FINANCE/CLAIMS COMMITTEE MEETING
Thursday, September 10, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will called on by the host of the meeting during the public comment section. Please find the information using the link above.

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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 read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Chitsamay Lam at clam@norwalkct.org to provide written public comment prior to the meeting.

Public should watch via the youtube link to the City of Norwalk CT is https://www.youtube.com/channel/UCRcAj0a6fNzo2prQ6LhSjVA

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AGENDA

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:

   August 13, 2020 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   September 10, 2020
6. Narrative on Tax Collections dated September 10, 2020 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated August 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for July 2020.

9. Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with 2 one-year optional extensions with Innovative Interfaces Solutions, a sole source provider, for Integrated Library System Cloud Hosting Services and Maintenance/Support for the Norwalk Public Library for an amount not to exceed $59,990.00, account 011370-5742 (budgeted operating expense, no special appropriation required) and forward onto the Common Council for further action.

10. Finance updates on capital spending, bond sale, bond rating and COVID expenditures.

11. Adjournment.

FINANCE/CLAIMS COMMITTEE MEETING
THURSDAY, AUGUST 13, 2020, 7:00PM
BY ZOOM VIRTUAL TELECONFERENCE

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Listen mode only please dial 1 (646) 558-8656 Webinar ID: 862 647 869 Register in advance for this webinar only to take part in public participation:
https://zoom.us/webinar/register/WN_miOKKmxEReeaUB3Z4xaMbA

ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; John Kydes; Nicholas Sacchinelli; Thomas Keegan; George Theodoridis

STAFF: Henry Dachowitz, Chief Financial Officer; Lisa Biagiarelli, Tax Collector

1. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:02PM.

2. ROLL CALL

Mr. Burnett called the roll as indicated above.

3. PUBLIC PARTICIPATION

There was no public participation this evening.

4. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

JULY 9, 2020- REGULAR MEETING

On page 2, add item 9

**** MR. KEEGAN MOVED TO APPROVE THE MINUTES AS AMENDED.**
**** THE MOTION PASSED WITH FOUR (4) IN FAVOR AND ONE (1) ABSTENTION- MR. THEODORIDIS**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT: REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED:

AUGUST13, 2020

Ms. Biagiarelli said that there is one special claims request this evening due to the fact that it is in excess of $10,000 from a real estate overpayment from the grand list of 2016. She said they are now collecting on the grand list of 2019 but this taxpayer overpaid and we need to refund the overpayment in the amount of $11, 449.11. She said all of the other credits are the normal credits due to motor vehicle credits and things of that nature that they are processing refunds for at this time of year.

****MR. HEUVELMAN MOVED TO APPROVE THE CLAIMS COMMITTEE REPORT**
**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Kydes and Mr. Dachowitz joined the meeting at 7:06PM.

6. NARRATIVE ON TAX COLLECTIONS DATED AUGUST 13, 2020- RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli said last month they were concerned because at the end of June had not yet reached their budgeted collection goal which is unusual, but she and Mr. Dachowitz were optimistic that they would be able to achieve the goal of 98.6% and she is happy to report they did, and the July figures exceed their conservatively budgeted collection rate of 98.6% for last year's collection. She said they will also keep track of what they collect during August and the collection rate will only go up.

Ms. Biagiarelli said with regard to the new fiscal year they did not know what to expect because the Common Council had voted to extend the grace period to October 1, 2020 for the current installment, but the good news is that a lot of people have paid, and as of the end of July they have brought in 36.7% which was down 7.5% from last July, but a lot of payments were received the first week of August that are not even reflected in these numbers. She said a lot of people did not take advantage of the extension particularly with regard to real estate, but motor vehicle is another story. She said even prior to Covid-19 the State of Connecticut has extended the registration cycle for motor vehicle registrations from two to three years. She said they knew at that time that was going to impact tax collections at the municipal level because there are a lot of our customers who do not pay their motor vehicle taxes until they need to register a car, so the motor vehicle tax collection is not good but it is too early to tell how bad it is going to be.

Ms. Biagiarelli said the tax sale 78 people have paid their real estate taxes in full and have collected $ 2.9 million dollars from the sale that they began working on in November, and if not for the sale would have had a tough year. She said when the state of emergency is lifted they will start working on the sale again depending on when the administration thinks it is an appropriate, and the sale will probably be held a year later that she had planned and probably will not be held before July, 2021.

<u>7. MONTHLY TAX COLLECTOR'S REPORTS DATED JULY 2020- RECEIVE REPORT AND DISCUSS</u>

Ms. Biagiarelli said the tax collection has been going smoothly and she has been allowed to bring the full complement of her staff back so all seven staff members are back and are up to date with their work. She said they are working physically distant from each other and are wearing masks, sanitizing and taking all the precautions.

Mr. Burnett thanked Ms. Biagiarelli and her team for all they have done through the pandemic and continuing to do.

Mr. Burnett asked if there are any steps that can be taken to minimize the impact regarding the motor vehicle taxes. Ms. Biagiarelli said "yes" that the cars can be booted and would be done similar to the tax sale and they would look at high dollar amount accounts, and the accounts that go back the furthest amount of time. She said the other thing that can be done is if they know where an individual has a bank account they can garnish their bank account and can also garnish their wages without a court order because they have a warrant from the state.

Mr. Sacchinelli said going back a few years ago that the DMV' s information was not accurate and asked if we were going to take such a recourse such as garnishing wages are we comfortable with the DMV's data quality at this stage. Ms. Biagiarelli said the issue that Mr. Sacchinelli is referring to was a DMV issue and was not specific to Norwalk, and was an issue when the DMV did a transition in their computer system and something went wrong and individuals were being taxed in municipalities where they should not have been taxed, but the best of her understanding that has been worked out. She said the kind of thing that we would be booting are the people that have every understanding that they owe their car taxes and just aren't paying them and she is not able to force them to pay until they register a vehicle. She said it would be done on a case by case basis and depending on how far they owed back and how much they owed.

Mr. Heuvelman thanked Ms. Biagiarelli and her staff for all they are doing and asked if the 98.63% in taxes that have been collected includes the tax sale money. Ms. Biagiarelli said "yes" that is correct. Mr. Heuvelman asked if when they go back to business as usual if we pick up where we left off or will there be a new tax sale at that point. Ms. Biagiarelli said at that point it would be a new sale because it has been so long, and they would look at the current collection as well that are high dollar amount accounts which would be included in the sale as well, but in most of those cases the property has a mortgage and their mortgage lender will be notified by us that the sale is happening and the tax payer will be in default of their mortgage by not paying the taxes and now the mortgage company is at risk because the tax lien supersedes their mortgage lien so they will step in and pay the taxes and the property will be removed from the sale.

Mr. Dachowitz pointed out that Ms. Biagiarelli has informed him that this is common practice and once the tax sale notices were sent out people come in and pay. He also said when we calculate our budget we know we have back taxes that we will collect each year, and when it is a tax sale year we expect more so the 98.6% is on that larger amount and that is based on what we think we can do and did conservative budgeting so it does not surprise him that we are just over 98.6%, but he also expects more money coming in August. He said one of the things they that had done due to Covid-19 was drop the collection rate to 97.6% and he thinks we may end up with the 98.6% which will give a $3.5 million dollar buffer for revenue shortfalls or for other expenses. He said there was also the one time unexpected payment from the SONO Collection because they had a seven year abatement period where they only pay 50% but because they did not receive their certificate of occupancy we ended up receiving the full tax rate this coming year and used a lot of those funds to buffer next year's budget.

Mr. Burnett asked if we are taking a second look at the capital expenses in terms of what projects we might be able to delay to ensure we don't run short of cash. Mr. Dachowitz said "yes" and that we are pricing a bond deal next week, and he received word today that all three rating agencies have reaffirmed that AAA rating and these will definitely be the lowest rates they have ever borrowed historically. He said he and the financial advisor have looked at the maximum amount of debt that can be handled before they start jeopardizing the AAA rating, and there is another key ratio that he is looking at a little more carefully which is the debt service in comparison to the operating budget and we are getting close. He said according to they own polices debt service should not be more than 10% of the operating budget so they are trying to balance that and he is working with Mayor Rilling to look at all the capital projects and are focusing on that. He said he does not think there is any danger this fiscal year but it is an early warning that he would like to take a closer look at to ensure there are no problems in the future.

8. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR JUNE 2020.

Mr. Dickens reported and said the revenue they have generated since opening in May is $1,036,869 and as of August 11, 2020 the cash balance is $233,000 which in May was $1,600 so things are moving in the right direction. He said they have made $4,489 payments this week and are working to have a cash reserve going into September. He said that the city debt repayment was made in the amount of $13,032 which is the $2.00 per round for the month of July, and the remaining debt is $41,767, the payroll is $39,000, and the total remaining debt is $80,767.00. He said the total debt that they have paid off since May 9, 2020, is $849,902. Mr. Burnett asked if any discussions have started regarding auditing the fiscal year. Mr. Dickens said "yes" and Mr. Gartner is working on that and the budget is primarily done and they are projecting a low number in revenues, but is up slightly of what they think the revenues will be this year but the problem is they do not have a lot of revenue stream and need to establish some new ones. He said it is very expensive to run a golf course. Mr. Dachowitz said he had met with Mr. Dickens and running a golf course is a high fixed cost business and the expenses can only be managed so far and the goal is to manage the expenses to break even and look at prices to ensure they are getting good revenue per unit and hopefully over time those dynamics work in our favor.

Mr. Burnett asked if there have been any issues with social distancing. Mr. Dachowitz said "no" and everyone is following the rules.

Mr. Heuvelman said that he appreciated receiving the profit and losses and balance sheets this month and he is hoping that moving forward they will continue to receive them. He said is very excited that Oak Hills is now doing well.

9. ADJOURNMENT

**** MR. KEEGAN MOVED TO ADJOURN**

The meeting adjourned at 8:00PM

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

AGENDA

SEPTEMBER 10TH , 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

MOTOR VEHICLE

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ACAR LEASING LTD	18-MV-300405	($524.88)	PRORATION
ALVARADO JOSE L	19-MV-302040	($16.34)	PRORATION
BAKER KEITH WILLIAM	19-MV-304319	($558.29)	PRORATION
BELIVEAU SHAUNA ROSE	19-MV-305487	($106.22)	PRORATION
BERKOWITZ NANCY	18-MV-305766	($157.17)	PRORATION
BLANCO-HIDALGO ANDY A	19-MV-306423	($45.73)	PRORATION
BRASCHI PAUL E	19-MV-307291	($176.62)	PRORATION
BURGESS MARY E	19-MV-308263	($42.69)	PRORATION
BURNES EUGENE G	19-MV-308308	($17.50)	PRORATION
CAB EAST LLC	18-MV-308856	($308.94)	PRORATION
	18-MV-308977	($205.67)	PRORATION
	18-MV-401905	($125.66)	PRORATION
CALDERON AGUILAR KENDAL OTTONIEL	19-MV-309539	($70.73)	PRORATION
CARBO LUZ MARINA	19-MV-310193	($62.89)	PRORATION
CCAP AUTO LEASE LTD	19-MV-311614	($64.20)	PRORATION
COURVILLE RICHARD F	19-MV-314901	($97.05)	PRORATION
COURVILLE SERVICES LLC	19-MV-314911	($88.53)	PRORATION
CROWELL ROBERT DEWITT	19-MV-315191	($30.54)	PRORATION
DECAUSEY STACY F	19-MV-316809	($359.86)	PRORATION
DEGARMO MATHEW L	19-MV-316926	($15.22)	PRORATION
DIESCHER DAVID L	19-MV-318144	($13.40)	PRORATION
DITORO GARY L	19-MV-318507	($67.79)	PRORATION
EK DENISE M	19-MV-320420	($76.57)	PRORATION
EMKAY INC TRUST	18-MV-320566	($24.92)	PRORATION

ITEM #5

AGENDA

SEPTEMBER 10TH, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE — APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
FACCENDA LEONARD C JR	19-MV-321552	($46.49)	PRORATION
FARINA CARMEN	19-MV-321781	($21.94)	PRORATION
FUSION AUTO FINANCE LLC	19-MV-324440	($77.11)	PRORATION
GONZALEZ NUNEZ RODRIGO EFRAIN	19-MV-327182	($20.84)	PRORATION
GONZALEZ-OVIEDO JUAN	19-MV-327301	($39.49)	PRORATION
HALL DANIEL LESLIE	19-MV-328906	($180.72)	PRORATION
HALPIN ELIZABETH LOUISE	19-MV-328962	($36.85)	PRORATION
HARGRETT DAMIAN D	19-MV-329170	($39.26)	PRORATION
HENAO STEPHANIE	19-MV-329795	($22.88)	PRORATION
HINTON CHELSEA J	19-MV-330616	($11.27)	PRORATION
HONDA LEASE TRUST	19-MV-331203	($558.29)	PRORATION
	19-MV-331289	($380.70)	PRORATION
	19-MV-331390	($85.23)	PRORATION
HONDA LEASE TRUST	19-MV-SEE ATTACHED	($671.22)	PRORATION
HOWARD KEVIN	19-MV-332174	($27.80)	PRORATION
HOWE JAMES JOSEPH	18-MV-331822	($20.46)	PRORATION
HUDAK WHITNEY R	18-MV-331922	($370.36)	PRORATION
HYUNDAI LEASE TITLING TRUST	19-MV-332652	($177.59)	PRORATION
HYUNDAI LEASE TITLING TRUST	19-MV-332667	($337.50)	PRORATION
	19-MV-332707	($117.03)	PRORATION
	19-MV-332810	($162.76)	PRORATION
HYUNDAI LEASE TITLING TRUST	19-MV-332631	($50.52)	PRORATION
JP MORGAN CHASE BANK NA	17+18-MV- SEE ATTACHED	($1,810.45)	PRORATION
LANG SUTUSHTI	19-MV-338799	($133.74)	PRORATION

ITEM #5

AGENDA

SEPTEMBER 10TH , 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
LUCIANO BRENDA LUZ	19-MV-341257	($208.42)	PRORATION
MACIAS BROTHERS LANDSCAPING LLC	19-MV-341722	($54.35)	PRORATION
MACIAS-PAEZ AGUSTIN MITCHELL	19-MV-341743	($159.51)	PRORATION
MARINO MICHAEL J	19-MV-342732	($24.07)	PRORATION
MARTINEZ JUDITH	19-MV-343098	($136.66)	PRORATION
MCNULTY JULIE	18-MV-344041	($74.24)	PRORATION
MENDELSON KYLE THOMAS	18-MV-409682	($52.14)	PRORATION
MITCHELL OUTDOOR MAINTENCE	19-MV-346001	($218.19)	PRORATION
NARDELLA ANNA	19-MV-348085	($26.82)	PRORATION
NISSAN INFINIT LT	19-MV-348841	($129.04)	PRORATION
	19-MV-349355	($171.76)	PRORATION
	19-MV-349536	($228.91)	PRORATION
PIA MICHAEL T	18-MV-411471	($214.08)	PRORATION
RAMIREZ MARYORI LAEXANDRA	18-MV-355150	($644.09)	PRORATION
RANDENIYA ARACHCHIGE DON	19-MV-355868	($41.54)	PRORATION
REYES-MONTENEGRO JUVENTINO	19-MV-356597	($38.95)	PRORATION
ROSSI KEELEY MARIE	19-MV-358640	($26.65)	PRORATION
RUDA JOHN J	19-MV-358849	($57.43)	PRORATION
SELSKY NATHAN A	19-MV-361342	($112.69)	PRORATION
SOUZA NAYARA I	19-MV-362864	($77.36)	PRORATION
STELLABOTTE FRANK	19-MV-363943	($21.06)	PRORATION
STEVE DUMAS ROOFING	19-MV-364006	($54.32)	PRORATION
STOYANOV KONSTANTIN V	19-MV-364249	($13.49)	PRORATION
	19-MV-364250	($27.40)	PRORATION
SUCRE FRANCISCO J	19-MV-364468	($34.03)	PRORATION

AGENDA

SEPTEMBER 10TH , 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
SULLIVAN FRANK J JR	19-MV-364520	($39.07)	PRORATION
TANDAZO JOSE MANUEL	19-MV-356101	($25.01)	PRORATION
THOMAS WILLIAM GEORGE JR &			
THOMAS MICHELE	19-MV-366013	($36.43)	PRORATION
TOYOTA LEASE TRUST	19-MV-367723	($681.13)	PRORATION
	19-MV-367749	($694.04)	PRORATION
TOYOTA LEASE TRUST	19-MV-367109	($251.37)	PRORATION
TOYOTA LEASE TRUST	19-MV-367641	($570.53)	PRORATION
TOYOTA LEASE TRUST	18-MV-414081	($540.40)	PRORATION
TOYOTA LEASE TRUST	17-MV-366171	($739.23)	PRORATION
TOYOTA LEASE TRUST	19-MV-367549	($451.43)	PRORATION
	19-MV-367719	($56.82)	PRORATION
	19-MV-367945	($436.55)	PRORATION
VAULT TRUST	19-MV-370075	($131.59)	PRORATION
VAGNONE RICHARD C	19-MV-369121	($61.64)	PRORATION
VCFS AUTO LEASING CO	18-MV-369639	($295.47)	PRORATION
VW CREDIT LEASING LTD	19-MV-SEE ATTACHED	(2,509.84)	PRORATION
VW CREDIT LEASING LTD	19-MV-371655	($252.45)	PRORATION
VW CREDIT LEASING LTD	19-MV-371486	($358.55)	PRORATION
	19-MV-371681	($542.80)	PRORATION
VW CREDIT LEASING LTD	18-MV-371104	($329.80)	PRORATION
	18-MV-371118	($47.83)	PRORATION
	18-MV-371260	($20.28)	PRORATION
VW CREDIT LEASING LTD	18-MV-371125	($158.76)	PRORATION

AGENDA

SEPTEMBER 10TH , 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
	18-MV-371265	($154.73)	PRORATION
VW CREDIT LEASING LTD	18-MV-370787	($55.53)	PRORATION
	18-MV-371076	($73.03)	PRORATION
	18-MV-415284	($175.04)	PRORATION
WERTZ GREGORY R	19-MV-372629	($43.08)	PRORATION
WILBERG KENNETH	19-MV-372982	($160.97)	PRORATION
	19-MV-372979	($108.01)	PRORATION
WRENTZ DARLENE	19-MV-373710	($40.50)	PRORATION
ZWIRKO JERZY	19-MV-374717	($92.52)	PRORATION

REAL ESTATE

AG 445 FLAX HILL RD LLC			
445 FLAX HILL RD			
5-72-6-0	18-RE-100612	($117.09)	WEBSITE ERROR
WARFIELD LAURIE			
4 VAN ZANT ST			
3-36-7-A9	18-RE-107168	($101.48)	OVER PAYMENT

BILL NO.	REG NO	VIN NO.	CREDIT	REASON
19-371486	2AEDU2	WAUWFAFCXHN023846	$ 358.55	PRORATION
19-371527	AU56526	WA1BNAFY8K2059764	$ 177.40	PRORATION
19-371594	AH69868	WVGBV7AXXHK026759	$ 192.81	PRORATION
19-371604	AT21324	WAUFGAFC3GN187063	$ 538.08	ABATEMENT
19-371666	AG09643	WAUANAF48HN010714	$ 504.05	ABATEMENT
19-371681	AR24387	1V2GR2CA1JC520307	$ 542.88	ABATEMENT
19-371729	AK28969	WA1BNAFY1J2015460	$ 196.07	PRORATION
		TO BE REFUNDED	$ 2,509.84	

BILL NO.	REG NO	VIN NO.		CREDIT	REASON
19-331564	AH60055	19UUB3F53HA002137	$	177.77	PRORATION
19-331622	AJ60828	5FRYD4H55HB036664	$	232.49	PRORATION
19-331630	AK05861	3CZRU6H70HM726119	$	106.62	PRORATION
19-331676	969YUE	5J8TB4H77HL030480	$	154.34	PRORATION
		TO BE REFUNDED	$	671.22	

REF REQ
MAILED
7-30-20

		JP MORGAN	
BILL	PLATE	VIN	AMOUNT
17-334495	AH57239	4S3GKAA62H3609845	$ 97.14
17-334599	AD07457	JM1BM1T7XG1314268	$ 147.59
17-335032	0AUDU6	SALVP2BG6FH045051	$281.78
17-335249	2ANSM5	4S3BNAL64F3028262	$ 408.84
18-335423	AA83956	SALWR2VF5FA618225	$612.85
18-334696	AH04664	4S4BSENC2H3316895	$103.12
18-33642	AC96557	4S4BSANC6G3301744	$159.13
TOTAL			$ 1,810.45

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

P: 203-854-7731 / F: 203-854-7770
125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: September 3, 2020
Re: Narrative for August 2020 Tax Collector's Reports (2 qty)

As with July, there are two reports for the month of August, 2020. We are providing information on both the prior fiscal year's levy (2018 grand list), as well as the current year's levy (2019 grand list). Next month, there will be only one report, as August 31 concluded our reporting for 60 days after the close of the fiscal year.

As of the end of August, 2020, we had collected nearly $155 million, or **44.21%** of our $350+ million adjusted current tax levy on the 2019 grand list. We also collected just short of $329 million, or **98.72%,** of our $333+ million adjusted tax levy on last fiscal year's prior (2018) grand list. As we cautiously hoped last month, the July figures exceed our conservatively budgeted collection rate of 98.6% for <u>last year's</u> collection in FYE 2020. Nonetheless, as expected, this rate for FYE 2020 is still significantly less than (-0.32%) what we collected in the prior year (FYE 2019). Looking again at the current collection, through the end of July 2020, we are down significantly from last fiscal year (-7.22%).

This is attributed to COVID 19 in general, and to the extended grace period authorized by the state and the Norwalk Common Council. Most Norwalk taxpayers will have until Thursday, October 1, 2020 to pay their July 1 tax installment without interest. We will not be able to accurately assess where we stand until later this fall, when the extended grace period is concluded – after October 1.

As of the end of August, 2020, we collected more than $7.6 million of our sewer use levy, or **45.42%.** We also collected 51.67% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to sewer use collections (-2.27%) and more significantly behind with the IPP fee (-19.2%). Because the IPP fee is billed on the business personal property bill, it stands to reason the drop would be more substantial there, as businesses are taking advantage of the extended grace period. Again, we will know better where we stand, and we expect these numbers to smooth out, after October 1.

With regard to prior years' collections, through August, 2020, we showed a net collection of $1,148,954 in back taxes, interest, lien fees and other fees, which is only about $14,000 less than we collected in the prior fiscal year. This figure is net, meaning we lost some prior year revenue due to recent settlements of court cases initiated by taxpayers who appealed their tax assessments.

To date, we have collected in excess of $3 million on our tax sale properties. 84 of the accounts we began working on in November 2019 have paid in full. Our tax sale, which was scheduled for July 20, was put on hold and will not be rescheduled until we get word from the state of Connecticut that tax sales will again be permitted. We have continued to work on the sale, although in the background. The planned tax sale has been a significant factor in stabilizing our tax collections, in spite of the effects of the pandemic. Were it not for the planned sale, our collections from the prior fiscal year would have been significantly lower, and it is possible we might not have achieved our budgeted collection rate.

Taxpayers are reminded that the extended grace period authorized by Mayor Harry Rilling and the Common Council will come to an end on **Thursday, October 1, 2020**. That is the "last day to pay" the July 2020 tax installment without penalty. Payments received on Friday, October 2, and payments postmarked on or after October 2 will incur interest at the rate of 1.5% per month from the July 1 due date. That means a taxpayer coming to the window on October 2, or mailing a payment that is postmarked October 2 or later, will incur **6% interest** – 1.5% per month for four months (July through October) as a portion of a month is considered a full month. Interest is charged on all late payments without exception, per state law. We will do our best to remind taxpayers of the end of the grace period through the media, the website, and other means.

As we discussed last month, another factor in the drop in current collections is that Connecticut motor vehicle registrations are now valid for three years instead of only two. Prior to COVID, when the change to the vehicle registration cycle was announced, we predicted it would result in a steep drop in motor vehicle tax collections. The primary intent of the proposal was to reduce the number of customers going in to DMV branches, but it is having an ancillary effect. A significant number of taxpayers pay their vehicle taxes only when compelled to do so - because they are unable to register a vehicle at the state Department of Motor Vehicles until they bring their local motor vehicle property taxes current. This will be an ongoing issue in the years to come, as people will basically be able to go longer (three years, instead of two) without bringing their vehicle taxes current.

Our office has remained staffed throughout the pandemic as we work under COVID 19 restrictions. We adhere to distancing directives, including wearing masks and remaining six feet apart. City Hall is reopening to the public "by appointment only" after Labor Day Weekend, but our office will continue to be "open" at the payment station in the front of the City Hall building, from 9 am to 4 pm Monday through Friday, <u>with no appointment needed</u>.

In spite of the pandemic, taxpayers still can pay their property taxes by mail, over the telephone, online, or in person at the walk up window at City Hall. Information is available on the tax collector's home page of the city website, www.norwalkct.org/taxcollector . When paying online, they may use an electronic check (ACH payment), or a debit, credit or ATM card. The cost of an electronic check is only $0.95. We are encouraging taxpayers to consider using this as a convenient, cost effective and safe alternative that avoids the delays inherent in mailing payment and allows for a contact-less transaction.

Our collections, and all of our operations, remain significantly impacted by the closure of the building since mid March 2020, and the other effects of Covid 19. We have attempted to mitigate the drop in collections and to work around restrictions, including advertising payment options, communicating through the city website and social media, and opening the walk up window. We consider ourselves 'essential' in terms of both function and service. We will continue to update our website with our hours of operation and other matters. I will keep everybody informed, and do whatever is necessary to fulfill our obligations.

TAX COLLECTOR'S REPORT
AUGUST 2020

ITEM #7

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 20 - AUG 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,760,190.24	$12,392,857.05	59.70%	$20,655,737.77	($104,452.47)	60.00%
PERSONAL PROPERTY	$20,000,411.00	$8,745,242.14	43.73%	$19,993,738.16	($6,672.84)	43.74%
REAL ESTATE	$310,928,205.46	$133,772,958.70	43.02%	$309,768,732.94	($1,159,472.52)	43.18%
TOTAL TAX	**$351,688,806.70**	**$154,911,057.89**	**44.05%**	**$350,418,208.87**	**($1,270,597.83)**	**44.21%**
SEWER USE	$16,883,967.00	$7,673,274.38	45.45%	$16,894,741.00	$10,774.00	45.42%
IPP FEE	$200,500.00	$104,112.12	51.93%	$201,500.00	$1,000.00	51.67%

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	JUN 19 - AUG 19				
AUTOMOBILE-REGULAR	$20,298,846.95	$16,206,896.22	79.84%	$20,082,624.80	($216,222.15)	80.70%
PERSONAL PROPERTY	$18,801,474.70	$9,754,093.51	51.88%	$18,780,924.58	($20,550.12)	51.94%
REAL ESTATE	$292,525,761.66	$144,041,402.28	49.24%	$291,677,841.83	($847,919.83)	49.38%
TOTAL TAX	**$331,626,083.31**	**$170,002,392.01**	**51.26%**	**$330,541,391.21**	**($1,084,692.10)**	**51.43%**
SEWER USE	$16,686,428.00	$7,951,746.63	47.65%	$16,675,817.00	($10,611.00)	47.68%
IPP FEE	$203,250.00	$147,936.08	72.79%	$208,750.00	$5,500.00	70.87%
TAX DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	$20,062,723.39	($15,091,334.12)	-7.22%	$19,876,817.66	($185,905.73)	-7.22%
SEWER DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	$197,539.00	($278,472.25)	-2.21%	$218,924.00	$21,385.00	-2.27%
IPP DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	($2,750.00)	($43,823.96)	-20.86%	($7,250.00)	($4,500.00)	-19.20%

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 20 - AUG 20)	FISCAL YR 2019-2020 (JUL 19 - AUG 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$820,783.68	$856,316.32	($35,532.64)
PRIOR SEWER USE FEE	$61,965.27	$46,211.71	$15,753.56
PRIOR IPP FEE	$1,500.00	$1,674.89	($174.89)
TOTAL PRIOR TAX, SEWER & IPP	**$884,248.95**	**$904,202.92**	**($19,953.97)**
CURRENT INTEREST	$0.00	$72,446.15	($72,446.15)
PRIOR INTEREST	$235,153.27	$159,740.15	$75,413.12
SEWER USE FEE INTEREST	$9,694.78	$10,437.17	($742.39)
IPP FEE INTEREST	$334.89	$398.23	($63.34)
TOTAL INTEREST COLLECTED	**$245,182.94**	**$243,021.70**	**$2,161.24**
PRIOR LIEN FEE	$0.00	$3,715.96	($3,715.96)
CURRENT LIEN FEE	$4,089.65	$0.00	$4,089.65
TOTAL LIEN FEE COLLECTED	**$4,089.65**	**$3,715.96**	**$373.69**
MISC FEES COLLECTED	**$15,432.36**	**$11,958.56**	**$3,473.80**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$1,148,953.90**	**$1,162,899.14**	**($13,945.24)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

ADT'L 60-DAY COLLECTION

TAX COLLECTOR'S REPORT
AUGUST 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - AUG 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$19,045,810.66	93.83%	$19,877,540.93	($421,306.02)	95.82%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$3,082,203.69	90.34%	$3,398,541.08	($13,092.51)	90.69%
PERSONAL PROPERTY	$18,801,474.70	$18,049,152.47	96.00%	$18,694,515.14	($106,959.56)	96.55%
REAL ESTATE	$292,525,761.66	$288,760,776.30	98.71%	$291,247,099.92	($1,278,661.74)	99.15%
TOTAL TAX	**$335,037,716.90**	**$328,937,943.12**	**98.18%**	**$333,217,697.07**	**($1,820,019.83)**	**98.72%**
SEWER USE	$16,686,428.00	$16,386,137.99	98.20%	$16,582,171.30	($104,256.70)	98.82%
IPP FEE	$203,250.00	$179,115.84	88.13%	$205,500.00	$2,250.00	87.16%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - AUG 19				
AUTOMOBILE-REGULAR	$19,785,892.64	$18,654,499.17	94.28%	$19,364,489.53	($421,403.11)	96.33%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$3,224,836.11	89.80%	$3,505,969.86	($85,000.21)	91.98%
PERSONAL PROPERTY	$21,248,718.54	$20,646,000.41	97.16%	$21,243,560.76	($5,157.78)	97.19%
REAL ESTATE	$280,979,420.26	$279,505,770.07	99.48%	$281,043,872.60	($511,561.10)	99.45%
TOTAL TAX	**$325,605,001.51**	**$322,031,105.76**	**98.90%**	**$325,157,892.75**	**($1,023,122.20)**	**99.04%**
SEWER USE	$15,844,431.00	$16,133,384.95	101.82%	$16,272,566.00	$428,135.00	99.14%
IPP FEE	$207,250.00	$184,017.01	88.79%	$207,000.00	($250.00)	88.90%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$6,906,837.36	-0.72%	$8,059,804.32	($796,897.63)	-0.32%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$252,753.04	-3.62%	$309,605.30	($532,391.70)	-0.33%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($4,901.17)	-0.66%	($1,500.00)	$2,500.00	-1.74%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

July 2020 Financial Commentary

ITEM #8

General Notes:

The audit has been more or less on the back burner and will be ongoing into September.
We have officially begun our debt repayment with the City of Norwalk. We had 6,516 revenue rounds in July and we owe $2 per revenue round to the City so a check for $13k went out last week.

July Financial Activity

Cash is up $137k over July '19 and our Line of Credit borrowings were $50k lower putting us in a much better cash position. However, last year's cash position was possibly our worst ever which caused our need to begin borrowing from our Line in November.

Revenue for July is $312k which is $66k, or nearly 27%, higher than last year.

Expenses are down in most categories as part of our effort to build up enough cash reserves to get through the winter months without having to borrow from our credit line. The most notable expense reductions are, and will continue to be, in labor and park maintenance areas. These reductions will help to offset our monthly City debt repayments which are expected to be roughly $70-$74k this fiscal year. In addition to the monthly repayment, we will owe 1% of annual golf revenue to the City once the Audit is finalized. That amount should be a touch under $15k if we have no audit adjustments.

Revenue rounds for the month are up 23% over last year.
Cart rounds of 5,168 are up 43% compared to 3,614 in July 2019.
We believe that COVID-19's effect on other sporting and outdoor activities has helped in part to raise these numbers.

Since Reopening on May 9

As of August 11th, our total net incoming cash since the May reopening was $1,037k, which is a $361k increase since July 5ths reported numbers from last month (this includes normal operating income, a generous donation of $20k, and annual season passes sold for $109k). Total debt accumulated during the same period was $850k. So now our cash inflows outstrip our outflows by $187k vs. our debt outstripping our cash inflow by $324k shortly after we reopened in May.

Our Tee Sheet continues to regularly be well into 85-95% utilization, meaning that most of our available tee times are filled. On a few rain days, especially with some powerful storms that have occurred recently, the numbers were obviously lower for those days.

We need to continue to keep our foot on the pedal in order to keep up with our debt repayments. As mentioned last month, the season passholder rounds are non-revenue generating and we have a long list of maintenance and capital projects that we cannot even think about doing until we can maintain a positive cash position. On top of that minimum wage will increase to $12 on September 1st and continue into the next few years. So again I end with saying that things are going very well but we cannot lose sight of all these factors that will be eating away at future revenue and cash.

OAK HILLS SALES ANALYSIS JULY 2020 FISCAL

Description	Jul-20	Jul-19	Inc/(Dec)	YTD FY21	YTD FY20	Inc/(Dec)
Revenue Rounds	6,516	5,321	22.5%	6,516	5,321	22.5%
Barter Rounds	343	345	-0.6%	343	345	-0.6%
Season Pass Rounds	997	0	0.0%	997	0	0.0%
Comp Rounds	55	88	-37.5%	55	88	-37.5%
Total All Rounds	7,911	5,754	37.5%	7,911	5,754	37.5%
Total Carts	5,168	3,614	43.0%	5,168	3,614	43.0%
Total Boards	3	50	-94.0%	3	50	-94.0%
Total Golf ID Cards	73	82	-11.0%	73	82	-11.0%
Total Season Passes	0	0	0.0%	0	0	0.0%
Total Gift Cards	38	29	31.0%	38	29	31.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$217,028	$176,845	22.7%	$217,028	$176,845	22.7%
Total Carts $	$83,670	$59,922	39.6%	$83,670	$59,922	39.6%
Total Board $	$66	$1,078	-93.9%	$66	$1,078	-93.9%
Total Golf ID Cards $	$7,460	$6,720	11.0%	$7,460	$6,720	11.0%
Total Season Pass $	-$725	$0	0.0%	-$725	$0	0.0%
Total Gift Cards $	$3,105	$1,591	95.2%	$3,105	$1,591	95.2%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$8,896	-$6,022	47.7%	-$8,896	-$6,022	47.7%
	$301,709	**$240,134**	**25.6%**	**$301,709**	**$240,134**	**25.6%**
$ Revenue/Revenue Round	**$33.31**	**$33.24**	0.2%	**$33.31**	**$33.24**	0.2%
Carts/Revenue Round	**$0.79**	**67.9%**	16.8%	**79.3%**	**67.9%**	16.8%
Cart $/Revenue Round	**$12.84**	**$11.26**	14.0%	**$12.84**	**$11.26**	14.0%
Cart $/Cart Round	**$16.19**	**$16.58**	-2.4%	**$16.19**	**$16.58**	-2.4%
Board $/Board Round	**$22.00**	**$21.56**	2.0%	**$22.00**	**$21.56**	2.0%
ID Card $/Card	**$102.19**	**$81.95**	24.7%	**$102.19**	**$81.95**	24.7%
Resident Adult 18 Rounds	1,353	1,338	1.1%	1,353	1,338	1.1%
Resident Senior 18 Rounds	1,104	924	19.5%	1,104	924	19.5%
Junior/Golf Team 18 Rounds	227	131	73.3%	227	131	73.3%
Golf League 18 Rounds	63	33	90.9%	63	33	90.9%
Employee 18 Rounds	62	95	-34.7%	62	95	-34.7%
Non Resident 18 Rounds	3,442	2,468	39.5%	3,442	2,468	39.5%
Total 9 Hole Rounds	265	332	-20.2%	265	332	-20.2%
Total Revenue Rounds	***6,516***	***5,321***	***22.5%***	***6,516***	***5,321***	***22.5%***
Resident Adult 18 Rounds $	$44,948	$40,221	11.8%	$44,948	$40,221	11.8%
Resident Senior 18 Rounds $	$29,009	$23,145	25.3%	$29,009	$23,145	25.3%
Junior/Golf Team 18 Rounds $	$4,510	$2,644	70.6%	$4,510	$2,644	70.6%
Golf League 18 Rounds	$700	$759	-7.8%	$700	$759	-7.8%
Employee 18 Rounds $	$434	$665	-34.7%	$434	$665	-34.7%
Non Resident 18 Rounds $	$131,925	$102,252	29.0%	$131,925	$102,252	29.0%
Total 9 Hole Rounds $	$5,503	$7,159	-23.1%	$5,503	$7,159	-23.1%
Total $ Revenue Rounds	***217,028***	***176,845***	***22.7%***	***217,028***	***176,845***	***22.7%***
Senior Non-Resident ID	3	1	200.0%	3	1	200.0%
Adult Non-Resident ID	2	1	100.0%	2	1	100.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***5***	***2***	***150.0%***	***5***	***2***	***150.0%***
GolfNow/TeeOff Rounds	413	151	173.5%	413	151	173.5%
GolfNow/TeeOff Dollars	$17,282	$6,456	167.7%	$17,282	$6,456	167.7%
Dollars/Round	$41.85	$42.75	-2.1%	$41.85	$42.75	-2.1%

OAK HILLS SALES ANALYSIS JULY 2020 CALENDAR

Description	Jul-20	Jul-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	6,516	5,170	26.0%	17,050	18,532	-8.0%
Barter Rounds	343	345	-0.6%	791	947	-16.5%
Season Pass Rounds	997	0	0.0%	2,587	0	0.0%
Comp Rounds	55	88	-37.5%	89	205	-56.6%
Total All Rounds	7,911	5,603	41.2%	20,517	19,684	4.2%
Total Carts	5,168	3,614	43.0%	11,185	10,783	3.7%
Total Boards	3	50	-94.0%	3	91	-96.7%
Total Golf ID Cards	73	82	-11.0%	1,169	1,443	-19.0%
Total Season Passes	0	0	0.0%	88	0	0.0%
Total Gift Cards	38	29	31.0%	118	128	-7.8%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$217,028	$170,389	27.4%	$570,715	$605,121	-5.7%
Total Carts $	$83,670	$59,922	39.6%	$185,707	$181,125	2.5%
Total Board $	$66	$1,078	-93.9%	$66	$1,969	-96.6%
Total Golf ID Cards $	$7,460	$6,720	11.0%	$119,218	$129,094	-7.7%
Total Season Pass $	-$725	$0	0.0%	$106,320	$0	0.0%
Total Gift Cards $	$3,105	$1,591	95.2%	$11,010	$10,895	1.1%
Total GPS Advertising $	$0	$0	0.0%	1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$8,896	-$6,022	47.7%	-$17,080	-$18,639	-8.4%
	$301,709	**$233,678**	**29.1%**	**$977,431**	**$909,565**	**7.5%**
$ Revenue/Revenue Round	**$33.31**	**$32.96**	1.1%	**$33.47**	**$32.65**	2.5%
Carts/Revenue Round	**$0.79**	**69.9%**	13.5%	**65.6%**	**58.2%**	12.7%
Cart $/Revenue Round	**$12.84**	**$11.59**	10.8%	**$10.89**	**$9.77**	11.4%
Cart $/Cart Round	**$16.19**	**$16.58**	-2.4%	**$16.60**	**$16.80**	-1.2%
Board $/Board Round	**$22.00**	**$21.56**	2.0%	**$22.00**	**$21.64**	1.7%
ID Card $/Card	**$102.19**	**$81.95**	24.7%	**$101.98**	**$89.46**	14.0%
Resident Adult 18 Rounds	1,353	1,338	1.1%	4,655	5,295	-12.1%
Resident Senior 18 Rounds	1,104	924	19.5%	2,864	3,352	-14.6%
Junior/Golf Team 18 Rounds	227	131	73.3%	669	664	0.8%
Golf League 18 Rounds	63	33	90.9%	63	132	-52.3%
Empl 18 Rounds	62	95	-34.7%	193	331	-41.7%
Non Resident 18 Rounds	3,442	2,317	48.6%	8,152	7,745	5.3%
Total 9 Hole Rounds	265	332	-20.2%	454	1,013	-55.2%
Total Revenue Rounds	***6,516***	***5,170***	***26.0%***	***17,050***	***18,532***	***-8.0%***
Resident Adult 18 Rounds $	$44,948	$40,221	11.8%	$148,210	$156,337	-5.2%
Resident Senior 18 Rounds $	$29,009	$23,145	25.3%	$77,032	$85,472	-9.9%
Junior/Golf Team 18 Rounds $	$4,510	$2,644	70.6%	$13,198	$8,168	61.6%
Golf League 18 Rounds	$700	$759	-7.8%	$700	$3,036	-76.9%
Empl 18 Rounds $	$434	$665	-34.7%	$1,288	$2,317	-44.4%
Non Resident 18 Rounds $	$131,925	$95,797	37.7%	$321,127	$328,313	-2.2%
Total 9 Hole Rounds $	$5,503	$7,159	-23.1%	$9,161	$21,479	-57.3%
Total $ Revenue Rounds	***217,028***	***170,389***	***27.4%***	***570,715***	***605,121***	***-5.7%***
SR NONRES DISC	3	1	200.0%	68	70	-2.9%
NONRES DISCOUNT	2	1	100.0%	77	91	-15.4%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***5***	***2***	***150.0%***	***145***	***161***	***-9.9%***
GolfNow Rounds	413	151	173.5%	1237	375	229.9%
GolfNow Dollars	$17,282	$6,456	167.7%	$53,396	$14,820	260.3%
Dollars/Round	$41.85	$42.75	-2.1%	$43.17	$39.52	9.2%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of July 31, 2020

	Total			
	As of Jul 31, 2020	As of Jul 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	208,981.41	44,950.85	164,030.56	364.91%
1022 NBT Payment Account	-35,642.71	-8,902.85	-26,739.86	-300.35%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	**$ 176,089.70**	**$ 38,799.00**	**$ 137,290.70**	**353.85%**
Total Bank Accounts	**$ 176,089.70**	**$ 38,799.00**	**$ 137,290.70**	**353.85%**
Other Current Assets				
1100 Inventory	60,403.20	55,199.19	5,204.01	9.43%
1200 Receivables	10,630.00	8,064.00	2,566.00	31.82%
1300 Prepaid Expenses	25,687.99	33,554.98	-7,866.99	-23.45%
1400 Deposits	2,100.00	2,100.00	0.00	0.00%
Total Other Current Assets	**$ 98,821.19**	**$ 98,918.17**	**-$ 96.98**	**-0.10%**
Total Current Assets	**$ 274,910.89**	**$ 137,717.17**	**$ 137,193.72**	**99.62%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,032,548.99	0.00	0.00%
1510 Accumulated Depreciation/Amort.	-3,747,457.52	-3,508,826.48	-238,631.04	-6.80%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	30,035.97	30,035.97	0.00	0.00%
1561 Park Improvements	1,773,864.03	1,773,864.03	0.00	0.00%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-10,658.49	-9,608.01	-1,050.48	-10.93%
1570 Capital Projects in Progress	29,200.00	0.00	29,200.00	100.00%
Total 1500 Fixed Assets	**$ 1,434,752.87**	**$ 1,645,234.39**	**-$ 210,481.52**	**-12.79%**
Total Fixed Assets	**$ 1,434,752.87**	**$ 1,645,234.39**	**-$ 210,481.52**	**-12.79%**
TOTAL ASSETS	**$ 1,709,663.76**	**$ 1,782,951.56**	**-$ 73,287.80**	**-4.11%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	39,383.15	44,830.82	-5,447.67	-12.15%
Total Accounts Payable	**$ 39,383.15**	**$ 44,830.82**	**-$ 5,447.67**	**-12.15%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	0.00	31,302.90	-31,302.90	-100.00%
2050 Accounts Payable-Tennis Revenue	0.00	785.00	-785.00	-100.00%
2051 Accounts Payable - OHMGA Revenue	425.00	70.00	355.00	507.14%
2052 Accounts Payable - F&B Revenue	0.00	968.00	-968.00	-100.00%

2100 Accrued Payroll	19,700.23	24,167.00	-4,466.77	-18.48%
2104 Accrued retirement contribution	119.42	1,385.25	-1,265.83	-91.38%
2105 Accrued Vacation Pay	19,979.65	25,489.93	-5,510.28	-21.62%
2200 Accrued Expenses	47,067.50	33,657.02	13,410.48	39.84%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2230 NBT Credit Line	0.00	50,000.00	-50,000.00	-100.00%
2250 Deferred Revenue				
2251 Tournament Deposits	4,550.00	1,300.00	3,250.00	250.00%
2253 Deferred Tennis Revenue	9,999.34	1,672.52	8,326.82	497.86%
2254 Other Deferred	139,706.72	63,244.50	76,462.22	120.90%
Total 2250 Deferred Revenue	**$ 154,256.06**	**$ 66,217.02**	**$ 88,039.04**	**132.96%**
2400 Cart Sales Tax Due	5,000.00	3,642.00	1,358.00	37.29%
Total Other Current Liabilities	**$ 247,897.86**	**$ 239,034.12**	**$ 8,863.74**	**3.71%**
Total Current Liabilities	**$ 287,281.01**	**$ 283,864.94**	**$ 3,416.07**	**1.20%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,135,232.44	1,981,729.88	153,502.56	7.75%
2730 Capital Debt (150k)	0.00	76,750.01	-76,750.01	-100.00%
2731 Operating Expense Debt (150k)	0.00	76,752.55	-76,752.55	-100.00%
2764 NBT Truck Loan	0.00	4,142.02	-4,142.02	-100.00%
2765 Deere Credit Inc. Progator Sprayer	0.00	5,829.92	-5,829.92	-100.00%
2766 Wells Fargo Eq Bandit Chipper	741.86	4,959.62	-4,217.76	-85.04%
2767 Deere Credit, Inc. Sweeper Vac	2,646.59	6,884.18	-4,237.59	-61.56%
2768 Deere Credit Inc. Greens Roller	2,878.19	6,200.21	-3,322.02	-53.58%
2770 Deere Credit Inc. Hybrid Mower	0.89	5,152.19	-5,151.30	-99.98%
2771 Yard Card-Skid Mount	0.00	229.27	-229.27	-100.00%
2772 Wells Fargo 2017 Aera-Vator	1,763.58	2,818.38	-1,054.80	-37.43%
2773 DLL Finance Club Car CA550G Utility Cart	3,612.50	4,902.50	-1,290.00	-26.31%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	31,901.07	44,513.97	-12,612.90	-28.33%
2775 Deere Credit, Inc. Hybrid Mower	16,415.68	21,046.12	-4,630.44	-22.00%
2776 Wells Fargo MTE 2018 TurfCo Blower	5,235.30	6,544.15	-1,308.85	-20.00%
2777 DLL Finance Club Car CA502 Utility Cart	7,053.31	8,893.33	-1,840.02	-20.69%
2778 Wells Fargo Used Kubota Tractor Mini Ex	24,333.35	0.00	24,333.35	100.00%
Total Long-Term Liabilities	**$ 2,231,814.76**	**$ 2,257,348.30**	**-$ 25,533.54**	**-1.13%**
Total Liabilities	**$ 2,519,095.77**	**$ 2,541,213.24**	**-$ 22,117.47**	**-0.87%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,277,825.98	-1,142,991.32	-134,834.66	-11.80%
Net Income	105,899.15	22,234.82	83,664.33	376.28%
Total Equity	**-$ 809,432.01**	**-$ 758,261.68**	**-$ 51,170.33**	**-6.75%**
TOTAL LIABILITIES AND EQUITY	**$ 1,709,663.76**	**$ 1,782,951.56**	**-$ 73,287.80**	**-4.11%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
July 2020

	Total			
	Jul 2020	Jul 2019 (PY)	Change	% Change
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	213,971.04	157,924.12	56,046.92	35.49%
4020 I.D. Cards	5,930.00	6,720.00	-790.00	-11.76%
4025 Season Pass	6,475.15	0.00	6,475.15	100.00%
4030 Tournament Fees	4,615.00	17,820.00	-13,205.00	-74.10%
4050 Cart Revenue	78,674.00	56,344.00	22,330.00	39.63%
4055 GolfBoard Revenue	62.00	1,014.00	-952.00	-93.89%
4060 Golf Revenue - Gift Certif.	2,280.00	1,591.00	689.00	43.31%
4070 Gift & Rain Checks Redeemed	-8,842.00	-6,022.10	-2,819.90	-46.83%
Total 4001 Golf Revenue	**$303,165.19**	**$ 235,391.02**	**$ 67,774.17**	**28.79%**
4100 Tennis Revenue	5,000.00	5,017.60	-17.60	-0.35%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	20.68	2.39	18.29	765.27%
4400 Misc. Income	-45.00	30.00	-75.00	-250.00%
4600 Restaurant Income	2,350.00	4,000.00	-1,650.00	-41.25%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$311,865.87**	**$ 245,816.01**	**$ 66,049.86**	**26.87%**
Total Income	**$311,865.87**	**$ 245,816.01**	**$ 66,049.86**	**26.87%**
Gross Profit	**$311,865.87**	**$ 245,816.01**	**$ 66,049.86**	**26.87%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,791.00	13,438.75	352.25	2.62%
5030 Operations	26,829.19	27,312.09	-482.90	-1.77%
5040 Operations O/T	64.59	147.73	-83.14	-56.28%
5050 Course Personnel	24,482.50	24,595.35	-112.85	-0.46%
5060 Course Personnel O/T	0.00	159.32	-159.32	-100.00%
5070 Seasonal Personnel	14,087.35	20,311.54	-6,224.19	-30.64%
5080 Seasonal Personnel O/T	15.28	-9.64	24.92	258.51%
Total 5000 PERSONNEL EXPENSE	**$ 79,269.91**	**$ 85,955.14**	**-$ 6,685.23**	**-7.78%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,023.36	6,513.71	-490.35	-7.53%
5230 State Unemployment	3,508.38	2,868.01	640.37	22.33%
5250 Health Insurance	2,712.23	2,708.85	3.38	0.12%
5260 Workmans Compensation	2,790.78	964.34	1,826.44	189.40%
5270 Retirement Plans	536.98	527.85	9.13	1.73%
Total 5200 EMPLOYEE BENEFITS	**$ 15,571.73**	**$ 13,582.76**	**$ 1,988.97**	**14.64%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,063.59	1,003.62	59.97	5.98%
5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%

5436 Advertising	835.71	2,564.18	-1,728.47	-67.41%
5440 Office Expense	2,106.57	2,217.84	-111.27	-5.02%
5441 Bank Charges	51.15	30.05	21.10	70.22%
5442 Credit Card Fees	7,248.00	4,523.25	2,724.75	60.24%
5445 Postage	37.10	0.00	37.10	100.00%
5450 Training and Dues	400.00	75.00	325.00	433.33%
5461 Authority Secretarial Services	130.00	270.00	-140.00	-51.85%
5469 Other Outside Services	436.71	479.18	-42.47	-8.86%
5470 Other Administrative	2,049.47	481.42	1,568.05	325.71%
5480 Utilities	7,214.84	6,997.46	217.38	3.11%
5500 Liability Insurance	6,386.51	6,001.93	384.58	6.41%
5520 Interest Expense	1,051.21	1,311.62	-260.41	-19.85%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 31,510.86**	**$ 28,455.55**	**$ 3,055.31**	**10.74%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	1,182.07	318.81	863.26	270.78%
5640 Golf Pro Supplies	982.22	314.14	668.08	212.67%
Total 5600 SALES AND OPERATIONS	**$ 2,164.29**	**$ 632.95**	**$ 1,531.34**	**241.94%**
5700 PARK MAINTENANCE				
5710 Water	7,320.27	7,820.54	-500.27	-6.40%
5720 Heating Fuel	0.00	970.10	-970.10	-100.00%
5730 Grounds Maintenance	106.96	921.50	-814.54	-88.39%
5750 Agriculture and Chemicals				
5752 Agriculture/Chemicals Utilized	22,471.64	28,555.97	-6,084.33	-21.31%
Total 5750 Agriculture and Chemicals	**$ 22,471.64**	**$ 28,555.97**	**-$ 6,084.33**	**-21.31%**
5760 Irrigation Maintenance	1,010.95	674.07	336.88	49.98%
5770 Consumable Tools	0.00	588.47	-588.47	-100.00%
5800 Equipment Maintenance	1,808.67	3,641.35	-1,832.68	-50.33%
5820 Building Maintenance	981.28	589.27	392.01	66.52%
5840 Small Equipment	0.00	288.49	-288.49	-100.00%
5860 Gasoline/Diesel Fuel	0.00	2,088.28	-2,088.28	-100.00%
5880 Employee work clothes	0.00	63.74	-63.74	-100.00%
Total 5700 PARK MAINTENANCE	**$ 33,699.77**	**$ 46,201.78**	**-$12,502.01**	**-27.06%**
6000 CART EXPENSE				
6010 Cart Lease Expense	21,086.00	16,116.00	4,970.00	30.84%
6015 Board Lease Expense	0.00	1,264.71	-1,264.71	-100.00%
6020 Electricity	2,290.70	1,994.81	295.89	14.83%
6030 Maintenance	0.00	195.21	-195.21	-100.00%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 23,776.70**	**$ 19,970.73**	**$ 3,805.97**	**19.06%**
Total Expenses	**$185,993.26**	**$ 194,798.91**	**-$ 8,805.65**	**-4.52%**
Net Operating Income	**$125,872.61**	**$ 51,017.10**	**$ 74,855.51**	**146.73%**
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
Total 8001 Capital projects	**$ 0.00**	**$ 8,808.82**	**-$ 8,808.82**	**-100.00%**
Total Other Expenses	**$ 19,973.46**	**$ 28,782.28**	**-$ 8,808.82**	**-30.61%**
Net Other Income	**-$ 19,973.46**	**-$ 28,782.28**	**$ 8,808.82**	**30.61%**
Net Income	**$105,899.15**	**$ 22,234.82**	**$ 83,664.33**	**376.28%**

To: Members of the Finance Committee
From: Laurie Iffland, Director of Library Technical Services
Karen Del Vecchio, Director of Information Technology
Subject: Norwalk Public Library Integrated Library System Cloud Migration
Date: September 3, 2020

The Norwalk Public Library Systems provides the Norwalk Community with more than 213,000 items including books, periodicals, media, and over 375,000 digital items including ebooks, streaming media, magazines and audiobooks to 53,549 library card holders.

Since 1999, the Library has used an automated Integrated Library System, or ILS, called Sierra from Innovative Interfaces. The ILS manages and supports every aspect of the Library's function including circulation, check-in and out, point of sale terminals, self-check kiosks, reservations, materials ordering and patron information. The ILS is available 24 hours a day as it both circulates physical content and authenticates patrons for downloadable e-content and database use. Sierra allows the staff to efficiently and effectively serve the public.

Currently, the ILS is an on-premise system located at the main library and consists of two servers.

In October of 2019, the Library Management Team and City IT staff met to review the possibility of migrating the ILS system from an on-premise implementation to the Sierra vendor's Cloud. Benefits identified included:

- automatic updates and upgrades at the least-used times, saving Library staff time.
- data protection that will continuously monitor and protect the patron's account.
- identity and access controls to ensure that only authorized users can access the collection and patron data.
- Daily backup and archive in accordance with State requirements saving staff time.

- enhanced reliability and service availability with automatic failover of servers.
- automatic scalability up or down when storage needs fluctuate.
- financial savings of the capital outlay (approximately $25,000) every 5 years to replace the 2 on-premise servers plus electricity and storage space.

The majority of Fairfield County libraries have migrated to the Sierra Cloud offering. Since October, the Library staff has researched the satisfaction levels and success of other Connecticut libraries similar in size and scope to Norwalk who have migrated to the Sierra Cloud. In addition, City IT vetted the cloud solution provisions with Innovative technical staff. While Covid-19 closures have delayed these activities, at this time, we are confident in the decision to move forward with migrating the Norwalk Library to the Sierra cloud.

With the Library slated to undertake a substantial expansion and renovation, this is an optimal time to implement a more scalable, reliable, and technically advanced solution in preparation. Moreover, Innovative has been encouraging all of its clients to migrate to the cloud and has provided promotional pricing for the migration professional services.

Below is the estimated three year cost for cloud services:

	Support	Migration	Cloud Hosting	Total	
Year 1 FY20-21	$46,590.00	$6,600.00	$6,800.00	$59,990.00	Year 1
5% increase	$48,919.50		$7,140.00	$56,059.50	Year 2 optional
5% increase	$51,365.48		$7,497.00	$58,862.48	Year 3 optional

The Support and Cloud Hosting cost of this service is in the City IT operating budget for the current year and will be requested in the operating budget in the out years.

Migrating the Library ILS to the Cloud was unanimously approved by the ITT Committee at its September 2, 2020 meeting.

The specific action requested is:

> Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with 2 one-year optional extensions with Innovative Interfaces Solutions, a sole source provider, for Integrated Library System Cloud Hosting Services and Maintenance/Support for the Norwalk Public Library for an amount not to exceed $59,990.00, account 011370-5742 (budgeted operating expense, no special appropriation required) and forward onto the Common Council for further action.

Att: Sole Source Document
ITT Approval Forms

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

ITT Request Form

Library III Sierra Cloud Hosted ILS

Request Number: Lib20-1 Modification Number : 0 Date of Request: 2-Sep-20

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES **CONSISTENT WITH CITY TECHNOLOGY PLAN:** Yes

BUDGET ACCOUNT: 011370-5742

VENDOR DATA

Innovative Interfaces Inc.
1900 Powell St. Ste 400
Emeryville **CA** **94608**

proposals dated 8/19/2020
beatrice.pitocco@iii.com

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	12 months of support			$46,590.00	$46,590.00
1	Migration professional services			$6,600.00	$6,600.00
1	12 months of hosting 46590			$6,800.00	$6,800.00
					$0.00
					$0.00
				Shipping	
				Total Price	**$59,990.00**

Date Presented: 2-Sep-20 **Date Approved:** 2-Sep-20

PROJECT **Sierra Cloud Solution** **ITT Signature:** Karen Del Vecchio

SOLE SOURCE PROCUREMENT REQUEST

Date - September 1, 2020

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

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

An integrated library system for circulation and authentication

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

- [✔] **The compatibility of equipment is of paramount consideration.**
- [✔] **The compatibility of accessories, replacement parts is of paramount consideration.**
- [ ] **The sole supplier's item is needed for trial use or testing.**
- [ ] **The sole supplier's item is to be produced for resale or donation.**
- [ ] **A Public utility service**
- [X] **Other, please explain -** Software

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

Innovation Interfaces, Inc. is not only a leader in the field of integrated library systems, as a vendor of the stand alone version of this piece of software, they are the preeminent provider.

Bradley

Department Head's Signature

The Purchasing Agent		Corporation Council	
[X] Supports	[ ] Does not support	[ ] Supports	[ ] Does not support

This request for a sole source purchase

Signature	Signature

Per the attached email, the supplier and service is a preexisting provider. Per IT and NPL, "this is a migration from on premise to cloud. Not bidding this out because we are not in a position to change vendors. "

SOLE SOURCE PROCUREMENT

Definition.

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

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

Application.

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

Conditions for Use of Sole Source Procurements.

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

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

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

The Purchasing Agent's determination is to be reviewed by Corporation Council and, if over $3,000.00, approved by the Common Council.

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

Negotiation In Sole Source Procurement.

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

From:	Laurie Iffland
To:	Conners, Sharon
Cc:	Del Vecchio, Karen; Christine Bradley
Subject:	IMPORTANT: Sole Procurement Form
Date:	Tuesday, September 1, 2020 6:49:03 PM
Attachments:	image001.png NPL_Sole_procurement_Form_III.pdf

Sharon,

I have attached a sole source procurement form for your approval and then on to the Law Department! I have also included the emails to give you background on it. Karen Del Vecchio hopes to have this wrapped up by Friday to allow us on the September Finance Comm. meeting. If you need any information, please reach out, I am reading emails all day (and most of the night long)....

This is for our vendor that supplies our circulation system. We are looking to go to a cloud hosted solution.

Thank you!

Laurie Iffland
Director of Library Technology
Norwalk Public Library
One Belden Avenue
Norwalk, CT 06850
203-899-2780 ext 15114

From: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Sent: Tuesday, September 1, 2020 4:07 PM
To: Laurie Iffland <liffland@norwalkpl.org>
Subject: RE: Migration_NPL_V2

Yes, Sharon in Purchasing needs to sign off. From there, it goes to Law Dept for their signature. Sharon may need more info as she likely doesn't know who III is or why they are important.

Karen Del Vecchio
Director of Information Technology

City of Norwalk, Connecticut
203 854-7846 phone
203 854-7803 fax
kdelvecchio@norwalkct.org

From: Laurie Iffland
Sent: Tuesday, September 1, 2020 3:52 PM
To: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Subject: Re: Migration_NPL_V2

How about this? Should this go to Sharon Conners as well?

Laurie Iffland
Director of Library Technology
Norwalk Public Library
One Belden Avenue
Norwalk, CT 06850
203-899-2780 ext 15114

From: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Sent: Tuesday, September 1, 2020 3:33 PM
To: Laurie Iffland <liffland@norwalkpl.org>
Subject: RE: Migration_NPL_V2

I would check the first 2 boxes too… this is a migration from on premise to cloud. Not bidding this out because we are not in a position to change vendors.

Karen Del Vecchio
Director of Information Technology

City of Norwalk, Connecticut
203 854-7846 phone
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From: Laurie Iffland
Sent: Tuesday, September 1, 2020 3:28 PM
To: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Subject: Re: Migration_NPL_V2

Karen,

Attached in the sole source procurement form. What am I missing?

Thank you.

Laurie Iffland
Director of Library Technology
Norwalk Public Library
One Belden Avenue
Norwalk, CT 06850
203-899-2780 ext 15114

From: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Sent: Tuesday, September 1, 2020 3:10 PM
To: Laurie Iffland <liffland@norwalkpl.org>
Subject: RE: Migration_NPL_V2

Hi Laurie,
III will want the library to sign a hosting agreement, even if it's just one year and year to year. It also protects the city to have a contractual service level agreement.
Do we even need the 5 year forecast chart in the memo? How should the language now read --

Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with 2 one-year optional extensions with Innovative Interfaces Solutions, a sole source provider, for Integrated Library System Cloud Hosting Services for the Norwalk Public Library for an amount not to exceed $59,990.00, account 011370-5742 (budgeted operating expense, no special appropriation required) and forward onto the Common Council for further action.

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From: Laurie Iffland
Sent: Tuesday, September 1, 2020 2:16 PM
To: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Subject: Re: Migration_NPL_V2

Karen,

The library has decided not sign any contract and we will go year by year as we have been doing. The price increase will be 5% per year for the support and %5 per year for the hosting cost. The attached chart is correct, if nothing changes.

I have attached another draft. I am meeting with Chris in a few minutes and can get her to sign the sole procurement form. This form states it needs a Procurement Request Form attached as well. Where can I find that?

Thank you.

Laurie Iffland
Director of Library Technology
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One Belden Avenue
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From: Del Vecchio, Karen <KDelVecchio@norwalkct.org>
Sent: Tuesday, September 1, 2020 1:30 PM
To: Laurie Iffland <liffland@norwalkpl.org>
Subject: Migration_NPL_V2

Migration_NPL_V2.docx HI Laurie,
Thank you for drafting the memo. I reorganized it so it can go directly to the Finance Committee to expedite the process. I've highlighted some areas in yellow that will need some information from you. We will need the hard, final numbers from III for the 5 years verified with what's in the chart in the memo as these numbers will be in the actual approval action that will go to the Council. Can you turn this around quickly so we can get it out this afternoon or tomorrow morning to ITT?

Because of the 5 year cost of the agreement, you will need to complete the Sole Source document (attached) from Purchasing and have Chris sign itSOLE SOURCE PROCUREMENT REQUEST - BLANK.pdf and forward onto Sharon Conners in Purchasing for her approval as well. The Sole Source doc will need to accompany the request to Finance and Council. If we can pull this together by Friday, the item has a chance of getting on the September Finance agenda!
Karen