REGULAR MEETING – FINANCE & CLAIMS COMMITTEE
AGENDA
JULY 10, 2025, 7:00 PM
BY ZOOM VIRTUAL MEETING

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

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

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

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: 06-12-25

IV. PUBLIC PARTICIPATION

V. REPORTS

A. Oak Hills Park Authority Monthly Financial Statements for May 2025 and FY2026 Budget

B. Narrative on Tax Collections dated July 2025

C. Monthly Tax Collector's Reports dated June 2025

D. **Claims Committee Report dated July 2025**

E. **Tax Assessor Report**

F. **Purchasing Agent Report**

VI. **OLD BUSINESS**

VII. **NEW BUSINESS**

A. **1. Authorize the Purchasing Agent to issue a purchase order to Magic School, Inc., for Ai Tools, for an amount not to exceed $25,800.00 account 09265010-5777-C0112.**

2. Authorize the Purchasing Agent to issue a purchase order to OpenAI, LLC, for Ai Tools, for an amount not to exceed $34,323.29 account 09265010-5777-C0112.

B. **Authorize the Purchasing Agent to issue a purchase order to POWERSCHOOL GROUP LLC, for Student Information System software, for an amount not to exceed $232,511.50, account 09265010-5777-C0112.**

C. **Authorize the purchasing agent to issue a purchase order to Environmental Systems Research Institute, Inc.(ESRI), in the amount of $60,300.00 annually for three years, not to exceed a total of $180,900.00, for the Geographic Information System Platform. Account Allocation: 011370-5742.**

D. **1. Authorize the allocation of an additional $320,000 in Special Capital Appropriation funds for the Naramake School HVAC Improvement Project. Acct. #09245010 5777 C0844.**

2. Authorize the budget reduction in the amount of $320,000 (the City's Share) from the Brookside School HVAC Improvement Project. Acct. #09245010 5777 C0840.

E. **Authorize the Mayor, Harry W. Rilling, to enter into a five-year contract with Lightpath Technology, Inc. As secondary Internet Service Provider. Annual amount not to exceed $26,400, for a total not to exceed $132,000 Account # 011370-5245.**

VIII. **ADJOURNMENT**

CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
JUNE 12, 2025

ATTENDANCE: Greg Burnett, Chair; Heather Dunn; Johan Lopez; Anne Wennerstrand

OTHER: Alan Dutton, Oak Hills; Gina Gatto, Fire Chief; James H; Jared Schmitt. CFO; Joyce Liu; Lisa Biagiarelli, Tax Collector; Mark Conte; Paul Gorman, Tax Assessor

CALL TO ORDER

Chair Burnett called the meeting to order at 7:07 P.M. There was a quorum present.

ROLL CALL

A Roll Call of those present was performed.

ACCEPTANCE OF MINUTES

REGULAR MEETING: 04-10-25 AND 05-08-25

**** MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF 04-10-25 AS CORRECTED.**

Please make the following changes:

- Page 2, Paragraph 6: Change ‘Close out the books’ to ‘Close out the books for the month’.
- Page 3, Paragraph 2: Correct the spelling of ‘Moved’
- Page 3: change ‘It was not uncommon at all for a firm’ to ‘It was not uncommon at all for a firm to be’.

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. LOPEZ MOVED TO APPROVE THE MINUTES OF 05-08-25 AS CORRECTED.**

Please make the following changes:

- Page 2, Paragraph 3: Change the final sentence to ‘The City is shifting from paper filing to online filing.’
- Page 2, Paragraph 4: Change ‘MPS’ to ‘MTS’.

- Page 2, Paragraph 6: Change 'Mr. Burnett asked about the grant list' to 'Mr. Burnett asked regarding the grant list'

**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC PARTICIPATION

There was no Public Participation at this time.

REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR APRIL 2025

Mr. Dutton came forward to deliver his report. He provided a report of their year-to-date expenses and income. They are $175,000 over their budgeted income and are only $3,000 over on their expenses. He reviewed their expected net income and budget for next year. He also provided an update on their ongoing projects. They have fulfilled their membership expectations for paying in advance and Mr. Dutton provided more information regarding the membership details. He said there were a lot of volunteers to help with the trails at the park.

B. NARRATIVE ON TAX COLLECTIONS DATED JUNE 2025

C. MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2025

D. CLAIMS COMMITTEE REPORT DATED JUNE 2025

These items were handled together. Ms. Lisa Biagiarelli came forward to provide her report. The claims report does not have to be voted on this month. She said they were currently trying to wrap up the current fiscal year. She said that they wanted to get their bills out to the taxpayers as early as possible. She provided more information regarding the current bills. They will be ready by the second week of June. Motor vehicle bills are going down due to assessment method changes. She provided further details regarding the billing process. Discussion followed.

E. TAX ASSESSOR REPORT

Mr. Gorman came forward to deliver his report. They have been working with MTS and have sent out their first batch of letters to potential tax liabilities. They have sent out letters to vehicles that are also potential tax liabilities. He reviewed the status of current tax liabilities as well. They are currently going out to do permit inspections. They have been working with the DPW regarding the new garbage/recycling program. He also brought up the use of pod homes. Certificates of Correction will need to be issued.

Chair Burnett asked if any new eligible seniors had been added to the list. Mr. Gorman said there was new people every year. Further discussion followed regarding assessment and approval.

OLD BUSINESS

There was no Old Business at this time.

NEW BUSINESS

A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOFTCHOICE CORPORATION, IN THE AMOUNT OF $95,099.99 ANNUALLY FOR THREE YEARS, NOT TO EXCEED A TOTAL OF $285,299.97, FOR THE VARONIS DATA SECURITY PLATFORM. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)

**** MR. LOPEZ MOVED TO APPROVE ITEM AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOFTCHOICE CORPORATION, IN THE AMOUNT OF $95,099.99 ANNUALLY FOR THREE YEARS, NOT TO EXCEED A TOTAL OF $285,299.97, FOR THE VARONIS DATA SECURITY PLATFORM. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)**

Ms. Liu came forward to discuss this item. This agreement will last for three years if approved. She reviewed what the contract would allow them to do and the technical aspects of it. She provided more information regarding the City's IT structure.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION LLC. FOR VMWARE LICENSING AND SUPPORT SERVICES IN THE FOLLOWING AMOUNTS: $77,875.60 FOR YEAR 1, $91,616.80 FOR YEAR 2, AND $105,366.80 FOR YEAR 3, FOR A TOTAL NOT TO EXCEED $274,859.20 OVER THREE YEARS. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)

**** MS. WENNERSTRAND MOVED TO APPROVE ITEM AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION LLC. FOR VMWARE LICENSING AND SUPPORT SERVICES IN THE FOLLOWING AMOUNTS: $77,875.60 FOR YEAR 1, $91,616.80 FOR YEAR 2, AND $105,366.80 FOR YEAR 3, FOR A TOTAL NOT TO EXCEED $274,859.20 OVER THREE YEARS. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)**

Ms. Liu came forward to discuss this item. She recapped them transitioning from a physical environment to a digital one and how important the proper support and security was. Ms. Dunn asked about the cost increase. Ms. Liu explained that it was due to things such as restructuring. Further discussion followed regarding the pricing.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

C. RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND REPLACEMENT FLOOR AT NORWALK FIRE STATION #1 BE IT RESOLVED, THAT A SPECIAL CAPITAL APPROPRIATION OF $660,064.80 IS HEREBY TRANSFERRED FROM THE COMBINED DISPATCH CAPITAL PROJECT FOR THE COMMUNICATIONS UPGRADE (ACCOUNT # 092-13610-5777-C0638) TO THE CITY'S FIRE DEPARTMENT FOR THE FLOOR REPLACEMENT PROJECT AT STATION #1 (LOCATED AT 90 NEW CANAAN AVENUE). PROJECT SPECIFICS ARE DETAILED AND DESCRIBED IN EXHIBIT A, ATTACHED HERETO. A NEW ACCOUNT NUMBER WILL BE CREATED UPON FINAL APPROVAL OF THIS TRANSFER.

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND REPLACEMENT FLOOR AT NORWALK FIRE STATION #1 BE IT RESOLVED, THAT A SPECIAL CAPITAL APPROPRIATION OF $660,064.80 IS HEREBY TRANSFERRED FROM THE COMBINED DISPATCH CAPITAL PROJECT FOR THE COMMUNICATIONS UPGRADE (ACCOUNT # 092-13610-5777-C0638) TO THE CITY'S FIRE DEPARTMENT FOR THE FLOOR REPLACEMENT PROJECT AT STATION #1 (LOCATED AT 90 NEW CANAAN AVENUE). PROJECT SPECIFICS ARE DETAILED AND DESCRIBED IN EXHIBIT A, ATTACHED HERETO. A NEW ACCOUNT NUMBER WILL BE CREATED UPON FINAL APPROVAL OF THIS TRANSFER.**

Fire Chief Gatto and Firefighter Conte came forward to discuss this item. He said the floor in question was the original floor. There have been issues with settling and movement in the floor. They will need to vacate the building during the construction as well. He reviewed the two options they currently have for repairs. Chair Burnett asked if there was any guarantee that this fix would work. Firefighter Conte said that the methods were industry standard and went into detail about how they worked. He said that the methods were permanent. Further discussion followed regarding slabs and the foundation. He said that there would be plenty of room for staging on both sides. Ms. Dunn asked questions regarding the water flowing and potential situations regarding the water flowing towards the firehouse which Firefighter Conte answered to her satisfaction. Chair Burnett asked if the requested amount accounted for contingency. Firefighter Conte said it included a 10% contingency.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

ADJOURNMENT

**** MS. DUNN MOVED TO ADJOURN.**
**** MR. LOPEZ SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:18 P.M.

Respectfully submitted
Ian A. Soltes
Telesco Secretarial Services

Oak Hills Park Authority
May 2025 Financial Commentary

Operations Updates:

- Golf revenue rounds and cart rounds performed above budget for the first eleven months of FY25 but had dropped significantly in December-February due to poor weather. Discount ID Card sales are up and down month by month, currently 7% below budget.
- We are in our fifth and final year of our cart fleet lease and are seeing some expected wear and tear and more electricity usage. However, the GPS unit contained in the carts were on a four year lease so we had to extend it by one year. This is categorized as an operating lease and the monthly charges will hit the Income Statement rather than Balance Sheet so we'll notice a small overage in Cart Expense for May and June.
- The fiscal year 2026 budget was presented in our May 15th meeting and is expected to be approved in our June meeting.

YTD Financial Highlights:

- FY25 YTD net operating income was over budget by $232k and we ended May with a $681k cash balance which includes $69k in the capital reserve bank account.
  - Revenue was over-budget by $241k thanks to strong golf rounds.
  - Expenses were over-budget by $9k due to many building repairs & maintenance as well as increased utilities rates.
- OHPA made $119k in repayments to the City for the first eleven months of the fiscal year, including our annual 1% of golf revenue.
- OHPA is investing in several capital improvements throughout the course of the year with a focus on bunker refurbishment and rebuilding. We have acknowledged that we will go slightly over-budget in order to make additional improvements since our overage in net operating income will easily cover the overspend.

Other:

- As part of our initiative of investing and diversifying excess cash, we continue to have money spread out among three banks in various types of interest-bearing accounts.

Updated through 5/31/2025		Fiscal Year To Date				
		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
Sales	Revenue Rounds	35,340	38,146	2,806	7.9%	Dec thru Feb were under budget due to weather / course closure but all other months' rounds beat budget
	Non-Revenue Rounds	4,416	3,965	(451)	-10.2%	Less season passholder rounds than anticipated
	Total Rounds	**39,756**	**42,111**	2,355	5.9%	
	Carts	20,941	22,753	1,812	8.7%	Higher golf rounds and a heat wave favorably influenced cart rounds this past summer
	ID Cards	1,099	1,019	(80)	-7.3%	Spring membership sales have lagged a bit, but this is likely a timing issue

		Budget	**Actuals**	**Variance**	**Var %**	**Comments**
P&L	Golf Revenue	1,935,790	2,191,240	255,450	13.2%	Driven primarily by greens fees
	Tennis Revenue	50,200	37,700	(12,500)	-24.9%	An anticipated tennis clinic in September did not occur
	Restaurant Revenue	32,800	26,565	(6,235)	-19.0%	Profit sharing has been less than anticipated
	Other Revenue	49,882	54,370	4,488	9.0%	Investment and online booking revenue higher than expected, offset by one month loss in tenant rent
	Total Revenue	**2,068,672**	**2,309,875**	**241,203**	**11.7%**	
	Management Salary	256,240	252,666	(3,574)	-1.4%	Overall lower staffing
	Operations Salary	236,052	255,675	19,623	8.3%	Budget too low; more staffing needed to cover higher revenue volume
	Maintenance Salary	460,030	432,994	(27,036)	-5.9%	Overall lower staffing
	Employee Benefits	162,409	147,787	(14,622)	-9.0%	Payroll taxes and health insurance are lower than expected
	Administrative	198,825	230,211	31,386	15.8%	Overages across the board, specifically utilities and cc fees, offset by underspending in Advertising
	Interest & Insurance	128,102	123,250	(4,852)	-3.8%	Insurance expense lower than expected
	Sales & Operations	9,460	10,168	708	7.5%	
	Park Maintenance	221,921	187,187	(34,734)	-15.7%	Driven mostly by lower maintenance and grass treatment costs, offset by overage in water
	Park Equipment	93,263	133,149	39,886	42.8%	Large overspend in Bldg Maint due to unforeseen repairs needed, offset by all other line items
	Carts	30,890	36,363	5,473	17.7%	A one-year GPS lease renewal for carts will be treated as operational and cause us to go over budget
	Tennis	3,000	-	(3,000)	-100.0%	Event canceled per above
	Operating Expense	**1,800,192**	**1,809,450**	**9,258**	**0.5%**	
	Net Operating Income	**268,480**	**500,425**	**231,945**	**86.4%**	
Balance Sheet	Capital Improvements	(281,000)	(300,396)	(19,396)	6.9%	FY25 bunker project, Building improvements, etc. We will be over-budget this fiscal year
	Line of Credit Balance	-	-	-		
	Capital Reserve Cash Bal	73,344	68,864	(4,480)	-6.1%	Portion of cash restricted for capital improvements per our lease requirements
	Cash Balance	411,597	612,087	200,490	48.7%	Net operating income overage, timing on fixed assets

Updated through ***5/31/2025***

Rest of Fiscal Year

		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	6,512	6,903	391	6.0%	Projections are slightly higher than original to stay in line with current trends
	Non-Revenue Rounds	784	706	(78)	-10.0%	Projections are slightly lower than original to stay in line with current trends
	Total Rounds	7,296	7,608	312	4.3%	
	Carts	3,719	3,905	186	5.0%	Projections are slightly higher than original to stay in line with current trends
	ID Cards	101	181	80	79.2%	Projections are still in line with Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	333,109	359,758	26,649	8.0%	Projections are slightly higher than original to stay in line with current trends
	Tennis Revenue	9,800	9,800	-	0.0%	Projections are still in line with Budget
	Restaurant Revenue	6,400	5,900	(500)	-7.8%	Projections are slightly lower than original to stay in line with current trends
	Other Revenue	5,867	5,867	-	0.0%	Projections are still in line with Budget
	Total Revenue	**355,176**	**381,325**	**26,149**	**7.4%**	
	Salaries	106,977	106,977	-	0.0%	Projections are still in line with Budget
	Employee Benefits	17,931	17,931	-	0.0%	Projections are still in line with Budget
	Administrative	18,232	21,232	3,000	16.5%	Projections are slightly above Budget based on current trends
	Debt Service & Insurance	13,098	13,098	-	0.0%	Projections are still in line with Budget
	Sales & Operations	1,740	1,740	-	0.0%	Projections are still in line with Budget
	Park Maintenance	37,978	37,978	-	0.0%	Projections are still in line with Budget
	Park Equipment	8,237	8,237	-	0.0%	Projections are still in line with Budget
	Carts	4,110	8,110	4,000	97.3%	Projections are slightly above Budget based on new operational lease
	Tennis	-	-	-		Projections are still in line with Budget
	Operating Expense	**208,303**	**215,303**	**7,000**	**3.4%**	
	Uncategorized Exp/Rev					
	Net Operating Income	**146,873**	**166,022**	**19,149**	**13.0%**	
Balance Sheet	Capital Improvements	(5,000)	(5,000)	-	0.0%	Additional capex investment has been approved for this fiscal year
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Capital Reserve Cash Bal	74,344	72,864	(1,480)	-2.0%	Portion of cash restricted for capital improvements per our lease requirements
	Cash Balance	509,052	719,792	210,740	41.4%	

Oak Hills Park Authority
FY25 Actual vs. Budget

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$255,159	$189,461	$65,697	34.7%	$1,446,942	$1,196,198	$250,744	21.0%
4020 · I.D. Cards	$21,233	$24,566	-$3,333	-13.6%	$155,589	$146,332	$9,257	6.3%
4025 · Season Pass	$9,387	$9,607	-$220	-2.3%	$99,701	$106,423	-$6,723	-6.3%
4030 · Tournament Fees	$29,400	$22,301	$7,099	31.8%	$101,724	$94,089	$7,635	8.1%
4050 · Cart Revenue	$57,039	$61,548	-$4,509	-7.3%	$383,939	$387,406	-$3,466	-0.9%
4060 · Golf Revenue - Gift Certif.	$1,161	$1,946	-$785	-40.4%	$19,716	$19,898	-$182	-0.9%
4070 · Gift & Rain Checks Redeemed	-$2,582	-$3,121	$539	-17.3%	-$16,371	-$14,555	-$1,816	12.5%
Total 4001 · Golf Revenue	**$370,797**	**$306,309**	**$64,487**	**21.1%**	**$2,191,240**	**$1,935,790**	**$255,450**	**13.2%**
4100 · Tennis Revenue	$9,800	$9,800	$0	0.0%	$37,700	$50,200	-$12,500	-24.9%
4101 · Tennis Program Revenue	$0		$0	0.0%	$0	$0	$0	0.0%
4200 · Rental Income	$2,000	$1,800	$200	11.1%	$19,400	$19,800	-$400	-2.0%
4300 · Investment Income	$2,225	$1,596	$629	39.4%	$19,907	$17,904	$2,002	11.2%
4400 · Misc. Income	$1,994	$1,065	$928	87.2%	$15,063	$12,178	$2,885	23.7%
4600 · Restaurant Income	$2,000	$2,000	$0	0.0%	$26,565	$32,800	-$6,235	-19.0%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$18,019**	**$16,261**	**$1,758**	**10.8%**	**$118,635**	**$132,882**	**-$14,248**	**-10.7%**
TOTAL REVENUE	**$388,815**	**$322,570**	**$66,245**	**20.5%**	**$2,309,875**	**$2,068,673**	**$241,202**	**11.7%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$23,852	$23,340	-$512	-2.2%	$252,666	$256,240	$3,574	1.4%
5030 · Operations	$38,358	$32,558	-$5,800	-17.8%	$254,878	$236,052	-$18,826	-8.0%
5040 · Operations O/T	$162	$0	-$162	0.0%	$797	$0	-$797	0.0%
5050 · Course Personnel	$30,088	$27,764	-$2,323	-8.4%	$302,402	$303,531	$1,129	0.4%
5060 · Course Personnel O/T	$909	$0	-$909	0.0%	$3,631	$0	-$3,631	0.0%
5070 · Seasonal Personnel	$15,995	$21,101	$5,106	24.2%	$126,311	$156,498	$30,188	19.3%
5075 · Outside Seasonal Personnel	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5080 · Seasonal Personnel O/T	$58	$0	-$58	0.0%	$650	$0	-$650	0.0%
Total 5000 · PERSONNEL EXPENSE	**$109,422**	**$104,763**	**-$4,659**	-4.4%	**$941,334**	**$952,322**	**$10,988**	1.2%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$7,785	$7,912	$127	1.6%	$65,486	$71,921	$6,435	8.9%
5230 · State Unemployment	$3,354	$2,599	-$755	-29.1%	$21,519	$20,678	-$841	-4.1%
5250 · Health Insurance	$3,669	$4,551	$881	19.4%	$38,368	$47,740	$9,372	19.6%
5260 · Workmans Compensation	$2,651	$1,275	-$1,376	-107.9%	$16,620	$15,839	-$781	-4.9%
5270 · Retirement Plans	$433	$586	$153	26.2%	$5,794	$6,231	$437	7.0%
Total 5200 · EMPLOYEE BENEFITS	**$17,893**	**$16,923**	**-$970**	-5.7%	**$147,787**	**$162,409**	**$14,622**	9.0%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$725	$571	-$154	-27.1%	$8,111	$6,279	-$1,831	-29.2%
5430 · Professional Fees	$3,400	$3,188	-$213	-6.7%	$37,623	$35,063	-$2,560	-7.3%
5436 · Advertising	$600	$991	$391	39.4%	$4,908	$11,216	$6,308	56.2%
5440 · Office Expense	$3,697	$2,897	-$800	-27.6%	$25,410	$22,993	-$2,417	-10.5%
5441 · Bank Charges	$0	$5	$5	100.0%	$52	$94	$42	44.9%
5442 · Credit Card Fees	$8,882	$6,927	-$1,955	-28.2%	$51,548	$43,775	-$7,774	-17.8%
5445 · Postage	$0	$0	$0	0.0%	$120	$200	$80	40.0%
5450 · Training and Dues	$655	$647	-$8	-1.3%	$3,646	$2,625	-$1,021	-38.9%
5455 · Meals and Entertainment	$100	$0	-$100	0.0%	$1,469	$0	-$1,469	0.0%
5461 · Authority Secretarial Services	$190	$142	-$48	-34.1%	$1,500	$1,558	$58	3.7%
5469 · Other Outside Services	$735	$800	$65	8.1%	$8,183	$8,209	$26	0.3%
5470 · Other Administrative	$1,004	$958	-$46	-4.8%	$10,074	$10,542	$467	4.4%
5480 · Utilities	$8,957	$7,578	-$1,380	-18.2%	$77,566	$56,271	-$21,295	-37.8%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$28,946**	**$24,702**	**-$4,244**	-17.2%	**$230,211**	**$198,825**	**-$31,386**	-15.8%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$9,912	$11,798	$1,886	16.0%	$107,043	$113,802	$6,759	5.9%
5520 · Interest	$1,382	$1,300	-$82	-6.3%	$16,207	$14,300	-$1,908	-13.3%

Oak Hills Park Authority
FY25 Actual vs. Budget

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
Total 5500 · DEBT SERVICE AND INSURANCE	**$11,294**	**$13,098**	**$1,804**	13.8%	**$123,250**	**$128,102**	**$4,851**	3.8%
5600 · SALES AND OPERATIONS								
5630 · Golf Genius Software	$325	$308	-$17	-5.4%	$3,442	$3,392	-$50	-1.5%
5640 · Golf Pro Supplies	$359	$663	$304	45.9%	$4,272	$2,868	-$1,404	-48.9%
5680 · Golf Pro Work Clothes	$1,673	$800	-$873	-109.1%	$2,454	$3,200	$746	23.3%
Total 5600 SALES AND OPERATIONS	**$2,357**	**$1,772**	**-$586**	-33.1%	**$10,168**	**$9,460**	**-$708**	-7.5%
5700 · PARK MAINTENANCE								
5710 · Water	$1,286	$2,466	$1,179	47.8%	$52,358	$47,789	-$4,569	-9.6%
5715 · Nature and Open Space	$830	$600	-$230	-38.4%	$3,679	$2,800	-$879	-31.4%
5720 · Heating Fuel	$1,768	$648	-$1,119	-172.6%	$11,582	$16,234	$4,653	28.7%
5730 · Grounds Maintenance	$3,009	$3,166	$157	4.9%	$19,906	$34,768	$14,862	42.7%
5740 · Tree Maintenance	$0	$2,000	$2,000	100.0%	$7,416	$5,000	-$2,416	-48.3%
5751 · Agriculture&Chemicals-Purch	$9,159	$19,460	$10,302	52.9%	$100,673	$98,376	-$2,297	-2.3%
5752 · Agriculture/Chemicals Utilized	$6,771	$0	-$6,771	0.0%	-$23,676	$0	$23,676	0.0%
5760 · Irrigation Maintenance	$166	$753	$587	77.9%	$11,684	$9,892	-$1,791	-18.1%
5770 · Consumable Tools	$0	$466	$466	100.0%	$441	$2,880	$2,439	84.7%
5780 · Tee and Green Supplies	$0	$31	$31	100.0%	$3,126	$4,000	$874	21.8%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$0	$184	$184	100.0%
Total 5700 · PARK MAINTENANCE	**$22,990**	**$29,591**	**$6,601**	22.3%	**$187,188**	**$221,922**	**$34,734**	15.7%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$4,329	$2,735	-$1,594	-58.3%	$33,718	$35,153	$1,436	4.1%
5810 · Equipment Rental	$360		-$360	0.0%	$360	$500	$140	28.1%
5820 · Building Maintenance	$9,363	$7,491	-$1,871	-25.0%	$88,221	$37,045	-$51,175	-138.1%
5840 · Small Equipment	$0	$911	$911	100.0%	$420	$2,882	$2,462	85.4%
5860 · Gasoline/Diesel Fuel	$0	$2,351	$2,351	100.0%	$10,185	$15,432	$5,247	34.0%
5880 · Employee work clothes	$0	$750	$750	100.0%	$246	$2,250	$2,004	89.1%
Total 5800 · PARK EQUIPMENT	**$14,052**	**$14,238**	**$186**	1.3%	**$133,149**	**$93,263**	**-$39,886**	-42.8%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$4,080	$0	-$4,080	0.0%	$9,220	$7,200	-$2,020	-28.1%
6020 · Electricity	$1,402	$2,084	$683	32.8%	$17,011	$15,392	-$1,619	-10.5%
6030 · Maintenance	$1,106	$114	-$993	-872.0%	$5,476	$3,898	-$1,578	-40.5%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$100	$0	-$100	0.0%	$256	$0	-$256	0.0%
Total 6000 · CART EXPENSE	**$7,088**	**$2,598**	**-$4,490**	-172.8%	**$36,363**	**$30,890**	**-$5,473**	-17.7%
6500 · TENNIS								
6510 ·Professional Services	$0	$0	$0	0.0%	$0	$2,800	$2,800	
6530 ·Supplies	$0	$0	$0	0.0%	$0	$200	$200	100.0%
6570 ·Other Expense	$0	$0	$0	0.0%	$0	$0	$0	
Total 6500 · TENNIS	**$0**	**$0**	**$0**	0.0%	**$0**	**$3,000**	**$3,000**	100.0%
TOTAL OPERATIONAL EXPENSE	**$214,042**	**$207,684**	**-$6,358**	-3.1%	**$1,809,450**	**$1,800,192**	**-$9,258**	-0.5%
TOTAL OPERATIONAL NET INCOME	**$174,773**	**$114,887**	**$59,887**	52.1%	**$500,425**	**$268,480**	**$231,944**	86.4%
Restructured City Debt	$8,851	$8,963	$112	1.3%	$118,726	$106,343	-$12,383	-11.6%
Commercial Debt	$25,619	$29,500	$3,881	13.2%	$117,282	$151,600	$34,318	22.6%
Total BS Debt Payments	**$34,470**	**$38,463**	**$3,993**	10.4%	**$236,008**	**$257,943**	**$21,935**	8.5%
NET INCOME BEFORE CAPITAL EXPENSES	**$174,773**	**$114,887**	**$59,887**	52.1%	**$500,425**	**$268,480**	**$231,944**	86.4%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amort Non Cash	$34,551	$32,500	-$2,051	-6.3%	$380,061	$357,500	-$22,561	-6.3%
8001 · Capital projects								
8100 - Capital Proj Cash	$7,535	$3,000	-$4,535	-151.2%	$300,396	$281,000	-$19,396	-6.9%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0	$0	0.0%	-$495	$0	$495	0.0%
Capital Contribution	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 8000 · OTHER EXPENSE	$34,551	$32,500	-$6,586	-6.3%	$379,566	$357,500	-$41,462	-6.2%
NET INCOME	**$140,222**	**$82,387**	**$57,836**	70.2%	**$120,859**	**-$89,020**	**$209,878**	-235.8%

OAK HILLS PARK AUTHORITY
Balance Sheet FY24
As of May 31, 2025

	Total			
	As of May 31, 2025	As of May 31, 2024 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	237,104.87	178,051.36	59,053.51	33.17%
1022 NBT Payment Account	-69,105.55	-69,147.24	41.69	0.06%
1023 NBT Rent Escrow Sec Apt Right	1,801.00	1,801.00	0.00	0.00%
1024 NBT Capital Reserve Savings Account	8,652.94	5,959.60	2,693.34	45.19%
1030 Chase Platinum Checking	10.00	10.00	0.00	0.00%
1031 Chase CD	241,925.26	231,860.00	10,065.26	4.34%
1040 Bankwell Money Market	198,931.82	210,423.56	-11,491.74	-5.46%
1041 Bankwell Capital Reserve Savings Account	60,210.60	45,952.53	14,258.07	31.03%
1050 Petty	1,420.00	1,420.00	0.00	0.00%
Total 1000 Cash	**$ 680,950.94**	**$ 606,330.81**	**$ 74,620.13**	**12.31%**
Total Bank Accounts	**$ 680,950.94**	**$ 606,330.81**	**$ 74,620.13**	**12.31%**
Other Current Assets				
1100 Inventory	109,520.77	99,754.37	9,766.40	9.79%
1200 Receivables	10,792.46	0.00	10,792.46	
1300 Prepaid Expenses	53,653.72	35,900.34	17,753.38	49.45%
1400 Deposits	0.00	557.00	-557.00	-100.00%
Total Other Current Assets	**$ 173,966.95**	**$ 136,211.71**	**$ 37,755.24**	**27.72%**
Total Current Assets	**$ 854,917.89**	**$ 742,542.52**	**$ 112,375.37**	**15.13%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,864,743.72	1,738,987.71	125,756.01	7.23%
1510 Accumulated Depreciation/Amort.	-5,186,209.50	-4,762,248.10	-423,961.40	-8.90%
1520 Furniture & Fixtures	47,635.23	47,635.23	0.00	0.00%
1560 Leasehold Improvements	208,813.40	162,997.83	45,815.57	28.11%
1561 Park Improvements	2,412,278.72	2,168,049.89	244,228.83	11.26%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-254,736.27	-229,759.00	-24,977.27	-10.87%
1570 Capital Projects in Progress	113,707.55	104,048.43	9,659.12	9.28%
Total 1500 Fixed Assets	**$ 1,483,367.51**	**$ 1,506,846.65**	**-$ 23,479.14**	**-1.56%**
Total Fixed Assets	**$ 1,483,367.51**	**$ 1,506,846.65**	**-$ 23,479.14**	**-1.56%**
TOTAL ASSETS	**$ 2,338,285.40**	**$ 2,249,389.17**	**$ 88,896.23**	**3.95%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				

2000 *Accounts Payable		55,074.19		57,865.89		-2,791.70	-4.82%
Total Accounts Payable	**$**	**55,074.19**	**$**	**57,865.89**	**-$**	**2,791.70**	**-4.82%**
Other Current Liabilities							
2051 Accounts Payable - OHMGA Revenue		1,666.00		9.99		1,656.01	16576.68%
2100 Accrued Payroll		31,685.53		27,499.45		4,186.08	15.22%
2104 Accrued retirement contribution		2,153.18		1,206.46		946.72	78.47%
2105 Accrued Vacation Pay		23,271.81		21,320.54		1,951.27	9.15%
2200 Accrued Expenses		40,824.50		38,667.50		2,157.00	5.58%
2210 Security Deposits - Tenants							
2212 Security Dep - Apt 2 Right		1,900.00		1,800.00		100.00	5.56%
2213 Sec Deposit - Restaurant		1,208.00		0.00		1,208.00	
Total 2210 Security Deposits - Tenants	**$**	**3,108.00**	**$**	**1,800.00**	**$**	**1,308.00**	**72.67%**
2250 Deferred Revenue							
2251 Tournament Deposits		10,650.00		7,080.00		3,570.00	50.42%
2253 Deferred Tennis Revenue		6,533.33		21,700.00		-15,166.67	-69.89%
2254 Other Deferred		140,176.74		136,641.66		3,535.08	2.59%
Total 2250 Deferred Revenue	**$**	**157,360.07**	**$**	**165,421.66**	**-$**	**8,061.59**	**-4.87%**
2400 Cart Sales Tax Due		3,622.00		4,759.00		-1,137.00	-23.89%
Total Other Current Liabilities	**$**	**263,691.09**	**$**	**260,684.60**	**$**	**3,006.49**	**1.15%**
Total Current Liabilities	**$**	**318,765.28**	**$**	**318,550.49**	**$**	**214.79**	**0.07%**
Long-Term Liabilities							
2701 Consolidated City Debt		1,569,546.16		1,703,205.47		-133,659.31	-7.85%
2772 Wells Fargo 2017 Aera-Vator		0.00		197.16		-197.16	-100.00%
2777 DLL Finance Club Car CA502 Utility Cart		0.00		-0.10		0.10	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex		0.00		3,319.57		-3,319.57	-100.00%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration		6,463.49		18,919.53		-12,456.04	-65.84%
2780 DLL Club Car 2021 Cart Fleet		48,652.64		121,631.60		-72,978.96	-60.00%
2781 GPSi Visage Software 2021 Cart Fleet		0.00		20,400.00		-20,400.00	-100.00%
2782 Wells Fargo 2 Reelmaster 3555D Fairway Mowers		66,898.49		89,954.84		-23,056.35	-25.63%
2783 Wells Fargo 2 Baroness LM315GC Greens Mowers		44,073.11		58,577.14		-14,504.03	-24.76%
2784 Wells Fargo 2023 Spreader Trailer Roller		29,781.20		36,984.75		-7,203.55	-19.48%
2785 Wells Fargo Lastec 2023 Rotary Mower		53,447.15		65,129.24		-11,682.09	-17.94%
2786 Wells Fargo AngleMaster 3000 Grinder		14,102.18		0.00		14,102.18	
2787 Wells Fargo Blower Loader Tractor Fairway Mower		52,961.65		0.00		52,961.65	
2788 Wells Fargo Bernhard Dual Reel		42,550.55		0.00		42,550.55	
Total Long-Term Liabilities	**$**	**1,928,476.62**	**$**	**2,118,319.20**	**-$**	**189,842.58**	**-8.96%**
Total Liabilities	**$**	**2,247,241.90**	**$**	**2,436,869.69**	**-$**	**189,627.79**	**-7.78%**
Equity							
3900 Retained Earnings		270,581.10		36,165.64		234,415.46	648.17%
Net Income		-179,537.60		-223,646.16		44,108.56	19.72%
Total Equity	**$**	**91,043.50**	**-$**	**187,480.52**	**$**	**278,524.02**	**148.56%**
TOTAL LIABILITIES AND EQUITY	**$**	**2,338,285.40**	**$**	**2,249,389.17**	**$**	**88,896.23**	**3.95%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
May 2025

	Total			
	May 2025	May 2024 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	255,158.70	229,442.94	25,715.76	11.21%
4020 I.D. Cards	21,233.00	22,275.00	-1,042.00	-4.68%
4025 Season Pass	9,387.02	9,731.67	-344.65	-3.54%
4030 Tournament Fees	29,400.00	17,846.00	11,554.00	64.74%
4050 Cart Revenue	57,039.00	63,669.00	-6,630.00	-10.41%
4060 Golf Revenue - Gift Certif.	1,161.00	1,418.00	-257.00	-18.12%
4070 Gift & Rain Checks Redeemed	-2,582.00	-3,038.00	456.00	15.01%
Total 4001 Golf Revenue	**$ 370,796.72**	**$ 341,344.61**	**$ 29,452.11**	**8.63%**
4100 Tennis Revenue	9,800.00	9,300.00	500.00	5.38%
4200 Rental Income	2,000.00	1,800.00	200.00	11.11%
4300 Investment Income	2,224.98	914.01	1,310.97	143.43%
4400 Misc. Income	1,993.63	1,639.24	354.39	21.62%
4600 Restaurant Income	2,000.00	1,000.00	1,000.00	100.00%
Total 4000 REVENUES	**$ 388,815.33**	**$ 355,997.86**	**$ 32,817.47**	**9.22%**
Total Income	**$ 388,815.33**	**$ 355,997.86**	**$ 32,817.47**	**9.22%**
Gross Profit	**$ 388,815.33**	**$ 355,997.86**	**$ 32,817.47**	**9.22%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	23,852.26	23,272.97	579.29	2.49%
5030 Operations	38,357.88	36,459.55	1,898.33	5.21%
5040 Operations O/T	161.87	0.00	161.87	
5050 Course Personnel	30,087.52	27,562.61	2,524.91	9.16%
5060 Course Personnel O/T	909.38	543.42	365.96	67.34%
5070 Seasonal Personnel	15,995.27	22,213.64	-6,218.37	-27.99%
5080 Seasonal Personnel O/T	58.02	114.75	-56.73	-49.44%
Total 5000 PERSONNEL EXPENSE	**$ 109,422.20**	**$ 110,166.94**	**-$ 744.74**	**-0.68%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	7,784.77	7,822.90	-38.13	-0.49%
5230 State Unemployment	3,354.45	2,841.11	513.34	18.07%
5250 Health Insurance	3,669.36	4,402.72	-733.36	-16.66%
5260 Workmans Compensation	2,651.41	1,121.54	1,529.87	136.41%
5270 Retirement Plans	432.63	519.99	-87.36	-16.80%
Total 5200 EMPLOYEE BENEFITS	**$ 17,892.62**	**$ 16,708.26**	**$ 1,184.36**	**7.09%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	725.31	644.97	80.34	12.46%
5430 Professional Fees	3,400.00	5,000.00	-1,600.00	-32.00%
5436 Advertising	600.00	666.02	-66.02	-9.91%

5440 Office Expense	3,696.97	1,980.98	1,715.99	86.62%
5442 Credit Card Fees	8,881.70	6,665.81	2,215.89	33.24%
5450 Training and Dues	655.00	165.00	490.00	296.97%
5455 Meals and Entertainment	100.00	0.00	100.00	
5461 Authority Secretarial Services	190.00	160.00	30.00	18.75%
5469 Other Outside Services	735.40	738.93	-3.53	-0.48%
5470 Other Administrative	1,004.41	860.25	144.16	16.76%
5480 Utilities	8,957.42	7,014.26	1,943.16	27.70%
5499 Bad Debt Expense	0.00	-2,997.33	2,997.33	100.00%
5500 Liability Insurance	9,911.96	9,813.84	98.12	1.00%
5520 Interest Expense	1,382.44	1,478.22	-95.78	-6.48%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 40,240.61**	**$ 32,190.95**	**$ 8,049.66**	**25.01%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	325.00	308.33	16.67	5.41%
5640 Golf Pro Supplies	359.17	530.75	-171.58	-32.33%
5680 Golf Pro Work Clothes	1,673.09	0.00	1,673.09	
Total 5600 SALES AND OPERATIONS	**$ 2,357.26**	**$ 839.08**	**$ 1,518.18**	**180.93%**
5700 PARK MAINTENANCE				
5710 Water	1,286.25	1,869.48	-583.23	-31.20%
5715 Nature and Open Space	830.40	648.30	182.10	28.09%
5720 Heating Fuel	1,767.56	716.25	1,051.31	146.78%
5730 Grounds Maintenance	3,009.35	300.00	2,709.35	903.12%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	9,158.95	8,070.63	1,088.32	13.48%
5752 Agriculture/Chemicals Utilized	6,771.23	22,754.05	-15,982.82	-70.24%
Total 5750 Agriculture and Chemicals	**$ 15,930.18**	**$ 30,824.68**	**-$ 14,894.50**	**-48.32%**
5760 Irrigation Maintenance	166.00	1,619.06	-1,453.06	-89.75%
5770 Consumable Tools	0.00	539.98	-539.98	-100.00%
5800 Equipment Maintenance	4,329.37	2,267.92	2,061.45	90.90%
5810 Equipment Rental	359.60	0.00	359.60	
5820 Building Maintenance	9,362.74	10,514.98	-1,152.24	-10.96%
5860 Gasoline/Diesel Fuel	0.00	2,940.41	-2,940.41	-100.00%
5880 Employee work clothes	0.00	38.31	-38.31	-100.00%
Total 5700 PARK MAINTENANCE	**$ 37,041.45**	**$ 52,279.37**	**-$ 15,237.92**	**-29.15%**
6000 CART EXPENSE				
6010 Cart Lease Expense	4,080.00	0.00	4,080.00	
6020 Electricity	1,401.54	2,054.62	-653.08	-31.79%
6030 Maintenance	1,106.38	24.41	1,081.97	4432.49%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	100.00	0.00	100.00	
Total 6000 CART EXPENSE	**$ 7,087.92**	**$ 2,479.03**	**$ 4,608.89**	**185.92%**
Total Expenses	**$ 214,042.06**	**$ 214,663.63**	**-$ 621.57**	**-0.29%**
Net Operating Income	**$ 174,773.27**	**$ 141,334.23**	**$ 33,439.04**	**23.66%**
Other Expenses				
8000 Depreciation/Amortization	34,551.00	31,430.00	3,121.00	9.93%
8001 Capital projects				
8100 Capital Projects - Cash	7,535.00	26,116.32	-18,581.32	-71.15%

Total 8001 Capital projects	$	7,535.00	$	26,116.32	-$	18,581.32	-71.15%
Total Other Expenses	$	42,086.00	$	57,546.32	-$	15,460.32	-26.87%
Net Other Income	-$	42,086.00	-$	57,546.32	$	15,460.32	26.87%
Net Income	$	132,687.27	$	83,787.91	$	48,899.36	58.36%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2024 - May 2025

	Total			
	Jul 2024 - May 2025	Jul 2023 - May 2024 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	1,446,941.94	1,282,810.78	164,131.16	12.79%
4020 I.D. Cards	155,589.00	140,221.00	15,368.00	10.96%
4025 Season Pass	99,700.75	97,815.09	1,885.66	1.93%
4030 Tournament Fees	101,724.00	92,060.00	9,664.00	10.50%
4050 Cart Revenue	383,939.41	377,403.85	6,535.56	1.73%
4060 Golf Revenue - Gift Certif.	19,716.00	19,403.00	313.00	1.61%
4070 Gift & Rain Checks Redeemed	-16,371.00	-15,864.00	-507.00	-3.20%
Total 4001 Golf Revenue	**$ 2,191,240.10**	**$ 1,993,849.72**	**$ 197,390.38**	**9.90%**
4100 Tennis Revenue	37,700.00	35,700.00	2,000.00	5.60%
4101 Tennis Program Revenues	0.00	4,667.34	-4,667.34	-100.00%
Total 4100 Tennis Revenue	**$ 37,700.00**	**$ 40,367.34**	**-$ 2,667.34**	**-6.61%**
4200 Rental Income	19,400.00	19,800.00	-400.00	-2.02%
4300 Investment Income	19,906.56	16,064.05	3,842.51	23.92%
4400 Misc. Income	15,062.95	10,092.78	4,970.17	49.24%
4600 Restaurant Income	26,565.00	29,200.00	-2,635.00	-9.02%
Total 4000 REVENUES	**$ 2,309,874.61**	**$ 2,109,373.89**	**$ 200,500.72**	**9.51%**
Total Income	**$ 2,309,874.61**	**$ 2,109,373.89**	**$ 200,500.72**	**9.51%**
Gross Profit	**$ 2,309,874.61**	**$ 2,109,373.89**	**$ 200,500.72**	**9.51%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	252,665.90	237,604.66	15,061.24	6.34%
5030 Operations	254,878.00	236,535.98	18,342.02	7.75%
5040 Operations O/T	796.74	85.57	711.17	831.10%
5050 Course Personnel	302,402.13	286,534.73	15,867.40	5.54%
5060 Course Personnel O/T	3,630.73	4,206.84	-576.11	-13.69%
5070 Seasonal Personnel	126,310.57	138,318.34	-12,007.77	-8.68%
5075 Outside Seasonal Personnel	0.00	870.99	-870.99	-100.00%
5080 Seasonal Personnel O/T	650.12	1,062.41	-412.29	-38.81%
Total 5000 PERSONNEL EXPENSE	**$ 941,334.19**	**$ 905,219.52**	**$ 36,114.67**	**3.99%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	65,486.16	63,237.73	2,248.43	3.56%
5230 State Unemployment	21,518.59	20,903.79	614.80	2.94%
5250 Health Insurance	38,368.34	24,843.37	13,524.97	54.44%
5260 Workmans Compensation	16,620.10	14,444.75	2,175.35	15.06%
5270 Retirement Plans	5,794.06	5,451.29	342.77	6.29%
Total 5200 EMPLOYEE BENEFITS	**$ 147,787.25**	**$ 128,880.93**	**$ 18,906.32**	**14.67%**

5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	8,110.92	8,566.16	-455.24	-5.31%
5430 Professional Fees	37,622.96	35,222.95	2,400.01	6.81%
5436 Advertising	4,908.22	9,202.23	-4,294.01	-46.66%
5440 Office Expense	25,409.93	21,981.99	3,427.94	15.59%
5441 Bank Charges	52.00	73.74	-21.74	-29.48%
5442 Credit Card Fees	51,548.30	45,420.17	6,128.13	13.49%
5445 Postage	120.00	132.00	-12.00	-9.09%
5450 Training and Dues	3,646.05	2,701.00	945.05	34.99%
5451 Travel Expenses	0.00	148.30	-148.30	-100.00%
Total 5450 Training and Dues	**$ 3,646.05**	**$ 2,849.30**	**$ 796.75**	**27.96%**
5455 Meals and Entertainment	1,469.26	0.00	1,469.26	
5461 Authority Secretarial Services	1,500.00	1,870.00	-370.00	-19.79%
5469 Other Outside Services	8,182.63	7,900.03	282.60	3.58%
5470 Other Administrative	10,074.38	11,402.48	-1,328.10	-11.65%
5480 Utilities	77,566.35	58,641.69	18,924.66	32.27%
5499 Bad Debt Expense	0.00	12,329.62	-12,329.62	-100.00%
5500 Liability Insurance	107,042.93	99,336.00	7,706.93	7.76%
5520 Interest Expense	16,207.47	15,211.65	995.82	6.55%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 353,461.40**	**$ 330,140.01**	**$ 23,321.39**	**7.06%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	3,441.62	2,475.00	966.62	39.06%
5640 Golf Pro Supplies	4,272.29	3,511.04	761.25	21.68%
5680 Golf Pro Work Clothes	2,454.14	1,023.69	1,430.45	139.73%
Total 5600 SALES AND OPERATIONS	**$ 10,168.05**	**$ 7,009.73**	**$ 3,158.32**	**45.06%**
5700 PARK MAINTENANCE				
5710 Water	52,358.26	28,462.06	23,896.20	83.96%
5715 Nature and Open Space	3,678.83	648.30	3,030.53	467.46%
5720 Heating Fuel	11,581.51	15,015.52	-3,434.01	-22.87%
5730 Grounds Maintenance	19,905.78	28,813.79	-8,908.01	-30.92%
5740 Tree Maintenance	7,415.64	4,750.00	2,665.64	56.12%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	100,673.03	109,153.71	-8,480.68	-7.77%
5752 Agriculture/Chemicals Utilized	-23,675.50	3,559.66	-27,235.16	-765.11%
Total 5750 Agriculture and Chemicals	**$ 76,997.53**	**$ 112,713.37**	**-$ 35,715.84**	**-31.69%**
5760 Irrigation Maintenance	11,683.59	5,342.95	6,340.64	118.67%
5770 Consumable Tools	440.50	2,168.65	-1,728.15	-79.69%
5780 Tee and Green Supplies	3,126.06	3,416.69	-290.63	-8.51%
5795 Janitorial Supplies	0.00	55.66	-55.66	-100.00%
5800 Equipment Maintenance	33,717.65	37,501.34	-3,783.69	-10.09%
5810 Equipment Rental	359.60	300.81	58.79	19.54%
5820 Building Maintenance	88,220.56	59,281.66	28,938.90	48.82%
5840 Small Equipment	419.99	1,019.98	-599.99	-58.82%
5860 Gasoline/Diesel Fuel	10,185.30	16,576.35	-6,391.05	-38.56%
5880 Employee work clothes	245.54	412.64	-167.10	-40.50%
Total 5700 PARK MAINTENANCE	**$ 320,336.34**	**$ 316,479.77**	**$ 3,856.57**	**1.22%**
6000 CART EXPENSE				

6010 Cart Lease Expense	9,220.12	7,302.22	1,917.90	26.26%
6020 Electricity	17,010.72	16,230.04	780.68	4.81%
6030 Maintenance	5,476.17	3,748.81	1,727.36	46.08%
6050 Cart Insurance	4,400.00	4,400.00	0.00	0.00%
6060 Misc. Cart Expense	255.83	56.10	199.73	356.02%
Total 6000 CART EXPENSE	**$ 36,362.84**	**$ 31,737.17**	**$ 4,625.67**	**14.57%**
6500 TENNIS				
6510 Professional Services	0.00	2,000.00	-2,000.00	-100.00%
6530 Supplies	0.00	513.79	-513.79	-100.00%
6570 Other Expense	0.00	359.00	-359.00	-100.00%
Total 6500 TENNIS	**$ 0.00**	**$ 2,872.79**	**-$ 2,872.79**	**-100.00%**
Total Expenses	**$ 1,809,450.07**	**$ 1,722,339.92**	**$ 87,110.15**	**5.06%**
Net Operating Income	**$ 500,424.54**	**$ 387,033.97**	**$ 113,390.57**	**29.30%**
Other Income				
7002 Capital Contribution	0.00	1,449.81	-1,449.81	-100.00%
Total Other Income	**$ 0.00**	**$ 1,449.81**	**-$ 1,449.81**	**-100.00%**
Other Expenses				
8000 Depreciation/Amortization	380,061.00	345,730.00	34,331.00	9.93%
8001 Capital projects				
8100 Capital Projects - Cash	300,396.14	266,399.94	33,996.20	12.76%
Total 8001 Capital projects	**$ 300,396.14**	**$ 266,399.94**	**$ 33,996.20**	**12.76%**
8006 Disposed Assets	-495.00	0.00	-495.00	
Total Other Expenses	**$ 679,962.14**	**$ 612,129.94**	**$ 67,832.20**	**11.08%**
Net Other Income	**-$ 679,962.14**	**-$ 610,680.13**	**-$ 69,282.01**	**-11.35%**
Net Income	**-$ 179,537.60**	**-$ 223,646.16**	**$ 44,108.56**	**19.72%**

OAK HILLS SALES ANALYSIS MAY 2025 FISCAL REPORT

Description	May-25	May-24	Inc/(Dec)	YTD FY25	YTD FY24	Inc/(Dec)
Revenue Rounds	6,085	6,372	-4.5%	38,146	37,399	2.0%
Season Pass Rounds	456	279	63.4%	2,490	1,920	29.7%
POS System Servicer Rounds	1	295	-99.7%	1,402	2,109	-33.5%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	24	4	500.0%	73	4	1725.0%
Total All Rounds	6,566	6,950	-5.5%	42,111	6,709	527.7%
Total Carts	3,624	3,640	-0.4%	22,753	21,624	5.2%
Total Golf ID Cards	149	174	-14.4%	1,019	1,082	-5.8%
Total Season Passes	2	0	0.0%	52	52	0.0%
Total Gift Cards	11	12	-8.3%	167	254	-34.3%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$284,234	$247,661	14.8%	$1,541,047	$1,375,283	12.1%
Total Carts $	$60,661	$67,712	-10.4%	$408,300	$401,388	1.7%
Total Golf ID Cards $	$21,233	$22,275	-4.7%	$146,374	$140,261	4.4%
Total Season Pass $	$1,500	$0	0.0%	$109,550	$115,290	-5.0%
Total Gift Cards $	$992	$1,418	-30.0%	$16,803	$20,537	-18.2%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,582	-$3,038	-15.0%	-$15,627	-$15,733	-0.7%
	$366,038	**$336,028**	**8.9%**	**$2,206,447**	**$2,037,026**	**8.3%**
$ Revenue/Revenue Round	**$46.71**	**$38.87**	20.2%	**$40.40**	**$36.77**	9.9%
Carts/Revenue Round	**59.6%**	**57.1%**	4.3%	**59.6%**	**57.8%**	3.2%
Cart $/Revenue Round	**$9.97**	**$10.63**	-6.2%	**$10.70**	**$10.73**	-0.3%
Cart $/Cart Round	**$16.74**	**$18.60**	-10.0%	**$17.94**	**$18.56**	-3.3%
ID Card $/Card	**$142.50**	**$128.02**	11.3%	**$143.64**	**$129.63**	10.8%
Resident Adult 18 Rounds	759	491	54.6%	3,681	4,113	-10.5%
Resident Senior 18 Rounds	740	624	18.6%	4,055	3,087	31.4%
Junior/HS Golf Team 18 Rounds	327	291	12.4%	2,614	1,984	31.8%
Golf League 18 Rounds	14	67	-79.1%	71	173	-59.0%
Employee 18 Rounds	110	134	-17.9%	799	698	14.5%
Non Resident 18 Rounds	372	217	71.4%	1,706	1,448	17.8%
Public 18 Rounds	2,883	4,298	-32.9%	22,345	24,087	-7.2%
Total 9 Hole Rounds	880	250	252.0%	2,875	1,809	58.9%
Total Revenue Rounds	***6,085***	***6,372***	***-4.5%***	***38,146***	***37,399***	***2.0%***
Resident Adult 18 Rounds $	$32,430	$18,210	78.1%	$147,074	$151,244	-2.8%
Resident Senior 18 Rounds $	$26,811	$20,040	33.8%	$135,666	$87,279	55.4%
Junior/HS Golf Team 18 Rounds $	$9,608	$5,778	66.3%	$57,867	$40,150	44.1%
Golf League 18 Rounds	$450	$1,491	-69.8%	$2,057	$4,101	-49.8%
Employee 18 Rounds $	$767	$908	-15.5%	$5,357	$4,767	12.4%
Non Resident 18 Rounds $	$14,973	$7,567	97.9%	$63,844	$48,756	30.9%
Public 18 Rounds $	$174,514	$186,540	-6.4%	$1,051,904	$993,934	5.8%
Total 9 Hole Rounds $	$24,682	$7,127	246.3%	$77,278	$45,052	71.5%
Total $ Revenue Rounds	***284,234***	***247,661***	***14.8%***	***1,541,047***	***1,375,283***	***12.1%***
Senior Non-Resident ID	9	11	-18.2%	97	93	4.3%
Adult Non-Resident ID	11	11	0.0%	77	61	26.2%
Senior Non-Resident Annual Pass	0	0	0.0%	3	3	0.0%
Adult Non-Resident Annual Pass	0	0	0.0%	7	6	16.7%
Total Non-Resident Members	***20***	***22***	***-9.1%***	***184***	***163***	***12.9%***

City of Norwalk debt paydown **$14,392.40**

OAK HILLS SALES ANALYSIS MAY 2025 CALENDAR REPORT

Description	May-25	May-24	Inc/(Dec)	YTD 2025	YTD 2024	Inc/(Dec)
Revenue Rounds	6,085	6,372	-4.5%	11,401	12,477	-8.6%
Season Pass Rounds	456	279	63.4%	1,107	768	44.1%
POS System Servicer Rounds	1	295	-99.7%	2	961	-99.8%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	24	4	500.0%	49	4	1125.0%
Total All Rounds	6,566	6,950	-5.5%	12,559	14,210	-11.6%
Total Carts	3,624	3,640	-0.4%	6,486	6,296	3.0%
Total Golf ID Cards	149	174	-14.4%	917	964	-4.9%
Total Season Passes	2	0	0.0%	52	52	0.0%
Total Gift Cards	11	12	-8.3%	54	69	-21.7%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$284,234	$247,661	14.8%	$507,761	$461,552	10.0%
Total Carts $	$60,661	$67,712	-10.4%	$107,928	$118,364	-8.8%
Total Golf ID Cards $	$21,233	$22,275	-4.7%	$137,429	$129,975	5.7%
Total Season Pass $	$1,500	$0	0.0%	$109,550	$115,290	-5.0%
Total Gift Cards $	$992	$1,418	-30.0%	$5,764	$5,306	8.6%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$2,582	-$3,038	-15.0%	-$7,828	-$8,618	-9.2%
	$366,038	**$336,028**	**8.9%**	**$860,604**	**$821,870**	**4.7%**
$ Revenue/Revenue Round	**$46.71**	**$38.87**	20.2%	**$44.54**	**$36.99**	20.4%
Carts/Revenue Round	**59.6%**	**57.1%**	4.3%	**56.9%**	**50.5%**	12.7%
Cart $/Revenue Round	**$9.97**	**$10.63**	-6.2%	**$9.47**	**$9.49**	-0.2%
Cart $/Cart Round	**$16.74**	**$18.60**	-10.0%	**$16.64**	**$18.80**	-11.5%
ID Card $/Card	**$142.50**	**$128.02**	11.3%	**$149.87**	**$134.83**	11.2%
Resident Adult 18 Rounds	759	491	54.6%	1,502	1,016	47.8%
Resident Senior 18 Rounds	740	624	18.6%	1,307	1,071	22.0%
Junior/Golf Team 18 Rounds	327	291	12.4%	659	584	12.8%
Golf League 18 Rounds	14	67	-79.1%	24	77	-68.8%
Employee 18 Rounds	110	134	-17.9%	233	227	2.6%
Non Resident 18 Rounds	372	217	71.4%	677	431	57.1%
Public 18 Rounds	2,883	4,298	-32.9%	5,255	8,711	-39.7%
Total 9 Hole Rounds	880	250	252.0%	1,744	360	384.4%
Total Revenue Rounds	***6,085***	***6,372***	***-4.5%***	***11,401***	***12,477***	***-8.6%***
Resident Adult 18 Rounds $	$32,430	$18,210	78.1%	$63,921	$37,474	70.6%
Resident Senior 18 Rounds $	$26,811	$20,040	33.8%	$46,822	$34,188	37.0%
Junior/Golf Team 18 Rounds $	$9,608	$5,778	66.3%	$19,161	$11,895	61.1%
Golf League 18 Rounds	$450	$1,491	-69.8%	$750	$1,771	-57.7%
Employee 18 Rounds $	$767	$908	-15.5%	$1,614	$1,527	5.7%
Non Resident 18 Rounds $	$14,973	$7,567	97.9%	$26,980	$15,011	79.7%
Public 18 Rounds $	$174,514	$186,540	-6.4%	$299,845	$349,622	-14.2%
Total 9 Hole Rounds $	$24,682	$7,127	246.3%	$48,668	$10,065	383.5%
Total $ Revenue Rounds	***284,234***	***247,661***	***14.8%***	***507,761***	***461,552***	***10.0%***
Senior Non-Resident ID	9	11	-18.2%	93	82	13.4%
Adult Non-Resident ID	11	11	0.0%	70	53	32.1%
Senior Non-Resident Annual Pass	0	0	0.0%	3	3	0.0%
Adult Non-Resident Annual Pass	0	0	0.0%	7	6	16.7%
Total Non-Resident ID's	***20***	***22***	***-9.1%***	***173***	***144***	***20.1%***

OHPA FY2026 Budget
FY 2022-2026

	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 Reforecast	FY26 BUDGET	25 RFC vs 26 Bud
EZLinks							
Rounds	1.88	1.88	1.88	1.91	1.89	1.92	
Revenue Rounds	38,067	42,785	44,646	41,852	44,168	43,707	-1.0%
Non Revenue Rounds	7,178	5,045	4,613	5,200	4,990	4,400	-11.8%
Total Rounds	45,245	47,830	49,259	47,052	49,158	48,107	-2.1%
Cart Rounds	24,037	25,385	26,195	24,660	25,998	25,100	-3.5%
Cart Revenue/Cart Rounds	$16.81	$18.52	$18.56	$18.50	$18.38	$19.00	3.4%
ID Rate Avg	$122.92	$124.91	$129.85	$133.15	$145.64	$151.83	4.3%
ID Cards	1,132	1,159	1,163	1,200	1,204	1,200	-0.3%
Golf Revenue / Revenue Round	$36.19	$36.21	$37.17	$36.57	$38.79	$37.54	-3.2%
Cart Revenue / Revenue Round	$10.62	$10.99	$10.89	$10.81	$10.96	$11.00	0.4%
REVENUE							
4000 · REVENUES				*check:*	*175,351*	*182,197*	
4001 · Golf Revenue							
4010 · Golf Fees	1,286,679	1,448,519	1,549,721	1,416,620	1,570,598	1,520,823	-3.2%
4020 · I.D. Cards	142,286	143,058	149,274	159,780	177,187	182,200	2.8%
4025 · Season Passes	123,840	105,854	107,547	116,030	108,114	107,340	-0.7%
4030 · Tournament Fees	92,251	113,469	113,912	114,000	119,796	120,000	0.2%
4050 · Cart Revenue	380,246	441,983	457,082	456,200	460,295	476,900	3.6%
4060 · Golf Revenue - Gift Certif.	23,212	20,686	23,652	24,000	23,722	24,200	2.0%
4070 · Gift & Rain Checks Redeemed	(24,090)	(18,187)	(19,496)	(17,730)	(19,810)	(20,210)	2.0%
Total 4001 · Golf Revenue	2,024,424	2,255,382	2,381,691	2,268,899	2,439,902	2,411,254	-1.2%
4100 · Tennis Revenue	40,800	42,800	49,667	60,000	47,500	50,200	5.7%
4200 · Rental Income	2,750	1,800	21,600	21,600	20,800	24,000	15.4%
4300 · Investment Income	975	2,066	18,586	19,750	21,686	19,500	-10.1%
4400 · Misc. Income	5,686	14,347	12,356	14,400	17,287	2,500	-85.5%
4600 · Restaurant Income	28,996	58,916	35,622	39,200	32,965	52,500	59.3%
Total Other Revenue	79,208	119,929	137,831	154,950	140,238	148,700	6.0%
TOTAL REVENUE	**2,103,632**	**2,375,311**	**2,519,522**	**2,423,849**	**2,580,140**	**2,559,954**	-0.8%
EXPENSE							
5000 · PERSONNEL EXPENSE							
5010 · Management Salary	203,339	169,185	260,239	279,600	276,396	289,000	4.6%
5030 · Operations	200,265	239,765	274,745	271,300	288,857	296,010	2.5%
5050 · Course Personnel	292,987	311,269	313,738	331,300	329,882	355,480	7.8%
5060 · Course Personnel O/T	1,835	1,787	4,921	-	2,357	-	14982.9%
5070 · Seasonal Personnel	141,288	116,303	159,934	177,100	158,345	199,880	-100.0%
5075 · Outside Seasonal Personnel		29,004	871		-		
5080 · Seasonal Personnel O/T	1,166	796	1,035	-	495	-	40312.4%
Total 5000 · PERSONNEL EXPENSE	840,880	868,109	1,015,482	1,059,299	1,056,332	1,140,370	8.0%
5200 · EMPLOYEE BENEFITS	**17%**	**17%**	**14%**	**17%**	**16%**	**15%**	
5210 · Payroll Taxes	63,842	63,493	71,081	80,000	74,689	85,202	14.1%
5230 · State Unemployment	28,618	24,047	23,458	23,250	22,669	22,670	0.0%
5250 · Health Insurance	25,976	28,451	27,171	52,290	43,280	41,410	-4.3%
5260 · Workmans Compensation	21,945	20,582	16,300	18,000	17,002	17,500	2.9%
5270 · Retirement Plans	6,627	6,825	5,953	6,800	6,664	6,800	2.0%
Total 5200 · EMPLOYEE BENEFITS	147,008	143,398	143,963	180,341	164,305	173,582	5.6%
5400 · ADMINISTRATIVE EXPENSES							
5420 · Telephone	11,002	12,674	8,843	6,850	8,890	9,710	9.2%
5430 · Professional Fees	32,065	34,769	40,723	38,250	41,023	39,250	-4.3%
5436 · Advertising	11,762	10,581	9,868	12,200	4,407	7,000	58.8%
5440 · Office Expense	15,943	19,761	25,517	26,500	28,259	24,600	-12.9%
5441 · Bank Charges	390	257	74	100	41	50	22.1%
5442 · Credit Card Fees	42,804	49,530	52,693	51,307	54,187	53,558	-1.2%
5445 · Postage	174	123	200	250	220	250	13.6%

OHPA FY2026 Budget
FY 2022-2026

	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUAL	FY25 BUDGET	FY25 Reforecast	FY26 BUDGET	25 RFC vs 26 Bud
5450 · Training and Dues	2,239	2,278	3,646	3,000	4,141	3,500	-15.5%
5455 · Meals and Entertainment			148		1,569	1,200	-23.5%
5461 · Authority Secretarial Services	1,840	1,490	2,010	1,700	1,615	1,700	5.3%
5469 · Other Outside Services	6,984	7,560	8,655	9,000	9,132	9,853	7.9%
5470 · Other Administrative Expense	11,099	8,770	12,188	11,500	11,137	11,500	3.3%
5480 · Utilities	46,502	54,886	56,938	56,400	77,788	66,400	-14.6%
5499 · Bad Debt Expense		9,508	12,330		-		-
Total 5400 · ADMINISTRATIVE EXPENSES	182,805	212,188	233,832	217,057	242,410	228,571	-5.7%
5500 · DEBT SERVICE AND INSURANCE	***2.27%***	***2.27%***	***2.27%***	***2.15%***			
5500 · Liability Insurance	89,809	96,701	109,000	125,600	117,219	123,758	5.6%
5520 · Interest	4,864	7,247	16,591	15,600	19,961	19,950	-0.1%
5526 · Commercial debt service							
Total 5500 · DEBT SERVICE AND INSURANCE	94,673	103,948	125,591	141,199	137,180	143,708	4.8%
5600 · SALES AND OPERATIONS							
5620 · Clubhouse / Pro Shop Maintenance	36,865				-		-
5630 · Golf Genius Software		2,050	2,783	3,700	3,250	3,900	
5640 · Golf Pro Supplies	2,233	6,418	4,266	3,500	4,987	4,500	-9.8%
5680 · Golf Pro Work Clothes	1,991	1,419	1,126	4,000	3,181	4,000	25.7%
Total 5600 · SALES AND OPERATIONS	41,089	9,887	8,174	11,200	11,418	12,400	8.6%
5700 · PARK MAINTENANCE							
5710 · Water	34,746	81,372	34,787	58,000	63,975	65,000	1.6%
5715 · Nature and Open Space		1,754	876	4,000	3,951	8,000	
5720 · Heating Fuel	10,379	18,626	14,879	17,000	14,618	17,000	16.3%
5730 · Grounds Maintenance	38,707	15,309	31,497	40,000	32,755	40,000	22.1%
5740 · Tree Maintenance	3,150	4,420	4,750	6,000	7,416	6,000	-19.1%
5751 · Agriculture&Chemicals-Purchased	98,292	103,970	105,258	114,000	147,528	114,000	-22.7%
5752 · Agriculture/Chemicals Utilized	(15,166)	(18,546)	17,469	-	(32,839)	-	-100.0%
5760 · Irrigation Maintenance	11,663	13,142	9,775	13,500	10,865	10,000	-8.0%
5770 · Consumable Tools	2,723	3,544	2,712	3,200	1,564	3,000	91.8%
5780 · Tee and Green Supplies	3,208	5,175	3,417	4,000	4,346	4,000	-8.0%
5795 · Janitorial Supplies	59	302	66	200	16	200	1149.2%
Total 5700 · PARK MAINTENANCE	187,761	229,069	225,485	259,900	254,196	267,200	5.1%
5800 · PARK EQUIPMENT							
5800 · Equipment Maintenance	39,182	30,548	40,628	38,000	30,360	40,000	31.8%
5810 · Equipment Rental	588		301	600	350	600	71.4%
5820 · Building Maintenance	18,331	35,345	61,656	40,000	83,694	45,000	-46.2%
5840 · Small Equipment	1,013	1,847	1,020	3,000	1,449	3,000	107.1%
5860 · Gasoline/Diesel Fuel	13,250	18,264	17,221	17,000	13,123	17,000	29.5%
5880 · Employee work clothes	2,038	892	1,258	3,000	1,746	1,500	-14.1%
Total 5800 · PARK EQUIPMENT	74,402	86,895	122,084	101,600	130,721	107,100	-18.1%
	262,163	***315,964***	***347,569***	***361,500***	***384,917***	***374,300***	-2.8%
6000 · CART EXPENSE							
6010 · Cart Lease Expense	-	7,916	7,302	7,200	5,140	21,320	314.8%
6020 · Electricity	14,461	15,366	18,847	18,000	20,680	20,000	-3.3%
6030 · Maintenance	1,133	2,569	3,834	5,000	5,874	6,300	7.3%
6050 · Cart Insurance	4,800	4,800	4,800	4,800	4,800	4,800	0.0%
6060 · Misc. Cart Expense	71	-	95	-	156	-	-100.0%
Total 6000 · CART EXPENSE	20,465	30,652	34,879	35,000	36,650	52,420	43.0%
							-
6500 · TENNIS EXPENSE							
6510 · Professional Services			2,000	2,800	-		-
6530 · Supplies			514	200	-		-
6570 · Other Expense			359		-		-
Total 6500 · TENNIS EXPENSE	-	-	2,873	3,000	-	-	-

OHPA FY2026 Budget
FY 2022-2026

	FY22 ACTUAL	*FY23 ACTUAL*	*FY24 ACTUAL*	*FY25 BUDGET*	*FY25 Reforecast*	*FY26 BUDGET*	25 RFC vs 26 Bud
TOTAL OPERATIONAL EXPENSE	**1,589,082**	**1,684,145**	**1,912,364**	**2,008,596**	**2,033,212**	**2,125,350**	4.5%
TOTAL OPERATIONAL NET INCOME	**514,550**	**691,166**	**607,158**	**415,253**	**546,928**	**434,604**	-20.5%
B/S - Financed Debt Service Principal	152,149	152,678	158,165	181,100	164,771	$197,853	
					-		
Restructured Debt	112,832	118,803	126,878	120,160	131,796	130,165	
Loan Repayment	112,832	118,803	126,878	120,160	131,796	130,165	-1.2%
NET INCOME BEFORE CAPITAL EXPENSES	**514,550**	**691,166**	**607,158**	**415,253**	**546,411**	**434,604**	-20.5%
8000 · OTHER EXPENSE					-		
8000 · Depreciation/Amortization	294,988	377,142	414,608	390,000	408,459	415,000	1.6%
8000 · Depreciation/Amortization Non Cash	(294,988)	(377,142)	(414,608)	(285,000)	(408,459)	(415,000)	
8001 · Capital projects	***294,988***	***133,492***	***311,949***	***286,000***	***294,641***	344,500	
8006 · Disposed Assets	(2,450)	(3,000)			(495)		
7002 · Capital Contribution		(26,752)	(41,865)		(62,000)	(20,000)	
Total 8000 · OTHER EXPENSE	292,538	347,390	372,743	390,000	345,964	395,000	14.2%
NET INCOME	**222,011**	**343,776**	**234,415**	**25,253**	**200,447**	**39,604**	-80.2%
PRIOR YEAR RETAINED EARNINGS/DEFICIT	**-**	**222,011**	**565,787**	**800,203**	**800,203**	**1,000,650**	
CUMMULATIVE	**222,011**	**565,787**	**800,203**	**825,456**	**1,000,650**	**1,040,254**	
	-7.9%	-7.9%	-7.9%	-7.4%		1.6%	
					Net Cash effect after cap ex	(237,915)	

AGENDA

CLAIMS COMMITTEE MEETING | JULY 10TH

REFUNDS PROCESSED CLAIMS COMMITTEE | APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON

MOTOR VEHICLE

HERRERA-CASTILLO MARIA I	23-MV-331096	$19.80 + $2.08 INT	PRORATION
	23-MV-331097	$25.87 + $2.71 INT	PRORATION
HYUNDAI LEASE TITLING	24-MV-332456	$459.58	ABATEMENT
	24-MV-332797	$276.98	ABATEMENT
JOHNSON BRANDON L	23-MV-406726	$60.35 + $30.43 INT	DUPLICATE BILL
JP MORGAN CHASE BANK	23-MV-335837	$325.54	PRORATION
LETTIERI JOHN	23-MV-340321	$352.93	ABATEMENT
MEJIA RICARDO & YAMILCA	23-MV-345651	$249.29 + $7.48 INT	PRORATION
TOYOTA LEASE TRUST	23-MV-369091	$423.70	PRORATION

PERSONAL PROPERTY

CRYSTAL RESTORATION SERV INC	22-PP-200750	$7,238.45	DUPLICATE PAYMENT

REAL ESTATE

CORELOGIC TAX SERVICE 10 ½ ELMWOOD AVENUE 2-5-24-0	23-RE-126145	$3,048.53	PAID IN ERROR

SPECIAL REQUEST

BRANCALE EILEEN

111 MAYWOOD ROAD

5-62-168-0	21-RE-103434 $14,429.56	DUP PAYMENT

2021010103436

GENERAL DATA REAL ESTATE NORWALK TAX COLLECTOR

AS OF 07/02/2025

BILL NO:	2021-01-0103436	ORIGINAL OWNER:	BRANCALE EILEEN A
UNIQUE ID:	5-62-168-0	C/O:	BRANCALE CLEMENT
LINK#	2021LK0207645	ADDRESS:	111 MAYWOOD RD
FILE#		ADDRESS2:	
BANK:	183	CITY ST ZIP:	NORWALK CT 06850-4424
ESCROW:	LERE	COUNTRY:	
VOL/PAGE:	6195-130	PROP LOC.:	111 MAYWOOD RD
LIEN VOL/PAGE:		EXR PROP LOC:	
DISTRICT:	5N -		
		M/B/L:	5-62-168-0
PROP ASSESSED:	1,174,400	ELD CODE:	0
EXEMPTIONS:		EXMPT CHANGE:	
COC CHANGE:			
NET VALUE:	1,174,400		
MILL RATE:	24.5735		

***** BILLED *****

	TOWN	SEWER	TOTALS
INST1	14,429.56	0.00	14,429.56
INST2	14,429.56	0.00	14,429.56
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADJS	0.00	0.00	0.00
TOT TAX	28,859.12	0.00	28,859.12
TOTAL PAID:	43,288.68	0.00	43,288.68

***** PAYMENTS *****

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pmt	7	01/26/2023		50/58926/3606073	T	14,429.56	0.00	0.00	0.00	14,429.56
Pmt	7	01/23/2023		50/58872/3593969	T	14,429.56	0.00	0.00	0.00	14,429.56
Pmt	1	07/15/2022		50/57156/3501267	T	14,429.56	0.00	0.00	0.00	14,429.56
		TOTAL PAYMENTS				43,288.68	0.00	0.00	0.00	43,288.68

TOTAL BALANCE DUE AS OF 07/02/2025

	TOWN	SEWER	TOTAL
INT DUE	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00
TAX DUE NOW	-14,429.56	0.00	-14,429.56
TOT DUE NOW	-14,429.56	0.00	-14,429.56
BALANCE DUE	-14,429.56	0.00	-14,429.56

***** FLAGS *****

Circuit Breaker Amount 0 Benefit Year 0

Invalid Address Flag No

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DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 7/8/2025 **DEPARTMENT:** Information Technology

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

Check One:

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

TOTAL COST: $60,300.00 **MUNIS Account:** 011370-5742

VENDOR: Environmental Systems Research Institute, Inc.

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
Sharon Conners Digitally signed by Sharon Conners Date: 2025.07.08 16:51:20 -04'00'	☑	**Supports**	Joyce Liu
Purchasing Agent Name	☐	**Does Not Support**	**Department Head Name**
	☑	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	Joyce Liu
Date			**Date** 7/8/2025

JUSTIFICATION:

ESRI (Environmental Systems Research Institute) is the sole provider and developer of ArcGIS software, which is the industry standard for Geographic Information Systems (GIS) used worldwide. ArcGIS is essential to our operations for mapping, spatial analysis, and data visualization.

This purchase is being made directly from ESRI because ArcGIS is proprietary software developed and licensed exclusively by ESRI. No third-party vendors are authorized to sell or service this software. A direct purchase from ESRI ensures we receive regular updates, technical support, and access to future enhancements over the 3-year term.

ESRI have decided there will be no price increases in ArcGIS user types deployed in state and local government for the next two years. They also decided to pause annual increases in Small Government Programmatic Enterprise Agreements (EAs) until the end of 2027. At the same time, ESRI will increase the number of user types included in these Small Government Programmatic Enterprise Agreements.

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

Vendor 1: ____

Vendor 2: ____

EMERGENCY: Explain in detail the nature of the emergency

Quotation # Q-539057

Date: June 30, 2025

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175   CAGE Code: 0AMS3

Customer # 103914   Contract #

City of Norwalk
IT Dept
125 East Ave
Norwalk, CT 06851-5702

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 5/20/2025 To: 8/18/2025

ATTENTION: Joyce Liu
PHONE:
EMAIL: jliu@norwalkct.org

Material	Qty	Term	Unit Price	Total
193206	1	Year 1	$60,300.00	$60,300.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
193206	1	Year 2	$60,300.00	$60,300.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
193206	1	Year 3	$60,300.00	$60,300.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				

Subtotal:	$180,900.00
Sales Tax:	$0.00
Estimated Shipping and Handling (2 Day Delivery):	$0.00
Contract Price Adjust:	$0.00
Total:	$180,900.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:	Email:	Phone:
Claire Smith	clairesmith@esri.com	(909) 793-2853

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance or a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

SMITHC   **This offer is limited to the terms and conditions incorporated and attached herein.**

SMALL ENTERPRISE AGREEMENT
COUNTY AND MUNICIPALITY GOVERNMENT
(E214-3)

This Agreement is by and between the organization identified in the Quotation (**"Customer"**) and **Environmental Systems Research Institute, Inc.** (**"Esri"**).

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities (annual subscription)

ArcGIS Enterprise Software and Extensions ArcGIS Enterprise (Advanced and Standard) ArcGIS Monitor ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Data Reviewer	**ArcGIS Enterprise Additional Capability Servers** ArcGIS Image Server **ArcGIS Online User Types** ArcGIS Online Viewer User Type **ArcGIS Enterprise User Types** ArcGIS Enterprise Viewer User Type

Capped Quantities (annual subscription)

ArcGIS Online User Types		**ArcGIS Enterprise User Types**	
ArcGIS Online Contributor User Type	30	ArcGIS Enterprise Contributor User Type	30
ArcGIS Online Mobile Worker User Type	150	ArcGIS Enterprise Mobile Worker User Type	150
ArcGIS Online Creator User Type	150	ArcGIS Enterprise Creator User Type	150
ArcGIS Online Professional User Type	40	ArcGIS Enterprise Professional User Type	40
ArcGIS Online Professional Plus User Type	40	ArcGIS Enterprise Professional Plus User Type	40
ArcGIS Pro (Add-on Apps) for ArcGIS Online Creator or Professional User Type		**ArcGIS Pro (Add-on Apps) for ArcGIS Enterprise Creator or Professional User Type**	
ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	40 each	ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	40 each
ArcGIS Online Apps and Other		**ArcGIS Enterprise Apps and Other**	
ArcGIS Location Sharing for ArcGIS Online	40	ArcGIS Location Sharing for ArcGIS Enterprise	40
ArcGIS Online Service Credits	100,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	30

Other Benefits

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

____
(Customer)

By: ______________________________
Authorized Signature

Printed Name: ______________________________

Title: ______________________________

Date: ______________________________

CUSTOMER CONTACT INFORMATION

Contact: ______________________________

Address: ______________________________

City, State, Postal Code: ______________________________

Country: ______________________________

Quotation Number (if applicable): ______________________________

Telephone: ______________________________

Fax: ______________________________

E-mail: ______________________________

1.0—Additional Definitions

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at https://www.esri.com/en-us/legal/terms/full-master-agreement and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—Additional Grant of License

2.1 **Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 **Consultant Access.** Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—Term, Termination, and Expiration

3.1 **Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 **No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 **Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 **Termination for Lack of Funds.** For an Agreement with government or governmentowned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—Product Updates

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at https://support.esri.com/en/other-resources/product-life-cycle. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—Maintenance

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at https://www.esri.com/en-us/legal/terms/maintenance). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—Endorsement and Publicity

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—Administrative Requirements

7.1 **OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 **Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—Ordering, Administrative Procedures, Delivery, and Deployment

8.1 Orders, Delivery, and Deployment

a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

c. Esri's federal ID number is 95-2775-732.

d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 **Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

b. The following information will be included in each Ordering Document:

(1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
(2) Order number
(3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

I ♥ NORWALK
INFORMATION TECHNOLOGY

TO: Finance & Claims Committee
FROM: Joyce Liu, City IT Director
RE: Request for Approval: Purchase of GIS software from Environmental Systems Research Institute for the City of Norwalk
DATE: 7/8/2025

Subject: Request for Approval – ESRI ArcGIS Software 3-Year Purchase

Dear Finance Committee Members,

We are requesting the Committee's approval to enter into a 3-year agreement with ESRI (Environmental Systems Research Institute) for the continued use of its ArcGIS software, which is essential to the City of Norwalk's Geographic Information Systems (GIS) operations.

ArcGIS is the industry standard for GIS platforms and is critical to many City functions, including mapping, spatial analysis, infrastructure planning, emergency response, and public engagement. Our existing GIS workflows, data, and integrations are built around the ArcGIS system.

This purchase qualifies as a sole-source procurement for the following reasons:

- Proprietary Software: ArcGIS is proprietary software developed and licensed exclusively by ESRI. There are no third-party vendors authorized to sell, support, or service this product.
- Direct Support and Enhancements: Purchasing directly from ESRI ensures we continue to receive technical support, security updates, product enhancements, and access to new tools and features over the 3-year term.
- Cost Stability and Expanded Value: ESRI has announced that there will be no price increases for ArcGIS user types used by state and local governments for the next two years. Additionally, they have paused annual price increases for Small Government Programmatic Enterprise Agreements through the end of 2027. As part of this program, the number of included user types will also increase which providing greater value and flexibility for the City.

This agreement will ensure continuity of operations and long-term cost predictability while allowing us to expand and modernize our GIS capabilities.

Thank you for considering this request. Please let me know if you have any questions or need additional information.

Sincerely,

Joyce Liu
City IT Director

I♥NORWALK
INFORMATION TECHNOLOGY

ACTION REQUESTED:
Authorize the purchasing agent to issue a purchase order to Environmental Systems Research Institute, Inc.(ESRI), in the amount of $60,300.00 annually for three years, not to exceed a total of $180,900.00, for the Geographic Information System Platform. Account Allocation: 011370-5742

This agenda item is asking for Finance & Claims committee's approval for a three-year renewal agreement with Varonis. Varonis is a data security platform that the City IT has been using since 2019 to help protect sensitive information.

Varonis provides clear visibility into who is accessing City files, when access occurs, and what actions are taken with that data. It issues alerts for suspicious activity to IT staffs, which helps prevent data breaches, respond to audits, and maintain compliance with privacy regulations.

Before committing to a longer-term agreement, we evaluated several other solutions on the market. After a thorough comparison, Varonis remains the best fit for our needs.

Given the growing frequency and cost of cyberattacks, I am sure that this agreement will be a proactive and strategic investment for the City.

I'm happy to answer any questions.

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

TO : HARRY W. RILLING, MAYOR
JARED SCHMITT, CFO

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE : NARAMAKE SCHOOL HVAC IMPROVEMENT PROJECT – SPECIAL APPROPRATION REQUEST

DATE: JUNE 17, 2025

****

In 2022, the State created a school HVAC (Heating Ventilation and Air Conditioning) improvement program. Typically, facility repairs and replacement work are not eligible for reimbursement by the State. However, this program offers an opportunity for communities to receive State reimbursement at their normal reimbursement rate. With the recent State Special Legislative action, the City's current reimbursement rate is 60%.

In December of 2023, the City submitted 6 projects to the State for the second round of HVAC improvement program. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton schools. The estimated total cost is approximately $36 million and the City, through Special Capital Budget Appropriation process, approved the City's share as follows:

School Name	Project Budget	City Share at 40%
Brien McMahon High School	$8,302,296	$3,320,918
Brookside Elementary School	$3,327,252	$1,330,900
Marvin Elementary School	$4,125,212	$1,650,085
Silvermine Elementary School	$3,025,516	$1,210,206
Rowayton Elementary School	$10,658,618	$4,263,447
Naramake Elementary School	$6,461,876	$2,584,750

As we retained the engineering firms, proceeded through various design phases and developed project schedules, we realized that the total volume of work, hazardous material remediation and mechanical equipment procurement schedule will require both summer of 2025 and 2026 to implement these projects. Additionally, some of the projects will require second shift work during the school year in order for timely completion. The State's project completion deadline is December 2025 and we have since requested and have received approval to extend the completion date to December of 2026.

As the scope for each project differs from each other, we find that since Brookside School currently has rooftop equipment that are in disrepair, the replacement of the existing rooftop equipment is less complex and we were able to expedite this project for 2025 summer installation separate from the other five HVAC projects. Because of the complexity of the other projects, the City has retained Newfield Construction as our Construction Manager (CM) to implement these other projects.

With the completion of the design, Newfield Construction in conjunction with City's Purchasing Department, issued trade contractors' bid for all five remaining projects. At the present time, there is a high demand for mechanical contractors who specialize with municipal construction projects. Newfield Construction has expended a great deal of efforts to recruit mechanical bidders for these projects. However, we are only able to secure one bidder for four of the five projects. Given our project time constraints to start construction this summer, our needs to carry a number of allowances to cover unknown conditions and limited bid interest, the bid results are substantially higher than our conceptual budgets which were developed back in the fall of 2023.

In regard to Rowayton, McMahon, Silvermine and Naramake, we determined that the City has the ability to negotiate with our bidder as there is no other contractor submitted bids. Newfield Construction conducted scope review with our bidder and together with our design engineers and Board of Education facility staff we modified our project scope to only include what we absolutely needed while leaving less priority items for the future. Our priority items include necessary electrical upgrade to support new air conditioning equipment and building energy management system for all new equipment. Through all of our efforts, we are able to enter into contracts for Brookside School, Naramake School, Silvermine School, Rowayton School and Brien McMahon High School for start of construction this summer. Please note that for Marvin School, the entire project needs to be "re-scoped" and rebid in the fall of 2025 for summer 2026 construction. It is likely that additional funds would be required for this project.

In regard to Naramake School, total project budget is $6,461,876. The final GMP with Newfield Construction is $6,076,633. We have sufficient funding to execute the contract, however, an additional Special Appropriation in the amount of $320,000 is required in order to fund project contingencies (about 3%), engineering design services and other soft costs.

In an effort to avoid the needs for additional city bonding, we have identified a surplus balance in the Brookside School HVAC project account in the amount of $800,000 of which 40% ($320,000) is City share and 60% ($480,000) is State share. The recommendation is to reduce the City's share for Brookside School and reallocate $320,000 to support Naramake School project.

ACTION REQUESTED:

a. **Recommend the allocation of additional $320,000 in Special Capital Appropriation funds for the Naramake School HVAC Improvement Project. Acct. #09245010 5777 C0844**

b. **Recommend the budget reduction in the amount of $320,000 (the City's Share) from the Brookside School HVAC Improvement Project. Acct. #09245010 5777 C0840**

I ♥ NORWALK
FINANCE DEPARTMENT

City of Norwalk
Tom Ellis
Director of Management & Budgets
tellis@norwalkct.gov

Office: 203-854-7708

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

June 27th, 2025

To: Members of the Board of Estimate & Taxation
Members of the Planning & Zoning Commission
Members of the Common Council

From: Tom Ellis, Director of Management & Budgets

Re: Special Capital Appropriation Request from the Building Department for funding the Naramake School HVAC Project

In December of 2023, the City submitted 6 projects to the State for the second round of HVAC improvement program. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton schools. The total cost is $35.9MM and the City, through the Special Capital Budget Appropriation process, approved the City's share as follows:

School Name	Project Budget	City Share at 40%
Brien McMahon High School	$8,302,296	$3,320,918
Brookside Elementary School	$3,327,252	$1,330,900
Marvin Elementary School	$4,125,212	$1,650,085
Silvermine Elementary School	$3,025,516	$1,210,206
Rowayton Elementary School	$10,658,618	$4,263,447
Naramake Elementary School	$6,461,876	$2,584,750
Total	$35,900,770	$14,360,360

For Naramake School, the total project budget is $6,461,876. The final GMP (Guaranteed Maximum Price) with Newfield Construction is $6,076,633. We have sufficient funding to execute the contract, however, an additional Special Appropriation in the amount of $320,000 is required in order to fund project contingencies (about 3%), engineering design services and other soft costs.

In an effort to avoid the need for additional city bonding, we have identified a surplus balance in the Brookside School HVAC project account in the amount of $800,000 of which 40% ($320,000) is City share and 60% ($480,000) is State share. The recommendation is to reduce the City's share for Brookside School and reallocate $320,000 to support Naramake School project.

ACTION REQUESTED:

a. **Recommend the allocation of additional $320,000 in Special Capital Appropriation funds for the Naramake School HVAC Improvement Project. Acct. #09245010 5777 C0844**

b. **Recommend the budget reduction in the amount of $320,000 (the City's Share) from the Brookside School HVAC Improvement Project. Acct. #09245010 5777 C0840**

Finance recommends approval.

CITY OF NORWALK
Office of the Mayor

P: 203-854-7701/ F: 203-854-7939

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

June 27th, 2025

To: Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the Common Council

From: Harry W. Rilling, Mayor -- City of Norwalk

Re: Special Capital Appropriation Request from the Building Department for funding the Naramake School HVAC Project

In December of 2023, the City submitted 6 projects to the State for the second round of HVAC improvement program. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton schools. The total cost is $35.9MM and the City, through the Special Capital Budget Appropriation process, approved the City's share At $14.4MM.

For Naramake School, the total project budget is $6,461,876. The final GMP (Guaranteed Maximum Price) with Newfield Construction is $6,076,633. We have sufficient funding to execute the contract, however, an additional Special Appropriation in the amount of $320,000 is required in order to fund project contingencies (about 3%), engineering design services and other soft costs.

In an effort to avoid the need for additional city bonding, we have identified a surplus balance in the Brookside School HVAC project account in the amount of $800,000 of which 40% ($320,000) is City share and 60% ($480,000) is State share. The recommendation is to reduce the City's share for Brookside School and reallocate $320,000 to support Naramake School project.

ACTION REQUESTED:

a. **Recommend the allocation of additional $320,000 in Special Capital Appropriation funds for the Naramake School HVAC Improvement Project. Acct. #09245010 5777 C0844**

b. **Recommend the budget reduction in the amount of $320,000 (the City's Share) from the Brookside School HVAC Improvement Project. Acct. #09245010 5777 C0840**

Joyce Liu
Director of Information Technology
Jliu@norwalkct.gov

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: Authorization to Enter Contract with Lightpath Technology, Inc. – Bid Project #4455

DATE: July 10th, 2025

****

Dear Finance Committee Members,

I am writing to request the Finance and Claims Committee's authorization for the Mayor to enter into a contract with Lightpath Technology, Inc., the selected vendor for Bid Project #4455.

Over the past several months, the City's IT Department has collaborated closely with the Purchasing Department to develop and issue a Request for Proposals (RFP) for a second Internet Service Provider (ISP). This initiative supports the City's broader goal of improving internet service redundancy and resilience across all departments, particularly those supporting critical operations such as public safety and emergency response.

Through a competitive bidding process, Lightpath was the only qualified bidder, meeting all technical and service-level requirements. Although Lightpath currently serves as the City's primary ISP, the company proposed a physically separate and redundant path for the secondary internet connection, which meets the City's specifications for true network diversity. Lightpath has also provided supporting documentation verifying that this secondary route operates independently of the primary, ensuring continuity of operations in the event of a service disruption.

The secondary internet connection will utilize dedicated fiber infrastructure and deliver high-speed, reliable connectivity. It is a key element of our IT continuity plan and significantly enhances the City's network resilience and disaster recovery capabilities.

We respectfully request the committee's approval to move forward with executing the contract with Lightpath Technology, Inc., to secure these essential services. Please let me know if additional information or supporting documentation is required.

Sincerely,

Joyce Liu

Joyce Liu
Director of Information Technology
Jliu@norwalkct.gov

Joyce Liu

IT Director

ACTION REQUESTED:

Authorize the Mayor to entering Five years contract with Lightpath Technology, Inc. As secondary Internet Service Provider annual amount not to exceed $26,400, for a total not to exceed $132,000 Account # 011370-5245