FINANCE AND CLAIMS COMMITTEE OF THE COMMON COUNCIL MEETING AGENDA
Thursday, December 14, 2023, 7:00 P. M.
By Zoom Virtual Teleconference:

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Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. These comments should be submitted at least three hours in advance of the meeting start time. Please email Chitsamay Lam at clam@norwalkct.org to provide written public comment prior to the meeting.

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

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To take part in public participation:
https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   November 9, 2023- Regular Meeting
5. Claims Committee: December 2023
6. Narrative on Tax Collections dated December 2023 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated November 2023– Receive Report and discuss.
8. Tax Assessor update on the Revaluation process.
9. Received Oak Hills Authority Monthly Financial Statements for October 2023.
10. Authorize the Purchasing Agent to authorize a Single Source purchase order to AMCS Group Inc. for a software platform to manage the truck scales and customer accounts at the City Transfer Station and Yard Waste Site; pricing not to exceed $ 72,900.00, with an option to extend this service for one extra year.
    Account No. 01-4042-5299 and 01-1370-5742.
11. Update on the Fiscal Year 2024 - 2025 Operating and Capital Budget cycle.
12. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE OF THE COMMON COUNCIL MEETING
VIA ZOOM TELECONFERENCE
NOVEMBER 9, 2023

ATTENDANCE: Greg Burnett, Chair; Nora Niedzielski-Eichner, Diana Revolus; Ed Camacho.

STAFF: Lisa Biagiarelli, Tax Collector; Paul Gorman, Deputy Tax Assessor; Henry Dachowitz, CFO;; David Hopp, NPS IT Department

OTHERS: Alan Dutton, Oak Hills Park Authority

CALL TO ORDER

Chairman Burnett called the meeting to order at 7:06 p.m. and called the roll. He acknowledged the above members in attendance and stated that a quorum was present.

PUBLIC PARTICIPATION

There was no one in attendance or emails received for public participation.

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

ACCEPTANCE OF MINUTES

October 12, 2023 – Regular Meeting

**** MS. NIEDZIELSKI EICHNER MOVED TO ACCEPT THE MINUTES OF THE MEETING OF NOVENBER 9, 2023.**
**** THE MOTION PASSED UNANIMOUSLY**

October 18, 2023 –-Common Council Finance and Claims Committee and Board of Education Finance Committee Special Joint Meeting

**** MS. NIEDZIELSKI EICHNER MOVED TO ACCEPT THE MINUTES OF THE MEETING OF OCTOBER 18, 2023**
**** THE MOTION PASSED WITH ONE ABSTENTION (COMACHO).**

5. CLAIMS COMMITTEE: NOVEMBER 2023

Mr. Burnett introduced Ms. Biagiarelli. Ms. Biagiarelli stated claims this month include a very significant number of assessment changes, refunds for those who requested a refund rather than a credit which will be found under assessment changes. She said the remainder were normal certificates of correction done by the assessors throughout the year. Ms.Biagiarelli indicated a special request at the end which was a compilation of vehicles overbilled to the J.P. Morgan Chase Vehicle Leasing Company that were consolidated into one check for more than $12,000. She then stated because of the amount a vote was required. She then asked if there were any questions.

Mr. Burnett asked for clarification that the amount was for multiple claims and not a single one. Ms. Biagiarelli stated this was correct and added the list of vehicles was in the claims report.

Mr. Burnett indicated there was one item they needed to vote on.

Ms. Niedzielski-Eichner asked if there was anything more people needed to be aware of or expect as bills would be going in less than a month. Ms. Biagiarelli stated bills were going out in less than a month and indicated there could be items that needed to be addressed but they were. Good for now. She then asked if there were more questions.

**** MR. BURNETT MOVED TO APPROVE THE SPECIAL AMOUNT AS PRESENTED.**
**** THE MOTION PASSED UNANIMOUSLY.**

6. NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 2023 – RECEIVE REPORT AND DISCUSS.

7. MONTHLY TAX COLLECTOR’S REPORTS DATED OCTOBER 2023– RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli explained as of the end of October at 54.81% of our adjusted Levy along the lines of where we expect it to be which is slightly over where they were last year at this time. She stated they were preparing for our second installment billing which is in the mail to the taxpayers on the 10th or 12th of December before holiday season mail.

Ms. Biagiarelli indicated they were working with the assessor’s office for a supplemental motor vehicle levy and stated the grand list for that which is motor vehicles that were not built in July because they were registered after the October 1, 2022, grand list date, anything from October 2nd through September 30th of this year. She explained those individuals are going to be receiving a pro-rated supplemental motor vehicle bill that is due January 1st payable by February 1st,t 2024. She expressed hope this year's billing would go out early.

Ms, Biagiarelli further explained they do a second installment billing for all real estate and business personal property where there is a second installment due. She stated the last day to pay will be February 1st and suggested spreading the collection period out from mid-December through February 1st as a way of shortening lines.

Ms, Biagiarelli then brought up that the fall is when they do enforcement and they would be working with the Health Department on health permit denial stating wage garnishment would be used to recoup back taxes. She explained it's what they do every year for City or Board of Education employees who owe back taxes.

Ms. Biagiarelli went on to say they had begun working on their July 2024, real estate tax sales. She stated about 100 letters had gone out earlier in the week to properties anticipated to be included in the sale based on the number of years in arrears. She said this would give the taxpayer more time to address the situation rather than waiting until the spring to send them a letter. Ms Baigiarello continued by saying the letters were usually in November to qualifying properties. She ended by saying they were gathering their thoughts for that sale. She then asked if there were any questions.

Mr. Dachowitz suggested to Ms. Biagiarelli that she may want to report to the committee on her training at QDS.

Ms. Biagiarulli explained to the committee that they went to QDS Headquarters for training on the new software. She indicated their intention to go back for further training so they could become more self-reliant. She said they were still learning the new system and said it was the first time they were going through a whole school year on the new system.
Ms. Biagiarelli

Diana Revolus asked a question regarding enforcement and mediation and whether that was an option for Norwalk employees and residents. Ms. Biargiarelli explained the process which includes receiving a warrant from the state that grants municipalities certain powers to tax and raise revenue through taxation to fund local services. She indicated that approximately 89% of Norwalk's revenue is raised from property tax. She went on to say tax collectors in the state have been given broad to get money to support the education system and that one of those options is to garnish the wages and bank accounts of full-time employees who owe back taxes. She explained they are required to make a written demand before initiating collection enforcement giving them 90 days to comply. If they do no not a warrant is brought to the comptroller's office and the paycheck is garnished.

Ms. Revolus stated that because it was done for constituents what mediations were available for Norwalk employees? She then mentioned that 90 days was a form of mediation. Ms. Biagiarelli responded the only mediation they could do was to explain that they are welcome to make payments over time but it doesn't stop the garnishment. Town employees couldn't be treated better than anyone else. Ms. Revolus responded that she understood and stated that she appreciated an answer to her questions. She also pointed out there may be garnishments that supersede those of the city wondering if people are talked to about what they owe and if proper billing is addressed before wages are garnished.

Ms. Niedzielski-Eichner asked Ms. Biagiarelli a question regarding the tax sale. She stated other states pursued the option of having cities retain properties that don't sell at a tax sale or where the taxes were not resolved by the owner before the tax sale. She also mentioned these properties were being used for affordable housing or other city purposes and wanted to know if that was legal in Connecticut.

Ms. Biagiarelli explained if the taxes are not paid by the owners or by a party that holds an interest in the property like a lean holder or a mortgage holder the property is sold at a public auction anybody from the public can come in and bid, and that includes the city, and the Housing Authority, but the property would go to the highest bidder because if the property deeds over to the new bidder they are responsible for having offered it to a party that would bid high enough to compensate the owner for the loss of their property. She further stated the city was not allowed to keep any more than they were owed. She also pointed out that in Connecticut the owner or any lean holder has the opportunity to apply for the overbid and the Superior Court determines its disposition. She reiterated there is an obligation to offer the property owner the highest bid and that the lean holder was entitled to any amount left over after paying off the taxes.

Ms. Niedzielski-Eichner stated she was relieved that was Connecticut law.– and felt that the city can bid should be kept in mind. She then thanked Ms. Biagiarelli for her explanation.

Ms. Revolus asked when and where the actions take place. Mr. Burnett replied that the tax sale would take place in July of 2024 in the Concert Hall at City Hall and pictures and relevant information about the properties will be available for viewing in the foyer of City Hall.

Mr. Camacho requested further clarification about the process of returning money in the event of an overbid. Ms. Biagiarelli explained we are not allowed to make any determination. The statute requires the money to be handed over to the Superior Court. She stated that they give a copy of the title search that indicates anyone who has a recorded interest in a property, The deed, and other materials they can use to identify when these parties might come forward and who should go to the owner or someone with a prior lean. She noted that in some cases people come forward after the fact to make a claim and need to present it in a court case. She further stated that the statute precludes them from being involved in that process and all they can receive is their taxes.

Mr. Camacho stated he was unaware that the money was turned over to the court. Ms. Biagiarelli Indicated there will be more about the sale, and they have a website that explains the process and gives people public information about the properties. She stated they would start with 200 properties and said of those about a dozen properties because all the others will pay their taxes before the sale. She went on to say the goal was to collect money due to the city not to necessarily transfer the title to anyone's property.

Mr. Burnett asked about scenarios where they didn't get a bid on any property. Ms. Biagiarelli stated in that scenario there were three options; wait until the next sale and try again, accept lower bids, or the city could bid. She went on to say that all this was discussed ahead of time with those involved on the administration end to see if there was interest. She also indicated in some cases they reach out to abutting property owners.

Mr. Burnett stated the claims report would be moved on to the full council next week for approval.

8. TAX ASSESSOR UPDATE ON THE REVALUATION PROCESS.

Mr. Burnett moved to the next item and stated that the interim tax assessor couldn't join them but supplied Mr. Burnett with a series of updates. which he would read into the record. The updates are as follows:

1. Vision Government Solutions is working on the revaluation as it relates to residential properties and is currently on track to send the revaluation notices to residents' properties in the first week of December. The data collection has been completed a handful of partials have been flagged during field review for remeasuring so they'll go back out to finish that work.

Building Permit work has been completed as of Tuesday, November 7th the field review has been completed as of November 3rd, and data entry changes are up to date at this time. A complete residential A through Z analysis is currently underway, and they have included recent sales that have come in since August. They're covering the entire footprint and further adjustments will be made over the next few weeks.

Quality control reports will be run over the two weeks prior to the notice mailing. The revaluation information brochures have been printed and will be distributed to local libraries, realtor offices, etc. so that the community can be aware of what is taking place with the revaluation.

We're holding an informational meeting in the community room next Wednesday, November 15th beginning at 7:00 p.m. Both Vision Government Solutions and Safeguard Analytics will be providing presentations on the revaluation. This will be an in-person and Zoom meeting uh so it's a hybrid meeting. Presentations will be made and then there'll be a question-and-answer period. Vision and Safeguard will field those questions and answer those that may come up.

2. all commercial documentation analysis is complete all cost income models are in the system, and all commercial properties have draft preliminary values on them. All state of Connecticut

and IAAO tests have been performed and indicate that the values and ratios are met or exceeded standards, roughly 50% of all the commercials have had final reviews so still more work to be done there all final review commercial values will be completed by November 30th. At the end of this month, notices will be mailed and appointments will be set up with assistance from Vision for any commercial properties to meet with um the vendor.

Mr. Burnett reiterated the information discussed earlier about the November 15, 2023 meeting being held to help the public understand the process and address any questions they might have. He then asked if there were any questions related to the Tax Assessor.

9. RECEIVED OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR SEPTEMBER 2023.

Mr. Dutton indicated they had received the information and informed the committee he would be giving them a brief overview of the actual month where we are year to date and how it compares to last year just in the areas of revenue expenses. He discussed the year-to-date income and stated that in September the revenues were $12,000 under budget on the revenue side 244 compared to 257 however our expenses were about $20,000 below the budget. He indicated they didn't spend as much money on the water that we thought you know because it's been a lot wetter this year than it was compared to last year and we spent we spent less money on chemicals as well. The $20,000 savings so from a bottom line perspective for the month of um September we were $8,000 over our budgeted income. we made $84,000 compared to a budget of 76 that's for the actual month of September. Three months year to date we find our revenue is $51,000 over our budgeted number 911 compared to 962 so revenues are ahead of budget and our expenses were able to save about $4,000 on our expenses on a year-to-day basis after three months we're $55,000 ahead of our budgeted income.

Mr.Dutton stated the actual Budget was 333 which is very good so far but if we compare it to where we were last year in those three months we were about 19,000 under what we did last year same period our expenses are about $118,000 higher compared to last year. He stated they have a general manager position now we didn't have that in the past. He then said overall on a year-to-date basis we're about $37,000 behind what we did last year but is still better than budget so from an operating point of view we continue to do pretty well for the first three months.
Mr. Dachowitz Inquired as to the determination of years to date, and whether or not they were going from; July, August, or September.

Mr. Dutton responded yes and indicated they had $836,000 in the bank at the end of September, they have $225,000 in a CD, $225,000 in a sweep account, and $375,000 to get them through the period of the next three to five months. He indicated there would be some capital expenses over the next few months but from a cash point of view, they were okay.

Mr. Dutton discussed the completed car pass between holes 1 and 2 on the golf course, the addition of a blacktop down in front of the rental housing, and a small amount in front of the starters hut that has been recently completed. He said they were in the planning processes for the capital budget for next year. The major project, the traps and bunkers need to be renovated and upgraded. Mr. Dutton went on to say it was a 2 year project probably costing about $420 – 425 thousand and would start in the fiscal 2024, 2025 year. He further stated they were in the process of getting things in order getting contracted and getting the bids in. He stated the cash flow was available, especially for the first part of the project.

Mr. Dutton then stated they were in the final stages of negotiating a mutually agreed upon dissolution agreement with Dry Duck Smoking Aces. He said we expect that agreement to end On January 7th we're currently in the process of finalizing the restaurant.

Mr. Dutton said it was a mutual, somewhat amicable agreement that would benefit both sides. He further went on to say next year they will have different concessions. They were working with the city of Norwalk and their purchasing department to create an RFP containing the requirements to be put out to vendors. He said we will then start the process for a new vendor in March of next year.

Mr.Camacho stated it was fairly clear the restaurant concept didn't work for Oak Hills and wondered if any thought to some other use of the space more complimentary to a Golf course. Mr. Dutton responded that they needed to look and vendors who operate at municipal golf courses because a municipal golf club restaurant is a unique place though it depends on how much space you have for private parties. He continued by saying we need someone who has done it before, and because it's a recently renovated space with a large kitchen, and they own the tables, chairs, and televisions it makes for a good turn-key operation. He then reiterated that they were looking to bring in a seasoned person used to doing this kind of work.

Mr.Camacho again mentioned possibilities for something more consistent with a golf course. Mr. Dutton offered the possibility of a winter driving range and they were looking at all angles. Mr. Burnett then asked Mr. Dutton if there was anything on the docket for nature trails, tennis courts, or any Activity beyond the golf course.

Mr. Dutton responded that they did spend money on the tennis courts for new fencing, and refinishing the concrete. He said the tennis courts had a great bunch of people who do their own fundraising.

Mr. Dutton then said he thought the area they should concentrate more on was the nature trail area. He suggested finding someone to come to the commission would be a good route and agreed they should not lose them. He then went on to say that they had put a couple of thousand into the nature trail area and stated it was an area they should look into more.

Mr. Dachowitz suggested to consult with Robert Stowers', head of Parks and Recreation. Mr. Dutton indicated that he was a member of their board Mr. Dachowitz talked of Mr. Stowers' experience on the city side and would maybe have ideas for the Oak Hills side. Mr. Dutton indicated that they had reached out to Mr. Stowers on the RFP side to get his input and they were finalizing the document now.

Ms. Revolus asked a question about engaging community members who don't normally golf, particularly youth. Mr. Dutton acknowledged that was a really good point and explained that tennis has been reaching out on the youth side to different communities in the Norwalk Area trying to foster the use of the tennis courts. He mentioned someone named Paul whose youth programs work with the high schools. Mr. Dutton then stated that they need to improve in this area by reaching out to people who can help. He then stated it was something he would bring up at the next meeting.

Ms.Revolus discussed engaging children in entrepreneurial internships. Mr. Dutton said it wouldn't work on the restaurant side, but it could on the golf side.

10. AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO 443 TECHNOLOGIES, FOR THE SUPPLY OF A NUTANIX HCI SYSTEM, AN AMOUNT NOT TO EXCEED $179,014, ACCOUNT 09235010-5777-C0112 (BUDGETED 2023/2024 IT CAPITAL ITEM).

Mr. Hopp explained that the BOE Technology Dept. got an HCI (Hyperon Converge Infrastructure) system over six years ago and was looking to refresh that into a new system. The system takes all the storage, processing, and networking and puts it onto one system to avoid having to manage multiple systems. He described the new system that will allow them to move into VDI (Virtual Desktop Infrastructure). He said this would allow students doing more high-level learning with NCC to do coding classes. A desktop can be unlocked for them to work that is not locked down in a traditional sense.

Mr. Burnett had a question regarding the security aspects of the system. Mr. Hopp indicated the system had built-in security and access policies for those who log in and manage the system. He said only certain people can see certain things, or work on certain pieces of the system.

Mr. Dachowitz who deals with cyber security for the city, expressed concerns about everything being centralized and becoming more vulnerable. He asked Mr. Hopp if what he was saying was the advantages outweigh the negatives.

Mr. Hops explained that though centralized there were redundancies built in and that it is an internal not connected to any outside systems.

**** MR. BURNETT CALLED FOR A VOTE.**
**** THE VOTE WAS UNANIMOUS**

11. UPDATE ON THE FISCAL YEAR 2024-2025 OPERATING AND CAPITAL BUDGET CYCLE.

Mr. Dachowitz stated On October 28th the finance department budget department sent out pro forma packages to all the departments which give them certain numbers to start with for their fiscal 2025 budgets. These are primarily known increases or usually based on Union contracts and step increases. We complete that in advance for them.

Mr. Dachowitz said we are in the process of negotiating new contracts with all the unions so what we have done from a budgeting point of view is we have put in the same 2.35% increase from our prior contracts with the unions and we are also budgeting in case the union contracts come in at a different number. At the department level it'll be the 2.35 and citywide we will reserve funds in case the numbers come in at a different amount.

Mr.Dachowitz stated that from October 31st to November 18th the city departments have an opportunity to review the numbers we've given them to look at what they believe their projections are. At the end of that process, they will give us their requested budgets and then the budget department has about two weeks to review it. From December 5th through December 21st the budget department meets with each department, goes over our pro forma, and their requests, there is discussion and the result is a mayor and CFO recommended operating budget.

Mr. Dachowitz then proceeded to discuss the capital side. On November 4th the budget Department circulated pro forma for budget packages for each department. On the capital projects, they have till December 16th to complete their forms. It's on a staggered basis based on how much time the individual departments need. Thursday, December 22nd the Board of Ed submits its capital budget requests. It's at that date because they can't submit till after the BOE meeting for approval.

Mr. Dachowitz explained From January 3rd to January 10th the Finance and Planning and the Zoning department met with each department to review their requests. On January 11th the Finance and Planning and Zoning staff meet with the Board of Ed. From January 18th to 19th they meet with the Departments to review their requests. Then on or before January 27 the CFO compiles and transmits requests together with recommendations to the Common Council, the Board of Estimate, and Planning and Zoning Commission.

Mr Dachowitz recommended capital first then there's discussion by planning and zoning and they make a recommendation and ultimately the mayor will come out with his recommendation for Capital.

Mr. Burnett posed a question about the December time frame for department reviews for both the capital and operating budgets. Mr. Dachowitz indicated December 21st for reviews of the capital budget. Mr. Burnett then asked if the Finance Committee council could get a preliminary view of what was submitted. Mr. Dachowitz stated it would be too early and then explained the process described earlier in the meeting and it was all based on what mayor the mayor wants the budget to come in at. He then stated to happen is that's more internal and then once the CFO and mayor recommended budget comes out that's when we share it.

Ms. Niedzielski-Eickner Ms. Niedzielski-Eickner asked if Mr. Dachowitz had a sense, given the economic situation if anything should be prepared. For. Mr. Dachowitz said it was ultimately up to the mayor, and said the major factor are union negotiations, inflation, and revaluation.

Ms. Niedzielski-Eickner then asked a question regarding revaluation and the mil rate. Mr. Dachowitz then explained the process as he understood it. Ms. Niedzielski-Eickner rephrased her question asking if a revaluation would cause changes to the mil rate. Mr. Dachowitz explained the rates were based on districts, not on individual homes and more would come clear when the revaluation is finalized.

ADJOURN

Ms. Revolus made the motion to adjourn.

** **MR. BURNETT CALLED FOR ALL THOSE IN FAVOR TO RESPOND TO THE**
** **MOTION.**
** **THE MOTION TO ADJOURN WAS UNANIMOUS**.

THE MEETING WAS ENDED AT 8:11 PM.

Respectfully Submitted
China Mayhew
Telesco Secretarial Services

AGENDA

CLAIMS COMMITTEE MEETING **DEC 14TH 2023**

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

PAY TO:	BILL No & AMOUNT REFUNDED	REASON

MOTOR VEHICLE

ACAR LEASING	22-MV-300512 $246.60	PRORATION
ACAR LEASING	22-MV-300511 $67.95	PRORATION
A.J. PENNA & SON CONS INC	22-MV-300104 $48.99	PRORATION
ANDRADE-GALICIA JOSE A	22-MV-302425 $348.12	PRORATION
ARBELAEZ-TORO ALVARO JOSE	22-MV-302940 $29.25	PRORATION
ARI FLEET LT LTD	22-MV-303156 $69.86	PRORATION
	22-MV-303160 $69.86	PRORATION
BACHINELO NATALIE	22-MV-303964 $39.21	PRORATION
BACKMAN ERIC JOHN	21-MV-303897 $20.26	PRORATION
BARAHONA ALBA YAMILETH	22-MV-304472 $91.15	PRORATION
BASTIEN JACQUES	22-MV-304973 $620.61	PRORATION
BILLIET ALEC M	22-MV-306123 $61.61	PRORATION
BLACKIE KAREN ANN	22-MV-306238 $54.17	PRORATION
BLAZOVIC JOSEPH P & PATRICIA	22-MV-306373 $297.51	PRORATION
BODNAR OLEH	22-MV-306535 $100.97+ $3.03 INT	PRORATION
BONOFIGLIO CHARLES JOSEPH JR	22-MV-306777 $34.98	PRORATION
BRIDTTER RICARDO V	22-MV-307435 $15.66	PRORATION
BRODHEAD RYAN MARK	22-MV-307573 $346.02	ASSESSMENT CHANGE
BUTLER JESSE D	22-MV-308480 $99.29	PRORATION
CARCAMO JOSE SANTOS	22-MV-310007 $57.37	PRORATION
	22-MV-376761 $24.52	PRORATION
	22-MV-310009 $147.04	PRORATION

	22-MV-310010 $73.37	PRORATION
	22-MV-376762 $73.37	PRORATION
	22-MV-376763 $73.85	PRORATION
CASTANEDA PAULA	22-MV-310717 $88.91	ASSESSMENT CHANGE
CAULMARE JUDITH A	21-MV-310841 $34.09	PRORATION
CCAP AUTO LEASE LTD	22-MV-311166 $196.88	PRORATION
CHALOUPKA BRETT TIMOTHY	22-MV-312028 $146.91	PRORATION
COLTA MARIA	22-MV-313652 $142.29	ASSESSMENT CHANGE
CONDON NANCY BROWN	22-MV-313736 $51.94	ASSESSMENT CHANGE
COTE ROBERT LOUIS	21-MV-314471 $114.86	PRORATION
DANIELS NEVINE	22-MV-316278 $47.28	PRORATION
DELFINO NICHOLAS	22-MV-317236 $13.80	ASSESSMENT CHANGE
DINEEN KATHLEEN E	22-MV-318488 $167.75	ASSESSMENT CHANGE
FERRARA ANDREA JANINE	22-MV-322531 $667.32	ASSESSMENT CHANGE
FERRONE RUTH E & ROBERT PETER	22-MV-322581 $10.57	PRORATION
FINANCIAL SER VEH TRUST	22-MV-323053 $205.28	ASSESSMENT CHANGE
F&J MASONRY & LANDSCAPING LLC	22-MV-321765 $296.54	PRORATION
FORCIER EDWARD F JR & MICHELLE	22-MV-323926 $51.12	PRORATION
FREY MICHAEL S	22-MV-324407 $400.43	PRORATION
FRUSCINO FRANK	22-MV-324509 $23.46+ $2.00 INT	PRORATION
FRYC GRZEGORZ	22-MV-324519 $165.29	PRORATION
FUNG ERIC Y	22-MV-324652 $31.86	ASSESSMENT CHANGE
GA LANDSCAPING & MASONARY LLC	22-MV-324735 $1,300.24	ASSESSMENT CHANGE
GANGA DORIS M	22-MV-325111 $37.20	PRORATION
GEORGETOWN SUBARU INC	22-MV-326236 $68.10	ASSESSMENT CHANGE
	22-MV-326263 $31.08	ASSESSMENT CHANGE
	22-MV-326255 $31.08	ASSESSMENT CHANGE
GERHARDT DAVID SMITH	22-MV-326305 $14.38	ASSESSMENT CHANGE
GOMEZ ANTONIA M	22-MV-327115 $55.06	PRORATION

GUALTIERE MARTHA M	22-MV-328551 $66.12	PRORATION
HABERKORN ADAM PHILIP	22-MV-329130 $199.65	ASSESSMENT CHANGE
HEISE PAMELA A & RICHARD D	22-MV-330070 $212.69	PRORATION
HONDA LEASE TRUST	21-MV-330374 $340.68	PRORATION
	22-MV-331579 $239.02	PRORATION
	22-MV-332090 $517.18	PRORATION
HONDA LEASE TRUST	22-MV-331662 $112.08	PRORATION
	22-MV-331755 $159.40	PRORATION
	22-MV-331852 $169.82	PRORATION
HONDA LEASE TRUST	21-MV-330390 $115.44	PRORATION
	22-MV-332008 $478.27	PRORATION
	22-MV-332208 $109.95	PRORATION
HUGHES-SINGLETON MICHAELA M	22-MV-332604 $12.00	PRORATION
HYUNDAI LEASE TITLING TRUST	22-MV-333259 $363.44	PRORATION
HYUNDAI LEASE TITLING TRUST	22-MV-SEE ATTACHED $1,921.57	ASSESSMENT CHANGE
IOSSA LUIGI	22-MV-333707 $451.10	PRORATION
JEAN-BAPTISTE PIERRE A	20-MV-332502 $76.26	ABATEMENT
	21-MV-333467 $93.32+ $5.60 INT	ABATEMENT
	22-MV-334446 $94.39+ $7.08 INT	ABATEMENT
JOHNSON PETER BRAXTON	22-MV-334992 $49.78	PRORATION
JP MORGAN CHASE BANK NA	21-MV-334816 $318.92	PRORATION
	22-MV-335459 $41.86	PRORATION
	22-MV-335476 $192.15	PRORATION
	22-MV-335549 $451.64	PRORATION
	22-MV-335683 $439.48	PRORATION
JP MORGAN CHASE BANK NA	22-MV-335442 $399.09	PRORATION
	22-MV-335536 $575.95	PRORATION
	22-MV-335604 $53.63	PRORATION
	22-MV-335736 $1,074.08	PRORATION

JURMAN SALLY ANN	22-MV-336255 $12.43	ASSESSMENT CHANGE
	22-MV-336256 $66.39	ASSESSMENT CHANGE
KATZ DONNA C & STEPHEN	22-MV-376210 $162.54	PRORATION
KEEN SAMENTHA	21-MV-407510 $268.14	PRORATION
KOVALEVSKYI OLEKSANDR	22-MV-337945 $39.40	PRORATION
KRISTA FOX INTERIORS LLC	22-MV-324092 $27.47	OVERPAYMENT
KUIZEMA LAWRENCE J	22-MV-338196 $32.14	PRORATION
LARGE JENNIFER A	22-MV-339059 $116.78	PRORATION
LAWRENCE RICARDO N	22-MV-339330 $100.24	PRORATION
LUNDE SUSAN BETH	22-MV-341515 $32.96	ASSESSMENT CHANGE
MARGINEAN RARES A	22-MV-342905 $580.61	PRORATION
	22-MV-342906 $236.18	PRORATION
MARTINEZ-TRUJILLO JHONNATAN	22-MV-343626 $32.75	ASSESSMENT CHANGE
MEHLE OWEN L	22-MV-345076 $26.87	ASSESSMENT CHANGE
MENDEZ-HERNANDEZ LIBETH	22-MV-345431 $74.09	PRORATION
MINAGLIA RYAN J	21-MV-345010 $16.36	PRORATION
MURALLES PAULA	21-MV-346861 $50.64	PRORATION
	22-MV-348193 $54.26	PRORATION
MURPHY LOIS M	22-MV-348339 $664.12	ASSESSMENT CHANGE
NAPOLI JAMES C	22-MV-348657 $395.49	PRORATION
NAVARRO LAND UNLIMITED LLC	22-MV-348932 $45.91	ASSESSMENT CHANGE
NISSAN INFINITI LLC	22-MV-410032 $529.46	ABATEMENT
NISSAN INFINITI LLC	22-MV-349738 $510.23	PRORATION
	22-MV-349779 $47.40	PRORATION
	22-MV-349794 $67.97	PRORATION
NISSAN INFINITI LLC	22-MV-349373 $311.77	PRORATION
	22-MV-349499 $66.81	PRORATION
	22-MV-349876 $445.49	PRORATION
OAK HILLS PARK AUTHORITY	22-MV-350567 $56.00	ABATEMENT

ON THE MOVE INC	22-MV-351165	$71.02	PRORATION
OQUET JEAN MICHEL & NATALIA	22-MV-351235	$124.39	ASSESSMENT CHANGE
OROZCO-DAVILA HANNIA	22-MV-351430	$12.43	PRORATION
PACCHA JULIA	22-MV-351924	$26.07	PRORATION
	22-MV-351927	$19.37	PRORATION
PACHAR-ALVAREZ GLORIA I	22-MV-351956	$34.98	ABATEMENT
PALADINO RONALD J	22-MV-352178	$301.07	ASSESSMENT CHANGE
PARKER JOE	22-MV-352661	$13.31	PRORATION
PASIAK STEVEN J	22-MV-352859	$21.00	PRORATION
PASTOR LAWRENCE ESMERO	21-MV-410670	$97.95	PRORATION/ABATMT
	22-MV-352914	$607.30	PRORATION/ABATMT
	22-MV-352915	$775.02	PRORATION/ABATMT
PASTOR YOLANDA RUBIORUPERTO	21-MV-410671	$126.62	PRORATION/ABATMT
	22-MV-352919	$694.19	PRORATION/ABATMT
PATTACINI ROBERT R & THERESA	22-MV-353056	$51.58	PRORATION
PAVLICK ROSEMARIE	22-MV-353175	$72.30	ASSESSMENT CHANGE
PENSKE LEASING & RENTAL CO	22-MV-353517	$73.00	PRORATION
PORSCHE LEASING LTD	22-MV-355029	$599.01	PRORATION
	22-MV-355030	$1,678.94	PRORATION
PRATT ROBERT KERWIN	22-MV-355286	$27.60	ASSESSMENT CHANGE
RANEY JOHN MICHAEL & RUI	22-MV-356515	$136.68	PRORATION
ROSALES ROSA H	22-MV-359139	$216.34	ASSESSMENT CHANGE
	22-MV-359140	$32.69	ASSESSMENT CHANGE
SAVATSKY CHARLES JOSEPH JR	22-MV-361256	$70.14	ASSESSMENT CHANGE
SWANSON DENNIS G	22-MV-365586	$14.99	PRORATION
TESLA LEASE TRUST	21-MV-364626	$1,197.51	ABATEMENT
	22-MV-366577	$1,139.40	ABATEMENT
THANA MARY MATHEW	22-MV-366669	$161.60	ASSESSMENT CHANGE
THE FENCE MAN INC	22-MV-366697	$2,766.10	PRORATION

TLC TREE SERVICE INC	22-MV-367234 $27.69	ASSESSMENT CHANGE
	22-MV-367237 $58.53	ASSESSMENT CHANGE
TORRES CROQUER ORLANDO R	22-MV-367588 $43.84	PRORATION
TOUBOAT TRANSPORT LLC	22-MV-367772 $29.12	PRORATION
TOYOTA LEASE TRUST	20,21,22-MV-SEE ATTACHED $5,426.18	PRORATION/ABATMT
TOYOTA LEASE TRUST	21-MV-413629 $281.94	PRORATION
	21-MV-413832 $66.88	PRORATION
	21-MV-413842 $218.72	PRORATION
TOYOTA LEASE TRUST	20,21,22-MV-SEE ATTACHED $6,272.30	PRORATION/ABATMT
TOYOTA LEASE TRUST	22-MV-368292 $323.96	PRORATION
	22-MV-368152 $345.22	PRORATION
TOYOTA LEASE TRUST	21-MV-366120 $215.53	PRORATION/ABATMT
	22-MV-367824 $324.17	PRORATION/ABATMT
	22-MV-368177 $865.87	PRORATION/ABATMT
	22-MV-368344 $742.72	PRORATION/ABATMT
	22-MV-368068 $385.77	PRORATION/ABATMT
TOYOTA LEASE TRUST	22-MV-368247 $113.00	PRORATION
TOYOTA LEASE TRUST	22-MV-368062 $200.87	PRORATION
VAULT TRUST	21/22-MV-SEE ATTACHED $3,387.30	PRORATION
VAULT TRUST	21-MV-368885 $329.50	PRORATION
VAULT TRUST	22-MV-370841 $73.85	PRORATION
	22-MV-370968 $117.81	PRORATION
	22-MV-370972 $441.46	PRORATION
	22-MV-371012 $167.41	PRORATION
	22-MV-371079 $392.69	PRORATION
	22-MV-371088 $130.61	PRORATION
VCFS AUTO LEASING CO	22-MV-371255 $223.93	PRORATION
VW CREDIT LEASING LTD	22-MV-SEE ATTACHED $2,258.87	ASSESSMENT CHANGE
VW CREDIT LEASING LTD	22-MV-SEE ATTACHED $2,053.42	PRORATION

WARD GERALDINE & SAMMY	20-MV-369345 $182.80+ $10.97 INT	VETERAN EXEMPTION
XING TAIN	22-MV-374835 $165.92	ASSESSMENT CHANGE
ZACCONE CATERINA & DOMENICO A	22-MV-375223 $24.12	PRORATION

REAL ESTATE

CORELOGIC TAX SERVICE		
5 AMBLER DRIVE		
5-5-225-0	21-RE-120461 $809.00	OVERPAYMENT
SANCHEZ RENATO DONZELLI		
5 AMBLER DRIVE		
5-5-225-0	21-RE-120461 $809.00	OVERPAYMENT

SPECIAL REQUEST

JP MORGAN CHASE BANK	22-MV-335433 $9,649.36	PRORATION
	22-MV-336103 $423.07	PRORATION
TOYOTA LEASE TRUST	20,21,22-MV-SEE ATTACHED $24,997.58	PRORTN/ABATMT
FINANCIAL SER VEH TRUST	22-MV-SEE ATTACHED $10,886.07	ASSESSMENT CHANGE
TOYOTA LEASE TRUST	20,21,22-MV-SEE ATTACHED $23,326.31	PRORTN/ABATMT

ITEM #5

Oak Hills Park Authority
October 2023 Financial Commentary

Operations Updates:

- Golf revenue rounds, cart rounds and Discount ID cards are all performing above budget for the first four months of FY24. September was below budget due to several weekends with heavy rain.
- OHPA plans on making substantial capital improvements throughout the course of this new fiscal year and has already spent $126k to date.
- We are at the end of our third year (of five) in our cart fleet lease and are seeing some expected wear and tear. However, the lithium batteries are holding up better than the standard batteries in previous leases.

YTD Financial Highlights:

- FY24 YTD net operating income was over budget by $79k and we ended September with a $892k cash balance which includes $43k in the capital reserve bank account.
  - Revenue was over-budget by 80k thanks to strong golf and Outings rounds.
  - Expenses were flat compared to budget.
- OHPA made $57k in repayments to the City for the first four months of the fiscal year. The annual 1% of gross golf revenue additional debt payment will be made once the Audit Report is received.

Other:

- As part of our initiative of investing and diversifying excess cash, we now have $225k in a Certificate of Deposit at Chase Bank, $225k in a Money Market at Bankwell, and $45k in a Savings account at Bankwell for our Capital Reserve.
- The year-end financial audit fieldwork took place in July. The Audit Report is in the final stages of partner review.

Updated through ***10/31/2023***

Fiscal Year To Date

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	20,761	22,097	1,336	6.4%	Other than September, rounds have been higher than budget
	Non-Revenue Rounds	3,184	1,828	(1,356)	-42.6%	Less season passholder rounds than anticipated
	Total Rounds	**23,945**	**23,925**	(20)	-0.1%	
	Carts	13,332	14,047	715	5.4%	Other than September, rounds have been higher than budgeted
	ID Cards	88	118	30	34.1%	

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,030,689	1,107,146	76,457	7.4%	Driven primarily by greens fees and outings. Sept weekend weather negatively affected rounds
	Tennis Revenue	26,400	31,067	4,667	17.7%	We began running a USTA youth program ourselves after our tenant's tennis season ended
	Restaurant Revenue	16,000	16,000	-	0.0%	
	Other Revenue	16,707	15,235	(1,472)	-8.8%	
	Total Revenue	**1,089,796**	**1,169,448**	**79,652**	**7.3%**	
	Management Salary	84,947	84,145	(802)	-0.9%	
	Operations Salary	123,331	133,182	9,851	8.0%	Increase in minimum wage; more staffing needed to cover higher revenue volume
	Maintenance Salary	183,561	182,738	(823)	-0.4%	
	Employee Benefits	58,563	50,892	(7,671)	-13.1%	Driven by lower health insurance (less employees covered than expected) and workers compensation
	Administrative	79,147	89,221	10,074	12.7%	Overage driven by utilities and higher than expected sewer and personal property taxes
	Interest & Insurance	37,953	39,276	1,323	3.5%	
	Sales & Operations	3,520	2,239	(1,281)	-36.4%	
	Park Maintenance	128,756	102,779	(25,977)	-20.2%	Driven mostly by lower water exp thanks to plenty of rain this season; also less maintenance needed
	Park Equipment	31,950	45,451	13,501	42.3%	Higher building and equipment maintenance than expected
	Carts	17,002	19,096	2,094	12.3%	
	Tennis	-	141	141		Not budgeted
	Operating Expense	**748,730**	**749,160**	**430**	**0.1%**	
	Operating Income	**341,066**	**420,288**	**79,222**	**23.2%**	
Balance Sheet	Capital Improvements	(85,000)	(125,720)	(40,720)	47.9%	Cart paths, refurb buildings, new turf at range, warm up cages, kitchen equip. Earlier than expected
	Line of Credit Balance	-	-	-		
	Capital Reserve Cash Bal	50,854	42,859	(7,995)	-15.7%	Portion of cash reserved for capital improvements per our lease requirements
	Cash Balance	702,073	848,894	146,821	20.9%	Over budget due to top-line revenue. We have also not paid our annual 1% gross revs payment for City debt

Updated through ***10/31/2023***

Rest of Fiscal Year

		Budget	Proj.	Variance	Var %	Comments
Sales	Revenue Rounds	21,764	21,764	-	0.0%	Projections are still in line with Budget
	Non-Revenue Rounds	3,337	3,337	-	0.0%	Projections are still in line with Budget
	Total Rounds	**25,101**	**25,101**	-	0.0%	
	Carts	13,187	13,187	-	0.0%	Projections are still in line with Budget
	ID **Cards**	1,104	1,104	-	0.0%	Projections are still in line with Budget

		Budget	Proj.	Variance	Var %	Comments
P&L	Golf Revenue	1,096,117	1,096,117	-	0.0%	Projections are still in line with Budget
	Tennis Revenue	18,400	18,400	-	0.0%	USTA program not budgeted for
	Restaurant Revenue	32,000	20,000	(12,000)	-37.5%	No rental revenue expected for three months while finding a new Food and Beverage operator
	Other Revenue	25,594	33,594	8,000	31.3%	Higher than budgeted interest is expected on our cash balance
	Total Revenue	**1,172,111**	**1,168,111**	**(4,000)**	**-0.3%**	
	Salaries	597,552	597,552	-	0.0%	Projections are still in line with Budget
	Employee Benefits	99,231	99,231	-	0.0%	Projections are still in line with Budget
	Administrative	115,198	115,198	-	0.0%	Projections are still in line with Budget
	Debt Service & Insurance	81,147	81,147	-	0.0%	Projections are still in line with Budget
	Sales & Operations	5,780	5,780	-	0.0%	Projections are still in line with Budget
	Park Maintenance	132,544	132,544	-	0.0%	Projections are still in line with Budget
	Park Equipment	53,550	53,550	-	0.0%	Projections are still in line with Budget
	Carts	11,798	11,798	-	0.0%	Projections are still in line with Budget
	Operating Expense	**1,096,800**	**1,096,800**	**-**	**0.0%**	
	Uncategorized Exp/Rev					
	Operating Income	**75,311**	**71,311**	**(4,000)**	**-5.3%**	
Balance Sheet	Capital Improvements	(189,000)	(148,280)	40,720	-21.5%	Cart paths, maint storage bays, restaurant, tennis facility and other structures
	Line of Credit Balance	-	-	-		We do not expect to borrow during the remainder of this fiscal year.
	Capital Reserve Cash Bal	74,854	57,000	(17,854)	-23.9%	Portion of cash reserved for capital improvements per our lease requirements
	Cash Balance	430,703	615,848	185,145	43.0%	

Oak Hills Park Authority
FY22 Actual vs. Budget

ITEM #9

	October Act	October Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$134,810	$115,670	$19,140	16.5%	$755,597	$706,716	$48,880	6.9%
4020 · I.D. Cards	$400	$0	$400	0.0%	$10,286	$8,357	$1,929	23.1%
4025 · Season Pass	$8,441	$8,441	$0	0.0%	$33,764	$33,764	$0	0.0%
4030 · Tournament Fees	$12,052	$7,441	$4,611	62.0%	$64,032	$45,481	$18,551	40.8%
4050 · Cart Revenue	$39,867	$38,143	$1,724	4.5%	$243,686	$239,979	$3,707	1.5%
4060 · Golf Revenue - Gift Certif.	$3,262	$1,538	$1,724	112.1%	$6,400	$5,538	$862	15.6%
4070 · Gift & Rain Checks Redeemed	-$860	-$1,198	$338	-28.2%	-$6,619	-$9,147	$2,528	-27.6%
Total 4001 · Golf Revenue	**$197,972**	**$170,035**	**$27,938**	**16.4%**	**$1,107,146**	**$1,030,689**	**$76,457**	**7.4%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$26,400	$26,400	$0	0.0%
4101 · Tennis Program Revenue	$2,221	$0	$2,221	0.0%	$4,667	$0	$4,667	0.0%
4200 · Rental Income	$1,800	$1,500	$300	20.0%	$7,200	$6,000	$1,200	20.0%
4300 · Investment Income	$545	$1,028	-$483	-47.0%	$2,504	$3,273	-$770	-23.5%
4400 · Misc. Income	$519	$1,524	-$1,004	-65.9%	$5,531	$7,433	-$1,902	-25.6%
4500 · Golf Simulator Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
4600 · Restaurant Income	$4,000	$4,000	$0	0.0%	$16,000	$16,000	$0	0.0%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$9,085**	**$8,051**	**$1,034**	**12.8%**	**$62,302**	**$59,107**	**$3,196**	**5.4%**
TOTAL REVENUE	**$207,058**	**$178,086**	**$28,971**	**16.3%**	**$1,169,449**	**$1,089,795**	**$79,653**	**7.3%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$21,632	$21,167	-$465	-2.2%	$84,145	$84,947	$802	0.9%
5030 · Operations	$29,510	$26,757	-$2,753	-10.3%	$133,096	$123,331	-$9,765	-7.9%
5040 · Operations O/T	$37	$0	-$37	0.0%	$86	$0	-$86	0.0%
5050 · Course Personnel	$25,926	$26,092	$166	0.6%	$102,590	$104,336	$1,746	1.7%
5060 · Course Personnel O/T	$764	$0	-$764	0.0%	$3,069	$0	-$3,069	0.0%
5070 · Seasonal Personnel	$17,014	$18,324	$1,309	7.1%	$75,318	$78,085	$2,767	3.5%
5075 · Outside Seasonal Personnel	$871	$0	-$871	0.0%	$871	$0	-$871	0.0%
5080 · Seasonal Personnel O/T	$652	$1,141	$489	42.8%	$891	$1,141	$250	21.9%
Total 5000 · PERSONNEL EXPENSE	**$96,406**	**$93,481**	**-$2,925**	-3.1%	**$400,065**	**$391,839**	**-$8,226**	-2.1%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$6,758	$7,152	$394	5.5%	$28,477	$29,978	$1,501	5.0%
5230 · State Unemployment	$1,734	$1,552	-$181	-11.7%	$9,399	$8,947	-$452	-5.0%
5250 · Health Insurance	$1,530	$2,655	$1,125	42.4%	$4,506	$8,825	$4,318	48.9%
5260 · Workmans Compensation	$1,518	$1,860	$342	18.4%	$6,571	$8,596	$2,025	23.6%
5270 · Retirement Plans	$495	$555	$60	10.8%	$1,939	$2,217	$278	12.5%
Total 5200 · EMPLOYEE BENEFITS	**$12,035**	**$13,774**	**$1,739**	12.6%	**$50,892**	**$58,563**	**$7,671**	13.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$950	$890	-$60	-6.7%	$3,799	$3,680	-$119	-3.2%
5430 · Professional Fees	$3,000	$2,917	-$83	-2.9%	$12,200	$11,667	-$533	-4.6%
5436 · Advertising	$962	$1,121	$159	14.2%	$3,947	$4,475	$528	11.8%
5440 · Office Expense	$3,742	$2,169	-$1,572	-72.5%	$9,646	$7,029	-$2,618	-37.2%
5441 · Bank Charges	$25	$32	$7	21.8%	$49	$135	$86	63.8%
5442 · Credit Card Fees	$4,383	$3,697	-$686	-18.6%	$23,873	$22,410	-$1,463	-6.5%
5445 · Postage	$0	$0	$0	0.0%	$66	$50	-$16	-32.0%
5450 · Training and Dues	$75	$0	-$75	0.0%	$75	$200	$125	62.5%
5461 · Authority Secretarial Services	$170	$133	-$37	-27.5%	$630	$533	-$97	-18.1%
5469 · Other Outside Services	$633	$728	$95	13.1%	$2,983	$2,704	-$279	-10.3%
5470 · Other Administrative	$785	$792	$6	0.8%	$5,430	$3,167	-$2,263	-71.5%
5480 · Utilities	$4,598	$5,457	$859	15.7%	$26,522	$23,098	-$3,424	-14.8%
Total 5400 · ADMINISTRATIVE EXPENSES	**$19,323**	**$17,936**	**-$1,386**	-7.7%	**$89,221**	**$79,147**	**-$10,074**	-12.7%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$8,671	$8,884	$213	2.4%	$35,212	$35,536	$324	0.9%

Oak Hills Park Authority
FY22 Actual vs. Budget

ITEM #9

	October Act	October Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$1,072	$517	-$555	-107.5%	$4,064	$2,417	-$1,647	-68.2%
Total 5500 · DEBT SERVICE AND INSURANCE	**$9,743**	**$9,401**	**-$342**	-3.6%	**$39,276**	**$37,953**	**-$1,324**	-3.5%
5600 · SALES AND OPERATIONS								
5630 · Golf Genius Software	$258	$258	$0	0.0%	$517	$1,033	$517	50.0%
5640 · Golf Pro Supplies	$244	$15	-$228	-1515.2%	$698	$1,967	$1,268	64.5%
5680 · Golf Pro Work Clothes	$78	$0	-$78	0.0%	$1,024	$520	-$504	-96.9%
Total 5600 SALES AND OPERATIONS	**$580**	**$273**	**-$307**	-112.2%	**$2,239**	**$3,520**	**$1,281**	36.4%
5700 · PARK MAINTENANCE								
5710 · Water	$1,588	$7,770	$6,182	79.6%	$20,355	$43,452	$23,097	53.2%
5715 · Nature and Open Space	$0	$200	$200	100.0%	$0	$200	$200	100.0%
5720 · Heating Fuel	$1,458	$565	-$893	-157.9%	$1,458	$565	-$893	-157.9%
5730 · Grounds Maintenance	$7,712	$9,934	$2,222	22.4%	$14,433	$23,227	$8,795	37.9%
5740 · Tree Maintenance	$4,750	$1,000	-$3,750	-375.0%	$4,750	$2,000	-$2,750	-137.5%
5751 · Agriculture&Chemicals-Purch	$12,520	$1,251	-$11,268	-900.4%	$14,589	$53,524	$38,936	72.7%
5752 · Agriculture/Chemicals Utilized	-$10,832	$0	$10,832	0.0%	$45,593	$0	-$45,593	0.0%
5760 · Irrigation Maintenance	$166	$675	$509	75.4%	$948	$3,746	$2,798	74.7%
5770 · Consumable Tools	$0	$402	$402	100.0%	$560	$1,430	$870	60.8%
5780 · Tee and Green Supplies	$0	$35	$35	100.0%	$93	$550	$457	83.1%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$0	$60	$60	100.0%
Total 5700 · PARK MAINTENANCE	**$17,362**	**$21,833**	**$4,471**	20.5%	**$102,779**	**$128,756**	**$25,977**	20.2%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$4,083	$4,270	$187	4.4%	$15,081	$12,764	-$2,317	-18.2%
5810 · Equipment Rental	$0	$0	$0	0.0%	$170	$0	-$170	0.0%
5820 · Building Maintenance	$7,857	$2,653	-$5,203	-196.1%	$20,215	$10,705	-$9,511	-88.8%
5840 · Small Equipment	$650	$393	-$257	-65.6%	$1,020	$955	-$65	-6.8%
5860 · Gasoline/Diesel Fuel	$3,680	$459	-$3,221	-701.8%	$8,781	$6,776	-$2,005	-29.6%
5880 · Employee work clothes	$32	$0	-$32	0.0%	$184	$750	$566	75.5%
Total 5800 · PARK EQUIPMENT	**$16,301**	**$7,774**	**-$8,527**	-109.7%	**$45,451**	**$31,950**	**-$13,501**	-42.3%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$0	$4,000	$4,000	100.0%	$7,302	$8,000	$698	8.7%
6020 · Electricity	$1,747	$1,313	-$434	-33.1%	$8,161	$6,411	-$1,750	-27.3%
6030 · Maintenance	$1,019	$41	-$978	-2362.1%	$2,033	$991	-$1,042	-105.1%
6050 · Cart Insurance	$400	$400	$0	0.0%	$1,600	$1,600	$0	0.0%
6060 · Misc. Cart Expense	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 6000 · CART EXPENSE	**$3,166**	**$5,754**	**$2,588**	45.0%	**$19,096**	**$17,002**	**-$2,094**	-12.3%
6500 · TENNIS								
6530 ·Supplies	$0	$0	$0	0.0%	$141	$0	-$141	0.0%
Total 6500 · TENNIS	**$0**	**$0**	**$0**	0.0%	**$141**	**$0**	**-$141**	0.0%
TOTAL OPERATIONAL EXPENSE	**$174,915**	**$170,226**	**-$4,689**	-2.8%	**$749,160**	**$748,730**	**-$429**	-0.1%
TOTAL OPERATIONAL NET INCOME	**$32,143**	**$7,860**	**$24,283**	308.9%	**$420,289**	**$341,065**	**$79,224**	23.2%
Restructured City Debt	$10,357	$11,898	$1,541	13.0%	$57,259	$74,252	$16,993	22.9%
Commercial Debt	$3,008	$11,000	$7,992	72.7%	$68,454	$74,000	$5,546	7.5%
Total BS Debt Payments	**$13,365**	**$22,898**	**$9,533**	41.6%	**$125,713**	**$148,252**	**$22,539**	15.2%
NET INCOME BEFORE CAPITAL EXPENSES	**$32,143**	**$7,860**	**$24,283**	308.9%	**$420,289**	**$341,065**	**$79,224**	23.2%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$31,430	$23,750	-$7,680	-32.3%	$125,720	$95,000	-$30,720	-32.3%
8001 · Capital projects								
8100 - Capital Proj Cash	$11,105	$35,000	$23,895	68.3%	$77,511	$85,000	$7,489	8.8%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
8006 · Disposed Assets	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution	$0	$0	$0	0.0%	-$1,450	$0	$1,450	0.0%
Total 8000 · OTHER EXPENSE	$31,430	$23,750	$16,215	-32.3%	$124,270	$95,000	-$21,781	-30.8%
NET INCOME	**$713**	**-$15,890**	**$16,603**	-104.5%	**$296,019**	**$246,065**	**$49,953**	20.3%

OAK HILLS PARK AUTHORITY
Balance Sheet FY23
As of October 31, 2023

	Total			
	As of Oct 31, 2023	As of Oct 31, 2022 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	632,422.80	672,759.06	-40,336.26	-6.00%
1022 NBT Payment Account	-236,785.13	-56,530.94	-180,254.19	-318.86%
1023 NBT Rent Escrow Sec Apt Right	1,801.00	1.00	1,800.00	180000.00%
1024 NBT Capital Reserve Savings Account	42,858.88	10,502.57	32,356.31	308.08%
1030 Chase Platinum Checking	10.00	0.00	10.00	
1031 Chase CD	225,000.00	0.00	225,000.00	
1040 Bankwell Money Market	225,025.64	0.00	225,025.64	
1050 Petty	1,420.00	1,400.00	20.00	1.43%
Total 1000 Cash	**$ 891,753.19**	**$ 628,131.69**	**$263,621.50**	**41.97%**
Total Bank Accounts	**$ 891,753.19**	**$ 628,131.69**	**$263,621.50**	**41.97%**
Accounts Receivable				
1201 Accounts Receivable	10,982.00	0.00	10,982.00	
Total Accounts Receivable	**$ 10,982.00**	**$ 0.00**	**$ 10,982.00**	
Other Current Assets				
1100 Inventory	57,721.39	65,770.83	-8,049.44	-12.24%
1200 Receivables	20,229.75	37,062.96	-16,833.21	-45.42%
1203 Allowance for Bad Debts	-9,507.96	0.00	-9,507.96	
1300 Prepaid Expenses	56,515.49	29,290.97	27,224.52	92.95%
1400 Deposits	557.00	0.00	557.00	
Total Other Current Assets	**$ 125,515.67**	**$ 132,124.76**	**-$ 6,609.09**	**-5.00%**
Total Current Assets	**$1,028,250.86**	**$ 760,256.45**	**$267,994.41**	**35.25%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,738,987.71	1,597,008.13	141,979.58	8.89%
1510 Accumulated Depreciation/Amort.	-4,566,871.10	-4,337,836.83	-229,034.27	-5.28%
1520 Furniture & Fixtures	47,635.23	47,635.23	0.00	0.00%
1560 Leasehold Improvements	162,997.83	157,690.84	5,306.99	3.37%
1561 Park Improvements	2,168,049.89	2,043,360.87	124,689.02	6.10%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-205,126.00	-86,532.28	-118,593.72	-137.05%
1570 Capital Projects in Progress	39,391.85	0.00	39,391.85	
Total 1500 Fixed Assets	**$1,662,200.07**	**$1,698,460.62**	**-$ 36,260.55**	**-2.13%**
Total Fixed Assets	**$1,662,200.07**	**$1,698,460.62**	**-$ 36,260.55**	**-2.13%**
TOTAL ASSETS	**$2,690,450.93**	**$2,458,717.07**	**$231,733.86**	**9.42%**
LIABILITIES AND EQUITY				

Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	43,449.72	47,387.39	-3,937.67	-8.31%
Total Accounts Payable	**$ 43,449.72**	**$ 47,387.39**	**-$ 3,937.67**	**-8.31%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	37,688.72	30,271.51	7,417.21	24.50%
2051 Accounts Payable - OHMGA Revenue	10.00	10.00	0.00	0.00%
2100 Accrued Payroll	20,761.45	12,627.96	8,133.49	64.41%
2104 Accrued retirement contribution	793.16	1,024.78	-231.62	-22.60%
2105 Accrued Vacation Pay	21,320.54	19,810.73	1,509.81	7.62%
2200 Accrued Expenses	46,951.50	27,962.06	18,989.44	67.91%
2210 Security Deposits - Tenants				
2212 Security Dep - Apt 2 Right	1,800.00	0.00	1,800.00	
2213 Sec Deposit - Restaurant	2,331.33	0.00	2,331.33	
Total 2210 Security Deposits - Tenants	**$ 4,131.33**	**$ 0.00**	**$ 4,131.33**	
2250 Deferred Revenue				
2251 Tournament Deposits	3,830.00	3,600.00	230.00	6.39%
2254 Other Deferred	85,402.27	86,329.63	-927.36	-1.07%
Total 2250 Deferred Revenue	**$ 89,232.27**	**$ 89,929.63**	**-$ 697.36**	**-0.78%**
2400 Cart Sales Tax Due	2,533.00	2,126.33	406.67	19.13%
Total Other Current Liabilities	**$ 223,421.97**	**$ 183,763.00**	**$ 39,658.97**	**21.58%**
Total Current Liabilities	**$ 266,871.69**	**$ 231,150.39**	**$ 35,721.30**	**15.45%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,757,891.04	1,878,872.63	-120,981.59	-6.44%
2772 Wells Fargo 2017 Aera-Vator	197.16	197.16	0.00	0.00%
2775 Deere Credit, Inc. Hybrid Mower	0.00	1,069.22	-1,069.22	-100.00%
2776 Wells Fargo MTE 2018 TurfCo Blower	0.00	1,484.31	-1,484.31	-100.00%
2777 DLL Finance Club Car CA502 Utility Cart	919.91	2,759.93	-1,840.02	-66.67%
2778 Wells Fargo Used Kubota Tractor Mini Ex	5,386.98	11,557.07	-6,170.09	-53.39%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	24,742.14	36,347.87	-11,605.73	-31.93%
2780 DLL Club Car 2021 Cart Fleet	145,957.92	218,936.88	-72,978.96	-33.33%
2781 GPSi Visage Software 2021 Cart Fleet	24,480.00	48,960.00	-24,480.00	-50.00%
2782 Wells Fargo 2 Reelmaster 3555D Fairway Mowers	96,250.85	0.00	96,250.85	
2783 Wells Fargo 2 Baroness LM315GC Greens Mowers	62,031.54	0.00	62,031.54	
2784 Wells Fargo 2023 Spreader Trailer Roller	39,869.27	0.00	39,869.27	
Total Long-Term Liabilities	**$2,157,726.81**	**$2,200,185.07**	**-$ 42,458.26**	**-1.93%**
Total Liabilities	**$2,424,598.50**	**$2,431,335.46**	**-$ 6,736.96**	**-0.28%**
Equity				
3900 Retained Earnings	36,165.64	-307,610.18	343,775.82	111.76%
Net Income	229,686.79	334,991.79	-105,305.00	-31.44%
Total Equity	**$ 265,852.43**	**$ 27,381.61**	**$238,470.82**	**870.92%**
TOTAL LIABILITIES AND EQUITY	**$2,690,450.93**	**$2,458,717.07**	**$231,733.86**	**9.42%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
October 2023

	Total			
	Oct 2023	Oct 2022 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	134,810.35	108,936.86	25,873.49	23.75%
4020 I.D. Cards	400.00	0.00	400.00	
4025 Season Pass	8,441.12	9,763.76	-1,322.64	-13.55%
4030 Tournament Fees	12,052.00	11,040.00	1,012.00	9.17%
4050 Cart Revenue	39,867.00	33,485.59	6,381.41	19.06%
4060 Golf Revenue - Gift Certif.	3,262.00	150.00	3,112.00	2074.67%
4070 Gift & Rain Checks Redeemed	-860.00	-439.00	-421.00	-95.90%
Total 4001 Golf Revenue	**$ 197,972.47**	**$ 162,937.21**	**$ 35,035.26**	**21.50%**
4100 Tennis Revenue				
4101 Tennis Program Revenues	2,220.90	0.00	2,220.90	
Total 4100 Tennis Revenue	**$ 2,220.90**	**$ 0.00**	**$ 2,220.90**	
4200 Rental Income	1,800.00	0.00	1,800.00	
4300 Investment Income	544.97	138.50	406.47	293.48%
4400 Misc. Income	519.22	1,660.28	-1,141.06	-68.73%
4600 Restaurant Income	4,000.00	0.00	4,000.00	
Total 4000 REVENUES	**$ 207,057.56**	**$ 164,735.99**	**$ 42,321.57**	**25.69%**
Total Income	**$ 207,057.56**	**$ 164,735.99**	**$ 42,321.57**	**25.69%**
Gross Profit	**$ 207,057.56**	**$ 164,735.99**	**$ 42,321.57**	**25.69%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	21,631.87	14,440.71	7,191.16	49.80%
5030 Operations	29,509.85	20,617.25	8,892.60	43.13%
5040 Operations O/T	36.74	426.56	-389.82	-91.39%
5050 Course Personnel	25,925.92	25,837.78	88.14	0.34%
5060 Course Personnel O/T	764.00	194.48	569.52	292.84%
5070 Seasonal Personnel	17,014.31	12,901.05	4,113.26	31.88%
5075 Outside Seasonal Personnel	870.99	7,463.40	-6,592.41	-88.33%
5080 Seasonal Personnel O/T	652.14	377.98	274.16	72.53%
Total 5000 PERSONNEL EXPENSE	**$ 96,405.82**	**$ 82,259.21**	**$ 14,146.61**	**17.20%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,757.95	5,680.67	1,077.28	18.96%
5230 State Unemployment	1,733.83	1,800.81	-66.98	-3.72%
5250 Health Insurance	1,530.35	2,313.34	-782.99	-33.85%
5260 Workmans Compensation	1,518.09	1,836.80	-318.71	-17.35%
5270 Retirement Plans	494.66	573.58	-78.92	-13.76%
Total 5200 EMPLOYEE BENEFITS	**$ 12,034.88**	**$ 12,205.20**	**-$ 170.32**	**-1.40%**
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	949.66	1,033.48	-83.82	-8.11%
5430 Professional Fees	3,000.00	2,750.00	250.00	9.09%
5436 Advertising	961.61	995.42	-33.81	-3.40%
5440 Office Expense	3,741.77	3,013.00	728.77	24.19%
5441 Bank Charges	25.00	22.25	2.75	12.36%
5442 Credit Card Fees	4,382.85	3,258.49	1,124.36	34.51%
5450 Training and Dues	75.00	0.00	75.00	
5461 Authority Secretarial Services	170.00	120.00	50.00	41.67%
5469 Other Outside Services	633.11	565.04	68.07	12.05%
5470 Other Administrative	785.24	547.65	237.59	43.38%
5480 Utilities	4,598.30	4,487.00	111.30	2.48%
5500 Liability Insurance	8,670.81	7,782.84	887.97	11.41%
5520 Interest Expense	1,071.86	193.73	878.13	453.28%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 29,065.21**	**$ 24,768.90**	**$ 4,296.31**	**17.35%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	258.33	0.00	258.33	
5640 Golf Pro Supplies	243.50	53.75	189.75	353.02%
5680 Golf Pro Work Clothes	78.42	118.82	-40.40	-34.00%
Total 5600 SALES AND OPERATIONS	**$ 580.25**	**$ 172.57**	**$ 407.68**	**236.24%**
5700 PARK MAINTENANCE				
5710 Water	1,588.31	2,271.88	-683.57	-30.09%
5720 Heating Fuel	1,457.67	654.62	803.05	122.67%
5730 Grounds Maintenance	7,712.03	10,280.94	-2,568.91	-24.99%
5740 Tree Maintenance	4,750.00	0.00	4,750.00	
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	12,519.68	19,027.24	-6,507.56	-34.20%
5752 Agriculture/Chemicals Utilized	-10,831.89	-26,600.65	15,768.76	59.28%
Total 5750 Agriculture and Chemicals	**$ 1,687.79**	**-$ 7,573.41**	**$ 9,261.20**	**122.29%**
5760 Irrigation Maintenance	166.00	166.00	0.00	0.00%
5770 Consumable Tools	0.00	646.51	-646.51	-100.00%
5800 Equipment Maintenance	4,083.01	3,974.92	108.09	2.72%
5820 Building Maintenance	7,856.59	4,444.21	3,412.38	76.78%
5840 Small Equipment	649.99	579.99	70.00	12.07%
5860 Gasoline/Diesel Fuel	3,679.57	986.03	2,693.54	273.17%
5880 Employee work clothes	31.98	0.00	31.98	
Total 5700 PARK MAINTENANCE	**$ 33,662.94**	**$ 16,431.69**	**$ 17,231.25**	**104.87%**
6000 CART EXPENSE				
6020 Electricity	1,746.69	1,400.00	346.69	24.76%
6030 Maintenance	1,019.02	374.10	644.92	172.39%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 3,165.71**	**$ 2,174.10**	**$ 991.61**	**45.61%**
Total Expenses	**$ 174,914.81**	**$ 138,011.67**	**$ 36,903.14**	**26.74%**
Net Operating Income	**$ 32,142.75**	**$ 26,724.32**	**$ 5,418.43**	**20.28%**
Other Expenses				
8000 Depreciation/Amortization	31,430.00	24,582.00	6,848.00	27.86%
8001 Capital projects				
8100 Capital Projects - Cash	11,105.19	0.00	11,105.19	

Total 8001 Capital projects	$ 11,105.19	$ 0.00	$ 11,105.19	
Total Other Expenses	$ 42,535.19	$ 24,582.00	$ 17,953.19	73.03%
Net Other Income	-$ 42,535.19	-$ 24,582.00	-$ 17,953.19	-73.03%
Net Income	-$ 10,392.44	$ 2,142.32	-$ 12,534.76	-585.10%

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - October, 2023

	Total			
	Jul - Oct, 2023	Jul - Oct, 2022 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	755,596.82	752,175.37	3,421.45	0.45%
4020 I.D. Cards	10,286.00	7,735.00	2,551.00	32.98%
4025 Season Pass	33,764.48	37,453.84	-3,689.36	-9.85%
4030 Tournament Fees	64,032.00	53,056.00	10,976.00	20.69%
4050 Cart Revenue	243,685.85	234,997.59	8,688.26	3.70%
4060 Golf Revenue - Gift Certif.	6,400.00	5,167.00	1,233.00	23.86%
4070 Gift & Rain Checks Redeemed	-6,619.00	-7,401.00	782.00	10.57%
Total 4001 Golf Revenue	**$ 1,107,146.15**	**$ 1,083,183.80**	**$ 23,962.35**	**2.21%**
4100 Tennis Revenue	26,400.00	25,200.00	1,200.00	4.76%
4101 Tennis Program Revenues	4,667.34	0.00	4,667.34	
Total 4100 Tennis Revenue	**$ 31,067.34**	**$ 25,200.00**	**$ 5,867.34**	**23.28%**
4200 Rental Income	7,200.00	0.00	7,200.00	
4300 Investment Income	2,503.83	469.62	2,034.21	433.16%
4400 Misc. Income	5,531.18	7,248.11	-1,716.93	-23.69%
4600 Restaurant Income	16,000.00	30,002.96	-14,002.96	-46.67%
Total 4000 REVENUES	**$ 1,169,448.50**	**$ 1,146,104.49**	**$ 23,344.01**	**2.04%**
Total Income	**$ 1,169,448.50**	**$ 1,146,104.49**	**$ 23,344.01**	**2.04%**
Gross Profit	**$ 1,169,448.50**	**$ 1,146,104.49**	**$ 23,344.01**	**2.04%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	84,144.85	57,093.65	27,051.20	47.38%
5030 Operations	133,095.98	111,518.68	21,577.30	19.35%
5040 Operations O/T	85.57	802.56	-716.99	-89.34%
5050 Course Personnel	102,589.83	102,461.79	128.04	0.12%
5060 Course Personnel O/T	3,068.78	1,313.79	1,754.99	133.58%
5070 Seasonal Personnel	75,317.84	49,245.81	26,072.03	52.94%
5075 Outside Seasonal Personnel	870.99	17,534.87	-16,663.88	-95.03%
5080 Seasonal Personnel O/T	891.41	610.06	281.35	46.12%
Total 5000 PERSONNEL EXPENSE	**$ 400,065.25**	**$ 340,581.21**	**$ 59,484.04**	**17.47%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	28,476.81	24,549.45	3,927.36	16.00%
5230 State Unemployment	9,398.91	9,820.45	-421.54	-4.29%
5250 Health Insurance	4,506.27	9,010.00	-4,503.73	-49.99%
5260 Workmans Compensation	6,570.76	8,703.91	-2,133.15	-24.51%
5270 Retirement Plans	1,939.34	2,295.74	-356.40	-15.52%
Total 5200 EMPLOYEE BENEFITS	**$ 50,892.09**	**$ 54,379.55**	**-$ 3,487.46**	**-6.41%**

5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	3,799.27	4,295.94	-496.67	-11.56%
5430 Professional Fees	12,200.00	11,000.00	1,200.00	10.91%
5436 Advertising	3,947.12	3,982.96	-35.84	-0.90%
5440 Office Expense	9,646.48	7,850.48	1,796.00	22.88%
5441 Bank Charges	48.74	96.04	-47.30	-49.25%
5442 Credit Card Fees	23,872.95	21,986.67	1,886.28	8.58%
5445 Postage	66.00	0.00	66.00	
5450 Training and Dues	75.00	0.00	75.00	
5461 Authority Secretarial Services	630.00	480.00	150.00	31.25%
5469 Other Outside Services	2,983.48	2,640.21	343.27	13.00%
5470 Other Administrative	5,429.75	3,762.24	1,667.51	44.32%
5480 Utilities	26,522.12	29,083.01	-2,560.89	-8.81%
5500 Liability Insurance	35,212.24	31,131.34	4,080.90	13.11%
5520 Interest Expense	4,064.10	1,010.02	3,054.08	302.38%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 128,497.25**	**$ 117,318.91**	**$ 11,178.34**	**9.53%**
5600 SALES AND OPERATIONS				
5630 Golf Genius Software	516.66	0.00	516.66	
5640 Golf Pro Supplies	698.30	3,202.12	-2,503.82	-78.19%
5680 Golf Pro Work Clothes	1,023.69	521.38	502.31	96.34%
Total 5600 SALES AND OPERATIONS	**$ 2,238.65**	**$ 3,723.50**	**-$ 1,484.85**	**-39.88%**
5700 PARK MAINTENANCE				
5710 Water	20,355.35	63,705.73	-43,350.38	-68.05%
5715 Nature and Open Space	0.00	179.99	-179.99	-100.00%
5720 Heating Fuel	1,457.67	654.62	803.05	122.67%
5730 Grounds Maintenance	14,432.55	15,971.36	-1,538.81	-9.63%
5740 Tree Maintenance	4,750.00	1,419.56	3,330.44	234.61%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	14,588.87	19,855.33	-5,266.46	-26.52%
5752 Agriculture/Chemicals Utilized	45,592.64	18,997.29	26,595.35	140.00%
Total 5750 Agriculture and Chemicals	**$ 60,181.51**	**$ 38,852.62**	**$ 21,328.89**	**54.90%**
5760 Irrigation Maintenance	948.26	4,533.23	-3,584.97	-79.08%
5770 Consumable Tools	560.43	2,086.15	-1,525.72	-73.14%
5780 Tee and Green Supplies	93.00	601.56	-508.56	-84.54%
5795 Janitorial Supplies	0.00	20.77	-20.77	-100.00%
5800 Equipment Maintenance	15,080.55	14,203.08	877.47	6.18%
5810 Equipment Rental	170.00	0.00	170.00	
5820 Building Maintenance	20,215.41	11,778.41	8,437.00	71.63%
5840 Small Equipment	1,019.98	579.99	439.99	75.86%
5860 Gasoline/Diesel Fuel	8,781.06	6,438.35	2,342.71	36.39%
5880 Employee work clothes	183.75	62.70	121.05	193.06%
Total 5700 PARK MAINTENANCE	**$ 148,229.52**	**$ 161,088.12**	**-$ 12,858.60**	**-7.98%**
6000 CART EXPENSE				
6010 Cart Lease Expense	7,302.22	7,916.17	-613.95	-7.76%
6020 Electricity	8,160.81	6,655.40	1,505.41	22.62%
6030 Maintenance	2,032.90	949.85	1,083.05	114.02%
6050 Cart Insurance	1,600.00	1,600.00	0.00	0.00%

Total 6000 CART EXPENSE	**$**	**19,095.93**	**$**	**17,121.42**	**$ 1,974.51**	**11.53%**
6500 TENNIS						
6530 Supplies		140.98		0.00	140.98	
Total 6500 TENNIS	**$**	**140.98**	**$**	**0.00**	**$ 140.98**	
Total Expenses	**$**	**749,159.67**	**$**	**694,212.71**	**$ 54,946.96**	**7.92%**
Net Operating Income	**$**	**420,288.83**	**$**	**451,891.78**	**-$ 31,602.95**	**-6.99%**
Other Income						
7002 Capital Contribution		1,449.81		0.00	1,449.81	
Total Other Income	**$**	**1,449.81**	**$**	**0.00**	**$ 1,449.81**	
Other Expenses						
8000 Depreciation/Amortization		125,720.00		98,328.00	27,392.00	27.86%
8001 Capital projects						
8100 Capital Projects - Cash		77,511.23		18,571.99	58,939.24	317.36%
Total 8001 Capital projects	**$**	**77,511.23**	**$**	**18,571.99**	**$ 58,939.24**	**317.36%**
Total Other Expenses	**$**	**203,231.23**	**$**	**116,899.99**	**$ 86,331.24**	**73.85%**
Net Other Income	**-$**	**201,781.42**	**-$**	**116,899.99**	**-$ 84,881.43**	**-72.61%**
Net Income	**$**	**218,507.41**	**$**	**334,991.79**	**-$116,484.38**	**-34.77%**

OAK HILLS SALES ANALYSIS OCTOBER 2023 FISCAL REPORT

Description	Oct-23	Oct-22	Inc/(Dec)	YTD FY24	YTD FY23	Inc/(Dec)
Revenue Rounds	3,998	3,250	23.0%	22,097	21,241	4.0%
Season Pass Rounds	176	260	-32.3%	919	1,274	-27.9%
POS System Servicer Rounds	214	238	-10.1%	909	1,095	-17.0%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	0	0.0%
Total All Rounds	4,388	3,748	17.1%	23,925	23,610	1.3%
Total Carts	2,274	1,938	17.3%	14,047	13,525	3.9%
Total Golf ID Cards	8	0	0.0%	118	84	40.5%
Total Season Passes	0	0	0.0%	0	0	0.0%
Total Gift Cards	45	2	2150.0%	112	96	16.7%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$156,424	$123,291	26.9%	$786,600	$804,014	-2.2%
Total Carts $	$42,398	$35,612	19.1%	$259,159	$249,919	3.7%
Total Golf ID Cards $	$400	$0	0.0%	$10,286	$7,735	33.0%
Total Season Pass $	$0	$0	0.0%	$0	$0	0.0%
Total Gift Cards $	$3,262	$150	2074.7%	$7,347	$5,167	42.2%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$860	-$403	113.3%	-$6,374	-$7,365	-13.5%
	$201,624	**$158,650**	**27.1%**	**$1,057,017**	**$1,059,469**	**-0.2%**
$ Revenue/Revenue Round	**$39.13**	**$37.94**	3.1%	**$35.60**	**$37.85**	-6.0%
Carts/Revenue Round	**56.9%**	**59.6%**	-4.6%	**63.6%**	**63.7%**	-0.2%
Cart $/Revenue Round	**$10.60**	**$10.96**	-3.2%	**$11.73**	**$11.77**	-0.3%
Cart $/Cart Round	**$18.64**	**$18.38**	1.5%	**$18.45**	**$18.48**	-0.2%
ID Card $/Card	**$50.00**	**$0.00**	0.0%	**$87.17**	**$92.08**	-5.3%
Resident Adult 18 Rounds	442	392	12.8%	2,746	2,560	7.3%
Resident Senior 18 Rounds	392	447	-12.3%	1,966	2,727	-27.9%
Junior/Golf Team 18 Rounds	123	138	-10.9%	1,241	1,158	7.2%
Golf League 18 Rounds	22	11	100.0%	46	57	-19.3%
Employee 18 Rounds	80	28	185.7%	404	354	14.1%
Non Resident 18 Rounds	2,764	2,113	30.8%	14,405	13,064	10.3%
Total 9 Hole Rounds	175	121	44.6%	1,289	1,321	-2.4%
Total Revenue Rounds	***3,998***	***3,250***	***23.0%***	***22,097***	***21,241***	***4.0%***
Resident Adult 18 Rounds $	$16,313	$14,373	13.5%	$101,139	$92,534	9.3%
Resident Senior 18 Rounds $	$10,163	$13,278	-23.5%	$19,572	$81,933	-76.1%
Junior/Golf Team 18 Rounds $	$2,416	$2,862	-15.6%	$25,975	$25,423	2.2%
Golf League 18 Rounds	$0	$0	0.0%	$17	$0	0.0%
Employee 18 Rounds $	$541	$175	209.1%	$2,775	$2,367	17.3%
Non Resident 18 Rounds $	$122,752	$89,923	36.5%	$606,991	$571,327	6.2%
Total 9 Hole Rounds $	$4,239	$2,680	58.2%	$30,129	$30,430	-1.0%
Total $ Revenue Rounds	***156,424***	***123,291***	***26.9%***	***786,600***	***804,014***	***-2.2%***
Senior Non-Resident ID	0	0	0.0%	11	0	0.0%
Adult Non-Resident ID	0	0	0.0%	8	1	700.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***19***	***1***	***1800.0%***
GolfNow Rounds	1,229	757	62.4%	6,527	3867	68.8%
GolfNow Dollars	$46,232	$25,495	81.3%	$243,013	$154,353	57.4%
Dollars/Round	$37.62	$33.68	11.7%	$37.23	$39.92	-6.7%
City of Norwalk debt paydown	**$9,434.20**					

OAK HILLS SALES ANALYSIS OCTOBER 2023 CALENDAR

Description	Oct-23	Oct-22	Inc/(Dec)	YTD 2023	YTD 2022	Inc/(Dec)
Revenue Rounds	3,998	3,250	23.0%	41,505	36,634	13.3%
Season Pass Rounds	176	260	-32.3%	2,043	2,453	-16.7%
POS System Servicer Rounds	214	238	-10.1%	1,913	2,044	-6.4%
Barter Rounds	0	0	0.0%	0	0	0.0%
Comp Rounds	0	0	0.0%	0	2	-100.0%
Total All Rounds	4,388	3,748	17.1%	45,461	41,133	10.5%
Total Carts	2,274	1,938	17.3%	24,766	21,569	14.8%
Total Golf ID Cards	8	0	0.0%	1,193	1,127	5.9%
Total Season Passes	0	0	0.0%	45	15	200.0%
Total Gift Cards	45	2	2150.0%	219	201	9.0%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$156,424	$123,291	26.9%	$1,510,287	$1,378,944	9.5%
Total Carts $	$42,398	$35,612	19.1%	$458,544	$395,106	16.1%
Total Golf ID Cards $	$400	$0	0.0%	$147,316	$136,310	8.1%
Total Season Pass $	$0	$0	0.0%	$97,395	$35,215	176.6%
Total Gift Cards $	$3,262	$150	2074.7%	$16,947	$14,755	14.9%
Total GPS Advertising $	$0	$0	0.0%	0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$860	-$403	113.3%	-$16,996	-$16,384	3.7%
	$201,624	**$158,650**	**27.1%**	**$2,213,493**	**$1,943,946**	**13.9%**
$ Revenue/Revenue Round	**$39.13**	**$37.94**	3.1%	**$36.39**	**$37.64**	-3.3%
Carts/Revenue Round	**56.9%**	**59.6%**	-4.6%	**59.7%**	**58.9%**	1.3%
Cart $/Revenue Round	**$10.60**	**$10.96**	-3.2%	**$11.05**	**$10.79**	2.4%
Cart $/Cart Round	**$18.64**	**$18.38**	1.5%	**$18.52**	**$18.32**	1.1%
ID Card $/Card	**$50.00**	**$0.00**	0.0%	**$123.48**	**$120.95**	2.1%
Resident Adult 18 Rounds	442	392	12.8%	5,536	4,683	18.2%
Resident Senior 18 Rounds	392	447	-12.3%	3,694	4,778	-22.7%
Junior/Golf Team 18 Rounds	123	138	-10.9%	1,967	1,888	4.2%
Golf League 18 Rounds	22	11	100.0%	46	57	-19.3%
Empl 18 Rounds	80	28	185.7%	740	592	25.0%
Non Resident 18 Rounds	2,764	2,113	30.8%	27,238	22,533	20.9%
Total 9 Hole Rounds	175	121	44.6%	2,284	2,103	8.6%
Total Revenue Rounds	***3,998***	***3,250***	***23.0%***	***41,505***	***36,634***	***13.3%***
Resident Adult 18 Rounds $	$16,313	$14,373	13.5%	$193,317	$166,258	16.3%
Resident Senior 18 Rounds $	$10,163	$13,278	-23.5%	$97,161	$141,775	-31.5%
Junior/Golf Team 18 Rounds $	$2,416	$2,862	-15.6%	$40,884	$41,594	-1.7%
Golf League 18 Rounds	$0	$0	0.0%	$17	$0	0.0%
Empl 18 Rounds $	$541	$175	209.1%	$5,104	$3,961	28.9%
Non Resident 18 Rounds $	$122,752	$89,923	36.5%	$1,118,383	$977,197	14.4%
Total 9 Hole Rounds $	$4,239	$2,680	58.2%	$55,420	$48,160	15.1%
Total $ Revenue Rounds	***156,424***	***123,291***	***26.9%***	***1,510,287***	***1,378,944***	***9.5%***
SR NONRES DISC	0	0	0.0%	96	63	52.4%
NONRES DISCOUNT	0	0	0.0%	68	66	3.0%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***164***	***129***	***27.1%***
GolfNow Rounds	1,229	757	62.4%	13347	7272	83.5%
GolfNow Dollars	$46,232	$25,495	81.3%	$485,118	$300,216	61.6%
Dollars/Round	$37.62	$33.68	11.7%	$36.35	$41.28	-12.0%

NORWALK
The Sound of Connecticut

DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 12/8/2023 **DEPARTMENT:** Public Works

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:

✔	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
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	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**
☐	Other, please explain:

TOTAL COST: $72,900 (see description below) **MUNIS Account:** 01-40-42-5299/ 01-13-70-5742

VENDOR: AMCS Group INC.

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
	X	**Supports**	[signature]
Purchasing Agent Name		**Does Not Support**	**Department Head Name**
		Single Source Requires Common Council Authorization (in excess of $20,000.00)?	VANESSA VALADARES
Date			Date 12/08/2023

JUSTIFICATION:

Currently the Public Works Department is using the software Desert Micro to operate the truck scales and manager customer accounts at the City Transfer Station and Yard Waste Site. Desert Micro was acquired by AMCS and is now being discontinued. Due to modernization of technology and market demand AMCS has developed a new platform to serve its customers. The AMCS Platform is the software that is replacing Desert Micro. Desert Micro's end of support date is December 29th. Switching to the AMCS Platform is essential to keeping both City waste facility's operating. This software is used to manage the City Garbage Collection, all Commercial Accounts, and Maintains record of residents tonnage dumped at the facilities. Additionally this software is used to generate quarterly and yearly reports required by the state's Department of Energy and Environmental Protection.

Data Transfer & Implementation:$38,325
Pro Rated First Year Fee:$27,950
Estimated Payment Service Fees:$6,625

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

Vendor 1: ______________________

Vendor 2: ______________________

EMERGENCY: Explain in detail the nature of the emergency

City of Norwalk – AMCS Platform Proposal

Prepared for:

City of Norwalk (“**Customer**”)

Thomas Szabo
125 Ave. Norwalk, CT 06851

Prepared by:

Connor Craig
Connor.Craig@AMCSGroup.com

Proposal Ref: 12062023001CC

AMCS Internal Use Only				
1. SM	2. SE	3. PS	4. C&P	5. CM

AMCS GROUP INC. (“AMCS”)
179 Lincoln Street, Boston, MA 02111

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7th December 2023,

Thomas Szabo

Proposal Reference:

Dear Tom,

On behalf of AMCS, I would first like to thank Customer Name for consideration of our company and solutions for your systems replacement project. We believe that our industry specific software and employees bring a value to your organization that no other company can match, and we hope that you feel the same way.

Again, thank you for providing us the opportunity to demonstrate our capabilities and present this quote. If you have any questions, feel free to contact me anytime.

Yours sincerely,

Connor Craig

Connor Craig
Account Executive
Connor.Craig@AMCSGroup.com

1. Introduction

AMCS Group met with the City of Norwalk on 12/6/2023 to discuss the benefits that would be derived from moving to the AMCS Platform. One of the outputs from the workshop was that AMCS would come back with indicative license costs of the software and the estimated cost of implementing the solution.

2. Professional Services

2.1. Project Scope

AMCS will work with the City of Norwalk to deliver the agreed scope of work based on the following supplied information: (Your completion of the AMCS Business Process Questionnaire in Appendix A is instrumental in deriving the scope detailed in this section.)

	Function	Definition
	Companies, Lines of Business & Business Size Estimates	• (1) company entity • (1) depots • Inbound Scale: ~X Scales, ~Y Customers, ~Z Tons For clarification on the activities supported for each of these lines of business, please go to the following link for a full definition: https://www.amcsgroup.com/media/lu2fpb0r/230822_line-of-business-definition_nam.pdf
Data	Data Migration	Data Migration as follows: Data Migration Please note that you can find a full definition of the data migration approaches in Schedule 2 of the AMCS General Terms of Service linked in the Acceptance section below. For full details of the assumptions and responsibilities of this data approach, please view the Professional Services Terms linked below
Project Summary	Customer Relationship Management	• Customer Lifecycle Management • Advanced Customer Search • Communication Management • Detailed Customer Activity Views
	Contract & Price Management	• End-to-End Contract Management • Customer Service Agreements • Multi-level pricing • Price change management & indexing
	Platform API	• Access made available to Platform API library
	Fleet Maintenance	• Preventative Maintenance Scheduling • Warranty Tracking • Inventory Management • Technician Time Management • Cost Tracking • Workshop Management / Workorders • Asset Analytics and Reporting
	Transport Management	• Master Route Management • Driver debrief & Job Confirmation workflows • Full collection history by vehicle & route

	Scale Management	• Scheduled Work • Gate Arrivals • End of route weighing • Transfer Planning & Execution • Processing outbound Material Sale loads
	Accounts Control	• End of Month invoicing, statement runs, reminder letters & delivery • Recurring charge generation • Batch processing of Direct Debit/ ACH • Batch processing of Credit Card/Debit Card Payments • Credit Note Approval & Write-off Management • General Ledger Export Configuration
	Container Management	• Container Stock • Scheduling & completion of container jobs • Customer container auditing
	Reporting & Analytics	• Embedded self-serve BI & Reporting tool • Self-Serve management of printed document layouts • Base reports included. The catalogue of standard reports to meet Customer's business needs is available to download here: https://www.amcsgroup.com/media/akbjub5t/amcs-platfrom-standard-reports-catalogue-90.pdf
	System Administration	• User Access & Role Management • Outlet Management • System Configuration • Tax & Surcharge Configuration
	Digital In-App Training	• On-demand, embedded and dynamic help • The In-App Guide reinforces the training and promotes full user proficiency and rapid user adoption. • Available for multiple Work Centers & in multiple languages

Table 1: Project Scope

2.2. Project Effort Estimates

Please note that the effort estimates are based on Table 1 above & the Professional Services terms which can be found in AMCS' General Terms of Service linked below.

No.	Action	Estimated AMCS Hours	Blended Rate	Total
1	Process Validation / Architecting	175	$219	38,325
2	Implementation / Customer Validation			
3	Training / Final Validation			
4	Go Live			

2.2.1. Standard Professional Services Day Rates

Additional Professional Services can be purchased at the following rates:

Roles	Hourly Rate (Excluding Taxes)
Project Manager	$225 USD
Solution Architect	$250 USD
Solution Consultant	$215 USD
BI Reporting	$150 USD

3. Software as a Service

3.1. Software Subscription

No.	Product Modules	Unit of Measure	Unit Cost	Quantity	Annual Cost
1	AMCS Enterprise Management(Up to 5M)	Revenue	16,000	1	16,000
2	AMCS Customer Portal	Revenue	3,750	1	3,750
4	AMCS Scale	Per Scale	4,500	2	9,000
5	AMCS Academy	Per Named User	138	4	550
17	AMCS APIs and Integration Toolkit	Revenue	1,125	1	1,125
				Annual Subscription	**30,425**

Further information on each of the Modules can be found here: https://www.amcsgroup.com/media/mplhbutx/231004_amcs-platform-module-overview.pdf

Subscription Fees:

1. In the first twelve (12) months of the Term Subscription Fees will be invoiced as set out in the payment schedule below.
   i. Commencing on the first anniversary of the Effective Date, the annual subscription fees will be invoiced annually prior to each anniversary of the Effective Date
2. Include access to software upgrades (feature and maintenance releases for the modules purchased hereunder). However, if assistance is required for training, enhanced support of UAT, project management or other assistance, this will be billed as professional services.
3. Are based on and limited to the value specified in the Unit of Measure column in the above table, additional Subscriptions Fees will be due and owing if this cap is exceeded.
4. The AMCS Pay solution will be required to implement embedded card payments (if purchased, this will be subject to the terms of a separate schedule).

Year 1 Payment Schedule

No.	Date	Activation	Amount	Pro-rated Payment
1	December 30th, 2023	75%	23,000	23,000
2	April 30th, 2024	25%	7,425	4,950
	Year 1	**100%**	**30,425**	**27,950**

*First Year Savings of 8%

Estimated Annual Payments

Year	Subscription	Pro-rated
Year 1	30,425	27,950
Year 2	31338	31338
Year 3	32278	32278
Year 4	33246	33246

Year 5	34244	34244
Total	**161,530**	**159,055**

*Total Contract Savings of 2%

** Annual Payments are estimated based on Annual CPI of 3%

4. AMCS Pay

4.1. Payment Transaction Fees

All payment transactions routed through AMCS Pay are subject to one of the following transaction fees:

Payment Transaction	Unit of Measure	Fee
Gateway Transaction Fee (Auth, Card, Sale, Reversal, Void)	Per transaction	$0.15 USD
Integrated Terminal Transaction Fee	Per occurrence	$0.15 USD

4.2. Additional Payment Service Fees

In addition to Payment Transaction Fees above, payment transactions that use the following services are subject to an additional fee:

Payment Service	Unit of Measure	Fee
ACH (Automated Clearing House)	Per transaction	$0.70 USD
ACH Void or Return	Per occurrence	$1.00 USD
E-Bill Presentment	Per Bill Presented	$0.25 USD
Request-to-Pay	Per Successful RTP	$0.25 USD
IVR (Interactive Voice Response)	Per Transaction	$0.55 USD

4.3. Service Fees

Other services are available through AMCS Pay and are subject to specific fees:

Service	Unit of Measure	Fee
Stored Profile Tokenization	Per profile per month	$0.02 USD

4.4. Third-party agreements and applications for payment processing accounts

In conjunction with the enablement of AMCS Pay for the Merchant, the Merchant will require certain payment processing accounts and equipment agreements provided by approved payment partners. AMCS has established competitive pricing and service with these partners for the benefit of the Merchant. The Merchant will be required to complete and execute certain third-party agreements and applications to enable payments routed through AMCS Pay to be processed.

4.4.1. Acquiring Fees

AMCS has secured the following Fees with the Payment Processor:

Acquiring Fees:	Unit of Measure	Fee
Flat Rate Model	Per month/Per day	2.9% of total amount of payments processed
Acquiring Transaction Fee	Per occurrence	$0.15 USD

Please note there are some smaller fees e.g. Monthly maintenance fee, PCI Compliance fee, AVS Fee. These Fees are industry standard and are usually nominal in nature.

4.5. Payment of AMCS Pay fees

Fees will be invoiced monthly in arrears, commencing on the Effective Date (as defined in the Acceptance section below).
Fees are payable by pre-authorized debit of the bank account of the Merchant indicated below ("**Designated Account**"). If, for any reason AMCS is not able to debit the Designated Account for the Fees, Merchant shall pay the Fees to AMCS no later than five (5) business days following the date on which they are due each month.
If Customer is based in the USA, all amounts will be invoiced in US Dollars. If Customer is based in Canada, all amounts will be invoiced in Canadian Dollars.
Commencing on or after the first anniversary of the Effective Date, if Customer does not use the AMCS Pay Solution then Customer will not incur any Fees for the AMCS Pay product, nor any of its components, nor any third-party fees.

Merchant's Designated Account Information:

Bank Name: ______________________________
Bank Address: ______________________________
Institution Number or Bank Name: ______________________________
Transit Number: ______________________________
Account Number: ______________________________

5. General Terms

The Agreement (as defined below) and following terms apply to this proposal.

1. The following replaces Section 1 of the GToS in its entirety: "The Initial Term shall be one (1) year and the Agreement shall not renew unless Customer provides to AMCS a written notice to renew for an additional (1) year period. Such notice shall be given no less than thirty (30) days prior to conclusion of the Initial Term. The Services shall be provided concurrently with the Agreement, such that upon any termination or expiration of the Agreement, the Services shall cease."
2. This Proposal is valid for thirty (30) days from the date hereof, after which it shall automatically and without notice, be rescinded.
3. If Customer is based in the USA, all amounts will be invoiced in US Dollars. If Customer is based in Canada, all amounts will be invoiced in Canadian Dollars.
4. Fees quoted are net of any applicable sales tax, which taxes will be charged at the appropriate rate at date of invoice.
5. Payment terms, net 30 days from date of invoice.
6. All Fees will be index linked, in accordance with clause 4.4 of the General Terms of Service (as defined below). The increase will be the higher of 3% or the then current Index rate.
7. For clarity, clause 4.4 of the General Terms of Service shall apply to the Unit of Measure where the same is a monetary value.
8. The AMCS Pay solution will be required to implement embedded card payments. If purchased, this will be subject to the terms of a separate schedule.
9. AMCS Enterprise Management configurations and project assumptions based on scope defined in Project Scope (Section 2)
10. Implementation fees will be invoiced on an 'as incurred basis', monthly in arrears.
11. AMCS and the Customer expect the Services to commence within four to six (4 to 6) weeks. AMCS will advise the Customer if the commencement date is expected to be later than this.

12. You are currently using the Existing Software (as defined below) on premise. To facilitate your smooth transition from the Existing Software to AMCS Platform, as outlined under this Proposal, we permit you to continue to use the Existing Software, in tandem with AMCS Platform, for a period of 2 months from date that Customer 'go-live' on the AMCS Platform ("**Transition Period**"). Commencing on contract execution fees for the Existing Software shall cease to be payable. Access to support for the Existing Software shall terminate on at the expiration of the Transition Period. During the Transition Period your use of the Existing Software shall continue on the terms of the agreement under which the Existing Software was purchased. At the expiration of the Transition Period your right to use the Existing Software shall automatically terminate and you shall promptly destroy or return to AMCS (at AMCS' sole discretion) the Existing Software. Where used in this section, "**Existing Software**" means: Desert Micro

6. Acceptance

Should you choose the AMCS solution for your business, and accept the terms of this proposal, please take the following steps to initiate your order and schedule your project:

- review this document in its entirety, the Agreement and all Schedules.
- complete the Effective Date below, which should be the date of Customer's signature.
- sign this proposal in the signature block below and print the signatory's name underneath.

Where used herein "**Agreement**" means this Proposal and the following terms and conditions (which are expressly included herein by this reference):

- **SaaS**: Software as a Service, support and professional services shall be provided on the terms of AMCS General Terms of Service which can be found at: https://www.amcsgroup.com/media/xq0lqvjg/231012_amcs_general-terms-of-service_usa-canada.pdf
- **AMCS Pay:** AMCS Pay shall be provided on the terms of AMCS Pay Terms of Service which can be found at: https://www.amcsgroup.com/media/eewjqx5z/220929_amcs-pay_terms-of-service.pdf

ACCEPTED THIS ______________________ or, if not dated, the date signed by Customer below **("Effective Date")**

By signing this Proposal Customer is deemed to have fully reviewed and accepted this Proposal and the Agreement, which terms shall be binding on Customer.

Read and agreed:

AMCS (as defined on the cover page hereof)	**CUSTOMER** (as defined on the cover page hereof)
By:	**By:**
Date:	**Date:**

7. Appendix A: AMCS Business Process Questionnaire

7.1. Introduction

7.1.1. Purpose of Document

The Business Process Questionnaire (BPQ) will be utilized to analyse and review existing business processes currently in place prior to starting the setup and configuration of the new system. Completion of this questionnaire is required to identify any business processes that may need to be changed and/or modified during the implementation, as well identifying any functionality gaps that will need to be discussed.

Note:

- The information collected below from several discussions with City of Norwalk form the basis for the implementation estimate. Accuracy of AMCS' estimate is subject to the quality of the information provided below. This estimate is subject to change, as scope will be validated in the definition stage of the project
- The information provided by City of Norwalk in this AMCS Business Process Questionnaire does not create an obligation to provide a solution that addresses all the information collected

7.2. Organisational Structure

7.2.1. Companies & Depots

What companies / legal entities are implementing Platform as part of this project?

What depots or facilities are to be included in the scope of the project?		
Name	Company	Facility Type

Is there any restriction required on data access for users of the various companies and/or depots between these entities?

Is there any requirement for inter/intracompany billing between various companies / legal entities/departments within the organisation implementing Platform?

Is there any requirement for different branding of items such as Customer Portal or Invoices for the various companies / legal entities/departments within the organisation?

7.3. System Architecture

7.3.1. Existing Systems

What are the existing software systems in use by the organization for their operations? As the existing architecture can contain multiple solutions, consider the following areas: • Customer Relationship Management • Transport & Logistics • Mobile Devices • Weighbridge Solutions • Material Management • Invoicing / Accounting / General Ledger • Reporting / Analytics • Web Portal Please include any existing Solution Architecture diagrams, if available		
Company	Systems	
	Commercial Operations:	
	Residential Operations:	
	Accounting:	
	Commercial Operations:	
	Residential Operations:	
	Accounting:	
	Commercial Operations:	
	Residential Operations:	
	Accounting:	

7.3.2. Required Integrations

Use this section to detail any existing or potential integrations with third-party systems that you feel are relevant to an AMCS Platform implementation:
Integration 1 Integration 2

For each integration identified above, please provide more detail using the template below

7.4. Operations

7.4.1. Transport

How many vehicles/trucks do you have by type? (i.e., X front load, X side load, X roll off, etc.) Please gather in preparation for your system to set up a listing of all equipment with license plate #, make and model.				
Vehicle Type	**Qty**	**Is AMCS Mobile Required?**	**Weighing / ID / Vtech Integration**	**Do you use Stored Tare Weights?**

Please detail any 'add on' software systems or devices in use for your vehicles, including the software/device name and purpose. (e.g., front load scales, camera systems, safety systems, etc.)

7.4.2. Containers

How many containers do you have by type? (i.e., X front load, X side load, X roll off, etc.) Please gather in preparation for your system to set up a listing of all equipment with license plate #, make and model.		
Container Type	**Qty**	**Individually Tracked? – Barcode? RFID? Serial Number?**

7.4.3. Scale

# of Scales	
# of Scale Houses	
Type of Locations	☐ MRF ☐ Transfer Station ☐ Landfill
Unattended Scale?	
Scale Devices *(include manufacturer/device type)*	Cameras - Yes ☐ No ☐ Interfaced? Yes ☐ No ☐ Gates - Yes ☐ No ☐ Interfaced? Yes ☐ No ☐ Lights - Yes ☐ No ☐ Interfaced? Yes ☐ No ☐ Signature Pads - Yes ☐ No ☐ Interfaced? Yes ☐ No ☐ License Capture - Yes ☐ No ☐ Interfaced? Yes ☐ No ☐
Accept Cash or Credit Card	Yes ☐ No ☐
Accept Coupons	Yes ☐ No ☐
Accept Special/Haz Waste	Yes ☐ No ☐
Use profiles	Yes ☐ No ☐
Approx. tickets per day	
Do you split materials on a single transaction?	Yes ☐ No ☐ If yes, do you split by: Percentage ☐ Weight ☐

Do you split origins on a single transaction	Yes ☐ No ☐ If yes, do you split by: Percentage ☐ Weight ☐
Do you split weigh loads on a single scale?	Yes ☐ No ☐ If yes, do you split by: Percentage ☐ Weight ☐
Do you have daily threshold limits?	Yes ☐ No ☐

7.5. Lines of Business

7.5.1. Summary

Using the below table, outline what lines of business you currently provide and how many active customers (approximately) you service for each AMCS definitions of supported lines of business are available at the following link: https://www.amcsgroup.com/media/lu2fpb0r/230822_line-of-business-definition_nam.pdf	
Service / Line of Business	**# Customers**
Roll-off Collections	
Commercial Collections	
Municipal Collections	
Residential Subscription Collections	
Inbound Scale	
Inbound Scale - Scrap Metal	
Inbound Scale - Recycling	
Landfill	
Bulk Recyclable Collections	
Material Sales	
Material Brokerage	
Sludge / Liquid Waste Collections	
Other	

7.5.2. Materials

Please provide a list of materials you currently offer services or disposal for?

Do you handle any special waste (i.e. hazardous waste that requires special documentation – e.g., manifest, consignment note or local equivalent)? If yes, please provide a list of materials and any special reporting and/or obligatory accompanying documentation requirements. Samples of current reporting requirements should also be attached

7.6. Pricing

7.6.1. Pricing Overview

Do you have specific service areas/zonal pricing? If yes, please provide listing of service areas.

Do you offer negotiated, customer-specific rates, or are all customers charged based on standard "list" prices? Please detail.

Do any of the following scenarios apply to your pricing? • **Do you charge fuel and/or environmental surcharges?** • **Do you offer discounts?** • **Overdue Invoice Fees**

7.6.2. Pricing Structures

Please use this space to summarise existing pricing structures across the lines of business:

7.7. Finance

7.7.1. Invoicing

Will AMCS Platform be the main invoicing application for your customers?
Choose an item.

Are your customers divided into any groups for invoicing purposes?

By line of business, what billing frequencies do you use?
☐ Commercial – ☐ Residential – ☐ Municipal – ☐ Other –

What payment terms do you currently offer on your invoices? (e.g., net 10, net 15 net 30 etc)

Which of the following methods are currently used in delivering invoices to customers?		
Method	**In Use**	**Notes**
Print / Post	Choose an item.	
Email	Choose an item.	
Web Portal	Choose an item.	
E-Invoice	Choose an item.	
Other	Choose an item.	

Do you currently use a 3rd party print and mail service for invoices?

7.7.2. Payments

Do you need to record customer payments in a system other than AMCS Platform?

Detail any methods of manual customer payments taken by your employees.		
Method	**Available?**	**Notes**
Cash	Choose an item.	
Check	Choose an item.	
Credit / Debit Card	Choose an item.	
Other	Choose an item.	

Do outline any methods customers have of making self-service payments.		
Method	**Available?**	**Notes**
Credit Card – Portal / App	Choose an item.	
Credit Card – IVR	Choose an item.	
EFT / Direct Deposit	Choose an item.	

Outline any methods of taking automated customer payments (without customer interaction)		
Method	**Available?**	**Notes**
Credit Card – Auto Pay	Choose an item.	
Credit Card – Auto Top-Up	Choose an item.	
Direct Debit	Choose an item.	
Other	Choose an item.	

Do you charge any minimum payment / failed payment fees on payments?

7.7.3. Credit Control

What credit management processes would you like to manage in AMCS Platform? If so, please outline the key aspects of credit control currently in your business.

7.7.4. Accounting / General Ledger

Is an export of financial journal information to a third-party system required? If yes, please provide the name of the third-party system.

Is there is an integration from your current operational software to this accounting system in place? Is this integration file based / API based / other?

7.8. Customers & Suppliers

7.8.1. Customer Management

Do you have any special requirements regarding Customer Account Numbers / Codes (e.g., character limits, numeric only, etc)

Are there any special customer groupings or categories required, for reporting or other purposes?

Are there any special customer structures? E.g., Accounts being invoiced to a separate account.

7.8.1.1 Customer Communications

Do you currently email customers documents? If yes, please indicate what kind of information or attachments are currently being sent to the customers?

Do you currently send texts / SMS notifications to customers? If yes, please indicate what kind of information is currently being?

7.8.1.2 Customer Self-Service

Are there self-service options available to your customers? If so, via what methods can customers self-serve (e.g., Web Portal, Mobile App, IVR, etc)	
Self Service	**Available Via (Portal, App etc)**
Login, view and update account information, e.g., job history, invoices, collection calendar	
Log tickets / queries for review by your staff	
Run dynamic or download static reports	
Make credit card payments	

Register authorized vehicles to visit your locations	
Sign-up for casual services e.g., roll-off	
Sign-up for residential service	
Place requests for additional containers on existing orders	
Place requests for ad hoc servicing of existing orders	
Other (Please describe)	

7.8.2. Supplier Management

Do you currently do business with any third-party transport providers? Please outline various scenarios when subcontractors are used and any requirements (e.g., special reporting, access to handhelds) where necessary.

Do you dispose material at any third-party facilities? (i.e. transfer stations, landfills, recycling facilities) ***Please provide a list of disposal facilities, including address information and materials accepted.***

7.8.3. Costs

Do you need to track cost information for work completed by your suppliers? If so please elaborate on the purposes of this, e.g.: • ***Profitability reporting*** • ***Bill Matching – to check bills received from suppliers against completed work*** • ***Self-Billing – generation of self-bills to issue to suppliers***

Please provide examples (by LOB) of the typical cost structures in place for your suppliers – e.g., per ton, per job, per hour, per mile, etc.

7.9. Document Outputs

7.9.1. Financial Documents

Using the below template, please identify any financial document outputs (e.g., printed or delivered as a PDF via email, portal)		
Document Type	**Required**	**Notes**
Invoice	Choose an item.	
Credit Note	Choose an item.	
Statement	Choose an item.	
Reminder Letter	Choose an item.	
Payment Receipt	Choose an item.	
Self-Bill Invoice (Customer)	Choose an item.	
Self-Bill Invoice (Supplier)	Choose an item.	
Other	Choose an item.	

7.9.2. Service / Operational Documents

Using the below template, please identify any operational document outputs (e.g., printed or delivered as a PDF via email, portal)		
Document Type	**Required**	**Notes**
Job Ticket	Choose an item.	
Route Visit Ticket	Choose an item.	
Scale Ticket	Choose an item.	
Route / Schedule Worksheet	Choose an item.	
Container Label	Choose an item.	
Other (e.g., Welcome Pack)	Choose an item.	

7.9.3. Special Reporting

Using the below template, please identify any legislative or unique reporting requirements.		
Report Type	**Required**	**Notes**
Legislative report ABC	Choose an item.	