FINANCE/CLAIMS COMMITTEE MEETING
Thursday, December 10, 2020, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 862 647 869

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https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   November 12, 2020 – Regular Meeting

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

   December 10, 2020

6. Narrative on Tax Collections dated December 10, 2020 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated November 2020 – Receive Report and discuss.
8. Receive Oak Hills Authority monthly Financial Statements for October 2020.
9. Authorize The Common Council hereby approves and adopts the revised Building Permit Fee schedule approved by the Building Board of Appeals at its March 9, 2020 public meeting. Copy of revised Building Permit Fee schedule enclosed with Agenda.
10. Action Requested- November 2020: Authorize an additional $20,253 per year as a contingency if claim frequency in any one year exceeds historical averages for an authorized total of $125,000 per year; and authorize an additional $35,759 for the three year contract term for a total three year total cost of $350,000.

Previous Action Requested earlier this year: Action Requested: Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City's Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023 at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $104,747 and total estimate three year cost is $314,241. Accounts: 16-1344-5258 and 16-5054-5258.

11. Adjournment.

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CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
NOVEMBER 12, 2020
BY ZOOM VIRTUAL TELECONFERENCE

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

STAFF: Lisa Biagiarelli, Tax Collector; Chitsamay Lam, Controller; Henry Dachowitz, Chief Financial Officer; Angela Fogel, Director of Management and Budgets

OTHERS: Joseph Andrasko, Oak Hills Park Authority; Stuart Wells, Registrar of Voters

1. **CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:03 p.m.

2. **ROLL CALL**

Mr. Burnett called the Roll as indicated above. A Quorum was present.

3. **PUBLIC PARTICIPATION**

No members of the public wished to speak this evening.

** **MR. HEUVELMAN MOVED TO APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS: OCTOBER 8, 2020 – REGULAR MEETING AS PRESENTED**

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

5. **CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: NOVEMBER 12, 2020**

Ms. Biagiarelli reported that no action was required this evening. All of the claims are below the threshold. She noted that the department processed a lot of refunds over the last 30 days.

6. NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 12, 2020 – RECEIVE REPORT AND DISCUSS.

7. MONTHLY TAX COLLECTOR'S REPORTS DATED OCTOBER 2020 – RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli reviewed her report and said that by the end of October, they collected $182.6 million, which is 52.2% of the current adjusted levy. They are 2.17% below last year. She said that residents had until October 1st to pay their taxes. They collected $8.5 million of the sewer levy which is 50.89%. Ms. Biagiarelli said they will start thinking about the second installment for tax payments. She said she expects the bills to go out on time.

Ms. Biagiarelli said they had to close the office suddenly at the end of last week. They heard from the Department of Health that they will be able to re-open to the public on Tuesday. She said she expects to open the window, but they are having staffing issues due to not having enough staff.

Mr. Burnett asked Ms. Biagiarelli the plans for the colder weather. She said the administration is looking at keeping the window open, because there are concerns about bringing people into the building. They are working on a way to keep the window open and have people wait in their cars until they are called. She said they will come up with a system to make it comfortable for the public.

Mr. Burnett asked Ms. Biagiarelli if she is concerned about the 2.17% reduction in collections. Ms. Biagiarelli said she is concerned. She said it had gotten more difficult with the office closing and with the surge. She said they try to work remotely. There are only seven of them and if they are down a few people, it can get tricky. They try to make it as convenient for people as possible.

Ms. Biagiarelli said she did an update at the end of last week and they are at 52.4%, but they are still lagging. She said they will try to come up with ways to mitigate that. Mr. Dachowitz said he has been monitoring the numbers for 35 weeks. They collected $8.2 million more than last year.

Mr. Dachowitz said the phones in the Tax Office have been re-routed. He said they will get through this and feels that the City is coming through ok. He said it is challenging for the department heads on a day to day basis; people's health is a very high priority.

Mr. Burnett thanked Ms. Biagiarelli for the extra effort and asked her to stay safe.

8. **RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR SEPTEMBER 2020.**

Mr. Andrasko reviewed the September financials. He reported that revenue is up 35% . On a year to date basis, September was a very good month. Overall, they are up 28% on revenue.

October numbers are not finals, but revenues were up 60% due to usage. Mr. Andrasko noted that the weather has been wonderful for golf usage.

Mr. Andrasko said Oak Hills has a line of credit for $200,00, but they do not intend to draw on it until the spring. They made a re-payment to the City of Norwalk for $45,000. The audited financial should be ready by the end of November, which will trigger a payment of $15,000 to the City of Norwalk. Mr. Andrasko said they are in a good cash position to keep their commitment to the City.

Mr. Burnett asked Mr. Andrasko for an assessment for the winter. Mr. Andrasko said that even with a few capital expenditures, they do not expect to have to go into the line of credit until March or April. If they have a good March, they may not have to go into the line of credit. Mr. Andrasko attributed the success to the weather. He said that people came back to golf during the pandemic. He noted that this has been a driver throughout the golf industry.

Mr. Kydes asked Mr. Andrasko if Oak Hills has started selling season passes for 2021. Mr. Andrasko said they are doing a holistic review of the season passes and will do a review of how the package will be presented.

9. **AUTHORIZE THE MAYOR HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ACCEPT THE CTCL COVID-19 RESPONSE GRANT IN THE AMOUNT OF $51,714.00.**

Mr. Wells explained that he heard about this grant and applied for it. Mr. Burnett said that Mark Zuckerberg allocated $250 million for election related costs. Norwalk's share is $51,714.00. Ms. Revolus asked how these funds can be allocated. Mr. Wells said that there were considerable expenses for this election. Ms. Fogel explained that the grant is not for future voting but is related to this election and the complications from mail in voting. Ms. Revolus asked if the funding could be used for educating voters. Mr. Wells said he would be interested in educating voters. Ms. Revolus said she would love to educate voters on local situations. Mr. Wells noted that they are making training videos for Poll workers. Ms. Revolus said she would love to see local constituents educated, for example, by using yard signs to indicate the district. Mr. Wells said that re-districting is coming up and that would be a good time to teach residents.

Mr. Dachowitz explained that during this calendar year, because of Covid, they have been able to petition and receive grants for most of the funding. That funding was used to reimburse the City. He said the City to get the election done smoothly. This grant will offset those additional costs. He said that what Ms. Revolus was referring to would be a long term, on going project. This grant will defray the City's additional cost for this election.

Mr. Heuvelman asked if there is an accounting of the additional costs. Mr. Wells said he has not had a chance to determine the additional costs. Mr. Dachowitz noted that it is an accounting challenge. Some additional expenses may be co-mingled and some are segregated.

Mr. Keegan asked when the Finance Committee and the Common Council will know what it cost for Covid and what was reimbursed. Mr. Dachowitz said that Ms. Fogel is the keeper of the books. She has the City and the schools. He said that ballpark the amount is $8 million. He noted there has been tremendous support for the Board of Education. He said that the State may step in in cases where FEMA declines to reimburse costs. He said that some of the expenses were incurred during the last fiscal year and he expects reimbursements to come through. From a process point of view, Mr. Dachowitz said that the City of Norwalk is as on top of this as anyone.

** **MOTION TO APPROVE AND MOVE THIS TO THE FULL COMMON COUNCIL PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MS. REVOLUS; MR. KYDES; MR. BURNETT)**

10. **REVIEW FISCAL YEAR 2021 - 2022 OPERATING AND CAPITAL BUDGET CALENDAR.**

Mr. Burnett asked Mr. Dachowitz to highlight any key items related to the fiscal year 2021-2020 calendars. Ms. Fogel shared her screen showing the operating budget calendar. Mr. Dachowitz explained that they are well underway with meeting with individual departments. He reviewed the dates and said that the Common Council sets the operating budget on February 23rd and the Board of Estimate and Taxation sets the budget and tax levy at the beginning of May. Mr. Burnett noted that these dates are assuming the Governor does not extend the date. Mr. Dachowitz said it is important to get the tax bills out in a timely manner

Ms. Fogel shared her screen showing the capital budget calendar. Mr. Dachowitz reviewed the dates noted that on March 15th the Planning Commission will transmit its recommended budget to the Board of Estimate and Taxation. In April, the Common Council may approve, reject or reduce any item in the capital budget.

Mr. Dachowitz said they need to look at these projects a great deal. He said they may have to look at costs, timing, projects and the bond rating. He said that last year, Covid hit in March and they started working remotely. They had time to revise the operating budget to be sure the City was protected. He noted there was a lot of uncertainty. He said that he hoped there would be a decline in Covid cases, but the increase in cases and the recession causes him concern. Mr. Dachowitz said they received government funding and interest rates have been reduced, but a lot of that funding has been spent and it is uncertain if there will be relief.

Mr. Dachowitz said they have to be fiscally prudent. He said that he will take a fiscally conservative approach because he wants the City to be protected during these uncertainties. He said that Norwalk has done well to date and he wants that to continue.

Mr. Burnett thanked Mr. Dachowitz and Ms. Fogel.

11. **ADJOURNMENT.**

**** MR. KEEGAN MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY BY A SHOW OF HANDS**

There was no further business and the meeting was unanimously adjourned at 8:01 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

ITEM #5

AGENDA

DECEMBER 10TH 2020

CLAIMS COMMITTEE MEETING

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

MOTOR VEHICLE

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ANBAR SHEREEF HUSSEIN	19-MV-800153	$49.46	PRORATION
BLASS LINDSAY WALKER	19-MV-306468	$399.84	PRORATION
CAB EAST LLC	19-MV-405157	$107.48	PRORATION
CCAP AUTO LEASE LTD	19-MV-311832	$245.19	PRORATION
CRUZ-CRUZ ARMANDO	19-MV-315288	$58.45	PRORATION
DAIMLER TRUST	19-MV-315936	$87.66	PRORATION
	19-MV-315958	$520.82	PRORATION
	19-MV-800311	$190.23	PRORATION
DAIMLER TRUST	19-MV-315838	$443.59	PRORATION
	19-MV-315996	$54.29	PRORATION
DAIMLER TRUST	19-MV-403326	$224.10	PRORATION
ENTERPRISE FM TRUST	19-MV-320776	$437.34	PRORATION
	19-MV-320825	$168.29	PRORATION
ESPINAL RENE P SR	19-MV-321120	$19.90	PRORATION
	19-MV-321121	$13.31	PRORATION
FELBERT DIANE	19-MV-322070	$42.69	PRORATION
FIRE PREVENTION SERV INC	19-MV-323074	$76.72	PRORATION
GOHAR ISLAM M	17-MV-326384	$440.86	PRORATION
GRIMM KIMBERLY	19-MV-328089	$62.12	PRORATION
GUERRA MARCELA GIANINA	19-MV-328322	$190.12	PRORATION
GUIRAND WILFORD	19-MV-328458	$438.67	PRORATION
HALL STACEY L	19-MV-328606	$95.09	PRORATION
HENDRICKSON MIGUEL ANDRES	19-MV-329834	$58.88	PRORATION
HONDA LEASE TRUST	19-MV-SEE ATTACHED	$1,396.82	PRORATION

ITEM #5

AGENDA

DECEMBER 10TH 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
HONDA LEASE TRUST	19-MV-331824	$228.51	PRORATION
HYUNDAI LEASE TRUST	19-MV-332958	$333.73	PRORATION
HYUNDAI LEASE TRUST	19-MV-332603	$265.66	PRORATION
	19-MV-332897	$162.73	PRORATION
JP MORGAN CHASE BANK NA	19-MV-335763	$118.46	PRORATION
MADALONI STANLEY	19-MV-341347	$391.80	PRORATION
MCCLURE JONATHAN WEST	19-MV-343945	$11.09	PRORATION
NISSAN INFINITI LT	19-MV-349043	$359.22	PRORATION
	19-MV-349534	$156.84	PRORATION
NISSAN INFINITI LT	19-MV-349468	$314.98	PRORATION
OJALA WALTER WILLIAMS JR	19-MV-350523	$171.63	PRORATION
PORSCHE LEASING LTD	19-MV-353990	$771.98	PRORATION
RAMDHANIE PAMELA	19-MV-355504	$13.94	PRORATION
SAWYERS BARRINGTON A	19-MV-360595	$37.04	PRORATION
SHAW CARY S	19-MV-361189	$122.45	PRORATION
TOYOTA LEASE TRUST	19-MV-367445	$189.83	PRORATION
TOYOTA LEASE TRUST	19-MV-SEE ATTACHED	$678.82	PRORATION
ULLAH ZIQA	19-MV-368594	$34.00	PRORATION
USB LEASING LT	19-MV-368942	$85.47	PRORATION
	19-MV-368972	$96.11	PRORATION
VW CREDIT LEASING LTD	19-MV-371603	$75.77	PRORATION
	19-MV-371735	$42.69	PRORATION
VW CREDIT LEASING LTD	19-MV-371480	$447.85	PRORATION
VW CREDIT LEASING LTD	19-MV-371798	$100.62	PRORATION

ITEM #5

AGENDA

DECEMBER 10TH 2020

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
VW CREDIT LEASING LTD	19-MV-371556	$163.64	PRORATION
	19-MV-371703	$100.93	PRORATION
WOLF ABIGAIL A	19-MV-373552	$18.17	PRORATION

REAL ESTATE

GASKILL SHERRY			
1 WOLFPIT AVE UNIT 11			
5-16-1-11	19-RE-120790	$2,362.56	PAID IN ERROR

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
19-367022	AK53056	JTMRFREV3HJ144954	$ 73.53
19-367216	AJ21884	5TDBZRFH9HS399886	$ 143.83
19-367218	AK53071	5TDJZRFH9HS378399	$ 108.50
19-367372	AM28975	2T1BURHE1JC977947	$ 79.09
19-367420	AS15659	JTMBFREV7JD252869	$ 108.62
19-367593	AH94795	JTHCM1D24H5020221	$ 96.89
19-367751	AK60406	JTMBFREV1HJ149782	$ 68.36
TOTAL			**$ 678.82**

HONDA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
16-406328	2AFLD5	2HKRM4H42GH726546	$ 295.98
19-331206	2AFLD5	2HKRM4H42GH726546	$ 269.99
19-331054	AJ04883	JHMCR6F50HC018225	$ 423.21
19-331756	8AKKF8	2HGFC1F36GH645218	$ 252.45
19-331836	AJ60845	19UDE2F73HA012458	$ 155.19
TOTAL			**$ 1,396.82**

Updated through 10/31/2020

		Year to Date				
		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	17,943	22,391	4,448	24.8%	Oct rounds also beat p/y month by 62%. Utilitization continues to be above norm but will drop off soon
	Non-Revenue Rounds	4,203	4,582	379	9.0%	
	Total Rounds	22,146	26,973	4,827	21.8%	
	Carts	11,954	16,286	4,332	36.2%	Higher golf rounds have a direct effect on cart rentals.
	ID Cards	82	96	14	17.1%	

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	858,403	1,049,105	190,702	22.2%	Fair weather continued through October; COVID restrictions boosting play.
	Tennis Revenue	15,000	15,000	-	0.0%	
	Restaurant Revenue	9,400	10,400	1,000	10.6%	
	Other Revenue	5,596	5,662	66	1.2%	
	Total Revenue	**888,399**	**1,080,167**	**191,768**	**21.6%**	
	Management Salary	52,600	53,943	1,343	2.6%	
	Operations Salary	77,340	101,919	24,579	31.8%	High golf and cart rounds created need for add'l work. However, this needs to be monitored going forward
	Maintenance Salary	157,073	154,764	(2,309)	-1.5%	Kudos to Jim Schell for keeping the course in great shape during a dry summer AND being under-staffed.
	Employee Benefits	52,468	54,113	1,645	3.1%	Driven by unemployment rates which increased due to # of laid off staff (COVID).
	Administrative	76,937	88,100	11,163	14.5%	Increase in cred card fees due to higher % of people using cc's on top of higher base of rounds.
	Interest & Insurance	24,499	27,463	2,964	12.1%	Budget amt is too low due to a one-time credit skewing the calculation that was used for insurance.
	Sales & Operations	2,658	2,843	185	7.0%	
	Park Maintenance	97,187	104,577	7,390	7.6%	Water over-BGT by $16k (drought); offset by $5k less in grounds/irrigation maintenance
	Park Equipment	33,242	23,826	(9,416)	-28.3%	Keeping all maintenance costs and equipment purchases to a minimum.
	Carts	69,940	72,635	2,695	3.9%	Slightly higher than expected electricity and property tax expenses.
	Operating Expense	**643,944**	**684,183**	**40,239**	**6.2%**	
	Net Income	**244,455**	**395,984**	**151,529**	**62.0%**	
Balance Sheet	Cash Balance	308,105	399,679	91,574	29.7%	Great cash position with the off-season approaching.
	Line of Credit Balance	-	-	-		

ITEM #8

Updated through *10/31/2020*

Rest of Year

Sales	Budget	Proj.	Variance	Var %	Comments
Revenue Rounds	12,078	13,890	1,812	15.0%	Expect a slowdown in rounds with off-season and more people commuting to work next year.
Non-Revenue Rounds	3,711	3,800	89	2.4%	
Total Rounds			-		
Carts	8,046	10,058	2,012	25.0%	Same as above
ID Cards	1,089	1,200	111	10.2%	We've gained a broader base of players this year with such high rounds.

P&L	Budget	Proj.	Variance	Var %	Comments
Golf Revenue	726,128	835,047	108,919	15.0%	See above
Tennis Revenue	10,000	10,000	-	0.0%	
Restaurant Revenue	8,000	8,000	-	0.0%	
Other Revenue	15,464	20,000	4,536	**29.3%**	Advertising revenue has the potential to grow.
Total Revenue	**759,592**	**873,047**	**113,455**	**14.9%**	
Salaries	461,197	500,000	38,803	8.4%	Unless Ops dept really cuts back, budget cuts plus high rounds will continue to cause and overage.
Employee Benefits	78,744	80,000	1,256	1.6%	
Administrative	109,699	115,000	5,301	4.8%	Credit card fees will continue to come in over-budget due to excess rounds / cashless transactions.
Debt Service & Insurance	52,390	55,500	3,110	5.9%	Debt service interest is dropping off; insurance overage known at this point.
Sales & Operations	2,342	3,000	658	28.1%	Additional rounds = more scorecards, pencils, etc.
Park Maintenance	87,513	90,000	2,487	2.8%	Drought is over so water will normalize; offset by more maintenance needed on grounds.
Park Equipment	42,758	45,000	2,242	5.2%	Maintenance team will need to somewhat make up for the current under-spend in the Spring.
Carts	66,225	64,000	(2,225)	-3.4%	Renewed cart lease came in slightly under expectations.
Operating Expense	**900,868**	**952,500**	**51,632**	**5.7%**	
Uncategorized Exp/Rev					
Net Income					

ITEM #8

Oak Hills Park Authority
FY21 Actual vs. Budget

	Oct Act	Oct Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$127,904	$74,827	$53,076	70.9%	$735,374	$577,225	$158,149	27.4%
4020 · I.D. Cards	$190	$0	$190	0.0%	$8,017	$8,658	-$641	-7.4%
4025 · Season Pass	$8,985	$8,985	$0	0.0%	$33,431	$35,940	-$2,509	-7.0%
4030 · Tournament Fees	$14,318	$12,622	$1,696	13.4%	$34,110	$53,872	-$19,762	-36.7%
4050 · Cart Revenue	$36,892	$21,446	$15,446	72.0%	$247,327	$188,467	$58,860	31.2%
4055 · GolfBoard Revenue	$186	$0	$186	0.0%	$806	$0	$806	0.0%
4060 · Golf Revenue - Gift Certif.	$3,622	$2,846	$776	27.3%	$7,870	$6,626	$1,244	18.8%
4070 · Gift & Rain Checks Redeemed	-$1,571	-$1,032	-$540	52.3%	-$17,829	-$12,385	-$5,444	44.0%
Total 4001 · Golf Revenue	**$190,525**	**$119,695**	**$70,830**	**59.2%**	**$1,049,105**	**$858,403**	**$190,702**	**22.2%**
4100 · Tennis Revenue	$0	$0	$0	0.0%	$15,000	$15,000	$0	0.0%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$5,500	$5,500	$0	0.0%
4300 · Investment Income	$65	$23	$42	183.2%	$178	$74	$104	139.7%
4400 · Misc. Income	$0	$1	-$1	-100.0%	-$16	$22	-$38	-171.0%
4600 · Restaurant Income	$2,850	$2,350	$500	21.3%	$10,400	$9,400	$1,000	10.6%
4700 · Advertising Revenue	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total Other Revenue	**$4,290**	**$3,749**	**$541**	**14.4%**	**$31,062**	**$29,996**	**$1,066**	**3.6%**
TOTAL REVENUE	**$194,815**	**$123,444**	**$71,371**	**57.8%**	**$1,080,167**	**$888,400**	**$191,768**	**21.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$13,585	$13,150	-$435	-3.3%	$53,943	$52,600	-$1,343	-2.6%
5030 · Operations	$21,807	$13,402	-$8,405	-62.7%	$100,844	$77,340	-$23,504	-30.4%
5040 · Operations O/T	$198	$0	-$198	0.0%	$1,075	$0	-$1,075	0.0%
5050 · Course Personnel	$24,304	$23,133	-$1,171	-5.1%	$94,738	$92,532	-$2,206	-2.4%
5060 · Course Personnel O/T	$506	$0	-$506	0.0%	$740	$0	-$740	0.0%
5070 · Seasonal Personnel	$16,877	$17,219	$341	2.0%	$58,875	$64,541	$5,666	8.8%
5080 · Seasonal Personnel O/T	$330	$0	-$330	0.0%	$410	$0	-$410	0.0%
Total 5000 · PERSONNEL EXPENSE	**$77,608**	**$66,904**	**-$10,704**	-16.0%	**$310,626**	**$287,013**	**-$23,613**	-8.2%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$5,839	$5,970	$131	2.2%	$23,501	$25,231	$1,730	6.9%
5230 · State Unemployment	$2,261	$1,487	-$773	-52.0%	$11,601	$8,601	-$3,000	-34.9%
5250 · Health Insurance	$1,245	$2,199	$954	43.4%	$8,440	$8,796	$356	4.1%
5260 · Workmans Compensation	$1,875	$1,745	-$130	-7.4%	$8,433	$7,348	-$1,085	-14.8%
5270 · Retirement Plans	$546	$646	$100	15.5%	$2,139	$2,493	$354	14.2%
Total 5200 · EMPLOYEE BENEFITS	**$11,766**	**$12,048**	**$283**	2.3%	**$54,113**	**$52,468**	**-$1,645**	-3.1%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,515	$902	-$614	-68.1%	$5,136	$3,607	-$1,529	-42.4%
5430 · Professional Fees	$2,650	$2,667	$17	0.6%	$10,450	$10,667	$217	2.0%
5436 · Advertising	$1,002	$981	-$21	-2.1%	$3,818	$4,738	$920	19.4%
5440 · Office Expense	$2,099	$1,133	-$967	-85.3%	$8,051	$5,939	-$2,112	-35.6%
5441 · Bank Charges	$23	$33	$10	30.5%	$123	$146	$23	15.6%
5442 · Credit Card Fees	$5,624	$3,780	-$1,844	-48.8%	$25,818	$18,885	-$6,933	-36.7%
5445 · Postage	$0	$0	$0	0.0%	$70	$11	-$59	-552.8%
5450 · Training and Dues	$0	$365	$365	100.0%	$550	$621	$71	11.4%
5461 · Authority Secretarial Services	$120	$125	$5	4.0%	$640	$500	-$140	-28.0%
5469 · Other Outside Services	$692	$434	-$258	-59.4%	$2,000	$1,882	-$118	-6.3%
5470 · Other Admin	$780	$704	-$76	-10.8%	$4,695	$2,818	-$1,877	-66.6%
5480 · Utilities	$5,853	$7,763	$1,910	24.6%	$26,750	$27,126	$375	1.4%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$20,359**	**$18,888**	**-$1,471**	-7.8%	**$88,100**	**$76,937**	**-$11,163**	-14.5%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority

ITEM #8

FY21 Actual vs. Budget

	Oct Act	Oct Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$5,625	$5,732	$107	1.9%	$25,234	$22,926	-$2,308	-10.1%
5520 · Interest	$335	$309	-$26	-8.3%	$2,229	$1,573	-$656	-41.7%
Total 5500 · DEBT SERVICE AND INSURANCE	**$5,960**	**$6,041**	**$81**	1.3%	**$27,463**	**$24,499**	**-$2,964**	-12.1%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5640 · Golf Pro Supplies	$1,020	$738	-$282	-38.3%	$2,139	$1,658	-$481	-29.0%
5680 · Golf Pro Work Clothes	$54	$0	-$54	0.0%	$704	$1,000	$296	29.6%
Total 5600 SALES AND OPERATIONS	**$1,074**	**$738**	**-$336**	-45.6%	**$2,843**	**$2,658**	**-$185**	-7.0%
5700 · PARK MAINTENANCE								
5710 · Water	$7,480	$3,022	-$4,458	-147.5%	$47,413	$31,910	-$15,503	-48.6%
5720 · Heating Fuel	$0	$35	$35	100.0%	$379	$627	$248	39.5%
5730 · Grounds Maintenance	$6,252	$4,596	-$1,655	-36.0%	$8,563	$12,737	$4,173	32.8%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$0	$0	$0	0.0%
5751 · Agriculture&Chemicals-Purch	$13,091	$2,889	-$10,202	-353.1%	$13,439	$44,401	$30,963	69.7%
5752 · Agriculture/Chemicals Utilized	-$11,588		$11,588	0.0%	$29,248	$0	-$29,248	0.0%
5760 · Irrigation Maintenance	$310	$828	$518	62.6%	$4,965	$5,995	$1,030	17.2%
5770 · Consumable Tools	$547	$276	-$271	-98.0%	$547	$1,361	$814	59.8%
5780 · Tee and Green Supplies	$0	$0	$0	0.0%	$0	$7	$7	100.0%
5795 · Janitorial Supplies	$0	$0	$0	0.0%	$23	$149	$125	84.3%
Total 5700 · PARK MAINTENANCE	**$16,093**	**$11,648**	**-$4,445**	-38.2%	**$104,577**	**$97,187**	**-$7,391**	-7.6%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$4,906	$3,867	-$1,039	-26.9%	$9,428	$13,978	$4,550	32.5%
5820 · Building Maintenance	$2,188	$2,013	-$175	-8.7%	$10,869	$10,864	-$5	0.0%
5840 · Small Equipment	$0	$0	$0	0.0%	$0	$2,500	$2,500	100.0%
5860 · Gasoline/Diesel Fuel	$737	$928	$191	20.6%	$3,323	$5,900	$2,577	43.7%
5880 · Employee work clothes	$0	$0	$0	0.0%	$206	$0	-$206	0.0%
Total 5800 · PARK EQUIPMENT	**$7,831**	**$6,807**	**-$1,023**	-15.0%	**$23,826**	**$33,242**	**$9,416**	28.3%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$8,700	$4,455	-$4,245	-95.3%	$62,018	$60,137	-$1,881	-3.1%
6020 · Electricity	$1,941	$1,670	-$270	-16.2%	$8,375	$7,306	-$1,069	-14.6%
6030 · Maintenance	$73	$456	$383	84.0%	$643	$897	$254	28.4%
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	**$11,114**	**$6,981**	**-$4,132**	-59.2%	**$72,635**	**$69,940**	**-$2,695**	-3.9%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$151,803**	**$130,055**	**-$21,748**	-16.7%	**$684,184**	**$643,945**	**-$40,239**	-6.2%
TOTAL OPERATIONAL NET INCOME	**$43,012**	**-$6,611**	**$49,623**	-750.6%	**$395,984**	**$244,455**	**$151,529**	62.0%
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	**$43,012**	**-$6,611**	**$49,623**	-750.6%	**$395,984**	**$244,455**	**$151,529**	62.0%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	$22,125	$18,333	-$3,791	-20.7%	$86,347	$73,333	-$13,014	-17.7%
8001 · Capital projects								
8100 - Capital Proj Cash	$18,316	$0	-$18,316	0.0%	$19,471	$0	-$19,471	0.0%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution								
Total 8000 · OTHER EXPENSE	$40,441	$18,333	-$22,107	-120.6%	$105,818	$73,333	-$32,485	-44.3%
NET INCOME	**$2,571**	**-$24,945**	**$27,516**	-110.3%	**$290,166**	**$171,121**	**$119,044**	69.6%

OAK HILLS PARK AUTHORITY
Balance Sheet FY20
As of October 31, 2020

	Total			
	As of Oct 31, 2020	As of Oct 31, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	410,358.05	60,294.72	350,063.33	580.59%
1022 NBT Payment Account	-13,429.71	-16,410.13	2,980.42	18.16%
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	**$ 399,679.34**	**$ 46,635.59**	**$ 353,043.75**	**757.03%**
Total Bank Accounts	**$ 399,679.34**	**$ 46,635.59**	**$ 353,043.75**	**757.03%**
Other Current Assets				
1100 Inventory	53,626.80	52,139.19	1,487.61	2.85%
1200 Receivables	1,344.84	4,015.00	-2,670.16	-66.50%
1300 Prepaid Expenses	12,972.77	25,333.56	-12,360.79	-48.79%
1400 Deposits	0.00	2,100.00	-2,100.00	-100.00%
Total Other Current Assets	**$ 67,944.41**	**$ 83,587.75**	**-$ 15,643.34**	**-18.71%**
Total Current Assets	**$ 467,623.75**	**$ 130,223.34**	**$ 337,400.41**	**259.09%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,067,156.87	1,032,548.99	34,607.88	3.35%
1510 Accumulated Depreciation/Amort.	-3,825,738.67	-3,568,484.24	-257,254.43	-7.21%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	35,894.79	30,035.97	5,858.82	19.51%
1561 Park Improvements	1,782,769.53	1,773,864.03	8,905.50	0.50%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-24,564.18	-9,870.63	-14,693.55	-148.86%
1570 Capital Projects in Progress	0.00	29,200.00	-29,200.00	-100.00%
Total 1500 Fixed Assets	**$ 1,362,738.23**	**$ 1,614,514.01**	**-$ 251,775.78**	**-15.59%**
Total Fixed Assets	**$ 1,362,738.23**	**$ 1,614,514.01**	**-$ 251,775.78**	**-15.59%**
TOTAL ASSETS	**$ 1,830,361.98**	**$ 1,744,737.35**	**$ 85,624.63**	**4.91%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	67,919.32	44,924.34	22,994.98	51.19%
Total Accounts Payable	**$ 67,919.32**	**$ 44,924.34**	**$ 22,994.98**	**51.19%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	26,188.17	0.00	26,188.17	
2050 Accounts Payable-Tennis Revenue	0.00	110.00	-110.00	-100.00%

2100 Accrued Payroll	12,833.15	33,408.13	-20,574.98	-61.59%
2104 Accrued retirement contribution	984.72	221.55	763.17	344.47%
2105 Accrued Vacation Pay	22,652.77	28,789.27	-6,136.50	-21.32%
2200 Accrued Expenses	43,617.50	27,924.02	15,693.48	56.20%
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	3,300.00	1,300.00	2,000.00	153.85%
2254 Other Deferred	112,751.27	63,244.50	49,506.77	78.28%
Total 2250 Deferred Revenue	$ 116,051.27	$ 64,544.50	$ 51,506.77	79.80%
2400 Cart Sales Tax Due	2,354.00	1,431.00	923.00	64.50%
Total Other Current Liabilities	$ 226,031.58	$ 157,778.47	$ 68,253.11	43.26%
Total Current Liabilities	$ 293,950.90	$ 202,702.81	$ 91,248.09	45.02%
Long-Term Liabilities				
2701 Consolidated City Debt	2,098,416.44	1,981,729.88	116,686.56	5.89%
2730 Capital Debt (150k)	0.00	76,750.01	-76,750.01	-100.00%
2731 Operating Expense Debt (150k)	0.00	76,752.55	-76,752.55	-100.00%
2764 NBT Truck Loan	0.00	2,570.08	-2,570.08	-100.00%
2765 Deere Credit Inc. Progator Sprayer	0.00	3,906.38	-3,906.38	-100.00%
2766 Wells Fargo Eq Bandit Chipper	0.00	3,941.64	-3,941.64	-100.00%
2767 Deere Credit, Inc. Sweeper Vac	1.09	5,171.95	-5,170.86	-99.98%
2768 Deere Credit Inc. Greens Roller	1,724.73	5,082.18	-3,357.45	-66.06%
2770 Deere Credit Inc. Hybrid Mower	0.89	3,087.26	-3,086.37	-99.97%
2771 Yard Card-Skid Mount	0.00	2.10	-2.10	-100.00%
2772 Wells Fargo 2017 Aera-Vator	1,499.88	2,554.68	-1,054.80	-41.29%
2773 DLL Finance Club Car CA550G Utility Cart	3,612.50	4,386.50	-774.00	-17.65%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	27,415.48	40,178.75	-12,763.27	-31.77%
2775 Deere Credit, Inc. Hybrid Mower	13,370.00	19,096.63	-5,726.63	-29.99%
2776 Wells Fargo MTE 2018 TurfCo Blower	4,449.99	6,020.61	-1,570.62	-26.09%
2777 DLL Finance Club Car CA502 Utility Cart	6,439.97	8,279.99	-1,840.02	-22.22%
2778 Wells Fargo Used Kubota Tractor Mini Ex	22,386.69	28,226.67	-5,839.98	-20.69%
Total Long-Term Liabilities	$ 2,179,317.66	$ 2,267,737.86	-$ 88,420.20	-3.90%
Total Liabilities	$ 2,473,268.56	$ 2,470,440.67	$ 2,827.89	0.11%
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	-$ 42,873.28	-$ 42,873.28	$ 0.00	0.00%
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	$ 405,368.10	$ 405,368.10	$ 0.00	0.00%
3900 Retained Earnings	-1,295,566.94	-1,142,991.32	-152,575.62	-13.35%
Net Income	290,165.54	54,793.18	235,372.36	429.57%
Total Equity	-$ 642,906.58	-$ 725,703.32	$ 82,796.74	11.41%
TOTAL LIABILITIES AND EQUITY	$ 1,830,361.98	$ 1,744,737.35	$ 85,624.63	4.91%

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
October 2020

	Total			
	Oct 2020	Oct 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	127,903.55	74,757.75	53,145.80	71.09%
4020 I.D. Cards	190.00	0.00	190.00	100.00%
4025 Season Pass	8,985.15	0.00	8,985.15	100.00%
4030 Tournament Fees	14,318.00	15,053.00	-735.00	-4.88%
4050 Cart Revenue	36,891.67	22,331.00	14,560.67	65.20%
4055 GolfBoard Revenue	186.00	197.00	-11.00	-5.58%
4060 Golf Revenue - Gift Certif.	3,622.00	2,944.00	678.00	23.03%
4070 Gift & Rain Checks Redeemed	-1,571.24	-1,195.00	-376.24	-31.48%
Total 4001 Golf Revenue	$ 190,525.13	$ 114,087.75	$ 76,437.38	67.00%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	64.59	10.62	53.97	508.19%
4400 Misc. Income	0.00	0.86	-0.86	-100.00%
4600 Restaurant Income	2,850.00	4,000.00	-1,150.00	-28.75%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 194,814.72	$ 119,474.23	$ 75,340.49	63.06%
Total Income	$ 194,814.72	$ 119,474.23	$ 75,340.49	63.06%
Gross Profit	$ 194,814.72	$ 119,474.23	$ 75,340.49	63.06%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	13,584.56	13,440.69	143.87	1.07%
5030 Operations	21,806.65	19,718.48	2,088.17	10.59%
5040 Operations O/T	198.42	125.69	72.73	57.86%
5050 Course Personnel	24,304.01	25,418.76	-1,114.75	-4.39%
5060 Course Personnel O/T	506.48	480.03	26.45	5.51%
5070 Seasonal Personnel	16,877.43	17,830.10	-952.67	-5.34%
5080 Seasonal Personnel O/T	329.95	654.60	-324.65	-49.60%
Total 5000 PERSONNEL EXPENSE	$ 77,607.50	$ 77,668.35	-$ 60.85	-0.08%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	5,839.47	5,879.81	-40.34	-0.69%
5230 State Unemployment	2,260.55	1,586.95	673.60	42.45%
5250 Health Insurance	1,244.78	2,702.45	-1,457.67	-53.94%
5260 Workmans Compensation	1,874.97	1,783.49	91.48	5.13%
5270 Retirement Plans	545.98	530.06	15.92	3.00%
Total 5200 EMPLOYEE BENEFITS	$ 11,765.75	$ 12,482.76	-$ 717.01	-5.74%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,515.35	839.58	675.77	80.49%
5430 Professional Fees	2,650.00	2,500.00	150.00	6.00%
5436 Advertising	1,001.88	1,077.41	-75.53	-7.01%

5440 Office Expense	2,099.30	1,173.28	926.02	78.93%
5441 Bank Charges	23.00	26.15	-3.15	-12.05%
5442 Credit Card Fees	5,624.24	3,781.50	1,842.74	48.73%
5450 Training and Dues	0.00	335.00	-335.00	-100.00%
5461 Authority Secretarial Services	120.00	140.00	-20.00	-14.29%
5469 Other Outside Services	691.84	448.83	243.01	54.14%
5470 Other Administrative	780.17	1,729.92	-949.75	-54.90%
5480 Utilities	5,853.11	7,712.50	-1,859.39	-24.11%
5500 Liability Insurance	5,624.82	6,001.92	-377.10	-6.28%
5520 Interest Expense	335.13	755.38	-420.25	-55.63%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 26,318.84**	**$ 26,521.47**	**-$ 202.63**	**-0.76%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	594.48	-594.48	-100.00%
5640 Golf Pro Supplies	1,019.96	857.77	162.19	18.91%
5680 Golf Pro Work Clothes	53.94	0.00	53.94	100.00%
Total 5600 SALES AND OPERATIONS	**$ 1,073.90**	**$ 1,452.25**	**-$ 378.35**	**-26.05%**
5700 PARK MAINTENANCE				
5710 Water	7,480.25	4,106.58	3,373.67	82.15%
5720 Heating Fuel	0.00	76.74	-76.74	-100.00%
5730 Grounds Maintenance	6,251.75	5,009.82	1,241.93	24.79%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	13,091.31	15,782.22	-2,690.91	-17.05%
5752 Agriculture/Chemicals Utilized	-11,587.96	-13,586.68	1,998.72	14.71%
Total 5750 Agriculture and Chemicals	**$ 1,503.35**	**$ 2,195.54**	**-$ 692.19**	**-31.53%**
5760 Irrigation Maintenance	310.00	493.01	-183.01	-37.12%
5770 Consumable Tools	547.15	966.59	-419.44	-43.39%
5800 Equipment Maintenance	4,906.01	4,348.40	557.61	12.82%
5810 Equipment Rental	0.00	98.64	-98.64	-100.00%
5820 Building Maintenance	2,188.00	239.27	1,948.73	814.45%
5860 Gasoline/Diesel Fuel	736.66	935.44	-198.78	-21.25%
Total 5700 PARK MAINTENANCE	**$ 23,923.17**	**$ 18,470.03**	**$ 5,453.14**	**29.52%**
6000 CART EXPENSE				
6010 Cart Lease Expense	8,700.00	4,080.00	4,620.00	113.24%
6020 Electricity	1,940.56	1,671.02	269.54	16.13%
6030 Maintenance	73.11	763.53	-690.42	-90.42%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 11,113.67**	**$ 6,914.55**	**$ 4,199.12**	**60.73%**
Total Expenses	**$ 151,802.83**	**$ 143,509.41**	**$ 8,293.42**	**5.78%**
Net Operating Income	**$ 43,011.89**	**-$ 24,035.18**	**$ 67,047.07**	**278.95%**
Other Expenses				
8000 Depreciation/Amortization	22,124.56	19,973.46	2,151.10	10.77%
8001 Capital projects				
8100 Capital Projects - Cash	18,316.02	0.00	18,316.02	100.00%
Total 8001 Capital projects	**$ 18,316.02**	**$ 0.00**	**$ 18,316.02**	**100.00%**
Total Other Expenses	**$ 40,440.58**	**$ 19,973.46**	**$ 20,467.12**	**102.47%**
Net Other Income	**-$ 40,440.58**	**-$ 19,973.46**	**-$ 20,467.12**	**-102.47%**
Net Income	**$ 2,571.31**	**-$ 44,008.64**	**$ 46,579.95**	**105.84%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July - October, 2020

	Total			
	Jul - Oct, 2020	Jul - Oct, 2019 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	735,373.89	540,083.08	195,290.81	36.16%
4020 I.D. Cards	8,017.00	8,800.00	-783.00	-8.90%
4025 Season Pass	33,430.60	0.00	33,430.60	100.00%
4030 Tournament Fees	34,110.00	62,875.00	-28,765.00	-45.75%
4050 Cart Revenue	247,326.90	184,600.00	62,726.90	33.98%
4055 GolfBoard Revenue	806.00	2,897.00	-2,091.00	-72.18%
4060 Golf Revenue - Gift Certif.	7,870.00	7,046.00	824.00	11.69%
4070 Gift & Rain Checks Redeemed	-17,829.04	-13,264.10	-4,564.94	-34.42%
Total 4001 Golf Revenue	$ 1,049,105.35	$ 793,036.98	$ 256,068.37	32.29%
4100 Tennis Revenue	15,000.00	15,052.80	-52.80	-0.35%
4200 Rental Income	5,500.00	5,500.00	0.00	0.00%
4300 Investment Income	177.79	24.93	152.86	613.16%
4400 Misc. Income	-15.66	50.86	-66.52	-130.79%
4600 Restaurant Income	10,400.00	16,000.00	-5,600.00	-35.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 1,080,167.48	$ 829,665.57	$ 250,501.91	30.19%
Total Income	$ 1,080,167.48	$ 829,665.57	$ 250,501.91	30.19%
Gross Profit	$ 1,080,167.48	$ 829,665.57	$ 250,501.91	30.19%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	53,943.03	53,412.03	531.00	0.99%
5030 Operations	100,844.28	98,496.54	2,347.74	2.38%
5040 Operations O/T	1,075.01	1,019.09	55.92	5.49%
5050 Course Personnel	94,738.47	98,151.45	-3,412.98	-3.48%
5060 Course Personnel O/T	740.14	754.68	-14.54	-1.93%
5070 Seasonal Personnel	58,875.26	76,985.69	-18,110.43	-23.52%
5080 Seasonal Personnel O/T	410.12	802.33	-392.21	-48.88%
Total 5000 PERSONNEL EXPENSE	$ 310,626.31	$ 329,621.81	-$ 18,995.50	-5.76%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	23,500.97	24,970.80	-1,469.83	-5.89%
5230 State Unemployment	11,600.82	8,890.47	2,710.35	30.49%
5250 Health Insurance	8,439.69	10,829.00	-2,389.31	-22.06%
5260 Workmans Compensation	8,432.71	7,387.69	1,045.02	14.15%
5270 Retirement Plans	2,138.82	2,086.97	51.85	2.48%
Total 5200 EMPLOYEE BENEFITS	$ 54,113.01	$ 54,164.93	-$ 51.92	-0.10%
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	5,135.55	3,623.51	1,512.04	41.73%
5430 Professional Fees	10,450.00	10,000.00	450.00	4.50%
5436 Advertising	3,817.84	5,607.18	-1,789.34	-31.91%
5440 Office Expense	8,051.25	6,151.13	1,900.12	30.89%
5441 Bank Charges	122.93	126.05	-3.12	-2.48%
5442 Credit Card Fees	25,817.96	17,771.04	8,046.92	45.28%
5445 Postage	70.10		70.10	
5450 Training and Dues	550.00	410.00	140.00	34.15%
5461 Authority Secretarial Services	640.00	670.00	-30.00	-4.48%
5469 Other Outside Services	1,999.58	1,846.23	153.35	8.31%
5470 Other Administrative	4,694.66	3,563.67	1,130.99	31.74%
5480 Utilities	26,750.41	30,231.12	-3,480.71	-11.51%
5500 Liability Insurance	25,234.16	24,007.71	1,226.45	5.11%
5520 Interest Expense	2,228.63	3,291.98	-1,063.35	-32.30%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 115,563.07**	**$ 107,299.62**	**$ 8,263.45**	**7.70%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	0.00	2,454.22	-2,454.22	-100.00%
5640 Golf Pro Supplies	2,138.93	1,171.91	967.02	82.52%
5680 Golf Pro Work Clothes	704.14	0.00	704.14	0.00%
Total 5600 SALES AND OPERATIONS	**$ 2,843.07**	**$ 3,626.13**	**-$ 783.06**	**-21.59%**
5700 PARK MAINTENANCE				
5710 Water	47,412.95	26,373.77	21,039.18	79.77%
5720 Heating Fuel	379.17	1,138.98	-759.81	-66.71%
5730 Grounds Maintenance	8,563.49	11,218.99	-2,655.50	-23.67%
5740 Tree Maintenance	0.00	200.00	-200.00	-100.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	13,438.51	16,038.06	-2,599.55	-16.21%
5752 Agriculture/Chemicals Utilized	29,248.04	31,615.97	-2,367.93	-7.49%
Total 5750 Agriculture and Chemicals	**$ 42,686.55**	**$ 47,654.03**	**-$ 4,967.48**	**-10.42%**
5760 Irrigation Maintenance	4,964.56	4,603.63	360.93	7.84%
5770 Consumable Tools	547.15	1,966.46	-1,419.31	-72.18%
5780 Tee and Green Supplies	0.00	13.50	-13.50	-100.00%
5795 Janitorial Supplies	23.43	0.00	23.43	100.00%
5800 Equipment Maintenance	9,428.29	15,369.95	-5,941.66	-38.66%
5810 Equipment Rental	0.00	98.64	-98.64	-100.00%
5820 Building Maintenance	10,868.99	4,072.81	6,796.18	166.87%
5840 Small Equipment	0.00	516.19	-516.19	-100.00%
5860 Gasoline/Diesel Fuel	3,322.75	6,295.43	-2,972.68	-47.22%
5880 Employee work clothes	205.78	63.74	142.04	222.84%
Total 5700 PARK MAINTENANCE	**$ 128,403.11**	**$ 119,586.12**	**$ 8,816.99**	**7.37%**
6000 CART EXPENSE				
6010 Cart Lease Expense	62,018.00	56,985.74	5,032.26	8.83%
6015 Board Lease Expense	0.00	4,178.01	-4,178.01	-100.00%
6020 Electricity	8,374.70	7,412.90	961.80	12.97%
6030 Maintenance	642.51	1,166.78	-524.27	-44.93%
6050 Cart Insurance	1,600.00	1,600.00	0.00	0.00%
Total 6000 CART EXPENSE	**$ 72,635.21**	**$ 71,343.43**	**$ 1,291.78**	**1.81%**

Total Expenses	**$ 684,183.78**	**$ 685,642.04**	**-$ 1,458.26**	**-0.21%**
Net Operating Income	**$ 395,983.70**	**$ 144,023.53**	**$ 251,960.17**	**174.94%**
Other Expenses				
8000 Depreciation/Amortization	86,347.14	79,893.84	6,453.30	8.08%
8001 Capital projects				
8100 Capital Projects - Cash	19,471.02	9,336.51	10,134.51	108.55%
Total 8001 Capital projects	**$ 19,471.02**	**$ 9,336.51**	**$ 10,134.51**	**108.55%**
Total Other Expenses	**$ 105,818.16**	**$ 89,230.35**	**$ 16,587.81**	**18.59%**
Net Other Income	**-$ 105,818.16**	**-$ 89,230.35**	**-$ 16,587.81**	**-18.59%**
Net Income	**$ 290,165.54**	**$ 54,793.18**	**$ 235,372.36**	**429.57%**

OAK HILLS SALES ANALYSIS OCTOBER 2020 FISCAL

Description	Oct-20	Oct-19	Inc/(Dec)	YTD FY21	YTD FY20	Inc/(Dec)
Revenue Rounds	3,983	2,457	62.1%	22,391	17,483	28.1%
Barter Rounds	225	196	14.8%	1,101	1,139	-3.3%
Season Pass Rounds	589	0	0.0%	3,131	0	0.0%
Comp Rounds	107	110	-2.7%	350	435	-19.5%
Total All Rounds	4,904	2,763	77.5%	26,973	19,057	41.5%
Total Carts	2,490	1,478	68.5%	16,286	12,032	35.4%
Total Boards	9	11	-18.2%	39	147	-73.5%
Total Golf ID Cards	2	0	0.0%	96	122	-21.3%
Total Season Passes	0	0	0.0%	0	0	0.0%
Total Gift Cards	89	82	8.5%	152	147	3.4%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$142,150	$85,533	66.2%	$766,900	$571,696	34.1%
Total Carts $	$39,234	$23,749	65.2%	$263,032	$194,782	35.0%
Total Board $	$198	$209	-5.3%	$858	$3,080	-72.1%
Total Golf ID Cards $	$190	$0	0.0%	$9,747	$9,040	7.8%
Total Season Pass $	$0	$0	0.0%	-$150	$0	0.0%
Total Gift Cards $	$3,729	$2,944	26.7%	$9,052	$7,046	28.5%
Total GPS Advertising $	$0	$0	0.0%	$0	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$1,571	-$1,195	31.5%	-$17,883	-$13,264	34.8%
	$183,930	**$111,241**	**65.3%**	**$1,031,556**	**$772,380**	**33.6%**
$ Revenue/Revenue Round	**$35.69**	**$34.81**	2.5%	**$34.25**	**$32.70**	4.7%
Carts/Revenue Round	**62.5%**	**60.2%**	3.9%	**72.7%**	**68.8%**	5.7%
Cart $/Revenue Round	**$9.85**	**$9.67**	1.9%	**$11.75**	**$11.14**	5.4%
Cart $/Cart Round	**$15.76**	**$16.07**	-1.9%	**$16.15**	**$16.19**	-0.2%
Board $/Board Round	**$22.00**	**$19.00**	15.8%	**$22.00**	**$20.95**	5.0%
ID Card $/Card	**$95.00**	**$0.00**	0.0%	**$101.53**	**$74.10**	37.0%
Resident Adult 18 Rounds	756	636	18.9%	4,366	4,477	-2.5%
Resident Senior 18 Rounds	719	595	20.8%	3,779	3,444	9.7%
Junior/Golf Team 18 Rounds	92	34	170.6%	691	403	71.5%
Golf League 18 Rounds	42	3	1300.0%	216	114	89.5%
Employee 18 Rounds	50	33	51.5%	216	295	-26.8%
Non Resident 18 Rounds	2,233	1,050	112.7%	11,842	7,749	52.8%
Total 9 Hole Rounds	91	106	-14.2%	1,281	1,001	28.0%
Total Revenue Rounds	***3,983***	***2,457***	***62.1%***	***22,391***	***17,483***	***28.1%***
Resident Adult 18 Rounds $	$25,542	$19,570	30.5%	$146,946	$136,332	7.8%
Resident Senior 18 Rounds $	$18,964	$15,854	19.6%	$100,604	$89,052	13.0%
Junior/Golf Team 18 Rounds $	$1,864	$671	177.8%	$13,582	$7,873	72.5%
Golf League 18 Rounds	$804	$62	1196.8%	$2,967	$2,615	13.5%
Employee 18 Rounds $	$350	$231	51.5%	$1,498	$2,065	-27.5%
Non Resident 18 Rounds $	$92,851	$46,874	98.1%	$471,937	$311,922	51.3%
Total 9 Hole Rounds $	$1,775	$2,272	-21.9%	$29,366	$21,837	34.5%
Total $ Revenue Rounds	***142,150***	***85,533***	***66.2%***	***766,900***	***571,696***	***34.1%***
Senior Non-Resident ID	0	0	0.0%	3	2	50.0%
Adult Non-Resident ID	0	0	0.0%	3	2	50.0%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***6***	***4***	***50.0%***
GolfNow/TeeOff Rounds	219	121	81.0%	1524	739	106.2%
GolfNow/TeeOff Dollars	$10,423	$4,586	127.3%	$65,529	$28,010	133.9%
Dollars/Round	$47.59	$37.90	25.6%	$43.00	$37.90	13.4%
City of Norwalk debt paydown	**$7,966**					

OAK HILLS SALES ANALYSIS OCTOBER 2020 CALENDAR

Description	Oct-20	Oct-19	Inc/(Dec)	YTD 2020	YTD 2019	Inc/(Dec)
Revenue Rounds	3,983	2,457	62.1%	32,925	30,845	6.7%
Barter Rounds	225	196	14.8%	1,549	1,741	-11.0%
Season Pass Rounds	589	0	0.0%	4,721	0	0.0%
Comp Rounds	107	110	-2.7%	384	552	-30.4%
Total All Rounds	4,904	2,763	77.5%	39,579	33,138	19.4%
Total Carts	2,490	1,478	68.5%	22,303	19,201	16.2%
Total Boards	9	11	-18.2%	39	188	-79.3%
Total Golf ID Cards	2	0	0.0%	1,192	1,483	-19.6%
Total Season Passes	0	0	0.0%	88	0	0.0%
Total Gift Cards	89	82	8.5%	232	246	-5.7%
Total GPS Ad Sales	0	0	0.0%	0	0	0.0%
Total $ Revenue Rounds	$142,150	$85,533	66.2%	$1,120,587	$1,006,428	11.3%
Total Carts $	$39,234	$23,749	65.2%	$365,069	$315,984	15.5%
Total Board $	$198	$209	-5.3%	$858	$3,971	-78.4%
Total Golf ID Cards $	$190	$0	0.0%	$121,505	$131,414	-7.5%
Total Season Pass $	$0	$0	0.0%	$106,895	$0	0.0%
Total Gift Cards $	$3,729	$2,944	26.7%	$16,957	$16,350	3.7%
Total GPS Advertising $	$0	$0	0.0%	1,475	$0	0.0%
Rain Chks/Gift Cards Redeemed	-$1,571	-$1,195	31.5%	-$26,067	-$25,880	0.7%
	$183,930	**$111,241**	**65.3%**	**$1,707,279**	**$1,448,267**	**17.9%**
$ Revenue/Revenue Round	**$35.69**	**$34.81**	2.5%	**$34.03**	**$32.63**	4.3%
Carts/Revenue Round	**62.5%**	**60.2%**	3.9%	**67.7%**	**62.2%**	8.8%
Cart $/Revenue Round	**$9.85**	**$9.67**	1.9%	**$11.09**	**$10.24**	8.2%
Cart $/Cart Round	**$15.76**	**$16.07**	-1.9%	**$16.37**	**$16.46**	-0.5%
Board $/Board Round	**$22.00**	**$19.00**	15.8%	**$22.00**	**$21.12**	4.2%
ID Card $/Card	**$95.00**	**$0.00**	0.0%	**$101.93**	**$88.61**	15.0%
Resident Adult 18 Rounds	756	636	18.9%	7,668	8,434	-9.1%
Resident Senior 18 Rounds	719	595	20.8%	5,539	5,872	-5.7%
Junior/Golf Team 18 Rounds	92	34	170.6%	1,133	936	21.0%
Golf League 18 Rounds	42	3	1300.0%	216	213	1.4%
Empl 18 Rounds	50	33	51.5%	347	531	-34.7%
Non Resident 18 Rounds	2,233	1,050	112.7%	16,552	13,177	25.6%
Total 9 Hole Rounds	91	106	-14.2%	1,470	1,682	-12.6%
Total Revenue Rounds	***3,983***	***2,457***	***62.1%***	***32,925***	***30,845***	***6.7%***
Resident Adult 18 Rounds $	$25,542	$19,570	30.5%	$250,207	$252,449	-0.9%
Resident Senior 18 Rounds $	$18,964	$15,854	19.6%	$148,627	$151,379	-1.8%
Junior/Golf Team 18 Rounds $	$1,864	$671	177.8%	$22,270	$13,397	66.2%
Golf League 18 Rounds	$804	$62	1196.8%	$2,967	$4,892	-39.3%
Empl 18 Rounds $	$350	$231	51.5%	$2,352	$3,717	-36.7%
Non Resident 18 Rounds $	$92,851	$46,874	98.1%	$661,140	$544,438	21.4%
Total 9 Hole Rounds $	$1,775	$2,272	-21.9%	$33,024	$36,157	-8.7%
Total $ Revenue Rounds	***142,150***	***85,533***	***66.2%***	***1,120,587***	***1,006,428***	***11.3%***
SR NONRES DISC	0	0	0.0%	68	71	-4.2%
NONRES DISCOUNT	0	0	0.0%	78	92	-15.2%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***0***	***0***	***0.0%***	***146***	***163***	***-10.4%***
GolfNow Rounds	219	121	81.0%	2,348	963	143.8%
GolfNow Dollars	$10,423	$4,586	127.3%	$101,642	$36,374	179.4%
Dollars/Round	$47.59	$37.90	25.6%	$43.29	$37.77	14.6%

BUILDING PERMIT FEE
JANUARY 1, 2021

ALL VALUES OF CONSTRUCTION COSTS WILL BE BASED ON LABOR AND MATERIAL CALCULATIONS. THESE CALCULATIONS WILL BE DETERMINED BY THIS DEPARTMENT.

BUILDING PERMITS

Residential Building Fee (Minimum **$100)**
$18.00 plus **$ .26** State Education Fee per thousand or part of.
$25.00 Certificate of Occupancy fee
Pools, roofs/siding-see above

Commercial Building Fee (Minimum **$150)**
$20.00 plus **$ .26** State Education Fee per thousand or part of.
$50.00 Certificate of Occupancy fee
Pools, roofs/siding-see above

Certificate of Occupancy fee / Certificate of Compliance
$25.00 single & two family**, $50.00** commercial
State Education fee per $1000 or part of
$ .26 State Regulated
Commercial or Residential

CERTIFICATE OF OCCUPANCY
Copy of Certificate of Occupancy
(Certified - other than owner)
$ 20.00
Re-activation of expired permit
Varies

DEMOLITION
Each $1000 of construction
$25.00
Minimum demolition fee
$125.00
Certificate of Occupancy fee
$50.00
Moving a building
$ 300.00
No State Education fee

SIGNS
Erector's license
$ 75.00
Annual renewal
$50.00
All signs per $1000 value per sign,
$20.00 per thousand or part of
Minimum sign permit fee
$ 100.00
Certificate of Compliance Fee
$25.00
State Education fee per $1000
$ .26

TEMPORARY STRUCTURE (Tents, Etc.)
Minimum fee per each structure
$ 75.00
No State Education fee

ELECTRICAL, PLUMBING AND H.V.A.C.PERMITS
NOT INCLUDED IN A BUILDING PERMIT FEE ARE AS FOLLOWS:

<u>Residential</u> - **$20.00** plus **$.26** State Education Fee per $1000 and any part of.
Minimum fee **$100.00.Compliance Letter - $25**

Commercial $20.00 as of January 1, 2020 Education Fee per $1000 and any part of.
Minimum fee **$150.00.**
Compliance Letter - $50.00

SEWER
Minimum fee - **$100.00**

CORPORATION MAINTENANCE PERMIT
$.002 per square foot for qualified corporations

BUILDING BOARD OF APPEALS
$ **60.00**

WEEKEND AND OFF-HOUR INSPECTIONS

$250.00 per Inspector

RESEARCH
$ .50 per copy – 8 ½ x 11
$1.00 per copy – 11x17
$10.00 per copy – building plans copied off site
$10.00 per certified copy
Residential Fees are based on 1 and 2 Family only

CITY OF NORWALK
Craig Schmidt
Risk Manager
CSchmidt@Norwalkct.org
P: 203-854-7972 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

Date: November 19, 2020

To: The Members of the Finance Committee

From: Craig Schmidt, Risk Manager

Regarding: Contract for Workers Compensation Administration Services – Contingency Funding Request

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The City went out to bid for Workers Compensation Administration Services earlier this year and selected CIRMA (Connecticut Interlocal Risk Management Agency) to provide these services (see attached letter dated June 29, 2020 to the Finance Committee).

I would like to have your approval to allow for Contingency Funding during the upcoming contract years for program continuity should our service fees exceed the funding request made earlier in any given contract year.

To elaborate, the service fees paid to the vendor are based on claim frequency and funding for the program is based on our five year claim frequency averages. Should the City, however, have an excess number of claims above its historical level in any given fiscal year, the funding level requested might be exceeded prior to the fiscal year end. This could result in the vendor discontinuing services temporarily which would be disruptive to the administration of the Workers Compensation program.

To help provide program continuity, an annual contingency of $20,253 is requested to allow for the City to pay the vendor up to $125,000 in a fiscal year (up from the original submitted estimate annual cost of $104,747); and a three year total cost with a contingency of $35,759 is requested to allow for up to $350,000 to be paid during the three year contract term.

Action Requested - November 2020: Authorize an additional $20,253 per year as a contingency if claim frequency in any one year exceeds historical averages for an authorized total of **$125,000** per year; and authorize an additional $35,759 for the three year contract term for a total three year total cost of **$350,000**.

Previous Action Requested earlier this year:

Action Requested: Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City's Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023 at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $**104,747** and total estimate three year cost is $**314,241**. Accounts: 16-1344-5258 and 16-5054-5258.

CITY OF NORWALK
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Risk Manager
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Date: June 29, 2020

To: The Members of the Finance Committee

From: Craig Schmidt, Risk Manager

Regarding: Contract for Workers Compensation Administration Services

The City went out to bid for Workers Compensation Administration Services earlier this year. As background, the City self-insures the costs that workers compensation claims generate. To help ensure that workers compensation claims costs are adjudicated and managed as outlined by the State's Workers Compensation statutes, the City retains the services of a Third Party Administrator. The services that the Third Party Administrator provide include:

- Maintain a system of reporting workers compensation claims;
- Administer and evaluate claims on behalf of the City including Heart & Hypertension claims using licensed claim adjusters, and, if necessary, outside counsel;
- Establish and periodically update financial reserves on each claim;
- Establish relationships with medical providers to help facilitate information flow between the injured worker, City Personnel and Department Personnel;
- Review and process medical payments from medical providers; and,
- Provide loss prevention resources to help promote workplace safety.

The City received acceptable bids from the incumbent as well as three other vendors. The City reviewed the bid submissions utilizing a Selection Committee of City Personnel, City Risk Manager, Board of Education Finance Director and Board of Education Chief Talent Officer. The Selection Committee recommends awarding the contract to the Connecticut Interlocal Risk Management Agency (CIRMA).

We are recommending that the Common Council authorize the Mayor to execute a three year agreement with two one-year options with CIRMA to provide management and administration of the City's Workers Compensation and Heart & Hypertension program for the period of 7/1/2020 to 6/30/2023. The pricing for the term of the contract is:

- Report Only Claims: $27 per claim
- Medical Only Claims: $215 per claim
- Indemnity Claims: $1,175 per claim
- Heart & Hypertension Claims: $1,175 per claim

Based on the past five years, we will project to have 126 Report Only Claims, 138 Medical Only Claims, 60 Lost Time Claims and 1 Heart & Hypertension Claim for the year forward. Therefore, the estimated annual cost that CIRMA will charge is $**104,747,** and the three year cost is $**314,241.**

Report Only:	126 X $27 per claim = $3,402;
Medical Only:	138 X $215 per claim = $29,670;
Lost Time:	60 X $1,175 per claim = $70,500; and,
Heart & Hypertension:	1 X $1,175 per claim = $1,175.
ANNUAL TOTAL:	$104,747

Note the pricing on the proposed is a 5% increase from the expiring contract. I feel that this is increase is justified as CIRMA has served the City's account for over twenty years and has not had a price increase since at least 2010. In addition, the pricing for the proposed contract is to remain flat for the three year duration and CIRMA is investing in a claims management system that they feel will provide additional value to the City.

Action Requested: Authorize the Mayor, Harry Rilling, to execute a contract for management and administration of the City's Workers Compensation and Heart & Hypertension Program for the three year period beginning July 1, 2020 and ending June 30, 2023 at a cost per claim based on the following schedule: Report Only Claims - $27 per claim cost; Medical Only Claims - $215 per claim cost; Indemnity Claims - $1,175 per claim cost; and Heart & Hypertension Claims - $1,175 per claim cost. Total estimate annual cost is $**104,747** and total estimate three year cost is $**314,241**. Accounts: 16-1344-5258 and 16-5054-5258.