FINANCE/CLAIMS COMMITTEE MEETING
Thursday July 12, 2018 7:00P.M.

CITY HALL
Room 231
125 East Avenue
Norwalk, Connecticut
AGENDA

1. Call to Order

2. Roll Call

3. Public Participation

4. Approve the Minutes of the following Finance Committee Meetings:
   June 14, 2018

5. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   July 12, 2018

6. Narrative on Tax Collections dated July 12, 2018- Receive Report and discuss.

7. Monthly Tax Collector's Reports - Receive Reports and discuss:
   June 30, 2018

8. Receive Board of Estimate and Taxation Appropriations dated
   July 9, 2018.

9. Resolution: Approve a Special Capital Appropriation in the amount of $93,000 to increase the available funds for Perry Avenue Bridge Project (09184021-5777-C0392). The funds will be drawn from Capital Fund balance.

10. Resolution: Approve a special capital appropriation in the amount of $133,915 to increase the available funds for the purchase of SCBA air packs (09183110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

11. Receive Oak Hills Authority Monthly Financial Statements for May 31, 2018.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JUNE 14, 2018

ATTENDANCE: Greg Burnett, Chairman; Douglas Hempstead, John Kydes, John Igneri. Travis Simms (7:30 p.m.)

OTHERS: Frederic Gilden, Comptroller; Lisa Biagiarelli, Tax Collector; Robert Barron, Finance Director; Karen DelVecchio, IT Director, Richard McQuaid, Town Clerk; Diane Lauricella, Debora Goldstein, Jerry Crowley, OHPA Chairman; Bill Waters, OHPA Vice Chair; Benjamin Luce, Purchasing Agent; Deputy Fire Chief Al Bassett; Deanna D'Amore, Health Department Director, Craig Schmidt, Risk Manager.

CALL TO ORDER.

Mr. Burnett called the meeting to order at 7:09 p.m.

ROLL CALL

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

Mr. Burnett said that following the Monthly Report from Tax Collector, he would like to have the Oak Hills Report presentation before returning to the remainder of the agenda. This was agreeable to all.

PUBLIC PARTICIPATION

Ms. Lauricella came forward to comment on the consideration of the Emergency Management Performance Grant. She said that from her work with DEP, she has some experience with hazardous materials. She said that she hoped to speak with Al about handling hazardous materials.

Ms. Lauricella said that she was also present to speak about the South Norwalk Community Center purchase. She said that she had gone to the building and found the door wide open, but no one was present in the building.

Ms. Lauricella said that she would like to have a clearer evaluation of the building. She said that she believed that there should be an audit to determine what happened with the building.

When the item goes to the BET, she expected Mr. Camacho would recuse himself. Ms. Lauricellla said that she did not think they could put a value on a renovation and hoped that the building would be found to be in good condition. It would be important to have community input and suggested that this building be used as a social service agency. Ms. Lauricella said that this would work better than having it privatized.

Ms. Debora Goldstein of 66 Osborne Avenue, came to address Item 8. She said that there were objection to using GGP funds to purchase the building. The building is already partially owned by the City. Ms. Goldstein added that the City had put money into the building renovation and now the tenants received the benefit of those repairs.

Ms. Goldstein said that she could not understand why two business agencies would be appointed to a social service agency board. She said that unless they had some kind of commitment to job training, this did not seem right. Lastly as a courtesy, she was requesting that they elaborate on the terms of the leases and who will occupy the building.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

May 10, 2018

The following corrections were noted:

Page 1, under **ATTENDANCE**, please add "Travis Simms"

Page 3, under **Resolution making appropriations for the various public improvements aggregating $83,793,000 for the 2018-2019 capital budget and authorizing the issuance of $83,793,000 General Obligation Bonds of the City of Norwalk to meet said appropriation in the 2018-2019 capital budget**, paragraph 3, line 1, please change the following from:

"Mr. Armani, came forward" to "Mr. Asmani, came forward"

**** MR. HEMPSTEAD MOVED THE MINUTES OF MAY 10, 2018 AS CORRECTED.**
**** THE MOTION TO APPROVE THE MINUTES OF MAY 10, 2018 AS CORRECTED PASSED UNANIMOUSLY.**

Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated: June 14, 2018

Ms. Biagiarelli came forward and said that there was only one claim that was in excess of $10,000. She reviewed the details of that claim with the Committee.

**** MR. KYDES MOVED TO APPROVE RECEIVE THE MONTHLY CLAIMS REPORT AND APPROVE THE REFUND OF OVER $10,000 AS REQUIRED FOR CLAIMS REPORT AS OF THE JUNE 14, 2018 REPORT.**
**** THE MOTION PASSED UNANIMOUSLY.**

Narrative on Tax Collections dated June 14, 2018 - Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss: May 31, 2018

Ms. Biagiarelli presented her report to the Committee.

Mr. Kydes asked about one parcel that had code violations. Ms. Biagiarelli gave a brief overview.

Mr. Hempstead asked if the Tax Collector's had ever collected 99% of the taxes. Mr. Barron confirmed that the City had attained that percentage in the past.

The discussion moved to certain states that were allowing individuals to set up charitable trusts in order to avoid paying taxes. Mr. Burnett suggested that the Committee might want to have a discussion about this issue once the Tax Sale is concluded.

Receive Oak Hills Authority Monthly Financial Statements for April 30, 2018 and discuss Oak Hills Authority operations.

Mr. Jerry Crowley, the Chairman of the OHPA and Mr. Bill Waters, the Vice Chair came forward. Mr. Burnett asked if that Oak Hills had completed several renovations on the course. Mr. Crowley said that the State grant of $1.5 million dollars has been totally utilized. The idea was to have safer navigation around the park. He said that they would be happy to show people around.

Some of the cart paths have been relocated, which is allowing the golfers to complete the game in four and half hours. This has been very appealing to golfers from other towns. The course has reached a new level and will require maintenance to maintain the course.

There will be a Father's Day barbecue because the restaurant issue has been resolved.

Mr. Crowley reviewed the details of the finances. He said that OHPA had made a interest only payment on the loan because they knew there would be a problem with the restaurant. The only revenue that OPHA has comes from the golf fees and the restaurant. No rent has been collected from the restaurant since October. There is an eight month lease with a new operator, who is hosting the Father's Day barbeque.

The weather was not been favorable for golf during March and April.

Mr. Simms joined the meeting at 7:30 p.m.

Mr. Hempstead asked what the best revenue was for the restaurant. He was told that he believed that the best year was from the original owner which was about $90,000. A discussion followed regarding financial issues. Mr. Hempstead said that the individuals who set up the original arrangement are all long gone, but the restaurant has never generated the revenue that was expected.

Mr. Burnett said that there was ongoing discussions about assistance to Oak Hills.

Approve a special capital appropriation in the amount of $500,000, of which $300,000 is for the purchase of the remaining half interest of the building located at 98 South Main Street from the South Norwalk Community Center and $200,000 to fund future capital improvements to the building; and authorizing the use of $500,000 of the money received from GGP for the elimination of the hotel from its mall development (account to be determined)

** **MR. IGNERI MOVED THE ITEM.**

Mr. Simms said that he did not think that the City should be bailing out the organization that has not been able to provide any financial information about where the rent from the tenants has been going. The City just paid hundreds of thousands of dollars to cover the electric bill. Mr. Simms said that he was leery of this process. NEON was also in this position and was not able to pay for their upkeep. The current organization can not pay their electric bill or their gas bill and they are becoming a burden to the City. Mr. Simms said that Mr. Peña had received several grants, but there had not been any accounting of how those funds were used. The City needs to be more fiscally responsible. He said that there are no programs and no employees other than the Director. Mr. Simms said that he did not believe that the City should put any more money into the building. The current tenant has not paid for a number of years, so the City should just take the building.

Mr. Hempstead asked how they were distributing the City money. Mr. Barron said that he would characterize the purchase as acquiring the second half of the building, so that the proposed plans can move forward.

Mr. Barron said that the $300,000 would go to the South Norwalk Community Center and there will be $200,000 set aside for a joint capital maintenance fund. Mr. Barron said that the City acquired half of the building in 2017 when South Norwalk Community Center could not pay its bills. These expenditures will be part of a reconciliation that will account for the funds. No funds will be exchanged without the reconciliation. Mr. Barron added that without acquiring the second half of the building, all the needed repairs can not be made.

Mr. Simms repeated his earlier statement that it would be wrong to take the tax payers' money and it is not in the best interest of the City to pay this money. Mr. Igneri pointed out that there were tenants that wanted to rent space in that building and the space can't be used unless the building is in good repair.

Mr. Simms said that it was only a few months ago that the South Norwalk Community Center received $300,000 and now they need more money. Mr. Barron said that he had reviewed all the bills and Mr. Gilden had written checks to the vendors. He said that he would provide Mr. Simms with a listing of all the vendors that received payment. Mr. Simms said that the point was not that the vendors were paid, but that the South Norwalk Community Center could not pay its way.

**** THE MOTION TO APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF $500,000, OF WHICH $300,000 IS FOR THE PURCHASE OF THE REMAINING HALF INTEREST OF THE BUILDING LOCATED AT 98 SOUTH MAIN STREET FROM THE SOUTH NORWALK COMMUNITY CENTER AND $200,000 TO FUND FUTURE CAPITAL IMPROVEMENTS TO THE BUILDING; AND AUTHORIZING THE USE OF $500,000 OF THE MONEY RECEIVED FROM GGP FOR THE ELIMINATION OF THE HOTEL FROM ITS MALL DEVELOPMENT (ACCOUNT TO BE DETERMINED) PASSED WITH FOUR IN FAVOR (BURNETT, HEMPSTEAD, IGNERI AND KYDES) AND ONE OPPOSED (SIMMS).**

Authorize the Purchasing Agent to issue a purchase order to Stanbury Uniforms, Inc. located at 108 Stanbury Industrial Drive, Brookfield, MO 64628, for two hundred (200) band uniforms for the Norwalk High School Marching Band for a sum not to exceed $103,305.00. Account No. 09-19-5010-5777-C0620

Mr. Luce, the Purchasing Agent, came forward and said that the Norwalk High School band uniforms are 10 years old and have reached their useful life.

**** MR. KYDES MOVED THE ITEM.**

Mr. Burnett asked when the last time the band uniforms were purchased. Mr. Luce said that it was 10 years ago.

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO STANBURY UNIFORMS, INC. LOCATED AT 108 STANBURY INDUSTRIAL DRIVE, BROOKFIELD, MO 64628, FOR TWO HUNDRED (200) BAND UNIFORMS FOR THE NORWALK HIGH SCHOOL MARCHING BAND FOR A SUM NOT TO EXCEED $103,305.00 PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection for grant funds for Emergency Management Performance Grant which is approximately $55,000.

Deputy Fire Chief Bassett came forward and gave a brief overview the grant request.

**** MR. HEMPSTEAD MOVED THE ITEM.**

Mr. Kydes asked if every town has its own hazmat team. Deputy Fire Chief Bassett said that Norwalk is part of a regional group and most of the equipment is stored in Westport.

Mr. Burnett asked how the money will be used. Deputy Fire Chief Bassett said that they use the funding for capital improvements.

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION FOR GRANT FUNDS FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT WHICH IS APPROXIMATELY $55,000 PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders to Connection for the supply of a Storage Area Network per response to Bid Project # 3819 for an amount not to exceed $57,168.46, account 09170600-5777-C0375 (approved IT Capital project; no special appropriation required).

Ms. DelVecchio came forward and said that the current Storage Area Network was up to capacity and the speed was slower. There are version of Windows that are no longer compatible with this system. She reviewed the details of the request as outlined in her ITT Request form dated December 6, 2017, which was included in the Committee information packet.

**** MR. HEMPSTEAD MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO CONNECTION FOR THE SUPPLY OF A STORAGE AREA NETWORK PER RESPONSE TO BID PROJECT # 3819 FOR AN AMOUNT NOT TO EXCEED $57,168.46, ACCOUNT 09170600-5777-C0375 PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Software License and Service Agreement between the City and Software Consulting Associates for the licensing and services of Municity Permit System for the Health Department for an amount not to exceed $65,078.00, account 09160600-5777-C0375 (approved IT Capital project; no special appropriation required).

Ms. D'Amore, the Health Department Director and Ms. DelVecchio came forward and explained that the current Environmental Inspection Permit system was not sufficient for the Department's need. Ms. DelVecchio reviewed the details of the request as outlined in her ITT Request form dated June 6, 2018, which was included in the Committee information packet.

**** MR. KYDES MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE SOFTWARE LICENSE AND SERVICE AGREEMENT BETWEEN THE CITY AND SOFTWARE CONSULTING ASSOCIATES FOR THE LICENSING AND SERVICES OF MUNICITY PERMIT SYSTEM FOR THE HEALTH DEPARTMENT FOR AN AMOUNT NOT TO EXCEED $65,078.00, ACCOUNT 09160600-5777-C0375 PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal according to City IT department specifications for an amount not to exceed $197,018.70 account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required).

Ms. DelVecchio came forward and said the Department follows the City Procurement guidelines for used City computer equipment. The Department looks to refresh the computer unit every few years. The Police units last about 3 years, while the Tax Collectors units last longer. The PCs that are deemed no longer useful are kept on the shelf for parts or used in kiosks. Obsolete equipment is disposed of in an environmentally safe manner.

**** MR. IGNERI MOVED THE ITEM.**

Mr. Burnett asked if there was any collaboration with the BOE. Ms. DelVecchio said that the students used Chromebooks while the City administration uses a DELL platform.

Mr. Burnett asked if there was any equipment that the City could give to the BOE or if there was any equipment that the BOE could give the City that would be useful. Ms. DelVecchio said that when the City pulls a piece of equipment, it is no longer useful.

**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, AND OBSOLETE ASSET DISPOSAL ACCORDING TO CITY IT**

DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED $197,018.70 ACCOUNT 09190600-5777-C0375 PASSED UNANIMOUSLY.

Authorize the Purchasing Agent to issue purchase orders to SHI for the supply of Varonis software system per quotation #15417368, dated May 30, 2018, State of Connecticut contract #17-PSX0129, for an amount not to exceed $49,116,00, account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

Ms. DelVecchio said that they put a placeholder in the budget for security. She gave the details regarding the proposed internal security measures request.

**** MR. SIMMS MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO SHI FOR THE SUPPLY OF VARONIS SOFTWARE SYSTEM PER QUOTATION #15417368, DATED MAY 30, 2018, STATE OF CONNECTICUT CONTRACT #17-PSX0129, FOR AN AMOUNT NOT TO EXCEED $49,116,00, ACCOUNT 09190600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION PASSED UNANIMOUSLY.**

Authorize the Purchasing Agent to issue purchase orders to Total Communications, the lowest bidder, for the procurement of Cisco LAN switches for the main Library and South Norwalk Library for an amount not to exceed $45,272.04, account 09190600-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.

Ms. DelVecchio came forward and presented the details of the five year plan to replace the switches in the City. The Police Department, Fire Department, City Hall and the Heath Department along with all the Fire Stations, and the Public Works Garage have already had their switches replaced. The Main Library and South Norwalk Branch are now scheduled for replacement. Ms. DelVecchio reviewed the details of the request as outlined in her ITT Request form dated June 6, 2018, which was included in the Committee information packet.

**** MR. KYDES MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, THE LOWEST BIDDER, FOR THE PROCUREMENT OF CISCO LAN SWITCHES FOR THE MAIN LIBRARY AND SOUTH NORWALK LIBRARY FOR AN AMOUNT NOT TO EXCEED $45,272.04, ACCOUNT 09190600-5777-C0375) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to execute an amendment to the Lease Agreement with New Vision Systems Corporation, a sole source provider, for the provision of additional equipment, software, and services related to the Official Records Systems module and further extend the term of the Lease Agreement through March 2024. Lease payments shall be $3,531.00 per month for the duration of the amended Agreement, account 010500-5255 (budgeted operating expense; no special appropriation required).

Mr. McQuaid came forward and introduced Cheryl who is with the New Vision System She said that Norwalk has used the system since 2003 with many upgrades over the years. The new module will be a direct benefit to the constituents. One key issue is the theft of social security numbers. When a mortgage is run off, the individual who has an Social Security number receives an automatic email informing them of this action.

Another part of the new modules will allow liens to be placed on properties or removed automatically. The City has automated the land record indexes. The company is offering a subscription service so that the title researchers do not have to come in to the office to access the records.

Electronic recording arrived in Connecticut a few years ago. This allows people to electronically sign legal documents and close on real estate sales. Miami/Dade county in Florida uses this system and it has worked well.

For dog licenses, the system can send out emails to owners for renewals. Rabies certificates can be uploaded.

Mr. McQuaid said that the dog license post cards had arrived late because the mail goes to Westchester for sorting and this may take two or three extra days before they arrive in the owners' mail boxes.

Mr. Hempstead asked about who would have access to the liens. Mr. McQuaid said that the City does not receive many liens from the Taxing districts.

Mr. Hempstead asked about the cost of mailing the dog licenses to the owners if they electronically renew. Mr. McQuaid said that the savings from not mailing the renewal postcards would more than cover the cost of mailing the tags out.

** **MR. IGNERI MOVED THE ITEM.**
** **THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT WITH NEW VISION SYSTEMS CORPORATION, A SOLE SOURCE PROVIDER, FOR THE PROVISION OF ADDITIONAL EQUIPMENT, SOFTWARE, AND SERVICES RELATED TO THE OFFICIAL RECORDS SYSTEMS MODULE AND**

FURTHER EXTEND THE TERM OF THE LEASE AGREEMENT THROUGH MARCH 2024. LEASE PAYMENTS SHALL BE $3,531.00 PER MONTH FOR THE DURATION OF THE AMENDED AGREEMENT, ACCOUNT 010500-5255 (BUDGETED OPERATING EXPENSE; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.

Authorize Mayor, Harry W. Rilling to execute Commercial Property and Equipment Breakdown insurance placements along with General Liability, Automobile Liability, UM/UM, Employee Benefits Liability, Law Enforcement Liability, Public Officials Liability, School Leaders Liability, Umbrella Liability and Automobile Physical Damage insurance placements for the one year period beginning July 1, 2018 with Connecticut Interlocal Risk Management Agency (CIRMA) for an amount not to exceed $922,864 for FY 18-19. Account #161343-541N, 165053-541N

Mr. Craig Schmidt came forward and said that the first two items were property and liability. For the past four years, the City had been using CHUBB and now would be switching to CIRMA. He reviewed the details including the amounts with the Committee.

**** MR. IGNERI MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE COMMERCIAL PROPERTY AND EQUIPMENT BREAKDOWN INSURANCE PLACEMENTS ALONG WITH GENERAL LIABILITY, AUTOMOBILE LIABILITY, UM/UM, EMPLOYEE BENEFITS LIABILITY, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS LIABILITY, SCHOOL LEADERS LIABILITY, UMBRELLA LIABILITY AND AUTOMOBILE PHYSICAL DAMAGE INSURANCE PLACEMENTS FOR THE ONE YEAR PERIOD BEGINNING JULY 1, 2018 WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED $922,864 FOR FY 18-19. ACCOUNT #161343-541N, 165053-541N PASSED UNANIMOUSLY.**

Authorize Mayor, Harry W. Rilling to execute Excess Workers' Compensation insurance placements for the FY 2018-19 with Safety National through H.D. Segur, Inc. for an amount not to exceed $142,069. Account #161343-541N, 165053-541N

Mr. Schmidt said that the company had reduced the quote by approximately $12,000. The revised amount is for $130,692.

**** MR. SIMMS MOVED TO APPROVE THE FOLLOWING AMENDED ITEM:**

> **AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE EXCESS WORKERS' COMPENSATION INSURANCE PLACEMENTS FOR THE**

FY 2018-19 WITH SAFETY NATIONAL THROUGH H.D. SEGUR, INC. FOR AN AMOUNT NOT TO EXCEED $130,692. ACCOUNT #161343-541N, 165053-541N

**** THE MOTION PASSED UNANIMOUSLY.**

Authorize Mayor, Harry W. Rilling to execute Crime Insurance placements for the FY 2018-19 with CIRMA for an amount not to exceed $2,750. Account #161343-541N, 165053-541N.

**** MR. IGNERI MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE CRIME INSURANCE PLACEMENTS FOR THE FY 2018-19 WITH CIRMA FOR AN AMOUNT NOT TO EXCEED $2,750. ACCOUNT #161343-541N, 165053-541N.**

Authorize Mayor, Harry W. Rilling to execute Flood insurance placements for two (2) separate locations and placements the FY 2018-19 with National Flood Insurance Program - Middlesex Mutual Assurance Co. for a total amount not to exceed $22,091. Account #161343-541N, 165053-541N

There are two properties in the flood zone, one is a firehouse and the second is a pump station on Sammis Street. Mr. Schmidt said that he wanted to try to see if he could incorporate these two properties into the CIRMA property policy.

**** MR. IGNERI MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE FLOOD INSURANCE PLACEMENTS FOR TWO (2) SEPARATE LOCATIONS AND PLACEMENTS THE FY 2018-19 WITH NATIONAL FLOOD INSURANCE PROGRAM - MIDDLESEX MUTUAL ASSURANCE CO. FOR A TOTAL AMOUNT NOT TO EXCEED $22,091. ACCOUNT #161343-541N, 165053-541N PASSED UNANIMOUSLY.**

Authorize Mayor, Harry W. Rilling to execute TULIP insurance placements for the FY 2018-19 with Shoff Darby for a total amount not to exceed $9,000. Account #161343-541N, 165053-541N

Mr. Schmidt gave an overview of the policy Last year, the City's bill was just under $7,000and Mr. Schmidt expected that they would be in the same range this year.

**** MR. KYDES MOVED THE ITEM.**
**** THE MOTION TO AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE TULIP INSURANCE PLACEMENTS FOR THE FY 2018-19 WITH**

SHOFF DARBY FOR A TOTAL AMOUNT NOT TO EXCEED $9,000. ACCOUNT #161343-541N, 165053-541N PASSED UNANIMOUSLY.

ADJOURNMENT

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

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

AGENDA JULY 12, 2018

CLAIMS COMMITTEE MEETING

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

PAY TO:		***BILL No & AMOUNT TO REFUND***		***REASON***
JP MORGAN CHASE BANK		16-MV-334510	(4348.65)	ABATEMENT
LELLE, HOLLI J		16-MV-338779	($96.90)	ABATEMENT
MCINERNEY, DENISE F		16-MV-343294	($60.40)	PRORATION & ABATEMENT
	($73.45)	16-MV-343295	($13.05)	PRORATION & ABATEMENT
NISSAN INFINITI LT		16-MV-347712	($225.19)	PRORATION
NISSAN INFINITI LT		16-MV-348051	($520.93)	PRORATION
SCOTT, PATRICIA A		16-MV-359670	($14.70)	ABATEMENT
SOSKE, TRINA LEE		16-MV-361996	($1,131.06)	PRORATION
TOYOTA LEASE TRUST		16-MV- SEE BACK UP		PRORATIONS & ABATEMENTS
USB LEASING LT		16-MV-413977	($489.63)	PRORATION
VW CREDIT LEASING LTD		16-MV-369949	($252.35)	PRORATION
WEHNOFF, DALE		14-MV-414291	($433.69)	DMV CONVERSION ERROR
		15-MV-369159	($568.93)	DMV CONVERSION ERROR
	($1,489.81)	16-MV-371332	($487.19)	DMV CONVERSION ERROR

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE COMMITTEE	APPROVED BY TAX COLLECTOR	REPORTED TO CLAIMS
PAY TO:	***BILL No & AMOUNT TO REFUND***	***REASON***
CORELOGIC ADD: 259 WEST ROCKS RD 5-22C-18-0	16-RE-121616 ($5,617.80)	OVERPAYMENT / DUP.PYMT
CORELOGIC TAX SERVICE ADD: 21 MOREHOUSE LANE 5-6.3-158-0	16-RE-115375 ($5,060.98)	OVERPAYMENT / DUP.PYMT
CORELOGIC TAX SERVICE ADD: 33 WALTER AVENUE 5-6-23-0	16-RE-114370 ($6,120.62)	OVERPAYMENT / DUP.PYMT
DITECH ADD: 26 CHANNEL AVE 5-85C-99-0	16-RE-111553 ($4,663.93)	OVERPAYMENT / DUP PYMT
LI WEI ADD: 8 PLEASANT ST 3-5-4-0	16-RE-101818 ($6,063.18)	OVERPAYMENT

CLAIMS COMMITTEE MEETING

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

PAY TO:		*BILL No & AMOUNT TO REFUND*	*REASON*
LINK RICHARD E & KIMBERLY ADD: 104 WEST NORWALK RD 5-70-8-0	($980.00)	14-RE-115527 ($315.00) 15-RE-115608 ($330.00) 16-RE-115620 ($335.00)	ABATE SEWER USE PER WPCA
WELLS FARGO REAL ESTATE TAX SERVICES ADD: 58 PONUS AVENUE 5-52-9A-0		16-RE-119857 ($2,462.88)	OVERPAYMENT / DUP.PYMT

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
16-365542	3ARBV6	JTHCF1D24F5020856	$ 437.67
16-365611	224XLM	2T3RFREV3FW308945	$ 157.47
16-365637	5AATV2	4T4BF1FK7DR309146	$ 182.21
16-365673	6AULW4	4T1BK1FK9FU563000	$ 275.10
16-365684	7AHMU7	5TDDK3DC9ES083319	$ 484.49
16-365689	814ZBS	2T2BK1BA9FC253102	$ 191.76
16-365724	9ARTR9	JTHCF1D2XF5015709	$ 546.61
16-365730	252YLG	JTNJJXB0XDJ022476	$ 178.18
16-365734	771YMV	JTEBU5JR0E5186541	$ 358.91
16-365752	AD27562	JTEBU5JR7G5320867	$ 316.46
16-365816	9AFLW0	5TDYK3DC9ES448289	$ 245.43
16-365924	939ZZN	2T2BK1BA5DC211927	$ 150.08
16-365964	4ADRE2	5TDBK3EH3DS251438	$ 486.25
16-366020	993ZNM	JTHCE1BL9D5013560	$ 590.47
16-366063	2ALEW7	JTEBU5JR0E5187592	$ 153.92
16-366116	0AEVT2	5TDKK3DC3DS399868	$ 358.77
16-366170	319ZLP	2T1BURHE3FC360153	$ 89.61
16-366236	3AKGF4	2T3DFREV0EW175618	$ 158.85
16-366285	4AMXX0	5TDDKRFH6ES042741	$ 406.51
16-366351	0AGAR1	5TDDK3DC8ES077964	$ 352.40
16-366369	282LEM	JTJHY7AX2D4100130	$ 500.90
16-366451	9AUKF4	JTHSE5BC4F5002360	$ 202.03
16-366509	9ALGL4	4T1BK1EB7EU123549	$ 81.12
16-366523	3ALNW2	JTHCF1D23E5015176	$ 524.51
16-366574	0AHMU5	4T4BF1FK2ER379820	$ 122.06
TOTAL			$ 7,551.77

TAX COLLECTOR'S REPORT
JUNE 2018

FISCAL YEAR 2017-2018 (2016 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 17 - JUN 18	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$18,742,512.33	$17,596,560.77	93.89%	$18,391,904.40	($350,607.93)	95.68%
AUTOMOBILE-SUPPLEMENTAL	$3,260,045.73	$2,955,384.93	90.65%	$3,244,551.80	($15,493.93)	91.09%
PERSONAL PROPERTY	$20,774,746.28	$20,400,831.28	98.20%	$20,998,392.44	$223,646.16	97.15%
REAL ESTATE	$269,517,650.26	$267,792,617.08	99.36%	$268,758,274.18	($759,376.08)	99.64%
TOTAL TAX	**$312,294,954.60**	**$308,745,394.06**	**98.86%**	**$311,393,122.82**	**($901,831.78)**	**99.15%**
SEWER USE	$15,371,652.00	$15,370,683.83	99.99%	$15,501,311.00	$129,659.00	99.16%
IPP FEE	$204,250.00	$189,316.57	92.69%	$214,000.00	$9,750.00	88.47%

FISCAL YEAR 2016-2017 (2015 GRAND LIST)	ORIGINAL LEVY	JUN 16 - JUN 17				
AUTOMOBILE-REGULAR	$17,749,640.53	$16,761,846.17	94.43%	$17,556,528.56	($193,111.97)	95.47%
AUTOMOBILE-SUPPLEMENTAL	$3,315,742.19	$2,927,650.63	88.30%	$3,243,298.78	($72,443.41)	90.27%
PERSONAL PROPERTY	$19,959,243.96	$19,527,869.63	97.84%	$19,755,709.50	($203,534.46)	98.85%
REAL ESTATE	$265,387,336.38	$262,210,880.23	98.80%	$264,138,365.03	($1,248,971.35)	99.27%
TOTAL TAX	**$306,411,963.06**	**$301,428,246.66**	**98.37%**	**$304,693,901.87**	**($1,718,061.19)**	**98.93%**
SEWER USE	$15,359,855.00	$15,148,356.47	98.62%	$15,337,135.14	($22,719.86)	98.77%
IPP FEE	$212,250.00	$190,863.63	89.92%	$211,750.00	($500.00)	90.14%

TAX DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	$5,882,991.54	$7,317,147.40	0.49%	$6,699,220.95	$816,229.41	0.22%
SEWER DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	$11,797.00	$222,327.36	1.37%	$164,175.86	$152,378.86	0.39%
IPP DIFFERENCE 2016 G.L. vs. 2015 G.L. INCREASE/(DECREASE)	($8,000.00)	($1,547.06)	2.76%	$2,250.00	$10,250.00	-1.67%

BACK TAXES COLLECTED	FISCAL YR 2017-2018 (JUL 17 - JUN 18)	FISCAL YR 2016-2017 (JUL 16 - JUN 17)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,573,940.92	$1,516,645.71	$57,295.21
PRIOR SEWER USE FEE	$55,729.21	$61,446.67	($5,717.46)
PRIOR IPP FEE	$10,386.37	$17,012.10	($6,625.73)
TOTAL PRIOR TAX, SEWER & IPP	**$1,640,056.50**	**$1,595,104.48**	**$44,952.02**
CURRENT INTEREST	$823,052.38	$812,723.68	$10,328.70
PRIOR INTEREST	$894,405.43	$796,953.01	$97,452.42
SEWER USE FEE INTEREST	$88,327.67	$66,610.28	$21,717.39
IPP FEE INTEREST	$6,383.12	$7,606.04	($1,222.92)
TOTAL INTEREST COLLECTED	**$1,812,168.60**	**$1,683,893.01**	**$128,275.59**
PRIOR LIEN FEE	$15,044.08	$20,867.96	($5,823.88)
CURRENT LIEN FEE	$9,953.79	$8,451.92	$1,501.87
TOTAL LIEN FEE COLLECTED	**$24,997.87**	**$29,319.88**	**($4,322.01)**
MISC FEES COLLECTED**	**$251,710.13**	**$191,043.28**	**$60,666.85**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,728,933.10**	**$3,499,360.65**	**$229,572.45**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION
** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

TAX COLLECTOR'S REPORT
JUNE 30, 2018
ADVANCE COLLECTIONS

FISCAL YEAR 2017-2018 (2017 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 2018	COLLECTION %	CORRECTED LEVY*	COLLECTION %
AUTOMOBILE-REGULAR	$19,785,892.64	$2,607,701.28	13.18%	$19,718,614.25	13.22%
PERSONAL PROPERTY	$21,248,718.54	$1,287,110.59	6.06%	$21,248,718.54	6.06%
REAL ESTATE	$280,979,420.26	$14,678,099.33	5.22%	$280,914,269.96	5.23%
TOTAL	**$322,014,031.44**	**$18,572,911.20**	**5.77%**	**$321,881,602.75**	**5.77%**
SEWER USE FEE	$15,844,431.00	$591,436.25	3.73%	$16,209,685.00	3.65%
IPP FEE	$207,250.00	$26,050.50	12.57%	$207,250.00	12.57%

FISCAL YEAR 2016-2017 (2016 GRAND LIST)	ORIGINAL LEVY	JUN 2017			
AUTOMOBILE-REGULAR	$18,742,512.33	$1,532,747.47	8.18%	$18,701,212.71	8.20%
PERSONAL PROPERTY	$20,774,746.28	$391,201.93	1.88%	$21,009,416.60	1.86%
REAL ESTATE	$269,517,650.26	$10,820,429.47	4.01%	$269,110,048.24	4.02%
TOTAL	**$309,034,908.87**	**$12,744,378.87**	**4.12%**	**$308,820,677.55**	**4.13%**
SEWER USE FEE	$15,371,652.00	$482,068.60	3.14%	$15,651,632.00	3.08%
IPP FEE	$204,250.00	$11,250.00	5.51%	$214,750.00	5.24%
DIFFERENCE 2017 G.L. vs. 2016 G.L. TAX ONLY - INC/(DEC)	$12,979,122.57	$5,828,532.33	1.64%	$13,060,925.20	1.64%
DIFFERENCE 2017 G.L. vs. 2016 G.L. SEWER USE FEE ONLY - INC/(DEC)	$472,779.00	$109,367.65	0.60%	$558,053.00	0.57%
DIFFERENCE 2017 G.L. vs. 2016 G.L. IPP FEE ONLY - INC/(DEC)	$3,000.00	$14,800.50	7.06%	($7,500.00)	7.33%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: June 27, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation

FROM: Robert Barron, Director of Finance

RE: Special Appropriation – Fire Department AFG Grant Reimbursement

---

Attached is a request from the Fire Department for a special appropriation for a reimbursement of an AFG (Assist to Firefighters Grant) grant in the amount of $5,718.73.

The AFG grant is for Fire Officer Education for Certification and it runs by FEMA by the West Haven Fire Department. The funds will be allocated to revenue account 013130-4807 and expenditure account 013130-5120.

Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of $5,718.73 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.

CITY OF NORWALK
FIRE DEPARTMENT

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06851

Tel: (203) 854-0230
Fax: (203) 854-0234

Date : June 18, 2018

To : Management & Budgets
Lunda Asmani/ Management & Budget Director

Fr : Chief Gino Gatto/Norwalk Fire Department Fire Chief

Re : **AFG GRANT**

Dear Mr. Asmani,

The Fire Department recently received the reimbursement of the AFG GRANT in the amount of $5,718.73
The AFG Grant (Assist to Firefigters Grant) is for Fire Officer Education for Certification and it runs by FEMA by the West Haven Fire Department.
We would like the revenue to be deposited into account 013130-4807 and the corresponding expenditure into account 013130-5120.

Thank you very much for all your help.

If you have any questions please do not hesitate to call me.

Sincerely yours,

Gino Gatto

Gino Gatto
Fire Chief
ggatto@norwalkct.org
203-854-0230 (w)
475-747-4501 (c)

FIRST FIRE TAXATION DISTRICT
CT OF WEST HAVEN
P.O. BOX 207, 366 ELM ST.
WEST HAVEN, CT 06516-4206

TD Bank
America's Most Convenient Bank

51-309/111

011472

5/10/2018

PAY TO THE ORDER OF THE CITY OF NORWALK/COMPTROLLER'S OFFICE $ **5,718.73

Five Thousand Seven Hundred Eighteen and 73/100*** DOLLARS

THE CITY OF NORWALK/COMPTROLLER'S OFFI
LINDA SHIELDS
121 CONNECTICUT AVE
NORWALK, CT 06854

HEAT SENSITIVE RUB AREA TO VERIFY

MEMO

⑈011472⑈ ⑆011103093⑆ 0003910830⑈

RST FIRE TAXATION DISTRICT • CT OF WEST HAVEN

011472

THE CITY OF NORWALK/COMPTROLLER'S OFFICE 5/10/2018

24200 · Accrued Expenses NORWALK PAYMENT-AGI GRANT 5,718.73

1-TDBANKNORTH-O 5,718.73

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: June 27, 2018

TO: The Members of the Board of Estimate & Taxation

FROM: Robert Barron, Director of Finance

RE: Special Appropriation – Norwalk Recreation & Parks Donation

---

The Recreation & Parks (R&P) Department is requesting a Special Appropriation to increase revenues and expenditures by $7,500. The R&P Department received in August 2017 the amount of $7,500 from First County Bank for the concert series.

The funds will be allocated to revenue account 016021-4505 and expenditure account 016021-5258.

Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of $7,500 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.

NORWALK
The Sound of Connecticut

Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

June 22, 2018

Dear Lunda,

We received a donation check from First County Bank that was deposited into account #016021-4505 in August, 2017 for $7,500.00 for our 2017 Summer Concert Series that unfortunately was never appropriated into the concert series payment account #016021-5258. Could you please appropriate $7,500.00 into account #016021-5258.

In addition we have also received a donation check from First County Bank that was deposited into account #016021-4505 in April, 2018 for $7,500.00 for our 2018 Summer Concert Series that needs to be appropriated into the concert series payment account #016021-5258 for concert payments.

Please let me know if you have any questions.

Ken Hughes
Acting, Director Recreation and Parks

Maddox, Simona

From:	Potrykus, Patty
Sent:	Wednesday, May 16, 2018 10:37 AM
To:	Maddox, Simona
Cc:	Hughes, Ken
Subject:	Donation for July 2018 Concert Series

Simona,

Not sure if your department needs to handle this but I was told it does, we received a check from First County Bank for concert sponsorship in the amount of $7,500.00 that was deposited into account #016021-4505.

The money needs to be moved into our budget for account #016021-5258 so we can pay the concert groups for their performances.

Thanks in advance for your help.

Patty

Patrice Potrykus
NORWALK
The Sound of Connecticut
City of Norwalk
Recreation and Parks Department
125 East Avenue, Room 129
Norwalk, CT 06851
203-854-7813

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848

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

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: June 27, 2018

TO: The Members of the Board of Estimate & Taxation

FROM: Robert Barron, Director of Finance

RE: Special Appropriation – Norwalk Recreation & Parks Donation

---

The Recreation & Parks (R&P) Department is requesting a Special Appropriation to increase revenues and expenditures by $7,500. The R&P Department received in April 2018 the amount of $7,500 from First County Bank for the concert series.

The funds will be allocated to revenue account 016021-4505 and expenditure account 016021-5258.

Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of $7,500 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.

Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

June 22, 2018

Dear Lunda,

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In addition we have also received a donation check from First County Bank that was deposited into account #016021-4505 in April, 2018 for $7,500.00 for our 2018 Summer Concert Series that needs to be appropriated into the concert series payment account #016021-5258 for concert payments.

Please let me know if you have any questions.

Ken Hughes
Acting, Director Recreation and Parks

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

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: November 2, 2017

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

FROM: Robert Barron, Director of Finance RB

RE: Special Capital Appropriation - Perry Avenue Bridge

Attached is a request from the Department of Public Works for a Special Capital Appropriation in the amount of $93,000 to pay for unforeseen change orders due to among other things the proximity of the roadway and limited road area next to the railroad. The total change orders so far, already approved by the state, amount to $687,100. The state will pay $549,680 (80%) and the city will be responsible for $137,420 (20%). With the change orders, the revised total estimated project cost is $4,109,269.

Of the $137,420 city share of the change orders, $40,000 has already been appropriated for project contingencies, leaving a shortfall of $97,420. The Department of Public Works recently closed out two projects returning $93,000 to the Capital Fund balance.

The Finance Department recommends approval of the Special Capital Appropriation request of $93,000 for the Perry Avenue Bridge Project. The funds will be drawn from the Capital Fund balance and will not need an associated bond authorization.

ACTION REQUESTED:

1. RESOLUTION: Approve a Special Capital Appropriation in the amount of $93,000 to increase the available funds for Perry Avenue Bridge Project (0918 4021 5777 C0392). The funds will be drawn from the Capital Fund balance.

NORWALK
The Sound of Connecticut

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

MEMORANDUM

DATE: November 2, 2017

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

FROM: Harry Rilling, Mayor HWR

RE: Special Capital Appropriation - Perry Avenue Bridge

Attached is a request from the Department of Public Works for a Special Capital Appropriation in the amount of $93,000 to pay for unforeseen change orders due to among other things the proximity of the roadway and limited road area next to the railroad. The total change orders so far, already approved by the state, amount to $687,100. The state will pay $549,680 (80%) and the city will be responsible for $137,420 (20%). With the change orders, the revised total estimated project cost is $4,109,269.

The Directors of Finance and Public Works have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a Special Capital Appropriation in the amount of $93,000 to increase the available funds for Perry Avenue Bridge Project (0918 4021 5777 C0392). The funds will be drawn from the Capital Fund balance.

NORWALK
The Sound of Connecticut

DEPARTMENT OF PUBLIC WORKS

TO:	Robert Barron, Finance Director
FROM:	Vanessa Valadares, PE – Senior Engineer
CC:	Lunda Asmani, Budget Director Fred Gilden – Comptroller Frank Strauch, Planning & Zoning Lisa Burns, PE – Principal Engineer Bruce Chimento, PE - Director of Public Works
DATE:	October 30, 2017
SUBJECT:	**Special Capital Appropriation**

Local Bridge Project (#102-319), Rehabilitation of Perry Avenue Bridge over Norwalk River is currently under construction and scheduled to be completed by April 2018. This project's construction is 80% State funds and 20% City funds. Because of several reasons including the proximity of the roadway and the limited work area next to the railroad, unforeseen conditions occurred generating change orders time delays.

The extra work and time delays were approved by the State and the City will receive 80% reimbursement for these overages. The Department of Public Work's capital budget requests for this project did not include the additional costs and the City will needs to cover its 20% local share and non-participating items (Construction Cost Summary attached).

The Department of Public Works has identified the closeout of the following capital budget accounts to cover a portion of the Perry Avenue Bridge project additional costs:

09-12-040-40210-577-C0479 - Rowayton Avenue Road		$42,722.57
09-13-040-40210-577-C0479 - Rowayton Avenue Road		$49,855.00
	Total:	$92,577.57

The Department of Public Works is using all available fund balances in capital accounts for the Perry Avenue Bridge over Norwalk River project (C0392). Based on discussions with the Finance Department, the Department has requested closing out the above projects (C0479). The balances of these accounts will be added to the Capital Fund Balance; therefore, no new bonding would be required to add $92,577.57 to Capital Account No. 09-18-4021-5777-C0392.

Please contact me if you have any questions or needed additional information. Thank you.

125 East Avenue • P.O. Box 5125, NORWALK, CT 06856-5125 • TELEPHONE 203-854-7791 • FAX 203-857-0143

Project 102-319 - Rehabilitation of Perry Ave Bridge over Norwalk River - Construction Cost

Original Contract	$	3,422,165.71
Sum Change Orders*	$	687,103.04
Total	$	4,109,268.75
Payments to Date	$	3,229,446.91
Balance	$	879,821.84
Total Non Participating Items	$	350,701.22
Payment NP to date	$	179,342.02
Balance Non Participating Items	$	171,359.20
20% City Share		
Total City Share Participating Items	$	751,713.51
Payments to date	$	610,020.98
Balance	$	141,692.53
Contigency:		
Estimate Future COs	$	200,000.00
20% City Share	$	40,000.00
Total City Balance:		
Balance Non Participating Items	$	171,359.20
Balance Participating - 20% Share	$	141,692.53
Estimate City Share Future COs	$	40,000.00
	$	353,051.73
Accounts:		
Remaining Balance PO 6824	$	13,231.94
09-09-4021-5777 - C0392	$	10,000.00
09-17-4021-5777 - C0392	$	11,644.05
09-18-4021-5777 - C0392	$	233,000.00
Special Capital Appropriation to A # 09-18-4021-5777 - C0392	$	92,577.57
Total	$	360,453.56

*Change Orders:	
Temporary pavement	$ 9,300.00
Flagmen	$ 133,680.00
Temp Earth Retaining System	$ 440,547.00
Commercial Driveway	$ 19,228.04
New Rail System	$ 84,348.00
	$ 687,103.04

NORWALK

The Sound of Connecticut

DEPARTMENT OF PUBLIC WORKS

TO:	Robert Barron, Finance Director
FROM:	Vanessa Valadares, PE – Senior Engineer
CC:	Lunda Asmani, Budget Director Fred Gilden – Comptroller Frank Strauch, Planning & Zoning Lisa Burns, PE – Principal Engineer Bruce Chimento, PE - Director of Public Works
DATE:	October 30, 2017
SUBJECT:	**Special Capital Appropriation**

Local Bridge Project (#102-319), Rehabilitation of Perry Avenue Bridge over Norwalk River is currently under construction and scheduled to be completed by April 2018. This project's construction is 80% State funds and 20% City funds. Because of several reasons including the proximity of the roadway and the limited work area next to the railroad, unforeseen conditions occurred generating change orders time delays.

The extra work and time delays were approved by the State and the City will receive 80% reimbursement for these overages. The Department of Public Work's capital budget requests for this project did not include the additional costs and the City will needs to cover its 20% local share and non-participating items (Construction Cost Summary attached).

The Department of Public Works has identified the closeout of the following capital budget accounts to cover a portion of the Perry Avenue Bridge project additional costs:

09-12-040-40210-577-C0479 - Rowayton Avenue Road		$42,722.57
09-13-040-40210-577-C0479 - Rowayton Avenue Road		$49,855.00
	Total:	$92,577.57

The Department of Public Works is using all available fund balances in capital accounts for the Perry Avenue Bridge over Norwalk River project (C0392). Based on discussions with the Finance Department, the Department has requested closing out the above projects (C0479). The balances of these accounts will be added to the Capital Fund Balance; therefore, no new bonding would be required to add $92,577.57 to Capital Account No. 09-18-4021-5777-C0392.

Please contact me if you have any questions or needed additional information. Thank you.

Burns, Lisa

From: Burns, Lisa
Sent: Tuesday, November 07, 2017 12:23 PM
To: Valadares, Vanessa; Chimento, Bruce J.; Strauch, Frank
Subject: RE: Special Capital Appropriation - Perry Avenue Bridge

It was approved by BET last night. Finance is cancelled this week and they are forwarding it directly to CC. The only copies of the memo we saw are in the BET package:

http://norwalkct.org/ArchiveCenter/ViewFile/Item/12670

Thanks!

From: Valadares, Vanessa
Sent: Tuesday, November 07, 2017 11:06 AM
To: Burns, Lisa <LBurns@Norwalkct.org>
Subject: FW: Special Capital Appropriation - Perry Avenue Bridge
Importance: High

?

Vanessa Valadares, P.E.
Senior Engineer
Department of Public Works

NORWALK
The Sound of Connecticut

City of Norwalk, Connecticut
125 East Avenue
Norwalk, CT 06851
203-854-7902 office
203-722-1742 cell
203-857-0143 fax

From: Strauch, Frank
Sent: Tuesday, November 7, 2017 10:31 AM
To: Valadares, Vanessa <VValadares@norwalkct.org>
Subject: RE: Special Capital Appropriation - Perry Avenue Bridge
Importance: High

Vanessa,

Am I waiting for other attachments to this? (Such as something from Bob Barron?)

I need to send this out to the Planning Commission tomorrow with their packets.

Frank

Frank J. Strauch, RLA
Site Planner

Planning & Zoning Department
City of Norwalk, Connecticut
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7955 office
203-854-7958 fax
fstrauch@norwalkct.org email

Planning & Zoning Office Hours:
Mon. - Thurs. 8:30 AM to 3:00PM (Closed 12:30 to 1:30 PM)
Friday 8:30 AM to 3:00 PM (Closed 11 AM to 1:30 PM)

Afternoons are by apponintment only.

From: Valadares, Vanessa
Sent: Tuesday, October 31, 2017 4:13 PM
To: Strauch, Frank
Subject: FW: Special Capital Appropriation - Perry Avenue Bridge

Frank,

Is this enough for you to put in the agenda for the next Planning & Commission Mtg?
Thanks,

Vanessa Valadares, P.E.
Senior Engineer
Department of Public Works

NORWALK
The Sound of Connecticut

City of Norwalk, Connecticut
125 East Avenue
Norwalk, CT 06851
203-854-7902 office
203-722-1742 cell
203-857-0143 fax

From: Burns, Lisa
Sent: Monday, October 30, 2017 3:48 PM
To: Asmani, Lunda <lasmani@norwalkct.org>

Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>; Gilden, Frederic <fgilden@norwalkct.org>; Strauch, Frank <FStrauch@norwalkct.org>
Subject: Special Capital Appropriation - Perry Avenue Bridge

Lunda:

I've attached the revised memo and project budget backup, as requested. I've also copied Fred Gilden on this e-mail to get the Rowayton Avenue capital projects closed out.

Thanks –
Lisa

From: Asmani, Lunda
Sent: Monday, October 30, 2017 9:45 AM
To: Burns, Lisa <LBurns@Norwalkct.org>
Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>
Subject: RE: Capital Budget Transfer / Special Capital Appropriation - Perry Avenue Bridge

Hi Lisa,

Thanks for the memo. We tweaked the process slightly. Since these two Rowayton Ave. widening projects are completed and have balances, please write a brief memo requesting those projects be closed. The available balance from the two is then returned to the Capital Fund balance. The special appropriation request would then be requesting the use of fund balance rather than bonding. Alan had a similar request last month for the roofing project and we handled it this way. I've attached the memo Alan drafted to close out his projects. If you get this to Fred sometime today, we will close out the projects.

Your special capital appropriation memo will need a slight revision in that you will not be asking for a resolution to close out the projects (as this will already be done). The Finance memo will reference the fact that you did close out two projects adding to the capital fund balance. You may also state this in your revised special capital appropriation memo. Vanessa's Perry Avenue budget breakdown will be good backup material for the request.

Lunda

From: Burns, Lisa
Sent: Friday, October 27, 2017 10:56 AM
To: Asmani, Lunda <lasmani@norwalkct.org>
Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>
Subject: Capital Budget Transfer / Special Capital Appropriation - Perry Avenue Bridge

Hi Lunda:

As discussed yesterday, attached is a memo for the Special Capital Appropriation to complete the Perry Avenue Bridge under construction.

Vanessa is working on a separate Perry Avenue budget breakdown that can be presented at the meeting, if needed. We are trying to make the 11/6 agenda.

Thank you -

Lisa Burns, PE
Principal Engineer
City of Norwalk - Department of Public Works
125 East Avenue
Norwalk, CT 06851
203 854 7797

NORWALK
The Sound of Connecticut

CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director
P: 203-854-7870 / F: 203-854-7848
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: June 27, 2018

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

FROM: Robert Barron, Director of Finance

RE: Fire Department Special Capital Appropriation-SCBA Air Packs

---

Attached is a request from the Fire Department for a special capital appropriation in the amount of $133,915 to cover a shortfall for the purchase of SCBA air packs. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget, the Fire Department was approved $360,000 for the purchase of the SCBA air packs. There are several reasons for the additional money needed:

1. NFPA 1981 was revised in 2013. This revision has several operational changes. NEW REGULATORS
2. New SCBA Masks and Regulators for each member are required with the new air packs. REQUIRED

The bid package has options and clarifications

$ 485,240.00 reduced to $ 467,000.00 with a five-year maintenance agreement
Add: $ 26,915.00 for 25 air cylinders
Total $ 493,915.00
Less: $ 360,000.00 already in account 0918-3110-5777-C0310.
$ 133,915.00 Special Capital Appropriation needed

The new estimated project cost of $493,915 is $133,915 more than the approved amount of $360,000 in project 0918-3110-5777-C0310.

The Finance Department recommends approval of the Special Capital Appropriation request of $133,915 to cover the shortfall for the purchase of SCBA air packs. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED

1. RESOLUTION: Approve a special capital appropriation in the amount of $133,915 to increase the available funds for the purchase of SCBA air packs (0918-3110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

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

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: June 27, 2018

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

FROM: Harry Rilling, Mayor

RE: Fire Department Special Capital Appropriation-SCBA Air Packs

---

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1. NFPA 1981 was revised in 2013. This revision has several operational changes.
2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications
$ 485,240.00 reduced to $ 467,000.00 with a five-year maintenance agreement
Add: $ 26,915.00 for 25 air cylinders
Total $ 493,915.00
Less: $ 360,000.00 already in account 0918-3110-5777-C0310.
$ 133,915.00 Special Capital Appropriation needed
The new estimated project cost of $493,915 is $133,915 more than the approved amount of $360,000 in project 0918-3110-5777-C0310.

The Finance Department recommends approval of the Special Capital Appropriation request of $133,915 to cover the shortfall for the purchase of SCBA air packs. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED

1. RESOLUTION: Approve a special capital appropriation in the amount of $133,915 to increase the available funds for the purchase of SCBA air packs (0918-3110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK
FIRE DEPARTMENT
Fire Chief
Gino Gatto

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854

Tel: (203) 854-0232

June 26, 2018

Dear Board of Estimate and Taxation,

In the 2017/2018 Capital budget year the fire dept. was granted $ 360,000.00 for SCBA air packs. Account No. 09183110 5777 C0310

I would like to move forward and purchase them. I have received 2 bids, the vendor we have chosen is Shipman's Fire Equipment, Waterford CT.

I would need a special capital appropriation of $ 133,915.00.

There are several reasons for the additional money needed.

1. NFPA 1981 was revised in 2013. This revision has several operational changes.
2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications (see attached)

$ 485,240.00 reduced to $ 467,000.00 with 5 year maintenance agreement.
+ $ 26,915.00 for 25 air cylinders
$ 493,915.00 Total
-$ 360,000.00 already in account 5777C0310
$ 133,915.00 Special Capital Appropriation needed

Thank you for your consideration and please let me know if you need anything else,

Gino Gatto

Gino Gatto

Bid Opened
FEB 14 2018
CITY OF NORWALK
PURCHASING
DEPARTMENT

B.F.L.

1.1 PRICING RESPONSE INFORMATION: #3809 SCBA Equipment (self-contained breathing apparatus)

Vendor Name - Shipman's Fire Equipment Co., Inc.		
Address - 172 Cross Road, Waterford, CT 06385		
Phone - 860-442-0678	Fax - 860-444-7395	Email ssuper@shipmans.com
Manager Stephen Super	Fed ID# 06-0851636	

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

	Description	Qty	Cost/Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	$ 5,790.00	$ 324,240.00
2	Scott NFPA 2013 CBRN Q.D. Regulators	100	$ 1,355.00	$ 135,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	$ 255.00	$ 25,500.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	$ N/C	$ N/C
5.	1st year Flow Testing included	156	$ N/C	$ N/C
TOTAL COST OF LINES 1-5				$ 485,240.00
TOTAL COST OF LINES 1-5 IN WRITING	Four hundred eighty five thousand two hundred forty dollars			

SEE ATTACHED OPTIONS & CLARIFICATIONS PAGE FOR FURTHER INFORMATION

Submitted by:

Authorized Agent of Company – Printed Name	Stephen A. Super
Authorized Agent of Company - Signature	
Date	February 9, 2018

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #1, Dated -	01/25/2018	Addendum #2, Dated -	
Addendum #3, Dated -		Addendum #4, Dated -	

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

OPTION:
REDUCED PURCHASE PRICE PACKAGE

OPTION #1

Shipman's will offer a reduced price for the purchase of the complete SCBA package in the amount of $467,000.00 if City of Norwalk/Norwalk FD enters into a 5-year service agreement. This agreement will lock in pricing for flow testing at $45.00 per pak and $20.00 per regulator. This price will apply for all new and existing paks. At the end of this 5-year period, pricing will be reviewed for possible extensions by both parties.

Stephen A. Super, Supplied Air Manager

2-9-18
Date

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

CLARIFICATIONS:

CLARIFICATION #1:

Scott 4.5 WF 75, SC QD/SEM/DEB will require the following units for proper operation:
Qty. 1: Scott, SEMS II, USB Gateway ($2,100.00)
Qty. 1: Scott SC MON BASE UNL ($100.00)

SHIPMAN'S WILL PROVIDE THE ABOVE (2) UNITS AT NO CHARGE TO THE CITY OF NORWALK/NORWALK FIRE DEPT. TO ENSURE PROPER OPERATION OF AIR PAK SPECIFIED

CLARIFICATION #2:

Qty. 3: Scott Pak-Tracker Hand Held Receiver ($5,100.00)
Qty. 3: Scott Pak-Tracker Hand-Held Truck Charging System 12V DC ($1,800.00)

SHIPMAN'S WILL PROVIDE THE HAND-HELD RECEIVER AND TRUCK CHARGING SYSTEM AT NO ADDITIONAL COST TO THE CITY OF NORWALK/NORWALK FIRE DEPARTMENT

SHIPMAN'S
FIRE EQUIPMENT CO., INC.
172 CROSS ROAD, WATERFORD, CT 06385
(860) 442-0678 • 1-800-775-7392
FAX (860) 444-7395

WWW.SHIPMANS.COM

CT DMV LICENSE # U8329

Quote No	Quote Date	Page
22977	4/23/2018	1

Purchase Order No

Bill To

Norwalk Fire Maintenance (E -
121 Connecticut Ave
Norwalk, CT 06854
US

Ship to

Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
US

Customer No	Payment terms	Slspsn
N14081	Net 30	107

Loc	PPD/COL	Ship via	Ship Date
CT		OUR TRUCK	A.S.A.P.

Slspsn
John Plofkin
Phone: 860-625-6370
email: jplofkin@shipmans.com

Qty Ordered	UOM	Item No	Unit price	Disc	Extended price
		Line Items Per Bid Proposal: ++			
56.00	EA	X3124022200402 Scott 4.5 WF75, SC QD/SEM/DEB	5,790.00		324,240.00
56.00	EA	201215-22 Scott AV-3000 HT 4 PT Kevlar Harness Medium Mask Price of Mask Included W/Above Pak Price	0.00		0.00
100.00	EA	200077-50 Scott NFPA 2013 CBRN Q.D. Regulators	1,355.00		135,500.00
100.00	EA	201215-22 Scott AV-3000 HT 4 PT Kevlar Harness Medium Mask	255.00		25,500.00
3.00	EA	200266-04 Scott Pak-Tracker Hand Held Receiver Price $1,700.00 x (3)= $5,100.00 Savings	0.00		0.00
3.00	EA	200433-01 Scott Pak-Tracker Hand-Held Truck Charging System 12V DC Price $600.00 x (3) = $1,800.00 Savings	0.00		0.00
100.00	EA	FLOW REG+ Scott CBRN Regulator Assy Inspected & Functional Tested Labor $ 20.00 ea. = $2,000.00 Savings	0.00		0.00
56.00	EA	FLOW 4.5 Scott 4.5 air-paks repaired & functional tested Labor = $45.00ea. = $2,520.00 Savings	0.00		0.00
		++ Extra Items Offered W/Bid Proposal N/C:			
1.00	EA	201088-02 Scott, SEMS II, USB GATEWAY Price $2,100.00 Savings	0.00		0.00
1.00	EA	8005197 SCOTT, SC MON BASE UNL Price $100.00 Savings. ++	0.00		0.00

SHIPMAN'S
FIRE EQUIPMENT CO., INC.
172 CROSS ROAD, WATERFORD, CT 06385
(860) 442-0678 • 1-800-775-7332
FAX (860) 444-7395

WWW.SHIPMANS.COM

CT DMV LICENSE # U8329

Quote No	Quote Date	Page
22977	4/23/2018	2

Purchase Order No

Bill To

Norwalk Fire Maintenance (E -
121 Connecticut Ave
Norwalk, CT 06854
US

Ship to

Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
US

Customer No	Payment terms	Slspsn
N14081	Net 30	107

Loc	PPD/COL	Ship via	Ship Date
CT		OUR TRUCK	A.S.A.P.

Slspsn
John Plofkin
Phone: 860-625-6370
email: jplofkin@shipmans.com

Qty Ordered	UOM Item No	Unit price	Disc	Extended price
	Note: Per Bid if (5) Year Maintainence Agreement put into Effect @ $45.00 ea. Per pak and $20.00 ea. per Regulator Total Purchase Cost will be Reduced To $ 467,000.00 Dollars. A Savings of $18,240.00 + N/C Equipment & Testing = $13,620.00 for a Total Savings of $31,860.00...			

TERMS AND CONDITIONS:
TERMS: NET 30 DAYS.
QUOTE VALID FOR 30 DAYS.
WE RESERVE THE RIGHT TO CORRECT CLERICAL ERRORS AT ANY TIME.
THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total
485,240.00

May 2018 Financial Commentary

Balance Sheet
Cash is lower than the prior year by $45k, Accounts Payable and accrued expenses are higher by $18k, bank loan is $80k higher and unpaid Bond principal is $79k vs $0 last year. This leaves us at a net deficit cash position of $221k.

May Month vs Prior Year Month
Golf Revenue is higher than the prior year month by $31k driven by green fees and cart sales. However, other revenue is down by $11k due to no restaurant tenant ($6k) and lower tennis revenues ($5k) per month.

Personnel and employee benefits expenses are $5k higher compared to prior year month due to Operations. Some of this can be attributed to the in-house labor that went into the Clubhouse refurbishment.

Administrative expenses are $1k higher due to credit card fees, professional fees and bad debt expense offset by prior year accrual reversals.

Park Maintenance is $14k lower than prior year month. Much of this is just a timing issue as we will likely see higher expenses in June as the weather was cool and rainy in May.

Cart Expenses are $4k higher than prior year month.

Operating Income is $17k higher than the prior year month attributable to favorable revenue of $20k and unfavorable expenses of $3k.

May YTD vs Prior YTD
Golf Revenue is higher by $90k year over year for the 11 month period, but is offset by lower Other Revenue of $39 including Restaurant rent of $27k.

Personnel and employee benefits expenses are higher by $6k.

Administrative expenses are $36k higher than the prior year driven by bad debt ($18k), legal expenses ($10k) and credit card fees ($7).

Park Maintenance is $12k lower driven by lower water expense ($9k) and less Ag&Chem utilized ($4k) .

Cart expenses are higher by 32k due to the current costs of the new cart and GolfBoard fleet offset by lower maintenance needed.

Operating Income is lower than the prior year by $11k due to favorable revenue of $51k offset by unfavorable expenses of $62k.

Budget Comparison YTD
The YTD Golf Revenue is below budget by $18k driven mainly by membership ID's and cart revenue. However, other revenue is also below budget by $32 due to several months of no restaurant rent ($18k) and no advertising revenue generated this year ($6k).

Personnel and employee benefits expenses are $14k below budget due to lower than expected health insurance costs and payroll taxes.

Administrative expenses are $24k over budget driven mostly by Bad Debt on the restaurant revenue and legal fees related to the restaurant eviction process which were not budgeted for.

Sales & Operations are under budget by $5k. Some minor costs will be hitting in June.

Park Maintenance is under budget by $14k due mainly to less grounds maintenance and water costs.

Cart Expenses are $28k over budget.

Operating Income is $70k lower than the budget for the 11 month period. (Unfavorable revenue of $50k and unfavorable expenses of $19k).

OAK HILLS SALES ANALYSIS MAY 2018

Description	May-18	May-17	Inc/(Dec)	YTD FY18	YTD FY17	Inc/(Dec)
Revenue Rounds	4,812	4,199	14.6%	29,199	28,295	3.2%
Barter Rounds	284	285	-0.4%	2,013	1,867	7.8%
Sub Total	5,096	4,484	13.6%	31,212	30,162	3.5%
Comp Rounds	24	14	71.4%	506	447	13.2%
Total All Rounds	5,120	4,498	13.8%	31,718	30,609	3.6%
Total Carts	2,951	2,397	23.1%	17,997	16,496	9.1%
Total Boards	42	68	-38.2%	600	212	183.0%
Total Golf ID Cards	259	185	40.0%	1,458	1,674	-12.9%
Total Gift Cards	22	26	-15.4%	305	294	3.7%
Total $ Revenue Rounds	$133,286	$114,415	16.5%	$834,896	$795,534	4.9%
Total Carts $	$48,600	$37,420	29.9%	$279,786	$251,608	11.2%
Total Board $	$885	$1,639	-46.0%	$11,665	$4,597	153.8%
Total Golf ID Cards $	$20,795	$15,325	35.7%	$112,734	$125,630	-10.3%
Total Gift Cards $	$1,707	$1,489	14.6%	$23,345	$21,846	6.9%
Rain Chks/Gift Cards Redeemed	-$5,425	-$4,388	23.6%	-$24,449	-$21,594	13.2%
	$199,847	**$165,899**	**20.5%**	**$1,237,976**	**$1,177,620**	5.1%
$ Revenue/Revenue Round	**$27.70**	**$27.25**	1.7%	**$28.59**	**$28.12**	1.7%
Carts/Revenue Round	**61.3%**	**57.1%**	7.4%	**61.6%**	**58.3%**	5.7%
Cart $/Revenue Round	**$10.10**	**$8.91**	13.3%	**$9.58**	**$8.89**	7.8%
Cart $/Cart Round	**$16.47**	**$15.61**	5.5%	**$15.55**	**$15.25**	1.9%
Board $/Board Round	**$21.07**	**$24.10**	-12.6%	**$19.44**	**$0.00**	0.0%
ID Card $/Card	**$80.29**	**$82.84**	-3.1%	**$77.32**	**$75.05**	3.0%
Resident Adult 18 Rounds	1,316	1,096	20.1%	7,712	7,639	1.0%
Resident Senior 18 Rounds	1,221	1,026	19.0%	6,514	5,890	10.6%
Junior/Golf Team 18 Rounds	136	192	-29.2%	994	931	6.8%
Golf League 18 Rounds	66	45	46.7%	202	61	231.1%
Employee 18 Rounds	104	92	13.0%	506	429	17.9%
Non Resident 18 Rounds	1,850	1,417	30.6%	10,297	10,321	-0.2%
Total 9 Hole Rounds	119	331	-64.0%	2,164	2,998	-27.8%
Resident Adult 18 Rounds $	$35,279	$30,013	17.5%	$211,495	$203,822	3.8%
Resident Senior 18 Rounds $	$26,551	$23,359	13.7%	$146,014	$127,525	14.5%
Junior/Golf Team 18 Rounds $	$1,642	$1,745	-5.9%	$14,912	$14,524	2.7%
Golf League 18 Rounds	$1,254	$939	33.5%	$3,952	$1,285	207.5%
Employee 18 Rounds $	$728	$780	-6.7%	$4,120	$3,018	36.5%
Non Resident 18 Rounds $	$65,101	$49,925	30.4%	$361,938	$381,250	-5.1%
Total 9 Hole Rounds $	$2,732	$7,654	-64.3%	$48,764	$64,110	-23.9%
SR NONRES DISC	12	4	200.0%	103	119	-13.4%
NONRES DISCOUNT	10	16	-37.5%	127	155	-18.1%
FAMILY REG	5	3	66.7%	16	29	-44.8%
CITY/OWNER REG	2	3	-33.3%	15	27	-44.4%
Total	29	26	11.5%	261	330	-20.9%
GolfNow Rounds	136	105	29.5%	1521	744	104.4%
GolfNow Dollars	$4,795	$4,005	19.7%	$44,399	$33,932	30.8%
Dollars/Round	$35.26	$38.14	-7.6%	$29.19	$45.61	-36.0%

OAK HILLS PARK AUTHORITY
Balance Sheet FY18
As of May 31, 2018

	Total			
	As of May 31, 2018	As of May 31, 2017 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000 Cash				
1021 NBT Money Market	63,020.14	99,554.64	-36,534.50	-36.70%
1022 NBT Payment Account	-21,605.38	-13,621.47	-7,983.91	-58.61%
1023 NBT Rent Escrow Sec Apt Right	1,351.00	1,351.00	0.00	0.00%
1050 Petty	1,400.00	1,400.00	0.00	0.00%
Total 1000 Cash	**$ 44,165.76**	**$ 88,684.17**	**-$ 44,518.41**	**-50.20%**
Total Bank Accounts	**$ 44,165.76**	**$ 88,684.17**	**-$ 44,518.41**	**-50.20%**
Accounts Receivable				
1201 Accounts Receivable	0.00	2,550.00	-2,550.00	-100.00%
Total Accounts Receivable	**$ 0.00**	**$ 2,550.00**	**-$ 2,550.00**	**-100.00%**
Other Current Assets				
1100 Inventory	86,354.67	83,177.48	3,177.19	3.82%
1200 Receivables	2,000.00	0.00	2,000.00	100.00%
1300 Prepaid Expenses	29,128.49	30,499.09	-1,370.60	-4.49%
Total Other Current Assets	**$ 117,483.16**	**$ 113,676.57**	**$ 3,806.59**	**3.35%**
Total Current Assets	**$ 161,648.92**	**$ 204,910.74**	**-$ 43,261.82**	**-21.11%**
Fixed Assets				
1500 Fixed Assets				
1505 Machinery and Equipment	913,442.02	1,018,735.83	-105,293.81	-10.34%
1510 Accumulated Depreciation/Amort.	-3,208,043.33	-3,087,610.78	-120,432.55	-3.90%
1561 Park Improvements	1,735,612.87	1,721,835.42	13,777.45	0.80%
1562 Restaurant	2,277,134.66	2,277,134.66	0.00	0.00%
1570 Capital Projects in Progress	101,209.46	32,540.57	68,668.89	211.03%
Total 1500 Fixed Assets	**$ 1,819,355.68**	**$ 1,962,635.70**	**-$ 143,280.02**	**-7.30%**
Total Fixed Assets	**$ 1,819,355.68**	**$ 1,962,635.70**	**-$ 143,280.02**	**-7.30%**
TOTAL ASSETS	**$ 1,981,004.60**	**$ 2,167,546.44**	**-$ 186,541.84**	**-8.61%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 *Accounts Payable	75,915.81	73,752.36	2,163.45	2.93%
Total Accounts Payable	**$ 75,915.81**	**$ 73,752.36**	**$ 2,163.45**	**2.93%**
Other Current Liabilities				
2050 Accounts Payable-Tennis Revenue	14,840.00	12,785.00	2,055.00	16.07%
2051 Accounts Payable - OHMGA Revenue	12,008.00	4,027.00	7,981.00	198.19%
2052 Accounts Payable - F&B Revenue	793.00	0.00	793.00	100.00%
2100 Accrued Payroll	38,058.75	33,360.42	4,698.33	14.08%
2104 Accrued retirement contribution	280.14	1,986.84	-1,706.70	-85.90%
2105 Accrued Vacation Pay	29,548.01	29,080.69	467.32	1.61%

2106 Accrued Sick Leave Pay	27,878.03	28,942.42	-1,064.39	-3.68%
2200 Accrued Expenses	28,001.20	23,103.47	4,897.73	21.20%
2210 Security Deposit-Entrance House				
2212 Security Dep - Apt 2 Right	1,350.00	1,350.00	0.00	0.00%
Total 2210 Security Deposit-Entrance House	**$ 1,350.00**	**$ 1,350.00**	**$ 0.00**	**0.00%**
2230 NBT Credit Line	160,000.00	80,000.00	80,000.00	100.00%
2250 Deferred Revenue	0.00	16,595.37	-16,595.37	-100.00%
2251 Tournament Deposits	500.00	1,100.00	-600.00	-54.55%
2253 Deferred Tennis Revenue	3,333.33	0.00	3,333.33	100.00%
2254 Other Deferred	10,595.37	0.00	10,595.37	100.00%
Total 2250 Deferred Revenue	**$ 14,428.70**	**$ 17,695.37**	**-$ 3,266.67**	**-18.46%**
2400 Cart Sales Tax Due	2,951.28	2,332.00	619.28	26.56%
2500 Interest due City of Norwalk				
2501 Bond Due to City of Norwalk	39,349.47	43,309.82	-3,960.35	-9.14%
2503 150k Capital Debt	1,118.98	1,579.39	-460.41	-29.15%
2504 150k Operating Debt	1,367.63	2,128.61	-760.98	-35.75%
Total 2500 Interest due City of Norwalk	**$ 41,836.08**	**$ 47,017.82**	**-$ 5,181.74**	**-11.02%**
Total Other Current Liabilities	**$ 371,973.19**	**$ 281,681.03**	**$ 90,292.16**	**32.05%**
Total Current Liabilities	**$ 447,889.00**	**$ 355,433.39**	**$ 92,455.61**	**26.01%**
Long-Term Liabilities				
2701 Consolidated City Debt	2,034,195.80	2,034,195.80	0.00	0.00%
2730 Capital Debt (150k)	78,523.93	93,361.74	-14,837.81	-15.89%
2731 Operating Expense Debt (150k)	78,526.47	93,364.28	-14,837.81	-15.89%
2763 Wells Fargo Toro Utility	0.00	13,821.94	-13,821.94	-100.00%
2764 NBT Truck Loan	11,171.95	16,814.18	-5,642.23	-33.56%
2765 Deere Credit Inc. Progator Sprayer	14,556.83	23,175.65	-8,618.82	-37.19%
2766 Wells Fargo Eq Bandit Chipper	9,409.70	12,866.26	-3,456.56	-26.87%
2767 Deere Credit, Inc. Sweeper Vac	13,471.69	17,158.52	-3,686.83	-21.49%
2768 Deere Credit Inc. Greens Roller	10,489.77	13,213.70	-2,723.93	-20.61%
2769 Deere Credit, Inc. Gator	303.54	2,040.09	-1,736.55	-85.12%
2770 Deere Credit Inc. Hybrid Mower	13,135.51	21,049.51	-7,914.00	-37.60%
2771 Yard Card-Skid Mount	1,833.39	3,284.47	-1,451.08	-44.18%
2772 Wells Fargo 2017 Aera-Vator	4,048.98	5,103.78	-1,054.80	-20.67%
2773 DLL Finance Club Car CA550G Utility Cart	6,966.50	0.00	6,966.50	100.00%
2774 Wells - Sod Cutter, Progator, 3500-D Groundsmaster	63,075.39	0.00	63,075.39	100.00%
2775 Deere Credit, Inc. Hybrid Mower	28,409.62	0.00	28,409.62	100.00%
Total Long-Term Liabilities	**$ 2,368,119.07**	**$ 2,349,449.92**	**$ 18,669.15**	**0.79%**
Total Liabilities	**$ 2,816,008.07**	**$ 2,704,883.31**	**$ 111,124.76**	**4.11%**
Equity				
3000 Fund Balance				
3010 Fund Balance - Beginning	-42,873.28	-42,873.28	0.00	0.00%
Total 3000 Fund Balance	**-$ 42,873.28**	**-$ 42,873.28**	**$ 0.00**	**0.00%**
3500 Reserves				
3550 Reserve for Contingencies	405,368.10	405,368.10	0.00	0.00%
Total 3500 Reserves	**$ 405,368.10**	**$ 405,368.10**	**$ 0.00**	**0.00%**
3900 Retained Earnings	-832,320.44	-627,977.01	-204,343.43	-32.54%
Net Income	-365,177.85	-271,854.68	-93,323.17	-34.33%
Total Equity	**-$ 835,003.47**	**-$ 537,336.87**	**-$ 297,666.60**	**-55.40%**
TOTAL LIABILITIES AND EQUITY	**$ 1,981,004.60**	**$ 2,167,546.44**	**-$ 186,541.84**	**-8.61%**

OAK HILLS PARK AUTHORITY
P&L - Current Month Vs. Prior Year Month
May 2018

	Total			
	May 2018	May 2017 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	133,640.90	118,456.06	15,184.84	12.82%
4020 I.D. Cards	19,745.00	13,247.00	6,498.00	49.05%
4030 Tournament Fees	4,212.00	4,307.00	-95.00	-2.21%
4050 Cart Revenue	45,698.00	36,726.00	8,972.00	24.43%
4055 GolfBoard Revenue	832.00	0.00	832.00	100.00%
4060 Golf Revenue - Gift Certif.	1,707.00	1,439.00	268.00	18.62%
4070 Gift & Rain Checks Redeemed	-5,425.00	-4,388.00	-1,037.00	-23.63%
Total 4001 Golf Revenue	$ 200,409.90	$ 169,787.06	$ 30,622.84	18.04%
4100 Tennis Revenue	5,000.00	10,000.00	-5,000.00	-50.00%
4200 Rental Income	1,350.00	1,350.00	0.00	0.00%
4300 Investment Income	5.37	11.44	-6.07	-53.06%
4400 Misc. Income	-77.54	-128.00	50.46	39.42%
4600 Restaurant Income	0.00	6,000.00	-6,000.00	-100.00%
4700 Advertising Revenue	0.00	0.00	0.00	0.00%
Total 4000 REVENUES	$ 206,687.73	$ 187,020.50	$ 19,667.23	10.52%
Total Income	$ 206,687.73	$ 187,020.50	$ 19,667.23	10.52%
Gross Profit	$ 206,687.73	$ 187,020.50	$ 19,667.23	10.52%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	12,357.80	12,036.64	321.16	2.67%
5030 Operations	25,367.23	21,706.62	3,660.61	16.86%
5040 Operations O/T	450.89	-250.59	701.48	279.93%
5050 Course Personnel	26,322.96	24,992.78	1,330.18	5.32%
5060 Course Personnel O/T	81.78	107.07	-25.29	-23.62%
5070 Seasonal Personnel	16,160.34	16,994.57	-834.23	-4.91%
5080 Seasonal Personnel O/T	143.86	515.90	-372.04	-72.11%
Total 5000 PERSONNEL EXPENSE	$ 80,884.86	$ 76,102.99	$ 4,781.87	6.28%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	6,134.56	5,192.19	942.37	18.15%
5230 State Unemployment	2,545.99	2,956.05	-410.06	-13.87%
5250 Health Insurance	3,902.93	4,212.39	-309.46	-7.35%
5260 Workmans Compensation	1,475.53	1,241.86	233.67	18.82%
5270 Retirement Plans	663.59	682.25	-18.66	-2.74%
Total 5200 EMPLOYEE BENEFITS	$ 14,722.60	$ 14,284.74	$ 437.86	3.07%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	1,188.28	535.80	652.48	121.78%
5430 Professional Fees	4,000.00	2,375.00	1,625.00	68.42%

5436 Advertising	1,046.47	950.00	96.47	10.15%
5440 Office Expense	1,806.98	2,509.01	-702.03	-27.98%
5441 Bank Charges	28.10	194.39	-166.29	-85.54%
5442 Credit Card Fees	2,529.05	-2,103.06	4,632.11	220.26%
5445 Postage	40.00	40.30	-0.30	-0.74%
5460 Training and Dues	390.00	2,020.00	-1,630.00	-80.69%
5461 Authority Secretarial Services	260.00	260.00	0.00	0.00%
5469 Other Outside Services	379.74	488.66	-108.92	-22.29%
5470 Other Administrative	616.02	6,122.86	-5,506.84	-89.94%
5471 Charitable Contributions	600.00	0.00	600.00	100.00%
5480 Utilities	1,424.65	2,204.53	-779.88	-35.38%
5499 Bad Debt Expense	2,550.00	0.00	2,550.00	100.00%
5500 Liability Insurance	4,068.75	3,904.17	164.58	4.22%
5520 Interest Expense	622.48	938.68	-316.20	-33.69%
Total 5400 ADMINISTRATIVE EXPENSES	$ 21,550.52	$ 20,440.34	$ 1,110.18	5.43%
5600 SALES AND OPERATIONS				
5640 Golf Pro Supplies	77.94	0.00	77.94	100.00%
Total 5600 SALES AND OPERATIONS	$ 77.94	$ 0.00	$ 77.94	100.00%
5700 PARK MAINTENANCE				
5710 Water	928.25	914.29	13.96	1.53%
5720 Heating Fuel	500.00	1,120.58	-620.58	-55.38%
5730 Grounds Maintenance	7,248.70	1,239.48	6,009.22	484.82%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	-1,102.50	2,855.15	-3,957.65	-138.61%
5752 Agriculture/Chemicals Utilized	14,989.37	17,564.18	-2,574.81	-14.66%
Total 5750 Agriculture and Chemicals	$ 13,886.87	$ 20,419.33	-$ 6,532.46	-31.99%
5760 Irrigation Maintenance	277.13	428.00	-150.87	-35.25%
5770 Consumable Tools	0.00	159.40	-159.40	-100.00%
5780 Tee and Green Supplies	39.07	2,848.17	-2,809.10	-98.63%
5795 Janitorial Supplies	11.86	0.00	11.86	100.00%
5800 Equipment Maintenance	3,730.68	3,484.48	246.20	7.07%
5820 Building Maintenance	1,325.97	2,416.38	-1,090.41	-45.13%
5840 Small Equipment	0.00	1,727.51	-1,727.51	-100.00%
5860 Gasoline/Diesel Fuel	2,325.79	2,073.28	252.51	12.18%
5880 Employee work clothes	0.00	1,065.22	-1,065.22	-100.00%
Total 5700 PARK MAINTENANCE	$ 30,274.32	$ 37,896.12	-$ 7,621.80	-20.11%
6000 CART EXPENSE				
6010 Cart Lease Expense	16,116.00	14,565.41	1,550.59	10.65%
6015 Board Lease Expense	2,529.41	0.00	2,529.41	100.00%
6020 Electricity	1,194.16	1,042.85	151.31	14.51%
6030 Maintenance	773.77	213.66	560.11	262.15%
6050 Cart Insurance	400.00	400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	531.10	-531.10	-100.00%
Total 6000 CART EXPENSE	$ 21,013.34	$ 16,753.02	$ 4,260.32	25.43%
Total Expenses	$ 168,523.58	$ 165,477.21	$ 3,046.37	1.84%
Net Operating Income	$ 38,164.15	$ 21,543.29	$ 16,620.86	77.15%
Other Expenses				

8000 Depreciation/Amortization	19,694.55	17,957.30	1,737.25	9.67%
8001 Capital projects				
8100 Capital Projects - Cash	62,489.73	365.00	62,124.73	17020.47%
8101 Captial Projects - Financed	0.00	-32,540.57	32,540.57	100.00%
Total 8001 Capital projects	**$ 62,489.73**	**-$ 32,175.57**	**$ 94,665.30**	**294.21%**
8002 Bond to City	4,372.16	4,762.29	-390.13	-8.19%
8004 Capital Debt to City	124.33	174.65	-50.32	-28.81%
8005 Operating Debt to City	124.33	193.51	-69.18	-35.75%
Total Other Expenses	**$ 86,805.10**	**-$ 9,087.82**	**$ 95,892.92**	**1055.18%**
Net Other Income	**-$ 86,805.10**	**$ 9,087.82**	**-$ 95,892.92**	**-1055.18%**
Net Income	**-$ 48,640.95**	**$ 30,631.11**	**-$ 79,272.06**	**-258.80%**

OAK HILLS PARK AUTHORITY
P&L - Current YTD Vs. Prior YTD
July 2017 - May 2018

	Total			
	Jul 2017 - May 2018	Jul 2016 - May 2017 (PY)	Change	% Change
Income				
4000 REVENUES				
4001 Golf Revenue				
4010 Golf Fees	830,655.00	748,288.35	82,366.65	11.01%
4020 I.D. Cards	111,669.00	126,075.00	-14,406.00	-11.43%
4030 Tournament Fees	43,512.00	52,316.00	-8,804.00	-16.83%
4050 Cart Revenue	263,584.00	242,877.00	20,707.00	8.53%
4055 GolfBoard Revenue	10,892.00	0.00	10,892.00	100.00%
4060 Golf Revenue - Gift Certif.	23,165.00	21,585.00	1,580.00	7.32%
4070 Gift & Rain Checks Redeemed	-24,269.00	-21,576.00	-2,693.00	-12.48%
Total 4001 Golf Revenue	$ 1,259,208.00	$ 1,169,565.35	$ 89,642.65	7.66%
4100 Tennis Revenue	35,088.00	37,000.00	-1,912.00	-5.17%
4200 Rental Income	14,850.00	14,850.00	0.00	0.00%
4300 Investment Income	154.50	252.15	-97.65	-38.73%
4400 Misc. Income	43.58	6,307.44	-6,263.86	-99.31%
4600 Restaurant Income	39,000.00	66,000.00	-27,000.00	-40.91%
4700 Advertising Revenue	200.00	3,600.00	-3,400.00	-94.44%
Total 4000 REVENUES	$ 1,348,544.08	$ 1,297,574.94	$ 50,969.14	3.93%
Total Income	$ 1,348,544.08	$ 1,297,574.94	$ 50,969.14	3.93%
Gross Profit	$ 1,348,544.08	$ 1,297,574.94	$ 50,969.14	3.93%
Expenses				
5000 PERSONNEL EXPENSE				
5010 Management Salary	136,326.82	144,891.17	-8,564.35	-5.91%
5030 Operations	136,938.85	131,824.58	5,114.27	3.88%
5040 Operations O/T	894.17	2,237.95	-1,343.78	-60.05%
5050 Course Personnel	282,400.79	277,013.97	5,386.82	1.94%
5060 Course Personnel O/T	1,147.51	1,214.22	-66.71	-5.49%
5070 Seasonal Personnel	116,377.62	110,380.34	5,997.28	5.43%
5080 Seasonal Personnel O/T	1,426.96	1,565.82	-138.86	-8.87%
Total 5000 PERSONNEL EXPENSE	$ 675,512.72	$ 669,128.05	$ 6,384.67	0.95%
5200 EMPLOYEE BENEFITS				
5210 Payroll Taxes	51,827.71	50,915.15	912.56	1.79%
5230 State Unemployment	19,050.65	22,344.40	-3,293.75	-14.74%
5250 Health Insurance	46,341.07	48,137.47	-1,796.40	-3.73%
5260 Workmans Compensation	13,225.57	11,356.50	1,869.07	16.46%
5270 Retirement Plans	6,876.75	4,853.40	2,023.35	41.69%
Total 5200 EMPLOYEE BENEFITS	$ 137,321.75	$ 137,606.92	-$ 285.17	-0.21%
5400 ADMINISTRATIVE EXPENSES				
5420 Telephone	6,710.69	5,787.55	923.14	15.95%

5430 Professional Fees	36,390.14	26,125.00	10,265.14	39.29%
5436 Advertising	13,443.68	10,033.02	3,410.66	33.99%
5440 Office Expense	11,559.00	17,026.33	-5,467.33	-32.11%
5441 Bank Charges	284.40	590.09	-305.69	-51.80%
5442 Credit Card Fees	24,474.72	17,945.23	6,529.49	36.39%
5445 Postage	217.44	189.20	28.24	14.93%
5450 Training and Dues	3,500.00	4,946.45	-1,446.45	-29.24%
5461 Authority Secretarial Services	2,740.00	2,440.00	300.00	12.30%
5469 Other Outside Services	3,764.25	2,974.30	789.95	26.56%
5470 Other Administrative	5,416.50	10,766.28	-5,349.78	-49.69%
5471 Charitable Contributions	700.00	0.00	700.00	100.00%
5480 Utilities	32,622.41	29,685.68	2,936.73	9.89%
5490 Water	0.00	682.88	-682.88	-100.00%
5499 Bad Debt Expense	17,550.00	0.00	17,550.00	100.00%
5500 Liability Insurance	43,667.61	40,639.86	3,027.75	7.45%
5520 Interest Expense	8,127.71	5,363.32	2,764.39	51.54%
Total 5400 ADMINISTRATIVE EXPENSES	**$ 211,168.55**	**$ 175,195.19**	**$ 35,973.36**	**20.53%**
5600 SALES AND OPERATIONS				
5620 Pro Shop Maintenance	0.00	0.00	0.00	100.00%
5640 Golf Pro Supplies	208.52	0.00	208.52	100.00%
Total 5600 SALES AND OPERATIONS	**$ 208.52**	**$ 0.00**	**$ 208.52**	**100.00%**
5700 PARK MAINTENANCE			0.00	
5710 Water	45,230.02	53,771.00	-8,540.98	-15.88%
5720 Heating Fuel	11,406.25	10,655.01	751.24	7.05%
5730 Grounds Maintenance	20,249.33	15,684.86	4,564.47	29.10%
5740 Tree Maintenance	1,930.00	4,440.00	-2,510.00	-56.53%
5750 Agriculture and Chemicals				
5751 Agriculture&Chemicals-Purchased	88,270.00	74,591.06	13,678.94	18.34%
5752 Agriculture/Chemicals Utilized	-18,684.89	-1,200.05	-17,484.84	-1457.01%
Total 5750 Agriculture and Chemicals	**$ 69,585.11**	**$ 73,391.01**	**-$ 3,805.90**	**-5.19%**
5760 Irrigation Maintenance	10,694.19	10,685.97	8.22	0.08%
5770 Consumable Tools	1,507.09	2,346.32	-839.23	-35.77%
5780 Tee and Green Supplies	3,198.25	3,403.85	-205.60	-6.04%
5795 Janitorial Supplies	122.23	814.95	-692.72	-85.00%
5800 Equipment Maintenance	27,023.58	24,972.76	2,050.82	8.21%
5820 Building Maintenance	19,227.84	20,438.31	-1,210.47	-5.92%
5840 Small Equipment	1,035.89	2,325.51	-1,289.62	-55.46%
5860 Gasoline/Diesel Fuel	10,792.42	9,946.52	845.90	8.50%
5880 Employee work clothes	126.85	1,065.22	-938.37	-88.09%
Total 5700 PARK MAINTENANCE	**$ 222,129.05**	**$ 233,941.29**	**-$ 11,812.24**	**-5.05%**
6000 CART EXPENSE				
6010 Cart Lease Expense	88,740.00	60,971.85	27,768.15	45.54%
6015 Board Lease Expense	12,647.05	0.00	12,647.05	100.00%
6020 Electricity	11,094.71	10,254.22	840.49	8.20%
6030 Maintenance	3,770.18	12,677.77	-8,907.59	-70.26%
6050 Cart Insurance	4,400.00	4,400.00	0.00	0.00%
6060 Misc. Cart Expense	0.00	531.10	-531.10	-100.00%

Total 6000 CART EXPENSE	$ 120,651.94	$ 88,834.94	$ 31,817.00	35.82%
Total Expenses	$ 1,366,992.53	$ 1,304,706.39	$ 62,286.14	4.77%
Net Operating Income	-$ 18,448.45	-$ 7,131.45	-$ 11,317.00	-158.69%
Other Expenses				
8000 Depreciation/Amortization	216,640.05	197,530.30	19,109.75	9.67%
8001 Capital projects				
8100 Capital Projects - Cash	79,213.33	10,757.98	68,455.35	636.32%
8101 Captial Projects - Financed	0.00	0.00	0.00	0.00%
Total 8001 Capital projects	$ 79,213.33	$ 10,757.98	$ 68,455.35	636.32%
8002 Bond to City	48,093.76	52,385.19	-4,291.43	-8.19%
8004 Capital Debt to City	1,414.63	1,921.15	-506.52	-26.37%
8005 Operating Debt to City	1,367.63	2,128.61	-760.98	-35.75%
Total Other Expenses	$ 346,729.40	$ 264,723.23	$ 82,006.17	30.98%
Net Other Income	-$ 346,729.40	-$ 264,723.23	-$ 82,006.17	-30.98%
Net Income	-$ 365,177.85	-$ 271,854.68	-$ 93,323.17	-34.33%

Oak Hills Park Authority
FY18 Actual vs. Budget

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
REVENUE								
4000 · REVENUES								
4001 · Golf Revenue								
4010 · Golf Fees	$133,641	$123,562	$10,079	8.2%	$830,655	$823,671	$6,984	0.8%
4020 · I.D. Cards	$19,745	$14,838	$4,907	33.1%	$111,669	$124,416	-$12,747	-10.2%
4030 · Tournament Fees	$4,212	$9,413	-$5,201	-55.3%	$43,512	$58,712	-$15,200	-25.9%
4050 · Cart Revenue	$45,698	$38,377	$7,321	19.1%	$263,584	$265,891	-$2,307	-0.9%
4055 · GolfBoard Revenue	$832	$1,062	-$230	-21.7%	$10,892	$7,358	$3,534	48.0%
4060 · Golf Revenue - Gift Certif.	$1,707	$1,291	$416	32.2%	$23,165	$18,389	$4,776	26.0%
4070 · Gift & Rain Checks Redeemed	-$5,425	-$4,190	-$1,235	29.5%	-$24,269	-$21,434	-$2,835	13.2%
Total 4001 · Golf Revenue	**$200,410**	**$184,353**	**$16,057**	**8.7%**	**$1,259,208**	**$1,277,004**	**-$17,796**	**-1.4%**
4100 · Tennis Revenue	$5,000	$4,167	$834	20.0%	$35,088	$38,333	-$3,245	-8.5%
4200 · Rental Income	$1,350	$1,350	$0	0.0%	$14,850	$14,850	$0	0.0%
4300 · Investment Income	$5	$8	-$3	-33.9%	$155	$260	-$105	-40.5%
4400 · Misc. Income	-$78	$53	-$131	-245.0%	$44	$5,315	-$5,271	-99.2%
4600 · Restaurant Income	$0	$7,000	-$7,000	-100.0%	$39,000	$57,000	-$18,000	-31.6%
4700 · Advertising Revenue	$0	$1,500	-$1,500	-100.0%	$200	$6,000	-$5,800	-96.7%
Total Other Revenue	**$6,278**	**$14,078**	**-$7,800**	**-55.4%**	**$89,336**	**$121,758**	**-$32,422**	**-26.6%**
TOTAL REVENUE	**$206,688**	**$198,431**	**$8,256**	**4.2%**	**$1,348,544**	**$1,398,762**	**-$50,218**	**-3.6%**
EXPENSE								
5000 · PERSONNEL EXPENSE								
5010 · Management Salary	$12,358	$12,853	$495	3.9%	$136,327	$142,060	$5,733	4.0%
5030 · Operations	$25,367	$18,136	-$7,232	-39.9%	$136,939	$120,245	-$16,694	-13.9%
5040 · Operations O/T	$451	$0	-$451	0.0%	$894	$0	-$894	0.0%
5050 · Course Personnel	$26,323	$25,978	-$345	-1.3%	$282,401	$279,231	-$3,170	-1.1%
5060 · Course Personnel O/T	$82	$39	-$43	-109.9%	$1,148	$728	-$420	-57.7%
5070 · Seasonal Personnel	$16,160	$19,756	$3,596	18.2%	$116,378	$129,986	$13,608	10.5%
5080 · Seasonal Personnel O/T	$144	$190	$46	24.4%	$1,427	$1,021	-$406	-39.8%
Total 5000 · PERSONNEL EXPENSE	**$80,885**	**$76,952**	**-$3,933**	-5.1%	**$675,513**	**$673,270**	**-$2,242**	-0.3%
5200 · EMPLOYEE BENEFITS								
5210 · Payroll Taxes	$6,135	$5,828	-$307	-5.3%	$51,828	$56,021	$4,194	7.5%
5230 · State Unemployment	$2,546	$1,567	-$979	-62.5%	$19,051	$23,245	$4,195	18.0%
5250 · Health Insurance	$3,903	$4,573	$670	14.6%	$46,341	$52,084	$5,743	11.0%
5260 · Workmans Compensation	$1,476	$1,275	-$201	-15.8%	$13,226	$15,098	$1,872	12.4%
5270 · Retirement Plans	$664	$680	$16	2.4%	$6,877	$6,755	-$122	-1.8%
Total 5200 · EMPLOYEE BENEFITS	**$14,723**	**$13,922**	**-$800**	-5.7%	**$137,322**	**$153,204**	**$15,882**	10.4%
5400 · ADMINISTRATIVE EXPENSES								
5420 · Telephone	$1,188	$536	-$652	-121.5%	$6,711	$5,895	-$816	-13.8%
5430 · Professional Fees	$4,000	$2,167	-$1,833	-84.6%	$36,390	$24,042	-$12,348	-51.4%
5436 · Advertising	$1,046	$2,600	$1,554	59.8%	$13,444	$17,400	$3,956	22.7%
5440 · Office Expense	$1,807	$1,247	-$560	-44.9%	$11,559	$13,715	$2,156	15.7%
5441 · Bank Charges	$28	$122	$94	77.0%	$284	$613	$329	53.6%
5442 · Credit Card Fees	$2,529	$782	-$1,747	-223.2%	$24,475	$24,522	$48	0.2%
5445 · Postage	$40	$21	-$19	-94.6%	$217	$175	-$42	-24.2%
5450 · Training and Dues	$390	$1,558	$1,168	75.0%	$3,500	$4,894	$1,394	28.5%
5461 · Authority Secretarial Services	$260	$269	$9	3.4%	$2,740	$2,658	-$82	-3.1%
5469 · Other Outside Services	$380	$284	-$96	-33.8%	$3,764	$3,487	-$277	-7.9%
5470 · Other Admin	$616	$750	$134	17.9%	$5,417	$7,979	$2,563	32.1%
5471 · Charitable Contributions	$600		-$600	0.0%	$700	$100	-$600	-600.0%
5480 · Utilities	$1,425	$2,703	$1,278	47.3%	$32,622	$29,728	-$2,894	-9.7%
5490 · Water	$0	$0	$0	0.0%		$0	$0	0.0%
5499 · Bad Debt Expense	$2,550	$0	-$2,550	0.0%	$17,550	$0	-$17,550	0.0%
Total 5400 · ADMINISTRATIVE EXPENSES	**$16,859**	**$13,039**	**-$3,820**	-29.3%	**$159,373**	**$135,208**	**-$24,165**	-17.9%
5500 · DEBT SERVICE AND INSURANCE								

Oak Hills Park Authority
FY18 Actual vs. Budget

	May Act	May Bud	Var $	Var %	YTD Act	YTD Bud	Var $	Var %
5500 · Liability Insurance	$4,069	$4,309	$241	5.6%	$43,668	$43,574	-$94	-0.2%
5520 · Interest	$622	$740	$117	15.8%	$8,128	$8,181	$54	0.7%
Total 5500 · DEBT SERVICE AND INSURANCE	**$4,691**	**$5,049**	**$358**	7.1%	**$51,795**	**$51,755**	**-$40**	-0.1%
5600 · SALES AND OPERATIONS								
5620 · Pro Shop Maintenance	$0	$0	$0	0.0%	$0	$500	$500	100.0%
5640 · Golf Pro Supplies	$78	$675	$597	88.5%	$209	$3,825	$3,616	94.5%
5680 · Golf Pro Work Clothes	$0	$900	$900	100.0%	$0	$1,100	$1,100	100.0%
Total 5600 SALES AND OPERATIONS	**$78**	**$1,575**	**$1,497**	95.1%	**$209**	**$5,425**	**$5,216**	96.2%
5700 · PARK MAINTENANCE								
5710 · Water	$928	$4,853	$3,925	80.9%	$45,230	$51,791	$6,561	12.7%
5720 · Heating Fuel	$500	$827	$327	39.5%	$11,406	$10,670	-$736	-6.9%
5730 · Grounds Maintenance	$7,249	$1,576	-$5,672	-359.8%	$20,249	$27,421	$7,171	26.2%
5740 · Tree Maintenance	$0	$0	$0	0.0%	$1,930	$2,500	$570	22.8%
5751 · Agriculture&Chemicals-Purch	-$1,103	$16,234	$17,336	106.8%	$88,270	$67,854	-$20,416	-30.1%
5752 · Agriculture/Chemicals Utilized	$14,989	$0	-$14,989	0.0%	-$18,685	$0	$18,685	0.0%
5760 · Irrigation Maintenance	$277	$1,653	$1,376	83.2%	$10,694	$11,050	$356	3.2%
5770 · Consumable Tools		$123	$123	100.0%	$1,507	$2,537	$1,030	40.6%
5780 · Tee and Green Supplies	$39	$1,403	$1,364	97.2%	$3,198	$2,889	-$309	-10.7%
5795 · Janitorial Supplies	$12	$100	$89	88.2%	$122	$533	$411	77.1%
Total 5700 · PARK MAINTENANCE	**$22,892**	**$26,769**	**$3,878**	14.5%	**$163,922**	**$177,245**	**$13,322**	7.5%
5800 · PARK EQUIPMENT								
5800 · Equipment Maintenance	$3,731	$3,253	-$478	-14.7%	$27,024	$28,243	$1,220	4.3%
5820 · Building Maintenance	$1,326	$1,512	$186	12.3%	$19,228	$18,367	-$861	-4.7%
5840 · Small Equipment		$1,142	$1,142	100.0%	$1,036	$1,806	$770	42.6%
5860 · Gasoline/Diesel Fuel	$2,326	$1,757	-$569	-32.4%	$10,792	$10,000	-$792	-7.9%
5880 · Employee work clothes	$0	$450	$450	100.0%	$127	$550	$423	76.9%
Total 5800 · PARK EQUIPMENT	**$7,382**	**$8,114**	**$731**	9.0%	**$58,207**	**$58,966**	**$759**	1.3%
6000 · CART EXPENSE								
6010 · Cart Lease Expense	$16,116	$12,036	-$4,080	-33.9%	$88,740	$60,180	-$28,560	-47.5%
6015 · Board Lease Expense	$2,529	$2,529	$0	0.0%	$12,647	$12,647	$0	0.0%
6020 · Electricity	$1,194	$1,071	-$123	-11.5%	$11,095	$10,260	-$834	-8.1%
6030 · Maintenance	$774	$600	-$174	-29.0%	$3,770	$3,400	-$370	-10.9%
6050 · Cart Insurance	$400	$400	$0	0.0%	$4,400	$4,400	$0	0.0%
6060 · Misc. Cart Expense	$0	$167	$167	100.0%	$0	$1,667	$1,667	100.0%
Total 6000 · CART EXPENSE	**$21,013**	**$16,803**	**-$4,210**	-25.1%	**$120,652**	**$92,554**	**-$28,098**	-30.4%
7001 · Uncategorized Expenses								
TOTAL OPERATIONAL EXPENSE	**$168,524**	**$162,223**	**-$6,301**	-3.9%	**$1,366,993**	**$1,347,627**	**-$19,366**	-1.4%
TOTAL OPERATIONAL NET INCOME	**$38,164**	**$36,208**	**$1,956**	5.4%	**-$18,448**	**$51,135**	**-$69,584**	-136.1%
Depreciation/Amortization								
Restructured Debt	$4,372	$4,202	-$170	-4.0%	$48,094	$46,566	-$1,528	-3.3%
Capital Funding $150k	$124	$124	$0	0.0%	$1,415	$1,415	$0	0.0%
$150K Operating Debt	$124	$124	$0	0.0%	$1,368	$1,368	$0	0.0%
Total Other Expense	**$4,621**	**$4,451**	**-$170**	-3.8%	**$50,876**	**$49,348**	**-$1,528**	-3.1%
NET INCOME BEFORE CAPITAL EXPENSES	**$33,543**	**$31,757**	**$1,786**	5.6%	**-$69,324**	**$1,787**	**-$71,112**	-3978.9%
8000 · OTHER EXPENSE								
8000 · Depreciation/Amortization								
8000 · Depreciation/Amortization Non Cash								
8001 · Capital projects								
8100 - Capital Proj Cash	$62,490	$4,167	-$58,323	-1399.8%	$79,213	$44,586	-$34,627	-77.7%
8101 - Capital Proj Financed	$0	$0	$0	0.0%	$0	$0	$0	0.0%
Contingency								
Total 8000 · OTHER EXPENSE	$62,490	$4,167	-$58,323	-1399.8%	$79,213	$44,586	-$34,627	-77.7%
NET INCOME	**-$28,946**	**$27,591**	**-$56,537**	-204.9%	**-$148,538**	**-$42,799**	**-$105,739**	247.1%