FINANCE/CLAIMS COMMITTEE MEETING
Thursday, July 8, 2021, 7:00 P. M.
By Zoom Virtual Teleconference:

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 www.norwalkct.org/meetings.

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

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.

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 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

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 826 3298 4021

Register in advance for this webinar only to take part in public participation:
https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   June 10, 2021 – Regular Meeting

   June 10, 2021- Special Joint Committee Meeting of the City of Norwalk Finance/Claims Committee and Board of Education Finance Committee

5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   July 8, 2021

6. Narrative on Tax Collections dated July 8, 2021 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated June 2021 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for May 2021.
9. Authorize the Purchasing Agent to issue purchase orders to SHI (State of CT contract 2018011-02-CREC) for the procurement of Druva, Inc Software for cloud backup solution for an amount not to exceed $62,452.00, account 09221370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.
10. Authorize the Mayor, Harry W. Rilling, to execute an joint City/NPS agreement with Evergreen Solutions, LLC for project 4040-City and BOE Operations Review-Efficiency Study for a total not to exceed $275,500.00 Account # 011310-5286 Business Expense.
11. Authorize the Chief Finance Officer to issue change orders on the contract for a total not to exceed $15,750
12. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JUNE 10, 2021

ATTENDANCE: Greg Burnett, Chair; David Heuvelman, Tom Keegan, Diana Revolus, Nick Sacchinelli.

OTHERS: Chitsamay Lam, Comptroller; Lisa Biagiarelli, Tax Collector; Betsy Bain, Rowayton Hilltop Houses; Anthony R. Carr, Chief of Operations and Public Works; Atty. Darin Callahan, Michael DePalma, Oak Hills Authority; Mr. William Ford, the Tax Assessor, Atty. Matt Sapienza, Corporation Counsel, Ms. Betsy Bain, Rowayton Hill Top Homes Board president; and Ms. Vanessa Valadare, Principal Engineer

This meeting was conducted by Zoom/Teleconference.
The public was able to listen to this meeting by calling a conference line.

CALL TO ORDER

Mr. Burnett called the meeting at 7:02 p.m.

ROLL CALL

Mr. Burnett called the roll. A quorum was present.

**** MR. HEUVELMAN MOVED TO ADD AN ITEM REGARDING EXECUTIVE SESSION TO DISCUSS THE LEGAL OPINION OF ASSISTANT CORPORATION COUNSEL DARIN L. CALLAHAN DATED JUNE 10, 2021 CONCERNING OAK HILLS PARK VENDORS PURSUANT TO CONN. GEN STAT. SECTIONS 1-200(6) AND 1-210(B)(10)**
**** THE MOTION PASSED UNANIMOUSLY**.

PUBLIC PARTICIPATION

Mr. Burnett said that there were no written emails received.

Mr. Burnett recognized Ms. Betsy Bain, the current president of the Board of Directors of Rowayton Hill Top Homes. Ms. Bain said that there was an item regarding a tax abatement renewal for the Hill Top Homes and she was present to answer questions.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

- **May 13, 2021**

**** MR. KEEGAN MOVED THE MINUTES OF THE MAY 13, 2021.**

The following corrections were noted:

Page 2, under Monthly Tax Collector's Report, paragraph 1, please change the following from "Lien Variance Certificates" to "Lien Continuance Certificates".

Page 2, under Monthly Tax Collector's Report, paragraph 2, please change the following from "She explained that the sale" to "She explained that the tax sale"

Page 2, under Monthly Tax Collector's Report, paragraph 4, line 2 please change the following From "the tax lien sale." to "the tax sale."

Page 2, under Monthly Tax Collector's Report, paragraph 4, line 2 please change the following from " on lien sales because" to " on tax sales because"

Page 2, under Monthly Tax Collector's Report, paragraph 6, line 2 please change the following from "in touch with State OPM Office" to "in touch with the State Office of Policy Management."

**** THE MOTION TO APPROVE THE MINUTES OF MAY 13, 2021 AS CORRECTED PASSED WITH FOUR (4) IN FAVOR (BURNETT. HEUVELMAN, KEEGAN, REVOLUS) AND ONE (1) ABSTENTION (SACCHINELLI)**.

Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated: June 10, 2021

Narrative on Tax Collections dated June 7, 2021 – Receive Report and discuss.

Monthly Tax Collector's Reports dated May 2021 – Receive Report and discuss.

Ms. Biagiarelli presented her report. She said that the Claims report was for information only as they were all under $10,000.

She then reviewed the remaining reports and noted there was one more month to go before the close of the fiscal year.

Regarding the tax sale, there were 137 properties were paid in full. The complete list of properties that will be included will be issued soon.

The tax bills will be mailed the week of June 21st. This allows the residents to budget and plan. There is no COVID extension this year and the last day to pay will be August 2nd. There are a number of bank branches that will accept payments or residents can pay online or in person.

Mr. Burnett asked Ms. Biagiarelli how she felt that they would finish the year. Ms. Biagiarelli said that they were in a very good position and had been able to maintain the collection rate. She mentioned the new three year cycle for motor vehicle registration, which will impact the timing of vehicle taxes collection. Discussion followed about delinquency measures.

Receive Oak Hills Authority monthly Financial Statements for April 2021.

Mr. DePalma reported that the number of golf rounds are up and the Authority has had a very good year. He displayed a spreadsheet onscreen.

Mr. DePalma then gave a brief update on the restaurant. The restaurant work has been delayed due to supply shortages. The Halfway House is open and they are averaging $700/day. The Authority receives 10% and this will be paid out quarterly.

Now, therefore, be it resolved, by the Common Council of the City of Norwalk:

a. **1. That pursuant to the Norwalk City Code Chapter 58, the Mayor is hereby authorized, directed, and empowered in the name of and in behalf of t the City of Norwalk to execute the attached Tax Abatement Agreement, and any amendments or revisions thereto, provided such amendments or revisions are not of a substantive nature. In general, the Tax Abatement Agreement is designed to abate the municipal real estate taxes of the ROWAYTON SENIOR HOUSING COPORATION for a period of up to 40 years, except that there will be a payment in lieu of taxes as more detailed in the Agreement.**

b. **2. The Mayor is further authorized to provide such information or execute such other documents in connection with this tax abatement to or with such agencies of the federal or state government as may assist the ROWAYTON SENIOR HOUSING COPORATION in meeting its commitment to make payments in lieu of taxes to the City.**

**** MR. SACCHINELLI MOVED THE ITEM**.

Mr. William Ford, the Tax Assessor, and Atty. Matt Sapienza from Corporation Counsel were present on the call. Mr. Ford said that this was an affordable housing complex for seniors in the area and this is an on-going abatement. This is simply a request to continue the abatement, and it is revenue neutral for the City. Att. Sapienza noted that the abatement was originally enacted in the 1980's for a period of 40 years and it now up for renewal.

Mr. Sacchinelli asked how many other senior Centers have similar abatements. Mr. Ford said that there were 6 senior residences and they have abatements. Discussion followed about the original agreements.

Ms. Bain said that it was a 24 unit facility devoted to low and very low income residents. She said that they were required to offer any open units to very low income residents.

**** THE MOTION PASSED UNANIMOUSLY**.

Mr. Burnett announced that this item will be placed on the Common Council agenda on June 22nd.

From Board of Estimate and Taxation Special Capital Appropriation Request:

a. RESOLUTION: Approve a special capital appropriation in an amount not to exceed $180,000 for capital project account number 09206030-5777-C06331, West Rocks Soccer Complex to be used for additional Drainage improvements and tree planting.

b. RESOLUTION: Authorize the issuance of $180,000 General Obligations bonds of the City to meet the appropriations for project 09206030-5777-C06331, West Rocks Soccer Complex.

**** MR. KEEGAN MOVED THE ITEMS**.

Mr. Anthony Carr, and Ms. Vanessa Valadares were on the call. Mr. Carr explained that the downstream neighbor, Sunrise Condominium, had requested a modification regarding the stormwater discharge. To be good stewards, the City has rerouted the stormwater to another catch basin.

They have also requested some tree planting on the property line because Sunrise is down slope from the soccer field.

Mr. Carr said that there was another stormwater pipe that was uncovered which handled the stormwater from West Rock and this has been re-routed. An underground plastic chamber filled with stone captures the water from this pipe and allows it to discharge back into the ground. This was discovered during the work for the condominiums.

Mr. Heuvelman asked what the status was on the entire project. Mr. Carr said that they had to reschedule the completion date back a few weeks. The ribbon cutting should be done later this month. The excavating only involved soil. Ms. Valadares said that they will go back in the fall to add more screening.

**** THE MOTION PASSED UNANIMOUSLY**.

This item will be included on the June 22nd Full Council Meeting agenda.

**** MR. HEUVELMAN MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE LEGAL OPINION OF ASSISTANT CORPORATION COUNSEL DARIN L. CALLAHAN DATED JUNE 10, 2021 CONCERNING OAK HILLS PARK VENDORS PURSUANT TO CONN. GEN STAT. SECTIONS 1-200(6) AND 1-210(B)(10)**.'
**** THE MOTION PASSED UNANIMOUSLY**.

The Council Members, Atty. Callahan, entered Executive Session at 7:42 p.m. The Finance Committee came out of executive session at 7:57 PM. During the Executive Session no votes or actions were taken.

ADJOURNMENT

Mr. Burnett announced that the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

CITY OF NORWALK
BOARD OF EDUCATION FINANCE COMMITTEE AND
CITY OF NORWALK FINANCE/CLAIMS COMMITTEE
JOINT MEETING
JUNE 10, 2021

ATTENDANCE: City Finance/Claims Committee:
Greg Burnett, Chair; David Heuvelman, Tom Keegan,
Diana Revolus, Nick Sacchinelli.

Board of Education School Facilities/Planning:
Diana Caprio, Chair; Suzanne Brown Koroshetz, Colin Hosten

OTHERS: Dr. Alexandra Estrella, Norwalk Public Schools Superintendent;
Chitsamay Lam, Comptroller; Thomas Hamilton, BOE Comptroller;
Dr. Richard Lemons, Connecticut Center for School Change.

CALL TO ORDER

Mr. Burnett called the meeting to order at 8;00 p.m.

ROLL CALL

Mr. Burnett introduced the members of the Finance/Claims Committee. Dr Estrella introduced the members of the Board of Education

Objective of quarterly Joint Finance Committee Meetings

Dr. Estrella said that it would be important to discuss the framework and the facilities study that has taken place this year. This will help focus the future goals for the next 10 years. It will also help maintaining and developing the classroom environment. The expectations for the students are very different today and this will impact the design of the classroom.

Having a robust facilities plan will keep the District on track and provide the right environment for the students. The school design must take into the diversity of the district.

Review of Norwalk Public School Strategic Plan Framework

Dr. Estrella said that the Strategic Plan was something that was created by many different stake holders.

Dr. Lemons then displayed a PowerPoint presentation focused on the Strategic Plan Overview for the joint committee. He explained that the Connecticut Center for School Change was requested by the BOE to come to the District to facilitate creation of the Strategic Plan. He spoke about the fact that they did not want to implement change without understanding the causes behind those changes. They went out several times to engage the stake holders to formulate a needs assessment. The Strategic Framework was created from that needs assessment including the core values, the vision and the mission. This resulted in improving the framework and broad goal areas. During the next few weeks, the BOE staff will be working on focus areas, actions and targets. This will be an on-going task that will be required an annual review.

Dr. Lemons then displayed a slide listing all the various tasks and meetings that were held by the BOE Task Force along with a listing of all the key participants.

The ultimate goal is Future Ready for ALL: the Norwalk Public Schools 2021-2026 Strategic Plan. He then reviewed the Mission statement, the Vision statement and the Strategic Priorities.

He noted that the District was already working on a number of these goals and objectives were already underway.

Mr. Burnett asked about what metrics would be used to determine success as it relates to the statement “All students will graduate ready for success.” Dr. Estrella said that the Task Force was working on this because success will be articulated differently depending on the student. They are working on those parameters. Discussion followed about what the metrics might be because those metrics will have a budgetary impact as well.

Dr. Estrella then spoke about the utilization of the capital funds and future projects such as central air conditioning. There were six buildings that had to implement early releases because the buildings were too hot. There have been many conversations about HVAC systems and air quality. There are many buildings that need HVAC upgrades.

The discussion then moved to the Facilities Plan. In the past, there has been a focus on bricks and mortar. The DLR Group focuses on educational adequacy and is grounded in having investments. The buildings need to enable education. Over 7,000 students and 700 teachers were engaged in the process. Some of the change factors that were considered included PreK must be equitable and accessible for everyone and High School scheduling and curriculum policies were critical.

The next slide focused on the Engagement Indicators including safety and security, stimulations, innovative environments, operational costs that are adaptable, visually and acoustically comfortable, high energy efficiency, and healthy learning environment.

It was noted that the furniture was also important in that there were some studies noting that those who sit and don’t move experience their brain shutting down whereas wiggling about keeps the student engaged.

While Norwalk does a good job in keeping the buildings maintained, but there are suggestions about the window treatments, visibility, safety, indoor air quality and improved lighting.

A discussion followed about the indoor air quality and how it will be assessed in light of the COVID pandemic. Short term solutions such as window air conditions are not efficient, so a long term investment is needed. There is a section in the report regarding indoor air quality and includes Connecticut State requirements that are being developed.

The reports on the physical building status were the next topic. The Schools are well maintained and clean. However, the report focused on capital investment maintenance, such as old fixtures in the bathrooms. There is a list of deferred maintenance such as ADA compliance and equipment that was beyond its life expectation. A slide showing the Accessibility and Building Code Compliance issues was displayed.

Regarding the indoor air quality, a decade ago, there was no requirement for fresh outdoor air and now the standards have improved. The first year will focus on critical maintenance and critical multiple school projects. This list included the schools that would need major renovations. There was also a list of multi-school projects for the first year, including lighting upgrade. The staff continued to narrate the framework for the next 20 years. The 20 year plan includes 75% of deferred maintenance. Deferring capital maintenance will always have major costs.

Ms. Pam said that she would like to applaud the City and the Board for working on this ambitious plan.

Mr. Hosten said that it would be helpful to have this plan available so that when the projects come forward, there is some context. Mr. Hamilton noted that this was one of the most detailed building assessments he had seen. This is providing detailed projects and their costs to work with. Mr. Lo and Mr. Giuliano have received copies of this report.

Mr. Burnett asked what the total cost would be. Mr. Hamilton said that the recommendation would be about $25 million dollars per year for the on-going years. He said that this would be equal to one school renovation a year.

Ms. Rachel said that there were many districts that were experiencing the same issues because the buildings were constructed between the 1950's and the 1970's and now need capital investments. Mr. Hosten pointed out that this was not a result of neglect, but simply of the buildings aging. It will be important to think about this as a system wide approach rather than an ad hoc approach.

Mr. Burnett asked if the figures were set towards a pristine state or just a functional state. Ms. Rachel said that the Tier 1 schools were experiencing issues due to either non-functional systems or non-existing systems, such as AC systems. The focus was on functional conditions rather than pristine conditions. This will also have an impact on student engagement.

Dr. Estrella thanked everyone for their time and attention.

Mr. Burnett asked how the strategic plan would integrate into the current work. He wished to know if the work was falling in line with the plan. Dr. Estrella said that it would be a matter of refining and restructuring the previous work in order to strength what is already there. There will be some adaptation of the expectations such as literacy and insuring the students are reading by Grade 3. This will result in the students remaining on track so they can be successful.

Mr. Hosten said that this would not be starting off all over again, but more as a process of continuing improvement. Dr. Estrella said that they had engaged with the Connecticut Center for School Change to work on improving the previous plan and a continuation of that plan.

Ms. Revolus said that this was very good, but wished to know about the sustainability of the brick and mortar education. Dr. Estrella said that they had considered establishing a virtual environment for those students that thrive in that environment. She added that the need to understand what the work force will need to look like in the years ahead. They need to design the classrooms to prepare students for the work force years ahead.

[Loss of audio]

Most of the students appear to learn best in a classroom environment, but there are others who do best in the virtual environment. The District needs to provide that for those students. Dr. Estrella said that they were waiting for Senate Bill #2 to pass in order to provide more funding. The previous COVID funding will end this year. She added that there had been many parents who had advocated for outdoor spaces for the student to have classes.

Mr. Burnett thanked everyone for their time and the information. Mr. Hosten also thanked everyone and said that he was looking forward to more of these meetings in the future.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

AGENDA

JULY 8TH 2021

CLAIMS COMMITTEE MEETING

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

MOTOR VEHICLE

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ACAR LEASING LTD	19-MV-300500	$489.71	PRORATION
ACAR LEASING LTD	19-MV-300389	$155.92	PRORATION
	19-MV-300459	$350.32	PRORATION
	19-MV-400179	$219.03	PRORATION
DAIMLER TRUST	17-MV-403514	$454.74	PRORATION
	18-MV-315637	$777.17	PRORATION
DUNCAN WENDY D	19-MV-319381	$48.91	PRORATION
HERRERA-GARATE GERARDO E	19-MV-330283	$129.63	PRORATION
KOKIAS KATHERINE H	18-MV-408196	$121.23	PRORATION
	19-MV-337598	$309.45	PRORATION
NIEVES LUIS NICHOLAS	19-MV-348635	$183.44	PRORATION
NISSAN INFINITI LT	19-MV-349124	$85.86	PRORATION
	19-MV-349239	$171.76	PRORATION
NISSAN INFINIT LT	19-MV-348953	$232.09	PRORATION
	19-MV-349009	$363.19	PRORATION
	19-MV-349102	$229.09	PRORATION
	19-MV-349217	$229.09	PRORATION
	19-MV-349322	$464.19	PRORATION
NISSAN INFINIT LT	19-MV-348037	$399.78	PRORATION
	19-MV-348621	$364.01	PRORATION
QIU WENHUI WENDY	19-MV-355110	$137.97	PRORATION
ROHS DONNA	19-MV-409607	$675.93	PRORATION
STEVENSON PUNITHA	19-MV-364047	$202.84	PRORATION
STJOHN DWIGHT C	19-MV-364162	$71.78	PRORATION

AGENDA

JULY 8TH 2021

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
TOYOTA LEASE TRUST	19-MV-SEE ATTACHED	$1,620.60	PRORATION
VCFS AUTO LEASING CO	19-MV-370183	$210.16	PRORATION
WILLIAMS LEONA	19-MV-373167	$46.79	PRORATION

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN #	AMOUNT
19-367146	AJ54609	2T2BZMCA1HC065396	$ 63.01
19-367162	AH45317	JTDKBRFU3H3034672	$ 349.47
19-367164	AK57552	JTJBARBZ3H2134441	$ 100.51
19-367280	AJ31323	5TDBZRFH2HS420089	$ 191.56
19-367353	AG80713	5TDJKRFH4GS355499	$ 97.68
19-367446	AG44958	2T2BZMCA7GC019926	$ 554.98
19-367598	AK13934	2T3DFREV8HW629974	$ 175.13
19-367686	677YOP	2T1BURHE8KC246997	$ 88.26
TOTAL:			$ 1,620.60

May 2021 Financial Commentary

ITEM #8

Operations Update:

- Dry Dock Smokin' Aces and the OHPA are continuing with renovations and maintenance to the restaurant and kitchen areas of the Clubhouse. Progress has been slow due to a small construction team but we expect the restaurant to be open for business by July 1.
- We continue to see new members signing up and Tee Sheet utilization is as high as ever – on nice days we're seeing over 90% utilization even during the week.
- FY22 Budget process is complete and was presented and approved during our June 17th meeting.

Financial Activity:

- Cash balance is now around $400k and we'll likely end the fiscal year somewhere around $430-450k.
- Revenue for May was nearly $130k over budget and nearly $100k over prior year revenue (Actual revenue rounds of 5,500 vs. 3,200 budgeted).
- Cart revenue is 52% over budget with 3,480 actual cart rounds vs. 2,146 budgeted.
- We've made over $88k in debt payments to the City for this fiscal year to date.
- For the 11 months ending May 2021, we are $444k over budget in net operating income.

Updated through ***5/31/2021***

		Year to Date				
		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
Sales	Revenue Rounds	25,673	36,869	11,196	43.6%	Strong rounds, on track for all-time high during a fiscal year.
	Non-Revenue Rounds	6,504	8,909	2,405	37.0%	Includes season passholder rounds.
	Total Rounds	32,177	45,778	13,601	42.3%	
	Carts	17,103	24,236	7,133	41.7%	Linked to higher rounds.
	ID Cards	1,053	1,117	64	6.1%	

		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
P&L	Golf Revenue	1,344,079	1,902,600	558,521	41.6%	See above, much higher rounds than expected due in part to COVID restrictions.
	Tennis Revenue	20,000	23,000	3,000	15.0%	
	Restaurant Revenue	15,400	13,650	(1,750)	-11.4%	Restaurant revenue should begin accruing in June.
	Other Revenue	18,447	15,278	(3,169)	-17.2%	No movement on advertising revenue.
	Total Revenue	**1,397,926**	**1,954,528**	**556,602**	**39.8%**	
	Management Salary	144,650	155,583	10,933	7.6%	Driven by creation of GM position.
	Operations Salary	138,399	181,655	43,256	31.3%	More hours worked due to high golf and cart rounds, however being watched closely for remainder of FY.
	Maintenance Salary	383,392	388,519	5,127	1.3%	Well-managed maintenance workloads and expense despite high rounds / park usage.
	Employee Benefits	117,494	130,629	13,135	11.2%	Higher wages resulting in higher payroll taxes.
	Administrative	166,536	182,982	16,446	9.9%	Increased credit card fees due to increased rounds and fewer cash transactions.
	Interest & Insurance	69,841	68,044	(1,797)	-2.6%	
	Sales & Operations	4,342	14,082	9,740	224.3%	Unbudgeted repairs/maintenance in Clubhouse approved by the Authority for May-June'21.
	Park Maintenance	162,468	182,449	19,981	12.3%	Water over-budget by $22k offset by grounds maintenance under-budget by $(3)k.
	Park Equipment	68,070	68,027	(43)	-0.1%	
	Carts	114,987	110,378	(4,609)	-4.0%	Renewed cart lease came in slightly under expectations.
	Operating Expense	**1,370,179**	**1,482,348**	**112,169**	**8.2%**	
	Operating Income	**27,747**	**472,180**	**444,433**	**1601.7%**	
Balance Sheet	Capital Improvements	(70,000)	(88,500)	(18,500)	26.4%	Spend includes new Irrigation control system, new roof at admin building and restaurant equipment.
	Line of Credit Balance	(50,000)	-	50,000	-100.0%	
	Cash Balance	10,479	397,501	387,022	3693.3%	Improved cash position. Last year we had taken the full $200k limit against our Line of Credit.

Updated through *5/31/2021*

		Rest of Year				
		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	4,348	5,435	1,087	25.0%	Expect a slight slowdown in rounds. COVID restrictions are loosening but golf interest / new members are up.
	Non-Revenue Rounds	1,410	1,410	-	0.0%	
	Total Rounds	5,758	6,845	1,087	18.9%	Potential of hitting 50,000 total rounds this fiscal year.
	Carts	2,897	3,621	724	25.0%	Linked to higher rounds.
	ID Cards	117	55	(62)	-53.0%	

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	240,453	300,566	60,113	25.0%	See above, much higher rounds than expected due in part to COVID restrictions.
	Tennis Revenue	5,000	8,000	3,000	60.0%	Tennis contract is finalized.
	Restaurant Revenue	2,000	2,000	-	0.0%	We now have Dry Dock Smokin' Aces as our food and beverage operator. Partial opening at end of May.
	Other Revenue	2,613	1,613	(1,000)	-38.3%	We are not capitalizing on potential advertising revenue.
	Total Revenue	**250,066**	**312,179**	**62,113**	**24.8%**	
	Salaries	81,769	90,000	8,231	10.1%	Driven by higher rounds and creation of GM position.
	Employee Benefits	13,719	15,000	1,281	9.3%	
	Administrative	20,099	21,000	901	4.5%	Credit card fees will continue to come in over-budget; utilities likely will be under-budget.
	Debt Service & Insurance	7,049	16,000	8,951	127.0%	Insurance audit resulted in additional premium owed in June.
	Sales & Operations	658	9,000	8,342	1267.8%	Repairs and Maintenance in Clubhouse will cause an annual overage. Approved by Authority.
	Park Maintenance	22,232	23,000	768	3.5%	
	Park Equipment	7,930	7,930	-	0.0%	
	Carts	21,179	18,000	(3,179)	-15.0%	Renewed cart lease came in slightly under expectations.
	Operating Expense	**174,635**	**199,930**	**25,295**	**14.5%**	
	Uncategorized Exp/Rev					
	Operating Income	**75,431**	**112,249**	**36,818**	**48.8%**	
Balance Sheet	Capital Improvements	(5,000)	(16,500)	(11,500)	230.0%	Restaurant and Halfway house improvements will be hitting capital expense in May and June.
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Cash Balance	17,862	480,200	462,338	2588.4%	Improved cash position with no LOC borrowings while resuming our City debt repayments.

Oak Hills Park Authority
FY21 Actual vs. Budget

ITEM #8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$192,344	$103,619	$88,724	85.6%	$1,219,382	$825,899	$393,483	47.6%
4020 · I.D. Cards	$22,240	$12,369	$9,871	79.8%	$133,293	$111,319	$21,974	19.7%
4025 · Season Pass	$11,059	$13,125	-$2,066	-15.7%	$141,606	$102,975	$38,631	37.5%
4030 · Tournament Fees	$17,485	$2,903	$14,582	502.3%	$51,595	$56,775	-$5,180	-9.1%
4050 · Cart Revenue	$53,942	$35,494	$18,448	52.0%	$363,947	$247,006	$116,941	47.3%
4055 · GolfBoard Revenue	$0	$0	$0	0.0%	$910	$0	$910	0.0%
4060 · Golf Revenue - Gift Certif.	$2,087	$1,329	$758	57.0%	$18,401	$18,058	$343	1.9%
4070 · Gift & Rain Checks Redeemed	-$4,210	-$2,741	-$1,469	53.6%	-$26,534	-$17,953	-$8,581	47.8%
Total 4001 · Golf Revenue	**$294,947**	**$166,099**	**$128,848**	**77.6%**	**$1,902,600**	**$1,344,079**	**$558,521**	**41.6%**
4100 · Tennis Revenue	$8,000	$5,000	$3,000	60.0%	$23,000	$20,000	$3,000	15.0%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$15,125	$15,125	$0	0.0%
4300 · Investment Income	$58	$22	$36	167.2%	$544	$129	$415	322.1%
4400 · Misc. Income	$0	$98	-$98	-100.0%	-$391	$194	-$585	-301.9%
4600 · Restaurant Income	$0	$2,000	-$2,000	-100.0%	$13,650	$15,400	-$1,750	-11.4%
4700 · Advertising Revenue	$0	$1,000	-$1,000	-100.0%	$0	$3,000	-$3,000	-100.0%
Total Other Revenue	**$9,433**	**$9,495**	**-$62**	**-0.7%**	**$51,928**	**$53,847**	**-$1,920**	**-3.6%**
TOTAL REVENUE	**$304,380**	**$175,594**	**$128,786**	**73.3%**	**$1,954,528**	**$1,397,926**	**$556,602**	**39.8%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$17,893	$13,150	-$4,743	-36.1%	$155,583	$144,650	-$10,933	-7.6%
5030 · Operations	$27,236	$24,532	-$2,704	-11.0%	$180,319	$138,399	-$41,920	-30.3%
5040 · Operations O/T	$228	$0	-$228	0.0%	$1,336	$0	-$1,336	0.0%
5050 · Course Personnel	$24,681	$23,550	-$1,132	-4.8%	$271,477	$257,172	-$14,306	-5.6%
5060 · Course Personnel O/T	$133	$0	-$133	0.0%	$1,210	$0	-$1,210	0.0%
5070 · Seasonal Personnel	$17,895	$20,909	$3,013	14.4%	$114,955	$126,221	$11,266	8.9%
5080 · Seasonal Personnel O/T	$41	$0	-$41	0.0%	$877	$0	-$877	0.0%
Total 5000 · PERSONNEL EXPENSE	**$88,109**	**$82,140**	**-$5,969**	-7.3%	**$725,757**	**$666,442**	**-$59,315**	-8.9%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$6,699	$4,530	-$2,169	-47.9%	$54,044	$51,845	-$2,199	-4.2%
5230 · State Unemployment	$3,612	$1,630	-$1,982	-121.7%	$27,367	$19,274	-$8,093	-42.0%
5250 · Health Insurance	$1,595	$2,309	$714	30.9%	$24,032	$24,409	$378	1.5%
5260 · Workmans Compensation	$2,022	$672	-$1,350	-200.7%	$19,217	$15,491	-$3,726	-24.1%
5270 · Retirement Plans	$547	$473	-$74	-15.6%	$5,970	$6,474	$504	7.8%
Total 5200 · EMPLOYEE BENEFITS	**$14,475**	**$9,614**	**-$4,861**	-50.6%	**$130,629**	**$117,494**	**-$13,135**	-11.2%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,048	$902	-$146	-16.2%	$12,157	$9,918	-$2,239	-22.6%
5430 · Professional Fees	$2,650	$2,667	$17	0.6%	$29,015	$29,333	$318	1.1%
5436 · Advertising	$982	$1,448	$466	32.2%	$10,953	$11,115	$162	1.5%
5440 · Office Expense	$1,296	$843	-$453	-53.7%	$15,364	$11,820	-$3,544	-30.0%
5441 · Bank Charges	$24	$23	-$1	-5.4%	$275	$370	$95	25.7%
5442 · Credit Card Fees	$4,069	$2,923	-$1,146	-39.2%	$43,190	$29,861	-$13,329	-44.6%
5445 · Postage	$0	$0	$0	0.0%	$225	$31	-$194	-627.7%
5450 · Training and Dues	$400	$531	$131	24.6%	$2,110	$2,991	$881	29.5%
5461 · Authority Secretarial Services	$240	$125	-$115	-92.0%	$1,720	$1,375	-$345	-25.1%
5469 · Other Outside Services	$523	$515	-$8	-1.6%	$5,394	$4,939	-$455	-9.2%
5470 · Other Admin	$780	$704	-$76	-10.8%	$10,716	$7,748	-$2,968	-38.3%
5480 · Utilities	$2,982	$4,852	$1,870	38.5%	$51,412	$57,036	$5,624	9.9%
5499 · Bad Debt Expense	$450	$0	-$450	0.0%	$450	$0	-$450	0.0%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$15,444**	**$15,532**	**$88**	0.6%	**$182,982**	**$166,537**	**-$16,444**	-9.9%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority
FY21 Actual vs. Budget

ITEM #8

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$6,935	$6,448	-$488	-7.6%	$61,199	$65,196	$3,997	6.1%
5520 · Interest	$518	$691	$173	25.0%	$6,845	$4,645	-$2,200	-47.4%
Total 5500 · DEBT SERVICE AND INSURANCE	**$7,454**	**$7,139**	**-$315**	-4.4%	**$68,044**	**$69,841**	**$1,797**	2.6%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$8,224	$0	-$8,224	0.0%	$9,026	$0	-$9,026	0.0%
5640 · Golf Pro Supplies	$861	$518	-$343	-66.3%	$3,233	$2,342	-$891	-38.1%
5680 · Golf Pro Work Clothes	$0	$1,000	$1,000	100.0%	$1,823	$2,000	$177	8.8%
Total 5600 SALES AND OPERATIONS	**$9,085**	**$1,518**	**-$7,567**	-498.5%	**$14,082**	**$4,342**	**-$9,740**	-224.4%
5700 · PARK MAINTENANCE								
5710 · Water	$7,099	$1,815	-$5,284	-291.1%	$64,118	$41,633	-$22,485	-54.0%
5720 · Heating Fuel	$426	$1,682	$1,255	74.6%	$7,360	$9,930	$2,571	25.9%
5730 · Grounds Maintenance	$671	$1,294	$622	48.1%	$18,969	$22,215	$3,247	14.6%
5740 · Tree Maintenance	$500	$0	-$500	0.0%	$5,000	$4,000	-$1,000	-25.0%
5751 · Agriculture&Chemicals-Purch	$0	$8,135	$8,135	100.0%	$40,499	$67,924	$27,425	40.4%
5752 · Agriculture/Chemicals Utilized	$14,392		-$14,392	0.0%	$29,758	$0	-$29,758	0.0%
5760 · Irrigation Maintenance	$1,060	$1,495	$436	29.1%	$12,951	$11,381	-$1,570	-13.8%
5770 · Consumable Tools	$0	$134	$134	100.0%	$1,515	$2,463	$948	38.5%
5780 · Tee and Green Supplies	$0	$246	$246	100.0%	$2,235	$2,773	$538	19.4%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$46	$149	$102	68.9%
Total 5700 · PARK MAINTENANCE	**$24,149**	**$14,802**	**-$9,347**	-63.1%	**$182,449**	**$162,468**	**-$19,982**	-12.3%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$2,584	$2,305	-$279	-12.1%	$27,074	$26,545	-$529	-2.0%
5820 · Building Maintenance	$2,082	$850	-$1,232	-145.0%	$30,806	$27,517	-$3,289	-12.0%
5840 · Small Equipment	$0	$0	$0	0.0%	$1,387	$2,500	$1,113	44.5%
5860 · Gasoline/Diesel Fuel	$834	$713	-$121	-16.9%	$8,105	$11,258	$3,153	28.0%
5880 · Employee work clothes	$159	$250	$91	36.3%	$655	$250	-$405	-162.1%
Total 5800 · PARK EQUIPMENT	**$5,659**	**$4,118**	**-$1,541**	-37.4%	**$68,027**	**$68,070**	**$43**	0.1%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,243	$18,561	$2,318	12.5%	$90,637	$92,805	$2,167	2.3%
6020 · Electricity	$947	$855	-$92	-10.7%	$13,858	$11,612	-$2,246	-19.3%
6030 · Maintenance	$24	$135	$111	82.3%	$666	$1,170	$503	43.0%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$816	$5,000	$4,184	83.7%
Total 6000 · CART EXPENSE	**$17,614**	**$19,951**	**$2,337**	11.7%	**$110,378**	**$114,987**	**$4,609**	4.0%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$181,988**	**$154,813**	**-$27,174**	-17.6%	**$1,482,347**	**$1,370,179**	**-$112,168**	-8.2%
TOTAL OPERATIONAL NET INCOME	**$122,392**	**$20,780**	**$101,612**	489.0%	**$472,181**	**$27,747**	**$444,434**	1601.8%
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**$122,392**	**$20,780**	**$101,612**	489.0%	**$472,181**	**$27,747**	**$444,434**	1601.8%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,125	$18,333	-$3,791	-20.7%	$241,219	$201,667	-$39,552	-19.6%
8001 · Capital projects								
8100 - Capital Proj Cash	$39,158	$0	-$39,158	0.0%	$88,500	$70,000	-$18,500	-26.4%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution								
Total 8000 · OTHER EXPENSE	$22,125	$18,333	-$42,949	-20.7%	$241,219	$201,667	-$58,052	-19.6%
NET INCOME	**$100,268**	**$2,447**	**$97,821**	3998.0%	**$230,962**	**-$173,920**	**$404,882**	-232.8%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of May 31, 2021

	Total			
	As of May 31, 2021	As of May 31, 2020 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	411,266.59	234,501.15	176,765.44	75.38%
1022 NBT Payment Account	-16,516.60	-15,205.55	-1,311.05	-8.62%
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	**$ 397,500.99**	**$ 222,046.60**	**$ 175,454.39**	**79.02%**
Total Bank Accounts	**$ 397,500.99**	**$ 222,046.60**	**$ 175,454.39**	**79.02%**
Other Current Assets				
1100 Inventory	85,813.78	89,239.08	-3,425.30	-3.84%
1200 Receivables	0.00	14,757.02	-14,757.02	-100.00%
1300 Prepaid Expenses	29,823.08	26,886.38	2,936.70	10.92%
1400 Deposits	0.00	2,100.00	-2,100.00	-100.00%
Total Other Current Assets	**$ 115,636.86**	**$ 132,982.48**	**-$ 17,345.62**	**-13.04%**
Total Current Assets	**$ 513,137.85**	**$ 355,029.08**	**$ 158,108.77**	**44.53%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,067,156.87	1,032,548.99	34,607.88	3.35%
1510 Accumulated Depreciation/Amort.	-3,973,631.03	-3,707,685.68	-265,945.35	-7.17%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	35,894.79	30,035.97	5,858.82	19.51%
1561 Park Improvements	1,782,769.53	1,773,864.03	8,905.50	0.50%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-31,543.74	-10,483.41	-21,060.33	-200.89%
1570 Capital Projects in Progress	58,339.02	29,200.00	29,139.02	99.79%
Total 1500 Fixed Assets	**$ 1,266,205.33**	**$ 1,474,699.79**	**-$208,494.46**	**-14.14%**
Total Fixed Assets	**$ 1,266,205.33**	**$ 1,474,699.79**	**-$208,494.46**	**-14.14%**
TOTAL ASSETS	**$ 1,779,343.18**	**$ 1,829,728.87**	**-$ 50,385.69**	**-2.75%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	87,229.09	135,710.26	-48,481.17	-35.72%
Total Accounts Payable	**$ 87,229.09**	**$ 135,710.26**	**-$ 48,481.17**	**-35.72%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	33,965.60	33,801.52	164.08	0.49%
2050 Accounts Payable-Tennis Revenue	0.00	205.00	-205.00	-100.00%

2051 Accounts Payable - OHMGA Revenue	7,965.00	4,324.00	3,641.00	84.20%
2100 Accrued Payroll	20,912.59	10,067.51	10,845.08	107.72%
2104 Accrued retirement contribution	1,027.72	1,824.06	-796.34	-43.66%
2105 Accrued Vacation Pay	28,890.05	32,088.61	-3,198.56	-9.97%
2200 Accrued Expenses	53,447.50	37,045.50	16,402.00	44.28%
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	200,000.00	-200,000.00	-100.00%
2250 Deferred Revenue				
2251 Tournament Deposits	6,900.00	6,300.00	600.00	9.52%
2253 Deferred Tennis Revenue	6,000.00	11,666.00	-5,666.00	-48.57%
2254 Other Deferred	134,881.12	155,021.17	-20,140.05	-12.99%
Total 2250 Deferred Revenue	**$ 147,781.12**	**$ 172,987.17**	**-$ 25,206.05**	**-14.57%**
2400 Cart Sales Tax Due	3,425.00	1,664.00	1,761.00	105.83%
Total Other Current Liabilities	**$ 298,764.58**	**$ 495,357.37**	**-$196,592.79**	**-39.69%**
Total Current Liabilities	**$ 385,993.67**	**$ 631,067.63**	**-$245,073.96**	**-38.83%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,057,907.05	1,981,729.88	76,177.17	3.84%
2730 Capital Debt (150k)	0.00	76,750.01	-76,750.01	-100.00%
2731 Operating Expense Debt (150k)	0.00	76,752.55	-76,752.55	-100.00%
2765 Deere Credit Inc. Progator Sprayer	0.00	1.21	-1.21	-100.00%
2766 Wells Fargo Eq Bandit Chipper	0.00	1,472.31	-1,472.31	-100.00%
2767 Deere Credit, Inc. Sweeper Vac	1.09	3,522.21	-3,521.12	-99.97%
2768 Deere Credit Inc. Greens Roller	587.98	4,029.56	-3,441.58	-85.41%
2770 Deere Credit Inc. Hybrid Mower	0.89	1,050.43	-1,049.54	-99.92%
2772 Wells Fargo 2017 Aera-Vator	884.58	1,939.38	-1,054.80	-54.39%
2773 DLL Finance Club Car CA550G Utility Cart	2,535.68	3,870.50	-1,334.82	-34.49%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	25,654.49	38,723.90	-13,069.41	-33.75%
2775 Deere Credit, Inc. Hybrid Mower	11,553.15	17,440.35	-5,887.20	-33.76%
2776 Wells Fargo MTE 2018 TurfCo Blower	4,606.75	5,758.84	-1,152.09	-20.01%
2777 DLL Finance Club Car CA502 Utility Cart	5,519.96	7,666.65	-2,146.69	-28.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	21,439.86	26,280.01	-4,840.15	-18.42%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	53,268.41	0.00	53,268.41	
Total Long-Term Liabilities	**$ 2,183,959.89**	**$ 2,246,987.79**	**-$ 63,027.90**	**-2.80%**
Total Liabilities	**$ 2,569,953.56**	**$ 2,878,055.42**	**-$308,101.86**	**-10.71%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 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	-1,295,566.94	-1,142,991.32	-152,575.62	-13.35%
Net Income	142,461.74	-267,830.05	410,291.79	153.19%
Total Equity	**-$ 790,610.38**	**-$1,048,326.55**	**$ 257,716.17**	**24.58%**
TOTAL LIABILITIES AND EQUITY	**$ 1,779,343.18**	**$ 1,829,728.87**	**-$ 50,385.69**	**-2.75%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
May 2021

	Total			
	May 2021	May 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	192,343.62	122,589.52	69,754.10	56.90%
4020 I.D. Cards	22,240.00	38,965.42	-16,725.42	-42.92%
4025 Season Pass	11,059.39	12,603.33	-1,543.94	-12.25%
4030 Tournament Fees	17,485.00	0.00	17,485.00	
4050 Cart Revenue	53,942.00	26,197.00	27,745.00	105.91%
4055 GolfBoard Revenue	0.00	0.00	0.00	
4060 Golf Revenue - Gift Certif.	2,087.00	1,670.00	417.00	24.97%
4070 Gift & Rain Checks Redeemed	-4,210.00	-2,361.42	-1,848.58	-78.28%
Total 4001 Golf Revenue	$294,947.01	$ 199,663.85	$ 95,283.16	47.72%
4100 Tennis Revenue	8,000.00	5,000.00	3,000.00	60.00%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	58.03	11.64	46.39	398.54%
4600 Restaurant Income	0.00	500.00	-500.00	-100.00%
4700 Advertising Revenue	0.00	0.00	0.00	
Total 4000 REVENUES	$304,380.04	$ 206,550.49	$ 97,829.55	47.36%
Total Income	$304,380.04	$ 206,550.49	$ 97,829.55	47.36%
Gross Profit	$304,380.04	$ 206,550.49	$ 97,829.55	47.36%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	17,893.44	10,236.42	7,657.02	74.80%
5030 Operations	27,236.49	4,702.13	22,534.36	479.24%
5040 Operations O/T	228.22	158.40	69.82	44.08%
5050 Course Personnel	24,681.49	18,528.03	6,153.46	33.21%
5060 Course Personnel O/T	132.87	10.32	122.55	1187.50%
5070 Seasonal Personnel	17,895.41	3,884.43	14,010.98	360.70%
5080 Seasonal Personnel O/T	40.93	0.00	40.93	
Total 5000 PERSONNEL EXPENSE	$ 88,108.85	$ 37,519.73	$ 50,589.12	134.83%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,699.14	2,820.59	3,878.55	137.51%
5230 State Unemployment	3,611.94	598.23	3,013.71	503.77%
5250 Health Insurance	1,594.54	2,728.19	-1,133.65	-41.55%
5260 Workmans Compensation	2,022.12	-272.61	2,294.73	841.76%
5270 Retirement Plans	547.03	367.60	179.43	48.81%
Total 5200 EMPLOYEE BENEFITS	$ 14,474.77	$ 6,242.00	$ 8,232.77	131.89%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,047.58	757.04	290.54	38.38%
5430 Professional Fees	2,650.00	2,500.00	150.00	6.00%

5436 Advertising	981.97	986.76	-4.79	-0.49%
5440 Office Expense	1,296.38	532.47	763.91	143.47%
5441 Bank Charges	23.90	14.30	9.60	67.13%
5442 Credit Card Fees	4,069.16	54.14	4,015.02	7416.00%
5450 Training and Dues	400.00	0.00	400.00	
5461 Authority Secretarial Services	240.00	240.00	0.00	0.00%
5469 Other Outside Services	522.90	317.36	205.54	64.77%
5470 Other Administrative	780.17	569.66	210.51	36.95%
5480 Utilities	2,981.56	3,352.39	-370.83	-11.06%
5499 Bad Debt Expense	450.00	0.00	450.00	
5500 Liability Insurance	6,935.49	7,177.39	-241.90	-3.37%
5520 Interest Expense	518.41	1,403.51	-885.10	-63.06%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 22,897.52**	**$ 17,905.02**	**$ 4,992.50**	**27.88%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	8,224.15	0.00	8,224.15	
5640 Golf Pro Supplies	861.05	0.00	861.05	
Total 5600 SALES AND OPERATIONS	**$ 9,085.20**	**$ 0.00**	**$ 9,085.20**	
5700 PARK MAINTENANCE				
5710 Water	7,099.38	1,636.41	5,462.97	333.84%
5720 Heating Fuel	426.34	2,830.98	-2,404.64	-84.94%
5730 Grounds Maintenance	671.44	563.75	107.69	19.10%
5740 Tree Maintenance	500.00	0.00	500.00	
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	0.00	5,952.83	-5,952.83	-100.00%
5752 Agriculture/Chemicals Utilized	14,392.13	963.50	13,428.63	1393.73%
Total 5750 Agriculture and Chemicals	**$ 14,392.13**	**$ 6,916.33**	**$ 7,475.80**	**108.09%**
5760 Irrigation Maintenance	1,059.55	2,730.57	-1,671.02	-61.20%
5780 Tee and Green Supplies	0.00	363.75	-363.75	-100.00%
5800 Equipment Maintenance	2,583.90	677.51	1,906.39	281.38%
5820 Building Maintenance	2,082.07	183.54	1,898.53	1034.40%
5860 Gasoline/Diesel Fuel	833.78	0.00	833.78	
5880 Employee work clothes	159.34	0.00	159.34	
Total 5700 PARK MAINTENANCE	**$ 29,807.93**	**$ 15,902.84**	**$ 13,905.09**	**87.44%**
6000 CART EXPENSE				
6010 Cart Lease Expense	16,243.15	16,116.00	127.15	0.79%
6020 Electricity	946.50	304.85	641.65	210.48%
6030 Maintenance	23.89	0.00	23.89	
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 17,613.54**	**$ 16,820.85**	**$ 792.69**	**4.71%**
Total Expenses	**$181,987.81**	**$ 94,390.44**	**$ 87,597.37**	**92.80%**
Net Operating Income	**$122,392.23**	**$ 112,160.05**	**$ 10,232.18**	**9.12%**
Other Income				
7002 Capital Contribution	0.00	20,000.00	-20,000.00	-100.00%
Total Other Income	**$ 0.00**	**$ 20,000.00**	**-$20,000.00**	**-100.00%**
Other Expenses				
8000 Depreciation/Amortization	22,124.56	19,973.46	2,151.10	10.77%
8001 Capital projects				

8100 Capital Projects - Cash	39,158.12	0.00	39,158.12	
Total 8001 Capital projects	**$ 39,158.12**	**$ 0.00**	**$ 39,158.12**	
Total Other Expenses	**$ 61,282.68**	**$ 19,973.46**	**$ 41,309.22**	**206.82%**
Net Other Income	**-$ 61,282.68**	**$ 26.54**	**-$61,309.22**	**-231006.86%**
Net Income	**$ 61,109.55**	**$ 112,186.59**	**-$51,077.04**	**-45.53%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2020 - May 2021

	Total			
	Jul 2020 - May 2021	Jul 2019 - May 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	1,219,381.87	747,878.00	471,503.87	63.05%
4020 I.D. Cards	133,293.00	107,025.42	26,267.58	24.54%
4025 Season Pass	141,605.75	12,603.33	129,002.42	1023.56%
4030 Tournament Fees	51,595.00	62,875.00	-11,280.00	-17.94%
4050 Cart Revenue	363,947.15	221,761.00	142,186.15	64.12%
4055 GolfBoard Revenue	910.00	2,897.00	-1,987.00	-68.59%
4060 Golf Revenue - Gift Certif.	18,401.00	17,593.00	808.00	4.59%
4070 Gift & Rain Checks Redeemed	-26,533.85	-17,247.52	-9,286.33	-53.84%
Total 4001 Golf Revenue	$ 1,902,599.92	$ 1,155,385.23	$ 747,214.69	64.67%
4100 Tennis Revenue	23,000.00	20,052.80	2,947.20	14.70%
4200 Rental Income	15,125.00	15,125.00	0.00	0.00%
4300 Investment Income	543.57	47.83	495.74	1036.46%
4400 Misc. Income	-390.92	353.27	-744.19	-210.66%
4600 Restaurant Income	13,650.00	29,500.00	-15,850.00	-53.73%
4700 Advertising Revenue	0.00	1,475.00	-1,475.00	-100.00%
Total 4000 REVENUES	$ 1,954,527.57	$ 1,221,939.13	$ 732,588.44	59.95%
Total Income	$ 1,954,527.57	$ 1,221,939.13	$ 732,588.44	59.95%
Gross Profit	$ 1,954,527.57	$ 1,221,939.13	$ 732,588.44	59.95%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	155,582.82	139,476.92	16,105.90	11.55%
5030 Operations	180,318.61	125,462.24	54,856.37	43.72%
5040 Operations O/T	1,335.99	1,241.99	94.00	7.57%
5050 Course Personnel	271,477.26	259,047.41	12,429.85	4.80%
5060 Course Personnel O/T	1,209.68	777.84	431.84	55.52%
5070 Seasonal Personnel	114,955.07	98,325.27	16,629.80	16.91%
5080 Seasonal Personnel O/T	877.11	806.70	70.41	8.73%
Total 5000 PERSONNEL EXPENSE	$ 725,756.54	$ 625,138.37	$ 100,618.17	16.10%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	54,043.59	47,410.55	6,633.04	13.99%
5230 State Unemployment	27,366.90	17,736.80	9,630.10	54.29%
5250 Health Insurance	24,031.71	29,179.24	-5,147.53	-17.64%
5260 Workmans Compensation	19,216.62	14,392.22	4,824.40	33.52%
5270 Retirement Plans	5,970.04	5,483.00	487.04	8.88%
Total 5200 EMPLOYEE BENEFITS	$ 130,628.86	$ 114,201.81	$ 16,427.05	14.38%
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	12,157.16	9,451.53	2,705.63	28.63%
5430 Professional Fees	29,015.14	27,515.14	1,500.00	5.45%
5436 Advertising	10,952.95	11,612.85	-659.90	-5.68%
5440 Office Expense	15,363.53	11,310.03	4,053.50	35.84%
5441 Bank Charges	275.22	237.10	38.12	16.08%
5442 Credit Card Fees	43,190.00	23,834.59	19,355.41	81.21%
5445 Postage	225.40	22.00	203.40	924.55%
5450 Training and Dues	2,110.00	1,375.00	735.00	53.45%
5461 Authority Secretarial Services	1,720.00	1,490.00	230.00	15.44%
5469 Other Outside Services	5,393.83	4,602.29	791.54	17.20%
5470 Other Administrative	10,716.12	7,277.20	3,438.92	47.26%
5480 Utilities	51,412.20	54,872.91	-3,460.71	-6.31%
5499 Bad Debt Expense	450.00	0.00	450.00	
5500 Liability Insurance	61,198.96	69,625.52	-8,426.56	-12.10%
5520 Interest Expense	6,845.11	9,260.20	-2,415.09	-26.08%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 251,025.62**	**$ 232,486.36**	**$ 18,539.26**	**7.97%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	9,025.65	5,860.59	3,165.06	54.01%
5640 Golf Pro Supplies	3,233.00	1,323.31	1,909.69	144.31%
5680 Golf Pro Work Clothes	1,823.03	0.00	1,823.03	
Total 5600 SALES AND OPERATIONS	**$ 14,081.68**	**$ 7,183.90**	**$ 6,897.78**	**96.02%**
5700 PARK MAINTENANCE				
5710 Water	64,117.98	34,438.51	29,679.47	86.18%
5720 Heating Fuel	7,359.96	11,071.89	-3,711.93	-33.53%
5730 Grounds Maintenance	18,968.61	12,534.38	6,434.23	51.33%
5740 Tree Maintenance	5,000.00	200.00	4,800.00	2400.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	40,498.61	38,011.45	2,487.16	6.54%
5752 Agriculture/Chemicals Utilized	29,757.97	28,516.08	1,241.89	4.36%
Total 5750 Agriculture and Chemicals	**$ 70,256.58**	**$ 66,527.53**	**$ 3,729.05**	**5.61%**
5760 Irrigation Maintenance	12,950.57	10,328.64	2,621.93	25.39%
5770 Consumable Tools	1,514.57	2,413.68	-899.11	-37.25%
5780 Tee and Green Supplies	2,234.91	2,774.51	-539.60	-19.45%
5795 Janitorial Supplies	46.27	0.00	46.27	
5800 Equipment Maintenance	27,073.68	27,006.07	67.61	0.25%
5810 Equipment Rental	0.00	98.64	-98.64	-100.00%
5820 Building Maintenance	30,806.13	12,360.06	18,446.07	149.24%
5840 Small Equipment	1,386.71	516.19	870.52	168.64%
5860 Gasoline/Diesel Fuel	8,105.03	10,172.95	-2,067.92	-20.33%
5880 Employee work clothes	655.35	151.59	503.76	332.32%
Total 5700 PARK MAINTENANCE	**$ 250,476.35**	**$ 190,594.64**	**$ 59,881.71**	**31.42%**
6000 CART EXPENSE				
6010 Cart Lease Expense	90,637.49	85,137.74	5,499.75	6.46%
6015 Board Lease Expense	0.00	5,442.72	-5,442.72	-100.00%
6020 Electricity	13,858.19	11,544.58	2,313.61	20.04%
6030 Maintenance	666.40	1,266.66	-600.26	-47.39%
6050 Cart Insurance	4,400.00	4,400.00	0.00	0.00%

6060 Misc. Cart Expense		815.56		0.00		815.56	
Total 6000 CART EXPENSE	**$**	**110,377.64**	**$**	**107,791.70**	**$**	**2,585.94**	**2.40%**
Total Expenses	**$**	**1,482,346.69**	**$**	**1,277,396.78**	**$**	**204,949.91**	**16.04%**
Net Operating Income	**$**	**472,180.88**	**-$**	**55,457.65**	**$**	**527,638.53**	**951.43%**
Other Income							
7002 Capital Contribution		0.00		20,000.00		-20,000.00	-100.00%
Total Other Income	**$**	**0.00**	**$**	**20,000.00**	**-$**	**20,000.00**	**-100.00%**
Other Expenses							
8000 Depreciation/Amortization		241,219.06		219,708.06		21,511.00	9.79%
8001 Capital projects							
8100 Capital Projects - Cash		88,500.08		12,664.34		75,835.74	598.81%
Total 8001 Capital projects	**$**	**88,500.08**	**$**	**12,664.34**	**$**	**75,835.74**	**598.81%**
Total Other Expenses	**$**	**329,719.14**	**$**	**232,372.40**	**$**	**97,346.74**	**41.89%**
Net Other Income	**-$**	**329,719.14**	**-$**	**212,372.40**	**-$**	**117,346.74**	**-55.26%**
Net Income	**$**	**142,461.74**	**-$**	**267,830.05**	**$**	**410,291.79**	**153.19%**

OAK HILLS SALES ANALYSIS MAY 2021 FISCAL

Description	May-21	May-20	Inc/(Dec)	YTD FY21	YTD FY20	Inc/(Dec)
Revenue Rounds	5,561	3,114	78.6%	36,869	23,501	56.9%
Barter Rounds	282	82	243.9%	2,150	1,441	49.2%
Season Pass Rounds	741	577	28.4%	6,261	577	985.1%
Comp Rounds	16	11	45.5%	498	519	-4.0%
Total All Rounds	6,600	3,784	74.4%	45,778	26,038	75.8%
Total Carts	3,480	1,621	114.7%	24,236	14,461	67.6%
Total Boards	0	0	0.0%	44	147	-70.1%
Total Golf ID Cards	174	347	-49.9%	1,117	1,074	4.0%
Total Season Passes	0	79	-100.0%	65	79	-17.7%
Total Gift Cards	28	13	115.4%	272	250	8.8%
Total GPS Ad Sales	0	0	0.0%	0	7	-100.0%
Total $ Revenue Rounds	$206,137	$112,031	84.0%	$1,262,111	$766,789	64.6%
Total Carts $	$57,367	$27,349	109.8%	$387,109	$233,808	65.6%
Total Board $	$0	$0	0.0%	$968	$3,080	-68.6%
Total Golf ID Cards $	$22,460	$37,307	-39.8%	$137,198	$105,787	29.7%
Total Season Pass $	$0	$98,610	-100.0%	$129,915	$98,610	31.7%
Total Gift Cards $	$2,087	$1,670	25.0%	$19,683	$17,593	11.9%
Total GPS Advertising $	$0	$0	0.0%	$0	$1,475	-100.0%
Rain Chks/Gift Cards Redeemed	-$4,210	-$2,361	78.3%	-$25,151	-$17,247	45.8%
	$283,841	**$274,606**	**3.4%**	**$1,911,834**	**$1,209,895**	**58.0%**
$ Revenue/Revenue Round	**$37.07**	**$35.98**	3.0%	**$34.23**	**$32.63**	4.9%
Carts/Revenue Round	**62.6%**	**$0.52**	20.2%	**65.7%**	**61.5%**	6.8%
Cart $/Revenue Round	**$10.32**	**$8.78**	17.5%	**$10.50**	**$9.95**	5.5%
Cart $/Cart Round	**$16.48**	**$16.87**	-2.3%	**$15.97**	**$16.17**	-1.2%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$22.00**	**$20.95**	5.0%
ID Card $/Card	**$129.08**	**$107.51**	20.1%	**$122.83**	**$98.50**	24.7%
Resident Adult 18 Rounds	1,160	853	36.0%	7,732	6,840	13.0%
Resident Senior 18 Rounds	931	510	82.5%	6,235	4,377	42.4%
Junior/Golf Team 18 Rounds	161	100	61.0%	1,295	662	95.6%
Golf League 18 Rounds	0	0	0.0%	217	114	90.4%
Employee 18 Rounds	70	40	75.0%	412	377	9.3%
Non Resident 18 Rounds	3,011	1,565	92.4%	19,348	9,997	93.5%
Total 9 Hole Rounds	228	46	395.7%	1,630	1,134	43.7%
Total Revenue Rounds	***5,561***	***3,114***	***78.6%***	***36,869***	***23,501***	***56.9%***
Resident Adult 18 Rounds $	$40,589	$29,218	38.9%	$258,953	$206,887	25.2%
Resident Senior 18 Rounds $	$26,184	$14,783	77.1%	$166,849	$114,040	46.3%
Junior/Golf Team 18 Rounds $	$2,936	$1,959	49.9%	$23,695	$12,882	83.9%
Golf League 18 Rounds	$0	$0	0.0%	$2,990	$2,615	14.3%
Employee 18 Rounds $	$495	$280	76.8%	$2,818	$2,639	6.8%
Non Resident 18 Rounds $	$130,488	$64,731	101.6%	$769,175	$403,127	90.8%
Total 9 Hole Rounds $	$5,446	$1,060	413.8%	$37,632	$24,599	53.0%
Total $ Revenue Rounds	***206,137***	***112,031***	***84.0%***	***1,262,111***	***766,789***	***64.6%***
Senior Non-Resident ID	12	11	9.1%	74	58	27.6%
Adult Non-Resident ID	15	26	-42.3%	80	72	11.1%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***27***	***37***	***-27.0%***	***154***	***130***	***18.5%***
GolfNow/TeeOff Rounds	265	271	-2.2%	2499	1,059	136.0%
GolfNow/TeeOff Dollars	$11,313	$12,168	-7.0%	$95,624	$41,948	128.0%
Dollars/Round	$42.69	$44.90	-4.9%	$38.26	$39.61	-3.4%
City of Norwalk debt paydown	**$11,122**					

OAK HILLS SALES ANALYSIS MAY 2021 CALENDAR

Description	May-21	May-20	Inc/(Dec)	YTD 2021	YTD 2020	Inc/(Dec)
Revenue Rounds	5,561	3,114	78.6%	10,963	4,844	126.3%
Barter Rounds	282	82	243.9%	767	131	485.5%
Season Pass Rounds	741	577	28.4%	2,079	577	260.3%
Comp Rounds	16	11	45.5%	29	12	141.7%
Total All Rounds	6,600	3,784	74.4%	13,838	5,564	148.7%
Total Carts	3,480	1,621	114.7%	6,128	1,700	260.5%
Total Boards	0	0	0.0%	1	0	0.0%
Total Golf ID Cards	174	347	-49.9%	1,000	948	5.5%
Total Season Passes	0	79	-100.0%	36	79	-54.4%
Total Gift Cards	28	13	115.4%	62	34	82.4%
Total GPS Ad Sales	0	0	0.0%	0	7	-100.0%
Total $ Revenue Rounds	$206,137	$112,031	84.0%	$381,150	$160,788	137.1%
Total Carts $	$57,367	$27,349	109.8%	$96,883	$28,623	238.5%
Total Board $	$0	$0	0.0%	$22	$0	0.0%
Total Golf ID Cards $	$22,460	$37,307	-39.8%	$124,601	$96,417	29.2%
Total Season Pass $	$0	$98,610	-100.0%	$73,300	$98,610	-25.7%
Total Gift Cards $	$2,087	$1,670	25.0%	$4,527	$3,783	19.7%
Total GPS Advertising $	$0	$0	0.0%	0	$1,475	-100.0%
Rain Chks/Gift Cards Redeemed	-$4,210	-$2,361	78.3%	-$6,704	-$3,220	108.2%
	$283,841	**$274,606**	**3.4%**	**$673,779**	**$386,476**	**74.3%**
$ Revenue/Revenue Round	**$37.07**	**$35.98**	3.0%	**$34.77**	**$33.19**	4.7%
Carts/Revenue Round	**62.6%**	**$0.52**	20.2%	**55.9%**	**35.1%**	59.3%
Cart $/Revenue Round	**$10.32**	**$8.78**	17.5%	**$8.84**	**$5.91**	49.6%
Cart $/Cart Round	**$16.48**	**$16.87**	-2.3%	**$15.81**	**$16.84**	-6.1%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$22.00**	**$0.00**	0.0%
ID Card $/Card	**$129.08**	**$107.51**	20.1%	**$124.60**	**$101.71**	22.5%
Resident Adult 18 Rounds	1,160	853	36.0%	2,444	1,970	24.1%
Resident Senior 18 Rounds	931	510	82.5%	1,823	654	178.7%
Junior/Golf Team 18 Rounds	161	100	61.0%	402	235	71.1%
Golf League 18 Rounds	0	0	0.0%	1	0	0.0%
Empl 18 Rounds	70	40	75.0%	136	51	166.7%
Non Resident 18 Rounds	3,011	1,565	92.4%	5,853	1,845	217.2%
Total 9 Hole Rounds	228	46	395.7%	304	89	241.6%
Total Revenue Rounds	***5,561***	***3,114***	***78.6%***	***10,963***	***4,844***	***126.3%***
Resident Adult 18 Rounds $	$40,589	$29,218	38.9%	$81,564	$59,229	37.7%
Resident Senior 18 Rounds $	$26,184	$14,783	77.1%	$48,948	$18,486	164.8%
Junior/Golf Team 18 Rounds $	$2,936	$1,959	49.9%	$6,056	$4,597	31.7%
Golf League 18 Rounds	$0	$0	0.0%	$23	$0	0.0%
Empl 18 Rounds $	$495	$280	76.8%	$915	$357	156.3%
Non Resident 18 Rounds $	$130,488	$64,731	101.6%	$236,375	$76,261	210.0%
Total 9 Hole Rounds $	$5,446	$1,060	413.8%	$7,270	$1,858	291.3%
Total $ Revenue Rounds	***206,137***	***112,031***	***84.0%***	***381,150***	***160,788***	***137.1%***
SR NONRES DISC	12	11	9.1%	66	56	17.9%
NONRES DISCOUNT	15	26	-42.3%	74	70	5.7%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***27***	***37***	***-27.0%***	***140***	***126***	***11.1%***
GolfNow Rounds	265	271	-2.2%	595	275	116.4%
GolfNow Dollars	$11,313	$12,168	-7.0%	$21,452	$12,268	74.9%
Dollars/Round	$42.69	$44.90	-4.9%	$36.05	$44.61	-19.2%

CITY OF NORWALK

Department of Information Technology

To: Members of the Finance Committee

From: Joyce Liu, Director IT

Subject: Capital budget for Cyber Security Projects for 2021-2022

Date: July 8th, 2021

Re: Replacement of aging backup System with Druva, Inc.

We began this project with the end goal of replacing our current backup appliances which are old and out of support. Our archiving methods with the current appliance is archaic, manual and time consuming. The current backup system has a hard time backing up Domain Controllers running Windows 2019 and may be a bigger concern in the future if not resolved by vendor. After months of research and products comparison, we have selected Druva, Inc. as the solution to replace our existing aging backup system.

Why we chose Druva: During the research phase we engaged with and did proof of concept trials with several back up vendors. We looked at Druva, Rubrick, Veeam, Dell IDPA, and Unitrends closely. They each had pros and cons but Druva stood out as being the most feature rich and future proof and came in under budget. From a disaster recovery standpoint, Druva is fully cloud based and runs on AWS (Amazon Web Services), with data replication in multiple regions. Druva is highly secure utilizing industry standard and enterprise grade security. It's flexible, fully automated and provides a cloud cache option which we can use to protect our most critical assets in case of an outage. Druva provides support for cloud archive which will be used to modernize and automate our archiving tasks. The solution also has out of box ransomware protection and it is compliant with standards including, SOC-1, SOC2, HIPAA and CJIS.

The actions requested are:

Authorize the Purchasing Agent to issue purchase orders to SHI (State of CT contract 2018011-02-CREC) for the procurement of Druva, Inc Software for cloud backup solution for an amount not to exceed $62,452.00, account 09221370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

M E M O R A N D U M

June 30, 2021

To: Finance Committee of the Common Council and
Common Council

From: Henry Dachowitz
Chief Finance Officer

Subject: City and BOE Operations Review-Efficiency Study

Resulting from last year's budget deliberations, it was agreed to conduct a joint study to identify recommendations on how to improve the efficiency and effectiveness of the City and Board of Education operations. The City of Norwalk Purchasing Department issued an RFP seeking consultants to perform this joint operations and efficiency study.

The Selection Committee consisted of Common Council Finance Chair Greg Burnett, Board of Estimate and Taxation Chair Ed Camacho, Mayor's Chief of Staff Laoise King, City CFO Henry Dachowitz, NPS CFO Tom Hamilton and BOE President/Finance Committee Chair Colin Hosten.

The Selection Committee reviewed the submitted eleven proposals and selected a short-list of firms to interview. The short-listed firms were interviewed, and two finalists were called back for subsequent interviews in which Mayor Rilling and Superintendent Estrella participated. Following this second round of interviews, the original Selection Committee has recommended to award this project to Evergreen Solutions, LLC.

The total cost of this engagement as proposed by Evergreen Solutions is $275,500. Of this amount, $118,000 is for work on the Board of Education side of the engagement, and $157,500 is for work on the City side. The contract with the vendor will be a joint City/NPS contract, so it will need to be executed by both Mayor Rilling and Superintendent Estrella.

Agenda Language:

Authorize the Mayor, Harry W. Rilling, to execute an joint City/NPS agreement with Evergreen Solutions, LLC for project 4040-City and BOE Operations Review-Efficiency Study for a total not to exceed $275,500.00
Account # ____________

Authorize the Chief Finance Officer to issue change orders on the contract for a total not to exceed $15,750.

NORWALK PUBLIC SCHOOLS
125 East Avenue · PO Box 6001
Norwalk, CT 06852-6001
Office: (203) 854-4063
Email: hamilton@norwalkps.org

Thomas Hamilton
Chief Financial Officer

MEMORANDUM

DATE: June 3, 2021

TO: Colin Hosten, Finance Committee Chair

FROM: Thomas Hamilton, Chief Financial Officer

RE: Operations & Efficiency Audit

As you know, the City Purchasing office released an RFP earlier this fiscal year seeking consultants to perform a joint operations and efficiency study of City and Board of Education operations. The purpose of this study is to identify recommendations on how to improve the efficiency and effectiveness of our respective organizations. The concept of conducting such a joint study was raised during last year's budget deliberations.

A selection panel consisting of Common Council Finance Chair Greg Burnett, Board of Estimate and Taxation Chair Ed Camacho, Mayor's Chief of Staff Laoise King, City CFO Henry Dachowitz, you, and I reviewed proposals and selected a short-list of firms to interview. The panel interviewed several firms, and two finalists were called back for subsequent interviews in which Mayor Rilling and Superintendent Estrella participated. Following this second round of interviews, the original selection panel then selected Evergreen Solutions, LLC to perform this operations and efficiency review.

The total cost of this engagement as proposed by Evergreen Solutions is $275,500. Of this amount, $118,000 is for work on the Board of Education side of the engagement, and $157,500 is for work on the City side. The contract with the vendor will be a joint City/NPS contract, so it will need to be executed by both Mayor Rilling and Superintendent Estrella.

ACTION REQUESTED:
Authorize the Superintendent to execute a contact with Evergreen Solutions, LLC to conduct a joint City/NPS operations and efficiency study

Cc: Dr. Alexandra Estrella, Superintendent of Schools