FINANCE/CLAIMS COMMITTEE MEETING
Thursday, August 12, 2021, 7:00 P. M.
By Zoom Virtual Teleconference:

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

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

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Register in advance for this webinar only to take part in public participation:
https://www.norwalkct.org/1913/Meeting-Notices

AGENDA

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

   July 8, 2021 – Regular Meeting
5. REQUEST TO GO INTO EXECUTIVE SESSION TO DISCUSS THE LEGAL OPINION OF ASSISTANT CORPORATION COUNSEL DARIN L. CALLAHAN DATED JUNE 10, 2021 CONCERNING OAK HILLS PARK VENDORS PURSUANT TO CONN. GEN STAT. SECTIONS 1-200(6) AND 1-210(B)(10).
6. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated: August 12, 2021
7. Narrative on Tax Collections dated August 12, 2021 – Receive Report and discuss.
8. Monthly Tax Collector’s Reports dated July 2021 – Receive Report and discuss.
9. Receive Oak Hills Authority monthly Financial Statements for June 2021.
10. Receive Oak Hills Authority FY2022 Budget.
11. Authorize the Mayor, Harry W. Rilling, to execute any and all Agreements and other documents with ESO, for the licensing purchase for three years and on-boarding of records management software for the fire department on a sole source procurement basis, for the contract amount not to exceed $58,665.15 from account # 09221370-5777-C0375.
12. Authorize the Mayor, Harry W. Rilling execute any and all agreements and other documents necessary to apply for and accept the grant award of $50,818.18 from the FY 2020 FEMA Assistance to Firefighters Grant Program, funds to be used for physical fitness equipment to enhance firefighter health and safety. City Match Responsibility 10% of Grant Award. Account No.013120-5269.

13. Authorize the Mayor, Harry W. Rilling, to execute a contract amendment between City of Norwalk and Advanced Corporate Network, INC., d/b/a Digital Back Office ("ACN") to authorize the addition of a new location at 1 Park Street, Norwalk, CT with a monthly recurring fee of $1,536.00 paid for by the Board of Education from expense account# 2ES28400-430-58.

14. Adjournment.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JULY 8, 2021

ATTENDANCE: Greg Burnett, Chair; David Heuvelman, Tom Keegan, John Kydes Diana Revolus, Nick Sacchinelli

OTHERS: Chitsamay Lam, Comptroller; Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Finance Director; Joyce Liu, IT Director

This meeting was conducted by Zoom/Teleconference.
The public was able to listen to this meeting by calling a conference line.

CALL TO ORDER

Mr. Burnett called the meeting at 7:02 p.m.

ROLL CALL

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

PUBLIC PARTICIPATION

Mr. Burnett said that there were no written emails received. There was no one indicating their wish to address the Committee at this time.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

- **June 10, 2021 – Regular Meeting**

**** MS. REVOLUS MOVED THE MINUTES OF JUNE 10, 2021**.

The following correction was noted:

Page 1, under **ATTENDANCE**: Betsy Bain's name was listed twice. Please remove "Betsy Bain, Rowayton Hilltop Houses;"

** **THE MOTION TO APPROVE THE MINUTES OF THE JUNE 10, 2021 MEETING AS CORRECTED PASSED WITH FOUR (4) IN FAVOR (HEUVELMAN, KEEGAN, SANCHENELLI AND REVOLUS) AND ONE (1) ABSTENTION (KYDES**).

• **June 10, 2021- Special Joint Committee Meeting of the City of Norwalk and BOE.**

**** MR. HEUVELMAN MOVED THE MINUTES OF THE JUNE 10, 2021- SPECIAL JOINT COMMITTEE MEETING OF THE CITY OF NORWALK AND BOE.**

The following changes and corrections were noted:

Mr. Kydes noted that he arrived late to the meeting.

BOE Committee was not the Facilities, it was Finance Committee.

Page 1, under **ATTENDANCE**: Please change the following from:

ATTENDANCE: City Finance/Claims Committee:
Greg Burnett, Chair; David Heuvelman, Tom Keegan,
Diana Revolus, Nick Sacchinelli.

Board of Education School Facilities/Planning:
Diana Caprio, Chair; Suzanne Brown Koroshetz, Colin Hosten

OTHERS: Dr. Alexandra Estrella, Norwalk Public Schools Superintendent; Chitsamay Lam, Comptroller; Thomas Hamilton, BOE Comptroller; Dr. Richard Lemons, Connecticut Center for School Change.

To:

ATTENDANCE: City Finance/Claims Committee:
Greg Burnett, Chair; David Heuvelman, Tom Keegan,
Diana Revolus, Nick Sacchinelli, John Kydes

Board of Education School Finance:
Colin Hosten, Chair; Suzanne Brown Koroshetz, Diana Caprio

OTHERS: Dr. Alexandra Estrella, Norwalk Public Schools Superintendent; Chitsamay Lam, Comptroller; Thomas Hamilton, BOE Comptroller; Dr. Richard Lemons, Connecticut Center for School Change, Pamela Loeffelman, Silver Petricelli

Please change all references to “Ms. Pam” to “Ms. Loeffelman”.

**** THE MOTION TO APPROVE THE MINUTES OF THE JUNE 10, 2021 - SPECIAL JOINT COMMITTEE MEETING OF THE CITY OF NORWALK AND BOE AS CORRECTED PASSED WITH FOUR (4) IN FAVOR (HEUVELMAN, KEEGAN, SANCHENELLI AND KYDES) AND ONE (1) ABSTENTION (REVOLUS**).

<u>Finance/Claims Committee and Board of Education Finance Committee</u>

Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated: July 8, 2021

Narrative on Tax Collections dated July 8, 2021 – Receive Report and discuss.

Monthly Tax Collector's Reports dated June 2021 – Receive Report and discuss.

Ms. Biagiarelli said that the previous fiscal year had closed and the new one started. There are two spreadsheets this month, the 2019 Grand List and the new Grand List. Ms. Biagiarelli then reviewed the details with the Committee members.

The bills were mailed out on June 21st. There were no issues with the new billing. They are due on August 2nd, because August 1st is a Sunday. Any payments made after August 2nd will have 3% interest included for the entire month of August.

The Tax Sale property notices have not yet been filed. They will most likely be filed during the third week of July. The day that the notices are filed, the website will go live and the boards will be put in the atrium of City Hall. There are now less than 100 properties that are delinquent. Ms. Biagiarelli said that this was their eighth or ninth Tax Sale and she was looking for support from the Council Members once the notices were filed.

Mr. Heuvelman asked where the money that was used for a refund came from. Ms. Biagiarelli said that they were obligated by statute to pay a portion of their taxes and the City is precluded from taking action against them. Once the court makes a judgement in a case, the City works with the taxpayer to make the appropriate adjustments. In the case of refunds from previous years, the taxpayer's surplus can be applied to subsequent years.

Mr. Dachowitz, Finance Director, gave a details explanation of how the reserve funds were handled.

Mr. Burnett said that the Tax Collector's Report indicates there might be a $4 million dollar levy against the reserve. Mr. Dachowitz said the City has an exceptional high collection rate. He was pleased to note that they were already at the 98% collection rate this year. Ms. Biagiarelli has been sending Mr. Dachowitz weekly comparisons of the tax payments compared to the previous year.

<u>Receive Oak Hills Authority monthly Financial Statements for May 2021</u>.

Mr. Andrasko presented the May 2021 report. He reminded everyone that the course was closed for the first part of May 2020. The June 2021 indicate that the revenue is 4% over last June when the course was open for the full month.

Mr. Andrasko then reviewed the figures with the Committee. He cautioned everyone that they do not expect the demand to remain as strong for the coming year. Rounds drives the revenue. An 11% rounds decrease has been included in the budget projections. There have been a number of projects that require attention. The projects that will be focused on are capital improvements or revenue generating improvements.

Mr. Andrasko said that they had hoped to open the restaurant in early July, but there has been some additional issues identified in the refrigeration system, along with on-going construction delays. At this point in time, they are looking for an end of July opening.

Mr. Burnett asked Dachowitz if he had received the 2021 Oak Hills Budget. Mr. Dachowitz said that he was not sure. Mr. Burnett asked Mr. Andrasko to send a copy to Ms. Lam.

Mr. Heuvelman asked about the expenses for the park portion of the area. Mr. Andrasko said that it would be difficult to parse it out because most of the maintenance of the park area was more clearing out brush rather than equipment

Mr. Heuvelman asked if Oak Hills was part of the City Parks Plan. Mr. Andrasko said that the Oak Hills staff handles most of the maintenance, so he did not know.

Authorize the Purchasing Agent to issue purchase orders to SHI (State of CT contract 2018011-02-CREC) for the procurement of Druva, Inc Software for cloud backup solution for an amount not to exceed $62,452.00, account 09221370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

**** MR. KEEGAN MOVED THE ITEM**.

Ms. Joyce Liu said that this was for the replacement of the old backup system. The current archiving method is outdated. This program will allow them to have a faster restoration time. Having a good back up system is critical.

Ms. Liu then gave an overview of the program which includes multiple copy storage.

Mr. Sacchinelli has several technical questions including information about hardware, retention and archival cold storage.

Mr. Sacchinelli asked if it would be worthwhile to wait for the BOE to decide on their back up. Ms. Liu said that the City information is kept separate from the BOE and they realized that they need back up. The current back ups are physical. The appliances are working, but the manufacturers no longer support them.

A discussion followed about the details of the data migration, IT staffing and the cost.

Mr. Burnett noted that if the department stays with this company, they will see this request again next year. Ms. Liu said that this was so.

Mr. Burnett asked why this mitigation needed to be done now. Jeff said that if the hardware failed, they would not have the manufacturer's support.

Mr. Sacchinelli had a number of questions about the platforms and other potential vendors and programs.

Mr. Burnett said that in the current climate of randomware attacks, this was a high priority.

**** THE MOTION TO APPROVE AUTHORIZING THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO SHI (STATE OF CT CONTRACT 2018011-02-CREC) FOR THE PROCUREMENT OF DRUVA, INC SOFTWARE FOR CLOUD BACKUP SOLUTION FOR AN AMOUNT NOT TO EXCEED $62,452.00, ACCOUNT 09221370-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION PASSED UNANIMOUSLY**.

Mr. Burnett asked if this item would be on the Common Council Agenda next Wednesday. He was told it should be.

Authorize the Mayor, Harry W. Rilling, to execute a joint City/NPS agreement with Evergreen Solutions, LLC for project 4040-City and BOE Operations Review-Efficiency Study for a total not to exceed $275,500.00 Account # 011310-5286 Business Expense.

Authorize the Chief Finance Officer to issue change orders on the contract for a total not to exceed $15,750.

**** MR. KEEGAN MOVED THE ITEMS.**

Mr. Dachowitz said that this process has taken almost 12 months to complete. He gave a brief overview of the process and how the members of the selection committee selected the company.

This proposal has already been approved by the BOE.

Mr. Kydes asked if the BOE had taken a formal vote on this particular company. Mr. Dachowitz said that when an RFP is done, the members of the selection committee were the ones that ratified the selection. Both Mayor Rilling and Dr. Estrella will be signing the contract.

Mr. Kydes asked if it would be on the upcoming Common Council agenda.

Mr. Burnett said that it would be on the next Council agenda. He also noted that the BOE had taken a formal vote and this was noted in the information packet. Both the BOE and the City would be covering the cost of the study. A discussion followed about the wording of the contract.

Mr. Kydes asked if this RFP was the original one that was released many months ago. Mr. Dachowitz confirmed that it was the original issuance.

Mr. Burnett asked Mr. Dachowitz to share the timeline and when they might have the first results. Mr. Dachowitz said that the consultants had indicated it would take about 6 months, but the clock would not start until the contract was signed.

Mr. Heuvelman thanked Mr. Burnett and Mr. Dachowitz for their work on this issue. They have been talking about working together with the BOE for a long time, but now it is happening. He said that he was very hopeful.

Mr. Dachowitz said that he had done some of these consultation in the past. The first key issue is the firm, the second was the scope of the work. The third hurdle will be once the recommendations are submitted the implementation is critical. He said that several people had noted that this was the first time that they had seen such cooperation between the City and the BOE, which was a major indicator of efficiency. The key is getting experienced people who know how to understand the information. Many industries have nuances and those who have not working in the industry don’t address those fine points. Discussion followed.

**** THE MOTION TO APPROVE THE FOLLOWING ITEMS**:

> **AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A JOINT CITY/NPS AGREEMENT WITH EVERGREEN SOLUTIONS, LLC FOR PROJECT 4040-CITY AND BOE OPERATIONS REVIEW-EFFICIENCY STUDY FOR A TOTAL NOT TO EXCEED $275,500.00.**
> **ACCOUNT # 011310-5286 BUSINESS EXPENSE**.
>
> **AUTHORIZE THE CHIEF FINANCE OFFICER TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $15,750.**

PASSED UNANIMOUSLY.

ADJOURNMENT.

**** MR. KEEGAN MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

AGENDA

AUGUST 12TH 2021

CLAIMS COMMITTEE MEETING

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

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
SPAHR MARTIN JEFFRY	19-MV-363412 $17.96	PRORATION

ITEM #8

TAX COLLECTOR'S REPORT
JULY 2021

FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 21 - JUL 21	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$21,672,160.18	$14,025,347.52	64.72%	$21,551,565.79	($120,594.39)	65.08%
PERSONAL PROPERTY	$22,966,731.64	$4,289,748.04	18.68%	$22,942,684.84	($24,046.80)	18.70%
REAL ESTATE	$308,716,745.40	$134,198,295.28	43.47%	$305,973,624.04	($2,743,121.36)	43.86%
TOTAL TAX	**$353,355,637.22**	**$152,513,390.84**	**43.16%**	**$350,467,874.67**	**($2,887,762.55)**	**43.52%**
SEWER USE	$16,488,685.00	$6,796,204.75	41.22%	$16,384,524.00	($104,161.00)	41.48%
IPP FEE	$187,000.00	$114,548.84	61.26%	$190,000.00	$3,000.00	60.29%

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	JUN 20 - JUL 20				
AUTOMOBILE-REGULAR	$20,760,190.24	$9,961,463.59	47.98%	$20,694,029.51	($66,160.73)	48.14%
PERSONAL PROPERTY	$20,000,411.00	$2,739,694.13	13.70%	$19,994,939.02	($5,471.98)	13.70%
REAL ESTATE	$310,928,205.46	$115,933,805.08	37.29%	$309,825,421.47	($1,102,783.99)	37.42%
TOTAL TAX	**$351,688,806.70**	**$128,634,962.80**	**36.58%**	**$350,514,390.00**	**($1,174,416.70)**	**36.70%**
SEWER USE	$16,883,967.00	$6,589,859.00	39.03%	$16,894,924.00	$10,957.00	39.00%
IPP FEE	$200,500.00	$83,488.53	41.64%	$201,500.00	$1,000.00	41.43%

TAX DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	$1,666,830.52	$23,878,428.04	6.59%	($46,515.33)	($1,713,345.85)	6.82%
SEWER DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($395,282.00)	$206,345.75	2.19%	($510,400.00)	($115,118.00)	2.47%
IPP DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	($13,500.00)	$31,060.31	19.62%	($11,500.00)	$2,000.00	18.86%

BACK TAXES COLLECTED	FISCAL YR 2021-2022 (JUL 21 - JUL 21)	FISCAL YR 2020-2021 (JUL 20 - JUL 20)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$587,026.77	$686,454.95	($99,428.18)
PRIOR SEWER USE FEE	$43,254.73	$50,144.04	($6,889.31)
PRIOR IPP FEE	$1,398.12	$1,250.00	$148.12
TOTAL PRIOR TAX, SEWER & IPP	**$631,679.62**	**$737,848.99**	**($106,169.37)**
CURRENT INTEREST	$0.00	$0.00	$0.00
PRIOR INTEREST	$209,872.80	$155,532.17	$54,340.63
SEWER USE FEE INTEREST	$10,572.33	$6,956.61	$3,615.72
IPP FEE INTEREST	$267.64	$282.39	($14.75)
TOTAL INTEREST COLLECTED	**$220,712.77**	**$162,771.17**	**$57,941.60**
PRIOR LIEN FEE	$3,093.21	$2,721.65	$371.56
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$3,093.21**	**$2,721.65**	**$371.56**
MISC FEES COLLECTED	**$12,737.99**	**$11,033.99**	**$1,704.00**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$868,223.59**	**$914,375.80**	**($46,152.21)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

June 2021 Financial Commentary

Operations Update:

- Dry Dock Smokin' Aces and the OHPA are continuing with renovations and maintenance to the restaurant and kitchen areas of the Clubhouse. Progress has been further delayed with construction and finding materials needed to properly maintain a working kitchen.
- Several rain events as well as high heat days have negatively impacted our number or rounds but not too significantly. Tee Sheet utilization is still very high on most days.
- Outings and Tournaments have normalized after last year's downturn due to COVID-19.

FY2021 Full Year Financial Activity:

- We ended the fiscal year with a cash balance of close to $500k and net operating income $525k over budget.
- Revenue for FY21 was 618k over budget and over $730k over prior year revenue (Actual revenue rounds of 43k vs. 30k budgeted and 29k prior year).
- Cart revenue is 39% over budget with 28.6k actual cart rounds vs. 18.8k budgeted.
- We've made over $100k in debt payments to the City for fiscal year 2021.
- We are currently in the middle of our financial audit with fieldwork expected to wrap up at the end of this week.

Updated through ***6/30/2021***

Full Fiscal Year

		Budget	Actuals	Variance	Var %	Comments
Sales	Revenue Rounds	30,019	43,030	13,011	43.3%	Strong rounds, possibly an all-time high during a fiscal year.
	Non-Revenue Rounds	4,914	9,934	5,020	102.2%	Includes season passholder rounds.
	Total Rounds	34,933	52,964	18,031	51.6%	
	Carts	20,000	28,607	8,607	43.0%	Linked to higher rounds.
	ID Cards	1,170	1,198	28	2.4%	

		Budget	Actuals	Variance	Var %	Comments
P&L	Golf Revenue	1,584,532	2,201,332	616,800	38.9%	See above, much higher rounds than expected due in part to COVID restrictions.
	Tennis Revenue	25,000	31,000	6,000	24.0%	
	Restaurant Revenue	17,400	16,650	(750)	-4.3%	Includes $3k of accrued revenue for new F&B operator DDSA. Remainder was from former operator.
	Other Revenue	21,060	16,723	(4,337)	-20.6%	Driven by lack of advertising revenue.
	Total Revenue	**1,647,992**	**2,265,705**	**617,713**	**37.5%**	
	Management Salary	156,667	170,245	13,578	8.7%	Driven by creation of GM position.
	Operations Salary	163,691	207,068	43,377	26.5%	More hours worked due to high golf and cart rounds.
	Maintenance Salary	427,853	420,645	(7,208)	-1.7%	Well-managed maintenance workloads and expense despite high rounds / park usage.
	Employee Benefits	131,212	142,538	11,326	8.6%	Higher wages resulting in higher payroll taxes.
	Administrative	186,637	201,220	14,583	7.8%	Increased credit card fees due to increased rounds and fewer cash transactions.
	Interest & Insurance	76,889	84,556	7,667	10.0%	Insurance premium audit adjustment of $9k hit in June for previous year's coverage.
	Sales & Operations	5,000	15,294	10,294	205.9%	Unbudgeted repairs/maintenance in Clubhouse approved by the Authority for May-June'21.
	Park Maintenance	184,700	191,804	7,104	3.8%	Grass treatments and water over-budget by $6k each offset by maintenance and fuel under-budget by $(6)k.
	Park Equipment	76,000	75,988	(12)	0.0%	
	Carts	136,166	127,998	(8,168)	-6.0%	Renewed cart lease came in slightly under expectations.
	Operating Expense	**1,544,815**	**1,637,356**	**92,541**	**6.0%**	
	Operating Income	**103,177**	**628,349**	**525,172**	**509.0%**	
Balance Sheet	Capital Improvements	(75,000)	(94,994)	(19,994)	26.7%	Spend includes new Irrigation control system, new roof at admin building and restaurant equip / construction.
	Line of Credit Balance	-	-	-		
	Cash Balance	17,862	487,141	469,279	2627.2%	Vastly improved cash position.

Oak Hills Park Authority

FY21 Actual vs. Budget

ITEM #9

	June Act	June Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$199,544	$139,875	$59,669	42.7%	$1,418,926	$965,774	$453,152	46.9%
4020 · I.D. Cards	-$358	$12,369	-$12,726	-102.9%	$132,935	$123,687	$9,248	7.5%
4025 · Season Pass	$12,059	$13,125	-$1,066	-8.1%	$153,665	$116,100	$37,565	32.4%
4030 · Tournament Fees	$19,710	$12,155	$7,555	62.2%	$71,305	$68,930	$2,375	3.4%
4050 · Cart Revenue	$67,850	$62,709	$5,141	8.2%	$431,797	$309,716	$122,082	39.4%
4055 · GolfBoard Revenue	$19	$0	$19	0.0%	$929	$0	$929	0.0%
4060 · Golf Revenue - Gift Certif.	$4,237	$4,882	-$645	-13.2%	$22,638	$22,940	-$302	-1.3%
4070 · Gift & Rain Checks Redeemed	-$4,330	-$4,662	$332	-7.1%	-$30,864	-$22,615	-$8,249	36.5%
Total 4001 · Golf Revenue	**$298,732**	**$240,453**	**$58,279**	**24.2%**	**$2,201,332**	**$1,584,532**	**$616,800**	**38.9%**
4100 · Tennis Revenue	$8,000	$5,000	$3,000	60.0%	$31,000	$25,000	$6,000	24.0%
4200 · Rental Income	$1,375	$1,375	$0	0.0%	$16,500	$16,500	$0	0.0%
4300 · Investment Income	$69	$31	$38	120.9%	$613	$160	$453	282.8%
4400 · Misc. Income	$1	$206	-$205	-99.5%	-$390	$400	-$790	-197.5%
4600 · Restaurant Income	$3,000	$2,000	$1,000	50.0%	$16,650	$17,400	-$750	-4.3%
4700 · Advertising Revenue	$0	$1,000	-$1,000	-100.0%	$0	$4,000	-$4,000	-100.0%
Total Other Revenue	**$12,445**	**$9,613**	**$2,832**	**29.5%**	**$64,373**	**$63,460**	**$913**	**1.4%**
TOTAL REVENUE	**$311,177**	**$250,066**	**$61,111**	**24.4%**	**$2,265,705**	**$1,647,992**	**$617,713**	**37.5%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$14,662	$12,017	-$2,646	-22.0%	$170,245	$156,667	-$13,579	-8.7%
5030 · Operations	$25,380	$25,292	-$88	-0.3%	$205,699	$163,691	-$42,008	-25.7%
5040 · Operations O/T	$33	$0	-$33	0.0%	$1,369	$0	-$1,369	0.0%
5050 · Course Personnel	$16,293	$23,552	$7,258	30.8%	$287,771	$280,723	-$7,047	-2.5%
5060 · Course Personnel O/T	$424	$0	-$424	0.0%	$1,634	$0	-$1,634	0.0%
5070 · Seasonal Personnel	$15,404	$20,909	$5,505	26.3%	$130,359	$147,130	$16,771	11.4%
5080 · Seasonal Personnel O/T	$4	$0	-$4	0.0%	$881	$0	-$881	0.0%
Total 5000 · PERSONNEL EXPENSE	**$72,201**	**$81,769**	**$9,568**	11.7%	**$797,957**	**$748,211**	**-$49,747**	-6.6%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$5,483	$5,393	-$90	-1.7%	$59,527	$57,238	-$2,289	-4.0%
5230 · State Unemployment	$3,289	$2,991	-$298	-10.0%	$30,656	$22,266	-$8,391	-37.7%
5250 · Health Insurance	$489	$2,309	$1,820	78.8%	$24,520	$26,718	$2,198	8.2%
5260 · Workmans Compensation	$2,118	$2,494	$377	15.1%	$21,334	$17,985	-$3,349	-18.6%
5270 · Retirement Plans	$531	$531	$0	0.0%	$6,501	$7,005	$505	7.2%
Total 5200 · EMPLOYEE BENEFITS	**$11,910**	**$13,719**	**$1,809**	13.2%	**$142,538**	**$131,212**	**-$11,326**	-8.6%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$963	$902	-$61	-6.8%	$13,120	$10,820	-$2,300	-21.3%
5430 · Professional Fees	$4,150	$2,667	-$1,483	-55.6%	$33,165	$32,000	-$1,165	-3.6%
5436 · Advertising	$999	$885	-$113	-12.8%	$11,952	$12,000	$48	0.4%
5440 · Office Expense	$1,748	$2,100	$352	16.8%	$17,111	$13,920	-$3,192	-22.9%
5441 · Bank Charges	$27	$30	$2	7.9%	$303	$400	$97	24.4%
5442 · Credit Card Fees	$4,694	$4,128	-$566	-13.7%	$47,884	$33,990	-$13,895	-40.9%
5445 · Postage	$33	$119	$86	72.3%	$258	$150	-$108	-72.3%
5450 · Training and Dues	$410	$9	-$401	-4384.0%	$2,520	$3,000	$480	16.0%
5461 · Authority Secretarial Services	$140	$125	-$15	-12.0%	$1,860	$1,500	-$360	-24.0%
5469 · Other Outside Services	$532	$466	-$67	-14.3%	$5,926	$5,404	-$522	-9.7%
5470 · Other Admin	$972	$704	-$267	-38.0%	$11,688	$8,453	-$3,235	-38.3%
5480 · Utilities	$3,570	$7,964	$4,394	55.2%	$54,982	$65,000	$10,018	15.4%
5499 · Bad Debt Expense	$0	$0	$0	0.0%	$450	$0	-$450	0.0%
5490 · Water	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$18,238**	**$20,099**	**$1,861**	9.3%	**$201,219**	**$186,637**	**-$14,583**	-7.8%
5500 · DEBT SERVICE AND INSURANCE								

ITEM #9

Oak Hills Park Authority
FY21 Actual vs. Budget

	June Act	June Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$16,585	$6,448	-$10,137	-157.2%	$77,783	$71,644	-$6,140	-8.6%
5520 · Interest	-$72	$601	$673	112.0%	$6,773	$5,245	-$1,528	-29.1%
Total 5500 · DEBT SERVICE AND INSURANCE	**$16,512**	**$7,049**	**-$9,464**	-134.3%	**$84,556**	**$76,889**	**-$7,667**	-10.0%
5600 · SALES AND OPERATIONS								
5620 · Clubhouse/Pro Shop Maint.	$845	$0	-$845	0.0%	$9,871	$0	-$9,871	0.0%
5640 · Golf Pro Supplies	$367	$658	$291	44.2%	$3,600	$3,000	-$600	-20.0%
5680 · Golf Pro Work Clothes	$0	$0	$0	0.0%	$1,823	$2,000	$177	8.8%
Total 5600 SALES AND OPERATIONS	**$1,213**	**$658**	**-$554**	-84.1%	**$15,294**	**$5,000**	**-$10,294**	-205.9%
5700 · PARK MAINTENANCE								
5710 · Water	-$8,466	$8,367	$16,833	201.2%	$55,652	$50,000	-$5,652	-11.3%
5720 · Heating Fuel	$280	$70	-$210	-302.7%	$7,640	$10,000	$2,360	23.6%
5730 · Grounds Maintenance	$724	$785	$61	7.7%	$19,692	$23,000	$3,308	14.4%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$5,000	$4,000	-$1,000	-25.0%
5751 · Agriculture&Chemicals-Purch	$0	$12,076	$12,076	100.0%	$40,499	$80,000	$39,501	49.4%
5752 · Agriculture/Chemicals Utilized	$16,212		-$16,212	0.0%	$45,970	$0	-$45,970	0.0%
5760 · Irrigation Maintenance	$205	$619	$414	66.9%	$13,156	$12,000	-$1,156	-9.6%
5770 · Consumable Tools	$26	$37	$11	30.1%	$1,541	$2,500	$959	38.4%
5780 · Tee and Green Supplies	$227	$227	$0	0.1%	$2,462	$3,000	$538	17.9%
5795 · Janitorial Supplies	$147	$51	-$96	-186.9%	$193	$200	$7	3.4%
Total 5700 · PARK MAINTENANCE	**$9,355**	**$22,232**	**$12,878**	57.9%	**$191,804**	**$184,700**	**-$7,104**	-3.8%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$3,480	$3,455	-$25	-0.7%	$30,554	$30,000	-$554	-1.8%
5820 · Building Maintenance	$1,276	$2,483	$1,207	48.6%	$32,082	$30,000	-$2,082	-6.9%
5840 · Small Equipment	$0	$0	$0	0.0%	$1,387	$2,500	$1,113	44.5%
5860 · Gasoline/Diesel Fuel	$3,205	$1,742	-$1,464	-84.0%	$11,310	$13,000	$1,690	13.0%
5880 · Employee work clothes	$0	$250	$250	100.0%	$655	$500	-$155	-31.1%
Total 5800 · PARK EQUIPMENT	**$7,961**	**$7,930**	**-$31**	-0.4%	**$75,988**	**$76,000**	**$12**	0.0%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,030	$18,561	$2,531	13.6%	$106,667	$111,366	$4,698	4.2%
6020 · Electricity	$1,157	$1,888	$731	38.7%	$15,015	$13,500	-$1,515	-11.2%
6030 · Maintenance	$15	$330	$315	95.3%	$682	$1,500	$818	54.5%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,800	$4,800	$0	0.0%
6060 · Misc. Cart Expense	$18	$0	-$18	0.0%	$834	$5,000	$4,166	83.3%
Total 6000 · CART EXPENSE	**$17,621**	**$21,179**	**$3,558**	16.8%	**$127,998**	**$136,166**	**$8,167**	6.0%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$155,010**	**$174,635**	**$19,625**	11.2%	**$1,637,356**	**$1,544,814**	**-$92,542**	-6.0%
TOTAL OPERATIONAL NET INCOME	**$156,167**	**$75,431**	**$80,737**	107.0%	**$628,348**	**$103,178**	**$525,171**	509.0%
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	**$156,167**	**$75,431**	**$80,737**	107.0%	**$628,348**	**$103,178**	**$525,171**	509.0%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash	-$2,526	$18,333	$20,860	113.8%	$238,693	$220,000	-$18,693	-8.5%
8001 · Capital projects								
8100 - Capital Proj Cash	$6,494	$5,000	-$1,494	-29.9%	$94,994	$75,000	-$19,994	-26.7%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Capital Contribution								
Total 8000 · OTHER EXPENSE	-$2,526	$18,333	$19,365	113.8%	$238,693	$220,000	-$38,687	-8.5%
NET INCOME	**$158,694**	**$57,098**	**$101,596**	177.9%	**$389,656**	**-$116,822**	**$506,478**	-433.5%

OAK HILLS PARK AUTHORITY
Balance Sheet FY21
As of June 30, 2021

	Total			
	As of Jun 30, 2021	As of Jun 30, 2020 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	494,267.73	212,750.98	281,516.75	132.32%
1022 NBT Payment Account	-9,877.39	-68,300.56	58,423.17	85.54%
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	**$ 487,141.34**	**$ 147,201.42**	**$ 339,939.92**	**230.94%**
Total Bank Accounts	**$ 487,141.34**	**$ 147,201.42**	**$ 339,939.92**	**230.94%**
Other Current Assets				
1100 Inventory	69,602.04	82,874.84	-13,272.80	-16.02%
1200 Receivables	3,186.18	1,205.00	1,981.18	164.41%
1300 Prepaid Expenses	35,451.61	24,689.20	10,762.41	43.59%
Total Other Current Assets	**$ 108,239.83**	**$ 108,769.04**	**-$ 529.21**	**-0.49%**
Total Current Assets	**$ 595,381.17**	**$ 255,970.46**	**$ 339,410.71**	**132.60%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	1,128,694.33	1,067,156.87	61,537.46	5.77%
1510 Accumulated Depreciation/Amort.	-3,972,436.33	-3,742,470.31	-229,966.02	-6.14%
1520 Furniture & Fixtures	50,085.23	50,085.23	0.00	0.00%
1560 Leasehold Improvements	88,497.24	35,894.79	52,602.45	146.55%
1561 Park Improvements	1,821,963.05	1,782,769.53	39,193.52	2.20%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1565 Amortize Leasehold Improvements	-30,212.16	-21,485.40	-8,726.76	-40.62%
Total 1500 Fixed Assets	**$ 1,363,726.02**	**$ 1,449,085.37**	**-$ 85,359.35**	**-5.89%**
Total Fixed Assets	**$ 1,363,726.02**	**$ 1,449,085.37**	**-$ 85,359.35**	**-5.89%**
TOTAL ASSETS	**$ 1,959,107.19**	**$ 1,705,055.83**	**$ 254,051.36**	**14.90%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	52,092.37	45,041.29	7,051.08	15.65%
Total Accounts Payable	**$ 52,092.37**	**$ 45,041.29**	**$ 7,051.08**	**15.65%**
Other Current Liabilities				
2010 Accounts Payable - Payroll	32,912.98	24,705.80	8,207.18	33.22%
2051 Accounts Payable - OHMGA Revenue	8,390.00	536.00	7,854.00	1465.30%
2100 Accrued Payroll	25,142.75	22,327.44	2,815.31	12.61%
2104 Accrued retirement contribution	1,062.87	1,015.54	47.33	4.66%
2105 Accrued Vacation Pay	18,890.05	19,088.61	-198.56	-1.04%

2200 Accrued Expenses	41,465.50	59,594.05	-18,128.55	-30.42%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2230 NBT Credit Line	0.00	50,000.00	-50,000.00	-100.00%
2250 Deferred Revenue				
2251 Tournament Deposits	5,800.00	4,800.00	1,000.00	20.83%
2253 Deferred Tennis Revenue	11,000.00	14,999.34	-3,999.34	-26.66%
2254 Other Deferred	135,184.33	149,677.58	-14,493.25	-9.68%
Total 2250 Deferred Revenue	**$ 151,984.33**	**$ 169,476.92**	**-$ 17,492.59**	**-10.32%**
2400 Cart Sales Tax Due	4,310.00	6,047.00	-1,737.00	-28.72%
Total Other Current Liabilities	**$ 285,508.48**	**$ 354,141.36**	**-$ 68,632.88**	**-19.38%**
Total Current Liabilities	**$ 337,600.85**	**$ 399,182.65**	**-$ 61,581.80**	**-15.43%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,046,785.05	2,135,232.44	-88,447.39	-4.14%
2766 Wells Fargo Eq Bandit Chipper	0.00	1,108.50	-1,108.50	-100.00%
2767 Deere Credit, Inc. Sweeper Vac	0.00	2,646.59	-2,646.59	-100.00%
2768 Deere Credit Inc. Greens Roller	1.12	3,454.89	-3,453.77	-99.97%
2770 Deere Credit Inc. Hybrid Mower	0.89	0.89	0.00	0.00%
2772 Wells Fargo 2017 Aera-Vator	988.26	1,851.48	-863.22	-46.62%
2773 DLL Finance Club Car CA550G Utility Cart	2,064.50	3,612.50	-1,548.00	-42.85%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	23,337.46	36,458.60	-13,121.14	-35.99%
2775 Deere Credit, Inc. Hybrid Mower	10,505.18	16,415.68	-5,910.50	-36.01%
2776 Wells Fargo MTE 2018 TurfCo Blower	4,320.81	5,497.07	-1,176.26	-21.40%
2777 DLL Finance Club Car CA502 Utility Cart	5,213.29	7,359.98	-2,146.69	-29.17%
2778 Wells Fargo Used Kubota Tractor Mini Ex	20,419.03	25,306.68	-4,887.65	-19.31%
2779 Wells Fargo Groundsmaster Mower and Procore Aeration	51,287.30	0.00	51,287.30	
Total Long-Term Liabilities	**$ 2,164,922.89**	**$ 2,238,945.30**	**-$ 74,022.41**	**-3.31%**
Total Liabilities	**$ 2,502,523.74**	**$ 2,638,127.95**	**-$ 135,604.21**	**-5.14%**
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	389,655.57	-152,575.62	542,231.19	355.39%
Total Equity	**-$ 543,416.55**	**-$ 933,072.12**	**$ 389,655.57**	**41.76%**
TOTAL LIABILITIES AND EQUITY	**$ 1,959,107.19**	**$ 1,705,055.83**	**$ 254,051.36**	**14.90%**

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

	Total			
	Jun 2021	Jun 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	199,544.07	212,222.63	-12,678.56	-5.97%
4020 I.D. Cards	-357.65	22,644.43	-23,002.08	-101.58%
4025 Season Pass	12,059.44	6,560.15	5,499.29	83.83%
4030 Tournament Fees	19,710.00	4,923.00	14,787.00	300.37%
4050 Cart Revenue	67,850.25	69,031.00	-1,180.75	-1.71%
4055 GolfBoard Revenue	19.00	0.00	19.00	
4060 Golf Revenue - Gift Certif.	4,237.00	4,897.00	-660.00	-13.48%
4070 Gift & Rain Checks Redeemed	-4,330.00	-4,924.00	594.00	12.06%
Total 4001 Golf Revenue	**$298,732.11**	**$ 315,354.21**	**-$ 16,622.10**	**-5.27%**
4100 Tennis Revenue	8,000.00	5,000.00	3,000.00	60.00%
4200 Rental Income	1,375.00	1,375.00	0.00	0.00%
4300 Investment Income	68.95	20.81	48.14	231.33%
4400 Misc. Income	1.09	471.21	-470.12	-99.77%
4600 Restaurant Income	3,000.00	-9,000.00	12,000.00	133.33%
4700 Advertising Revenue	0.00	0.00	0.00	
Total 4000 REVENUES	**$311,177.15**	**$ 313,221.23**	**-$ 2,044.08**	**-0.65%**
Total Income	**$311,177.15**	**$ 313,221.23**	**-$ 2,044.08**	**-0.65%**
Gross Profit	**$311,177.15**	**$ 313,221.23**	**-$ 2,044.08**	**-0.65%**
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	14,662.39	11,247.45	3,414.94	30.36%
5030 Operations	25,380.10	25,091.92	288.18	1.15%
5040 Operations O/T	33.21	605.22	-572.01	-94.51%
5050 Course Personnel	16,293.29	13,804.78	2,488.51	18.03%
5060 Course Personnel O/T	424.37	25.80	398.57	1544.84%
5070 Seasonal Personnel	15,403.50	11,186.29	4,217.21	37.70%
5080 Seasonal Personnel O/T	3.87	14.54	-10.67	-73.38%
Total 5000 PERSONNEL EXPENSE	**$ 72,200.73**	**$ 61,976.00**	**$ 10,224.73**	**16.50%**
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	5,483.46	4,706.99	776.47	16.50%
5230 State Unemployment	3,289.25	2,879.51	409.74	14.23%
5250 Health Insurance	488.75	3,011.11	-2,522.36	-83.77%
5260 Workmans Compensation	2,117.64	1,957.72	159.92	8.17%
5270 Retirement Plans	530.52	484.53	45.99	9.49%
Total 5200 EMPLOYEE BENEFITS	**$ 11,909.62**	**$ 13,039.86**	**-$ 1,130.24**	**-8.67%**
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	962.59	901.68	60.91	6.76%

5430 Professional Fees	4,150.00	2,500.00	1,650.00	66.00%
5436 Advertising	998.57	948.20	50.37	5.31%
5440 Office Expense	1,747.84	2,609.49	-861.65	-33.02%
5441 Bank Charges	27.34	23.75	3.59	15.12%
5442 Credit Card Fees	4,694.29	9,619.82	-4,925.53	-51.20%
5445 Postage	33.00	121.00	-88.00	-72.73%
5450 Training and Dues	410.00	0.00	410.00	
5461 Authority Secretarial Services	140.00	120.00	20.00	16.67%
5469 Other Outside Services	532.44	401.85	130.59	32.50%
5470 Other Administrative	971.75	549.40	422.35	76.87%
5480 Utilities	3,569.89	6,542.00	-2,972.11	-45.43%
5500 Liability Insurance	16,584.50	5,190.38	11,394.12	219.52%
5520 Interest Expense	-72.08	1,191.67	-1,263.75	-106.05%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 34,750.13**	**$ 30,719.24**	**$ 4,030.89**	**13.12%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	845.19	0.00	845.19	
5640 Golf Pro Supplies	367.42	421.06	-53.64	-12.74%
Total 5600 SALES AND OPERATIONS	**$ 1,212.61**	**$ 421.06**	**$ 791.55**	**187.99%**
5700 PARK MAINTENANCE				
5710 Water	-8,465.74	15,941.82	-24,407.56	-153.10%
5720 Heating Fuel	279.95	-193.00	472.95	245.05%
5730 Grounds Maintenance	723.81	0.00	723.81	
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	0.00	8,714.03	-8,714.03	-100.00%
5752 Agriculture/Chemicals Utilized	16,211.74	6,364.24	9,847.50	154.73%
Total 5750 Agriculture and Chemicals	**$ 16,211.74**	**$ 15,078.27**	**$ 1,133.47**	**7.52%**
5760 Irrigation Maintenance	205.15	627.21	-422.06	-67.29%
5770 Consumable Tools	25.98	-317.03	343.01	108.19%
5780 Tee and Green Supplies	226.80	0.00	226.80	
5795 Janitorial Supplies	147.00	0.00	147.00	
5800 Equipment Maintenance	3,480.22	4,826.17	-1,345.95	-27.89%
5820 Building Maintenance	1,275.64	1,313.00	-37.36	-2.85%
5860 Gasoline/Diesel Fuel	3,205.44	2,526.12	679.32	26.89%
Total 5700 PARK MAINTENANCE	**$ 17,315.99**	**$ 39,802.56**	**-$ 22,486.57**	**-56.50%**
6000 CART EXPENSE				
6010 Cart Lease Expense	16,029.98	16,116.00	-86.02	-0.53%
6020 Electricity	1,157.26	1,950.68	-793.42	-40.67%
6030 Maintenance	15.36	419.10	-403.74	-96.34%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	18.00	0.00	18.00	
Total 6000 CART EXPENSE	**$ 17,620.60**	**$ 18,885.78**	**-$ 1,265.18**	**-6.70%**
Total Expenses	**$155,009.68**	**$ 164,844.50**	**-$ 9,834.82**	**-5.97%**
Net Operating Income	**$156,167.47**	**$ 148,376.73**	**$ 7,790.74**	**5.25%**
Other Expenses				
8000 Depreciation/Amortization	-2,526.28	45,786.62	-48,312.90	-105.52%
8001 Capital projects				
8100 Capital Projects - Cash	-88,500.08	-12,664.32	-75,835.76	-598.81%

Total 8001 Capital projects	-$ 88,500.08	-$ 12,664.32	-$ 75,835.76	-598.81%
Total Other Expenses	-$ 91,026.36	$ 33,122.30	-$124,148.66	-374.82%
Net Other Income	$ 91,026.36	-$ 33,122.30	$ 124,148.66	374.82%
Net Income	$247,193.83	$ 115,254.43	$ 131,939.40	114.48%

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

	Total			
	Jul 2020 - Jun 2021	Jul 2019 - Jun 2020 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	1,418,925.94	960,100.63	458,825.31	47.79%
4020 I.D. Cards	132,935.35	129,669.85	3,265.50	2.52%
4025 Season Pass	153,665.19	19,163.48	134,501.71	701.86%
4030 Tournament Fees	71,305.00	67,798.00	3,507.00	5.17%
4050 Cart Revenue	431,797.40	290,792.00	141,005.40	48.49%
4055 GolfBoard Revenue	929.00	2,897.00	-1,968.00	-67.93%
4060 Golf Revenue - Gift Certif.	22,638.00	22,490.00	148.00	0.66%
4070 Gift & Rain Checks Redeemed	-30,863.85	-22,171.52	-8,692.33	-39.20%
Total 4001 Golf Revenue	$ 2,201,332.03	$ 1,470,739.44	$730,592.59	49.68%
4100 Tennis Revenue	31,000.00	25,052.80	5,947.20	23.74%
4200 Rental Income	16,500.00	16,500.00	0.00	0.00%
4300 Investment Income	612.52	68.64	543.88	792.37%
4400 Misc. Income	-389.83	824.48	-1,214.31	-147.28%
4600 Restaurant Income	16,650.00	20,500.00	-3,850.00	-18.78%
4700 Advertising Revenue	0.00	1,475.00	-1,475.00	-100.00%
Total 4000 REVENUES	$ 2,265,704.72	$ 1,535,160.36	$730,544.36	47.59%
Total Income	$ 2,265,704.72	$ 1,535,160.36	$730,544.36	47.59%
Gross Profit	$ 2,265,704.72	$ 1,535,160.36	$730,544.36	47.59%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	170,245.21	150,724.37	19,520.84	12.95%
5030 Operations	205,698.71	150,554.16	55,144.55	36.63%
5040 Operations O/T	1,369.20	1,847.21	-478.01	-25.88%
5050 Course Personnel	287,770.55	272,852.19	14,918.36	5.47%
5060 Course Personnel O/T	1,634.05	803.64	830.41	103.33%
5070 Seasonal Personnel	130,358.57	109,511.56	20,847.01	19.04%
5080 Seasonal Personnel O/T	880.98	821.24	59.74	7.27%
Total 5000 PERSONNEL EXPENSE	$ 797,957.27	$ 687,114.37	$110,842.90	16.13%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	59,527.05	52,117.54	7,409.51	14.22%
5230 State Unemployment	30,656.15	20,616.31	10,039.84	48.70%
5250 Health Insurance	24,520.46	32,190.35	-7,669.89	-23.83%
5260 Workmans Compensation	21,334.26	16,349.94	4,984.32	30.49%
5270 Retirement Plans	6,500.56	5,967.53	533.03	8.93%
Total 5200 EMPLOYEE BENEFITS	$ 142,538.48	$ 127,241.67	$ 15,296.81	12.02%
5400 ADMINISTRATIVE EXPENSES				

5420 Telephone	13,119.75	10,353.21	2,766.54	26.72%
5430 Professional Fees	33,165.14	30,015.14	3,150.00	10.49%
5436 Advertising	11,951.52	12,561.05	-609.53	-4.85%
5440 Office Expense	17,111.37	13,919.52	3,191.85	22.93%
5441 Bank Charges	302.56	260.85	41.71	15.99%
5442 Credit Card Fees	47,884.29	33,454.41	14,429.88	43.13%
5445 Postage	258.40	143.00	115.40	80.70%
5450 Training and Dues	2,520.00	1,375.00	1,145.00	83.27%
5461 Authority Secretarial Services	1,860.00	1,610.00	250.00	15.53%
5469 Other Outside Services	5,926.27	5,004.14	922.13	18.43%
5470 Other Administrative	11,687.87	7,826.60	3,861.27	49.34%
5480 Utilities	54,982.09	61,414.91	-6,432.82	-10.47%
5499 Bad Debt Expense	450.00	0.00	450.00	
5500 Liability Insurance	77,783.46	74,815.90	2,967.56	3.97%
5520 Interest Expense	6,773.03	10,451.87	-3,678.84	-35.20%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 285,775.75**	**$ 263,205.60**	**$ 22,570.15**	**8.58%**
5600 SALES AND OPERATIONS				
5620 Clubhouse Maintenance	9,870.84	5,860.59	4,010.25	68.43%
5640 Golf Pro Supplies	3,600.42	1,744.37	1,856.05	106.40%
5680 Golf Pro Work Clothes	1,823.03	0.00	1,823.03	
Total 5600 SALES AND OPERATIONS	**$ 15,294.29**	**$ 7,604.96**	**$ 7,689.33**	**101.11%**
5700 PARK MAINTENANCE				
5710 Water	55,652.24	50,380.33	5,271.91	10.46%
5720 Heating Fuel	7,639.91	10,878.89	-3,238.98	-29.77%
5730 Grounds Maintenance	19,692.42	12,534.38	7,158.04	57.11%
5740 Tree Maintenance	5,000.00	200.00	4,800.00	2400.00%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	40,498.61	46,725.48	-6,226.87	-13.33%
5752 Agriculture/Chemicals Utilized	45,969.71	34,880.32	11,089.39	31.79%
Total 5750 Agriculture and Chemicals	**$ 86,468.32**	**$ 81,605.80**	**$ 4,862.52**	**5.96%**
5760 Irrigation Maintenance	13,155.72	10,955.85	2,199.87	20.08%
5770 Consumable Tools	1,540.55	2,096.65	-556.10	-26.52%
5780 Tee and Green Supplies	2,461.71	2,774.51	-312.80	-11.27%
5795 Janitorial Supplies	193.27	0.00	193.27	
5800 Equipment Maintenance	30,553.90	31,832.24	-1,278.34	-4.02%
5810 Equipment Rental	0.00	98.64	-98.64	-100.00%
5820 Building Maintenance	32,081.77	13,673.06	18,408.71	134.63%
5840 Small Equipment	1,386.71	516.19	870.52	168.64%
5860 Gasoline/Diesel Fuel	11,310.47	12,699.07	-1,388.60	-10.93%
5880 Employee work clothes	655.35	151.59	503.76	332.32%
Total 5700 PARK MAINTENANCE	**$ 267,792.34**	**$ 230,397.20**	**$ 37,395.14**	**16.23%**
6000 CART EXPENSE				
6010 Cart Lease Expense	106,667.47	101,253.74	5,413.73	5.35%
6015 Board Lease Expense	0.00	5,442.72	-5,442.72	-100.00%
6020 Electricity	15,015.45	13,495.26	1,520.19	11.26%
6030 Maintenance	681.76	1,685.76	-1,004.00	-59.56%
6050 Cart Insurance	4,800.00	4,800.00	0.00	0.00%

6060 Misc. Cart Expense	833.56	0.00	833.56	
Total 6000 CART EXPENSE	**$ 127,998.24**	**$ 126,677.48**	**$ 1,320.76**	**1.04%**
Total Expenses	**$ 1,637,356.37**	**$ 1,442,241.28**	**$195,115.09**	**13.53%**
Net Operating Income	**$ 628,348.35**	**$ 92,919.08**	**$535,429.27**	**576.23%**
Other Income				
7002 Capital Contribution	0.00	20,000.00	-20,000.00	-100.00%
Total Other Income	**$ 0.00**	**$ 20,000.00**	**-$ 20,000.00**	**-100.00%**
Other Expenses				
8000 Depreciation/Amortization	238,692.78	265,494.68	-26,801.90	-10.10%
8001 Capital projects				
8100 Capital Projects - Cash	0.00	0.02	-0.02	-100.00%
Total 8001 Capital projects	**$ 0.00**	**$ 0.02**	**-$ 0.02**	**-100.00%**
Total Other Expenses	**$ 238,692.78**	**$ 265,494.70**	**-$ 26,801.92**	**-10.10%**
Net Other Income	**-$ 238,692.78**	**-$ 245,494.70**	**$ 6,801.92**	**2.77%**
Net Income	**$ 389,655.57**	**-$ 152,575.62**	**$542,231.19**	**355.39%**

OAK HILLS SALES ANALYSIS JUNE 2021 FISCAL

Description	Jun-21	Jun-20	Inc/(Dec)	YTD FY21	YTD FY20	Inc/(Dec)
Revenue Rounds	6,161	5,690	8.3%	43,030	29,191	47.4%
Barter Rounds	286	317	-9.8%	2,436	1,758	38.6%
Season Pass Rounds	712	1,036	-31.3%	6,973	1,613	332.3%
Comp Rounds	27	22	22.7%	525	541	-3.0%
Total All Rounds	7,186	7,065	1.7%	52,964	33,103	60.0%
Total Carts	4,371	4,317	1.3%	28,607	18,778	52.3%
Total Boards	1	0	0.0%	45	147	-69.4%
Total Golf ID Cards	81	148	-45.3%	1,198	1,222	-2.0%
Total Season Passes	1	9	-88.9%	66	88	-25.0%
Total Gift Cards	52	46	13.0%	324	296	9.5%
Total GPS Ad Sales	0	0	0.0%	0	7	-100.0%
Total $ Revenue Rounds	$218,894	$192,899	13.5%	$1,481,005	$959,688	54.3%
Total Carts $	$72,159	$73,414	-1.7%	$459,268	$307,222	49.5%
Total Board $	$20	$0	0.0%	$988	$3,080	-67.9%
Total Golf ID Cards $	$9,630	$15,341	-37.2%	$146,828	$121,128	21.2%
Total Season Pass $	$1,000	$8,435	-88.1%	$130,915	$107,045	22.3%
Total Gift Cards $	$4,357	$4,122	5.7%	$24,040	$21,715	10.7%
Total GPS Advertising $	$0	$0	0.0%	$0	$1,475	-100.0%
Rain Chks/Gift Cards Redeemed	-$4,330	-$4,964	-12.8%	-$29,482	-$22,211	32.7%
	$301,729	**$289,247**	**4.3%**	**$2,213,563**	**$1,499,142**	**47.7%**
$ Revenue/Revenue Round	**$35.53**	**$33.90**	4.8%	**$34.42**	**$32.88**	4.7%
Carts/Revenue Round	**70.9%**	**$0.76**	-6.5%	**66.5%**	**64.3%**	3.3%
Cart $/Revenue Round	**$11.71**	**$12.90**	-9.2%	**$10.67**	**$10.52**	1.4%
Cart $/Cart Round	**$16.51**	**$17.01**	-2.9%	**$16.05**	**$16.36**	-1.9%
Board $/Board Round	**$20.00**	**$0.00**	0.0%	**$21.96**	**$20.95**	4.8%
ID Card $/Card	**$118.89**	**$103.65**	14.7%	**$122.56**	**$99.12**	23.6%
Resident Adult 18 Rounds	1,079	1,332	-19.0%	8,811	8,172	7.8%
Resident Senior 18 Rounds	962	1,106	-13.0%	7,197	5,483	31.3%
Junior/Golf Team 18 Rounds	214	207	3.4%	1,509	869	73.6%
Golf League 18 Rounds	76	0	0.0%	293	114	157.0%
Employee 18 Rounds	89	80	11.3%	501	457	9.6%
Non Resident 18 Rounds	3,478	2,865	21.4%	22,826	12,862	77.5%
Total 9 Hole Rounds	263	100	163.0%	1,893	1,234	53.4%
Total Revenue Rounds	***6,161***	***5,690***	***8.3%***	***43,030***	***29,191***	***47.4%***
Resident Adult 18 Rounds $	$37,283	$44,033	-15.3%	$296,236	$250,920	18.1%
Resident Senior 18 Rounds $	$26,336	$29,537	-10.8%	$193,185	$143,577	34.6%
Junior/Golf Team 18 Rounds $	$4,024	$4,091	-1.6%	$27,719	$16,973	63.3%
Golf League 18 Rounds	$1,520	$0	0.0%	$4,510	$2,615	72.5%
Employee 18 Rounds $	$635	$497	27.8%	$3,453	$3,136	10.1%
Non Resident 18 Rounds $	$142,919	$112,942	26.5%	$912,094	$516,068	76.7%
Total 9 Hole Rounds $	$6,177	$1,800	243.2%	$43,809	$26,399	65.9%
Total $ Revenue Rounds	***218,894***	***192,899***	***13.5%***	***1,481,005***	***959,688***	***54.3%***
Senior Non-Resident ID	4	9	-55.6%	78	67	16.4%
Adult Non-Resident ID	0	5	-100.0%	80	77	3.9%
Family ID	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***4***	***14***	***-71.4%***	***158***	***144***	***9.7%***
GolfNow/TeeOff Rounds	268	549	-51.2%	2767	1,608	72.1%
GolfNow/TeeOff Dollars	$10,720	$23,846	-55.0%	$106,344	$65,794	61.6%
Dollars/Round	$40.00	$43.44	-7.9%	$38.43	$40.92	-6.1%
City of Norwalk debt paydown	**$12,322**					

OAK HILLS SALES ANALYSIS JUNE 2021 CALENDAR

Description	Jun-21	Jun-20	Inc/(Dec)	YTD 2021	YTD 2020	Inc/(Dec)
Revenue Rounds	6,161	5,690	8.3%	17,124	10,534	62.6%
Barter Rounds	286	317	-9.8%	1,053	448	135.0%
Season Pass Rounds	712	1,036	-31.3%	2,791	1,613	73.0%
Comp Rounds	27	22	22.7%	56	34	64.7%
Total All Rounds	7,186	7,065	1.7%	21,024	12,629	66.5%
Total Carts	4,371	4,317	1.3%	10,499	6,017	74.5%
Total Boards	1	0	0.0%	2	0	0.0%
Total Golf ID Cards	81	148	-45.3%	1,081	1,096	-1.4%
Total Season Passes	1	9	-88.9%	37	88	-58.0%
Total Gift Cards	52	46	13.0%	114	80	42.5%
Total GPS Ad Sales	0	0	0.0%	0	7	-100.0%
Total $ Revenue Rounds	$218,894	$192,899	13.5%	$600,044	$353,687	69.7%
Total Carts $	$72,159	$73,414	-1.7%	$169,042	$102,037	65.7%
Total Board $	$20	$0	0.0%	$42	$0	0.0%
Total Golf ID Cards $	$9,630	$15,341	-37.2%	$134,231	$111,758	20.1%
Total Season Pass $	$1,000	$8,435	-88.1%	$74,300	$107,045	-30.6%
Total Gift Cards $	$4,357	$4,122	5.7%	$8,884	$7,905	12.4%
Total GPS Advertising $	$0	$0	0.0%	0	$1,475	-100.0%
Rain Chks/Gift Cards Redeemed	-$4,330	-$4,964	-12.8%	-$11,035	-$8,184	34.8%
	$301,729	**$289,247**	**4.3%**	**$975,508**	**$675,723**	**44.4%**
$ Revenue/Revenue Round	**$35.53**	**$33.90**	4.8%	**$35.04**	**$33.58**	4.4%
Carts/Revenue Round	**70.9%**	**$0.76**	-6.5%	**61.3%**	**57.1%**	7.3%
Cart $/Revenue Round	**$11.71**	**$12.90**	-9.2%	**$9.87**	**$9.69**	1.9%
Cart $/Cart Round	**$16.51**	**$17.01**	-2.9%	**$16.10**	**$16.96**	-5.1%
Board $/Board Round	**$20.00**	**$0.00**	0.0%	**$21.00**	**$0.00**	0.0%
ID Card $/Card	**$118.89**	**$103.65**	14.7%	**$124.17**	**$101.97**	21.8%
Resident Adult 18 Rounds	1,079	1,332	-19.0%	3,523	3,302	6.7%
Resident Senior 18 Rounds	962	1,106	-13.0%	2,785	1,760	58.2%
Junior/Golf Team 18 Rounds	214	207	3.4%	616	442	39.4%
Golf League 18 Rounds	76	0	0.0%	77	0	0.0%
Empl 18 Rounds	89	80	11.3%	225	131	71.8%
Non Resident 18 Rounds	3,478	2,865	21.4%	9,331	4,710	98.1%
Total 9 Hole Rounds	263	100	163.0%	567	189	200.0%
Total Revenue Rounds	***6,161***	***5,690***	***8.3%***	***17,124***	***10,534***	***62.6%***
Resident Adult 18 Rounds $	$37,283	$44,033	-15.3%	$118,847	$103,262	15.1%
Resident Senior 18 Rounds $	$26,336	$29,537	-10.8%	$75,284	$48,023	56.8%
Junior/Golf Team 18 Rounds $	$4,024	$4,091	-1.6%	$10,080	$8,688	16.0%
Golf League 18 Rounds	$1,520	$0	0.0%	$1,543	$0	0.0%
Empl 18 Rounds $	$635	$497	27.8%	$1,550	$854	81.5%
Non Resident 18 Rounds $	$142,919	$112,942	26.5%	$379,294	$189,203	100.5%
Total 9 Hole Rounds $	$6,177	$1,800	243.2%	$13,447	$3,658	267.6%
Total $ Revenue Rounds	***218,894***	***192,899***	***13.5%***	***600,044***	***353,687***	***69.7%***
SR NONRES DISC	4	9	-55.6%	70	65	7.7%
NONRES DISCOUNT	0	5	-100.0%	74	75	-1.3%
FAMILY REG	0	0	0.0%	0	0	0.0%
Total Non-Resident ID's	***4***	***14***	***-71.4%***	***144***	***140***	***2.9%***
GolfNow Rounds	268	549	-51.2%	863	824	4.7%
GolfNow Dollars	$10,720	$23,846	-55.0%	$32,172	$36,114	-10.9%
Dollars/Round	$40.00	$43.44	-7.9%	$37.28	$43.83	-14.9%

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

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY21 REFORECAST	FY22 BUDGET
Rounds TOTAL	**37,685**	**34,339**	**33,080**	**37,933**	**47,416**	**42,098**
Revenue Rounds	34,837	31,925	29,191	30,019	37,467	35,371
Non Revenue Rounds	2,848	2,414	3,889	7,914	9,949	6,727
Golf Revenue / Revenue Round	28.90	31.30	33.97	34.47	33.62	34.12
Cart Revenue / Revenue Round	9.68	9.62	10.52	10.32	10.67	11.13
Revenue TOTAL	**1,610,584**	**1,499,556**	**1,535,160**	**1,647,992**	**2,117,594**	**1,999,725**
Golf Revenue	1,503,550	1,445,134	1,470,739	1,584,532	2,051,229	1,881,525
Other Revenue	107,034	54,422	64,421	63,460	66,365	118,200
Operational Expense TOTAL	**1,493,651**	**1,493,721**	**1,442,241**	**1,544,814**	**1,634,350**	**1,728,510**
Personnel Expense	870,654	874,428	814,356	879,423	937,931	1,031,856
Administrative Expense	228,007	262,909	270,811	268,526	282,397	290,295
Park Maintenance	252,835	220,567	230,397	260,700	278,528	284,700
Cart Expenses	142,154	135,817	126,677	136,166	135,493	121,659
Net Operating Income	**116,933**	**5,834**	**92,919**	**103,178**	**483,244**	**271,215**
Other Debt and Cash Effects	**117,777**	**62,499**	**65,365**	**135,259**	**141,225**	**159,392**
Cash Effect Before Capital Projects	**(844)**	**(56,665)**	**27,554**	**(32,081)**	**342,019**	**111,823**
Capital Project Expenses	**194,594**	**42,885**	**49,372**	**75,000**	**104,608**	**279,398**
Net Cash Effect	(195,438)	(99,550)	(21,819)	(107,081)	237,411	(167,575)

High-Level Discussion / Narrative:

- Golf Revenue decreasing overall based on an assumption of 11% decrease in rounds versus all-time highs in FY21
- Golf Revenue / Revenue Round increasing ~50 cents on expected pricing increases
- Other Revenue increase driven by Tennis & Restaurant contracts and potential introduction of Golf Simulator revenue

- Personnel Expense driven higher by addition of GM role, mandatory wage increases, and return to pre-pandemic staffing levels
- Admin & Maint Expense increases reflect higher costs of goods & services, as well as new maintenance projects previously deferred
- Cart Expenses decrease driven by new cart lease terms (lease terms are through FY26)

- Net Operating Income of $271k is decreased by $(159)k in principal payments, predicting a $112k positive cash position

- Capital Project Expense is specifically allocated, including potential continuous cart paths and golf simulator

OHPA FY2020 Budget
FY 2018-2022

EZLinks	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY21 Reforecast	FY22 BUDGET	21 RFC vs 22 Bud
Rounds							
Revenue Rounds	34,837	31,925	29,191	30,019	37,467	35,371	-5.6%
Non Revenue Rounds	2,848	2,414	3,889	7,914	9,949	6,727	-32.4%
Total Rounds	37,685	34,339	34,150	37,933	47,416	42,098	-11.2%
Cart Rounds	21,450	18,475	18,778	20,000	25,083	23,980	-4.4%
Cart Revenue/Cart Rounds	$15.71	$16.63	$15.49	$15.49	$15.91	$16.41	3.1%
Board Rounds	710	232	147	-	43	40	-7.0%
Board Revenue/Board Rounds	$19.67	$21.34	$20.95	$0.00	$22.00	$22.00	0.0%
ID Rate Avg	$77.48	$89.69	$106.11	$105.67	$119.70	$131.42	9.8%
ID Cards	1,600	1,469	1,222	1,170	1,161	1,161	0.0%
Golf Revenue / Revenue Round	$28.90	$31.30	$33.97	$34.47	$33.62	$34.12	1.5%
Cart Revenue / Revenue Round	$9.68	$9.62	$10.52	$10.32	$10.67	$11.13	4.3%

OHPA FY2020 Budget
FY 2018-2022

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY21 Reforecast	FY22 BUDGET	21 RFC vs 22 Bud
REVENUE							
4000 · REVENUES							
4001 · Golf Revenue							
4010 · Golf Fees	990,588	936,450	960,101	965,774	1,278,996	1,126,862	-11.9%
4020 · I.D. Cards	123,746	126,580	129,670	123,687	133,649	152,596	14.2%
4025 · Season Passes			19,163	116,100	170,502	135,000	-20.8%
4030 · Tournament Fees	60,564	91,907	67,798	68,930	58,265	80,000	37.3%
4050 · Cart Revenue	317,444	288,795	290,792	309,716	416,114	393,517	-5.4%
4055 · GolfBoard Revenue	13,058	4,605	2,897	-	889	880	-1.0%
4060 · Golf Revenue - Gift Certif.	27,585	22,453	22,490	22,940	22,444	22,893	2.0%
4070 · Gift & Rain Checks Redeemed	(29,435)	(25,657)	(22,172)	(22,615)	(29,630)	(30,223)	2.0%
Total 4001 · Golf Revenue	1,503,550	1,445,134	1,470,739	1,584,532	2,051,229	1,881,525	-8.3%
4100 · Tennis Revenue	40,088	25,035	25,053	25,000	31,800	40,800	28.3%
4200 · Rental Income	16,200	16,300	16,500	16,500	16,500	16,500	0.0%
4300 · Investment Income	161	51	69	160	501	500	-0.3%
4400 · Misc. Income	11,384	1,029	824	400	(86)	400	-563.3%
4500 · Golf Simulator Revenue						30,000	
4600 · Restaurant Income	39,001	12,007	20,500	17,400	17,650	60,000	239.9%
4601 · Reserve on Restaurant Income						(30,000)	
4700 · Advertising Revenue	200	-	1,475	4,000	-	-	-
Total Other Revenue	107,034	54,422	64,421	63,460	66,365	118,200	78.1%
TOTAL REVENUE	**1,610,584**	**1,499,556**	**1,535,160**	**1,647,992**	**2,117,594**	**1,999,725**	-5.6%
EXPENSE							
5000 · PERSONNEL EXPENSE							
5010 · Management Salary	144,908	149,216	150,724	156,667	170,958	210,820	23.3%
5030 · Operations	163,906	171,272	152,401	163,691	196,299	209,431	6.7%
5050 · Course Personnel	302,237	282,826	272,852	280,723	293,959	291,887	
5060 · Course Personnel O/T	1,244	508	804	-	772	-	
5070 · Seasonal Personnel	132,782	129,705	109,512	147,130	140,888	165,588	**5.47%**
5080 · Seasonal Personnel O/T	1,463	541	821	-	527	2,531	
5120 · Payroll Adjustments	(25,896)			0	-		-
Total 5000 · PERSONNEL EXPENSE	720,645	734,067	687,114	748,211	803,402	880,256	9.6%
5200 · EMPLOYEE BENEFITS	**21%**	**19%**	**19%**	**18%**	**17%**	**17%**	
5210 · Payroll Taxes	55,243	55,649	52,118	57,238	54,704	67,340	23.1%
5230 · State Unemployment	21,523	20,788	20,616	22,266	26,483	25,159	-5.0%
5250 · Health Insurance	49,900	39,696	32,190	26,718	26,971	30,486	13.0%
5260 · Workmans Compensation	15,826	17,222	16,350	17,985	20,013	22,015	10.0%
5270 · Retirement Plans	7,516	7,005	5,968	7,005	6,357	6,600	3.8%
Total 5200 · EMPLOYEE BENEFITS	150,009	140,361	127,242	131,212	134,529	151,600	12.7%
5400 · ADMINISTRATIVE EXPENSES							
5420 · Telephone	7,689	10,606	10,353	10,820	12,579	9,078	-27.8%
5430 · Professional Fees	45,390	32,015	30,015	32,000	31,715	33,500	5.6%
5436 · Advertising	14,431	12,661	12,561	12,000	12,198	13,500	10.7%
5440 · Office Expense	12,894	13,366	13,920	13,920	16,548	14,200	-14.2%
5441 · Bank Charges	314	480	261	400	297	300	1.1%
5442 · Credit Card Fees	29,293	28,741	33,454	33,990	45,661	41,883	-8.3%
5445 · Postage	217	173	143	150	344	300	-12.9%
5450 · Training and Dues	4,639	3,281	1,375	3,000	2,424	3,400	40.3%
5461 · Authority Secretarial Services	3,020	2,600	1,610	1,500	1,735	1,680	-3.2%
5469 · Other Outside Services	4,397	5,338	5,004	5,404	5,429	5,921	9.1%
5470 · Other Administrative Expense	5,963	8,211	7,827	8,453	11,186	11,409	2.0%
5471 · Charitable Donations	700			-	-	-	-
5480 · Utilities	39,127	57,334	61,415	65,000	62,688	43,400	-30.8%
5490 · Water	-				-		-
5499 · Bad Debt Expense	50				-		-
Total 5400 · ADMINISTRATIVE EXPENSES	168,124	174,805	177,938	186,637	202,803	178,573	-11.9%
5500 · DEBT SERVICE AND INSURANCE							
5500 · Liability Insurance	47,736	56,596	74,816	71,644	66,672	89,709	34.6%
5520 · Interest	10,031	13,307	10,452	5,245	7,547	5,014	-33.6%
5526 · Commercial debt service	-						
Total 5500 · DEBT SERVICE AND INSURANCE	57,768	69,903	85,268	76,889	74,219	94,723	27.6%
5600 · SALES AND OPERATIONS							
5620 · Pro Shop Maintenance	-	13,361	5,861	-	-	12,000	-
5640 · Golf Pro Supplies	209	4,841	1,744	3,000	3,351	3,000	-10.5%
5680 · Golf Pro Work Clothes	1,907	-	-	2,000	2,024	2,000	-1.2%

OHPA FY2020 Budget
FY 2018-2022

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY21 Reforecast	FY22 BUDGET	21 RFC vs 22 Bud
Total 5600 · SALES AND OPERATIONS	2,116	18,201	7,605	5,000	5,374	17,000	216.3%
5700 · PARK MAINTENANCE							
5710 · Water	50,971	26,203	50,380	50,000	67,084	55,000	-18.0%
5720 · Heating Fuel	11,592	13,083	10,879	10,000	9,080	12,000	32.2%
5730 · Grounds Maintenance	24,148	22,736	12,534	23,000	16,919	30,000	77.3%
5740 · Tree Maintenance	1,930	1,060	200	4,000	4,500	5,000	11.1%
5751 · Agriculture&Chemicals-Purchased	88,611	95,718	46,725	80,000	76,209	95,000	24.7%
5752 · Agriculture/Chemicals Utilized	(4,929)	(11,157)	34,880	-	15,366	-	-100.0%
5760 · Irrigation Maintenance	13,477	13,084	10,956	12,000	12,769	13,500	5.7%
5770 · Consumable Tools	1,507	3,364	2,097	2,500	1,838	2,500	36.0%
5780 · Tee and Green Supplies	3,564	1,789	2,775	3,000	1,688	2,500	48.1%
5795 · Janitorial Supplies	122	39	-	200	98	200	105.1%
Total 5700 · PARK MAINTENANCE	190,993	165,920	171,426	184,700	205,550	215,700	4.9%
5800 · PARK EQUIPMENT							
5800 · Equipment Maintenance	28,682	25,830	31,832	30,000	29,440	33,000	12.1%
5810 · Equipment Rental	-		99	-	-	-	-
5820 · Building Maintenance	19,757	13,837	13,673	30,000	32,289	18,000	-44.3%
5840 · Small Equipment	1,036	920	516	2,500	1,387	2,500	80.3%
5860 · Gasoline/Diesel Fuel	11,554	13,687	12,699	13,000	8,866	13,000	46.6%
5880 · Employee work clothes	813	374	152	500	996	2,500	151.0%
Total 5800 · PARK EQUIPMENT	61,842	54,647	58,971	76,000	72,978	69,000	-5.5%
	252,835	***220,567***	***230,397***	***260,700***	***278,528***	***284,700***	
6000 · CART EXPENSE							
6010 · Cart Lease Expense	104,856	103,166	101,254	111,366	113,459	102,459	-9.7%
6015 · Board Lease Expense	15,176	8,510	5,443	-	-	-	-
6020 · Electricity	12,869	13,196	13,495	13,500	15,641	13,000	-16.9%
6030 · Maintenance	4,453	4,144	1,686	1,500	1,107	1,400	26.4%
6050 · Cart Insurance	4,800	4,800	4,800	4,800	4,800	4,800	0.0%
6060 · Misc. Cart Expense	-	2,000	-	5,000	486	-	-100.0%
Total 6000 · CART EXPENSE	142,154	135,817	126,677	136,166	135,493	121,659	-10.2%
7001 · Uncategorized Expenses							
TOTAL OPERATIONAL EXPENSE	**1,493,651**	**1,493,721**	**1,442,241**	**1,544,814**	**1,634,350**	**1,728,510**	5.8%

OHPA FY2020 Budget
FY 2018-2022

	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY21 Reforecast	FY22 BUDGET	21 RFC vs 22 Bud
TOTAL OPERATIONAL NET INCOME	**116,933**	**5,834**	**92,919**	**103,178**	**483,244**	**271,215**	-43.9%
B/S - Financed Debt Service Principal	62,280	62,499	65,365	52,220	55,968	$68,066	
					-		
Restructured Debt	52,466			83,039	85,257	91,326	
Capital Funding $150k	1,539						
$150K Operating Debt	1,492						
Irrigation Debt Service							
Paving Debt Service							
Restaurant Debt Service							
Escrow Funding		-		-		-	
Commercial Debt Service							
Loan Repayment	55,497	-	-	83,039	85,257	91,326	7.1%
NET INCOME BEFORE CAPITAL EXPENSES	**61,436**	**5,834**	**92,919**	**103,178**	**483,244**	**271,215**	-43.9%
8000 · OTHER EXPENSE		(83,000)	(20,000)		-		
8000 · Depreciation/Amortization	239,682	267,376	265,495	220,000	251,970	270,000	7.2%
8000 · Depreciation/Amortization Non Cash	(239,682)	(267,376)	(265,495)	(220,000)	-	(270,000)	
8001 · Capital projects	194,594	42,885	49,372	75,000	104,608	279,398	
8006 · Disposed Assets		(1,901)			5,000		
8500 · Modification of City Debt		(102,471)					
Total 8000 · OTHER EXPENSE	239,682	80,004	245,495	220,000	256,970	270,000	5.1%
NET INCOME	**(178,245)**	**(74,170)**	**(152,576)**	**(116,822)**	**226,274**	**1,215**	-99.5%
PRIOR YEAR	**(528,081)**	**(706,326)**	**(780,496)**		**(933,072)**	**(706,797)**	
CUMMULATIVE	**(706,326)**	**(780,496)**	**(933,072)**		**(706,797)**	**(705,583)**	
	-11.9%	-5.1%	-7.9%	-7.4%		0.1%	

Net Cash effect after cap ex	(167,575)

To: Members of the Finance Committee

From: AC Albe Bassett, Fire Department

Subject: Capital Budget for Fire Department Records Management project

Date: July 30, 2021

Re: Replace Firehouse Software with ESO

Our current records management system (RMS) (Firehouse Software) has come to the end of its service life and will no longer be supported. The fire department maintains incident, inspection, inventory, and staff data on the RMS. The search for a new software has been active for a few years. The primary factors we evaluated in software packages was the transfer of current data, system security, operational ease, and analytical capabilities. Three software packages were evaluated ESO, Emergency Reporting, and ESRI.

ESO was chosen because they are the company that originally acquired Firehouse Software and have been managing it. ESO can migrate the data the most efficiently. Our needed data will be able to be accessed and any archived data can be found be their technical support. The users of the software will be able to quickly learn the need software with minimal training. The selected software modules will provide the same level of data we are currently using, and the analytics are more user friendly.

The action requested:

Authorize the Mayor, Harry W. Rilling, to execute any and all Agreements and other documents with ESO, for the licensing purchase for three years and on-boarding of records management software for the fire department on a sole source procurement basis, for the contract amount not to exceed $58,665.15 from account # 09221370-5777-C0375

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 07/28/2021

albert Bassett
NORWALK, CITY OF
125 EAST AVENUE
NORWALK, CT 06856

EMW-2020-FG-18756

Dear albert Bassett,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2020 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of $50,818.18 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or $5,081.82 for a total approved budget of $55,900.00. Please see the FY 2020 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2020 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Christopher Logan
Acting Assistant Administrator
Grant Programs Directorate

Summary Award Memo

Program: Fiscal Year 2020 Assistance to Firefighters Grant
Recipient: NORWALK, CITY OF
DUNS number: 075410415
Award number: EMW-2020-FG-18756

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient`s project or projects submitted as part of the recipient`s application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program`s purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY 2020 Fiscal Year (FY) 2020 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	$0.00
Fringe benefits	$0.00
Travel	$0.00
Equipment	$55,900.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Indirect charges	$0.00
Federal	$50,818.18
Non-federal	$5,081.82
Total	$55,900.00
Program Income	$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA`s prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2020 AFG NOFO.

Approved request details:

Wellness and fitness programs

Exercise Equipment

DESCRIPTION

C900 Ellipitcal will provide a low impact core workout. This machine will allow for a better cardio and flexibility workout for the firefighters starting the program.

QUANTITY	UNIT PRICE	TOTAL
2	$5,000.00	$10,000.00

BUDGET CLASS

Equipment

CHANGE FROM APPLICATION

Price from **$7,250.00** to **$5,000.00**

JUSTIFICATION

This reduction is because the cost you requested for Ellipticals exceeds the average price range calculated from market research and prior awards for the same item.

Exercise Equipment

DESCRIPTION

True Envision 16 Treadmills. The treadmills will be assigned to each station for the firefighters to complete the fitness trainer's assigned cardio training. They will also be used in coordination with SCBA conditioning at the company level as assigned by the trainer.

QUANTITY	UNIT PRICE	TOTAL
5	$5,000.00	$25,000.00

BUDGET CLASS

Equipment

CHANGE FROM APPLICATION

Price from **$10,500.00** to **$5,000.00**

JUSTIFICATION

This reduction is because the cost you requested for Treadmills exceeds the average price range calculated from market research and prior awards for the same item.

Exercise Equipment

DESCRIPTION

Jacobs Ladders will provide a cardio workout while the firefighter works on balance and stability durning ladder climbing. The trainer will use the device to rehabilitate injuried members with turnout gear and SCBA donned.

QUANTITY	UNIT PRICE	TOTAL
2	$5,250.00	$10,500.00

BUDGET CLASS

Equipment

Exercise Equipment

DESCRIPTION

CRW800 Rower will provide a core cardio workout and will assist with the firefighter's flexibility.

QUANTITY	UNIT PRICE	TOTAL
2	$1,950.00	$3,900.00

BUDGET CLASS

Equipment

Exercise Equipment

DESCRIPTION

Southampton Trainer will be used for strength training. The machine will assist in increasing the firefighters endurance and teach proper joint motions. This unit will is compact and will reduce the number of free weights needed for strength training

QUANTITY	UNIT PRICE	TOTAL
2	$3,250.00	$6,500.00

BUDGET CLASS

Equipment

Agreement Articles

Program: Fiscal Year 2020 Assistance to Firefighters Grant
Recipient: NORWALK, CITY OF
DUNS number: 075410415
Award number: EMW-2020-FG-18756

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Article 1 **Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002. By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. § 170.315, certify that the recipient policies are in accordance with OMB guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article 2	**DHS Specific Acknowledgements and Assurances** All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS. 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.	
Article 3	**Acknowledgement of Federal Funding from DHS** Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.	
Article 4	**Activities Conducted Abroad** Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.	

Article 5	**Age Discrimination Act of 1975** Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
Article 6	**Americans with Disabilities Act of 1990** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
Article 7	**Best Practices for Collection and Use of Personally Identifiable Information** Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf and Privacy Template at https://www.dhs.gov/sites/default/files/publications/privacy_pia_template 2017.pdf as useful resources respectively.
Article 8	**Civil Rights Act of 1964 – Title VI** Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article 9	**Civil Rights Act of 1968** Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)
Article 10	**Copyright** Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.
Article 11	**Debarment and Suspension** Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
Article 12	**Drug-Free Workplace Regulations** Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).
Article 13	**Duplication of Benefits** Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article 14	**Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX** Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.
Article 15	**Energy Policy and Conservation Act** Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
Article 16	**False Claims Act and Program Fraud Civil Remedies** Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)
Article 17	**Federal Debt Status** All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
Article 18	**Federal Leadership on Reducing Text Messaging while Driving** Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
Article 19	**Fly America Act of 1974** Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article 20	**Hotel and Motel Fire Safety Act of 1990** In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. § 2225.)
Article 21	**Limited English Proficiency (Civil Rights Act of 1964, Title VI)** Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: https://www.dhs.gov/guidance- published-help-department- supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.
Article 22	**Lobbying Prohibitions** Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
Article 23	**National Environmental Policy Act** Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
Article 24	**Nondiscrimination in Matters Pertaining to Faith-Based Organizations** It is DHS policy to ensure the equal treatment of faith- based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article 25	**Non-Supplanting Requirement** Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
Article 26	**Notice of Funding Opportunity Requirements** All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
Article 27	**Patents and Intellectual Property Rights** Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
Article 28	**Procurement of Recovered Materials** States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
Article 29	**Rehabilitation Act of 1973** Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. § 794) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article 30	**Reporting of Matters Related to Recipient Integrity and Performance** If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.
Article 31	**Reporting Subawards and Executive Compensation** Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.
Article 32	**SAFECOM** Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
Article 33	**Terrorist Financing** Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
Article 34	**Trafficking Victims Protection Act of 2000 (TVPA)** Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.
Article 35	**Universal Identifier and System of Award Management** Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article 36	**USA PATRIOT Act of 2001** Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. §§ 175–175c.
Article 37	**Use of DHS Seal, Logo and Flags** Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
Article 38	**Whistleblower Protection Act** Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.
Article 39	**Acceptance of Post Award Changes** In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.
Article 40	**Prior Approval for Modification of Approved Budget** Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. § 200.308. FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. § 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently $250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 41	**Disposition of Equipment Acquired Under the Federal Award** When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.
Article 42	**Environmental Planning and Historic Preservation (EHP) Review** DHS/FEMA funded activities that may require an EHP review are subject to the FEMA Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website at: https://www.fema.gov/media-library/assets/documents/90195. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.
Article 43	**Award Performance Goals** FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.

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Obligating document

1.Agreement No.	2. Amendment No.	3. Recipient No.	4. Type of Action	5. Control No.
EMW-2020-FG-18756	N/A	066011881	AWARD	WX00641N2021T

6. Recipient Name and Address	7. Issuing FEMA Office and Address	8. Payment Office and Address
NORWALK, CITY OF 125 E AVE NORWALK, CT 06851	Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646	FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742

9. Name of Recipient Project Officer	9a. Phone No.	10. Name of FEMA Project Coordinator	10a. Phone No.
albert Bassett	2039528364	Assistance to Firefighters Grants Grant Program	1-866-274-0960

11. Effective Date of This Action	12. Method of Payment	13. Assistance Arrangement	14. Performance Period
07/28/2021	OTHER - FEMA GO	COST SHARING	08/04/2021 to 08/03/2023 **Budget Period** 08/04/2021 to 08/03/2023

15. Description of Action a. (Indicate funding data for awards or financial changes)						
Program Name Abbreviation	**Assistance Listings No.**	**Accounting Data(ACCS Code)**	**Prior Total Award**	**Amount Awarded This Action + or (-)**	**Current Total Award**	**Cumulative Non-Federal Commitment**
AFG	97.044	2021-F0-GB01 - P410-xxxx-4101-D	$0.00	$50,818.18	$50,818.18	$5,081.82
		Totals	$0.00	$50,818.18	$50,818.18	$5,081.82

b. To describe changes other than funding data or financial changes, attach schedule and check here:
N/A

~~**16.FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**~~
This field is not applicable for digitally signed grant agreements

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)	**DATE**
18. FEMA SIGNATORY OFFICAL (Name and Title) **Christopher Logan, Acting Assistant Administrator Grant Programs Directorate**	**DATE** **07/28/2021**

Status: Pending AOR signature

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Fiscal Year (FY) 2020 Assistance to Firefighters Grants

Application ID: EMW-2020-FG-18756

OMB number: 1660-0054, Expiration date: 11/30/2022 View burden statement

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.
All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

NORWALK, CITY OF

Information current from SAM.gov as of:	**02/07/2021**
DUNS (includes DUNS+4):	**075410415**
Employer Identification Number (EIN):	**066011881**
Organization legal name:	**NORWALK, CITY OF**
Organization (doing business as) name:	
Mailing address:	**125 EAST AVENUE NORWALK, CT 06856-5125**
Physical address:	**125 E AVE NORWALK, CT 06851-5702**
Is your organization delinquent on any federal debt?	**N**
SAM.gov registration status:	**Active as of 01/30/2021**

☑ We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

Applicant information

Please provide the following additional information about the applicant.

Applicant name	**Norwalk Fire Department**

Main address of location impacted by this grant

Main address 1	**121 Connecticut Ave**

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Main address 2	
City	**Norwalk**
State/territory	**CT**
Zip code	**06854**
Zip extension	**1523**
In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	**Fairfield**

Applicant characteristics

The Assistance to Firefighters Grants Program's objective is to provide funding directly to fire departments and nonaffiliated EMS organizations or a State Fire Training Academy for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. Please review the Notice of Funding Opportunity Announcement (NOFO) for information on available program areas and for more information on the evaluation process and conditions of award.
Please provide the following additional information about the applicant.

Applicant type:	**Fire Department/Fire District**
Is this grant application a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.	**No**
What kind of organization do you represent?	**All Paid/Career**
How many active firefighters does your department have who perform firefighting duties?	**132**
How many of your active firefighters are trained to the level of Firefighter I or equivalent?	**132**
How many of your active firefighters are trained to the level of Firefighter II or equivalent?	**132**
Are you requesting training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	**No**

Which of the following standards does your organization meet regarding physicals? If physicals are not required then do not select any option. (optional)

✓ Meets NFPA or 1582 standard

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✓ Meets NTSB or DOT standard

✓ Meets State/Local standard

How many members in your department are trained to the level of EMR or EMT, Advanced EMT or Paramedic?	**125**
Does your department have a Community Paramedic program?	**No**
How many stations are operated by your department?	**5**
Does your organization protect critical infrastructure of the state?	**Yes**
Please describe the critical infrastructure protected below.	**The loss or disruption of this infrastructure would detrimentally impact the lives of millions, as well as the economic wellbeing of many states. This responsibility creates severe physical and financial strains on the City and all its agencies, particularly the Fire Department. Examples of critical infrastructure located throughout the City of Norwalk includes, but are not limited to: 1.) Four main thoroughfares that run through the city, three of which are divided highways, including two major routes for those traveling in the northeast between New York and Boston. The Merritt Parkway (Rte. 15), with over 70,000 people/day, and Interstate-95, with over 146,000 people/day. In all, approximately 300,000 people travel through Norwalk daily via these four main routes. 2.) A large active chemical manufacturing facility located next to, and directly under, Interstate 95. 3.) The Tennessee Natural Gas pipeline. A 24-inch, natural gas pipeline which runs through Norwalk en-route to Canada. 4.) The Metro-North commuter train service, transporting over 100,000 people weekly from New York City, to and from Fairfield County and beyond. Amtrak's Northeast corridor service also travels through Norwalk. Norwalk has 3 active railroad stations directly on this critical Metro-North line, with another station servicing the Merritt 7 office and residential complex, on a spur line. 5.) Norwalk Hospital. With 366 beds, and over 1300 employees and 420 physicians respectfully, Norwalk Hospital services residents throughout both Fairfield (CT) and Westchester (NY) Counties. As a teaching hospital, they are associated with Yale University School of Medicine, University of Vermont College of**

Medicine, and Ross University School of Medicine. 6) Utilities (water storage and power generation) serving Norwalk and surrounding towns ITEM #12

Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant.

Yes

Please enter your FDIN/FDID.

05140

Operating budget

What is your organizations operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) dedicated to expenditures for day-to-day activities for the current (at time of application) fiscal year, as well as the previous two fiscal years?

Current fiscal year: **2021**

Fiscal Year	Operating budget
2021	$19,569,495.00
2020	$19,568,250.00
2019	$18,948,120.00

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?

91

What percentage of the declared operating budget is derived from the following	2021	2020	2019
Taxes	100	100	100
Bond issues	0	0	0
EMS billing	0	0	0
Grants	0	0	0

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What percentage of the declared operating budget is derived from the following	2021	2020	2019
Donations	0	0	0
Fund drives	0	0	0
Fee for service	0	0	0
Other	0	0	0
Totals	100 %	100 %	100 %

Describe your financial need and how consistent it is with the intent of the AFG Program. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control.

Norwalk, suffers from severe economic realities that have greatly reduced the City's revenue and ability to purchase. The reasons for us for turning to the Assistance to Firefighters Grant: 1. The city budget has been limited to an increase of less than 1.0%. Over the past decade, over 110 positions have been eliminated city wide due to a tough state and federal economy. 2. A $2,272,025 decrease in Intergovernmental Revenue due to loss of the Municipal Revenue Sharing grant, and a $1,617,007 decrease in departmental receipts driven primarily by the decrease in Building Permit revenue. 3. A $125,083 decrease in the expenses for which Water Pollution Control Authority reimburses the city; a $72,043 decrease in the sale of merchandise at Calf Pasture Beach due to closing of the operations; and a $37,953 decrease in reimbursement of expenses from DPW. 4. Investment Income remains flat based on the expected rate of return for the fiscal year 2018-19. 5. Supplemental Auto revenue remains flat for the taxes collected. 6. Back Tax Collections are expected to continue to remain flat. 7. Departmental Receipts have decreased by $1,617,007 or -11.9%. 8. Intergovernmental revenues decreased by $2,272,025 due to the loss of $4,896,511 from the elimination of the Municipal Revenue Sharing grant; $475,165 from the In Lieu of Taxes for the Elderly grant; and $232,016 from the Mashantucket Pequot Fund grant. 9. The Protection of Persons & Property budget increased by $3,257,960 or 7.5%. 10. The Police budget increased $1,372,602 or 6.4%. 11. There was a $2.5 million increase in the Debt Service budget. 12. There was a $1.6 million dollar increase in the Employee Benefits budget. 13. A $1 million dollar increase in the Public Works budget. 14. An increase of close to $500,000 in the General Government budget. 15. The State of Connecticut is projecting a deficit of nearly $1.3 billion dollars for each of the next 2 years (including this year). This creates a trickle-down effect to local city and towns in a reduction in state aid. The result is a cut in services and expenditures for the City of Norwalk. 16. State aid continues to decline as a share of the City budget. This year alone, Norwalk faced a cut of over $352,000. 17. The Board of Education has increased their budget this year by over $6.4 million or 3.5%. This is close to 60% of the City's total budget. The result is less money for other department's personnel, programs, and equipment. 18. There was a 9.2% ($239,792) increase in the Combined Dispatch budget. 19. There is a 55% decrease in the fire department's discretionary spending compared to fiscal year 2000. 20. Other important increases include an increase of 9.3% ($337,659) to the Finance budget, 3.7% ($313,859) to the Recreation, Arts, and Culture budget, and a $672,216 increase to the Water Pollution Control Authority budget. 21. And finally, a decrease of over $36 million to the Capital Budget of which the Board of Education, Water Pollution Authority, DPW, and Park and Recreation make up over 92% of it. This year, the Norwalk Fire Department was allocated $45,000 out of the $83 million Capital Budget. As stated above, we do not have the money to fund

our program and its why we're turning to the Assistance to Firefighters grant. While the examples above might be able to be easily absorbed by larger cities, for Norwalk it is devastating. There is no longer money available for any new purchases nor additional equipment that we identify as a priority to keep members safe but that the city administrators see as not directly benefiting a resident. As with all other city departments, we are expected to make do with what we have. The numbers above show why The Assistance to Firefighters Grant is needed to help our department purchase these physical fitness equipment to maintain our priority of health and fitness to directly support the residents.

In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may grant an Economic Hardship Waiver. Is it your organization's intent to apply for an Economic Hardship Waiver?

No

Other funding sources

This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?

No

This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?

No

Applicant and community trends

Please provide the following additional information about the applicant.

Injuries and fatalities	2020	2019	2018
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	1	6	2
What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	36	38	33

How many vehicles does your organization have in each of the type or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.

Seated riding positions

The number of seated riding positions must be equal or greater than the total number of frontline and reserve apparatus. If there are zero frontline and zero reserve apparatus, the number of seated riding positions must be zero..

Type or class of vehicles	Number of frontline apparatus	Number of reserve apparatus	Number of seated riding positions
Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.	5	3	25
Ambulances for transport and/or emergency response.	0	0	0
Tankers or tenders (water capacity of 1,000 gallons or more).	0	0	0
Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.	2	1	8
Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.	0	0	0
Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.	1	1	3
Additional vehicles: EMS chase vehicle, air/light unit, rehab units, bomb unit, technical support (command, operational support/supply), hose tender, salvage truck, ARFF (aircraft rescue firefighting), command/mobile communications vehicle.	1	1	2

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? **Yes**

Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume. **The Norwalk Fire Department has experienced an increase in call volume of an average of 3%. There has been a shift from single family homes to multifloor apartment buildings. Incidents, both fire and EMS, has become more physical demanding on our firefighters**

Community description

Please provide the following additional information about the community your organization serves.

Type of jurisdiction served **City**

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What type of community does your organization serve?	**Urban**
What is the square mileage of your first due response zone/jurisdiction served?	**27**
What percentage of your primary response area is protected by hydrants?	**91**

What percentage of your primary response area is for the following:	**Percentage (must sum to 100%)**
Agriculture, wildland, open space, or undeveloped properties	15
Commercial and industrial purposes	25
Residential purposes	60
Total	100

What is the permanent resident population of your first due response zone/jurisdiction served?	**89000**
Do you have a seasonal increase in population?	**Yes**
What is your seasonal increase in population (number of people)?	**15000**
Please describe your organization and/or community that you serve.	**The City of Norwalk, located along the Long Island Sound, is the sixth largest city in the State of Connecticut. Located in the lower portion of Fairfield County along the I-95 corridor, it is approximately 30 miles northeast of New York City. Norwalk Harbor is one of the most important centers of recreational boating, commercial shell fishing, and other water-dependent activities in western Long Island Sound. Water-dependent facilities include: 15 marinas, 13 private clubs with boating facilities, five commercial port facilities, over 1,800 berthing spaces, and over 500 Harbor mooring locations serving recreational vessels in the Harbor. In addition, Norwalk is home to both the Norwalk River and the Five Mile River, several creeks, and approximately 2-dozen stationary bodies of water. In all, Norwalk is home to roughly 35 miles of shoreline. The Norwalk Fire Department is called upon by both its citizens as well as its neighbors for fire emergencies, emergency medical services, Haz-Mat, rapid**

intervention teams, confined space rescue, trench rescue, collapse rescue, and vehicle rescue/extrication. The Norwalk Fire Department is a career department consisting of 132 line firefighters and officers, deployed into 4 shifts manning 5 stations. Front line apparatus consists of 5 engines, 2 trucks, 1 heavy rescue, and a command car. The department also contains 12 staff personnel consisting of the Fire Marshals Office, Training division, Apparatus Maintenance, the Fire Chief, and two Assistant Fire Chiefs respectively. The department protects over 89,000 residents, numerous visitors to its coastal recreational areas, and uncounted travelers on the I-95 corridor. Within this city of 27 square miles can be found: 12 elementary schools, 4 middle schools, 3 high schools, 2 colleges, 1 hospital, and more than 100 churches and synagogues. Along with many attractions, Norwalk is a working community with over 1000 businesses.

Call volume

Summary	2020	2019	2018
Fire - NFIRS Series 100	241	254	266
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	15	14	12
Rescue & Emergency Medical Service Incident - NFIRS Series 300	4150	4595	4271
Hazardous Condition (No Fire) - NFIRS Series 400	355	376	430
Service Call - NFIRS Series 500	335	327	410
Good Intent Call - NFIRS Series 600	408	486	445
False Alarm & Falls Call - NFIRS Series 700	1149	1152	1272
Severe Weather & Natural Disaster - NFIRS Series 800	11	8	5
Special Incident Type - NFIRS Series 900	9	16	22

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Summary	2020	2019	2018
Total	6673	7228	7133

Fire

How many responses per year per category?	2020	2019	2018
"Structure Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 111-120)	102	134	137
"Vehicle Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 130-138)	37	44	36
"Vegetation Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 140-143)	41	27	33
Total	180	205	206

Total acreage per year	2020	2019	2018
Total acreage of all vegetation fires	14	16	29

Rescue and emergency medical service incidents

How many responses per year per category?	2020	2019	2018
"Motor Vehicle Accidents" (Of the NFIRS Series 300 calls, NFIRS Codes 322-324)	302	398	371
"Extrications from Vehicles" (Of the NFIRS Series 300 calls, NFIRS Code 352)	9	1	4
"Rescues" (Of the NFIRS Series 300 calls, NFIRS Code 300, 351, 353-381)	615	70	80
EMS-BLS Response Calls	3211	4098	3785
EMS-ALS Response Calls	0	0	0
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0

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How many responses per year per category?	2020	2019	2018
Total	4137	4567	4240

Mutual and automatic aid

How many responses per year per category?	2020	2019	2018
Amount of times the organization received Mutual Aid	2	11	7
Amount of times the organization received Automatic Aid	6	7	10
Amount of times the organization provided Mutual Aid	26	18	21
Amount of times the organization provided Automatic Aid	5	7	9
Of the Mutual and Automatic Aid responses, amount that were structure fires	6	7	14
Total	45	50	61

Grant request details

Are you requesting a Micro Grant? A Micro Grant is limited to $50,000 in federal resources. **No**

Grant request details Grand total: $87,900.00

Program area: Operations and safety

Total requested for Wellness and fitness programs activity: $87,900.00

Total requested for Formal fitness and injury prevention program project: $87,900.00

Exercise Equipment

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QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
2	$7,250.00	$14,500.00	Equipment

DESCRIPTION

C900 Ellipitcal will provide a low impact core workout. This machine will allow for a better cardio and flexibility workout for the firefighters starting the program.

Exercise Equipment

QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
5	$10,500.00	$52,500.00	Equipment

DESCRIPTION

True Envision 16 Treadmills. The treadmills will be assigned to each station for the firefighters to complete the fitness trainer's assigned cardio training. They will also be used in coordination with SCBA conditioning at the company level as assigned by the trainer.

Exercise Equipment

QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
2	$5,250.00	$10,500.00	Equipment

DESCRIPTION

Jacobs Ladders will provide a cardio workout while the firefighter works on balance and stability durning ladder climbing. The trainer will use the device to rehabilitate injuried members with turnout gear and SCBA donned.

Exercise Equipment

QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
2	$1,950.00	$3,900.00	Equipment

DESCRIPTION

CRW800 Rower will provide a core cardio workout and will assist with the firefighter's flexibility.

Exercise Equipment

QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
2	$3,250.00	$6,500.00	Equipment

DESCRIPTION ITEM #12

Southampton Trainer will be used for strength training. The machine will assist in increasing the firefighters endurance and teach proper joint motions. This unit will is compact and will reduce the number of free weights needed for strength training

More Details for Formal fitness and injury prevention program.

Does your organization currently offer this activity?	**Yes**
Will this program be mandatory?	**Yes**
Will this program be offered to all?	**Yes**

More Details for Wellness and fitness programs.

Narrative

Project Description

The Norwalk Fire Department continues to make firefighter operations and firefighter safety its primary objective in achieving the mission. The department established a health and safety committee to identify the needs of the department with the following objective: Positively increase firefighter safety as the department achieves the mission to the community. The health and safety committee is responsible for reviewing incidents, injury reports and close-calls with the department. The Health and safety committee was formally established in 2016. Over the four year period we have identified cardiovascular incidents with 4% of or members. Strain and sprain injuries average about 75 occurrences per year. Slip and fall injuries average 55 occurrences per year. The committee also analyzed the data from our annual medical program that stated there was a high percentage of obesity in the department. The committee and the department recognized the need to establish a fitness and injury prevention program for the firefighters. The program that was initially developed was a video based program. A trainer working with our committee developed a weekly workout that the firefighters could watch and follow on their electronic devices. This provided positive results, but only minimally decreased our injury status. One year ago the

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department and the City of Norwalk's Risk Management department enhanced the fitness and injury prevention program by contracting with a physical fitness trainer that provides in-person workouts and personal exercise consultation. This program is meeting the intent of NFPA 1500 the standard on Fire Department Occupational Safety and Health and NFPA 1583 Standard on Health-Related Fitness Programs for Fire Department Members. The workout program uses many of the current fitness machines. Multiple machines are being used simultaneously. The trainer has incorporated a fitness warm-up into the training schedule which is mandatory. This includes stretching and cardio. There is a lack of equipment for the program exercises the trainer would like the firefighters to accomplish. The current equipment is also over 10 years old and is at the end of its serviceable life. The trainer has requested us to remove some equipment from the station. We recognize that the Assistance to Firefighters Grant would be a major factor in our success. We propose the following purchase described below, with the goal of increasing the protection of the health and safety of firefighting personnel against personal fitness and firefighting related hazards in both the City of Norwalk and the surrounding 13 mutual aid communities. The Norwalk Fire Department is requesting $87,900 to purchase fitness equipment to continue and enhance our NFPA 1583 fitness program. The purchase will include five treadmills to have one in each station for firefighters to complete the cardio portion of the workout program in their assigned district. Also purchase two of each of the following pieces of equipment for our multi-piece stations where the fitness trainer has the daily scheduled classes, two Jacobs Ladder Stairway, two elliptical, two rowing machines, and two Southhampton trainers.

Cost/Benefit

Because of the financial restraints stated earlier, the Norwalk Fire Department is looking to the Assistance to Firefighters Grant to help obtain this fitness equipment needed so our firefighters can achieve our health and fitness goals. This will also allow the fire department to reduce injuries and provide a longer

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career. The Norwalk Fire Department is requesting financial assistance in the sum of $87,900 from the Assistance to Firefighters Grant. The department will fund its 10% match through money allocated in next years operating budget. The immediate and long-term benefits from this grant will be felt for years to come by both the Norwalk Fire Department and the surrounding firefighting communities. These benefits include: 1. A direct increase to our Firefighters safety while operating in and around an incident. 2. An increase in firefighter efficiency on the fireground by reducing the potential strain and sprain injuries. 3. The reduction to cardiovascular related medical conditions. 4. The cities match of $8,790 equates to a savings of approximately $79,000for the City and its taxpayers. 5. Allocated to each resident, the match of $8,790 comes out to approximately only 10 cents per resident. The non-monetary value is in-measurable.

Statement of Effect

The Norwalk Fire Department protects over 89,000 residents and responds to 13 communities for mutual aid. The lack of support to a health and fitness program will place health and safety of our firefighters and those in the surrounding communities is in jeopardy. The potential of a fireground injuries causing the need for additional firefighters to aid the individual will limit the firefighters to perform critical operations. Firefighter fireground strain and sprain injuries have decreased since the inception of the program. Without this grant, we will continue with our health and fitness program using the current equipment. As the status of equipment declines the assumption is that there will be less participation in the program. There is the potential that the equipment itself can cause injury. The trainer makes recommendations to remove the equipment from the fire stations.

Project	Does your organization currently offer this activity?	Will this program be mandatory?	Will this program be offered to all?
Initial Physical Exam	Yes	Yes	Yes

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Project	Does your organization currently offer this activity?	Will this program be mandatory?	Will this program be offered to all?
Job Related Immunization Program	Yes	No	Yes
Periodic Physical Exam/Health Screening	Yes	Yes	Yes
Behavioral Health NFPA 1500 or equivalent	Yes	Yes	Yes
Cancer Screening Program/Equipment	Yes	Yes	Yes

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Activity	Number of items	Total cost
Wellness and fitness programs	5	$87,900.00
Total	5	$87,900.00

Is your proposed project limited to one or more of the following activities : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

No

Please download the EHP Screening form available at https://www.fema.gov/media-library/assets/documents/90195. Once you have been awarded the grant and have accepted the award, please complete and send your screening form and attachments to GPDEHPinfo@fema.dhs.gov.

Filename	Date uploaded	Uploaded by	Label	Description	Action

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Budget summary

Budget summary

Object class categories	Total
Personnel	$0.00
Fringe benefits	$0.00
Travel	$0.00
Equipment	$87,900.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Total direct charges	$87,900.00
Indirect charges	$0.00
TOTAL	$87,900.00
Non-federal resources	
Applicant	$7,990.91
State	$0.00
Other sources	$0.00
Remarks	This will be taken out of operating budget. (probably over two budget years)
Total Federal and Non-federal resources	
Federal resources	$79,909.09
Non-federal resources	$7,990.91
TOTAL	$87,900.00
Program income	$0.00

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Contact information

Yes

Application participants

Please add all individuals or organizations who assisted with the application.

Include all individuals or organizations who assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application or not.

Mark Conte mconte@norwalkct.org	**Primary phone** 2038540222 Work **Fax**	**Mailing address** 121 Connecticut Ave Norwalk CT 06854
Josh Morgan jmorgan@norwalkct.org	**Primary phone** 2038547894 Work **Fax**	**Mailing address** 125 East Ave Norwalk CT 06854

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

MR albert Bassett Assistant Chief	**Primary phone** 2038540232 Work **Fax**	**Additional phones** 2038222574 Mobile

abassett@norwalkct.org

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THIRD AMENDMENT TO AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
ADVANCED CORPORATE NETWORKING, INC.

THIS THIRD AMENDMENT TO AGREEMENT (the "Extension"), entered into as of this __day of _______________, 2021 (the "Effective Date"), by and between the CITY OF NORWALK (the "City"), acting herein by its Mayor, Harry R. Rifling, duly authorized, and ADVANCED CORPORATE NETWORKING, INC., d/b/a Digital Back Office ("ACN") acting herein by Catherine D. Gunther, its Vice President, duly authorized (the City and ACN hereinafter referred to collectively as the "Parties").

WHEREAS, the City and ACN entered into a written Agreement for Consultant Services dated May 12, 2016 (the "Agreement"), and

WHEREAS, on even date herewith, the Parties extended the term of the Agreement until September 30, 2025; and

WHEREAS, the City, through its ___________, authorized the addition of one new location for ACN services; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Parties agree as follows:

1. The Parties agree to the addition of One (1) GIGE Managed Optical Ethernet Services at the following service location:

   CIRCUIT ONE — City Hall, 125 East Avenue to 1 Park Street
   MONTHLY RECURRING FEE: $1,536.00

2. Except as expressly provided in this Amendment, all of the terms and provisions of the Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties.

3. This Amendment may be executed and delivered via facsimile or electronic mail by either of the Parties and the receiving party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

Dated at Norwalk, Connecticut, this ___day of ______________________, 2021.

Signed, Sealed and Delivered
in the Presence of:

CITY OF NORWALK

____
Witness

____
Witness

Harry W. Rifling
Its Mayor
Duly Authorized

Date signed:___________________

Signed, Sealed and Delivered
in the Presence of:

Witness

By:
Date signed:

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By:____________________________
Darin L. Callahan
Assistant Corporation Counsel

APPROVED AS TO
AVAIL &ILITY OF FUNDS:

By:____________________________
Comptroller

Date:___J_______%_“_____ I______