

# **FINANCE AND CLAIMS COMMITTEE MEETING AGENDA**

**Thursday, July 13, 2023, 7:00 P. M.**

**By Zoom Virtual Teleconference:**

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Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

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

Listen mode only please dial 1 (646) 558-8656 Webinar ID: 874 9084 0474 Password: 377930

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

## **AGENDA**

1. Call to Order
2. Roll Call
3. Public Participation
4. Approve the Minutes of the following Finance Committee Meetings:  
June 8, 2023- Regular Meeting
5. Claims Committee: July 2023
6. Narrative on Tax Collections dated July 2023 – Receive Report and discuss.
7. Monthly Tax Collector's Reports dated June 2023– Receive Report and discuss.
8. Tax Assessor update on the Revaluation process.
9. Received Oak Hills Authority Monthly Financial Statements for May 2023.
10. CFO FY23 Financial Updates
11. Authorize the Purchasing Agent to issue purchase orders to Whalley Computer Associates, for the supply of 1200 HP Chromebooks, an amount not to exceed \$362,400, Account No. 09245010-5777-C0112 (budgeted 2023/2024 IT Capital item).
12. Authorize the Purchasing Agent to issue a purchase order to Total Communication, in an amount not to exceed \$126,679.45 for purchase Pure Storage Flash Array with 36 Months 24/7 Support and storage installation. Pure State Contract Pricing Applied: Contract #20PSX0108A Account No. 09241370 5777 C0375

13. Authorize the Purchasing Agent to issue a purchase order to Schneider Electric, in an amount not to exceed \$37,063.00 for UPS Battery Replacement for Data Center. Account No. 09231370 5777 C0375
14. Adjournment.

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING  
VIA TELECONFERENCE  
JUNE 8, 2023**

ATTENDANCE: Greg Burnett, Chair; Edwin Camacho, Nora Niedzielski-Eichner, John Kydes, Jenn McMurrer, Diana Revolus

STAFF: Lisa Biagiarelli, Tax Collector; Alan Dutton, Oak Hills Authority; Paul Gorman, Deputy Tax Assessor; Henry Dachowitz, Chief Financial Officer; Joyce Liu, Director IT; Darin Callahan, Corporation Counsel; Jessica Vonashek (Casey), Chief of Economic and Community Development; Sharon Conners, Purchasing Agent; David McCarthy, Heritage House; Norwalk Housing Authority: Adam Bovilsky, Lisa Endo;

**CALL TO ORDER**

Chairman Burnett called the meeting to order at 7:04 p.m., and called the roll. He acknowledged the above members in attendance, and stated that a quorum was present.

**PUBLIC PARTICIPATION**

1. Alex Knopp, former Mayor of Norwalk, spoke in support of 3 Belden Avenue. He congratulated Mayor Rilling, the First Taxing District and all of the City Committees involved for bringing this project to fruition. He added the importance of this purchase will enable the expansion and modernization to the Norwalk Public Library.

There were no others in attendance for public participation.

**ACCEPTANCE OF MINUTES**

May 11, 2023 – Regular Meeting

Mr. Burnett noted the following corrections: Page 4, paragraph 3 after Mr. Dachowitz, change option to ‘opinion’; page 6 correct the title of Lunda Asmani to NPS Chief Financial Officer.

- \*\* MS. NIEDZIELSKI-EICHNER MOVED TO ACCEPT THE MINUTES OF THE MEETING OF MAY 11, 2023 AS AMENDED WITH CORRECTIONS NOTED.**
- \*\* THE MOTION PASSED WITH FIVE VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (MCMURRER).**

City of Norwalk  
Finance Claims Committee  
June 8, 2023

Claims Committee: Receive the Monthly Claims Report

Review and approve claims as required for Claims Report dated April 14, 2023.

Ms. Biagiarelli reported the reports are for information only as there were no special requests, and nothing that required approvals.

\*\* MS. REVOLUS MOVED TO ACCEPT THE CLAIMS REPORT AS SUBMITTED.  
 \*\* THE MOTION PASSED UNANIMOUSLY

Narrative on Tax Collections dated May 14, 2023 – Receive Report and Discuss.

Ms. Biagiarelli presented the report and referred to the narrative as contained in the agenda packet, with excerpts as follows:

As of the end of May 2023, we had collected in excess of \$359 million against our \$365 million adjusted levy, or 98.37%. We also collected 98.69% of our sewer use levy, an additional \$17.3 million, and 86.58% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year (May, 2022) we are slightly behind relative to taxes (-0.87%), slightly ahead relative to sewer use (0.81%); and behind relative to the IPP fee (-6.66%).

For prior years' collections, through the end of May 2023, net collection of more than \$1.7 million since the beginning of this fiscal year on July 1, 2022. \$3.3 million less the first 11 months of the prior fiscal year. The difference is partly attributable to the tax sale held in October. Our third-party collection agency continues to bill on our behalf for past due motor vehicle taxes for which we had no valid address. From December 2022 through May 2023 (six months) we have collected nearly \$666,466 in including more than \$31,000 during May.

We continue to navigate our software conversion that moved our tax assessment and tax collection administrative systems off Munis and onto Quality Data Services LLC (QDS) software earlier this year. We did successfully generate our suspense list and presented it to the Board of Estimate for approval earlier this week. We are working with the Assessor's office, QDS personnel, and our printer to successfully implement our upcoming July 2023 tax billing of the 2022 grand list.

The Board of Estimate and Taxation set the rates for those taxes on May 1, and the WPCA set their rates in March 2023. State law requires us to mail prior to the due date of July 1, and the last day to pay without penalty is August 1.

Mr. Burnett asked if there will be communication to residents about the new tax bills. Ms. Biagiarelli explained that it is on the City website, and there is a notation on the actual bill that is a more user-friendly format similar to other surrounding municipalities.



Monthly Tax Collector's Reports dated March 2023– Receive Report and discuss.

Ms. Biagiarelli referred to the reports and spreadsheets as contained in the agenda packet. There were no further questions.

Receive Oak Hills Authority Monthly Financial Statements for March and April 2023.

Mr. Alan Dutton presented the Oak Hills Authority financial statements as contained in the agenda packet and highlighted revenues and expenses. He spoke of the excellent conditions of the golf course and increase in rounds that has resulted in net gains ahead of projections.

Mr. Burnett asked about the hiring of a general manager, and Mr. Dutton replied they are very close to filling the position that will complete the management plans for the park.

Mr. Camacho asked about the restaurant and Mr. Dutton outlined that the DDSA operator is complying with lease requirements, business is building with increased usage, and he is optimistic for more usage.

Tax Assessor update on the Revaluation process

Mr. Paul Gorman, Deputy Tax Assessor provided an update on the revaluation process with 64% of properties visited that is tracking well in line with expectations.

Mr. Burnett asked what communication efforts are in place to alert homeowners of the upcoming visit to property owners from the Tax Assessor's office. Mr. Gorman reviewed the update on letters and email notices to homeowners has been positive to date

**10. Authorize the Mayor Harry W. Rilling to enter into a contact with Safeground Analytics Inc. for review/analysis services in the amount not to exceed \$45,000 Account No. 011321-5258 Tax Assessor Revaluation Other Professional Services.**

Mr. Gorman provided an overview of the item and explained how these services will serve to complete the revaluation process.

**\*\* MS. MCMURRER MOVED TO APPROVE THE ITEM AND TO FORWARD  
ON TO THE COMMON COUNCIL MEETING OF JUNE 13, 2023.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**11. RESOLUTION: Requesting for Building Management Department project in the amount of \$1,420,000.00 from the ARPA (American Rescue Plan Act) fund. Account: 131310-5796-AFD01 ARPA GENERAL EXPENSE re: Acquisition of 3 Belden Avenue, Norwalk, CT.**

Ms. Jessica Vonashek provided the background and history of the project and explained how this will enable the modernization and expansion of the Norwalk Public Library.

Ms. McMurrer asked about the parking from the Eagles lot, and Ms. Vonashek explained there are 30+ spaces that can be utilized for the library, and the acquisition will increase the available parking spaces to meet the needs of library patrons.

Ms. Niedzielski-Eichner asked how the sale price compares to fair market value. Attorney Callahan explained an independent appraisal was done by Bimini & Associates and was evaluated very favorably with the City.

Ms. Revolus spoke in support of the positive aspects of the purchase and asked if there was opportunity for growth with shared parking with the Business Development Center. Ms. Vonashek replied that they are seeing 5-10 walk-ins and greater participation in training sessions.

It was noted the next steps are review by Planning & Zoning on June 21, then on to the Common Council meeting of June 27, 2023.

**\*\* MR. BURNETT MOVED TO APPROVE THE ITEM AND FOLLOWING REVIEW BY PLANNING & ZONING ON JUNE 21, TO BE FORWARDED ON TO THE COMMON COUNCIL MEETING OF JUNE 27, 2023.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**12. A. Authorize the Mayor to execute the order form with Bonfire Interactive Ltd. for a three (3) year term, a total amount not to exceed \$47,521.44, annual amount \$15,840.48. Funding available from account 011361-5234.**

**B. Authorize the Purchasing Department to issue change orders on the contract for a total not to exceed \$4,752.00.**

Ms. Sharon Conners, Purchasing Agent presented the item and explained the background of the RFP process for control reporting and the huge efficiencies using this system electronically for evaluated submissions RFQ's and RFP's. Also used for contract reminders and for data tracking, dashboard and system enhancements and cost contained subscriptions.

**\*\* MS. MCMURRER MOVED TO APPROVE THE ITEM AND TO FORWARD ON TO THE COMMON COUNCIL MEETING OF JUNE 13, 2023.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**13. Authorize the Mayor to entering Five years contract with Cablevision Lightpath LLC as secondary Internet Service Provider annual amount not to exceed \$30,000, for a total not to exceed \$150,000, Account # 011370-5245**

Ms. Lu presented the item and following an outage incident explained the resulting need for secondary internet service requirements for the City. She reviewed the background of Lightpath and how they were evaluated this company to meet the growing needs for fiber technology upgrade improvements in the most efficient pricing package.

Mr. Burnett asked about the current back up provider, and Ms. Lu replied that this is redundancy that is the right thing to do as additional back up with the firewall management.

**\*\* MS. MCMURRER MOVED TO APPROVE THE ITEM AND TO FORWARD  
ON TO THE COMMON COUNCIL MEETING OF TUESDAY, JUNE 13, 2023.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**14. Authorize the purchasing agent to issue a purchase order to GovConnection LLC, in an amount not to exceed \$394,443.77 for six Cisco distribution switches, twenty-three access switches, and ten uplink modules. Account No. 09231370-5777-C0375.**

Ms. Lu presented the item and explained the process for infrastructure upgrade and improvement of access control switches. She reviewed the background of how the internal team determined the core layer of access switches and connection with the distribution to the end-users and how they were evaluated this company for a reliable network.

**\*\* MS. MCMURRER MOVED TO APPROVE THE ITEM AND TO FORWARD  
ON TO THE COMMON COUNCIL MEETING OF TUESDAY, JUNE 13, 2023.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

Mr. Burnett presented an additional item to the agenda that requires 2/3rds vote.

**\*\* MS. REVOLUS MOVED TO ADD THE FOLLOWING TO THE AGENDA:**

**Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Norwalk Housing Authority for the abatement of real property taxes at a rate of 5% of the aggregate rents collected with respect to Oak Grove Affordable Housing Development for a term of either 1/16 – 16 years from the issuance of certificates of occupancy of the last unit in the project or a term of 18 years from the date when all parties have signed the agreement whichever comes first.**

**\*\* THE MOTION TO ADD ITEM TO THE AGENDA PASSED UNANIMOUSLY.**

Ms. Vonacheck provided background of the project as part of the City's Plan of Conservation development (an extension to Colonial Village). She spoke of a support letter from Mayor Rilling as an enhancement to the City of Norwalk. She introduced Lisa Endo, project manager of the Norwalk Housing Authority to field comments and questions. She provided the background and overview of the co-managed project with Heritage Housing of Oak Grove affordable housing of 69 residential units and Community Center project for utilization of vacant property with tax credits subsidized rental properties. She introduced David McCarthy of Heritage Housing, who along with Sound Communities, NHA's wholly controlled subsidiary, is co-developing Oak Grove.

Mr. McCarthy added the Heritage Housing's objective in this project is to develop, finance and lease the sixty-nine (69) new units at which point, if desired Ms. Endo described the General Contractor selection criteria utilized by NHA and Heritage Housing. The selection of A. P. properties was recommended.

Mr. Camacho asked why the property was vacant for 70 years. Ms. Endo explained the land has no history of a property hazard, and it was formerly a Community Center. She outlined that the location has central proximity to transportation and to Norwalk Community College and is adjacent to Colonial Village.

Mr. Burnett asked for opportunities for employment. Ms. Endo outlined the strategic plan for Section 3 for low income workers and businesses. She outlined the goal of hiring local workers and section 8 tenants, with women and minority enterprise goals. She noted the projected start date is June 2023 and a construction timeline of 15-18 months has been established.

Ms. Revolus spoke in support of what sounds like a great plan for development. She urged the need to take ownership of this space and maintenance and to recognize the generational standing of the dynamic of the population of Norwalk to be sensitive to a divide.

Ms. Niedzielski-Eichner asked about the issue of construction quality controls and how the units are maintained well without major problems. Mr. McCarthy spoke about the RFPs evaluated and hiring A. P. Construction of Stamford, CT as the General Contractor. He outlined their reputable background of affordable housing developments and the inspections specialized in green building. He added the Maritime Aquarium expansion as one of their completed projects for the City.

Mr. Burnett asked if there were any hurdles in the project development. Ms. Endo replied that there are no known hurdles and she is very excited that the projected is moving along with anticipated start date July 2023 and a construction timeline of 15-18 months has been established.

- \*\* MS. REVOLUS MOVED TO APPROVE THE OAK GROVE AFFORDABLE HOUSING PROJECT AND TO FORWARD ON TO THE COMMON COUNCIL MEETING OF JUNE 13, 2023.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**ADJOURNMENT**

- \*\* MS. REVOLUS MOVED TO ADJOURN.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted,  
M. Knox  
Telesco Secretarial Services

## AGENDA

CLAIMS COMMITTEE MEETING

JULY 13 2023

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

|         |                           |        |
|---------|---------------------------|--------|
| PAY TO: | BILL No & AMOUNT REFUNDED | REASON |
|---------|---------------------------|--------|

## MOTOR VEHICLE

|                             |                         |              |
|-----------------------------|-------------------------|--------------|
| ACAR LEASING LTD            | 21-MV-300492 \$382.02   | PRORATION    |
| CAB EAST LLC                | 21-MV-308575 \$662.59   | PRORATION    |
| CCAP AUTO LEASE LTD         | 21-MV-402321 \$140.14   | PRORATION    |
| COMPUTER SI CORPORATION     | 21-MV-313413 \$16.63    | PRORATION    |
| CORBO GAYLE J               | 21-MV-900047 \$124.79   | PRORATION    |
| DAIMLER TRUST               | 21-MV-315508 \$656.14   | PRORATION    |
| DOWD MICHAEL M              | 21-MV-318660 \$341.90   | PRORATION    |
| FINANCIAL SER VEH TRUST     | 21-MV-322101 \$1,153.85 | PRORATION    |
| FLORES-JIMENEZ CARLOS U     | 21-MV-404808 \$901.46   | ABATEMENT    |
| HYUNDAI LEASE TITLING TRUST | 21-MV-406720 \$218.81   | PRORATION    |
| KELLEY CHRISTOPHER L        | 21-MV-335920 \$87.72    | PRORATION    |
| LIGHTMAN MICHAEL &          |                         |              |
| LIGHTMAN MONICA KAREN       | 21-MV-339244 \$19.44    | PRORATION    |
| MICHA BRYCE WILLIAM         | 21-MV-409223 \$864.81   | DUPL BILLING |
| NISSAN INFINITI LT LLC      | 21-MV-348630 \$731.93   | PRORATION    |
| NISSAN INFINITI LT LLC      | 21-MV-348021 \$345.10   | PRORATION    |
|                             | 21-MV-348315 \$340.68   | PRORATION    |
|                             | 21-MV-348542 \$395.49   | PRORATION    |

|                         |                       |             |
|-------------------------|-----------------------|-------------|
| NISSAN INFINITI LT LLC  | 21-MV-348013 \$441.04 | PRORATION   |
|                         | 21-MV-348119 \$354.30 | PRORATION   |
|                         | 21-MV-348287 \$337.54 | PRORATION   |
|                         | 21-MV-348480 \$183.05 | PRORATION   |
|                         | 21-MV-348543 \$213.00 | PRORATION   |
| OLIVAS NANCY            | 21-MV-349717 \$149.62 | PRORATION   |
| PATEL SHEELKUMAR RAKESH | 21-MV-351630 \$40.63  | OVERPAYMENT |
| POIRIER NICHOLAS OLIVER | 21-MV-353345 \$125.70 | PRORATION   |
| REED CHRISTOPHER VIRGAL | 21-MV-355189 \$199.90 | PRORATION   |
| TOYOTA LEASE TRUST      | 21-MV-366474 \$934.97 | PRORATION   |
| TOYOTA LEASE TRUST      | 21-MV-366079 \$721.40 | PRORATION   |
|                         | 21-MV-366282 \$512.24 | PRORATION   |
|                         | 21-MV-366390 \$421.73 | PRORATION   |
|                         | 21-MV-366710 \$809.20 | PRORATION   |
| USB LEASING LT          | 21-MV-367891 \$559.77 | PRORATION   |
| VAULT TRUST             | 21-MV-414293 \$410.64 | PRORATION   |
| VCFS AUTO LEASING CO    | 21-MV-369122 \$184.05 | PRORATION   |
| VT INC TSTEE WOLT       | 21-MV-370310 \$357.96 | PRORATION   |
| WASSELL JOHN            | 21-MV-414794 \$304.46 | PRORATION   |

**REAL ESTATE**

STEIN KATHLEEN P

37 CREEPING HEMLOCK DR

|            |                         |             |
|------------|-------------------------|-------------|
| 5-22B-36-0 | 19-RE-125718 \$4,364.75 | OVERPAYMENT |
|------------|-------------------------|-------------|

HILLCREST PARTNERS LLC

20 POINT ROAD

|          |                       |  |
|----------|-----------------------|--|
| 6-1E-2-1 | 21-RE-112359 \$650.82 |  |
|----------|-----------------------|--|

|          |                       |  |
|----------|-----------------------|--|
| 6-1E-2-2 | 21-RE-112360 \$773.87 |  |
|----------|-----------------------|--|

|          |                       |  |
|----------|-----------------------|--|
| 6-1E-2-3 | 21-RE-112361 \$617.14 |  |
|----------|-----------------------|--|

|          |                       |  |
|----------|-----------------------|--|
| 6-1E-2-4 | 21-RE-112362 \$694.39 |  |
|----------|-----------------------|--|

|          |                       |                    |
|----------|-----------------------|--------------------|
| 6-1E-2-5 | 21-RE-112363 \$846.22 | REMOVE I&E PENALTY |
|----------|-----------------------|--------------------|

CORELOGIC

3 ROWAYTON AVE

|          |                         |               |
|----------|-------------------------|---------------|
| 6-1B-2-0 | 21-RE-123187 \$1,581.01 | PAID IN ERROR |
|----------|-------------------------|---------------|

CORELOGIC

3 ROWAYTON CT

|           |                         |               |
|-----------|-------------------------|---------------|
| 6-27-22-0 | 21-RE-105782 \$4,258.77 | PAID IN ERROR |
|-----------|-------------------------|---------------|

**SPECIAL REQUEST**

FOX KRISTA

126 OLD SAUGATUCK RD

|           |                          |               |
|-----------|--------------------------|---------------|
| 3-23-17-0 | 21-RE-109710 \$12,182.42 | PAID IN ERROR |
|-----------|--------------------------|---------------|







CITY OF NORWALK, DEPARTMENT OF FINANCE  
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105  
Norwalk, Connecticut 06851

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee  
From: Lisa Biagiarelli, Tax Collector  
Date: July 10, 2023  
Re: **Narrative for June, 2023 Tax Collector's Reports (plural)**

Please note that there are two end of month spreadsheets for June 2023, representing collections on the year ending June 30, 2023, as well as advance collections on the year that will end in June, 2024.

As of the end of June 2023, with the twelve month fiscal year having been completed, we had collected in excess of \$359 million against our \$365 million adjusted levy, or **98.51%**. We also collected **98.82%** of our sewer use levy, an additional \$17.4 million, and 87.12% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year (June, 2022) we are slightly behind relative to taxes (-0.67%), sewer use (-0.15%), and the IPP fee (-6.77%). Due to the extended due date of the motor vehicle supplemental billing, payable by April 1, 2023, we did anticipate a slight drop in the FYE 2023 collection numbers as compared with the prior fiscal year, when that billing had been payable by February 1, 2022.

For prior years' collections, through the end of June 2023, we show what appears on paper to be a **negative** net collection (-\$437.959.48) since the beginning of this fiscal year on July 1, 2022. This is due to several factors. We had a tax sale in the prior fiscal year, but not this fiscal year. More significantly, we have seen the effects of court stipulated judgments in adjudicated assessment appeal cases, resulting in the erosion of current and prior collectibles. Taxpayers appealed their assessments in court, and "won," with the result being the city owed them credit for taxes they paid in prior years. When those credits are processed, it results in a negative amount being applied to prior years' bills. Those credits exceeded the amounts of back taxes, interest and other fees that our office collected on other past due accounts during this twelve month fiscal year.

With regard to what we call "advance collections" on the 2022 grand list, or payments processed by our office in June 2023 prior to the July 1 due date, we processed approximately \$7.4 million in payments, or 1.97% of our \$379 million new adjusted levy during the month of June, 2023. This was primarily as a result of credits that were brought forward from prior years' tax bills, as noted in the preceding paragraph. We collected less this June than in prior years because of delays in preparing and mailing our new tax bills. This will be discussed later in this narrative.

Our third-party collection agency continues to bill on our behalf for past due motor vehicle taxes for which we had no valid address; at the time of this report I do not have a monthly total for June 2023. These collections are made directly to the City; payments are processed by the tax collector's office, not the collection agency, and these figures represent our net receivable, after their fees. We continue to work with our Department of Health to deny health permits to establishments with past due taxes delinquent for one year or more. We also continue issuing alias tax warrants for collection by a state marshal, primarily for past due business personal property accounts. Our Delinquent Tax Collector recently filed more than 100 Uniform Commercial Code (UCC-1) liens with the Secretary of the State's office to attempt to secure payment of past due business personal property accounts.

We continue to navigate our software *conversion* that moved our tax assessment and tax collection administrative systems off Munis and onto Quality Data Services LLC (QDS) software earlier this year. There were numerous challenges as we moved to the close of the fiscal year, and to initiate the billing of the 2022 grand levy.

It became apparent in mid-June that we would not be able to issue the new tax bills prior to July 1. We usually have bills in the mail by the second or third week of the month, but knew going into the month that they would be later this year. The Assessor's Office is responsible for turning over the data the tax collector's office needs to bill taxes, and there were issues in the Assessor's division due to the software conversion and as well as staffing that resulted in the data not being delivered to us in time.

We were able to make tax bills available to view or pay online by the third week of June, but there was not sufficient time to print and mail the bills prior to June 30. In concert with the Administration, we prepared a communication to taxpayers advising that in accordance with state law, we acknowledged that tax bills were being mailed later than expected, and that consequently, we will allow taxpayers a grace period of 30 days from the mailing of the tax bills to pay without interest. The first set of bills was mailed on July 3, and the rest were mailed later that week. We are allowing taxpayers until Monday, August 7 to pay without interest.

Taxpayers are once again able to pay in person at the ten participating bank branches through and including Monday, August 7. All the usual payment methods – by mail, online, by telephone, or in person at City Hall or at the banks, are the same as in prior collection periods. Taxpayers may pay with a credit, debit or ATM card, or by electronic check (E Check) / ACH payment if they don't want to mail a check.

As another consequence of our software conversion, our tax bills have some slight format changes. Despite these changes, all payment functionalities remain the same, and the tax bills are easier to read. Tax bills are now separated by the type of tax: real estate and sewer use, motor vehicle, and business personal property. The City no longer uses a consolidated statement for all types. The new tax bills still show what charges are due (taxes, sewer charges, etc.) and indicate if there are any adjustments, credits, tax relief or exemptions, or past due taxes.

Most taxpayers have received their bills by now. Walk in payment activity at the tax collector's office has been robust since the end of last week. A number of issues related to the software conversion have been brought to our attention by taxpayers and are being addressed, including issues with tax credits, motor vehicle values, and escrow coding. Some taxpayers whose bills should have been coded to be paid by their escrow agent instead of by the taxpayer directly were not coded when initially sent. The tax collector's office will send a follow up mailing to taxpayers whose real estate bills are coded to be paid by their escrow agent in a manner similar to what was done in past years. That mailing will likely go out at the end of this week. There were also some communication issues with our online payment vendor, but those appear to have been resolved.

Overall, even considering the very significant challenges the software conversion created, and the fact that the bills went out later than we wanted, things are going well. Our office is fully staffed; our two newest hires are working the counter; and the newly formatted tax bills have been well received. The Administration and I felt it was important to acknowledge the lateness of the mailing and to give taxpayers a full 30 days to pay their tax bills without penalty. We now ask for everyone's help in communicating that message to taxpayers. I am grateful to everyone who had a part in accomplishing our first billing on our new software system, including printer / mailer Output Continuation Bureau (OCB); staff in the Assessors, WPCA, and tax collectors divisions; software vendor Quality Data Services Inc. (QDS); and lockbox provider TD Bank.

I will keep everybody informed of our progress, and am available to respond to any questions and concerns.

TAX COLLECTOR'S REPORT  
JUNE 2023

ITEM #7

FISCAL YEAR 2022-2023  
(2021 GRAND LIST)

|                         | ORIGINAL LEVY    | ADJ. TAX COLLECTIONS |  | COLLECTION % | CORRECTED LEVY*  | CHANGE IN LEVY   | COLLECTION % |
|-------------------------|------------------|----------------------|--|--------------|------------------|------------------|--------------|
|                         |                  | JUN 22 - JUN 23      |  |              |                  |                  |              |
| AUTOMOBILE-REGULAR      | \$27,605,498.25  | \$25,241,674.92      |  | 91.44%       | \$27,148,787.71  | (\$456,710.54)   | 92.98%       |
| AUTOMOBILE-SUPPLEMENTAL | \$4,572,442.02   | \$3,416,872.99       |  | 74.73%       | \$4,403,963.04   | (\$168,478.98)   | 77.59%       |
| PERSONAL PROPERTY       | \$26,217,238.98  | \$21,178,579.91      |  | 80.78%       | \$21,699,773.36  | (\$4,517,465.62) | 97.60%       |
| REAL ESTATE             | \$315,360,461.09 | \$309,822,134.40     |  | 98.24%       | \$311,849,308.97 | (\$3,511,152.12) | 99.35%       |
| TOTAL TAX               | \$373,755,640.34 | \$359,659,262.22     |  | 96.23%       | \$365,101,833.08 | (\$8,653,807.26) | 98.51%       |
| SEWER USE               | \$17,981,973.00  | \$17,401,080.39      |  | 96.77%       | \$17,608,319.48  | (\$373,653.52)   | 98.82%       |
| IPP FEE                 | \$190,750.00     | \$168,144.66         |  | 88.15%       | \$193,000.00     | \$2,250.00       | 87.12%       |

FISCAL YEAR 2021-2022  
(2020 GRAND LIST)

|                         | ORIGINAL LEVY    | ADJ. TAX COLLECTIONS |  | COLLECTION % | CORRECTED LEVY*  | CHANGE IN LEVY   | COLLECTION % |
|-------------------------|------------------|----------------------|--|--------------|------------------|------------------|--------------|
|                         |                  | JUN 21 - JUN 22      |  |              |                  |                  |              |
| AUTOMOBILE-REGULAR      | \$21,672,180.18  | \$20,269,727.33      |  | 93.53%       | \$21,319,576.04  | (\$352,584.14)   | 95.08%       |
| AUTOMOBILE-SUPPLEMENTAL | \$4,219,965.63   | \$3,689,791.23       |  | 87.44%       | \$4,196,170.71   | (\$23,794.92)    | 87.93%       |
| PERSONAL PROPERTY       | \$22,966,731.64  | \$22,208,775.23      |  | 96.70%       | \$22,719,329.15  | (\$247,402.49)   | 97.75%       |
| REAL ESTATE             | \$308,716,745.40 | \$303,286,211.13     |  | 98.24%       | \$304,101,673.82 | (\$4,615,071.58) | 99.73%       |
| TOTAL TAX               | \$357,575,602.85 | \$349,454,504.92     |  | 97.73%       | \$352,336,749.72 | (\$5,238,853.13) | 99.18%       |
| SEWER USE               | \$16,488,685.00  | \$16,149,998.15      |  | 97.95%       | \$16,317,457.54  | (\$171,227.46)   | 98.97%       |
| IPP FEE                 | \$187,000.00     | \$177,228.83         |  | 94.77%       | \$188,750.00     | \$1,750.00       | 93.90%       |

TAX DIFFERENCE 2021 G.L. vs. 2020 G.L.  
INCREASE/(DECREASE)

|                 |                 |        |                 |                  |        |
|-----------------|-----------------|--------|-----------------|------------------|--------|
| \$16,180,037.49 | \$10,204,757.30 | -1.50% | \$12,765,083.36 | (\$3,414,954.13) | -0.67% |
|-----------------|-----------------|--------|-----------------|------------------|--------|

SEWER DIFFERENCE 2021 G.L. vs. 2020 G.L.  
INCREASE/(DECREASE)

|                |                |        |                |                |        |
|----------------|----------------|--------|----------------|----------------|--------|
| \$1,493,288.00 | \$1,251,082.24 | -1.18% | \$1,290,861.94 | (\$202,426.06) | -0.15% |
|----------------|----------------|--------|----------------|----------------|--------|

IPP DIFFERENCE 2021 G.L. vs. 2020 G.L.  
INCREASE/(DECREASE)

|            |              |        |            |          |        |
|------------|--------------|--------|------------|----------|--------|
| \$3,750.00 | (\$9,084.17) | -6.63% | \$4,250.00 | \$500.00 | -6.77% |
|------------|--------------|--------|------------|----------|--------|

BACK TAXES COLLECTED

FISCAL YR 2022-2023 (JUL 22 - JUN 23)

FISCAL YR 2021-2022 (JUL 21 - JUN 22)

CUR YR vs. PRIOR YR INC/(DECI)

|                              |                  |              |                  |
|------------------------------|------------------|--------------|------------------|
| PRIOR TAXES                  | (\$2,870,577.90) | \$377,984.28 | (\$3,248,562.18) |
| PRIOR SEWER USE FEE          | \$128,327.29     | \$239,294.44 | (\$110,967.15)   |
| PRIOR IPP FEE                | \$4,450.82       | \$26,052.59  | (\$21,601.77)    |
| TOTAL PRIOR TAX, SEWER & IPP | (\$2,737,799.79) | \$643,331.31 | (\$3,381,131.10) |

CURRENT INTEREST

\$998,354.95

PRIOR INTEREST

\$1,075,050.76

SEWER USE FEE INTEREST

\$80,222.74

IPP FEE INTEREST

\$4,342.74

TOTAL INTEREST COLLECTED

\$2,157,971.19

PRIOR LIEN FEE

\$9,728.87

CURRENT LIEN FEE

\$2,232.02

TOTAL LIEN FEE COLLECTED

\$11,960.89

MISC FEES COLLECTED\*\*

\$129,908.23

TOTAL PRIOR TAX, ALL INTEREST & ALL FEES

(\$437,959.48)

\$3,372,000.62

(\$3,809,960.10)

\* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

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

TAX COLLECTOR'S REPORT  
JUNE 30, 2023  
ADVANCE COLLECTIONS

ITEM #7

| FISCAL YEAR 2023-2024<br>(2022 GRAND LIST)                           | ORIGINAL LEVY           | ADJ. TAX COLLECTIONS<br>JUN 2023 | COLLECTION % | CORRECTED LEVY*         | COLLECTION % |
|----------------------------------------------------------------------|-------------------------|----------------------------------|--------------|-------------------------|--------------|
| AUTOMOBILE-REGULAR                                                   | \$30,725,059.50         | \$809,185.86                     | 2.63%        | \$30,704,903.12         | 2.64%        |
| PERSONAL PROPERTY                                                    | \$22,422,652.30         | \$554,532.26                     | 2.47%        | \$22,409,788.60         | 2.47%        |
| REAL ESTATE                                                          | \$325,927,765.40        | \$6,090,124.35                   | 1.87%        | \$325,940,270.64        | 1.87%        |
| <b>TOTAL</b>                                                         | <b>\$379,075,477.20</b> | <b>\$7,453,842.27</b>            | <b>1.97%</b> | <b>\$379,054,962.36</b> | <b>1.97%</b> |
| <b>SEWER USE FEE</b>                                                 | \$18,240,059.00         | \$203,276.27                     | 1.11%        | \$18,451,319.00         | 1.10%        |
| <b>IPP FEE</b>                                                       | \$199,250.00            | \$1,250.00                       | 0.63%        | \$200,750.00            | 0.62%        |
|                                                                      |                         |                                  |              |                         |              |
| FISCAL YEAR 2022-2023<br>(2021 GRAND LIST)                           | ORIGINAL LEVY           | JUN 2022                         |              |                         |              |
| AUTOMOBILE-REGULAR                                                   | \$27,605,498.25         | \$1,195,792.30                   | 4.33%        | \$27,565,111.84         | 4.34%        |
| PERSONAL PROPERTY                                                    | \$26,217,238.98         | \$361,262.61                     | 1.38%        | \$22,417,047.70         | 1.61%        |
| REAL ESTATE                                                          | \$315,360,461.09        | \$9,517,233.82                   | 3.02%        | \$314,639,785.78        | 3.02%        |
| <b>TOTAL</b>                                                         | <b>\$369,183,198.32</b> | <b>\$11,074,288.73</b>           | <b>3.00%</b> | <b>\$364,621,945.32</b> | <b>3.04%</b> |
| <b>SEWER USE FEE</b>                                                 | \$17,981,973.00         | \$420,590.01                     | 2.34%        | \$17,958,889.00         | 2.34%        |
| <b>IPP FEE</b>                                                       | \$190,750.00            | \$8,250.00                       | 4.33%        | \$193,500.00            | 4.26%        |
| DIFFERENCE 2022 G.L. vs. 2021 G.L.<br>TAX ONLY - INC/(DEC)           | \$9,892,278.88          | (\$3,620,446.46)                 | -1.03%       | \$14,433,017.04         | -1.07%       |
| DIFFERENCE 2022 G.L. vs. 2021 G.L.<br>SEWER USE FEE ONLY - INC/(DEC) | \$258,086.00            | (\$217,313.74)                   | -1.22%       | \$492,430.00            | -1.24%       |
| DIFFERENCE 2022 G.L. vs. 2021 G.L.<br>IPP FEE ONLY - INC/(DEC)       | \$8,500.00              | (\$7,000.00)                     | -3.70%       | \$7,250.00              | -3.64%       |

\* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

To : Finance and Claims

From Paul J Gorman Interim Assessor City of Norwalk

Date: July 11, 2023

Re: Revaluation Progress

The supplied spreadsheet provides an overview of the progress of the 2023 revaluation.

Residential inspections are at 81.5% complete and targeted for a July 31 completion.

Commercial is at 59.8% complete and is targeted to be complete by 8/31/2023.

The first wave of data mailers has been sent out to the property owners. These mailers will allow for increased data collection from owners that were not home at the time of the first visit attempt. They will be able to either complete the data mailer and return with changes or call Vision to request an inspection. Mailers will be going out in waves over the remainder of the summer, so that we may capture as much information as possible.

|                                                          |
|----------------------------------------------------------|
| <b>Norwalk CT - Bi-weekly<br/>Production Summary</b>     |
| <b>Recd from Paul Gorman<br/>Wednesday June 21, 2023</b> |

| Residential:                   | 3-Mar-23   | % of Total    | 11-Mar-23    | % of Total    | 17-Mar-23    | % of Total   | 01-Apr-23    | % of Total    | 15-Apr-23    | % of Total    | 30-Apr-23    |
|--------------------------------|------------|---------------|--------------|---------------|--------------|--------------|--------------|---------------|--------------|---------------|--------------|
| <b>Homes Visited:</b>          | 26,609     |               |              |               |              |              |              |               |              |               |              |
|                                | 3,536      | 13.3%         | 4,284        | 16.1%         | 4,879        | 18.0%        | 5,573        | 20.9%         | 8,654        | 32.5%         | 11,366       |
| Owner Home:                    | 814        | 23.0%         | 1,042        | 24.3%         | 1,296        | 26.0%        | 1,652        | 29.6%         | 2,216        | 25.6%         | 2,879        |
|                                |            |               |              |               |              |              |              |               |              |               |              |
| Allowed Interior / Callbacks:  | 153        | 18.8%         | 163          | 15.6%         | 206          | 16.0%        | 327          | 19.8%         | 430          | 19.4%         | 582          |
| Info at Door:                  | 396        | 48.6%         | 501          | 48.1%         | 601          | 46.0%        | 808          | 48.9%         | 1,172        | 52.9%         | 1,659        |
| Partial Refusal / Measure Only | 253        | 31.1%         | 363          | 34.8%         | 465          | 36.0%        | 483          | 29.2%         | 559          | 25.2%         | 580          |
| Refusal                        | 12         | 1.5%          | 15           | 1.4%          | 24           | 1.0%         | 34           | 2.1%          | 55           | 2.5%          | 58           |
| <b>TOTALS</b>                  | <b>814</b> | <b>100.0%</b> | <b>1,042</b> | <b>100.0%</b> | <b>1,296</b> | <b>99.0%</b> | <b>1,652</b> | <b>100.0%</b> | <b>2,216</b> | <b>100.0%</b> | <b>2,879</b> |
|                                |            |               |              |               |              |              |              |               |              |               |              |
|                                |            |               |              |               |              |              |              |               |              |               |              |
| Commercial:                    | 3-Mar-23   | % of Total    | 11-Mar-23    | % of Total    | 17-Mar-23    | % of Total   | 01-Apr-23    | % of Total    | 15-Apr-23    | % of Total    | 30-Apr-23    |
| <b>2,145</b>                   |            |               |              |               |              |              |              |               |              |               |              |
| Measured:                      | 393        | 18.3%         | 472          | 22.0%         | 524          | 24.0%        | 552          | 25.7%         | 628          | 29.3%         | 711          |
| Refusal:                       | 3          | 0.8%          | 4            | 0.8%          | 7            | 1.0%         | 8            | 1.4%          | 12           | 1.9%          | 20           |

|                                                          |
|----------------------------------------------------------|
| <b>Norwalk CT - Bi-weekly<br/>Production Summary</b>     |
| <b>Recd from Paul Gorman<br/>Wednesday June 21, 2023</b> |

| <b>Residential:</b>            | <b>% of Total</b> | <b>20-May-23</b> | <b>% of Total</b> | <b>03-Jun-23</b> | <b>% of Total</b> | <b>17-Jun-23</b> | <b>% of Total</b> | <b>July-1-23</b> | <b>% of Total</b> |
|--------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| <b>Homes Visited:</b>          | <b>42.7%</b>      | 15,284           | <b>57.4%</b>      | 17,319           | <b>65.1%</b>      | 19,248           | <b>72.3%</b>      | 21,682           | <b>81.5%</b>      |
| Owner Home:                    | 25.3%             | 3,903            | 25.5%             | 4,101            | 23.7%             | 4,896            | 25.4%             | 5,217            | 24.1%             |
| Allowed Interior / Callbacks:  | 20.2%             | 851              | 21.8%             | 959              | 23.4%             | 1,001            | 20.4%             | 1,075            | 22.0%             |
| Info at Door:                  | 57.6%             | 2,339            | 59.9%             | 2,415            | 58.9%             | 3,114            | 63.6%             | 3,352            | 68.5%             |
| Partial Refusal / Measure Only | 20.1%             | 651              | 16.7%             | 651              | 15.9%             | 699              | 14.3%             | 702              | 14.3%             |
| Refusal                        | 2.0%              | 62               | 1.6%              | 76               | 1.9%              | 82               | 1.7%              | 88               | 1.8%              |
| <b>TOTALS</b>                  | <b>100.0%</b>     | <b>3,903</b>     | <b>100.0%</b>     | <b>4,101</b>     | <b>100.0%</b>     | <b>4,896</b>     | <b>100.0%</b>     | <b>5,217</b>     | <b>100.0%</b>     |
| <b>Commercial:</b>             | <b>% of Total</b> | <b>20-May-23</b> | <b>% of Total</b> | <b>03-Jun-23</b> | <b>% of Total</b> | <b>17-Jun-23</b> | <b>% of Total</b> | <b>July-1-23</b> | <b>% of Total</b> |
| <b>2,145</b>                   |                   |                  |                   |                  |                   |                  |                   |                  |                   |
| Measured:                      | 33.1%             | 879              | 41.0%             | 942              | 41.0%             | 1,049            | 48.9%             | 1,283            | 59.8%             |
| Refusal:                       | 2.8%              | 32               | 3.6%              | 35               | 3.7%              | 40               | 4.2%              | 43               | 4.6%              |



**Oak Hills Park Authority**  
**May 2023 Financial Commentary**

**Operations Updates:**

- Total golf rounds are 14% over budget for the first 11 months of FY23. Beginning of the year and April rounds helped this overage grow so high.
- OHPA has made capital improvements on several structures and grounds year-to-date, including the tennis facility.
- Discount ID card sales are back fully in-line with budget.

**YTD Financial Highlights:**

- FY23 YTD net operating income was over budget by \$346k and we ended May with a \$578k cash balance which includes \$28k in the capital reserve bank account.
  - Revenue was over-budget by 251k thanks to strong golf and cart rounds.
  - Expenses were \$95k lower than budget due to lower than expected wages as a result of being understaffed and park maintenance.
- OHPA made \$105k in repayments to the City for the first 11 months of this fiscal year. The annual 1% of gross golf revenue additional debt payment was made in November.

**Other:**

- Our FY2024 fiscal budget is completed with presentation to the Authority and approval to take place in the June meeting.
- Our FY2023 financial audit will begin at the end of July.

Updated  
through

5/31/2023

|                     | Fiscal Year To Date |               |              |              |                                                                   |
|---------------------|---------------------|---------------|--------------|--------------|-------------------------------------------------------------------|
|                     | Budget              | Actuals       | Variance     | Var %        | Comments                                                          |
| Revenue Rounds      | 29,586              | 36,001        | 6,415        | 21.7%        | Actual rev rounds have beaten budget nearly every month this year |
| Non-Revenue Rounds  | 5,888               | 4,565         | (1,323)      | -22.5%       | Less season passholder rounds than anticipated                    |
| <b>Total Rounds</b> | <b>35,474</b>       | <b>40,566</b> | <b>5,092</b> | <b>14.4%</b> |                                                                   |
| Carts               | 20,220              | 21,251        | 1,031        | 5.1%         |                                                                   |
| ID Cards            | 1,077               | 1,072         | (5)          | -0.5%        |                                                                   |

|                          | Budget           | Actuals          | Variance        | Var %         | Comments                                                                                                |
|--------------------------|------------------|------------------|-----------------|---------------|---------------------------------------------------------------------------------------------------------|
| Golf Revenue             | 1,654,433        | 1,918,172        | 263,739         | 15.9%         | Driven mostly by greens fees                                                                            |
| Tennis Revenue           | 34,000           | 34,000           | -               | 0.0%          |                                                                                                         |
| Restaurant Revenue       | 55,000           | 54,916           | (84)            | -0.2%         |                                                                                                         |
| Other Revenue            | 29,193           | 16,126           | (13,067)        | -44.8%        | Budget includes golf simulator rev which isn't available yet, offset by booking revs not budgeted for   |
| <b>Total Revenue</b>     | <b>1,772,626</b> | <b>2,023,214</b> | <b>250,588</b>  | <b>14.1%</b>  |                                                                                                         |
| <b>P&amp;L</b>           |                  |                  |                 |               |                                                                                                         |
| Management Salary        | 209,741          | 155,339          | (54,402)        | -25.9%        | Overall lower staffing                                                                                  |
| Operations Salary        | 196,011          | 203,050          | 7,039           | 3.6%          | More staffing needed to cover high revenue volume                                                       |
| Maintenance Salary       | 435,851          | 415,110          | (20,741)        | -4.8%         | Overall lower staffing                                                                                  |
| Employee Benefits        | 146,155          | 128,155          | (18,000)        | -12.3%        | Driven by lower payroll taxes due to lower payroll expense                                              |
| Administrative           | 173,343          | 185,366          | 12,023          | 6.9%          | Driven by rising utilities pricing. CC fees are also over-budget which is in line with revenue overages |
| Interest & Insurance     | 96,121           | 94,225           | (1,896)         | -2.0%         |                                                                                                         |
| Sales & Operations       | 4,899            | 8,616            | 3,717           | 75.9%         |                                                                                                         |
| Park Maintenance         | 225,374          | 200,170          | (25,204)        | -11.2%        | Driven by a \$25k underage in grass treatments, \$22k in maint offset by an overage in water (\$20k)    |
| Park Equipment           | 80,900           | 78,741           | (2,159)         | -2.7%         |                                                                                                         |
| Carts                    | 22,231           | 26,857           | 4,626           | 20.8%         | Actual property tax on cart fleet came in over budget by nearly \$3k                                    |
| <b>Operating Expense</b> | <b>1,590,626</b> | <b>1,495,629</b> | <b>(94,997)</b> | <b>-6.0%</b>  |                                                                                                         |
| <b>Operating Income</b>  | <b>182,000</b>   | <b>527,585</b>   | <b>345,585</b>  | <b>189.9%</b> |                                                                                                         |
| Capital Improvements     | (158,000)        | (106,155)        | 51,845          | -32.8%        | Improvements to several structures; new boiler; fencing; teaching range refurb                          |
| Line of Credit Balance   | -                | -                | -               | -             |                                                                                                         |
| Capital Reserve Cash Bal | -                | 28,009           | -               | -             | Portion of cash reserved for capital improvements per our lease requirements                            |
| Cash Balance             | 177,420          | 550,454          | 373,034         | 210.3%        | Over budget due to strong rounds and top-line revenue                                                   |
| <b>Balance Sheet</b>     |                  |                  |                 |               |                                                                                                         |

Updated 5/31/2023  
through

|              |                     | Rest of Fiscal Year |              |            | Comments                                                  |
|--------------|---------------------|---------------------|--------------|------------|-----------------------------------------------------------|
|              |                     | Budget              | Proj.        | Variance   |                                                           |
| <b>Sales</b> | Revenue Rounds      | 5,588               | 6,426        | 838        | 15.0% Current trends expected through end of fiscal year  |
|              | Non-Revenue Rounds  | 1,112               | 912          | (200)      | -18.0% Current trends expected through end of fiscal year |
|              | <b>Total Rounds</b> | <b>6,700</b>        | <b>7,338</b> | <b>638</b> | <b>9.5%</b>                                               |
|              | Carts               | 3,819               | 3,819        | -          | 0.0% Projections are still in line with Budget            |
|              | ID Cards            | 120                 | 120          | -          | 0.0% Projections are still in line with Budget            |

|                      |                              | Budget         | Proj.          | Variance      | Var %        | Comments                                                                     |
|----------------------|------------------------------|----------------|----------------|---------------|--------------|------------------------------------------------------------------------------|
| <b>P&amp;L</b>       | Golf Revenue                 | 301,039        | 326,179        | 25,140        | 8.4%         | Projecting slightly higher rounds than budgeted                              |
|                      | Tennis Revenue               | 8,800          | 8,800          | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Restaurant Revenue           | 25,000         | 25,000         | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Other Revenue                | 1,707          | 1,707          | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | <b>Total Revenue</b>         | <b>336,546</b> | <b>361,686</b> | <b>25,140</b> | <b>7.5%</b>  |                                                                              |
| <b>P&amp;L</b>       | Salaries                     | 97,833         | 94,233         | (3,600)       | -3.7%        | Slightly lower staffing expected through most of fiscal year                 |
|                      | Employee Benefits            | 14,579         | 12,975         | (1,604)       | -11.0%       | Slightly lower staffing expected through most of fiscal year                 |
|                      | Administrative               | 17,717         | 17,717         | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Debt Service & Insurance     | 9,965          | 9,965          | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Sales & Operations           | 701            | 701            | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Park Maintenance             | 22,826         | 29,826         | 7,000         | 30.7%        | Overages here make up for ytd under-spend                                    |
|                      | Park Equipment               | 12,600         | 12,600         | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | Carts                        | 1,825          | 1,825          | -             | 0.0%         | Projections are still in line with Budget                                    |
|                      | <b>Operating Expense</b>     | <b>178,046</b> | <b>179,842</b> | <b>1,796</b>  | <b>1.0%</b>  |                                                                              |
|                      | <b>Uncategorized Exp/Rev</b> | <b>158,500</b> | <b>181,844</b> | <b>23,344</b> | <b>14.7%</b> |                                                                              |
| <b>Balance Sheet</b> | Capital Improvements         | (12,450)       | (49,295)       | (36,845)      | 295.9%       | Golf Simulator, tennis court, improvements to structures and teaching range  |
|                      | Line of Credit Balance       | -              | -              | -             | -            | We do not expect to borrow during the remainder of this fiscal year.         |
|                      | Capital Reserve Cash Bal     | -              | 32,009         | -             | -            | Portion of cash reserved for capital improvements per our lease requirements |
|                      | Cash Balance                 | 285,814        | 653,348        | 367,534       | 128.6%       | We will end the year under-budget on capital improvements                    |
|                      |                              |                |                |               |              |                                                                              |

**Oak Hills Park Authority**  
**FY22 Actual vs. Budget**

ITEM #9

|                                             | <u>May Act</u>   | <u>May Bud</u>   | <u>Var \$</u>   | <u>Var %</u>  | <u>YTD Act</u>     | <u>YTD Bud</u>     | <u>Var \$</u>    | <u>Var %</u>  |
|---------------------------------------------|------------------|------------------|-----------------|---------------|--------------------|--------------------|------------------|---------------|
| <b>REVENUE</b>                              |                  |                  |                 |               |                    |                    |                  |               |
| 4000 · REVENUES                             |                  |                  |                 |               |                    |                    |                  |               |
| 4001 · Golf Revenue                         |                  |                  |                 |               |                    |                    |                  |               |
| 4010 · Golf Fees                            | \$201,851        | \$157,598        | \$44,253        | 28.1%         | \$1,226,027        | \$1,007,277        | \$218,750        | 21.7%         |
| 4020 · I.D. Cards                           | \$21,060         | \$18,924         | \$2,136         | 11.3%         | \$134,285          | \$141,927          | -\$7,642         | -5.4%         |
| 4025 · Season Pass                          | \$8,441          | \$10,395         | -\$1,954        | -18.8%        | \$97,413           | \$110,555          | -\$13,142        | -11.9%        |
| 4030 · Tournament Fees                      | \$34,580         | \$21,573         | \$13,007        | 60.3%         | \$87,636           | \$60,304           | \$27,332         | 45.3%         |
| 4050 · Cart Revenue                         | \$59,491         | \$52,801         | \$6,690         | 12.7%         | \$370,540          | \$337,475          | \$33,064         | 9.8%          |
| 4060 · Golf Revenue - Gift Certif.          | \$2,115          | \$1,509          | \$606           | 40.1%         | \$17,331           | \$19,609           | -\$2,278         | -11.6%        |
| 4070 · Gift & Rain Checks Redeemed          | -\$3,568         | -\$3,767         | \$199           | -5.3%         | -\$15,060          | -\$22,715          | \$7,655          | -33.7%        |
| <b>Total 4001 · Golf Revenue</b>            | <b>\$323,970</b> | <b>\$259,033</b> | <b>\$64,937</b> | <b>25.1%</b>  | <b>\$1,918,172</b> | <b>\$1,654,433</b> | <b>\$263,739</b> | <b>15.9%</b>  |
| 4100 · Tennis Revenue                       | \$8,800          | \$8,800          | \$0             | 0.0%          | \$34,000           | \$34,000           | \$0              | 0.0%          |
| 4200 · Rental Income                        | \$1,800          | \$1,600          | \$200           | 12.5%         | \$1,800            | \$8,000            | -\$6,200         | -77.5%        |
| 4300 · Investment Income                    | \$269            | \$58             | \$212           | 365.5%        | \$1,594            | \$827              | \$767            | 92.8%         |
| 4400 · Misc. Income                         | \$249            | \$33             | \$216           | 647.0%        | \$12,732           | \$367              | \$12,365         | 3372.3%       |
| 4500 · Golf Simulator Revenue               | \$0              | \$2,000          | -\$2,000        | -100.0%       | \$0                | \$20,000           | -\$20,000        | -100.0%       |
| 4600 · Restaurant Income                    | \$4,000          |                  | \$4,000         | 0.0%          | \$54,916           | \$55,000           | -\$84            | -0.2%         |
| 4700 · Advertising Revenue                  | \$0              | \$0              | \$0             | 0.0%          | \$0                | \$0                | \$0              | 0.0%          |
| <b>Total Other Revenue</b>                  | <b>\$15,118</b>  | <b>\$12,491</b>  | <b>\$2,627</b>  | <b>21.0%</b>  | <b>\$105,042</b>   | <b>\$118,193</b>   | <b>-\$13,152</b> | <b>-11.1%</b> |
| <b>TOTAL REVENUE</b>                        | <b>\$339,089</b> | <b>\$271,524</b> | <b>\$67,564</b> | <b>24.9%</b>  | <b>\$2,023,213</b> | <b>\$1,772,626</b> | <b>\$250,588</b> | <b>14.1%</b>  |
| <b>EXPENSE</b>                              |                  |                  |                 |               |                    |                    |                  |               |
| 5000 · PERSONNEL EXPENSE                    |                  |                  |                 |               |                    |                    |                  |               |
| 5010 · Management Salary                    | \$14,441         | \$19,280         | \$4,839         | 25.1%         | \$155,339          | \$209,741          | \$54,402         | 25.9%         |
| 5030 · Operations                           | \$32,620         | \$29,073         | -\$3,548        | -12.2%        | \$202,262          | \$196,011          | -\$6,251         | -3.2%         |
| 5040 · Operations O/T                       | \$15             | \$0              | -\$15           | 0.0%          | \$788              | \$0                | -\$788           | 0.0%          |
| 5050 · Course Personnel                     | \$26,494         | \$25,457         | -\$1,037        | -4.1%         | \$282,998          | \$278,152          | -\$4,846         | -1.7%         |
| 5060 · Course Personnel O/T                 | \$0              | \$0              | \$0             | 0.0%          | \$1,440            | \$0                | -\$1,440         | 0.0%          |
| 5070 · Seasonal Personnel                   | \$18,125         | \$21,846         | \$3,721         | 17.0%         | \$100,844          | \$154,827          | \$53,983         | 34.9%         |
| 5075 · Outside Seasonal Personnel           | \$0              | \$0              | \$0             | 0.0%          | \$29,004           | \$0                | -\$29,004        | 0.0%          |
| 5080 · Seasonal Personnel O/T               | \$213            | \$0              | -\$213          | 0.0%          | \$823              | \$2,872            | \$2,049          | 71.3%         |
| <b>Total 5000 · PERSONNEL EXPENSE</b>       | <b>\$91,909</b>  | <b>\$95,655</b>  | <b>\$3,746</b>  | <b>3.9%</b>   | <b>\$773,498</b>   | <b>\$841,604</b>   | <b>\$68,105</b>  | <b>8.1%</b>   |
| 5200 · EMPLOYEE BENEFITS                    |                  |                  |                 |               |                    |                    |                  |               |
| 5210 · Payroll Taxes                        | \$6,668          | \$7,404          | \$737           | 9.9%          | \$56,305           | \$65,332           | \$9,027          | 13.8%         |
| 5230 · State Unemployment                   | \$2,464          | \$2,657          | \$193           | 7.3%          | \$21,344           | \$22,505           | \$1,162          | 5.2%          |
| 5250 · Health Insurance                     | \$2,706          | \$2,940          | \$234           | 8.0%          | \$26,264           | \$31,080           | \$4,816          | 15.5%         |
| 5260 · Workmans Compensation                | \$1,500          | \$2,035          | \$535           | 26.3%         | \$17,984           | \$21,180           | \$3,197          | 15.1%         |
| 5270 · Retirement Plans                     | \$580            | \$558            | -\$22           | -4.0%         | \$6,258            | \$6,057            | -\$201           | -3.3%         |
| <b>Total 5200 · EMPLOYEE BENEFITS</b>       | <b>\$13,918</b>  | <b>\$15,594</b>  | <b>\$1,677</b>  | <b>10.8%</b>  | <b>\$128,155</b>   | <b>\$146,155</b>   | <b>\$18,000</b>  | <b>12.3%</b>  |
| 5400 · ADMINISTRATIVE EXPENSES              |                  |                  |                 |               |                    |                    |                  |               |
| 5420 · Telephone                            | \$969            | \$1,061          | \$91            | 8.6%          | \$11,795           | \$11,666           | -\$129           | -1.1%         |
| 5430 · Professional Fees                    | \$3,000          | \$2,792          | -\$208          | -7.5%         | \$31,769           | \$30,708           | -\$1,061         | -3.5%         |
| 5436 · Advertising                          | \$1,004          | \$1,117          | \$113           | 10.1%         | \$9,587            | \$12,567           | \$2,980          | 23.7%         |
| 5440 · Office Expense                       | \$2,787          | \$1,313          | -\$1,473        | -112.2%       | \$17,268           | \$12,899           | -\$4,369         | -33.9%        |
| 5441 · Bank Charges                         | \$24             | \$35             | \$10            | 30.0%         | \$229              | \$322              | \$94             | 29.1%         |
| 5442 · Credit Card Fees                     | \$6,538          | \$5,958          | -\$581          | -9.7%         | \$42,477           | \$38,052           | -\$4,425         | -11.6%        |
| 5445 · Postage                              | \$0              | \$0              | \$0             | 0.0%          | \$123              | \$231              | \$108            | 46.7%         |
| 5450 · Training and Dues                    | \$883            | \$461            | -\$422          | -91.3%        | \$2,278            | \$2,221            | -\$57            | -2.6%         |
| 5461 · Authority Secretarial Services       | \$120            | \$148            | \$28            | 19.1%         | \$1,370            | \$1,632            | \$262            | 16.0%         |
| 5469 · Other Outside Services               | \$699            | \$574            | -\$124          | -21.7%        | \$6,890            | \$6,225            | -\$665           | -10.7%        |
| 5470 · Other Administrative                 | \$920            | \$1,003          | \$83            | 8.3%          | \$8,198            | \$11,037           | \$2,840          | 25.7%         |
| 5480 · Utilities                            | \$7,987          | \$4,449          | -\$3,538        | -79.5%        | \$53,383           | \$45,782           | -\$7,600         | -16.6%        |
| 5499 · Bad Debt Expense                     | \$0              | \$0              | \$0             | 0.0%          | \$0                | \$0                | \$0              | 0.0%          |
| <b>Total 5400 · ADMINISTRATIVE EXPENSES</b> | <b>\$24,932</b>  | <b>\$18,911</b>  | <b>-\$6,020</b> | <b>-31.8%</b> | <b>\$185,366</b>   | <b>\$173,343</b>   | <b>-\$12,023</b> | <b>-6.9%</b>  |
| 5500 · DEBT SERVICE AND INSURANCE           |                  |                  |                 |               |                    |                    |                  |               |
| 5500 · Liability Insurance                  | \$8,810          | \$9,404          | \$594           | 6.3%          | \$88,030           | \$90,635           | \$2,605          | 2.9%          |

**Oak Hills Park Authority**  
**FY22 Actual vs. Budget**

ITEM #9

|                                           | <u>May Act</u>   | <u>May Bud</u>   | <u>Var \$</u>    | <u>Var %</u> | <u>YTD Act</u>     | <u>YTD Bud</u>     | <u>Var \$</u>    | <u>Var %</u> |
|-------------------------------------------|------------------|------------------|------------------|--------------|--------------------|--------------------|------------------|--------------|
| 5520 · Interest                           | \$1,095          | \$612            | -\$483           | -78.9%       | \$6,195            | \$5,486            | -\$709           | -12.9%       |
| Total 5500 · DEBT SERVICE AND INSURANCE   | <b>\$9,905</b>   | <b>\$10,015</b>  | <b>\$111</b>     | 1.1%         | <b>\$94,225</b>    | <b>\$96,121</b>    | <b>\$1,896</b>   | 2.0%         |
| 5600 · SALES AND OPERATIONS               |                  |                  |                  |              |                    |                    |                  |              |
| 5620 · Clubhouse/Pro Shop Maint.          | \$0              | \$0              | \$0              | 0.0%         | \$0                | \$0                | \$0              | 0.0%         |
| 5630 · Golf Genius Software               | \$0              | \$0              | \$0              | 0.0%         | \$1,275            | \$0                | -\$1,275         | 0.0%         |
| 5640 · Golf Pro Supplies                  | \$3,101          | \$466            | -\$2,635         | -565.7%      | \$6,337            | \$2,979            | -\$3,358         | -112.7%      |
| 5680 · Golf Pro Work Clothes              | \$0              | \$480            | \$480            | 100.0%       | \$1,004            | \$1,920            | \$916            | 47.7%        |
| Total 5600 SALES AND OPERATIONS           | <b>\$3,101</b>   | <b>\$946</b>     | <b>-\$2,155</b>  | -227.9%      | <b>\$8,616</b>     | <b>\$4,899</b>     | <b>-\$3,717</b>  | -75.9%       |
| 5700 · PARK MAINTENANCE                   |                  |                  |                  |              |                    |                    |                  |              |
| 5710 · Water                              | \$2,545          | \$3,862          | \$1,317          | 34.1%        | \$73,127           | \$53,477           | -\$19,650        | -36.7%       |
| 5715 · Nature and Open Space              | \$686            | \$200            | -\$486           | -243.0%      | \$866              | \$1,780            | \$914            | 51.4%        |
| 5720 · Heating Fuel                       | \$524            | \$1,467          | \$943            | 64.3%        | \$16,776           | \$17,681           | \$905            | 5.1%         |
| 5730 · Grounds Maintenance                | \$364            | \$865            | \$501            | 57.9%        | \$14,905           | \$38,729           | \$23,824         | 61.5%        |
| 5740 · Tree Maintenance                   | \$0              | \$2,274          | \$2,274          | 100.0%       | \$4,420            | \$4,524            | \$104            | 2.3%         |
| 5751 · Agriculture&Chemicals-Purch        | \$2,830          | \$18,871         | \$16,041         | 85.0%        | \$103,970          | \$93,835           | -\$10,135        | -10.8%       |
| 5752 · Agriculture/Chemicals Utilized     | \$13,871         | \$0              | -\$13,871        | 0.0%         | -\$34,992          | \$0                | \$34,992         | 0.0%         |
| 5760 · Irrigation Maintenance             | -\$711           | \$677            | \$1,388          | 205.0%       | \$12,076           | \$10,626           | -\$1,450         | -13.7%       |
| 5770 · Consumable Tools                   | \$327            | \$66             | -\$261           | -393.8%      | \$3,544            | \$2,329            | -\$1,215         | -52.2%       |
| 5780 · Tee and Green Supplies             | \$80             | \$0              | -\$80            | 0.0%         | \$5,175            | \$2,336            | -\$2,840         | -121.6%      |
| 5795 · Janitorial Supplies                | \$0              | \$0              | \$0              | 0.0%         | \$302              | \$57               | -\$244           | -425.8%      |
| Total 5700 · PARK MAINTENANCE             | <b>\$20,517</b>  | <b>\$28,283</b>  | <b>\$7,766</b>   | 27.5%        | <b>\$200,170</b>   | <b>\$225,374</b>   | <b>\$25,204</b>  | 11.2%        |
| 5800 · PARK EQUIPMENT                     |                  |                  |                  |              |                    |                    |                  |              |
| 5800 · Equipment Maintenance              | \$2,692          | \$1,918          | -\$774           | -40.3%       | \$29,126           | \$29,982           | \$856            | 2.9%         |
| 5810 · Equipment Rental                   |                  |                  | \$0              | 0.0%         |                    |                    | \$0              | 0.0%         |
| 5820 · Building Maintenance               | \$11,276         | \$1,591          | -\$9,685         | -608.7%      | \$31,484           | \$29,842           | -\$1,642         | -5.5%        |
| 5840 · Small Equipment                    | \$1,122          | \$0              | -\$1,122         | 0.0%         | \$1,702            | \$1,958            | \$257            | 13.1%        |
| 5860 · Gasoline/Diesel Fuel               | \$1,932          | \$811            | -\$1,122         | -138.3%      | \$15,579           | \$17,618           | \$2,039          | 11.6%        |
| 5880 · Employee work clothes              | \$0              | \$750            | \$750            | 100.0%       | \$851              | \$1,500            | \$649            | 43.3%        |
| Total 5800 · PARK EQUIPMENT               | <b>\$17,022</b>  | <b>\$5,070</b>   | <b>-\$11,952</b> | -235.7%      | <b>\$78,741</b>    | <b>\$80,900</b>    | <b>\$2,159</b>   | 2.7%         |
| 6000 · CART EXPENSE                       |                  |                  |                  |              |                    |                    |                  |              |
| 6010 · Cart Lease Expense                 | \$0              | \$0              | \$0              | 0.0%         | \$7,916            | \$5,000            | -\$2,916         | -58.3%       |
| 6020 · Electricity                        | \$1,883          | \$1,100          | -\$783           | -71.2%       | \$13,047           | \$11,051           | -\$1,996         | -18.1%       |
| 6030 · Maintenance                        | \$101            | \$125            | \$25             | 19.7%        | \$1,494            | \$1,780            | \$286            | 16.1%        |
| 6050 · Cart Insurance                     | \$400            | \$400            | \$0              | 0.0%         | \$4,400            | \$4,400            | \$0              | 0.0%         |
| 6060 · Misc. Cart Expense                 | \$0              | \$0              | \$0              | 0.0%         | \$0                | \$0                | \$0              | 0.0%         |
| Total 6000 · CART EXPENSE                 | <b>\$2,384</b>   | <b>\$1,625</b>   | <b>-\$759</b>    | -46.7%       | <b>\$26,857</b>    | <b>\$22,231</b>    | <b>-\$4,626</b>  | -20.8%       |
| 7001 · Uncategorized Expenses             |                  |                  |                  |              |                    |                    |                  |              |
| <b>TOTAL OPERATIONAL EXPENSE</b>          | <b>\$183,687</b> | <b>\$176,101</b> | <b>-\$7,586</b>  | -4.3%        | <b>\$1,495,629</b> | <b>\$1,590,626</b> | <b>\$94,997</b>  | 6.0%         |
| <b>TOTAL OPERATIONAL NET INCOME</b>       | <b>\$155,402</b> | <b>\$95,423</b>  | <b>\$59,978</b>  | 62.9%        | <b>\$527,585</b>   | <b>\$182,000</b>   | <b>\$345,585</b> | 189.9%       |
| Restructured City Debt                    | \$9,809          | \$6,239          | -\$3,570         | -57.2%       | \$104,970          | \$96,465           | -\$8,506         | -8.8%        |
| Commercial Debt                           | \$26,535         | \$22,000         | -\$4,535         | -20.6%       | \$119,572          | \$133,074          | \$13,502         | 10.1%        |
| <b>Total BS Debt Payments</b>             | <b>\$36,344</b>  | <b>\$28,239</b>  | <b>-\$8,105</b>  | -28.7%       | <b>\$224,543</b>   | <b>\$229,539</b>   | <b>\$4,996</b>   | 2.2%         |
| <b>NET INCOME BEFORE CAPITAL EXPENSES</b> | <b>\$155,402</b> | <b>\$95,423</b>  | <b>\$59,978</b>  | 62.9%        | <b>\$527,585</b>   | <b>\$182,000</b>   | <b>\$345,585</b> | 189.9%       |
| 8000 · OTHER EXPENSE                      |                  |                  |                  |              |                    |                    |                  |              |
| 8000 · Depreciation/Amortization          |                  |                  |                  |              |                    |                    |                  |              |
| 8000 · Depreciation/Amortization Non Cash | \$24,582         | \$22,500         | -\$2,082         | -9.3%        | \$270,402          | \$247,500          | -\$22,902        | -9.3%        |
| 8001 · Capital projects                   |                  |                  |                  |              |                    |                    |                  |              |
| 8100 - Capital Proj Cash                  | \$10,710         | \$10,000         | -\$710           | -7.1%        | \$106,155          | \$158,000          | \$51,845         | 32.8%        |
| 8101 - Capital Proj Financed              | \$0              | \$0              | \$0              | 0.0%         | \$0                | \$0                | \$0              | 0.0%         |
| 8006 · Disposed Assets                    | \$0              | \$0              |                  |              | -\$3,000           | \$0                |                  |              |
| Capital Contribution                      |                  |                  |                  |              |                    |                    |                  |              |
| Total 8000 · OTHER EXPENSE                | <b>\$24,582</b>  | <b>\$22,500</b>  | <b>-\$2,792</b>  | -9.3%        | <b>\$267,402</b>   | <b>\$247,500</b>   | <b>\$28,943</b>  | -8.0%        |
| <b>NET INCOME</b>                         | <b>\$130,820</b> | <b>\$72,923</b>  | <b>\$57,896</b>  | 79.4%        | <b>\$260,183</b>   | <b>-\$65,500</b>   | <b>\$325,683</b> | -497.2%      |

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

|                                          | Total                  |                            |                     |                 |
|------------------------------------------|------------------------|----------------------------|---------------------|-----------------|
|                                          | As of May 31,<br>2023  | As of May 31,<br>2022 (PY) | Change              | %<br>Change     |
| <b>ASSETS</b>                            |                        |                            |                     |                 |
| Current Assets                           |                        |                            |                     |                 |
| Bank Accounts                            |                        |                            |                     |                 |
| 1000 Cash                                |                        |                            |                     |                 |
| 1021 NBT Money Market                    | 611,274.53             | 310,696.23                 | 300,578.30          | 96.74%          |
| 1022 NBT Payment Account                 | -62,221.19             | -65,672.21                 | 3,451.02            | 5.25%           |
| 1023 NBT Rent Escrow Sec Apt Right       | 1.00                   | 1.00                       | 0.00                | 0.00%           |
| 1024 NBT Capital Reserve Savings Account | 28,008.83              | 8,683.49                   | 19,325.34           | 222.55%         |
| 1050 Petty                               | 1,400.00               | 1,400.00                   | 0.00                | 0.00%           |
| Total 1000 Cash                          | <b>\$ 578,463.17</b>   | <b>\$ 255,108.51</b>       | <b>\$323,354.66</b> | <b>126.75%</b>  |
| Total Bank Accounts                      | <b>\$ 578,463.17</b>   | <b>\$ 255,108.51</b>       | <b>\$323,354.66</b> | <b>126.75%</b>  |
| Accounts Receivable                      |                        |                            |                     |                 |
| 1201 Accounts Receivable                 | 0.00                   | 7,192.13                   | -7,192.13           | -100.00%        |
| Total Accounts Receivable                | <b>\$ 0.00</b>         | <b>\$ 7,192.13</b>         | <b>-\$ 7,192.13</b> | <b>-100.00%</b> |
| Other Current Assets                     |                        |                            |                     |                 |
| 1100 Inventory                           | 119,759.94             | 92,392.66                  | 27,367.28           | 29.62%          |
| 1200 Receivables                         | 30,916.06              | 11,612.00                  | 19,304.06           | 166.24%         |
| 1300 Prepaid Expenses                    | 45,571.22              | 23,944.85                  | 21,626.37           | 90.32%          |
| 1400 Deposits                            | 557.00                 | 0.00                       | 557.00              |                 |
| Total Other Current Assets               | <b>\$ 196,804.22</b>   | <b>\$ 127,949.51</b>       | <b>\$ 68,854.71</b> | <b>53.81%</b>   |
| Total Current Assets                     | <b>\$ 775,267.39</b>   | <b>\$ 390,250.15</b>       | <b>\$385,017.24</b> | <b>98.66%</b>   |
| Fixed Assets                             |                        |                            |                     |                 |
| 1500 Fixed Assets                        |                        |                            |                     |                 |
| 1505 Machinery and Equipment             | 1,597,008.13           | 1,597,008.13               | 0.00                | 0.00%           |
| 1510 Accumulated Depreciation/Amort.     | -4,487,307.83          | -4,230,999.77              | -256,308.06         | -6.06%          |
| 1520 Furniture & Fixtures                | 47,635.23              | 47,635.23                  | 0.00                | 0.00%           |
| 1560 Leasehold Improvements              | 157,690.84             | 88,497.24                  | 69,193.60           | 78.19%          |
| 1561 Park Improvements                   | 2,043,360.87           | 1,821,963.05               | 221,397.82          | 12.15%          |
| 1562 Restaurant                          | 2,277,134.66           | 2,277,134.66               | 0.00                | 0.00%           |
| 1565 Amortize Leasehold Improvements     | -109,135.28            | -47,137.90                 | -61,997.38          | -131.52%        |
| 1570 Capital Projects in Progress        | 195,389.43             | 0.00                       | 195,389.43          |                 |
| Total 1500 Fixed Assets                  | <b>\$ 1,721,776.05</b> | <b>\$ 1,554,100.64</b>     | <b>\$167,675.41</b> | <b>10.79%</b>   |
| Total Fixed Assets                       | <b>\$ 1,721,776.05</b> | <b>\$ 1,554,100.64</b>     | <b>\$167,675.41</b> | <b>10.79%</b>   |
| <b>TOTAL ASSETS</b>                      | <b>\$ 2,497,043.44</b> | <b>\$ 1,944,350.79</b>     | <b>\$552,692.65</b> | <b>28.43%</b>   |
| <b>LIABILITIES AND EQUITY</b>            |                        |                            |                     |                 |
| Liabilities                              |                        |                            |                     |                 |
| Current Liabilities                      |                        |                            |                     |                 |
| Accounts Payable                         |                        |                            |                     |                 |
| 2000 *Accounts Payable                   | 85,888.54              | 25,343.97                  | 60,544.57           | 238.89%         |

|                                                           |                        |                        |                     |                |
|-----------------------------------------------------------|------------------------|------------------------|---------------------|----------------|
| <b>Total Accounts Payable</b>                             | <b>\$ 85,888.54</b>    | <b>\$ 25,343.97</b>    | <b>\$ 60,544.57</b> | <b>238.89%</b> |
| <b>Other Current Liabilities</b>                          |                        |                        |                     |                |
| 2010 Accounts Payable - Payroll                           | 35,097.81              | 33,063.23              | 2,034.58            | 6.15%          |
| 2051 Accounts Payable - OHMGA Revenue                     | 2,340.00               | 9,259.00               | -6,919.00           | -74.73%        |
| 2100 Accrued Payroll                                      | 26,265.06              | 18,791.87              | 7,473.19            | 39.77%         |
| 2104 Accrued retirement contribution                      | 1,262.37               | 930.02                 | 332.35              | 35.74%         |
| 2105 Accrued Vacation Pay                                 | 21,320.54              | 24,800.92              | -3,480.38           | -14.03%        |
| 2200 Accrued Expenses                                     | 32,714.06              | 43,007.70              | -10,293.64          | -23.93%        |
| 2210 Security Deposits - Tenants                          |                        |                        |                     |                |
| 2212 Security Dep - Apt 2 Right                           | 1,800.00               | 0.00                   | 1,800.00            |                |
| 2213 Sec Deposit - Restaurant                             | 666.00                 | 0.00                   | 666.00              |                |
| <b>Total 2210 Security Deposits - Tenants</b>             | <b>\$ 2,466.00</b>     | <b>\$ 0.00</b>         | <b>\$ 2,466.00</b>  |                |
| 2250 Deferred Revenue                                     |                        |                        |                     |                |
| 2251 Tournament Deposits                                  | 8,850.00               | 9,700.00               | -850.00             | -8.76%         |
| 2253 Deferred Tennis Revenue                              | 20,534.00              | 5,600.00               | 14,934.00           | 266.68%        |
| 2254 Other Deferred                                       | 125,890.37             | 135,797.93             | -9,907.56           | -7.30%         |
| <b>Total 2250 Deferred Revenue</b>                        | <b>\$ 155,274.37</b>   | <b>\$ 151,097.93</b>   | <b>\$ 4,176.44</b>  | <b>2.76%</b>   |
| 2400 Cart Sales Tax Due                                   | 3,777.57               | 2,727.00               | 1,050.57            | 38.52%         |
| <b>Total Other Current Liabilities</b>                    | <b>\$ 280,517.78</b>   | <b>\$ 283,677.67</b>   | <b>\$ 3,159.89</b>  | <b>-1.11%</b>  |
| <b>Total Current Liabilities</b>                          | <b>\$ 366,406.32</b>   | <b>\$ 309,021.64</b>   | <b>\$ 57,384.68</b> | <b>18.57%</b>  |
| <b>Long-Term Liabilities</b>                              |                        |                        |                     |                |
| 2701 Consolidated City Debt                               | 1,828,982.69           | 1,955,158.38           | -126,175.69         | -6.45%         |
| 2772 Wells Fargo 2017 Aera-Vator                          | 197.16                 | 197.16                 | 0.00                | 0.00%          |
| 2773 DLL Finance Club Car CA550G Utility Cart             | 0.00                   | 774.50                 | -774.50             | -100.00%       |
| 2774 Wells - Sod Cutter, Progorator, 3500-D Groundsmaster | 0.00                   | 11,950.61              | -11,950.61          | -100.00%       |
| 2775 Deere Credit, Inc. Hybrid Mower                      | 0.00                   | 5,380.15               | -5,380.15           | -100.00%       |
| 2776 Wells Fargo MTE 2018 TurfCo Blower                   | 1,233.18               | 2,978.81               | -1,745.63           | -58.60%        |
| 2777 DLL Finance Club Car CA502 Utility Cart              | 1,839.92               | 3,679.94               | -1,840.02           | -50.00%        |
| 2778 Wells Fargo Used Kubota Tractor Mini Ex              | 9,684.79               | 15,719.16              | -6,034.37           | -38.39%        |
| 2779 Wells Fargo Groundsmaster Mower and Procore Aeration | 30,858.18              | 44,313.78              | -13,455.60          | -30.36%        |
| 2780 DLL Club Car 2021 Cart Fleet                         | 182,447.40             | 255,426.36             | -72,978.96          | -28.57%        |
| 2781 GPSi Visage Software 2021 Cart Fleet                 | 44,880.00              | 69,360.00              | -24,480.00          | -35.29%        |
| 2782 Wells Fargo 2 Reelmaster 3555D Fairway Mowers        | 111,991.98             | 0.00                   | 111,991.98          |                |
| 2783 Wells Fargo 2 Baroness LM315GC Greens Mowers         | 72,104.69              | 0.00                   | 72,104.69           |                |
| <b>Total Long-Term Liabilities</b>                        | <b>\$ 2,284,219.99</b> | <b>\$ 2,364,938.85</b> | <b>\$ 80,718.86</b> | <b>-3.41%</b>  |
| <b>Total Liabilities</b>                                  | <b>\$ 2,650,626.31</b> | <b>\$ 2,673,960.49</b> | <b>\$ 23,334.18</b> | <b>-0.87%</b>  |
| <b>Equity</b>                                             |                        |                        |                     |                |
| 3900 Retained Earnings                                    | -307,610.18            | -529,621.39            | 222,011.21          | 41.92%         |
| Net Income                                                | 154,027.31             | -199,988.31            | 354,015.62          | 177.02%        |
| <b>Total Equity</b>                                       | <b>-\$ 153,582.87</b>  | <b>-\$ 729,609.70</b>  | <b>\$576,026.83</b> | <b>78.95%</b>  |
| <b>TOTAL LIABILITIES AND EQUITY</b>                       | <b>\$ 2,497,043.44</b> | <b>\$ 1,944,350.79</b> | <b>\$552,692.65</b> | <b>28.43%</b>  |

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

|                                     |                      | Total                |                     |               |
|-------------------------------------|----------------------|----------------------|---------------------|---------------|
|                                     | May 2023             | May 2022 (PY)        | Change              | % Change      |
| <b>Income</b>                       |                      |                      |                     |               |
| <b>4000 REVENUES</b>                |                      |                      |                     |               |
| <b>4001 Golf Revenue</b>            |                      |                      |                     |               |
| 4010 Golf Fees                      | 201,850.95           | 174,381.97           | 27,468.98           | 15.75%        |
| 4020 I.D. Cards                     | 21,060.00            | 22,210.00            | -1,150.00           | -5.18%        |
| 4025 Season Pass                    | 8,441.12             | 9,763.96             | -1,322.84           | -13.55%       |
| 4030 Tournament Fees                | 34,580.00            | 27,132.00            | 7,448.00            | 27.45%        |
| 4050 Cart Revenue                   | 59,491.00            | 42,941.00            | 16,550.00           | 38.54%        |
| 4060 Golf Revenue - Gift Certif.    | 2,115.00             | 785.00               | 1,330.00            | 169.43%       |
| 4070 Gift & Rain Checks Redeemed    | -3,568.00            | -3,729.00            | 161.00              | 4.32%         |
| <b>Total 4001 Golf Revenue</b>      | <b>\$ 323,970.07</b> | <b>\$ 273,484.93</b> | <b>\$ 50,485.14</b> | <b>18.46%</b> |
| 4100 Tennis Revenue                 | 8,800.00             | 8,400.00             | 400.00              | 4.76%         |
| 4200 Rental Income                  | 1,800.00             | 0.00                 | 1,800.00            |               |
| 4300 Investment Income              | 269.49               | 33.07                | 236.42              | 714.91%       |
| 4400 Misc. Income                   | 249.00               | 597.60               | -348.60             | -58.33%       |
| 4600 Restaurant Income              | 4,000.00             | 0.00                 | 4,000.00            |               |
| <b>Total 4000 REVENUES</b>          | <b>\$ 339,088.56</b> | <b>\$ 282,515.60</b> | <b>\$ 56,572.96</b> | <b>20.02%</b> |
| <b>Total Income</b>                 | <b>\$ 339,088.56</b> | <b>\$ 282,515.60</b> | <b>\$ 56,572.96</b> | <b>20.02%</b> |
| <b>Gross Profit</b>                 | <b>\$ 339,088.56</b> | <b>\$ 282,515.60</b> | <b>\$ 56,572.96</b> | <b>20.02%</b> |
| <b>Expenses</b>                     |                      |                      |                     |               |
| <b>5000 PERSONNEL EXPENSE</b>       |                      |                      |                     |               |
| 5010 Management Salary              | 14,440.70            | 13,693.39            | 747.31              | 5.46%         |
| 5030 Operations                     | 32,620.21            | 25,239.95            | 7,380.26            | 29.24%        |
| 5040 Operations O/T                 | 15.35                | 0.00                 | 15.35               |               |
| 5050 Course Personnel               | 26,494.27            | 25,310.28            | 1,183.99            | 4.68%         |
| 5060 Course Personnel O/T           | 0.00                 | 188.77               | -188.77             | -100.00%      |
| 5070 Seasonal Personnel             | 18,125.35            | 14,054.04            | 4,071.31            | 28.97%        |
| 5080 Seasonal Personnel O/T         | 213.19               | 92.00                | 121.19              | 131.73%       |
| <b>Total 5000 PERSONNEL EXPENSE</b> | <b>\$ 91,909.07</b>  | <b>\$ 78,578.43</b>  | <b>\$ 13,330.64</b> | <b>16.96%</b> |
| <b>5200 EMPLOYEE BENEFITS</b>       |                      |                      |                     |               |
| 5210 Payroll Taxes                  | 6,667.67             | 5,970.13             | 697.54              | 11.68%        |
| 5230 State Unemployment             | 2,464.06             | 2,676.36             | -212.30             | -7.93%        |
| 5250 Health Insurance               | 2,706.03             | 2,313.34             | 392.69              | 16.98%        |
| 5260 Workmans Compensation          | 1,499.85             | 1,786.71             | -286.86             | -16.06%       |
| 5270 Retirement Plans               | 579.96               | 562.54               | 17.42               | 3.10%         |
| <b>Total 5200 EMPLOYEE BENEFITS</b> | <b>\$ 13,917.57</b>  | <b>\$ 13,309.08</b>  | <b>\$ 608.49</b>    | <b>4.57%</b>  |
| <b>5400 ADMINISTRATIVE EXPENSES</b> |                      |                      |                     |               |
| 5420 Telephone                      | 969.10               | 1,024.10             | -55.00              | -5.37%        |
| 5430 Professional Fees              | 3,000.00             | 2,650.00             | 350.00              | 13.21%        |
| 5436 Advertising                    | 1,004.34             | 980.08               | 24.26               | 2.48%         |
| 5440 Office Expense                 | 2,786.59             | 1,670.29             | 1,116.30            | 66.83%        |
| 5441 Bank Charges                   | 24.35                | 46.65                | -22.30              | -47.80%       |



|                                             |                      |                      |                      |                |
|---------------------------------------------|----------------------|----------------------|----------------------|----------------|
| 5442 Credit Card Fees                       | 6,538.26             | 4,548.48             | 1,989.78             | 43.75%         |
| 5450 Training and Dues                      | 883.00               | 410.00               | 473.00               | 115.37%        |
| 5461 Authority Secretarial Services         | 120.00               | 120.00               | 0.00                 | 0.00%          |
| 5469 Other Outside Services                 | 698.77               | 558.27               | 140.50               | 25.17%         |
| 5470 Other Administrative                   | 920.14               | 805.00               | 115.14               | 14.30%         |
| 5480 Utilities                              | 7,987.03             | 292.20               | 7,694.83             | 2633.41%       |
| 5500 Liability Insurance                    | 8,809.81             | 10,926.83            | -2,117.02            | -19.37%        |
| 5520 Interest Expense                       | 1,094.74             | 209.78               | 884.96               | 421.85%        |
| <b>Total 5400 ADMINISTRATIVE EXPENSES</b>   | <b>\$ 34,836.13</b>  | <b>\$ 24,241.68</b>  | <b>\$ 10,594.45</b>  | <b>43.70%</b>  |
| <b>5600 SALES AND OPERATIONS</b>            |                      |                      |                      |                |
| 5620 Clubhouse Maintenance                  | 0.00                 | 840.00               | -840.00              | -100.00%       |
| 5640 Golf Pro Supplies                      | 3,100.99             | 116.11               | 2,984.88             | 2570.73%       |
| 5680 Golf Pro Work Clothes                  | 0.00                 | 310.00               | -310.00              | -100.00%       |
| <b>Total 5600 SALES AND OPERATIONS</b>      | <b>\$ 3,100.99</b>   | <b>\$ 1,266.11</b>   | <b>\$ 1,834.88</b>   | <b>144.92%</b> |
| <b>5700 PARK MAINTENANCE</b>                |                      |                      |                      |                |
| 5710 Water                                  | 2,545.23             | 1,711.10             | 834.13               | 48.75%         |
| 5715 Nature and Open Space                  | 685.96               | 0.00                 | 685.96               |                |
| 5720 Heating Fuel                           | 524.20               | 1,112.86             | -588.66              | -52.90%        |
| 5730 Grounds Maintenance                    | 363.99               | 353.96               | 10.03                | 2.83%          |
| 5740 Tree Maintenance                       | 0.00                 | 2,550.00             | -2,550.00            | -100.00%       |
| 5750 Agriculture and Chemicals              |                      |                      |                      |                |
| 5751 Agriculture&Chemicals-Purchased        | 2,830.00             | 2,391.70             | 438.30               | 18.33%         |
| 5752 Agriculture/Chemicals Utilized         | 13,871.18            | 12,293.50            | 1,577.68             | 12.83%         |
| <b>Total 5750 Agriculture and Chemicals</b> | <b>\$ 16,701.18</b>  | <b>\$ 14,685.20</b>  | <b>\$ 2,015.98</b>   | <b>13.73%</b>  |
| 5760 Irrigation Maintenance                 | -711.13              | 276.04               | -987.17              | -357.62%       |
| 5770 Consumable Tools                       | 327.17               | 122.90               | 204.27               | 166.21%        |
| 5780 Tee and Green Supplies                 | 80.34                | 0.00                 | 80.34                |                |
| 5800 Equipment Maintenance                  | 2,692.16             | 1,241.63             | 1,450.53             | 116.82%        |
| 5820 Building Maintenance                   | 11,276.15            | 578.11               | 10,698.04            | 1850.52%       |
| 5840 Small Equipment                        | 1,121.53             | 0.00                 | 1,121.53             |                |
| 5860 Gasoline/Diesel Fuel                   | 1,932.49             | 0.00                 | 1,932.49             |                |
| 5880 Employee work clothes                  | 0.00                 | 1,128.97             | -1,128.97            | -100.00%       |
| <b>Total 5700 PARK MAINTENANCE</b>          | <b>\$ 37,539.27</b>  | <b>\$ 23,760.77</b>  | <b>\$ 13,778.50</b>  | <b>57.99%</b>  |
| <b>6000 CART EXPENSE</b>                    |                      |                      |                      |                |
| 6020 Electricity                            | 1,883.19             | 1,550.77             | 332.42               | 21.44%         |
| 6030 Maintenance                            | 100.62               | 202.21               | -101.59              | -50.24%        |
| 6050 Cart Insurance                         | 400.00               | 400.00               | 0.00                 | 0.00%          |
| <b>Total 6000 CART EXPENSE</b>              | <b>\$ 2,383.81</b>   | <b>\$ 2,152.98</b>   | <b>\$ 230.83</b>     | <b>10.72%</b>  |
| <b>Total Expenses</b>                       | <b>\$ 183,686.84</b> | <b>\$ 143,309.05</b> | <b>\$ 40,377.79</b>  | <b>28.18%</b>  |
| <b>Net Operating Income</b>                 | <b>\$ 155,401.72</b> | <b>\$ 139,206.55</b> | <b>\$ 16,195.17</b>  | <b>11.63%</b>  |
| <b>Other Expenses</b>                       |                      |                      |                      |                |
| 8000 Depreciation/Amortization              | 24,582.00            | 22,462.26            | 2,119.74             | 9.44%          |
| 8001 Capital projects                       |                      |                      |                      |                |
| 8100 Capital Projects - Cash                | 10,709.87            | 0.00                 | 10,709.87            |                |
| <b>Total 8001 Capital projects</b>          | <b>\$ 10,709.87</b>  | <b>\$ 0.00</b>       | <b>\$ 10,709.87</b>  |                |
| <b>Total Other Expenses</b>                 | <b>\$ 35,291.87</b>  | <b>\$ 22,462.26</b>  | <b>\$ 12,829.61</b>  | <b>57.12%</b>  |
| <b>Net Other Income</b>                     | <b>-\$ 35,291.87</b> | <b>-\$ 22,462.26</b> | <b>-\$ 12,829.61</b> | <b>-57.12%</b> |
| <b>Net Income</b>                           | <b>\$ 120,109.85</b> | <b>\$ 116,744.29</b> | <b>\$ 3,365.56</b>   | <b>2.88%</b>   |

**OAK HILLS PARK AUTHORITY**  
**P&L - Current YTD Vs. Prior YTD**  
**July 2022 - May 2023**

|                                     | Total                  |                             |                      |               |
|-------------------------------------|------------------------|-----------------------------|----------------------|---------------|
|                                     | Jul 2022 - May<br>2023 | Jul 2021 - May<br>2022 (PY) | Change               | % Change      |
| <b>Income</b>                       |                        |                             |                      |               |
| <b>4000 REVENUES</b>                |                        |                             |                      |               |
| <b>4001 Golf Revenue</b>            |                        |                             |                      |               |
| 4010 Golf Fees                      | 1,226,026.94           | 1,084,000.35                | 142,026.59           | 13.10%        |
| 4020 I.D. Cards                     | 134,285.00             | 130,545.00                  | 3,740.00             | 2.86%         |
| 4025 Season Pass                    | 97,413.10              | 114,076.40                  | -16,663.30           | -14.61%       |
| 4030 Tournament Fees                | 87,636.00              | 72,327.00                   | 15,309.00            | 21.17%        |
| 4050 Cart Revenue                   | 370,539.52             | 317,543.00                  | 52,996.52            | 16.69%        |
| 4060 Golf Revenue - Gift Certif.    | 17,331.00              | 19,131.00                   | -1,800.00            | -9.41%        |
| 4070 Gift & Rain Checks Redeemed    | -15,060.00             | -21,591.12                  | 6,531.12             | 30.25%        |
| <b>Total 4001 Golf Revenue</b>      | <b>\$ 1,918,171.56</b> | <b>\$ 1,716,031.63</b>      | <b>\$ 202,139.93</b> | <b>11.78%</b> |
| 4100 Tennis Revenue                 | 34,000.00              | 32,400.00                   | 1,600.00             | 4.94%         |
| 4200 Rental Income                  | 1,800.00               | 2,750.00                    | -950.00              | -34.55%       |
| 4300 Investment Income              | 1,593.96               | 926.18                      | 667.78               | 72.10%        |
| 4400 Misc. Income                   | 12,731.74              | 3,382.84                    | 9,348.90             | 276.36%       |
| 4600 Restaurant Income              | 54,916.06              | 16,862.67                   | 38,053.39            | 225.67%       |
| <b>Total 4000 REVENUES</b>          | <b>\$ 2,023,213.32</b> | <b>\$ 1,772,353.32</b>      | <b>\$ 250,860.00</b> | <b>14.15%</b> |
| <b>Total Income</b>                 | <b>\$ 2,023,213.32</b> | <b>\$ 1,772,353.32</b>      | <b>\$ 250,860.00</b> | <b>14.15%</b> |
| <b>Gross Profit</b>                 | <b>\$ 2,023,213.32</b> | <b>\$ 1,772,353.32</b>      | <b>\$ 250,860.00</b> | <b>14.15%</b> |
| <b>Expenses</b>                     |                        |                             |                      |               |
| <b>5000 PERSONNEL EXPENSE</b>       |                        |                             |                      |               |
| 5010 Management Salary              | 155,338.85             | 191,599.37                  | -36,260.52           | -18.93%       |
| 5030 Operations                     | 202,262.17             | 172,527.43                  | 29,734.74            | 17.23%        |
| 5040 Operations O/T                 | 787.85                 | -15.81                      | 803.66               | 5083.24%      |
| 5050 Course Personnel               | 282,997.98             | 272,592.11                  | 10,405.87            | 3.82%         |
| 5060 Course Personnel O/T           | 1,440.20               | 1,872.98                    | -432.78              | -23.11%       |
| 5070 Seasonal Personnel             | 100,844.16             | 125,726.77                  | -24,882.61           | -19.79%       |
| 5075 Outside Seasonal Personnel     | 29,003.97              | 0.00                        | 29,003.97            |               |
| 5080 Seasonal Personnel O/T         | 823.25                 | 1,166.66                    | -343.41              | -29.44%       |
| <b>Total 5000 PERSONNEL EXPENSE</b> | <b>\$ 773,498.43</b>   | <b>\$ 765,469.51</b>        | <b>\$ 8,028.92</b>   | <b>1.05%</b>  |
| <b>5200 EMPLOYEE BENEFITS</b>       |                        |                             |                      |               |
| 5210 Payroll Taxes                  | 56,304.98              | 58,112.97                   | -1,807.99            | -3.11%        |
| 5230 State Unemployment             | 21,343.71              | 25,672.92                   | -4,329.21            | -16.86%       |
| 5250 Health Insurance               | 26,264.07              | 23,826.14                   | 2,437.93             | 10.23%        |
| 5260 Workmans Compensation          | 17,983.57              | 20,478.94                   | -2,495.37            | -12.19%       |
| 5270 Retirement Plans               | 6,258.30               | 6,077.39                    | 180.91               | 2.98%         |
| <b>Total 5200 EMPLOYEE BENEFITS</b> | <b>\$ 128,154.63</b>   | <b>\$ 134,168.36</b>        | <b>\$ -6,013.73</b>  | <b>-4.48%</b> |
| <b>5400 ADMINISTRATIVE EXPENSES</b> |                        |                             |                      |               |
| 5420 Telephone                      | 11,795.09              | 10,155.65                   | 1,639.44             | 16.14%        |

|                                             |                      |                      |                      |                |
|---------------------------------------------|----------------------|----------------------|----------------------|----------------|
| 5430 Professional Fees                      | 31,768.96            | 28,915.14            | 2,853.82             | 9.87%          |
| 5436 Advertising                            | 9,587.38             | 11,118.41            | -1,531.03            | -13.77%        |
| 5440 Office Expense                         | 17,267.98            | 13,974.96            | 3,293.02             | 23.56%         |
| 5441 Bank Charges                           | 228.69               | 363.45               | -134.76              | -37.08%        |
| 5442 Credit Card Fees                       | 42,477.34            | 42,162.79            | 314.55               | 0.75%          |
| 5445 Postage                                | 123.00               | 116.00               | 7.00                 | 6.03%          |
| 5450 Training and Dues                      | 2,278.00             | 1,809.11             | 468.89               | 25.92%         |
| 5461 Authority Secretarial Services         | 1,370.00             | 1,620.00             | -250.00              | -15.43%        |
| 5469 Other Outside Services                 | 6,889.62             | 6,373.41             | 516.21               | 8.10%          |
| 5470 Other Administrative                   | 8,197.57             | 10,343.95            | -2,146.38            | -20.75%        |
| 5480 Utilities                              | 53,382.53            | 44,468.15            | 8,914.38             | 20.05%         |
| 5500 Liability Insurance                    | 88,030.12            | 82,026.49            | 6,003.63             | 7.32%          |
| 5520 Interest Expense                       | 6,194.99             | 4,310.67             | 1,884.32             | 43.71%         |
| <b>Total 5400 ADMINISTRATIVE EXPENSES</b>   | <b>\$ 279,591.27</b> | <b>\$ 257,758.18</b> | <b>\$ 21,833.09</b>  | <b>8.47%</b>   |
| <b>5600 SALES AND OPERATIONS</b>            |                      |                      |                      |                |
| 5620 Clubhouse Maintenance                  | 0.00                 | 36,020.48            | -36,020.48           | -100.00%       |
| 5630 Golf Genius Software                   | 1,275.00             | 0.00                 | 1,275.00             |                |
| 5640 Golf Pro Supplies                      | 6,337.12             | 2,152.56             | 4,184.56             | 194.40%        |
| 5680 Golf Pro Work Clothes                  | 1,004.25             | 1,886.03             | -881.78              | -46.75%        |
| <b>Total 5600 SALES AND OPERATIONS</b>      | <b>\$ 8,616.37</b>   | <b>\$ 40,059.07</b>  | <b>-\$ 31,442.70</b> | <b>-78.49%</b> |
| <b>5700 PARK MAINTENANCE</b>                |                      |                      |                      |                |
| 5710 Water                                  | 73,127.32            | 32,589.87            | 40,537.45            | 124.39%        |
| 5715 Nature and Open Space                  | 865.95               | 0.00                 | 865.95               |                |
| 5720 Heating Fuel                           | 16,776.01            | 10,392.04            | 6,383.97             | 61.43%         |
| 5730 Grounds Maintenance                    | 14,904.88            | 37,669.85            | -22,764.97           | -60.43%        |
| 5740 Tree Maintenance                       | 4,419.56             | 2,550.00             | 1,869.56             | 73.32%         |
| <b>5750 Agriculture and Chemicals</b>       |                      |                      |                      |                |
| 5751 Agriculture&Chemicals-Purchased        | 103,969.96           | 97,070.06            | 6,899.90             | 7.11%          |
| 5752 Agriculture/Chemicals Utilized         | -34,991.82           | -22,790.62           | -12,201.20           | -53.54%        |
| <b>Total 5750 Agriculture and Chemicals</b> | <b>\$ 68,978.14</b>  | <b>\$ 74,279.44</b>  | <b>-\$ 5,301.30</b>  | <b>-7.14%</b>  |
| 5760 Irrigation Maintenance                 | 12,076.44            | 5,790.84             | 6,285.60             | 108.54%        |
| 5770 Consumable Tools                       | 3,544.18             | 2,722.85             | 821.33               | 30.16%         |
| 5780 Tee and Green Supplies                 | 5,175.48             | 3,066.18             | 2,109.30             | 68.79%         |
| 5795 Janitorial Supplies                    | 301.72               | 19.59                | 282.13               | 1440.17%       |
| 5800 Equipment Maintenance                  | 29,125.98            | 36,477.75            | -7,351.77            | -20.15%        |
| 5810 Equipment Rental                       | 0.00                 | 588.20               | -588.20              | -100.00%       |
| 5820 Building Maintenance                   | 31,484.09            | 15,551.50            | 15,932.59            | 102.45%        |
| 5840 Small Equipment                        | 1,701.52             | 574.09               | 1,127.43             | 196.39%        |
| 5860 Gasoline/Diesel Fuel                   | 15,579.03            | 10,522.66            | 5,056.37             | 48.05%         |
| 5880 Employee work clothes                  | 850.70               | 1,883.30             | -1,032.60            | -54.83%        |
| <b>Total 5700 PARK MAINTENANCE</b>          | <b>\$ 278,911.00</b> | <b>\$ 234,678.16</b> | <b>\$ 44,232.84</b>  | <b>18.85%</b>  |
| <b>6000 CART EXPENSE</b>                    |                      |                      |                      |                |
| 6010 Cart Lease Expense                     | 7,916.17             | 0.00                 | 7,916.17             |                |
| 6020 Electricity                            | 13,047.00            | 12,434.23            | 612.77               | 4.93%          |
| 6030 Maintenance                            | 1,493.77             | 1,132.84             | 360.93               | 31.86%         |
| 6050 Cart Insurance                         | 4,400.00             | 4,400.00             | 0.00                 | 0.00%          |
| <b>Total 6000 CART EXPENSE</b>              | <b>\$ 26,856.94</b>  | <b>\$ 17,967.07</b>  | <b>\$ 8,889.87</b>   | <b>49.48%</b>  |

|                                |                        |                        |                       |                |
|--------------------------------|------------------------|------------------------|-----------------------|----------------|
| <b>Total Expenses</b>          | <b>\$ 1,495,628.64</b> | <b>\$ 1,450,100.35</b> | <b>\$ 45,528.29</b>   | <b>3.14%</b>   |
| <b>Net Operating Income</b>    | <b>\$ 527,584.68</b>   | <b>\$ 322,252.97</b>   | <b>\$ 205,331.71</b>  | <b>63.72%</b>  |
| <b>Other Expenses</b>          |                        |                        |                       |                |
| 8000 Depreciation/Amortization | 270,402.00             | 247,084.86             | 23,317.14             | 9.44%          |
| 8001 Capital projects          |                        |                        |                       |                |
| 8100 Capital Projects - Cash   | 106,155.37             | 277,606.42             | -171,451.05           | -61.76%        |
| Total 8001 Capital projects    | <b>\$ 106,155.37</b>   | <b>\$ 277,606.42</b>   | <b>-\$ 171,451.05</b> | <b>-61.76%</b> |
| 8006 Disposed Assets           | -3,000.00              | -2,450.00              | -550.00               | -22.45%        |
| <b>Total Other Expenses</b>    | <b>\$ 373,557.37</b>   | <b>\$ 522,241.28</b>   | <b>-\$ 148,683.91</b> | <b>-28.47%</b> |
| <b>Net Other Income</b>        | <b>-\$ 373,557.37</b>  | <b>-\$ 522,241.28</b>  | <b>\$ 148,683.91</b>  | <b>28.47%</b>  |
| <b>Net Income</b>              | <b>\$ 154,027.31</b>   | <b>-\$ 199,988.31</b>  | <b>\$ 354,015.62</b>  | <b>177.02%</b> |

**OAK HILLS SALES ANALYSIS MAY 2023 FISCAL REPORT**

| <b>Description</b>                  | <b>May-23</b>      | <b>May-22</b>    | <b>Inc/(Dec)</b> | <b>YTD FY23</b>    | <b>YTD FY22</b>    | <b>Inc/(Dec)</b> |
|-------------------------------------|--------------------|------------------|------------------|--------------------|--------------------|------------------|
| Revenue Rounds                      | 6,062              | 5,139            | 18.0%            | 36,001             | 32,075             | 12.2%            |
| Season Pass Rounds                  | 283                | 256              | 10.5%            | 2,517              | 4,082              | -38.3%           |
| POS System Servicer Rounds          | 242                | 245              | -1.2%            | 2,048              | 2,134              | -4.0%            |
| Barter Rounds                       | 0                  | 0                | 0.0%             | 0                  | 0                  | 0.0%             |
| Comp Rounds                         | 0                  | 0                | 0.0%             | 0                  | 427                | -100.0%          |
| Total All Rounds                    | 6,587              | 5,640            | 16.8%            | 40,566             | 38,718             | 4.8%             |
| Total Carts                         | 3,418              | 2,457            | 39.1%            | 21,251             | 20,414             | 4.1%             |
| Total Boards                        | 0                  | 0                | 0.0%             | 0                  | 0                  | 0.0%             |
| Total Golf ID Cards                 | 174                | 192              | -9.4%            | 1,072              | 1,037              | 3.4%             |
| Total Season Passes                 | 0                  | 0                | 0.0%             | 46                 | 53                 | -13.2%           |
| Total Gift Cards                    | 29                 | 33               | -12.1%           | 275                | 279                | -1.4%            |
| Total GPS Ad Sales                  | 0                  | 0                | 0.0%             | 0                  | 0                  | 0.0%             |
| Total \$ Revenue Rounds             | \$236,492          | \$200,996        | 17.7%            | \$1,298,405        | \$1,155,619        | 12.4%            |
| Total Carts \$                      | \$63,268           | \$45,687         | 38.5%            | \$394,066          | \$337,459          | 16.8%            |
| Total Board \$                      | \$0                | \$0              | 0.0%             | \$0                | \$0                | 0.0%             |
| Total Golf ID Cards \$              | \$21,050           | \$22,410         | -6.1%            | \$134,275          | \$127,970          | 4.9%             |
| Total Season Pass \$                | \$0                | \$0              | 0.0%             | \$99,520           | \$118,065          | -15.7%           |
| Total Gift Cards \$                 | \$2,115            | \$1,850          | 14.3%            | \$19,391           | \$20,546           | -5.6%            |
| Total GPS Advertising \$            | \$0                | \$0              | 0.0%             | \$0                | \$0                | 0.0%             |
| Rain Chks/Gift Cards Redeemed       | -\$3,568           | -\$3,729         | -4.3%            | -\$15,024          | -\$21,175          | -29.1%           |
|                                     | <b>\$319,357</b>   | <b>\$267,214</b> | <b>19.5%</b>     | <b>\$1,930,633</b> | <b>\$1,738,483</b> | <b>11.1%</b>     |
| \$ Revenue/Revenue Round            | <b>\$39.01</b>     | <b>\$39.11</b>   | -0.3%            | <b>\$36.07</b>     | <b>\$36.03</b>     | 0.1%             |
| Carts/Revenue Round                 | <b>56.4%</b>       | <b>47.8%</b>     | 17.9%            | <b>59.0%</b>       | <b>63.6%</b>       | -7.3%            |
| Cart \$/Revenue Round               | <b>\$10.44</b>     | <b>\$8.89</b>    | 17.4%            | <b>\$10.95</b>     | <b>\$10.52</b>     | 4.0%             |
| Cart \$/Cart Round                  | <b>\$18.51</b>     | <b>\$18.59</b>   | -0.5%            | <b>\$18.54</b>     | <b>\$16.53</b>     | 12.2%            |
| Board \$/Board Round                | <b>\$0.00</b>      | <b>\$0.00</b>    | 0.0%             | <b>\$0.00</b>      | <b>\$0.00</b>      | 0.0%             |
| ID Card \$/Card                     | <b>\$120.98</b>    | <b>\$116.72</b>  | 3.6%             | <b>\$125.26</b>    | <b>\$123.40</b>    | 1.5%             |
| Resident Adult 18 Rounds            | 666                | 685              | -2.8%            | 4,950              | 5,232              | -5.4%            |
| Resident Senior 18 Rounds           | 663                | 675              | -1.8%            | 4,126              | 4,646              | -11.2%           |
| Junior/Golf Team 18 Rounds          | 194                | 197              | -1.5%            | 1,635              | 1,475              | 10.8%            |
| Golf League 18 Rounds               | 0                  | 0                | 0.0%             | 60                 | 80                 | -25.0%           |
| Employee 18 Rounds                  | 118                | 82               | 43.9%            | 647                | 619                | 4.5%             |
| Non Resident 18 Rounds              | 4,085              | 3,233            | 26.4%            | 22,702             | 18,531             | 22.5%            |
| Total 9 Hole Rounds                 | 336                | 267              | 25.8%            | 1,881              | 1,492              | 26.1%            |
| <b>Total Revenue Rounds</b>         | <b>6,062</b>       | <b>5,139</b>     | <b>18.0%</b>     | <b>36,001</b>      | <b>32,075</b>      | <b>12.2%</b>     |
| Resident Adult 18 Rounds \$         | \$24,702           | \$24,655         | 0.2%             | \$167,773          | \$179,957          | -6.8%            |
| Resident Senior 18 Rounds \$        | \$18,232           | \$19,906         | -8.4%            | \$120,111          | \$131,624          | -8.7%            |
| Junior/Golf Team 18 Rounds \$       | \$3,961            | \$4,399          | -10.0%           | \$35,198           | \$27,299           | 28.9%            |
| Golf League 18 Rounds               | \$0                | \$0              | 0.0%             | \$0                | \$1,600            | -100.0%          |
| Employee 18 Rounds \$               | \$819              | \$548            | 49.6%            | \$4,405            | \$4,244            | 3.8%             |
| Non Resident 18 Rounds \$           | \$180,855          | \$145,384        | 24.4%            | \$941,598          | \$776,077          | 21.3%            |
| Total 9 Hole Rounds \$              | \$7,923            | \$6,104          | 29.8%            | \$29,321           | \$34,818           | -15.8%           |
| <b>Total \$ Revenue Rounds</b>      | <b>236,492</b>     | <b>200,996</b>   | <b>17.7%</b>     | <b>1,298,405</b>   | <b>1,155,619</b>   | <b>12.4%</b>     |
| Senior Non-Resident ID              | 10                 | 7                | 42.9%            | 80                 | 68                 | 17.6%            |
| Adult Non-Resident ID               | 8                  | 7                | 14.3%            | 58                 | 61                 | -4.9%            |
| Family ID                           | 0                  | 0                | 0.0%             | 0                  | 0                  | 0.0%             |
| <b>Total Non-Resident ID's</b>      | <b>18</b>          | <b>14</b>        | <b>28.6%</b>     | <b>138</b>         | <b>129</b>         | <b>7.0%</b>      |
| GolfNow Rounds                      | 1879               | 1216             | 54.5%            | 8893               | 3164               | 181.1%           |
| GolfNow Dollars                     | \$75,402           | \$52,106         | 44.7%            | \$326,010          | \$138,469          | 135.4%           |
| Dollars/Round                       | \$40.13            | \$42.85          | -6.4%            | \$36.66            | \$43.76            | -16.2%           |
| <b>City of Norwalk debt paydown</b> | <b>\$13,832.70</b> |                  |                  |                    |                    |                  |

**OAK HILLS SALES ANALYSIS MAY 2023 CALENDAR**

| <u>Description</u>              | <u>May-23</u>    | <u>May-22</u>    | <u>Inc/(Dec)</u> | <u>YTD 2023</u>  | <u>YTD 2022</u>  | <u>Inc/(Dec)</u> |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Revenue Rounds                  | 6,062            | 5,139            | 18.0%            | 12,624           | 9,401            | 34.3%            |
| Season Pass Rounds              | 283              | 256              | 10.5%            | 895              | 914              | -2.1%            |
| POS System Servicer Rounds      | 242              | 245              | -1.2%            | 753              | 679              | 10.9%            |
| Barter Rounds                   | 0                | 0                | 0.0%             | 0                | 0                | 0.0%             |
| Comp Rounds                     | 0                | 0                | 0.0%             | 0                | 2                | -100.0%          |
| Total All Rounds                | 6,587            | 5,640            | 16.8%            | 14,272           | 10,996           | 29.8%            |
| <br>Total Carts                 | 3,418            | 2,457            | 39.1%            | 6,585            | 4,421            | 48.9%            |
| Total Boards                    | 0                | 0                | 0.0%             | 0                | 0                | 0.0%             |
| Total Golf ID Cards             | 174              | 192              | -9.4%            | 988              | 948              | 4.2%             |
| Total Season Passes             | 0                | 0                | 0.0%             | 45               | 15               | 200.0%           |
| Total Gift Cards                | 29               | 33               | -12.1%           | 66               | 67               | -1.5%            |
| Total GPS Ad Sales              | 0                | 0                | 0.0%             | 0                | 0                | 0.0%             |
| <br>Total \$ Revenue Rounds     | \$236,492        | \$200,996        | 17.7%            | \$439,796        | \$352,925        | 24.6%            |
| Total Carts \$                  | \$63,268         | \$45,687         | 38.5%            | \$123,404        | \$78,503         | 57.2%            |
| Total Board \$                  | \$0              | \$0              | 0.0%             | \$0              | \$0              | 0.0%             |
| Total Golf ID Cards \$          | \$21,050         | \$22,410         | -6.1%            | \$126,540        | \$117,400        | 7.8%             |
| Total Season Pass \$            | \$0              | \$0              | 0.0%             | \$97,395         | \$35,215         | 176.6%           |
| Total Gift Cards \$             | \$2,115          | \$1,850          | 14.3%            | \$6,245          | \$5,507          | 13.4%            |
| Total GPS Advertising \$        | \$0              | \$0              | 0.0%             | 0                | \$0              | 0.0%             |
| Rain Chks/Gift Cards Redeemed   | -\$3,568         | -\$3,729         | -4.3%            | -\$7,231         | -\$6,470         | 11.8%            |
|                                 | <b>\$319,357</b> | <b>\$267,214</b> | <b>19.5%</b>     | <b>\$786,149</b> | <b>\$583,080</b> | <b>34.8%</b>     |
| <br>\$ Revenue/Revenue Round    | <b>\$39.01</b>   | <b>\$39.11</b>   | -0.3%            | <b>\$34.84</b>   | <b>\$37.54</b>   | -7.2%            |
| Carts/Revenue Round             | <b>56.4%</b>     | <b>47.8%</b>     | 17.9%            | <b>52.2%</b>     | <b>47.0%</b>     | 10.9%            |
| Cart \$/Revenue Round           | <b>\$10.44</b>   | <b>\$8.89</b>    | 17.4%            | <b>\$9.78</b>    | <b>\$8.35</b>    | 17.1%            |
| Cart \$/Cart Round              | <b>\$18.51</b>   | <b>\$18.59</b>   | -0.5%            | <b>\$18.74</b>   | <b>\$17.76</b>   | 5.5%             |
| Board \$/Board Round            | <b>\$0.00</b>    | <b>\$0.00</b>    | 0.0%             | <b>\$0.00</b>    | <b>\$0.00</b>    | 0.0%             |
| ID Card \$/Card                 | <b>\$120.98</b>  | <b>\$116.72</b>  | 3.6%             | <b>\$128.08</b>  | <b>\$123.84</b>  | 3.4%             |
| <br>Resident Adult 18 Rounds    | 666              | 685              | -2.8%            | 1,972            | 1,368            | 44.2%            |
| Resident Senior 18 Rounds       | 663              | 675              | -1.8%            | 1,109            | 1,205            | -8.0%            |
| Junior/Golf Team 18 Rounds      | 194              | 197              | -1.5%            | 407              | 378              | 7.7%             |
| Golf League 18 Rounds           | 0                | 0                | 0.0%             | 0                | 0                | 0.0%             |
| Empl 18 Rounds                  | 118              | 82               | 43.9%            | 239              | 131              | 82.4%            |
| Non Resident 18 Rounds          | 4,085            | 3,233            | 26.4%            | 8,393            | 5,867            | 43.1%            |
| Total 9 Hole Rounds             | 336              | 267              | 25.8%            | 504              | 452              | 11.5%            |
| <b>Total Revenue Rounds</b>     | <b>6,062</b>     | <b>5,139</b>     | <b>18.0%</b>     | <b>12,624</b>    | <b>9,401</b>     | <b>34.3%</b>     |
| <br>Resident Adult 18 Rounds \$ | \$24,702         | \$24,655         | 0.2%             | \$62,467         | \$47,115         | 32.6%            |
| Resident Senior 18 Rounds \$    | \$18,232         | \$19,906         | -8.4%            | \$30,240         | \$35,154         | -14.0%           |
| Junior/Golf Team 18 Rounds \$   | \$3,961          | \$4,399          | -10.0%           | \$8,283          | \$8,160          | 1.5%             |
| Golf League 18 Rounds           | \$0              | \$0              | 0.0%             | \$0              | \$0              | 0.0%             |
| Empl 18 Rounds \$               | \$819            | \$548            | 49.6%            | \$1,659          | \$884            | 87.8%            |
| Non Resident 18 Rounds \$       | \$180,855        | \$145,384        | 24.4%            | \$325,407        | \$251,236        | 29.5%            |
| Total 9 Hole Rounds \$          | \$7,923          | \$6,104          | 29.8%            | \$11,739         | \$10,377         | 13.1%            |
| <b>Total \$ Revenue Rounds</b>  | <b>236,492</b>   | <b>200,996</b>   | <b>17.7%</b>     | <b>439,796</b>   | <b>352,925</b>   | <b>24.6%</b>     |
| <br>SR NONRES DISC              | 10               | 7                | 42.9%            | 80               | 60               | 33.3%            |
| NONRES DISCOUNT                 | 8                | 7                | 14.3%            | 57               | 58               | -1.7%            |
| FAMILY REG                      | 0                | 0                | 0.0%             | 0                | 0                | 0.0%             |
| <b>Total Non-Resident ID's</b>  | <b>18</b>        | <b>14</b>        | <b>28.6%</b>     | <b>137</b>       | <b>118</b>       | <b>16.1%</b>     |
| <br>GolfNow Rounds              | 1879             | 1216             | 54.5%            | 4583             | 2211             | 107.3%           |
| GolfNow Dollars                 | \$75,402         | \$52,106         | 44.7%            | \$157,071        | \$97,854         | 60.5%            |
| Dollars/Round                   | \$40.13          | \$42.85          | -6.4%            | \$34.27          | \$44.26          | -22.6%           |

**Norwalk Public Schools****Technology Department**

P: 203-854-4039 / F: 203-806-4289

125 East Avenue, PO BOX 6001  
Norwalk, CT 06852-6001

**TO:** Chitsamay Lam  
**CC:** Finance & Claims Committee  
**FROM:** David B. Hopp, Director of Technology, BOE  
**RE:** Chromebook Refresh 2023-24  
**DATE:** 7/6/23

---

Finance Committee Members,

The BOE Technology Department is requesting to purchase 1200 Chromebooks from our 2023-2024 Capital funds. This is a budgeted capital expenditure. We are requesting these devices for the following reasons:

- To replace no longer serviceable units (low availability of parts)
- To replace units out of Google's update cycle. Units are only upgradeable for about five years. Most software run on these devices requires the latest upgrade.
- Most of these units will be given to students in first and second grade. They will keep the same device throughout elementary school.

I will be happy to answer any questions during the upcoming committee meeting on July 13<sup>th</sup>.

Regards,

David B. Hopp  
Director of Technology

**ACTION REQUESTED:**

*Authorize the Purchasing Agent to issue purchase orders to Whalley Computer Associates, for the supply of 1200 HP Chromebooks, an amount not to exceed \$362,400, account 09245010-5777-C0112 (budgeted 2023/2024 IT Capital item) and forward onto the Common Council for further action.*



DEPT OF FINANCE  
Purchasing Department  
**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 7/6/2023

DEPARTMENT: BOE Technology

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

**Check One:**

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

TOTAL COST: \$362,400 MUNIS Account: 09245010-5777-C0112

VENDOR: Whalley Computer Associates

| Purchasing Agent Signature         | The Purchasing Agent |                                                                                 | Department Head Signature |
|------------------------------------|----------------------|---------------------------------------------------------------------------------|---------------------------|
| Digitally signed by Sharon Conners | X                    | Supports                                                                        |                           |
| Purchasing Agent Name              |                      | Does Not Support                                                                | Department Head Name      |
| Date: 2023.07.10 16:23:07 -04'00'  |                      | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | David B. Hopp             |
| Date                               |                      |                                                                                 | Date 7/6/2023             |



In an effort to provide a robust and equitable learning environment it is necessary to provide students with up to date and functional devices. Additionally we need these devices:

- To replace no longer serviceable units (low availability of parts)
- To replace units out of Google's update cycle. Units are only upgradeable for about five years. Most software run on these devices requires the latest upgrade.
- Most of these units will be given to students in first and second grade. They will keep the same device throughout elementary school.

This price was quoted under NASPO CT HP Contract 13PSX0280-MNWNC-108.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

**Vendor 1:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency

**Whalley Computer Associates, Inc**

One Whalley Way  
Southwick, Massachusetts 01077  
United States  
<http://www.wca.com>  
(P) 413-569-4200  
(F)

| Quotation (Open)                                                                                                           |                                      |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Item #10</b>                                                                                                            |                                      |
| <b>Date</b><br>Jun 09, 2023 11:04 AM EDT                                                                                   | <b>Expiration Date</b><br>07/09/2023 |
| <b>Modified Date</b><br>Jun 09, 2023 11:05 AM EDT                                                                          |                                      |
| <b>Quote #</b><br>386595 - rev 1 of 1                                                                                      |                                      |
| <b>Description</b><br>Updated NASPO CT HP Contract 13PSX0280-MNWNC-108 - Norwalk Standard Chromebook Bundle - Qty 1200     |                                      |
| <b>SalesRep</b><br>Ledoux, Chris<br>(P) 413-569-4223<br>(F) 413-569-4377                                                   |                                      |
| <b>Customer Contact</b><br>Hopp, David<br>(P) 203-854-4039<br><a href="mailto:hoppd@norwalkps.org">hoppd@norwalkps.org</a> |                                      |

**Customer**

Norwalk Public Schools (NWAPU)  
Hopp, David  
P.O. BOX 6001  
125 East Avenue  
Norwalk, CT 06851-6001  
United States  
(P) 203-854-4039

**Bill To**

Norwalk Public Schools  
Hopp, David  
P.O. BOX 6001  
125 East Avenue  
Norwalk, CT 06851-6001  
United States  
(P) 203-854-4039  
NWAPU

**Ship To**

Norwalk Public Schools  
Hopp, David  
125 East Avenue  
Room 315  
Norwalk, CT 06852  
United States  
(P) 203-854-4039

|                              |                              |                              |
|------------------------------|------------------------------|------------------------------|
| <b>Customer PO:</b>          | <b>Terms:</b><br>Net 30 Days | <b>Ship Via:</b><br>Best Way |
| <b>Special Instructions:</b> |                              | <b>Carrier Account #:</b>    |

| #                                         | Image | Description                                                                                                                                                                                          | Part #                  | Qty  | Unit Price | Total        |
|-------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------|------------|--------------|
| <b>Norwalk Standard Chromebook Bundle</b> |       |                                                                                                                                                                                                      |                         |      |            |              |
| 1                                         |       | HP Chromebook 11 G9 Education Edition<br>Intel Celeron N4500 / 1.1 GHz - Chrome OS - UHD Graphics - 4 GB RAM - 32 GB eMMC - 11.6" IPS<br>touchscreen 1366 x 768 (HD) - Wi-Fi 6 - jet black - kbd: US | 3V2Y3UT#ABA             | 1200 | \$259.00   | \$310,800.00 |
| 2                                         |       | Google Chrome OS Management Console<br>License - academic                                                                                                                                            | CROS-SW-DIS-<br>EDU-NEW | 1200 | \$30.50    | \$36,600.00  |
| 3                                         |       | GOOGLE WHITE GLOVE, up to 2 TAGS & BULK PAK                                                                                                                                                          | GOOGLELVL-B2            | 1200 | \$12.50    | \$15,000.00  |

Note: WCA White Glove Services, Asset Tagging & Bulk Packing, to include recycling packing materials.

NASPO CT HP Contract 13PSX0280-MNWNC-108

**Subtotal: \$362,400.00**  
**Shipping: \$0.00**  
**Total: \$362,400.00**

**\*\* Due to the global product shortages and the volatility of pricing during the COVID-19 pandemic, prices are subject to change without prior notice. \*\***

Remittance Address: PO Box 951 Worcester, MA 01613-0951

These prices do NOT include setup fees, or any cables or cabling services or material unless specifically listed above. Supply subject to availability.



Joyce Liu  
Director of Information Technology  
[Jliu@norwalkct.gov](mailto:Jliu@norwalkct.gov)

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: Storage Area Network (SAN) Storage Upgrade

DATE: July 6th, 2023

\*\*\*\*\*

Dear Finance Committee Members,

I am writing to request your support for an immediate upgrade to our Storage Area Network (SAN) storage infrastructure. The current storage capacity constraints and performance limitations are impeding our operations and hindering our ability to effectively manage and store critical data. This upgrade is essential to ensure data availability, scalability, and optimal performance, aligning with our organization's strategic goals and operational needs.

The advantage of upgrading to the new and improved storage:

- Increased storage capacity: Our data requirements have grown exponentially over the years, leading to potential storage constraints. Upgrading the SAN storage will provide us with the necessary capacity to accommodate current and future data growth, ensuring uninterrupted data storage and retrieval.
- Improved performance: As our business operations and applications become more data-intensive, there is a pressing need for enhanced storage performance. Upgrading to faster storage technologies, such as solid-state drives (SSDs) or high-speed storage arrays, will significantly boost our system's overall performance, leading to improved productivity and operational efficiency.
- Scalability for future needs: With our organization expanding and evolving, it is vital to have a scalable storage infrastructure that can adapt to changing demands. Upgrading our SAN storage will allow us to easily scale our storage capacity and performance as our data requirements continue to increase, ensuring seamless growth and accommodating new initiatives.
- Enhanced data protection: Data security and integrity are of paramount importance to our organization. Upgrading SAN storage will enable us to leverage advanced data protection features, such as advanced RAID configurations, snapshots, and replication capabilities. These enhancements will bolster our data resilience, minimize the risk of data loss, and support robust backup and disaster recovery strategies.
- Leveraging technology advancements: Advancements in storage technologies offer significant benefits in terms of performance, efficiency, and flexibility. Upgrading our SAN storage will



Joyce Liu  
Director of Information Technology  
[Jliu@norwalkct.gov](mailto:Jliu@norwalkct.gov)

allow us to leverage modern technologies, enabling us to stay at the forefront of storage innovation and optimize our operations.

- Long-term cost optimization: newer storage technologies are more power-efficient and space-saving, resulting in reduced energy consumption and rack space requirements. Additionally, optimizing our storage infrastructure will lead to improved storage utilization, reducing overall storage costs in the long run.

After careful evaluation of available options, we have identified a suitable SAN storage solution that addresses our requirements and provides the necessary capacity, performance, and scalability. The cost for this upgrade is \$126,679.45. The investment in upgrading our SAN storage will significantly enhance our data management capabilities, support uninterrupted operations, and position us for future growth and technological advancements.

I kindly request the Finance Committee's prompt consideration and approval of the necessary purchase for this critical infrastructure upgrade. I am available to provide any additional information, answer questions to facilitate a smooth decision-making process. Thank you for your attention to this matter, and I look forward to your favorable response.

***Joyce Liu***

Joyce Liu

IT Director

**ACTION REQUESTED:**

Authorize the purchasing agent to issue a purchase order to Total Communication, in an amount not to exceed \$126,679.45 for purchase Pure Storage Flash Array with 36 Months 24/7 Support and storage installation. Pure State Contract Pricing Applied: Contract #20PSX0108A

Account No. 09241370 5777 C0375



DEPT OF FINANCE  
Purchasing Department  
**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

**DATE:** 6/29/23

**DEPARTMENT:** Information Technology

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

**Check One:**

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

**TOTAL COST:** 126,679.45 **MUNIS Account:** 09241370-5777-C0375

**VENDOR:** Total Communications

|                                                                                                                                                   |                                                                                        |                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purchasing Agent Signature</b><br>Sharon Conners<br><small>Digitally signed by Sharon Conners<br/>Date: 2023.07.05 12:06:37<br/>04'00'</small> | <b>The Purchasing Agent</b><br><br><b>Supports</b>                                     | <b>Department Head Signature</b><br>Joyce Liu<br><small>Digitally signed by Joyce Liu<br/>Date: 2023.07.05<br/>10:03:22 -04'00'</small> |
| <b>Purchasing Agent Name</b><br>Sharon Conners                                                                                                    | <b>Does Not Support</b>                                                                | <b>Department Head Name</b><br>Joyce Liu                                                                                                |
| <b>Date</b>                                                                                                                                       | <b>Single Source Requires Common Council Authorization (in excess of \$20,000.00)?</b> | <b>Date</b> 7/5/2023                                                                                                                    |

**JUSTIFICATION:**

The attached requisition is for the purchase of a new Storage Area Network Array for the IT Datacenter located at 121 Connecticut Ave (Fire Headquarters). This Storage Array is a mission critical part of our Technology Infrastructure as it enables the City's 150+ virtual machines to function. These VM's provide services to the City including but not limited to CityWorks, VPN, CAMA, Telephone, File Servers, GIS, BC/DR etc.

We are upgrading from a legacy array that's over 5 years old and nearing its term of support to meet current standards and deliver faster performances to support the City's expanding technology needs. The updated hardware will also be able to take advantage of the City's investments in updating it's networking infrastructure.

This purchase price was quoted under State Contract #20PSX0108AG and has met the competitive bidding requirements.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

**Vendor 1:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency



## City of Norwalk: Pure SAN X Async Cluster (Stage 1: City Hall)

### Itemized Pricing: FlashArray 36 Month Gold EverGreen Support

#### Pure State Contract Pricing Applied: Contract #20PSX0108AG

Quote Prepared For: City of Norwalk

Quote Expires: 7/9/2023

#### CPE MATERIAL

| QTY                 | PART NUMBER                  | DESCRIPTION                                                                          | UNIT PRICE | TOTAL PRICE |
|---------------------|------------------------------|--------------------------------------------------------------------------------------|------------|-------------|
| FlashArray//X Async |                              |                                                                                      |            |             |
| 1                   | FA-X20R3-ETH-33TB-22/11-EMEZ | Pure Storage FlashArray X20R3-ETH-33TB-22/11-EMEZ                                    | 75,871.25  | 75,871.25   |
| 36                  | FA-X20R3-33TB 1MO,ADV,GOLD   | FA-X20R3-33TB 1 Month Gold Evergreen Forever Subscription, NBD Delivery, 24/7Support | 1,290.66   | 46,463.76   |
| 1                   | PS-FLASHARRAY-INSTALL        | Pure FlashArray installation (Pure Professional Services)                            | 4,344.44   | 4,344.44    |

#### PROJECT SUMMARY

|                      |            |
|----------------------|------------|
| Material Summary     | 126,679.45 |
| Total Customer Price | 126,679.45 |

\* All work to be performed during normal business hours Monday through Friday between 8:00am and 5:00pm unless otherwise specified.

\* Additional taxes may apply to both upfront and monthly charges and vary by location.

**\*For any questions on the above pricing, and/or to order contact directly: Joe Bittner | 860.622.4137 | [joebittner@totalcomm.com](mailto:joebittner@totalcomm.com)**

**AMENDMENT NO. 7 TO NASPO MASTER AGREEMENT NO. MNWNC-125**

**THIS AMENDMENT** is by and between the State of Minnesota, acting through its Commissioner of Administration ("State"), and Pure Storage, Incorporated, 650 Castro St, Ste 260, Mountain View, CA 94041 ("Contractor" or "Contract Vendor").

**WHEREAS**, the State has a Contract with the Contractor identified as NASPO Master Agreement No. MNWNC-125, April 1, 2015, through July 31, 2023 ("Contract"), to provide Computer Equipment, Peripherals & Related Services; and

**WHEREAS**, Minn. Stat. § 16C.03, subd. 5, affords the Commissioner of Administration, or delegate pursuant to Minn. Stat. § 16C.03, subd. 16, the authority to amend contracts; and

**WHEREAS**, the terms of the Contract allow the State to amend the Contract as specified herein, upon the mutual agreement of the Office of State Procurement and the Contractor in a fully executed amendment to the Contract.

**NOW, THEREFORE**, it is agreed by the parties to amend the Contract as follows:

1. That NASPO Master Agreement No. MNWNC-125 is extended through October 31, 2023, at the same prices, terms, and conditions.

This Amendment is effective upon the date that the final required signatures are obtained, and shall remain in effect through contract expiration, or until the Contract is canceled, whichever occurs first.

Except as herein amended, the provisions of the Contract between the parties hereto are expressly reaffirmed and remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be duly executed intending to be bound thereby.

**1. Pure Storage, Incorporated**

The Contractor certifies that the appropriate person(s) have executed this Amendment on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

DocuSigned by:  
By: Michael Wiseman  
Signature  
0854D9C0191442F...  
Michael Wiseman  
Printed Name

Title: Vice President, Public Sector

Date: 6/14/2023

By: \_\_\_\_\_  
Signature

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Office of State Procurement**

In accordance with Minn. Stat. § 16C.03, subd. 3.

DocuSigned by:  
By: Elizabeth Randa  
742DE739C8ED492...  
Title: Acquisition Management Specialist  
Date: 6/14/2023

**3. Commissioner of Administration**

Or delegated representative.

DocuSigned by:  
By: Andy Doran  
68D02A26D7604BA...  
Date: 6/14/2023





Joyce Liu  
Director of Information Technology  
[Jliu@norwalkct.gov](mailto:Jliu@norwalkct.gov)

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: UPS Battery Replacement for Data Center

DATE: July 6th, 2023

\*\*\*\*\*

Dear Finance Committee Members,

I am writing to request the Finance Committee's authorization with the Bid winner, Schneider Electric Buildings Americas, Inc. as our vendor for UPS Battery Replacement project.

Key reasons for the Bid Evaluation Committee chose Schneider Electric Buildings Americas, Inc. are list as follows:

- **Technical Expertise:** Schneider Electric is a globally recognized company known for its expertise in energy management and automation solutions. They have a strong reputation for delivering high-quality products. Choosing a reputable vendor like Schneider Electric ensures that City is purchasing reliable batteries that will provide consistent power backup for our critical equipment.
- **Competitive Pricing:** The bid submitted by Schneider Electric Buildings Americas, Inc. offers competitive pricing, providing value for money.
- **Timely Execution and strong technical support:** Schneider Electric provides excellent technical support and customer service. They have a team of experts who can assist us with installation, and ongoing maintenance. Their knowledge and experience in the field of energy management ensure that City receive the necessary support throughout the lifecycle of our UPS batteries.

Considering the reputation, product quality, technical expertise, and sustainability efforts of Schneider Electric Buildings Americas, Inc, choosing them as City's UPS battery vendor ensures City receive reliable, high-performance batteries along with excellent support and environmentally conscious solutions.

Please do not hesitate to reach out if you require further information or have any concerns. Thank you for your consideration.

*Joyce Liu*

Joyce Liu

IT Director

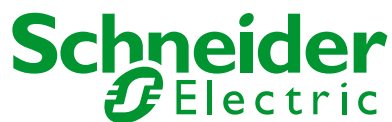


Joyce Liu  
Director of Information Technology  
[Jliu@norwalkct.gov](mailto:Jliu@norwalkct.gov)

**ACTION REQUESTED:**

Authorize the purchasing agent to issue a purchase order to Schneider Electric, in an amount not to exceed \$37,063.00 for UPS Battery Replacement for Data Center.

Account No. 09231370 5777 C0375

QUOTATION NUMBER: BOS-CON-DJB-23-RQID218

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June 30, 2023

Carleen Megaro  
City of Norwalk  
125 East Ave.  
Norwalk, CT 06856

**Re: City of Norwalk – UPS Battery Replacement**

Please find, herewith, a scope of work for “**UPS Battery Replacement**” for **City of Norwalk**

---

**Proposal includes material and labor.****This Proposal Includes:**

- Supply of (60) new CSB 9AH battery jars
- Provide UPS field service engineer on site to install and test new batteries. Jars to be installed by Battery Field Service Engineer. UPS Service Engineer will be on site to transfer/monitor UPS.
- Removal and disposal of old battery jars
- Working during normal business hours Mon-Fri 7am-4pm

**This Proposal Excludes:**

- Provisions outside the scope of this proposal
- Overtime labor

**Notes / Comments:**

This quote is valid for 60 days and supersedes any previous quote. Please call if we need to discuss any scope or coordination issues

**Pricing per Omnia Partners program – R220703****Base Bid, all for the net sum of:****\$37,063.00**

If you have questions or require clarification, please contact me.

Best regards,

*Daniel Berardi*

Daniel Berardi  
Inside Sales Representative  
SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC.

QUOTATION NUMBER: BOS-CON-DJB-23-RQID218

Written acceptance below or providing us your purchase order is required to proceed with preparation of submittals; subject to credit approval by our corporate office. Your signature below indicates your acceptance of the provisions of this proposal, the Terms and Conditions of Sale (consisting of 2 pages) attached, and authorization to proceed.

Firm: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

QUOTATION NUMBER: BOS-CON-DJB-23-RQID218

## TERMS AND CONDITIONS OF SALE

900512PITC R07/15/21

This quotation and any exhibits and attachments hereto (collectively, "Agreement") and any information contained herein, is the property of Schneider Electric Buildings Americas Inc. ("Company") and shall constitute proprietary and confidential information unless given to a public entity and required by law to be public information. The party to whom this quotation is addressed ("Customer") acknowledges the confidential nature of this Agreement and agrees to take all commercially reasonable and necessary precautions to ensure the confidential treatment of this Agreement and all information contained herein. This Agreement will not be used, copied, reproduced, disclosed or otherwise disseminated or made available, directly or indirectly, to any third party for any purpose whatsoever without the prior written consent of Company. The parties agree to be bound by the following terms and conditions.

1. **Quotations and Acceptance.** The quotation is based solely on the bid documents, which consist of the project drawings, specifications and/or instructions of the Customer only modified by written agreement or Company objection. Significant deviations between the actual conditions and circumstances of the work and those specified in the bid documents shall be cause for an adjustment in work scope, price and time allowed for performance. Written quotations shall be valid for no more than thirty (30) days from the date of issue, unless specifically stated otherwise herein. Customer may accept the quotation by signing and returning a copy to Company or by returning Customer's own written instrument or order expressly acknowledging the quotation and terms set forth herein, provided, however, Company hereby gives notice of its objection to any different or additional terms or conditions contained or referenced in Customer's order, which will be of no force or effect except as may be expressly agreed to by Company in writing. It is the intent of the parties that these Terms and Conditions of Sale shall govern the sale of goods delivered and services performed. Upon acceptance, this Agreement constitutes the entire understanding between the parties respecting the goods or services delineated herein and supersede all prior oral or written understandings or representations relating to such goods or services. This Agreement may not be discharged, extended, amended or modified in any way except by a written instrument signed by a duly authorized representative of each party. Company assumes that the Subcontract Agreement offered will contain terms that are substantively similar to the AIA provisions that are in accordance with the provisions of the prime contract, including any supplements. Upon award, Company assumes that contract provisions will be reviewed and negotiated in good faith to reach a mutual acceptance of both parties.
2. **Payment.** Absent a contrary provision herein, Customer will pay Company monthly progress payments on a net thirty (30) days basis from date of invoice for materials delivered (or stored at an off-site storage facility) and services performed, less any retained reserve which will be mutually agreed upon in writing by the parties. The aggregate amount of any such retained reserves shall be paid by Customer to Company within thirty (30) days after the date of substantial completion. If Company provides a Certificate of Substantial Completion, such certificate shall conclusively establish such date. All invoices due and payable to Company, less any applicable retained reserve, shall accrue interest at a compounded per annum rate not to exceed 1 1/2% per month (18% per annum) or the maximum rate permitted by law. Acceptance and endorsement by Company of an instrument for less than the full amount which Company claims to be due shall not be deemed to be an admission of payment in full and any conditions to the contrary which are noted on such an instrument shall not be binding on Company. If Customer does not pay Company, through no fault of Company, within seven (7) days from the time payment was due, Company may, without prejudice to any other remedy it may have, upon seven (7) additional days' written notice to Customer, stop its work until payment of the amount owing has been received and the contract sum shall be equitably adjusted for reasonable costs of shutdown, delay and startup or in the alternative Company may terminate this contract for material breach and all monies due Company for services performed and materials delivered shall be paid upon demand. Company shall be entitled to recover from Customer all costs for collection, including reasonable attorneys' and professionals' fees. To the extent payments are received and as required by law, and upon Customer's request, Company will furnish lien waivers as the work progresses. Company reserves a security interest in any goods sold to the extent of the invoiced amount to secure payment of Customer's obligation. In event of payment default, Company may repossess such goods and a copy of the invoice may be filed with appropriate authorities as a financing statement to event or perfect Company's security interest in the goods. At Company's request, Customer will execute any necessary instrument to perfect Company's security interest.
3. **Price and Taxes.** The price for the goods and services hereunder are those shown on the face of this Agreement. The price of this Agreement does not include sales, use, excise, duties or other similar taxes, unless otherwise expressly provided herein. Any taxes (other than taxes due on Company's net income) that are payable hereunder shall be the responsibility of Customer. If applicable, Customer shall provide Company a copy of any appropriate tax exemption certificate for the state(s) into which the goods are to be shipped.
4. **Changes and Claims.** All materials and labor furnished hereunder shall be in accordance with shop drawings submitted by Company and approved by Customer. Any changes in the work as set forth in approved shop drawings, or from the scope of work as described herein, will require a written change order submitted to Company by Customer. An equitable adjustment will be made in the contract price or delivery dates or both, and this Agreement will be modified accordingly in writing. The cost or credit to Customer for performance of such change order shall be determined by mutual written agreement prior to the commencement of any work under such change order. Customer shall notify

Company promptly in writing of any circumstances arising from the performance of the work herein described which reasonably may be anticipated to result in a claim or back charge to Company. Upon Company's receipt of such notification, Company shall have five (5) working days in which to remedy such circumstances and to avoid the imposition of such claim or back charge. Company will not be liable for any claim or back charge where Company has not been notified in the manner as set forth above.

5. **Access and Overtime.** This Agreement is based upon the use of straight time labor only during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Company's holidays). If Customer requests Company to perform any work outside of regular working hours, overtime and other additional expense occasioned thereby will be charged to and paid by Customer. If Company's work is to be performed on the project site, Customer will afford unrestricted access to Company and its employees and agents to all work areas.
6. **Damage or Loss to Equipment.** In the case of equipment not to be installed by or under supervision of Company, Company shall not be liable for damage to or loss of equipment after delivery of such equipment to the point of shipment. In the case of equipment to be installed by or under supervision of Company, Company shall not be liable for damage or loss after delivery by the carrier to the site of installation; if thereafter, pending installation or completion of installation or full performance by Company, any such equipment is damaged or destroyed by any cause whatsoever, other than by the fault of Company, Customer agrees to promptly pay or reimburse Company an amount equal to the damage or loss which Company incurs as a result thereof, in addition to or apart from, any and all other sums due or to become due hereunder.
7. **Delays.** Customer shall prepare all work areas so as to be acceptable for Company's work required hereunder. Customer acknowledges that the contract sum is based upon Company being able to perform the work in an orderly and sequential manner, as Company so determines. If Company's performance is delayed, interfered with, suspended, or otherwise interrupted, in whole or in part, by Customer, other contractors on the project site, or by any other third party or by any act within the power and/or duty of Customer to control, then Customer agrees that it will be liable to Company for all increased costs and damages which Company incurs as a result thereof. Furthermore, if Company is delayed at any time in the progress of the work by any act or neglect of Customer, or by any separate contractor employed by Customer, or by changes ordered in the work or by labor disputes, fire, delay in transportation, adverse weather conditions, casualties, or any other causes beyond Company's control, then the time for completion of the work shall be extended for a period equal to the time lost by reason of such delay.
8. **Warranty.** Company warrants to Customer that all tangible articles manufactured by Company will be free of defects in workmanship and material and that the work performed will be of good quality and will conform to the requirements of the bid documents. If the article is installed by Company, Company's sole obligation under this warranty shall be to provide, without charge, parts and labor necessary to remedy defects which appear within twelve (12) months from the date of beneficial use or occupancy, as applicable. If Company provides a Certificate of Substantial Completion, such certificate shall conclusively establish such date. If article is not installed by Company, the warranty period shall be within twelve (12) months of shipment of said article. Warranty claim must be made to Company in writing within such twelve (12) month period. All transportation charges incurred in connection with the warranty for equipment not installed by Company shall be borne by Customer. Company warrants that for equipment furnished and/or installed, but not manufactured by Company, Company will extend the same warranty terms and conditions which Company receives from the manufacturer of said equipment. This warranty is the sole and exclusive warranty given with respect to any articles delivered or services performed by Company. THE WARRANTIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED (EXCEPT WARRANTIES OF TITLE), INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. This warranty is subject to proper installation of the articles (if installation is not performed by Company or authorized subcontractors of the Company) and maintenance and storage of the articles in accordance with the specifications and directions supplied by Company. This warranty does not apply to any defect, malfunction or failure caused by repairs made by other than or without the consent of Company or the article has been subject to abuse, misuse, neglect, tampering, accident or damage by circumstances beyond Company's control, including without limitation, acts of God, war, acts of government, corrosion, power fluctuations, freeze-ups, labor disputes, differences with workmen, riots, explosions, vandalism, or malicious mischief, nor to defective associated equipment or use of the articles with equipment for which they were not sold. All of Company's obligations under this warranty will immediately terminate and be of no further force or effect if all or any part of the purchase price (including any installment payment) with respect to any article covered by this warranty is not paid to Company when due. If cause of defect is found not to be Company's responsibility, standard rates for repair or replacement and labor shall apply.
9. **Limitation of Liability.** In no event will Company's total aggregate liability in warranty or contract exceed the contract price paid for the specific product or service that gives rise to the claim excluding third party claims for personal injury, death or as may be required by law. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY LOST PROFITS, LOSS OF USE, DATA, LOSS OF GOODWILL, BUSINESS INTERRUPTION OR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND EVEN

## QUOTATION NUMBER: BOS-CON-DJB-23-RQID218

IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10. **Laws and Permits.** Company shall comply with all applicable federal, state, and local laws and regulation and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Customer. This contract shall be interpreted and governed under and in accordance with the laws of the jurisdiction in which the goods are delivered or services are performed without regard to its choice of law provisions.
11. **Disputes.** Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by good faith consultation and negotiation. If those attempts fail, either party shall provide written notice within thirty (30) days to the other to mutually agree on an arbitration process. If a process is not agreed upon within thirty (30) days, final and binding arbitration in accordance with the then current Construction Industry Arbitration Rules of the American Arbitration Association shall commence and judgment upon the award rendered may be entered in any court having jurisdiction thereof. The arbitration shall be held in the federal, state or municipal courts serving the county in which the project is located unless the parties mutually agree otherwise. The prevailing party shall recover all reasonable legal costs and attorney's fees incurred as a result, which shall be promptly paid by the non-prevailing party. Any dispute or demand for arbitration must be commenced within one (1) year after the cause of action has accrued. Nothing herein shall limit any rights Company may have under construction mechanic or materialmen lien laws. Company shall have the right to suspend affected services pending resolution of disputes.
12. **Insurance.** The parties shall each maintain insurance coverage including without limitation, Workers' Compensation and Employer's Liability at statutory limits, Automobile Liability covering all owned, hired and other non-owned vehicles, and Commercial General Liability covering public liability and property damage with limits generally required for its respective industry with not less than \$1,000,000 minimum coverage per occurrence. Such insurance shall be with reputable and financially responsible carriers authorized to transact business in the jurisdiction in which the project and services are being performed. No credit will be given or premium paid by Company for insurance afforded by others.
13. **Clean Up.** Company agrees to keep the job site clean of debris arising out of its operations. Customer shall not back charge Company for any costs or expenses for clean up or otherwise without prior written notice and Company's written consent.
14. **Severability.** The invalidity or unenforceability of any provision herein shall in no way affect the validity or enforceability of any other provision.
15. **Disclaimer.** Company reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current COVID-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority. The Customer acknowledges that the products or part thereof are produced in, or otherwise sourced from, or will be installed areas already affected by, or that may be affected in the future by, the prevailing COVID-19 epidemics/pandemic and that the situation may trigger stoppage, hindrance or delays in Company's (or its subcontractors) capacity to produce, deliver, install or service the products, irrespective of whether such stoppage, hindrance or delays are due to measures imposed by authorities or deliberately implemented by the Company (or its subcontractors) as preventive or curative measures to avoid harmful contamination exposure of Company's (or its subcontractors') employees. The Customer therefore recognizes that such circumstances shall be considered as a cause for excusable delay not exposing the Company to contractual sanctions including without limitation delay penalties, liquidated or other damages or termination for default.
16. **Ethics and Compliance with Laws.** Each party shall comply in all respects with all applicable legal requirements governing the duties, obligations, and business practices of that party. Neither party shall take any action in violation of any applicable legal requirement that could result in liability being imposed on the other party. In the event Customer has concerns related to ethics, compliance, or Company's Principles of Responsibility, and/or any potential violations of these policies, Customer is welcome to make use of Company's GreenLine. The GreenLine is Company's global helpline for external stakeholders. It is a confidential channel through which Customers can ask questions and raise concerns. Reports can be made using the link: <https://secure.ethicspoint.eu/domain/media/en/gui/104677/index.html>.
17. **Cybersecurity.**
- 17.1. Customer's Obligations for Its Systems: Customer is solely responsible for the implementation and maintenance of a comprehensive security program ("Security Program") that contains reasonable and appropriate security Conditions of Sale shall fully comply with related applicable US, EU and other national and international export control laws and/or regulations.
- 18.2. Unless applicable export license/s has been obtained from the relevant authority and Company has approved, the Deliverables shall not (i) be exported and/or re-exported to any destination and party (may include but not limited to an individual, group and/or legal entity) restricted by the applicable export control laws and/or regulations; or (ii) be used for those purposes and fields restricted by the applicable export control laws and/or regulations. Customer also agrees that the Deliverables will not be used either directly or indirectly in any rocket systems or unmanned air vehicles; nor be used in any nuclear weapons delivery systems; and will not be used in any design, development, production or use for any weapons which may include but not limited to chemical, biological or nuclear weapons.
- 18.3. If any necessary or advisable licenses, authorizations or approvals are not obtained, whether arising from inaction by any relevant government authority or otherwise, or if any such licenses, authorizations or approvals are denied or revoked, or if the applicable export control laws and/or regulations would prohibit Company from fulfilling any order, or would in Company's judgment otherwise expose Company to a risk of liability under the applicable export control laws and/or regulations if it fulfilled the order, Company shall be excused from all obligations under such order and/or these Terms and Conditions of Sale.
- measures and safeguards to protect its computer network, systems, machines, and data (collectively, "Systems"), including those Systems on which it runs the Products or Services provided by Company, against Cyber Threats. "Cyber Threat" means any circumstance or event with the potential to adversely impact, compromise, damage, or disrupt Customer's Systems or that may result in any unauthorized access, acquisition, loss, misuse, destruction, disclosure, and/or modification of Customer's Systems, including any data, including through malware, hacking, or similar attacks.
- 17.2. Without limiting the foregoing, Customer shall at a minimum:
  - (a) have qualified and experienced personnel with appropriate expertise in cybersecurity maintain Customer's Security Program, and have such personnel regularly monitor cyber intelligence feeds and security advisories applicable to Customer's Systems or Customer's industry;
  - (b) promptly update or patch its Systems or implement other appropriate measures based on any reported Cyber Threats and in compliance with any security notifications or bulletins, whether publicly disclosed on Company's security notification webpage at <https://www.se.com/ww/en/work/support/cybersecurity/security-notifications.jsp> or otherwise provided to Customer; regularly monitor its Systems for possible Cyber Threats;
  - (c) regularly conduct vulnerability scanning, penetration testing, intrusion scanning, and other cybersecurity testing on its Systems; and
  - (d) meet the recommendations of Company's Recommended Cybersecurity Best Practices, available at <https://www.se.com/us/en/download/document/7EN52-0390/>, as may be updated by Company from time to time, and then-current industry standards.
- 17.3. Customer's Use of the Products, Software, and Services: Company may release Updates and Patches for its Products, Software, and Services from time to time. Customer shall promptly install any Updates and Patches for such Products, Software, or Services as soon as they are available in accordance with Company's installation instructions and using the latest version of the Products or Software, where applicable. An "Update" means any software that contains a correction of errors in a Product, Software, or Service and/or minor enhancements or improvements for a Product, Software, or Service, but does not contain significant new features. A "Patch" is an Update that fixes a vulnerability in a Product, Software, or Service. Customer understands that failing to promptly and properly install Updates or Patches for the Products, Software, or Services may result in the Products, Software, or Services or Customer's Systems becoming vulnerable to certain Cyber Threats or result in impaired functionality, and Company shall not be liable or responsible for any losses or damages that may result.
- 17.4. Identification of Cyber Threats: If Customer identifies or otherwise becomes aware of any vulnerabilities or other Cyber Threats relating to the Products, Software, or Services for which Company has not released a Patch, Customer shall promptly notify Company of such vulnerability or other Cyber Threat(s) via the Company's Report a Vulnerability page (<https://www.se.com/ww/en/work/support/cybersecurity/report-a-vulnerability.jsp#Customers>) and further provide Company with any reasonably requested information relating to such vulnerability (collectively, "Feedback"). Company shall have a non-exclusive, perpetual and irrevocable right to use, display, reproduce, modify, and distribute the Feedback (including any confidential information or intellectual property contained therein) in whole or part, including to analyze and fix the vulnerability, to create Patches or Updates for its customers, and to otherwise modify its Products, Software, or Services, in any manner without restrictions, and without any obligation of attribution or compensation to Customer; provided, however, Company shall not publicly disclose Customer's name in connection with such use or the Feedback (unless Customer consents otherwise). By submitting Feedback, Customer represents and warrants to Company that Customer has all necessary rights in and to such Feedback and all information it contains, including to grant the rights to Company described herein, and that such Feedback does not infringe any proprietary or other rights of third parties or contain any unlawful information.
18. **Import and Export.**
- 18.1. The Products and Services provided by Company under this Contract contain or may contain components and/or technologies from the United States of America ("US"), the European Union ("EU") and/or other nations. Customer acknowledges and agrees that the Products, assignment and/or usage of the Products, Software, Services, information, other deliverables and/or the embedded technologies (hereinafter referred to as "Deliverables") under these Terms and