FINANCE/CLAIMS COMMITTEE MEETING
Thursday, April 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.

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

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

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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:

   March 11, 2021 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   April 8, 2021
6. Narrative on Tax Collections dated April 8, 2021 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated March 2021 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for February 2021 and Oak Hills Authority FY 2022 Preliminary Budget.
9. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection
   Division of Emergency Management & Homeland Security Grant for the Emergency Management Performance Grant which is approximately $65,000.
10. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for Local Capital Improvement Program ($652,435- 2021 Entitlement).

11. Authorize the Mayor, Harry W. Rilling, to approve for the Library infrastructure changes, purchase, delivery, and training for the staff for (2) laptop vending kiosks for an amount not to exceed $70,000, (budgeted capital expense account 09212010-5777-C0784, no special appropriation required).

12. Chief Financial Officer Fiscal Year 2022 Operating Budget update.

13. Adjournment.

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CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
MARCH 11, 2021
VIA TELECONFERENCE

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

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

OTHERS: George Tsiranides, Common Council member; Joseph Andrasko, Oak Hills Park Authority; Bill Lindsay, Munistat

1. **CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:05 p.m.

2. **ROLL CALL**

Mr. Burnett called the Roll as indicated above.

3. **PUBLIC PARTICIPATION**

No members of the public wished to participate.

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

February 11, 2021 – Regular Meeting

The following corrections were made to the minutes:

Correct the spelling of Mr. Heuvelman's name throughout.
Correct the spelling of Ms. Revolus' name throughout.

Page 1 – add Mr. Tsiranides' name under attendance.
Page 1 – correct the spelling of Tax Assessor.
Page 2 - Ms. Biagiarelli said they are doing all the regular tax enforcement – should read: Ms. Biagiarelli said they are doing other types of tax enforcement.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. THEODORIDIS; MR. KYDES; MR. BURNETT)**

February 11, 2021- Special Joint Finance and Claims and BOE Committee

The following corrections were made to the minutes:

Correct the spelling of Mr. Heuvelman's name throughout.
Correct the spelling of Ms. Revolus' name throughout.

Page 1 – add Mr. Keegan's name under attendance
Page 1 -

Page 4 - Mr. Heuvelman said these dialogues are important and need to extend to these two committees, should read Mr. Heuvelman said these dialogues are important and need to extend to these two committees throughout the year.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY BY A SHOW OF HANDS**

<u>February 18, 2021</u>- Finance/Claims Committee Public Hearing (e-mailed public comments attached)

The following correction was made to the minutes.

Page 1 – Each speaker ill be given three minutes should be, each speaker will be given three minutes.

**** MS. REVOLUS MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. THEODORIDIS)**

<u>February 18, 2021</u>- Finance/Claims Committee Special Meeting

The following corrections were made to the minutes:

Page 6 - He (Mr. Heuvelman) said the comments were reflective should read, the comments were reflective of all the views on this subject.
Page 6 - He (Mr. Heuvelman) said the taxpayers understand that taxes will need to go up, should read He said the taxpayers understand that taxes will need to go up to support the school program.

**** MOTON PASSED UNANIMOUSLY BY A SHOW OF HANDS**

5. **CLAIMS COMMITTEE**:

Receive the monthly Claims Report; review and approve claims as required for Claims Report dated:
March 11, 2021

Ms. Biagiarelli explained that there was one special request, by virtue of the dollar amount. It is for $59,465.15. The others are standard refunds that are issued without approval. She explained that the special request is for an overpayment by the taxpayer through their escrow account. She noted that this happens a lot when people refinance.

**** MS. REVOLUS MOVED TO ACCEPT THE CLAIMS COMMITTEE REPORT DATED MARCH 11, 2021**

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. THEODORIDIS; MR. KYDES; MR. BURNETT)**

6. **NARRATIVE ON TAX COLLECTIONS** dated March 11, 2021 – Receive Report and discuss.

7. **MONTHLY TAX COLLECTOR'S REPORTS** dated February 2021 – Receive Report and discuss.

Ms. Biagiarelli shared her screen and reviewed her reports. Through the end of February they collected $337 million. Taxpayers have until the end of April to pay. A mailing went out to real estate accounts reminding them that their payment is due on April 1st . If they pay on April 2nd, they will be charged 6% interest. A delinquent billing will go out mid April.

This is a Tax Sale year and Ms. Biagiarelli explained that they are hampered by collection enforcement this year. She added that they are working on wage garnishments.

Starting on Monday, Ms. Biagiarelli said they will re-open the payment window from 9:00 a.m. to 3:00 p.m. In addition, the office will be open. She noted that spring is a busy time and she wants to be prepared.

Ms. Biagiarelli said she will start working on the Tax Sale within the next three weeks. I is planned for August 16th.

**** MR. HEUVELMAN MOVED TO AUTHORIZE MAYOR HARRY RILLING TO AGREE TO THE CONNECTICUT GREEN BANK COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) PROGRAM ASSESSMENT BILLING AND COLLECTING CHANGE.**

Ms. Biagiarelli reviewed the item. She said this is a billing change for the State of Connecticut's C-Pace. She said the State created a Green Bank. The Tax Office is a collection agent on behalf of the CT Green Bank. The CT Green Bank notified the Tax Office that they want to take over the billing. This is not a revenue item for the City of Norwalk. This request needs approvals to extricate her from collecting the fees commencing July 2021. She said that Norwalk was the first city in the State to take part in this initiative.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. THEODORIDIS; MR. KYDES; MR. BURNETT)**

9. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR JANUARY 2020**.

Mr. Andrasko, reported that January and February are the least compelling months for Oak Hills. In February they had no revenue because no rounds were played. He said February looks like it will be $40,000 in the negative, but that is par for the course. The difference this year is in their cash balance. This year they have $260,000 in cash and will not have to borrow. They are set up well to enter the 2021 season.

Mr. Andrasko discussed their season passes and noted they increased the fee by about 35 – 40%. He said this will bring their fees up to the market rate. He said they made good on their promise to deliver their budget to the City. It is a high level budget. He said they expect to have a positive cash balance of about $93,000 that they can put back into the course.

Mr. Heuvelman asked Mr. Andrasko how the debt to the City is structured. Mr. Andrasko explained that it is a consolidated debt that they pay over the course of a number of years. They pay $2.00 per round and that is increased by $.05 each year and then once they have audited financials, they will pay 1% of their golf revenue.

Mr. Burnett asked Mr. Andrasko if there was any progress with the restaurant vendor. Mr. Andrasko explained that they are in the final stage of authorizing the license agreement and that he expects to have it approved at the next Authority meeting. Mr. Kydes noted that the agreement will have to go through the Common Council. He asked if the terms are still under negotiation. Mr. Andrasko explained that the structure of the agreement will increase restaurant revenues about double verses what they had in prior years. He noted that it is not the same vendor they had last year.

**** MR. KEEGAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO TERMINATE CONTRACT WITH HILLTOP SECURITIES, INC. FOR PROJECT NO. 3986 FINANCIAL ADVISORY SERVICES FOR BOND SALE.**

** **MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A CONTRACT WITH BILL LINDSAY AT MUNISTAT.TO PROVIDE FINANCIAL ADVISORY CONSULTING SERVICES FOR THE FISCAL YEAR 2021 THROUGH 2024. ACCOUNT #301340-5523**

Mr. Dachowitz read his memo that was included in the meeting packet. He said that Mr. Lindsey has been serving as Norwalk's financial advisor since 2001, most recently through Hilltop Securities. He and Hilltop Securities parted ways and he is now with Munistat Services. Mr. Dachowitz said the City would like to enter into an agreement with Munistat under the same terms and conditions as the existing agreement with Hilltop and terminate the agreement with Hilltop. He reviewed the terms of the contract.

Mr. Burnett asked if an RFP should have been created. Mr. Dachowitz said he checked with the Legal Department and they said it was up to him. He said he wants the services of Mr. Lindsey and it was not appropriate to go out for another RFP.

Mr. Lindsey explained that he has worked with the City of Norwalk for 20 years and he is happy with the platform at Munistat. He said that with the Committee's permission, he would be happy to work with the City.

** **MR. KEEGAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO TERMINATE CONTRACT WITH HILLTOP SECURITIES, INC. FOR PROJECT NO. 3986 FINANCIAL ADVISORY SERVICES FOR BOND SALE.**

** **MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. THEODORIDIS; MR. KYDES; MR. BURNETT**

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** **MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. THEODORIDIS; MR. KYDES; MR. BURNETT**

12. **DISCUSSION ON SENIOR TAX RELIEF PROGRAM**.

Mr. Ford said that at this point, they would be receiving applications for tax relief, but the Governor eliminated the requirement for Seniors to re-file their applications this year. The process was adjusted and letters were sent to Seniors advising them that they did not have to file this year, unless there was an income change or change in their financial situation.

Mr. Ford said they also looked at people's applications that were rejected over the last three years in case they may now be eligible due to income changes.

Mr. Burnett asked Mr. Ford if he is doing additional outreach to be sure Seniors are aware of the program. Mr. Ford explained that they expanded the website and the staff is in constant contact with employees who work with Seniors. They also do e-mail blasts to different groups of people in the City. Mr. Burnett noted that this is a great offering to our Seniors.

13. **ADJOURNMENT**

**** MS. REVOLUS MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 7:59 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

ITEM #5

AGENDA

APRIL 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-300416	$131.59	PRORATION
ACAR LEASING LTD	19-MV-300465	$150.21	PRORATION
	19-MV-300602	$303.61	PRORATION
	19-MV-300809	$97.13	PRORATION
ACAR LEASING LTD	19-MV-300303	$397.20	PRORATION
	19-MV-300347	$464.16	PRORATION
	19-MV-300461	$251.15	PRORATION
	19-MV-300479	$350.53	PRORATION
	19-MV-300787	$133.71	PRORATION
ACOSTA PABLO	19-MV-300991	$369.48	PRORATION
AMATYLEON GUILLERMO H	19-MV-302246	$111.93	PRORATION
BALITSOS STEPHEN	19-MV-304417	$58.03	PRORATION
CAFERO LAWRENCE F JR	19-MV-309457	$32.24	PRORATION
CHACON BOLIVAR RIGOBERTO	19-MV-402022	$267.46	PRORATION
DAIMLER TRUST	19-MV-402655	$148.36	PRORATION
	19-MV-402665	$63.16	PRORATION
DAROJA CHRISTOPHER	19-MV-401719	$515.20	PRORATION
DEJESUS OMAIRA	19-MV-316984	$109.00	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322998	$49.85	PRORATION
GREENWALD KAREN	19-MV-405980	$68.67	PRORATION
HARITON JOSH L	19-MV-329187	$78.60	PRORATION
HELISCH FRIEDRICH MICHAEL	19-MV-329742	$39.86	PRORATION
HICKMAN MICHAEL	19-MV-330416	$262.88	OVER GARN
HONDA LEASE TRUST	19-MV-331062	$195.42	PRORATION

AGENDA

APRIL 8TH 2021

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
	19-MV-405009	$113.17	PRORATION
	19-MV-800331	$317.59	PRORATION
	19-MV-405201	$349.86	PRORATION
JP MORGAN CHASE BANK	19-MV-335114	$485.98	PRORATION
	19-MV-335435	$218.00	PRORATION
	19-MV-335693	$133.47	PRORATION
JP MORGAN CHASE BANK	19-MV-335056	$364.71	PRORATION
	19-MV-800488	$32.99	PRORATION
KEARSE RACHEL BYNUM	19-MV-406092	$64.08	PRORATION
LAWES VERNAL V	19-MV-338772	$469.18	PRORATION
	19-MV-338773	$471.43	PRORATION
LUDWIG DAVID ARNOLD	19-MV-341287	$27.11	PRORATION
MEDINA LLUVERES ALBERTO R	19-MV-407348	$198.89	PRORATION
MURRAY TERESA	19-MV-347824	$149.12	PRORATION
NISSAN INFINIT LT	19-MV-348761	$30.04	PRORATION
NISSAN INFINITI LT	19-MV-408218	$271.17	PRORATION
PATRONI WILLIAM ROBERT	18-MV-352055	$52.29	PRORATION
PINEDA OSCAR	19-MV-354017	$103.33	PRORATION
RANCY JEAN ROBERT	19-MV-355838	$136.60	PRORATION
STROM JEAN FINLEY	19-MV-364347	$150.21	PRORATION
SUPPLE DEANNA	19-MV-364118	$147.09	PRORATION
THOMPSON JAMES M	19-MV-366060	$86.02	PRORATION
TORRICO MICHELLE VANESSA	19-MV-366193	$136.90	PRORATION
VCFW AUTO LEASING CO	19-MV-370213	$36.37	PRORATION
VW CREDIT LEASING LTD	19-MV-371644	$346.67	PRORATION

AGENDA

APRIL 8TH 2021

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
WELCH PUTU	19-MV-372554	$102.18	PRORATION
WILLIAMS LEROY	19-MV-373266	$32.52	PRORATION
ZALESKI ANN H	19-MV-374222	$41.23	PRORATION
ZULLO PAOLO VINCENT	19-MV-374653	$73.77	PRORATION

REAL ESTATE

SONO TOD LLC			
11 CHESTNUT ST			
2-55-4-0	19-RE-125313	$7,084.74	REMOVE I &E PENALTY
WELLS FARGO HOME MTG			
175 WEST NORWALK RD			
5-62-20A-0	19-RE-111349	$651.42	REFUND OF INT

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: April 5, 2021
Re: Narrative for March 2021 Tax Collector's Report

As of the end of March, 2021, nine months through the fiscal year that began on July 1, we had collected in excess of $343 million, or **97.72%** of our now $351 million adjusted current tax levy on the 2019 grand list. As of the end of March 2021, we also collected more than $16 million of our sewer use levy, or **96.35%.** We also collected 85.74% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority.

Compared with the prior fiscal year, we ended March very slightly behind with regard to taxes (-0.24%) and sewer use collections (-1.70%), and slightly ahead with the IPP fee (1.08%). The drop is likely due to the extended grace period and the effects of COVID 19 in general, but overall, collections remain good.

With regard to prior years' collections, through March, 2021 we now (again) show a net collection of in excess of $2.6 million; still down from the nearly $2.8 million in back taxes, interest, lien fees and other fees we reported at the end of January 2021, but climbing. This net collected amount is half a million dollars less than what we collected during the same time period in the prior fiscal year, largely as a consequence of court authorized tax refunds. Recall that we lose some prior year revenue due to settlements of court cases initiated by taxpayers who appealed their tax assessments from prior years, as well as the current assessment year.

Our current tax collection period concluded on April 1, the last day of the extended grace period. We mailed supplemental notices to taxpayers who still owed real estate taxes as of the first week of March, to remind them of the extended payment deadline. Beginning on April 2, we impose an interest charge of 6%, representing 1.5% per month for four months (January through April, inclusive), as interest reverts back to the January 1 installment due date. We will send a mass mailing of delinquent notices for all types of taxes – real estate, personal property and motor vehicles – later this month, and file lien continuing certificates on the Norwalk land records later this month as well.

Regarding our tax sale, we have collected in excess of $4.1 million since November 2019 on properties originally slated for sale. The sale was put on hold in the spring of 2020 due to COVID 19. Since then, the state lifted the prohibitions on tax sales, and I rescheduled the sale for Monday, August 16, 2021. 104 of the accounts we began working on in November 2019 have been paid in full. The extended grace period for this installment period has made working on the sale challenging, but our budgeted collection goals for this current fiscal year and for the fiscal year ending 2022 are both predicated on the infusion of that tax revenue.

We are also working on other collection enforcement measures, including withholding of health permits when past due taxes are owed; alias tax warrants on business personal property accounts; and wage garnishments. Maintaining high current and back tax collection rates promotes budgetary stability and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for "uncollectible" taxes, and correspondingly lower mill rates.

Our office is still adhering to COVID 19 related directives. We received permission from the Administration to bring back our staff full time without staggered shifts and presently serve in-person customers in our office in Room 105, Monday through Friday, 9 am to 3 pm, with no appointment needed. Taxpayers are required to wear a mask that covers their nose and mouth and to maintain proper physical distance.

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

We consider ourselves 'essential' in terms of both function and service, and will continue to update our operations to deal with changing circumstances. We are proud to have been able to maintain our onsite operations throughout the entire time we have been dealing with COVID-19. If we hear of any additional deadline extensions, or any other variations in the state's calendar, we will keep everybody informed.

ITEM #7

TAX COLLECTOR'S REPORT
MARCH 2021

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 20 - MAR 21	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,760,190.24	$19,090,169.93	91.96%	$20,446,471.32	($313,718.92)	93.37%
AUTOMOBILE-SUPPLEMENTAL	$2,974,458.75	$2,333,194.43	78.44%	$2,981,143.94	$6,685.19	78.27%
PERSONAL PROPERTY	$20,000,411.00	$19,298,167.55	96.49%	$20,040,502.48	$40,091.48	96.30%
REAL ESTATE	$310,928,205.46	$302,683,960.26	97.35%	$307,949,045.62	($2,979,159.84)	98.29%
TOTAL TAX	**$354,663,265.45**	**$343,405,492.17**	**96.83%**	**$351,417,163.36**	**($3,246,102.09)**	**97.72%**
SEWER USE	$16,883,967.00	$16,266,262.71	96.34%	$16,882,257.04	($1,709.96)	96.35%
IPP FEE	$200,500.00	$172,117.54	85.84%	$200,749.78	$249.78	85.74%

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	JUN 19 - MAR 20				
AUTOMOBILE-REGULAR	$20,298,846.95	$18,591,579.34	91.59%	$19,897,513.10	($401,333.85)	93.44%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,831,947.79	83.01%	$3,403,066.33	($8,567.26)	83.22%
PERSONAL PROPERTY	$18,801,474.70	$17,981,429.10	95.64%	$18,815,063.94	$13,589.24	95.57%
REAL ESTATE	$292,525,761.66	$287,292,005.20	98.21%	$291,380,924.97	($1,144,836.69)	98.60%
TOTAL TAX	**$335,037,716.90**	**$326,696,961.43**	**97.51%**	**$333,496,568.34**	**($1,541,148.56)**	**97.96%**
SEWER USE	$16,686,428.00	$16,259,976.00	97.44%	$16,582,531.90	($103,896.10)	98.05%
IPP FEE	$203,250.00	$176,712.87	86.94%	$208,750.00	$5,500.00	84.65%

TAX DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	$19,625,548.55	$16,708,530.74	-0.68%	$17,920,595.02	($1,704,953.53)	-0.24%
SEWER DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	$197,539.00	$6,286.71	-1.10%	$299,725.14	$102,186.14	-1.70%
IPP DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	($2,750.00)	($4,595.33)	-1.10%	($8,000.22)	($5,250.22)	1.08%

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 20 - MAR 21)	FISCAL YR 2019-2020 (JUL 19 - MAR 20)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$764,269.03	$1,572,953.27	($808,684.24)
PRIOR SEWER USE FEE	$204,971.79	$125,160.73	$79,811.06
PRIOR IPP FEE	$11,109.66	$11,729.88	($620.22)
TOTAL PRIOR TAX, SEWER & IPP	**$980,350.48**	**$1,709,843.88**	**($729,493.40)**
CURRENT INTEREST	$670,044.93	$672,880.79	($2,835.86)
PRIOR INTEREST	$814,613.52	$619,162.53	$195,450.99
SEWER USE FEE INTEREST	$69,926.44	$70,578.94	($652.50)
IPP FEE INTEREST	$6,575.76	$6,304.00	$271.76
TOTAL INTEREST COLLECTED	**$1,561,160.65**	**$1,368,926.26**	**$192,234.39**
PRIOR LIEN FEE	$11,020.36	$11,270.84	($250.48)
CURRENT LIEN FEE	$0.00	$1,423.01	($1,423.01)
TOTAL LIEN FEE COLLECTED	**$11,020.36**	**$12,693.85**	**($1,673.49)**
MISC FEES COLLECTED**	**$100,448.48**	**$106,703.87**	**($6,255.39)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$2,652,979.97**	**$3,198,167.86**	**($545,187.89)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

ITEM #8

Updated through **2/28/2021**

		Year to Date				
		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
Sales	Revenue Rounds	19,690	26,325	6,635	33.7%	No rounds played at all in February due to inclement weather. YTD numbers are still well ahead of budget.
	Non-Revenue Rounds	4,663	5,959	1,296	27.8%	
	Total Rounds	24,353	32,284	7,931	32.6%	
	Carts	13,117	18,108	4,991	38.0%	Higher golf rounds have a direct effect on cart rentals. Carts closed down for winter.
	ID Cards	585	285	(300)	-51.3%	Golfers tend to renew when they begin playing in the spring. March ID card sales to date are picking up.

		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
P&L	Golf Revenue	1,020,312	1,279,614	259,302	25.4%	See above, much higher rounds than expected due in part to COVID restrictions.
	Tennis Revenue	15,000	15,000	-	0.0%	
	Restaurant Revenue	9,400	13,650	4,250	45.2%	The Authority is currently in active restaurant operation negotiations.
	Other Revenue	11,133	11,005	(128)	-1.1%	
	Total Revenue	**1,055,845**	**1,319,269**	**263,424**	24.9%	
	Management Salary	105,200	106,556	1,356	1.3%	
	Operations Salary	91,725	127,258	35,533	38.7%	High golf and cart rounds created need for add'l work. Jan / Feb exp was lower than budget.
	Maintenance Salary	265,368	277,407	12,039	4.5%	High golf and cart rounds created need for add'l work, plus a prior period expense hitting in FY21.
	Employee Benefits	89,843	92,882	3,039	3.4%	Higher wages result in higher payroll tax.
	Administrative	126,064	142,115	16,051	12.7%	Increase in cred card fees due to higher base of rounds, cashless xactions, 2021 season pass sales.
	Interest & Insurance	48,709	43,377	(5,332)	-10.9%	Too much insurance exp was recognized thru 6/30/20; being corrected over several months.
	Sales & Operations	2,788	2,843	55	2.0%	
	Park Maintenance	120,916	127,299	6,383	5.3%	Water over-BGT by $18k (drought); offset by $7k less in maintenance, $2k grass treatments.
	Park Equipment	54,472	46,312	(8,160)	-15.0%	Keeping equipment maint and purchases to a minimum but this will even out in the coming months.
	Carts	79,237	77,557	(1,680)	-2.1%	
	Operating Expense	**984,322**	**1,043,606**	**59,284**	6.0%	
	Operating Income	**71,523**	**275,663**	**204,140**	**285.4%**	
Balance Sheet	Capital Improvements	(35,000)	(29,621)	5,379	-15.4%	Several projects are taking place over Jan-March as approved by the Authority.
	Line of Credit Balance	-	-	-		
	Cash Balance	64,276	267,182	202,906	315.7%	Improved cash position. Last year we had already borrowed $190k against our Line of Credit.

ITEM #8

Updated through 2/28/2021

		Rest of Year				
		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	10,331	12,397	2,066	20.0%	Expect only a slight slowdown in rounds with COVID restrictions still in place for remainder of fiscal year.
	Non-Revenue Rounds	3,251	3,251	-	0.0%	
	Total Rounds			-		
	Carts	6,883	8,948	2,065	30.0%	See explanation for Rev Rounds
	ID Cards	585	885	300	51.3%	Slow start to the year due to cold weather. Players will renew upon spring reopening.

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	564,220	688,348	124,128	22.0%	See above
	Tennis Revenue	10,000	16,800	6,800	68.0%	Tennis contract is finalized.
	Restaurant Revenue	8,000	8,000	-	0.0%	Our future restaurant operations are currently being discussed.
	Other Revenue	9,927	10,000	73	0.7%	
	Total Revenue	**592,147**	**723,148**	**131,001**	**22.1%**	
	Salaries	285,917	330,000	44,083	15.4%	Mostly attributable to much higher rounds but will be monitored. Also reflect expectation for new GM position.
	Employee Benefits	41,370	43,500	2,130	5.1%	
	Administrative	60,573	67,000	6,427	10.6%	Credit card fees will continue to come in over-budget due to excess rounds / cashless transactions.
	Debt Service & Insurance	28,180	29,000	820	2.9%	
	Sales & Operations	2,212	2,900	688	31.1%	Additional rounds = more scorecards, pencils, etc.
	Park Maintenance	63,784	63,784	-	0.0%	Stick to budget going forward.
	Park Equipment	21,528	26,000	4,472	20.8%	$8k underspent - expected to catch up on some additional spending before year-end.
	Carts	56,928	56,000	(928)	-1.6%	Renewed cart lease came in slightly under expectations.
	Operating Expense	**560,492**	**618,184**	**57,692**	**10.3%**	
	Uncategorized Exp/Rev					
	Operating Income	**31,655**	**104,964**	**73,309**	**231.6%**	
Balance Sheet	Capital Improvements	(40,000)	(45,000)	(5,000)	12.5%	We are currently prioritizing potential cap ex projects.
	Line of Credit Balance	-	-	-		We are nearly through off-season with no need to borrow against the LOC.
	Cash Balance	17,862	289,146	271,284	1518.8%	Improved cash position with no LOC borrowings while resuming our City debt repayments.

Oak Hills Park Authority
FY21 Actual vs. Budget

ITEM #8

	Feb Act	Feb Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	-$167	$9,168	-$9,335	-101.8%	$858,466	$633,426	$225,040	35.5%
4020 · I.D. Cards	$7,970	$24,737	-$16,767	-67.8%	$30,697	$61,844	-$31,147	-50.4%
4025 · Season Pass	$20,045	$8,985	$11,060	123.1%	$88,332	$71,880	$16,452	22.9%
4030 · Tournament Fees		$0	$0	0.0%	$34,110	$53,872	-$19,762	-36.7%
4050 · Cart Revenue	$0	$0	$0	0.0%	$272,849	$197,263	$75,586	38.3%
4055 · GolfBoard Revenue	$0	$0	$0	0.0%	$889	$0	$889	0.0%
4060 · Golf Revenue - Gift Certif.	$106	$453	-$347	-76.6%	$14,230	$15,402	-$1,172	-7.6%
4070 · Gift & Rain Checks Redeemed	$0	-$132	$132	-100.0%	-$19,959	-$13,374	-$6,585	49.2%
Total 4001 · Golf Revenue	**$27,954**	**$43,212**	**-$15,259**	**-35.3%**	**$1,279,614**	**$1,020,312**	**$259,302**	**25.4%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$15,000	$15,000	$0	0.0%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$11,000	$11,000	$0	0.0%
4300 · Investment Income	$43	$4	$39	951.7%	$395	$92	$303	328.4%
4400 · Misc. Income	$0	$0	$0	0.0%	-$391	$41	-$432	-1053.7%
4600 · Restaurant Income	$0	$0	$0	0.0%	$13,650	$9,400	$4,250	45.2%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$1,418**	**$1,379**	**$39**	**2.8%**	**$39,654**	**$35,533**	**$4,121**	**11.6%**
TOTAL REVENUE	**$29,371**	**$44,591**	**-$15,220**	**-34.1%**	**$1,319,269**	**$1,055,845**	**$263,423**	**24.9%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$12,291	$13,150	$859	6.5%	$106,556	$105,200	-$1,356	-1.3%
5030 · Operations	$1,743	$2,420	$678	28.0%	$126,183	$91,725	-$34,458	-37.6%
5040 · Operations O/T	$0	$0	$0	0.0%	$1,075	$0	-$1,075	0.0%
5050 · Course Personnel	$22,968	$23,550	$582	2.5%	$197,945	$186,523	-$11,423	-6.1%
5060 · Course Personnel O/T	$0	$0	$0	0.0%	$772	$0	-$772	0.0%
5070 · Seasonal Personnel	$0	$0	$0	0.0%	$78,163	$78,846	$683	0.9%
5080 · Seasonal Personnel O/T	$0	$0	$0	0.0%	$527	$0	-$527	0.0%
Total 5000 · PERSONNEL EXPENSE	**$37,001**	**$39,120**	**$2,119**	5.4%	**$511,221**	**$462,294**	**-$48,927**	-10.6%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$2,791	$2,852	$61	2.1%	$37,761	$40,068	$2,307	5.8%
5230 · State Unemployment	$1,543	$1,467	-$76	-5.2%	$18,978	$14,939	-$4,039	-27.0%
5250 · Health Insurance	$2,301	$2,199	-$102	-4.7%	$17,373	$17,592	$219	1.2%
5260 · Workmans Compensation	$986	$689	-$297	-43.1%	$14,424	$12,352	-$2,072	-16.8%
5270 · Retirement Plans	$492	$558	$66	11.9%	$4,346	$4,892	$546	11.2%
Total 5200 · EMPLOYEE BENEFITS	**$8,113**	**$7,765**	**-$348**	-4.5%	**$92,882**	**$89,843**	**-$3,039**	-3.4%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$959	$902	-$57	-6.4%	$8,894	$7,213	-$1,680	-23.3%
5430 · Professional Fees	$2,650	$2,667	$17	0.6%	$21,065	$21,333	$268	1.3%
5436 · Advertising	$989	$712	-$277	-38.9%	$7,886	$7,892	$6	0.1%
5440 · Office Expense	$868	$616	-$252	-40.9%	$11,652	$9,216	-$2,436	-26.4%
5441 · Bank Charges	$16	$10	-$6	-61.8%	$212	$264	$53	20.0%
5442 · Credit Card Fees	$1,096	$1,503	$407	27.1%	$35,747	$23,926	-$11,821	-49.4%
5445 · Postage	$0	$0	$0	0.0%	$170	$31	-$139	-450.2%
5450 · Training and Dues	$0	$0	$0	0.0%	$1,710	$2,286	$576	25.2%
5461 · Authority Secretarial Services	$0	$125	$125	100.0%	$1,090	$1,000	-$90	-9.0%
5469 · Other Outside Services	$305	$275	-$30	-10.8%	$3,870	$3,868	-$2	-0.1%
5470 · Other Admin	$941	$704	-$236	-33.5%	$8,032	$5,635	-$2,397	-42.5%
5480 · Utilities	$3,685	$3,728	$43	1.1%	$41,787	$43,399	$1,612	3.7%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$11,509**	**$11,241**	**-$267**	-2.4%	**$142,115**	**$126,064**	**-$16,052**	-12.7%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$3,831	$5,732	$1,901	33.2%	$40,392	$45,852	$5,460	11.9%

Oak Hills Park Authority
FY21 Actual vs. Budget

ITEM #8

	Feb Act	Feb Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$170	$513	$344	67.0%	$2,984	$2,857	-$128	-4.5%
Total 5500 · DEBT SERVICE AND INSURANCE	**$4,000**	**$6,245**	**$2,245**	35.9%	**$43,377**	**$48,709**	**$5,332**	10.9%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5640 · Golf Pro Supplies	$0	$0	$0	0.0%	$2,139	$1,788	-$351	-19.6%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$704	$1,000	$296	29.6%
Total 5600 SALES AND OPERATIONS	**$0**	**$0**	**$0**	0.0%	**$2,843**	**$2,788**	**-$55**	-2.0%
5700 · PARK MAINTENANCE								
5710 · Water	$693	$1,264	$571	45.2%	$54,528	$36,787	-$17,741	-48.2%
5720 · Heating Fuel	$1,173	$1,506	$333	22.1%	$5,008	$6,309	$1,301	20.6%
5730 · Grounds Maintenance	$0	$0	$0	0.0%	$9,449	$16,837	$7,388	43.9%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$4,500	$4,000	-$500	-12.5%
5751 · Agriculture&Chemicals-Purch	$16,758	$375	-$16,383	-4367.6%	$29,280	$46,784	$17,505	37.4%
5752 · Agriculture/Chemicals Utilized	-$16,758		$16,758	0.0%	$15,366	$0	-$15,366	0.0%
5760 · Irrigation Maintenance	$310	$0	-$310	0.0%	$7,691	$7,708	$17	0.2%
5770 · Consumable Tools	$0	$65	$65	100.0%	$1,153	$1,978	$825	41.7%
5780 · Tee and Green Supplies	$0	$356	$356	100.0%	$277	$363	$86	23.7%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$46	$149	$102	68.9%
Total 5700 · PARK MAINTENANCE	**$2,176**	**$3,566**	**$1,390**	39.0%	**$127,298**	**$120,916**	**-$6,383**	-5.3%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$1,460	$988	-$472	-47.8%	$19,094	$20,929	$1,835	8.8%
5820 · Building Maintenance	$4,723	$2,433	-$2,290	-94.1%	$19,465	$23,044	$3,579	15.5%
5840 · Small Equipment	$0	$0	$0	0.0%	$1,387	$2,500	$1,113	44.5%
5860 · Gasoline/Diesel Fuel	$0	$449	$449	100.0%	$5,870	$7,999	$2,129	26.6%
5880 · Employee work clothes	$0	$0	$0	0.0%	$496	$0	-$496	0.0%
Total 5800 · PARK EQUIPMENT	**$6,183**	**$3,870**	**-$2,313**	-59.8%	**$46,312**	**$54,472**	**$8,160**	15.0%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$0	$0	0.0%	$62,018	$60,137	-$1,881	-3.1%
6020 · Electricity	$236	$310	$73	23.7%	$11,319	$9,892	-$1,426	-14.4%
6030 · Maintenance	$0	$0	$0	0.0%	$643	$1,007	$365	36.2%
6050 · Cart Insurance	$400	$400	$0	0.0%	$3,200	$3,200	$0	0.0%
6060 · Misc. Cart Expense	$378	$0	-$378	0.0%	$378	$5,000	$4,622	92.4%
Total 6000 · CART EXPENSE	**$1,014**	**$710**	**-$304**	-42.9%	**$77,557**	**$79,237**	**$1,680**	2.1%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$69,996**	**$72,516**	**$2,520**	3.5%	**$1,043,606**	**$984,322**	**-$59,283**	-6.0%
TOTAL OPERATIONAL NET INCOME	**-$40,625**	**-$27,925**	**-$12,700**	45.5%	**$275,663**	**$71,523**	**$204,140**	285.4%
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	**-$40,625**	**-$27,925**	**-$12,700**	45.5%	**$275,663**	**$71,523**	**$204,140**	285.4%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,125	$18,333	-$3,791	-20.7%	$174,845	$146,667	-$28,179	-19.2%
8001 · Capital projects								
8100 - Capital Proj Cash	$10,150	$0	-$10,150	0.0%	$29,621	$35,000	$5,379	15.4%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution								
Total 8000 · OTHER EXPENSE	$22,125	$18,333	-$13,941	-20.7%	$174,845	$146,667	-$22,800	-19.2%
NET INCOME	**-$62,749**	**-$46,259**	**-$16,491**	35.6%	**$100,818**	**-$75,144**	**$175,961**	-234.2%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of February 28, 2021

	Total			
	As of Feb 28, 2021	As of Feb 29, 2020 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	276,093.39	21,412.96	254,680.43	1189.38%
1022 NBT Payment Account	-11,662.88	-5,921.84	-5,741.04	-96.95%
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	**$ 267,181.51**	**$ 18,242.12**	**$ 248,939.39**	**1364.64%**
Total Bank Accounts	**$ 267,181.51**	**$ 18,242.12**	**$ 248,939.39**	**1364.64%**
Accounts Receivable				
1201 Accounts Receivable	450.00	0.00	450.00	
Total Accounts Receivable	**$ 450.00**	**$ 0.00**	**$ 450.00**	
Other Current Assets				
1100 Inventory	67,509.00	56,202.58	11,306.42	20.12%
1200 Receivables	0.00	11,849.68	-11,849.68	-100.00%
1300 Prepaid Expenses	5,068.12	6,675.83	-1,607.71	-24.08%
1400 Deposits	0.00	2,100.00	-2,100.00	-100.00%
Total Other Current Assets	**$ 72,577.12**	**$ 76,828.09**	**-$ 4,250.97**	**-5.53%**
Total Current Assets	**$ 340,208.63**	**$ 95,070.21**	**$ 245,138.42**	**257.85%**
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.	-3,910,248.59	-3,648,027.92	-262,220.67	-7.19%
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	-28,552.50	-10,220.79	-18,331.71	-179.36%
1570 Capital Projects in Progress	0.00	29,200.00	-29,200.00	-100.00%
Total 1500 Fixed Assets	**$1,274,239.99**	**$ 1,534,620.17**	**-$260,380.18**	**-16.97%**
Total Fixed Assets	**$1,274,239.99**	**$ 1,534,620.17**	**-$260,380.18**	**-16.97%**
TOTAL ASSETS	**$1,614,448.62**	**$ 1,629,690.38**	**-$ 15,241.76**	**-0.94%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	46,819.08	35,840.06	10,979.02	30.63%
Total Accounts Payable	**$ 46,819.08**	**$ 35,840.06**	**$ 10,979.02**	**30.63%**

Other Current Liabilities				
2050 Accounts Payable-Tennis Revenue	0.00	110.00	-110.00	-100.00%
2051 Accounts Payable - OHMGA Revenue	185.00	3,065.00	-2,880.00	-93.96%
2100 Accrued Payroll	13,129.79	11,149.30	1,980.49	17.76%
2104 Accrued retirement contribution	158.05	136.48	21.57	15.80%
2105 Accrued Vacation Pay	26,216.93	30,988.83	-4,771.90	-15.40%
2200 Accrued Expenses	50,397.50	29,545.50	20,852.00	70.58%
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	190,000.00	-190,000.00	-100.00%
2250 Deferred Revenue	0.00	0.00	0.00	
2251 Tournament Deposits	3,300.00	4,800.00	-1,500.00	-31.25%
2254 Other Deferred	186,029.61	64,939.50	121,090.11	186.47%
Total 2250 Deferred Revenue	**$ 189,329.61**	**$ 69,739.50**	**$ 119,590.11**	**171.48%**
Total Other Current Liabilities	**$ 280,766.88**	**$ 336,084.61**	**-$ 55,317.73**	**-16.46%**
Total Current Liabilities	**$ 327,585.96**	**$ 371,924.67**	**-$ 44,338.71**	**-11.92%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,067,873.05	1,981,729.88	86,143.17	4.35%
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	436.28	-436.28	-100.00%
2765 Deere Credit Inc. Progator Sprayer	0.00	1,311.61	-1,311.61	-100.00%
2766 Wells Fargo Eq Bandit Chipper	0.00	2,547.00	-2,547.00	-100.00%
2767 Deere Credit, Inc. Sweeper Vac	1.09	5,245.61	-5,244.52	-99.98%
2768 Deere Credit Inc. Greens Roller	1,749.29	5,154.56	-3,405.27	-66.06%
2770 Deere Credit Inc. Hybrid Mower	0.89	3,128.63	-3,127.74	-99.97%
2772 Wells Fargo 2017 Aera-Vator	1,148.28	2,203.08	-1,054.80	-47.88%
2773 DLL Finance Club Car CA550G Utility Cart	3,096.50	4,386.50	-1,290.00	-29.41%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	27,852.14	40,818.70	-12,966.56	-31.77%
2775 Deere Credit, Inc. Hybrid Mower	13,582.94	19,400.79	-5,817.85	-29.99%
2776 Wells Fargo MTE 2018 TurfCo Blower	4,449.99	6,020.61	-1,570.62	-26.09%
2777 DLL Finance Club Car CA502 Utility Cart	6,439.97	8,279.99	-1,840.02	-22.22%
2778 Wells Fargo Used Kubota Tractor Mini Ex	22,386.69	28,226.67	-5,839.98	-20.69%
Total Long-Term Liabilities	**$2,148,580.83**	**$ 2,262,392.47**	**-$113,811.64**	**-5.03%**
Total Liabilities	**$2,476,166.79**	**$ 2,634,317.14**	**-$158,150.35**	**-6.00%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 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	71,353.95	-224,130.26	295,484.21	131.84%
Total Equity	**-$ 861,718.17**	**-$1,004,626.76**	**$ 142,908.59**	**14.23%**
TOTAL LIABILITIES AND EQUITY	**$1,614,448.62**	**$ 1,629,690.38**	**-$ 15,241.76**	**-0.94%**

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

	Total			
	Feb 2021	Feb 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	-167.00	13,204.00	-13,371.00	-101.26%
4020 I.D. Cards	7,970.00	25,130.00	-17,160.00	-68.28%
4025 Season Pass	20,044.54	0.00	20,044.54	
4030 Tournament Fees	0.00	0.00	0.00	
4050 Cart Revenue	0.00	0.00	0.00	
4055 GolfBoard Revenue	0.00	0.00	0.00	
4060 Golf Revenue - Gift Certif.	106.00	338.00	-232.00	-68.64%
4070 Gift & Rain Checks Redeemed	0.00	-214.00	214.00	100.00%
Total 4001 Golf Revenue	$ 27,953.54	$ 38,458.00	-$10,504.46	-27.31%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	42.89	0.82	42.07	5130.49%
4600 Restaurant Income	0.00	2,000.00	-2,000.00	-100.00%
4700 Advertising Revenue	0.00	650.00	-650.00	-100.00%
Total 4000 REVENUES	$ 29,371.43	$ 42,483.82	-$13,112.39	-30.86%
Total Income	$ 29,371.43	$ 42,483.82	-$13,112.39	-30.86%
Gross Profit	$ 29,371.43	$ 42,483.82	-$13,112.39	-30.86%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	12,290.60	12,348.90	-58.30	-0.47%
5030 Operations	1,742.50	3,039.80	-1,297.30	-42.68%
5040 Operations O/T	0.00	31.80	-31.80	-100.00%
5050 Course Personnel	22,967.76	20,403.55	2,564.21	12.57%
5060 Course Personnel O/T	0.00	0.00	0.00	
5070 Seasonal Personnel	0.00	0.00	0.00	
5080 Seasonal Personnel O/T	0.00	0.00	0.00	
Total 5000 PERSONNEL EXPENSE	$ 37,000.86	$ 35,824.05	$ 1,176.81	3.28%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	2,790.72	2,718.68	72.04	2.65%
5230 State Unemployment	1,543.46	1,440.03	103.43	7.18%
5250 Health Insurance	2,301.39	2,373.22	-71.83	-3.03%
5260 Workmans Compensation	985.72	867.76	117.96	13.59%
5270 Retirement Plans	491.70	494.74	-3.04	-0.61%
Total 5200 EMPLOYEE BENEFITS	$ 8,112.99	$ 7,894.43	$ 218.56	2.77%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	959.03	674.87	284.16	42.11%
5430 Professional Fees	2,650.00	2,500.00	150.00	6.00%
5436 Advertising	989.05	699.18	289.87	41.46%

5440 Office Expense	868.41	605.27	263.14	43.47%
5441 Bank Charges	15.80	14.45	1.35	9.34%
5442 Credit Card Fees	1,096.32	558.92	537.40	96.15%
5461 Authority Secretarial Services	0.00	140.00	-140.00	-100.00%
5469 Other Outside Services	304.58	281.20	23.38	8.31%
5470 Other Administrative	940.62	505.08	435.54	86.23%
5480 Utilities	3,684.97	2,133.46	1,551.51	72.72%
5500 Liability Insurance	3,830.58	6,037.23	-2,206.65	-36.55%
5520 Interest Expense	169.53	1,039.57	-870.04	-83.69%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 15,508.89**	**$ 15,189.23**	**$ 319.66**	**2.10%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	328.68	-328.68	-100.00%
Total 5600 SALES AND OPERATIONS	**$ 0.00**	**$ 328.68**	**-$ 328.68**	**-100.00%**
5700 PARK MAINTENANCE				
5710 Water	692.76	1,168.15	-475.39	-40.70%
5720 Heating Fuel	1,173.46	528.06	645.40	122.22%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	16,758.25	0.00	16,758.25	
5752 Agriculture/Chemicals Utilized	-16,758.25	0.00	-16,758.25	
Total 5750 Agriculture and Chemicals	**$ 0.00**	**$ 0.00**	**$ 0.00**	
5760 Irrigation Maintenance	310.00	0.00	310.00	
5770 Consumable Tools	0.00	-393.82	393.82	100.00%
5780 Tee and Green Supplies	0.00	432.02	-432.02	-100.00%
5800 Equipment Maintenance	1,460.41	1,338.10	122.31	9.14%
5820 Building Maintenance	4,722.87	1,400.02	3,322.85	237.34%
Total 5700 PARK MAINTENANCE	**$ 8,359.50**	**$ 4,472.53**	**$ 3,886.97**	**86.91%**
6000 CART EXPENSE				
6020 Electricity	236.13	558.76	-322.63	-57.74%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	377.95	0.00	377.95	
Total 6000 CART EXPENSE	**$ 1,014.08**	**$ 958.76**	**$ 55.32**	**5.77%**
Total Expenses	**$ 69,996.32**	**$ 64,667.68**	**$ 5,328.64**	**8.24%**
Net Operating Income	**-$40,624.89**	**-$ 22,183.86**	**-$18,441.03**	**-83.13%**
Other Expenses				
8000 Depreciation/Amortization	22,124.56	19,973.46	2,151.10	10.77%
8001 Capital projects				
8100 Capital Projects - Cash	10,150.00	0.00	10,150.00	
Total 8001 Capital projects	**$ 10,150.00**	**$ 0.00**	**$ 10,150.00**	
Total Other Expenses	**$ 32,274.56**	**$ 19,973.46**	**$ 12,301.10**	**61.59%**
Net Other Income	**-$32,274.56**	**-$ 19,973.46**	**-$12,301.10**	**-61.59%**
Net Income	**-$72,899.45**	**-$ 42,157.32**	**-$30,742.13**	**-72.92%**

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

	Total			
	Jul 2020 - Feb 2021	Jul 2019 - Feb 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	858,465.85	597,608.68	260,857.17	43.65%
4020 I.D. Cards	30,697.00	52,240.00	-21,543.00	-41.24%
4025 Season Pass	88,332.26	0.00	88,332.26	
4030 Tournament Fees	34,110.00	62,875.00	-28,765.00	-45.75%
4050 Cart Revenue	272,849.15	194,382.00	78,467.15	40.37%
4055 GolfBoard Revenue	889.00	2,897.00	-2,008.00	-69.31%
4060 Golf Revenue - Gift Certif.	14,230.00	15,473.00	-1,243.00	-8.03%
4070 Gift & Rain Checks Redeemed	-19,958.85	-14,366.10	-5,592.75	-38.93%
Total 4001 Golf Revenue	$ 1,279,614.41	$ 911,109.58	$368,504.83	40.45%
4100 Tennis Revenue	15,000.00	15,052.80	-52.80	-0.35%
4200 Rental Income	11,000.00	11,000.00	0.00	0.00%
4300 Investment Income	395.04	33.51	361.53	1078.87%
4400 Misc. Income	-390.92	128.89	-519.81	-403.30%
4600 Restaurant Income	13,650.00	28,000.00	-14,350.00	-51.25%
4700 Advertising Revenue	0.00	650.00	-650.00	-100.00%
Total 4000 REVENUES	$ 1,319,268.53	$ 965,974.78	$353,293.75	36.57%
Total Income	$ 1,319,268.53	$ 965,974.78	$353,293.75	36.57%
Gross Profit	$ 1,319,268.53	$ 965,974.78	$353,293.75	36.57%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	106,555.98	105,723.47	832.51	0.79%
5030 Operations	126,183.41	117,859.18	8,324.23	7.06%
5040 Operations O/T	1,075.01	1,059.74	15.27	1.44%
5050 Course Personnel	197,945.43	197,730.89	214.54	0.11%
5060 Course Personnel O/T	771.72	767.52	4.20	0.55%
5070 Seasonal Personnel	78,162.68	92,872.80	-14,710.12	-15.84%
5080 Seasonal Personnel O/T	526.53	806.70	-280.17	-34.73%
Total 5000 PERSONNEL EXPENSE	$ 511,220.76	$ 516,820.30	-$ 5,599.54	-1.08%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	37,760.94	39,199.12	-1,438.18	-3.67%
5230 State Unemployment	18,977.87	15,034.66	3,943.21	26.23%
5250 Health Insurance	17,373.45	20,212.90	-2,839.45	-14.05%
5260 Workmans Compensation	14,423.92	12,467.12	1,956.80	15.70%
5270 Retirement Plans	4,345.71	4,147.36	198.35	4.78%
Total 5200 EMPLOYEE BENEFITS	$ 92,881.89	$ 91,061.16	$ 1,820.73	2.00%
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	8,893.87	7,179.73	1,714.14	23.87%
5430 Professional Fees	21,065.14	20,015.14	1,050.00	5.25%
5436 Advertising	7,885.59	8,891.44	-1,005.85	-11.31%
5440 Office Expense	11,652.41	9,710.12	1,942.29	20.00%
5441 Bank Charges	211.62	198.55	13.07	6.58%
5442 Credit Card Fees	35,747.26	21,899.19	13,848.07	63.24%
5445 Postage	170.40	22.00	148.40	674.55%
5450 Training and Dues	1,710.00	1,375.00	335.00	24.36%
5461 Authority Secretarial Services	1,090.00	1,250.00	-160.00	-12.80%
5469 Other Outside Services	3,869.96	3,823.90	46.06	1.20%
5470 Other Administrative	8,032.43	5,532.80	2,499.63	45.18%
5480 Utilities	41,786.68	44,226.49	-2,439.81	-5.52%
5500 Liability Insurance	40,392.47	48,093.35	-7,700.88	-16.01%
5520 Interest Expense	2,984.39	5,633.99	-2,649.60	-47.03%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 185,492.22**	**$ 177,851.70**	**$ 7,640.52**	**4.30%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	4,808.45	-4,808.45	-100.00%
5640 Golf Pro Supplies	2,138.93	1,323.31	815.62	61.63%
5680 Golf Pro Work Clothes	704.14	0.00	704.14	
Total 5600 SALES AND OPERATIONS	**$ 2,843.07**	**$ 6,131.76**	**-$ 3,288.69**	**-53.63%**
5700 PARK MAINTENANCE				
5710 Water	54,527.96	30,303.14	24,224.82	79.94%
5720 Heating Fuel	5,008.49	6,456.71	-1,448.22	-22.43%
5730 Grounds Maintenance	9,448.95	11,431.65	-1,982.70	-17.34%
5740 Tree Maintenance	4,500.00	200.00	4,300.00	2150.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	29,279.66	19,495.46	9,784.20	50.19%
5752 Agriculture/Chemicals Utilized	15,365.84	27,552.58	-12,186.74	-44.23%
Total 5750 Agriculture and Chemicals	**$ 44,645.50**	**$ 47,048.04**	**-$ 2,402.54**	**-5.11%**
5760 Irrigation Maintenance	7,691.23	7,085.48	605.75	8.55%
5770 Consumable Tools	1,152.85	2,080.44	-927.59	-44.59%
5780 Tee and Green Supplies	276.91	445.52	-168.61	-37.85%
5795 Janitorial Supplies	46.27	0.00	46.27	
5800 Equipment Maintenance	19,094.23	24,282.67	-5,188.44	-21.37%
5810 Equipment Rental	0.00	98.64	-98.64	-100.00%
5820 Building Maintenance	19,465.24	11,686.88	7,778.36	66.56%
5840 Small Equipment	1,386.71	516.19	870.52	168.64%
5860 Gasoline/Diesel Fuel	5,869.87	8,035.07	-2,165.20	-26.95%
5880 Employee work clothes	496.01	63.74	432.27	678.18%
Total 5700 PARK MAINTENANCE	**$ 173,610.22**	**$ 149,734.17**	**$ 23,876.05**	**15.95%**
6000 CART EXPENSE				
6010 Cart Lease Expense	62,018.00	56,985.74	5,032.26	8.83%
6015 Board Lease Expense	0.00	4,178.01	-4,178.01	-100.00%
6020 Electricity	11,318.93	10,485.76	833.17	7.95%
6030 Maintenance	642.51	1,204.42	-561.91	-46.65%
6050 Cart Insurance	3,200.00	3,200.00	0.00	0.00%
6060 Misc. Cart Expense	377.95	0.00	377.95	

Total 6000 CART EXPENSE	**$ 77,557.39**	**$ 76,053.93**	**$ 1,503.46**	**1.98%**
Total Expenses	**$ 1,043,605.55**	**$ 1,017,653.02**	**$ 25,952.53**	**2.55%**
Net Operating Income	**$ 275,662.98**	**-$ 51,678.24**	**$327,341.22**	**633.42%**
Other Expenses				
8000 Depreciation/Amortization	174,845.38	159,787.68	15,057.70	9.42%
8001 Capital projects				
8100 Capital Projects - Cash	29,621.02	12,664.34	16,956.68	133.89%
Total 8001 Capital projects	**$ 29,621.02**	**$ 12,664.34**	**$ 16,956.68**	**133.89%**
Total Other Expenses	**$ 204,466.40**	**$ 172,452.02**	**$ 32,014.38**	**18.56%**
Net Other Income	**-$ 204,466.40**	**-$ 172,452.02**	**-$ 32,014.38**	**-18.56%**
Net Income	**$ 71,196.58**	**-$ 224,130.26**	**$295,326.84**	**131.77%**

OAK HILLS SALES ANALYSIS FEBRUARY 2021 FISCAL

Description	Feb-21	Feb-20	Inc/(Dec)	YTD FY21	YTD FY20	Inc/(Dec)
Revenue Rounds	0	544	-100.0%	26,325	19,558	34.6%
Barter Rounds	0	12	-100.0%	1,507	1,343	12.2%
Season Pass Rounds	0	0	0.0%	3,981	0	0.0%
Comp Rounds	0	0	0.0%	471	507	-7.1%
Total All Rounds	0	556	-100.0%	32,284	21,408	50.8%
Total Carts	0	0	0.0%	18,108	12,768	41.8%
Total Boards	0	0	0.0%	43	147	-70.7%
Total Golf ID Cards	68	268	-74.6%	285	574	-50.3%
Total Season Passes	17	0	0.0%	64	0	0.0%
Total Gift Cards	2	5	-60.0%	214	232	-7.8%
Total GPS Ad Sales	0	3	-100.0%	0	3	-100.0%
Total $ Revenue Rounds	$0	$13,256	-100.0%	$889,797	$627,588	41.8%
Total Carts $	$0	$0	0.0%	$290,226	$205,202	41.4%
Total Board $	$0	$0	0.0%	$946	$3,080	-69.3%
Total Golf ID Cards $	$7,970	$25,310	-68.5%	$32,467	$52,660	-38.3%
Total Season Pass $	$33,120	$0	0.0%	$127,790	$0	0.0%
Total Gift Cards $	$106	$338	-68.6%	$15,512	$15,473	0.3%
Total GPS Advertising $	$0	$650	-100.0%	$0	$650	-100.0%
Rain Chks/Gift Cards Redeemed	-$167	-$214	-22.0%	-$18,447	-$14,366	28.4%
	$41,029	**$39,340**	**4.3%**	**$1,338,292**	**$890,287**	**50.3%**
$ Revenue/Revenue Round	**$0.00**	**$24.37**	-100.0%	**$33.80**	**$32.09**	5.3%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**68.8%**	**65.3%**	5.4%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$11.02**	**$10.49**	5.1%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$16.03**	**$16.07**	-0.3%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$22.00**	**$20.95**	5.0%
ID Card $/Card	**$117.21**	**$94.44**	24.1%	**$113.92**	**$91.74**	24.2%
Resident Adult 18 Rounds	0	480	-100.0%	5,474	5,650	-3.1%
Resident Senior 18 Rounds	0	6	-100.0%	4,594	3,746	22.6%
Junior/Golf Team 18 Rounds	0	34	-100.0%	906	478	89.5%
Golf League 18 Rounds	0	0	0.0%	216	114	89.5%
Employee 18 Rounds	0	3	-100.0%	276	331	-16.6%
Non Resident 18 Rounds	0	6	-100.0%	13,533	8,176	65.5%
Total 9 Hole Rounds	0	15	-100.0%	1,326	1,063	24.7%
Total Revenue Rounds	***0***	***544***	***-100.0%***	***26,325***	***19,558***	***34.6%***
Resident Adult 18 Rounds $	$0	$12,131	-100.0%	$181,629	$167,219	8.6%
Resident Senior 18 Rounds $	$0	$110	-100.0%	$121,346	$95,889	26.5%
Junior/Golf Team 18 Rounds $	$0	$609	-100.0%	$17,819	$9,181	94.1%
Golf League 18 Rounds	$0	$0	0.0%	$2,967	$2,615	13.5%
Employee 18 Rounds $	$0	$21	-100.0%	$1,903	$2,317	-17.9%
Non Resident 18 Rounds $	$0	$111	-100.0%	$533,771	$327,298	63.1%
Total 9 Hole Rounds $	$0	$274	-100.0%	$30,362	$23,069	31.6%
Total $ Revenue Rounds	***0***	***13,256***	***-100.0%***	***889,797***	***627,588***	***41.8%***
Senior Non-Resident ID	7	14	-50.0%	28	36	-22.2%
Adult Non-Resident ID	5	21	-76.2%	17	38	-55.3%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***12***	***35***	***-65.7%***	***45***	***74***	***-39.2%***
GolfNow/TeeOff Rounds	0	0	0.0%	1914	784	144.1%
GolfNow/TeeOff Dollars	$0	$0	0.0%	$74,335	$29,680	150.5%
Dollars/Round	$0.00	$0.00	0.0%	$38.84	$37.86	2.6%
City of Norwalk debt paydown	**$0**					

OAK HILLS SALES ANALYSIS FEBRUARY 2021 CALENDAR

Description	Feb-21	Feb-20	Inc/(Dec)	YTD 2021	YTD 2020	Inc/(Dec)
Revenue Rounds	0	544	-100.0%	419	901	-53.5%
Barter Rounds	0	12	-100.0%	124	33	275.8%
Season Pass Rounds	0	0	0.0%	176	0	0.0%
Comp Rounds	0	0	0.0%	2	0	0.0%
Total All Rounds	0	556	-100.0%	721	934	-22.8%
Total Carts	0	0	0.0%	0	7	-100.0%
Total Boards	0	0	0.0%	0	0	0.0%
Total Golf ID Cards	68	268	-74.6%	168	448	-62.5%
Total Season Passes	17	0	0.0%	35	0	0.0%
Total Gift Cards	2	5	-60.0%	4	16	-75.0%
Total GPS Ad Sales	0	3	-100.0%	0	3	-100.0%
Total $ Revenue Rounds	$0	$13,256	-100.0%	$8,714	$21,587	-59.6%
Total Carts $	$0	$0	0.0%	$0	$17	-100.0%
Total Board $	$0	$0	0.0%	$0	$0	0.0%
Total Golf ID Cards $	$7,970	$25,310	-68.5%	$19,870	$43,290	-54.1%
Total Season Pass $	$33,120	$0	0.0%	$71,175	$0	0.0%
Total Gift Cards $	$106	$338	-68.6%	$356	$1,663	-78.6%
Total GPS Advertising $	$0	$650	-100.0%	0	$650	-100.0%
Rain Chks/Gift Cards Redeemed	-$167	-$214	-22.0%	-$167	-$339	-50.7%
	$41,029	**$39,340**	**4.3%**	**$99,948**	**$66,868**	**49.5%**
$ Revenue/Revenue Round	**$0.00**	**$24.37**	-100.0%	**$20.80**	**$23.96**	-13.2%
Carts/Revenue Round	**0.0%**	**0.0%**	0.0%	**0.0%**	**0.8%**	-100.0%
Cart $/Revenue Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.02**	-100.0%
Cart $/Cart Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$2.43**	-100.0%
Board $/Board Round	**$0.00**	**$0.00**	0.0%	**$0.00**	**$0.00**	0.0%
ID Card $/Card	**$117.21**	**$94.44**	24.1%	**$118.27**	**$96.63**	22.4%
Resident Adult 18 Rounds	0	480	-100.0%	186	780	-76.2%
Resident Senior 18 Rounds	0	6	-100.0%	182	23	691.3%
Junior/Golf Team 18 Rounds	0	34	-100.0%	13	51	-74.5%
Golf League 18 Rounds	0	0	0.0%	0	0	0.0%
Empl 18 Rounds	0	3	-100.0%	0	5	-100.0%
Non Resident 18 Rounds	0	6	-100.0%	38	24	58.3%
Total 9 Hole Rounds	0	15	-100.0%	0	18	-100.0%
Total Revenue Rounds	***0***	***544***	***-100.0%***	***419***	***901***	***-53.5%***
Resident Adult 18 Rounds $	$0	$12,131	-100.0%	$4,240	$19,561	-78.3%
Resident Senior 18 Rounds $	$0	$110	-100.0%	$3,445	$335	928.4%
Junior/Golf Team 18 Rounds $	$0	$609	-100.0%	$180	$896	-79.9%
Golf League 18 Rounds	$0	$0	0.0%	$0	$0	0.0%
Empl 18 Rounds $	$0	$21	-100.0%	$0	$35	-100.0%
Non Resident 18 Rounds $	$0	$111	-100.0%	$849	$432	96.5%
Total 9 Hole Rounds $	$0	$274	-100.0%	$0	$328	-100.0%
Total $ Revenue Rounds	***0***	***13,256***	***-100.0%***	***8,714***	***21,587***	***-59.6%***
SR NONRES DISC	7	14	-50.0%	20	34	-41.2%
NONRES DISCOUNT	5	21	-76.2%	11	36	-69.4%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***12***	***35***	***-65.7%***	***31***	***70***	***-55.7%***
GolfNow Rounds	0	0	0.0%	10	0	0.0%
GolfNow Dollars	$0	$0	0.0%	$163	$0	0.0%
Dollars/Round	$0.00	$0.00	0.0%	$16.33	$0.00	0.0%

Fiscal Years end on June 30th (i.e., FY22 = July 1 2021 through June 30 2022)
All figures are in $ except Revenue and Non Revenue Rounds data in units

OAK HILLS PARK - SUMMARY P&L

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 PRELIM. BUDGET	FY22 PRELIMINARY DRAFT BUDGET COMMENTARY
Rounds TOTAL	**37,685**	**34,339**	**34,150**	**37,933**	**39,748**	**Growth based on strong to-date FY21 trends**
Revenue Rounds	34,837	31,925	30,261	30,019	33,021	Remains below peak rounds in FY18
Non Revenue Rounds	2,848	2,414	3,889	7,914	6,727	Aligned to season pass subscriptions
Golf Revenue / Revenue Round	28.90	31.30	33.97	34.47	34.90	Modest price increase expected
Cart Revenue / Revenue Round	9.68	9.62	10.52	10.32	10.91	Modest price increase expected
Revenue TOTAL	**1,610,584**	**1,499,556**	**1,545,160**	**1,647,992**	**1,872,252**	**Driven by rounds and pricing assumptions above**
Golf Revenue	1,503,550	1,445,134	1,470,739	1,584,532	1,777,692	
Other Revenue	107,034	54,422	74,421	63,460	94,560	Increase in tennis and restaurant
Operational Expense TOTAL	**1,493,651**	**1,491,828**	**1,442,241**	**1,544,814**	**1,634,274**	**Overall conservative approach on expense**
Personnel Expense	870,654	874,428	814,356	879,423	969,367	Includes higher min. wage and additional contractual salaries
Administrative Expense	228,007	261,016	270,811	268,526	278,602	Increased insurance and CC fees (tied to revenue)
Park Maintenance	252,835	220,567	230,397	260,700	263,307	Modest increases across the board
Cart Expenses	142,154	135,817	126,677	136,166	122,998	Beneficial lease terms
Net Operating Income	**116,933**	**7,727**	**102,919**	**103,178**	**237,978**	**Produce healthy net income with conservative expense**
Other Debt and Cash Effects	**117,777**	**62,499**	**65,365**	**135,259**	**145,471**	**Reflects $2.05/revenue round**
Net Cash Effect	**(844)**	**(54,772)**	**37,554**	**(32,081)**	**92,508**	**Cash positive**
Capital Project Expenses	**89,144**	**-**	**18,072**	**75,000**	**92,508**	**Increased capital expenditure (or reserve contribution)**

OHPA FY2022 PRELIM DRAFT Budget
FY 2018-2022

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 PRELIM DRAFT BUDGET	21 Bud vs 22 Bud	COMMENTARY
EZLinks							General Note: Must take rate increases in 2022 into account for second half of Fiscal '22.
Rounds		1.86	1.82	1.90	1.81		
Revenue Rounds	34,837	31,925	30,261	30,019	33,021	10.0%	Modest increase of 10% with the COVID-19 pandemic creating some uncertainty over the next 1.5 yrs
Non Revenue Rounds	2,848	2,414	3,889	7,914	6,727	-15.0%	
Total Rounds	37,685	34,339	34,150	37,933	39,748	4.8%	
Cart Rounds	21,450	18,475	18,778	20,000	22,005	10.0%	5% increase over PY cart rounds ratio of overall rds
Cart Revenue/Cart Rounds	$15.71	$16.63	$15.49	$15.49	$16.38	5.7%	89% of c/y cart rounds are SKU's we are going to raise $1, 11% remains the same. Increase of $0.89
Board Rounds	710	232	147	-	-	-	
Board Revenue/Board Rounds	$19.67	$21.34	$20.95	$0.00	$0.00	-	
ID Rate Avg	$77.48	$89.69	$106.11	$105.67	$120.48	14.0%	Based on ID cards analysis during 2021 rate increases
ID Cards	1,600	1,469	1,222	1,170	1,200	2.5%	Slight uptick given golf industry growth and sharp increase in season passes
Golf Revenue / Revenue Round	$28.90	$31.30	$33.97	$34.47	$34.90	1.3%	Currently running $34.23 ytd; $1 increases over several categories to give estimated $.45 blended increase.
Cart Revenue / Revenue Round	$9.68	$9.62	$10.52	$10.32	$10.91	5.8%	
REVENUE							
4000 · REVENUES							
4001 · Golf Revenue							
4010 · Golf Fees	990,588	936,450	960,101	965,774	1,072,447	11.0%	
4020 · I.D. Cards	123,746	126,580	129,670	123,687	144,576	16.9%	
4025 · Season Passes			19,163	116,100	120,000	3.4%	Slight increase over '21 pricing presentation.
4030 · Tournament Fees	60,564	91,907	67,798	68,930	80,000	16.1%	Should start to climb once COVID restrictions abate.
4050 · Cart Revenue	317,444	288,795	290,792	309,716	360,344	16.3%	
4055 · GolfBoard Revenue	13,058	4,605	2,897	-	-	-	
4060 · Golf Revenue - Gift Certif.	27,585	22,453	22,490	22,940	22,940	0.0%	
4070 · Gift & Rain Checks Redeemed	(29,435)	(25,657)	(22,172)	(22,615)	(22,615)	0.0%	
Total 4001 · Golf Revenue	1,503,550	1,445,134	1,470,739	1,584,532	1,777,692	12.2%	
4100 · Tennis Revenue	40,088	25,035	25,053	25,000	40,800	63.2%	Nearly done with lease negotiations with King's Highway.
4200 · Rental Income	16,200	16,300	16,500	16,500	16,500	0.0%	
4300 · Investment Income	161	51	69	160	160	0.0%	
4400 · Misc. Income	11,384	1,029	824	400	400	0.0%	
4600 · Restaurant Income	39,001	12,007	30,500	17,400	30,700	76.4%	Actual rent to date + $5k net restaurant ops per mth. Half March, full Apr-Jun.
4700 · Advertising Revenue	200	-	1,475	4,000	6,000	50.0%	
Total Other Revenue	107,034	54,422	74,421	63,460	94,560	49.0%	
TOTAL REVENUE	**1,610,584**	**1,499,556**	**1,545,160**	**1,647,992**	**1,872,252**	6.7%	
EXPENSE							
5000 · PERSONNEL EXPENSE							
5010 · Management Salary	144,908	149,216	150,724	156,667	206,667	31.9%	Expectation of additional contractual salary
5030 · Operations	163,906	171,272	152,401	163,691	171,272	4.6%	reset to the max of prior years
5050 · Course Personnel	302,237	282,826	272,852	280,723	302,237	7.7%	reset to the max of prior years
5060 · Course Personnel O/T	1,244	508	804	-	-	-	
5070 · Seasonal Personnel	132,782	129,705	109,512	147,130	150,072	2.0%	
5080 · Seasonal Personnel O/T	1,463	541	821	-	-	-	
5120 · Payroll Adjustments	(25,896)			0	-	-	
Total 5000 · PERSONNEL EXPENSE	720,645	734,067	687,114	748,211	830,249	11.0%	
5200 · EMPLOYEE BENEFITS	**21%**	**19%**	**19%**	**18%**	**17%**		
5210 · Payroll Taxes	55,243	55,649	52,118	57,238	63,514	11.0%	straight calc
5230 · State Unemployment	21,523	20,788	20,616	22,266	23,379	5.0%	should decrease with Covid waning, offset by higher salary exp
5250 · Health Insurance	49,900	39,696	32,190	26,718	26,986	1.0%	
5260 · Workmans Compensation	15,826	17,222	16,350	17,985	18,165	1.0%	
5270 · Retirement Plans	7,516	7,005	5,968	7,005	7,075	1.0%	
Total 5200 · EMPLOYEE BENEFITS	150,009	140,361	127,242	131,212	139,118	6.0%	
5400 · ADMINISTRATIVE EXPENSES							
5420 · Telephone	7,689	10,606	10,353	10,820	10,928	1.0%	
5430 · Professional Fees	45,390	30,122	30,015	32,000	32,320	1.0%	
5436 · Advertising	14,431	12,661	12,561	12,000	12,120	1.0%	
5440 · Office Expense	12,894	13,366	13,920	13,920	14,059	1.0%	
5441 · Bank Charges	314	480	261	400	404	1.0%	
5442 · Credit Card Fees	29,293	28,741	33,454	33,990	38,133	12.2%	Direct relationship with revenue increase

5445 · Postage	217	173	143	150	152	1.0%	
5450 · Training and Dues	4,639	3,281	1,375	3,000	3,030	1.0%	
5461 · Authority Secretarial Services	3,020	2,600	1,610	1,500	1,515	1.0%	
5469 · Other Outside Services	4,397	5,338	5,004	5,404	5,459	1.0%	
5470 · Other Admin/Mktng	5,963	8,211	7,827	8,453	8,537	1.0%	
5471 · Charitable Donations	700			-	-	-	
5480 · Utilities	39,127	57,334	61,415	65,000	65,650	1.0%	
5490 · Water	-					-	
5499 · Bad Debt Expense	50					-	
Total 5400 · ADMINISTRATIVE EXPENSES	168,124	172,912	177,938	186,637	192,307	3.0%	
5500 · DEBT SERVICE AND INSURANCE	***1.95%***	***1.99%***	***2.27%***	***2.15%***	***2.15%***		
5500 · Liability Insurance	47,736	56,596	74,816	71,644	76,000	6.1%	Exceeding FY21 budget, so revising upward
5520 · Interest	10,031	13,307	10,452	5,245	5,245	0.0%	
5526 · Commercial debt service	-						
Total 5500 · DEBT SERVICE AND INSURANCE	57,768	69,903	85,268	76,889	81,245	5.7%	
5600 · SALES AND OPERATIONS							
5620 · Pro Shop Maintenance	-	13,361	5,861	-	-	-	
5640 · Golf Pro Supplies	209	4,841	1,744	3,000	3,030	1.0%	
5680 · Golf Pro Work Clothes	1,907	-	-	2,000	2,020	1.0%	
Total 5600 · SALES AND OPERATIONS	2,116	18,201	7,605	5,000	5,050	1.0%	
5700 · PARK MAINTENANCE							
5710 · Water	50,971	26,203	50,380	50,000	50,500	1.0%	
5720 · Heating Fuel	11,592	13,083	10,879	10,000	10,100	1.0%	
5730 · Grounds Maintenance	24,148	22,736	12,534	23,000	23,230	1.0%	
5740 · Tree Maintenance	1,930	1,060	200	4,000	4,040	1.0%	
5751 · Agriculture&Chemicals-Purchased	88,611	95,718	46,725	80,000	80,800	1.0%	
5752 · Agriculture/Chemicals Utilized	(4,929)	(11,157)	34,880	-	-	-	
5760 · Irrigation Maintenance	13,477	13,084	10,956	12,000	12,120	1.0%	
5770 · Consumable Tools	1,507	3,364	2,097	2,500	2,525	1.0%	
5780 · Tee and Green Supplies	3,564	1,789	2,775	3,000	3,030	1.0%	
5795 · Janitorial Supplies	122	39	-	200	202	1.0%	
Total 5700 · PARK MAINTENANCE	190,993	165,920	171,426	184,700	186,547	1.0%	
5800 · PARK EQUIPMENT							
5800 · Equipment Maintenance	28,682	25,830	31,832	30,000	30,300	1.0%	
5810 · Equipment Rental	-		99	-	-	-	
5820 · Building Maintenance	19,757	13,837	13,673	30,000	30,300	1.0%	
5840 · Small Equipment	1,036	920	516	2,500	2,525	1.0%	
5860 · Gasoline/Diesel Fuel	11,554	13,687	12,699	13,000	13,130	1.0%	
5880 · Employee work clothes	813	374	152	500	505	1.0%	
Total 5800 · PARK EQUIPMENT	61,842	54,647	58,971	76,000	76,760	1.0%	
6000 · CART EXPENSE							
6010 · Cart Lease Expense	104,856	103,166	101,254	111,366	103,000	-7.5%	New fleet came in under budget and will be locked in for 5yrs
6015 · Board Lease Expense	15,176	8,510	5,443	-	-	-	
6020 · Electricity	12,869	13,196	13,495	13,500	13,635	1.0%	
6030 · Maintenance	4,453	4,144	1,686	1,500	1,515	1.0%	
6050 · Cart Insurance	4,800	4,800	4,800	4,800	4,848	1.0%	
6060 · Misc. Cart Expense	-	2,000	-	5,000		-100.0%	
Total 6000 · CART EXPENSE	142,154	135,817	126,677	136,166	122,998	-9.7%	
TOTAL OPERATIONAL EXPENSE	**1,493,651**	**1,491,828**	**1,442,241**	**1,544,814**	**1,634,274**	5.8%	
TOTAL OPERATIONAL NET INCOME	**116,933**	**7,727**	**102,919**	**103,178**	**237,978**	130.6%	
B/S - Financed Debt Service Principal	62,280	62,499	65,365	52,220	60,000		
Restructured Debt	52,466			83,039	85,471		
Capital Funding $150k	1,539						
$150K Operating Debt	1,492						
Irrigation Debt Service							
Paving Debt Service							
Restaurant Debt Service							
Escrow Funding		-		-	-		
Commercial Debt Service							
Loan Repayment	55,497	-	-	83,039	85,471		

NET INCOME BEFORE CAPITAL EXPENSES	**61,436**	**7,727**	**102,919**	**103,178**	**237,978**	130.6%
7002 · Capital Contribution			(20,000)			
8000 · Depreciation/Amortization	236,335	234,371	239,682	220,000	250,000	13.6%
8000 · Depreciation/Amortization Non Cash	(236,335)	(234,371)	(239,682)	(220,000)	(220,000)	
8001 · Capital projects	89,144		18,072	75,000	92,508	
8006 · Disposed Assets		(11,349)				
Contingency						
Total 8000 · OTHER EXPENSE	236,335	223,023	219,682	220,000	250,000	0.1%
NET INCOME	**(174,898)**	**(215,295)**	**(116,762)**	**(116,822)**	**(12,022)**	0.1%
PRIOR YEAR	**(350,451)**	**(525,349)**	**(740,644)**	**(857,407)**	**(974,229)**	
CUMMULATIVE	**(525,349)**	**(740,644)**	**(857,407)**	**(974,229)**	**(986,251)**	
	-11.6%	-14.9%	-7.9%	-7.4%	-7.4%	
				Net Cash effect after cap ex	**(0)**	

CITY OF NORWALK
FIRE DEPARTMENT

121 Connecticut Ave
Norwalk, Connecticut 06850

Tele: (203) 854-0232
Fax (203) 854-7931

I would like to request that the City of Norwalk continues as the fiduciary for the Region 1, Emergency Management Preparedness Grant (EMPG). The grant is for $65,000 and is a reimbursement grant.

History

The City of Norwalk is part of a mutual aid agreement with 13 others cities and towns in Fairfield County. These 14 municipalities make up Region1and also the Fairfield County Hazardous Incident Response Team (FFCoHIRT). The team administered through the Fire Chiefs that represent the municipalities.

Annually our regional hazardous material team is awarded funds from the Emergency Preparedness Grant (EMPG), a federal grant that is managed through the State of Connecticut.

Our issue is that our hazardous materials team is a mutual aid agreement between the municipalities, not a true government entity. The grant is a reimbursement grant that needs a municipality or a council of governments to purchase items and then submit for reimbursement.

FFCoHIRT identifies equipment or training that is needed for our region. We confirm with the state that the purchase will be a reimbursable cost. The vender provides a quote for the purchase; the municipality will then issue a purchase order. The vendor delivers the item and then issues an invoice. The municipality pays the invoice and then submits reimbursement from the state.

We have successfully managed this grant for four previous years.

Respectfully,

Albe Bassett

Albert Bassett
Assistant Fire Chief
Norwalk Fire Department

STATE OF CONNECTICUT
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security
Grant Applicant Data Sheet

Mail Completed and signed Form To: DESPP, Grants Unit, 3rd floor North 2111 Country Club Road Middletown, CT 06457 **Please also E-mail the completed and signed Data Sheet To:** robert.drozynski@ct.gov	**FOR DEMHS USE ONLY** **Application Tracking #:** **Date Received:** ____________________

Grant Program: 2020 EMPG Regional Hazardous Materials Teams

SECTION B: APPLICANT INFORMATION AND DATA SHEET

1. Name of Non-profit Organization/ Agency: City of Norwalk	**2. Period of Award for this Sub-grant:** **7/1/21 to 6/30/22**
3. Point of Contact (Project Director) Name & Address Name: Albert Bassett Title: Assistant Fire Chief Organization: Norwalk Fire Department Address Line 1: 121 Connecticut Ave Address Line 2: ______ City/State/Zip: Norwalk Ct 06854 Phone: 203-854-0232 Fax: ______ E-mail: abassett@norwalkct.org	**4. Official Authorized to Sign for the Applicant:** Name: Harry Rilling Title: Mayor Organization: City of Norwalk Address Line 1: 125 East Ave Address Line 2: ______ City/State/Zip: Norwalk Ct. 06851 Phone: ______ Fax: ______ E-mail: hrilling@norwalkct.org
5. Application Prepared by: (If Different than Point of Contact) Name: ______ Title: ______ Organization: ______ Address Line 1: ______ Address Line 2: ______ City/State/Zip: ______ Phone: ______ Fax: ______ E-mail: ______	**6. Municipal/Agency Financial Officer** Name: Chitsamay Lam Title: Comptroller Organization: City of Norwalk Address Line 1: 125 East Ave Address Line 2: ______ City/State/Zip: Norwalk Ct. 06851 Phone: ______ Fax: ______ E-mail: ______

7. I, the undersigned, am the authorized official and can sign a subgrant award on behalf of the above mentioned non-profit.

SIGNATURE OF AUTHORIZED OFFICIAL: X ____ DATE: ____________________

PLEASE SIGN & DATE

8. Applicant FEIN: 066011881	**9. Applicant DUNS #:** 075410415

FEDERAL SINGLE AUDIT INFORMATION

ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regards to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Please initial here ________ to indicate that you have read and understood this requirement.

PLEASE INITIAL

Please note that the information required for boxes 10 through 14 refers to the sub-grantee's audit cycle.

10. Applicant Fiscal Year End: 6/30/21	**11. Date of Last Audit:** ______
12. Dates Covered by Last Audit: ______ to ______	**13. Date of Next Audit:** ______
14. Dates to be Covered by Next Audit: ______ to ______	

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

____

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, ______________________, the ______________ of ______________,
(keeper of the records—for ex. town clerk or secretary of council)
do hereby certify that the following is a true and correct copy of a resolution adopted by
____________________ at its duly called and held meeting on ___________, 20__,
(*name of governing body)* *(Month, Day)*
at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the ______________________ may enter into with and deliver
(name of governing body)
to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _________________, as __________________ of
(name and title of officer)
__________________________,
(Name of governing body)
is authorized and directed to execute and deliver any and all documents on behalf of the
____
(name of governing body)
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that ________________________
(name of officer)
now holds the office of _________________________ and that he/she has held that office since
____________________.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

______________ 20____

____
(Name and title of record keeper)

INSERT TACTILE TOWN SEAL HERE

The Chief Executive Officer has not changed since the previous resolution was authorized on _________
(*Date)*

Grant Title:	2020 EMPG Haz Mat
Agency Name:	**Region #**
Allocation Total:	**65,000.00**

ITEM #9

Grant Program Request	
Planning	
Organization	
Equipment*	
Training	
Exercises	
Total	**0.00**

	Grant Funding	AEL NUMBER (EQUIP. ONLY)
Planning - ***Describe planning costs related to this project and identify below the specifics of these costs toinclude planning personnel, contratced labor, or other planning related costs. Enter the amounts to the right of the description.***		
	0.00	
Organization - ***Describe organization costs related to this project and identify below the specifics of these costs to include personnel, contratced labor, or other organization related costs. Enter the amounts to the right of the description.***		N/A
	0.00	
Equipment - ***List all specific equipment purchases that are related to this project and their related costs. Enter amounts in the columns to the right. Please include the AEL number that applies. (See www.rkb.mipt,org for AEL #)***		
	$ -	
Training - ***Please include the the Training expenses related to this project. List apporopriate expenses and the related costs in the column to the right.***		
	0.00	
Exercise - ***Please include the the Exercise expenses related to this project. List apporopriate expenses and the related costs in the column to the right.***		N/A
	$ -	
	0.00	

LoCIP Entitlement Figures

The chart below is in Town Code Order

2021 LoCIP entitlement amounts appear in Column D

(A) Town Code	(B) Town Name	(C) Available Entitlement* Prior to Addition 2021 Entitlement	(D) 2021 Entitlement Amount (Effective March 1, 2021)	(E) Available Entitlement* as of March 1, 2021 (C+D)
1	Andover	$84,609.69	$ 28,349.00	$ 112,958.69
2	Ansonia	$92,690.13	$ 183,166.00	$ 275,856.13
3	Ashford	$0.00	$ 51,200.00	$ 51,200.00
4	Avon	$0.00	$ 110,702.00	$ 110,702.00
5	Barkhamsted	$45,428.94	$ 35,473.00	$ 80,901.94
6	Beacon Falls	$103,657.11	$ 38,667.00	$ 142,324.11
7	Berlin	$195,638.68	$ 124,200.00	$ 319,838.68
8	Bethany	$91,025.00	$ 47,080.00	$ 138,105.00
9	Bethel	$762,324.11	$ 120,175.00	$ 882,499.11
10	Bethlehem	$0.00	$ 33,491.00	$ 33,491.00
11	Bloomfield	$129,876.00	$ 131,342.00	$ 261,218.00
12	Bolton	$120,967.70	$ 37,697.00	$ 158,664.70
13	Bozrah	$57,625.00	$ 26,755.00	$ 84,380.00
14	Branford	$66,442.21	$ 156,039.00	$ 222,481.21
15	Bridgeport	$365,584.56	$ 2,234,092.00	$ 2,599,676.56
16	Bridgewater	$8,000.00	$ 23,530.00	$ 31,530.00
17	Bristol	$24.64	$ 464,252.00	$ 464,276.64
18	Brookfield	$172.62	$ 107,023.00	$ 107,195.62
19	Brooklyn	$394,423.12	$ 67,627.00	$ 462,050.12
20	Burlington	$96,258.48	$ 75,943.00	$ 172,201.48
21	Canaan	$0.00	$ 18,491.00	$ 18,491.00
22	Canterbury	$152,319.00	$ 53,807.00	$ 206,126.00
23	Canton	$40,812.84	$ 67,320.00	$ 108,132.84
24	Chaplin	$0.00	$ 26,379.00	$ 26,379.00
25	Cheshire	$0.00	$ 180,878.00	$ 180,878.00
26	Chester	$102,387.88	$ 28,474.00	$ 130,861.88
27	Clinton	$0.00	$ 83,983.00	$ 83,983.00
28	Colchester	$0.00	$ 114,912.00	$ 114,912.00
29	Colebrook	$25,361.00	$ 24,781.00	$ 50,142.00
30	Columbia	$0.00	$ 39,113.00	$ 39,113.00
31	Cornwall	$0.00	$ 32,388.00	$ 32,388.00
32	Coventry	$144,730.74	$ 101,247.00	$ 245,977.74
33	Cromwell	$394,369.70	$ 81,381.00	$ 475,750.70
34	Danbury	$2,391,710.95	$ 560,671.00	$ 2,952,381.95

(A) Town Code	(B) Town Name	(C) Available Entitlement* Prior to Addition 2021 Entitlement	(D) 2021 Entitlement Amount (Effective March 1, 2021)	(E) Available Entitlement* as of March 1, 2021 (C+D)
35	Darien	$0.00	$ 115,114.00	$ 115,114.00
36	Deep River	$99,595.83	$ 30,269.00	$ 129,864.83
37	Derby	$383,245.00	$ 104,515.00	$ 487,760.00
38	Durham	$0.00	$ 51,667.00	$ 51,667.00
39	Eastford	$0.00	$ 22,936.00	$ 22,936.00
40	East Granby	$278,349.00	$ 34,536.00	$ 312,885.00
41	East Haddam	$0.00	$ 88,529.00	$ 88,529.00
42	East Hampton	$38,864.00	$ 89,488.00	$ 128,352.00
43	East Hartford	$79,331.99	$ 452,473.00	$ 531,804.99
44	East Haven	$315.56	$ 216,166.00	$ 216,481.56
45	East Lyme	$26,595.17	$ 117,691.00	$ 144,286.17
46	Easton	$516,228.39	$ 66,661.00	$ 582,889.39
47	East Windsor	$180,212.17	$ 79,914.00	$ 260,126.17
48	Ellington	$0.00	$ 108,297.00	$ 108,297.00
49	Enfield	$0.00	$ 318,240.00	$ 318,240.00
50	Essex	$0.00	$ 40,921.00	$ 40,921.00
51	Fairfield	$0.00	$ 382,888.00	$ 382,888.00
52	Farmington	$358,896.67	$ 138,054.00	$ 496,950.67
53	Franklin	$16,963.00	$ 17,012.00	$ 33,975.00
54	Glastonbury	$0.00	$ 201,278.00	$ 201,278.00
55	Goshen	$0.00	$ 42,348.00	$ 42,348.00
56	Granby	$36,208.81	$ 82,130.00	$ 118,338.81
57	Greenwich	$0.00	$ 322,926.00	$ 322,926.00
58	Griswold	$24,080.01	$ 92,057.00	$ 116,137.01
59	Groton	$231,808.78	$ 214,583.00	$ 446,391.78
60	Guilford	$636,260.54	$ 137,092.00	$ 773,352.54
61	Haddam	$73,175.00	$ 73,664.00	$ 146,839.00
62	Hamden	$603,251.32	$ 434,400.00	$ 1,037,651.32
63	Hampton	$3,762.00	$ 28,602.00	$ 32,364.00
64	Hartford	$51,931.83	$ 2,026,550.00	$ 2,078,481.83
65	Hartland	$19,576.00	$ 19,077.00	$ 38,653.00
66	Harwinton	$114,578.40	$ 49,926.00	$ 164,504.40
67	Hebron	$70,766.00	$ 70,751.00	$ 141,517.00
68	Kent	$166,928.00	$ 41,682.00	$ 208,610.00
69	Killingly	$599,547.24	$ 134,049.00	$ 733,596.24
70	Killingworth	$0.00	$ 53,710.00	$ 53,710.00
71	Lebanon	$70,995.00	$ 70,674.00	$ 141,669.00
72	Ledyard	$0.00	$ 108,038.00	$ 108,038.00
73	Lisbon	$215,033.00	$ 28,674.00	$ 243,707.00
74	Litchfield	$20.00	$ 81,376.00	$ 81,396.00

(A) Town Code	(B) Town Name	(C) Available Entitlement* Prior to Addition 2021 Entitlement	(D) 2021 Entitlement Amount (Effective March 1, 2021)	(E) Available Entitlement* as of March 1, 2021 (C+D)
75	Lyme	$0.00	$ 25,613.00	$ 25,613.00
76	Madison	$0.00	$ 110,990.00	$ 110,990.00
77	Manchester	$74,552.43	$ 432,400.00	$ 506,952.43
78	Mansfield	$0.00	$ 181,669.00	$ 181,669.00
79	Marlborough	$0.00	$ 50,514.00	$ 50,514.00
80	Meriden	$0.00	$ 501,635.00	$ 501,635.00
81	Middlebury	$0.00	$ 56,803.00	$ 56,803.00
82	Middlefield	$0.00	$ 31,793.00	$ 31,793.00
83	Middletown	$369,810.51	$ 309,546.00	$ 679,356.51
84	Milford	$82,438.56	$ 368,379.00	$ 450,817.56
85	Monroe	$162,197.62	$ 135,490.00	$ 297,687.62
86	Montville	$713,158.13	$ 142,939.00	$ 856,097.13
87	Morris	$81,129.66	$ 21,554.00	$ 102,683.66
88	Naugatuck	$520.53	$ 249,012.00	$ 249,532.53
89	New Britain	$68,931.01	$ 978,154.00	$ 1,047,085.01
90	New Canaan	$221,915.77	$ 115,999.00	$ 337,914.77
91	New Fairfield	$0.00	$ 78,632.00	$ 78,632.00
92	New Hartford	$0.00	$ 62,111.00	$ 62,111.00
93	New Haven	$983,633.14	$ 1,657,400.00	$ 2,641,033.14
94	Newington	$308,968.91	$ 207,898.00	$ 516,866.91
95	New London	$275,126.00	$ 314,949.00	$ 590,075.00
96	New Milford	$28.88	$ 193,948.00	$ 193,976.88
97	Newtown	$0.00	$ 207,217.00	$ 207,217.00
98	Norfolk	$120,446.30	$ 31,743.00	$ 152,189.30
99	North Branford	$36,624.50	$ 88,584.00	$ 125,208.50
100	North Canaan	$206,532.00	$ 28,929.00	$ 235,461.00
101	North Haven	$34,200.00	$ 151,812.00	$ 186,012.00
102	North Stonington	$760.00	$ 48,881.00	$ 49,641.00
103	Norwalk	$0.00	$ 652,435.00	$ 652,435.00
104	Norwich	$2,192.23	$ 334,639.00	$ 336,831.23
105	Old Lyme	$0.00	$ 48,833.00	$ 48,833.00
106	Old Saybrook	$0.00	$ 67,049.00	$ 67,049.00
107	Orange	$314,380.16	$ 98,744.00	$ 413,124.16
108	Oxford	$274,608.89	$ 97,242.00	$ 371,850.89
109	Plainfield	$160,250.35	$ 120,083.00	$ 280,333.35
110	Plainville	$502,038.00	$ 123,311.00	$ 625,349.00
111	Plymouth	$0.00	$ 94,068.00	$ 94,068.00
112	Pomfret	$0.00	$ 45,731.00	$ 45,731.00
113	Portland	$164,118.10	$ 62,595.00	$ 226,713.10
114	Preston	$90,205.34	$ 42,984.00	$ 133,189.34

(A) Town Code	(B) Town Name	(C) Available Entitlement* Prior to Addition 2021 Entitlement	(D) 2021 Entitlement Amount (Effective March 1, 2021)	(E) Available Entitlement* as of March 1, 2021 (C+D)
115	Prospect	$505.00	$ 65,647.00	$ 66,152.00
116	Putnam	$76,730.00	$ 74,045.00	$ 150,775.00
117	Redding	$51,335.60	$ 69,083.00	$ 120,418.60
118	Ridgefield	$581,579.67	$ 153,390.00	$ 734,969.67
119	Rocky Hill	$6,648.83	$ 114,503.00	$ 121,151.83
120	Roxbury	$144,564.94	$ 35,636.00	$ 180,200.94
121	Salem	$33,443.00	$ 32,946.00	$ 66,389.00
122	Salisbury	$152,855.57	$ 42,986.00	$ 195,841.57
123	Scotland	$21,107.00	$ 21,232.00	$ 42,339.00
124	Seymour	$177,279.21	$ 116,852.00	$ 294,131.21
125	Sharon	$105,419.34	$ 48,557.00	$ 153,976.34
126	Shelton	$189,603.01	$ 270,043.00	$ 459,646.01
127	Sherman	$21,455.00	$ 26,025.00	$ 47,480.00
128	Simsbury	$0.00	$ 164,623.00	$ 164,623.00
129	Somers	$389,408.35	$ 83,702.00	$ 473,110.35
130	Southbury	$0.00	$ 128,732.00	$ 128,732.00
131	Southington	$364,914.38	$ 284,281.00	$ 649,195.38
132	South Windsor	$86,236.41	$ 162,924.00	$ 249,160.41
133	Sprague	$0.00	$ 25,548.00	$ 25,548.00
134	Stafford	$199,582.00	$ 106,297.00	$ 305,879.00
135	Stamford	$0.02	$ 847,217.00	$ 847,217.02
136	Sterling	$90,577.00	$ 41,658.00	$ 132,235.00
137	Stonington	$237,815.00	$ 110,194.00	$ 348,009.00
138	Stratford	$78,564.74	$ 394,485.00	$ 473,049.74
139	Suffield	$367,361.00	$ 91,594.00	$ 458,955.00
140	Thomaston	$0.00	$ 53,179.00	$ 53,179.00
141	Thompson	$0.00	$ 85,574.00	$ 85,574.00
142	Tolland	$0.00	$ 115,151.00	$ 115,151.00
143	Torrington	$590,898.96	$ 264,620.00	$ 855,518.96
144	Trumbull	$245,805.65	$ 241,648.00	$ 487,453.65
145	Union	$0.00	$ 14,290.00	$ 14,290.00
146	Vernon	$1,109,419.71	$ 217,959.00	$ 1,327,378.71
147	Voluntown	$0.00	$ 24,794.00	$ 24,794.00
148	Wallingford	$618,788.00	$ 285,035.00	$ 903,823.00
149	Warren	$86,808.11	$ 21,668.00	$ 108,476.11
150	Washington	$410,896.68	$ 51,670.00	$ 462,566.68
151	Waterbury	$416,754.01	$ 1,333,538.00	$ 1,750,292.01
152	Waterford	$281,842.28	$ 115,890.00	$ 397,732.28
153	Watertown	$169,687.20	$ 151,260.00	$ 320,947.20
154	Westbrook	$210,724.66	$ 41,716.00	$ 252,440.66

(A) Town Code	(B) Town Name	(C) Available Entitlement* Prior to Addition 2021 Entitlement	(D) 2021 Entitlement Amount (Effective March 1, 2021)	(E) Available Entitlement* as of March 1, 2021 (C+D)
155	West Hartford	$0.00	$ 435,387.00	$ 435,387.00
156	West Haven	$120,102.27	$ 597,093.00	$ 717,195.27
157	Weston	$0.00	$ 65,918.00	$ 65,918.00
158	Westport	$0.00	$ 151,322.00	$ 151,322.00
159	Wethersfield	$952,720.32	$ 181,757.00	$ 1,134,477.32
160	Willington	$117,820.27	$ 57,596.00	$ 175,416.27
161	Wilton	$0.00	$ 113,974.00	$ 113,974.00
162	Winchester	$0.00	$ 87,295.00	$ 87,295.00
163	Windham	$89,597.59	$ 274,078.00	$ 363,675.59
164	Windsor	$0.00	$ 181,271.00	$ 181,271.00
165	Windsor Locks	$397,402.80	$ 81,258.00	$ 478,660.80
166	Wolcott	$124,617.69	$ 119,638.00	$ 244,255.69
167	Woodbridge	$0.00	$ 65,943.00	$ 65,943.00
168	Woodbury	$32,912.98	$ 77,195.00	$ 110,107.98
169	Woodstock	$0.00	$ 84,043.00	$ 84,043.00
501	Groton-City	$128,062.00	$ 11,978.00	$ 140,040.00
601	Bantam	$3,533.00	$ 217.00	$ 3,750.00
603	Danielson	$8,712.01	$ 2,969.00	$ 11,681.01
604	Fenwick	$7,274.00	$ 914.00	$ 8,188.00
605	Groton Long Point	$80,670.98	$ 3,385.00	$ 84,055.98
606	Jewett City	$12,876.00	$ 1,638.00	$ 14,514.00
607	Litchfield (Bor)	$16,580.00	$ 909.00	$ 17,489.00
608	Newtown (Bor)	$12,747.00	$ 301.00	$ 13,048.00
610	Stonington (Bor)	$2,941.00	$ 1,540.00	$ 4,481.00
611	Woodmont	$2,582.00	$ 295.00	$ 2,877.00

(* does not include pending Project Authorization Requests yet to be approved by OPM)

ITEM #10

LoCIP Reimbursement Request Form

Local Capital Improvement Program (rev. 03/2020)

Email this completed and signed form in PDF format to: LoCIP.Submit@ct.gov. The email subject line MUST include your town's name, the word LoCIP, the word Authorization or Reimbursement depending on which form you are submitting. If you are submitting both an authorization and a reimbursement, indicate by including the words Authorization and Reimbursement in the email subject line.

STATE OF CONNECTICUT - OFFICE OF POLICY & MANAGEMENT

Prescribed by the Secretary pursuant to CGS §7-536(c)

Select Town/City/Borough Name from drop down list to: 103 Norwalk

LoCIP Project Number:

Project Name: Pavement Management

Vendor/Supplier/Contractor Name	ACTUAL DATE GOODS OR SERVICES WERE RECEIVED (XX/XX/XX)	Invoice #	Invoice Date XX/XX/XX	Check #	Total $ Check	Amt. of check attributable to this entry (requested amount)	Select Expenditure Category from drop down	Enter Description of Goods/Services provided by vendor/supplier/contractor (see 2nd tab of this workbook for description examples) (see 3rd tab of this workbook for examples of costs that are allowable/not allowable). ALSO, ENTER LOCATION OF WORK IF NOT PROVIDED ON PREVIOUSLY SUBMITTED PROJECT AUTHORIZATION REQUEST
Deering Construction	10/23/20	18	11/10/20	6130019	$470,500.87	$470,500.87	Contracted services	Repaving, concrete curbing, catch basin, line painting
Deering Construction	11/06/20	19	11/10/20	4112223	$405,923.33	$181,934.13	Contracted services	Repaving, concrete curbing, catch basin, line painting
TOTAL AMOUNT OF REIMBURSEMENT BEING REQUESTED →						$652,435.00	← THIS CELL WILL TOTAL DOLLAR AMOUNTS ABOVE	

CHECK HERE IF FINAL REIMBURSEMENT ☐ **←CHECK THIS BOX TO CLOSE OUT THE PROJECT & RETURN UNEXPENDED FUNDS TO THE TOWN'S AVAILABLE ENTITLEMENT ACCT. TO CONFIRM, PLEASE HAND INITIAL →**

The undersigned certifies that:

1.) I am the Chief Executive Officer (Mayor, First Selectman or Town Manager) of the Municipality and have the authority to execute this certification on behalf of the Municipality.

2.) The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a) (4).

3.) The Municipality has authorized the Project for which it seeks reimbursement, and such authorization is documented in minutes of the required municipal meeting(s).

4.) The Project is included in the Municipality's Capital Improvement Plan (CIP) (Project must be listed on town's CIP.)

5.) The Municipality is entitled to reimbursement for the Project, pursuant to CGS §7-536(e).

6.) The Municipality agrees to maintain detailed project & accounting records with respect to the Project, reflecting expenditures set forth above; and to make such records available to its auditors and to the state. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities are advised to retain records for whichever retention period is longest.

7.) The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.

8.) The information contained on this form is true, accurate and complete.

By: ______________________ signature

Mayor
Title: (Mayor, First Selectman or Town Mgr)

Harry Rilling
Printed Name

Date: ____________

Signed at: ______________, Connecticut, this ______ day of ______________
day · month & year

ITEM #10

LoCIP PROJECT AUTHORIZATION REQUEST FORM **Local Capital Improvement Program (LoCIP)** (rev. 03/2020) PROJECT #: ____-____-____ (to be assigned by OPM upon approval)		**STATE OF CONNECTICUT** Office of Policy & Management prescribed by the Secretary pursuant to CGS §7-536(c)

Town Code & Municipality Name: **103 Norwalk**	
Name of Project: Pavement Mamagement	
Project Description: Pavement and Maintenance of City Roads and Reconstruction of Seriously Damaged Roads in Norwalct CT AND location	
Project Contact Person Name: Anthony Carr	Contact Person Title: Director of Public Works
Is the above project located within a floodplain, or does it encroach upon or affect a floodplain, or does it have any impact on natural or man-made storm drainage, peak run-off rates and/or the regulation of flood flows? ☐ YES or ☒ NO	
Contact Person Phone: 203.854.7792	Contact Person e-mail: acarr@norwalkct.org

PROJECT CATEGORIES - ***(for more project eligibility information, restrictions and submittal requirements, see next page and Guidelines.***

☐	Auto External Defibrillator - acquisition	☐	Land Acquisition - including for open space, and costs involved in making land available for public uses	☐	Public Building (other than schools)- construction, renovation, code compliance, energy conservation, fire safety	☐	Technology Upgrades – including expansion of public access to government information through electronic portals and kiosks
☐	Bikeways/Greenways – establishment of	☐	Local Capital Improvement Plan – costs associated with preparation or revision	☐	Public Housing – development, renovations, improvements (including energy conservation)	☐	Technology acquisition (for schools) related to the implementation of SDE Common Core State Standards
☐	Bulky Waste/Landfill projects	☐	Municipal Broadband Network – Costs associated w/planning	☒	Roads – construction, renovation, repair or resurfacing	☐	Thermal Imaging systems - acquisition
☐	Dams/Bridges/Flood Control – construction, renovation, enlargement or repair	☐	On-board Oil Refining System ≥ 384K bps	☐	Sewage Treatment Plants, Sanitary or Storm, Water or Sewer Lines – construction, renovation, enlargement, repair, including separation of lines	☐	Veterans' Memorials – renovations or construction
☐	Emergency Communication System & Building Security Improvements (including for schools)	☐	Public Parks - Improvements	☐	Sidewalk/Pavement - Improvements	☐	Water Treatment or Filtration Facilities/Mains – construction, renovation, enlargement or repair
☐	Flood Plain Management /Hazard Mitigation activities	☐	Plan of Conservation & Development (reimb. not more than 1x/10 yrs.) – costs associated with preparation or revision	☐	Solid Waste Facilities – construction, renovation or enlargement	☐	Equipment (see guidelines for limitations)
☐	Hazardous Tree/limb/branch trimming/removal						

Amount of LoCIP funds requested (cannot exceed town's current LoCIP available entitlement account balance):	$ 652,435

MUNICIPAL CERTIFICATION

The undersigned certifies that:

1. I am the Chief Executive Officer of the Municipality and have the authority to execute this certification on behalf of the Municipality.
2. The above named project (the "Project") is a "local capital improvement project" within the meaning of CGS §7-536(a)(4).
3. The Municipality has authorized the Project for which it seeks approval, and such authorization is documented in minutes of the required municipal meeting(s).
4. The Project is included in the Municipality's Capital Improvement Plan (CIP).
5. The Municipality agrees to (1) maintain detailed accounting and project records with respect to the Project; and (2) make such records available to auditors and the State upon request, for the prescribed period of time pursuant to CGS §§7-536(h), 11-8, 11-8a, 11-8b and 7-109. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities shall retain records for whichever retention period is longest.
6. The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.
7. The information contained on this form is true, accurate and complete.

By (signature):______________________________ Printed/typed Name: Harry Rilling
(must be Chief Executive Officer of Municipality: Mayor, First Selectman or Town Manager)

Title: Mayor Date: / /2021

Email this completed and signed form in PDF format to: LoCIP.Submit@ct.gov. The email subject line MUST include your **town's name**, the word **LoCIP**, the word **Authorization or Reimbursement** depending on which form you are submitting. If you are submitting both an authorization and a reimbursement, indicate by including the words **Authorization and Reimbursement** in the email subject line.

LoCIP Projects will only be authorized when:

- The municipality's legislative body has authorized the project, and such authorization is documented in certified minutes of the required municipal meeting(s);
- The project is included in the town's most recently approved Capital Improvement Plan (CIP), or if an emergency authorization is requested for a project not on the municipality's CIP, such request will only be considered when the Chief Executive Officer notes on item 4 in the certification section of the form that the project is not in the capital plan and shall also provide the reason/justification for requesting the emergency authorization in the "Project Description" section of the form or on a separate attachment. Such requests will be authorized on a case-by-case basis.
- The amount listed on the project authorization request does not exceed the municipality's available LoCIP entitlement balance;
- The project is an allowable project pursuant to the LoCIP Guidelines; and
- The request is submitted on the required form and is signed by the Chief Executive Officer of the municipality.

IMPORTANT:

REQUIRED LOCATION INFORMATION FOR LoCIP PROJECT AUTHORIZATIONS AND REIMBURSEMENTS: The location of the work performed on site projects must be included on the Project Authorization Request (if known at the time of application) either in the title of the project or in the "Project Description" section . However, when the authorization request is for "city-wide" paving, or "town-wide sidewalks", or other similar projects, where street names might not be known in advance, specific locations where work was completed MUST be provided with the Reimbursement Request before a reimbursement will be issued.

AUTHORIZATIONS FOR LoCIP FUNDED LAND ACQUISITION PROJECTS: When signing the certification section of the Project Authorization Request related to Land Acquisition, you are certifying that:

- the property proposed for purchase was selected through an "arms-length" transaction;
- if the property to be acquired is valued at less than $100,000 one independent appraisal is to be prepared;
- if the property to be acquired is valued at $100,000 or more, two independent appraisals shall be prepared;
- appraisals must be performed by a MAI-certified appraiser (Member of the Appraisal Institute) and must have been prepared within the previous 365 days;
- the purchase price of the property did not exceed the highest appraised value; **and**
- the property transaction is complete and recorded in the town's land records.

Appraisal costs will not be reimbursed absent the requisite final transaction/conveyance recorded in the town's land records. This will help to ensure that LoCIP funds are not used to pay for appraisals in the event that the property acquisition is not realized.

REQUIREMENTS FOR LoCIP PROJECT AUTHORIZATIONS FOR PROJECTS IN OR NEAR OR AFFECTING FLOOD PLAINS, IMPACTING NATURAL OR MAN-MADE STORM DRAINAGE FACILITIES, PEAK RUN-OFF RATES OR REGULATES FLOOD FLOWS: You will note that a question has been added to the LoCIP Project Authorization Request form regarding such projects. If requesting authorization for such a project, the municipality may be asked to provide additional information, including, but not limited to:

- A current flood map that shows where the project is located
- Details of the impact(s) to the related floodplain, drainage, peak run-off rates and/or regulation of flood flows.

Any Project Authorization request for such a project will require a longer review process, and may result in additional assurances and documentation from the requesting municipality prior to project authorization.

Please see the LoCIP Program Guidelines for project eligibility information, restrictions and submittal requirements. Please visit the LoCIP website for comprehensive information, reports and program updates.

https://portal.ct.gov/OPM/IGPP/Grants/LoCIP/Local-Capital-Improvement-Program-LoCIP-HOME-PAGE

If you have questions on the LoCIP program or administrative procedures, please do not hesitate to call **Kathy Taylor**, LoCIP Coordinator, at **(860) 418-6379** or via e-mail at: **Kathleen.Taylor@ct.gov**

Roads Paved 2020	Limits	Final Cost
AUBURN STREET	*from Soundview Avenue to Lenox Avenue*	*$ 37,654.60*
BARJUNE ROAD	*from Winnipauk Drive to Tod Road*	*$ 58,439.99*
BELLE AVENUE	*from South Main Street to San Vincenzo Place*	*$ 70,035.42*
BLACKBERRY LANE	*from Comstock Hill Avenue to Cul-de-sac*	*$ 43,810.37*
BUMBLE BEE LANE	*from Chestnut Hill Road to Cul-De-Sac*	*$ 63,475.66*
BUTTERNUT LANE	*from Creeping Hemlock Dr to West Rocks Rd*	*$ 49,231.20*
CIDER LANE	*from Fullin Road to Cul-De-Sac*	*$ 75,590.41*
CLIFFVIEW DRIVE	*from Silvermine Avenue to Riverview Drive*	*$ 72,856.84*
COLUMBINE LANE	*from Newtown Avenue to Thistle Road*	*$ 136,670.84*
COVE AVENUE	*from Fifth Street to Seaside Place*	*$ 193,367.56*
DAWN ROAD	*from Eastwood Rd to Cul-De-Sac*	*$ 31,103.66*
DEERFIELD STREET	*from Lenox Avenue to Soundview Avenue*	*$ 26,625.83*
DRIFTWOOD LANE	*from West Rocks Rd to Eastwood Rd*	*$ 84,027.90*
EDGEWATER PLACE	*from Second Street to Cul-De-Sac*	*$ 22,771.10*
EDGEWOOD STREET	*from Soundview Avenue to Lenox Avenue*	*$ 16,692.15*
ELY AVENUE	*from Franklin Street to Laura Street*	*$ 47,227.30*
FERN STREET	*from Soundview Avenue to Lenox Avenue*	*$ 115,402.64*
FIFTH STREET	*from Gregory Boulevard to Dead End*	*$ 122,391.37*
FIRST STREET	*from Seaview Avenue to Gregory Boulevard*	*$ 161,289.30*
FOURTH STREET	*froml Gregory Boulevard to Cove Avenue*	*$ 78,886.05*
GREEN HILL ROAD	*from Comstock Hill Avenue to Cul-de-sac*	*$ 155,694.37*
HAWKINS AVENUE	*from Fifth Street to Cul-De-Sac*	*$ 41,260.38*
JAMES STREET	*from Silvermine Avenue to Perry Avenue*	*$ 70,440.67*
KREINER LANE	*from Comstock Hill Avenue to Cul-de-sac*	*$ 66,911.58*
LAURA STREET	*from Ely Avenue to Austin Street*	*$ 43,074.08*
LENOX AVENUE	*from Highland Avenue to Deerfield Street*	*$ 106,550.15*
LINDEN STREET	*from Main Avenue to West Rocks Road*	*$ 180,049.41*
MEREDITH COURT	*from Highland Avenue to Cul-De-Sac*	*$ 26,987.57*
MICHAEL STREET	*from Flax Hill Road to Soundview Avenue*	*$ 100,239.47*
NEW STREET	*from Second Street to First Street*	*$ 18,313.12*
POGANY STREET	*from Soundview Avenue to Dead End*	*$ 112,102.63*
PUMPKIN LANE	*from Chestnut Hill Road to Cul-de-sac Loop*	*$ 107,985.06*
PUMPKIN STEM LANE	*from Pumpkin Lane to Pumpkin Lane*	*$ 18,548.12*
RIVERVIEW DRIVE	*from James Street to Cul-de-sac Loop*	*$ 97,857.35*
RUNNING BROOK LANE	*from Comstock Hill Avenue to Bow end road*	*$ 40,220.73*
SHADOW LANE	*from Eastwood Rd to Cul-De-Sac*	*$ 43,555.82*
SKYVIEW LANE	*from West Rocks Road to Linden Street*	*$ 35,494.28*
SOUTH MAIN STREET	*from Concord Street to Meadow Street*	*$ 157,226.13*
SUBURBAN DRIVE	*from West Rocks Road to Midrocks Road*	*$ 41,278.11*
THIRD STREET	*from Gregory Boulevard to Cove Avenue*	*$ 78,832.50*
WOODWARD AVENUE	*from Meadow Street to Lawerence Street*	*$ 123,000.00*

TOTAL: **$ 3,173,171.70**

To: Members of the Finance Committee
From: Laurie Iffland, Director of Library Technology, Norwalk Public Library
Technology Subject: Norwalk Public Library Laptop Kiosk Project
Date: April 1, 2021

The Norwalk Public Library System provides the Norwalk Community with more than 213,000 items including books, periodicals, media, and over 375,000 digital items including e-books, streaming media, magazines and audiobooks to over 65,600 library card holders.

Over a year ago, we began to assess the hardware needs for our patrons as we saw the digital divide grow. By providing our patrons with easy to borrow, secure laptops from a vending kiosk, we hope to continue to help bridge this divide. The use of these laptops will facilitate our patrons in participating in virtual interviews, meetings, research, study groups, job searching as well as word processing, resume building and job applications. Now that we are hopefully on the other side of the pandemic, I see the digital divide is even greater and our patrons will need these tools even more than ever.

We currently offer circulating laptops and Wi-Fi hotspot provided through a state grant (CARES Act) whose service will expire in July 2021. These laptops are in constant circulation. To continue to offer these tools, we need the laptops as well as a device to allow for borrowing in 4 simple steps:

1. Tap Screen
2. Agree to Terms
3. Swipe Card
4. Grab and Go

All this, while keeping our patrons and their data secure as well as the devices up to date and protected. The kiosk will enable any patron with a library card in good standing to use a laptop within the library building as easily as they would borrow e-content. Upon return, the kiosk will erase any browsing history as well as any personal data left by the patron. The kiosk will also keep the laptop's operating system updated and backed up and keep track of their demand for reporting purposes.

In the beginning of January, I met with the City IT staff to develop a plan to provide the infrastructure at both locations to accommodate the kiosks, establish a connection with the library's integrated circulation system for ease of patron borrowing, identifying and providing security for the laptops as well as for the patron's security, and finally, to provide staff training on the maintenance of the kiosks.

After an extensive search, only one vendor offered a device that met all of our standards and a sole source procurement was obtained for Laptops Anytime.

Benefits include:

- Ability for our patron to participate in and benefit from the digital world quietly and privately
- Lower barriers to access with easy, short-term automated checkout
- Devices that go into sleep mode as soon as they are returned to the kiosk, thereby reducing energy consumption
- Ensuring proper updates are installed in a timely manner
- Providing lifetime technical support and free software updates for the kiosk
- Expandable potential if need requires
- Ensuring patron data security
- Integrating the acceptable use policy
- Integrating the borrowing policy
- Integrating anti-theft hardware and software

Obtaining this specialty device was unanimously approved by the ITT Committee in January 2021. The specific action requested is: Authorize the Mayor, Harry W. Rilling, to approve for the infrastructure changes, purchase, delivery, and training for the staff for (2) laptop vending kiosks for an amount not to exceed $70,000, (budgeted capital expense, no special appropriation required).

3 Attachments:
Approved sole source procurement document
City of Norwalk vendor Questionnaire, IT Information Security, completed by Laptop Anytime
Certificate of Liability Insurance, completed by Laptop Anytime

SOLE SOURCE PROCUREMENT REQUEST

Date - December 18, 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.

Laptop Vending machine for patron borrowing within library.

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

- [X] **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 -** Limitations of vendors, no cooperative/consortium agreement, unique item

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.

Please see page 3.

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

1/6/2021

Signature

SOLE SOURCE PROCUREMENT

Definition.

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

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

Application.

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

Conditions for Use of Sole Source Procurements.

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

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

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

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

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

Negotiation In Sole Source Procurement.

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

Laurie Iffland
Director of Library Technology
Norwalk Public Library

December 18, 2020

Project: 6 bay laptop in-house lending machine

This project began over a year ago with visits to surrounding libraries who offer this service to their patrons. It is a very unique item, typically seen in just schools and libraries. I was able to locate one library, Westport Library, who has a device in operation. I went over, took a tour of the library and talked at length to the technical department who deployed and maintain it. I also watched the public use the machine. It worked seamlessly with their library card and did not require any staff time to borrow or return. About 4 of devices were checked out at the time of my visit. Their machine accommodates 12 devices, I am looking to purchase a 6 bay machine.

I began the project by reaching out to 5 vendors who advertise both within and outside the library world.

1. GovConnection: We already have a sole source procurement on file on this vendor. We have worked very successfully with them outfitting our StudioOne space with furniture and a laptop charging cart. They have been very responsive and flexible. I was hoping to be able to work with them on this project. Unfortunately, they do not have any product in their or their supplier's inventory that matches our requirements.
2. AnyWhereCart: This vendor was able to come closest to what we actually needed. They had a charging locker, but it would require staff assistance at each borrowing and each returning transaction. This would only duplicate the process we are now doing.
3. LockersAnywhere: Their product is similar to the RedBox DVD borrowing kiosks seen in stores. Each locker unit is only big enough to accommodate a book. It is mainly used for holds pickup of items at pop-up locations.
4. SmartSource: Although they have an item very close in design and functionality, they only do short term rentals of their equipment. It is meant for trade shows and business conference.
5. LaptopsAnytime: This vendor, used by Westport Library, has the exact product we need. It offers a 6 bay, ILS integrated, upgradable, expandable laptop vending machine that can grow with our needs.

Having realized that this may be a specialty item, I reached out to our purchasing agent to research other vendors I may have missed. It was reported that there are no cooperative-consortium agreements for this product. I also put out a request to the Connecticut Library listserve community and received no other suggestions as to vendors.

I am in the process of having them vetted by the City's IT department through their IT Security questionnaire. If they are compliant with the City's IT department requirements, the library would like to engage with this vendor to procure the units.

ITEM #11

City of Norwalk Vendor Questionnaire IT Information Security

Rev 5.20.20

1. Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire): Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

Matt Buscher

matt@laptopsanytime.com

650-704-5660

2. System and Equipment Access: Will your organization need access to the City's information systems, technology equipment and/or network to perform the services? (Yes or No; if Yes, please explain. Note that a NO answer means you will solely use your own systems and networks to perform the service.)

Yes. Kiosks need to be connected to the Internet so that they can upload reporting data to our cloud-hosted central management servers. They typically also need to be connected to an external authentication service (AD, LDAP, ILS) in order to enable authenticated checkout of equipment.

3. Description of Data: Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.

External authentication server that can be used to validate credentials against user input authentication info (library card barcode, staff id card, student id, etc.). If email notifications are desired, then the email address associated with the user also needs to be made available. No other data is required.

If your answers to Questions 2 and 3 are BOTH "NO", thank you for completing the IT Information Security Questionnaire.

If one or both Questions 2 and 3 are "YES" please complete the remaining questions.

4. Description of Services/Products: What services/products will your organization provide to the City?

Selfcheck laptop kiosk. Allows for patrons to selfcheck out a laptop for in library use and return it back to the kiosk with no staff interactions.

5. Office Locations: How many office locations does your organization have? Please include the locations of your organization.

Two offices;

17304 Preston Road Dallas TX 75252. Sales office.

26218 Industrial Blvd Hayward CA 94545 Assembly Factory and Operations Center

6. Data Center Locations: How many data centers does your organization utilize to provide services/products to the City? Please include the locations of the data centers utilized by your organization.

Our central management servers are cloud-hosted with Ntirety as virtual machines, the primary data center is located in Louisville, TN, the failover datacenter is located in Newark, NJ.

7. Business Entity: What is your business entity type?

*Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)

Java Connecitons LLC   DBA LaptopsAnytime

8. How many employees and contingent workers do you have in your organization? Use a scale.

*Example: 1-10, 10-50, 50-100, 100-500, 500-1000, 1000 or more

10-50

9. Physical Access: Does your organization need to be onsite or offsite to provide services/products to the City?

We need to be onsite for installation and initial setup and configuration, and potentially at other points for service and maintenance, although much of this can be done remotely via VPN or equivalent.

10. Access to Data: How is your organization accessing City data?

*Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?

*Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)

No user data needs to be uploaded; data about the individual devices installed in the kiosk needs to be added to the kiosk; a mechanism for enabling authentication for device checkout needs to be provided. Typically, this is a minimally privileged account used to bind to AD, LDAP, or otherwise grant access (such as via an ILS using SIP).

This is a hybrid solution: the application on the locally installed physical kiosks handles authentication and device checkout/return/management, a cloud-hosted server handles reporting and emailing notices to users and administrative staff. The cloud-hosted server has no access to the internal network or the kiosk itself directly, all communication is initiated by the kiosk to the server.

11. Data Storage: Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store date outside of the United States?

Data (for reporting purposes only, no PII beyond email addresses used for notifications) is stored on dedicated virtual machines using cloud-hosted infrastructure provided by Ntirety; all locations are within the United States. Other data (such as images recorded when a device is checked out) is stored locally on each device.

12. Segregation of Data: Does your organization's database structure allow segregation of sensitive client data?

No sensitive client data is stored; access to reporting information for each customer is only available to each customer and depending on the choice of reporting infrastructure (dedicated vs shared) may be stored in dedicated databases running on a common server.

13. Independent Attestations: Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

UL Certified E516073

14. Information Security

a. Does your organization have written information security policies and procedures (WISP)?

Some.

b. How often are the information security policies and procedures reviewed and updated?

As needed.

c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

Matt Buscher, CEO, in coordination with other staff and contractors.

d. Does your organization have privacy policies and procedures?

No. We do not hold private user data.

e. How often are the privacy policies and procedures updated?

N/A

f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

Matt Buscher, CEO, in coordination with other staff and contractors.

g. What methods of encryption are utilized for data at rest and in transit?

SSL/TLS encryption for all communications from kiosk to the cloud-hosted reporting server (via "sftp" and "https"), and as required by the client to connect to AD, LDAP or ILS (typically TLS or LDAPS for the first two, and often via "stunnel" for the latter).

h. Are the encryption methods utilized FIPS 140-2 approved?

Using the document at the URL below as a reference, I believe the algorithms used are FIPS 140-2 approved.

https://docs.oracle.com/cd/E53394_01/html/E54966/fips-refs.html

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

No client data is brought into our local company network, but we do use firewalls. Our cloud-hosted servers sit behind commercial-grade firewalls.

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

Not on our HQ site.

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

Kiosks installation images are tested twice a year or more using a variety of methods. Otherwise, no internal vulnerability testing is conducted.

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (ie, criminal, credit, international, etc).

Not at this time. We are family run business with on a few employees.

m. Does your organization utilize multi-factor authentication?

Access to company email and cloud-hosted Office 365 applications requires MFA. Otherwise, no.

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

Yes. All LaptopsAnytime buildings and doors use an employee badge and digital second lock for entry. Again, we <u>do not</u> hold patron data at any site.

Our hosting vendor, Ntirety, requires this of their staff and all visitors, we have no physical access to the building or data centers where the cloud-hosted servers run.

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

All relevant application software is managed via source code control ("git").

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

Yes, all kiosk installation images are vetted via a variety of methods for security and q/a testing for functionality is done prior to deployment of new images and software versions.

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

Yes

r. Does the Vendor provide annual phishing simulations for their employee?

no

s. Have users been educated on how to report suspected security violations or vulnerabilities?

Yes

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

No.

u. Are all the Vendor laptops encrypted?

No.

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

We do not use Any windows based devices. We are a Linux only company.

w. Does the Vendor meet the NIST 800-63 password guidelines?

Based on the document below, the answer is "No". Our cloud hosting vendors, Ntirety, for example, uses SMS-based 2FA to control access to their support and administration portal. Our kiosk and central application don't enforce minimum password lengths. Are employees have this requirement for their laptops and email. These changes will take effect in our kiosk environment as we move to receive ISO 270001 Certification 2021.

https://jumpcloud.com/blog/nist-800-63-password-guidelines

15. Risk Management

a. Does your organization have an enterprise risk management framework implemented at your organization?

No.

b. Does your organization have documented enterprise risk management policies and procedures?

No.

c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

Abigail Ruttenberg

d. Does your organization utilize an outside third-party to provide services/products to the client?

We utilize a cloud hosting vendor, Ntirety, and various third party contractors and services.

e. Does your organization have a third-party risk management program (TPRM)?

No.

f. Does your organization include right-to audit clauses in contracts with third-parties?

Yes

g. Does your organization have a certificate of insurance (COI)? Please attach a copy of your COI.

Abigail Ruttenberg

Business Continuity/Disaster Recovery

a. Does your organization have a business continuity plan?

Yes

b. How often is the business continuity plan updated?

Annually

c. Does your organization conduct business continuity tests once per year?

Yes

d. Does your organization have a disaster recovery plan?

Yes

e. How often is the disaster recovery plan updated?

Annually

f. Does your organization conduct disaster recovery tests once per year?

We have just implemented a disaster recovery solution for our cloud-hosted reporting servers (used to provide services to customers) and conducted an initial test within the last thirty days. We intend to conduct these tests at least annually, if not more often. We have also implemented a new backup solution, and are planning to do file and image-level recovery tests at least annually, if not more often. Initial tests are scheduled within the next 30 days.

Our email and internal communications infrastructure is managed via Office 365, whose policies in this respect are outlined at the URL below.

Resiliency and continuity overview - https://docs.microsoft.com/en-us/compliance/assurance/assurance-resiliency-and-continuity

As well, certain internal data is hosted via Dropbox Encrypted

g. Does your organization have business continuity and/or disaster recovery sites?

Our cloud-hosted reporting servers have a disaster recovery solution in place, and a geographically diverse failover site is part of that.

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? Please include the locations of business continuity/disaster recovery sites?

United States.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

ITEM #F1

DATE (MM/DD/YYYY): 12/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Pacific Diversified Insurance Services
363 Civic Dr. Suite 100
Pleasant Hill CA 94523
License#: 0K07568

CONTACT NAME: Certificate Department
PHONE (A/C, No, Ext): 925-686-2860 **FAX (A/C, No):** 925-686-6118
E-MAIL ADDRESS: certificates@pdins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Massachusetts Bay Insurance Company	22306
INSURER B : The Hanover Insurance Company	22292
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED JAVACON-01
Java Connections, LLC dba Laptops Anytime
17304 Preston Rd Ste 800
Dallas TX 75252

COVERAGES **CERTIFICATE NUMBER:** 208705201 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			ODF D785344	12/15/2020	12/15/2021	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE; X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY; PRO-JECT; LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY; SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY; NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB; OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB; CLAIMS-MADE						AGGREGATE	$
	DED; RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE; OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Technology E&O			LHF H446344 02	12/15/2020	12/15/2021	Per Claim/Aggregate:	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
As required by written contract, the following endorsements apply to the Certificate Holder and/or any other entity named in this section: General Liability Additional Insured 391-1006 08-16, Primary Wording & Non-Contributory 391-1003 08-16.

CERTIFICATE HOLDER

Norwalk Public Library
One Belden Avenue
Norwalk, CT 06850

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE