FINANCE/CLAIMS COMMITTEE MEETING
Thursday, December 12, 2019, 7:00 P. M.

CITY HALL, Common Council Chambers
125 East Avenue
Norwalk, Connecticut
AGENDA

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

   November 14, 2019 – Regular Meeting
5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

   December 12, 2019
6. Narrative on Tax Collections dated December 12, 2019 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated November 30, 2019 – Receive Report and discuss.
8. Receive Board of Estimate and Taxation from December 2, 2019:

   a. RESOLUTION: Approving a special capital appropriation in the amount of $275,000 to increase the available funds in the Public Works capital project, account 090204031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles, and authorizing the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation
9. Receive Oak Hills Authority monthly Financial Statements for October 2019.
10. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
NOVEMBER 14, 2019

ATTENDANCE: Gregory Burnett, Chair; Ernest Dumas; Douglas Hempstead; John Igneri; John Kydes; Nicholas Sacchinelli

STAFF: Henry Dachowitz, CFO; Lamont Daniels, Chief of Community Services; Mario Coppola, Corporation Counsel; Paul Friia, Tax Accessor's office

OTHERS: Thomas Hamilton, CFO, Board of Education; Helene Becker, ELL; Henry McDowell, YMCA; Ed Ruiz, Oak Hills Park Authority

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:06 p.m.

ROLL CALL

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

Noting it was his last meeting, Mr. Burnett thanked Mr. Hempstead for his wisdom and insight. Mr. Hempstead said it has been his pleasure.

Also noting it was his last meeting, Mr. Burnett thanked Mr. Igneri for all of his support and guidance. Mr. Igneri said it was enjoyable.

PUBLIC PARTICIPATION

There were no members of the public who wished to speak this evening.

**** MR. SACCHINELLI MOVED TO SUSPEND THE RULES TO REMOVE THE FOLLOWING ITEM FROM THE AGENDA**

RESOLVED, THAT A SUM NOT TO EXCEED $5,063 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED REVENUES (ACCT#01-30-10-4181) FROM THE TOWN OF SCARBOROUGH TO THE POLICE DEPARTMENT TO COVER POLICE OVERTIME WORK. (ACCOUNT #01-30-35-5120).

**** MOTION PASSED UNANIMOUSLY**

APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

September 12, 2019 – Regular Meeting

****	MR. IGNERI MOVED TO ACCEPT THE MINUTES AS PRESENTED**
****	MOTION PASSED WITH ONE (1) ABSTENTION (MR. HEMPSTEAD)**

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

NOVEMBER 14, 2019

****	MR. IGNERI MOVED TO APPROVE THE SPECIAL REQUEST OF $112,887.57**
****	MOTION PASSED UNANIMOUSLY**

The following two items were for informational purposes.

NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 14, 2019 – RECEIVE REPORT AND DISCUSS

MONTHLY TAX COLLECTOR'S REPORTS DATED OCTOBER 31, 2019 – RECEIVE REPORT AND DISCUSS

RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR AUGUST 2019 AND SEPTEMBER 2019

Mr. Ruiz reviewed the reports included in the meeting packet. The net operating income is $6,000 higher than budget for the three month period. The audited report is in for partner review.

Mr. Hempstead asked Mr. Ruiz if they have enough reserves to get through the winter. He said they may have to use their line of credit two months later than they did last year.

Mr. Kydes said he understood they retained the same operator for the new season. Mr. Ruiz explained that the lease hasn't been signed yet. The Authority is meeting next week.

Mr. Burnett said that the key point of their last discussion was that Oak Hills Park Authority would be in a position to start paying back the loan in 2020. Mr. Ruiz said they will absolutely be able to start paying back the loan in 2020. They are in the process of creating a number of revenue generating options without increasing fees.

Mr. Burnett asked how last season was. Mr. Ruiz said they had a rough start in the spring, but working together with the food operator seems to be working. There has been positive feedback from guests and the course conditions were outstanding, especially in September.

Mr. Burnett reminded Mr. Ruiz that a representative needs to attend the Committee meeting, in person, every three months to provide an update.

RECEIVE BOARD OF ESTIMATE AND TAXATION OTHER BUSINESS FROM OCTOBER 7, 2019:

**** MR. IGNERI MOVED TO AUTHORIZE THE PURCHASING AGENT TO EXECUTE A CONTRACT TO PAUL FRIIA FOR GENERAL TAX ASSESSOR SERVICES IN AN AMOUNT NOT TO EXCEED $75,000 AT AN HOURLY RATE AND OTHER TERMS SET FORTH IN THE MEMORANDUM OF HENRY DACHOWITZ DATED OCTOBER 2, 2019. FUNDS ARE AVAILABLE IN ACCOUNT 011320-5253**

Mr. Dachowitz explained the request and said that working closely with Mr. Coppola they were able to attract Mr. Friia to work with them on a part time basis to stabilize the office. He has been doing an excellent job leading the office as well as attracting other part timers. They identified several candidates for the Tax Assessor's position and they look promising. In addition, this will probably net a positive amount of funding.

Mr. Dachowitz introduced Mr. Friia who gave an update on the work accomplished since coming on board in September. He said that because of the complexity of the new mall an expert appraiser who appraises malls was brought on staff. They also brought in a person specifically to work with business and personal property.

The main goal is to help the office complete the grand list and address some of the important issues in the office.

Mr. Coppola explained that when the City lost the Tax Assessor shortly before losing the Deputy Tax Assessor, he offered to bring someone in to run the department until they were able to hire a Tax Assessor and Deputy Tax Assessor.

Mr. Friia said they asked the Westport First Selectman to allow him to help on a temporary basis. He is still employed full time by the Town of Westport and comes to Norwalk during his non Westport hours.

Mr. Coppola said that when the Tax Assessor and Deputy Tax Assessor left they had a large number of assessment appeals pending that require a substantial amount of work.

Mr. Friia said Norwalk is lucky to have the growth it has, but it is very complex. They need a full staff if not more than a full staff. A well-run Assessor's office makes money for the City.

In response to Mr. Hempstead's question, Mr. Dachowitz said that he is not a Tax Assessor, but is learning. Norwalk has a lot of challenges and very few Assessors can handle everything. He said his goal was to stabilize the office. He gave Mr. Friia credit for more than stabilizing the office. He thinks they have some good candidates and with the right leadership will have a stabilized office.

Mr. Igneri asked Mr. Dachowitz if he sees them going back to a two-person office or if they will expand the office. Mr. Dachowitz said they definitely need two people at a time. They need the advanced skills they bring to the table. He wants to get a team of two people who work well together and expand those skills.

****	MOTION PASSED UNANIMOUSLY**

****	MR. IGNERI MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO ALI KARIMI FOR GENERAL TAX ASSESSOR SERVICES IN AN AMOUNT NOT TO EXCEED $40,000 AT AN HOURLY RATE AND OTHER TERMS SET FORTH IN THE MEMORANDUM OF HENRY DACHOWITZ DATED OCTOBER 2, 2019. FUNDS ARE AVAILABLE IN ACCOUNT 011320-5253**

****	MOTION PASSED UNANIMOUSLY**

****	MR. HEMPSTEAD MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A CONTRACT WITH AMERICAN VALUATION GROUP, INC. FOR SPECIAL TAX ASSESSOR SERVICES ON THE MALL IN A SUM NOT TO EXCEED $60,000. FUNDS ARE AVAILABLE IN ACCOUNT 011320-5253 ACCOUNTING, AUDITING SERVICES. THIS ACCOUNT HAS BUDGETED BALANCE OF $158,000, NO SPECIAL APPROPRIATION IS REQUIRED**

****	MOTION PASSED UNANIMOUSLY**

RECEIVE BOARD OF ESTIMATE AND TAXATION OTHER BUSINESS FROM NOVEMBER 12, 2019:

** **MR. SACCHINELLI MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A CONTRACT WITH SAFEGROUND ORGANIC ANALYTICS FOR SPECIALTY TAX ASSESSOR SERVICES IN A SUM NOT TO EXCEED $75,000 AT THE TERMS SET FORTH IN THE MEMORANDUM OF HENRY DACHOWITZ DATED NOVEMBER 4, 2019. FUNDS ARE AVAILABLE IN ACCOUNT #01-1320-5253 ACCOUNTING, AUDITING SERVICES. NO ADDITIONAL APPROPRIATION IS REQUIRED**

** **MOTION PASSED UNANIMOUSLY**

RECEIVE BOARD OF ESTIMATE AND TAXATION SPECIAL APPROPRIATION FROM NOVEMBER 12, 2019

** **MR. HEMPSTEAD MOVED THE FOLLOWING:**

RESOLVED, THAT A SUM NOT TO EXCEED $1,000,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO FUND MATCHING FUNDS FOR THE YMCA BUILD-OUT OF THE CITY OWNED PROPERTY LOCATED AT 98 SOUTH MAIN STREET. (ACCOUNT #01-70-29-5A-0620)

Mr. Coppola explained that this request is for $1 million in funding toward capital improvements for property at 98 South Main Street. He provided an overview of the history of the property and said that the goal of this administration was to get the building and find a way to provide social services to the community.

An RFP was sent looking for a tenant to provide programs and they had one qualified response and that was from the YMCA. The YMCA is taking on the responsibility and liability to pay for the capital improvement plan. Mr. Coppola reviewed the lease agreement with the YMCA. The $1 million funding will come from the money received in negotiations with GGP (Brookfield) from the development of the mall.

Mr. McDowell presented renderings of the proposed building. The Board of Directors committed $1.2 million for the project. The old YMCA building was sold to Norwalk Hospital, but they continued to provide programs for 1,000 children at various locations in Norwalk. He said this will not be a traditional YMCA and will not have a pool or gymnasium. Some of the program they will provide include STEM, Arts, Community Kitchen, Teen Center, Multi-Purpose Room and an Arts and Visual Center.

Mr. Burnett asked when the contract will come back to the Common Council for final approval. Mr. Coppola said they are working out the details and anticipate having it ready in 10 – 20 business days.

Mr. Kydes asked where they were in the construction bidding process. Mr. McDowell said they went to the architectural firm used by the YMCA and they came back with a conceptual budget. He tested it with a construction manager and they were in the ballpark.

Mr. Hempstead asked if the YMCA will pay rent. Mr. Coppola said they are a non profit who will be providing services to the community. The more affluent YMCAs provide funding for communities that need the services, but can't pay for them. The YMCA is exempt from local taxes. The other occupants in the building will contribute toward costs. The City of Norwalk will have no or minimal costs associated with owning the property as the landlord.

Mr. Kydes asked who will organize the utility bills. Mr. Coppola said that since the YMCA will run the building, they will take care of all of the utilities and maintenance costs. The capital improvements will be done by the YMCA and the City will contribute the funding as the work is completed. Mr. Hempstead said he was glad to see this being done.

**** MR. HEMPSTEAD MOVED THE FOLLOWING AMENDMENT THAT NO FUNDS SHALL BE ALLOCATED UNTIL THE AGREEMENT IS APPROVED BY THE COMMON COUNCIL AND THE YMCA**

**** MOTION PASSED UNANIMOUSLY**

**** THE RESOLUTION AS AMENDED PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED THE FOLLOWING RESOLUTION:**

A. RESOLVED, THAT A SUM NOT TO EXCEED $1,000,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO THE BOARD OF EDUCATION TO FUND ADDITIONAL ACADEMIC RESOURCES RELATED TO THE RECENT INFLOW OF ENGLISH LANGUAGE LEARNERS. (ACCT. #01-50-50-5050).

Mr. Hamilton explained that the request originated due to the unforeseen circumstances of a substantial influx of new English Language Learner students who arrived over the summer. He said they are in a situation where all of the ELL services are fully committed and they need additional resources to provide services to the students.

In addition, they need $400,000 for social services for the students and their families. These services would be provided through a contract with the Mid Fairfield Child Guidance Center. Mr. Hamilton said this is a good example of the City and Board of Education working together.

Mr. Hamilton said that he understands it is the City's intent to make a reduction at the end of the year and they accept that; however, they need the funds now.

Ms. Helene Becker explained that number of ELL students was steady until 2014 when a lot of unaccompanied students started arriving. On October 1, 2019 the number of ELL students was 2,046 as of today, November 14, 2019 the number is 2,111.

Ms. Becker distributed her written report and explained that the students who began arriving in 2014 missed a lot of education in their countries. In 2014 the Board of Education created special courses for these students. A lot of the students came with limited or no education. In addition, they also came with trauma because of the horrific circumstances in their countries. She said she is asking for bilingual Social Workers.

When the courses are full, there is no where for the students to go. All of the classes at both high schools are closed. The tutor rooms are also closed. Ms. Becker said she receives e-mails from school personnel with concerns about the students.

Mr. Kydes asked if there is any indication that the students are here temporarily or long term. Ms. Becker said that the typical profile is that they crossed the border in Texas and then placed in detention centers all over the country. If they come to Norwalk it is because they have a sponsor who is usually a relative.

Ms. Becker said the reason a lot of families come to Norwalk is because there are a lot of service jobs here. These students join their families and for the most part a lot of them stay in Norwalk unless they are deported. She noted a lot of them are Asylum Seekers.

Mr. Hamilton explained that for the last three years, they had an influx of students in the month of January, which indicates the existing numbers will go up.

Mr. Sacchinelli asked what the State of Connecticut provides. Ms. Becker said they get grants from the State; however, they are used quickly.

Mr. Igneri asked about the other students in the schools and if they were being overwhelmed by the increase in ELL students. Ms. Becker said the District is 51% Hispanic. For the most part it works well. The ELL students get along well and the other students are interested in learning Spanish. This is a way for the students to learn about the world.

One issue that came up at the high schools is finding ways to motivate the ELL students to speak English. Mr. Igneri asked about disciplinary issues. Ms. Becker said the ELL students are very appreciative of the education they are getting here and are trying their best. Most of them work a lot of hours after school and are tired. Mr. Igneri said that we have existing students and he does not want them to be overwhelmed or forgotten.

Mr. Sacchinelli asked if there has been any outreach to non-profits to fund programs. Mr. Daniels said the non-profits are stretched as well. Through the new department he is looking at hiring the Mid Fairfield Child Guidance Center to help with treatment for the children and their families.

Mr. Kydes asked how the students are placed in the school. Ms. Becker said they are put in age appropriate grades or one grade below. ELL programs are offered in all the schools. While they do have bi-lingual aids in the classes, they are asking for more, because they do not have enough.

Mr. Kydes noted the test scores in his school has gone down dramatically. He said he wants to be sure all students get the best education possible.

Mr. Burnett asked how the special appropriation of $1 million will build a certain amount of capacity. He asked if they could quantify how many more students they can address before more money is needed. Ms. Becker said she felt they were still a little short for the best education; however, she said she is confident the amount requested will get them through the school year. She said this request was built for an additional 90 students.

Mr. Hempstead said it seems that the additional cost for each student is $6,500 for services. He asked what is going on regionally and if this trend is going to climb higher than in the past. Mr. Hamilton said this is a trend.

Mr. Hempstead asked if the Mid Fairfield Child Guidance Center has enough bi-lingual clinicians. Mr. Daniels said they are working on ways to recruit bi-lingual, bi-cultural individuals.

Mr. Hempstead said the State requires maintenance of existing funding. He asked if this increase will be part of the base line ask. Mr. Hamilton said that it would be part of the base line ask.

Mr. Sacchinelli said they obviously want to address the needs of the students. He asked if there is a priority assigned to the older students to keep them out of the system. Mr. Daniels said the school social workers will be assessing the students to get them into more comprehensive services. He said that once they can solidify the funds, they can move quickly.

With the influx of students coming to Norwalk and Stamford, Mr. Igneri asked if there is any attempt by the State to give these cities a higher allocation for these students. Mr. Hamilton said he has not seen an attempt to do so. Mayor Rilling reached out to Congressman Himes and Senator Murphy, but these things take time.

Mr. Sacchinelli asked if the program costs are one-time expenditures. Mr. Hamilton said they are predominately re-occurring expenses.

Ms. Becker explained that a lot of the students have no high school credits when they arrive, so they are placed in ninth grade. They have to be educated until they are 21; however, at 19 they can be sent to adult education.

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED THE FOLLOWING RESOLUTION:**

B. RESOLVED, THAT A SUM NOT TO EXCEED $400,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO THE COMMUNITY SERVICES DEPARTMENT FOR ADDITIONAL MENTAL HEALTH AND SOCIAL SERVICES FOR CITY STUDENTS. (ACCT. #01-20-10-5298).

**** MOTION PASSED UNANIMOUSLY**

**** MR. IGNERI MOVED THE FOLLOWING ITEM:**

AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH BLUM SHAPIRO TO PROVIDE A ONE-TIME TECHNOLOGY ASSESSMENT AT A COST OF $39,000

Mr. Dachowitz explained they are retaining Blum Shapiro to do a joint cyber assessment.

**** MOTION PASSED UNANIMOUSLY**

ADJOURNMENT

**** MR. HEMPSTEAD MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:26 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

AGENDA

DECEMBER 12, 2019

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ACOSTA LILIANA OROZCO	18-MV-300981	($35.70)	PRORATION
AMF CONSTRUCTION SERV LLC	18-MV-302399	($36.13)	PRORATION
BAIJAL HEMANT	18-MV-304151	($16.16)	PRORATION
BENOIST-DETIVEAUD JEAN FRANCIOS	18-MV-305669	($23.92)	PRORATION
BJERNESTAD PETER J	18-MV-306211	($119.21)	PRORATION
CCAP AUTO LEASE LTD	18-MV-311641	($239.03)	PRORATION
CCAP AUTO LEASE LTD	17-MV-311285	($374.65)	PRORATION
CCAP AUTO LEASE LTD	17-MV-SEE BACK UP	($4,076.27)	PRORATION
CCAP AUTO LEASE LTD	17-MV-311272	($556.15)	PRORATION
	18-MV-311387	($406.10)	PRORATION
CCAP AUTO LEASE LTD	17-MV-311338	($306.40)	PRORATION
CCAP AUTO LEASE LTD	17-MV-402535	($61.52)	PRORATION
DAIMLER TRUST	18-MV-315817	($598.94)	PRORATION
DEBARTOLOMEO BRIDGET E	18-MV-316590	($13.23)	PRORATION
ENTERPRISE FM TRUST	18-MV-320696	($49.33)	PRORATION
FOLEY ERIN MARIE	18-MV-323485	($106.23)	PRORATION
GABRIELLE TRUCK LEASING LLC	18-MV-324352	($378.89)	PRORATION
GAO JIALI	18-MV-324712	($19.91)	PRORATION
GRAY VICTORIA LYNN & ERIC	18-MV-406209	($137.53)	PRORATION
HAGERTY JANE C	18-MV-328506	($46.94)	PRORATION
HILL GLEN A	18-MV-330162	($73.18)	PRORATION
HONDA LEASE TRUST	18-MV-327482	($94.44)	PRORATION
	18-MV-331195	($267.98)	PRORATION
	18-MV-331521	($334.26)	PRORATION
	18-MV-331639	($117.28)	PRORATION

AGENDA

DECEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE — APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
HONDA LEASE TRUST	18-MV-330744	($252.07)	PRORATION
	18-MV-331061	($246.94)	PRORATION
	18-MV-331092	($253.11)	PRORATION
HONDA LEASE TRUST	17-MV-331491	($327.43)	PRORATION
HONDA LEASE TRUST	18-MV-SEE BACK UP	($2,425.29)	PRORATION
HYUNDAI LEASE TITLING TRUST	17-MV-332132	($362.29)	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332644	($274.49)	PRORATION
JOSEPH MICHAEL F	18-MV-334489	($62.41)	PRORATION
JP MORGAN CHASE BANK NA	18-MV-335548	($36.77)	PRORATION
LOKAJ TOMASZ	18-MV-340079	($74.10)	PRORATION
MAMMADOU ROUSHAR	18-MV-341824	($62.56)	PRORATION
MARTINEZ AURA B	18-MV-342585	($120.00)	PRORATION
MATTERA PIETRO P	18-MV-343121	($68.20)	PRORATION
MEDINA HERNANDO A	18-MV-344163	($58.55)	PRORATION
MONZON JUAN L	17-MV-345856	($101.72)	PRORATION
NAVARRO LINDSAY S	18-MV-347745	($79.47)	PRORATION
NISSAN INFINITI LT	18-MV-348704	($422.54)	PRORATION
NISSAN INFINITI LT	18-MV-349005	($359.92)	PRORATION
	18-MV-349090	($570.85)	PRORATION
NOIA RAYMOND F	18-MV-349305	($31.63)	PRORATION
OSORIO SANDRA P	17-MV-350491	($110.38)	PRORATION
RIZZO MASONRY & LANDSCAPING INC	18-MV-356833	($32.70)	PRORATION
ROY EUNICE M	18-MV-358291	($14.70)	PRORATION
SACCHINELLI NICHOLAS R	18-MV-358832	($17.65)	PRORATION
TOYOTA LEASE TRUST	18-MV-366503	($54.49)	PRORATION

AGENDA

DECEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
TOYOTA LEASE TRUST	17-MV-366998	($140.05)	PRORATION
	17-MV-414553	($577.56)	PRORATION
	17-MV-366489	($233.71)	PRORATION
TOYOTA LEASE TRUST	18-MV-366821	($110.33)	PRORATION
	18-MV-367212	($131.06)	PRORATION
TOYOTA LEASE TRUST	18-MV-SEE ATTACHED	($7,810.85)	PRORATION
TOYOTA LEASE TRUST	18-MV-SEE ATTACHED	($2,794.79)	PRORATION
TOYOTA LEASE TRUST	17-18-MV-SEE ATTACHED	($6,813.89)	PRORATION
TOYOTA LEASE TRUST	17-MV-SEE BACK UP	($837.65)	PRORATION
TOYOTA LEASE TRUST	18-MV-366801	($244.01)	PRORATION
	18-MV-366892	($330.33)	PRORATION
	18-MV-367057	($330.33)	PRORATION
	18-MV-367118	($321.46)	PRORATION
USB LEASING LT	18-MV-368406	($245.63)	PRORATION
VAULT TRUST	18-MV-SEE BACK UP	($1,742.77)	PRORATION
VAULT TRUST	17-MV-368993	($271.41)	PRORATION
VW CREDIT LEASING LTD	18-MV-371037	($126.02)	PRORATION
	18-MV-371247	($283.84)	PRORATION
VW CREDIT LEASING LTD	18-MV-370893	($152.08)	PRORATION
VW CREDIT LEASING LTD	18-MV-370785	($317.89)	PRORATION
	18-MV-370808	($364.19)	PRORATION
	18-MV-371050	($619.04)	PRORATION
	18-MV-371057	($293.09)	PRORATION
	18-MV-371327	($203.47)	PRORATION
VW CREDIT LEASING LTD	17-MV-370428	($182.26)	PRORATION

AGENDA

DECEMBER 12, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
VW CREDIT LEASING LTD	18-MV-SEE ATTACHED	($2,000.82)	PRORATION
VW CREDIT LEASING LTD	18-MV-370827	($285.76)	PRORATION
	18-MV-370990	($126.02)	PRORATION
WANG SHIAO H	18-MV-371594	($106.26)	PRORATION
WASHER LOUISE B	18-MV-371718	($11.36)	PRORATION
ZHANG EDWARD HONG	18-MV-373992	($227.18)	PRORATION

HORN VALERIE P			
20 MEEKER CT	16-RE-112470	($385.00)	ABATE SEWER BASE
6-28C-12A-0	17-RE-112518	($352.00)	FEE PER WPCA

CCAP AUTO

BILL #	PLATE #	VIN#	AMOUNT
17-311245	0AGFX3	1C4PJMBS2EW159981	$511.86
17-311282	8AVMA1	1C4RJFAG0FC890963	$385.91
17-311375	1ASFN3	1C4RJFCT9FC611083	$562.43
17-311377	1AMVM1	1C3CCCBBXFN566526	$305.29
17-311379	1ATRL6	1C4PJMDB7FW641277	$371.69
17-311473	1APWH2	1C4PJMDB8FW538451	$334.67
17-311490	9AMVM8	1C4PJMBS2EW280641	$511.86
17-311495	4AKEH7	1C4RJFJGXEC404786	$655.42
17-311603	4AJDF5	1C4RJFJGXEC404786	$437.14
TOTAL			$4,076.27

HONDA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-330581	AG88827	2HKRM4H38GH692197	$ 94.87
18-330812	184YGS	3CZRU6H34GM728693	$ 212.85
18-330824	AN68367	2HKRM4H78GH705985	$ 164.47
18-330926	AM51250	2HGFC1E5XHH706896	$ 376.84
18-331117	AE78849	1HGCR2F37GA129651	$ 29.23
18-331350	AG23920	2HGFC1F71GH654587	$ 34.00
18-331396	AD54873	19UUB3F57GA001734	$ 448.80
18-331399	AK91695	5J8TB4H71JL000414	$ 627.47
18-331434	170XFY	5FPYK3F79HB029584	$ 121.83
18-331527	AC99756	5J6RM4H4XGL031169	$ 273.79
18-331571	AH41096	5FNRL5H37GB131903	$ 41.14
TOTAL			**$ 2,425.29**

VAULT TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-369329	4AWKK6	2C3CDZDJ7FH831898	$ 173.34
18-369359	AD23792	1C4RJFBG3FC943427	$ 135.37
18-369367	AD23487	1C4BJWEG6GL199157	$ 110.78
18-369389	967ZDZ	1C4RJFAG8FC838531	$ 432.30
18-369451	AB70272	1C4RJFCG8FC209946	$ 204.88
18-369537	AC79942	1C4RJFBG0FC688073	$ 90.44
18-369552	AA40943	JA4JZ4AX1GZ042528	$ 72.93
18-369555	AK25008	ZARFAEDNXH7550082	$ 152.19
18-369577	6AWRV6	1C4PJMDB0FW682138	$ 370.54
TOTAL			**$ 1,742.77**

VW CREDIT INC

BILL #	PLATE #	VIN#	AMOUNT
17-370724	1AFFL5	1VWAT7A31EC100057	$ 59.26
18-370898	1AFFL5	1VWAT7A31EC100057	$ 196.70
18-370929	AD55718	WA1L2AFP0GA105878	$ 206.10
18-370987	AC18738	WVGBV7AX8GW548233	$ 378.43
18-371201	AA43593	WAUB8GFF6G1031762	$ 400.93
18-371239	0ASRK6	1VWAT7A38FC032843	$ 173.18
18-371252	AA85133	3VWD17AJXFM427512	$ 239.19
18-371315	277ZHM	WVGBV7AX4GW002688	$ 347.03
TOTAL			**$ 2,000.82**

TAX COLLECTOR'S REPORT
NOVEMBER 2019

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - NOV 19	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$17,666,829.56	87.03%	$19,952,124.07	($346,722.88)	88.55%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,827.81	0.08%	$3,406,402.23	($5,231.36)	0.08%
PERSONAL PROPERTY	$18,801,474.70	$9,993,845.04	53.15%	$18,804,254.84	$2,780.14	53.15%
REAL ESTATE	$292,525,761.66	$147,638,870.26	50.47%	$291,718,417.05	($807,344.61)	50.61%
TOTAL TAX	**$335,037,716.90**	**$175,302,372.67**	**52.32%**	**$333,881,198.19**	**($1,156,518.71)**	**52.50%**
SEWER USE	$16,686,428.00	$8,135,573.08	48.76%	$16,585,006.00	($101,422.00)	49.05%
IPP FEE	$203,250.00	$165,286.69	81.32%	$208,750.00	$5,500.00	79.18%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - NOV 18				
AUTOMOBILE-REGULAR	$19,785,892.64	$17,302,199.26	87.45%	$19,458,256.99	($327,635.65)	88.92%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$11,309.37	0.31%	$3,584,217.77	($6,752.30)	0.32%
PERSONAL PROPERTY	$21,248,718.54	$11,512,501.21	54.18%	$21,237,012.16	($11,706.38)	54.21%
REAL ESTATE	$280,979,420.26	$143,118,990.65	50.94%	$281,106,928.24	$127,507.98	50.91%
TOTAL TAX	**$325,605,001.51**	**$171,945,000.49**	**52.81%**	**$325,386,415.16**	**($218,586.35)**	**52.84%**
SEWER USE	$15,844,431.00	$8,295,898.98	52.36%	$16,186,944.00	$342,513.00	51.25%
IPP FEE	$207,250.00	$164,602.98	79.42%	$208,000.00	$750.00	79.14%
TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$3,357,372.18	-0.48%	$8,494,783.03	($937,932.36)	-0.34%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	($160,325.90)	-3.60%	$398,062.00	($443,935.00)	-2.20%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	$683.71	1.90%	$750.00	$4,750.00	0.04%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - NOV 19)	FISCAL YR 2017-2018 (JUL 18 - NOV 18)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,456,245.81	$1,561,391.22	($105,145.41)
PRIOR SEWER USE FEE	$99,836.72	$79,479.06	$20,357.66
PRIOR IPP FEE	$4.174.89	$2.250.00	$1,924.89
TOTAL PRIOR TAX, SEWER & IPP	**$1,560,257.42**	**$1,643,120.28**	**($82,862.86)**
CURRENT INTEREST	$298,816.17	$284,557.26	$14,258.91
PRIOR INTEREST	$361,159.15	$433,463.74	($72,304.59)
SEWER USE FEE INTEREST	$32,035.51	$38,280.99	($6,245.48)
IPP FEE INTEREST	$2,396.48	$2,541.28	($144.80)
TOTAL INTEREST COLLECTED	**$694,407.31**	**$758,843.27**	**($64,435.96)**
PRIOR LIEN FEE	$7,531.96	$8,527.64	($995.68)
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$7,531.96**	**$8,527.64**	**($995.68)**
MISC FEES COLLECTED**	**$61,573.71**	**$351,789.95**	**($290,216.24)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$2,323,770.40**	**$2,762,281.14**	**($438,510.74)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

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

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: December 2, 2019

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer

RE: Public Works Special Capital Appropriation-Fleet Replacement

---

Attached is a special capital appropriation request from the Public Works department in the amount of $275,000.

This appropriation will fund the new vehicles and software to implement a self-service fleet rotation system. These purchases will also stock the City's fleet with more efficient and environmentally friendly vehicles. Specifically the appropriation will fund the following purchases:

1. Ten (10) – 2020 Ford Fusion Hybrid Vehicles for a total of $233,639
2. AssetWORKS Pool Car "Key Valet Software for a total of $41,043
3. Hardware Installation/Incidentals totaling $319

The Finance Department recommends the approval of this Special Capital Appropriation request.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling $275,000 to increase the available funds in Public Works Capital Project number 90-20-4031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car "Key Valet" software.

2. RESOLUTION: Authorize the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: December 2, 2019

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

FROM: Harry Rilling, Mayor Harry Rilling

RE: Public Works Special Capital Appropriation-Fleet Replacement

---

Attached is a request from Public Works for a $275,000 special capital appropriation to fund ten pooled vehicles for City employee use. The funds will also fund the purchase of pool vehicle valet software, AssetWORKS. The project will promote a balanced vehicle utilization, reduce maintenance costs and ultimately increase vehicle useful life. Additionally, purchasing Hybrid vehicles will support greater fuel efficiency and environmentally sound practices.

In the attached documents, the Chief Financial Officer and the Chief of Operations & Public Works have provided additional information regarding funding for these projects.

ACTION REQUESTED:

3. RESOLUTION: Approve special capital appropriations totaling $275,000 to increase the available funds in Public Works Capital Project number 90-20-4031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car "Key Valet" software.

4. RESOLUTION: Authorize the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

CITY OF NORWALK
Anthony R. Carr, PE, CFM
Chief of Operations and Public Works
acarr@norwalkct.org
P: 203-854-7792 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

NORWALK
Public Works

MEMORANDUM

TO: Ms. Angela Fogel, Director of Management and Budgets

FROM: Mr. Anthony R. Carr, PE, CFM – Chief of Operations and Public Works ARC

CC: Mayor Harry W. Rilling
Ms. Laoise King, Chief of Staff
Councilman George Tsiranides, Public Works Chairman
Mr. Henry M. Dachowitz, Chief Financial Officer
Mr. Chris Torre, Superintendent of Operations, Department of Public Works
Mr. Joel Grant, Fleet Services Manager, Department of Public Works
Ms. Monique Cipriano, Executive Secretary, Department of Public Works
Ms. Dilene Byrd, Records Data Entry Clerk, Department of Public Works
Ms. Sharon Conners, Purchasing Agent, Finance Department

RE: Special Appropriation Request for Procurement of DPW Pool Car Hybrid Vehicles and AssetWORKS "KeyValet" Software

DATE: November 26, 2019

We are respectfully requesting a special appropriation of $275,000.00 for additional funding for Public Works capital project no. 09-20-4031-5777-C0313 "Fleet Replacement". This includes the procurement and implementation of ten (10) 2020 Ford Fusion hybrid vehicles ($233,638.60) and AssetWORKS pool car "KeyValet" software ($41,042.60 + $318.80 Incidentals). Please refer to the attached Gengras Ford LLC and AssetWORKS quotes for additional information.

CITY HALL POOL CAR BACKGROUND

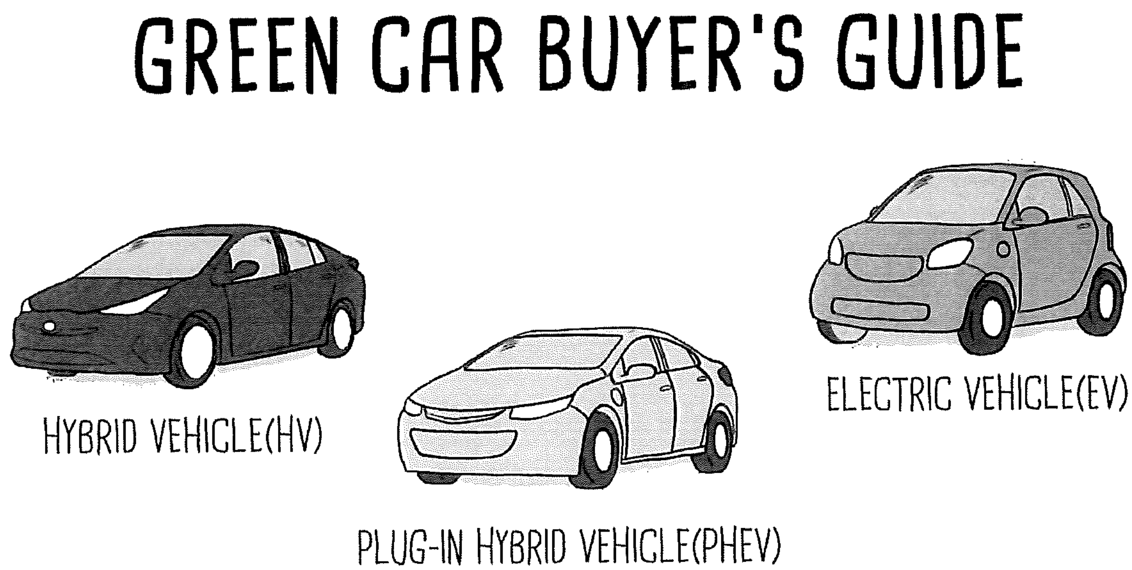
City Hall (i.e. Health Department and those listed below) vehicle fleet is managed and maintained by Public Works. There are sixteen (16) "pool car" vehicles allocated to the following City Departments/Divisions for official use during City working hours:

- Engineering
- Recreation and Parks
- Planning and Zoning
- Transportation Parking Mobility (TMP)
- Purchasing
- Tax Assessor

- Conservation

The pool cars consist of the 2008 Ford Taurus and are reaching their useful life. In 2019, four (4) pool car vehicles experienced complete break line failure and replacement. Subsequently, the remaining twelve (12) pool car vehicle break lines were replaced to eliminate potential future safety issues. The average vehicle break line replacement cost is approximately $800 (±$10,000 for the 16 pool cars). This figure does not include the increased operating costs associated with the maintenance and corrective repairs for the aging pool cars. In a planned effort to sustainably revitalize the DPW fleet and enhance vehicular safety, we have selected the 2020 Ford Fusion hybrid vehicle to replace the 2008 Ford Taurus.

HYBRID VEHICLE BACKGROUND AND ANNUAL COST SAVINGS



Essentially a hybrid engine is a regular engine with an electric motor attached to supplement a portion of the vehicle's workload. The engine itself still runs on a fossil fuel (gasoline) like traditional cars. However, it consumes significantly less fuel and generates much less exhaust emissions. A hybrid vehicle will use the electric motor to power the vehicle at lower speeds. It will then switch to the combustion (gasoline) engine when faster speeds are required. The hybrid system may make use of both the electric and combustion side of things if extra "power" is required (e.g. when climbing a steep hill).

Think of a hybrid vehicle as a regular internal-combustion-engine vehicle with an extra electrical motor. This motor can be used in certain situations, with the result that overall you use less fuel and have fewer emissions. In some situations, the engine can shut off entirely, relying solely on the battery. The battery is charged by capturing energy from the braking system or directly from the gas motor. There is no plug-in electric charging required for hybrid vehicles.

The 2020 Ford Fusion hybrid averages forty-three (43) miles per gallon (MPG). When compared to a conventional gasoline 2020 Ford Fusion at 25 MPG, each hybrid vehicle will result in an approximate $200 annual savings in fuel cost. Based on current Fleet data, and gas cost at $2.19 per gallon, (10) hybrid pool car vehicles driving an average of 5,000 miles yearly, equates to an approximate $ 2,000 reduction in annual fuel costs. Please refer to the attached US Department of Energy vehicle comparison for additional information. This analysis does not include annual escalating maintenance and repair costs when compared to the 2008 Ford Taurus (which averages approximately 13.3 MPG). Each 2008 Ford Taurus pool cars results in an additional annual fuel cost of approximately $600 (i.e. ±$6,000 yearly for 10 pool cars) when compared to the 2020 Ford Fusion Hybrid.

ASSETWORKS POOL CAR "KEYVALET" SOFTWARE

The second component of this request is the purchase and implementation of the AssetWORKS pool car "KeyValet" software. Public Works currently utilizes the AssetWORKS software for a variety of fleet management services. The pool car key valet concept (successfully implemented in Stamford) promotes the following key benefits:

- Consolidation of fleet pool car vehicles, thus allowing for an increased number of vehicles that can be used as loaner vehicles during servicing, surplus (i.e. part replacement) and/or auctioned for additional revenue.

- Reduction in annual maintenance and repair costs since previously stagnant/unused vehicles become more frequently rotated and avoids issues (e.g. poor brake/engine fluid circulation, rotting/failure of lines, rust/debris accumulation in critical components, etc.) associated with imbalanced/infrequent use.

The pool car key valet system will consist of a web based platform for staff vehicle requests. Once the reservation has been completed, staff will receive an automated email containing a confirmation code which allows them to access the vehicle's key at the pool car lot. Using their smart card or confirmation code, staff is able to release the correct key from the secure key box. Only one key for their pool type vehicle can be accessed. The City can configure the system to pre-assign with parameters such as low mileage, high mileage or random. When the key lock box door is closed, the reservation automatically dispatches the vehicle and the staff trip begins. Using their smart card, confirmation code or vehicle number to open the key box, staff then returns the keys to the designated position.

The vehicle keys will be securely stored in a mounted box located on the first floor of City Hall. The pool car "KeyValet" system will be made available to the Departments/Divisions listed above. Over the next several months, Public Works will coordinate with the pertinent City Departments for the successful procurement, installation and implementation of the pool car key valet system.

For additional information on the AssetWORKS "KeyValet" software, please refer to the following link: https://www.assetworks.com/resource-items/keyvalet-solution-sheet/

As part of the "KeyValet' implementation, vehicle user information (e.g. driver's license) will be input into the AssetWORKS software database. This will assist the Finance Department with their risk management and insurance processes since City employee driver's license will be validated prior to issuance of a pool car or other City vehicle. Pool car users will be required to read and accept the vehicle use policy.

It is the Department of Public Works recommendation that procurement of the 2020 Ford Fusion hybrid vehicles and AssetWORKS "KeyValet" software will be an overall operational benefit, safety enhancement and continue to strongly promote sustainability for the City's Public Works fleet.

Your consideration to this matter is greatly appreciated.

Gengras Ford, LLC

225 New Britain Avenue
Plainville, CT 06062
Phone: 860.793.8885
www.gengras.com

GENGRAS PEOPLE COME FIRST

Quote Number: 191010010

CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2020	Fusion SE Hybrid	$ 23,017

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code		*Description*	*List Price*
1	YZ		Oxford White	$ -
2	DE		ECO Cloth Ebony/Med Lt Stone	$ -
3	997		2.5L I4 IVCT	$ -
4	44W		Six speed Automatic Trans	$ -
5	55M		Floorliners	$ 170
6	Key		Extra Fob Key	$ 199
7				$ -
8				$ -
9				$ -
10				$ -
11				$ -
12				$ -
13				$ -
14				$ -
15				$ -
			Total Options per Contract Price (list price)	$ 369
			Total Factory Options Discount (6%)	$ (22)
			Total Options per Contract Price (net price)	$ 347

Aftermarket Accessories

	Vendor / Manufacturer	Hours	Description	List Price
1		0.0		$ -
2		0.0		$ -
3		0.0		$ -
4		0.0		$ -
5		0.0		$ -
6		0.0		$ -
7		0.0		$ -
8		0.0		$ -
	Total Hours	0.0		
			Total Aftermarket Options (list price)	$ -
			Total Aftermarket Options Discount (20%)	$ -
			Total Hours x $130 / hour rate	$ -
			Total Net Aftermarket Options plus Total Labor	$ -

Trade Allowance

Year	*Make*	*VIN*	*Description / Mileage*	*Allowance*
				$ -
				$ -
				$ -
				$ -
			Total Trade in Allowance	$ -

Comments:

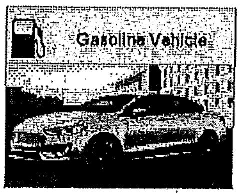
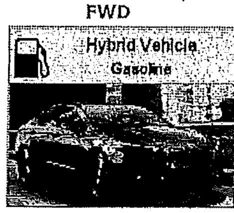
Factory ordered cars. Estimated order to delivery lead time is late February on an order placed this week.

Additional fees / Charges	
Dealer Conveyance Fee ($599.00)	$ -
Registration Fee	$ -
DMV Inspection Fee (as required)	$ -
Total Additional Fees	$ -

Customer:	City of Norwalk		
FIN Code:	QQ243		
VIN:		*Total (per unit)*	$ 23,363.86
Quantity	10	*Grand Total (all)*	$ 233,638.60

Compare Side-by-Side

Fuel Economy | Energy and Environment | Safety | Specs

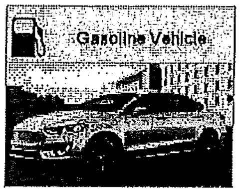
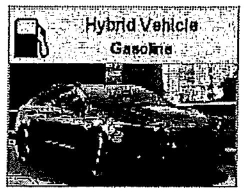
Personalize	**2020 Ford Fusion FWD** X  1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: $23,170 - $34,450	**2020 Ford Fusion Hybrid FWD** X  2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: $28,000 - $34,595
EPA Fuel Economy	**Regular Gasoline** **25** combined city/highway MPG 23 city 34 highway 4.0 gal/100mi Gasoline 412 miles Total Range	**Regular Gasoline** **43** combined city/highway MPG 43 city 41 highway 2.3 gal/100mi Gasoline 602 miles Total Range
Unofficial MPG Estimates from Vehicle Owners Learn more about "My MPG" Disclaimer	User MPG estimates are not yet available for this vehicle	User MPG estimates are not yet available for this vehicle
You save or spend* Note: The average 2020 vehicle gets 27 MPG	**You SPEND** **$250** more in fuel costs over 5 years compared to the average new vehicle	**You SAVE** **$750** in fuel costs over 5 years compared to the average new vehicle
Annual Fuel Cost*	$450	$250
Cost to Drive 25 Miles	$2.15	$1.25
Cost to Fill the Tank	$35	$30
Tank Size	16.5 gallons	14.0 gallons

Add a Vehicle

*Based on 20% highway, 80% city driving, 5,000 annual miles and your fuel prices. Personalize.
MSRP and tank size data provided by Edmunds.com, Inc.
Range on a tank and refueling costs assume 100% of fuel in tank will be used before refueling.

Compare Side-by-Side

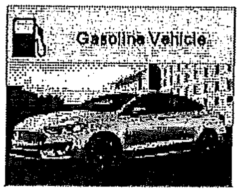
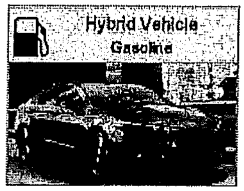
Fuel Economy | Energy and Environment | Safety | Specs

Personalize	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD	Add a Vehicle
			
	1.5 L, 4 cyl, Automatic (S6), Turbo	2.0 L, 4 cyl, Automatic (variable gear ratios)	
	MSRP: $23,170 - $34,450	MSRP: $28,000 - $34,595	
Energy Impact Score			
Annual Petroleum Consumption - U.S. barrel - Imported barrel 1 barrel = 42 gallons	REGULAR GASOLINE **4.4 barrels**	REGULAR GASOLINE **2.6 barrels**	
Greenhouse Gas Emissions			
Units: Grams per mile **Show:** Tailpipe CO2	REGULAR GASOLINE 355 grams per mile 6 1 10 Best	REGULAR GASOLINE 208 grams per mile 9 1 10 Best	
EPA Smog Rating			
State of purchase: Select State			

*Based on 20% highway, 80% city driving, 5,000 annual miles and your fuel prices. Personalize.

Compare Side-by-Side

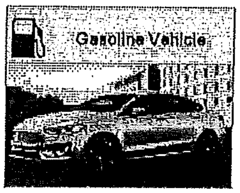
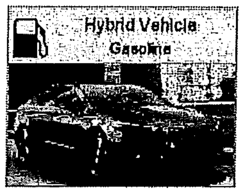
Fuel Economy | Energy and Environment | Safety | Specs

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD
Personalize	 1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: $23,170 - $34,450	 2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: $28,000 - $34,595
NHTSA Crash Test Results		
Safety Ratings **For more information visit: www.safercar.gov**	**Not Available**	**Not Available**

Add a Vehicle

Compare Side-by-Side

Fuel Economy | Energy and Environment | Safety | Specs

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD	
Personalize	 1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: $23,170 - $34,450	 2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: $28,000 - $34,595	Add a Vehicle

Vehicle Specification Data

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD
EPA Size Class ⓘ	Midsize Cars	Midsize Cars
Drive	Front-Wheel Drive	Front-Wheel Drive
Start-Stop Technology	Yes	Yes
Gas Guzzler	No	No
Turbocharger	Yes	No
Supercharger	No	No
Passenger Volume	103 ft^3 (4 door)	103 ft^3 (4 door)
Luggage Volume	16 ft^3 (4 door)	12 ft^3 (4 door)
Fuel Type	Regular Gasoline	Regular Gasoline
Engine Descriptor ⓘ	SIDI	Hybrid
Transmission Descriptor ⓘ		

AssetWORKS

ORDER FORM

AssetWorks LLC
998 Old Eagle School Road, Suite 1215
Wayne, PA 19087

Order #: Q-03922-2
Date: 3/22/2019

Ship To
Sharon Conners
City of Norwalk, CT
15 S. Smith St
Norwalk, Connecticut 06850
United States
203-854-7947
sconners@norwalkct.org

Bill To
City of Norwalk, CT
15 S. Smith St
Norwalk, Connecticut 06850
United States

This Order Schedule is issued pursuant to GSA Contract #: GS-35F-317GA between AssetWorks and the above named Customer. Parties agree to be bound by those terms and conditions. Pricing below is valid if this Order Form is signed on or by 6/20/2019.

License

Description	QTY	UNIT PRICE	Line Total
Motor Pool Module	500.00	USD 3.82	USD 1,909.32
Motor Pool Reservations Module	500.00	USD 1.91	USD 957.18
KeyValet Module (1st site)	1.00	USD 5,969.77	USD 5,969.77
		License TOTAL:	USD 8,836.27

Maintenance

Description	Line Total
Software Maintenance	USD 2,069.00
Maintenance TOTAL:	USD 2,069.00

Year Two Maintenance & Support not to exceed a 5% increase over year one.

Hardware

Description	QTY	UNIT PRICE	Line Total
Hardware Shipping Fee	1.00	USD 253.78	USD 253.78
		Hardware TOTAL:	USD 253.78

KeyValet

Description	QTY	UNIT PRICE	Line Total
Key Cabinet - 2 Modules (up to 32 Keys)	1.00	USD 6,658.19	USD 6,658.19

Description	QTY	UNIT PRICE	Line Total
Key Module - 16 Keys	2.00	USD 1,734.26	USD 3,468.51
Smartkeys (Tamper proof) (SK30) (2161-00A) (Bag of 5)	6.00	USD 69.73	USD 418.40
Reader, Proximity. (2152-000)	1.00	USD 421.66	USD 421.66
		KeyValet TOTAL:	USD 10,966.76

Service

Description	Line Total
Project Management Services	USD 3,222.25
Motor Pool System Configuration Services	USD 1,611.12
Motor Pool Training Services	USD 805.56
KV Software Installation	USD 1,611.12
KV System Configuration Services	USD 4,027.81
KV System Testing Services	USD 1,611.12
KV Training & Go Live Support Services	USD 4,027.81
Travel Costs	USD 2,000.00
Service TOTAL:	USD 18,916.79

TOTAL: USD 41,042.60

Key Valet Project Scope and Assumptions

Customer must be on supported version of FleetFocus per KeyValet site readiness document.
Upgrade services for FASuite are not included.
Training on KeyValet software and hardware is for Motor Pool Administrators. Customer personnel to conduct end-user training.
Quote includes setup of Motor Pool and training on core Motor Pool screens / Reservations Portal in FASuite.
Assumes fleet assets are setup and ready for configuration with Motor Pool functionality in FASuite.
Assumes one physical on-site trip for testing, training and go live support.
KeyValet site readiness document attached to quote must be reviewed and accepted by Customer.
KeyValet site readiness document will be reviewed at project kick off by the services delivery team.
Requires use of MAXQueue and will require a stand-alone instance of MAXQueue for KeyValet services
All warranties conveyed by the manufacturer to AssetWorks are included
Shipping: Hardware shipping expense is an estimate. Actual shipping cost will be invoiced.
Customer to install all hardware and mount box ahead of AssetWorks trip
Customer should not install software and/or computer related services without AssetWorks' onsite assistance.
VIB installation and training is not included in this quote; would require a separate quote to add hardware and services for go live / training
Limited 1 year HARDWARE warranty includes parts (labor not included)
Key Cabinets are Ethernet enabled and all Key Cabinets must have access to a Customer's network
Two sets of control keys: default cam locks.

All components that comprise the KeyValet Product, specifically software and hardware, must be purchased from and delivered by AssetWorks
Costs are estimated for a time and materials project and do not include applicable taxes
Actual costs might be greater or lesser than those presented in this quote

Professional Services Assumptions
FleetFocus license is based on active units in fleet
Additional Components can be licensed at a rate of $5 per component
Crystal Reports Enterprise Required for FleetFocus Standard Reports
AssetWorks assumes that the client will install the required Oracle or SQL Server database licenses
All warranties conveyed by the manufacturer to AssetWorks are included
All costs quoted in USD
All software licenses and the first year maintenance fees will be invoiced upon contract execution
Professional Services engagements have 6-8 week lead time from execution of contract/order
Travel: Expenses will be reimbursed as incurred. Expenses include actual costs for lodging, air and ground travel and per diem rates for meal expenses (corporate rate/government agreement).
All training sessions will use standard application training materials.
If additional scope is added or required, a change order will be necessary
If this order is abandoned/paused by the client for any reason mid-effort, the client will be billed for all of AssetWorks time incurred at the current contracted labor rate
Customer will make appropriate technical resources available to AssetWorks' consultants.
Customer will have all of the necessary and appropriate personnel at all of the meetings for the purpose of defining the requirements of the system.
Customer will appoint a single point of contact for the duration of the project. This person should have project management responsibilities and decision-making authority. This person will be the focal point of contact for AssetWorks' Customer Support and Professional Services department.

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number:____________________

	Accepted by Customer:		**Accepted by AssetWorks:**
Signature:	____________________	**Signature:**	____________________
Name (Print):	____________________	**Name (Print):**	____________________
Title:	____________________	**Title:**	____________________
Date:	____________________	**Date:**	____________________

Please sign and email to Orlando Barrett at orlando.barrett@assetworks.com.

THANK YOU FOR YOUR BUSINESS!

Site Readiness

The following represents a checklist of items that need to be completed for a site to be considered "KeyValet Ready". Items marked "VDC ONLY" apply only to customers who have also purchased the wireless Vehicle Data Collector (VDC) option and will be installing Vehicle Information Boxes (VIBs) in motor pool units.

Core Software

- In order to utilize the latest KeyValet software functionality, customers must be on a recent release of FleetFocus software.

FA Customers

- Must be on a minimum core software version of 16.0+.
- FA customers that wish to use features such as "Prompt Fuel Level" must be on a minimum core software version of 17.0.0.
- FA customers must have a separate MaxQueue Instance for KeyValet services. KeyValet services cannot be configured on an existing MaxQueue Instance.

M5 Customers

- No such compatibility issues with M5 core versions.
- M5 customers MUST have a MaxQueue Instance for KeyValet services installed in order to implement KeyValet.

Hardware Mounting

- All KeyValet system(s) (cabinet & controller) will be mounted to an appropriate wall location.
- Indoors within a temperature environment of 45° to 105°F
- Avoids direct sunlight
  Note: Direct sunlight should be avoided on the equipment due to the extra heat it would apply to the system.

Network

- Client must have a tested and working Ethernet network connection for the KeyValet controller. This connection needs to be able to ping the FleetFocus server successfully.
- Client must assign the KeyValet Kiosk a static IP address on the corresponding network.
- TightVNC must be installed on administrator's workstation for remote access of the KeyValet.

Electrical

- Provide two grounded 110V outlets at the location where the KeyValet system will be installed. *Note: The KeyValet system may be optionally hard wired and is the responsibility of the client.*
- AssetWorks recommends using an Uninterrupted Power Supply (UPS) device along with the KeyValet system to allow for proper system shutdown in the event of a power outage. *Note: Placement of UPS device will be at client discretion.*

HID Cards and/or Fuel Fobs

- If operators will be using HID cards for Reservations on the Fly, all pertinent HID card information MUST be supplied to AssetWorks. In addition, a spare HID card must be sent to AssetWorks Hardware Support to test compatibility. Same applies for the use of fuel fobs for vehicle return.
  AssetWorks
  Attn: Hardware Support
  998 Old Eagle School Rd. Suite 1215

Wayne, PA 19087

VDC Only

- Customer must mount VDC Antenna centrally to reach all applicable vehicles with a radius of up to 300 feet. Must have conduit from VDC unit to KeyValet system. VDC Antenna can be installed up to 300 feet away from KeyValet system. (300 ft is in "open air" or line-of sight.)
  Note: Structures, buildings and other objects, natural or manmade, can dramatically reduce the range that can be covered by the VDC antenna. Please consult with AssetWorks on the best possible location for your site.
- A network cable and a single 14 AWG (at minimum) THHN green wire for grounding purposes must be run from the VDC antenna to the KeyValet controller if RFID option is purchased. Network cable to be terminated with RJ45 adapters 8 pin. Wire run is limited to 300 feet.
- A third receptacle must be provided inside the KeyValet system to provide power for the RFU box. Receptacle can simply be a small power strip placed inside the KeyValet system (AssetWorks is happy assist on this manner).
- VIBs must be installed and configured by the client.

Motor Pool

- Motor pool units must to be set up in core software by pool location and pool type.
- A list of motor pool units and pool locations must be provided to AssetWorks for KeyValet configuration.
- If using VDC, VIBs must be set up and configured properly with respective Equipment fuel card ID's.
- Operators must be set up with Operator ID and email within core. (If using HID cards for Reservations on The Fly, and/or fuel fobs for vehicle returns, these must be set up in core as well.)
- Reservation portal must be configured for operators to access and create reservations.

Tamper Proof Key Rings

- If customer wishes to use tamper proof key rings, customer must also purchase proprietary vise for securing key rings.

AssetWorks assumes all KeyValet sites will be made "KeyValet Ready" before the onsite arrival of any AssetWorks personnel. "KeyValet Ready" means that all aforementioned items where applicable, have been configured by the client. Failure to comply with aforementioned outline may lead to a delay in the project's planned completion date in which AssetWorks is not held responsible should client not meet "KeyValet Ready" guidelines.

October 2019 Financial Commentary

Balance Sheet

Cash is higher than the prior year by $41k, offset by lower Accounts Receivable of $15k and higher payables / accruals of $22k. This leaves us at a net positive cash position of $4k.

October Month vs Prior Year Month

Golf Revenue is higher than the prior year month by $19k driven mostly by green fees along with some higher cart revenue. Rounds were up 1.8% (48 rounds) and cart rentals were up 23% (279 carts) over October 2018. In addition, other revenue is up by $4k due to restaurant rent.

Personnel and employee benefits expenses are $7k higher compared to prior year month across all departments (Operations 26%, Course Maint 6%). Better weather and more rounds / carts will call for additional staff hours.

Administrative expenses are up $4k mainly due to annual property tax on some maintenance equipment ($1k) and a large increase in liability insurance ($2k).

Sales & Operations are $1k lower.

Park Maintenance is $7k higher than prior year month driven by $5 topdressing for aeration and $3k higher water.

Cart Expenses are flat.

Operating Income is $6k higher than the prior year month attributable to favorable revenue of $23k offset by $18k unfavorable expenses.

October YTD vs Prior YTD

Golf Revenue is higher by $72k year over year for the four month period, along with higher Other Revenue of $16k due to restaurant rent.

Personnel and employee benefits expenses are higher by $35k due to wage increases, wage savings due to some workers comp benefits being paid instead in 2018, and more hours worked in all departments.

Administrative expenses are $21k higher than last year due to no longer allocating out utility expenses to restaurateur ($9k) and a large increase in insurance coverage premiums ($8k).

Sales & Operations is $5k lower than prior year due to heavy repairs and maintenance on the Clubhouse / restaurant equipment after our initial move-in last year.

Park Maintenance is $13k higher driven by water ($7k), grounds maintenance / aeration ($6k) and equipment maint ($4k), offset by irrigation maint ($3k).

Cart expenses are higher by 1k.

Operating Income is higher than the prior year by $23k due to favorable revenue of $88k and unfavorable expenses of $65k.

Budget Comparison YTD

The YTD Revenue is above budget by $7k driven by outings and cart revenue.

Personnel and employee benefits expenses are $9k higher compared to budget due to the Operations dept ($12k), offset by Maintenance dept ($4k).

Administrative expenses are $3k higher driven by utilities expense.

Sales & Operations are under budget by $1k.

Park Maintenance is under budget by $4k driven by greens treatment ($5k), water ($4k) and irrigation maint (($2k), offset by equip and grounds maint ($7k).

Cart Expenses are $4k over budget – timing of GPS software expense.

Net Operating Income is $3k lower than the budget for the four month period. Favorable revenue of $7k and unfavorable expenses of $10k.

OAK HILLS SALES ANALYSIS OCTOBER 2019 FISCAL

Description	Oct-19	Oct-18	Inc/(Dec)	YTD FY19	YTD FY18	Inc/(Dec)
Revenue Rounds	2,457	2,385	3.0%	17,483	17,312	1.0%
Barter Rounds	196	220	-10.9%	1,139	1,014	12.3%
Sub Total	2,653	2,605	1.8%	18,622	18,326	1.6%
Comp Rounds	110	110	0.0%	435	461	-5.6%
Total All Rounds	2,763	2,715	1.8%	19,057	18,787	1.4%
Total Carts	1,478	1,199	23.3%	12,032	10,797	11.4%
Total Boards	11	0	0.0%	147	191	-23.0%
Total Golf ID Cards	0	0	0.0%	122	68	79.4%
Total Gift Cards	82	72	13.9%	147	119	23.5%
Total $ Revenue Rounds	$85,533	$73,815	15.9%	$571,696	$529,232	8.0%
Total Carts $	$23,749	$18,948	25.3%	$194,782	$178,871	8.9%
Total Board $	$209	$0	0.0%	$3,080	$4,061	-24.2%
Total Golf ID Cards $	$0	$0	0.0%	$9,040	$5,080	78.0%
Total Gift Cards $	$2,944	$2,632	11.9%	$7,046	$6,007	17.3%
Rain Chks/Gift Cards Redeemed	-$1,195	-$958	24.7%	-$13,264	-$12,752	4.0%
	$111,241	**$94,437**	**17.8%**	**$772,381**	**$710,498**	**8.7%**
$ Revenue/Revenue Round	**$34.81**	**$30.95**	12.5%	**$32.70**	**$30.57**	7.0%
Carts/Revenue Round	**60.2%**	**50.3%**	19.7%	**68.8%**	**62.4%**	10.3%
Cart $/Revenue Round	**$9.67**	**$7.94**	21.7%	**$11.14**	**$10.33**	7.8%
Cart $/Cart Round	**$16.07**	**$15.80**	1.7%	**$16.19**	**$16.57**	-2.3%
Board $/Board Round	**$19.00**	**$0.00**	0.0%	**$20.95**	**$21.26**	-1.5%
ID Card $/Card	**$0.00**	**$0.00**	0.0%	**$74.10**	**$74.71**	-0.8%
Resident Adult 18 Rounds	636	693	-8.2%	4,477	4,745	-5.6%
Resident Senior 18 Rounds	595	609	-2.3%	3,444	3,707	-7.1%
Junior/Golf Team 18 Rounds	34	26	30.8%	403	395	2.0%
Golf League 18 Rounds	3	0	0.0%	114	165	-30.9%
Employee 18 Rounds	33	48	-31.3%	295	273	8.1%
Non Resident 18 Rounds	1,050	917	14.5%	7,749	7,293	6.3%
Total 9 Hole Rounds	106	92	15.2%	1,001	734	36.4%
Total Revenue Rounds	***2,457***	***2,385***	***3.0%***	***17,483***	***17,312***	***1.0%***
Resident Adult 18 Rounds $	$19,570	$18,441	6.1%	$136,332	$132,828	2.6%
Resident Senior 18 Rounds $	$15,854	$13,708	15.7%	$89,052	$86,012	3.5%
Junior/Golf Team 18 Rounds $	$671	$392	71.2%	$7,873	$7,077	11.2%
Golf League 18 Rounds	$62	$0	0.0%	$2,615	$3,135	-16.6%
Employee 18 Rounds $	$231	$336	-31.3%	$2,065	$1,911	8.1%
Non Resident 18 Rounds $	$46,874	$38,956	20.3%	$311,922	$281,961	10.6%
Total 9 Hole Rounds $	$2,272	$1,982	14.6%	$21,837	$16,308	33.9%
Total $ Revenue Rounds	***85,533***	***73,815***	***15.9%***	***571,696***	***529,232***	***8.0%***
Senior Non-Resident ID	0	0	0.0%	2	3	-33.3%
Adult Non-Resident ID	0	0	0.0%	2	0	0.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***4***	***3***	***33.3%***
GolfNow/TeeOff Rounds	121	50	142.0%	517	578	-10.6%
GolfNow/TeeOff Dollars	$4,586	$1,833	150.2%	$19,449	$20,540	-5.3%
Dollars/Round	$37.90	$36.66	3.4%	$37.62	$35.54	5.9%

OAK HILLS SALES ANALYSIS OCTOBER 2019 CALENDAR

Description	Oct-19	Oct-18	Inc/(Dec)	YTD 2019	YTD 2018	Inc/(Dec)
Revenue Rounds	2,457	2,385	3.0%	30,845	31,018	-0.6%
Barter Rounds	196	220	-10.9%	1,741	1,841	-5.4%
Sub Total	2,653	2,605	1.8%	32,586	32,859	-0.8%
Comp Rounds	110	110	0.0%	552	539	2.4%
Total All Rounds	2,763	2,715	1.8%	33,138	33,398	-0.8%
Total Carts	1,478	1,199	23.3%	19,201	18,541	3.6%
Total Boards	11	0	0.0%	188	354	-46.9%
Total Golf ID Cards	0	0	0.0%	1,483	1,173	26.4%
Total Gift Cards	82	72	13.9%	246	224	9.8%
Total $ Revenue Rounds	$85,533	$73,815	15.9%	$1,006,428	$916,723	9.8%
Total Carts $	$23,749	$18,948	25.3%	$315,984	$306,226	3.2%
Total Board $	$209	$0	0.0%	$3,971	$7,492	-47.0%
Total Golf ID Cards $	$0	$0	0.0%	$131,414	$92,241	42.5%
Total Gift Cards $	$2,944	$2,632	11.9%	$16,350	$15,035	8.7%
Rain Chks/Gift Cards Redeemed	-$1,195	-$958	24.7%	-$25,880	-$27,427	-5.6%
	$111,241	**$94,437**	**17.8%**	**$1,448,267**	**$1,310,289**	**10.5%**
$ Revenue/Revenue Round	**$34.81**	**$30.95**	12.5%	**$32.63**	**$29.55**	10.4%
Carts/Revenue Round	**60.2%**	**50.3%**	19.7%	**62.2%**	**59.8%**	4.1%
Cart $/Revenue Round	**$9.67**	**$7.94**	21.7%	**$10.24**	**$9.87**	3.8%
Cart $/Cart Round	**$16.07**	**$15.80**	1.7%	**$16.46**	**$16.52**	-0.4%
Board $/Board Round	**$19.00**	**$0.00**	0.0%	**$21.12**	**$0.00**	0.0%
ID Card $/Card	**$0.00**	**$0.00**	0.0%	**$88.61**	**$78.64**	12.7%
Resident Adult 18 Rounds	636	693	-8.2%	8,434	8,812	-4.3%
Resident Senior 18 Rounds	595	609	-2.3%	5,872	6,790	-13.5%
Junior/Golf Team 18 Rounds	34	26	30.8%	936	893	4.8%
Golf League 18 Rounds	3	0	0.0%	213	297	-28.3%
Empl 18 Rounds	33	48	-31.3%	531	527	0.8%
Non Resident 18 Rounds	1,050	917	14.5%	13,177	12,575	4.8%
Total 9 Hole Rounds	106	92	15.2%	1,682	1,124	49.6%
Total Revenue Rounds	***2,457***	***2,385***	***3.0%***	***30,845***	***31,018***	***-0.6%***
Resident Adult 18 Rounds $	$19,570	$18,441	6.1%	$252,449	$240,904	4.8%
Resident Senior 18 Rounds $	$15,854	$13,708	15.7%	$151,379	$153,817	-1.6%
Junior/Golf Team 18 Rounds $	$671	$392	71.2%	$13,397	$13,045	2.7%
Golf League 18 Rounds	$62	$0	0.0%	$4,892	$5,643	-13.3%
Empl 18 Rounds $	$231	$336	-31.3%	$3,717	$3,577	3.9%
Non Resident 18 Rounds $	$46,874	$38,956	20.3%	$544,438	$474,495	14.7%
Total 9 Hole Rounds $	$2,272	$1,982	14.6%	$36,157	$25,242	43.2%
Total $ Revenue Rounds	***85,533***	***73,815***	***15.9%***	***1,006,428***	***916,723***	***9.8%***
SR NONRES DISC	0	0	0.0%	71	63	12.7%
NONRES DISCOUNT	0	0	0.0%	92	77	19.5%
FAMILY REG	0	0	0.0%	0	16	-100.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***163***	***156***	***4.5%***
GolfNow Rounds	121	50	142.0%	963	1,087	-11.4%
GolfNow Dollars	$4,586	$1,833	150.2%	$36,373	$35,249	3.2%
Dollars/Round	$37.90	$36.66	3.4%	$37.77	$32.43	16.5%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of October 31, 2019

	Total			
	As of Oct 31, 2019	As of Oct 31, 2018 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	60,294.72	25,684.72	34,610.00	134.75%
1022 NBT Payment Account	-16,410.13	-22,824.31	6,414.18	28.10%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	$ 46,635.59	$ 5,611.41	$ 41,024.18	731.09%
Total Bank Accounts	$ 46,635.59	$ 5,611.41	$ 41,024.18	731.09%
Accounts Receivable				
1201 Accounts Receivable	0.00	14,947.30	-14,947.30	-100.00%
Total Accounts Receivable	$ 0.00	$ 14,947.30	-$ 14,947.30	-100.00%
Other Current Assets				
1100 Inventory	52,139.19	29,857.20	22,281.99	74.63%
1200 Receivables	4,015.00	2,259.31	1,755.69	77.71%
1300 Prepaid Expenses	25,333.56	16,133.04	9,200.52	57.03%
1400 Deposits	2,100.00	0.00	2,100.00	100.00%
Total Other Current Assets	$ 83,587.75	$ 48,249.55	$ 35,338.20	73.24%
Total Current Assets	$ 130,223.34	$ 68,808.26	$ 61,415.08	89.26%
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,032,548.99	1,015,495.99	17,053.00	1.68%
1510 Accumulated Depreciation/Amort.	-3,568,484.24	-3,309,195.25	-259,288.99	-7.84%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	30,035.97	22,103.88	7,932.09	35.89%
1561 Park Improvements	1,773,864.03	1,755,964.06	17,899.97	1.02%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-9,870.63	-1,225.59	-8,645.04	-705.38%
1570 Capital Projects in Progress	29,200.00	7,853.00	21,347.00	271.83%
Total 1500 Fixed Assets	$1,614,514.01	$1,818,215.98	-$203,701.97	-11.20%
Total Fixed Assets	$1,614,514.01	$1,818,215.98	-$203,701.97	-11.20%
TOTAL ASSETS	$1,744,737.35	$1,887,024.24	-$142,286.89	-7.54%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	44,924.34	14,500.29	30,424.05	209.82%
Total Accounts Payable	$ 44,924.34	$ 14,500.29	$ 30,424.05	209.82%

Other Current Liabilities				
2050 Accounts Payable-Tennis Revenue	110.00	185.00	-75.00	-40.54%
2052 Accounts Payable - F&B Revenue	0.00	3,485.00	-3,485.00	-100.00%
2053 Accounts Payable - Supporters of OHP	0.00	40.00	-40.00	-100.00%
2100 Accrued Payroll	33,408.13	28,902.86	4,505.27	15.59%
2104 Accrued retirement contribution	221.55	260.01	-38.46	-14.79%
2105 Accrued Vacation Pay	28,789.27	24,811.11	3,978.16	16.03%
2200 Accrued Expenses	27,924.02	41,123.40	-13,199.38	-32.10%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2250 Deferred Revenue				
2251 Tournament Deposits	1,300.00	1,000.00	300.00	30.00%
2254 Other Deferred	63,244.50	58,255.50	4,989.00	8.56%
Total 2250 Deferred Revenue	**$ 64,544.50**	**$ 59,255.50**	**$ 5,289.00**	**8.93%**
2400 Cart Sales Tax Due	1,431.00	1,131.00	300.00	26.53%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	0.00	43,721.63	-43,721.63	-100.00%
2503 150k Capital Debt	0.00	1,243.31	-1,243.31	-100.00%
2504 150k Operating Debt	0.00	1,491.96	-1,491.96	-100.00%
Total 2500 Interest due City of Norwalk	**$ 0.00**	**$ 46,456.90**	**-$ 46,456.90**	**-100.00%**
Total Other Current Liabilities	**$ 157,778.47**	**$ 207,000.78**	**-$ 49,222.31**	**-23.78%**
Total Current Liabilities	**$ 202,702.81**	**$ 221,501.07**	**-$ 18,798.26**	**-8.49%**
Long-Term Liabilities				
2701 Consolidated City Debt	1,981,729.88	2,034,195.80	-52,465.92	-2.58%
2730 Capital Debt (150k)	76,750.01	78,523.93	-1,773.92	-2.26%
2731 Operating Expense Debt (150k)	76,752.55	78,526.47	-1,773.92	-2.26%
2764 NBT Truck Loan	2,570.08	8,719.51	-6,149.43	-70.52%
2765 Deere Credit Inc. Progator Sprayer	3,906.38	11,486.64	-7,580.26	-65.99%
2766 Wells Fargo Eq Bandit Chipper	3,941.64	7,875.47	-3,933.83	-49.95%
2767 Deere Credit, Inc. Sweeper Vac	5,171.95	10,128.02	-4,956.07	-48.93%
2768 Deere Credit Inc. Greens Roller	5,082.18	8,300.16	-3,217.98	-38.77%
2769 Deere Credit, Inc. Gator	0.00	1.04	-1.04	-100.00%
2770 Deere Credit Inc. Hybrid Mower	3,087.26	9,108.53	-6,021.27	-66.11%
2771 Yard Card-Skid Mount	2.10	1,260.49	-1,258.39	-99.83%
2772 Wells Fargo 2017 Aera-Vator	2,554.68	3,609.48	-1,054.80	-29.22%
2773 DLL Finance Club Car CA550G Utility Cart	4,386.50	6,192.50	-1,806.00	-29.16%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	40,178.75	52,144.67	-11,965.92	-22.95%
2775 Deere Credit, Inc. Hybrid Mower	19,096.63	24,558.10	-5,461.47	-22.24%
2776 Wells Fargo MTE 2018 TurfCo Blower	6,020.61	7,591.23	-1,570.62	-20.69%
2777 DLL Finance Club Car CA502 Utility Cart	8,279.99	0.00	8,279.99	100.00%
2778 Wells Fargo Used Kubota Tractor Mini Ex	28,226.67	0.00	28,226.67	100.00%
Total Long-Term Liabilities	**$2,267,737.86**	**$2,342,222.04**	**-$ 74,484.18**	**-3.18%**
Total Liabilities	**$2,470,440.67**	**$2,563,723.11**	**-$ 93,282.44**	**-3.64%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%

Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-1,142,991.32	-1,068,821.25	-74,170.07	-6.94%
Net Income	54,793.18	29,627.56	25,165.62	84.94%
Total Equity	**-$ 725,703.32**	**-$ 676,698.87**	**-$ 49,004.45**	**-7.24%**
TOTAL LIABILITIES AND EQUITY	**$1,744,737.35**	**$1,887,024.24**	**-$142,286.89**	**-7.54%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
October 2019

	Total			
	Oct 2019	Oct 2018 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	74,757.75	61,922.00	12,835.75	20.73%
4020 I.D. Cards	0.00	0.00	0.00	0.00%
4030 Tournament Fees	15,053.00	13,254.00	1,799.00	13.57%
4050 Cart Revenue	22,331.00	17,817.00	4,514.00	25.34%
4055 GolfBoard Revenue	197.00	0.00	197.00	0.00%
4060 Golf Revenue - Gift Certif.	2,944.00	2,632.00	312.00	11.85%
4070 Gift & Rain Checks Redeemed	-1,195.00	-958.00	-237.00	-24.74%
Total 4001 Golf Revenue	$114,087.75	$ 94,667.00	$ 19,420.75	20.51%
4200 Rental Income	1,375.00	1,350.00	25.00	1.85%
4300 Investment Income	10.62	6.68	3.94	58.98%
4400 Misc. Income	0.86	5.00	-4.14	-82.80%
4600 Restaurant Income	4,000.00	1.00	3,999.00	399900.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$119,474.23	$ 96,029.68	$ 23,444.55	24.41%
Total Income	$119,474.23	$ 96,029.68	$ 23,444.55	24.41%
Gross Profit	$119,474.23	$ 96,029.68	$ 23,444.55	24.41%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,440.69	12,515.12	925.57	7.40%
5030 Operations	19,718.48	15,688.33	4,030.15	25.69%
5040 Operations O/T	125.69	0.00	125.69	0.00%
5050 Course Personnel	25,418.76	26,101.72	-682.96	-2.62%
5060 Course Personnel O/T	480.03	36.81	443.22	1204.07%
5070 Seasonal Personnel	17,830.10	15,729.71	2,100.39	13.35%
5080 Seasonal Personnel O/T	654.60	96.45	558.15	578.69%
Total 5000 PERSONNEL EXPENSE	$ 77,668.35	$ 70,168.14	$ 7,500.21	10.69%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	5,879.81	5,330.94	548.87	10.30%
5230 State Unemployment	1,586.95	1,177.14	409.81	34.81%
5250 Health Insurance	2,702.45	3,961.92	-1,259.47	-31.79%
5260 Workmans Compensation	1,783.49	1,463.97	319.52	21.83%
5270 Retirement Plans	530.06	670.54	-140.48	-20.95%
Total 5200 EMPLOYEE BENEFITS	$ 12,482.76	$ 12,604.51	-$ 121.75	-0.97%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	839.58	748.41	91.17	12.18%
5430 Professional Fees	2,500.00	2,500.00	0.00	0.00%
5436 Advertising	1,077.41	984.47	92.94	9.44%

5440 Office Expense	1,173.28	1,048.59	124.69	11.89%
5441 Bank Charges	26.15	31.25	-5.10	-16.32%
5442 Credit Card Fees	3,781.50	3,144.23	637.27	20.27%
5450 Training and Dues	335.00	0.00	335.00	0.00%
5461 Authority Secretarial Services	140.00	120.00	20.00	16.67%
5469 Other Outside Services	448.83	378.74	70.09	18.51%
5470 Other Administrative	1,729.92	543.33	1,186.59	218.39%
5480 Utilities	7,712.50	8,259.86	-547.36	-6.63%
5500 Liability Insurance	6,001.92	4,073.76	1,928.16	47.33%
5520 Interest Expense	755.38	608.61	146.77	24.12%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 26,521.47**	**$ 22,441.25**	**$ 4,080.22**	**18.18%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	594.48	2,082.66	-1,488.18	-71.46%
5640 Golf Pro Supplies	857.77	0.00	857.77	100.00%
Total 5600 SALES AND OPERATIONS	**$ 1,452.25**	**$ 2,082.66**	**-$ 630.41**	**-30.27%**
5700 PARK MAINTENANCE				
5710 Water	4,106.58	1,032.04	3,074.54	297.91%
5720 Heating Fuel	76.74	0.00	76.74	100.00%
5730 Grounds Maintenance	5,009.82	0.00	5,009.82	100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	15,782.22	0.00	15,782.22	100.00%
5752 Agriculture/Chemicals Utilized	-13,586.68	3,833.23	-17,419.91	-454.44%
Total 5750 Agriculture and Chemicals	**$ 2,195.54**	**$ 3,833.23**	**-$ 1,637.69**	**-42.72%**
5760 Irrigation Maintenance	493.01	1,217.06	-724.05	-59.49%
5770 Consumable Tools	966.59	0.00	966.59	100.00%
5800 Equipment Maintenance	4,348.40	3,130.12	1,218.28	38.92%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	239.27	1,615.88	-1,376.61	-85.19%
5860 Gasoline/Diesel Fuel	935.44	944.88	-9.44	-1.00%
Total 5700 PARK MAINTENANCE	**$ 18,470.03**	**$ 11,773.21**	**$ 6,696.82**	**56.88%**
6000 CART EXPENSE				
6010 Cart Lease Expense	4,080.00	4,080.00	0.00	0.00%
6020 Electricity	1,671.02	1,631.31	39.71	2.43%
6030 Maintenance	763.53	645.00	118.53	18.38%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 6,914.55**	**$ 6,756.31**	**$ 158.24**	**2.34%**
Total Expenses	**$143,509.41**	**$ 125,826.08**	**$ 17,683.33**	**14.05%**
Net Operating Income	**-$ 24,035.18**	**-$ 29,796.40**	**$ 5,761.22**	**19.34%**
Other Expenses				
8000 Depreciation/Amortization	19,973.46	19,973.46	0.00	0.00%
8001 Capital projects				
8100 Capital Projects - Cash	0.00	12,149.99	-12,149.99	-100.00%
Total 8001 Capital projects	**$ 0.00**	**$ 12,149.99**	**-$12,149.99**	**-100.00%**
Total Other Expenses	**$ 19,973.46**	**$ 32,123.45**	**-$12,149.99**	**-37.82%**
Net Other Income	**-$ 19,973.46**	**-$ 32,123.45**	**$ 12,149.99**	**37.82%**
Net Income	**-$ 44,008.64**	**-$ 61,919.85**	**$ 17,911.21**	**28.93%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - October, 2019

	Total			
	Jul - Oct, 2019	Jul - Oct, 2018 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	540,083.08	492,496.00	47,587.08	9.66%
4020 I.D. Cards	8,800.00	5,080.00	3,720.00	73.23%
4030 Tournament Fees	62,875.00	58,425.10	4,449.90	7.62%
4050 Cart Revenue	184,600.00	168,141.00	16,459.00	9.79%
4055 GolfBoard Revenue	2,897.00	3,767.00	-870.00	-23.10%
4060 Golf Revenue - Gift Certif.	7,046.00	5,937.00	1,109.00	18.68%
4070 Gift & Rain Checks Redeemed	-13,264.10	-12,753.00	-511.10	-4.01%
Total 4001 Golf Revenue	**$ 793,036.98**	**$ 721,093.10**	**$ 71,943.88**	**9.98%**
4100 Tennis Revenue	15,052.80	15,000.00	52.80	0.35%
4200 Rental Income	5,500.00	5,400.00	100.00	1.85%
4300 Investment Income	24.93	28.90	-3.97	-13.74%
4400 Misc. Income	50.86	50.00	0.86	1.72%
4600 Restaurant Income	16,000.00	5.00	15,995.00	319900.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	**$ 829,665.57**	**$ 741,577.00**	**$ 88,088.57**	**11.88%**
Total Income	**$ 829,665.57**	**$ 741,577.00**	**$ 88,088.57**	**11.88%**
Gross Profit	**$ 829,665.57**	**$ 741,577.00**	**$ 88,088.57**	**11.88%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	53,412.03	50,167.59	3,244.44	6.47%
5030 Operations	98,496.54	86,819.94	11,676.60	13.45%
5040 Operations O/T	1,019.09	472.23	546.86	115.80%
5050 Course Personnel	98,151.45	97,668.57	482.88	0.49%
5060 Course Personnel O/T	754.68	334.48	420.20	125.63%
5070 Seasonal Personnel	76,985.69	58,912.54	18,073.15	30.68%
5080 Seasonal Personnel O/T	802.33	320.86	481.47	150.06%
Total 5000 PERSONNEL EXPENSE	**$ 329,621.81**	**$ 294,696.21**	**$ 34,925.60**	**11.85%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	24,970.80	22,397.87	2,572.93	11.49%
5230 State Unemployment	8,890.47	7,096.44	1,794.03	25.28%
5250 Health Insurance	10,829.00	15,585.96	-4,756.96	-30.52%
5260 Workmans Compensation	7,387.69	6,290.06	1,097.63	17.45%
5270 Retirement Plans	2,086.97	2,535.38	-448.41	-17.69%
Total 5200 EMPLOYEE BENEFITS	**$ 54,164.93**	**$ 53,905.71**	**$ 259.22**	**0.48%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	3,623.51	3,374.63	248.88	7.38%

5430 Professional Fees	10,000.00	10,000.00	0.00	0.00%
5436 Advertising	5,607.18	4,346.37	1,260.81	29.01%
5440 Office Expense	6,151.13	5,498.99	652.14	11.86%
5441 Bank Charges	126.05	117.35	8.70	7.41%
5442 Credit Card Fees	17,771.04	16,669.68	1,101.36	6.61%
5445 Postage	0.00	24.70	-24.70	-100.00%
5450 Training and Dues	410.00	380.00	30.00	7.89%
5461 Authority Secretarial Services	670.00	720.00	-50.00	-6.94%
5469 Other Outside Services	1,846.23	1,747.78	98.45	5.63%
5470 Other Administrative	3,563.67	2,346.14	1,217.53	51.90%
5480 Utilities	30,231.12	21,394.74	8,836.38	41.30%
5500 Liability Insurance	24,007.71	16,300.04	7,707.67	47.29%
5520 Interest Expense	3,291.98	3,788.20	-496.22	-13.10%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 107,299.62**	**$ 86,708.62**	**$ 20,591.00**	**23.75%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	2,454.22	6,651.10	-4,196.88	-63.10%
5640 Golf Pro Supplies	1,171.91	2,099.14	-927.23	-44.17%
Total 5600 SALES AND OPERATIONS	**$ 3,626.13**	**$ 8,750.24**	**-$ 5,124.11**	**-58.56%**
5700 PARK MAINTENANCE				
5710 Water	26,373.77	19,728.79	6,644.98	33.68%
5720 Heating Fuel	1,138.98	270.44	868.54	321.16%
5730 Grounds Maintenance	11,218.99	4,830.70	6,388.29	132.24%
5740 Tree Maintenance	200.00	0.00	200.00	100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	16,038.06	5,972.36	10,065.70	168.54%
5752 Agriculture/Chemicals Utilized	31,615.97	42,741.26	-11,125.29	-26.03%
Total 5750 Agriculture and Chemicals	**$ 47,654.03**	**$ 48,713.62**	**-$ 1,059.59**	**-2.18%**
5760 Irrigation Maintenance	4,603.63	7,574.39	-2,970.76	-39.22%
5770 Consumable Tools	1,966.46	1,315.21	651.25	49.52%
5780 Tee and Green Supplies	13.50	0.00	13.50	100.00%
5795 Janitorial Supplies	0.00	29.01	-29.01	-100.00%
5800 Equipment Maintenance	15,369.95	11,598.55	3,771.40	32.52%
5810 Equipment Rental	98.64	0.00	98.64	100.00%
5820 Building Maintenance	4,072.81	5,918.13	-1,845.32	-31.18%
5840 Small Equipment	516.19	920.00	-403.81	-43.89%
5860 Gasoline/Diesel Fuel	6,295.43	5,638.09	657.34	11.66%
5880 Employee work clothes	63.74	0.00	63.74	100.00%
Total 5700 PARK MAINTENANCE	**$ 119,586.12**	**$ 106,536.93**	**$ 13,049.19**	**12.25%**
6000 CART EXPENSE				
6010 Cart Lease Expense	56,985.74	52,428.00	4,557.74	8.69%
6015 Board Lease Expense	4,178.01	4,716.09	-538.08	-11.41%
6020 Electricity	7,412.90	7,034.55	378.35	5.38%
6030 Maintenance	1,166.78	2,087.08	-920.30	-44.10%
6050 Cart Insurance	1,600.00	1,600.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	2,000.00	-2,000.00	-100.00%
Total 6000 CART EXPENSE	**$ 71,343.43**	**$ 69,865.72**	**$ 1,477.71**	**2.12%**
Total Expenses	**$ 685,642.04**	**$ 620,463.43**	**$ 65,178.61**	**10.50%**

Net Operating Income	**$ 144,023.53**	**$ 121,113.57**	**$ 22,909.96**	**18.92%**
Other Expenses				
8000 Depreciation/Amortization	79,893.84	79,336.02	557.82	0.70%
8001 Capital projects				
8100 Capital Projects - Cash	9,336.51	12,149.99	-2,813.48	-23.16%
Total 8001 Capital projects	**$ 9,336.51**	**$ 12,149.99**	**-$ 2,813.48**	**-23.16%**
Total Other Expenses	**$ 89,230.35**	**$ 91,486.01**	**-$ 2,255.66**	**-2.47%**
Net Other Income	**-$ 89,230.35**	**-$ 91,486.01**	**$ 2,255.66**	**2.47%**
Net Income	**$ 54,793.18**	**$ 29,627.56**	**$ 25,165.62**	**84.94%**

Oak Hills Park Authority
FY19 Actual vs. Budget

	October Act	October Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$74,758	$80,184	-$5,426	-6.8%	$540,083	$540,749	-$665	-0.1%
4020 · I.D. Cards	$0	$0	$0	0.0%	$8,800	$8,461	$339	4.0%
4030 · Tournament Fees	$15,053	$12,884	$2,169	16.8%	$62,875	$58,038	$4,837	8.3%
4050 · Cart Revenue	$22,331	$23,849	-$1,518	-6.4%	$184,600	$181,766	$2,834	1.6%
4055 · GolfBoard Revenue	$197	$518	-$321	-62.0%	$2,897	$3,947	-$1,050	-26.6%
4060 · Golf Revenue - Gift Certif.	$2,944	$2,478	$466	18.8%	$7,046	$6,882	$164	2.4%
4070 · Gift & Rain Checks Redeemed	-$1,195	-$1,151	-$44	3.8%	-$13,264	-$13,461	$197	-1.5%
Total 4001 · Golf Revenue	**$114,088**	**$118,762**	**-$4,675**	**-3.9%**	**$793,037**	**$786,380**	**$6,657**	**0.8%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$15,053	$15,038	$15	0.1%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$5,500	$5,500	$0	0.0%
4300 · Investment Income	$11	$33	-$22	-67.6%	$25	$70	-$45	-64.5%
4400 · Misc. Income	$1	$3	-$2	-69.9%	$51	$59	-$8	-13.6%
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	**$5,386**	**$5,411**	**-$24**	**-0.4%**	**$36,629**	**$36,667**	**-$39**	**-0.1%**
TOTAL REVENUE	**$119,474**	**$124,173**	**-$4,699**	**-3.8%**	**$829,666**	**$823,047**	**$6,618**	**0.8%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$13,441	$13,740	$299	2.2%	$53,412	$53,244	-$168	-0.3%
5030 · Operations	$19,718	$14,890	-$4,829	-32.4%	$98,497	$87,095	-$11,402	-13.1%
5040 · Operations O/T	$126	$0	-$126	0.0%	$1,019	$0	-$1,019	0.0%
5050 · Course Personnel	$25,419	$26,963	$1,544	5.7%	$98,151	$104,784	$6,632	6.3%
5060 · Course Personnel O/T	$480	$5	-$475	-10275.1%	$755	$122	-$632	-516.1%
5070 · Seasonal Personnel	$17,830	$18,604	$774	4.2%	$76,986	$75,641	-$1,344	-1.8%
5080 · Seasonal Personnel O/T	$655	$0	-$655	0.0%	$802	$0	-$802	0.0%
Total 5000 · PERSONNEL EXPENSE	**$77,668**	**$74,201**	**-$3,467**	-4.7%	**$329,622**	**$320,886**	**-$8,736**	-2.7%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$5,880	$5,863	-$17	-0.3%	$24,971	$24,797	-$174	-0.7%
5230 · State Unemployment	$1,587	$1,329	-$258	-19.4%	$8,890	$8,221	-$669	-8.1%
5250 · Health Insurance	$2,702	$3,009	$306	10.2%	$10,829	$11,435	$606	5.3%
5260 · Workmans Compensation	$1,783	$1,800	$17	0.9%	$7,388	$7,400	$12	0.2%
5270 · Retirement Plans	$530	$655	$125	19.1%	$2,087	$2,381	$294	12.3%
Total 5200 · EMPLOYEE BENEFITS	**$12,483**	**$12,656**	**$173**	1.4%	**$54,165**	**$54,234**	**$69**	0.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$840	$1,006	$166	16.5%	$3,624	$3,946	$322	8.2%
5430 · Professional Fees	$2,500	$2,700	$200	7.4%	$10,000	$10,400	$400	3.8%
5436 · Advertising	$1,077	$1,107	$30	2.7%	$5,607	$5,839	$232	4.0%
5440 · Office Expense	$1,173	$899	-$275	-30.6%	$6,151	$6,021	-$130	-2.2%
5441 · Bank Charges	$26	$35	$9	26.1%	$126	$127	$1	0.8%
5442 · Credit Card Fees	$3,782	$3,460	-$321	-9.3%	$17,771	$17,217	-$554	-3.2%
5445 · Postage	$0	$5	$5	100.0%		$5	$5	100.0%
5450 · Training and Dues	$335	$132	-$203	-152.8%	$410	$268	-$142	-53.1%
5461 · Authority Secretarial Services	$140	$123	-$17	-13.8%	$670	$516	-$154	-29.8%
5469 · Other Outside Services	$449	$357	-$91	-25.6%	$1,846	$1,665	-$181	-10.9%
5470 · Other Admin	$1,730	$675	-$1,055	-156.5%	$3,564	$2,614	-$949	-36.3%
5471 · Charitable Contributions		$0	$0	0.0%	$0	$0	$0	0.0%
5480 · Utilities	$7,713	$6,140	-$1,573	-25.6%	$30,231	$28,217	-$2,014	-7.1%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$19,764**	**$16,639**	**-$3,125**	-18.8%	**$80,000**	**$76,835**	**-$3,165**	-4.1%
5500 · DEBT SERVICE AND INSURANCE								
5500 · Liability Insurance	$6,002	$5,853	-$149	-2.5%	$24,008	$23,710	-$297	-1.3%

Oak Hills Park Authority
FY19 Actual vs. Budget

	October Act	October Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5520 · Interest	$755	$508	-$248	-48.8%	$3,292	$3,132	-$160	-5.1%
Total 5500 · DEBT SERVICE AND INSURANCE	**$6,757**	**$6,361**	**-$396**	-6.2%	**$27,300**	**$26,842**	**-$458**	-1.7%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$594	$1,268	$674	53.1%	$2,454	$3,854	$1,400	36.3%
5640 · Golf Pro Supplies	$858	$319	-$539	-169.2%	$1,172	$951	-$221	-23.2%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5600 SALES AND OPERATIONS	**$1,452**	**$1,587**	**$135**	8.5%	**$3,626**	**$4,806**	**$1,179**	24.5%
5700 · PARK MAINTENANCE								
5710 · Water	$4,107	$7,780	$3,673	47.2%	$26,374	$30,367	$3,993	13.2%
5720 · Heating Fuel	$77	$78	$2	2.2%	$1,139	$1,119	-$20	-1.8%
5730 · Grounds Maintenance	$5,010	$4,573	-$437	-9.6%	$11,219	$8,460	-$2,759	-32.6%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$200	$200	$0	0.0%
5751 · Agriculture&Chemicals-Purch	$15,782		-$15,782	0.0%	$16,038	$0	-$16,038	0.0%
5752 · Agriculture/Chemicals Utilized	-$13,587	$2,866	$16,453	574.0%	$31,616	$52,557	$20,941	39.8%
5760 · Irrigation Maintenance	$493	$1,694	$1,201	70.9%	$4,604	$6,330	$1,726	27.3%
5770 · Consumable Tools	$967	$86	-$881	-1025.5%	$1,966	$1,442	-$525	-36.4%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$14	$14	$0	0.0%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$0	$262	$262	100.0%
Total 5700 · PARK MAINTENANCE	**$12,848**	**$17,077**	**$4,228**	24.8%	**$93,169**	**$100,750**	**$7,581**	7.5%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$4,348	$3,651	-$697	-19.1%	$15,370	$11,010	-$4,360	-39.6%
5810 · Equipment Rental	$99	$1,000			$99	$1,000		
5820 · Building Maintenance	$239	$2,061	$1,822	88.4%	$4,073	$4,635	$562	12.1%
5840 · Small Equipment	$0	$503	$503	100.0%	$516	$1,847	$1,331	72.1%
5860 · Gasoline/Diesel Fuel	$935	$495	-$440	-89.0%	$6,295	$5,420	-$875	-16.2%
5880 · Employee work clothes	$0	$0	$0	0.0%	$64	$64	$0	0.0%
Total 5800 · PARK EQUIPMENT	**$5,622**	**$7,711**	**$1,188**	27.1%	**$26,417**	**$23,976**	**-$3,342**	-10.2%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$4,080	$0	-$4,080	0.0%	$56,986	$53,266	-$3,719	-7.0%
6015 · Board Lease Expense	$0	$0	$0	0.0%	$4,178	$4,332	$154	3.6%
6020 · Electricity	$1,671	$1,625	-$46	-2.8%	$7,413	$7,252	-$161	-2.2%
6030 · Maintenance	$764	$602	-$162	-26.8%	$1,167	$1,169	$2	0.2%
6050 · Cart Insurance	$400	$400	$0	0.0%	$1,600	$1,600	$0	0.0%
6060 · Misc. Cart Expense	$0	$100	$100	100.0%	$0	$200	$200	100.0%
Total 6000 · CART EXPENSE	**$6,915**	**$2,727**	**-$4,187**	-153.5%	**$71,343**	**$67,819**	**-$3,524**	-5.2%
7001 · Uncategorized Expenses							$0	
TOTAL OPERATIONAL EXPENSE	**$143,509**	**$138,959**	**-$5,452**	-3.3%	**$685,642**	**$676,148**	**-$10,396**	-1.4%
TOTAL OPERATIONAL NET INCOME	**-$24,035**	**-$14,786**	**-$9,249**	62.6%	**$144,024**	**$146,900**	**-$2,876**	-2.0%
Depreciation/Amortization								
Restructured Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Funding $150k	$0	$0	$0	0.0%	$0	$0	$0	0.0%
$150K Operating Debt	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Expense	**$0**	**$0**	**$0**	0.0%	**$0**	**$0**	**$0**	0.0%
NET INCOME BEFORE CAPITAL EXPENSES	**-$24,035**	**-$14,786**	**-$9,249**	62.6%	**$144,024**	**$146,900**	**-$2,876**	-2.0%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$0	$2,119	$2,119	100.0%	$9,337	$13,047	$3,711	28.4%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$0	$2,119	$2,119	100.0%	$9,337	$13,047	$3,711	28.4%
NET INCOME	**-$24,035**	**-$16,905**	**-$7,130**	42.2%	**$134,687**	**$133,853**	**$835**	0.6%