

**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.gov/meetings

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

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: February 13, 2024
Special Meeting: February 13, 2024

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Edwin Camacho, Board of Estimate and Taxation

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization to discussion: Settlement: Summit Handling System v. City of Norwalk
EXECUTIVE SESSION

A. FINANCE & CLAIMS

1. Accept and Approve the Report of the Claims Committee Dated: February 2024
2. For informational purposes only: Narrative on Tax Collections Dated: February 2024
3. For informational purposes only: Monthly Tax Collector's Reports Dated: January 2024
4. Authorize the purchasing agent to issue a purchase order to GovConnection, Inc., in an amount not to exceed \$109,646.89 for the purchase of 790 Microsoft Office 365 annual licenses. GovConnection, Inc. is on State of CT Contract -# NCPA 01-144 Account No. 011370-574C
5. RESOLUTION: WHEREAS, Section 1-289 of the Norwalk Charter requires that a majority of the Common Council vote to establish a specific spending limit on local expenditures during the process of establishing the next fiscal year's operating budget. NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NORWALK THAT: The maximum limit on the total appropriation for the City of Norwalk for Fiscal Year beginning July 1, 2024 shall be no more than \$440,611,996. This appropriation cap represents total expenditures of \$467,591,788 less estimated intergovernmental grants of \$26,979,792. Be it further resolved that the result of this vote and resolution be forwarded by the Clerk of the City of Norwalk to the Board of Estimate and Taxation.

B. RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Whittingham Cancer Center of Norwalk for the use of Calf Pasture Beach and immediate surrounding grounds for their Whittingham Cancer Center Walk event to be held on Saturday, May 11, 2024 from 9:00 AM to 3:00 PM. Set-up time Friday, May 10, 2024 from 12:00 PM to 2:00 PM with tear-down on Saturday, May 11, 2024 by 3:30 PM. Approximately 750 people.
2. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Triangle Community for the use of Veterans Memorial Park and immediate surrounding grounds for their Pride in the Park event to be held on Saturday, June 8, 2024 from 12:00 PM to 8:00 PM. Set-up time Friday, June 7, 2024 from 8:00 AM to 12:00 PM with tear-down on Saturday, June 8, 2024 by 9:00 PM. Rain date Sunday, June 9, 2024. Approximately 8,000 people.
3. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Norwalk Seaport Association for the use of Veterans Memorial Park and immediate surrounding grounds for their Norwalk Seaport Oyster Festival event to be held from Friday, September 6, 2024 to Sunday, September 8, 2024. Set-up time from Friday, August 16, 2024 at 8:45 AM with tear-down by Monday, September 30, 2024 at 1:30 PM. Approximately 40,000 people.
4. Authorize the Mayor, Harry W. Rilling, to enter into a contract with NMMA for the use of Calf Pasture Beach – Taylor Farm and immediate surrounding grounds for their Norwalk Boat Show event to be held from Thursday, September 19, 2024 to Sunday, September 22, 2024 from 7:00 AM to 10:00 PM every day. Set-up time by Monday, September 16, 2024 with tear-down on Sunday, September 22, 2024 by 10:00 PM. Approximately 10,000 people.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**REVISED AGENDA
7:30 PM EST**

**FEBRUARY 27, 2024
COUNCIL CHAMBERS**

5. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Stepping Stones Museum for the use of Mathews Park and immediate surrounding grounds for their Stepping Stones Museum Kaleidoscope Circus Ball event to be held from Wednesday, March 26 to Sunday, March 30, 2025 from 10:00 AM to 5:30 PM. Set-up time from Friday, March 21, 2025 through Tuesday, March 25, 2025, with tear-down from Monday, March 31 through Wednesday, April 2, 2025. Approximately 400 people.
6. Authorize the purchasing agent to issue a purchase order to Intelligent Marking USA Inc, dba Turf Tank, in the amount of \$59,700.00 for the purchase of an autonomous field marking robot, project # 4331, from account # 0923-6030-5777-C0486
7. Authorize the Mayor, Harry W. Rilling, to enter into a contract with ID Signsystems, Inc for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$63,936.00 from account # 0923-6030-5799-C0832.
7a Authorize the Director of Recreation and Parks to issue change order to ID Signsystems, Inc. for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$9,590.00 from account # 0923-6030-5799-C0832.
8. Authorize the purchasing agent to issue a purchase order to Turf Products of the Sourcewell Purchasing contract # 031121-TTC, for the solo source purchase of three (3) Toro Workman GTX electric utility carts, in an amount not to exceed \$52,042.80
8a Authorize the Director of Recreation and Parks to issue a change order to Turf Products off the Sourcewell Purchasing Contract # 031121-TTC, for the solo source purchase of three (3) Toro Workman GTX electric utility carts, in an amount not to exceed \$5,200.00 from account # 0924-6030-5799-C0846.
9. Authorize the Mayor, Harry W. Rilling, to enter into a 5-year operating License Agreement with a 5-year renewal option with Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) to operate recreation programs with approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

C. ORDINANCE COMMITTEE

1. Approve revisions to Section 9-3 (Chapter 9, Article I, Section 3) – Procedure for Sale of City Property.
2. Approve revisions to Chapter 58A – Blight Prevention.
3. Approve new ordinance: Establishing an Advisory Committee for the Reapportionment of Common Council Voting Districts.

D. PUBLIC SAFETY & GENERAL GOVERNMENT

1. Authorize Mayor Harry W. Rilling to enter a lease agreement with the owners of 132 Water St LLC for five years for \$71,200 per year with 3.0% increases in the subsequent years for the Norwalk Police Marine Division Base, its Public Safety Vessel and storage space. Account #- 013023-5297

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**REVISED AGENDA
7:30 PM EST**

**FEBRUARY 27, 2024
COUNCIL CHAMBERS**

2. Authorize the Mayor Harry W. Rilling to execute any and all documents and agreements necessary to increase the records fees associated with the request and release of body and dashboard camera video recordings to \$30 per hour of video provided.
3. Authorize the Mayor to execute a three (3) year agreement with Hartford Healthcare Medical Group for the 4264R – Occupational Health Services.
4. Authorize the Chief Human Resources Officer and/or designee to issue two (2) one (1) year contract extensions on the Hartford Healthcare Medical Group contract.
5. Technical correction to the Non-Unit Personnel Benefits and Compensation Policy/Ordinance Salary Schedule that was before this subcommittee on December 28, 2023. The incorrect version of the policy was attached at that time. We are resubmitting this policy to make a technical correction.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**REVISED AGENDA
7:30 PM EST
APPOINTMENTS**

**FEBRUARY 27, 2024
COUNCIL CHAMBERS**

BOARD OF ESTIMATE AND TAXATION

M/C

Norwalk Charter 1-288

EDWIN CAMACHO (D)

Term Expires – 11/30/2025

24 Dock Road

Norwalk, CT 06854

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Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Irene Dixon at idxon@norwalkct.gov to provide written public comment prior to the meeting.

Mayor Rilling called the meeting to order at 7:31 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. Dixon called the Roll:

Council at Large: Mr. Gregory Burnett

Mr. Joshua Goldstein

**COMMON COUNCIL
NORWALK, CONNECTICUT
VIA TELECONFERENCE**

REGULAR MEETING

**FEBRUARY 13, 2024
COUNCIL CHAMBERS AND**

	Mr. Johan Lopez Ms. Barbara Smyth	Ms. Nora Niedzielski Eichner
District A:	Ms. Nicol Ayers	Mr. Jalin Sead
District B:	Mr. Dajuan Wiggins	Ms. Darlene Young
District C:	Ms. Jenn McMurrer	
District D:	Ms. Heather Dunn	Mr. Doug Sutton
District E:	Mr. James Frayer	Ms. Lisa Shanahan

At Roll Call there were fourteen (14) Common Councilmembers present and one (1) absent (Ms. Murray). A Quorum was present.

Also present were Mayor, Harry Rilling; City Clerk, Irene Dixon and Corporation Counsel, Mario Coppola.

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 23, 2024

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS SUBMITTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. MCMURRER)**

Special Meeting: January 29, 2024

**** MS. MCMURRER MOVED TO ACCEPT THE MINUTES AS SUBMITTED
** MOTION PASSED UNANIMOUSLY**

III. PUBLIC PARTICIPATION

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

Mr. Nick Wendell spoke in support of Shawn's Lawns, 2 Mueller Avenue. He noted they have not completed some of the special use permit and there was a violation issued, and then covid hit. He explained they plow the local streets as well as the Mission Church. They are part of the community and employ 30 Norwalk residents. He said they want to fix the issue.

Attorney Rick Constantine, Westport, CT said he submitted a letter to the members of the Common Council today. He said that Shawn's Lawns was the successful bidder for the South Norwalk School. He said his client is aware of the Zoning issues, but he came down with covid.

He is working to get his property fully in compliance. He asked the Common Council to delay the vote to their next meeting.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

Mayor Rilling announced the following resignations.

RESIGNATIONS:

Ava Jacobs, Arts and Culture Commission

Marilyn Altman, Zoning Board of Appeals, Regular

Thomas Farkas, Zoning Board of Appeals, Alternate

APPOINTMENTS:

**** MR. GOLDSTEIN MOVED TO APPROVE THE FOLLOWING APPOINTMENT
THOMAS FARKAS, ZONING BOARD OF APPEALS, REGULAR**

Mr. Goldstein spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

MAYOR'S REMARKS:

Mayor Rilling talked about celebrating Black history beyond Black History Month, a program will be hosted on Saturday Feb 17th 12pm – 2pm by State Representative Kadeem Roberts and Council Members at Bethel Ame Church. He thanked the Department of Public Works and noted positive comments from the public for their work during this snow storm.

Last Friday Norwalk officials and members of the state delegation celebrated the improvements to Freese Park and the events that will be taking place, groundbreaking for Wall Street Phase 1 to be announced soon.

Mr. Burnett spoke about the importance of Black History Month and said it is American History. There should be celebrations each month to recognize the achievements made by Black Americans. This month's theme is African Americans in the Arts.

Mr. Wiggins expressed appreciation about Black History Month being American History. He said we have our share of issues in Norwalk, but as we continue to grow, these issues should be tackled head on. Mr. Wiggins noted this is one of the most diverse Common Councils since Norwalk became a city. He said they need to think about how to assist people that are disenfranchised.

Ms. Young said Black History is American History and we need to get to the point where it is not separated. All should continue to push forward in the best interest of everyone in the community.

Mr. Sead said Black History in its totality is beautiful, although tragic. He said they have come a long way, and should celebrate all the work that has been done. He said a lot of time there is focus on the negative, but there is a lot of positive and progress.

Ms. Niedzielski Eichner said there is a sense that the group worked harder and believed in the promise of American. No group worked harder to create powerful art and political movements. She acknowledged the importance of Black History Month.

Ms. Ayers encouraged everyone to celebrate by participating in all activities.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS

RESIGNATIONS: There were no resignations announced this evening.

APPOINTMENTS: There were no appointments announced this evening.

REAPPOINTMENTS: There were no reappointments announced this evening.

B. CONSENT CALENDAR:

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

VII.A.1, VII.A.2, VII.B.1, VII.C.1, VII.C.2, VII.C.3, VII.C.5, VII.C.9, VII.C.10, VII.C.11, VII.D.1B, VII.D.1C

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. AUTHORIZATION TO SETTLE CLAIM: ANITA WINNINGER V. CITY OF NORWALK, DOCKET NUMBER FST-CV-22-6055991-S *EXECUTIVE SESSION*

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS NECESSARY TO ENTER INTO A FIELD TRIAL AGREEMENT WITH AXON.

2. AUTHORIZE THE CHIEF OF POLICE, JAMES WALSH, TO EXECUTE ANY AND ALL DOCUMENTS, AGREEMENTS, INSTRUMENTS, AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT THE FIELD TRIAL AGREEMENT PROGRAM WITH AXON.

B. RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE

1. TECHNICAL CORRECTION: AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O'BRIEN & SONS, FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT BROOKSIDE SCHOOL, PRICING FROM STATE CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$187,425.15 FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT, # 0923-6030-5796-C0832.

ORIGINAL APPROVAL:

AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH M. E. O'BRIEN & SONS FOR THE SOLE SOURCE PURCHASE AND INSTALLATION OF A NEW PLAYGROUND AT BROOKSIDE SCHOOL, PRICING FROM STATE CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$187,425.15 FROM THE STATE OF CT DEEP PARKS BEAUTIFICATION GRANT. ACCOUNT # 0923-6030-5796-C0832.

C. PUBLIC WORKS COMMITTEE

**1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND TIGHE & BOND, INC. FOR PROJECT DPW2024-2 ON-CALL CONSTRUCTION INSPECTION - OBSERVATION SERVICES. THE AGREEMENT IS FOR A PERIOD OF THREE (3) YEARS, BILLABLE ON AN HOURLY BASIS, FOR A SUM NOT TO EXCEED \$350,000.00/ANNUALLY, WITH AN OPTION TO EXTEND FOR TWO (2) ADDITIONAL TERMS OF ONE (1) YEAR EACH.
ACCOUNT NO. 13 4010 5796 APW01**

**13 4010 5796 APW10
09 24 4021 5777 C0021
09 24 4021 5777 C0302
09 24 4021 5777 C0315
09 24 4021 5777 C0318
09 24 4021 5777 C0440
09 24 4021 5777 C0471
09 23 7100 5777 C0583**

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE FIRST AMENDMENT TO THE AUGUST 2, 2021, AGREEMENT BETWEEN THE CITY OF NORWALK AND ALMSTEAD TREE AND SHRUB CARE COMPANY, LLC., FOR TREE REMOVAL AND TRIMMING SERVICES FOR THE SUM NOT TO EXCEED \$60,000.00.

**ACCOUNT NO. 09 23 6030 5777 C0830
09 24 4021 5777 C0318
09 24 4021 5777 C0021**

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A 2ND AMENDMENT TO THE JANUARY 24, 2022 AGREEMENT BETWEEN THE CITY OF NORWALK AND COLONNA MASONRY CONCRETE & ASPHALT PAVING, LLC., FOR PROJECT DRG 2021-1 DREAMY HOLLOW/BETTS BROOK DRAINAGE, SANITARY SEWER & WATER MAIN IMPROVEMENTS, FOR A SUM NOT TO EXCEED \$350,000.00.

**ACCOUNT NO. 09 24 4062 5777 C0361
09 21 4021 5777 C0440
09 24 4021 5777 C0440**

5. AUTHORIZE THE PURCHASING AGENT TO ISSUE AND INCREASE THE PURCHASE ORDER TO THE GRASSO COMPANIES LLC. FOR PROJECT PM2023-4 PAVING AT VARIOUS LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$70,000.00

ACCOUNT NO. 09 24 4021 5777 C0021

9. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SAFETY MARKINGS LLC FOR PROJECT TMP2024-1 PAVEMENT MARKINGS, SYMBOLS, AND LEGENDS AT VARIOUS LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$149,500.00.

**ACCOUNT NO. 09 18 4021 5777 C0598
09 20 4120 5777 C0598
09 21 4120 5777 C0598
09 24 3570 5777 C0562**

10. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH K5 CORPORATION FOR PROJECT TMP2024-1 PAVEMENT MARKINGS, SYMBOLS, AND LEGENDS AT VARIOUS LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$80,500.00.

ACCOUNT NO. 09 18 4021 5777 C0598

09 20 4120 5777 C0598

09 21 4120 5777 C0598

09 24 3570 5777 C0562

11. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A LICENSE AGREEMENT WITH THE CT DEPARTMENT OF TRANSPORTATION TO INSTALL, MAINTAIN, AND OPERATE A CLOSED-CIRCUIT TELEVISION CAMERA ON THE PROPERTY OF 2 SOUTH SMITH STREET IN ORDER TO VIEW, MONITOR, AND COLLECT VIDEO ON THE PROJECT KNOWN AS WALK RAILROAD BRIDGE REPLACEMENT.

D. LAND USE & BUILDING MANAGEMENT COMMITTEE

1B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH NEWFIELD CONSTRUCTION GROUP, LLC AS THE CONSTRUCTION MANAGER (CM) FOR THE CONSTRUCTION OF THE NEW SOUTH NORWALK ELEMENTARY SCHOOL, TO ACCEPT THE GUARANTEED MAXIMUM PRICE IN THE AMOUNT NOT TO EXCEED \$51,830,611.00.

ACCOUNT NO. 09225010 5777 C0808.

1C. AUTHORIZE BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$2,500,000.00.

ACCOUNT. NO. 09225010 5777 C0808

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

C. PUBLIC WORKS COMMITTEE

**** MR. FRAYER MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH WATERS CONSTRUCTION COMPANY, TMP2023-2 EAST WALL STREET – LANDMARK SQUARE SAFETY, ACCESSIBILITY AND STREETScape (STATE PROJECT NO. L102-0004), FOR AN AMOUNT NOT TO EXCEED \$2,061,000.89.**

ACCOUNT NO. 09 24 3750 5799 C0845 09 23 3750 5777 C0800

AND TO AUTHORIZE THE DIRECTOR OF TRANSPORTATION, MOBILITY, AND PARKING, TO EXECUTE ORDERS ON CONTRACT WITH WATERS CONSTRUCTION COMPANY, TMP 2023-2 EAST WALL STREET – LANDMARK SQUARE SAFETY, ACCESSIBILITY AND STREETSCAPE (STATE PROJECT NO. L102-0004), FOR AN AMOUNT NOT TO EXCEED \$206,100.09.

ACCOUNT NO. 09 24 3750 5799 C0845

09 23 3750 5777 C0800

Mr. Frayer explained this is the beginning of a \$27 million project. Mr. Travers, Director of Transportation, Mobility and Parking described the project. He said they plan to hold a ground breaking event followed by a public meeting. Mr. Sead said the residents in District A are very excited about this project. Mr. Goldstein talked about the community outreach for this project. Mayor Rilling said this is an example of real teamwork. The area has been neglected for 70 years.

**** MOTION PASSED UNANIMOUSLY**

**** MR. FRAYER MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY FOR THE CITY OF NORWALK TO RECEIVE GRANT FUNDS IN THE AMOUNT OF \$322,000 FROM THE NATIONAL FISH & WILDLIFE FOUNDATION AND ITS LONG ISLAND SOUND FUTURES FUND GRANT PROGRAM FOR THE PROJECT ‘PLANNING TO IMPROVE RESILIENCY, HABITAT AND PUBLIC ACCESS AT VETERAN’S PARK’.**

AND TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY FOR THE CITY OF NORWALK TO RECEIVE GRANT FUNDS IN THE AMOUNT OF \$502,700 FROM THE NATIONAL FISH & WILDLIFE FOUNDATION AND ITS NATIONAL COASTAL RESILIENCE FUND GRANT PROGRAM FOR THE PROJECT ‘PLAN DEVELOPMENT FOR FLOOD RESILIENCE USING SALT MARSH REHABILITATION AND GREEN INFRASTRUCTURE.

Mr. Frayer reviewed the requests.

Ms. Cherichetti, Senior Environmental Officer explained they received two grants to design these projects. The first grant is for a revitalization for the Long Island Sund habitat at Veteran’s Park and the second is near the new South Norwalk School.

Ms. Niedzielski Eichner expressed appreciation to all involved. She added that the South Norwalk School is an opportunity to do right by the students in the City.

**** MOTION PASSED UNANIMOUSLY**

**** MR. FRAYER MOVED TO AUTHORIZE THE PURCHASING AGENT TO AUTHORIZE A SOLE SOURCE PURCHASE ORDER TO ASSET WORKS FOR THE PURCHASE OF TWELVE DUAL ELECTRICAL CHARGER 40AMP UNITS, FOR A SUM NOT TO EXCEED \$125,000.00.
ACCOUNT NO. 09 24 4031 5777 C0313
09 24 4031 5777 C0681
09 24 6030 5777 C0684
09 24 4021 5799 C0847**

Mr. Frayer said this is a great step forward for the City. These charging stations will be used for the City's electric vehicles.

Ms. Valadares, Chief of Operations and Public Works explained these charging stations will not be open to the public, but will be used for the City's fleet. She added that the charging stations will be at City Hall, South Smith Street and Police Headquarters. She said that in the next month, she hopes to come back with a request for approval for open to the public charging stations.

Ms. Smyth said she was very excited to see this moving forward. Electric vehicles are very important to the City, but they can't move forward without the infrastructure.

Mayor Rilling said this is one of several items that will make the City green.

**** MOTION PASSED UNANIMOUSLY**

D. LAND USE & BUILDING MANAGEMENT COMMITTEE

**** MS. SMYTH MOVED TO APPROVE TO REJECT CONSTRUCTION BID FROM SHAWN'S LAWNS INC.'S FOR SITE WORK FOR THE PROPOSED SOUTH NORWALK ELEMENTARY SCHOOL PROJECT AND PROCEED WITH THE AWARD TO THE NEXT LOWEST RESPONSIBLE BIDDER.**

Ms. Smyth explained this item was passed unanimously at the February meeting of the Land Use and Building Management Committee. She described the timeline beginning in 2017 when Shawn's Lawns was cited for not being in compliance with Zoning regulations. In 2019 he applied for a Special Permit, but did not comply with the requirements. She said that nearly seven years later they are still out of compliance.

Ms. Smyth reviewed the relevant Ordinance and said the Common Council members received a letter from the attorney on behalf of his client. Sean's Lawns requested an extension to bring them into compliance. Ms. Smyth said the efforts were appreciated, but these violations predate covid by several years. She said the South Norwalk School is a very important project and they

can't look at anything that will cause a delay. She wished the applicant well and said she looks forward to him bringing his company into compliance and bidding on other projects.

**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. WIGGINS)**

Due to a potential conflict of interest, Ms. Dunn recused herself and left the meeting.

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH GILBANE BUILDING COMPANY AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL PROJECT (STATE PROJECT #103-0263N), TO ACCEPT THE GUARANTEED MAXIMUM PRICE (GMP) #1 PROPOSAL FOR AN AMOUNT NOT TO EXCEED \$219,594,620.00. ACCOUNT NO. 09215010 5777 C0787.**

AND TO AUTHORIZE BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON GMP #1 ON CONTRACT FOR A TOTAL NOT TO EXCEED \$3,350,000 FUNDED BY THE OWNER'S CONTINGENCY. ACCOUNT NO. 09215010 5777 C0787.

AND TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH GILBANE BUILDING COMPANY AS THE CONSTRUCTION MANAGER (CM) FOR THE NORWALK HIGH SCHOOL PROJECT (NON-STATE FUNDING), TO ACCEPT THE GUARANTEED MAXIMUM PRICE (GMP) #2 PROPOSAL FOR AN AMOUNT NOT TO EXCEED \$3,730,982.00. ACCOUNT NO. 918/19 5010 5777 C0610.

AND TO AUTHORIZE BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON GMP #2 ON CONTRACT FOR A TOTAL NOT TO EXCEED \$100,000 FUNDED BY THE OWNER'S CONTINGENCY. ACCOUNT NO. 918/19 5010 5777 C0610

Ms. Smyth explained they are looking to approve the contract at Norwalk High School. She said this represents \$226,775,602 of a budget of \$239 million. She said that Gilbane has been working hard on the Norwalk High School project.

Mr. Lo, Building and Facilities Manager described the construction schedule. He said it will take five years and open in the fall of 2028. He noted this is one of the biggest projects done by the City where it will get 80% reimbursement. Mr. Lo said he will approach the State for additional funding in two years.

Ms. Smyth said this is an exciting project due to the 80% reimbursement from the State.

Mayor Rilling expressed his thanks to Senator Duff for securing the 80% reimbursement. He added that he was pleased to have Gilbane on board.

**** MOTION PASSED UNANIMOUSLY**

Ms. Dunn returned to the meeting.

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were no resolutions presented this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were no motions postponed to a specific date this evening.

X. SUSPENSION OF RULES

There were no suspension of the rules this evening.

XI. ADJOURNMENT

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

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:30 p.m.

ATTEST: _____
Irene Dixon, City Clerk

COMMON COUNCIL SPECIAL MEETING FEBRUARY 13, 2024
NORWALK, CONNECTICUT COMMON COUNCIL CHAMBERS

Mayor Rilling called the special meeting of the Common Council to order at 6:35 p.m.

I. ROLL CALL

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett Mr. Johan Lopez Ms. Barbara Smyth	Mr. Joshua Goldstein Ms. Nora Niedzielski Eichner
District A:	Ms. Nicol Ayers	Mr. Jalin Sead
District B:	Mr. Dajuan Wiggins	Ms. Darlene Young
District C:	Ms. Jenn McMurrer	
District D:	Ms. Heather Dunn	
District E:	Mr. James Frayer	Ms. Lisa Shanahan

At Roll Call there were thirteen (13) Common Councilmembers present and two (2) absent (Ms. Murray and Mr. Sutton). A Quorum was present.

Also present were Mayor, Harry Rilling; City Clerk, Irene Dixon and Corporation Counsel, Mario Coppola.

II. PRESENTATION OF THE 2024-25 OPERATING BUDGET

Mr. Ellis explained that it is the Mayor's position to do all he can to keep the budget as low as possible. They have been working extremely hard to get the numbers right. This is not the final budget, but is a work in progress.

Mr. Burnett said this is the first view of the operating budget for the Common Council. Mr. Ellis added that this is the first pass and said it is important to get the numbers in front of the Common Council.

Mr. Ellis shared his screen and presented the recommended fy2024-2025 recommended operating budget. He first reviewed the calendar and said the budget process is about a nine to ten month process. The Board of Estimate and Taxation makes their final vote on May 6th.

Mr. Burnett said the Finance and Claims Committee will hold a public hearing this Thursday, February 15th, because the Norwalk Public Schools will be out of session the following week.

Mr. Ellis reviewed the historical allocation of funds and said that historically, it is a 40% allocation to the City of Norwalk and a 60% allocation to the Board of Education.

Mr. Ellis reviewed the covid and ARPA funding received by the City. He said the money has been committed and there is nothing left to spend. He added that the ARPA funds on the City side took the pressure off the City. He said everything has to be committed by December 31, 2024 and the vendors have to be paid by December 31, 2026.

Mr. Ellis explained that in the recommended budget, the Board of Education would receive an additional \$10.2 million, which is a 4.5% increase and the City would receive an additional \$8.8 million, which is a 4.46% increase. He reviewed the budget by division and reviewed the biggest components in the budget. He noted that the original budget request included adding 18 additional staff; however, a decision was made to eliminate that request. In response to a question, he said there are about 650 City employees with some vacancies. He said he will send the file to the members of the Common Council detailing the additional staff requests.

Mr. Goldstein asked if there would be a situation where they may need to spend over the contingency. Mayor Rilling discussed the upcoming union negotiations.

Mayor Rilling expressed his thanks to Mr. Ellis, Mr. Dachowitz, Mr. Livingston and the department heads. He said he indicated to all departments that he wanted them to come in at 3%. He reiterated there was a request for 18 new positions, but due to the cost involved, they were taken out of the budget.

A public hearing will take place on Thursday.

Mr. Ellis gave a brief summary of the key drivers of the budget. He reviewed the Rainy Day Fund balance and said it is significantly higher than the bond agencies look for. This budget recommends a drawdown of \$6 million. He said this is a fair and balanced budget for both the City and the Board of Education.

Ms. Young said there are some positions she hopes they will be able to support at this point. She expressed her appreciation for all the work that goes into the budget.

Ms. Niedzielski Eichner expressed her thanks for the work on this. She said the Common Council has a particular concern around IT and meeting technology requirements for the City.

Mr. Dachowitz said this is the beginning of the process and expressed appreciation for all the department heads coming in close to 3%.

Mr. Burnett said this is a good first pass. The public will want to know the impact. In future meetings they will have the necessary data points. He said this is a great start. This is a fair budget and it provides funding to the schools.

Mr. Frayer expressed his appreciation to Mr. Ellis, his team and the department heads. He asked for an update on the grand list. Mr. Ellis explained the Tax Assessor received the final assessment numbers on Friday. This year it is about \$17.9 million, which is an increase over last year. He added there are a lot of variables that go into the mill rate model.

Mr. Frayer asked if the 18 additional staff are on the City side. Mr. Ellis said they were.

III. ADJOURNMENT

**** MS. NIEDZIELSKI EICHNER MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the special meeting was unanimously adjourned at 7:09 p.m.

ATTEST: _____
Irene Dixon, City Clerk

Edwin Camacho, Esq.

18 South Main Street, Norwalk CT 06584 | 203-800-8000 Ext. 400 | ed@venturalaw.com

PROFESSIONAL BIOGRAPHY

I began my legal career as a Visiting Attorney Fellow with the Puerto Rican Legal Defense & Education Fund, Inc., a civil rights litigation firm in New York City. Thereafter, I was staff counsel with Phoenix Legal Services, in Phoenix, Arizona. I returned to New York City to serve as Senior Attorney, and thereafter Administrative Law Judge, for the New York State Division of Parole. I entered the private practice of law in Bronx, NY, as a partner in Bernheim & Camacho, concentrating in parole revocation defense, criminal defense, family law, and civil and personal injury litigation. I later joined Hunter & Associates, LLC, an insurance defense firm in New York City. In 2003, I joined Ventura Ribeiro & Smith (VRS/currently Ventura Law) a plaintiff's personal injury litigation firm in Danbury, Connecticut. In 2007, I returned to New York as a partner in Medina Torrey Mamo & Camacho, PC, a criminal defense, family, civil and personal injury litigation firm, in Ossining, New York. In May 2009, I established Camacho Law, a criminal defense, family, and personal injury litigation firm, in Norwalk, CT. In 2017, Camacho Law merged with Ventura Law (formerly VRS), where I am currently a partner managing our Norwalk Office.

PROFESSIONAL HISTORY

Partner, Ventura Law, Danbury, CT	2017-present
Principal/Manager, Camacho Law Office, Norwalk, CT	2009-2017
Partner, Medina, Torrey, Mamo & Camacho, Ossining, NY	2007-2009
Staff Attorney, Ventura, Ribeiro & Smith, Danbury, CT	2003-2007
Managing Partner, Hunter & Associates, NY, NY	1998-2002
Founder & Manager, Law Offices of Edwin Camacho, NY, NY	1991-1998
Partner, Bernheim & Camacho, Bronx, NY	1989-1990
Administrative Judge, New York State Division of Parole, NY, NY	1987-1988
Senior Attorney, New York State Division of Parole, Albany, NY	1985-1987
Staff Attorney, Phoenix Legal Services, Phoenix, AZ	1984-1985
Attorney Fellow, Puerto Rican Legal Defense & Education Fund, NY, NY	1983-1984

BAR ADMISSIONS

- New York, 1984
- Connecticut, 1996
- U.S. District Court SDNY, 1996
- U.S. District Court EDNY, 1996
- U.S. District Court District of Connecticut, 2007
- U.S. Court of Appeals 2nd Circuit, 2011

EDUCATION

- *Bachelor of Arts*, Amherst College, Amherst, Massachusetts, 1979
- *Juris Doctor*, Indiana University School of Law, Bloomington, Indiana, 1983

PROFESSIONAL & CIVIC ASSOCIATIONS

- *Treasurer*, Connecticut Democratic Party - 2024
- *Member*, Connecticut Democratic Party – 2020-Present
- *Chairman*, Norwalk Democratic Town Committee, 2014 - 2020
- *Chairman*, Norwalk Board of Estimate and Taxation, 2014-2023
- *Member*, Norwalk Fair Housing Commission, 2013-2014
- *Member/Vice-Chair/Chairman*, South Norwalk Community Center, 2013-2015
- Connecticut Trial Lawyers Association
- CT Hispanic Bar Association
- CT Bar Foundation

ADDITIONAL INFORMATION

- Languages: Fluent in Spanish

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 15, 2024

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

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

M. Jeffry Spahr, Deputy Corporation Counsel

SECTION ON AGENDA WHERE ITEM IS TO APPEAR:

Corporation Counsel – EXECUTIVE SESSION

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES NO XX (WHICH ONE)?

**HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24
OF THE STATE STATUTES?** YES NO N/A XX

LIST ITEMS 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.)

Authorization for discussion:

Settlement: Summit Handling System/Joshua Pitts v. City of Norwalk

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Norwalk Code Section 1-189

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage.

Original with signature hand delivered.

Signature of Person Making Request

M. Jeffry Spahr

Please fill in all blanks and note if an item is not applicable.

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 15, 2024

(Note - Agenda closes 12:00 PM on the Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Finance Committee

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Finance

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES x NO WHICH ONE?

Finance/Claims February 15, 2024

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO N/A

LIST ITEMS 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. Accept and Approve the Report of the Claims Committee Dated: February 2024
2. For informational purposes only: Narrative on Tax Collections Dated: February 2024
3. For informational purposes only: Monthly Tax Collector's Reports Dated: January 2024
4. Authorize the purchasing agent to issue a purchase order to GovConnection, Inc., in an amount not to exceed \$109,646.89 for purchase 790 Microsoft Office 365 annual licenses. GovConnection, Inc. is on State of CT Contract -# NCPA 01-144 Account No. 011370-574C

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):

Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

AGENDA

CLAIMS COMMITTEE MEETING

FEB 8TH 2024

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
MOTOR VEHICLE		
ACAR LEASING LTD	22-MV-300552 \$172.48	PRORATION
ACAR LEASING LTD	22-MV-SEE ATTACHED \$3,797.84	PRORATION
BOTHWELL RICHARD F	22-MV-306946 \$278.44	ASSESSMENT CHANGE
CRISCI EMMA SOFIA	22-MV-315069 \$15.23	ABATEMENT
DUMAS GREGOIRE OR CLEMENTINE	22-MV-319471 \$166.80	PRORATION
ENTERPRISE FM TRUST	22-MV-321069 \$218.03	PRORATION
	22-MV-321091 \$219.39	PRORATION
	22-MV-321118 \$226.19	PRORATION
ESTATE OF MAHAN MARY ANN	22-MV-342157 \$295.53	PRORATION
FRESHMAN DANIEL N	21-MV-323665 \$126.53+\$5.70 INT	PRORATION
HENAO LATORRE JAVIER ALEJANDRO	22-MV-330149 \$246.87	PRORATION
HONDA LEASE TRUST	22-MV-331507 \$703.05	PRORATION
	22-MV-331575 \$226.19	PRORATION
	22-MV-331833 \$444.11	PRORATION
	22-MV-332081 \$264.82	PRORATION
	22-MV-331439 \$86.28	PRORATION
LEMUZ-DIAZ ANDY MARLON	21-MV-338848 \$252.11	PRORATION
LOPEZ-LOPEZ ROBERTO	21-MV-408288 \$323.65+\$29.13 INT	PRORATION
MARIN RIOMAR	22-MV-342966 \$14.66	PRORATION
NISSAN INFINITI LT LLC	22-MV-349859 \$603.33	PRORATION
PETRO INC	22-MV-410335 \$391.35	ABATEMENT

	22-MV-410336 \$391.35	ABATEMENT
	22-MV-410337 \$391.35	ABATEMENT
SMART SOLUTION CONTRACTORS	22-MV-363560 \$60.44	ASSESSMENT CHANGE
TUCK FRANKLIN SCOTT	21-MV-367252 \$159.80	PRORATION
VCFS AUTO LEASING CO	22-MV-371193 \$753.69	PRORATION
VCFS AUTO LEASING CO	21-MV-901014 \$910.94	PRORATION
	21-MV-369115 \$422.00	PRORATION
YATES JOSEPH O 3 RD OR CHRISTINE	22-MV-374998 \$333.62	PRORATION

PERSONAL PROPERTY

FUJIFILM GRAPHIC SYSTEMS USA	22-PP-201159 \$632.74	BILL ABATED
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REAL ESTATE

CALLAHAN OWEN 130 MAIN STREET B3 1-77-1-B3	22-RE-104203 \$1,401.60	OVERPAYMENT
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CALLAHAN OWEN 130 MAIN STREET B3 1-77-1-B3	21-RE-127275 \$1,368.64	OVERPAYMENT
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ESTATE OF RICHARD D. BENEDICT 24 SACHEM STREET 5-56-725-0	21-RE-102602 \$1,983.03	OVERPAYMENT
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Inquiry Report			NORWALK TAX COLLECTOR			Interest Date : 01/09/2024			Page : 1		
Bill#	Unique_id	Dist	Name	Address	City/State/Zip	Prop Loc/Veh. Info./Plan-Sew	MBL/LINK #	Flags	TOT Inst	Tax Due	Balance
									TOT Adj	Int Due	Due Now
									TOT Paid	L/F/Bint Due	Discount
2022-03-0300252-00	300252	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AG80374/1GTG6BEN11139132/2020/GMC/CANYON D			910.14	-379.53	-379.53
						Bank - M002/DMV CIVLS: 100354-5742715-ON			-379.53	0.00	-379.53
									910.14	0.00	0.00
2022-03-0300363-00	300363	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	966YVS/3GNAXUEVOKS634634/2019/CHEVR/EQUINOX			510.78	-510.78	-510.78
						Bank - M002/DMV CIVLS: 100354-5611426-ON			-510.78	0.00	-510.78
									510.78	0.00	0.00
2022-03-0300480-00	300480	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AS34866/1GNSKJCK0JR297839/2018/CHEVR/SUBURBAN			974.12	-567.90	-567.90
						Bank - M002/DMV CIVLS: 100354-5236986-ON			-567.90	0.00	-567.90
									974.12	0.00	0.00
2022-03-0300501-00	300501	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AD84688/2GCVKPEC9K1204279/2019/CHEVR/SILVERAD			736.33	-613.37	-613.37
						Bank - M002/DMV CIVLS: 100354-5531816-ON			-613.37	0.00	-613.37
									736.33	0.00	0.00
2022-03-0300567-00	300567	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AV94793/3GNKBLRS6LS598270/2020/CHEVR/BLAZER P			917.61	-688.19	-688.19
						Bank - M002/DMV CIVLS: 100354-5698732-ON			-688.19	0.00	-688.19
									917.61	0.00	0.00
2022-03-0300582-00	300582	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AV37515/1GYS4HKJ6KR327920/2019/CADIL/ESCALADE			1,257.22	-628.59	-628.59
						Bank - M002/DMV CIVLS: 100354-5536357-ON			-628.59	0.00	-628.59
									1,257.22	0.00	0.00
2022-03-0300585-00	300585	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	AV98199/2GNAXUEV4L6150238/2020/CHEVR/EQUINOX			545.97	-409.48	-409.48
						Bank - M002/DMV CIVLS: 100354-5667867-ON			-409.48	0.00	-409.48
									545.97	0.00	0.00
# Of Acct (s) : 7											
									5,852.17	-3,797.84	-3,797.84
									-3,797.84	0.00	-3,797.84
									5,852.17	0.00	0.00

zertina.wilson@gmfinancial.com



CITY OF NORWALK

Tax Collector's Office

Department of Finance

125 East Avenue Room 105

Norwalk, CT 06851

Phone: 203- 854-7731 (main line)

Fax: 203-854-7770

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance and Claims Committee

From: Lisa Biagiarelli, Tax Collector

Date: February 12, 2024

Re: Tax Collector's Narrative: January 2024 End of Month report

As of the end of January 2024, having concluded the first seven months of the fiscal year, we collected more than \$347 million against what is now our \$379.4 million adjusted levy. Our adjusted levy increased since the beginning of the fiscal year with the addition of \$4.2 million in supplemental motor vehicle taxes that were payable by February 1, 2024. *Although we added these billable taxes in November 2023, the cumulative net adjusted levy is still down from the original budgeted levy by nearly \$3.8 million, primarily due to credits resulting from stipulated judgments in property tax appeal cases.* As of the end of January 2024, our current collection rate was **91.6%**. We also collected **93.26%** of our sewer use levy, more than \$17 million, and **82.57%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended January 2024 slightly ahead of last year for collection of taxes (1.32%); sewer use (.33%), and down slightly for the IPP fee (-.55).

The current collection period ended on February 1, but throughout the first week of February, we continued to process payments timely received. Accordingly, we will not be able to accurately assess our collection until we can compare reports through the end of the month of February. Tax bills were due by law on January 1, 2024, but taxpayers had a month from the due date to pay without interest. The collection went well and there were no major issues.

Regarding prior years' collections, through the end of January, we continue to see the effects of transferred payments from prior years taxes to current taxes, in accordance with court stipulated judgments in property tax appeal cases, as noted above. I have addressed this issue in greater detail in prior narratives. Please note that the figures we report are net of refunds and credits.

We are moving forward with work on our July 2024 tax sale. Last month we began assigning title searches and are now starting to receive some of those searches back. In November 2023, we mailed preliminary letters to owners of about 100 properties scheduled to be included in the sale, advising them of the impending sale. The sale date is Monday, July 22, 2024. To date, we have already collected more than \$900,000 in approximately eight weeks' time. Our year to date collections of prior years' taxes and interest through January 2024 are already nearly \$1.6 million more than what we collected during the same time period of the prior fiscal year.

The purpose of the tax sale is to enforce collection of past due taxes. State law gives the tax collector this authority. In some ways it is similar to a foreclosure, but does not require a lawsuit (going to court), and the city is not responsible for satisfying other lienholders, if any. It requires a series of notifications to the owner and to anyone with a choate (recorded) encumbrance on the property, and publications and other procedures to provide notice to the public at large. Because it involves taking property, there are constitutional issues involved. The tax collector is required to follow statutory procedures exactly and to ensure equal treatment of all property owners. The tax collector is subject to personal liability, without indemnification by the City, if an aggrieved taxpayer brings a successful civil rights action against the tax collector for violation of their federal civil rights.

The 2024 tax sale will be our 10th sale since 2003. We have collected a cumulative total of more than \$42 million on properties directly included in tax sales; this figure does not include ancillary collections on properties not included in the sales that were nonetheless brought current due to publicity surrounding the sale initiatives.

The tax collector and office staff conduct the sale “in house,” meaning all the work leading up to, and at, the sale is done by office staff, not hired attorneys, with the sole exception of the title searches and security on the day of sale. This results in savings of thousands of dollars in fees that otherwise would have been charged to taxpayers who are already struggling to meet their tax obligations. Norwalk is one of only a few CT municipalities that do this work in-house; most other towns hire outside attorneys to perform their tax sales, with all the additional costs being borne by the delinquent taxpayers.

The purpose of the sale is to enforce collection of back taxes and not to attempt to redistribute property. Usually 90 – 95% of the properties originally slated for sale are removed from the sale when the back taxes are paid. We have had tax sales with several dozen properties remaining on the day of sale, but it is more usually about a dozen; all the others will have paid in order to avoid the sale. After the sale, the owners of the properties or any choate lienholder still have the right to redeem the property, basically by paying off the bidder. The sale is a public auction; anyone who does not owe back taxes to Norwalk is allowed to bid. Owners and lienholders are not permitted to bid on their own property, and city staff who are involved in the sale are not permitted to bid.

Leading up to the sale, we will continue to provide more information about this initiative. Tax sale is effective and our principal means of addressing past due real estate tax collections. More effective tax collections and higher current and back collection rates allow the rate makers (Board of Estimate and Taxation) to set lower mill rates, as they will require a smaller allowance for uncollectible taxes. Conversely, lower tax collection rates require higher mill rates to be set, because not everybody pays on time, and the funds nonetheless are being allocated for spending, so the on time taxpayers have to make up the difference. Lower mill rates allow for more stable budgeting, contribute to higher bond ratings, and serve as de facto tax relief for every taxpayer.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. We began working with this agency in late 2022. As of the end of January 2024, we have been collecting based on their billing for 14 calendar months. In conjunction with their efforts, we have collected more than \$1.1 million, including nearly \$882,000 in past due motor vehicle taxes and interest due directly to the City, as well as \$132,000 in fees due to the agency. Their fees are charged in addition to the taxes and interest due to the City, and are paid by the taxpayers who owe the past due bills. This has been a successful endeavor and we will continue to work with the agency going forward.

In early 2024 we worked with the Comptroller’s office to implement a wage garnishment for those City and Board of Education employees who owed past due taxes. We are also working with the Department of Health, as health permits renewed in January 2024; taxpayers owing past due business personal property taxes must pay back taxes that are more than one year past due before being issued a health permit or renewal.

In the coming weeks, we hope to work with our software vendor to create files for delinquent notices. Our delinquent notices take the form of what is called a Demand for Payment of back taxes. This is a statutory term and is not meant to imply rudeness to the taxpayer. The tax collector is required to “make demand” before taking any additional collection enforcement action. After demand notices are sent, we will begin the process of filing lien continuing certificates in the town clerk’s office, likely during the second week of March 2024.

I will continue to keep all stakeholders advised of our progress, and am available to respond to any questions, issues or concerns.

TAX COLLECTOR'S REPORT
JANUARY 2024

FISCAL YEAR 2023-2024 (2023 GRAND LIST)		ADJ. TAX COLLECTIONS JUN 23 - JAN 24		CORRECTED LEVY*		CHANGE IN LEVY		COLLECTION %	
AUTOMOBILE-REGULAR	ORIGINAL LEVY	\$30,725,059.50	\$25,544,986.90	\$29,495,011.52	(\$1,230,047.98)	86.61%			
AUTOMOBILE-SUPPLEMENTAL		\$4,210,689.03	\$2,578,409.08	\$4,206,760.71	(\$3,928.32)	61.29%			
PERSONAL PROPERTY		\$22,422,652.30	\$15,351,528.17	\$22,222,630.91	(\$200,021.39)	69.08%			
REAL ESTATE		\$325,927,765.40	\$304,148,221.31	\$323,572,504.66	(\$2,355,260.74)	94.00%			
TOTAL TAX		\$383,286,166.23	\$347,523,145.46	\$379,496,907.80	(\$3,789,258.43)	91.60%			
SEWER USE		\$18,240,059.00	\$17,183,180.16	\$18,424,178.00	\$184,119.00	93.26%			
IPP FEE		\$199,250.00	\$164,932.38	\$199,750.00	\$500.00	82.57%			
FISCAL YEAR 2022-2023 (2021 GRAND LIST)									
AUTOMOBILE-REGULAR	ORIGINAL LEVY	\$27,605,498.25	\$23,333,246.99	\$27,188,673.98	(\$416,824.27)	89.50%			
AUTOMOBILE-SUPPLEMENTAL		\$4,572,442.02	\$90,621.82	\$4,499,990.18	(\$72,451.84)	2.01%			
PERSONAL PROPERTY		\$26,217,238.96	\$16,186,419.59	\$21,813,291.13	(\$4,403,947.85)	74.20%			
REAL ESTATE		\$315,360,461.09	\$289,323,126.61	\$311,949,271.81	(\$3,411,189.28)	92.75%			
TOTAL TAX		\$373,755,640.34	\$332,933,415.01	\$365,451,227.10	(\$8,304,413.24)	90.28%			
SEWER USE		\$17,981,973.00	\$16,364,722.15	\$17,608,514.27	(\$373,458.73)	92.94%			
IPP FEE		\$190,750.00	\$160,411.19	\$193,000.00	\$2,250.00	83.11%			
TAX DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)									
		\$9,530,525.89	\$17,689,730.45	\$14,045,680.70	\$4,515,154.81	1.32%			
SEWER DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)									
		\$258,086.00	\$818,458.01	\$815,663.73	\$567,577.73	0.33%			
IPP DIFFERENCE 2022 G.L. vs. 2021 G.L. INCREASE/(DECREASE)									
		\$8,500.00	\$4,521.19	\$6,750.00	(\$1,750.00)	-0.55%			

BACK TAXES COLLECTED		FISCAL YR 2023-2024 (JUL 23 - JAN 24)		FISCAL YR 2022-2023 (JUL 22 - JAN 23)		CUR YR vs. PRIOR YR INC/DEC	
PRIOR TAXES		\$159,184.75	(\$1,265,963.64)	\$1,425,138.39			
PRIOR SEWER USE FEE		\$143,706.86	\$108,137.62	\$35,569.24			
PRIOR IPP FEE		\$8,019.09	\$2,950.82	\$5,068.27			
TOTAL PRIOR TAX, SEWER & IPP		\$310,910.70	(\$1,154,865.20)	\$1,465,775.90			
CURRENT INTEREST		\$480,178.29	\$498,172.60	(\$17,994.31)			
PRIOR INTEREST		\$800,156.76	\$665,585.91	\$144,570.85			
SEWER USE FEE INTEREST		\$49,237.30	\$53,324.69	(\$4,087.39)			
IPP FEE INTEREST		\$4,235.67	\$2,751.39	\$1,484.28			
TOTAL INTEREST COLLECTED		\$1,333,808.02	\$1,209,834.59	\$123,973.43			
PRIOR LIEN FEE		\$8,250.80	\$7,471.51	\$779.29			
CURRENT LIEN FEE		\$0.00	\$0.00	\$0.00			
TOTAL LIEN FEE COLLECTED		\$8,250.80	\$7,471.51	\$779.29			
MISC FEES COLLECTED**		\$64,971.81	\$77,634.55	(\$12,662.74)			
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES		\$1,717,941.33	\$140,075.45	\$1,577,865.88			

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS
** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS



CITY OF NORWALK
Joyce Liu
Director/Information
Technology
125 East Avenue Room 203
Norwalk, CT 06851
Office: (203) 854-7714
www.norwalkct.gov
jliu@norwalkct.gov

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: Proposal for Purchase of Office 365 Licenses for City of Norwalk Employees

DATE: February 6th, 2024

Dear Finance Committee Members,

I am writing to bring to your attention the urgent need to renew and acquire Office 365 licenses for City of Norwalk employees. These licenses are essential for our workforce to efficiently carry out their duties and responsibilities. The total amount for these licenses exceeds \$100,000 due to the substantial quantity required to accommodate all city employees effectively.

It's crucial to note that Microsoft is the sole vendor providing Office 365 licenses, and GovConnection, under Contract ID NCPA 01-144, has offered the most competitive quotes for these licenses.

The current licenses with Microsoft are set to expire by February 29, 2024. Over the past years, we have consistently procured these licenses to ensuring seamless operations for our employees.

Given the critical nature of these licenses for our city operations and the impending expiration date, I urge the committee to expedite the approval process to ensure uninterrupted access to essential software for our workforce.

Please let me know if there are any additional details required or if there are any further steps we can take to facilitate this purchase promptly.

Thank you for your attention to this matter.

Sincerely,

Joyce Liu

IT Director

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25588692.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 1/25/2024
Valid Through:
Account #: S01766

Customer Contact: Jeff Oduro
Email: joduro@norwalkct.gov

Phone: (203) 854-7854
Fax: (203) 857-0143

QUOTE PROVIDED TO:	SHIP TO:
AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712	AB#: 14774888 CITY OF NORWALK Jeff Oduro 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	Net 30	NCPA 01-144

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1				Agr 4100086233 PAN 0005529942 Usage Date 3/1/2024			\$ -
2	5	35442837	AAA-11650	Govt. MPSA Office 365 Government G3 Per User Level D 12Mo Upfront Payment Microsoft MPSA	Microsoft MPSA	\$ 247.61	\$ 1,238.05
Subtotal							\$ 1,238.05
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exempt!
Total							\$ 1,238.05



ORDERING INFORMATION
GovConnection, Inc. DBA Connection
NCPA Contract # [NCPA 01-144](#)

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

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If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25588051.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 1/25/2024
Valid Through:
Account #: S01766

Customer Contact: Jeff Oduro
Email: joduro@norwalkct.gov

Phone: (203) 854-7854
Fax: (203) 857-0143

QUOTE PROVIDED TO:	SHIP TO:
AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712	AB#: 14774888 CITY OF NORWALK Jeff Oduro 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	Net 30	NCPA 01-144

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1				Agr 4100086233 PAN 0005529942 Usage Date 3/1/2024			\$ -
2	637	35805677	AAA-11646	Govt. MPSA Office 365 Government G1 Per User Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 107.66	\$ 68,579.42
3	145	35442837	AAA-11650	Govt. MPSA Office 365 Government G3 Per User Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 247.61	\$ 35,903.45
4	3	35267426	AAA-11694	Govt. MPSA Visio Online Plan2G Per User Cloud Subscription Level D 12mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 161.49	\$ 484.47
5	1	41589211	AAA-13743	Govt.MPSA Visio Plan 2 GCC for VisioStd Add-on Online Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 18.88	\$ 18.88
6	1	41197259	AAA-22537	Govt. MPSA Project Plan 3 GCC per User Subscription Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 322.97	\$ 322.97
7	10	41483861	AAA-28265	Govt. MPSA Audio Conferencing G Add- on Subscription Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 31.54	\$ 315.40
8	6	38112180	AAA-34567	Govt. MPSA Power BI GCC Pro per User Subscription Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 107.53	\$ 645.18

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25588051.02

PLEASE REFER TO THE ABOVE
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Date: 1/25/2024
Valid Through:
Account #: S01766

Customer Contact: Jeff Oduro
Email: joduro@norwalkct.gov

Phone: (203) 854-7854
Fax: (203) 857-0143

QUOTE PROVIDED TO:	SHIP TO:
AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712	AB#: 14774888 CITY OF NORWALK Jeff Oduro 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	Net 30	NCPA 01-144

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
9	3	35737441	AAA-43195	Govt. MPSA Office 365 Government G5 Per User Level D Upfront Payment 12 Months Microsoft MPSA -	Microsoft MPSA	\$ 415.81	\$ 1,247.43
10	2	41412062	AAF-28786	Govt. MPSA Power Automate Per User w/ Attended RPA Subs GCC Per User Level D 12Mo Upfront Payment Microsoft MPSA -	Microsoft MPSA	\$ 445.82	\$ 891.64
Subtotal							\$ 108,408.84
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exempt!
Total							\$ 108,408.84



ORDERING INFORMATION
GovConnection, Inc. DBA Connection
NCPA Contract # [NCPA 01-144](#)

Please contact your account manager with questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
PO Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

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Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 22, 2024

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Robert Stowers, Director of Recreation & Parks

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Recreation & Parks

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES XX NO

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO XX N/A

LIST ITEMS 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. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Whittingham Cancer Center of Norwalk for the use of Calf Pasture Beach and immediate surrounding grounds for their Whittingham Cancer Center Walk event to be held on Saturday, May 11, 2024 from 9:00 AM to 3:00 PM. Set-up time Friday, May 10, 2024 from 12:00 PM to 2:00 PM with tear-down on Saturday, May 11, 2024 by 3:30 PM. Approximately 750 people.
2. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Triangle Community for the use of Veterans Memorial Park and immediate surrounding grounds for their Pride in the Park event to be held on Saturday, June 8, 2024 from 12:00 PM to 8:00 PM. Set-up time Friday, June 7, 2024 from 8:00 AM to 12:00 PM with tear-down on Saturday, June 8, 2024 by 9:00 PM. Rain date Sunday, June 9, 2024. Approximately 8,000 people.
3. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Norwalk Seaport Association for the use of Veterans Memorial Park and immediate surrounding grounds for their Norwalk Seaport Oyster Festival event to be held from Friday, September 6, 2024 to Sunday, September 8, 2024. Set-up time from Friday, August 16, 2024 at 8:45 AM with tear-down by Monday, September 30, 2024 at 1:30 PM. Approximately 40,000 people.
4. Authorize the Mayor, Harry W. Rilling, to enter into a contract with NMMA for the use of Calf Pasture Beach – Taylor Farm and immediate surrounding grounds for their Norwalk Boat Show event to be held from Thursday, September 19, 2024 to Sunday, September 22, 2024 from 7:00 AM to 10:00 PM every day. Set-up time by Monday, September 16, 2024 with tear-down on Sunday, September 22, 2024 by 10:00 PM. Approximately 10,000 people.
5. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Stepping Stones Museum for the use of Mathews Park and immediate surrounding grounds for their Stepping Stones Museum Kaleidoscope Circus Ball event to be held from Wednesday, March 26 to Sunday, March 30, 2025 from 10:00 AM to 5:30 PM. Set-up time from Friday, March 21, 2025 through Tuesday, March 25, 2025, with tear-down from Monday, March 31 through Wednesday, April 2, 2025. Approximately 400 people.
6. Authorize the purchasing agent to issue a purchase order to Intelligent Marking USA Inc, dba Turf Tank, in the amount of \$59,700.00 for the purchase of an autonomous field marking robot, project # 4331, from account # 0923-6030-5777-C0486.

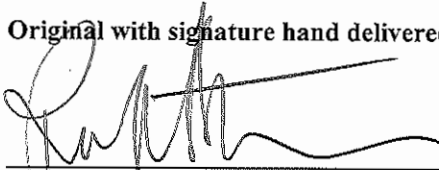
7. Authorize the Mayor, Harry W. Rilling, to enter into a contract with ID Signsystems, Inc for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$63,936.00 from account # 0923-6030-5799-C0832.
7a Authorize the Director of Recreation and Parks to issue change order to ID Signsystems, Inc. for project # 4325, Recreation and Parks Signage Project, in an amount not to exceed \$9,590.00 from account # 0923-6030-5799-C0832.
8. Authorize the purchasing agent to issue a purchase order to Turf Products of the Sourcewell Purchasing contract # 031121-TTC, for the solo source purchase of three (3) Toro Workman GTX electric utility carts, in an amount not to exceed \$52,042.80
8a Authorize the Director of Recreation and Parks to issue a change order to Turf Products off the Sourcewell Purchasing Contract # 031121-TTC, for the solosource purchase of three (3) Toro Workman GTX electric utility carts, in an amount not to exceed \$5,200.00 from account # 0924-6030-5799-C0846.
9. Authorize the Mayor, Harry W. Rilling, to enter into a 5-year operating License Agreement with a 5-year renewal option iwht Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) to operate recreation programs with approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage.

Original with signature hand delivered.



Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

Permit



City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R289

Status Tentative

Date Jan 26, 2024 4:15 PM

Expiration Date Feb 25, 2024

Organization Name	Whittingham Cancer Center Of Norwalk		
	Hospital - 35		
Customer Type	Class D1 - Non Profit		
Organization Address	34 Maple Street		
	Norwalk, CT 06856		
Agent Name	Julie Bandt	Work Phone Number	(475) 296-5898
		Home Phone Number	(213) 327-9091
		Cell Phone Number	(475) 296-5898
		Email Address	Julie.bandt@nuvancehealth.org
System User	Internet User		

Rental Fee	\$1,980.00
Discounts	\$0.00
Subtotal	\$1,980.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$1,980.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$1,980.00

Whittingham Cancer Center Walk		1 resource(s)	1 booking(s)	Subtotal: \$1,980.00
Booking Summary				
Calf Pasture Beach (Event)			Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
May 11, 2024 7:00 AM	May 11, 2024 3:00 PM	1000	\$0.00	
Resource level fees			\$1,980.00	

Custom Questions	
QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No

Permit

2

I ♥ NORWALK

DEPARTMENT OF
RECREATION & PARKS

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R236

Status Tentative

Date Jan 22, 2024 2:05 PM

Expiration Date Apr 30, 2024

Customer Name Stephen Dixon - 3299
Customer Type General Public
Mailing Address 650 West Ave
Suite 2
Norwalk, CT 06850

Work Phone Number (203) 853-0600
Home Phone Number (203) 853-0600
Cell Phone Number (203) 570-2226
Email Address pride@ctpridecenter.org

System User Internet User

Triangle Community

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Pride in the Park

1 resource(s) 1 booking(s) Subtotal: \$0.00

Booking Summary

Veterans Memorial Park (Event)

Setup 6/7 or morning of

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Jun 8, 2024 12:00 PM	Jun 8, 2024 8:00 PM	8000	\$0.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	Yes
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	8-10
Is there an alternate date or location?	Rain date is the day after (Sunday the 9th)
Number of people attending?	8000

Permit

3

City of Norwalk
125 East Ave
Norwalk, CT 06851

PHONE: (203) 854-7806
EMAIL: recreation@norwalkct.gov

Permit # R285

Status Tentative

Date Jan 25, 2024 2:56 PM

Expiration Date Feb 24, 2024

Customer Name Jerry Toni - 3511
Customer Type General Public
Mailing Address 213 Liberty Square
213 Liberty Square
Norwalk, CT 06855

Work Phone Number (203) 838-9444
Home Phone Number (203) 838-9444
Email Address jerry.toni@seaport.org

System User rkovacs

Norwalk Seaport

Event Date: 9/6 - 9/8/24

Rental Fee	\$3,600.00
Discounts	\$0.00
Subtotal	\$3,600.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$3,600.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,600.00

Norwalk Seaport Oyster Festival

1 resource(s) 1 booking(s) Subtotal: \$3,600.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Aug 16, 2024 8:45 AM	Sep 30, 2024 1:30 PM	40000	\$0.00
Resource level fees			\$3,600.00

Custom Questions

QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0
Is there an alternate date or location?	No

Permit

**I ♥ NORWALK**DEPARTMENT OF
RECREATION & PARKSCity of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R287

Status Tentative

Date Jan 26, 2024 9:30 AM

Expiration Date Feb 25, 2024

Customer Name Josh Rosales - 3433
Customer Type General Public
Mailing Address 10 S. LaSalle Street
Suite 3500
Chicago, IL 60603Home Phone Number (646) 370-3679
Cell Phone Number (631) 944-0469
Email Address jrosales@nmma.org

System User Internet User

NMM A

Setup: 9/23/24 8:00 AM.

Rental Fee	\$2,805.00
Discounts	\$0.00
Subtotal	\$2,805.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$2,805.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$2,805.00

Norwalk Boat Show

2 resource(s) 8 booking(s) Subtotal: \$2,805.00

Booking Summary

Calf Pasture Beach - Taylor Farm (Event)

Center: Calf Pasture Beach

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sep 26, 2024 7:00 AM	Sep 26, 2024 10:00 PM	3000	\$0.00
Sep 27, 2024 7:00 AM	Sep 27, 2024 10:00 PM	2000	\$0.00
Sep 28, 2024 7:00 AM	Sep 28, 2024 10:00 PM	8000	\$0.00
Sep 29, 2024 7:00 AM	Sep 29, 2024 10:00 PM	5000	\$0.00

Shady Beach (Event)

Center: Shady Beach

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sep 26, 2024 7:00 AM	Sep 26, 2024 10:00 PM	2000	\$0.00
Sep 27, 2024 7:00 AM	Sep 27, 2024 10:00 PM	2000	\$0.00
Sep 28, 2024 7:00 AM	Sep 28, 2024 10:00 PM	2000	\$0.00
Sep 29, 2024 7:00 AM	Sep 29, 2024 10:00 PM	2000	\$0.00

Resource level fees	\$2,805.00
---------------------	------------

Custom Questions

Permit



City of Norwalk
125 East Ave
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R301

Status Tentative

Date Jan 31, 2024 9:51 AM

Expiration Date Mar 1, 2024

Organization Name	Stepping Stones Museum - 36	Organization Phone 1	(203) 899-0606
Customer Type	Class D1 - Non Profit	Number	
Organization Address	303 West Avenue Norwalk, CT 06850		
Agent Name	Mike Jacabacci	Work Phone Number	(203) 822-8198
		Home Phone Number	(203) 822-8198
		Cell Phone Number	(203) 822-8198
		Email Address	mike@steppingstonesmuseum.org
System User	rkovacs		

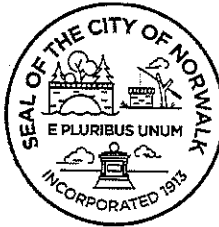
Setup: 3/21/25 - 3/25/25	Rental Fee	\$750.00
Event: 3/26 - 3/30/2025	Discounts	\$0.00
Breakdown: 3/31 - 4/2/25	Subtotal	\$750.00
	Deposits	\$0.00
	Deposit Discounts	\$0.00
	Total Permit Fee	\$750.00
	Total Payment	\$0.00
	Refunds	\$0.00
	Balance	\$750.00

Stepping Stones Museum Kaleidoscope Circus Ball		1 resource(s)	1 booking(s)	Subtotal: \$750.00
Booking Summary				
Mathews Park (Event)				Center: Mathews Park
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Mar 21, 2025 10:00 AM	Apr 2, 2025 5:30 PM	400	\$0.00	
Resource level fees				\$750.00

Custom Questions	
QUESTION	ANSWER
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	No
Are you using the pavilion?	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No

6

**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:	4331
REQUESTING DEPARTMENT:	Recreation and Parks
DATE OF RFP ISSUANCE:	11/27/2023
TITLE OF RFP:	AUTONOMOUS FIELD MARKING ROBOT
RFI/QUESTION DEADLINE:	2:00PM 12/11/2023
ELECTRONIC SUBMISSION DEADLINE:	2:00PM 12/19/2023
HARD COPY SUBMISSION DEADLINE:	2:00 PM 12/21/2023
MANDATORY WALKTHROUGH: DATE, TIME AND LOCATION OF WALKTHROUGH	YES () NO (X) N/A
TIME/DATE OF RFP OPENING:	2:00 PM 12/21/2023
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:	YES () NO (X)

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

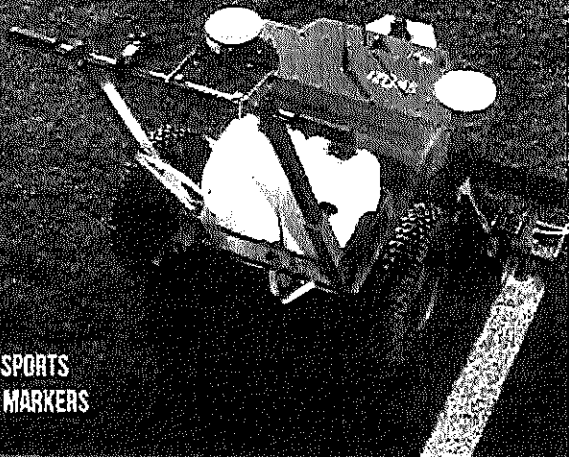
NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

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

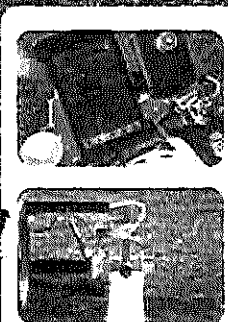
SWÖZI



TIRED OF PAINTING SPORTS FIELDS?
LET A ROBOT DO THE JOB.



ROBOTIC SPORTS
FIELD LINE MARKERS



SWÖZI
ROBOTIC SPORTS
FIELD LINE MARKERS

THE SWÖZI WAY
SPORTS FIELD LINE MARKING

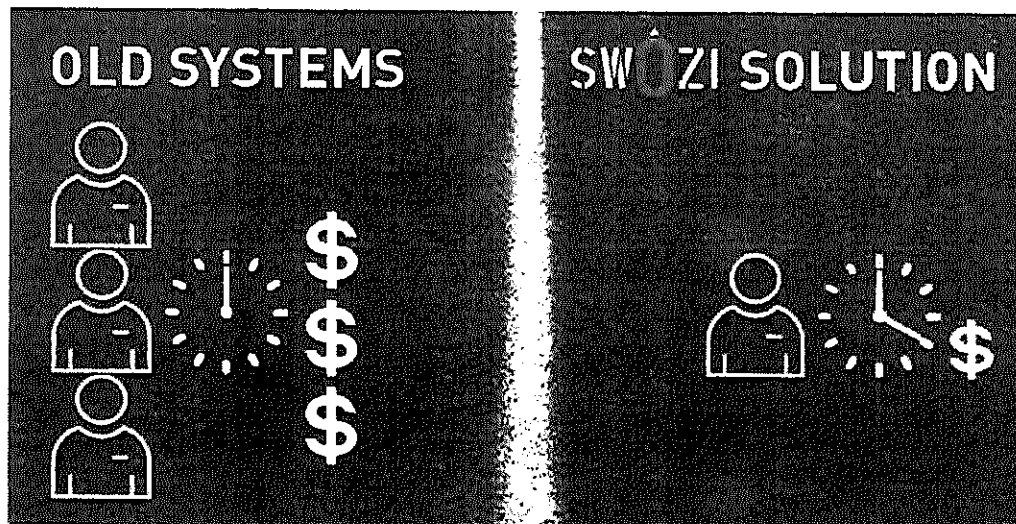
LINE MARKING WITHOUT STRINGS AND MEASURING TAPES?

Enjoy the high efficiency, flexibility and cost savings the SWOZI solution can bring you!

1

MORE THAN 75% TIME SAVING

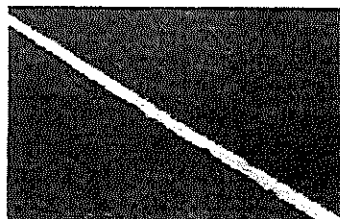
- Optimal work efficiency
- 75 % time saving
- Reduced ink consumption



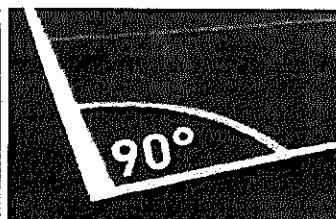
2

UNBEATABLE CENTIMETER ACCURACY

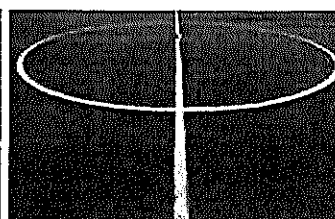
Thanks to the cutting-edge GPS and laser positioning technology, SWOZI is able to reach millimeter accuracy (laser), anywhere both outdoor and indoor.



Straight lines



Perfect angles



Perfect circles

IN ONE GO.

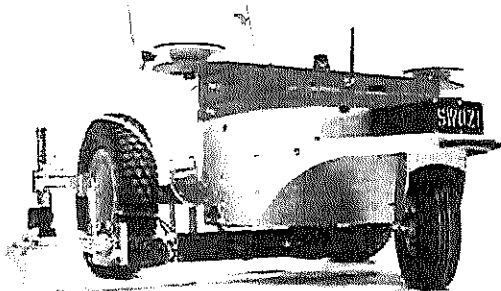
3

UTMOST FLEXIBILITY AND FREEDOM

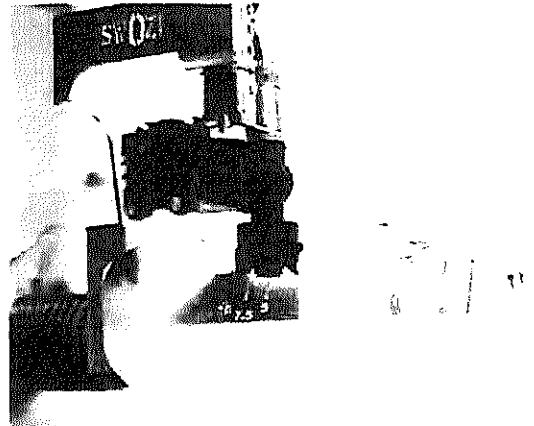
NO MORE STRINGS AND TAPES

- No more time consuming and resource-intensive work
- Over 100 sport templates with 1000s of variations
- Fully customizable, smart templates
- Can be used by anyone after 10 minutes of training
- SWOZI works with different positioning sources:
Laser for stadiums and areas with poor GPS reception, GPS for outdoor sports fields.

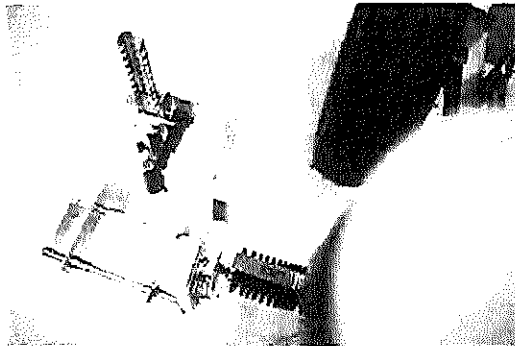
THE SWOZI CART IS DESIGNED FOR OPTIMAL WORK EFFICIENCY, ACCURACY AND MOBILITY



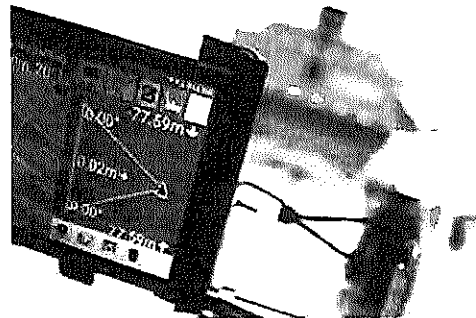
The SWOZI cart is made of lightweight aluminum with a handle bar for easy pushing.



The line width and spray rate are adjustable to your needs.



The SWOZI arm keeps the line straight even when you wander.



The SWOZI paint app is easy to handle and runs on a standard Samsung tablet.

SWOZI

GPS LINE MARKING

**ROBOTIC SPORTS FIELD LINE
MARKERS.**

SAVE UP TO 75% THE TIME AND COST
IT TAKES TO LAYOUT AND PAINT
SPORTS FIELDS.

FAST, SIMPLE AND CENTIMETER
ACCURATE.

TURF
ROBOTICS

www.turfroboticsllc.com

info@turfroboticsllc.com

Tel: 860-614-9099

SWOZI

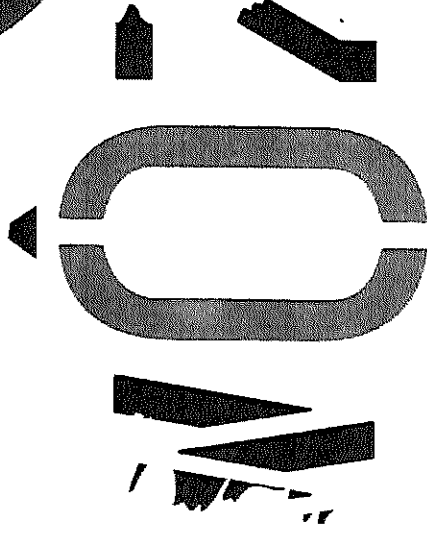
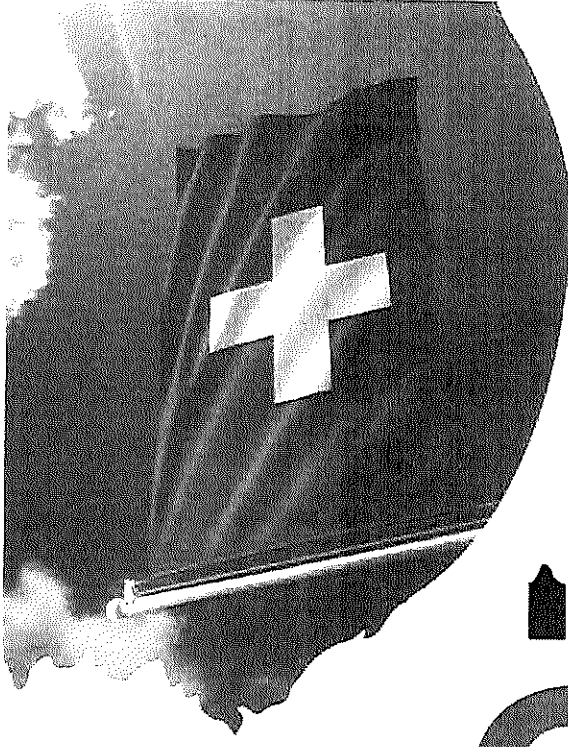
GPS LINE MARKING

SWÖZI

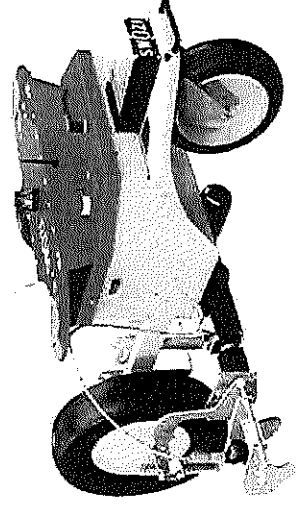
GPS LINE MARKING

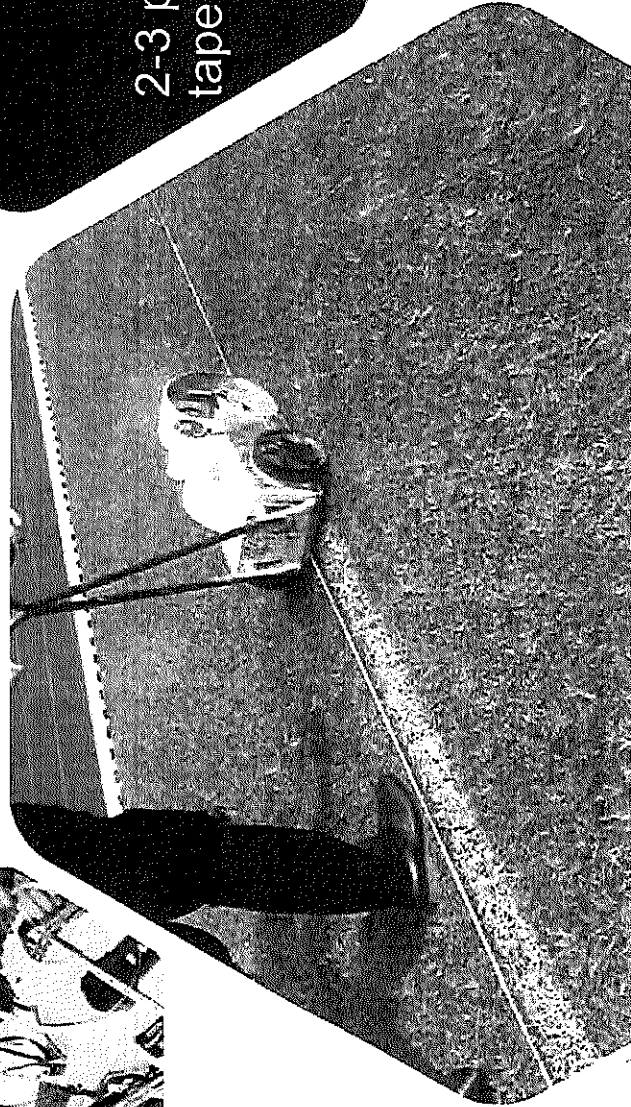
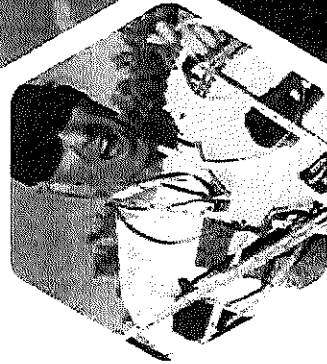
Company Background:

- Manufacturer of Robotic/Autonomous Sport Field Line Marking Equipment.
- Founded in 2013.
- Headquarters Diepoldsau, Switzerland.



GPS LINE[®]



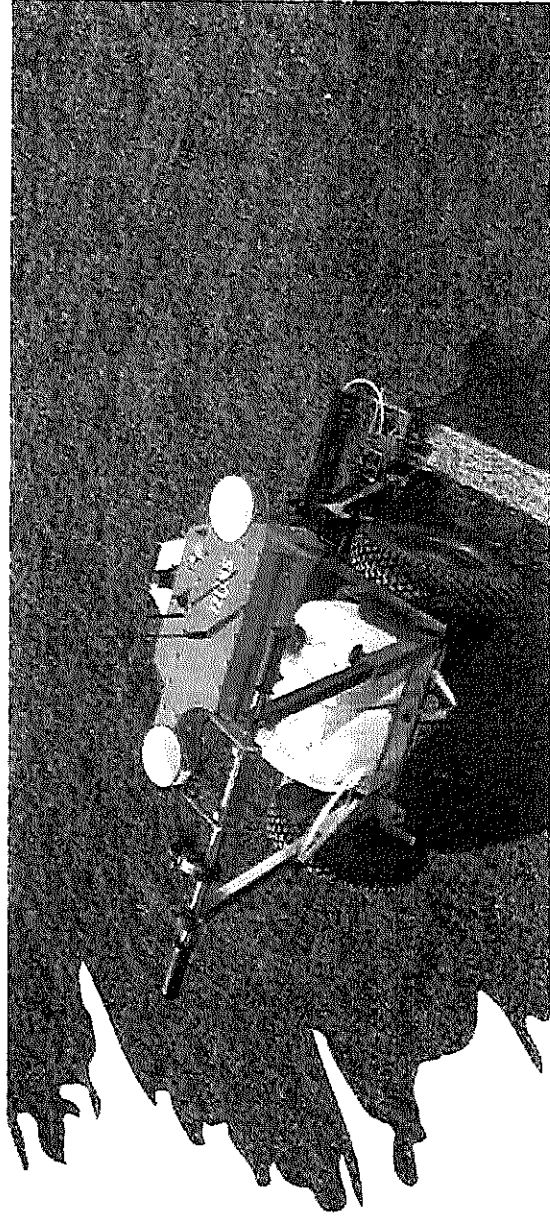


Tired of Laying Out and Painting Sports Field by Hand?

2-3 people, 2-3 hours with
tape measures and string.

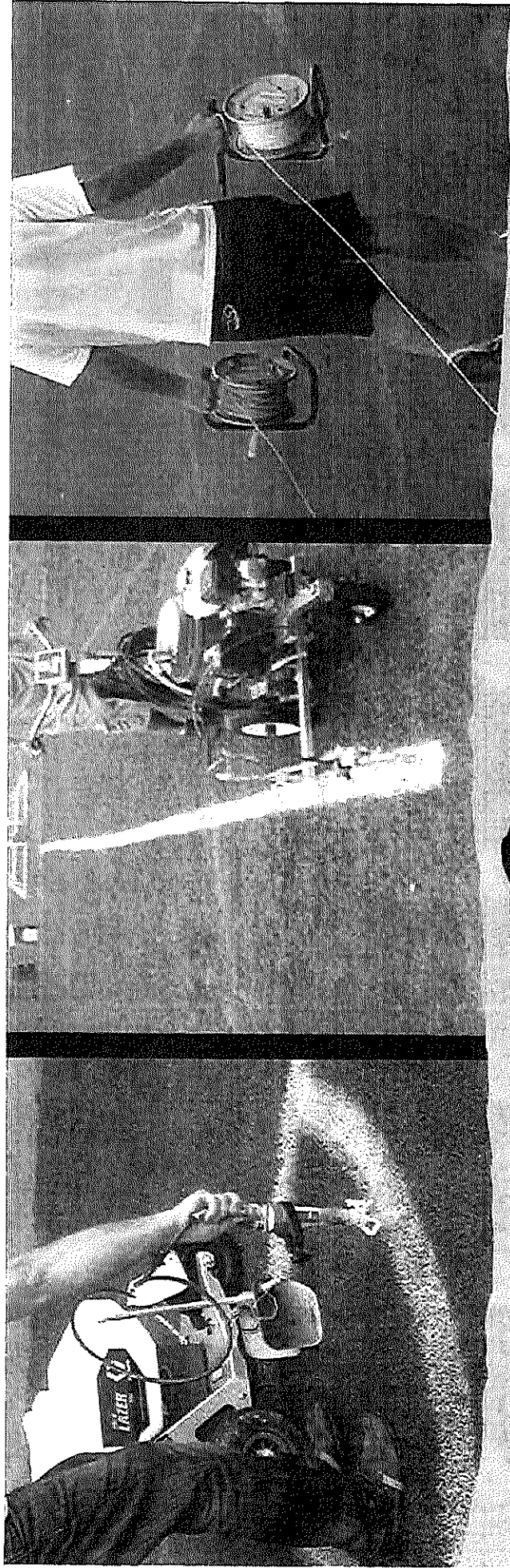
SWQZI
GPS LINE MARKING

**Layout and Paint
Athletic Fields
with Centimeter
Accuracy in
25 Minutes.**



MOZI

GPS LINE MARKING



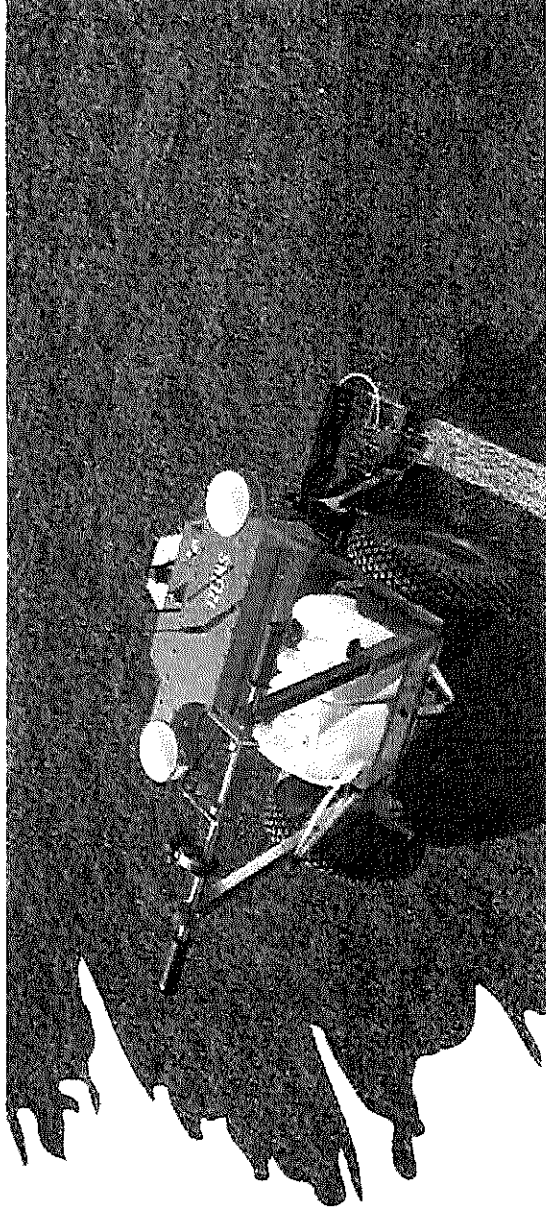
Challenges with Conventional Methods.

Time Consuming, Labor Intense, Expensive (both
Labor & Paint), Skill & Experience Required,
Difficult to Produce Quality & Accuracy

SWOZI
GPS LINE MARKING

Tired of Laying
Out Sports Field
Lines?

Let a Robot Do
the Work!

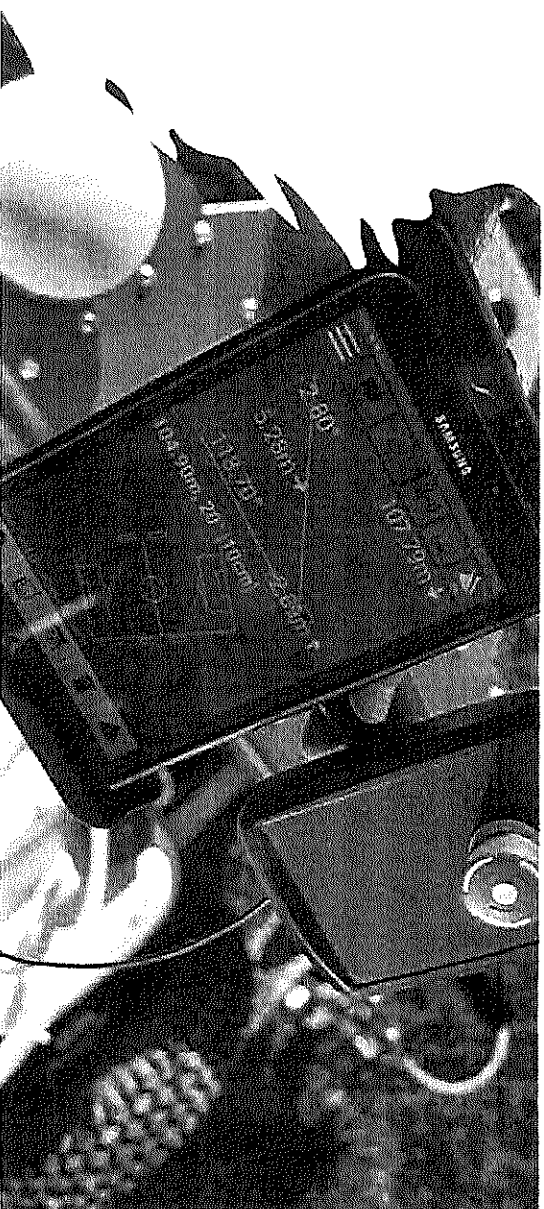
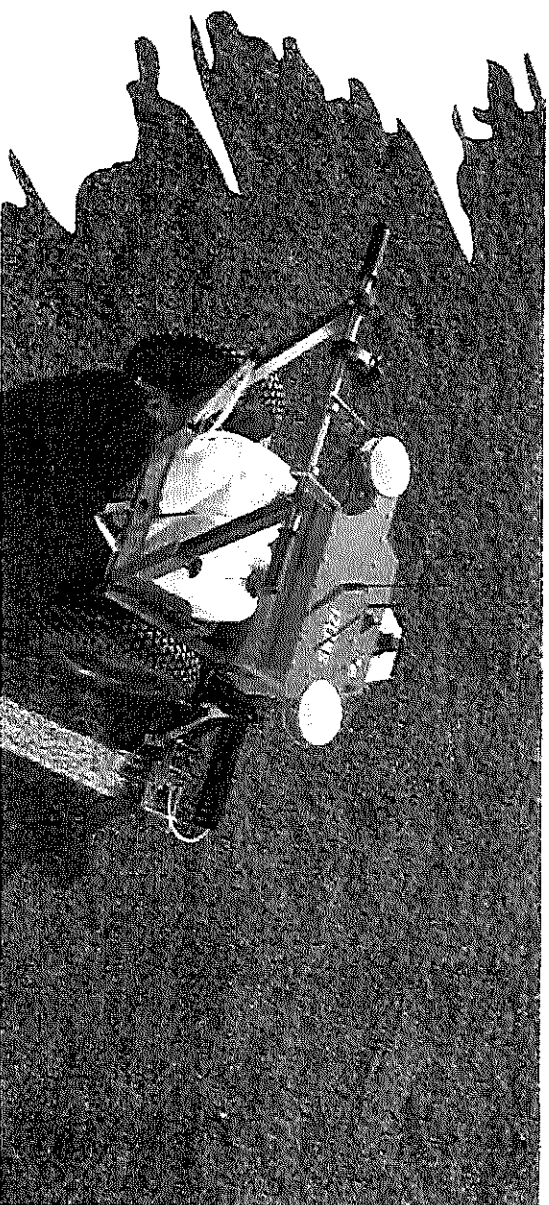


MOZI

GPS LINE MARKING

SWOZI Cart Pro Auto.

An autonomous sports field
line marker for ultimate user
convenience.

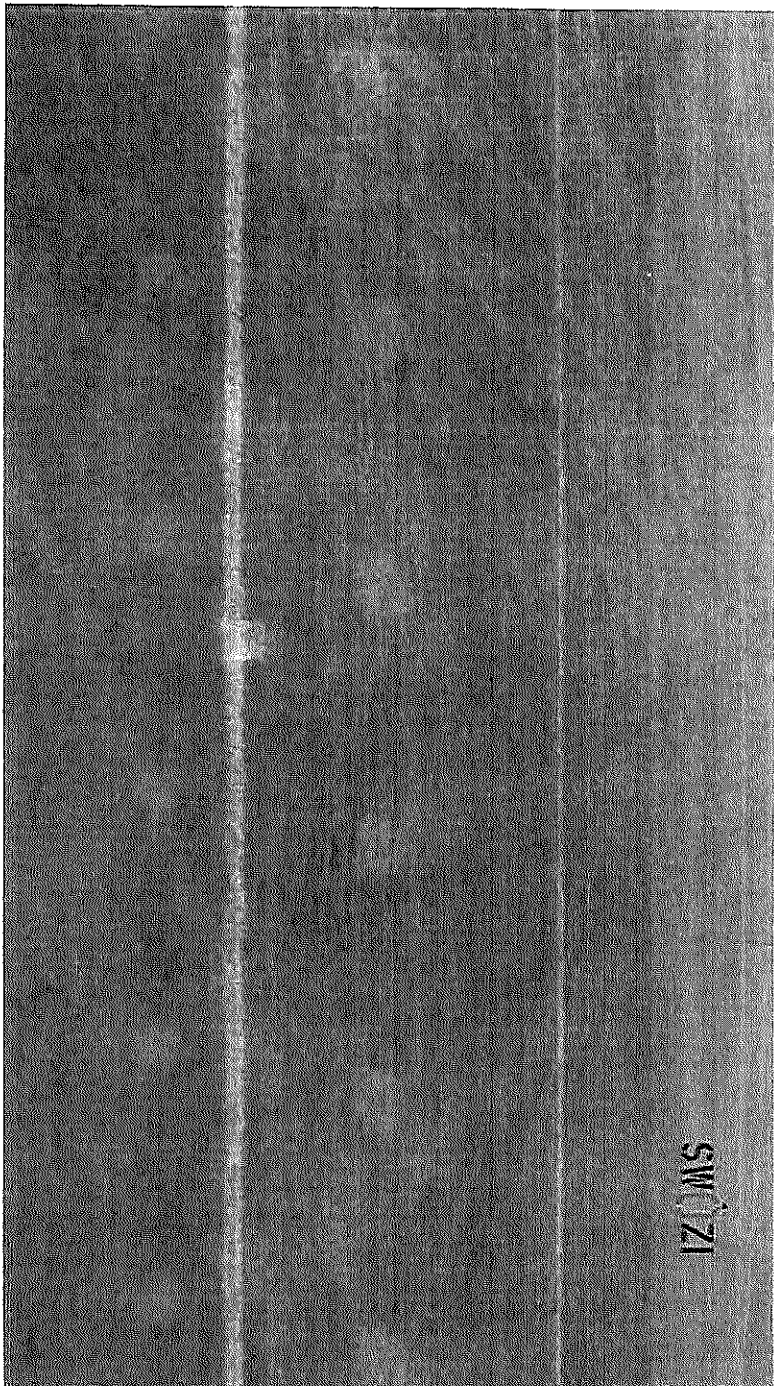


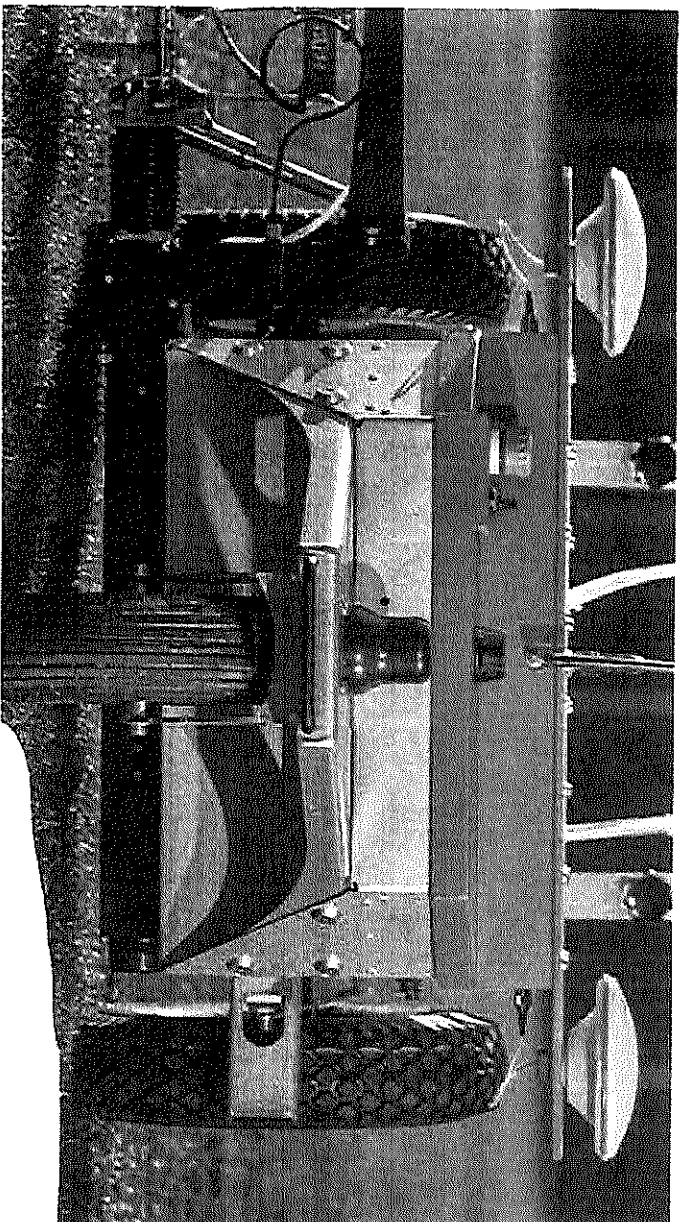
SWOZI
GPS LINE MARKING

SWOZI
GPS LINE MARKING

SWOZI Auto Model Video Link:
<https://vimeo.com/472499045>

SWOZI

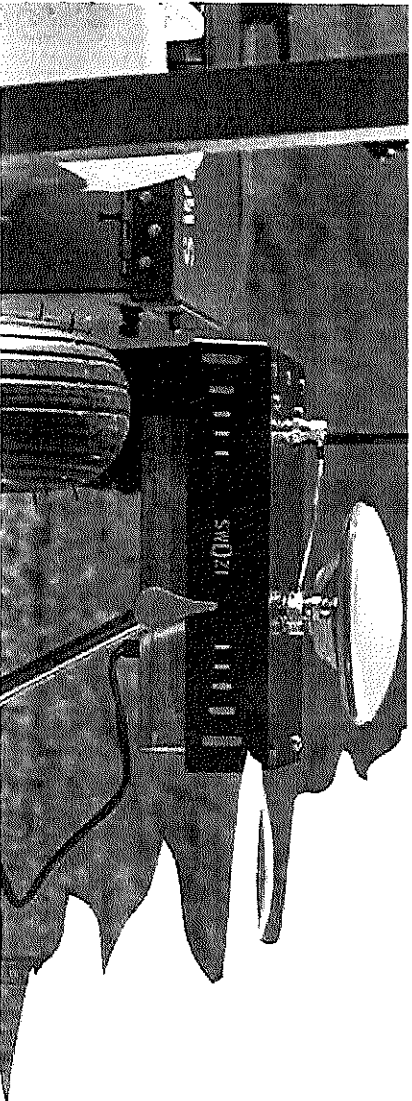


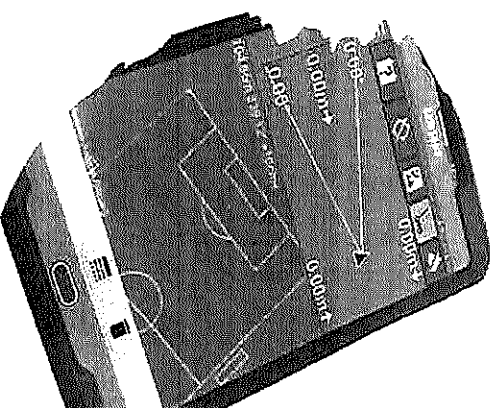
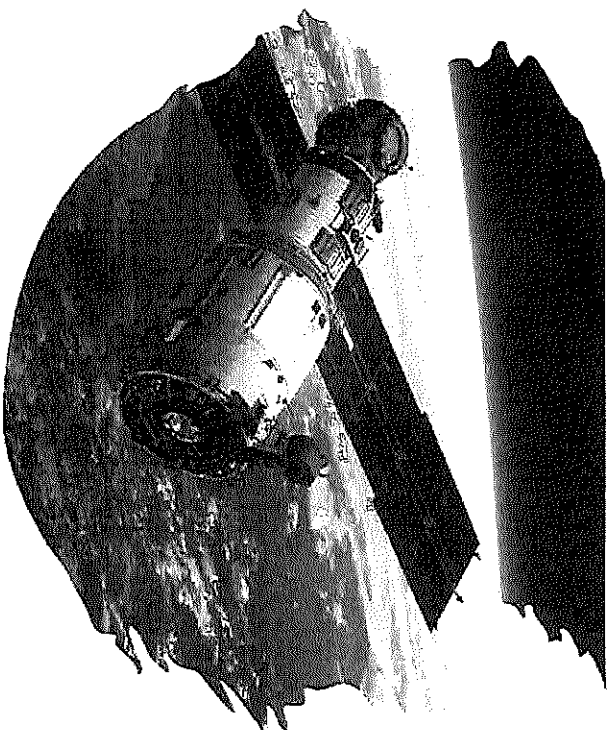
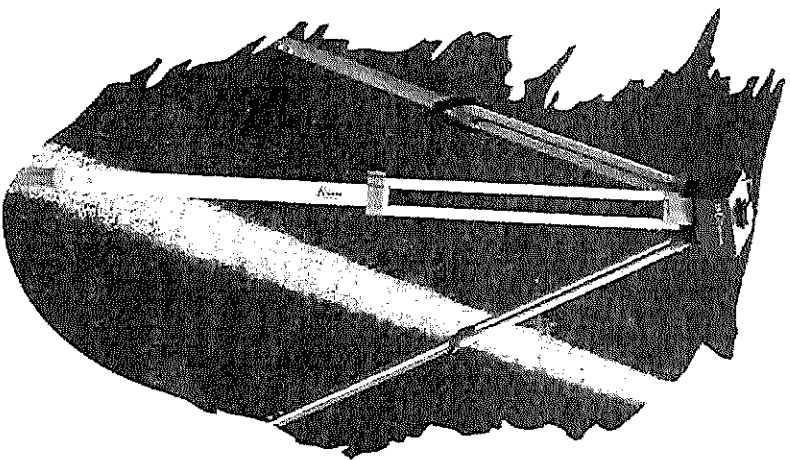


SWOZI
GPS LINE MARKING

Centimeter Accurate RTK GPS Technology.

SWOZI is equipped with real time kinematic ("RTK") receivers that translates standard +/- 3ft accurate GPS into centimeter accurate signals to achieve centimeter line painting quality.

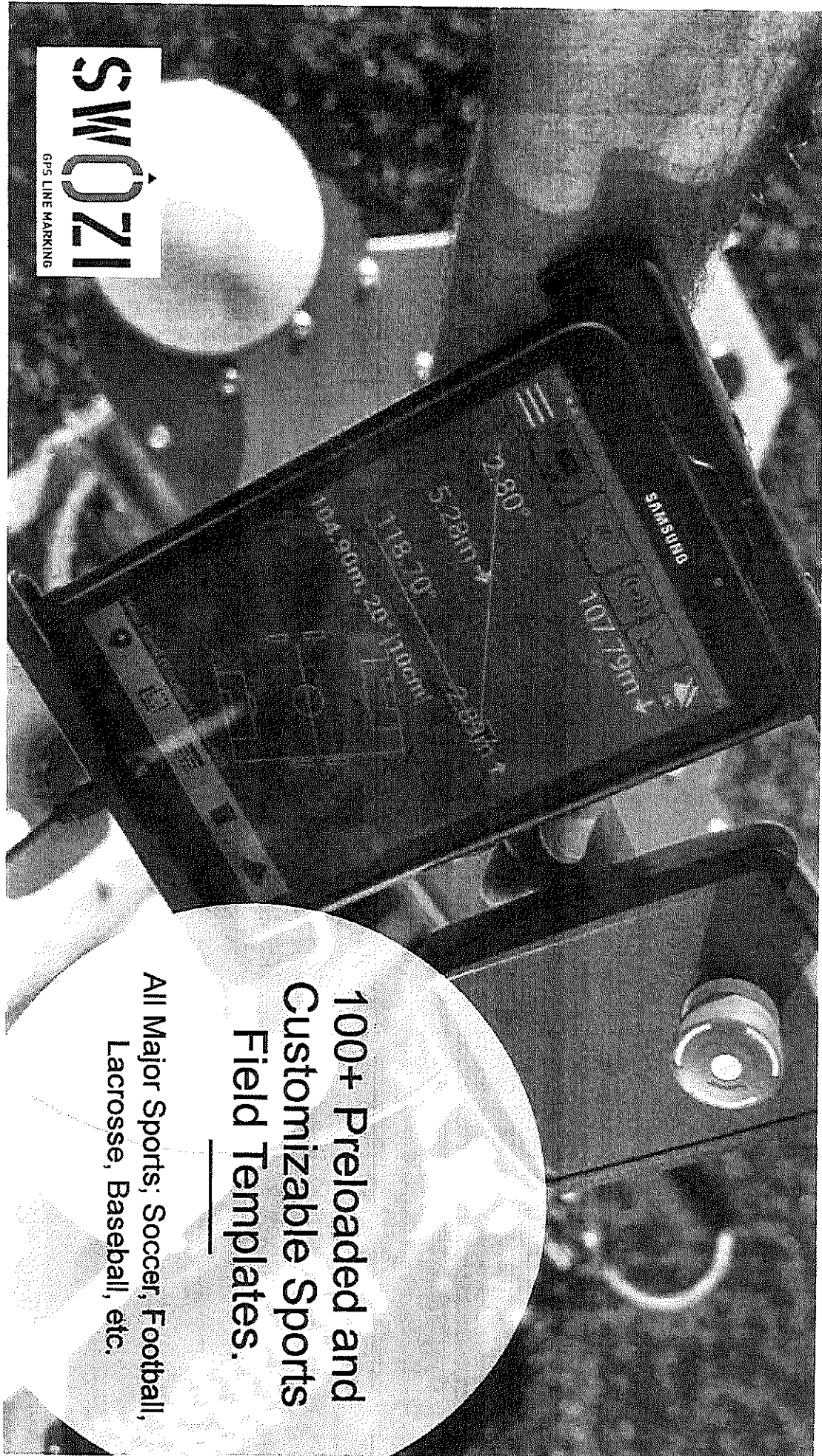




Flexible RTK GPS Technology.

Available in both Network RTK GPS or through SWOZI's On-Field Base Station.

SWOZI
GPS LINE MARKING



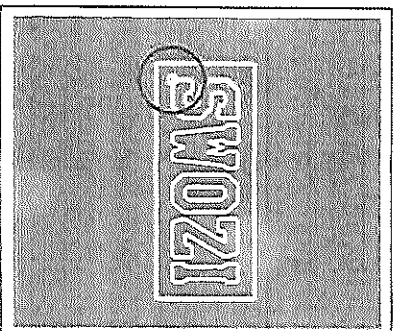
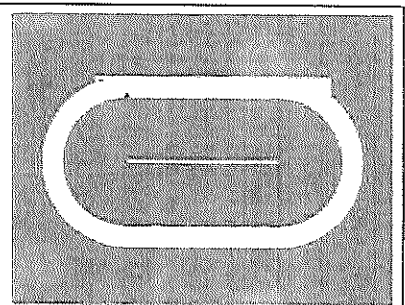
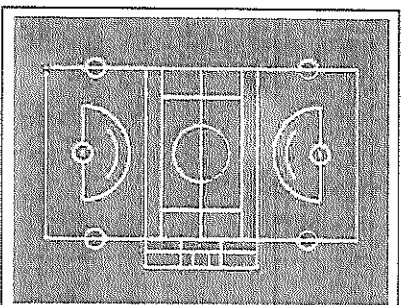
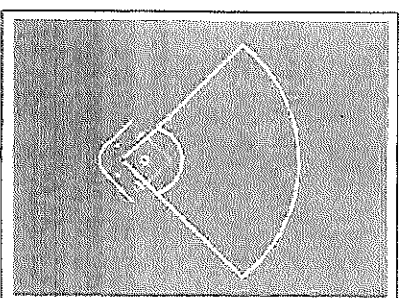
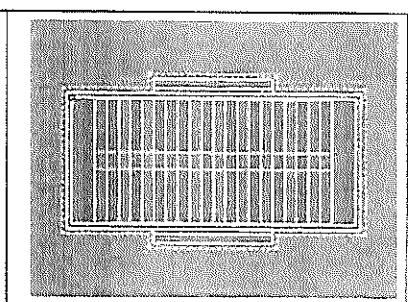
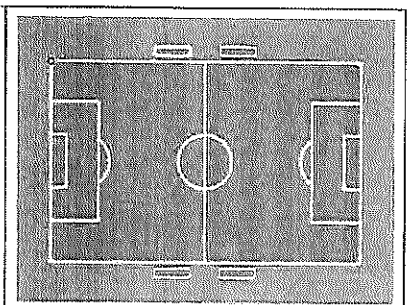
SWOZI
GPS LINE MARKING

**100+ Preloaded and
Customizable Sports
Field Templates.**

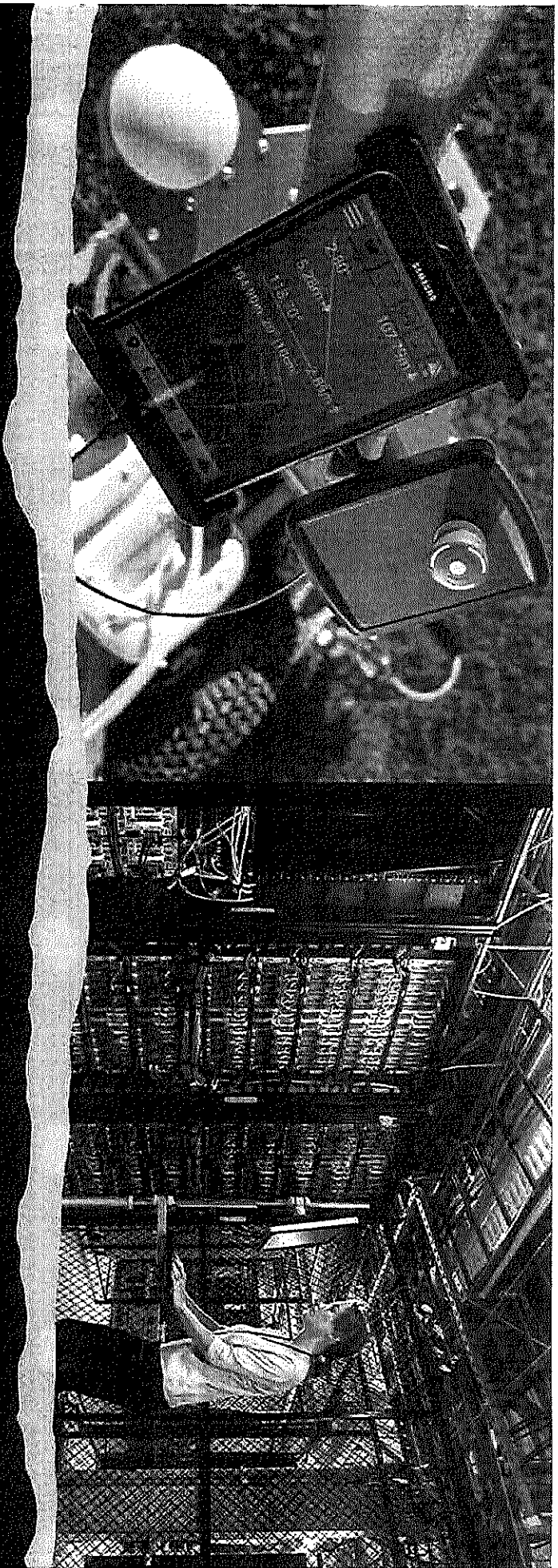
**All Major Sports; Soccer, Football,
Lacrosse, Baseball, etc.**

Preloaded and Customizable Sports Field Templates.

All Major Sports: Soccer,
Football, Baseball, and
Lacrosse.

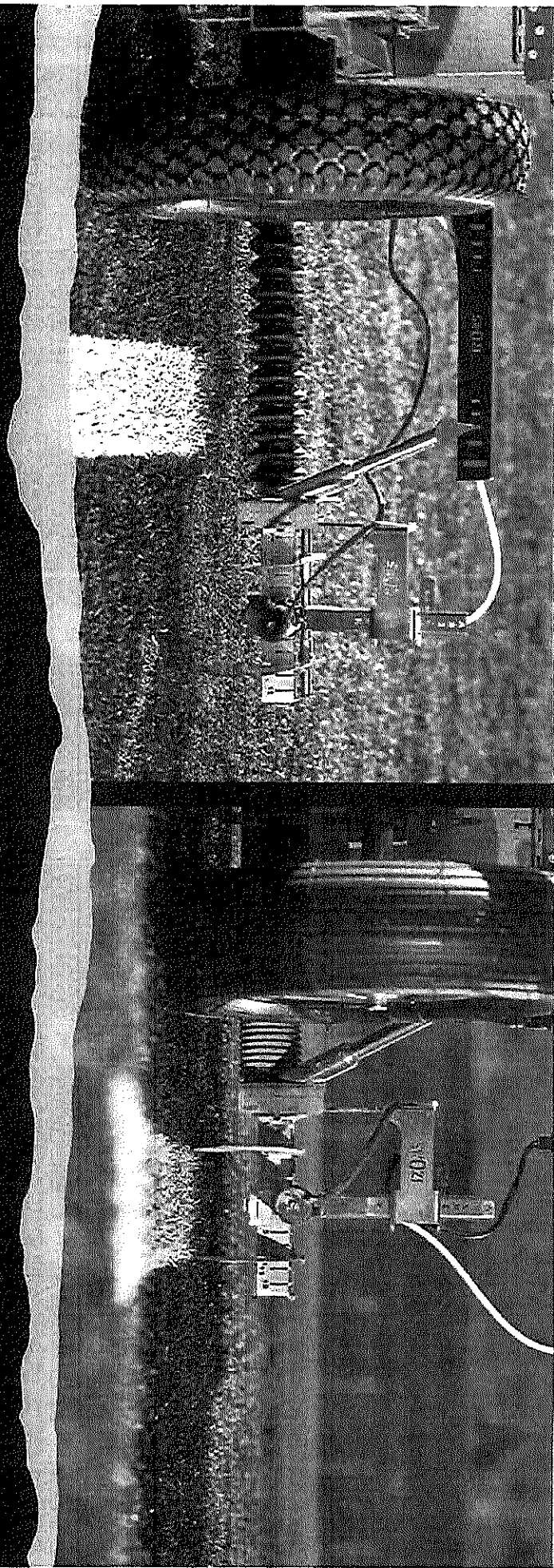


SWOZI
GPS LINE MARKING



Cloud Storage of
Customized Customer
Field Layouts.

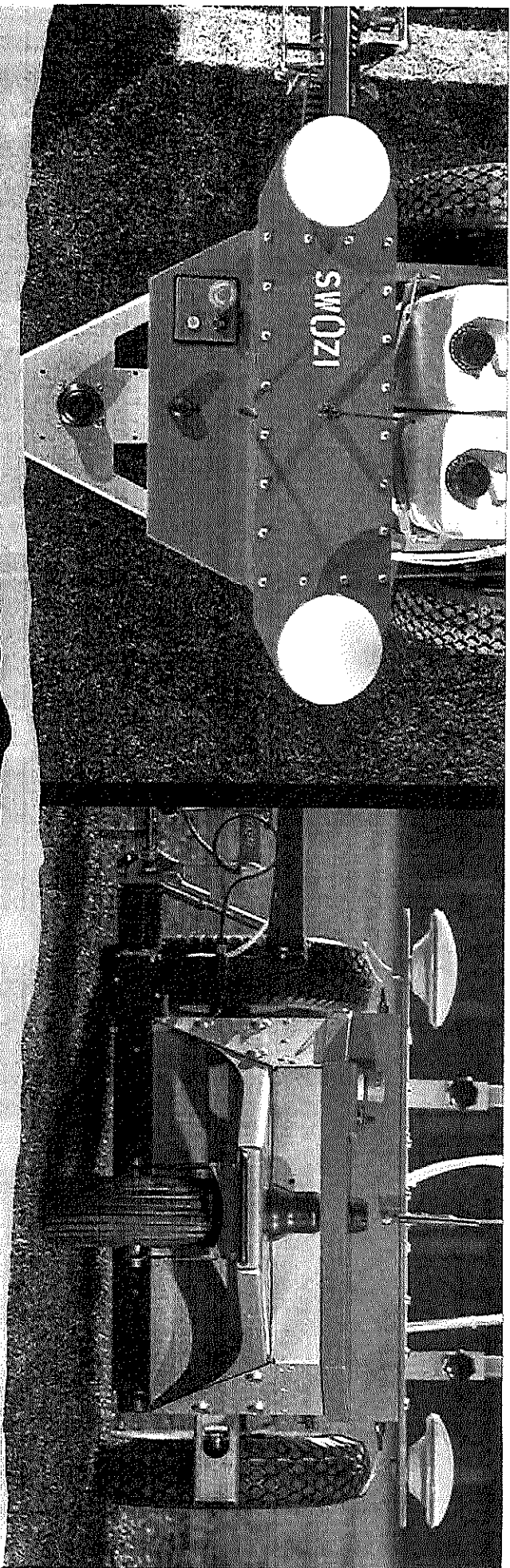




Robotic Spray Head Arm.

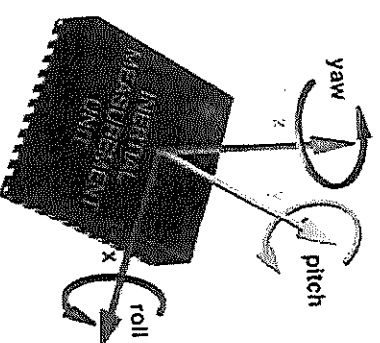
Ensures the line is always straight.

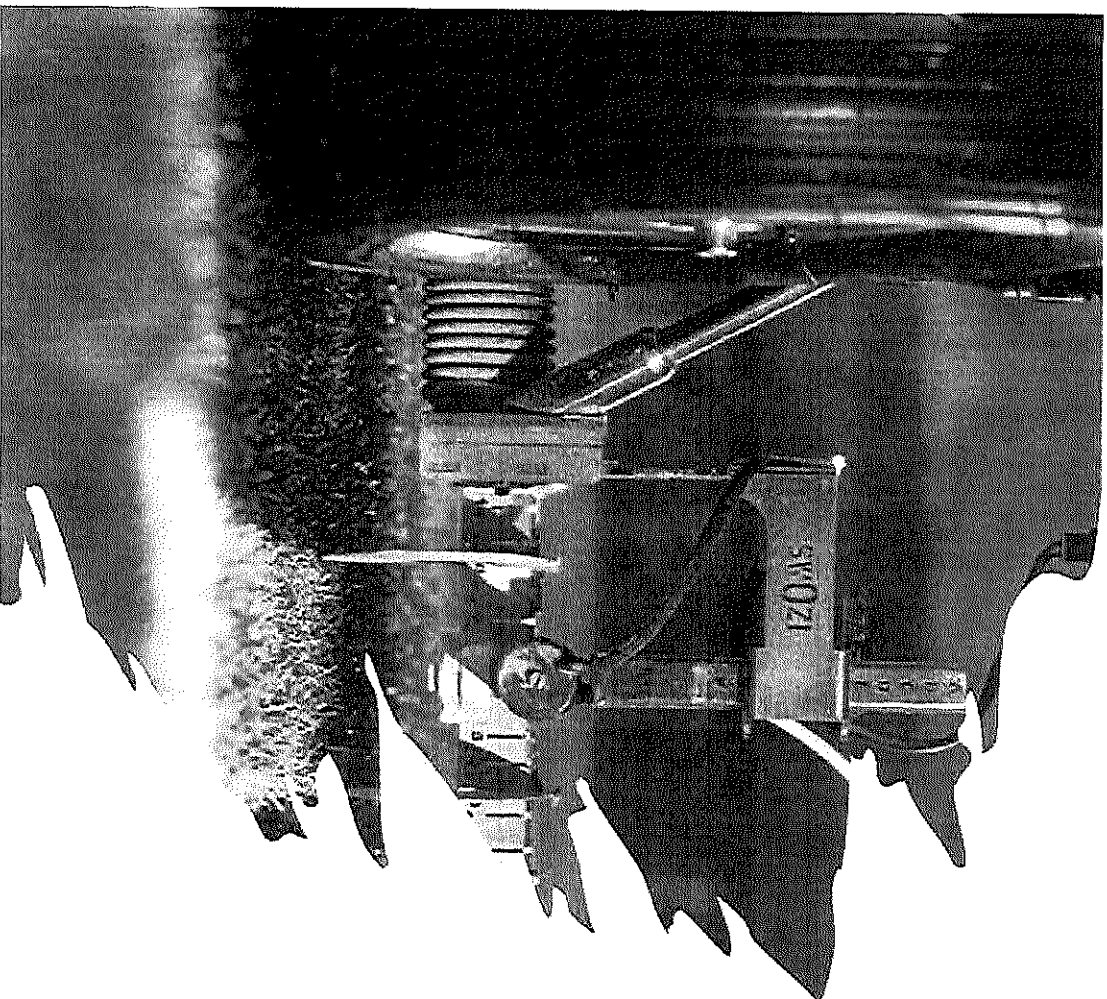




Dual Band GPS with 3D Terrain Correction Technology.

Keeps lines straight even on bumpy turf.





Automatic Pump Control.

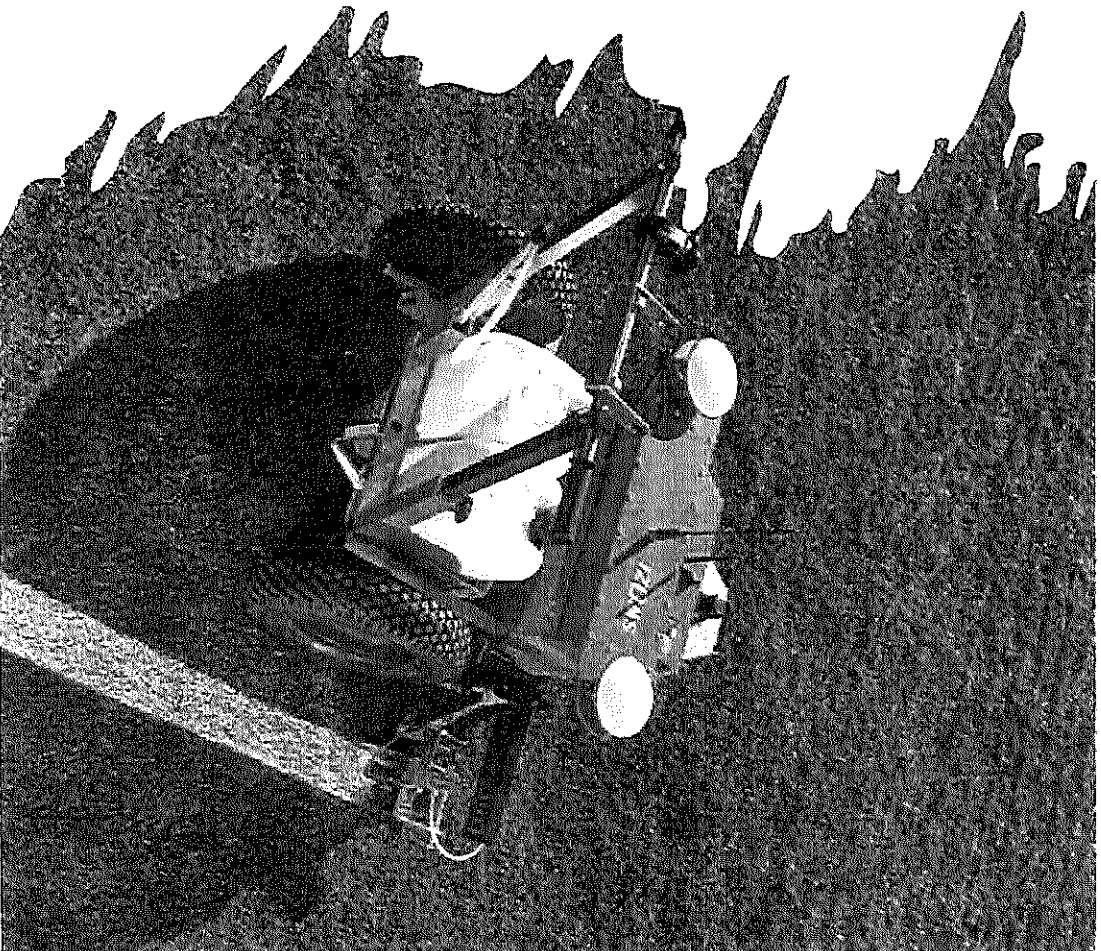
Painting Starts and Stops
Automatically with
Millisecond precision. Variable
pump flow controls paint usage.

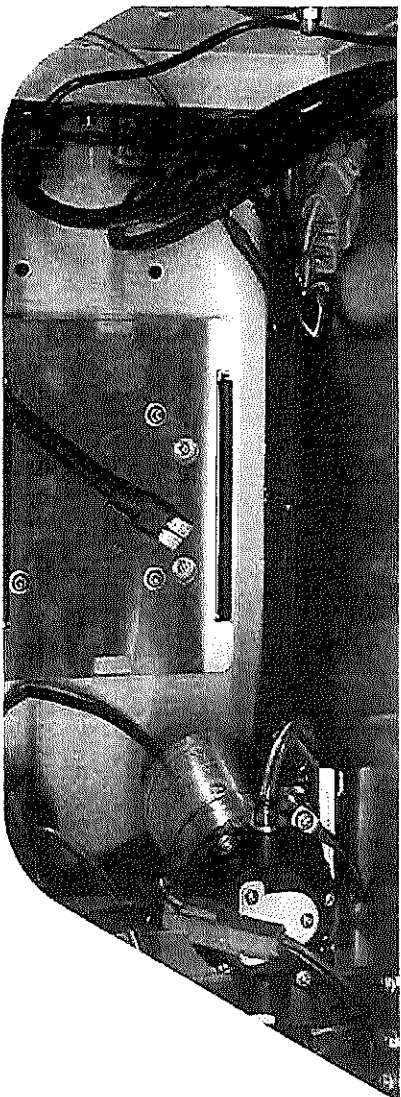
SWQZ1
GPS LINE MARKING

SWÖZI
GPS LINE MARKING

Large Paint Capacity.

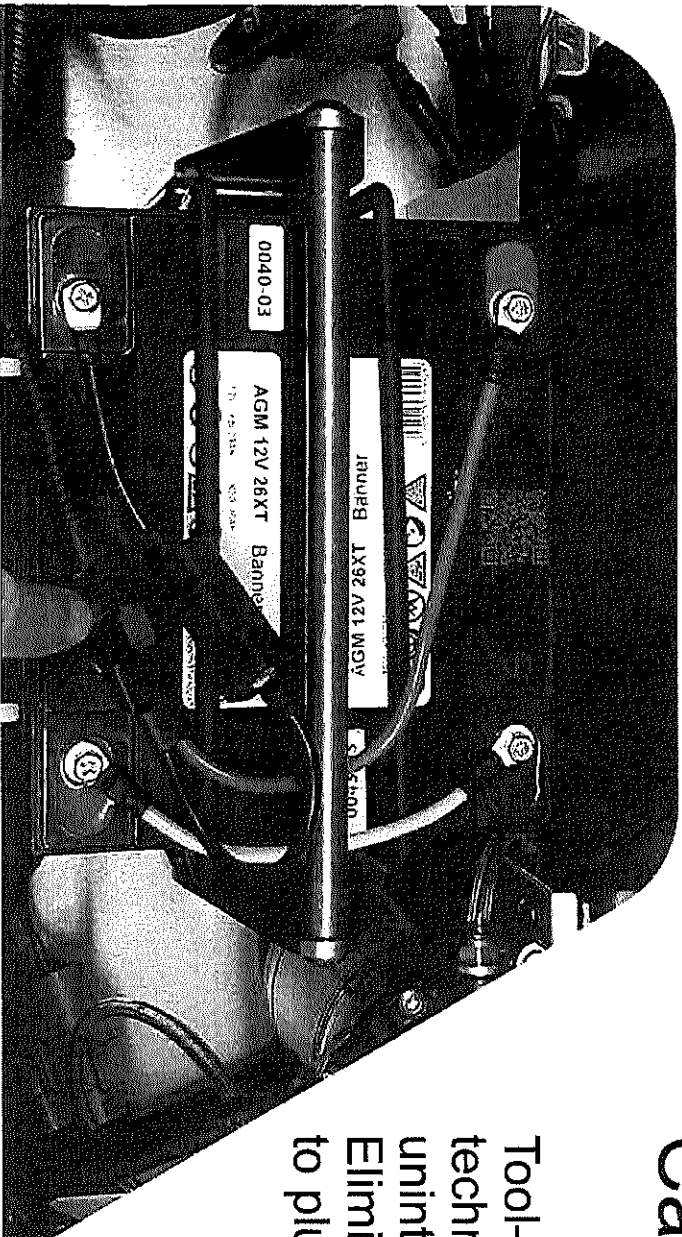
Holds up to 7 Gallons of Paint.
Reduces Stopping Mid-way
Through the Field to Add Paint.
Conveniently Uses the
Manufacturer's Paint Container
and Any Brand of Sports Field
Line Marking Paint. No Messy
Paint Reservoirs to Clean.





Limitless Battery Capacity.

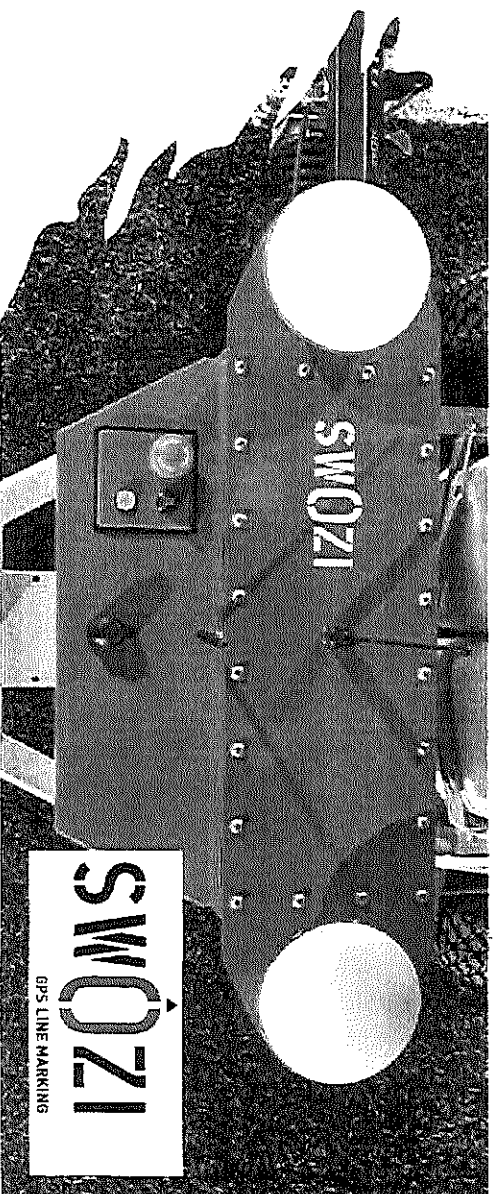
Tool-less Hot-swap Battery technology allows for uninterrupted performance. Eliminating the need to stop work to plug-in and recharge.



SW0Z1
GPS LINE MARKING

Always the Latest Technology.

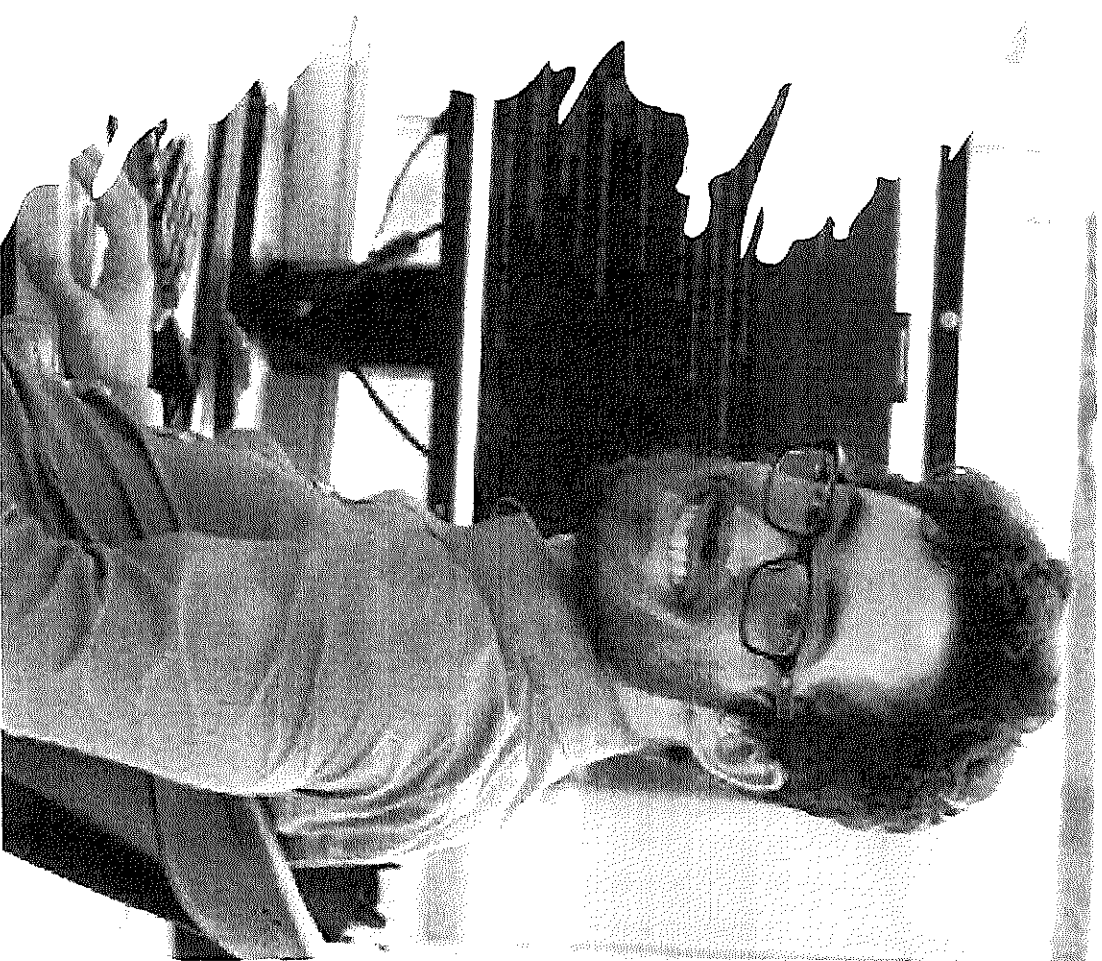
SWOZI's over-the-air software and firmware updates keep SWOZI always up-to-date with the latest software, firmware and sports field templates.

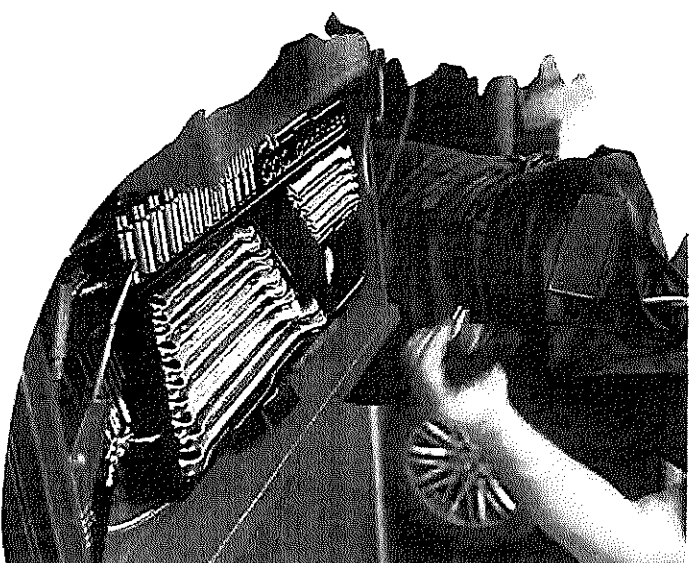
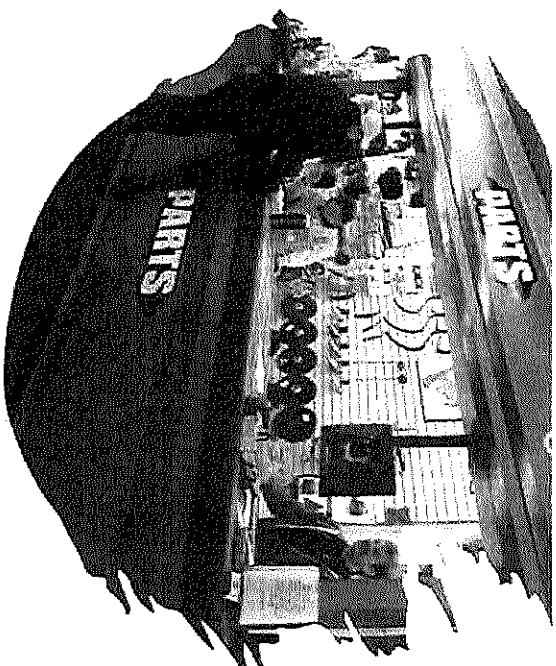


Over-the-Air Technical Machine Diagnostics

State-of-the-Art Telematic Service
Diagnosis

SWOZI
GPS LINE MARKING





Backed by Professional Service.

SWOZI is exclusively sold through experienced commercial turf equipment dealerships with factory trained personnel and parts.

SWOZI
GPS LINE MARKING

12/21/2023

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4331

Autonomous Field Marking Robot

Thank you for your response to our RFP. The following pages are a summary of the responses received.

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION
TURF ROBOTICS LLC	YES	YES
INTELLIGENT MARKING USA	YES	YES

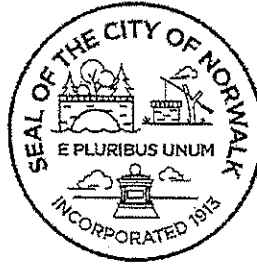
*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



4331 Autonomous Field Marking Robot

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Turf Robotics LLC	Dec 04, 2023 4:22 PM EST	MARK ZEYTOONJIAN	mark@turfroboticsllc.com	MZY3NTMW
Intelligent Marking USA Inc dba Turf Tank	Dec 15, 2023 2:58 PM EST	Rachel Lindsey	Accountmanager@turfank.com	MzyNTY3



DEPARTMENT OF FINANCE

Purchasing Department

January 10, 2024

Ryan Stubbe
Intelligent Marking USA Inc dba Turf Tank
7878 Main St Ste 2C
Lavista, NE 68128

Via Email to: accountmanager@turf-tank.com

Award Status - Re: Project# 4331 Autonomous Field Marking Robot

Dear Ryan:

Thank you for your response to our request for proposal submissions for this project.

Congratulations, the Selection committee has completed their review of the proposal submissions that were received for this solicitation and the committee shall be recommending that this project should be awarded to your Firm.

This award recommendation shall be forwarded to the Recreation, Parks and Cultural Affairs Committee of the Norwalk Common Council for their review and approval at their next regularly scheduled meeting

If approved, the award recommendation would then be forwarded to the full Norwalk Common Council for their review and authorization at their next regularly scheduled meeting.

We appreciate your time and effort in preparing this submission and we are looking forward to working with your Firm on this project.

Sincerely,

Chris McCauley

Purchasing Officer
Ph. 203-854-7271
Fax 203-854-7817
E-mail cmccauley@norwalkct.gov



NEW YORK STATE'S EXPERTS IN DRI WAYFINDING & SIGNAGE

The Expert Approach to Complex
DRI Project Management.



THANK YOU!

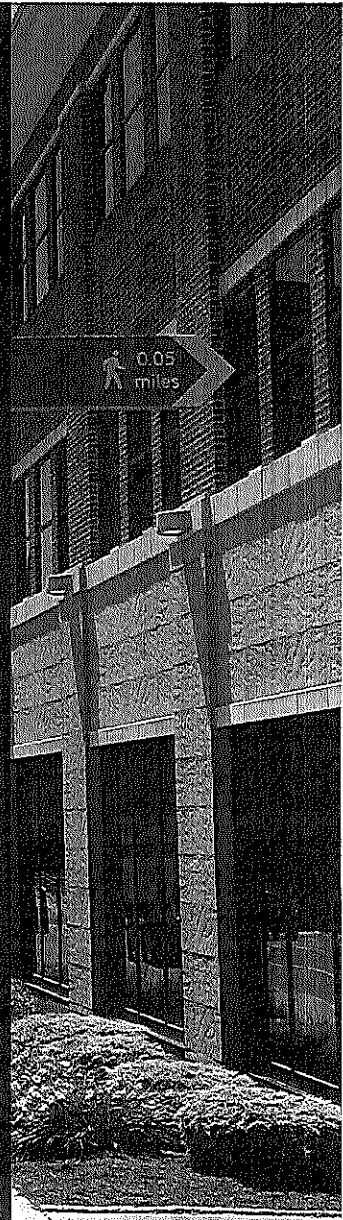
For considering us.

We're thrilled to have the opportunity to bring our wayfinding and gateway signage expertise to your project! With years of experience in this field, IDS is uniquely positioned to deliver **solution-based designs that perfectly fit the urban environment.** From design to fabrication and installation, we're with you every step of the way, offering a **Turn-Key Solution that streamlines the entire process.**

We're especially excited to work alongside your team to bring your community the highest quality product possible. With our expertise in urban environments and large campus wayfinding, we're confident we can create **designs adaptable to the future changing urban landscapes,** while also helping you **save on budget and timelines.**

It's worth noting that IDS is a certified **NYSWBE** company and we're committed to rounding out any MWBE requirements. So sit back, relax, and let IDS handle everything from start to finish. We can't wait to get started on this exciting project with you!

Connaire Foran
Vice President of Sales





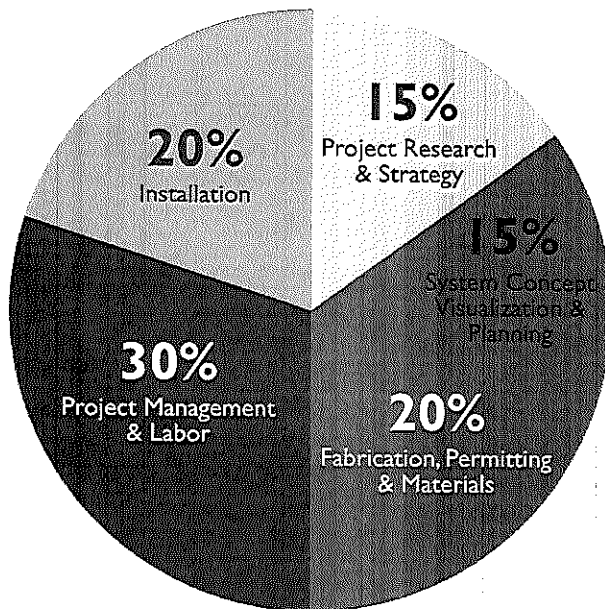
UNDERSTANDING DRI

A QUICK OVERVIEW OF THE INS AND OUTS

FUNDING & THE BID PROCESS

Preparing for the bid process can be a stressful time. IDS uses our NYS WBE to help **streamline the DRI bidding process**, saving you time and energy.

As a certified NYS WBE company, IDS is eligible to receive direct contracts for any project, from design and planning to fabrication and implementation, up to \$500,000 in a calendar year from the contract. This means that if your group accepts state funding, you can work with us directly for your project needs, **bypassing the bidding process**.



BUDGETING

KNOW WHERE THE MONEY GOES

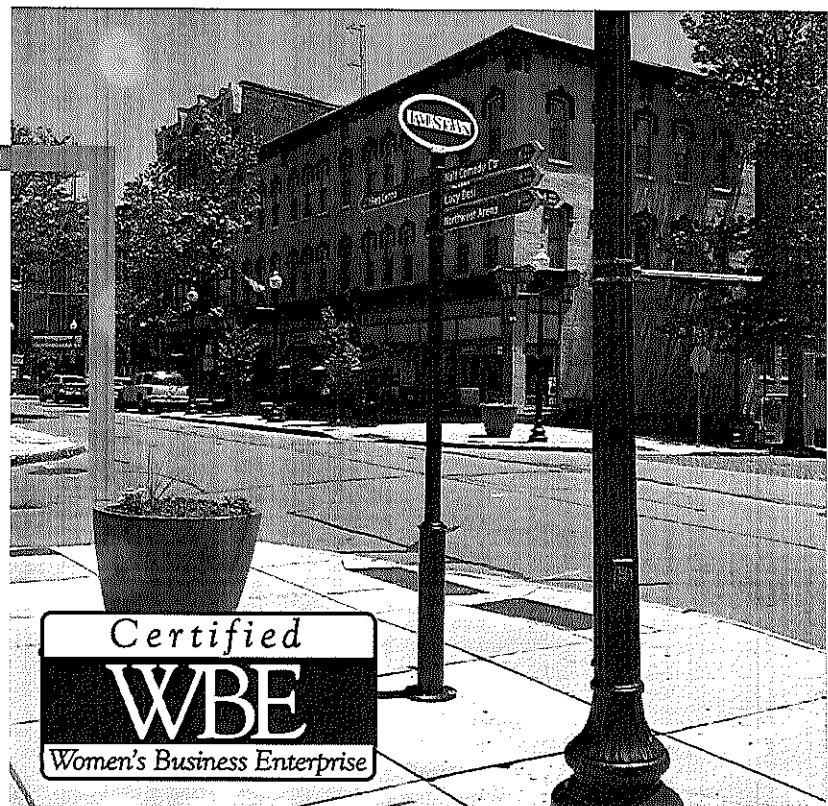
We understand the importance of transparency in the allocation of funds.

It's important to have a **general understanding of the funding distribution** across your project, so we can all be on the same page.

At IDS, communication is the key to building trust and long-lasting relationships with our clients.

In addition, IDS has access to a NYS and Federally-Approved Co-op program that enables us to keep any project, regardless of its dollar value, out of the public bid process. This means that we can offer you **more flexibility** in the procurement process and ensure that your project is completed with the **highest quality possible**.

WORKING DIRECTLY WITH A NYS WBE ALLOWS FOR PROJECTS TO BYPASS THE BIDDING PROCESS.



TURN-KEY SOLUTIONS FOR COMPLEX DRI PROJECTS

IDS is a leading provider of turn-key solutions that cover the entire process from initial survey to ongoing management and maintenance.

Our approach is **faster**, more **efficient** and produces robust design elements that stand the test of time, while ensuring every aspect of your project is **expertly managed** with an **excellent return on investment**.

Mission Statement & Overall Strategy

We develop a comprehensive report outlining a complete project plan including potential vocabulary, identity analysis, destination names, modularity approach and maintenance checklist.

- Mission Statement
- Stakeholder Planning
- Stakeholder Surveys
- Visual Site Survey with Cloud-Based Database
- Best Practice Precedents
- Design Opportunities & Scenarios
- Planning for Maintenance & Expansion

Program Budget & Financing

Most municipal wayfinding projects follow a phased approach because of financial limitation. IDS assembles multiple pricing scenarios early in the process to maximize and phase-in resources.

- Preliminary Pricing & Budget Plan

System Concept Visualization & Planning

We create a sign family to ensure clear visualization of conceptual ideas across a wide range of elements. IDS also has dimensional modeling and rendering tools that simplify final design decisions.

- Visual Survey for Stakeholder Approval
- Sign & Design Element Family
- Photorealistic Renderings
- Final Material Specifications & Mockups
- Renderings on Site
- Day/Evening Rendering

IDS HANDLES THE HEAVY LIFTING

We're with you every step of the way.



During installation of a comprehensive wayfinding program at HVCC, IDS carefully closed streets and managed traffic to ensure safety and success.

Regulatory Review

Community wayfinding requires extensive **regulatory review and approval**. Beginning early in the process, IDS will establish regulatory reviews at each stage from design to final implementation.

- Regulatory Review Plan, including: Public Works, County Planning Commission, Department of Transportation, Utilities, and Major Development Stakeholders
- Periodic Meetings & Updates

Design Development

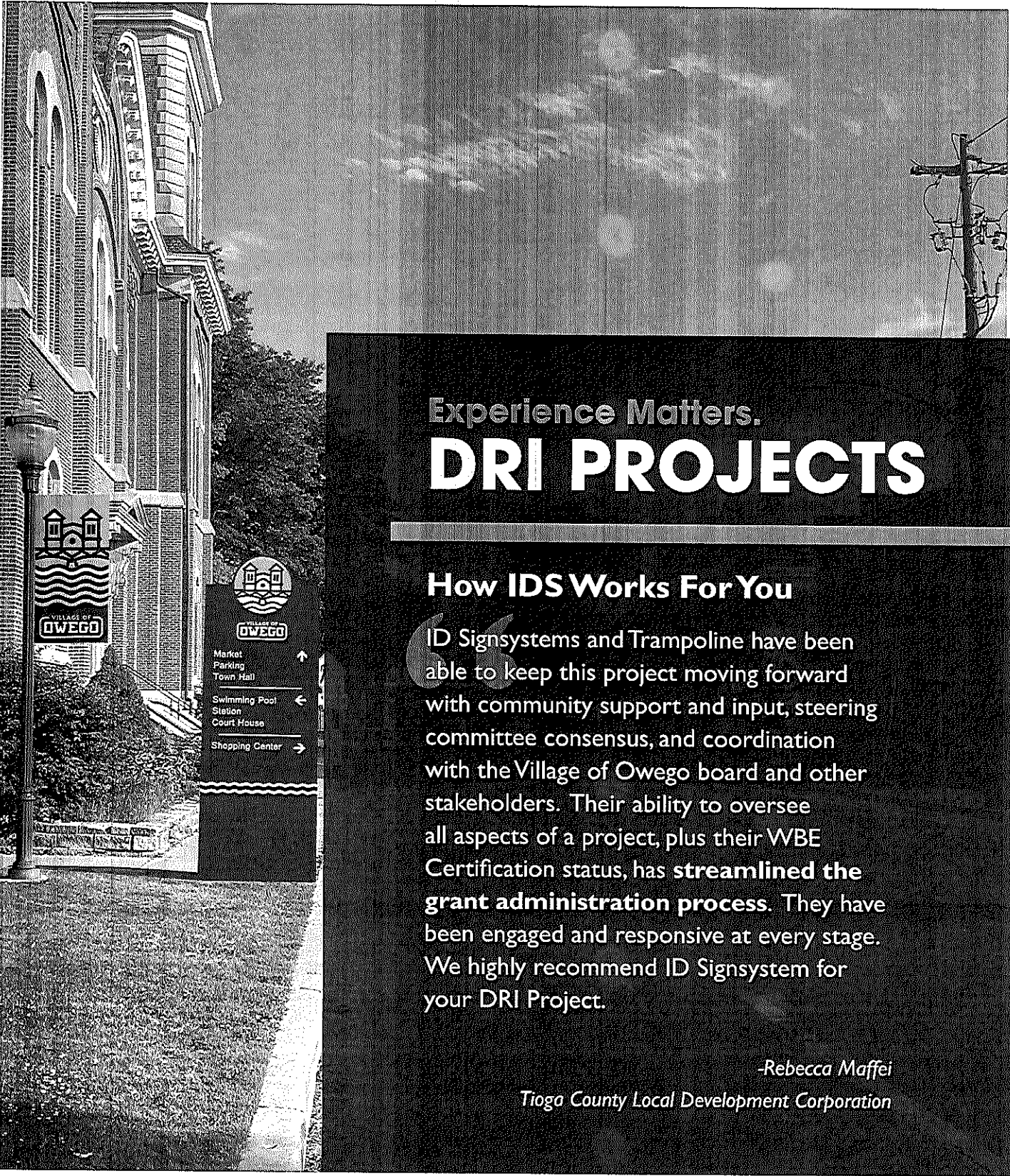
We explore a variety of materials by incorporating **prototyping and material analysis** to ensure signs are easy to change and maintain.

- Prototypes
- Testing and Client Surveys
- Engineering Documentation
- Cloud-Based Message Schedule Utilizing WayfindIt
- Construction Documentation

Fabrication & Implementation

IDS manages all fabrication and installation in-house to closely monitor quality and provide **stakeholder review**. IDS closely controls all **permitting and site work**.

- Site & Excavation Planning
- Full In-House Fabrication
- Cloud-Based Installation Implementation Overview
- Permitting & Site Management
- Full Installation Outline including Foundations & Building Connections
- As-Builts
- Guidelines to Ongoing Management
- Maintenance Programs



Experience Matters.

DRI PROJECTS

How IDS Works For You

ID Signsystems and Trampoline have been able to keep this project moving forward with community support and input, steering committee consensus, and coordination with the Village of Owego board and other stakeholders. Their ability to oversee all aspects of a project, plus their WBE Certification status, has **streamlined the grant administration process**. They have been engaged and responsive at every stage. We highly recommend ID Signsystem for your DRI Project.

-Rebecca Maffei

Tioga County Local Development Corporation



A POWERFUL DRI PARTNER

We're passionate about developing products, systems, and solutions that enhance the overall experience of the built environment.

That's why we're excited to offer our services as an all-in-one resource for your DRI project. When you partner with us, you can expect us to be with you every step of the way, from examining all the interventions that reinforce brand identity to creating a plan for success.

We're committed to providing turn-key solutions that **streamline the process and exceed your expectations**, so you can focus on what matters most: meeting the goals of your DRI projects.

BY THE NUMBERS

How we do what we do

42K

sq ft space with
full manufacturing
capabilities

30

Team members
working to bring
concept to build

18

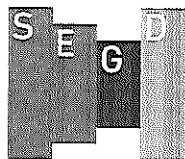
years and counting

6

consecutive years as
a Rochester Top 100
company



International Sign
Association



Society for
Experiential
Graphic Design



U.S. Green
Building Council



United States
Sign Council



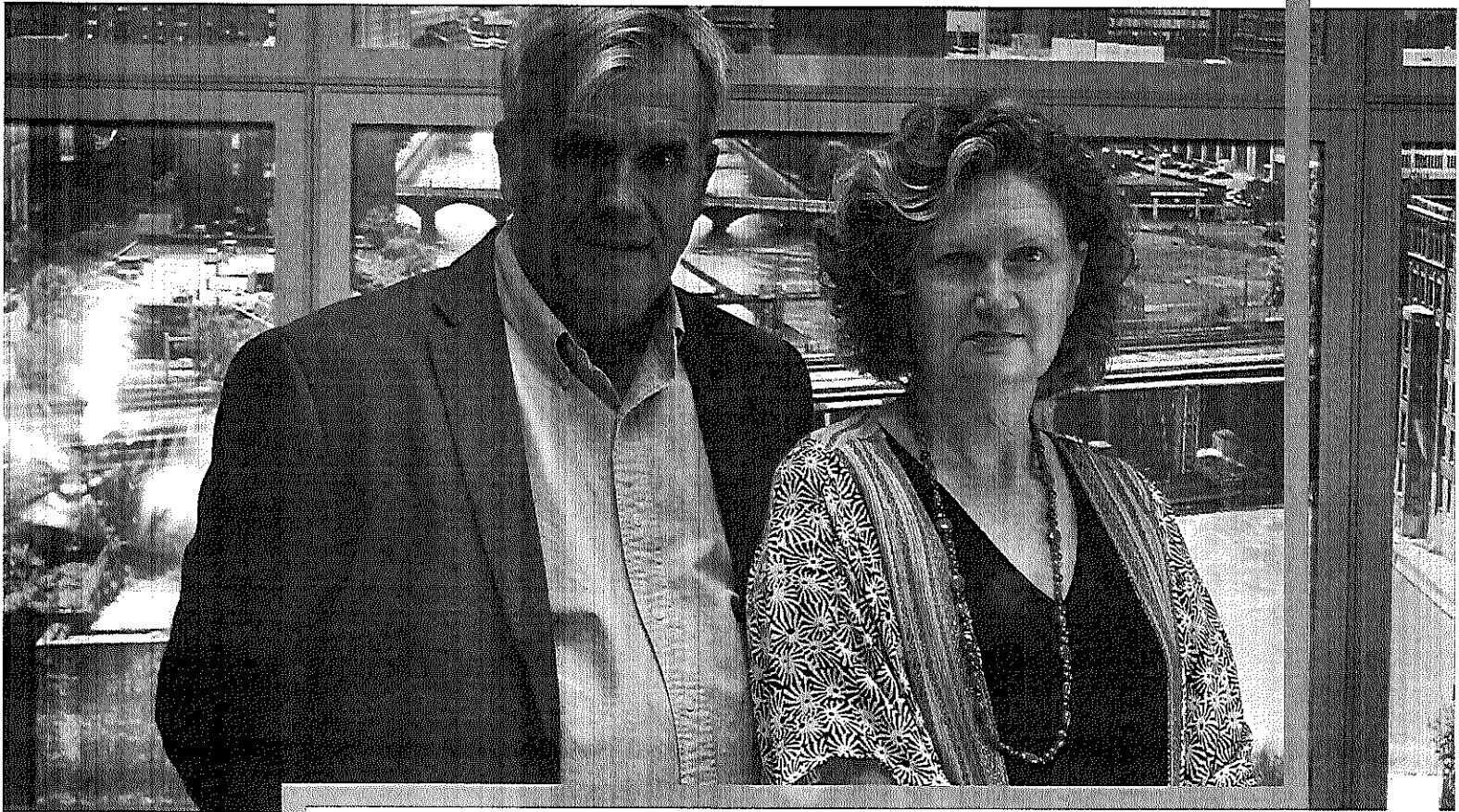
AMERICAN
SOLAR
ENERGY SOCIETY

American Solar
Energy Society

A COMPANY BUILT BY DESIGN.

We're leaders in wayfinding for both exterior and indoor environments, providing effective **planning, project management, and installation.**

Trust us to efficiently manage your large DRI projects with **turn-key solutions that exceed your expectations.**



Owners Paul Dudley & Katrina Beatty



ABOUT ID SIGNSYSTEMS

MEET THE TEAM

**The right people in
the right jobs.**

*We're proud of the
exceptional team we have
built over the years.
Our people are our biggest
asset and the reason we're
able to produce such high
quality work.*

KATRINA BEATTY
CEO



ID SIGNSYSTEMS

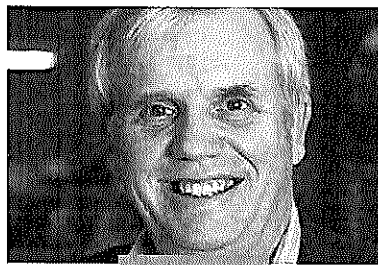
id.com

UNDER ONE ROOF

Our designers and fabricators work hand-in-hand in the same facility, building projects in a highly creative and collaborative environment. We proudly create the most innovative designs in the industry.

As a complete provider, we offer our clients comprehensive management and maintenance support through our specialties in everything from digital content to engineering.

PAUL DUDLEY
President



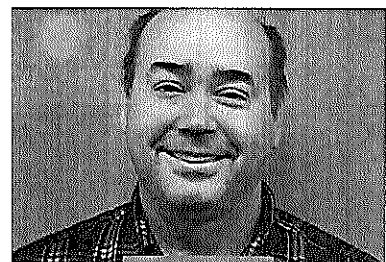
His worldly experience defines the IDS design ethos: better form and clearer function win the day. SEGD savvy with a thirst for new tech, he has guided us through digital and solar applications.

CONNAIRE FORAN
Vice President of Sales



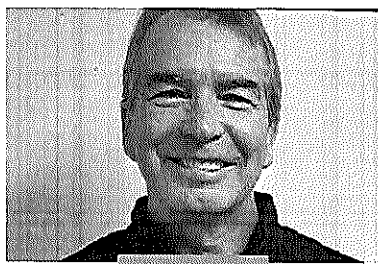
A tenacious talent with a keen sense for sales, he goes for the gold on every project. His competitive spirit makes him the perfect client advocate and infuses our most recognized work with a sense of pride and professionalism.

DAVID DILLON
Production Engineer



"Deeay" is hands-down our hands-on expert, following the work from inception to installation - on the page or in the field. Process driven, detail-oriented and steeped in practical experience, he is the calm in any project storm.

BILL MCMAHON
Production & Engineering Manager



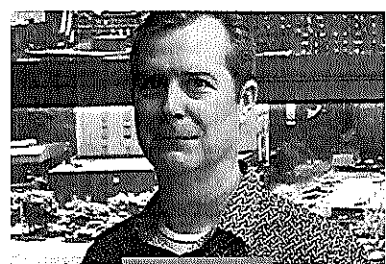
Nothing goes up without his say so; nothing comes down once he puts it up. An engineer with a degree in painting, he marries complicated aesthetic challenges with mechanical possibilities.

SHAE CECIL
Director of Project Management & Contracts

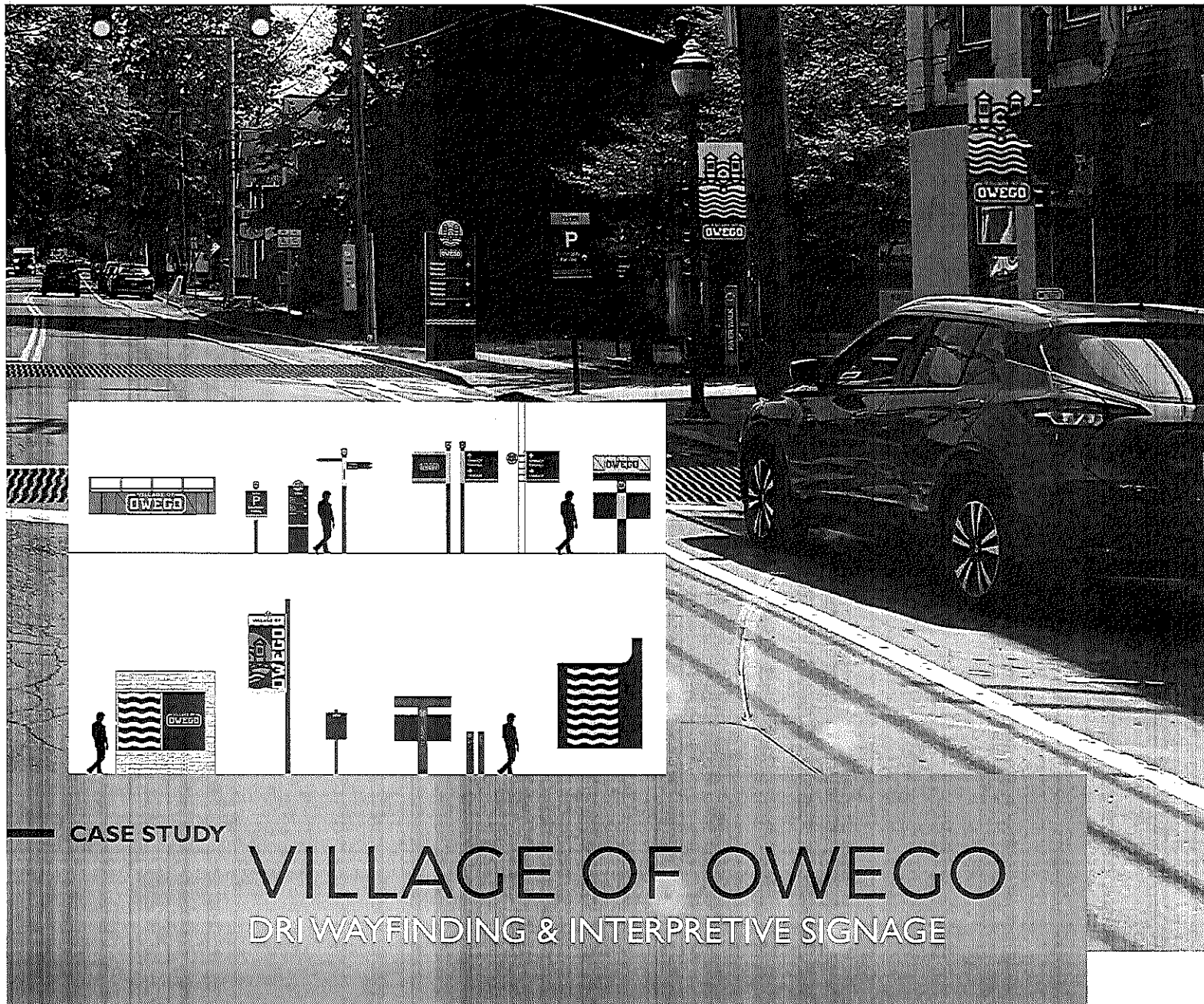


With her seasoned expertise as a sign contract and project management expert, Shae brings a fresh and unique perspective to ensure the success of complex projects, always delivered on time and within budget.

MIKE SCHICK
Signage Systems & Wayfinding Specialist



The most technically savvy and the least directionally challenged of us, he is our gatekeeper to better wayfinding and sign family design. A boundary pusher, lean production promoter and the source of an array of prototypes.



CASE STUDY

VILLAGE OF OWEGO

DRIVEWAY FINDING & INTERPRETIVE SIGNAGE

IDS & TRAMPOLINE DEVELOPED A COMPREHENSIVE SYSTEM FOR ENGAGEMENT USING OUR TURN-KEY PROCESS

IDS partnered with *Trampoline* to create a joint bid to design a comprehensive brand identity and wayfinding program for the Village of Owego. The success of this innovative project was built on **strong stakeholder participation** and a clear approach to integrating the graphic elements into **multiple interventions that could be quickly budgeted**.

Today, we're thrilled to see the Village has implemented the sign system based on our iterative **2D and 3D design approach**, which ensured the final product exceeded expectations and provides a seamless experience for visitors and residents alike. **At IDS, we're committed to creating solutions that are both innovative and practical, providing you with results that stand the test of time.**

SOME OF OUR CIVIC PROJECTS

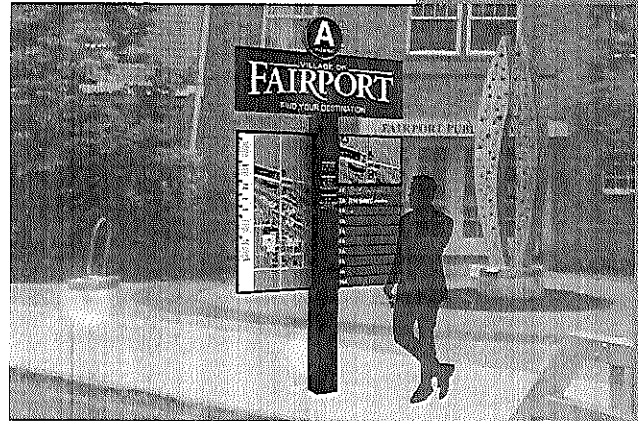
Jamestown Complex Wayfinding

ID Signsystems supplied the City of Jamestown with a new vehicle and pedestrian wayfinding program. IDS managed the complete approval process as well as a complex fabrication and installation management plan.



Fairport Visualization

For the Village of Fairport, IDS developed three-dimensional digital mockups including a graphic and vendor management approach that resulted in complete stakeholder buy-in.



MKE Airport Civic Landmarks

IDS created day and evening digital visualizations during MKE's design process, and internally fabricated and prototyped all final components before permitting and installation.



Brickyard Trail Durable Custom Elements

IDS worked closely with Sue Steele Landscape Architecture to turn the firm's design concept into a full-fledged program. IDS particularly focused on durability issues in the design development process, resulting in signs built to withstand harsh weather.



YOUR DRI PARTNER: FULL PROJECT & CONSTRUCTION MANAGEMENT



COMPLETE DRI PROJECT MANAGEMENT

WE'RE IN IT WITH YOU.

Large-scale projects can be a daunting task. Your IDS Project Manager is here to help guide you through the entire process.

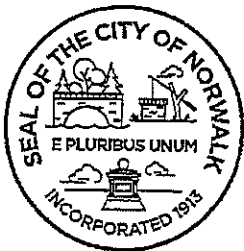
It is my pleasure to recommend ID Signsystems for any kind of specialized signage work. Connaire Foran took ownership of my organization's large-scale project from day one and followed through all the way to completion. Despite being an out-of-state firm, Connaire was on-site for every major operation. There will be curve-balls in every project; what matters is the way the firm handles those curve-balls. I would not hesitate to recommend ID Signsystems and Connaire Foran for a future signage project.

-Harold Mester

*Director of Public Affairs & Marketing
MKE - Milwaukee Mitchell International Airport*



contact@idsignsystems.com
www.idsignsystems.com



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 2/1/2024

DEPARTMENT: Rec and Parks

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

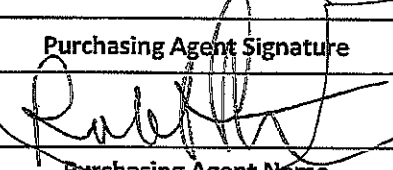
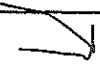
Check One:

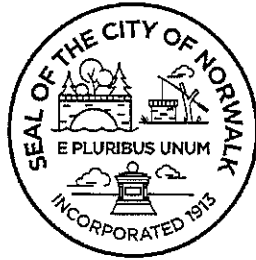
☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	6	Other, please explain:

TOTAL COST: \$52,042.80

MUNIS Account: 09246030 5777 C0846

VENDOR: Turf Products

Purchasing Agent Signature 	The Purchasing Agent ☒ Supports	Department Head Signature 
Purchasing Agent Name Sharon Connors	☐ Does Not Support	Department Head Name Robert Stowers
Digitally signed by Sharon Connors Date: 2024.02.09 10:47:02 -05'00'	☐ Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date 2/1/2024



8

DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 2/1/2024

DEPARTMENT: Rec and Parks

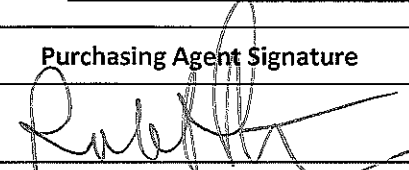
Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
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☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	6	Other, please explain:

TOTAL COST: \$52,042.80 MUNIS Account: 09246030 5777 C0846

VENDOR: Turf Products

Purchasing Agent Signature 	The Purchasing Agent	Department Head Signature
	☐ Supports	
Purchasing Agent Name	☐ Does Not Support	Department Head Name
		Robert Stowers
Date	☐ Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date <u>2/1/2024</u>

JUSTIFICATION:

This is a grant funded purchase. The Sourcewell contract number is 031121-TTC and noted in the quote from Turf Products.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06082
Main Office: (800) 245-4355 • FAX: (860) 763-5550

QUOTE

Prepared For: Ken Hughes
CITY OF NORWALK PARK & REC
ATTN: PATTY;125 EAST AVENUE NORWALK,
Connecticut 06851 United States

Ship To: Norwalk Park and Rec Litium
Quote Number: GTX workman carts.
Quoted Date: Q148454
Prepared By: **12/22/2023**
Mark Osborn
mosborn@turfproductscorp.com

Qty	Model #	Description	MSRP	% Disc	Award	Extended
3	07433LT	Workman GTX Lifted Lithium	\$18,713.00	22 %	\$14,596.14	\$43,788.42
3	07047	Bench Seat Kit	\$952.00	22 %	\$742.56	\$2,227.68
3	131-8550	12V Power Point Kit	\$63.62	22 %	\$49.62	\$148.87
3	07046	Plastic Cargo Bed	\$1,253.00	22 %	\$977.34	\$2,932.02

Toro Total:	\$49,096.99
Non - Toro Total:	\$0.00
Set Up 3%:	\$1,472.90
Freight 3%:	\$1,472.90
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
Total Price:	\$52,042.80

Toro Sourcewell Contract #031121-TTC



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.gov P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE : **NORWALK COMMUNITY RECREATION CENTER AT
98 SOUTH MAIN STREET – APPROVE OPERATING
AGREEMENT WITH YMCA**

DATE: FEBRUARY 6, 2024

As you know, the City is proceeding with the development of the Norwalk Community Recreation Center at 98 South Main Street. Project information has been provided in the past to the Common Council and below is a brief summary of the project.

The existing building is a two stories structure built in 1983 for a total of approximately 22,000 square feet. The proposed improvements include gut renovation of the existing building interior (including HVAC, electrical, plumbing, etc.), installation of a new roof, development of a new building façade along South Main Street and construction of a new gymnasium along the back of the building. The new building will be a community recreation center to be operated by City's Recreation and Parks Department. The current projected budget is approximately \$12 million with funds from State DECD, City GGP funds, APRA funds and HUD funds through the YMCA for a total of approximately \$9.5 million. The balance of approximately \$2.5 million is being requested by the Parks Department as part of their 2024-2025 Capital Budget requests.

In regards to the HUD funding for this project, the initial funding allocation designated the Riverbrook Reginal Young Men's Christian Association, Inc. (YMCA) as the grant recipient of \$2 million. At the time of the HUD funding request, the intent was to have the YMCA as the project developer and operator of the new community facilities through a long term agreement. However, this

development relationship did not materialize, thereafter, the City proceeded with the current plan for the development of a community recreation center with the YMCA involved in providing some programming functions in the future. In order to continue to capture the HUD funding for this project, a subgrant agreement is required in order for HUD to recognize the City as an indirect beneficiary of the funds. Of the total HUD funding of \$2 million, the YMCA is reserving \$250,000 for FF&E and tenant fit-up while the balance amount of \$1.75 million will be available to the City for project development and construction. On January 9, 2024, the Norwalk Common Council approved to enter into a subgrant agreement with the YMCA for the receipt of HUD funds for construction.

As an extended relationship with the YMCA, the YMCA is proposing to enter into a Licensing Agreement for the exclusive use of approximately 2,000 square feet to operate specific youth programs. The following is a summary of the terms for said Agreement:

- Term Period – 5 years with option for both parties to renew for 5 additional years
- Licensed Premises – approximately 2,000 square feet on the first floor with internal unisex restroom. YMCA would be responsible for “tenant fit-up” of the Licensed Premises.
- Payment - \$1.00 per year plus proportioned common charges which shall include, but not limited to utilities, building equipment/systems maintenance services, snow removal, trash removal, building management services as provided by City’s Office of Building Management, janitorial services, etc.
- Programming Activities – YMCA shall operate STEM & E-Sport Programs in the Licensed Premises.
- Termination Clause – Both parties have the rights to terminate within 90 days notice
- Insurance – YMCA to provide general liability insurance naming the City as additional insured.

On January 3, 2024, the Land Use and Building Management Committee was provided a general overview of the proposed operating terms. While the Committee approved the concept of the Operating Agreement to be forward to the Common Council for approval, the Committee requested the proposal to be forwarded to the Recreation, Parks and Cultural Affairs Committee for further consideration before the Land Use and Building Management Committee submits the proposed terms to

the full Council for final approval. Also, please note that I am submitting the same to the Planning and Zoning Commission for their review in February in compliance with Section 8-24 of the State Statutes.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling to enter into a 5-year operating License Agreement with a 5-year renewal option with Riverbrook Regional Young Men's Christian Association, Inc. (YMCA) to operate recreation programs within approximately 2,000 square feet of designated space at the proposed Norwalk Community Recreation Center at 98 South Main Street. Terms of the Agreement shall be as recommended by the Land Use and Building Management Committee.

Thank you for the Committee's consideration of this request. Please do not hesitate to contact Robert Stowers or myself if you have any questions prior to the meeting.

Cc: Christene Freedman, CEO, YMCA
Tom Livingston, Chief-of-Staff
Darin Callahan, Law Department
JoAnn Acquarulo, Building Management
Robert Stowers, Parks Department

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
 98 S. Main Street

Subrecipient Agreement	
Statement of Work:	The City will use the HUD Community Project Funding Grant, to supplement other sources of funds, to completely renovate the interior and exterior of its community center located at 98 S. Main Street. The City will also construct an 8,000 sq. ft. gym at the Premises.
Amount:	\$2,000,000.00 (total) \$1,750,000.00 (City) – for building construction will this be used for? \$ 250,000.00 (YMCA) Licensed Premises build-out including restroom(s) The City will permit Y's access and installation of FF&E and supplemental "Tenant Fix-Up". The City will NOT have any financial nor administrative responsibility on the expenditure of said funds
Disbursements/benchmarks:	The City will upfront the money in a Capital Budget account in order to maintain construction progress. The City will submit reimbursement requests monthly during construction or when total expenditure of HUD funds exceeds \$200,000.
Project Directors:	Alan Lo, Building and Facilities Manager responsible for project and construction implementation Robert Stowers, Director of Recreation and Parks responsible for building programming and future building operation [Which components will be handled by whom?]
Grantor (YMCA?)Obligations:	1. SAM Registration 2. Set up grant in Disaster Recovery Grant Reporting (DRGR) system 3. Process requests for grant disbursements and submit reports on the use of the funds 4. Environmental Review 5. Performance monitoring
Grantee (City)Obligations: (we can simply state that the City shall comply with all of the HUD grant requirements as a Subgrantee on behalf of the Y. I am not sure we need to identify each and all of the requirements.	1. Project Narrative (must state which portion of the project, or specific activities will be funded using the HUD funds; must provide project goals, outputs, or outcomes) 2. Line-item Budget 3. Completed Standard Forms 4. SAM Registration 5. Documentation and recordkeeping

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
 98 S. Main Street

Reporting Requirements: (same comments as above or we can simply consolidate the two titles)	1. Semi-annual performance report in DRGR containing: • Completed Federal financial report; and • Narrative of work accomplished during performance period; and • Comparison of actual accomplishments to the objectives of the Project; and • Reason why established goals were not met, if applicable; and • Analysis and explanation for cost overruns or high unit cost. • No later than 30 days after the end of the 6-month reporting period. 2. Closeout Report.
Land Use Approvals, if any	Land Use and Building Management Committee of Common Council has initial review authority followed by full Common Council The City
Design and Construction Timeline (in days):	____ days We have developed a project schedule which we can attach to this agreement
Effective Date:	The date HUD signs (some costs are allowable before that date, Grant Guide p.8)
End Date: (performance)	August 31, 2031
Program Income: 2 CFR 200.307(b)	Any program income that cannot be expended on allowable costs under the Grant must be paid to HUD before closeout of the Grant, unless otherwise specified by an applicable Federal statute.
Amendments:	Formal request for amendment required after HUD approves project narrative and budget. Grant Agmt. Article III.C.
Occupancy Agreement (is this going to be a separate agreement which will NOT be tied to the subgrant agreement from HUD's perspective)	
Term:	5 years w/one 5yr extension option w/in 90 days of

Term Sheet
Subrecipient/Occupancy Agreement
City of Norwalk and YMCA
 98 S. Main Street

	expiration of initial term
Gross Premises:	Approximately 30,000 sq. ft.
Licensed Premises:	2,000 sq. ft. (6.7%)
Compensation:	\$1.00 per__
Permitted Use ("Program"):	STEM & E-Sport Programs; fee-based for [children/teens/adults?]. All computer networks used for said Programs must block the viewing, downloading, and exchanging of pornography.
Licensee Obligations:	Insurance Employee Background Checks Maintenance/repairs? Utilities and Custodial Services: 6.7%
Program of Operations:	Monday – Saturday 9:00AM – 9:00PM Use of common area, if any
Assignment and Sublicensing:	None

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 20, 2024

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

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

Brian Candela, Assistant Corporation Counsel

SECTION ON AGENDA WHERE ITEM IS TO APPEAR:

Ordinance Committee

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES XX NO WHICH ONE?

Ordinance Committee of the Common Council

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS 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.)

Approve revisions to Section 9-3 (Chapter 9, Article I, Section 3) – Procedure for Sale of City Property

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Section 1-189 Charter of the City of Norwalk

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage

_____/s/_____Brian Candela_____
Electronic Signature of Person Making Request
Brian Candela, Assistant Corporation Counsel

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

Chapter 9: Administration, Article I, Section 9-3

§ 9-3 Procedure for sale of City property.

All sales, conveyances and transfers of real property and personal property of an estimated value at an amount greater than \$50,000 or as recommended by the Purchasing Agent owned by the City shall be made and issued in the name and on behalf of the City after notice and public hearing, and after a resolution providing for such sale, conveyance and transfer shall have been passed in due form by the Council of the City. Instruments of conveyance shall be signed and executed by the Mayor on behalf of the City and shall have the Seal of the City affixed thereto.

Reference:

The notice and public hearing requirements are identified in Connecticut General Statutes § 7-163e, as amended.

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 20, 2024

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

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

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Ordinance Committee of the Common Council

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS 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.)

Approve revisions to Chapter 58A – Blight Prevention

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Section 1-189 Charter of the City of Norwalk

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage

/s/ Brian Candela
Electronic Signature of Person Making Request
Brian Candela, Assistant Corporation Counsel

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

Chapter 58A. Blight Prevention

[HISTORY: Adopted by the City of Norwalk Common Council 6-9-2015,^[1] effective 1-1-2016. Amendments noted where applicable.]

GENERAL REFERENCES

Building Code — See Ch. 26.
Department of Code Enforcement — See Ch. 35A.
Fire prevention — See Ch. 42A.
Housing Code — See Ch. 59.
Landlord identification — See Ch. 62A.
Zoning — See Ch. 118.

[1] Editor's Note: This ordinance also superseded former Ch. 58A, Housing Blight, adopted 8-13-2013, effective 1-1-2014.

§ 58A-1. Definitions.

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

BLIGHTED PROPERTY

Any building or structure, or any part of a building or structure, or a vacant parcel of land, in which at least one of the following conditions exist:

- (1) It is determined by the City's Chief Building Official that existing conditions pose a serious or immediate danger to the community, i.e., a life-threatening condition or a condition that puts at risk the health or safety of citizens of the City.
- (2) It is not being adequately maintained; without limitation, the following factors may be considered in determining whether a structure or building is not being adequately maintained: (a) missing or boarded windows or doors; (b) collapsing or missing roof or exterior walls; (c) siding that is seriously damaged or missing; (d) fire damage; (e) damaged, decaying, or deteriorating condition that could allow vermin or other wildlife interior access; (f) a foundation that is structurally faulty; and (g) garbage, trash or abandoned motor vehicles situated on the property (unless the property is a junkyard legally licensed by the State of Connecticut).
- (3) It has been cited for violations of state statutes and/or state regulations, or City Charter or Code provisions.
- (4) It has become a place where criminal activity has taken place as documented by reports of the Norwalk Police Department.
- (5) It is a fire hazard as determined by the Fire Marshal or as documented by reports of the Norwalk Fire Department.

- (6) It is a factor creating a substantial and unreasonable risk of interference with the reasonable and lawful use and enjoyment of other space within the building or surrounding properties, as documented by complaints or cancellation of insurance on surrounding properties.
- (7) It is a factor that is materially depreciating property values.
- (8) It contains unauthorized outside storage or accumulation of junk, trash, rubbish, boxes, paper, plastic, or refuse of any kind or the parking of inoperable motor vehicles, boats, motorcycles or other inoperable machinery on the property or the public right of way. For the purposes of this Chapter "authorized" shall pertain to local, state, or federal laws and/or regulations.
- (9) It has been vandalized, or otherwise damaged to the extent that it is materially depreciating property values.
- (10) It contains a Property Maintenance Violation as defined in this Chapter.

BLIGHT PREVENTION OFFICER

The Chief Building Official of the City of Norwalk or his, her or their designee. They shall investigate complaints of Blighted Properties, issue warning letters and citations when appropriate, and explain their findings and actions to the citation hearing officers when necessary.

DISABLED INDIVIDUAL

In the case of an owner-occupied residence, an individual who has a mental or physical disability as defined in the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended, and does not have other household members capable of providing the maintenance necessary to abate Blighted Properties.

ELDERLY INDIVIDUAL

An individual over the age of 65, who does not have a household member capable of providing the maintenance necessary to abate Blighted Properties.

LOW-INCOME INDIVIDUAL

An individual or a family unit that has an income below the highest level of income established by the State of Connecticut's Elderly Tax Relief Program. This level is in the upper limit of Step 5 as set forth in the Connecticut General Statutes Section 12-170aa(c), as amended. It is immaterial that a person is or is not elderly for purposes of this definition.

MANAGED NATURAL MEADOW LANDSCAPE

A planned, intentional, and maintained planting of primarily native grasses, wildflowers, ferns, sedges, shrubs, or trees. A Managed Natural Meadow Landscape shall not include Turf Grass that has reached a height greater than nine inches. The provisions of this definition are not intended to allow a property owner to avoid Property Maintenance responsibilities as set forth herein.

PROPERTY MAINTENANCE VIOLATION

A. With respect to lots or parcels, the violation of any the following standards:

- (1) No shopping baskets, carts or wagons shall be left unattended or standing, and the baskets, carts, or wagons shall be collected as often as necessary and removed to an appropriate enclosure intended for such purpose or to the interior of the building or buildings from which they were taken.
- (2) All fences shall be maintained. Such maintenance shall include, but not be limited to, painting as needed, removal or covering of graffiti, and the replacement or repair of fences which may become in disrepair.
- (3) Yards, courts, and vacant lots shall be kept clean and free of physical hazards, rodent harborage, and infestation. The owner of the property shall maintain the premises litter-free, and shall remove discarded or inoperative appliances, furnishings, and machinery.
- (4) All signs exposed to the public view shall be maintained in good repair. Excessively weathered or faded signs shall be removed or put into good repair. A non-operative or broken electrical or other sign shall be repaired or removed.
- (5) All places of business that serve food or drink to patrons (e.g., restaurants, cafes, bars, etc.) shall maintain receptacle(s) for the disposal of cigarettes on their premises and shall empty the receptacle(s) on a regular basis.
- (6) No dumpster or other refuse container usually used on a construction site may be kept in a residential area unless for a construction or improvement project (which may include the disposal of household items) that is to commence within two weeks of the placing of a dumpster on the premises, provided that such dumpster or other refuse container may not be kept on the premises more than two weeks after the completion of the project.

B. With respect to buildings and structures, the violation of any of the following standards:

- (1) The exterior of a building or structure shall be maintained so that it is not dilapidated, deteriorating, or decaying, nor open to the elements. The

following factors may be considered in determining whether a building or structure is being maintained: (a) missing or boarded windows or doors; (b) collapsing or missing roof or exterior walls; (c) exterior walls that contain holes, breaks, loose or rotting materials or the presence of graffiti, or exterior walls that are not properly surface-coated to prevent deterioration; (d) siding that is seriously damaged or missing; (e) foundation walls that contain open cracks or leaks or are structurally faulty; (f) overhang extensions, including but not limited to, canopies, signs, awnings, stairways, fire escapes, standpipes, and exhaust ducts, that contain rust or other decay; and (g) chimneys and other appurtenances that are in a state of disrepair.

- (2) The foundation walls of every building shall be maintained in good repair and in a structurally sound condition.
- (3) Foundations, floors, and walls shall be in good painted or finished condition.
- (4) Exterior walls (including doors and windows), roofs, and the areas around doors, windows, chimneys and other parts of a building shall be maintained as to keep water from entering the building and to prevent undue heat loss from occupied areas. Materials that have been damaged or show evidence of dry rot or other deterioration shall be repaired or replaced and refinished in a workmanlike manner. Exterior walls, roofs and other parts of the building shall be free from loose and unsecured objects and material. Such objects and materials shall be removed, repaired, or replaced.
- (5) Buildings and structures shall be maintained free of insect, vermin, bird, rodent, and other wildlife harborage and infestation.
- (6) Buildings and structures shall be maintained in a clean and sanitary condition free from health, safety, and fire hazards.
- (7) All storefronts, both occupied and non-occupied, and their walls exposed to public view shall be kept in a good state of repair and free of graffiti.

C. Property Maintenance Violations shall also include:

- (1) Any conditions that unreasonably hinder the use of adjacent properties, block or interfere with the use of the public sidewalk and/or public or private street or right of way, or obstruct the sighting of any road sign, obstruct utility lines or other cables to or around the premises, or extend or infringe beyond the boundaries of the premises, and
- (2) Situations in which the overall condition of the premises causes an unreasonable impact on the enjoyment of or value of surrounding properties.

TURF GRASS

A grass commonly used in regularly cut lawns or play areas (such as, but not limited to, bluegrass, fescue, and ryegrass blends), maintained in accordance with this Chapter.

§ 58A-2. Creation or maintenance of Blighted Property prohibited.

No owner of real property within the City of Norwalk shall cause or allow such property or any buildings thereon to become a Blighted Property, nor shall an owner allow the continued existence of a Blighted Property.

§ 58A-3. Managed Natural Meadow Landscape Exemption.

A. A property owner may claim an exemption from the provisions of this Chapter on the grounds that an alleged Property Maintenance Violation is a Managed Natural Meadow Landscape. The property owner's exemption claim must be made in writing to the Blight Prevention Officer within seven days of the date of the citation.

B. After a timely exemption claim is made by the property owner, a Managed Natural Meadow Landscape (hereafter, "Meadow") shall be exempt from the provisions of this Chapter if in the determination of the Blight Prevention Officer, in their sole discretion, all the following conditions are met:

- (1) The Meadow is a planned, intentional, and maintained planting of primarily native grasses, wildflowers, ferns, sedges, shrubs, or trees;
- (2) The Meadow does not (a) unreasonably hinder the use of adjacent properties; (b) block or interfere with the use of the public sidewalk and/or public or private street or right-of-way; (c) obstruct the sighting of any road sign, obstruct utility lines or other cables to or around the premises; (d) block or interfere with the use of a fire hydrant or other fixture used in fire suppression; or (e) extend or infringe beyond the boundaries of the premises; and
- (3) Upon request by the Blight Prevention Officer, the property owner presents to the Blight Prevention Officer a completed Managed Natural Meadow Landscape Plan, to the satisfaction of the Blight Prevention Officer, on or before a date determined by the Blight Prevention Officer in their sole discretion.

C. As used herein, a Managed Natural Meadow Landscape Plan means a written plan that includes (1) a statement of the intended purpose of the Managed Natural Meadow Landscape; (2) a sketch of the site plan; (3) names of the dominant plant species used in the Managed Natural Meadow Landscape; and (4) a description of how the Managed Natural Meadow Landscape is maintained. The form for the written plan

shall be developed by the Blight Prevention Officer and made available in the office of the Blight Prevention Officer.

D. The Blight Prevention Officer may revoke an exemption granted in accordance with the provisions of this Section at any time if, in the Blight Prevention Officer's sole discretion, the Managed Natural Meadow no longer meets one or more of the conditions set forth herein.

§ 58A-4. Warnings; citations; hearings; fines.

A. The Blight Prevention Officer shall issue a written warning notifying the property owner of a violation of this Chapter. Said warning shall detail each violation and the corrective action necessary, and shall provide a reasonable amount of time for the property owner to correct the violation.

B. If the property owner does not correct the violation within the time period stated in the written warning, the Blight Prevention Officer shall issue a citation to the property owner. Said citation shall be issued not sooner than 15 days after the deadline to correct the violation stated in the written warning. The citation shall assess a fine of \$150 per day for every day the violation continues if such violation occurs at an occupied property; \$250 per day for every day the violation continues if such violation occurs at a vacant property; and \$1,000 per day for every day the violation continues if such violation is the third or more such violation at such property during the prior twelve-month period. Any unpaid fine pursuant to this Chapter shall constitute a lien upon the real estate against which the fine was imposed in accordance with Connecticut General Statutes Section 7-148aa, as amended. Such lien shall be continued, recorded, enforced and released in accordance with Connecticut General Statutes Section 7-148aa, as amended.

C. The Mayor shall appoint one or more citation hearing officers other than police officers, City employees, or the Blight Prevention Officer, to conduct citation appeal hearings. The citation hearing officer shall be a member, in good standing, of the Connecticut Bar Association. Issuance and service of citations, payment of fines, hearings and appeals to the Connecticut Superior Court shall be governed by Section 7-152c of the Connecticut General Statutes, as amended.

D. Fines collected pursuant to this section shall be deposited into a separate fund to be used for expenses related to the enforcement and abatement of blight within the City of Norwalk.

§ 58A-5. Abatement by City.

When a property owner is issued a citation pursuant to this Chapter, and does not correct the violation within 30 days of the service of the citation, the City of Norwalk may correct the conditions that caused the violation. Upon issuance of the third violation, and for each additional violation at such property during the prior twelve-month period, the City may correct the conditions that caused the violation immediately. The costs

incurred by the City to correct the conditions that caused the violation shall constitute a lien against the real property in addition to any fines assessed pursuant to this Chapter.

§ 58A-6. Special considerations.

Special consideration may be given to property owners who are Elderly Individuals, Disabled Individuals, or Low Income Individuals when the Blighted Property is an owner-occupied residential dwelling. In such cases, the Blight Prevention Officer shall give such individuals adequate time to correct the conditions that caused the violation not to exceed 90 days. The Blight Prevention Officer shall provide information on possible opportunities for assistance with each such warning letter and citation.

§ 58A-7. Other enforcement.

Nothing in this Chapter shall be deemed to prohibit or limit in any manner any enforcement action with respect to any zoning, building, public health, fire, inland wetlands, or other statutes, code, regulation or laws relating to the use of real property.

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: February 20, 2024

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

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

Brian Candela, Assistant Corporation Counsel

SECTION ON AGENDA WHERE ITEM IS TO APPEAR:

Ordinance Committee

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES XX NO WHICH ONE?

Ordinance Committee of the Common Council

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS 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.)

Approve new ordinance: Establishing an Advisory Committee for the Reapportionment of Common Council Voting Districts

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Section 1-189 Charter of the City of Norwalk

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage

_____/s/_____Brian Candela_____
Electronic Signature of Person Making Request
Brian Candela, Assistant Corporation Counsel

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

Ordinance Establishing an Advisory Committee for the Reapportionment of Common Council Voting Districts

Chapter 9 – Article IX

§9-25 Common Council and Board of Education Voting Districts.

- A. Common Council Districts.** In accordance with §3-4.A(1) of the Charter, the City shall be divided into five Council Districts, each of which shall be represented by two elected members on the Common Council (“Council Districts”).
- B. Board of Education Districts.** In accordance with §3-4.B(1) of the Charter, the City shall be divided into five Board of Education Districts, which shall correspond to the five Council Districts, each of which shall be represented by one elected member on the Board of Education.
- C. At-Large Members of the Common Council and Board of Education.** The number of elected Councilmembers-at-Large must be equivalent in number to the number of Council Districts as may exist, from time-time time, in accordance with §3-4A(2) of the Charter. At the time of the adoption of this Chapter there are five at-large members of the Common Council. Moreover, there are four at-large members of the Board of Education, in accordance with §3-4.B(2) of the Charter, elected in the manner set forth in 3-4.B(3) of the Charter. The elected at-large members are not subject to the periodic reapportionment required by the General Statutes, §3-4.A(3) of the Charter, or this Chapter.

§9-26 Standards Pertaining to Reapportionment.

The reapportionment of Council Districts shall conform to federal and state constitutional standards and statutory requirements. Accordingly, the Council Districts shall be:

- A.** of substantially equal population; and,
- B.** to the extent possible consistent with the preceding, established in compact and contiguous form following geographical divisions, considering communities of interest and historical boundary lines and shall further use best efforts to include the boundary lines of the Taxing Districts as defined in the Charter within a single Council District where practicable; and,
- C.** to the extent possible consistent with the preceding, established in accordance with the requirements of C.G.S. 9-169f.

§9-27 The Reapportionment Advisory Committee: Appointment Date.

- A. Appointment.** No later than thirty days following the completion of reapportionment of the General Assembly, as required by the Constitution of the

State of Connecticut, as further set forth in the General Statutes, a Reapportionment Advisory Committee consisting of seven members, no more than three of whom shall be of the same political party, shall be appointed by the President of the Council, following consultation with the Majority and Minority Leaders of the Council, and approved by a Majority Vote of the Council. In addition to consulting with the caucus leaders of the Council, the President shall consult with civic, political and community leaders in order to seek members reflecting the diversity of the residents as well as the geographic representation required by the Charter.

- B. Ex-officio Non-Voting Members.** The Registrars of Voters shall serve as ex-official non-voting members of the Reapportionment Advisory Committee.
- C. Appointment Date.** The date the Common Council approves the Reapportionment Advisory Committee shall be the "Appointment Date."

2024 Transition Provision. The Reapportionment Advisory Committee shall be approved by the Common Council not later than thirty days following the effective date of this Ordinance.

§9-28 Reapportionment Advisory Committee.

- A. Written Report ("Report").** The Reapportionment Advisory Committee shall provide a Report, in writing, to the Common Council no later than 180 days following the Appointment Date, which shall include a tentative map setting forth the recommended boundaries of the five Council Districts.
- B. Data and Resources.** The Advisory Committee may utilize demographic data assembled by the City, computer resources of the City, and such other third-party resources and facilities as the Council may deem desirable to carry out the purpose of this Chapter.
- C. Public Hearing.** The Reapportionment Advisory Committee shall hold at least one Public Hearing no less than one week before it submits its Report to the Common Council, and shall make a tentative map of its proposed districts available to the public in accordance with the requirements of the Charter at least five days before the Public Hearing. The Public Hearing Notice shall include the contents of the Report including a copy of a map illustrating the boundary lines of each of the proposed Council Districts.
- D. Action by the Reapportionment Advisory Committee.** On the basis of information elicited at the public hearing, the Reapportionment Advisory Committee may thereafter alter the Report. Approval of the Report shall require the affirmative vote of, at least, five members of the Reapportionment Advisory Committee.

- E. Transmittal to the Common Council: Receipt Date.** The Report shall be submitted to the Common Council by filing with the City Clerk and the Town Clerk. Receipt of the Report shall be deemed to be the date upon which it is filed with the City Clerk ("Receipt Date"). The City Clerk shall transmit the Report to the Common Council.
- F. Failure to File Report.** If the Reapportionment Advisory Committee fails to file the Report with the Town Clerk by the close of business no later than the 180th day following the Appointment Date, the provisions of §9-30 of this Chapter shall be invoked.

2024 Transition Provision. The Reapportionment Advisory Committee shall file the Report to the Common Council no later than ninety days following the Appointment Date. In all other respects the provisions of §9-28 shall remain in full force and effect.

§9-29 Actions of the Common Council.

- A. Time-Frame.** The Common Council shall vote on the establishment of Common Council Districts within forty-five (45) days of its receipt of the Report.
- B. Public Hearing and Deliberations.** The Common Council may amend the district boundaries recommended by the Reapportionment Advisory Committee before approving Council Districts, following at least one Public Hearing as required by §4-8.B of the Charter. Nevertheless, the Council Districts approved by the Common Council must comply with the standards of §9-26 of this Chapter.
- C. Voting Standard.** Approval of the Council Districts must be affirmatively supported by a Majority Vote of the Common Council, as defined in the Charter.

(1) Approval or Modification of the Report. If the Report is approved or modified by the Common Council it shall be deemed adopted, as an Ordinance, in compliance with the requirements of the General Statutes and have the full force of law and become effective for the next municipal election following Reapportionment.

(2) Rejection or Failure to Timely Act. If the Report is rejected or not acted upon in accordance with the time limitations set forth in §9-29.A, above, then the Mayor shall appoint a Second Reapportionment Advisory Committee as set forth in §9-30, below.

§9-30 Role of the Mayor, if necessitated by Failure of the Reapportionment Advisory Committee to Act or the Common Council to Approve.

- A. Appointment of a Second Reapportionment Advisory Committee by the Mayor.** If the Reapportionment Advisory Committee shall fail to file the Report

as set forth in §9-28.D, above, or if the Common Council shall fail to approve Council Districts within the time limit established by §9-29.D, the Mayor, within five days of notice from the Town Clerk of the precipitating action, shall appoint a Second Reapportionment Advisory Committee comprised of three members. Each member shall have a different political party affiliation or no party affiliation; thus, no political party shall attain a majority of the members. The Mayor shall consult with civic, political and community leaders in order to seek members reflecting the diversity of the residents as well as the geographic representation required by the Charter.

- B. Deliberations.** The Second Reapportionment Advisory Committee shall file a report with the Town Clerk delineating Common Council District boundaries within twenty-one days of its appointment. Approval of the Report shall require the affirmative vote of, at least, two members of the Advisory Committee.
- C. Standard for Approval.** The Report of the Second Reapportionment Advisory Committee shall be subject to approval by a Majority Vote of the Council, as defined in the Charter, within one week of the filing with the Town Clerk. Once approved this provision, in furtherance of the requirements of the constitutional standard, federal law and state law; and, thus, shall have the full force of law and become effective for the next municipal general election following its approval. +

§9-31 Publication of the Adopted Report.

Upon receiving such adopted Ordinance (incorporating the contents of the Report), the Town Clerk shall publish and record the same in the same manner as ordinances are required to be published and recorded as set forth in the Charter, and upon such publication and recording, such plan shall have the full force of law.

NORWALK COMMON COUNCIL REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: 2/22/2024

(Note - Agenda closes 12:00 PM on the Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST: Michele DeLuca- Staff- Public safety and general government.

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Public Safety and General Government

HAS ITEM BEEN TO A COUNCIL COMMITTEE? **YES** NO

WHICH ONE? 2/22/2024 PS&GG

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24 OF THE STATE STATUTES? YES NO **N/A**

LIST ITEMS 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.)

Police Department

1. Authorize Mayor Harry W. Rilling to enter a lease agreement with the owners of 132 Water St LLC for five years for \$71,200 per year with 3.0% increases in the subsequent years for the Norwalk Police Marine Division Base, its Public Safety Vessel and storage space. Account #-013023-5297
2. Authorize the Mayor Harry W. Rilling to execute any and all documents and agreements necessary to increase the records fees associated with the request and release of body and dashboard camera video recordings to \$30 per hour of video provided.

Personnel Department

1. Authorize the Mayor to execute a three (3) year agreement with Hartford Healthcare Medical Group for the 4264R – Occupational Health Services.
2. Authorize the Chief Human Resources Officer and/or designee to issue two (2) one (1) year contract extensions on the Hartford Healthcare Medical Group contract.
3. Technical correction to the Non-Unit Personnel Benefits and Compensation Policy/Ordinance Salary Schedule that was before this subcommittee on December 28, 2023. The incorrect version of the policy was attached at that time. We are resubmitting this policy to make a technical correction.

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN: na

EFFECTIVE DATE OF ACTION (if applicable):na

Michele DeLuca

Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Memo

To: Common Council, Public Safety and General Government Committee

From: Chief James Walsh

Date: February 11, 2024

Re: Common Council Authorizations- NPD Marine Division

The Norwalk Police Department has been in discussions with the owners of 132 Water Street LLC to explore a partnership for the leasing of property to house the Norwalk Police Marine Division. The property owners have agreed to enter into a lease agreement with the City of Norwalk for 100 feet of linear dock space, which is enough to dock the three public safety vessels, adequate office space, a bathroom with shower, and maintenance/storage space which can be used by the Marine Unit. In addition, a portion of the parking lot can be used to store Police vehicles. The proposed agreement would be for a total of five years, with one-year options afterward for a total of \$ 71,200 each year, with a 3.0% increase year over year for the remainder of the lease.

The proposed leased property is higher in elevation and the office space is not located on the ground floor to avoid flooding. The office space is suitable for all of our public safety needs and is still accessible to members of the public.

While this acts as a short-term solution, the City of Norwalk will continue to explore the construction of a new Marine Unit facility, which is proposed to be funded through the capital budget and grants.

Over the five years, the cost is estimated to be

Year 1 - \$71,200

Year 2 - \$73,336

Year 3- \$75,336

Year 4- \$77,802

Year 5- \$80,136

It is important to note that the current market rate for 100 linear feet of dock space is approximately \$8,500 per month. Given the scarcity of suitable land available and the unique location and space required for the Marine Unit, the average cost of \$5933.00 per month is a fair cost.

The Norwalk Police Department requests an operational budget appropriation each year, for the next three years as outlined above to relocate the Marine Unit from 100 Water Street to 132 Water Street, as soon as possible. If approved, the Norwalk Police Department will work with the Legal Department and the property owner of 132 Water Street to execute a lease agreement

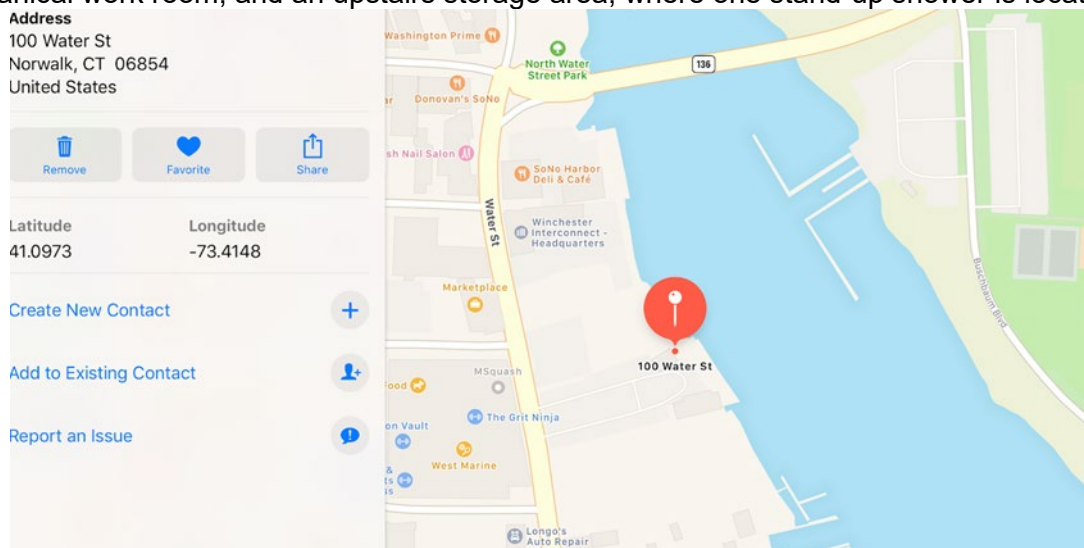
Please attached backup material detailing our statement of need.

1. Authorize Mayor Harry W. Rilling to enter a lease agreement with the owners of 132 Water St LLC for five years for \$71,200 per year with 3.0% increases in the subsequent years for the Norwalk Police Marine Division Base, its Public Safety Vessel and storage space.
Account #- 013023-5297

The Norwalk Police Marine Division responded to 471 calls in 2023, with a full-time staff of two Norwalk Police Officers and twelve Norwalk Police Officers in the rotation who respond to off-duty callouts and are supplemental manpower during the season. The Marine Unit works year-round to ensure the health and safety of residents, visitors, and all boaters, as the Norwalk Harbor is both a recreational and commercial body of water, with boaters and swimmers in the summer and aquaculture throughout the year. Boats and barges constantly come in and out of the harbor.

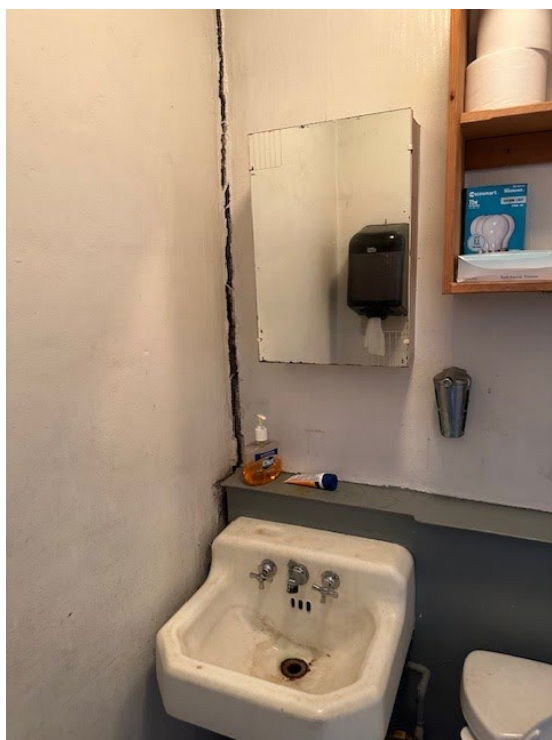
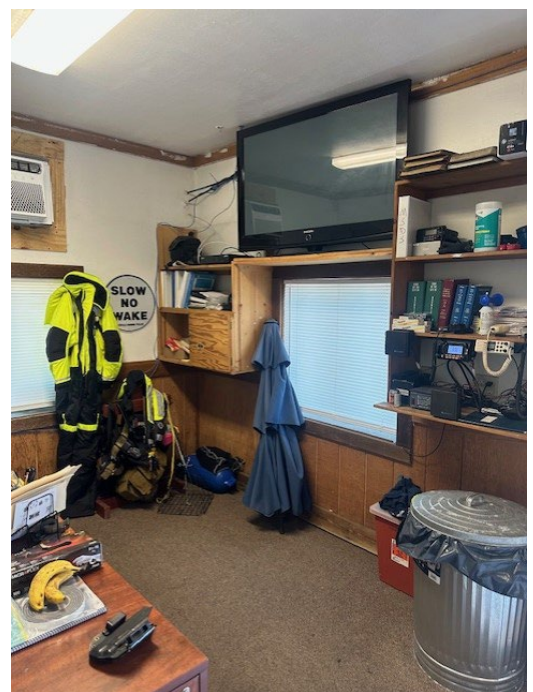


Before 1970, the Norwalk Police Department Marine Unit was located at 100 Water Street, beside SoNo Seafood, on private property originally owned by the Bloom family. The building is a two-story, garage-like building, with three desks, a small bathroom without a shower, a mechanical work room, and an upstairs storage area, where one stand-up shower is located.



The City currently pays \$ 28,000 per year, which includes the use of the building, three dock slips, and ten parking spaces. The City does not have an active lease in place and has requested a lease agreement for the last year with no positive response. The Unit is operating out of the location on a month-to-month verbal agreement. The current property owner has been reluctant to make the necessary repairs to the building and docks which have led to electrical problems, a rodent infestation, and neglected interior repairs.

Over the last five years, the Marine Unit building has been flooded, with more than eighteen inches of water, more than twelve times, and the wear and tear on the building has become untenable. Water stains can be seen at the base of the walls in each room of the Marine Unit. The condition of the building and the impact of flooding continue to impact the Marine Unit's ability to operate safely, it also risks the City's marine assets, such as the three public safety vessels, trailers, and equipment.



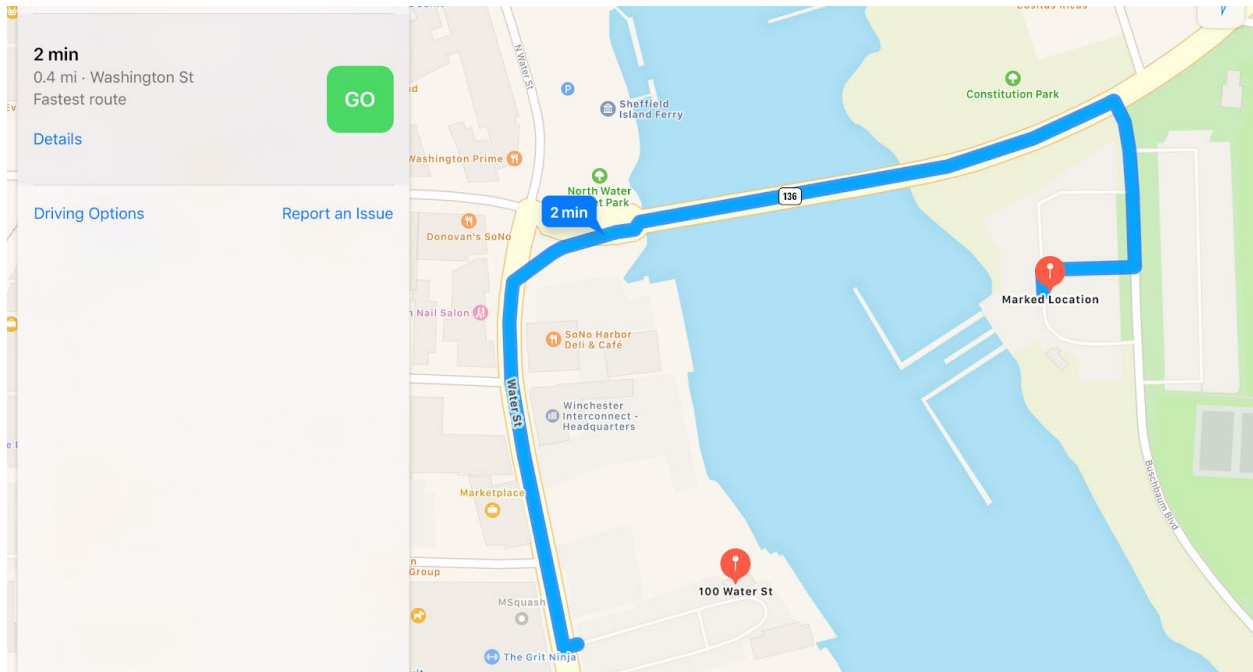
Over the last month, our Marine Unit Officers have been electrocuted using the electrical set up at the docks, avoided obstacles like the three-foot by one-foot hole in the asphalt (which is in an area open to the public), cleaned dead rodents out of the mechanical area, removed thousands of flies using fly traps from the building, and use the outdated and broken bathroom and sink facilities. The dock system is over one hundred years old, with rot in many places, but more concerning is the electrical load that is required by the public safety vessels cannot be met by the existing system in place.





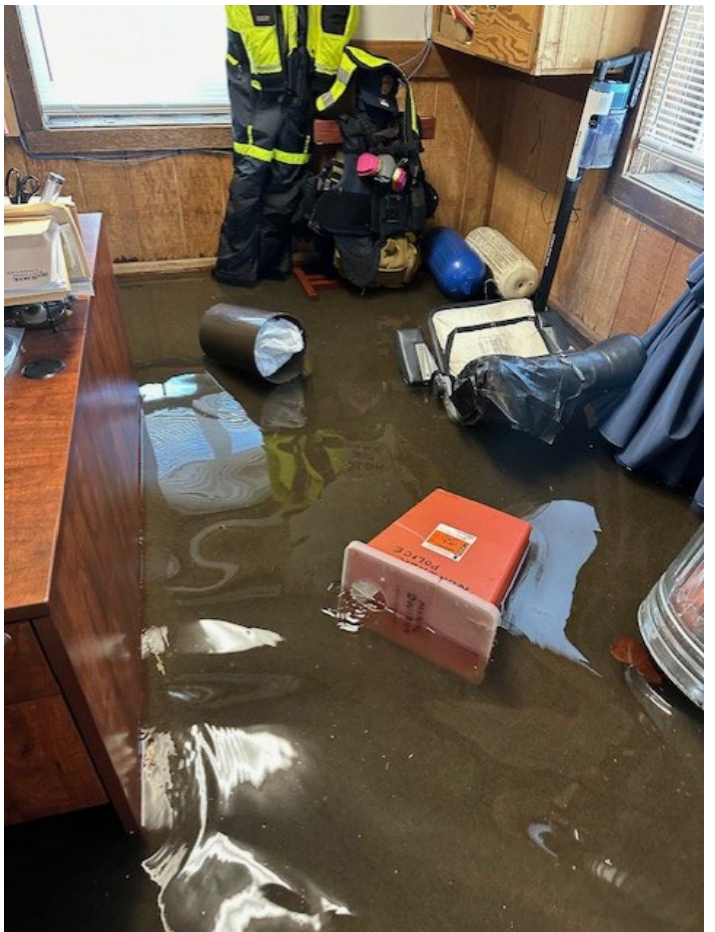
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Is
an's

Park. If an emergency occurs, and the Marine Unit is at the base, the Officers need to drive over the Stroffolino bridge to Vet's Park, park their cruiser, access the boats, and respond. It is important to note the bridge may open up to ten times a day on the weekends, impacting response times heavily.



On Saturday, January 13, 2024, an 8.3ft tide was experienced, which left the Marine Unit with more than eighteen inches of water saturating more than half the first floor of the building. While Officers were able to access the building to retrieve marine instruments and tools, the flooding left a large amount of debris. One Officer was able to tie off the public safety vessel, worth \$400k, and the trailer to the dock system, because it began to shift with the rising water. The Police vehicles on site, including a Hummer, were relocated to another site.



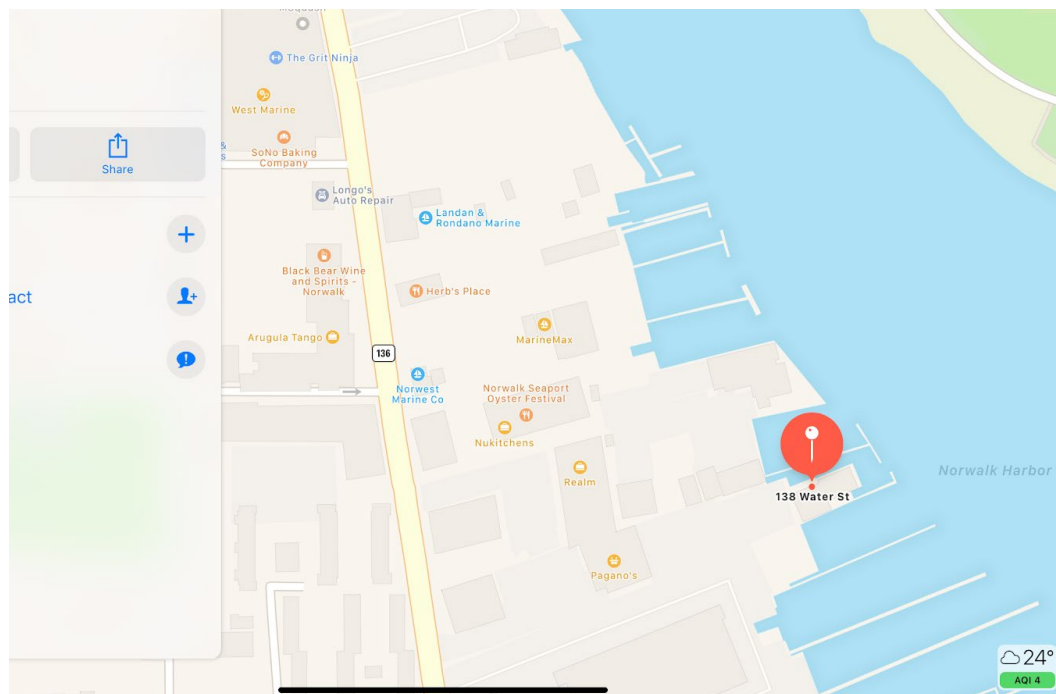


After the water retreated, the Police Department called in SERVPRO to clear the Unit of excess water and to run dehumidifiers for \$4,000. Of the twelve floods experienced in the last five years, the carpeting, drywall, desks, chairs, and other materials have not been replaced. It is a concern to have the Officers working out of a building that potentially contains mold spores due to the continuous water damage. In addition, with more than twelve floods in the last five years, the City has spent more than \$50,000 cleaning up the Unit. This does not include replacing broken equipment or equipment lost when the doors to the building are opened.

With the occurrences over the last month, the impact in response time to emergencies, the inability to work with the property owner to make meaningful repairs to the Unit, the absence of an active lease, and the nine predicated high tides of over 8.0ft in February, it is imperative the City of Norwalk relocate the Marine Unit as soon as possible.

The current state of the building and the site is impacting our Officers' ability to mitigate health and safety risks and respond in a meaningful manner to emergencies. It is also putting the Officers' health at risk, with the current state of the facility.

The Norwalk Police Department has been in discussions with the owners of 132 Water Street to explore a partnership. The property owners have agreed to enter into a lease agreement with the City of Norwalk for 100ft of linear dock space, which is enough to dock the three public safety vessels, adequate office space, a bathroom with shower, and maintenance/storage space which can be used by the Marine Unit. In addition, a portion of the parking lot can be used to store Police vehicles, such as the Hummer. The proposed agreement would be for a total of five years, with one-year options afterward for a total of \$ 71,200 each year, with a 3.0% increase year over year for the remainder of the lease.



Over the five years, the cost is estimated to be

Year 1 - \$71,200

Year 2 - \$73,336

Year 3- \$75,336

Year 4 -\$77,802

Year 5- \$80,136

It is important to note that the current market rate for 100 linear feet of dock space is approximately \$8,500 per month. Given the scarcity of suitable land available and the unique location and space required for the Marine Unit, the average cost of \$5933.00 per month is a fair cost.

While this acts as a short-term solution, the City of Norwalk will continue to explore the construction of a new Marine Unit facility, which is proposed to be funded through the capital budget and grants.

The Norwalk Police Department requests an operational budget appropriation each year, for the next three years as outlined above to relocate the Marine Unit from 100 Water Street to 132 Water Street, as soon as possible. If approved, the Norwalk Police Department will work with the Legal Department and the property owner of 132 Water Street to execute an agreement that will be brought to the Public Safety Committee and the Common Council for consideration.

Memo

To:	Public Safety and General Government Committee
From:	Deputy Chief Melissa Lepore
CC:	
Re:	Common Council Authorization - Records Request Fee Increase
Date:	February 12, 2024

The Norwalk Police Department implemented the use of body worn cameras in 2015. Officers utilize these cameras to record any call for service they respond to. At that time, any person requesting a copy of the video was charged \$29 per disk. This price was based upon the fee in place which the Records Division charges for other photo requests.

In December 2020, a request was made to reduce the cost for body camera videos to \$5 as it was thought the \$29 fee was too high. This was approved by the Police Commission in January 2021.

Since 2018, our request for videos have more than doubled from around 175 per year to over 400 per year in 2023. In 2022 The Norwalk Police Department implemented in car dashboard cameras associated with the Police Accountability Act. Therefore, we have also doubled the number of videos recorded and the public can.

In December 2023, a survey was conducted of surrounding cities/towns video fees. As you can see below, many towns charge either the same or higher fees than Norwalk.

<u>Stamford</u>	\$15.00	<u>Greenwich</u>	\$19.50-\$26.00	<u>Westport</u>	\$5-\$10.00
<u>Fairfield</u>	\$25.00 - \$50/hour for redactions			<u>Darien</u>	\$5.00

Unlike Fairfield, we are unable to charge a manhour “per hour” fee for redactions. We do not necessarily know how long redactions may take until completed. Some cases have as little as two videos with others having more than twenty, depending on the extent of the investigation.

In considering a new fee, I have taken into account the process, manhours, and hardware costs. Our video request process requires payment upfront. Currently, when a person requests video for a case, we research the size of the files (gigabytes) associated with the case to determine the number of disks required. We then provide them the cost and collect payment before creating the disk. This is due to the fact that we have requestors which are no longer willing to pay for the disks upon completion, consequently, wasting resources across the board.

A flat fee would better suit Norwalk and our process. The fee would be based upon the number of hours of videos associated with each case. If we have three hours of video, the cost would be three times the sum agreed upon. This would be a reasonable option covering the costs stated above, while still being fair to the resident because it is based upon the length of the investigation.

We are requesting the following authorization:

- 1. Authorize the Mayor Harry W. Rilling to execute any and all documents and agreements necessary to increase the records fees associated with the request and release of body and dashboard camera video recordings to \$30 per hour of video provided.**



**PERSONNEL &
LABOR RELATIONS**

CITY OF NORWALK
Tina M. Fogell
Chief Human Resources Officer
tfogell@norwalkct.gov
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125 East Avenue, PO BOX 5125
Norwalk, CT 06856

MEMORANDUM

To: Public Safety and General Government Sub-Committee
From: Tina Fogell, Chief Human Resources Officer
RE: **4264R – Occupational Health Services**
Date: February 22, 2024

The City issued a request for proposal on December 23, 2023, for project 4264R – Occupational Health Services. Three proposal submissions were received from the following interested proposers:

1. Hartford Healthcare Medical Group
2. AFC Urgent Care
3. DOCS Medical.

The committee reviewed the submitted proposals and interviewed all three (3) organizations.

Based on our review, we are unanimous in recommending the award of the bid to Hartford Healthcare Medical Group.

Thank you for your review and consideration.

Agenda Language

- a. Authorize the Mayor to execute a three (3) year agreement with Hartford Healthcare Medical Group for the 4264R – Occupational Health Services.
- b. Authorize the Chief Human Resources Officer and/or designee to issue two (2) one (1) year contract extensions on the Hartford Healthcare Medical Group contract.



CITY OF NORWALK
Personnel & Labor Relations
Tina M. Fogell
Chief Human Resources Officer
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125 East Avenue, PO BOX 5125
Norwalk, CT 06856

To: Common Council Members

From: Tina M. Fogell, Chief Human Resources Officer

Date: February 12, 2024

RE: Non-Unit Personnel Benefits and Compensation Policy/Ordinance Salary Schedule

This matter was previously before this subcommittee on December 28, 2023. The incorrect version of the policy was attached at that time. We are resubmitting this policy to make a **technical correction**.

The changes are as followed:

- Adds language regarding vacation accruals for those employees who were hired before July 1, 2012
- Changes the personal leave language to state that no ordinance employee shall be permitted to take more than five (5) personal days in a fiscal year. Previously, this cap was only for non-exempt employees.

The City is requesting the Common Council's authorization and approval to implement the Non-Unit Personnel Benefits and Compensation Policy, as well as the Ordinance Salary Schedule.

Currently, when employees are hired, they are referred to the Norwalk Assistants and Supervisors Association collective bargaining agreement. This policy codifies the benefits and compensation for Ordinance employees in one central policy, while still following that document, as well as allowing for the 2.35% increase retroactive to July 1, 2023.

The adjustment to this salary schedule is consistent with the pay rate adjustments received by the city's unionized workforce. There are currently twenty four (24) employees covered by this salary schedule and the increases were allocated in the approved budget for FY23.

DEPARTMENT OF PERSONNEL & LABOR RELATIONS

CITY OF NORWALK

NON-UNIT PERSONNEL BENEFITS AND COMPENSATION POLICY

PURPOSE

The purpose of this policy is to set forth the primary guidelines of employment for all non-unit personnel for the City of Norwalk, normally referred to as "Ordinance employees".

The Chief Human Resources Officer, with the approval of the Public Safety and General Government Committee, and the Common Council, shall establish the salaries of the non-unit employees, which include all elected officials and Ordinance employees.

Pay Plan Criteria:

1. Internal equity;
2. Equal pay principle;
3. Competitive with the municipal market;
4. Competitive with unionized peers in city government;
5. Links pay and performance;
6. Easy to administer;
7. Provides continuity and flexibility; and
8. Attraction and retention of candidates.

See Ordinance Salary Schedule attached as **Exhibit A**.

Annual Increase:

The Ordinance Salary schedule will be amended automatically on an annual basis. Said annual increase shall be consistent with the annual increase provided in the Norwalk Assistants and Supervisors Association collective bargaining agreement.

COMPENSATION

Appointments

The minimum rate of pay for a classification shall normally be paid upon a new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the

Chief Human Resource Officer. The Chief Human Resources Officer may approve a starting or reappointment rate beyond the minimum of the salary range based upon the pay plan criteria.

Promotions

In the event an employee is promoted from one position covered by this salary plan to another position, including a position in a different grade of this salary plan, the salary of the employee shall increase at least ten percent (10%) but not more than twenty percent (20%), except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Chief Human Resources Officer.

Within Grade Salary Increase

All employees covered by this plan (except any elected official) shall move through the wage progression annually on July 1 based on satisfactory performance evaluation. For employees with less than three (3) months tenure, they will wait until the following July 1 to move to the next step.

Pay Rates for New Positions

In the event a new Ordinance classification is established, the Personnel and Labor Relations Department shall recommend the appropriate pay grade to the Public Safety and General Government Committee. The Public Safety and General Government Committee shall approve the recommended pay grade or vote to establish an alternate pay grade.

Reallocation of Positions

In the event of significant changes in the job description of an Ordinance position, the Chief Human Resources Officer shall recommend the adjusted pay grade to the Public Safety and General Government Committee. Reallocation of a position shall not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

Elected Officials

The salary for elected officials and certain appointed officials shall be as follows:

Mayor	Midpoint of Chief Financial Officer
Town Clerk	Minimum of Risk Manager

As changes in the ranges are made, the above salaries will be adjusted accordingly.

Maintenance of Salary Plan Objectives

In order to maintain the salary plan objectives, the Public Safety and General Government Committee shall review the salary ranges every three (3) years. If ranges need to be adjusted beyond what currently exist, then the new ranges must be approved by the Public Safety and General Government Committee and the Common Council.

Severance Pay

Severance pay of one (1) day for each year of service shall be granted upon separation of employment provided the employee has completed five (5) years of service. In order to return to City employment, an employee must repay in full all severance pay received and will have the benefit of any previous seniority rights. This section does not apply to employees who are involuntarily separated from service.

POSITION STATUS

All benefits and salary ranges are for full-time positions. If positions are less than full-time, all benefits and salaries stated herein shall be prorated and adjusted accordingly.

BENEFITS

Vacation

All non-unit personnel covered under this policy shall receive vacation days as follows:

For employees hired before July 1, 2012:

Years of Service	Vacation Days
1 – 4	3 Weeks
5 – 10	4 Weeks
After 11 Years	4 Weeks and 1 Day
After 12 Years	4 Weeks and 2 Days
After 13 Years	4 Weeks and 3 Days
After 14 Years	4 Weeks and 4 Days
After 15 Years	5 Weeks
After 16 Years	5 Weeks and 1 Day
After 17 Years	5 Weeks and 2 Days
After 18 Years	5 Weeks and 3 Days
After 19 Years	5 Weeks and 4 Days
After 20 Years	6 Weeks

For employees hired on or after July 1, 2012:

Years of Service	Number of Vacation Days
1 – 4	15 Days
5 – 10	20 Days
After 15 Years	25 Days

The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's immediate supervisor.

It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Employees who do not discharge all vacations days shall be entitled to carry over ten (10) vacation days each year. Any additional accrued vacation days not utilized by the employee during the fiscal year shall be forfeited.

Non-unit personnel who are eligible for vacation days whose services are terminated for any reason, either voluntarily or involuntarily, shall be paid an amount equal to the vacation time that had been accrued during that fiscal year in accordance with the above guidelines prior to such termination.

Paid Holidays

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be a scheduled workday:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Paid Sick Leave

All non-unit personnel shall be entitled to fifteen (15) paid sick leave days per year. Days are awarded on July 1st of each year or, in the case of newly hired personnel, in accordance with an amount determined through the established number of pro-rated days earned compared to the number of days to be worked through the end of the fiscal year.

In case of extreme illness in the immediate family, the employee shall be allowed to discharge sick days for the purpose of family illness.

After five (5) years of service, all accumulated sick leave shall be paid as a lump sum to retiring and resigning employees up to a maximum of sixty (60) days' pay. Employees discharged shall not receive any accumulated sick pay.

Paid Personal Leave

Personal time off with pay may be granted for pressing personal business at the discretion of the respective Department Heads. However, in no event shall an employee be granted more than five (5) personal days per year.

Bereavement Leave

Four (4) consecutive workdays special leave with pay shall be granted for use within thirty (30) days of a death in the immediate family. Immediate family is defined as mother, father, wife, husband, sister, brother and children. Three (3) working days special leave with pay shall be granted for death among grandchildren and grandparents and any relative domiciled in the employee's household. The above listed relations shall be applied equally to both the husband's and wife's side of the family.

General – Health and Dental

All fringe benefits offered by the City of Norwalk shall be provided to non-unit personnel.

Non-unit personnel shall pay a sixteen percent (16%) co-share for their health and dental insurance.

Flexible Spending Accounts

The City shall maintain a program pursuant to Section 125 of the Internal Revenue Code by which employees may make contributions for medical and dental coverage, dependent care assistance, and other eligible purposes, with pre-tax dollars to the extent permitted by law.

Life Insurance

The City will pay the group life insurance of two (2) times annual salary with Accidental Death and Dismemberment, reduced to Five Thousand Dollars (\$5,000.00) term life at retirement.

PROFESSIONAL DEVELOPMENT

The City of Norwalk seeks to support its non-unit full time personnel through professional development in areas of study and growth which benefit both the individual and the City. Approval of all tuition reimbursement and conferences, seminars, and workshops shall be based on budget availability and shall be submitted to the Chief Human Resources Officer for approval.

Tuition Reimbursement

The City shall reimburse an employee who is attending an accredited college or vocational school for education related to the employee's working profession or occupation. Reimbursement shall be two hundred and fifty dollars (\$250.00) per credit to a maximum of one thousand, five hundred dollars (\$1,500.00) per fiscal year for courses completed with a grade B or better. All requests must be submitted to the Chief Human Resource Officer for approval.

All non-unit personnel whose employment is governed by this policy may be entitled to tuition reimbursement by the City of Norwalk for coursework taken to support their area of responsibility or in connection with the program of study closely related to their area of responsibility provided that:

1. The number of courses approved for reimbursement in any calendar year shall not exceed six (6) credits per employee;
2. All such courses or programs shall be approved in advance by the Chief Human Resources Officer;
3. A grade of "B" or greater must be achieved to be eligible for reimbursement;
4. Evidence of course or program completion must be presented to the Chief Human Resources Officer prior to reimbursement.

Seminars, Workshops, and Conferences

All non-unit personnel may be entitled annually to attend professional conferences, workshops and/or seminars and to be reimbursed provided that the program content is of benefit not only to the individual, but also to the betterment of the City. All requests for such reimbursement shall be approved in advance by the Chief Human Resources Officer.

PERFORMANCE EVALUATIONS

Performance evaluations shall be based on the essential roles and responsibilities of the employee's job description, tasks, and standards. A salary increase shall be given if the evaluation indicates the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for movement to the next step.