receive the executed document, we will confirm to the tax collector that the hand off is complete. The Green Bank pays

a \$500 stipend for the billing and collection work. This stipend will cease for the fiscal year 2022, per the release. The Green Bank and the capital providers will work with the property owners on redirecting payments beginning this July. We will be reaching out regularly to all municipalities to answer questions and offer support. The Green Bank deeply appreciates our partnership with you and look forward to additional success. Please let us know if you have any questions or concerns.

Best regards,

Catherine Duncan

Catherine Duncan
Senior Loan Investment Administrator, Connecticut Green Bank

T 860-258-7831 | F 860-398-5510
845 Brook Street, Rocky Hill, CT 06067
catherine.duncan@ctgreenbank.com ctgreenbank.com



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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

To: Finance Committee and Common Council
From: Henry M. Dachowitz, CFO
Date: March 9, 2021
Subject: Switching City's Financial Advisory Contract from Hilltop Securities to Munistat Services

Bill Lindsay has been serving as Norwalk's Financial Advisor for 20 years since 2001. For 18 years he performed this service through Independent Bond and Investment Consultants, LLC (IBIC). In January 2019 IBIC merged into Hilltop Securities who assumed the contract.

With IBIC's/Hilltop's five year agreement with the City ending in the spring of 2020, the City conducted an RFP for a Financial Advisor – Bill Lindsay and Hilltop Securities were selected and a new four year contract through June 2024 was entered into with Hilltop.

Recently, in early 2021, Bill Lindsay and Hilltop parted company. Mr. Lindsay is now conducting Financial Advisory Services through Munistat Services, Inc. The City would like to continue to engage the services of Mr. Lindsay as the City's Financial Advisor. I have had discussions with Hilltop and they understand our desire to continue to work with Mr. Lindsay and have agreed to work with us to ensure a smooth transition.

We recommend, and Munistat has agreed, to enter into an agreement with Munistat on the same basis with the same terms and conditions (including pricing) as our existing agreement with Hilltop -- a contract through June 2024 with two (2) one-year optional extensions (please see attached memo from Munistat).

Munistat has been in business since 1977 and serves as Municipal Bond/Financial Advisor to over 240 units of government in New York State. In calendar year 2020 they advised on over 150 transactions totaling over \$1.6 billion in par amount.

Since Mr. Lindsay opened the firm's Connecticut offices earlier this year, over 50 Connecticut local governmental units have signed agreements to work with Munistat including the towns of West Hartford, New Canaan, North Haven, Manchester, and Branford.

Munistat Services, Inc. is a registered Municipal Advisor and is in compliance with the rules and regulations of the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB). Additionally Munistat carries industry standard levels of insurance (please see second attached Munistat memo).

I urge the Finance Committee and the Common Council to approve the Mayor entering into a Financial Advisory contract with Munistat Services and terminating our agreement with Hilltop Securities.

NEW YORK OFFICE

631.331.8888



CONNECTICUT OFFICE

860.227.8701

860.490.7297

Memorandum

To: Henry Dachowitz, City of Norwalk
From: Bill Lindsay, Munistat Services, Inc.
CC: Chistamay Lam, City of Norwalk

The purpose of this Memorandum is to confirm Munistat Services, Inc.'s ability to serve as the City's Municipal Advisor. Munistat Services, Inc. has been in business since 1977 and serves as Municipal Advisor to over 240 units of government in New York State including counties, cities, towns, villages, school districts and fire districts. In calendar year 2020, Munistat advised on over 150 transactions, totaling over \$1.6 billion in par amount. Since opening its Connecticut branch office in January 2021, Munistat has signed contracts with over 50 Connecticut local governmental units including the Towns of Branford, East Hartford, North Haven, Manchester, New Canaan and West Hartford. A complete list of our Connecticut clients is available upon request.

Munistat Services, Inc. is a registered Municipal Advisor pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") (Registration #867-00429) and the Municipal Securities Rulemaking Board ("MSRB") (Registration #K0114). As part of this SEC registration Munistat is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Munistat and any such filing is available to the public. Pursuant to MSRB Rule G-42, Munistat is required to disclose any legal or disciplinary event that is material to the City's evaluation of Munistat or the integrity of its management or advisory personnel. Munistat has determined that no such events exists. Copies of Munistat's filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either "Munistat Services Inc." or for our CIK number which is 000160847.

Additionally, Munistat carries industry standard levels of insurance for Commercial General Liability, Automobile Liability, Workers Compensation and Employee Liability, and Professional Liability. An insurance certificate is available upon request.

NEW YORK OFFICE

631.331.8888



CONNECTICUT OFFICE

860.227.8701

860.490.7297

Memorandum

To: Henry Dachowitz, City of Norwalk
From: Bill Lindsay, Munistat Services, Inc.
CC: Sharon Conners, City of Norwalk

The purpose of this Memorandum is to confirm Munistat Services, Inc.'s pricing for Municipal Advisor Services. The following pricing will remain in effect until June 30, 2024, and two (2) subsequent one-year extensions:

A. Fixed Price Fee

1	PROPOSED FEE Fiscal Year – 2021 (7/1/20 thru 6/30/21)	\$16,000*
	Lump Sum in writing	* Assumes one (1) new money issue
2	PROPOSED FEE Fiscal Year – 2022 (7/1/21 thru 6/30/22)	\$16,000*
	Lump Sum in writing	* Assumes one (1) new money issue
3	PROPOSED FEE Fiscal Year – 2023 (7/1/22 thru 6/30/23)	\$16,000*
	Lump Sum in writing	* Assumes one (1) new money issue
4	PROPOSED FEE Fiscal Year – 2024 (7/1/23 thru 6/30/24)	\$16,000*
	Lump Sum in writing	* Assumes one (1) new money issue

B. Transaction Fees

Transaction	Price per Bond (IM)	Minimum	Maximum
General Obligation New Money Issue	\$1,000	\$12,000	\$16,000
General Obligation Refunding Bond	\$1,200	\$17,000	\$22,000
General Obligation Bond Anticipation Notes	\$500	\$5,000	\$10,000

C. Expenses

Expenses	Price per Bond (IM)	Minimum	Maximum
Printing & Mailing of Official Statements	n/a	\$750	\$1,500
Electronic Bidding/Posting of Official Statements	n/a	\$750	\$1,000
Legal Advertisement	n/a	\$500	\$500
Travel	n/a	\$0.55/mile	\$0.55/mile

VII.C

City of Norwalk

Job Code: 8259

Title: Communications Director

Ordinance

Department: Mayor's Office

Date:

Position Definition: Plans, develops, and implements the City of Norwalk's communications strategy and serves as key decision maker for disseminating information on behalf of the City of Norwalk. Ensures all citywide communications are strategically positioned, consistent, accurate, and represent the goals and objectives of the City of Norwalk.

General Duties: Acts as public information officer for both the Mayor's Office and for the City, including writing and distributing press releases and public information announcements. Develops, implements, and manages short and long-range strategic communications plans to clearly and effectively inform the public of the City of Norwalk's goals and priorities. Leads innovative and creative messaging and communications efforts to promote the goals of the City of Norwalk to a diverse audience and multiple constituencies. Collaborates with the Mayor and City's Senior Management Team to identify internal and external communications opportunities and provides appropriate strategies and materials to support staff. Provides direction and guidance to City employees regarding all external communications. Manages and oversees all communications efforts and outreach, including media relations, social media, digital marketing, annual reports, and newsletters. Manages crisis communications and emergency communications and determines appropriate responses in partnership with Emergency Management Department and Norwalk First Responders. Ensures all communications are accurate, effective, and consistent with the overall goals and objectives of the City of Norwalk. Manages and supports transparent internal communications efforts to ensure staff are informed of changing policies, procedures and the overall goals and objectives of the City of Norwalk. Utilizes analytics, Key Performance Indicators, and data to measure success and inform future strategies.

Additional Duties: Actively engages, cultivates and manages local and regional media relationships. Assists in the development of cohesive City brand and guides and supports implementation of City brand to ensure it is used consistently and appropriately. Manages department budget. Provides media training to relevant City personnel.

Supervised By: Works under supervision of the Mayor's Office in cooperation with City Department Heads

Minimum Qualifications: Bachelor's degree in public relations, public administration, political science, mass communications, journalism, or similar discipline and five years of professional experience in public relations and/or communications. On-the-record spokesperson experience is preferred.

Required Knowledge, Skills and Abilities: Ability to create and implement various communications strategies. Ability to communicate in public forums and mass media, both orally and in writing. Ability to influence and engage direct and indirect reports and peers. Ability to plan, organize and complete complex assignments within given deadlines. Knowledge of brand strategy and campaign development. Ability to edit and proofread. Knowledge of AP style guidelines. Ability to integrate communications strategies and effectively reach and engage intended audiences. Ability to develop and maintain strong relationships with members of the media and the community. Knowledge of social media platforms and emerging technologies, and ability to guide effective use of these platforms. Ability to manage multiple projects simultaneously under tight deadlines. Ability to coordinate and oversee projects across City departments. Ability to make presentations before small and large groups. Fluency in Spanish language skills is preferred.

License or Certification: Not applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.



COMMUNITY SERVICES DEPARTMENT
Lamond Daniels, LCSW, MPA
Chief of Community Services
ldaniels@norwalkct.org
P: 203-854-7718
125 East Avenue, Room 202
Norwalk, CT 06856-5125

MEMO

TO: Chair Barbara Smyth and members of the Community Services & Personnel Committee
FROM: Lamond Daniels, Chief of Community Services
DATE: March 16, 2021, *updated 3/18/21 LD*
SUBJECT: Introduction of the Equity and Justice for All Commission Proposed Consultant: Led By Us & Associates

Background:

Norwalk is in a unique position to bring together public, private, philanthropic, and a broad range of community members & partners throughout the city to coordinate efforts to promote and develop a city-wide Equity and Justice for All strategy.

To facilitate this effort, Mayor Harry Rilling recommended an outside firm with expertise in creating strategies and structures focused on equity, inclusion, and social justice to manage and facilitate a process with a focus on engaging Norwalk's diverse community as key partners.

The broad two purposes of the Equity and Justice for All Commission are as follows:

1. Develop a Commission dedicated to promoting equal rights for all and recognizes the intersectionality between issues of race, identity, gender, socioeconomic status, religion, and background.
2. Assist city employees with reviewing, evaluating, and updating the 1993 Blue Ribbon Report on Race Relations and play a key leadership role in facilitating conversations to gather and experiences about human relation issues with community members and other stakeholders.

Further, the City of Norwalk seeks to fully understand the experiences and perspectives of its residents, to learn and apply best practices about strategies, policies, and activities to work deliberately and consistently to create a culture of inclusion that is free of any bias.

It is important to emphasize this work cannot be accomplished by the City of Norwalk alone. The City must and will work collaboratively and cooperatively with other public and private institutions, organizations, community and faith-based organizations, businesses, and individual community members to ensure its success.

The key deliverables have been outlined for this work:

1. Facilitate a community stakeholder analysis, to identify and recommend a list of residents and people from groups, institutions, and organizations that will comprise of the Equity and Justice for All Commission to develop the work plan;
2. Establish the infrastructure for the Equity and Justice for All Commission (EJAC) to include the development, planning, and implementation of an operational and conceptual framework;
3. Engage city leadership and selected departments in building equity into policies and citywide initiatives to enhance internal efforts to achieve equitable workforce and contracting practices in Norwalk city government;
4. Educate key leaders in government and commission members by creating a shared understanding and increased skill set to advance racial equity and justice; and
5. Facilitate a community engagement strategy to address police interaction and engagement in neighborhoods of color.

Request:

Through a competitive bidding process and seven-member selection panel made up of members from the Norwalk community, Led By Us & Associates was chosen to lead the Equity and Justice for All Commission. Led By Us & Associates is a consulting firm focused on responsible urban revitalization. They engage, inspire and equip community stakeholders with necessary tools, resources, and confidence to build, design, and execute. During the interview process, they demonstrated leadership and management capabilities, worked with municipal and government organizations, exhibited strategic partnering skills and the ability to work across functions with diverse communities to synthesize ideas and deliver outcomes.

They have experience developing and executing DEI assessment, planning and implementation efforts including hands-on experience guiding cross-sector groups including community members through the planning, implementation, and successful completion of initiatives. They displayed the ability to use data to inspire action and drive outcomes across organizations and communicate progress across multiple cultures and generations. They exhibited understanding and sensitivity to, racial-ethnic complexities, religious, cultural backgrounds, diverse abilities, sexual orientation, and socioeconomic disparities in communities

As indicated in their RFP the team assembled brings a collective skill set and expertise to help Norwalk achieve the goals set forth.

COMMUNITY SERVICES & PERSONNEL COMMITTEE

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Led By Us & Associates for the Consultant for the Equity and Justice for All Commission for a period of one year for a total amount not to exceed \$150,000.00.

Respectfully Submitted by,



Lamond Daniels, LCSW, MPA
Chief of Community Services